2023 SmartWay Online Shipper Tool

User Guide

U.S. Version 1.0
(Data Year 2022)

EPA-420-B-23-041 I October 2023 I SmartWay Transport Partnership I epa.gov/smartway

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(Data Year 2022)

Transportation and Climate Division
Office of Transportation and Air Quality
U.S. Environmental Protection Agency

EPA-420-B-23-041
October 2023

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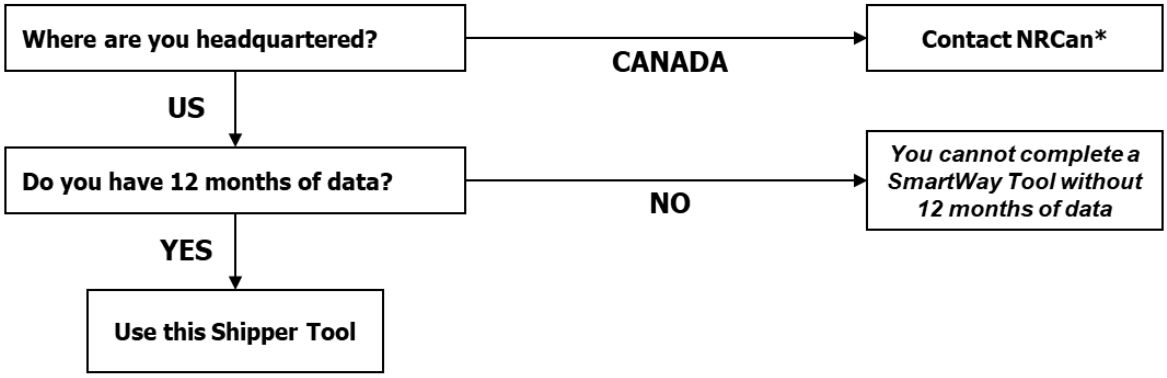
Pre-Checklist — Before Getting Started

WARNING

******Before beginning, use this chart to make sure you choose the right tool for your operations! ******

IS THIS THE RIGHT SMARTWAY TOOL FOR ME?



* SmartWay.Canada@NRCan-RNCan.gc.ca

If you have questions regarding which SmartWay Tool to use, contact your Partner Account Manager (PAM), the SmartWay Transport Partnership at 1-734-214-4767 or email smartway_transport@epa.gov.

The following guide describes the SmartWay Online Shipper Tool, which is an online version of the SmartWay Excel Shipper Tool used by shipper partners in prior years. The Excel tool was discontinued at the end of the 2021 reporting cycle.

Introduction

HOW DO SHIPPERS JOIN THE SMARTWAY TRANSPORT PARTNERSHIP?

Shipper companies join SmartWay by submitting a SmartWay Shipper tool. Shipper companies that submit tools that are approved by SmartWay are known as "SmartWay Shipper Company Partners."

When a shipper company submits a Shipper tool to SmartWay, they agree to the requirements stipulated in the SmartWay Shipper Partnership Agreement--notably, that they will measure and report the emissions performance of their company *annually* and provide supporting documentation to SmartWay upon request.

All SmartWay Shipper Partners agree to complete and submit the SmartWay Shipper tool to:

- define company composition,
- characterize company activity,
- individually benchmark multiple companies, and
- track annual changes in performance.

Upon approval of a Shipper tool submission, a shipper company will be identified as SmartWay Shipper Partner on EPA's website, on the SmartWay Partner List, and in a database used to identify companies that meet SmartWay's annual requirements. On-time submission and approval of the tool also qualifies Shipper Partners for use of the SmartWay Logo. The carrier will also receive information on how to access its current SmartWay registration document and other information through the Partner Portal.

HOW DO I JOIN IF MY PARENT COMPANY HAS MULTIPLE SUBSIDIARIES?

Shippers with subsidiaries may submit a single tool for their parent company and all its subsidiaries. If a shipper chooses to do this, the entire organization will be considered a SmartWay Partner and the performance rating will be assigned to the entire organization. The partner will be listed on the SmartWay website under the parent company's name.

Individual subsidiaries may join as separate partners if the parent company wishes to have them listed individually on the SmartWay website. Each subsidiary would submit a separate tool.

SmartWay highly recommends developing your list of subsidiary companies beforehand by using an organization chart or perhaps a customer interface web page. For example, evaluate how your organization contracts with carriers, identify your companies' different NAICS codes, and determine how they choose what carriers to hire.

The best strategy is to have a clear idea of how to define your companies before filling out the tool.

The following sections describe the information needed and the process for completing the required sections of the Online Shipper Tool (OST). The OST **Technical Documentation**[1] explains more about the data sources and calculation methodology used by the tool; this guide focuses on the essentials for completing the tool.

ESTABLISHING YOUR DATA COLLECTION YEAR

Before beginning your data collection, identify the last calendar year for which you have full annual (12 months) data. This means that you have data from January of the calendar year through December of the same year.

REQUIRED DATA

Shippers need to gather the following essential information to complete the OST:

- The official company name to be used on the SmartWay website for public recognition of participation in SmartWay.
- Company contact information.
- Contact details for:
  - your Working Contact.
  - your Executive Contact (Executive Contact cannot be the same as the Working Contact).
  - your Sustainability and/or Other Contact(s) – these are optional.
- North American Industry Classification System (NAICS) codes for the company.
- A comprehensive list of all carriers (SmartWay and non-SmartWay) that the shipper used to haul freight during the reporting calendar year. The list should include all truck, rail, barge, air, and logistics companies hired by the shipper.
- The activity level for each carrier for the reporting year (miles, ton-miles, and/or payload).

Additional information is required depending on the shipper's selected level of participation – see Step 1: Select Your Participation Level below for details.

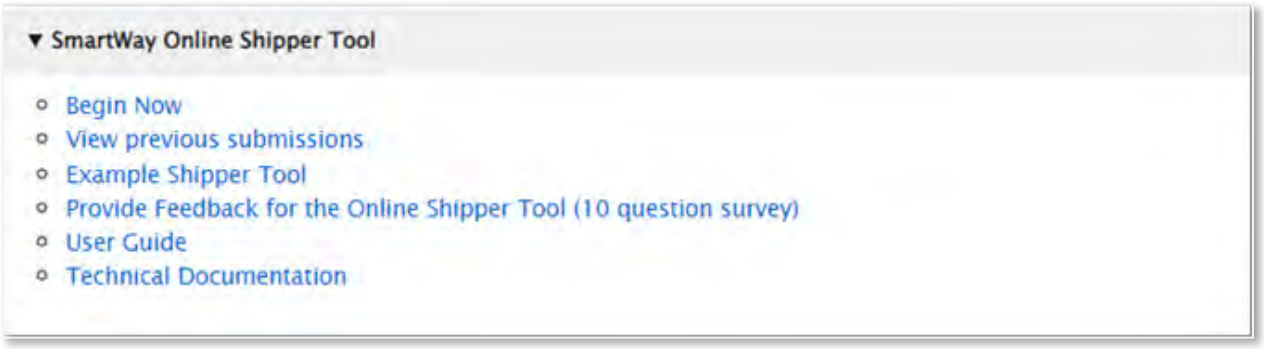
[1] You can access the OST Technical Documentation through the SmartWay Partner Portal.

Tool Screens and Data Entry

ACCESS THE TOOL IN THE SMARTWAY PORTAL

The SmartWay Portal is a resource for SmartWay Partners and eligible companies that are interested in partnering with SmartWay. You can access the tool under the **Online Shipper Tool** option menu. Select "**Begin Now**" to open the tool. The remaining menu items provide resources to help you complete your tool (e.g., access to the Example Tool, User Guide, and Technical Documentation), review previous online submissions if applicable, and provide feedback about the tool.

Figure 1. SmartWay Portal Options



INTRODUCTORY SCREENS

Upon opening the tool, you will see a **Welcome** screen indicating the Partner Name and the current Data Year for reporting.[2] Note the "Data Year" is the year the activity data correspond to, which is one calendar year prior to the current calendar year. The **Welcome** screen is then followed by screens that allow you to review background material to orient you to the tool. The background screens provide information on data gathering, tool help and navigation, and the SmartWay Partner tool schedule for the current year. These screens may be skipped if you are already familiar with the tool.

Note: Your online session will "time-out" after 30 minutes if you do not interact with a page, and data will be lost for that page. You do not have to complete all steps within 30 minutes, but you must refresh or change the page within this time to avoid timing out. Otherwise, you must re-open the tool through the SmartWay Portal.

[2] The **Welcome** screen also includes the OMB Control Number at the bottom right of the screen. OMB numbers are form and information collection numbers assigned by the Office of Management and Budget, authorized under the Paperwork Reduction Act of 1980.

AUTO POPULATION

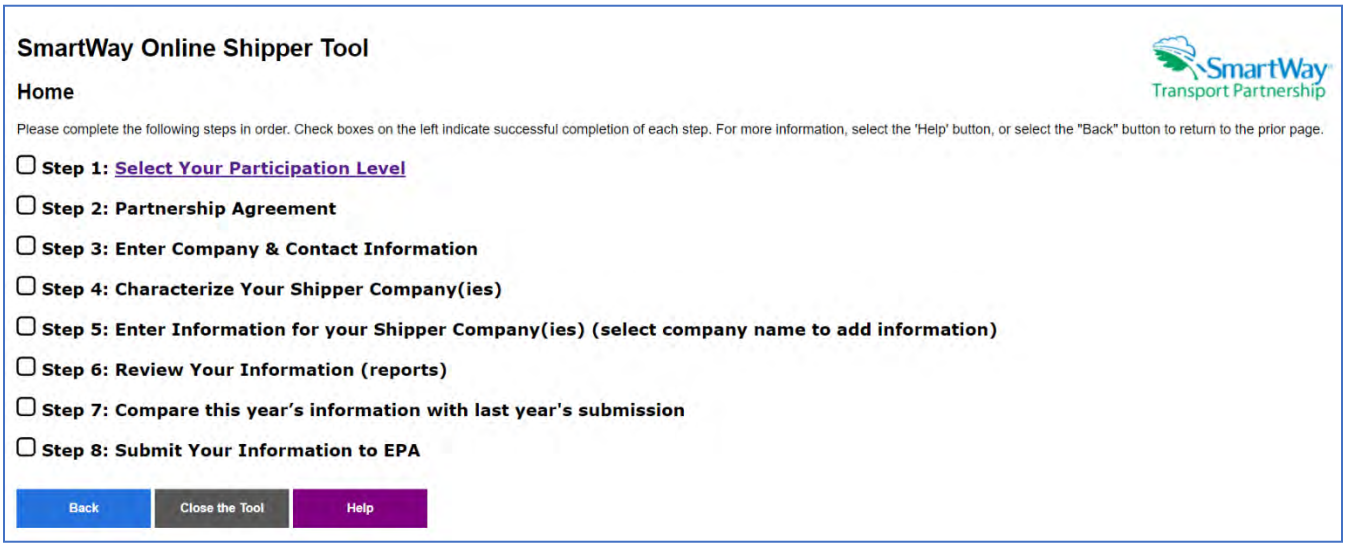
As you progress through the tool, you will see "Auto Populate" buttons on various screens. Selecting these buttons allows partners to automatically load information for the initial steps of the tool, including Partner Name and Contact Information, based on the prior year's submittal or from an Applicant's application. The Auto Population option can save time and ensure naming consistency for your contacts and fleet(s) from year to year. Corrections and revisions may be made on the screen if needed. If you prefer to enter your data manually, you may skip this step.

Note - The SmartWay online tools do not allow users to cut/paste into the data entry fields. Data must be entered manually or through the import/auto populate functions.

HOME SCREEN

Data entry for the OST consists of eight steps, shown on the **Home** screen. Complete the steps in order, using the buttons at the bottom of the successive screens to proceed through the tool. When each step is successfully completed, a checkmark will appear on the **Home** screen.

Figure 2: OST Home Screen



STEP 1: SELECT YOUR PARTICIPATION LEVEL

Select **Step 1** on the **Home** screen to display the **Participation Level selection screen.** There are 4 ways shippers can participate in SmartWay. Way 1, the SmartWay Candidate level, is only for companies who want to learn more about SmartWay before joining as a SmartWay Shipper Partner. To become a SmartWay Shipper Partner, select Way 2, Way 3, or Way 4. Under Way 2, 3, or 4, shippers participate as full SmartWay partners and submit activity and performance data using the SmartWay Shipper tool. Selecting Way 3 or 4 will qualify shippers to compete for an annual SmartWay performance award.

- Way 2 data requirements:
  - A non-mileage-based measure of how much business you do with each carrier. Examples include the amount of money you spend with each carrier, or the number of shipments per carrier
  - Description of data sources used to compile the alternative activity metric
- Way 3 data requirements:
  - Activity data for all the carriers the shipper uses including:
    - Total miles contracted, ton-miles contracted, and/or average payload data for each SmartWay and non-SmartWay carrier
- Way 4 data requirements:
  - All data required for Way 3 participation, plus at least one of the following:
    - Information to differentiate the freight the company moves with any individual carrier by various methods, such as inbound versus outbound, domestic versus international, business unit, internal ID code, or other custom method
    - Information to evaluate retrospective company operational strategies occurring in the last year to eliminate miles or weight from the freight operations to reduce the shipper's carbon footprint
    - Information to evaluate retrospective strategies occurring in the last year to shift freight transportation from one mode to another (e.g., from truck to rail)

The required data should be provided for all the shipper's companies. Way 2 activity data reflects the relative amount of freight carried by each carrier. Way 3 and 4 data reflects the actual amount of freight carried by each carrier, the distance that freight is carried, and the fuel consumed to carry the freight.

SmartWay Shipper partners are encouraged to participate at the Way 4 level and use the performance assessment and strategy evaluation tools as a core element of their businesses' environmental sustainability planning processes as well as core corporate decision-making.

Figure 3: Participation Level Selection Screen

SmartWay Online Shipper Tool

Participation Level

SmartWay Transport Partnership

First read the description of the different ways shippers can participate in SmartWay provided below. Then Specify your Participation Level by selecting the button next to the appropriate 'Way' designation (Way 2, Way 3, or Way 4). You can change your participation level at any time but be careful as this may result in some loss of data. (Note: Way 1, the SmartWay Candidate level, is only for companies who want to learn more about SmartWay before joining the program as a Shipper Partner.)

If you specify the Way 4 participation level, you must check a box selecting at least one of the three analyses listed under this option. Each of these analyses requires additional inputs. If you need more information to choose a participation level, including impacts on your potential for a SmartWay Award, see SmartWay Awards Information and/or talk to a SmartWay Partner Account Manager or representative.

After selecting your Participation Level (and for Way 4, the associated analyses), select the 'Save and Continue' button to complete the tool inputs. Next you will check your results and submit your tool to EPA for approval. You may also select the 'Help' button for additional information, or the 'Back' button to return to the previous page.

▼ **Select Your Participation Level**

○ Way 2: Basic Freight Assessment	○ Way 3: Standard Freight Assessment	○ Way 4: Advanced Freight Assessment
Outputs: The percentage of your freight moved on SmartWay Carriers	**Outputs:** Basic emissions inventory: CO2, NOx, PM, Black Carbon	**Outputs:** Detailed emission inventory: CO2, NOx, PM, Black Carbon
Best For: Shippers with limited data that want to start participating in SmartWay	**Best For:** Shippers that want a freight emissions footprint to guide their decision making	**Best For:** Shippers that want a more detailed freight emissions footprint and emissions analysis
Inputs: Carrier names and relative data (e.g., amount spent, number of shipments, volume shipped, or other custom metric)	**Inputs:** Carrier names; mileage, Ton-Miles and/or payload data by carrier	**Inputs:** Carrier names; mileage, Ton-Miles and/or average payload by carrier; and additional operational strategy and/or mode split data
Carrier Selection Methods: • Manually select carriers by searching the list of available SmartWay carriers	**Carrier Selection Methods:** • Manually select carriers by searching the list of available SmartWay carriers • Auto Populate using your approved submission from last year • Import from an Excel file	**Carrier Selection Methods:** • Manually select carriers by searching the list of available SmartWay carriers • Auto Populate using your approved submission from last year • Import from an Excel file
Added Benefits of Way 2: • Be recognized as a SmartWay Partner	**Added Benefits of Way 3:** The benefits of Way 2 plus • Eligible to compete for recognition through the SmartWay Excellence Awards	**Added Benefits of Way 4:** The benefits of Way 3 plus • You will receive additional credit for a SmartWay Excellence Award Note: You will have to perform at least one of the following analyses in order to be a Way 4 participant: ☐ Subdivide and analyze your freight activity based on inbound vs outbound, domestic vs. international, discrete business units, and/or other criteria ☐ Analyze and compare emissions savings from operational improvements that were done in the past year ☐ Analyze and compare emissions savings from mode shifts that were done in the past year

Back | Save and Continue | Help

Use this screen to specify your program Participation Level by selecting the radio button next to the appropriate "Way" designation. You can change your participation level at any time but be careful as this may result in some loss of data input. If you specify Way 4 you must check a box selecting at least one of the three available analyses. Each of these analyses requires additional inputs. To learn more about these analyses, select the adjacent question mark on the screen. If you need more information to choose a participation level, including impacts on your potential for a SmartWay Award, read SmartWay Awards Information and/or contact a SmartWay Partner Account Manager or representative.

STEP 2: PARTNERSHIP AGREEMENT (WAY 2, 3, 4)

Select **Step 2** on the **Home** screen to display the **Partnership Agreement for SmartWay Shippers**. To join the SmartWay Transport Partnership as a shipper company, you must agree to the language on this screen. To begin working with the tool, you must check the box stating that you agree to the terms of the agreement. **This agreement must be renewed annually.**

Please review this language with the appropriate personnel within your organization before completing or submitting a tool to SmartWay.

Figure 4: Partnership Agreement Screen

Partnership Agreement for Shippers

With this annual agreement, your company joins the SmartWay Transport Partnership and commits to:

1. Measure and report to EPA on an annual basis the emissions performance of your company using EPA's SmartWay Shipper Tool. Existing companies must report the 12 months of data for the prior year ending December 31. Newly formed companies require a minimum of 12 months of operational data.
2. Agree to SmartWay listing your name on the SmartWay Transport Partnership website as a Partner company.
3. Agree to submit supporting documentation to EPA for any data used to complete this tool and agree to EPA audit of this data upon request by EPA.

In return, EPA commits to:

1. Promote company participation in the Partnership by posting Partner names on the SmartWay websites and in related educational, promotional, and media materials. EPA will obtain express written consent from the Partner before using the Partner's name, other than in the context of increasing public awareness of its participation as described here.
2. Provide companies with industry-wide performance benchmark data, as the data becomes available to EPA.
3. Assist Partners in achieving emission and fuel usage reduction goals (subject to Federal Government Appropriations).
4. Treat individual corporate data as sensitive business information.

General Terms

1. If the Partner or EPA defaults upon this agreement at any point, the agreement shall be considered null and void.
2. Either party can terminate the agreement at any time without prior notification or penalties or any further obligation.
3. EPA reserves the right to suspend or revoke Partner status for any Partner that fails to accomplish the specific actions to which it committed in the SmartWay Transport Partnership Agreement and subsequent annual agreements.
4. The Partner agrees that it will not claim or imply that its participation in the SmartWay Transport Partnership constitutes EPA's approval or endorsement of anything other than the Partner's commitment to the program. The Partner will not make statements or imply that EPA, or the United States, endorses the purchase and/or sale of the Partner's products and services or the views of the Partner
5. Submittal of this SmartWay Tool annually constitutes agreement to all terms in this Partnership Agreement. No separate agreement need be submitted.

By checking the box below, I declare that the information submitted via this Tool is, to the best of my knowledge, accurate. I understand that any person who, in the course of negotiating or performing under this Agreement, makes, presents or submits a false or misleading statement to the government, or any person who makes a material omission in the course of negotiating or performing under this Agreement, may be subject to liability under all applicable civil and criminal statutes including 18 U.S.C. 1001 (criminal liability for false statements), 31 U.S.C. 3801 - 3812 (civil liability for false statements) and 31 U.S.C. 3729-33 (The False Claims Act).

☑ I understand and agree to the terms of this agreement.

Save and Continue

STEP 3: COMPANY AND CONTACT INFORMATION (WAY 2, 3, 4)

After agreeing to the Partnership terms, select **Step 3** on the **Home** screen to proceed.

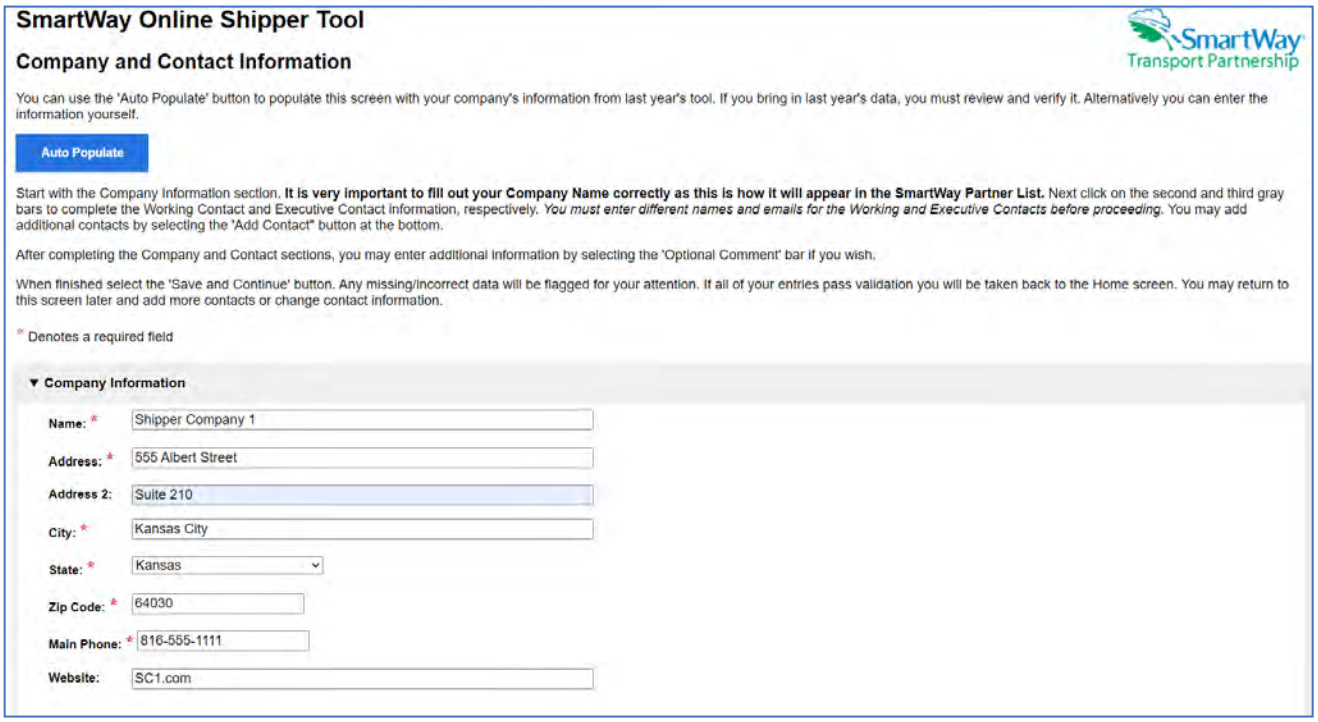
Existing partners with an approved submission from last year may select the Auto Populate button toward the top of the screen to enter the information required for this screen. Otherwise begin by entering your Partner Name, the official name that your customers would recognize for your company—in other words, the name someone hiring you would look for.

Specify your company's official Partner Name, exactly as you want it to appear on the SmartWay website. For example, you may enter:

- ABC Company
- ABC Company, Ltd.

Your company will be listed ***exactly*** as you enter it, so pay special attention to proper capitalization, abbreviations, annotations, and punctuation.

Figure 5: Company and Contact Information Screen



SmartWay Online Shipper Tool

Company and Contact Information

SmartWay Transport Partnership

You can use the 'Auto Populate' button to populate this screen with your company's information from last year's tool. If you bring in last year's data, you must review and verify it. Alternatively you can enter the information yourself.

Auto Populate

Start with the Company Information section. **It is very important to fill out your Company Name correctly as this is how it will appear in the SmartWay Partner List.** Next click on the second and third gray bars to complete the Working Contact and Executive Contact information, respectively. *You must enter different names and emails for the Working and Executive Contacts before proceeding.* You may add additional contacts by selecting the "Add Contact" button at the bottom.

After completing the Company and Contact sections, you may enter additional information by selecting the 'Optional Comment' bar if you wish.

When finished select the 'Save and Continue' button. Any missing/incorrect data will be flagged for your attention. If all of your entries pass validation you will be taken back to the Home screen. You may return to this screen later and add more contacts or change contact information.

* Denotes a required field

▼ Company Information

Name: * Shipper Company 1

Address: * 555 Albert Street

Address 2: Suite 210

City: * Kansas City

State: * Kansas

Zip Code: * 64030

Main Phone: * 816-555-1111

Website: SC1.com

Note: Each field marked with an asterisk must be filled out. You will not be able to submit the tool to SmartWay without this information.

If you use the Auto Populate option, please review the company Name as it appears on the screen, revising as necessary.

The tool then asks for:

- **General company information** including address, phone number, etc.
- **A Working Contact** for any questions about your company's participation and tool submissions. The **Working Contact** is the individual designated by the Executive Contact to directly interface with SmartWay regarding specific tasks involved in the timely submission of the tool. The Working Contact is responsible for coordinating the assembly of information to complete/update carrier activity data; completing and updating the tool itself; maintaining direct communication with SmartWay; and keeping interested parties within the company apprised of relevant developments with SmartWay.
- **An Executive Contact** for participation in recognition events and for authorizing participation in SmartWay. The **Executive Contact** is the company executive who is responsible for agreeing to the requirements in the SmartWay Partnership Annual Agreement, overseeing the Working Contact (as appropriate), and ensuring the timely submission of the tool to SmartWay. The Executive Contact

also represents the company at awards/recognition events. This person should be a Vice President or higher-level representative for the company.

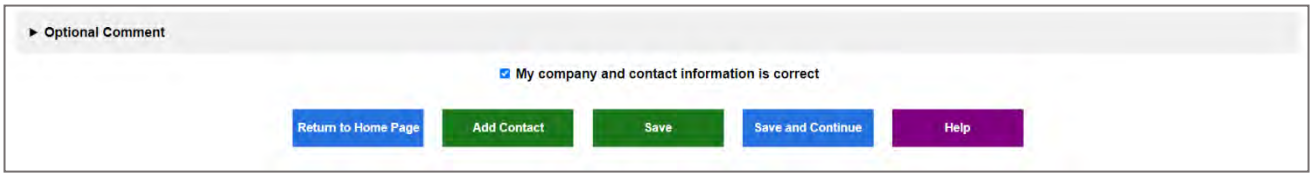
- **Additional contacts (optional)** which may include alternative Working or Executive contacts, Sustainability contacts, consultants, or others that may be involved with SmartWay (e.g., press/media contact, fleet manager, etc.).

You MUST provide both Working and Executive Contacts, who must be different, with different email addresses, to proceed. SmartWay recommends developing an internal succession plan to make sure that your tool submission schedule is maintained and the location of SmartWay files are known, if a Working Contact is reassigned, or leaves the company for any reason.

NOTE: To ensure that e-mails from SmartWay/EPA are not blocked, new contacts may need to add SmartWay/EPA to their preferred list of trusted sources, often called the "Trusted Sender" list.

If you use the Auto Populate option, you still must review the Contact Information and revise your entries as needed. When complete, check the "My company and contact information is correct" box at the bottom of the screen.

Figure 6: Auto Population Confirmation Box



You must enter all required fields to proceed to the next step. If a required field is left empty, a message will appear asking the user to provide the information.

STEP 4: CHARACTERIZE YOUR SHIPPER COMPANIES (WAY 2, 3, 4)

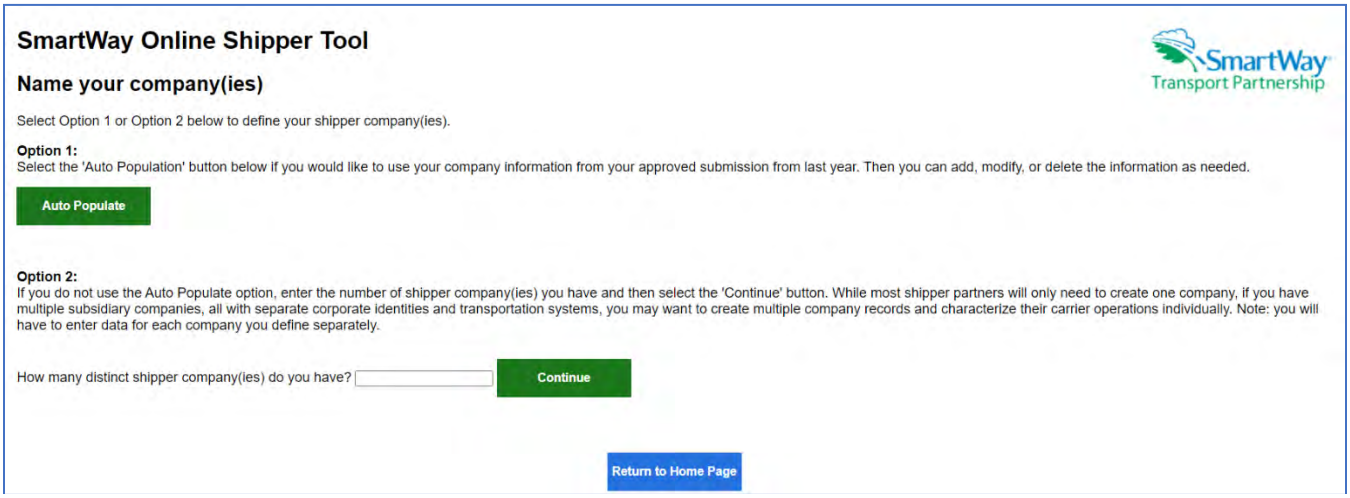
After entering your company and contact information, select **Step 4** on the **Home** screen to characterize one or more shipper companies.

The OST tracks company-level operations. While many shipper partners will only need to create one company, if you have multiple subsidiary companies, all with separate corporate identities and transportation systems, you may want to create multiple company records and characterize their carrier operations individually.

Based on your selections on the Participation Level screen, Way 4 participants will also have the option of further refining their transportation activity by internally tracking different shipper companies, inbound/outbound/internal freight, and domestic versus international freight within the company's carrier data identification. Therefore, there is no need to list different internal divisions, product lines, etc. as separate companies.

The **Name your Company(ies)** screen allows you to "Auto Populate" your company identification information using the data from your approved tool submission last year **(Option 1)** or specify the number of shipper companies you wish to characterize **(Option 2)**.

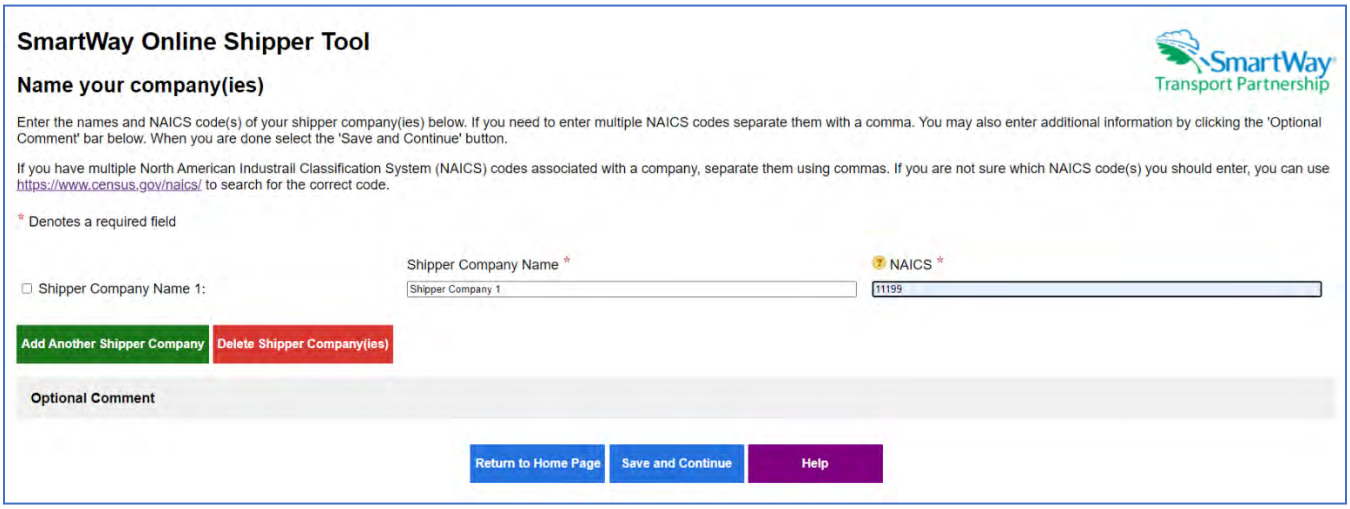
Figure 7: Name Your Company(ies) Screen



After selecting Option 1 or Option 2, you will need to specify the following for each shipper company:

- **Shipper Company Name:** Name your companies, beginning with your Partner Name followed by the specific company name.
- **NAICS Code(s):** NAICS, or North American Industry Classification System codes, are the Federal standard for classifying businesses by activity type. NAICS codes can be up to six digits in length. Use the NAICS code(s) that most appropriately describes your company. Note: some large companies with multiple operations may only use two or three digit NAICS codes; in this case, you do not have to enter the full six digits. Detailed information can be found at http://www.census.gov/eos/www/naics/.

Figure 8: Company Name and Identifier Screen



Note: If you selected the Auto Populate option for this section, you MUST still review the Shipper Company Name and Identifier Information and revise your entries as needed.

Note: Your Subsidiary Company Names will NOT appear on the SmartWay website, only your Partner Name. If you wish to have your companies/subsidiaries appear separately on the SmartWay website, please submit separate tools for each to SmartWay.

STEP 5: ENTER SHIPPER COMPANY ACTIVITY INFORMATION

Next select the company name under **Step 5** on the **Home** screen to enter detailed activity data for each of the companies you identified.

Select Carriers Screen

The first step in characterizing your shipper company is to identify and select your carriers using one or more of the following options, depending on your Participation Level. These options are not mutually exclusive. For example, you can start by using the **Auto Populate Carriers** option to load the carriers from your approved submission from last year. Then you can modify this list of carriers using one or both of the **View and Manually Select Carriers** options, allowing you to remove and/or add carriers. You can then **Export** your list of selected carriers, merge in the activity data for each using Excel, and then **Import** the updated file back into the tool. If you are a "Way 4" Shipper and indicated you will subdivide and analyze your freight activity on the Participation Level screen, you must also select the **Carrier Subdivision** link to break out your activity based on shipment borders, shipment movement, discrete business units, and/or other criteria Select one of the six options shown on the Select Carriers screen to proceed.

Figure 9: Select Carriers Screen

Select Carriers: Shipper Company 1

Transport Partnership

Select one or more of the links below to identify and select the carriers you used to move your freight in the current reporting period. These options are not mutually exclusive. For example, you can start by selecting 'Auto Populate Carriers' to load the carriers from your approved submission from last year. You can then modify this list of carriers using one or both of the 'View and Manually Select Carriers' options, allowing you to remove and/or add carriers. You can also Export your list of selected carriers, merge in the activity data for each carrier using Excel, and then Import the updated file back into the tool.

When you are finished selecting your carriers, select the 'Enter Activity' button to proceed to the next step.

As you proceed through the steps below, make sure to address the following issues:

- You must select at least one SmartWay Carrier.
- You do not currently have any Non-SmartWay carriers in your list of carriers. If you do not use Non-SmartWay carriers, select the 'View and Manually Select Carrier Modes/Categories' link and check the 'I do not use Non-SmartWay Carriers' box to confirm this. If you do use Non-SmartWay carriers, select the 'View and Manually Select Carrier Modes/Categories' link to add them to your lists of carriers.
- You indicated on the Participation Level screen that you were going to subdivide your freight shipments, but no subdivisions have been made. Select the 'Carrier Subdivision' option to subdivide your freight. At least one carrier must be subdivided.

- Auto Populate Carriers - Use this option to load the carriers from your approved tool submission from last year. After you have brought in these carriers, you can send a reminder email to those SmartWay carriers who haven't submitted their data for the current year.
- Import Carriers - Use this option to import your carriers from an Excel file. You can include each carrier's activity data. If you have selected Way 4 as your participation level and plan to use Carrier Subdivision, you can include the subdivision fields in the Excel file. After you have imported your carriers, you can send a reminder email to those SmartWay carriers who haven't submitted their data for the current year. **NOTE: the format of the Excel file used in this tool is not the same format that is used in the SmartWay Excel Shipper Tool. The new format is described in the User Guide.**
- View and Manually Select SmartWay Carriers - Use this option to identify and select your carriers from the current list of SmartWay partners. If you have a small number of carriers (e.g., 50 or less), this option might be your preferred approach. If you used the Auto Populate function, you can use this option to add and remove SmartWay carriers.
- View and Manually Select Non-SmartWay Carrier Modes/Categories - Use this option to select your Non-SmartWay carriers (e.g., Non-SmartWay Truckload/Dry Van, Non-SmartWay Logistics). If you used the Auto Populate function, you can use this option to add and remove Non-SmartWay carriers. If you do not use any Non-SmartWay Carriers you must still select this option to confirm that you do not use Non-SmartWay carriers.
- Carrier Subdivision - Use this option to subdivide your freight activity based on shipment borders (domestic or international), shipment movement (inbound, outbound, internal), discrete business units, and/or other criteria.
- Export Carriers - Use this option to export your current list of carriers or the entire set of SmartWay Carriers and Non-SmartWay Carrier Modes/Categories into an Excel file. You can then modify the file to edit your carrier list, activity data, and (if applicable) subdivision information for importing back into the tool.
- Identify Your In House Carrier Fleets - Use this option to identify the SmartWay Carriers that your company controlled and operated during the current reporting year.

Note: You must identify and select at least one SmartWay carrier in order to complete your Shipper Tool.

Auto Populate Carriers Screen (Way 3, 4)

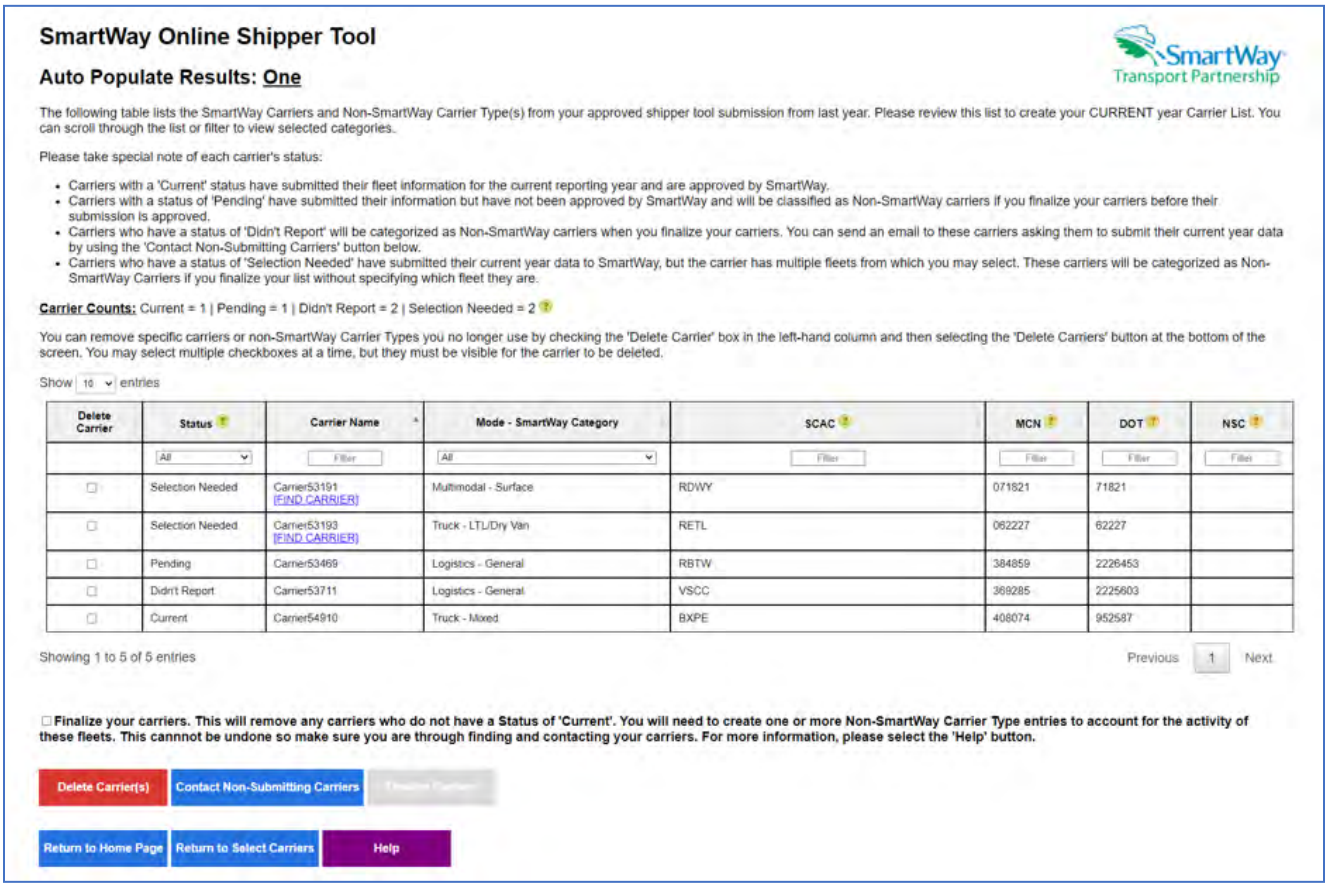
The table shown on this screen lists the SmartWay Carriers and non-SmartWay Carrier Type(s) from your approved shipper tool submission from last year (if available). You can scroll through the list or filter to view subset categories. Take special note of each carrier's "Status":

1. Carriers with a "Current" status have submitted their fleet information for the current reporting year and are approved by SmartWay.
2. Carriers with a status of 'Pending' have submitted their information but have not been approved by SmartWay and will be classified as non-SmartWay carriers if you finalize your imported carriers before their submission is approved. If some of your major carriers are "Pending", do not finalize your carriers at this time, but check back later regarding their status. The Partner status will be automatically updated when you return to this screen to finalize your carriers.
3. Carriers who have a status of 'Didn't Report' will be categorized as non-SmartWay carriers when you finalize your imported carriers. You can contact these carriers directly, or request SmartWay to send an email asking them to submit their current year data by using the 'Contact Non-Submitting Carriers' button below.

4. Carriers who have a status of 'Selection Needed' have submitted current year data to SmartWay, but the carrier has multiple fleets from which you can select. These carriers will be categorized as non-SmartWay Carriers if you finalize your list without specifying which fleet they are.

Please review this list to create your CURRENT year Carrier List. You can remove specific carriers or non-SmartWay Carrier Types you no longer use by checking the Delete Carrier box in the left-hand column and then selecting the Delete Carriers button at the bottom of the screen. When finished select the "Finalize your carriers" box at the bottom left to reassign all carriers without a "Current" status to the non-SmartWay Carrier Types list.

Figure 10: Auto Populate Carriers Screen



SmartWay Online Shipper Tool

Auto Populate Results: One

The following table lists the SmartWay Carriers and Non-SmartWay Carrier Type(s) from your approved shipper tool submission from last year. Please review this list to create your CURRENT year Carrier List. You can scroll through the list or filter to view selected categories.

Please take special note of each carrier's status:

- Carriers with a 'Current' status have submitted their fleet information for the current reporting year and are approved by SmartWay.
- Carriers with a status of 'Pending' have submitted their information but have not been approved by SmartWay and will be classified as Non-SmartWay carriers if you finalize your carriers before their submission is approved.
- Carriers who have a status of 'Didn't Report' will be categorized as Non-SmartWay carriers when you finalize your carriers. You can send an email to these carriers asking them to submit their current year data by using the 'Contact Non-Submitting Carriers' button below.
- Carriers who have a status of 'Selection Needed' have submitted their current year data to SmartWay, but the carrier has multiple fleets from which you may select. These carriers will be categorized as Non-SmartWay Carriers if you finalize your list without specifying which fleet they are.

Carrier Counts: Current = 1 | Pending = 1 | Didn't Report = 2 | Selection Needed = 2

You can remove specific carriers or non-SmartWay Carrier Types you no longer use by checking the 'Delete Carrier' box in the left-hand column and then selecting the 'Delete Carriers' button at the bottom of the screen. You may select multiple checkboxes at a time, but they must be visible for the carrier to be deleted.

Show 10 entries

Delete Carrier	Status	Carrier Name	Mode - SmartWay Category	SCAC	MCN	DOT	NSC
	All	Filter	All	Filter	Filter	Filter	Filter
☐	Selection Needed	Carrier53191 [FIND CARRIER]	Multimodal - Surface	RDWY	071821	71821	
☐	Selection Needed	Carrier53193 [FIND CARRIER]	Truck - LTL/Dry Van	RETL	062227	62227	
☐	Pending	Carrier53469	Logistics - General	RBTW	384859	2226453	
☐	Didn't Report	Carrier53711	Logistics - General	VSCC	369285	2225603	
☐	Current	Carrier54910	Truck - Mixed	BXPE	408074	952587	

Showing 1 to 5 of 5 entries

Previous 1 Next

☐ **Finalize your carriers. This will remove any carriers who do not have a Status of 'Current'. You will need to create one or more Non-SmartWay Carrier Type entries to account for the activity of these fleets. This cannnot be undone so make sure you are through finding and contacting your carriers. For more information, please select the 'Help' button.**

Delete Carrier(s) | Contact Non-Submitting Carriers | Finalize Carriers

Return to Home Page | Return to Select Carriers | Help

Selection Needed Screen (Way 3, 4)

For Auto Populated carriers with a status of "Selection Needed", shippers can use the "Find My Carrier" link to select which of the current year approved fleets is the one used. Once identified, check the appropriate "This is the carrier box" on the left and select Save and Continue to proceed.

Figure 11: Selection Needed Screen

SmartWay Online Shipper Tool

Selection Needed: One

The carrier you used last year has multiple approved carriers for the current reporting year, but none of them match your previously used carrier's name or SCAC. Please select which carrier you used in the current reporting period and then select the Save and Continue button. If none of the carriers below are the one you used this year, select the Back button and use the "View and Select SmartWay Carriers" function on the Select Carriers screen.

Show 10 entries

This is the carrier	Carrier Name	Mode - SmartWay Category	SCAC	Carrier Address
	Filter	All	Filter	Filter
○	Carrier57354	Multimodal - Surface	RDWY	10990 Roe Avenue Overland Park KS '66211
○	Carrier57355	Truck - LTL/Dry Van	HMES	10990 Roe Avenue Overland Park KS '66211
○	Carrier57356	Truck - LTL/Dry Van	RETL	10990 Roe Avenue Overland Park KS '66211
○	Carrier57357	Truck - LTL/Dry Van	NPME	10990 Roe Avenue Overland Park KS '66211
○	Carrier57358	Logistics - General	HNRF	10990 Roe Avenue Overland Park KS '66211

Showing 1 to 5 of 5 entries

Previous 1 Next

Return to Home Page | Back | Save and Continue | Help

Import Carriers Screen (Way 3, 4)

Shipper companies that use a large number of carriers (e.g., greater than 100) during the reporting year may prefer to prepare their carrier activity data using an offline application such as Excel, incorporating data outputs from their own freight management software or related data systems. Users may import an XLSX file containing carrier data using the Import File button on the Import Carriers screen. The import file may be produced by:

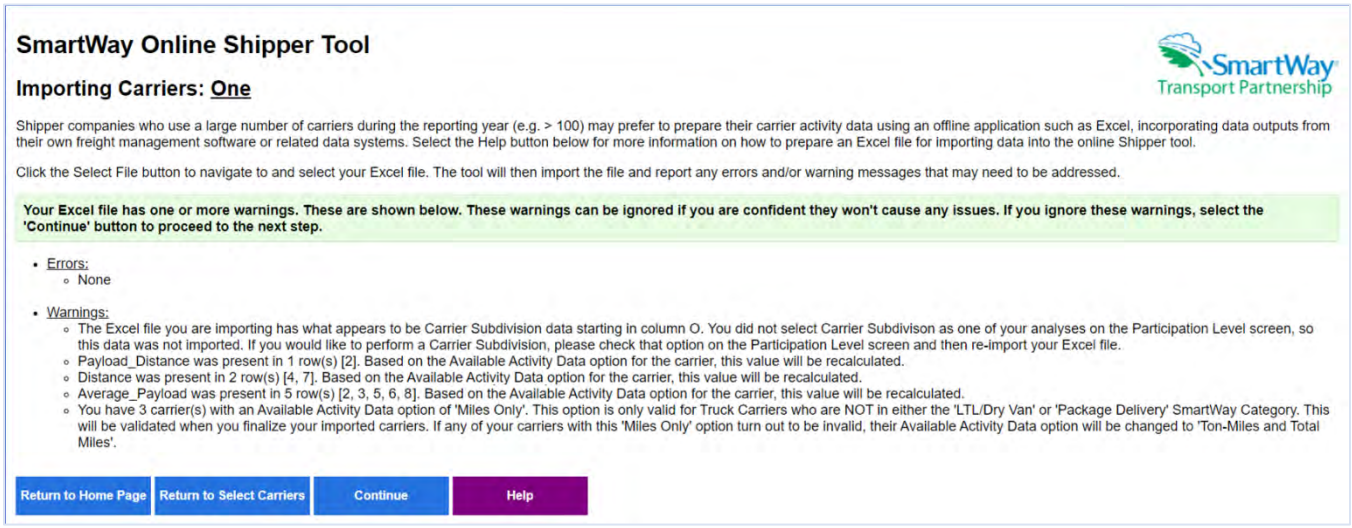
1. Exporting carrier data from last year's Excel tool[3]
2. Selecting Auto Populate and/or Manually Selecting Carriers then using the tool's Export function, or
3. Exporting carrier data from an in-house application.

Details regarding the required import file data fields and format are presented in Appendix A.

Once the file is ready, select the Import File button to navigate to and select your Excel file. The tool will then import the file, validate activity data, and report any errors and/or warning messages that may need to be addressed. The imported Excel file should only have one worksheet as the tool will attempt to import and validate all sheets, including blank ones, which may result in an error message if your file includes worksheets with no data.

[3] If the file to be imported was created from a previous year's Excel tool, it will need to be modified to match the new format described in Appendix A.

Figure 12: Importing Carriers Screen



SmartWay Online Shipper Tool

Importing Carriers: One

Shipper companies who use a large number of carriers during the reporting year (e.g. > 100) may prefer to prepare their carrier activity data using an offline application such as Excel, incorporating data outputs from their own freight management software or related data systems. Select the Help button below for more information on how to prepare an Excel file for importing data into the online Shipper tool.

Click the Select File button to navigate to and select your Excel file. The tool will then import the file and report any errors and/or warning messages that may need to be addressed.

Your Excel file has one or more warnings. These are shown below. These warnings can be ignored if you are confident they won't cause any issues. If you ignore these warnings, select the 'Continue' button to proceed to the next step.

- Errors:
  - None
- Warnings:
  - The Excel file you are importing has what appears to be Carrier Subdivision data starting in column O. You did not select Carrier Subdivison as one of your analyses on the Participation Level screen, so this data was not imported. If you would like to perform a Carrier Subdivision, please check that option on the Participation Level screen and then re-import your Excel file.
  - Payload_Distance was present in 1 row(s) [2]. Based on the Available Activity Data option for the carrier, this value will be recalculated.
  - Distance was present in 2 row(s) [4, 7]. Based on the Available Activity Data option for the carrier, this value will be recalculated.
  - Average_Payload was present in 5 row(s) [2, 3, 5, 6, 8]. Based on the Available Activity Data option for the carrier, this value will be recalculated.
  - You have 3 carrier(s) with an Available Activity Data option of 'Miles Only'. This option is only valid for Truck Carriers who are NOT in either the 'LTL/Dry Van' or 'Package Delivery' SmartWay Category. This will be validated when you finalize your imported carriers. If any of your carriers with this 'Miles Only' option turn out to be invalid, their Available Activity Data option will be changed to 'Ton-Miles and Total Miles'.

Return to Home Page | Return to Select Carriers | Continue | Help

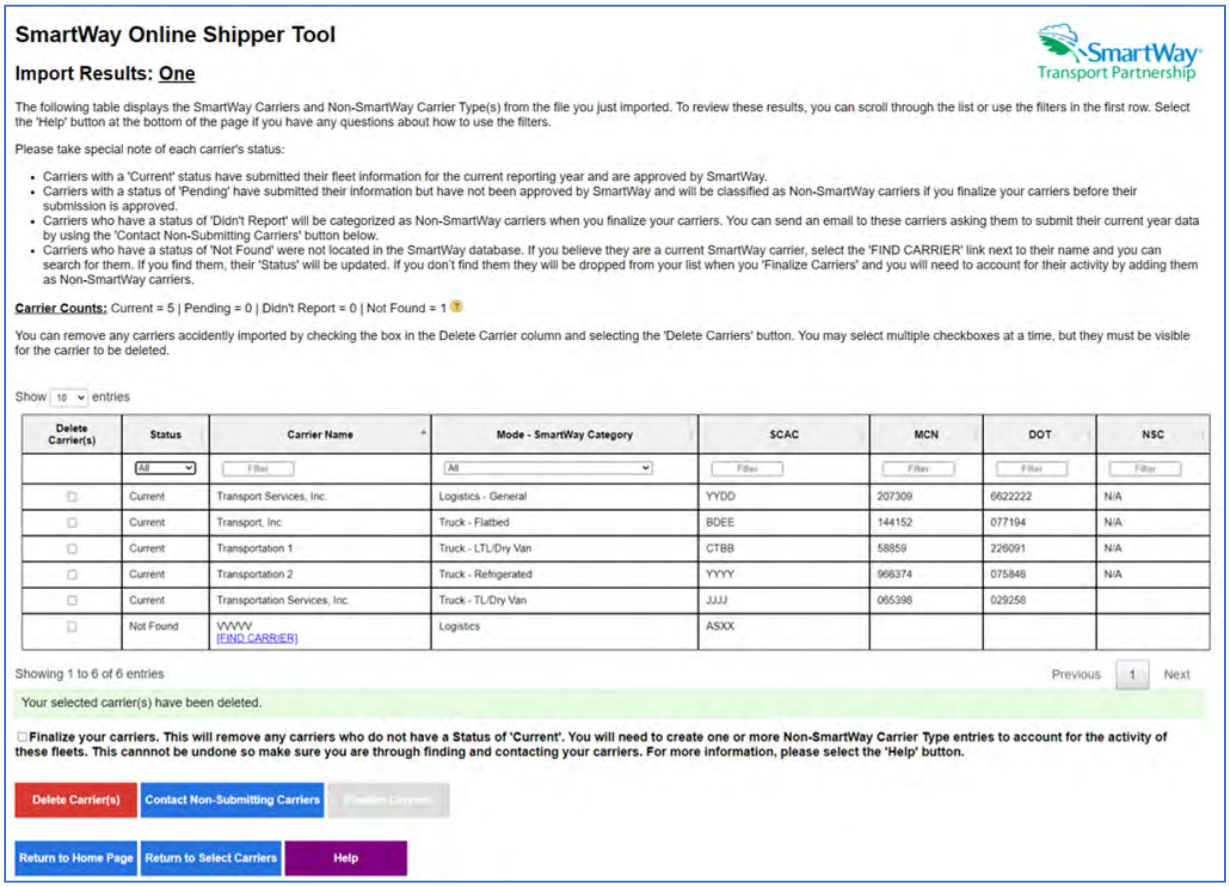
Validation messages will be presented in groups, with the message showing all rows that have the same error/warning. If errors are found, they must be fixed in the Excel file and then be re-imported. Warning messages may be addressed by making changes to the Excel file or by proceeding and editing data fields on later screens. Common errors/warnings include:

- Carrier name is missing (required field)
- Invalid data/value from a list (e.g., a valid carrier mode must be specified)
- Data field exceeds maximum length
- Data contains non-numeric characters: ton-miles, miles, payload, non-SW carrier count
- Invalid fleet identifiers are valid (e.g., SCAC must be 2-4 alpha-numeric characters)
- Invalid SmartWay Category selecting “Miles Only” option
- Non-SmartWay count entered for SmartWay row/carrier

Note, files with greater than approximately 10,000 rows may not upload successfully. In this case you may be able to reduce your file size by identifying duplicate carriers and combining their activity levels. If still unsuccessful contact your Partner Account Manager for assistance.

Import Results Screen (Way 3, 4)

Figure 13: Import Results Screen



SmartWay Online Shipper Tool

Import Results: One

The following table displays the SmartWay Carriers and Non-SmartWay Carrier Type(s) from the file you just imported. To review these results, you can scroll through the list or use the filters in the first row. Select the 'Help' button at the bottom of the page if you have any questions about how to use the filters.

Please take special note of each carrier's status:

- Carriers with a 'Current' status have submitted their fleet information for the current reporting year and are approved by SmartWay.
- Carriers with a status of 'Pending' have submitted their information but have not been approved by SmartWay and will be classified as Non-SmartWay carriers if you finalize your carriers before their submission is approved.
- Carriers who have a status of 'Didn't Report' will be categorized as Non-SmartWay carriers when you finalize your carriers. You can send an email to these carriers asking them to submit their current year data by using the 'Contact Non-Submitting Carriers' button below.
- Carriers who have a status of 'Not Found' were not located in the SmartWay database. If you believe they are a current SmartWay carrier, select the 'FIND CARRIER' link next to their name and you can search for them. If you find them, their 'Status' will be updated. If you don't find them they will be dropped from your list when you 'Finalize Carriers' and you will need to account for their activity by adding them as Non-SmartWay carriers.

Carrier Counts: Current = 5 | Pending = 0 | Didn't Report = 0 | Not Found = 1

You can remove any carriers accidently imported by checking the box in the Delete Carrier column and selecting the 'Delete Carriers' button. You may select multiple checkboxes at a time, but they must be visible for the carrier to be deleted.

Show 10 entries

Delete Carrier(s)	Status	Carrier Name	Mode - SmartWay Category	SCAC	MCN	DOT	NSC
	All	Filter	All	Filter	Filter	Filter	Filter
☐	Current	Transport Services, Inc.	Logistics - General	YYDD	207309	6622222	N/A
☐	Current	Transport, Inc	Truck - Flatbed	BDEE	144152	077194	N/A
☐	Current	Transportation 1	Truck - LTL/Dry Van	CTBB	58859	226091	N/A
☐	Current	Transportation 2	Truck - Refrigerated	YYYY	966374	075846	N/A
☐	Current	Transportation Services, Inc.	Truck - TL/Dry Van	JJJJ	065398	029258	
☐	Not Found	VVVVV [FIND CARRIER]	Logistics	ASXX			

Showing 1 to 6 of 6 entries Previous 1 Next

Your selected carrier(s) have been deleted.

☐ **Finalize your carriers. This will remove any carriers who do not have a Status of 'Current'. You will need to create one or more Non-SmartWay Carrier Type entries to account for the activity of these fleets. This cannnot be undone so make sure you are through finding and contacting your carriers. For more information, please select the 'Help' button.**

Delete Carrier(s) | Contact Non-Submitting Carriers | Finalize Carriers

Return to Home Page | Return to Select Carriers | Help

The Import Results screen lists all carriers included in the imported Excel file, along with the submittal status for each. You can remove carriers from the list by checking the Delete Carriers box and then selecting the "Delete Carriers" button at the bottom of the screen. Carrier status types include:

- "Current" carriers have an approved SmartWay tool submittal for the current Data Year.
- "Pending" carriers are SmartWay partners that have submitted their data for this reporting year, which is currently under review by SmartWay.
- "Didn't Report" carriers are SmartWay partners but have not submitted their data for the current reporting year.
- "Not Found" carriers could not be matched to the list of current SmartWay partners based on the information provided. A match requires an exact match of at least one fleet identifier. Comparisons with the current SmartWay carrier list are attempted across the following fields in order until a match is identified. Otherwise, the carrier is designated "Not Found".

1. Carrier ID
2. Carrier Name
3. SCAC
4. MCN
5. DOT
6. NSC

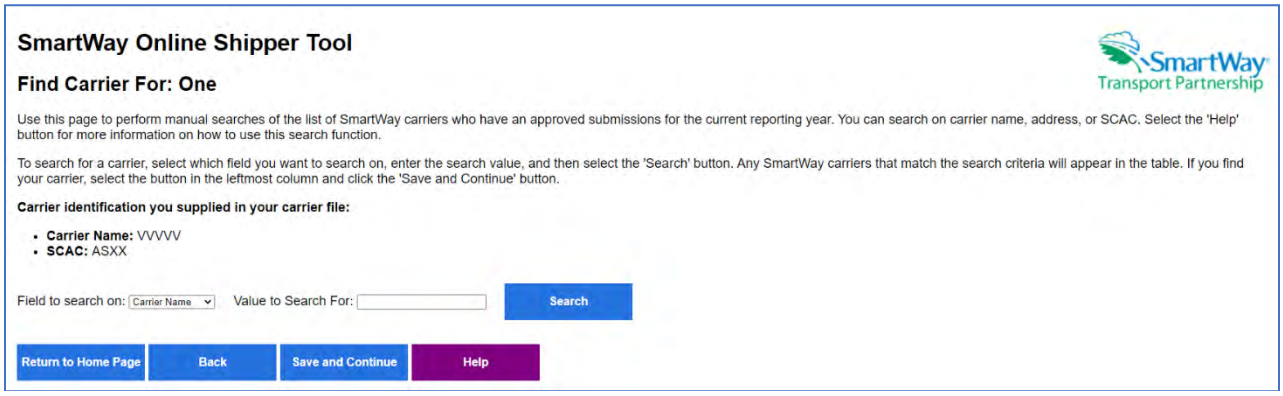
Carriers designated as "Not Found" will have their activity levels (if provided in the import file) summed and included under the Non-SmartWay Truck-General category.

You can email carriers with a status of "Didn't Report" to encourage them to submit their data for the current year by selecting the "Contact non-submitting carriers" button. You can also search the SmartWay partner listing for carriers with a "Not Found" status by selecting the "FIND CARRIER" link. After searching for "NOT FOUND" carriers check the "Finalize your carriers" box and the "Finalize Carriers" button to proceed. Carriers that remain "NOT FOUND", even after additional searches, will be dropped from your list, and must be added to the non-SmartWay category list manually.

Find Carrier Screen (Way 3, 4)

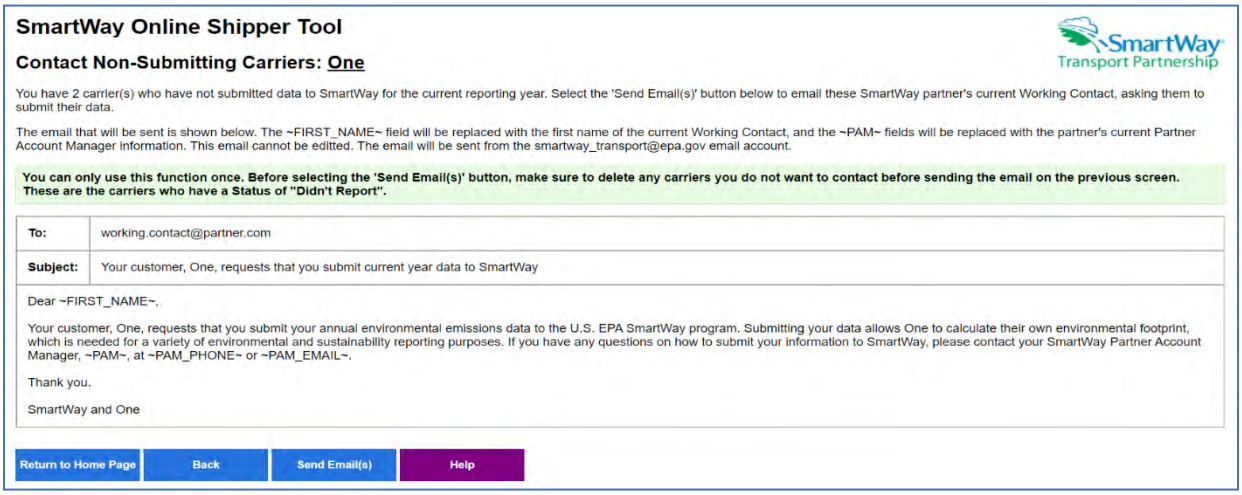
For imported carriers that were "Not Found" on the list of current SmartWay Carriers, shippers can use the "Find My Carrier" function to search for a match. Shippers may search on multiple fields (Carrier Name, SCAC, or carrier address). If the correct carrier is listed in the search results, select the "This is the carrier" button, then select Save and Continue and the selection will be added to your carrier list with a status of "Current".

Figure 14: Find Carrier Screen



Contact Non-Reporting Carriers Screen (Way 3, 4)

Figure 15: Contact Non Reporting Carriers Screen



SmartWay Online Shipper Tool

Contact Non-Submitting Carriers: One

SmartWay Transport Partnership

You have 2 carrier(s) who have not submitted data to SmartWay for the current reporting year. Select the 'Send Email(s)' button below to email these SmartWay partner's current Working Contact, asking them to submit their data.

The email that will be sent is shown below. The ~FIRST_NAME~ field will be replaced with the first name of the current Working Contact, and the ~PAM~ fields will be replaced with the partner's current Partner Account Manager information. This email cannot be editted. The email will be sent from the smartway_transport@epa.gov email account.

You can only use this function once. Before selecting the 'Send Email(s)' button, make sure to delete any carriers you do not want to contact before sending the email on the previous screen. These are the carriers who have a Status of "Didn't Report".

To:	working.contact@partner.com
Subject:	Your customer, One, requests that you submit current year data to SmartWay

Dear ~FIRST_NAME~,

Your customer, One, requests that you submit your annual environmental emissions data to the U.S. EPA SmartWay program. Submitting your data allows One to calculate their own environmental footprint, which is needed for a variety of environmental and sustainability reporting purposes. If you have any questions on how to submit your information to SmartWay, please contact your SmartWay Partner Account Manager, ~PAM~, at ~PAM_PHONE~ or ~PAM_EMAIL~.

Thank you.

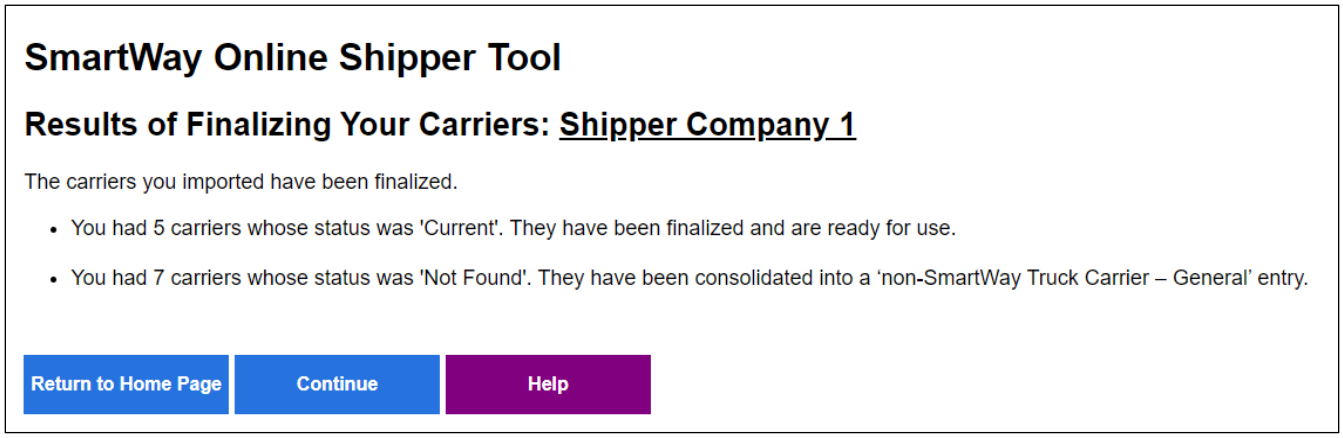
SmartWay and One

Return to Home Page | Back | Send Email(s) | Help

Users may also send standardized emails to encourage SmartWay carriers with a "Didn't Report" status (i.e., with tools that have not been received for the current data year) to complete their tools and submit their data. Users will be able to view the email in read-only form. The email will be sent to all carriers on the "Didn't Report" list that can be identified as SmartWay partners. Emails will be sent to the Working Contact on record if they have a valid email address. If there is an Executive Contact with a valid email address they will be cc'd on the email. Emails cannot be edited and can only be sent once.

Finalize Auto Populated Carriers Screen (Way 3, 4)

Figure 16: Finalize Auto Populated Carriers Screen



SmartWay Online Shipper Tool

Results of Finalizing Your Carriers: Shipper Company 1

The carriers you imported have been finalized.

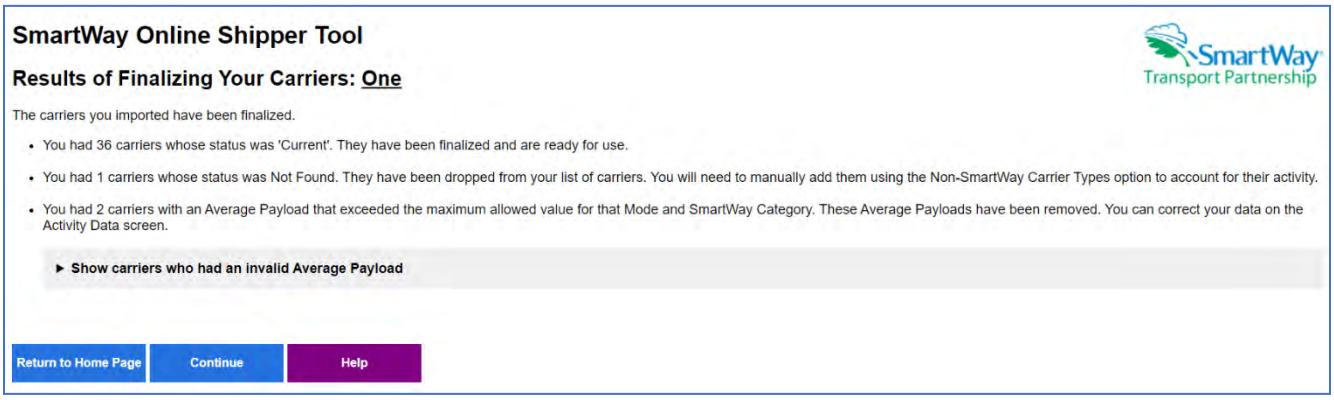
- You had 5 carriers whose status was 'Current'. They have been finalized and are ready for use.
- You had 7 carriers whose status was 'Not Found'. They have been consolidated into a 'non-SmartWay Truck Carrier – General' entry.

Return to Home Page | Continue | Help

This screen summarizes the final status of each of your auto populated carriers, as well as a listing of actions taken by the tool.

Finalize Imported Carriers Screen (Way 3, 4)

Figure 17: Finalize Imported Carriers Screen



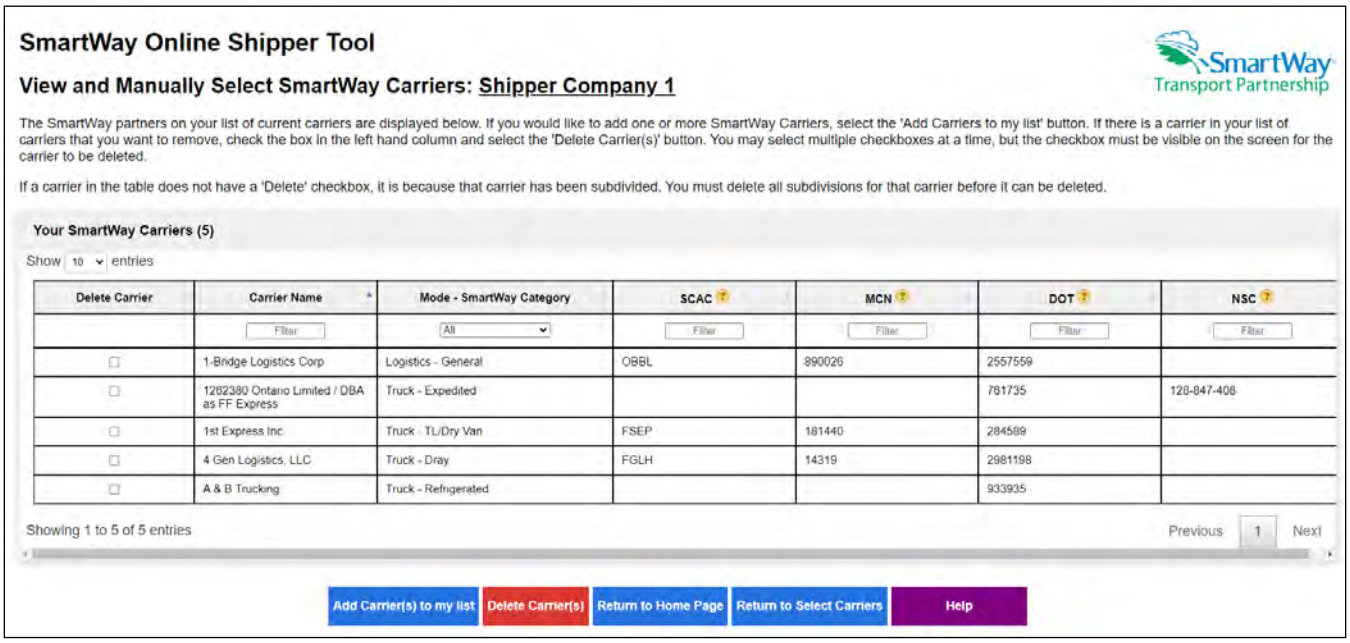
This screen summarizes the final status of each of your carriers, as well as a listing of invalid data entries and actions taken by the tool.

The tool aggregates rows by unique carrier/Available Activity Data combinations.[4] Any carriers that were not already identified as non-SmartWay carriers and that have a status of "Pending" or "Didn't Report" are assumed to be non-SmartWay carriers and will be assigned to the partner's SmartWay Category/Mode from last year. If these carriers have a mode and an Available Activity Data combination that has already been specified, the carrier will be merged with the existing non-SmartWay Carrier Types, with their miles and ton-miles added to the existing values, payload reweighted based on the Available Activity Data option, and the number of non-SmartWay carriers increased by one.

[4] The tool will sum the entries for Ton-miles and Miles and calculate weighted average payload for identical carriers (same Carrier ID/exact Carrier Name and same Available Activity Data option). Data will not be aggregated across different subdivisions, however.

View and Manually Select SmartWay Carriers Screen (Way 2, 3, 4)

Figure 18: View and Manually Select SmartWay Carriers Screen



SmartWay Online Shipper Tool

View and Manually Select SmartWay Carriers: Shipper Company 1

SmartWay Transport Partnership

The SmartWay partners on your list of current carriers are displayed below. If you would like to add one or more SmartWay Carriers, select the 'Add Carriers to my list' button. If there is a carrier in your list of carriers that you want to remove, check the box in the left hand column and select the 'Delete Carrier(s)' button. You may select multiple checkboxes at a time, but the checkbox must be visible on the screen for the carrier to be deleted.

If a carrier in the table does not have a 'Delete' checkbox, it is because that carrier has been subdivided. You must delete all subdivisions for that carrier before it can be deleted.

Your SmartWay Carriers (5)

Show 10 entries

Delete Carrier	Carrier Name	Mode - SmartWay Category	SCAC	MCN	DOT	NSC
	Filter	All	Filter	Filter	Filter	Filter
☐	1-Bridge Logistics Corp	Logistics - General	OBBL	890026	2557559	
☐	1262380 Ontario Limited / DBA as FF Express	Truck - Expedited			781735	128-847-408
☐	1st Express Inc	Truck - TL/Dry Van	FSEP	181440	284589	
☐	4 Gen Logistics, LLC	Truck - Dray	FGLH	14319	2981198	
☐	A & B Trucking	Truck - Refrigerated			933935	

Showing 1 to 5 of 5 entries

Previous 1 Next

Add Carrier(s) to my list | Delete Carrier(s) | Return to Home Page | Return to Select Carriers | Help

Use this page to view, filter and delete SmartWay carriers from your list as needed. You can specify one or more filters on the second row of the table. Select the Add Carrier(s) to my list button at the bottom of the screen to search for and select additional SmartWay carriers. If you wish to delete a carrier from your list, check the Delete Carrier box then select the Delete Carrier(s) button below, making sure the carrier to be deleted is visible on the current screen.

Add SmartWay Carriers Screen (Way 2, 3, 4)

Use this page to find and select SmartWay Partners using the filters and sort arrows in the column headers to narrow your search as needed. Check the Add Carrier box to the left to select specific carriers. When finished select the Add Carrier(s) to My List button to see your carriers.

Figure 19: Add SmartWay Carriers to My List Screen

SmartWay Online Shipper Tool

Add Carrier(s) to my list: One

This page allows you to find and select carriers you use that are currently SmartWay Partners.

First use the filters and sorting arrows in the column headers below to narrow your search as needed. You may apply filters to multiple columns to quickly find your carriers. Once found, check the 'Add Carrier' box for that carrier and select the 'Add Carrier(s) to my list' button. You may check multiple carriers at a time before selecting the 'Add Carrier(s) to my list' button, but the Add Carrier checkbox must be visible when the button is pushed.

Available SmartWay Carriers:

Show 10 entries

Add Carrier	Carrier Name	Mode - SmartWay Category	SCAC	MCN	DOT	NSC
	Filter	All	Filter	Filter	Filter	Filter
☐	Carrier 1000005721	Truck - Refrigerated			1868511	
☐	Carrier 1000005725	Truck - Tanker	SMIT	260000	332369	080567681
☐	Carrier 1000005727	Truck - Auto Carrier				nfhc00041901
☐	Carrier 1000005728	Truck - Flatbed				AB140-6271
☐	Carrier 1000005729	Truck - Mixed	WIRD	250760	471783	108-524-340
☐	Carrier 1000005730	Truck - TL/Dry Van	CQNL	298071	624665	MB9566471
☐	Carrier 1000005731	Truck - TL/Dry Van			537189	
☐	Carrier 1000005732	Truck - TL/Dry Van	FNLD	1107349	3423599	MB2017967
☐	Carrier 1000005733	Truck - Mixed				
☐	Carrier 1000005734	Truck - TL/Dry Van	SFBC	628174	1712434	160462545

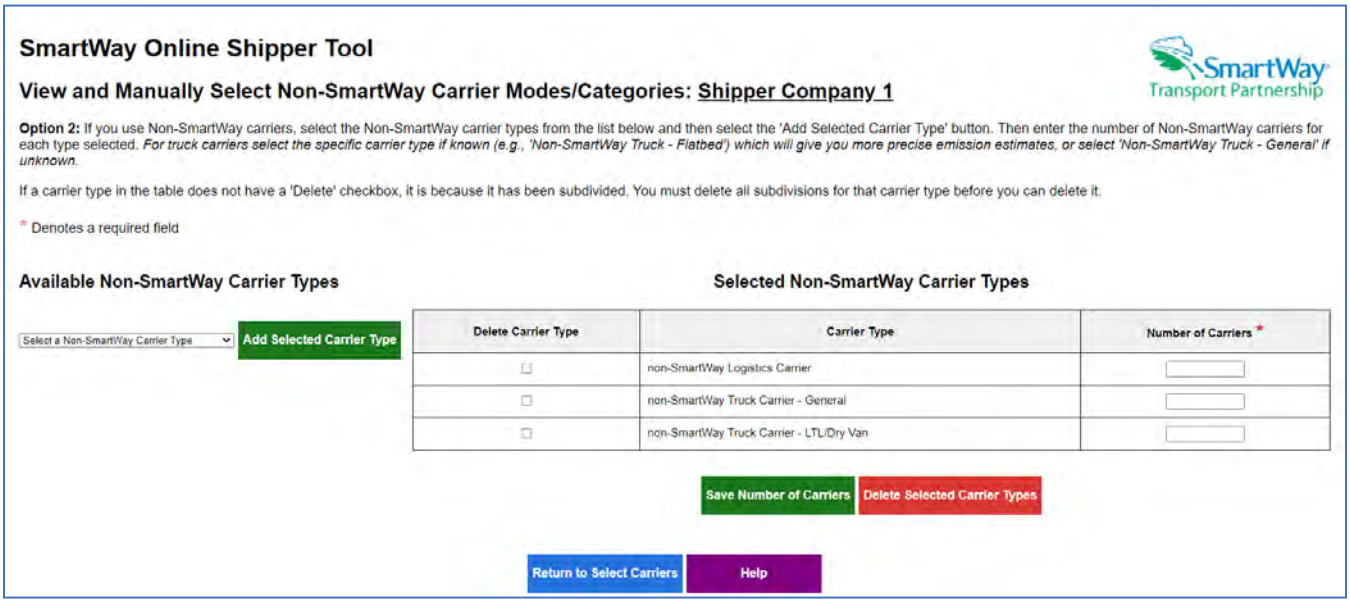
Showing 1 to 10 of 3,313 entries

Previous 1 2 3 4 5 ... 332 Next

View and Manually Select Non-SmartWay Carrier Modes/Categories Screen (Way 2, 3, 4)

If you only use SmartWay carriers, select **Option 1**, the "I do not use any Non-SmartWay Carriers" box and select Confirm to proceed. (If you wish to enter Non-SmartWay carriers after selecting Option 1, uncheck the "I do not use Non-SmartWay Carriers box" and select Confirm.) Otherwise select the non-SmartWay carrier categories you use from the dropdown box on the left under **Option 2**. Then enter the number of non-SmartWay carriers for each category and select the Save Number of Carriers box. Remember to include any carriers with a final status of "Not Found". If you do not know the Category for one or more non-SmartWay carriers, select the Non-SmartWay Truck – General option. Select the Return to Select Carriers box when finished.

Figure 20: Manually Select Non SmartWay Carrier Modes/Categories Screen



SmartWay Online Shipper Tool

View and Manually Select Non-SmartWay Carrier Modes/Categories: Shipper Company 1

SmartWay Transport Partnership

Option 2: If you use Non-SmartWay carriers, select the Non-SmartWay carrier types from the list below and then select the 'Add Selected Carrier Type' button. Then enter the number of Non-SmartWay carriers for each type selected. *For truck carriers select the specific carrier type if known (e.g., 'Non-SmartWay Truck - Flatbed') which will give you more precise emission estimates, or select 'Non-SmartWay Truck - General' if unknown.*

If a carrier type in the table does not have a 'Delete' checkbox, it is because it has been subdivided. You must delete all subdivisions for that carrier type before you can delete it.

* Denotes a required field

Available Non-SmartWay Carrier Types

Select a Non-SmartWay Carrier Type | Add Selected Carrier Type

Selected Non-SmartWay Carrier Types

Delete Carrier Type	Carrier Type	Number of Carriers *
☐	non-SmartWay Logistics Carrier	
☐	non-SmartWay Truck Carrier - General	
☐	non-SmartWay Truck Carrier - LTL/Dry Van	

Save Number of Carriers | Delete Selected Carrier Types

Return to Select Carriers | Help

Carrier Subdivision Status Screen (Way 4 Only)

Shippers having selected the Way 4 participation level with the subdivision option may subdivide their carrier activity using this screen. For example, you may subdivide a carrier's activity by inbound and outbound routes. However, making a single designation for a carrier (e.g., defining all activity as outbound) does not constitute a "subdivision".

The carriers you selected are listed on this screen. Carriers that have not been subdivided have a status of "Not Done". To view, add, modify, or remove a subdivision for a carrier, select the radio button in the first column and select the Subdivide button.

Figure 21: Carrier Subdivision Status Screen

Carrier Subdivision: Shipper Company 1 Transport Partnership

This screen allows you to subdivide your carriers' activity by various designations. For example, you may subdivide a carrier's activity by its inbound and outbound routes. Making a single designation for a carrier (e.g., defining all activity as outbound) does not constitute a "subdivision". You may subdivide each of your carriers a maximum of 20 times.

Your SmartWay Carriers and Non-SmartWay Carrier Types are listed in the table below. The Subdivision Status is either 'Not Done' or 'Done: #', where the # is the number of subdivisions done to that carrier. **To view, add, modify, or remove a subdivision for a carrier or carrier type, select the radio button in the first column then select the Subdivide button.**

Carrier Subdivision

Show 10 entries

Select Carrier	Subdivision Status	Carrier Name	Mode - SmartWay Category	SCAC	MCN	DOT	NSC
	All	Filter	All	Filter	Filter	Filter	Filter
	Not Done	Carrier 1000005746	Truck - TL/Dry Van	LSXA	311755	667837	R-505872-3
	Not Done	Carrier 1000005762	Truck - TL/Dry Van	TGYQ	825807	2401083	
	Not Done	Carrier 1000005777	Truck - LTL/Dry Van	MNME			104-372-613
	Not Done	Carrier 1000005788	Truck - TL/Dry Van	FHTP	242196	323508	104001389
	Not Done	Carrier 1000005799	Truck - Mixed	KIDY	275741	182709	SK0010105
	Not Done	Carrier 1000005919	Truck - Mixed	PNRO	679484	1885386	163855021
	Not Done	Carrier 1000005929	Truck - TL/Dry Van	ACOD	511939	1321566	201390040
	Not Done	Carrier 1000005935	Truck - TL/Dry Van	KHAL	356483	800923	200908457
	Not Done	Carrier 1000005946	Truck - Mixed	GHLG	489240	1273075	R-040528-3
	Not Done	Carrier 1000005959	Truck - TL/Dry Van	TFIT	214913	373582	564636-0

Showing 1 to 10 of 205 entries Previous 1 2 3 4 5 ... 21 Next

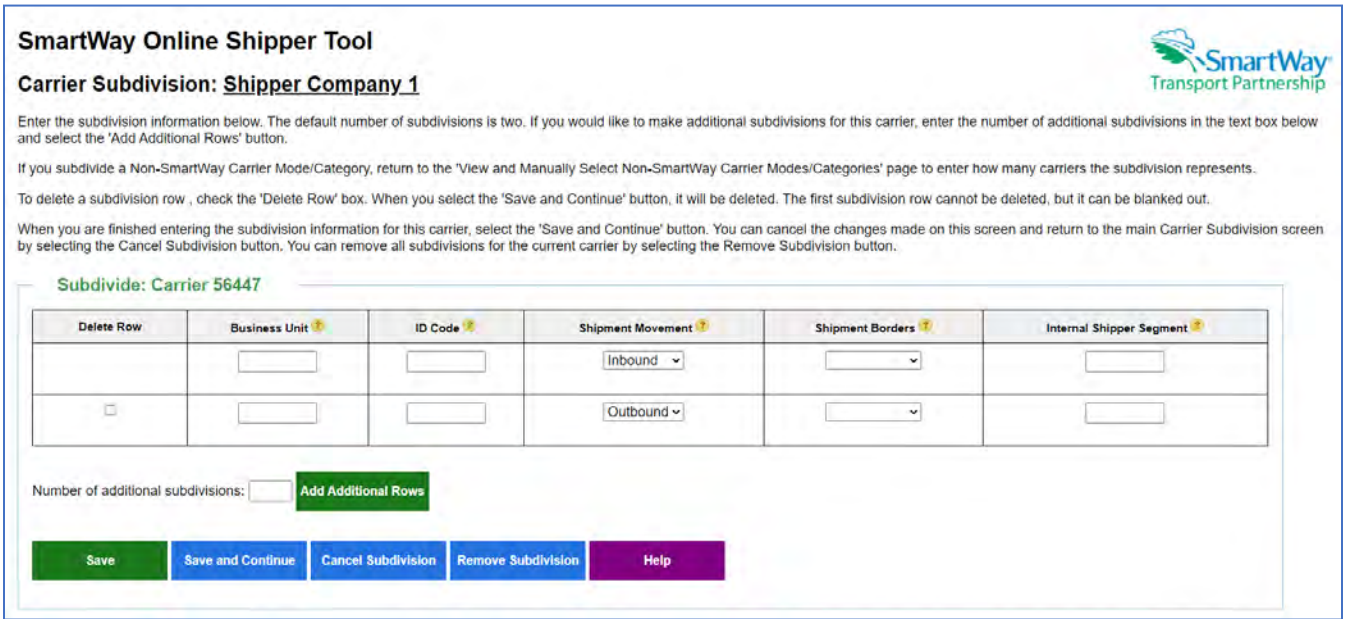
Subdivide | Return to Home Page | Return to Select Carriers | Help

Carrier Subdivision – Subdivide Carrier Screen (Way 4 Only)

Use this screen to enter your subdivision information. You can cancel the changes made on this screen and return to the main Carrier Subdivision screen by selecting the Cancel Subdivision button. You can remove all subdivisions for current carrier by selecting the Remove Subdivision button.

Note: If a carrier has been subdivided you must remove the subdivision first before you can delete the carrier from your carrier list.

Figure 22: Subdivide Carrier Screen



SmartWay Online Shipper Tool

Carrier Subdivision: Shipper Company 1

Enter the subdivision information below. The default number of subdivisions is two. If you would like to make additional subdivisions for this carrier, enter the number of additional subdivisions in the text box below and select the 'Add Additional Rows' button.

If you subdivide a Non-SmartWay Carrier Mode/Category, return to the 'View and Manually Select Non-SmartWay Carrier Modes/Categories' page to enter how many carriers the subdivision represents.

To delete a subdivision row , check the 'Delete Row' box. When you select the 'Save and Continue' button, it will be deleted. The first subdivision row cannot be deleted, but it can be blanked out.

When you are finished entering the subdivision information for this carrier, select the 'Save and Continue' button. You can cancel the changes made on this screen and return to the main Carrier Subdivision screen by selecting the Cancel Subdivision button. You can remove all subdivisions for the current carrier by selecting the Remove Subdivision button.

Subdivide: Carrier 56447

Delete Row	Business Unit	ID Code	Shipment Movement	Shipment Borders	Internal Shipper Segment
			Inbound		
			Outbound		

Number of additional subdivisions: Add Additional Rows

Save | Save and Continue | Cancel Subdivision | Remove Subdivision | Help

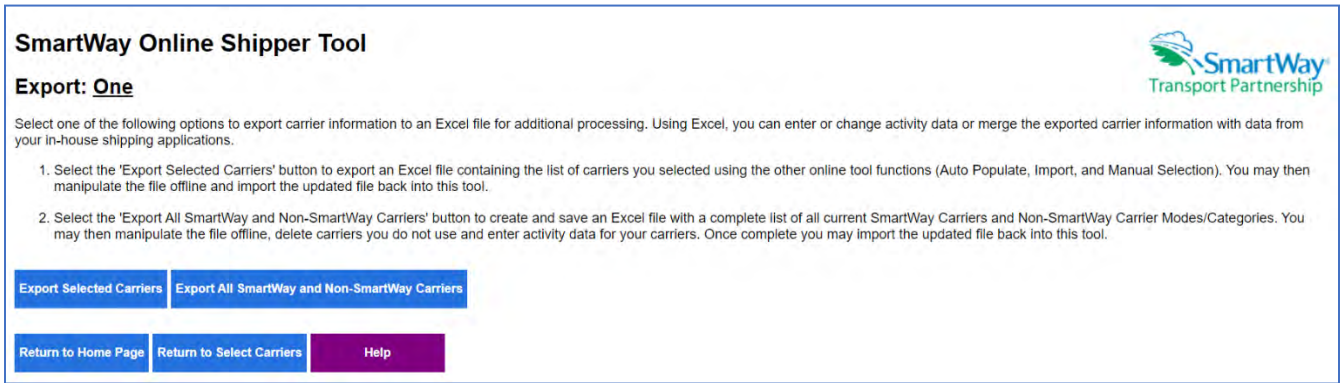
Export Carriers Screen (Way 3, 4)

You may export carrier information to an Excel file for additional processing. Using Excel, you can enter or change Activity Data or merge the exported carrier information with data from your in-house shipping applications. There are two options for exporting carriers.

1. You may select the "Export All SmartWay and non-SmartWay Carriers" button to create and save an Excel file with a complete list of all current SmartWay Carriers and non-SmartWay Carrier Modes/Categories. You may then manipulate the file offline, deleting carriers you do not use, and entering activity data for your carriers. Once complete you may import the updated file back into this online Shipper tool.
2. You may export the list of carriers selected using the other online tool functions (Auto Populate, Import, and Manual Selection). Once you have created your list of carriers, you can use the "Export Selected Carriers" button to create and save an Excel file containing these carriers. You may then update that Excel file by entering activity data for your selected carriers, after which you can import the updated file back into the Shipper Tool.

See Appendix A of the Shipper Tool User Guide for details regarding import and export file format.

Figure 23: Export Carriers Screen



SmartWay Online Shipper Tool

Export: One

Select one of the following options to export carrier information to an Excel file for additional processing. Using Excel, you can enter or change activity data or merge the exported carrier information with data from your in-house shipping applications.

1. Select the 'Export Selected Carriers' button to export an Excel file containing the list of carriers you selected using the other online tool functions (Auto Populate, Import, and Manual Selection). You may then manipulate the file offline and import the updated file back into this tool.
2. Select the 'Export All SmartWay and Non-SmartWay Carriers' button to create and save an Excel file with a complete list of all current SmartWay Carriers and Non-SmartWay Carrier Modes/Categories. You may then manipulate the file offline, delete carriers you do not use and enter activity data for your carriers. Once complete you may import the updated file back into this tool.

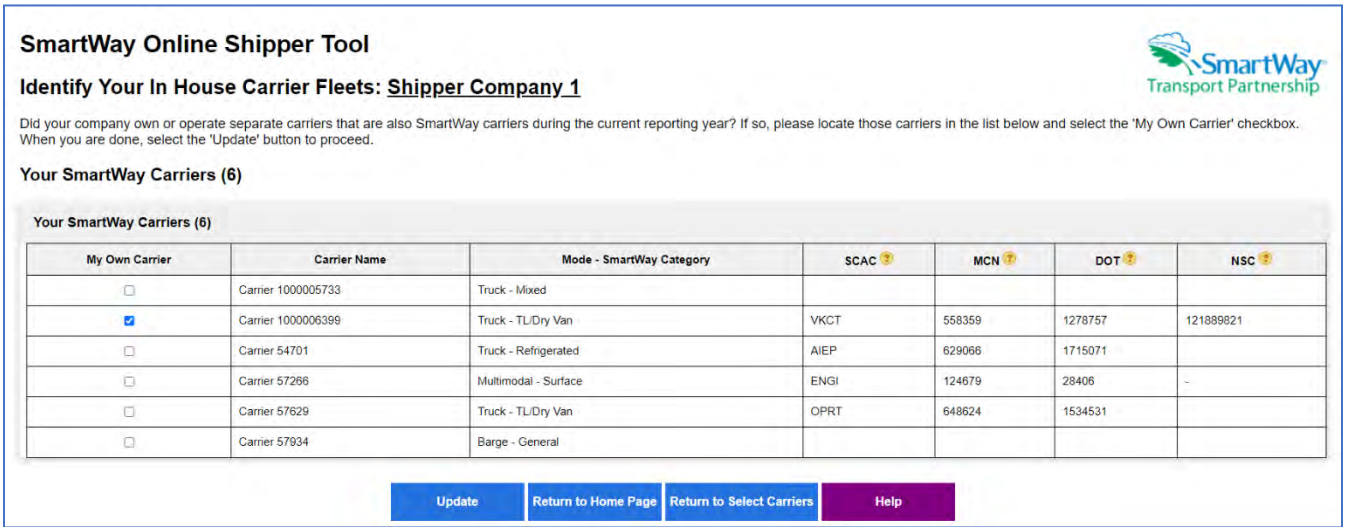
Export Selected Carriers | Export All SmartWay and Non-SmartWay Carriers

Return to Home Page | Return to Select Carriers | Help

Identify Your In House Carrier Fleets Screen (Way 3, 4)

Specify which carriers you operated and controlled during the reporting year by checking the box in the left-hand column. This allows the tool to avoid double-counting when aggregating your company's Scope 3 emissions footprint, available in the Public Disclosure Report.

Figure 24: Identify Your Own Carrier Fleets



SmartWay Online Shipper Tool

Identify Your In House Carrier Fleets: Shipper Company 1

Did your company own or operate separate carriers that are also SmartWay carriers during the current reporting year? If so, please locate those carriers in the list below and select the 'My Own Carrier' checkbox. When you are done, select the 'Update' button to proceed.

Your SmartWay Carriers (6)

Your SmartWay Carriers (6)

My Own Carrier	Carrier Name	Mode - SmartWay Category	SCAC	MCN	DOT	NSC
☐	Carrier 1000005733	Truck - Mixed				
☑	Carrier 1000006399	Truck - TL/Dry Van	VKCT	558359	1278757	121889821
☐	Carrier 54701	Truck - Refrigerated	AIEP	629066	1715071	
☐	Carrier 57266	Multimodal - Surface	ENGI	124679	28406	-
☐	Carrier 57629	Truck - TL/Dry Van	OPRT	648624	1534531	
☐	Carrier 57934	Barge - General				

Update | Return to Home Page | Return to Select Carriers | Help

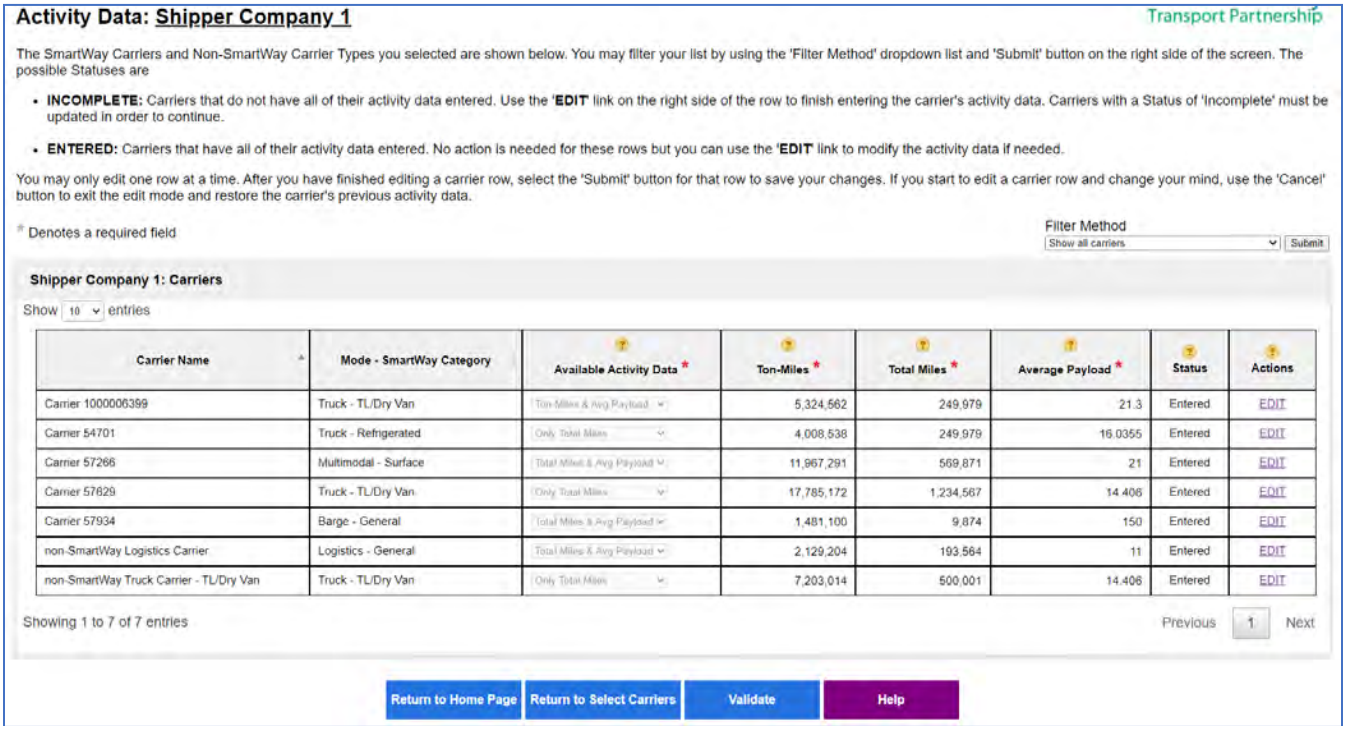
Activity Screen (Way 3, 4)

After identifying and selecting your SmartWay and Non-SmartWay carriers, proceed to the Activity screen where each of your selections will be listed along with their "Status". You may filter the list by status type using the 'Filter Method' dropdown menu and 'Submit' button on the right side of the screen.

Carriers that have a Status of 'Entered' have all their activity data entered and do not require further action, although their data may be revised by selecting the 'EDIT' link at the far right. Carriers that have a Status of

'Incomplete' do not have all their activity data entered and must be completed using the 'EDIT' link to continue. Selecting 'EDIT' allows you to enter the available activity data for the selected carrier (and carrier subdivision if applicable). For each "Incomplete" carrier record, choose an "Available Activity Data" option that reflects the information you have for that carrier. The preferred option is "Ton-Miles and Total Miles". Next, enter the data fields that are appropriate for the option you selected (ton-miles, total miles, and/or average payload in tons). The required fields will be activated (showing a data entry box). After entering the required information select the "Save" button at the far right to update table or select "Cancel" to delete the newly entered data.

Figure 25: Activity Screen



Activity Data: Shipper Company 1 Transport Partnership

The SmartWay Carriers and Non-SmartWay Carrier Types you selected are shown below. You may filter your list by using the 'Filter Method' dropdown list and 'Submit' button on the right side of the screen. The possible Statuses are

- **INCOMPLETE:** Carriers that do not have all of their activity data entered. Use the **'EDIT'** link on the right side of the row to finish entering the carrier's activity data. Carriers with a Status of 'Incomplete' must be updated in order to continue.
- **ENTERED:** Carriers that have all of their activity data entered. No action is needed for these rows but you can use the **'EDIT'** link to modify the activity data if needed.

You may only edit one row at a time. After you have finished editing a carrier row, select the 'Submit' button for that row to save your changes. If you start to edit a carrier row and change your mind, use the 'Cancel' button to exit the edit mode and restore the carrier's previous activity data.

* Denotes a required field

Filter Method: Show all carriers [Submit]

Shipper Company 1: Carriers

Show 10 entries

Carrier Name	Mode - SmartWay Category	Available Activity Data *	Ton-Miles *	Total Miles *	Average Payload *	Status	Actions
Carrier 1000006399	Truck - TL/Dry Van	Ton-Miles & Avg Payload	5,324,562	249,979	21.3	Entered	EDIT
Carrier 54701	Truck - Refrigerated	Only Total Miles	4,008,538	249,979	16.0355	Entered	EDIT
Carrier 57266	Multimodal - Surface	Total Miles & Avg Payload	11,967,291	569,871	21	Entered	EDIT
Carrier 57629	Truck - TL/Dry Van	Only Total Miles	17,785,172	1,234,567	14.406	Entered	EDIT
Carrier 57934	Barge - General	Total Miles & Avg Payload	1,481,100	9,874	150	Entered	EDIT
non-SmartWay Logistics Carrier	Logistics - General	Total Miles & Avg Payload	2,129,204	193,564	11	Entered	EDIT
non-SmartWay Truck Carrier - TL/Dry Van	Truck - TL/Dry Van	Only Total Miles	7,203,014	500,001	14.406	Entered	EDIT

Showing 1 to 7 of 7 entries Previous 1 Next

Return to Home Page | Return to Select Carriers | Validate | Help

> Available Activity Data

The tool provides four calculation options based on your data availability. The preferred option is providing Ton-miles and Total miles. If you do not know total miles, then you may provide ton-miles and average payload, which will be combined to develop a mileage estimate. Alternatively, if you do not know ton-miles you may provide Total miles and average payload, which are combined to estimate ton-miles. If you know only miles, then you may select the "Miles Only" option. In this case the tool will use the default payload value for the carrier's SmartWay Category to estimate ton-miles. Although dependent on industry type and product mix, the Total Miles and Average Payload Option is generally preferred to the Miles Only Option in terms of data quality. Only truck carriers in SmartWay Categories TL / Dry Van, Refrigerated, Flatbed, Tanker, Moving, Dray, Expedited, Mixed, Specialized, Heavy/Bulk, Auto Carrier, and General may select the Miles Only Option.

To produce the best carbon inventories, and provide for the best comparisons between carriers, companies should strive to collect both ton-mile and mile information, supported by strong database systems and quality assurance protocols. SmartWay may require companies to use this Option in the future. Companies may also want to start collecting and maintaining volumetric based information, as well as number of packages shipped via parcel delivery operations.

> Ton-Miles

For the first and second Data Availability Options, enter the ton-miles hauled per year attributable to each carrier. A ton-mile is moving one ton one mile. DO NOT ESTIMATE TON-MILES BY SIMPLY MULTIPLYING TOTAL MILES BY TOTAL TONS – such a calculation effectively assumes your entire tonnage is transported on EACH AND EVERY truck and will clearly overstate your ton-miles.

Many companies track their ton-miles and can report them directly without further calculation. For example, logistics company systems are set up to specifically associate a payload with the mileage traveled on each trip by carrier and are then summed at the end of the year. If such information is not available, there are two ways to calculate ton-miles:

1. Companies can determine their average payload per carrier and multiply by the total miles per carrier for the reporting year -

   Ton-miles per carrier = annual average payload per carrier x total annual miles per carrier

   or;

2. Sum the annual mileage for each carrier, multiply by the sum of the total annual tonnage hauled for each carrier, and divide the product by the total number of trips per carrier -

$$\textbf{Ton-miles per carrier} = \frac{\textbf{(total annual miles per carrier x total annual tons per carrier)}}{\textbf{total annual \# of trips per carrier}}$$

NOTE: in both ton-miles calculations, empty miles are not factored in while the fuel used to drive those empty miles is factored in.

To check your estimate, divide ton-miles by miles. The result is your fleet-average payload. If this number is not reasonable, please check your calculations.

> Miles

For the first and third Data Availability options, enter the total miles hauled by each carrier. For the fourth Data Availability option just enter the total miles hauled. For rail carriers, enter railcar miles (not train miles). For barge carriers, enter barge-miles travelled (not tug-miles).

> Average Payload

Enter the average payload for the carrier in tons representing the average cargo weight per loaded trip. This is required for the second and third Data Availability options. Estimates should include palette and packaging weight.

> Carrier Status

Carriers have two status conditions. Carriers with a "Entered" status have a complete set of activity data, although their data may be revised by selecting EDIT. Carriers with an "Incomplete" status have missing information and must be entered by selecting the EDIT link to proceed.

> Actions

Upon selecting EDIT, users can modify the Available Activity Data category, as well as the Ton-mile, Total mile, and/or average payload values for the carrier. Select the "Save" button to save updates or select the Cancel button to keep the current values.

Once all "Incomplete" entries have been addressed and all Statuses read "Entered", select the Validate button to check for data quality issues.

Activity Data Entry Tips

Follow these tips to reduce the number of warnings and errors issued by the Shipper Tool.

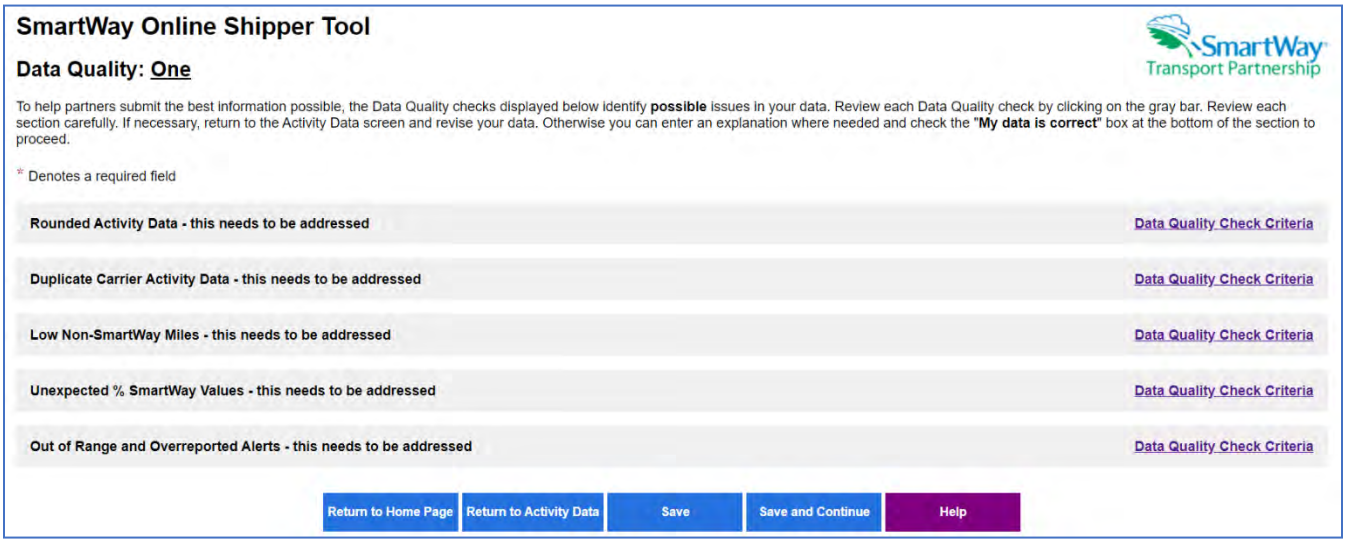
- Before entering your activity data, sort your carriers from the most to least used and review the trend for outliers. For example, do you see a small carrier with too much freight?
- If you provide both mile and ton-mile data review the calculated payloads for reasonableness (e.g., less than 25 tons for truck carriers, higher values for rail, etc.)
- Remember to provide the total amount of freight transported for each carrier, not per shipment. Individual shipment records may be too numerous for the tool to handle and will be rejected.
- Going forward, establish an annual, standardized data retrieval and reporting system that can be used for future tool submittals.

Data Quality Check Screen (Way 3, 4)

After resolving any data entry mistakes, proceed to the Data Quality Validation screen. Select the gray bars to expand the sections on the screen, each of which summarizes potential inaccuracies with your data. Review each section carefully. If necessary, use the Back button to return to the Activity screen and revise your entries. Otherwise, you may check the "My data is correct" box at the bottom of each section to proceed.

Note: the example screen below shows all five possible validation categories. If a user's data doesn't meet one or more of these conditions, "Congratulations, no issues found" will appear for each. Otherwise, the specific validation flags are shown as appropriate.

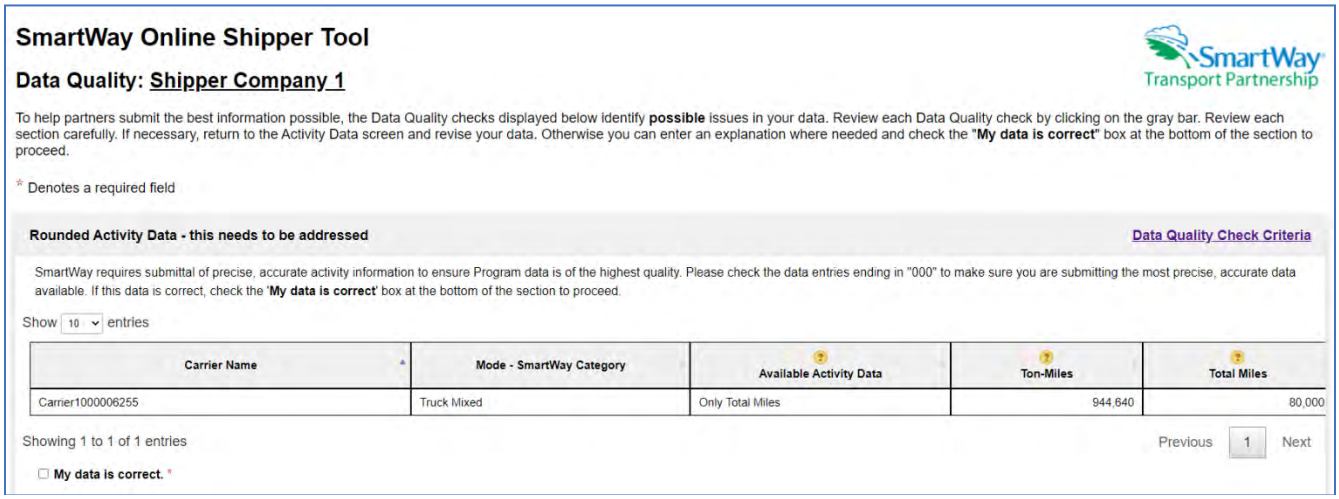
Figure 26: Data Quality Check Screen



Rounded Activity Data

This table lists carriers with miles and/or ton-miles values ending in "000". If this data is correct, check the "My data is correct" box at the bottom of the section to proceed, otherwise reenter the data as necessary.

Figure 27: Rounded Activity Data Screen



Duplicate Carrier Activity Data Flag

If 5 or more of your carriers out of every 100 have precisely the same value entered for miles and/or ton-miles, (with a minimum of 3 duplicates total), they will be flagged in this table. If this data is correct, check the "My data is correct" box at the bottom of the section to proceed, otherwise reenter your data as needed.

Figure 28: Duplicate Carrier Activity Data Flags

Duplicate Carrier Activity Data - this needs to be addressed Data Quality Check Criteria

You have 74 carriers with the same value entered for Total Miles and/or Ton-Miles. If this data is correct, check the '**My data is correct**' box at the bottom of the section to proceed.

Show 10 entries

Carrier Name *	Mode - SmartWay Category	Available Activity Data	Ton-Miles	Total Miles
1-Bridge Logistics Corp	Truck - Dray	Ton-Miles and Total Miles	129,345	62,432
1-Bridge Logistics Corp	Truck - Dray	Ton-Miles and Total Miles	129,345	62,432
1-Bridge Logistics Corp	Truck - Dray	Ton-Miles and Total Miles	129,345	62,432
1-Bridge Logistics Corp	Truck - Dray	Ton-Miles and Total Miles	129,345	62,432
1-Bridge Logistics Corp	Truck - Dray	Ton-Miles and Total Miles	129,345	62,432
1-Bridge Logistics Corp	Truck - Dray	Ton-Miles and Total Miles	129,345	62,432
1-Bridge Logistics Corp	Truck - Dray	Ton-Miles and Total Miles	129,345	62,432
1-Bridge Logistics Corp	Truck - Dray	Ton-Miles and Total Miles	129,345	62,432
1-Bridge Logistics Corp	Truck - Dray	Ton-Miles and Total Miles	129,345	62,432
1-Bridge Logistics Corp	Truck - Dray	Ton-Miles and Total Miles	129,345	62,432

Showing 1 to 10 of 12 entries Previous 1 2 Next

☐ **My data is correct.** *

Low Non-SmartWay Miles Flag

This table presents any non-SmartWay Carrier Types with unusually low mileage. Miles per non-SmartWay carrier of less than 1 are not allowed and must be changed. Miles per non-SmartWay carrier between 1 and 100 require an explanation. Miles per non-SmartWay carrier between 100 and 500 will be flagged but explanations are optional.

Figure 29: Low Non SmartWay Miles Flag

Low Non-SmartWay Miles - this needs to be addressed Data Quality Check Criteria

The following Non-SmartWay Carrier Types have unexpectedly low mileage. If your mileage is correct, please check the "**My Data is correct**" box at the bottom of the section. You may enter an optional explanation for the low mileage if you wish

Carrier Type	Number of Carriers	Total Miles	Total Miles / Carrier	Optional Explanation
Non-SmartWay Truck - Dray	2	888	444	Specialty cross-town deliveries.

☑ **My data is correct.** *

Unexpected % SmartWay Value Flag

This table presents any % SmartWay values that are outside of expected ranges. Please review your data and correct as necessary. Explanations are required when:

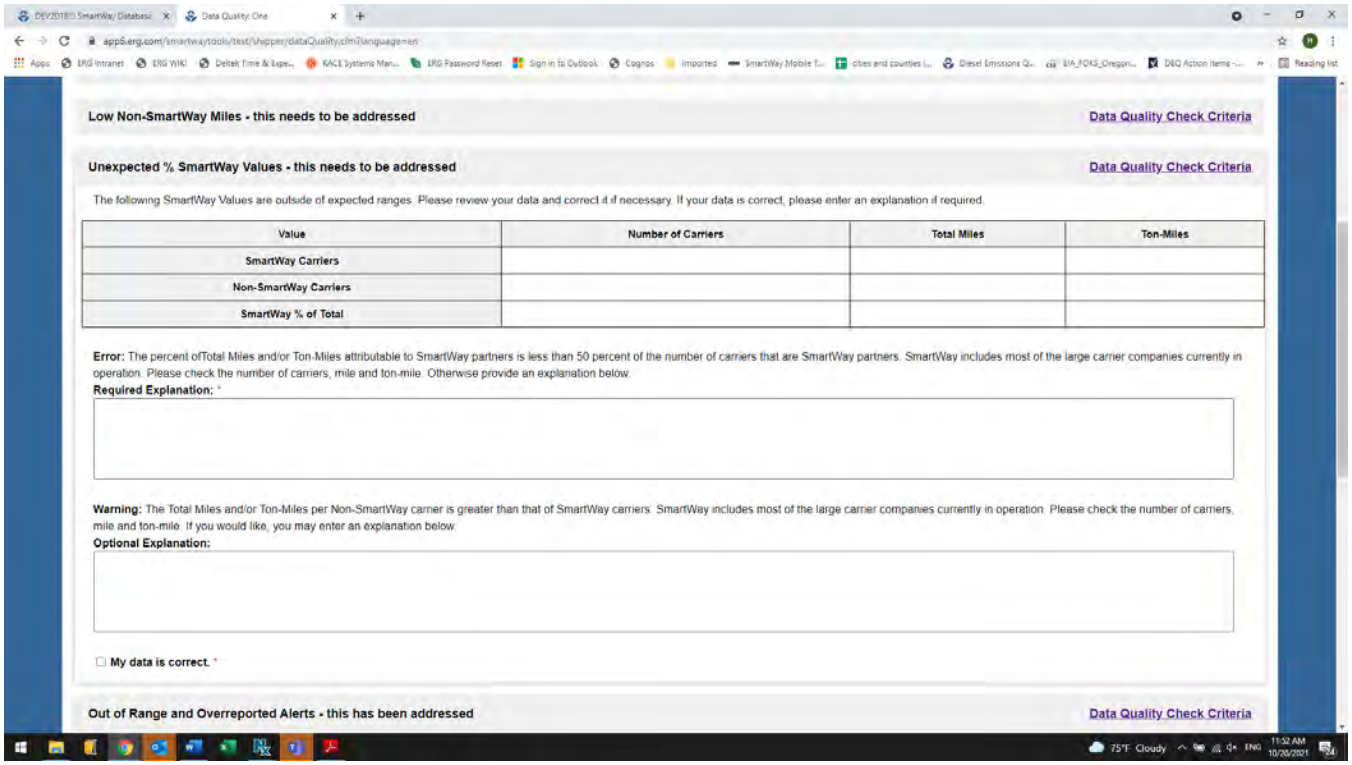
- the percent total miles or total ton-miles attributed to SmartWay partners is less than 50 percent of the number of carriers that are SmartWay partners; or
- the miles or ton-miles per non-SmartWay carrier is more than twice that of SmartWay carriers.

Explanations are optional when:

- the percent total miles or total ton-miles attributed to SmartWay partners is less than the percent of carriers that are SmartWay partners; or

- the miles or ton-miles per non-SmartWay carrier is more than that of SmartWay carriers.

Figure 30: Unexpected % SmartWay Value Flag

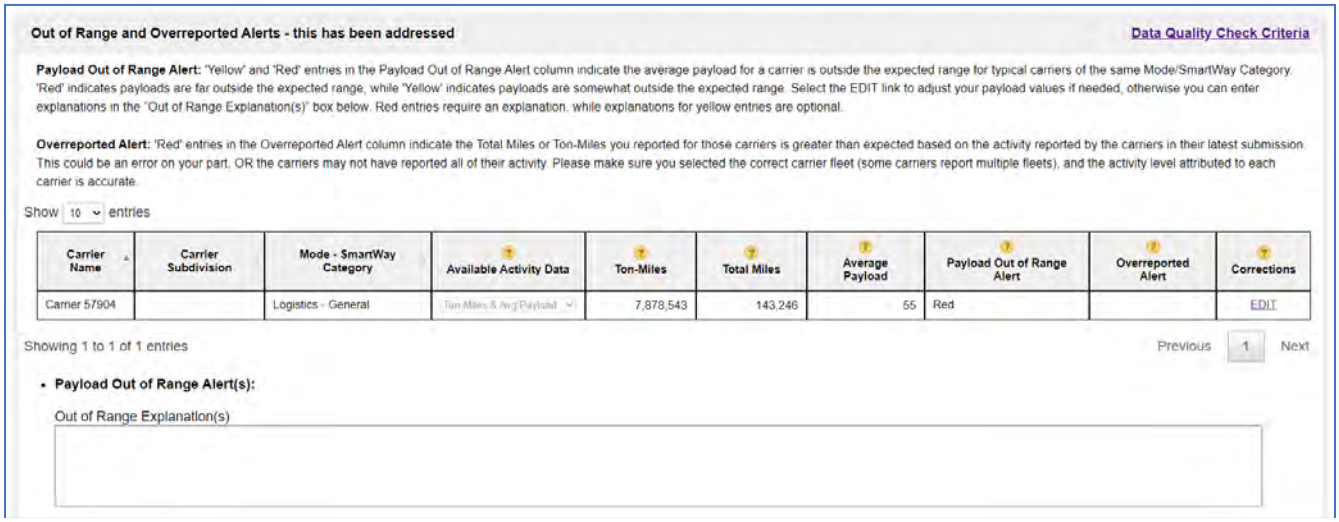


Out of Range and Overreported Alerts

This section flags two possible issues for attention. First the tool checks your payload data to ensure it falls within expected ranges. If payload estimates do not fall within the expected range, Red and/or Yellow alerts will be displayed for those carriers. A red alert indicates data is significantly higher/lower than the industry average, while a yellow alert indicates the value is somewhat higher/lower than the industry average. Absolute errors, indicating a value that is not possible are also flagged and must be revised using the "EDIT" link in the Corrections column then selecting the Save button in the same column before proceeding. (If you do not wish to modify your entries select Cancel instead of Save.) Red alerts must also be addressed by correcting them using the 'EDIT' link, or by entering an explanation as to why the data is correct at the bottom of the table. You may also enter explanations for any yellow messages, although this is optional. Further details regarding payload validation are provided in Appendix B.

This table also presents any carrier activity levels that are notably higher than the annual totals reported by the carriers themselves. "Overreported" alerts are issued if the shipper's reported carrier activity exceeds the total reported by the carrier by more than 10%. Either revise the mile and/or ton-mile values entered for carriers with Overreported alerts using the EDIT and SAVE buttons or simply check the My Data is Correct box at the bottom to proceed.

Figure 31: Out of Range and Overreported Carrier Activity Alerts



Out of Range and Overreported Alerts - this has been addressed Data Quality Check Criteria

Payload Out of Range Alert: 'Yellow' and 'Red' entries in the Payload Out of Range Alert column indicate the average payload for a carrier is outside the expected range for typical carriers of the same Mode/SmartWay Category. 'Red' indicates payloads are far outside the expected range, while 'Yellow' indicates payloads are somewhat outside the expected range. Select the EDIT link to adjust your payload values if needed, otherwise you can enter explanations in the 'Out of Range Explanation(s)' box below. Red entries require an explanation, while explanations for yellow entries are optional.

Overreported Alert: 'Red' entries in the Overreported Alert column indicate the Total Miles or Ton-Miles you reported for those carriers is greater than expected based on the activity reported by the carriers in their latest submission. This could be an error on your part, OR the carriers may not have reported all of their activity. Please make sure you selected the correct carrier fleet (some carriers report multiple fleets), and the activity level attributed to each carrier is accurate.

Show 10 entries

Carrier Name	Carrier Subdivision	Mode - SmartWay Category	Available Activity Data	Ton-Miles	Total Miles	Average Payload	Payload Out of Range Alert	Overreported Alert	Corrections
Carrier 57904		Logistics - General	Ton-Miles & Avg Payload	7,878,543	143,246	55	Red		EDIT

Showing 1 to 1 of 1 entries Previous 1 Next

- **Payload Out of Range Alert(s):**

Out of Range Explanation(s)

After reviewing and addressing any potential data quality issues, proceed to the % SmartWay screen.

% SmartWay Value Screen – Way 2 Screen

This screen allows the user to enter their % SmartWay values for each of their carriers. First specify the basis for allocating your activity across carriers - % Spent, % Weight, % Packages, or other custom metric. (If you select a custom metric, you must provide further details regarding calculation methods.) Then specify the Data Source used to develop your activity estimates. Finally, enter the associated percentages for each carrier in the right-hand column of the table and select the Calculate button. Values must sum to 100%. After data entry your fleet totals will be displayed in a table at the bottom of the screen. When done select Save and Continue.

Figure 32: Way 2 % SmartWay Value Screen

SmartWay Online Shipper Tool

% SmartWay Values

As a Way 2 participant, select the basis for your % SmartWay values and the associated Data Source using the drop-down boxes. If you select "% Custom" as your SmartWay Basis or "Other" as yuor data source, you must also provide additional descriptions in the Methodology text box. Next enter the % SmartWay Values for each carrier and Non-SmartWay carrier type. These must add up to 100% and each carrier or carrier type must have a non-zero value.

After entering the information for each SmarftWay carrier, select the Calculate button to see your totals and your calculated % SmartWay Values for each mode as well as the overall % SmartWay Value for this shipper company.

% SmartWay Basis: % Spent **Data Source:** Distribution and Warehousing

Description of Methodology, % Custom basis, and/or Other Data Source

Warehouse inventory system

SmartWay Carriers

Carrier Name	Carrier Mode	% Spent
Carrier 57893	Logistics	20
Carrier 57893	Logistics	16
Carrier 57902	Truck	31
Carrier 57904	Logistics	8
non-SmartWay Logistics Carrier	Logistics	12
non-SmartWay Truck Carrier - General	Truck	13
		Total % Spent: 100

Totals

Mode/Total	% Smartway	Adjusted % SmartWay	Number of SmartWay Carriers	Number of Non-SmartWay Carriers	SmartWay % Spent	Non-SmartWay % Spent
Logistics	78.571	25.581	3	3	44	12
Truck	70.455	70.455	1	22	31	13
Total	75	45.325	4	25	75	25

Return to Home Page | Back | Save | Calculate | Save and Continue | Help

% SmartWay Value – Way 3 and 4 Screen

This screen displays the % SmartWay Values by mode for shipper companies participating at the Way 3 or 4 level. All percentages are calculated on a ton-mile basis. Separate tables are provided for your overall shipper company operations, as well as breakouts for each carrier selected (or for each carrier subdivision if applicable) by mode. Select the gray bars to expand and hide each table.

Figure 33: Way 3 and 4 % SmartWay Value Screen

SmartWay Online Shipper Tool

% SmartWay Values

SmartWay Transport Partnership

Review this screen to see your carriers' contributions to your overall % SmartWay Value, by mode. Percentages are calculated on a ton-mile basis. Your SmartWay carriers and non-Smartway carrier types are separated by mode. Select the gray bars below to expand and hide the information for each mode.

The last gray bar, % SmartWay, has the total number of carriers and Ton-Miles, as well as your calculated % SmartWay Values, by mode and for your company overall.

Select Continue to enter additional information for your Way 4 participation requirements.

SmartWay Carriers: Rail

Show 10 entries

SmartWay Carriers	Carrier Subdivision	Ton-Miles	% SmartWay
Canadian Pacific	Outbound; Domestic;	56,465,400	43.3483
Canadian Pacific	Inbound; Domestic;	64,565,400	49.5666

Showing 1 to 2 of 2 entries

Previous 1 Next

SmartWay Carriers: Truck

% SmartWay

Mode/Total	% SmartWay	Adjusted % SmartWay	Number of SmartWay Carriers	Number of Non-SmartWay Carriers	SmartWay Ton-Miles	Non-SmartWay Ton-Miles
Logistics	0.0000	0.0000	0	1	0	9,129,080
Rail	100.0000	100.0000	1	0	121,030,800	0
Truck	100.0000	100.0000	1	0	100,000	0
Total	92.9920	92.9920	2	1	121,130,800	9,129,080

Adjusted % SmartWay Value

The SmartWay Carrier breakout for Logistics includes an additional column for "Adjusted %SmartWay" values. The adjusted value reflects the % SmartWay score for each logistics company hired by the shipper accounting for the portion of activity the logistics company allocates to other SmartWay carriers.[5] If logistics companies are used, Adjusted % SmartWay values are also displayed in the "%SmartWay" summary table at the bottom of the screen.

WAY 4 ADDITIONAL REQUIREMENTS

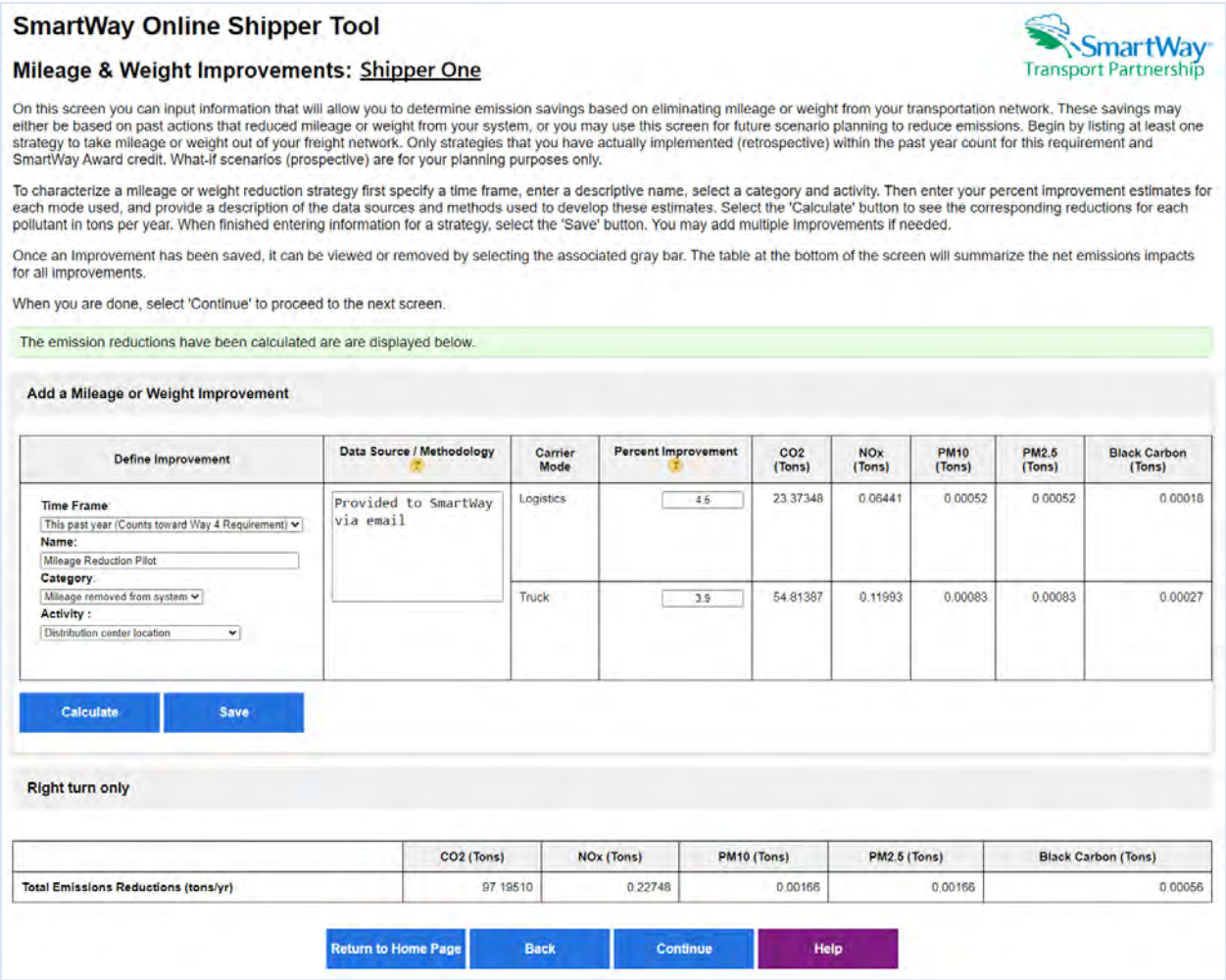
Mileage and Weight Improvements Screen (Way 4 Only)

After reviewing company % SmartWay Values, Way 4 participants may proceed to the Mile/Weight Improvements Screen (if selected on the Participation Level screen). On this screen you can input information that will allow you to determine emission savings based on eliminating mileage or weight from your transportation network. These savings may be based on past actions that reduced miles or weight from your system, or you may use this screen for future scenario planning to reduce emissions. List at least one strategy to take miles or weight out of your freight network. Only strategies that you have implemented

[5] At this time SmartWay logistics partners are assigned full credit when calculating a shipper's % SmartWay value, regardless of the amount of business logistics partners do with SmartWay carriers. SmartWay may adopt the adjusted SmartWay value for scoring purposes in the future, but as of now the adjusted values are for information purposes only.

during the past year count towards the Way 4 requirement and SmartWay Award credit. Prospective What-if scenarios are for your planning purposes only.

Figure 34: Mileage and Weight Improvements Screen



SmartWay Online Shipper Tool

Mileage & Weight Improvements: Shipper One

SmartWay Transport Partnership

On this screen you can input information that will allow you to determine emission savings based on eliminating mileage or weight from your transportation network. These savings may either be based on past actions that reduced mileage or weight from your system, or you may use this screen for future scenario planning to reduce emissions. Begin by listing at least one strategy to take mileage or weight out of your freight network. Only strategies that you have actually implemented (retrospective) within the past year count for this requirement and SmartWay Award credit. What-if scenarios (prospective) are for your planning purposes only.

To characterize a mileage or weight reduction strategy first specify a time frame, enter a descriptive name, select a category and activity. Then enter your percent improvement estimates for each mode used, and provide a description of the data sources and methods used to develop these estimates. Select the 'Calculate' button to see the corresponding reductions for each pollutant in tons per year. When finished entering information for a strategy, select the 'Save' button. You may add multiple Improvements if needed.

Once an Improvement has been saved, it can be viewed or removed by selecting the associated gray bar. The table at the bottom of the screen will summarize the net emissions impacts for all improvements.

When you are done, select 'Continue' to proceed to the next screen.

The emission reductions have been calculated are are displayed below.

Add a Mileage or Weight Improvement

Define Improvement	Data Source / Methodology	Carrier Mode	Percent Improvement	CO2 (Tons)	NOx (Tons)	PM10 (Tons)	PM2.5 (Tons)	Black Carbon (Tons)
Time Frame: This past year (Counts toward Way 4 Requirement) Name: Mileage Reduction Pilot Category: Mileage removed from system Activity : Distribution center location	Provided to SmartWay via email	Logistics	4.5	23.37348	0.06441	0.00052	0.00052	0.00018
		Truck	3.9	54.81387	0.11993	0.00083	0.00083	0.00027

Calculate Save

Right turn only

	CO2 (Tons)	NOx (Tons)	PM10 (Tons)	PM2.5 (Tons)	Black Carbon (Tons)
Total Emissions Reductions (tons/yr)	97.19510	0.22748	0.00166	0.00166	0.00056

Return to Home Page Back Continue Help

To characterize a mileage or weight reduction Improvement, go to the section under the Add a Mileage or Weight Improvement gray bar to select a time frame, enter a descriptive name, select a general category and specific activity, and provide a short description of your data sources and estimation methods. Next enter your best estimates for percent reductions for each mode. Then select the "Calculate" button to see the corresponding emission reductions in tons per year by mode. If satisfied with your inputs, select the "Save" button. You may repeat this process as multiple times to characterize different strategies. The table at the bottom of the screen will display a running total of the emission reductions for all saved strategies.

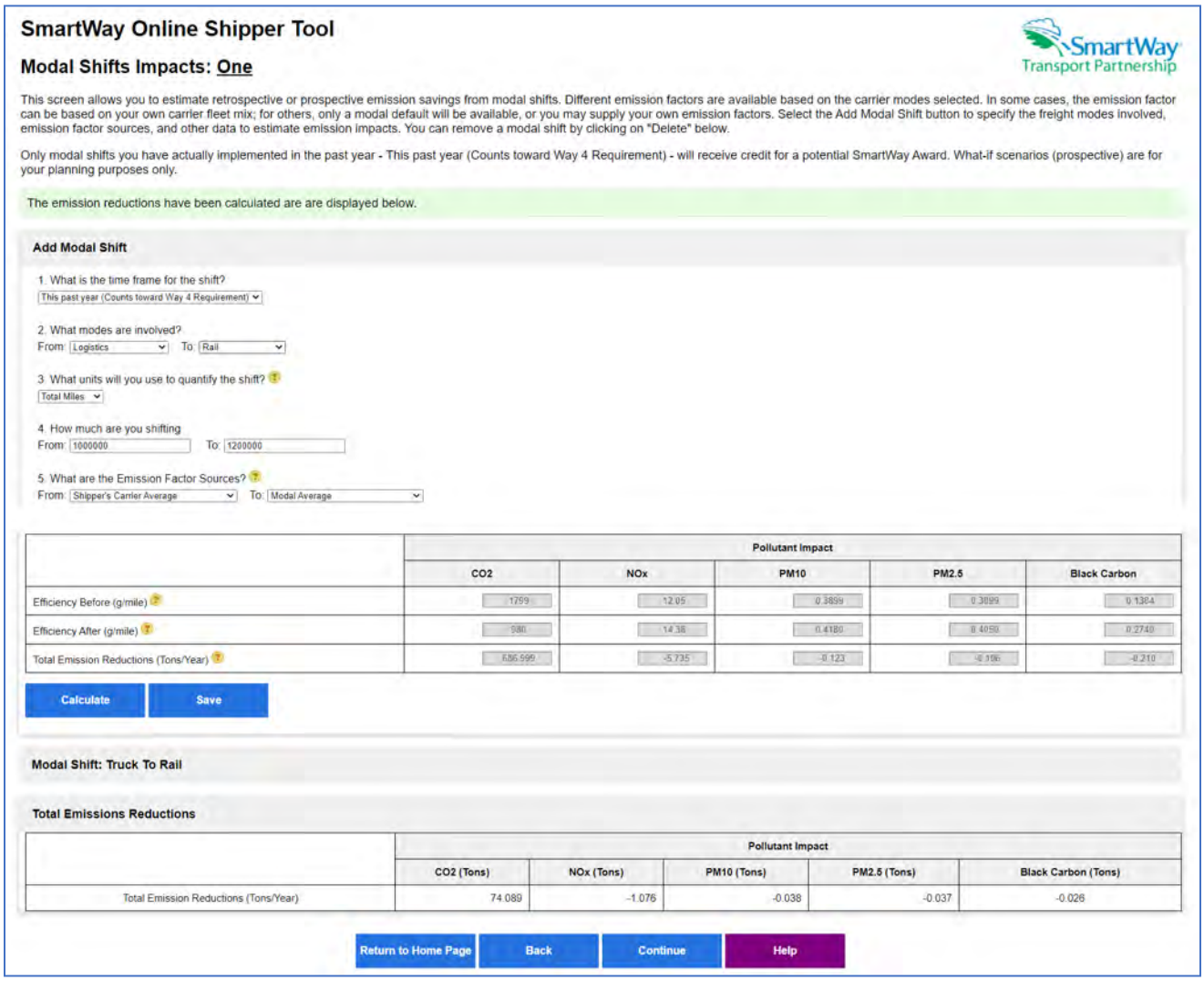
NOTE: If, after saving your improvement strategy details, you revise your company's activity-related inputs in a way that changes your emissions footprint, you must return to this screen and

Update and Save your improvements to properly update the emissions savings.

Modal Shift Screen (Way 4 Only)

Way 4 participants may also complete the Modal Shift screen if selected on the Participation Level screen. The Modal Shift screen allows you to estimate retrospective or prospective emission savings from modal shifts. Different emission factors are available based on the carrier modes selected. In some cases, the emission factor can be based on your own carrier fleet mix; for others, only a modal default will be available, or you may supply your own emission factors. Only strategies you have implemented in the past year will count towards the Way 4 requirement and receive credit for potential SmartWay Awards. Prospective What-if scenarios are for your planning purposes only.

Figure 35: Modal Shift Screen



SmartWay Online Shipper Tool

Modal Shifts Impacts: One

This screen allows you to estimate retrospective or prospective emission savings from modal shifts. Different emission factors are available based on the carrier modes selected. In some cases, the emission factor can be based on your own carrier fleet mix; for others, only a modal default will be available, or you may supply your own emission factors. Select the Add Modal Shift button to specify the freight modes involved, emission factor sources, and other data to estimate emission impacts. You can remove a modal shift by clicking on "Delete" below.

Only modal shifts you have actually implemented in the past year - This past year (Counts toward Way 4 Requirement) - will receive credit for a potential SmartWay Award. What-if scenarios (prospective) are for your planning purposes only.

The emission reductions have been calculated are are displayed below.

Add Modal Shift

1. What is the time frame for the shift? This past year (Counts toward Way 4 Requirement)
2. What modes are involved? From: Logistics To: Rail
3. What units will you use to quantify the shift? Total Miles
4. How much are you shifting From: 1000000 To: 1200000
5. What are the Emission Factor Sources? From: Shipper's Carrier Average To: Modal Average

	Pollutant Impact				
	CO2	NOx	PM10	PM2.5	Black Carbon
Efficiency Before (g/mile)	1759	12.05	0.3899	0.3899	0.1364
Efficiency After (g/mile)	980	14.38	0.4180	0.4050	0.2740
Total Emission Reductions (Tons/Year)	636.999	-5.735	-0.123	-0.196	-0.210

Calculate Save

Modal Shift: Truck To Rail

Total Emissions Reductions

	Pollutant Impact				
	CO2 (Tons)	NOx (Tons)	PM10 (Tons)	PM2.5 (Tons)	Black Carbon (Tons)
Total Emission Reductions (Tons/Year)	74.089	-1.076	-0.038	-0.037	-0.026

Return to Home Page Back Continue Help

Go to the section under the Add Modal Shift gray bar then specify the time frame and the freight modes involved ("From" and "To" modes). The "From" modes listed only include those modes you specified in your carrier list. Next select your preferred units for reporting activity (miles or ton-miles), the amount of activity shifted ("From" and "To"), and the source of the emission factors used to calculate the mode shift impacts (Shipper Carrier Average, Modal Average, and User Input). Then select the "Calculate" button to see the corresponding emission reductions in tons per year. If satisfied with your inputs, select the "Save" button. You may repeat this process as multiple times to characterize different mode shifts. The table at the bottom of the screen will display a running total of the emission reductions for all saved shifts.

NOTE: If, after saving your modal shift details, you revise your company's activity-related inputs in a way that changes your emissions footprint, you must return to this screen and Update and Save your Modal Shifts to properly update the emissions savings.

STEP 6: REVIEW YOUR INFORMATION (WAY 2, 3, 4)

Before submitting your data to SmartWay you must review multiple reports to ensure the accuracy and completeness of your entries. The list of available reports will vary depending on your company's Participation Level (Way 2, 3, or 4), use of logistics providers, and Way 4 analyses performed. Select each report by clicking on the name. A Shipper Company dropdown menu will appear at the top of these reports for submissions that have more than one Shipper Company.

NOTE: To PRINT a report, select the "Print Report" link at the top of the report, or right click with your mouse and select PRINT, then choose where to save the file: save as a pdf file or select your local printer. To COPY a table in a Report to a spreadsheet, select the "Export to Excel (.xlsx)" link at the top of the report (not available on all reports), or use your mouse, highlight the report table, right click your mouse, select COPY, open Excel and Paste into a worksheet.

1. **Company Report** - This report summarizes how you characterized your company and your overall emissions performance, and % SmartWay results. Please make sure your NAICS codes are appropriate, and your description of Data Sources are accurate and complete.
2. **Carrier Activity Report (Way 3, 4)** - This report presents the data availability selection and activity levels specified for each carrier as well as their associated % SmartWay Values.
3. **Carrier Report (Way 2)** – This report presents your description of how you determined your custom % SmartWay estimates for each carrier (if applicable) and each carrier's contribution to your overall % SmartWay Value. Please review to see if your data matches your expectations. If not, you may need to re-evaluate how you estimate your % SmartWay contribution from each carrier.
4. **Out of Range and Overreported Alerts Report (Way 3, 4)** - This report summarizes 1) carrier payload values that fall outside of expected ranges and associated explanations, and 2) carrier-specific mile or ton-mile values that exceed the totals reported for that carrier.
5. **Emissions by Carrier Report (Way 3, 4) –** This report shows the performance metrics (g/mile and g/ton-mile) by pollutant for each carrier, as well as category ranking and total emissions (in tons), sorted by SmartWay Truck Category and mode.

6. **Emissions by Mode Report (Way 3, 4)** – This report shows the performance metrics (g/mile and g/ton-mile) as well as total emissions (in tons) by pollutant aggregated by carrier mode.
7. **Business Unit Ton-Miles by Mode Report (Way 3 and 4 shippers using logistics services) -** This report shows the percentage of ton-miles by mode for each logistics business unit used by the shipper company.
8. **Public Disclosure Report (Way 3, 4)** - This report summarizes your emission results in a format common to other carbon reporting systems, such as the Greenhouse Gas Reporting System.
9. **Carrier Subdivision Report (Way 4)** - This report presents the data availability selection and activity levels for each subdivision. Only available if you selected this analysis option.
10. **Mileage and Weight Improvements Report (Way 4) -** This report summarizes the emissions impacts associated with mileage/weight improvements defined by Way 4 participants. Only available if you selected this analysis option.
11. **Modal Shift Report (Way 4) -** This report summarizes the emissions impacts associated with modal shifts defined by Way 4 participants. Only available if you selected this analysis option.

Closely review each report then select **Return to the Home Page** to proceed.

STEP 7: COMPARE THIS YEAR'S WITH LAST YEAR'S SUBMISSION (WAY 2, 3, 4)

This screen provides a side-by-side comparison of the data entered for the current reporting year with that for the prior reporting year (if you had an approved submission). Changes in identification fields such as contact names, phone numbers, NAICS, etc. are flagged with an "X". Percentage changes in activity levels and % SmartWay Values are also shown. Annual differences in activity characteristics (e.g., total miles) greater than 20% are flagged by a "Big Change!" alert, and an explanation must be provided in the text box at the bottom of the screen. After reviewing you may return to prior screens to revise your fleet inputs if needed.

After reviewing the Comparison Report, return to the **Home** screen.

STEP 8: SUBMIT YOUR INFORMATION TO SMARTWAY (WAY 2, 3, 4)

Review the declaration text and check the box indicating you understand and agree to the stated terms. After submitting your SmartWay data, a confirmation screen will appear with information regarding next steps, and an email confirming your submittal will be sent to you. If you do not receive an email, please check your SPAM or Junk Mail folder to make sure the email was not placed there by your email application. Your Partner Account Manager will review your data and either approve it or contact you if they have questions.

Appendix A: Import File Preparation (Way 3, 4)

The format of the Excel import file for the Online Shipper Tool is different than that for the Excel Shipper tool. If you would like to construct your import file starting with the file you used for a prior year's Excel Shipper tool, you can move columns and delete unused columns to match the new format. If the format of your import file is incorrect you will receive an error message when uploading the file, noting issues needing correction. The imported Excel file should only have one worksheet as the tool will attempt to import and validate all sheets, including blank ones, which may result in an error message if your file includes worksheets with no data.

The following lists the columns that can be included in your Excel import file, with required columns noted with an asterisk. Column headers are not case sensitive. Column headers must be in the correct order as follows:

A) CARRIER_ID*

B) CARRIER_NAME*

C) CARRIER_MODE*

D) SCAC*

E) MCN*

F) DOT*

G) NSC*

H) AVAILABLE_ACTIVITY_DATA*

I) PAYLOAD_DISTANCE*

J) DISTANCE*

K) AVERAGE_PAYLOAD

L) MY_CARRIER*

M) NON_SW_CARRIER_COUNT*

N) PARTNER_CARRIER_ID

O) BUSINESS_UNIT

P) ID_CODE

Q) SHIPMENT_MOVEMENT

R) SHIPMENT_BORDERS

S) INTERNAL_SHIPMENT_SEGMENT

While the import file must include all required columns, CARRIER_NAME is the only column that must be populated with data.

If you are preparing your tool under Participation Level Way 4 and you are subdividing your freight activity, you can include this information in the Excel file if you wish. If so, your Excel file must include the optional subdivision columns, even if some columns are empty. Subdivision column headers start in Excel column 'O'.

Import file format and content requirements are provided in Table A-1.

Table A-1. Import File Format and Content Requirements

Column	Field Description	Field Type / Max Length	Validation
A	SmartWay Internal Carrier ID	Numeric	If the Import file was generated by either exporting carriers from a prior year's Excel-based tool or by doing an Export from the online tool, then this will be an integer. Otherwise, this field should be blank so your data is not associated with the wrong SmartWay carrier.
B	Carrier Name	Alpha-numeric / 100 Characters	This is a required field.
C	Mode	Alphabetic only / a valid value from the list	This is an optional field. When present, it must be one of the valid Modes which are shown below. These values are not case sensitive. • Truck • Rail • Barge • Air • Logistics
D	SCAC	Alpha-numeric / 2-4 characters for each code, 255 Characters	This field is optional. Lower case alphabetic characters will be saved as upper case. If you have multiple codes, please enter them as a comma-separated list.
E	MCN	Numeric only / 5-7 numbers for each number, 255 Characters	This field is optional. Only numeric values are allowed. If you have multiple numbers, please enter them as a comma-separated list.
F	DOT	Numeric only / 1-7 numbers for each number, 255 Characters	This field is optional. Only numeric values are allowed. If you have multiple numbers, please enter them as a comma-separated list.

Column	Field Description	Field Type / Max Length	Validation
G	NSC	Alpha-numeric / 255 Characters	This field is optional. If you have multiple codes, please enter them as a comma-separated list.
H	Availability Activity Data (This field was called 'Data Available' in the Excel-based tool)	Alphabetic only / 1 character	This field is optional. This is a single alphabetic character. It is not case sensitive. The four valid values are: a – you provide Ton-Miles and Total Miles for the carrier b – you provide Ton-Miles and Average Payload for the carrier c – you provide Total Miles and Average Payload for the carrier d – you provide only Total Miles for the carrier and the carrier's average payload will be based on an average payload value calculated from other Truck Carriers in the same SmartWay Category. Only Truck Carriers that are not in the SmartWay Categories LTL/Dry Van or Package Delivery can use this option. When this field is omitted, the tool will attempt to determine which value it should use based on what was entered in the Payload Distance, Distance, and Average Payload fields. The code will not try to determine if this is a 'd' since there are additional restrictions on that option. If the code cannot determine if this is an 'a', 'b', or 'c', it will default to 'a'.
I	Ton-Miles	Numeric only / 999 billion	This field is optional. When the carrier's Availability Activity Data (AAD) value is an 'a' or 'b' this can be an integer greater than 0. It can be formatted in Excel to display a thousand's separator, but it must be a "true" numeric field. When AAD is a "c" or "d" this must be blank.
J	Total Miles	Numeric only / 999 billion	This field is optional. When the carrier's AAD value is an 'a', 'c', or 'd' this can be an integer greater than 0. It can be formatted in Excel to display a thousand's separator, but it must be a "true" numeric field. When AAD is a 'b' this must be blank.

Column	Field Description	Field Type / Max Length	Validation
K	Average Payload	Numeric only / 999	This field is optional. When the carrier's AAD value is a 'b' or 'c' this can be a number greater than 0. When AAD is an 'a' or 'd' this must be blank.
L	My Carrier	Alphabetic only / 1 character	This is an optional field. It indicates that your company controlled and operated this carrier during the current reporting year. This only affects the emissions displayed on the Public Disclosure Report. The only valid value is a 'Y', which is not case sensitive.
M	Number of Non-SmartWay Carriers	Numeric only / 99,999	This field is optional. It is only valid for non-SmartWay carriers. Only integers greater than zero are valid. It can be formatted in Excel to display a thousand's separator, but it must be a "true" numeric field. This must be blank for SmartWay carriers.
N	Partner's internal system ID for the carrier	Alpha-numeric / 25	This field is optional. It is meant to hold an Internal Carrier ID code from your company's database system that remains the same year after year. This can then be used to identify SmartWay carriers.
O	Internal Business Unit ID	Alpha-numeric / 50 characters	This field is optional. It is only valid if you selected Way 4 and indicated you would subdivide one or more carriers on the Participation Level screen. Otherwise, this is not allowed. Any invalid values will trigger a Warning, indicating that the data will not be imported. If one of the Carrier subdivision columns are specified, then they all much be present, but not necessarily populated.
P	Additional ID Code	Alpha-numeric / 50 characters	This field is optional. It is only valid if you selected Way 4 and indicated you would subdivide one or more carriers on the Participation Level screen. Otherwise, this is not allowed. Any invalid values will trigger a Warning, indicating that the data will not be imported. If one of the Carrier subdivision columns are specified, then they all much be present, but not necessarily populated.

Column	Field Description	Field Type / Max Length	Validation
Q	Shipment Movement	Alphabetic only / a valid value from the list	This field is optional. It is only valid if you selected Way 4 and indicated you would subdivide one or more carriers on the Participation Level screen. Otherwise, this is not allowed. Any invalid values will trigger a Warning, indicating that the data will not be imported. If one of the Carrier subdivision columns are specified, then they all much be present, but not necessarily populated. When present, the valid values are 'Inbound', 'Outbound', or 'Internal'. These values are not case sensitive.
R	Shipment Borders	Alphabetic only / a valid value from the list	This field is optional. It is only valid if you selected Way 4 and indicated you would subdivide one or more carriers on the Participation Level screen. Otherwise, this is not allowed. Any invalid values will trigger a Warning, indicating that the data will not be imported. If one of the Carrier subdivision columns are specified, then they all much be present, but not necessarily populated. When present, the valid values are 'Domestic', or 'International'. These values are not case sensitive.
S	Internal Shipper Segment ID	Alpha-numeric / 50 characters	This field is optional. It is only valid if you selected Way 4 and indicated you would subdivide one or more carriers on the Participation Level screen. Otherwise, this is not allowed. Any invalid values will trigger a Warning, indicating that the data will not be imported. If one of the Carrier subdivision columns are specified, then they all much be present, but not necessarily populated.

Appendix B: Carrier Payload Validation (Way 3, 4)

Validation cutpoints are set in the tool to identify those payloads that are somewhat outside typical industry values (yellow flag warnings) and those that are far outside industry averages (red flag warnings). The payload check only applies to Data Availability selections where payloads are either entered by the user, or calculated based on other inputs. Checks are applied at the carrier (row) level.

Payload checks are specific to the truck carrier fleet's SmartWay Category, which is available for each carrier category from the Carrier Data Table. Red payload ranges require explanations before proceeding. For yellow ranges explanations are optional.

Validation ranges are based on payload values reported by SmartWay Shipper partners for the 2019 calendar year. Minimum values are set to zero, requiring all payload entries to be greater than zero. Red and yellow ranges were determined based on visual identification of apparent inflection points in the payload distribution curves, corresponding to "natural" groupings where possible. Maximum, not-to-exceed values are based on those used in the SmartWay Truck Tool.

Table B-1. Shipper Payload Validation Ranges

Carrier Category	low red	low yellow	high yellow	high red
Dray	N/A	2.39	22.31	24.40
Expedited	N/A	N/A	11.45	19.23
Specialized	4.37	8.57	25.79	28.79
LTL	N/A	N/A	6.50	12.70
Auto Carrier	12.00	14.67	18.20	19.22
Heavy Bulk	9.16	11.82	25.85	34.08
TL	3.39	5.51	21.60	22.05
Moving	N/A	N/A	19.25	23.46
Flatbed	4.23	5.94	23.81	24.86
Mixed	N/A	N/A	21.71	22.41
General[6]	N/A	N/A	21.00	28.00
Package	N/A	N/A	1.20	1.63
Tanker	13.60	18.27	26.58	35.08
Reefer	1.64	4.39	21.00	21.85
Logistics	N/A	1.51	22.31	24.00

[6] Based on all SmartWay Carrier Categories combined.

Validation cutoffs for rail payloads are based on the distribution of average values estimated for all Class 1 carriers (see **Shipper Tool Technical Documentation**), and only include red flags. The absolute upper bound for rail carriers has been set to 200 tons.

Air carriers have their maximum average payload set to 110 tons, corresponding to the maximum payload capacity for the largest aircraft make/model specified by SmartWay partners in 2017. Payloads above this amount trigger a "red" out of range error that must be explained by the partner to proceed, although no value has been set for a maximum allowable payload at this time. Payloads between 55 and 110 tons receive a "yellow" warning which may be explained if the partner chooses.

Barge carrier payloads are flagged for verification if their density is greater than 0.6 tons per cubic foot or less than 0.003 tons per cubic foot, consistent with the payload validation used in the SmartWay Barge Tool.

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https://www.epa.gov/transportation-air-pollution-and-climate-change