

Logistics Company FLEET Tool: Getting Started Guide

Part I



Introduction to Part I: GETTING STARTED GUIDE

This guide is **Part 1 of a three part series** to help logistics companies participate in the SmartWay Transport Partnership.

In this guide you will learn about:

- 1) Basic Information about SmartWay;
- 2) Joining SmartWay Transport Partnership as a logistics company;
- 3) Deciding which SmartWay accounting tool(s) are right for your company;
- 4) Understanding the details of the SmartWay partnership agreement; and
- 5) Meeting software/hardware requirements for participating in the program.

Please review this guide carefully BEFORE attempting to gather your fleet data, or enter data into the Logistics Partner FLEET tool or enter data. Understanding the basics of the program, reviewing the Partnership Agreement and making sure your fleets fit the criteria for joining SmartWay as a logistics partner will save a great deal of time and simplify your joining process.

If you wish to explore the data requirements for logistics partners, please review “Part 2: Data Collection Overview and Workbook.”

If you wish to explore the Logistics Partner FLEET tool in preparation for joining the program, please review “Part 3: Data Entry Guide” and return to this workbook to prepare for gathering your data.

1. Basic Information about SmartWay

Launched in 2004, SmartWay® is a United States Environmental Protection Agency (EPA) program that reduces transportation-related emissions and costs by creating incentives to improve supply chain fuel efficiency.

SmartWay is comprised of five components:

- **SmartWay Transport Partnership:** A partnership in which freight companies join and commit to benchmark operations, track fuel consumption and improve performance annually.
- **SmartWay Technology Program:** A testing, verification, and designation program to help freight companies identify equipment, technologies and strategies that save fuel and lower emissions.
- **SmartWay Finance Program:** A competitive grant program that makes investing in fuel-saving equipment easier for freight carriers.
- **SmartWay International Interests:** Guidance and resources for countries seeking to develop freight sustainability programs modeled after SmartWay.
- **SmartWay Vehicles:** A program that ranks light-duty cars and small trucks and identifies very high performers with the SmartWay logo.

About the Partnership

The SmartWay Transport Partnership is a public/private collaboration between the EPA and the freight industry to improve fuel efficiency, increase environmental performance, and encourage supply chain sustainability.

How the SmartWay Transport Partnership Works

Five types of freight transport companies can join SmartWay:

- Freight shippers
- Logistics companies (including 3PLs/4PLs¹)
- Truck carriers
- Rail carriers
- Multi-modal carriers

Participating companies:

- assess freight operations,
- calculate fuel consumption and carbon footprint, and
- track fuel-efficiency and emission reductions annually.

SmartWay ranks partners' performance and recognizes superior performance with access to the SmartWay Partner logo.

¹ 3PLs/4PLs Third party logistics/fourth party logistics companies.

2. Joining the SmartWay Transport Partnership as a Logistics Company

Logistics companies that join the SmartWay Transport Partnership are known as “SmartWay Logistics Partners.”

Participation in SmartWay helps SmartWay Logistics Partners:

- identify opportunities to improve efficiency;
- demonstrate efficiency to potential customers; and
- reduce fuel costs.

All SmartWay Logistics Partners agree to complete and submit the SmartWay Logistics Partner Fleet Efficiency and Emissions Tracking System (Logistics Partner FLEET) tool to:

- define fleet(s) composition;
- characterize fleet activity;
- individually benchmark multiple divisions and/or fleets; and
- track annual changes in performance.

SmartWay Logistics Partners also agree to follow the guidelines in the Carrier Partnership Agreement. A copy of the agreement is included in this document on page 6 and is also included in the Logistics Partner FLEET tool.

Upon approval of a Logistics Partner FLEET tool submission, logistics companies will be identified as SmartWay Logistics Partners on EPA’s website on the “SmartWay Partner List” and in a database used by freight shippers to identify companies that meet SmartWay’s annual requirements.

SmartWay Logistics Partners that meet SmartWay’s logo criteria are allowed to use the SmartWay Partner logo on marketing and promotional material.

SmartWay Logistics Partners that meet the highest standards of environmental and fuel-efficiency performance are eligible to receive the SmartWay Excellence Award.

Before you can join SmartWay as a SmartWay Logistics Partner, you will need to:

1. Choose the right tool(s) for your fleet(s);
2. Review the SmartWay Carrier Partnership Agreement; and
3. Review the software and hardware requirements to use the SmartWay Logistics Partner FLEET Tool.

3. Choosing the Right Tool for Your Fleet(s)

SmartWay provides three tools for **truck carriers**—The Truck Carrier FLEET Tool, the Logistics Partner FLEET Tool, and the Multi-modal Carrier FLEET Tool.

To characterize your operations in the SmartWay program, you must create a profile for each fleet that you operate. In some cases, if you have multiple fleets, you may need to use multiple tools. Use the questions below to determine which type of fleet you are characterizing and which tool you should use.

For-hire truck carriers and private truck carriers should use the Truck Carrier FLEET Tool.

You are a **for-hire truck carrier** if:

- ☐ Freight shippers hire/contract with you to haul their goods
- ☐ At least 95% of your mileage is via trucks you own/control
- ☐ Less than 5% of your mileage is via trucks operated by contractors
- ☐ Less than 5% of your mileage is via other modes (e.g., rail, air or marine)

You are a **private truck carrier** if:

- ☐ You are a shipper that operates your own private trucking fleet that is NOT available for hire by other companies
- ☐ At least 95% of your mileage is via trucks you own/control
- ☐ Less than 5% of your mileage is via trucks operated by contractors
- ☐ Less than 5% of your mileage is via other modes (e.g., rail, air or marine)

If you manage a dedicated truck fleet for another company along with a for-hire fleet, complete the Truck Carrier Tool for your company, assess your for-hire fleet, and separately assess the private fleet as part of your company's submission.

Logistics Partners should use the Logistics Partner FLEET Tool to participate.

This category includes logistics companies, third-party logistics providers, fourth-party logistics providers, freight forwarders and non-asset based carriers.

You are a **Logistics company** if:

- ☐ Freight shippers hire/contract with you to haul their goods
- ☐ Less than 5% of your mileage is via trucks you own/control
- ☐ More than 5% of your mileage is via trucks operated by contractors
- ☐ Less than 5% of your mileage is via other modes (e.g., rail, air or marine)

Special Consideration: If more than 5% of your mileage is via trucks you own/control (e.g., your private fleet), but you don't meet the definition of a Truck Carrier, you are still considered a logistics company. To participate in SmartWay, you must use the Truck Carrier tools to assess your private fleet, and then enter those results into the Logistics Partner Tool along with the data from the other fleets you contract with.

Multi-modal carriers should use the Multi-modal Carrier FLEET tool.

You are a **Multi-modal Carrier** if:

- ☐ Freight shippers hire/contract with you to haul their goods
- ☐ More than 5% of your mileage is via trucks you own/control
- ☐ You contract with a mix of truck, rail, air, and marine carriers to move the remaining 95% or more of your mileage

If you fall into the Multi-modal or Logistics categories, please note that these tools contains carrier-specific performance data for Class 1 rail carriers, but default averages data for other rail carriers. Performance values for air and marine modes will be included in later versions of these SmartWay Tools.

4. Reviewing the SmartWay Carrier Partnership Agreement

To join the SmartWay Transport Partnership as a logistics company, you must agree to the language on the “Partnership Agreement for Carriers.” When you begin working within the tool, you will be asked to check a box stating that you agree to the terms of the partnership agreement. **This agreement must be renewed annually.**

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

Partnership Agreement for Carriers

With this agreement, your company joins EPA’s SmartWay Transport Partnership and commits to:

1. Measure and report to EPA on an annual basis the environmental performance of your fleet(s) using EPA's SmartWay tool. (Existing fleets must report the 12 months of data for the prior year ending December 31. Newly formed companies require a minimum of 3 months of operational data.)
2. Have performance results posted on the EPA SmartWay website/database.
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 EPA SmartWay Website 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 this data becomes available to EPA.²
3. Assist Partners in achieving emission and fuel usage reduction goals (subject to Federal Government Appropriations).

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 agrees not to comment publicly regarding the withdrawal of specific partners.
4. 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 Agreements.
5. The Partner agrees that it will not claim or imply that its participation in the SmartWay Transport Partnership constitutes EPA approval or endorsement of anything other than the Partner’s commitment to the program. The Partner will not make statements or imply that EPA endorses the purchase or sale of the Partner’s products and services or the views of the organization
6. Submittal of this SmartWay Tool constitutes agreement to all terms in this Partnership Agreement. No separate agreement need be submitted.

² Individual corporate data will be treated as confidential business information.

5. Reviewing the Software and Hardware Requirements to Use the SmartWay Logistics Partner FLEET Tool

The SmartWay Logistics Partner FLEET tool is designed in Microsoft Excel Forms and requires the following software and hardware:

- A 2003 or later version of Microsoft Excel
- Excel security level set at Medium or lower
- A PC running Windows XP or newer operating system, or a Mac that is running the Windows XP operating system. The tool does not currently work using the Mac operating system
- A minimum of 5 megabytes of free disk space. More disk space may be required based on the number of fleets you define in your tool
- Adequate memory (RAM) to run Microsoft Office
- A monitor resolution of at least 1,024 x 768³

Please check the user's guides for your computer, online support, or your company's IT department to make sure your system is set up to use the Logistics Partner FLEET Tool.

We encourage you to make sure that your virus software is up to date, and scan your PC before putting data in the Logistics Partner FLEET Tool.

³ The tool will also work at 800 x 600 resolution, but many of the screens will appear with scroll bars.

6. Next Steps

Now that you understand the basics of the SmartWay program and the SmartWay Logistics Partner's role in the program, are clear about which SmartWay FLEET tool(s) are right for your company, and understand the software and hardware required to participate, it's time to start gathering data about each of your fleets.

If you are ready to characterize your for-hire or private truck fleet, please visit www.epa.gov/smartwaylogistics/partnership/trucks.htm to download Part 2- Truck Carrier FLEET Data Collection Overview and Workbook.

If you have determined that all or part of your operations require completion of the Logistics Partner FLEET tool or the Multi-modal Carrier FLEET tool, you will find resources for gathering data for these fleets on the www.epa.gov/smartwaylogistics/partnership/logistics.htm web page or the www.epa.gov/smartwaylogistics/partnership/multimodal.htm web page, respectively.