Shipper Partner FLEET Tool: Data Collection Overview and Workbook

Part 2

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Part 2

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

Introduction to Part 2: DATA COLLECTION OVERVIEW AND WORKBOOK

This guide is **Part 2 of a three-part series** to help shipper companies participate in the SmartWay Transport Partnership.

In this guide you will learn about:

1. The general organization of the SmartWay Shipper Partner FLEET Tool, and
2. Data needs for each section of the tool.

You will also have the opportunity to collect your data using our data collection worksheets in preparation for the data entry step (Part 3).

Please review this guide carefully BEFORE attempting to use the tool or enter data. Understanding the data requirements and gathering all data in advance will save considerable time and frustration while completing your tool submission.

If you wish to explore the Shipper 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.

Please note that each company that you operate will be characterized separately.

In the event that you have a question about any of the data collection activities, you can contact SmartWay Email Support at smartway_transport@epa.gov and a member of our SmartWay Partner Support Team will assist you.

WARNING!

Completing the Shipper Partner FLEET tool requires a considerable amount of information about your company and its use of freight carriers. There are multiple sections and screens to complete for each company that you operate.

While you will have the ability to save your tool along the way and return to it at anytime, **we STRONGLY ENCOURAGE** you to review Part 1 to understand key information about joining the partnership. Then, use Part 2 of this series to learn about the data requirements and gather your data BEFORE attempting to use Part 3 to complete the tool.

Overview of Data Collection Requirements

The SmartWay Shipper Partner FLEET tool is the data collection and calculation system for shipper companies that join the SmartWay Transport Partnership. There are three required sections of the SmartWay Shipper Partner FLEET Tool that use data about your company's operations:

1. **Enter Company and Contact Information**
2. **Define Your Shipper Companies**
3. **Enter Carrier and Activity Information for Each of Your Companies**

The Tool also contains an optional fourth section allowing users to evaluate the benefit of their company's mileage and weight reduction strategies, as well as the impacts of potential modal shifts.

This guide will explore the data required for completing these four sections. Part 3 of the three-part user guide series explains more about the structure of the tool and the data entry process; this guide will focus primarily on what you need to do to prepare for completing the tool.

NOTE: 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. If you are a new SmartWay partner and do not have a full year of operational data, please collect <u>a minimum of three months' data</u> for input into the SmartWay tool. In your next update year, you will be required to submit a full year's data.

Section 1: Specify Official Partner Name

To begin, you must specify you company's Partner name, exactly as you want it to appear on the SmartWay website. For example, if your company's name includes "Inc." or "Ltd.", you may choose not to include that in your Partner name. Please also pay special attention to proper capitalization, abbreviations, and punctuation.

Section 2: Enter Company Contact Information

SmartWay needs complete company information for correspondence, web posting, press releases, and awards and recognition (where applicable). The SmartWay tool asks for:

- **General company information** (e.g., location, web address, etc.)
- **A primary contact**[1] for any questions about your company's participation and tool submissions

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[1] The primary 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 Primary Contact is responsible for coordinating the assembly of information to complete/update company data; completing and updating the tool itself; maintaining direct communication with SmartWay; and keeping

- **An executive contact** [2] for participation in awards and recognition events
- **Additional contacts (optional):** Additional contacts may include your press/media contact, your fleet manager, etc.—anyone who is not the primary contact for tool and participation issues but may be involved with SmartWay.

Please use Worksheet #1 in this guide to prepare for filling out the Contact Information Screen in the Shipper Partner FLEET Tool.

Section 3: Define Your Shipper Companies

The SmartWay Shipper Partner FLEET Tool allows you to characterize your shipping operations at the company level. Please list your company/companies exactly as you wish them displayed on the SmartWay website, including proper capitalization, any abbreviations, and punctuation. Most partners should create one company, i.e. one line. However, if you are a global conglomerate that, for example, has a large home goods retail company, a wholesale parts supply company, and a service company, all with separate corporate identities and transportation systems, you may want to create three companies. Alternatively, you could fill out three shipper tools with one company defined in each.

If you identify multiple companies you will be required to input detailed information for each in the Tool. Therefore you will need to be able to track freight activity separately for each company. Internal tracking of different business units, inbound/outbound/internal freight, and domestic versus international freight can be done *within* a company, so there is no need to list different internal divisions, product lines, etc. as separate companies.

NOTE: Only list more than one company if the additional company/companies are separate and publicly well-known names that you believe require a separate listing on the SmartWay website.

SmartWay highly recommends developing your list of 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.

Please use the Worksheet #2 provided in this guide to prepare for filling out the Characterize Your Companies sections in the Shipper Partner FLEET Tool.

NOTE: You may wish to print multiple copies of Worksheet #2 if you have multiple companies.

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interested parties within the company apprised of relevant developments with SmartWay.) NOTE: To ensure that emails from SmartWay/EPA are not blocked, new primary contacts may need to add SmartWay/EPA to their preferred list of trusted sources.)

[2] The executive contact is the company executive who is responsible for agreeing to the requirements in the SmartWay Partnership Agreement, overseeing the Primary 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.

Data Requirements for "Characterize Your Companies" Screen

For each shipper company, you will need to specify:

- **Company Name(s):** Name your companies properly for listing on the website, begin with your partner name followed by the specific company name. Example: AAA Products – Retail.

- **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, and are organized hierarchically, with successive digits providing greater specificity in its description. Use the NAICS code(s) that most appropriately describes your company. Note: some large companies with multiple operations may only use a two or three digit NAICS code. You do not have to enter the full six digits. Detailed information can be found at http://www.census.gov/eos/www/naics/.

- **Company Contact:** This contact should be one of the contacts you already identified in the Company Information section as the contact for each company.

Once you have defined your shipper companies, you will need to enter detailed information regarding company carriers and associated activity levels.

Section 4: Enter Data for Each of Your Shipper Companies

Now that you have defined your shipper companies, you will be asked to provide additional information for EACH company separately.

Data Requirements for "Select Carrier(s)" Screen

Please use the Worksheet #3A provided in this guide to prepare for filling out the Select Carrier(s) section in the Shipper Partner FLEET Tool (make one copy for each company).

To begin, you will need to identify the carriers included in each shipper company. Two options are available for identifying your carriers. If you have a large number of carriers you may wish to develop your carrier details separately and upload your data in a single file using the **Data Import Method**. Alternatively, if your company has a limited number of carriers, you may choose to specify your carriers one at a time using the **Manual Entry Method**. These two methods are described in detail in the **Shipper Partner FLEET Tool User Guide Part 3**.

Regardless of the method you choose, you will need to first identify the mode of transport for the carrier. Four carrier mode selections are available, including:

- Rail
- Truck
- Multi-modal
- Logistics

(Note: By selecting "All" on the Tool's **Select Carrier(s)** screen, you may search across all carriers, regardless of mode.)

Next, you may also specify a carrier bin category for the Truck mode. Truck bin categories include:

- TL Dry Van
- LTL Dry Van
- Refrigerated
- Flatbed
- Tanker
- Dray
- Package
- Specialized
- Mixed

Bin category selections are not currently available for other modes but may be added in the future. (Note: Multi-modal selections list "Truck/Rail" as the bin category.)

After identifying the mode (and bin category if available), you should identify each carrier's specific fleet name, as listed in the SmartWay Carrier Data file, along with any associated Standard Carrier Alpha Codes (SCACs) and/or Motor Carrier Numbers (MCNs). The Carrier data file can be downloaded from the SmartWay website using the link under Step 4 on the Shipper Tool **Home** screen and viewed on the **Select Carrier(s)** screen, or offline using Microsoft® Excel.

In certain cases, a carrier may have multiple fleets associated with its operations. In the case of trucking and logistics partners, you may use the SCAC list in the Carrier Data file to select among multiple fleets. The **Select Carrier(s)** screen also allows you to filter carrier fleets by SCAC and MCN if needed.

If one or more carriers used by your company are not SmartWay Partners, you should specify "Non-SmartWay" for the given mode – for example, Non-SmartWay Truck Carrier or Non-SmartWay Multi-modal Carrier. If you have any non-SmartWay carriers in your list, then you must also specify the number of non-SmartWay carriers utilized for each mode, *but only include carriers used during the reporting year.*

Data Requirements for "Activity Data" Screen

Please use the Worksheet #3B provided in this guide to prepare for filling out the Activity Data section in the Shipper Partner FLEET Tool (make one copy for each company).

 NOTE: If you are not providing miles and/or ton-mile activity data for your carriers, skip to "Data Requirements for "% SmartWay" Screen below.

First provide a detailed text **Data Source Description** for the sources used to estimate your mileage and ton-mile data for your carriers. Be sure to indicate how you calculated the values, and where this data was obtained.

Next you must specify a **Data Availability** option for each carrier. There are seven **Data Availability** options, as summarized below.

1. Enter ton-miles and miles (preferred option)
2. Enter ton-miles and average payload
3. Enter ton-miles, density, and load fraction
4. Enter ton-miles only
5. Enter miles and average payload
6. Enter miles, density, and load fraction
7. Enter miles only

If you have the necessary data, select Option 1 to provide estimates for both ton-miles and total miles. If only one of these values is known, the other value can be calculated using a combination of your average freight density, your average load percentage (e.g., 100% for truckload), and/or your average payload in tons. Although dependent on industry type and product mix, Option 2 is *generally* preferred to Option 3 in terms of data quality, while Option 3 is preferred to Option 4. Similarly, Option 5 is *generally* preferred to Option 6 in terms of data quality, while Option 6 is preferred to Option 7.

Finally, providing ton-mile data (Options 2, 3, and 4) is generally preferable to simple mileage data for most modes. For example, when shipping bulk commodities by rail, ton-mile estimates are often available and will result in a more precise estimate of mass emissions (when combined with gram per ton-mile metrics for each carrier) than relying on gram per mile metrics. Ton-mile estimates are also most appropriate for LTL truck shipments, given the uncertainty in cargo volume utilization. Ton-miles are also more appropriate for heavier TL shipments. Alternatively, mileage activity measures are most appropriate for light truckload shipments.   However, for all calculations, where precise estimates of weight are often unknown, and distance estimates are highly reliable, mileage activity measures may be the better metric.

Guidance regarding payload, density, and load percentage data is provided below.

Ideally, when entering information for a carrier, you should use **Data Availability Option 1**. If this is not possible, *please choose the method that uses the most accurate data at your disposal*. In this way the tool will utilize the most accurate data available for the ton-mile and mile comparison metrics as well as for the emissions footprint calculations.

After specifying the **Data Availability** options, you must then pick the preferred metric (**Inventory Calculation Metric**) for calculating mass emissions for each of your carriers. Options include:

- grams per (truck) mile;
- grams per railcar-mile, and;
- grams per ton-mile (all modes).

Select the metric most appropriate for characterizing your carrier activity. You should select g/mile metrics for estimating mass emissions for lighter weight truck freight, while g/ton-mile should generally be used for rail and heavier truck freight.

After specifying the **Inventory Calculation Metric**, record the total **Ton-Miles** and **Total Miles** data for each carrier. If the carrier mode is rail, record total railcar-miles, otherwise specify total truckload-miles. Enter the data to the nearest whole number.

Data Availability Option 1 - Enter both total annual miles and ton-miles for the given carrier.

Data Availability Option 2 - Enter total ton-miles along with your estimated average payload (per truck or railcar, as appropriate) in short tons (2,000 lbs).

Data Availability Option 3 – Enter your total ton-miles. Next, you must estimate your freight density using the **Average Density Calculator** on the **Activity Data** screen. The calculator allows you to specify the fraction of shipments that fall into various commodity groupings. Each grouping has an associated average density, expressed in pounds per cubic foot of available cargo space. The densities for a given commodity category vary for rail and truck modes, since utilized container space varies by mode.[3]

For each carrier, record the percentage distribution (as a fraction of total miles) for each of the Commodity Groupings, as shown in **Worksheet 3B**.

Next you will need to estimate the number of loads (truck or railcar) by load fraction category. The Shipper Tool has ten load categories:

- 1/10 truckload (or railcar-load)
- 2/10 truckload (or railcar-load)
- ….
- 9/10 truckload (or railcar-load)
- Full truckload (or railcar-load)

Record the annual number of loads for each of these categories, for each carrier, matching your estimates to the most appropriate (closest) category. Load estimates can be volume-based (with full truckload equivalent to cubing out) or weight-based (with full truckload equivalent to weighing out).

Data Availability Option 4 - Enter total ton-miles.

Data Availability Option 5 - Enter total miles along with your estimated average payload (per truck or railcar, as appropriate) in short tons (2,000 lbs).

Data Availability Option 6 –Enter total miles, then record the commodity type distributions and load fraction information as described for **Option 3** above.

Data Availability Option 7 - Enter total miles.

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[3] The density categories for Logistics and Multi-modal carriers are assumed to be the same as for Truck carriers.

Data Requirements for "% SmartWay" Screen

Please use the Worksheet #3C provided in this guide to prepare for filling out the % SmartWay section in the Shipper Partner FLEET Tool (make one copy for each company).

The **% SmartWay** screen calculates your % SmartWay allocation value, reflecting the fraction of total emissions attributable to SmartWay carrier partners. The % SmartWay value is used to determine logo eligibility in the SmartWay program. Shippers who move the required percentage of freight on SmartWay carriers are eligible to use and display the SmartWay logo.

Carriers identified in the **Select Carrier(s)** screen are automatically carried over to this screen. In addition, if the **Activity Data** screen has been completed, the fractional mileage, ton-mile, and CO_2 amounts attributable to each carrier are also shown on this screen, and may be used as weighting factors across your carriers to calculate your % SmartWay value. If you do not have mileage-related data for all carriers used for your company, you may select other weighting factors for calculating your % SmartWay value, including the percentage of total payments, the fraction of total weight or total packages, or an alternative "custom" factor, across the different carriers. Specify the type of data you want to use for your percentage allocation estimates and the percent allocated to each carrier on **Worksheet 3C**. Percentages must sum to 100.

Section 5: Evaluating Emissions and Fuel Use Reduction Strategies for your Shipper Companies

The Shipper Tool significantly expands upon previous versions of the tool by calculating the emissions savings impacts for a range of activities and best practices which are known to impact the emission footprint of the transportation supply chain. Two screens are provided for this purpose:

1. **Shipper Strategies** screen
2. **Modal Shift** screen

These screens are optional, and their associated inputs are discussed below.

Data Requirements for "Shipper Strategies" Screen

Please use the Worksheet #4A provided in this guide to prepare for filling out the Shipper Strategies section in the Shipper Partner FLEET Tool (make additional copies as needed for multiple strategies).

Use the **Shipper Strategies** screen to input specific information pertaining to your company's strategies to impact emissions that are *already being implemented for the reporting year*. All strategies are based on eliminating miles or weight from the system.

First, specify an activity category, and then a specific activity from the following options:

- Miles Removed from the System
    - o Distribution center relocation
    - o Retail sales relocation
    - o Routing optimization
    - o Cube optimization
    - o Larger vehicles and/or trailers
- Weight Removed from System
    - o Product weight reduction
    - o Package weight reduction
    - o Vehicle weight reduction

For each strategy you must provide an estimate of the percentage impact (in terms of miles or ton-miles, as appropriate), for each mode of interest, along with a text description of the strategy itself and details regarding the methods and assumptions used to estimate the changes. Based on actual data from your current carriers, the tool will calculate the quantity of emissions changed for each pollutant. You can repeat this process for each strategy that your company has implemented.

Please carefully document the procedure used to estimate the percentage impacts associated with your different measures, including how you established your baseline performance levels. See Part 3 of this User Guide for additional information regarding how shipper strategies should be quantified and documented.

Data Requirements for "Modal Shift" Screen

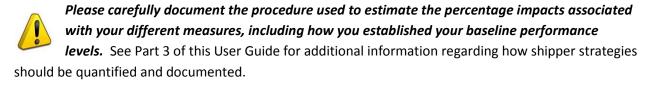**Please use the Worksheet #4B provided in this guide to prepare for filling out the Modal Shift section in the Shipper Partner FLEET Tool (make additional copies as needed for multiple modal shifts).**

The **Modal Shift** screen allows you to estimate the emissions impact of shifting modes by selecting one or more modal shifts between air, marine, truck, logistics, multi-modal and rail operations. The resulting estimates of emissions impacts are for partner information only and are not used in determining SmartWay Ratings or Logo Scores.

On the **Modal Shift** screen you can specify the mode from which you have shifted freight or are considering shifting freight ("From Mode"), as well as the target mode ("To Mode"). Specify your choice for selecting an emissions factor for both the "From Mode" and "To Mode":

Shipper's Carrier Average – This option will utilize the weighted average gram per mile or grams per ton-mile metric from your carriers, for a specified mode (e.g., rail or truck), based on data you provided in the **Activity Data** screen. If this option is selected for the "From" mode, filters can also be applied to evaluate a subset of your current operations (e.g., inbound/domestic only). If you have data specific to your carriers, please select the User Input option (see below). Note that the Shipper Carrier Average option is not available for air and marine modes at this time.

Modal Average – This option will use an industry-average performance metric for the mode in question. Metric options include g/ton-mile and g/mile (or g/railcar-mile, as appropriate). The data sources and

assumptions used to derive these values are discussed in the **Shipper Tool Technical Documentation**. You may want to use this option to investigate shifting freight to a transportation mode that you have not used previously, although we recommend that you use a more representative emission factor to analyze scenarios whenever possible. The Modal Average option is not available for air and marine modes at this time.

User Input – This option allows you to input performance metric estimates for any carrier mode, using alternative data sources. This is the only option available for Air and Marine modes at this time. If you select this option, you MUST provide a description of the data sources that you used to develop these estimates. This option may prove particularly useful in those cases when you have access to carrier-specific performance estimates. We also encourage you to use this option when you have access to an emissions factor that reflects the full emissions impact (e.g., including likely drayage emissions) and/or that best represents the fleet equipment and operational type that you are most likely to work with for your unique freight movement.

You may also select to perform the emission impact calculation based on miles or ton-miles inputs. Miles for truck, logistics, and multi-modal modes corresponds to truckload miles, and railcar-miles for rail modes. Next, specify the actual amount of freight to be shifted for both the **From** and **To** modes, in terms of miles or ton-miles, as appropriate. (Note that these two values can be different, since the point to point distance travelled is likely to be different across modes.)

Worksheets for Data Collection

List of Worksheets

Worksheet #1: Company Contact Information

#1. Enter your Contact Information:

General Company Contact Information

Company Name								
Headquarters Mailing Address								
City		State/Province		Zip		Country		
Main Phone Number		Toll-free Number		Cell number		Web Address		

Primary Contact Information

Primary Contact Name								
Primary Contact Mailing Address								
City		State/Province		Zip		Country		
Primary Contact Phone Number				Email Address				

Executive Contact Information

Executive Contact Name								
Executive Contact Mailing Address								
City		State/Province		Zip		Country		
Executive Contact Phone Number				Email Address				

Other Contact Information

Executive Contact Name								
Executive Contact Mailing Address								
City		State/Province		Zip		Country		
Executive Contact Phone Number				Email Address				
Contact's role in program								

Worksheet #2: Shipper Company Characterization

Complete this worksheet for <u>each shipper company</u> you will be submitting in the Shipper Partner FLEET Tool.

#2: Define your Shipper Companies

Company Name (partner name followed by specific company name)

_____

NAICS: _____ _____ _____ _____ _____

Fleet Contact:_____

Company Name (partner name followed by specific company name)

_____

NAICS: _____ _____ _____ _____ _____

Fleet Contact:_____

Company Name (partner name followed by specific company name)

_____

NAICS: _____ _____ _____ _____ _____

Fleet Contact:_____

Company Name (partner name followed by specific company name)

_____

NAICS: _____ _____ _____ _____ _____

Fleet Contact:_____

Worksheet #3A: Select Carrier(s)

Complete the following for <u>each shipper company</u> you will be submitting in the Shipper Partner FLEET Tool. Make multiple copies of the table below to enter all carriers used by the company if needed.

#3A: Identify your Shipper Carriers

Shipper Company Name

Carrier Name*	Mode^	Bin Category**	# Non-SmartWay Carriers^^

* Exactly as it appears in SmartWay Carrier data file

^ Truck, Rail, Logistics, Multi-modal

** Truck bin categories include:

    TL Dry Van; LTL Dry Van;

    Refrigerated; Flatbed;

    Tanker; Dray;

    Package; Specialized; Mixed

^^ If applicable, for current reporting year only

Worksheet #3B: Activity Data (page 1 of 5)

Complete the following for <u>each shipper company</u> you will be submitting in the Shipper Partner FLEET Tool. Make multiple copies of the tables if needed to enter all carriers used by the company.

<u>#3B: Enter Activity Data</u>

Shipper Company Name:

_____

Provide Data Source Description:

_____

_____

_____

_____

_____

_____

Worksheet #3B: Enter Activity Data (page 2 of 5)

Data Availability Option, Inventory Calculation Metric, Miles, Ton-Miles, and Average Payload

Carrier Name	Data Availability Option (1-7)*	Inventory Calculation Metric^	Ton-miles^^	Miles	Average Payload**

* Options include

        1 = (Preferred) I know both Ton-miles and Total Miles.

        2 = I know Ton-miles and Average Payload.

        3 = I know Ton-miles and have general information about number of loads and cargo density.

        4 = I know Ton-miles only.

        5 = I know Total miles and Average Payload.

        6 = I know Total Miles and have general information about number of loads and cargo density.

        7 = I know Total Miles only.

^ g/ton-mile; g/mile; g/railcar-mile

** For Options 2 and 5 only

^^ A "ton-mile" is one ton moving one mile – DO NOT MULTIPLY TOTAL TONS BY TOTAL MILES.

Complete the following for each truck *carrier* used by the shipper company. **Only required for Data Availability Options 3 and 6.**

Make multiple copies of the tables as needed to enter all carriers by the company in the reporting year.

Commodity Distribution (for Average Density Calculator)

Carrier Fleet Name:

Truck Carrier Commodity Distribution

Commodity Group	Description	Avg lbs/cu ft	% of Carrier Freight*
1	Pharmaceutical products	7.8	
2	Electronic and electrical equipment; furniture, mattresses, lamps, etc; machinery; mail and courier parcels; misc. manufactured products; mixed freight; non-powered tools; plastic and rubber; powered tools; precision instruments and apparatus; printed products; vehicles, including parts.	9.3	
3	Alcoholic beverages; all other agricultural products; all other prepared foodstuff; all other transportation equipment; articles of base metal; bakery and milled grains; base metal – finished or semi-finished; live animals and fish; meat, seafood and their preparation; paper and paperboard articles; pulp, newsprint, paper or paperboard; recyclable products; textile, leather, and related products; tobacco products; wood products.	11.3	
4	All other waste and scrap; animal feed or products of animal origin; hazardous waste; misc/other; monumental or building stones; non-metallic mineral products**.**	13.2	
5	All other chemical products; all other coal and refined petroleum; base chemicals; crude petroleum; fertilizers and fertilizer materials.	14.1	
6	All other non-metallic minerals; cereal grains; logs and other wood in rough; metallic ores and concentrates; natural sand.	16.3	
7	Coal; fuel oils; gasoline and aviation turbine.	17.2	
8	Gravel and crushed stones	18.3	

 * mileage basis - ***must sum to 100***

Worksheet #3B: Enter Activity Data (page 4 of 5)

Complete the following for each rail/intermodal *carrier* used by the shipper company. Only required for Data Availability Options 3 and 6.

Make multiple copies of the table as needed to enter all carriers used by the company in the reporting year.

Commodity Distribution (for Average Density Calculator)

Carrier Fleet Name:

Rail Carrier Commodity Distribution

Commodity Group		Description	Avg lbs/cu ft	% of Carrier Freight*
	1	Electrical equipment; furniture; live animals and fish; textiles and leather; vehicles.	7.7	
	2	Mixed freight	16.1	
	3	Machinery; tobacco products; transportation equipment	22.6	
	4	Logs and rough wood; meat, fish, seafood; misc. manufacturing; paper products; products of petroleum	34.6	
	5	Alcoholic beverages; animal feed; fabricated base metals; fats and oils; fuel oils; gasoline and fuel; milled grain products; other agricultural products; pulp and paper; waste and scrap; wood products	42.0	
	6	Base metal; basic chemicals; building stone; cereal grains; chemical products; fertilizers; gravel and crushed stone; metallic ores; natural sands; non-metallic minerals; plastics and rubber	48.3	
	7	Coal	54.3	

 * mileage basis - ***must sum to 100***

Worksheet #3B: Enter Activity Data (page 5 of 5)

Complete the following for each *carrier* used by the shipper company. <u>Only required for Data Availability Options 2 and 5.</u>

Make multiple copies of the table as needed to enter all carriers used by the company in the reporting year.

Load Distribution (for Average Load Calculator)

Carrier Fleet Name:

Carrier Load Distribution

Load Fraction*	# Loads/yr
1/10	
2/10	
3/10	
4/10	
5/10	
6/10	
7/10	
8/10	
9/10	
Full	

 * Truckload or railcar-load, depending on mode

Worksheet #3C: Enter % SmartWay Allocation Data

Make multiple copies of this worksheet as needed to enter all carriers used by the company in the reporting year.

Shipper Company Name:

_____

For each company, select the basis for allocating your % SmartWay Value across your carriers (circle one).

Ton-Miles   Miles   CO2   % Spent   % Weight   % Packages   Custom Metric

Describe Custom Metric (if applicable):
_____
_____
_____

Enter % allocation factors for each carrier. Totals must sum to 100.

Carrier Name	% Allocation

Worksheet #4A: Enter Shipper Strategies Data

Make multiple copies of this worksheet as needed to enter all shipper strategies used by the company.

Shipper Company Name:

_____

Provide Name of Shipper Strategy _____

Select Activity Category (mark one):

- Miles Removed from the System
    - o   Distribution center relocation
    - o   Retail sales relocation
    - o   Routing optimization
    - o   Cube optimization
    - o   Larger vehicles and/or trailers

- Weight Removed from System
    - o   Product weight reduction
    - o   Package weight reduction
    - o   Vehicle weight reduction

Specify Percent Improvement:

Mode	% Improvement
Truck	
Rail	
Logistics	
Multi-modal	

Describe Data Source/Methodology for % Improvement estimate(s):

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Worksheet #4B: Enter Modal Shift Data

Make multiple copies of this worksheet as needed to enter all modal shifts used by the company.

Shipper Company Name:

Select "From" Mode (circle one):

Truck   Rail   Logistics   Multi-modal

Select "To" Mode (circle one):

Truck   Rail   Logistics   Multi-modal   Air   Marine – barge   Marine – OGV

Select Emission Factor Source – "From" Mode (circle one):

Shipper Average   Modal (industry) Average   User Input

Select Emission Factor Source – "To" Mode (circle one):

Shipper Average   Modal (industry) Average   User Input

Select Activity Units (circle one):   Miles   Ton-Miles

Specify Activity Amount – "From" Mode: _____

Specify Activity Amount – "To" Mode: _____

Next Steps

Now that you understand the data collection requirements for the SmartWay Shipper Partner FLEET Tool, and you have collected the data you need in the worksheets, you are ready to download the tool and begin the data entry process. Part 3 of the user guide series will guide you through the tool screens, and help you enter the data and troubleshoot any problems you may have with your submission. Please visit http://www.epa.gov/smartway/partnership/shippers.htm to download **Part 3: Data Entry Guide** and the Shipper Partner FLEET Tool if you haven't already.