

Truck Carrier FLEET Tool: Data Entry Guide

Part 3





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Part 3

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



Office of Transportation and Air Quality
EPA-420-B-12-009
January 2012

Part 3: DATA ENTRY GUIDE

This guide is Part 3 of a three-part series designed to help your company participate fully in the SmartWay Transport Partnership.

In Part 3, you will learn how to enter the company and fleet/division data you collected using Part 2 into the SmartWay Truck Carrier FLEET Tool. This guide covers:

1. Downloading and setting up to tool to run properly
2. Basic organization of the SmartWay Truck Carrier FLEET Tool
3. Entering your data
4. Data validation
5. Viewing fleet/division performance summary data
6. Submitting data to SmartWay
7. Troubleshooting the tool



WARNING!

Completing this tool requires a considerable amount of information about your company, the divisions that are joining SmartWay, and the fleets within those divisions. There are many sections and screens to complete for each fleet/division 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 and 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.

Downloading and Setting up the Tool

About Microsoft Excel

Microsoft Excel is an electronic spreadsheet program used for storing and manipulating data. The SmartWay Truck Carrier FLEET Tool was built using Microsoft Excel Forms.

Downloading the SmartWay Truck Carrier FLEET Tool

The tool can be downloaded from the SmartWay website at:

<http://epa.gov/smartway/partnership/trucks.htm>

Please save the tool in a folder on your hard drive; this folder will house copies of your data and future updates.

Security Settings for the SmartWay Tools

The following instructions should appear on your screen *if* you need to change your security settings before running the tool.

Security Settings for Excel 2003 Users

Before you begin, be sure to set your Excel security setting level to “Medium.”

1. When using Excel 2003, on the menu bar, select *Tools* → *Macro* → *Security*.

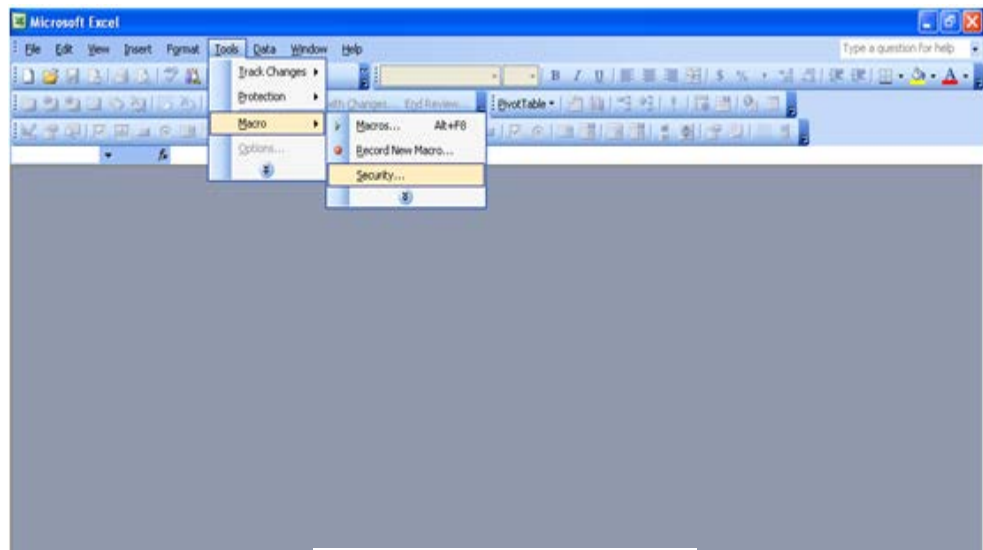


Figure 1: Macro Drop-Down Menu

2. When that window opens, select Medium.

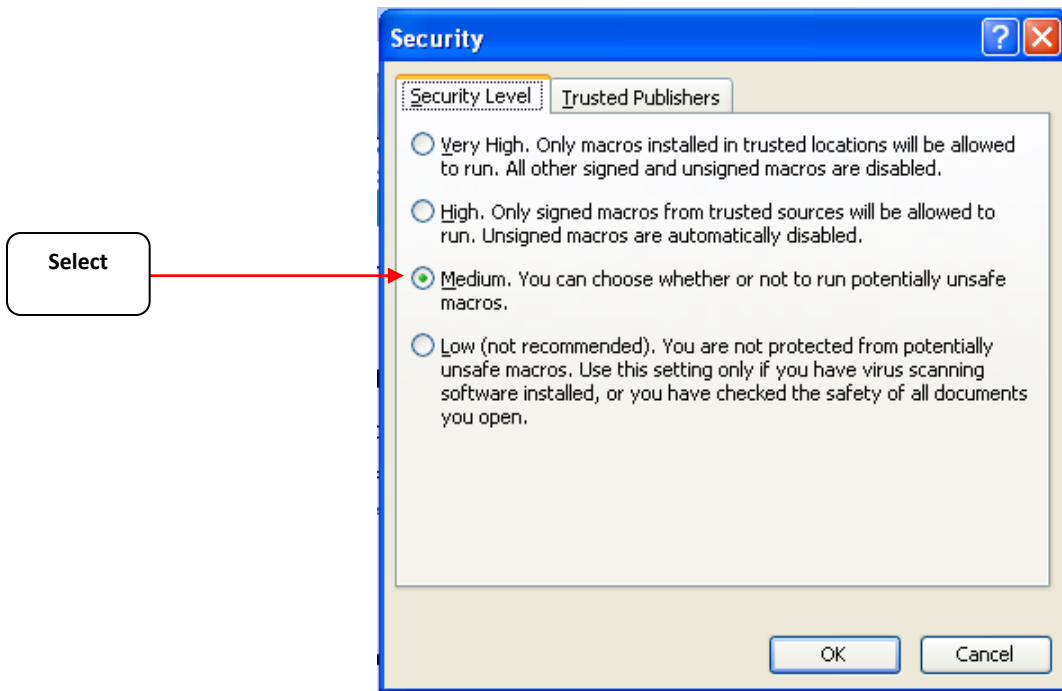


Figure 2: Security Dialog Box

To run the tool:

- 1) Save the tool to your computer in a folder on your hard drive; and,
- 2) Double-click on the file to open the tool.

You will see a security warning box appear (**Figure 3**).

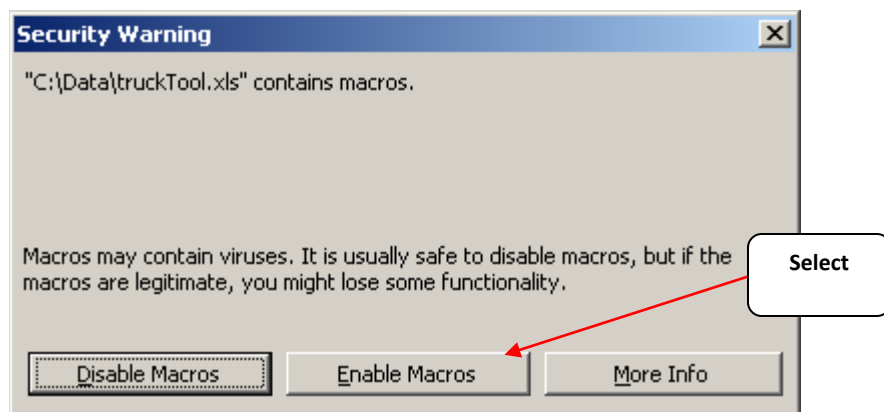


Figure 3: Security Warning Box

- 3) Select the **Enable Macros** button in the security warning box. The following screen (**Figure 4**) should appear:

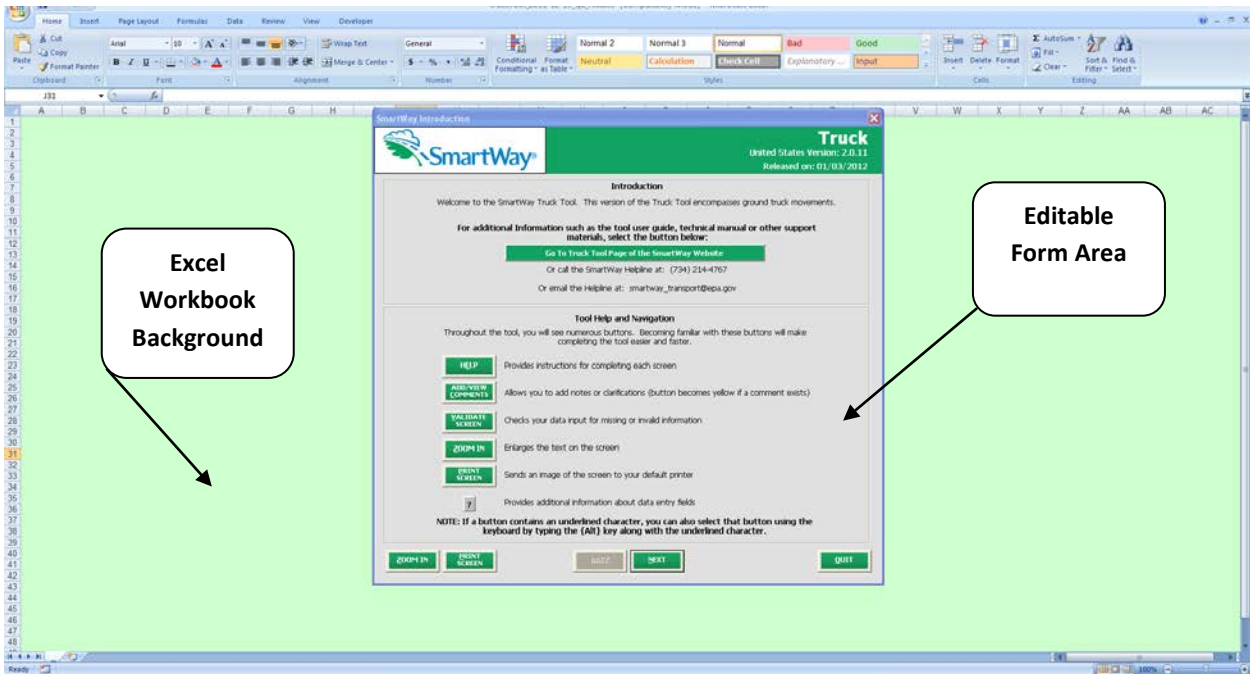


Figure 4: Truck Carrier FLEET Tool Welcome Screen

The part of the tool that you fill out resides in the gray, blue, and dark green forms that appear on the screen. The Excel workbook that remains in the background – and which normally appears as a light green screen as in **Figure 4** – is where all of the data you enter is actually stored. *However, for the purpose of your data entry, please do not enter data in the background workbook.*

Security Settings for Excel 2007 Users

The default settings for Excel 2007 should enable you to run the tool without any changes. To run the tool:

- 1) Save the tool to your computer; and,
- 2) Open the file, and select the “Options...” button that appears after the Security Warning just below the menu bar (**Figure 5**). Detailed instructions are also provided on the screen itself.

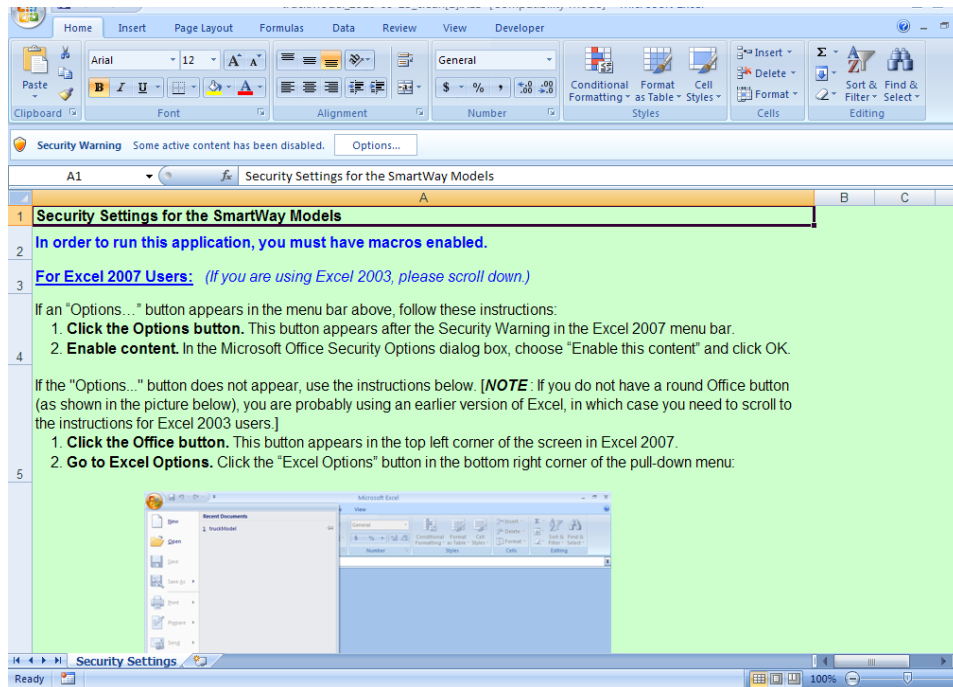


Figure 5 Security Warning Screen

- 3) In the Microsoft Office Security Options dialog box (Figure 6), choose "Enable Macros" and select **OK**.

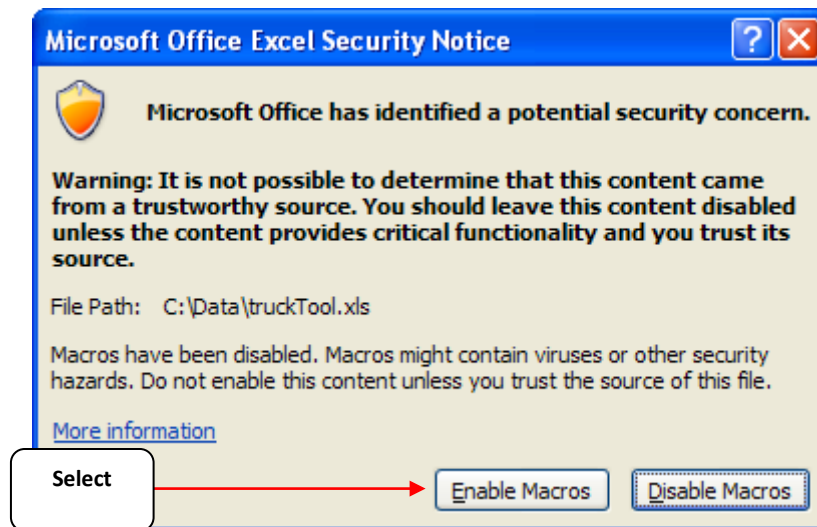


Figure 6 Security Options Dialogue Box

If you reach this point and the tool does not open, please review the “**Software and Hardware Requirements**” on Page 7 of Part 1 of the guidance series. Otherwise, you may have your security set too high. To adjust your security settings, select the **Office** button (in the top left corner of the screen) and then select the “Excel Options” button in the bottom right corner of the pull-down menu (**Figure 7**):

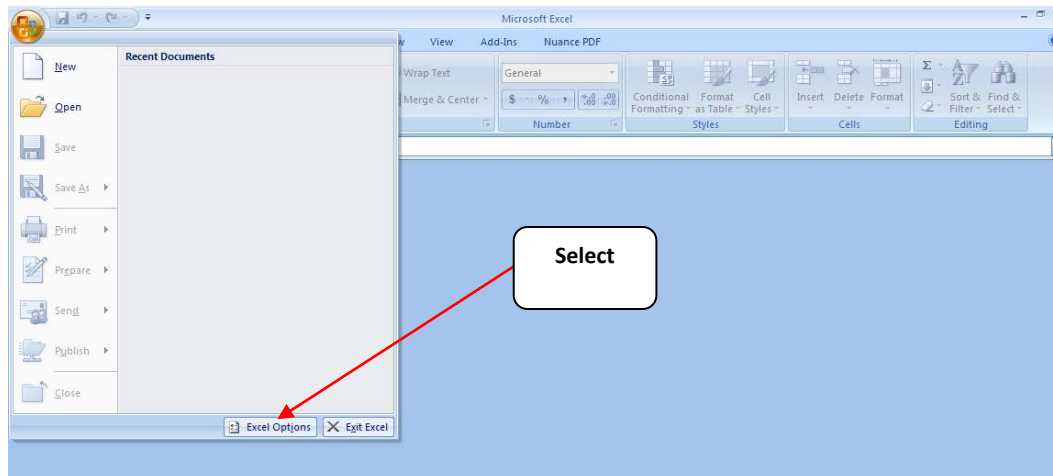


Figure 7 Excel Options Drop-Down Menu

On the Excel Options screen, select **Trust Center** in the left navigation bar (**Figure 8**):

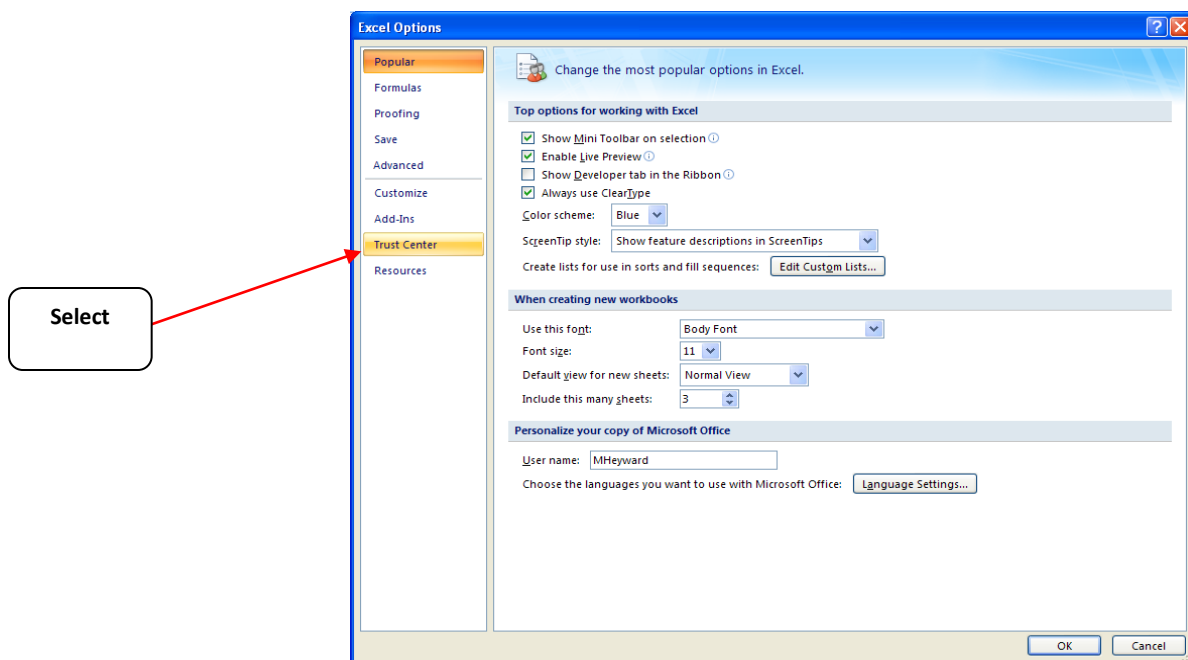


Figure 8 Excel Options Drop-Down Menu

When the Trust Center options display opens, select **Trust Center Settings** in the bottom right portion of the screen (**Figure 9**):

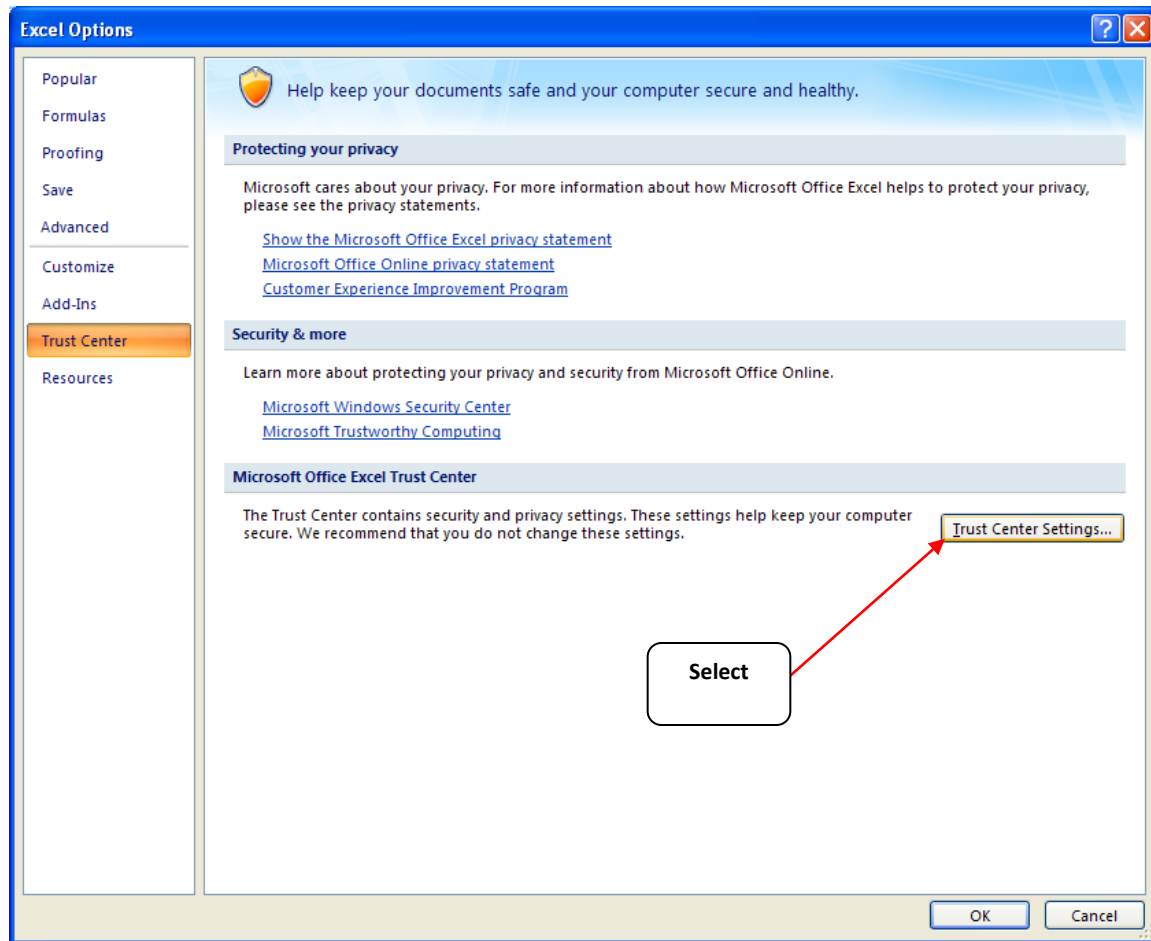


Figure 9 Trust Center Settings Screen

Choose the setting “Disable all macros with notification” (**Figure 10**) and select **OK**.

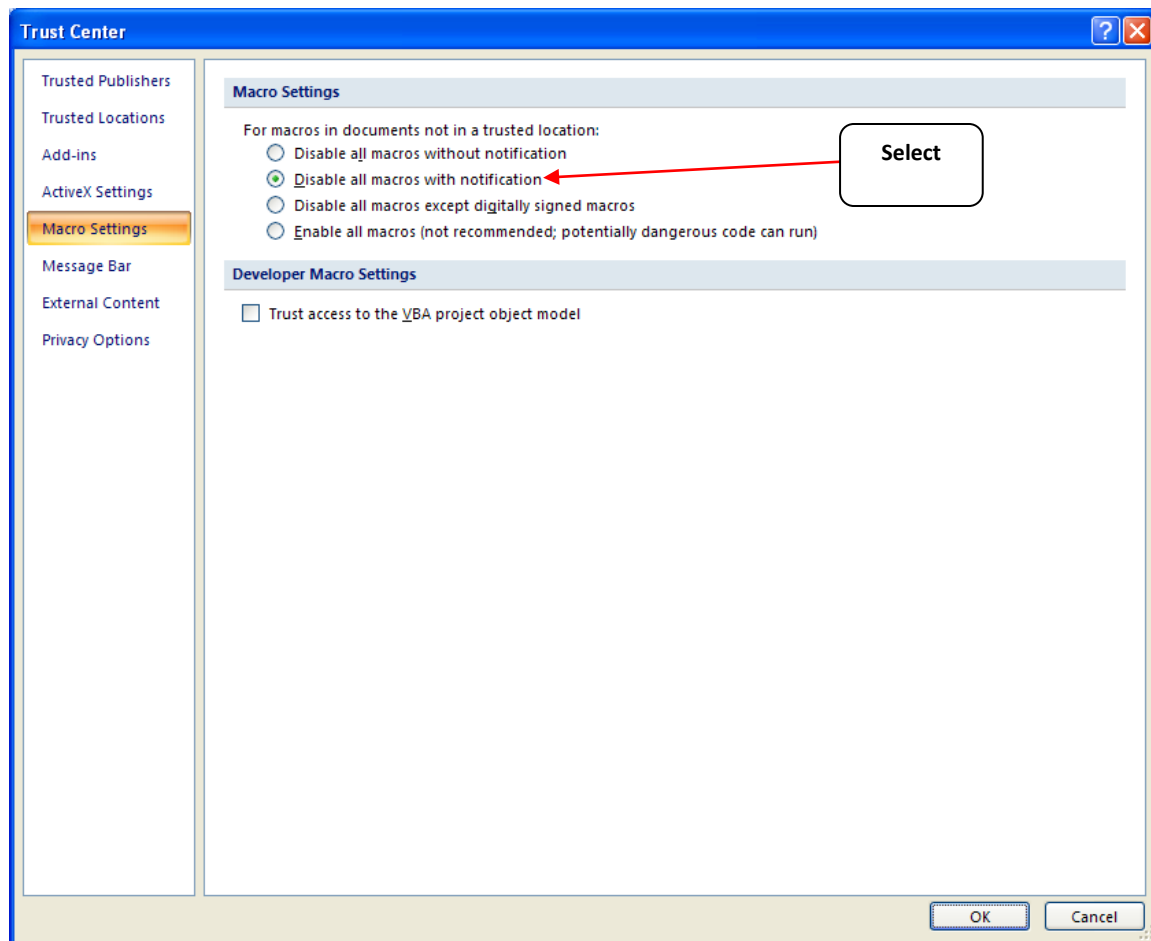


Figure 10 Macro Settings Screen

Now return to the directions on page 3 of this guide.

Basic Organization of the SmartWay Truck Carrier FLEET Tool

Understanding the Tool Format and Structure

The SmartWay Truck Carrier FLEET Tool is organized around (1) information screens, (2) forms or worksheets, and (3) reports/summaries that guide you through the process of joining the SmartWay Transport Partnership and/or providing your annual update to maintain your good standing with the program.

Each screen or form opens up within a Microsoft Excel spreadsheet. The screens generally look like the one shown here:

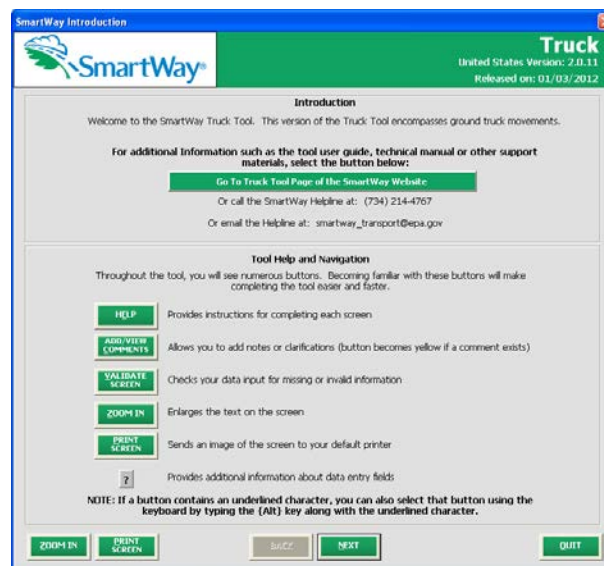


Figure 11 Opening Screen of Truck Carrier FLEET Tool

The name of each form appears at the top left-hand corner of the screen, in white text on the blue window bar.

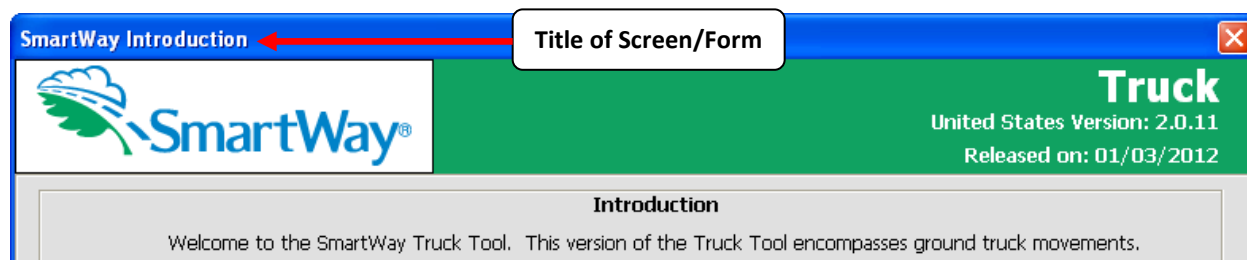


Figure 12 Screenshot of Title of Screen/Form

Each screen contains text instructions or information about the program. Where applicable, the screen will also include buttons to link to the SmartWay website or other sections of the tool (e.g., the various data entry screens); these buttons are shown in green with white text.

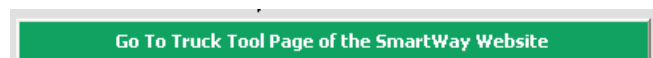


Figure 13 Screenshot of Button Link in the Tool

The screens also contain navigation buttons to direct you through the tool.



Figure 14 Screenshot of Selected Navigation Buttons in the Tool

When new concept/topic is introduced on a screen, a small question mark ([?]) appears next to it. When you select the question mark, you will find additional definitions of terms or instructions to help you complete the screen properly.

Reviewing the Introductory Screens

Before you reach your data entry section of the tool, you will move through four introductory pages that allow you to review the basics of participation in SmartWay for truck carriers:

- **The “SmartWay Introduction” Screen**
- **The “SmartWay Partnership Annual Agreement” Screen**
- **The “SmartWay Tool Selection” Screen**
- **The “Required Information” Screen**

The features of these four screens are described below.

The “SmartWay Introduction” Screen

The [SmartWay Introduction](#) screen is the first window that appears when the tool is opened (Figure 15). This screen contains a button linking to the SmartWay website where you can view and download additional information about the program, the tool, and the technical basis for the calculations in the tool.



Figure 15: SmartWay Introduction Screen

For your convenience, links to key Truck Tool resources are included here:

- General SmartWay information:
 - <http://epa.gov/smartway/index.htm>
- SmartWay Truck Tool information:
 - <http://www.epa.gov/smartway/partnership/trucks.htm>
- SmartWay Ranking Guidance:
 - <http://www.epa.gov/smartway/documents/partnership/shipper/partnership/cARRIER-ranking-system.pdf>
- Technical documentation:
 - <http://www.epa.gov/smartway/documents/partnership/trucks/partnership/techdoc.pdf>

The “SmartWay Partnership Annual Agreement” Screen

SmartWay Partnership Annual Agreement

Truck
United States Version: 2.0.11
Released on: 01/03/2012

Partnership Agreement for Carriers

With this annual 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.
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 annual 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 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).

Select ☒ I understand and agree to the terms of this agreement.

ZOOM IN PRINT SCREEN BACK NEXT QUIT

Figure 16: SmartWay Partner Agreement

After selecting the  button on the [SmartWay Introduction](#) screen, the [SmartWay Partnership Annual Agreement](#) will appear. This screen replicates the agreement language found in Part 1 of this users guide series.

Submitting a SmartWay Truck Carrier FLEET Tool to EPA constitutes agreement to all terms in the Partnership Annual Agreement, so please review this screen or the text version in Part 1 of this users guide series **before** sending your tool to EPA.

To reach the data entry sections of the tool, you must agree to this language to join the SmartWay Transport Partnership by selecting the check box at the bottom left of the screen.

SmartWay Truck Carrier FLEET Tool submissions are due on an annual basis; therefore, when you submit your tool each year, this will constitute your renewal of your partnership agreement. **Failure to send your annual tool update will constitute a violation of the terms of the agreement and will result in immediate removal of your company name/fleet from the SmartWay partner list.**



NOTE: While in the past, SmartWay supported a lengthy warning process for partners that were delinquent submitting their partnership materials, due to the large number of partners currently joining and submitting materials to SmartWay, this level of customized service can no longer be supported.

The “SmartWay Tool Selection” Screen

SmartWay offers several FLEET tools tailored for different business models and fleets. Most trucking companies will use the Truck Carrier FLEET Tool; however, it is advisable to review the checklist in Part 1 of the user guide series and/or this screen in the Truck Carrier FLEET Tool to make sure it is the best option for your operations.

This screen provides basic information on three SmartWay tools (Truck, Logistics, and Multi-modal) appropriate for different types of trucking operations. Your choice of tool will depend primarily on the transport modes you utilized and the amount of business you contract to other companies.

SmartWay Tool Selection

Truck
United States Version: 2.0.11
Released on: 01/03/2012

Is this the right SmartWay tool for me?

SmartWay has a number of tools that may be appropriate for trucking companies: Truck Carrier, Logistics, and Multi-modal. Each of these tools is tailored to specific types of companies. Partners may need to complete different tools based on the transport modes employed (truck only, or intermodal) and/or the amount of business contracted to other companies. To help make sure that you are filling out the right tool, SmartWay has included guidance below:

Truck Tool
The Truck Tool is used by companies that predominately operate their own managed fleet (owned or leased), with less than 5% of the miles or ton-miles in other modes such as rail or third-party providers. If you operate your own managed fleet and move 5% or more of your miles or ton-miles with a third-party provider, then you should use the Multi-modal Suite. The third-party operations should be included in the Logistics Tool in the Multi-modal Suite. For-hire operation should be input separately from dedicated fleet operation in the Truck Tool. For dedicated fleets, you may include all dedicated operations in one fleet in the Truck Tool and characterize it as a private fleet type, or you may elect to track and publicly report your clients' dedicated fleets separately.

Logistics Tool
The Logistics Tool is intended for use by companies (such as SPLs, non-asset based carriers, brokerage, and/or freight forwarders and similar companies) that employ third-party providers. If your company also has an internally managed fleet that is used in addition to third-party providers, then you should use the Truck Tool for the internal fleet and submit it to SmartWay by the Truck Tool submission date. You should then include this fleet in your Logistics Tool along with all your third-party operations.

If your internal fleet is used only by your company, then it should be categorized as a private fleet in the Truck Tool. Third-party rail operations are included in the Logistics Tool.

Multi-modal Suite
The Multi-modal Suite contains the Truck Tool and Logistics Tools. The Multi-modal Suite should be used by companies that have a mix of internally operated fleets and third-party fleets and/or internally managed fleet components that do not match the fleets the public could hire. An example would be a company that has three internal truck fleets and a logistics fleet, but only has a "truckload division" and an "intermodal division" that can be hired by the public. In that case, the three truck fleets would be completed using the Truck Tool within the Multi-modal suite, and the logistics fleet using the Logistics Tool within the Multi-modal suite. The Multi-modal suite can then allocate your operations from the four internal fleets to the two externally hire-able entities.

Examples
Case 1: MH Trucking is a 200 truck fleet, that only contracts out a few loads at Christmas. These loads constitute less than 5% of MH Trucking's total loads. MH Trucking should complete the Truck Tool.
Case 2: RB Inc., operates none of its own trucks, and contracts other carriers to move all its freight. RB Inc., should complete the Logistics Tool.
Case 3: MP Services operates three divisions. A truckload division with its own fleet of 100 trucks, a Contract Carrier Division that contracts with 20 other truck companies, and an intermodal division that uses its own truck fleet and three rail companies. MP Services should use the Multi-modal Suite, creating a Truck Component Fleet for its truckload division, a Logistics Component Fleet run for its contract services division, and a Logistics Component Fleet for its intermodal division (using its own truck fleet as an input with the three rail companies).

Still Not Sure?
Call your Partner Account Manager (PAM) or the SmartWay Help Line for assistance: 734-214-4767.

ZOOM IN **PRINT SCREEN** **BACK** **NEXT** **QUIT**

Figure 17: Determining Which Tool is Appropriate for your Fleets/Divisions

The “Required Information” Screen

This screen provides a summary listing of the information you will need to collect to complete the SmartWay Truck Carrier FLEET Tool. Each of these items is discussed in detail later in this guide. Please refer to Part 2 of this guide series for a further discussion of the process used to gather the necessary data for the tool.

SmartWay Truck: Required Information

Truck
United States Version: 2.0.11
Released on: 01/03/2012

Following is a brief description of the information you will need to complete the SmartWay Truck Tool. For further details, please consult the SmartWay Truck Tool User Guide.

Partner Information

- Company Information:
 - Company Name, Address, City, State, ZIP, Country
 - Main Phone, Website
- Primary, Executive, and Other Contact Information
 - Name, Title
 - Address, City, State, ZIP, Country
 - Phone, E-mail

Operator and Fleet Characterization Information (Fleet-Level Inputs)

- Partner and Fleet Names, Contacts
- Standard Carrier Alpha Codes (SCACs) and/or Motor Carrier numbers
- Fleet Type
- Percent Operational Control (greater than or less than 95%)
- Fleet-Level Operational Category (by percent of operation): Truckload, Less-than-Truckload, Dray, Package Delivery, Expedited
- Body Type (by percent of equipment) - Dry Van, Reefer, Flatbed, Tanker, Intermodal Chassis, Heavy/Bulk, Auto Carrier, Moving, Utility, Specialized Hauler

Fleet-Level Operations Profile

- Percent long-haul and percent short-haul
- Fuel usage by truck class for each fuel type used (diesel/biodiesel, gasoline/ethanol, LPG, LNG and CNG)
- Fraction of hauls cubing out
- Commodity descriptions
- Number of trucks by engine model year and truck class (2b - 8b)
- Total, Revenue, and Empty miles driven (by class)
- Total conventional and biofuel use (by class)
- Average payload, average capacity volume, and percent capacity utilization (by class)
- Percent highway/rural operation, urban speed distributions, by class
- Average idle hours per truck (by class)
- Use of particulate matter control equipment by truck class and engine model year
- Details regarding sources of data
- Port Dray Program Details - optional for Drayage fleets

ZOOM IN **PRINT SCREEN** **BACK** **NEXT** **QUIT**

Figure 18: Summary of Required Information

Once you have navigated through the four introductory screens, you will be taken to the SmartWay Truck Carrier FLEET Tool “Home” screen.

Navigating the “Home” Screen

Figure 19 displays the structure of the Home screen.

The screenshot shows a software window titled "SmartWay Truck: Home". The header bar is blue with the SmartWay logo on the left and the word "Truck" in large white letters on the right, with "United States Version: 2.0.11" and "Released on: 01/03/2012" below it. The main content area has a light gray background and contains a list of seven numbered steps for completing the setup. Each step has a corresponding green button. A "Report Year" dropdown menu is set to "2011". At the bottom, there is a row of six green buttons: BACK, ZOOM IN, PRINT SCREEN, SAVE, QUIT, and HELP. A note at the bottom left states: "* Be sure to read carefully the directions that appear when you select this option."

SmartWay Truck: Home

Truck
United States Version: 2.0.11
Released on: 01/03/2012

Please complete the following steps. For more information, select the 'Help' button.

1. Enter Partner Name (Exactly as it should appear on the SmartWay website):

2. Enter Contact Information:
[Go To Contact Information Screen](#)

3. Characterize your Fleets/Divisions:
[Go To Fleet Characterization Screen](#)

4. Select Fleet for Data Entry (Double-click the fleet name or select and hit Enter):

5. Review Year-to-Year Comparison: ?
[Go To Year-to-Year Comparison Screen](#)

6. View Your Data Reports:
[Go To Reports Menu](#)

7. Create Final Version: ?
[Generate File to Send to EPA *](#)

* Be sure to read carefully the directions that appear when you select this option.

[BACK](#) [ZOOM IN](#) [PRINT SCREEN](#) [SAVE](#) [QUIT](#) [HELP](#)

Figure 189: Main Tool Navigation or “Home” Screen

From the [Home](#) screen, you can:

- 1) Specify your Partner Name;
- 2) Fill out company contact information;
- 3) Characterize your fleet(s)/divisions and create your blank data entry forms;
- 4) Enter the required data for each fleet/division;
- 5) Compare current data with previous years;
- 6) View results of your data entry; and
- 7) Create final version to submit to EPA.

There are seven sections on the [Home](#) screen. Each section links to additional screens or worksheets within the tool which are described below:

1. **Enter Partner Name:** Specify your company's Partner Name, exactly as you want it to appear on the SmartWay website.
2. **Enter Company Contact Information**
 - a. **Go to Contact Information Screen:** This button takes you to a screen that asks for general company contact information, a primary SmartWay point of contact, and an executive-level contact. Additional contacts may also be included.
3. **Characterize your Fleets/Divisions**
 - a. **Go to Fleet Characterization Screen:** On this screen you will define all the fleets/divisions your company operates and provide information describing their operation. Once these parameters are defined, the software will enable you to generate blank data entry forms for each fleet/division.
4. **Enter Activity and Fuel Consumption Information for each of your Fleets/Divisions**
 - a. **View or change the selected fleet:** These screens ask for the performance and fleet/division composition information necessary to calculate efficiency metrics for your fleet(s)/division(s).
5. **Review Year-to-Year Comparison of Fleets/Divisions**
 - a. This optional step allows you to compare previous year data entries to one another or to the data entered for the current year. The comparison reports provide a useful tool for performing quality control of current data, as well as a method for evaluating trends in operation changes, activity levels and fleet/division performance over time.
6. **View Reports:** Here you can see final summaries of your data including all data inputs, fleet/division performance summaries, an "out of range" report summarizing inputs that are higher or lower than expected values, and a summary of entered comments.
7. **Create Final Version**
 - a. **Generate File to Send to EPA:** This button creates a version of the tool for you to send as an attachment in an e-mail to your Partner Account Manager (PAM).

Selecting the **OK** button on this screen does *not* automatically submit the tool to EPA; you still need to submit it to EPA by attaching it in an e-mail.

Entering Your Data

The first four sections of the home screen must be completed in order, and comprise all the steps needed to complete your SmartWay Truck Tool. After they are completed, you can review your output and/or submit your tool to EPA.



Saving Your Data

At any stage of the process above, you can save the data you have entered by selecting the “Save” button that appears at the bottom of all screens (including the **Home** screen). We recommend saving your data frequently if you are entering information for large numbers of fleets/divisions and/or vehicle classes.

Validating Your Data

The SmartWay carrier tools include a variety of range checks and other validation rules designed to help identify potential data entry errors and/or unusual data values. In order to identify potential problems with your data entry and ensure the highest quality in your data submission, we highly recommend selecting the “Validate Screen” button at the bottom of each screen after completion of each data entry screen. The tool will then identify any potential data problems on that screen for you to modify or to provide a text explanation.

Reviewing Your Data

Each screen within the tool has a  button. If you need a hard copy of introductory screen text you may select this button to send a copy to your default printer. Selecting the  button on data entry screens will direct you to a specific report under the **Reports Menu**. The data reports provided by the Truck Carrier FLEET Tool are discussed in detail in the **View Reports** section of this guide.

Entering Your Data

You must complete the first four sections of the **Home** screen in order. The next four sections of this guide explain how to enter your data on each of the required and optional screens.

Section 1 Data Entry: Enter Partner Name

Here you must specify your 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.

The screenshot shows the 'SmartWay Truck: Home' window. The title bar is blue with the text 'SmartWay Truck: Home' and a close button. The header area is green with the SmartWay logo on the left and the word 'Truck' in large white letters on the right. Below 'Truck' is the text 'United States Version: 2.0.11' and 'Released on: 01/03/2012'. The main content area is light gray and contains a list of seven steps. Step 1, 'Enter Partner Name', is highlighted with a red arrow pointing to a text input field containing 'ABC Trucking, Inc.'. A red callout box with the text 'Enter Partner Name' points to the input field. Step 2, 'Enter Contact Information:', has a green button 'Go To Contact Information Screen'. Step 3, 'Characterize your Fleets/Divisions:', has a green button 'Go To Fleet Characterization Screen'. Step 4, 'Select Fleet for Data Entry', has a large empty text box. Step 5, 'Review Year-to-Year Comparison:', has a green button 'Go To Year-to-Year Comparison Screen'. Step 6, 'View Your Data Reports:', has a green button 'Go To Reports Menu'. Step 7, 'Create Final Version:', has a green button 'Generate File to Send to EPA *'. At the bottom, there is a row of green buttons: 'BACK', 'ZOOM IN', 'PRINT SCREEN', 'SAVE', 'QUIT', and 'HELP'. A note at the bottom left says '* Be sure to read carefully the directions that appear when you select this option.'

SmartWay Truck: Home

SmartWay

Truck

United States Version: 2.0.11
Released on: 01/03/2012

Please complete the following steps. For more information, select the 'Help' button.

1. Enter Partner Name (Exactly as it should appear on the SmartWay website):

ABC Trucking, Inc.

2. Enter Contact Information:

Go To Contact Information Screen

3. Characterize your Fleets/Divisions:

Go To Fleet Characterization Screen

4. Select Fleet for Data Entry (Double-click the fleet name or select and hit Enter):

5. Review Year-to-Year Comparison: ?

Go To Year-to-Year Comparison Screen

6. View Your Data Reports:

Go To Reports Menu

7. Create Final Version: ?

Generate File to Send to EPA *

* Be sure to read carefully the directions that appear when you select this option.

BACK ZOOM IN PRINT SCREEN SAVE QUIT HELP

Figure 20: Enter Partner Name on "Home" Screen

Section 2 Data Entry: Enter Company and Contact Information

PLEASE REFER TO **WORKHEET #1: Company Contact Information** from Part 2 of this guidance to complete this section of the Truck Carrier FLEET Tool.

From the **Home** screen, select the button that says “Go to Contact Information Screen”.

The screenshot shows the 'SmartWay Truck: Home' window. The title bar is blue with the text 'SmartWay Truck: Home' and a close button. The main area has a green header with the SmartWay logo on the left and the word 'Truck' in large white letters on the right. Below 'Truck' is 'United States Version: 2.0.11' and 'Released on: 01/03/2012'. The main content area is light gray and contains a list of steps. Step 1 is 'Enter Partner Name' with a text box containing 'ABC Trucking, Inc.' and a 'Report Year' dropdown set to '2011'. Step 2 is 'Enter Contact Information:' with a green button 'Go To Contact Information Screen' highlighted by a red arrow from a callout box labeled 'Select Contact Information'. Step 3 is 'Characterize your Fleets/Divisions:' with a green button 'Go To Fleet Characterization Screen'. Step 4 is 'Select Fleet for Data Entry' with a large empty text box. Step 5 is 'Review Year-to-Year Comparison:' with a green button 'Go To Year-to-Year Comparison Screen'. Step 6 is 'View Your Data Reports:' with a green button 'Go To Reports Menu'. Step 7 is 'Create Final Version:' with a green button 'Generate File to Send to EPA *'. At the bottom, there is a row of buttons: 'BACK', 'ZOOM IN', 'PRINT SCREEN', 'SAVE', 'QUIT', and 'HELP'. A note at the bottom left says '* Be sure to read carefully the directions that appear when you select this option.'

SmartWay Truck: Home

Truck
United States Version: 2.0.11
Released on: 01/03/2012

Please complete the following steps. For more information, select the 'Help' button.

1. Enter Partner Name (Exactly as it should appear on the SmartWay website):
ABC Trucking, Inc. | Report Year: 2011

2. Enter Contact Information:
Go To Contact Information Screen ← Select Contact Information

3. Characterize your Fleets/Divisions:
Go To Fleet Characterization Screen

4. Select Fleet for Data Entry (Double-click the fleet name or select and hit Enter):
[Empty text box]

5. Review Year-to-Year Comparison: ?
Go To Year-to-Year Comparison Screen

6. View Your Data Reports:
Go To Reports Menu

7. Create Final Version: ?
Generate File to Send to EPA *

* Be sure to read carefully the directions that appear when you select this option.

BACK ZOOM IN PRINT SCREEN SAVE QUIT HELP

Figure 21: Select Contact Information Button on “Home” Screen

You will then be taken to the “Contact Information” Screen. The Partner Name entered on the Home screen will appear automatically at the top (see arrow in **Figure 22**). On this screen you will provide the following information:

1. Company Information
2. Primary Contact information
3. Executive Contact (Vice President or higher)
4. Other Contacts

The screenshot shows the 'SmartWay: Contact Information' window. It has a blue title bar and a close button in the top right. The window is divided into four main sections, each with a yellow header and a help icon (?):

- 1. Partner Information:** This section contains fields for 'Partner Name*' (pre-filled with 'ABC Trucking, Inc.'), 'Address1*', 'Address2', 'City*', 'State*' (dropdown), 'ZIP*', 'Country*', 'Main Phone*', 'Toll Free:', and 'Web Site*'. A red arrow points to the 'Partner Name*' field, and a callout box labeled 'Partner Name from Home screen' points to it.
- 2. Primary Contact:** This section has a 'Name' dropdown, 'First*', 'MI:', 'Last*', 'Title*', a green 'Use Partner Address' button, 'Address1*', 'Address2', 'City*', 'State*' (dropdown), 'ZIP*', 'Country*', 'Phone*', 'Ext:', 'Cell:', 'Fax:', and 'Email*'.
- 3. Executive Contact:** This section includes a 'Name*' field, a checkbox for 'Same as Primary Contact', and a green 'Add/Edit Executive Contact' button.
- 4. Other Contacts:** This section has a large empty text area.

At the bottom, there is a legend '* - Required' and four green buttons: 'Add New Contact', 'Edit Selected Contact', 'Delete Selected Contact', and 'Validate Screen'. Below these are five more green buttons: 'ZOOM IN', 'PRINT SCREEN', 'HOME', 'VALIDATE SCREEN', and 'HELP'.

Figure 22: Blank Contact Information Screen



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

Steps for Entering Contact Information:


- **Enter the Partner Information** in section #1.
- **Enter the Primary Contact** information in section #2.

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 fleet/division 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. (NOTE: To ensure that e-mails from SmartWay/EPA are not blocked, new primary contacts may need to add SmartWay/EPA to their preferred list of trusted sources.)

If the Primary Contact shares the same address as the company, you may select the

 **Use Partner Address**

button to auto-populate the address section of this record.


- **Enter the Executive Contact** information in section #3 by selecting the  **Add/Edit Executive Contact** button to the right; enter the required data.

The executive contact is the company executive who is responsible for agreeing to the requirements in the SmartWay Partnership Annual 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.

If the Primary Contact and Executive Contact are one in the same, simply check the

 **Same as Primary Contact**

box to auto-populate the Executive Contact information.

- **Enter Other Contacts** (if applicable) in section #4 by selecting the  **Add New Contact** button. A new contact field will appear, labeled **Other Contact Information** (not pictured).

Enter the first Other Contact then select **OK** when done.



NOTE: In some cases, companies with multiple divisions/business units will gather information from different sources within the company. You may find it useful to have this additional contact information stored within the tool. Also, anyone who is the primary contact for a particular fleet/division (who is not also either the Primary or Executive Contact) will need to be entered as an Other Contact. This will be important in Step 3 (Fleet Characterization).

You can add more names to the **Other Contacts** box by repeating this process. If you wish to edit an existing contact's information, highlight the name you wish to edit and then select the

Edit Selected Contact

button.

You can remove an existing contact by highlighting the contact and then selecting **Delete Selected Contact**.

To make sure you have filled out all required

contact information, select **VALIDATE SCREEN** at the bottom of the screen. If any information is missing, a dialogue box will appear informing you what additional information is required.

HOME

When finished select the **HOME** button to return to the **Home** screen and go to Section 3.

3. Executive Contact* ☐ Same as Primary Contact ?
Jack Small

4. Other Contacts:

Add New Contact Edit Selected Contact

* - Required VALIDATE SCREEN HOME ZOOM IN

Section 3 Data Entry: Define your Fleets

PLEASE REFER TO **WORKHEET #2: Fleet/Division Characterization** of Part 2 of this guidance to complete this section of the Truck Carrier FLEET Tool.

Next, on the **Home** screen select **Go To Fleet Characterization Screen** to display the **Fleet Characterization** screens. This is the section where you will define the various components of your fleets/divisions.

There are four screens in the **Fleet Characterization** section of the tool:

1. Identify Fleets/Divisions
2. Fleet/Division Details
3. Operation Categories
4. Body Types

Screen 1, **Identify Fleets/Divisions** is shown below:

SmartWay: Fleet Characterization - Truck

Identify Fleets/Divisions | Fleet/Division Details | Operation Categories | Body Types

SmartWay will list your company's fleet/division name(s) on the SmartWay website to indicate your participation in the SmartWay program. On the website, each name will begin with your Partner Name, followed by your Fleet/Division name.

In the first row below, edit the Partner Name so that it appears exactly as it you want it to show within each fleet/division name. For example, if your company's name includes "Inc." or "Ltd.", you may choose not to include that in your fleet/division names. Next, name your fleet(s)/division(s) exactly as you want them to appear on the SmartWay website, recognizing that they will automatically receive your company name as a prefix. If your company has only one fleet/division, you may leave the Fleet/Division Suffix field blank, in which case the fleet/division name will simply be the Partner name.

Only include fleets/divisions where you control over 95% of the operation of the fleet vehicles (weighted by miles). If you contract out more than 5% of a fleet's/division's operation, do not enter it into this Truck Tool, but instead use the Logistics Tool for that fleet/division. Also, only enter fleets/divisions in your company that a customer would have discretion to hire. Do not include internal fleets/divisions that are invisible to your customers.

To add fleets/divisions, simply select the "Add Another Fleet/Division" button at the bottom of the screen. Note that when you do this, the partner name portion carries forward from the first row. When you have added all your fleets/divisions, select the "Fleet/Division Details" tab at the top of the screen or select the NEXT button below to proceed to the next step.

Delete	Fleet/Division Prefix (Partner Name) ?	Fleet/Division Suffix ?	Fleet/Division Name (exactly as it will appear on the SmartWay Website)
<input type="checkbox"/> 1	ABC Trucking, Inc.		ABC Trucking, Inc.

[Delete Checked Rows](#) [Add Another Fleet/Division](#)

[BACK](#) [NEXT](#) [ZOOM IN](#) [PRINT SCREEN](#) [HOME](#) [CREATE FLEET\(2\)](#) [SAVE](#) [VALIDATE SCREEN](#) [ADD COMMENTS](#) [HELP](#)

Figure 23: Blank Identify Fleets/Divisions Screen

Steps for Completing "Identify Fleets/Divisions" Screen:

For each fleet/division, you will need to specify:

- **Fleet/Division Prefix (Partner Name):** On the SmartWay website, each of your fleet/division names will begin with the name of your company. This fleet/division "prefix" will be whatever you enter in the Fleet/Division Prefix (Partner Name) field on the Identify Fleets/Divisions screen. By default, this field is automatically populated with the first 50 characters of the Partner Name that was entered on the [Home](#) screen. You should specify the Fleet/Division Prefix so that it appears EXACTLY as it you want it to show within each fleet/division name. (For example, if your company's name includes "Inc." or "Ltd.", you may choose not to include that in your fleet/division names.) Please pay special attention to proper capitalization, abbreviations, and punctuation.

Remember that this name will be automatically inserted at the start of each of your fleet/division names on the SmartWay website. Whatever you enter for Fleet/Division Prefix for the first fleet/division will automatically be used for any additional fleets/divisions you add. Similarly, any edits you make to the Fleet/Division Prefix for the first fleet/division will automatically be reflected on each subsequent fleet/division.

- **Fleet/Division Suffix:** Please make sure to specify each fleet/division suffix name exactly as you want it displayed on the SmartWay website, including proper capitalization, any abbreviations, and punctuation. Remember that it will automatically be combined with the Fleet/Division Prefix (Partner Name) field. NOTE: If you have only one fleet/division, you may leave the Fleet/Division Suffix field blank, in which case your fleet/division name will simply be your Partner Name.

Adding Fleets/Divisions

To enter another fleet/division, select the **Add Another Fleet/Division** button. To delete a fleet/division, select the box next to the row you wish to delete, and then select the **Delete Checked Rows** button.

Once you have confirmed or modified the Partner Name and specified the Fleet/Division Suffixes, the full Fleet/Division Names will be displayed on the screen to the right, exactly how they will be displayed on the SmartWay website.

SmartWay: Fleet Characterization - Truck

Identify Fleets/Divisions | Fleet/Division Details | Operation Categories | Body Types

SmartWay will list your company's fleet/division name(s) on the SmartWay website to indicate your participation in the SmartWay program. On the website, each name will begin with your Partner Name, followed by your Fleet/Division name.

In the first row below, edit the Partner Name so that it appears exactly as it you want it to show within each fleet/division name. For example, if your company's name includes "Inc." or "Ltd.", you may choose not to include that in your fleet/division names. Next, name your fleet(s)/division(s) exactly as you want them to appear on the SmartWay website, recognizing that they will automatically receive your company name as a prefix. If your company has only one fleet/division, you may leave the Fleet/Division Suffix field blank, in which case the fleet/division name will simply be the Partner name.

Only include fleets/divisions where you control over 95% of the operation of the fleet vehicles (weighted by miles). If you contract out more than 5% of a fleet's/division's operation, do not enter it into this Truck Tool, but instead use the Logistics Tool for that fleet/division. Also, only enter fleets/divisions in your company that a customer would have discretion to hire. Do not include internal fleets/divisions that are invisible to your customers.

To add fleets/divisions, simply select the "Add Another Fleet/Division" button at the bottom of the screen. Note that when you do this, the partner name portion carries forward from the first row. When you have added all your fleets/divisions, select the "Fleet/Division Details" tab at the top of the screen or select the NEXT button below to proceed to the next step.

Delete	Fleet/Division Prefix (Partner Name) ?	Fleet/Division Suffix ?	Fleet/Division Name (exactly as it will appear on the SmartWay Website)
<input type="checkbox"/>	1 ABC Trucking, Inc.	Example Dry Van Fleet	ABC Trucking, Inc.: Example Dry Van Fleet
<input type="checkbox"/>	2 ABC Trucking, Inc.	Example Dry Fleet	ABC Trucking, Inc.: Example Dry Fleet

Final Fleet/Division Names

Delete Checked Rows **Add Another Fleet/Division**

BACK **NEXT** **ZOOM IN** **PRINT SCREEN** **HOME** **CREATE FLEETS** **SAVE** **VALIDATE SCREEN** **ADD COMMENTS** **HELP**

Figure 24: Example Fleet/Division Definition - Identify Fleets/Divisions Screen



Remember to create separate fleets/divisions for each entity your customers have discretion to hire.

Example: You have a for-hire fleet/division, but you maintain specific contracts with a company, making part of your fleet essentially dedicated to that company. Given this scenario, you should be able to account for the mileage and fuel use for the for-hire portion of your fleet/division, as well as the dedicated portion.


According to your records, the portion of the fleet that is essentially dedicated accounts for 30% of your total mileage.



How to enter these Fleets in the Truck Carrier FLEET Tool: Define a fleet for your for-hire operations, and label it as such. Define a separate fleet for your dedicated operations and label it accordingly.


Adding Comments/Notes


Creating useful comments assists SmartWay tool reviewers in approving your tool as quickly as possible. Your comments help reviewers understand your business operations. Any details that you can provide related to your operations will speed up approval time.



Please note the  button located at the bottom of the screen. This allows you to enter notes about the collection process, your assumptions and methods, data, or other information. These details could prove useful for your reviewer when you or someone else fills out the tool next year.

If comments have been added for a particular screen, the  button will be highlighted in yellow on your screen and will now read  to indicate to your reviewer that there are comments to be read.

A  button is also available should you need assistance. You will also notice small gray icons with question marks [?] displayed throughout the tool. When selected, these icons provide additional information about specific items located on the screen.

To proceed, select the [Fleet/Division Details](#) tab at the top, or simply select the  button at the bottom of the screen.



Before proceeding to the next screen however, a popup screen will appear asking you to verify that the name(s) of your fleet(s)/division(s) are correct – see **Figure 25**. ***Please verify that the fleet/division name(s) are exactly as you want them to appear on the SmartWay website, indicating***

your participation in the SmartWay program. Note that if you enter your company name in all CAPS, that is how it will appear on the website. Select **OK** to proceed to the next screen. You may return to this screen later to revise your fleet/division name(s) if necessary.

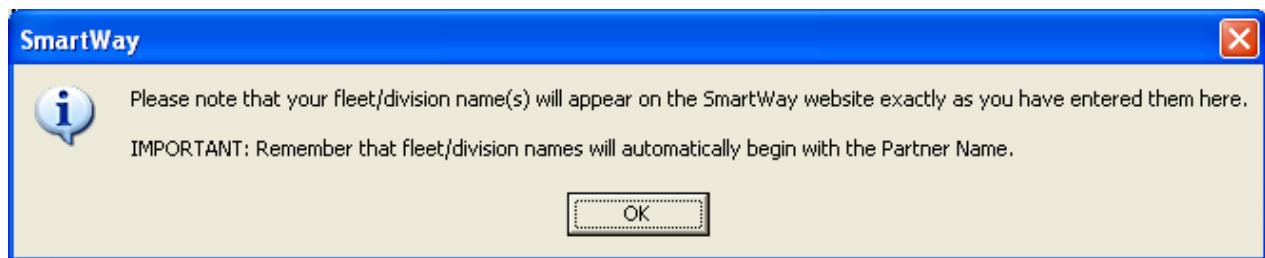


Figure 25 Fleet Name Verification Message

Steps for Completing “Fleet/Division Details” Screen

Using data collected using Worksheet #2: Fleet Characterization, enter data for your fleets/divisions. For each fleet/division, you will need to specify:

- **Percent Operational Control:** For each fleet/division, if you control over 95% of the operation of the vehicles (weighted by miles) please check the box labeled “95+% Control”. “Control” means that you operate/route the vehicles, regardless of ownership status. Control includes dedicated fleets/divisions that you operate for other parties. *If you contract out more than 5% of a fleet’s/division’s operation, the SmartWay Logistics Tool should be used for that fleet/division.*

The key question regarding definition of “control” is: Am I able to influence the fuel efficiency of the trucks, and can I collect data on the trucks? SmartWay understands that control within the trucking business exists along a continuum. On one hand, some fleets/divisions purchase their own trucks, spec, maintain, and route the trucks, and have full operational control over the trucks, for example controlling the speed the trucks are allowed to drive, when and where they can idle, etc. These fleets/divisions have a high degree of control. On the other end of the continuum, some companies hire other parties to move the freight, and other than assigning a load with a pickup/destination point, have no interaction with the freight delivery, or ability to influence the fuel efficiency of the truck or the collection of data on the truck.

If you can actively affect the fuel efficiency of the truck and collect the data necessary on that truck to include in this tool, you have control. SmartWay understands that there are many organizational/operational permutations in the trucking industry and there may be “gray” areas that need further clarification. If you still have questions, you may contact your assigned SmartWay Partner Account Manager or the SmartWay help line at 734-214-4767.

Standard Carrier Alpha Codes (SCACs): The Standard Carrier Alpha Code is a unique 2-4 alphabetic character code used by the transportation industry to identify transportation companies. If your fleet/division has a SCAC, please input that information. If you have a single

fleet/division that has multiple SCACs, enter all of the codes into the SCAC field, and separate them with commas. While it is not required to enter SCAC information for each fleet/division, it will help shippers searching by those parameters in the SmartWay database to easily find your fleet/division for inclusion in their Shipper Tool. SCACs are assigned by the National Motor Freight Traffic Association, Inc., (NMFTA). If you cannot remember your SCAC(s), please contact NMFTA before proceeding. You can find NMFTA contact information at <http://www.nmfta.org/Pages/ContactUs.aspx>.

- **Motor Carrier Numbers (MCNs):** The Motor Carrier Number is a 6 or 7 digit number provided by the Federal Motor Carrier Safety Administration. If your fleet/division has a Motor Carrier Number, please input that information. While it is not required to enter MCN information for each fleet/division, it will help shippers searching by those parameters in the SmartWay database to easily find your fleet/division for inclusion in their Shipper Tool.
- **Fleet Type:** Fleet Type is defined as the service type for your fleet/division. There are two options accepted by the tool—"For-Hire" and "Private/Dedicated." If your company has only one fleet/division, your "Fleet Type" selection will reflect your company's operations as a whole. If there are multiple fleets/divisions, each will have its fleet type defined separately.
- **Fleet/Division Contact:** This contact should be one of the contacts you already identified in the Contact Information section as the contact for each fleet/division. NOTE: A drop-down menu in the tool will supply this information; if there is a contact for the fleet/division that is not already listed in the Contacts worksheet, you will need to go back to the **Company and Contacts** screen to add the required contact information.

SmartWay: Fleet Characterization - Truck

Identify Fleets/Divisions | **Fleet/Division Details** | **Operation Categories** | **Body Types**

Please provide the additional details requested below for all of the fleets/divisions you created on the previous screen.

For each fleet/division, first confirm that you control over 95% of the operation of the vehicles (weighted by miles) by checking the box labeled "95+% Control." "Control" means that you operate/route the fleet/division, regardless of ownership status. Control includes dedicated fleets/divisions that you operate for other parties. If you contract out more than 5% of a fleet's/division's operation, the SmartWay Logistics tool should be used for that fleet/division. If you still have questions you may contact your assigned SmartWay Partner Account Manager, or the SmartWay help line at 734-214-4767.

Because customers will be able to search for your company's fleets/divisions by SCAC or Motor Carrier Number--in addition to fleet/division name--be sure to include them, if available. Also, indicate the type of fleet/division and the individual to contact in the event that there are questions about that particular fleet/division.

After completing the information on this screen, select the "Operations Categories" tab above or select the NEXT button at the bottom of this screen.

Fleet/Division Name	95+% Control ?	SCAC(s) ?	MCN ?	Fleet Type ?	Fleet/Division Contact ?
1: ABC Trucking, Inc.: Example Dry Van Fleet	<input checked="" type="checkbox"/>	ABCD,EFGH		For-Hire	John Sample
2: ABC Trucking, Inc.: Example Dray Fleet	<input checked="" type="checkbox"/>		023456	Private/Dedicated	Daphne Aruda

Figure 26 Fleet/Division Detail Screen – Example Fleet/Division Inputs

Steps for Completing “Operation Categories” Screen:

Using data collected using Worksheet #2: Fleet Characterization, enter data for your fleets/divisions as shown below.

SmartWay: Fleet Characterization - Truck

Identify Fleets/Divisions | Fleet/Division Details | **Operation Categories** | Body Types

For each fleet/division, enter the percentage of total miles driven that fall into each operation category. Percentages must sum to 100 percent for each fleet/division.

Partner/Fleet Name	Operation Category (%)					Total
	Truckload	Less Than Truckload	Drayage	Package Delivery	Expedited	
1: ABC Trucking, Inc.: Example Dry Van Fleet	100					100
2: ABC Trucking, Inc.: Example Dray Fleet		25	75			100

Navigation buttons: BACK, NEXT, ZOOM IN, PRINT SCREEN, HOME, CREATE FLEET(2), SAVE, VALIDATE SCREEN, ADD COMMENTS, HELP

Figure 27 Operation Categories Screen – Example Fleet/Division Inputs

For each fleet/division, fill out the **Operation Category (%)** information by indicating the percentage of operation on a mileage basis. Operational categories include:

- **Truckload (TL)** - Truckload shipping is the movement of large amounts of homogeneous cargo, generally the amount necessary to fill an entire semi-trailer or intermodal container. A truckload carrier is a trucking company that generally contracts an entire trailer-load to a single customer.
- **Less-than-truckload (LTL)** - Less-than-truckload carriers collect freight from various shippers and consolidate that freight onto enclosed trailers for linehaul to the delivering terminal or to a hub terminal where the freight will be further sorted and consolidated for additional linehails.
- **Drayage** - Predominantly associated with port, or rail-head connections where freight is picked up, and moved to another transfer facility or transport mode terminal. Often these moves are short in nature, but can be longer depending on specific situations.

- **Package delivery (PD)** - Covers operations characterized by residential or business package delivery/pickup consisting primarily of single or small groups of packages. It does not include larger scale pickup delivery operations that are more properly characterized as LTL operations. Common examples of this type of operation are the brown UPS and white FedEx delivery vehicles.
- **Expedited** - Time-sensitive freight shipments, with trucks typically on stand-by.

Enter the percent of each operational type based on approximate mileage. This percentage calculation does not need to be exact but should be reasonably reflective of your fleet/division.



NOTE: Define your fleets/divisions based on the ability of your customers to choose them. If a fleet/division is a mix of TL and LTL, you will indicate the percentages of each. If customers can choose to hire your TL fleet/division, your LTL fleet/division, or your dray fleet/division separately, then each should be regarded as a separate fleet/division.

Steps for Completing “Body Types” Screen:

Next, fill out the **Body Type** fields, indicating the percentage by body type for each fleet. Body Type categories include:

- Dry van
- Refrigerated (Reefer)
- Flatbed
- Tanker
- Intermodal chassis containers (pooled and owned)
- Heavy/Bulk hauler
- Auto carriers
- Moving
- Utility¹
- Special hauler (e.g., Hopper, Livestock, and other specialized carriers)

The percentages specified can be approximate, based on vehicle populations. The percentages for each fleet/division must sum to 100%.



Once you are sure your information is input correctly, you may select the button at the bottom of the page.

¹ The utility category encompasses class 2b to 8b vehicles that do not carry typical commercial freight. Examples include garbage, recycle, service, work, dump, landscape, cement, bucket, boom, ambulance, armored, fire, farm, wrecker and other similar trucks. Because these trucks do not carry traditional freight payload, the user should self-define their payloads so as to make the emissions per payload efficiency useful to the user. SmartWay will not use the emissions per payload results for the utility category. Users may experience yellow or red warning labels on the Activity screen due to the unique nature of utility “payload.” In the case of red alerts, simply input text defining your special conditions in the required text boxes that appear.

SmartWay: Fleet Characterization - Truck

Identify Fleets/Divisions | **Fleet/Division Details** | **Operation Categories** | **Body Types**

For each fleet/division, enter the percentage of total vehicles by body type. Percentages must sum to 100 percent for each fleet/division.
When finished, select the CREATE FLEET(S) button at the bottom of this screen to create the data entry forms for your fleets/divisions.

Partner/Fleet Name	Body Type (%)										Total
	Dry Van	Reefer	Flatbed	Tanker	Chassis	Heavy/Bulk	Auto Carrier	Moving	Utility	Special Hauler	
1: ABC Trucking, Inc.: Example Dry Van Fleet	100										100
2: ABC Trucking, Inc.: Example Dray Fleet	50				50						100

Buttons at the bottom: BACK, NEXT, ZOOM IN, PRINT SCREEN, HOME, **CREATE FLEET(S)**, SAVE, VALIDATE SCREEN, ADD COMMENTS, HELP.

Callout: Select to create data entry forms for each fleet/division

Figure 28 Body Types Screen – Example Fleet/Division Inputs

If, at a point later in the data entry process, you realize that you need to add a new fleet/division or delete an existing fleet/division, you can return to the [Identify Fleets/Divisions](#) screen. To add a new fleet, follow all of the instructions on the screen regarding defining your fleets/divisions, including

selecting the **CREATE FLEET(S)** button at the end of the process. When you select this button, the system will create blank data entry forms only for the new fleet(s) /division(s) you have added; the existing fleets will not be affected.

If you need to delete an existing fleet/division, simply check the box next to the fleet/division and then select the **Delete Checked Rows** button.

As on the other tabs there is a **HELP** button as well as an **ADD COMMENTS** button. Selecting **HOME** will take you back to the [Home](#) screen (see [Figure 29](#)).

Reviewing Fleet/Division Status

On the **Home** screen, you will now see all the fleets/divisions you created listed in the window below item # 4: **Select Fleet for Data Entry**.

The screenshot shows the 'SmartWay Truck: Home' window. The title bar is blue with the text 'SmartWay Truck: Home' and a close button. The main area has a green header with the SmartWay logo on the left and the word 'Truck' in large white letters on the right. Below 'Truck' is the text 'United States Version: 2.0.11' and 'Released on: 01/03/2012'. The main content area is light gray and contains a list of steps to complete. Step 1 is 'Enter Partner Name' with a text box containing 'ABC Trucking, Inc.' and a 'Report Year' dropdown set to '2011'. Step 2 is 'Enter Contact Information' with a green button 'Go To Contact Information Screen'. Step 3 is 'Characterize your Fleets/Divisions' with a green button 'Go To Fleet Characterization Screen'. Step 4 is 'Select Fleet for Data Entry' with a text box containing two entries: 'ABC Trucking, Inc.: Example Dry Van Fleet - Not Checked' and 'ABC Trucking, Inc.: Example Dray Fleet - Not Checked'. A red arrow points from a callout box labeled 'Fleet/Division File Status Indicators' to the 'Not Checked' status of the second entry. Step 5 is 'Review Year-to-Year Comparison' with a green button 'Go To Year-to-Year Comparison Screen'. Step 6 is 'View Your Data Reports' with a green button 'Go To Reports Menu'. Step 7 is 'Create Final Version' with a green button 'Generate File to Send to EPA*'. At the bottom, there is a row of buttons: 'BACK', 'ZOOM IN', 'PRINT SCREEN', 'SAVE', 'QUIT', and 'HELP'. A note at the bottom left says '* Be sure to read carefully the directions that appear when you select this option.'

SmartWay Truck: Home

Truck
United States Version: 2.0.11
Released on: 01/03/2012

Please complete the following steps. For more information, select the 'Help' button.

1. Enter Partner Name (Exactly as it should appear on the SmartWay website):
ABC Trucking, Inc. Report Year: 2011
2. Enter Contact Information:
Go To Contact Information Screen
3. Characterize your Fleets/Divisions:
Go To Fleet Characterization Screen
4. Select Fleet for Data Entry (Double-click the fleet name or select and hit Enter):
ABC Trucking, Inc.: Example Dry Van Fleet - Not Checked
ABC Trucking, Inc.: Example Dray Fleet - Not Checked
5. Review Year-to-Year Comparison: ?
Go To Year-to-Year Comparison Screen
6. View Your Data Reports:
Go To Reports Menu
7. Create Final Version: ?
Generate File to Send to EPA*

* Be sure to read carefully the directions that appear when you select this option.

BACK ZOOM IN PRINT SCREEN SAVE QUIT HELP

Figure 29 Home Screen – Fleet/Division Status Prior to Activity and Fuel Data Entry

There will be a status message after each fleet/division, indicating whether or not the data entry for that fleet/division is complete. The following information may appear beside a fleet/division name:

- **Not checked** - Data has not been entered yet.
- **Incomplete** - Some data is still missing and/or inconsistent.
- **Complete** - All data requirements have been met and validation has occurred.

In addition to the status indicators above, you may also see one of two qualifiers: “Errors” or “Warnings.”

- **Errors** will prevent you from generating the **Internal Metrics Reports** and must be addressed before you can submit your tool to EPA (although you will be able to use the **Year-to-Year Comparison Report** to help identify missing data or otherwise clarify uncertainties by referring to previous year submittals).
- **Warnings** will still allow you to run the **Internal Metrics Reports** and submit your data to EPA. However, it is strongly recommended that you carefully review each warning message before sending your data to EPA so that you can anticipate questions that may come from a partner account manager (PAM) as a result of your data being outside the expected ranges. The method of addressing errors and warnings is described for the various input screens in the following sections.

To add data to a particular fleet/division file, highlight the fleet/division name and then double-click. You will then proceed to the tool Data Entry Screens.

Section 4 Data Entry: Enter activity and fuel consumption information for each of your fleets/divisions


Steps for Completing “General Information” Screen

At this stage, you will be entering information about each fleet/division separately. For each fleet/division you will first fill out the **General Information** screen. This screen asks you to specify which fuels the fleet/division uses. When you select a fuel type, a tab for that fuel type becomes active and accessible at the top of the screen, and will require data entry before you can submit the tool.

Truck Tool: ABC Trucking, Inc.: Example Dry Van Fleet


General Information Diesel Vehicles Gasoline Vehicles LPG Vehicles LNG Vehicles CNG Vehicles

Please enter general information for this fleet/division. To enter comments about this fleet/division, use the Comments button that appears near the bottom right corner of this and all subsequent screens.

1. Short-haul vs. long-haul split:  Current Status of this Fleet/Division: **Not Checked**


Short Haul %

Long Haul %

2. Fuel types found in this fleet/division (indicate all that apply): 


☐ Diesel / Biodiesel ☐ LPG ☐ CNG

☐ Gasoline / Ethanol ☐ LNG

3. Particulate Matter Reduction 

Check this box if you employ particulate matter reduction technologies for trucks with diesel engines that were built in 2005 or earlier.

☐ PM Reduction

4. "Cube Out" Percentage 

Enter the percentage of truckloads that utilize 100% of available cargo capacity, while remaining under allowable weight limits (i.e., cube out before weigh out).

%

5. Commodities List

Select the View/Select Commodities button to specify which commodities your fleet/division normally carries.

[View/Select Commodities](#)

[BACK](#) [NEXT](#) [ZOOM IN](#) [PRINT SCREEN](#) [HOME](#) [SAVE](#) [VALIDATE SCREEN](#) [VALIDATE FLEET](#) [ADD COMMENTS](#) [HELP](#)

Figure 30 Blank Data Entry Screen for First Example Fleet/Division – General Information

PLEASE REFER TO [WORKHEET #3: General Fleet/Division Information \(pages 1 and 2\)](#) in Part 2 of this guidance to begin data entry for this section of the Truck Carrier FLEET Tool. Use the instructions below if you have questions about filling in the data.



NOTE: If you are a new SmartWay partner you should enter the most recent 12 months of data into the tool. If you do not have a full year of operational data, please collect a minimum of three months' data for input into the SmartWay tool. In your next update year, you will be required to submit a full year's data.

1. **Specify your long-haul vs. short-haul split:** Specify by using percentages. Inputting a value in one cell automatically populates the other cell to add up to 100. A long-haul is defined as any haul in excess of 200 miles.
2. **Fuel types found in this fleet:** Check the boxes for the fuel types you use. Once you check these boxes, the appropriate fuel type tab (along the top of the screen next to the **General Information** tab) will become active. If you select the **Diesel/Biodiesel** box, the grayed-out **Part 3: Particulate Matter Reduction** section will become active.

Truck Tool: ABC Trucking, Inc.: Example Dry Van Fleet

General Information Diesel Vehicles Gasoline Vehicles LPG Vehicles LNG Vehicles CNG Vehicles

Please enter general information for this fleet/division. To enter comments about this fleet/division, use the Comments button that appears near the bottom right corner of this and all subsequent screens.

1. Short-haul vs. long-haul split: ?
 Short Haul 10 %
 Long Haul 90 %

Current Status of this Fleet/Division: Not Checked

2. Fuel types found in this fleet/division (indicate all that apply): ?
☒ Diesel / Biodiesel ☐ LPG ☐ CNG
☐ Gasoline / Ethanol ☐ LNG

3. Particulate Matter Reduction ?
 Check this box if you employ particulate matter reduction technologies for trucks with diesel engines that were built in 2006 or earlier.
☒ PM Reduction

4. "Cube Out" Percentage ?
 Enter the percentage of truckloads that utilize 100% of available cargo capacity, while remaining under allowable weight limits (i.e., cube out before weigh out). 94 %

5. Commodities List
 Select the View/Select Commodities button to specify which commodities your fleet/division normally carries.



[View/Select Commodities](#)

BACK NEXT ZOOM IN PRINT SCREEN HOME SAVE VALIDATE SCREEN VALIDATE FLEET ADD COMMENTS HELP

Figure 31 Completed Data Entry Screen with Activated Diesel Tab and PM Reduction Box – General Information

3. **Particulate Matter Reduction:** Check this box only if you have truck engines that are 2006 model year or earlier and are equipped with diesel retrofit particulate matter control devices (i.e., diesel oxidation catalysts (DOCs), particulate filters, or closed crankcase ventilation (CCV)). Later you will be able to provide information to calculate the particulate matter reduction associated with these technologies.
4. **Specify Percentage of Truckloads that Utilize 100% of Cargo Capacity ("Cube Out"):** Enter the percentage of truckloads utilizing 100% of available cargo capacity while remaining within allowable weight limits. This value represents the percentage of your fleet's/division's truckloads that "cube out". This value is different from the "% Capacity Utilization" value on the Activity Information screen, which represents the average fraction of available capacity utilized for all loaded trips. For example, if 50% of your truckloads cube out, and 50% of your truckloads utilize only half of the available capacity, your entry here would be 50%, but your entry for "% Capacity Utilization" on the Activity screen would be 75% (50% x 100% + 50% x 50%).
5. **Specify Commodities Shipped:** Select on the [View/Select Commodities](#) button to select which commodity categories you typically ship. Select all categories that apply to your fleets.

6. **Port Dray Program participation and characterization:** Those fleets with 75% or more of their operation in the Dray Operation Type category are eligible to participate in SmartWay's Port Drayage Program. This voluntary program recognizes Partners for reducing diesel emissions from port drayage trucks. Appendix A to this document provides the data entry requirements for participation in this program as well as details regarding Dray Program Scoring.

You can select the  button to make sure you have filled out everything on this screen properly. You can also select  to check your data entries across all screens for the given fleet. Any data entry gaps or inconsistencies will be identified by the software. However, if validating the fleet/division, note that you will receive additional validation errors unless you have completed the data entry for *all* screens.

Select  or select the **Diesel Vehicles** tab to proceed to the next step.

PLEASE REFER TO **WORKSHEETS #4 and #5A-E** in Part 2 of this guidance to complete this section of the Truck Carrier FLEET Tool.

Under each fuel-type tab (Diesel, Gasoline, LPG, LNG, CNG) there are two screens for required data: the **Model Year & Class** screen, and the **Activity Information** screen. A third screen, **PM Reduction**, will appear for diesel vehicles if you checked the **Particulate Matter Reduction** box on the **General Information** screen. A fourth screen, **Port Dray Program**, will also appear for diesel vehicles if you checked the **Port Dray Program** box on the **General Information** screen.



NOTE: For each fuel type that you identified on the **General Information** screen, you will be **required** to complete the **Model Year & Class** screen AND the **Activity Information** screen. If you do not complete these screens for any of the fuels, your fleet/division will be marked as **Not Complete** on the **Home** screen and you will not be able to submit your tool.

*****The following data entry guidance will use the Diesel Vehicles fuel sections as an example. Similar procedures are required for other fuel types.*****

After completing the **General Information** screen, select the **Diesel Vehicles** tab. You will automatically be taken to the **Model Year & Class** screen for Diesel Vehicles. **Figure 32** below shows the layout of this screen.

Truck Tool: ABC Trucking, Inc.: Example Dry Van Fleet

General Information Diesel Vehicles Gasoline Vehicles LPG Vehicles LNG Vehicles CNG Vehicles

Model Year & Class Activity Information PM Reduction

Select the checkbox for each class in your fleet/division, which will activate the data-entry columns for that class. Input the number of trucks you have by class and ENGINE model year (not vehicle model year). Truck class totals are automatically calculated for you. If you operate certain trucks across multiple fleets, please apportion your vehicle counts across fleets/divisions to avoid double counting of your trucks.

Diesel

Gross Vehicle Weight Rating (pounds) ?

Note: The silhouettes represent example truck types for each class, and are not all-inclusive.

	Truck Classes							
	Class 2b	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8a	Class 8b
	8,501-10,000	10,001-14,000	14,001-16,000	16,001-19,500	19,501-26,000	26,001-33,000	33,001-60,000	60,001 & above
Total Trucks	<input type="checkbox"/> 2b	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8a	<input type="checkbox"/> 8b
Totals:								
2012								
2011								
2010								
2009								
2008								
2007								
2006								
2005								
2004								
2003								

☐ Hide Unchecked Classes

BACK NEXT ZOOM IN PRINT SCREEN HOME SAVE VALIDATE SCREEN VALIDATE FLEET ADD COMMENTS HELP

Figure 32 Diesel Vehicles Model Year & Class Screen

Steps for Completing the “Model Year & Class” Screen


PLEASE REFER TO [WORKHEET #3 \(pages 1 and 2\)](#) in Part 2 of this guidance to complete this section of the Truck Carrier FLEET Tool.

- Begin by selecting the boxes at the top for each of the truck classes you operate in this fleet/division (i.e., 2b, 3, 4, 5, 6, 7, 8a, 8b). Example truck types are shown in silhouette above the boxes, and additional examples will be listed on the screen when placing the mouse over these images.
- When a **Truck Class** box has been checked, the data column will activate. Input the number of vehicles you have in each class, specifying the corresponding **engine** years (rather than the tractor model years). Use the scroll bar to the right if you need to enter information for older model years.
- Truck class totals are calculated automatically for you and displayed along the top row. Totals by model year are shown in the left-hand column.
- Check the box at the bottom of the screen to hide any unused truck classes if you wish.



NOTE: If you defined multiple fleets/divisions on the [Fleet Characterization](#) screen, and if you operate certain trucks across multiple fleets/divisions, please apportion your vehicle counts across the fleets/divisions to avoid double counting of your trucks. For example, if you operate the same 100 trucks across two fleets/divisions, with 20% of the truck mileage attributable to the first fleet/division, then enter 20 trucks for fleet/division #1, and 80 trucks for fleet/division #2.



You may now select  or select the [Activity Information](#) tab at top of the screen to proceed to the next section. Before leaving the [Model Year & Class](#) screen, you will be prompted to confirm the accuracy of your model year and truck class selections. You may review previous year's selections by selecting the [Year-to-Year Comparison Report](#) on the [Home](#) screen.

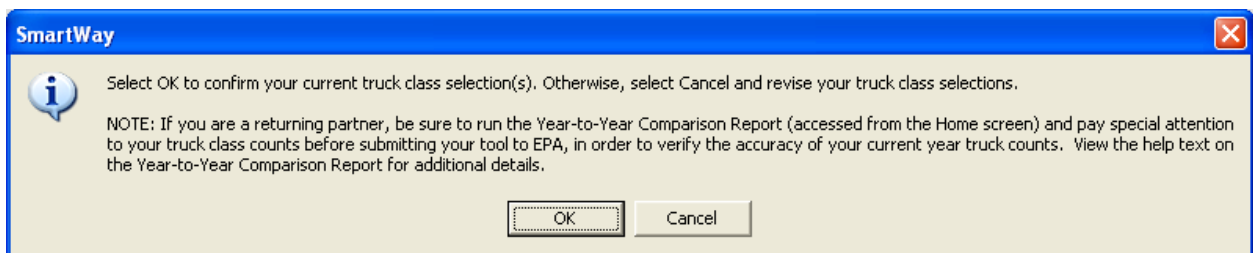


Figure 33 Confirmation of Model Year and Truck Class Selections

Figure 34 below shows the layout of the [Activity Information](#) screen.

Truck Tool: ABC Trucking, Inc.: Example Dry Van Fleet

General Information | **Diesel Vehicles** | Gasoline Vehicles | LPG Vehicles | LNG Vehicles | CNG Vehicles

Model Year & Class | **Activity Information** | PM Reduction

Select the "Add" buttons to identify your data sources. (After specifying your data sources, the button will read "Edit"; you may select "Edit" to make changes as needed.) In the "By Truck Class" columns, enter your data for each truck class (only those classes selected on the "Model Year & Class" tab appear below). The "Overall Fleet" column will automatically display fleet/division-level information based on the data you enter for your truck classes.

Overall Fleet & Data Source		By Truck Class	
Overall Fleet	Data Source	6	8b
? Total Miles Driven (exact values)	0	Add	
? Revenue Miles Driven (exact values)	0	Add	
? Empty Miles Driven (exact values)	0	Add	
? Gallons of Diesel Used, incl. Biodiesel & Reefer (exact values)	0	Add	
Calculated MPG -->			
? Gallons of Biodiesel (B100 Equivalents)	0	Input Biodiesel	Allocate Diesel Using Class MPG
? Average Payload (tons) - Cargo Weight Only	0	See Calculator	
Select buttons at right for Payload Calculator -->		Calc Payload	Calc Payload
? Average Capacity Volume (cubic feet)	0	See Calculator	
Select buttons at right for Volume Calculator -->		Calc Volume	Calc Volume
? % Capacity Utilization (excluding empty miles)	0	Add	
? Road Type / Speed Categories		Add	
Select buttons at right for Speed Range Calculator -->		Enter Speeds	Enter Speeds
? Average Annual Idle Hours per Truck	0	Add	
		Calculate Idle Hours Per Truck	

BACK NEXT ZOOM IN PRINT SCREEN HOME SAVE VALIDATE SCREEN VALIDATE FLEET ADD COMMENTS HELP

* Indicates that default speed distributions were selected for urban road types.

Figure 34 Diesel Vehicles Activity Information Screen

The **red text** at the top left-hand corner of this screen indicates the fuel type for which you are entering data. Enter data for each fuel type you use within your fleet/division under separate screens, including:

- Diesel and Biodiesel, entered under the same tab.
- Gasoline and ethanol, entered under the same tab.
- LPG, LNG, and CNG, each entered under separate tabs.

If you specified that you operate vehicles of more than one fuel type on the **General Information** screen, then you will also need to input data on the next fuel type tab. For instance, if you operate gasoline vehicles select the **Gasoline Vehicles** tab on the main tab bar to enter your data.

Alert! Be careful to input data under the appropriate fuel tab!


Steps for Completing the "Activity Information" Screen

PLEASE REFER TO **WORKHEET #5A (page 1 and 2)** in Part 2 of this guidance to complete this section of the Truck Carrier FLEET Tool.

On each fuel type's **Activity Information** screen, you will see two main sections to input data:



- **Overall Fleet & Data Source** section (with a green header); and
- **By Truck Class** section (with a blue header).

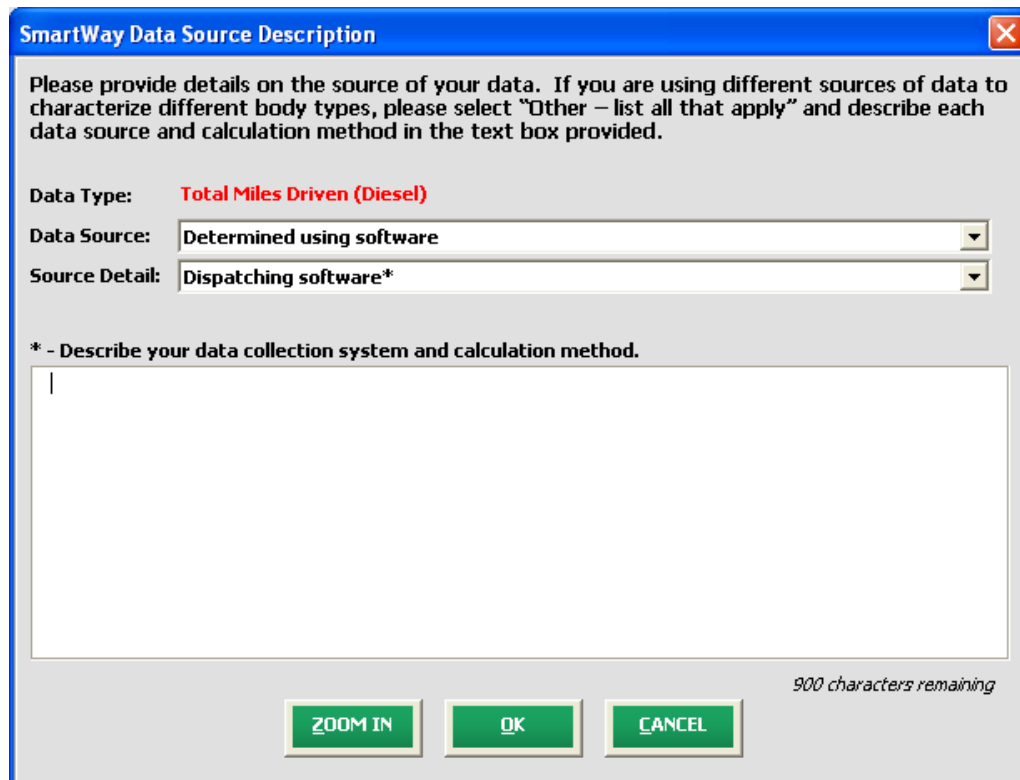
To enter data for this screen:

- First select the  button under the **Overall Fleet & Data Source** section to specify where you obtained your data for each row. (Once the data is entered, the **Data Source** buttons will read **Edit**, allowing you to change your choices later.)
- Use the pull-down menus on the **Data Source Description** popup screens to specify the source of information for each Data Type (listed in red at the top of the form). Most of the data source information you specify is assumed to apply across all vehicle classes in your fleet.



NOTE: EPA is collecting information about data sources as a way of validating data and establishing the accuracy of data inputs within the tool. Please enter your selected data sources in Worksheet #5A in Part 2 of this guidance. A helpful reference table with available sources is also included in Part 2 on pages 12-15.

- For each data type, you must first specify the general type of data source. For example, total mileage data may be obtained from interstate records (i.e., IFTA form 441) or intrastate records (i.e., state taxes).
- Next, additional detail must be provided regarding *how* the particular data was collected (e.g., via GPS or odometer readings). After selecting the Data Source and Source Detail, you may be required to provide additional information regarding the way you collected your data and associated calculation methods, as appropriate. There should be enough detail provided to confirm data validity.
- Data Source Descriptions for payload and volume are specific to each truck class, and are entered through the Payload and Volume Calculators (select  and  to access).



SmartWay Data Source Description

Please provide details on the source of your data. If you are using different sources of data to characterize different body types, please select "Other – list all that apply" and describe each data source and calculation method in the text box provided.

Data Type: **Total Miles Driven (Diesel)**

Data Source: **Determined using software**

Source Detail: **Dispatching software***

* - Describe your data collection system and calculation method.

900 characters remaining

ZOOM IN OK CANCEL

Figure 35 Example Data Source Description Screen

Once your data sources have been selected, input the requested activity information for the reporting period for each truck class in the white empty cells to the right.

Please see Part 2 of this series for detailed information for each data type required by the tool.

- **Total Miles Driven:** Input the exact value for total miles driven collectively by this fleet/division by vehicle class. Include all out-of-route, positioning, and other miles driven. Once specified **for each class**, the total fleet/division mileage will be summed and displayed within the tool in the **Overall Fleet** column.
- **Revenue Miles Driven:** Input the exact value for the number of miles your fleet/division drove that were charged to a customer account. (If you have a private fleet/division that does not track revenue miles for internal cost accounting, set revenue miles equal to total miles - DO NOT SET REVENUE MILES EQUAL TO ZERO.) This information is not used to calculate your SmartWay carbon score, but will be used determine an adjustment factor for shippers' carbon inventories².
- **Empty Miles Driven:** Input the exact value for the total number of empty miles travelled by your fleet/division. Empty is defined as zero cargo. The number of empty miles will not affect your

² Since shippers determine their carbon inventory based on revenue miles charged by their carriers, shippers collectively must also include the non-revenue miles in their carbon inventory. Thus shippers will be charged the carbon for the non-revenue miles that carriers have to travel. This will be calculated on an industry basis and will not affect individual carriers.

SmartWay score. Companies in categories with high empty miles, such as tanker operations, will not be negatively affected by high empty-mile values.

- **Gallons of Fuel Used:** Input the exact value for all the gallons of fuel used by your fleet/division in the past 12-month reporting period. This includes any gallons with biofuels (biodiesel for diesel vehicles, ethanol for gasoline vehicles). It also includes gallons used for refrigeration, bunk heaters, yard moves, or any other gallons directly attributable to transportation. It does NOT include gallons used in heating buildings, forklifts, or other non-transportation sources.

Gallons of fuel may be input directly or may be allocated based on class-level MPG estimates using the **Allocate Diesel Using Class MPG** button underneath the fuel data entry cells. **Figure 36** shows the **Fuel Allocator Worksheet**. Total miles for each truck class must be entered before you can open the worksheet.

SmartWay Fuel Allocator Worksheet

Enter your fleet's total annual fuel use along with the average MPG for each truck class. Using the annual mileage estimates you've already entered, the Fuel Allocator will calculate fuel use for each class.

If the sum of the calculated class-level fuel consumption differs from the value for "Total Gallons Used for Entire Fleet" by more than 2%, "No Match" will appear in red at the bottom right of the screen, and you will need to revise your MPG and/or class mileage inputs to be consistent with your total fuel input.

Total Gallons Used for Entire Fleet*:

Class	Total Miles Driven	Approximate Class MPG	Calculated Gallons Used
6	<input type="text" value="40,000,000"/>	<input type="text" value="8.0"/>	<input type="text" value="5,000,000"/>
8b	<input type="text" value="100,000,000"/>	<input type="text" value="5.7"/>	<input type="text" value="17,543,860"/>
Fleet	<input type="text" value="140,000,000"/>	<input type="text" value="6.2"/>	<input type="text" value="22,543,860"/> Match


* - "Total Gallons Used for Entire Fleet" will appear on the main Activity tab and will be used for calculating fleet performance metrics, rather than the sum of the class fuel estimates.

Figure 36 Fuel Allocator Worksheet

The **Fuel Allocator Worksheet** requires you to input your estimate for total fuel consumption for your entire fleet/division across all vehicle classes, as well as an MPG estimate for each truck class. The total fleet/division level fuel consumption values will provide the basis for estimating carbon performance metrics for your fleet/division.

Only those truck classes selected on the **Model Year & Class** screen will be displayed on the **Fuel Allocator Worksheet**. Using the annual mileage estimates entered on the **Activity Information** screen, class-specific fuel consumption levels are estimated. If the sum of the class level estimates is within 2% of the total fuel consumption level entered at the top of the form, then a **“Match”** is indicated on the right side of the worksheet, and you may proceed back to the **Activity Information** screen by pressing **OK**.³ If **“No Match”** is indicated, please adjust your total fuel consumption estimate and/or your class level mpg estimates until a **“Match”** is obtained.

Once specified for each class on the **Activity Information** screen, the total gallons will be summed and displayed in the **Overall Fleet** column.

- **Calculated/Entered MPG:** This is not a direct input field. If you used the Fuel Allocator Worksheet to determine your fuel usage, the MPG fields will show the MPG estimates that you entered into that form. In this case, the label on the **Activity Information** screen will read **“Entered MPG”**. Otherwise, miles per gallon estimates will be calculated automatically for each truck class, based on the input values for miles and gallons, and the label will read **“Calculated MPG”**. In either case, this field is provided as a useful validation check for users. In addition, if the tool finds an out-of-range MPG value during its routine validations, the MPG field may be highlighted, in which case you may be instructed to double-click on this cell to provide an explanation for high/low values – see additional information below regarding validation within the tool.
- **Gallons of Biodiesel (Diesel Vehicles only):** If your fleet consumed any amount of biodiesel during the reporting period, select the  button and specify your biodiesel volumes by blend level in the **Biofuel Blend Worksheet**, shown in **Figure 37**. (A similar worksheet is available for ethanol use under the **Gasoline** tab – see below.) Specify biodiesel volume in gallons by blend level (e.g., B20 = 20% biodiesel / 80% conventional diesel), for the reporting period. The calculator will automatically display total gallons, the weighted average blend value (across all blends), and the B100-equivalent volume at the bottom of the screen, based on your entries. After completing the worksheet, select **OK**, and the B100-equivalent gallons will be shown on the **Activity Information** screen for the fleet/division as a whole. The Truck Tool will assume that these gallons are allocated proportionally across all vehicle classes (weighted by gallons of diesel used) in order to calculate emissions.

³ Although the calculated and total fuel consumption values are within 2%, the values may not match exactly. Prior to writing the fuel consumption values to the Activity Information screen, the calculator will proportionally adjust your class level fuel consumption estimates to match your entered fleet total value.

PLEASE REFER TO **WORKHEET #5B** in Part 2 of this guidance to complete this section of the Truck Carrier FLEET Tool.

SmartWay Biodiesel Blend Worksheet

For each of the blends used by your fleet, enter the appropriate number of gallons used. The B100-equivalents value will be written automatically to the Activity Information tab.

Blend	Gallons Used	Blend	Gallons Used	Blend	Gallons Used	Blend	Gallons Used	Blend	Gallons Used
B1		B21		B41		B61		B81	
B2	200,000	B22		B42		B62		B82	
B3		B23		B43		B63		B83	
B4		B24		B44		B64		B84	
B5		B25		B45		B65		B85	
B6		B26		B46		B66		B86	
B7		B27		B47		B67		B87	
B8		B28		B48		B68		B88	
B9		B29		B49		B69		B89	
B10		B30		B50		B70		B90	
B11		B31		B51		B71		B91	
B12		B32		B52		B72		B92	
B13		B33		B53		B73		B93	
B14		B34		B54		B74		B94	
B15		B35		B55		B75		B95	
B16		B36		B56		B76		B96	
B17		B37		B57		B77		B97	
B18		B38		B58		B78		B98	
B19		B39		B59		B79		B99	
B20	1,000,000	B40		B60		B80		B100	

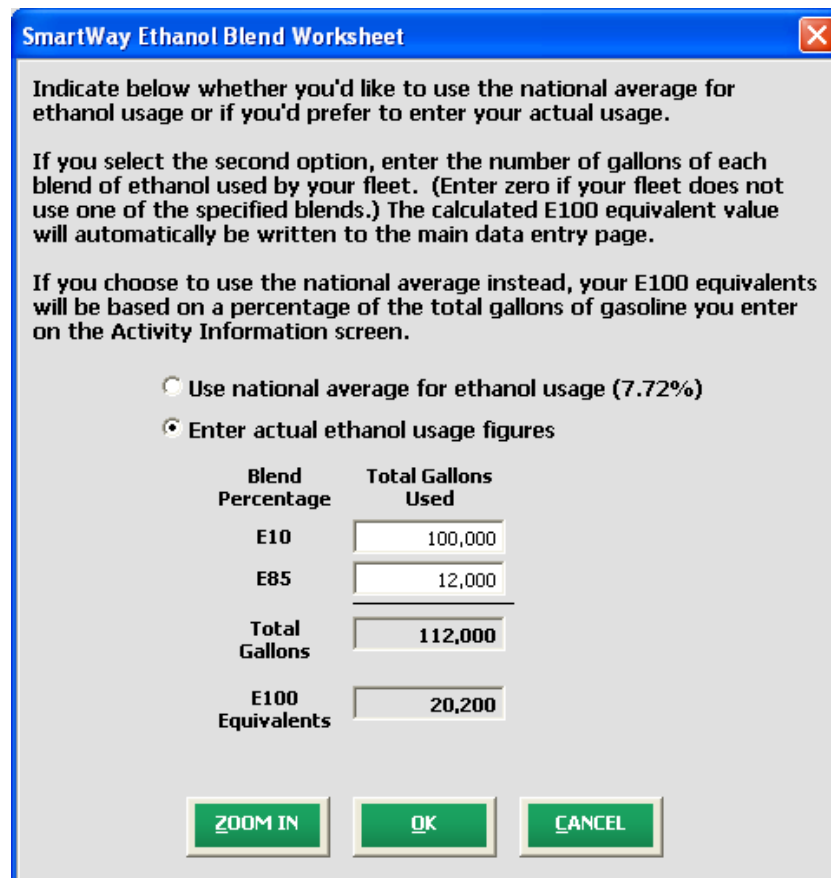
Total Gallons of Biodiesel (All Blends) Weighted Average Blend Gallons of B100 Equivalent

Figure 37 Biodiesel Blend Worksheet

- Gallons of Ethanol (Gasoline Vehicles only):** If your fleet/division consumed any amount of ethanol during the reporting period, select the button and specify your ethanol volumes by blend level (E10 or E85) in the **Ethanol Blend Worksheet**, shown in **Figure 38**.

PLEASE REFER TO **WORKHEET #5B** in Part 2 of this guidance to complete this section of the Truck Carrier FLEET Tool.

If you know the volume of ethanol used by your fleet/division, specify the volume in gallons for each blend level (E10 and/or E85), ensuring that the total volume specified does not exceed the gasoline gallon data entry provided on the [Activity Information](#) screen. (Enter 0 for both values if your fleet/division does not use one of these blends.) Alternatively, if you do not know the volume of ethanol used by your fleet/division, select the “**Use national average**”. In either case, the total volume of ethanol at each blend level will be allocated across the different truck classes in your fleet/division in proportion to the total gallons of gasoline used.



SmartWay Ethanol Blend Worksheet

Indicate below whether you'd like to use the national average for ethanol usage or if you'd prefer to enter your actual usage.

If you select the second option, enter the number of gallons of each blend of ethanol used by your fleet. (Enter zero if your fleet does not use one of the specified blends.) The calculated E100 equivalent value will automatically be written to the main data entry page.

If you choose to use the national average instead, your E100 equivalents will be based on a percentage of the total gallons of gasoline you enter on the Activity Information screen.

☐ Use national average for ethanol usage (7.72%)
☒ Enter actual ethanol usage figures

Blend Percentage	Total Gallons Used
E10	100,000
E85	12,000
Total Gallons	112,000
E100 Equivalents	20,200

Figure 38 Ethanol Blend Worksheet

- **Average Payload (tons or pounds) – Cargo Weight Only:** You may enter your calculated average payloads into the tool by selecting one of the two Bills of Lading data source options within the **SmartWay Payload Calculator**. In this case, you must input your specific payload information by truck class and general body type.

Potential payload allocation methods include:

- # miles by class (PREFERRED)
- # trips by class
- % of operation by class
- # vehicles by class (LEAST PREFERRED)



NOTE: Payloads should represent the average cargo weight per LOADED trip – while empty backhauls should be excluded from the calculation, account for all other (non-empty) trips. In addition, users should obtain average payload data from their company’s bills of lading records if at all possible.

In general, the **# of miles by class method is preferred**, corresponding most closely to the fleet/division performance metrics of interest (e.g., grams per mile, grams per ton-mile, etc.). On the other hand, the # of vehicles by class option is the least preferred of these options, as the body type vehicle count does not necessarily correlate closely with the performance metrics. In all cases, the values entered for each body type provide the basis for calculating the weighted average payload value for the class as a whole. For example, by specifying the mileage associated with each body type, the relative miles per year will be used to weight your payload estimates to calculate a truck class average.

Average payload values are required for each body type you select and can be entered in short tons or pounds. If you do not have precise payload estimates for a specific vehicle class, you should select the “Used ranges provided by the calculator” in the Data Source selection. Then you may select from pre-defined Ranges 1 – 5 (1 being the lowest payload values available, 5 being the highest.)⁴ If you need to use different sources of data to characterize different body types, select the “Other – list all that apply” Data Source option within the Payload Calculator.

If you provide exact payload information, an explanation describing how the value was estimated will be required. In addition, if Range 1 (extreme low) or Range 5 (extreme high) values are selected, similar explanations must be provided summarizing the reasons for the unusual payload value (e.g., you may explain that a flatbed fleet/division is regularly used to transport heavy construction equipment) . **Worksheet # 5C in Part 2 of this guidance will help you gather the data for the payload calculations.**

Figure 39 shows the **Payload Calculator** worksheet for Class 8b vehicles. (Similar worksheets are provided for each truck class.)

⁴ Specific range values were determined based on reported industry payload distributions, and are discussed in detail in the Truck Tool Technical Documentation <http://epa.gov/smartway/documents/partnership/trucks/techdoc.pdf>.

SmartWay Average Payload Calculator

This form is designed to help you determine your average payload. To begin, select an allocation method for determining the amount each body type contributes to your overall truck class total. Four allocation methods are provided in order of preference, with the most preferred method listed first. Then select your preferred units for entering your data (tons or pounds). Next, specify the data source(s) used to develop your payload estimates.

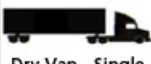


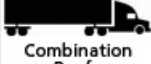
If you do not have precise payload estimates, you may select "Used ranges provided by calculator", and you may choose from different payload ranges representative of industry averages. If you know the payload for a given body type, select the data source used to develop your estimates and enter the precise values below. If you use different sources to develop the data for different body types, select "Other – list all that apply" and provide a detailed description of each.

Select an allocation method, choose your preferred units, and indicate your data source:

Allocation Method: # of Miles in this class Units: Tons Data Source: Other Edit

CLASS 8b Vehicles GVWR = 60,001 and above Calculated Avg Payload: 19.8 Tons

Body Types

Body Type	# of Miles	Average Payload	Exact Payload	Explanation
 Dry Van - Single	1,000,000	Range 1: 0.0 to 6.1 Tons		hauling potato chips
 Dry Van - Double	500,000	Range 2: 9.0 to 14.8 Tons		
 Dry Van - Triple				
 Combination Reefer	8,500,000	I know exactly	22.2 Tons	from standard palette weights

Total: 10,000,000 Total Entered on Main Entry Form: 10,000,000 Match

ZOOM IN OK CANCEL HELP

Figure 39 Payload Calculator Worksheet – Class 8b Vehicles

In the above example, the Class 8b fleet/division consists of three body types: dry van single trailer, dry van double trailer, and reefer. (Additional body types may be selected using the scroll bar to the right.) The fleet operator has chosen to allocate activity across these body types by # miles travelled - see **Allocation Method** selection cell at the top left of the screen. Potential allocation methods are listed above.

Once the miles per year values are entered for each body type, the worksheet validates the entries. If the sum of the by-body type values is within 2% of the class level mileage totals from the **Activity Information** screen, a "Match" is indicated and the user may proceed with the rest of the data entry. Otherwise "No Match" is indicated and the mileage values must be revised


until “**Match**” is indicated. A similar matching validation is also performed if the # of vehicles is selected as the allocation method, although in this case the match must be exact (not +/- 2%). Independent matching cannot be performed for the # of trips or % of operation allocation methods, however.

Next, average payload values are specified for each body type selected. If the “Other” Data Source category is selected, precise payload estimates may be entered directly, as was done for the Reefer category above, or by selecting from pre-defined ranges, defined as Ranges 1 – 5.

Once the payload calculator inputs have been completed, a class-average payload value will be calculated and displayed at the upper right of the calculator screen. This value is simply the average of the body-type payloads, weighted by the chosen allocation factor (in this case, mileage). This average payload value will then be written to the **Activity Information** screen upon selecting **OK**.

Once specified for each class, the fleet-average payload will be calculated (weighted by the number of trucks per class) and displayed in the **Overall Fleet** column on the **Activity Information** screen.

PLEASE REFER TO WORKHEET #5C to complete the next two sections of the Truck Carrier FLEET Tool.

- **Average Capacity Volume (cubic feet):** Use the  button to input your capacity information by class and body type. Volumes are specific to each major body type/configuration, and can be expressed in cubic feet or twenty-foot equivalent units (TEU). Volume refers to the total cargo-carrying capacity of your vehicles, not the utilized space on the vehicles. The volume calculator worksheet for truck classes 2b through 7 follow the same format as the average payload calculators, with various body type selections available. Similar to payload data entry, you may enter your calculated volume capacity information by selecting the “Determined using company records” Data Source option within the **SmartWay Volume Calculator**. Alternatively, you may select default values for each body type by selecting the “Used defaults provided by calculator” Data Source option. Finally, if you need to use different sources of data to characterize different body types, select the “Other – list all that apply” Data Source option within the calculator.



NOTE: When using the payload and volume calculators for class 2b through 7 trucks, make sure the body types selected are consistent across both calculators. Otherwise the tool will flag these data entries as errors during validation.

The volume calculator worksheet for classes 8a and 8b reflect a range of different, standard trailer and container configurations. **Figure 40** shows an example worksheet for Class 8b vehicles.

SmartWay Average Capacity Volume Worksheet

This worksheet will assist you in estimating the average capacity volume of your fleet. First provide data source information using the "Add/Edit" button. Next, select the appropriate reporting basis. After entering the information below, select "OK" to transfer the estimated volume to the Activity screen.

Truck Class: **8b**

Please indicate your data source and specify your reporting basis:

Data Source:

☒ Percent Usage
☐ Number of Truckloads/Year
☐ Number of Trailers

Trailers		Containers		Other Trailers	
28-foot	<input type="text"/>	20-foot	<input type="text" value="5"/>	Custom Size	Percent
40-foot	<input type="text"/>	40-foot	<input type="text"/>	<input type="text"/> cu ft:	<input type="text"/>
42-foot	<input type="text"/>	53-foot	<input type="text"/>		
45-foot	<input type="text"/>	Bulk Carriers			
48-foot	<input type="text"/>	Large (42' x 8.5' x 11.5')	<input type="text"/>		
53-foot	<input type="text" value="86"/>	Medium (32' x 8' x 11')	<input type="text"/>		
57-foot	<input type="text"/>	Small (22' x 8' x 10.25')	<input type="text"/>		
28+28	<input type="text"/>	Liquid Tankers			
40+28	<input type="text" value="9"/>	Large (7500+ gallons)	<input type="text"/>		
40+40	<input type="text"/>	Medium (3001-7499)	<input type="text"/>		
48+48	<input type="text"/>	Small (3000 & under)	<input type="text"/>		
28+28+28	<input type="text"/>	Estimated Average Capacity Volume (cu ft): <input type="text" value="3,743"/>			

Figure 40 Volume Calculator Worksheet – Class 8b Vehicles


Once specified for each class, the fleet-average capacity volume will be calculated (weighted by the number of trucks per class) and displayed in the **Overall Fleet** column on the **Activity Information** screen.

- **% Capacity Utilization (excluding empty miles):** Percent capacity utilization applies *only* to loaded (non-empty) miles. For most carriers, this will reflect your loaded volumetric fill rate. LTL carriers should estimate the weighted average fill rate over the span of operations. Flatbed haulers may estimate fill rate based on deck area covered. Auto carriers may estimate based on percent of car slots filled. **Worksheet #5A in Part 2 of this guide will help you gather capacity data.**



NOTE: Do not factor in empty miles for percent capacity utilization.

Once specified for each class, the fleet-average percent capacity utilization will be calculated (weighted by the number of trucks per class) and displayed in the **Overall Fleet** column.

- **% Highway or Rural Driving:** Indicate the percentage of total miles spent driving in highway vs. rural conditions (e.g., on restricted access roads such as freeways, or in non-urban areas) by truck class. **Worksheet #5D in Part 2 of this guidance will help you gather data for highway vs. rural driving.**
- **Average Urban Speed Distribution:** Within the **Road Type / Speed Category** popup screen, input the percent of total miles by class spent driving in urban conditions (e.g., on unrestricted access surface streets in urban areas), by speed category (0 – 25 / 35 – 50 / 50+ mph). This data should be available from your vehicles' electronic control modules (ECM). If you do not know your speed distribution for urban areas, you may check the box labeled "Populate the urban driving fields with default values", and default percentages will be calculated based on data from EPA's MOVES model, adjusted for the Highway/Rural Driving percentage specified. (For further details see the [Truck Tool Technical Documentation](http://epa.gov/smartway/transport/documents/fleet-models/truckingmodel-technicaldoc-recent.pdf) available at <http://epa.gov/smartway/transport/documents/fleet-models/truckingmodel-technicaldoc-recent.pdf>). **Worksheet #5D in Part 2 of this guidance will help you gather data for urban speed distributions.**
- **Average Annual Idle Hours per Truck:** Enter the average annual idle hours per truck by class. Alternatively you can select the  button to calculate this value based on fleet/division totals. **Figure 41** shows the **Idle Hours Calculator** screen. Separate values should be input for short-duration (less than 15 consecutive minutes) and long-duration (greater than 15 minutes) idling.⁵ Once input for each truck class, select **OK** and the idle hours for each class will be presented on the **Activity Information** screen. In addition, fleet-average idle hours across all truck classes are then calculated (weighted by vehicle counts) and displayed in the **Overall Fleet** column. **Worksheet #5D in Part 2 of this guidance will help you gather data for annual idle hours per truck.**

⁵ NOx and PM emission rates are different for short and long-duration idling, reflecting the varying engine loads and operating temperatures for these events. At this time the SmartWay emission calculations do not distinguish between these events, although different emission factors may be integrated in future versions of the model.

SmartWay Idle Hours Calculator

Use this calculator to estimate your average annual idle time per truck.

Enter the number of hours your trucks idle per truck per DAY on AVERAGE, along with the average number of days in service per truck.

The calculated Average Annual Idle Hours per Truck will automatically populate the average idle hours fields in the "Activity Information" section of the main entry form.

Class	Daily Long Duration Idle Hours per Truck*	Daily Short Duration Idle Hours per Truck*	Average Days in Service per Year	Average Annual Idle Hours per Truck
6	1	0.5	300	450
8b	6	1	300	2,100

ZOOM IN OK CANCEL

* Long Duration includes overnight, or continuous for more than 15 minutes.
Short Duration includes loading/unloading, traffic, waiting in line, or other, under 15 minutes.

Figure 41 Idle Hours Calculator

After completing the **Activity Information** screen, if you are using PM reduction equipment select the **PM Reduction** tab at the top of the screen to proceed to the next section.

If you have finished inputting data for this fuel type, select the tab for the next fuel type and complete all screens as indicated above.



If you have finished inputting data for all of your fuel types, select the **HOME** button to return to the **Home** screen.

Remember! You must complete the Model Year & Class and Activity Information screens for each of the fuel types you operate.

Do NOT move on if you have not completed the data input for each of your fuel types, or if you have received "no match" messages.

Steps for Completing the “Diesel Vehicles: PM Reduction” Screen

PLEASE REFER TO **WORKHEET #5E** in Part 2 of this guidance to complete the next section of the Truck Carrier FLEET Tool.

The **PM Reduction** screen is for fleets that have installed retrofit equipment on pre-2007 engines. Select the radio button to select the type of device (DOC, CCV, or PM trap), and then enter the number of trucks equipped with the device by engine (not vehicle) model year. To input data for multiple devices, select the radio button for the next type of device after completing input for the initial device, and fill out the new blank fields that appear.

The screenshot shows the 'Truck Tool: ABC Trucking, Inc.: Example Dray Fleet' window. The 'Diesel Vehicles' tab is active, and the 'PM Reduction' sub-tab is selected. The interface includes a title bar, a tabbed menu, a main content area with instructions and input fields, and a bottom toolbar with buttons for navigation and validation.

Truck Tool: ABC Trucking, Inc.: Example Dray Fleet

General Information | **Diesel Vehicles** | Gasoline Vehicles | LPG Vehicles | LNG Vehicles | CNG Vehicles

Model Year & Class | Activity Information | **PM Reduction** | Port Dray Program

Please enter the number of trucks in this fleet by class and engine (not vehicle) model year for which you are using each of the PM retrofit control strategies listed below.

☐ ? ☒ DOC and CCV (Not Used)
☐ ? ☐ Flow Through Filter (Not Used)
☐ ? ☐ Particulate Matter Trap (Not Used)

Diesel Oxidation Catalyst (DOC)

PM Retrofits by Truck Class

Total Trucks: 8b

Totals:

Note: Be sure to use ENGINE model year, not vehicle model year.

Model Year	DOC and CCV	Flow Through Filter	Particulate Matter Trap
1999	<input type="text"/>	<input type="text"/>	<input type="text"/>
1997	<input type="text"/>	<input type="text"/>	<input type="text"/>

BACK NEXT ZOOM IN PRINT SCREEN HOME SAVE VALIDATE SCREEN VALIDATE FLEET ADD COMMENTS HELP

Figure 42 Diesel Vehicles Particulate Matter Reduction Screen




Totals for any given model year cannot exceed the totals specified on the **Model Year & Class** screen. While CCVs may be installed in combination with either DOCs or PM traps, it is assumed that DOC and PM trap applications are mutually exclusive. As such, the sum of DOC and PM trap trucks cannot exceed the totals specified on the **Model Year & Class** screen.

When done, you can select **VALIDATE SCREEN** to make sure you have filled out everything properly on this

screen. Then select the **HOME** button to return to the **Home** screen.

Data Validation

As discussed, certain validation checks are embedded at different points in the tool to ensure data quality. For example, checks on total mileage or number of vehicles are made before exiting the Payload and Volume Calculators. However, additional validation checks are made before exiting other input screens throughout the tool. Critical checks are made regarding calculated miles per gallon (by class), annual miles per truck, and a number of other inputs, to help ensure the reasonableness and quality of Partner data. (Please refer to the **Truck Tool Technical Documentation** for a detailed discussion of all validation criteria used within the tool.)

At any time you can select the  or  buttons at the bottom of the screens to make sure you have filled out everything properly. Note that by selecting  you will receive information regarding missing or out-of-bounds values for *all* input screens, not just the current screen.) In addition, any time you leave a particular screen, the tool will automatically perform a **screen** validation. Also, any time you return to the Home screen, the tool will automatically perform a **fleet-level** validation. If you select one of the two Validate buttons, and no potential errors are identified, the following message will be displayed. Select **OK** to proceed.

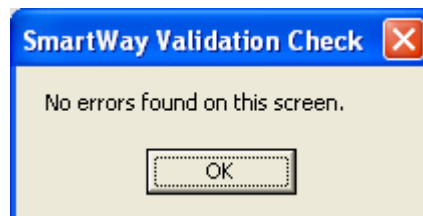


Figure 43 Validation Check Notification – No Errors

If missing or potentially erroneous inputs are identified, you will see the following message.

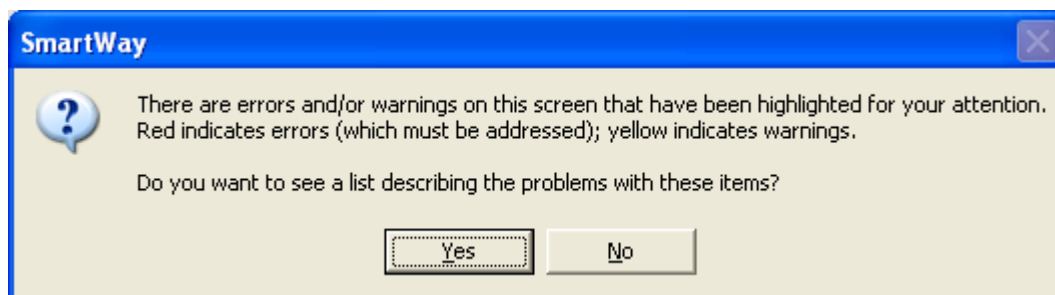


Figure 44 Validation Check Notification – with Errors/Warnings

Select **Yes** to see a complete list of validation errors/warnings. An example **Validation Check** results screen is provided in **Figure 45**. The [Why can't I make corrections?](#) and

[Show my errors/warnings as a spreadsheet.](#) buttons at the bottom of the screen provide additional information to assist you in correcting any errors. Specific information is also provided regarding any values that are unusually high or low compared to industry averages (e.g., see the second entry). In this case, four possible data entry problems were identified for correction: one involving a suspiciously high average empty miles per year value, one for a low MPG value, one for a missing value, and one for an unacceptable idle hour estimate. Three of the four messages involve errors that must be addressed through modification of the data entry (message #3 and #4), or by providing a text justification of the value by double-clicking on the highlighted cell (message #1). All three of these items must be addressed before the tool may be submitted to EPA. The remaining item (#2) is listed as a warning, and does not have to be addressed before submittal to EPA, although you may provide documentation for this value by double-clicking on this cell if you wish.

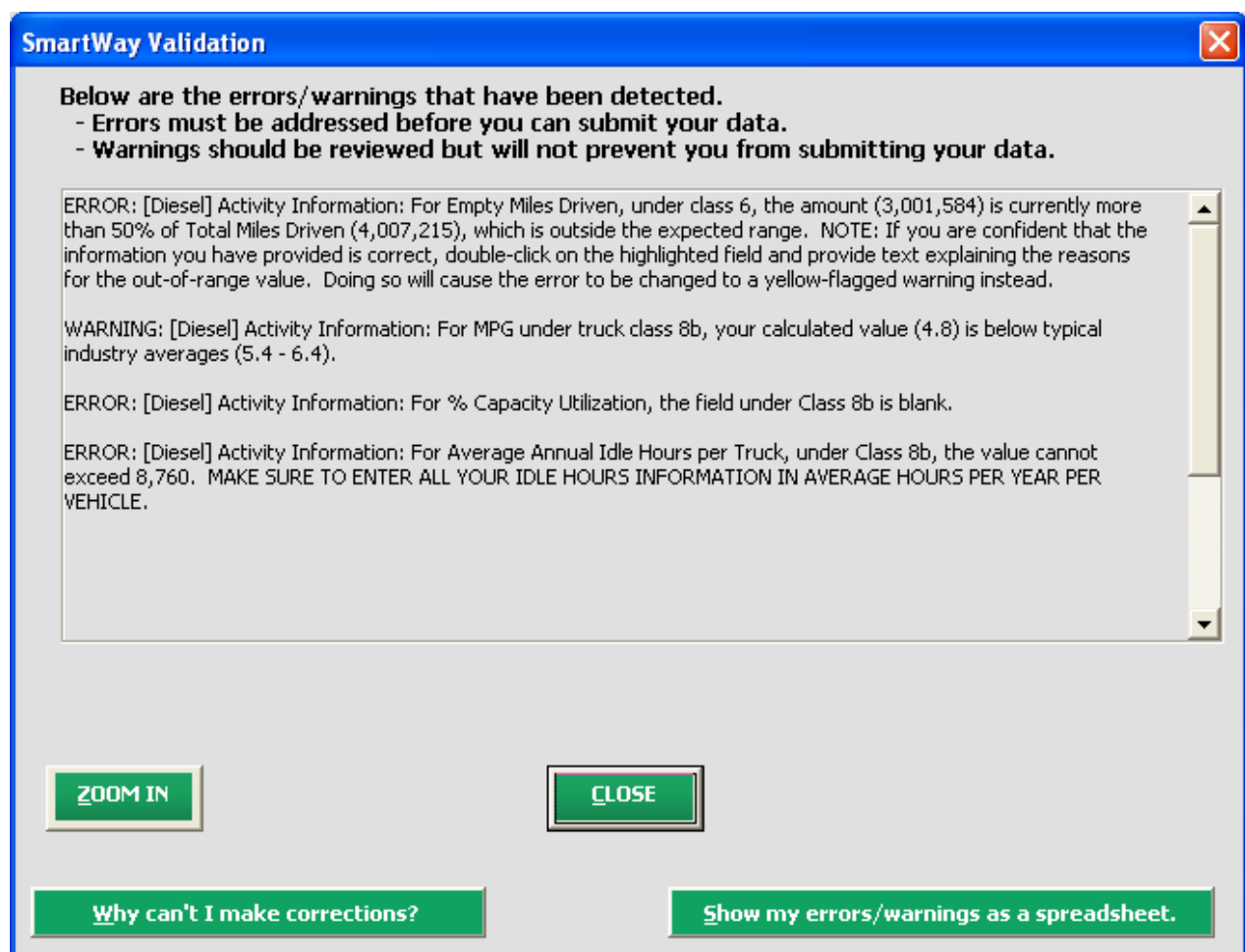
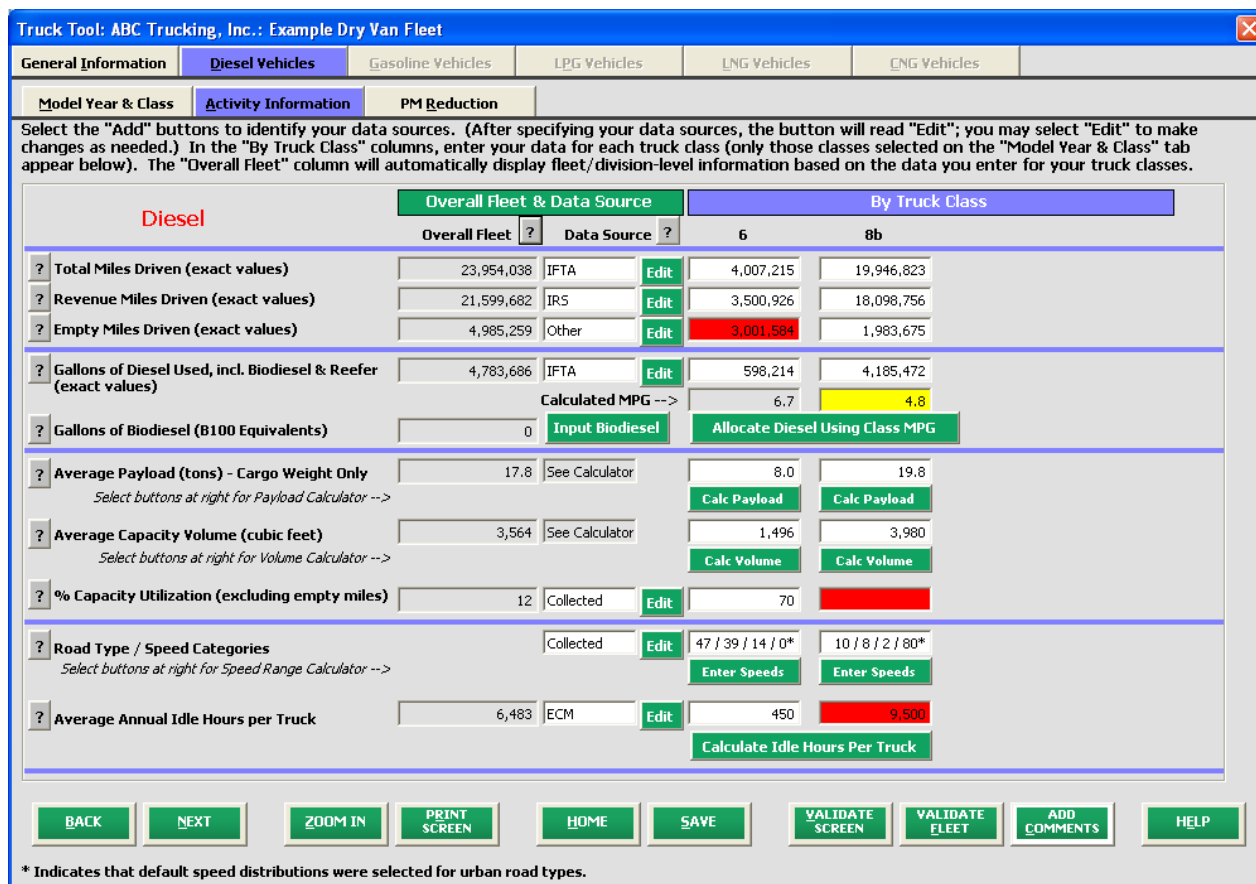


Figure 45 Validation Check Screen – Example Results

Once you close the **Validation Check** screen, you will see warnings and errors highlighted in a red or yellow on the **Activity Information** screen, as shown in **Figure 46**. Entering new data in a highlighted cell will cause the colored shading to disappear, *even if the new value is still invalid*. To check the validity of

your newly entered data, select the  button again and repeat the procedure described above as necessary.



Truck Tool: ABC Trucking, Inc.: Example Dry Van Fleet

General Information Diesel Vehicles Gasoline Vehicles LPG Vehicles LNG Vehicles CNG Vehicles

Model Year & Class Activity Information PM Reduction

Select the "Add" buttons to identify your data sources. (After specifying your data sources, the button will read "Edit"; you may select "Edit" to make changes as needed.) In the "By Truck Class" columns, enter your data for each truck class (only those classes selected on the "Model Year & Class" tab appear below). The "Overall Fleet" column will automatically display fleet/division-level information based on the data you enter for your truck classes.

Overall Fleet & Data Source			By Truck Class	
	Overall Fleet ?	Data Source ?	6	8b
? Total Miles Driven (exact values)	23,954,038	IFTA	4,007,215	19,946,823
? Revenue Miles Driven (exact values)	21,599,682	IRS	3,500,926	18,098,756
? Empty Miles Driven (exact values)	4,985,259	Other	3,001,584	1,983,675
? Gallons of Diesel Used, incl. Biodiesel & Reefer (exact values)	4,783,686	IFTA	598,214	4,185,472
? Gallons of Biodiesel (B100 Equivalents)	0	Input Biodiesel	6.7	4.8
Allocate Diesel Using Class MPG				
? Average Payload (tons) - Cargo Weight Only	17.8	See Calculator	8.0	19.8
Select buttons at right for Payload Calculator -->				
? Average Capacity Volume (cubic feet)	3,564	See Calculator	1,496	3,980
Select buttons at right for Volume Calculator -->				
? % Capacity Utilization (excluding empty miles)	12	Collected	70	
? Road Type / Speed Categories	Collected	Edit	47 / 39 / 14 / 0*	10 / 8 / 2 / 80*
Select buttons at right for Speed Range Calculator -->				
? Average Annual Idle Hours per Truck	6,483	ECM	450	9,500
Calculate Idle Hours Per Truck				

BACK NEXT ZOOM IN PRINT SCREEN HOME SAVE VALIDATE SCREEN VALIDATE FLEET ADD COMMENTS HELP

* Indicates that default speed distributions were selected for urban road types.

Figure 46 Validation Check – Highlighted Activity Screen

Follow these steps to check the different types of validation warnings/errors.

- First ensure that any highlighted blank cells are completed, and that all standard range checks are satisfied (e.g., all percentages must be between 0 and 100, idle hours per truck cannot exceed total hours in a year, etc.).
- If Total Miles entries are highlighted for any truck class, this means that the expected annual miles per truck have been exceeded (125,000 mi/yr for classes 2b – 7, and 200,000 mi/yr for class 8s). Calculated annual mileage values are shown on the **Validation Check** screen. You may revise these values by adjusting either Total Miles OR the number of trucks (on the **Model Year & Class** screen). Unless the calculated mileage value is greater than the absolute maximum allowed

(500,000 mi/yr), you may leave these values as they are. In this case your fleet/division will be flagged “Complete with Warnings” on the [Home](#) screen.

- If Revenue or Empty Miles are highlighted, check their relative relationship to Total Miles and to one another. For example, explanations are required if Revenue Miles are less than 50% of Total miles, or if Empty Miles are greater than 50% of Total Miles.
- % Capacity Utilization values of less than 45% must be explained.
- Average Idle Hours outside typical industry values (260 – 2,100 hours year) must be explained.
- If any calculated MPG values are highlighted, you may revise these values by changing either Total Miles OR Gallons Used. You may also double-click on the highlighted MPG cell to obtain a popup screen with additional information, as shown in **Figure 47**. This form presents the expected MPG range based on typical industry performance, as well as the calculated value for your truck class, and the “Severity” of the error identified. (Level 1 Severity indicates the value is significantly different from industry averages, while Level 2 Severity indicates a moderately out of range value.) If you believe this value is accurate, please enter a brief summary in the text box explaining the reasons for the high/low MPG value and select **OK** to return to the [Activity Information](#) screen. (In this case your fleet/division will be flagged “Complete with Warnings” on the [Home](#) screen.) Otherwise select **CANCEL** to revise your Total Miles and/or Gallons Used.

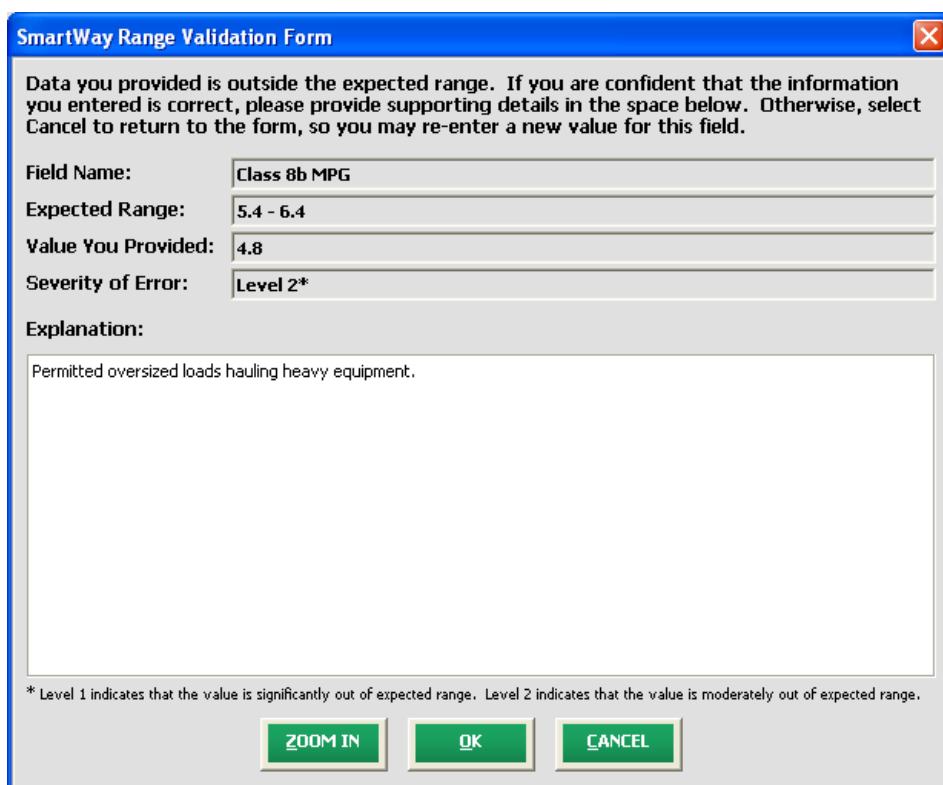

A screenshot of a 'SmartWay Range Validation Form' window. The window has a blue title bar with the text 'SmartWay Range Validation Form' and a close button. The main content area has a light gray background. At the top, a message reads: 'Data you provided is outside the expected range. If you are confident that the information you entered is correct, please provide supporting details in the space below. Otherwise, select Cancel to return to the form, so you may re-enter a new value for this field.' Below this message are four input fields: 'Field Name:' with the value 'Class 8b MPG', 'Expected Range:' with the value '5.4 - 6.4', 'Value You Provided:' with the value '4.8', and 'Severity of Error:' with the value 'Level 2*'. Below these fields is a large text area labeled 'Explanation:' containing the text 'Permitted oversized loads hauling heavy equipment.' At the bottom of the window, there are three buttons: 'ZOOM IN', 'OK', and 'CANCEL'. A small footnote at the bottom left states: '* Level 1 indicates that the value is significantly out of expected range. Level 2 indicates that the value is moderately out of expected range.'

Figure 47 Validation Check – Example MPG Range Validation Form

Once all potential validation errors have been corrected or otherwise verified, select  to proceed to the next step.

Viewing Reports

Once you have returned to the [Home](#) screen, notice that the fleet/division that you filled out and validated now identifies its status as “Complete.” You may now highlight the next fleet/division if you have another one to complete. In the example below, the “Example Dray Fleet” fleet remains to be finished. Fill out unfinished fleets in the same manner as the previous fleet.

The screenshot shows the 'SmartWay Truck: Home' window. The title bar is blue with the text 'SmartWay Truck: Home' and a close button. The header area has a green background with the SmartWay logo on the left and the text 'Truck United States Version: 2.0.11 Released on: 01/03/2012' on the right. The main content area is light gray and contains a list of steps to complete the data entry process. Step 1 is 'Enter Partner Name' with a text box containing 'ABC Trucking, Inc.' and a 'Report Year' dropdown set to '2011'. Step 2 is 'Enter Contact Information' with a green button 'Go To Contact Information Screen'. Step 3 is 'Characterize your Fleets/Divisions' with a green button 'Go To Fleet Characterization Screen'. Step 4 is 'Select Fleet for Data Entry' with a list box showing two entries: 'ABC Trucking, Inc.: Example Dry Van Fleet - Complete' and 'ABC Trucking, Inc.: Example Dray Fleet - Not Checked'. A red arrow points from a callout box 'Updated fleet/division status indicators' to the 'Not Checked' status. Step 5 is 'Review Year-to-Year Comparison' with a green button 'Go To Year-to-Year Comparison Screen'. Step 6 is 'View Your Data Reports' with a green button 'Go To Reports Menu'. Step 7 is 'Create Final Version' with a green button 'Generate File to Send to EPA*'. At the bottom, there is a note: '* Be sure to read carefully the directions that appear when you select this option.' and a row of buttons: BACK, ZOOM IN, PRINT SCREEN, SAVE, QUIT, and HELP.

SmartWay Truck: Home

Truck
United States Version: 2.0.11
Released on: 01/03/2012

Please complete the following steps. For more information, select the 'Help' button.

1. Enter Partner Name (Exactly as it should appear on the SmartWay website):
ABC Trucking, Inc.

Report Year: 2011

2. Enter Contact Information:
Go To Contact Information Screen

3. Characterize your Fleets/Divisions:
Go To Fleet Characterization Screen

4. Select Fleet for Data Entry (Double-click the fleet name or select and hit Enter):
ABC Trucking, Inc.: Example Dry Van Fleet - Complete
ABC Trucking, Inc.: Example Dray Fleet - Not Checked

Updated fleet/division status indicators

5. Review Year-to-Year Comparison: ?
Go To Year-to-Year Comparison Screen

6. View Your Data Reports:
Go To Reports Menu

7. Create Final Version: ?
Generate File to Send to EPA*

* Be sure to read carefully the directions that appear when you select this option.

BACK ZOOM IN PRINT SCREEN SAVE QUIT HELP

Figure 48 Home Screen - After Completing the Data Entry/Modification Process for First Fleet/Division

Once you have filled out information for all your fleets/divisions, be sure that all fleets/divisions show "Complete" or "Complete with Warnings" beside the name. If and only if all fleets/divisions are marked as such, you can move on to the next step. If one or more fleets/divisions are not marked as such, review the data you entered for errors or omissions.

Viewing the Year-to-Year Comparison Report

The **Year-to-Year Comparison Report** allows the user to compare the fleet/division characteristics and activity values, as well as CO₂ performance metrics across two different reporting years. This report is particularly helpful in identifying any changes that may have occurred since your last reporting period, determining trends in activity and performance over multiple years, and performing general quality assurance of the inputs used for your current tool. You can access this report by selecting

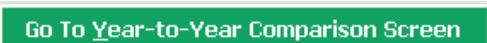
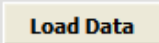
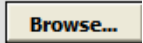
 under item #5 (**Review Year-to-Year Comparison**) on the [Home](#) screen.

Figure 52 shows the data entry screen for the comparison report. First specify the reporting years which you would like to compare under item #1. Note that your most recent year's data is already "loaded", including the data you have entered for your current fleet(s)/division(s). In order to load data for prior year fleets/divisions, specify the reporting year of interest and select the  button. A screen will appear allowing you to specify the location of your prior year file, using the  button as shown in **Figure 53**.

SmartWay Truck Year-to-Year Comparison

In order to run a comparison report, you must have a completed Truck Tool from a previous year.

Using the drop-downs below, select the years that you would like to compare. If the year selected is a prior year, select the "Load Data" button to import the data into this tool.

Next, choose the units in which you would like the fuel-related components of the report to be expressed.

Choose whether you would like to see the comparison at the partner (company) level or the fleet/division level. If you choose the fleet/division level, select the fleet(s)/division(s) from each list that you would like to compare. (Note that the report will combine all of the selected fleets/divisions from each list.)

Finally, select RUN REPORT to generate the report.

1. Load Data from Prior Years:

Year 1:

2011

Load Data

Year 2:

2010

Load Data

2. Select Units for Displaying Fuel-Related Information:

?

Display Fuel in:

Diesel Gallon Equivalents

Diesel Gallon Equivalents

Gasoline Gallon Equivalents

Actual U.S. Gallons

3. Choose Comparison Level:

☐ Partner-Level

☒ Fleet/Division-Level

Select a fleet/division from each of the lists below that you would like to compare. You may choose multiple fleets/divisions from each list, but the comparison report will combine all of the selected fleets/divisions from each list.

Fleets/Divisions for Year 1:

North America

Fleets/Divisions for Year 2:

ABC Trucking: North America

ZOOM IN

RUN REPORT

BACK

Figure 52 Year-to-Year Comparison Report Input Screen

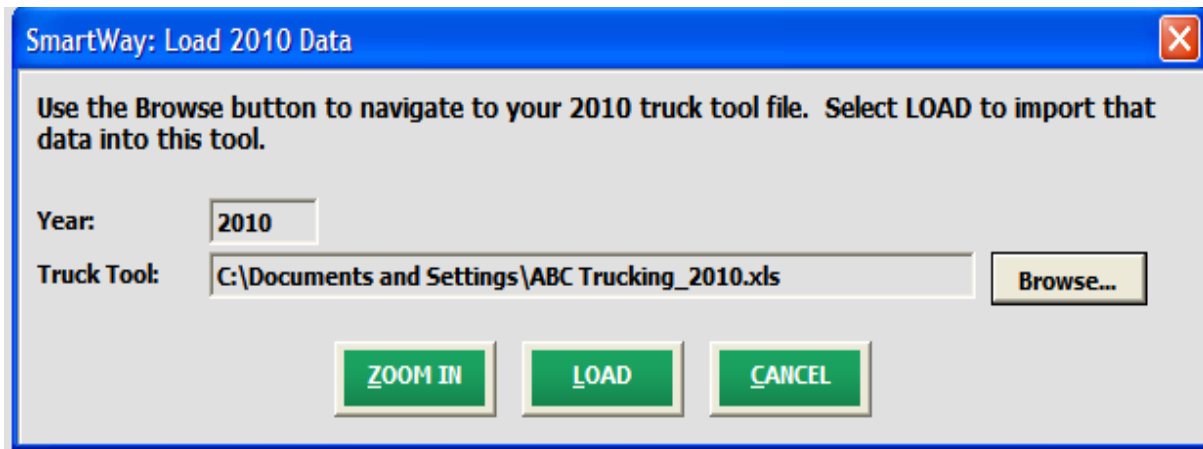


Figure 53 Data Load Screen for Year-to-Year Comparison Report

Once your comparison years have been specified and your prior year data loaded into the Truck Tool, you should specify how to display your fuel information: in diesel gallon equivalents, gasoline gallon equivalents, or simply in actual U.S. gallons. Specifying diesel or gasoline gallon equivalents is useful for comparing miles per gallon metrics when a fleet contains multiple fuel types.

Next you can specify whether you want to compare one or more individual fleets (select “Fleet-Level”, or if the comparison should aggregate all fleets (“Company-Level”). Once specified, select the “RUN REPORT” button to view the line-item data entry comparisons. An example report is presented in **Figure 54**.


			
Comparison Report	Reporting Years: 2011 & 2010		December 21, 2011
Tool: Truck	Partner: ABC Trucking		
Display Option:	Fleet/Division-Level Comparison		
	Change %	Change Amount	
			2011
			2010
Fleet/Division Name(s)			ABC Trucking: North America
Primary Contact(s)			Cookie Monster
Contact Phone(s)			(555) 555-5555
SCAC(s)			COOK
MCN(s)			#555555
Fleet Type(s)			For-Hire
Operation / Body Type			Drayage / Mixed
Operation Type			TL(10%) / LTL(10%) / Drayage(80%)
Body Type			DryVan(35%) / Reefer(15%) / Chassis(50%)
Commodities		X	Cereal Grains; Milled Grain and Bakery Products; Other Prepared Foodstuffs; Refrigerated Food and Frozen Food; Mixed Freight
Average Cube Out	-7.0%	-6%	80%
Miles Per Gallon (DGE)*	4.8%	0.27	5.98
Miles Per Truck	-14.2%	-14,351	86,933
Average Payload (tons)	-4.9%	-0.9	17.1
Average Volume (cu ft)	-4.9%	-119	2,310
Average Capacity Utilization	-1.5%	-1%	88%
Percent Highway Driving			74%
Percent Urban Driving (0-25)	-4.1%	-1%	12%
Percent Urban Driving (25-50)			11%
Percent Urban Driving (50+)	22.3%	1%	4%
Average Idle Hours Per Truck	-0.4%	-5	1,191
Total Trucks	4.2%	3	75
Class 2b	0.0%	0	2
Class 3	100.0%	5	10
Class 4	0.0%	0	4
Class 5	50.0%	2	6
Class 6		-	-
Class 7		-	-
Class 8a		-	-
Class 8b	-7.0%	-4	53
Total Miles Driven	-10.6%	-772,500	6,520,000
Revenue Miles Driven	-13.4%	-854,500	5,515,000
Empty Miles Driven	8.9%	82,000	1,005,000
Total Gallons of Fuel (DGE)*	-14.7%	-187,869	1,090,236
Diesel (DGE)*	-15.3%	-186,668	1,033,332
Biodiesel (DGE)*			-
Gasoline (DGE)*	30.1%	2,504	10,830
Ethanol (DGE)*	30.1%	140	604
Other (DGE)*	-7.8%	-3,844	45,470
Tons of CO ₂	-14.7%	-2,097	12,127
CO ₂ g/mile	-4.6%	-82	1,687
CO ₂ g/ton-mile			99
CO ₂ g/1000 cuft-mile	0.3%	2	730
CO ₂ g/utilized 1000 cuft-mile	2.3%	19	830
* Diesel Gallon Equivalents			

Figure 54 Example Year-to-Year Comparison Report

The example above indicates a change in commodities has occurred since 2010, with no other changes in basic contact and fleet characteristic information. Comparisons are also shown for a number of activity parameters including:

- average payload
- average volume
- average capacity utilization
- percent driving by road type and speed bin
- average idle hours per truck
- number of trucks by class
- total, revenue, and empty miles driven
- total gallons of fuel used (in this case in diesel gallon equivalents (DGE))

A variety of calculated annual performance metrics are also shown including:

- miles per gallon (here in diesel gallon equivalents)
- miles per truck
- tons of CO₂
- grams CO₂ per mile
- grams CO₂ per ton-mile
- grams CO₂ per 1,000 cubic foot-miles
- grams CO₂ per utilized 1,000 cubic foot-miles

Percentage changes are also indicated for each of these items, relative to the earlier year baseline values.

Viewing Other Data Reports

Once you are ready to continue, select **Go To Reports Menu** which will take you to the following screen:



Figure 49 View Reports Menu

Selecting any of the green buttons on this screen will display the indicated data. Several reports summarize the data you entered on specific data input screens, such as the **Truck Counts Report** (corresponding to the **Model Year & Class** screen) and the **Activity Information Report** (corresponding to

the [Activity Information](#) screen). The **Out of Range Report** may be particularly useful in identifying and addressing those inputs flagged as potentially erroneous during fleet/division validation.



NOTE: The **Comments Report** allows you to review any notes and comments made during the compilation of the different data inputs throughout the tool. These comments can provide a useful reference for documenting data sources and assumptions, as well as for preparation of subsequent year submittals. In addition, you can use this report to view questions and comments from your Partner Account Manager after they receive and return your tool.

Select the **Internal Metrics Report** button to review the performance of your fleets/divisions in terms of grams per mile and grams per ton-mile, by pollutant type. After selecting this button you will be asked to specify the level of detail/aggregation you wish to display as shown in **Figure 50**.


The screenshot shows a window titled "SmartWay Reports" with a standard Windows-style title bar (blue with a red close button). Inside the window, there is a light gray panel with the text "Select the level of detail you wish to display". Below this text are six radio button options:

- ☒ Display only totals
- ☐ Display details for each Fleet/Division
- ☐ Display details for each Truck Class
- ☐ Display details for each Fleet/Division and Truck Class combination
- ☐ Display details for each Fuel Type
- ☐ Display details for each Fleet and Fuel Type combination

Below the radio buttons is a green "OK" button. At the bottom of the window, there are three green buttons: "ZOOM IN", "BACK", and "HELP".

Figure 50 Internal Metrics Report Selection Menu

Selecting any of the summary report types will take you to a screen allowing you to preview and print your reports. **Figure 51** shows one of many sample reports that the tool can generate for you, in this case summarizing emission reductions in tons and assorted performance metrics at the Partner Total level (including all fleets/divisions). These reports will prove useful for your company's evaluation and improvement efforts.



Internal Metrics Report Year: 2011 December 21, 2011
Tool: Truck Partner: ABC Trucking, Inc.
Display Option #1: Totals Only

	CO2 Total Tons (Short)	Total Miles				Loaded Miles				Revenue Miles			
		Grams per Mile (Total)	Grams per Average Payload Ton-Mile (Total)	Grams per Thousand Cubic Foot-Miles (Total)	Grams per Thousand Utilized Cubic Foot-Miles (Total)	Grams per Mile (Loaded)	Grams per Average Payload Ton-Mile (Loaded)	Grams per Thousand Cubic Foot-Miles (Loaded)	Grams per Thousand Utilized Cubic Foot-Miles (Loaded)	Grams per Mile (Revenue)	Grams per Average Payload Ton-Mile (Revenue)	Grams per Thousand Cubic Foot-Miles (Revenue)	Grams per Thousand Utilized Cubic Foot-Miles (Revenue)
Partner Total	2,970	1.483	20	868	1,204	1.623	298	1,078	1,318	1.980	344	1,288	1,834
NOx Total Tons (Short)	10.8	6.2	0.95	3,424	4,249	97	104	3,815	4,680	87	1.22	4,447	5,420
PM2.5 Total Tons (Short)	0.51	0.286	0.0465	0.1701	0.2074	0.280	0.0509	0.1881	0.2270	0.327	0.0894	0.2171	0.2647
PM10 Total Tons (Short)	0.83	0.284	0.0480	0.1783	0.2138	0.289	0.0568	0.1919	0.2340	0.337	0.0812	0.2238	0.2729

Figure 51 Example of Completed Report

Submitting Data to SmartWay

Congratulations! You are now ready to send your data to EPA.

Select the **Generate File to Send to EPA*** button, which will create a file with the following naming convention:

PartnerName_Year_Truck_V0.xls

For example, ABCompany_2011_Truck_V0.xls

where **PartnerName** is your company's name as entered for Step 1 on the **Home** screen, and **Year** indicates the year for which you are submitting your data.

The system will display a message indicating that an Excel file will be created with your company's name as part of the file name. The file will be saved to the same folder where the tool itself is currently saved. You will need to locate the file and attach it in an e-mail to your Partner Account Manager (PAM).

NOTE: DO NOT ZIP the File. Send it to EPA as a normal file attached in an e-mail. EPA security will not allow zipped files through the EPA firewall.

The system will first display a message asking you to confirm your decision to save a copy of your tool on your hard drive (Figure 52).

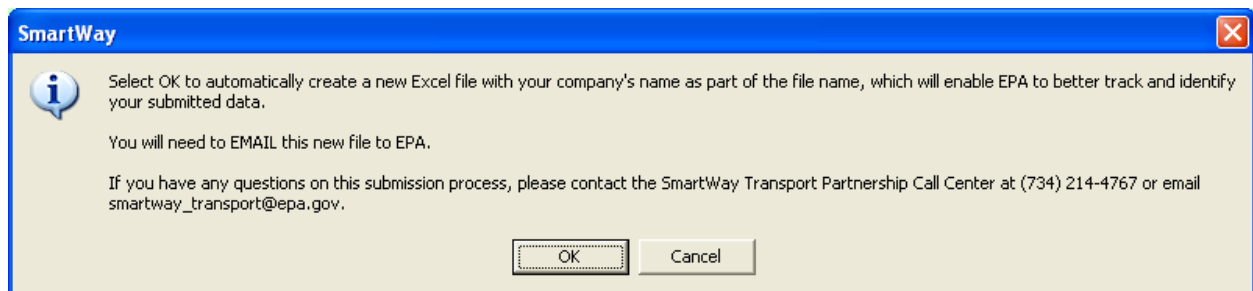


Figure 52 Data Saving Confirmation

Upon selecting **OK**, the file will be saved, and the following instructions will appear. Follow these

instructions for submitting your truck tool to SmartWay. Upon selecting **CLOSE**, a screen will appear allowing you to close the Truck Carrier FLEET tool or return to the **Home** screen.

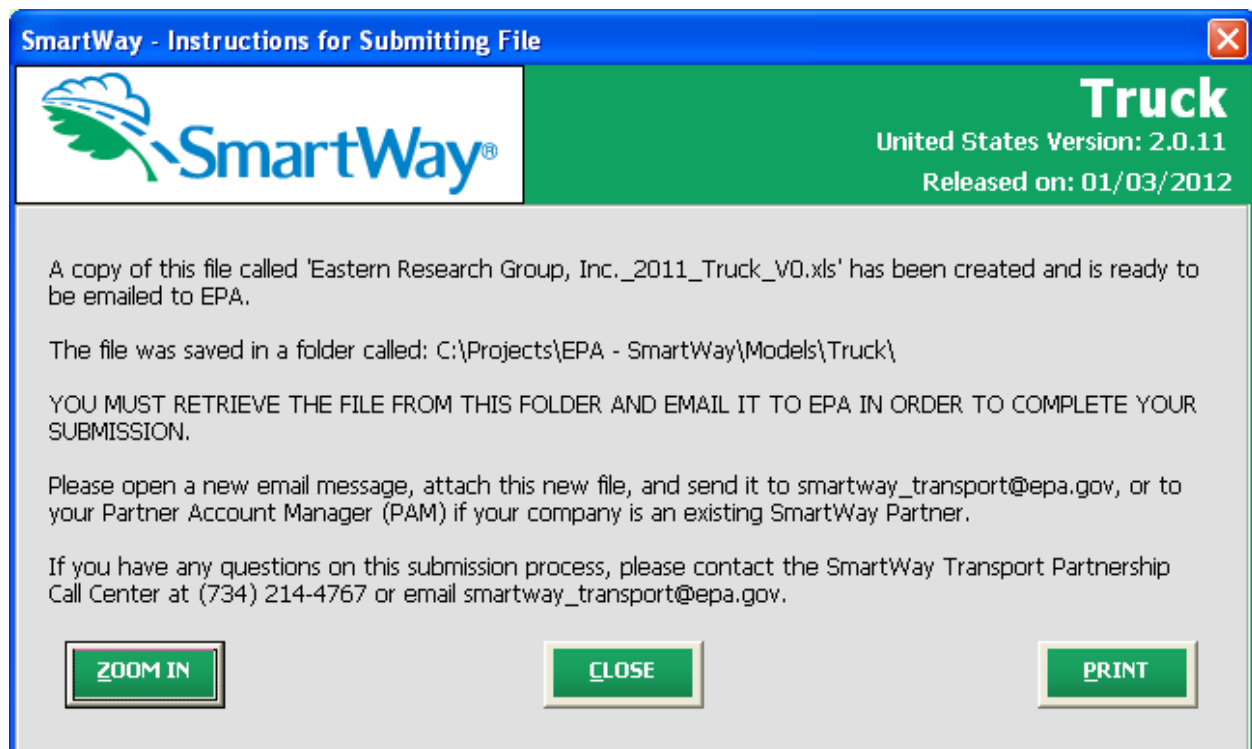


Figure 53 Data Saving Confirmation

If you have any comments about the tool and/or User Guide, please submit these with your tool in a separate document.

Troubleshooting the Tool

Although the SmartWay tools have been tested extensively, you may encounter errors. Intermittent errors have been encountered when opening the tool directly from the SmartWay website, or from an e-mail, rather than from a drive, or when multiple Excel files or other applications are open simultaneously. If you encounter an error during use of the tool, please try restarting the tool directly from a disk drive, with all other Excel files and applications closed. In addition, make sure that your computer is using a system and application version validated for use with the SmartWay tools (Windows XP or later operating system, and Excel Office 2003 or 2007).

If you continue to encounter problems, please make a screen capture of the error message, and save the tool at that point. (You can make a screen capture by pressing *Alt-Print Screen*, and then pasting the image into a document such as MS Word.) Then send the screenshot, along with the saved tool to your Partner Account Manager for further assistance.

Appendix A – Port Dray Program Data Requirements and Calculations

EPA's SmartWay Drayage Program recognizes Partners for reducing diesel emissions from port drayage trucks. Drayage is the short distance transport of containerized freight goods between marine (or rail) terminals and local distribution centers. The following provides an overview of the program and the associated data input requirements for the Truck Tool.

The Partnership Elements: EPA has developed an emissions calculator to help port truck carriers measure their particulate matter (PM), oxides of nitrogen (NOx), and carbon dioxide (CO₂); identify strategies to reduce harmful diesel emissions and track emissions performance on an annual basis. To participate, drayage carrier partners sign a partnership agreement and commit to track emissions, replace older dirtier trucks with cleaner, newer ones, and achieve at least a 50% reduction in PM and 25% reduction in NOx, below the industry average, within three years. Shippers who are already members of SmartWay commit to ship 75% of their port cargo with SmartWay dray carriers within three years. New shipper partners must sign the SmartWay shipper partnership agreement and the drayage addendum.

Business-to-Business Advantage: SmartWay drayage carriers are preferred by SmartWay Transport shippers, and they want to ship their goods with participating SmartWay drayage partners. Shipper partners are already giving business priority to SmartWay drayage carriers.

Technical Support: EPA will assist SmartWay drayage partners in developing and meeting goals.

Recognition of Existing Environmental Improvements: A dray carrier fleet's existing age and emissions strategies, coupled with continued improvements, determine status in the Partnership. Full credit is provided for fleet improvements made thus far.

Promotional Opportunities and Public Recognition: The SmartWay Transport Partner brand of excellence is awarded to qualifying Partners as a visible cue to business customers and the public, to use in their advertising and other promotional media. The SmartWay brand sends a message that participating dray carriers are champions of environmental stewardship. The SmartWay brand also helps customers and consumers to make educated choices about SmartWay recognized products and services. Visible exposure through national and regional events, advertisements, articles, and special recognition are just a few ways that EPA commits to recognize dray carrier partner achievements.

Truck Tool Data Input Requirements: Those fleets/divisions with 75% or more of their operation in the Dray Operation Category are eligible to participate in SmartWay's Port Drayage Program. These fleets/divisions have the **Step 6 – Port Dray Program** option displayed on the [General Information](#) screen (see **Figure A-1**).

Truck Tool: ABC Trucking, Inc.: Example Dry Van Fleet

General Information Diesel Vehicles Gasoline Vehicles LPG Vehicles LNG Vehicles CNG Vehicles

Please enter general information for this fleet/division. To enter comments about this fleet/division, use the Comments button that appears near the bottom right corner of this and all subsequent screens.

1. Short-haul vs. long-haul split: ?
 Short Haul %
 Long Haul %

2. Fuel types found in this fleet/division (indicate all that apply): ?
☒ Diesel / Biodiesel ☐ LPG ☐ CNG
☐ Gasoline / Ethanol ☐ LNG

3. Particulate Matter Reduction ?
 Check this box if you employ particulate matter reduction technologies for trucks with diesel engines that were built in 2006 or earlier.
☐ PM Reduction

4. "Cube Out" Percentage ?
 Enter the percentage of truckloads that utilize 100% of available cargo capacity, while remaining under allowable weight limits (i.e., cube out before weigh out). %

5. Commodities List
 Select the View/Select Commodities button to specify which commodities your fleet/division normally carries.

6. Port Dray Program ?
 Check this box if you wish to participate in the EPA Port Dray Program.
☐ Port Dray Program

Current Status of this Fleet/Division: Complete

Port Dray Program Selection Option Displayed

Figure A-1 General Information Screen with Port Dray Program Option

Checking the Port Dray Program box will activate associated information and data input cells (see **Figure A-2**).

Truck Tool: ABC Trucking, Inc.: Example Dry Van Fleet

General Information Diesel Vehicles Gasoline Vehicles LPG Vehicles LNG Vehicles CNG Vehicles

Please enter general information for this fleet/division. To enter comments about this fleet/division, use the Comments button that appears near the bottom right corner of this and all subsequent screens.

1. Short-haul vs. long-haul split: ?
 Short Haul 75 %
 Long Haul 25 %

2. Fuel types found in this fleet/division (indicate all that apply): ?
☒ Diesel / Biodiesel ☐ LPG ☐ CNG
☐ Gasoline / Ethanol ☐ LNG

3. Particulate Matter Reduction ?
 Check this box if you employ particulate matter reduction technologies for trucks with diesel engines that were built in 2006 or earlier.
☒ PM Reduction

4. "Cube Out" Percentage ?
 Enter the percentage of truckloads that utilize 100% of available cargo capacity, while remaining under allowable weight limits (i.e., cube out before weigh out). 80 %

5. Commodities List
 Select the View/Select Commodities button to specify which commodities your fleet/division normally carries.
 View/Select Commodities

6. Port Dray Program ?
 Check this box if you wish to participate in the EPA Port Dray Program.
☒ Port Dray Program

As a participant in the Port Dray Program, you will need to provide the information below:

1. Trucks equipped with Auxiliary Power Units (APU): ? 10
 2. Trucks equipped with SmartWay Tires: ? 15
 3. LNG Vehicles: Use the "LNG Vehicles" tab above to provide information on your LNG trucks (if applicable).
 4. Particulate Matter Reduction: Use the "Diesel Vehicles" tab above to provide information on your PM reduction efforts. The PM Reduction is a separate sub-tab on the Diesel tab.

Once you have provided information on the four items listed above, select the "Port Dray Program" tab (found on the Diesel Vehicles tab) for a summary of the results.

Current Status of this Fleet/Division: Complete

Port Dray Program Selected

BACK NEXT ZOOM IN PRINT SCREEN HOME SAVE VALIDATE SCREEN VALIDATE FLEET ADD COMMENTS HELP

Figure A-2 General Information Screen with Port Dray Program Information and Inputs Activated

In order to participate in the program, first enter the number of auxiliary power units (APUs) installed on your fleet's/division's trucks. An APU is a small diesel fuel-powered generator mounted outside the cab that provides the operator heat, air-conditioning, and/or electrical power to run in-cab appliances. Next input the number of trucks equipped with SmartWay tires. Options include both dual tires and single wide tires (single wide tires replace the double tire on each end of a drive or trailer axle, in effect turning an 18-wheeler into a 10-wheeler). Low rolling resistance tires can be used with lower-weight aluminum wheels to further improve fuel savings. Please enter zero in each of these cells if these strategies are not used on your vehicles. Otherwise, make sure that the number of trucks specified does not exceed the total number entered on the **Model Year & Class** screen.

If your fleet includes LNG vehicles, make sure to characterize those vehicles on the **LNG** screen. In addition, note that the **PM Reduction** box on the **General Information** screen is automatically checked upon selection of the **Port Dray Program** checkbox (see **Figure A-2**). Make sure to characterize your Dray Fleet's PM reduction strategies on this screen.

After entering the required data regarding your dray fleet/division, the Truck Tool will calculate your fleet's **Environmental Performance Score** consistent with the Port Dray Program evaluation guidance. Please see <http://www.epa.gov/smartway/partnership/drage.htm> for additional details regarding the program. Information regarding how the **Environmental Performance Score** is calculated is presented in

the **Truck Tool Technical Documentation** (see <http://www.epa.gov/smartway/documents/partnership/trucks/partnership/techdoc.pdf>).

You can view a summary of your Dry Program inputs and the associated **Environmental Performance Score** on the **Port Dry Program** screen, adjacent to the **PM Reduction** tab (see **Figure A-3**), or by reviewing the **Port Dry Program Report** on the **Reports Menu** screen.

Truck Tool: ABC Trucking, Inc.: Example Dry Van Fleet

General Information Diesel Vehicles Gasoline Vehicles LPG Vehicles LNG Vehicles CNG Vehicles

Model Year & Class Activity Information PM Reduction Port Dry Program

Following is a summary of the information you entered as part of the Port Dry Program. For a description of the various fields and screens that were used to determine each data item below, select the Help button in the bottom right corner of this screen. For a print-out of the information on this screen, go to the report menu found on the Home screen.

Truck Counts	Pre-1988	1988 - 1993	1994 - 2002	2003 - 2006	2007 - 2009	Post-2009	Total	Emissions (Short Tons)		
								CO2	PM	NOx
Untreated	0	0	0	30			30	1,838.6	0.9227	12.84
DOC and CCV	0	0	0	4			4	245.1	0.0861	1.71
Flow Through Filter	0	0	0	0			0	0.0	0.0000	0.00
Diesel Particulate (PM Trap)	0	0	0	0	15	6	21	1,287.0	0.0025	3.51
Total Trucks	0	0	0	34	15	6	55	3,370.7	1.0113	18.07
Reductions from APUs:							10	-67.4	-0.0147	-0.36
Reductions from SmartWay Tires:							15	-18.4	0.0000	-0.10
Reductions from LNG:							0	0.0	0.0000	0.00
Total Emissions:								3,284.9	0.9966	17.61
Baseline Emissions:								3,370.7	2.8802	62.80
Total Change:								-85.8	-1.8835	-45.19
Percent Change:								-2.5%	-65.4%	-72.0%
Environmental Performance:							Very Good			
Average Miles Per Truck:							33,028			

BACK NEXT ZOOM IN PRINT SCREEN HOME SAVE VALIDATE SCREEN VALIDATE FLEET ADD COMMENTS HELP

Figure A-3 Port Dry Program Information Screen

The information summarized on the above screen is derived from the following screens within the Truck Tool. Fields not specifically mentioned below are calculated fields:

1. Average Miles per Truck: Represents "Total Miles Driven" on the **Activity Information** screen divided "Total Trucks" on the **Model Year & Class** screen for diesel vehicles.
2. Average Gallons of Fuel per Truck: Represents "Gallons of Diesel Used" on the **Activity Information** screen divided "Total Trucks" on the **Model Year & Class** screen for diesel vehicles.
3. DOC and CCV: Number of trucks retrofitted is obtained from the **PM Reduction** screen.

4. Flow Thru Filter: Number of trucks retrofitted is obtained from the **PM Reduction** screen.
5. Diesel Particulate (PM Trap): Number of trucks retrofitted is obtained from the **PM Reduction** screen.
6. Untreated: Represents vehicle count totals from the **Model Year & Class** screen for diesel vehicles minus truck count totals from the **PM Reduction** screen (i.e., the number of trucks without retrofits).
7. Reductions from APUs: Number of trucks equipped from the **Port Dray Program** field on the **General Information** screen.
8. Reductions from SmartWay Tires: Number of trucks equipped from the **Port Dray Program** field on the **General Information** screen.
9. Reductions from LNG: Represents "Total Trucks" on the **Model Year & Class** screen for LNG vehicles.