SmartWay®
Transport Partnership
U.S. ENVIRONMENTAL PROTECTION AGENCY

Logistics Partner 2.0.11 Tool:
Data Entry Guide
2011 Data Year - United States Version

Part 3

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![SmartWay Transport Partnership — U.S. Environmental Protection Agency]

Logistics Partner 2.0.11 Tool:
Data Entry Guide
2011 Data Year - United States Version

Part 3

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

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 business unit data you collected using Part 2 into the SmartWay Logistics Partner FLEET Tool. This guide covers:

1. Downloading and setting up to tool to run properly
2. Basic organization of the SmartWay Logistics Partner FLEET Tool
3. Entering your data
4. Viewing business unit performance summary data
5. Submitting data to SmartWay
6. Troubleshooting the tool

 WARNING!

Completing this tool requires a considerable amount of information about your company and its associated business units. There are many sections and screens to complete for each business unit 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 Logistics Partner FLEET Tool was built using Microsoft Excel Forms.

Downloading the SmartWay Logistics Partner FLEET Tool

 The tool can be downloaded from the SmartWay website at:
http://www.epa.gov/smartwaylogistics/partnership/logistics.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.

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, go to *Tools → Macro →Security Level*.

2. When that window opens, select Medium.
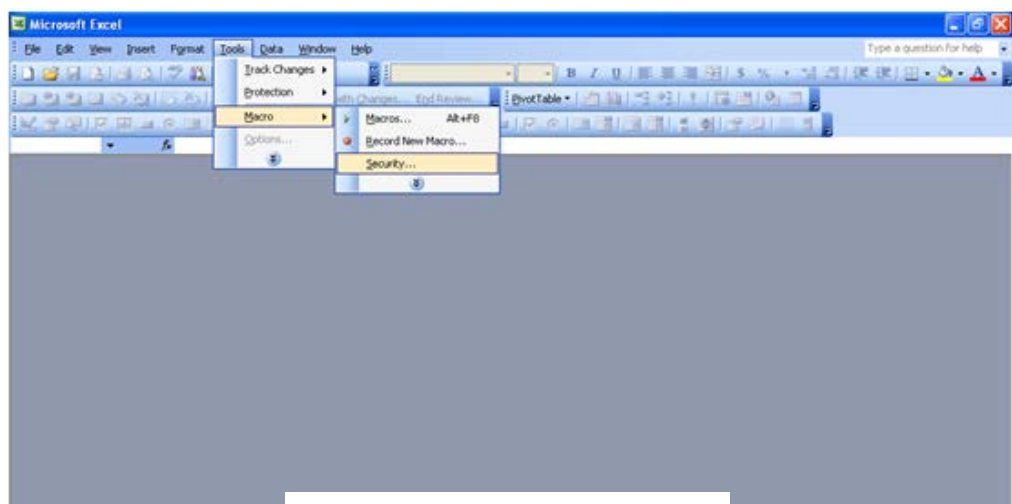
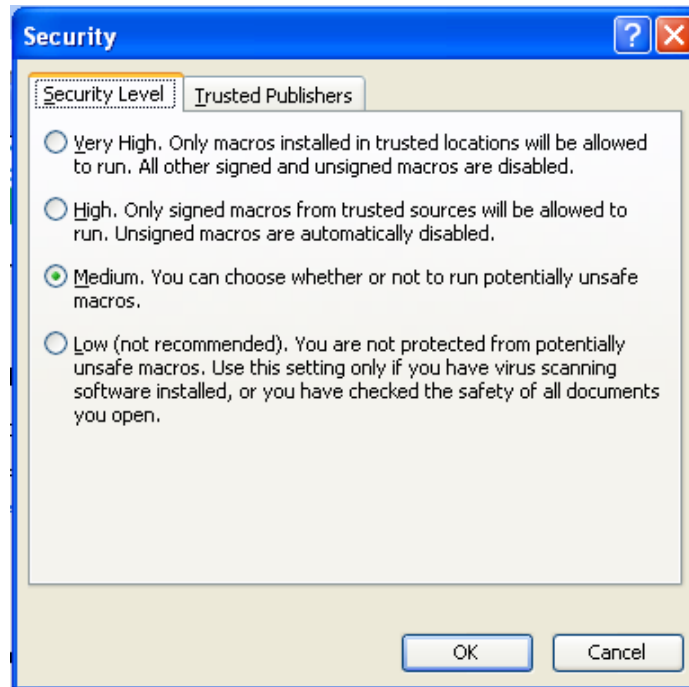**Figure 1: Macro Drop-Down Menu**

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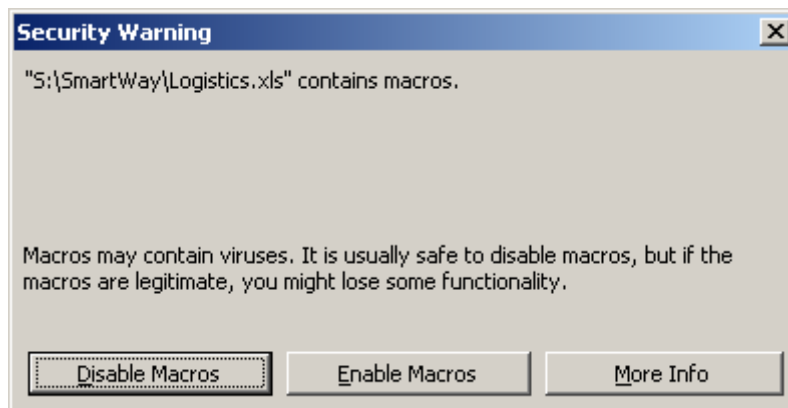
You will see a security warning box appear (**Figure 3**).

Figure 3: Security Warning Box

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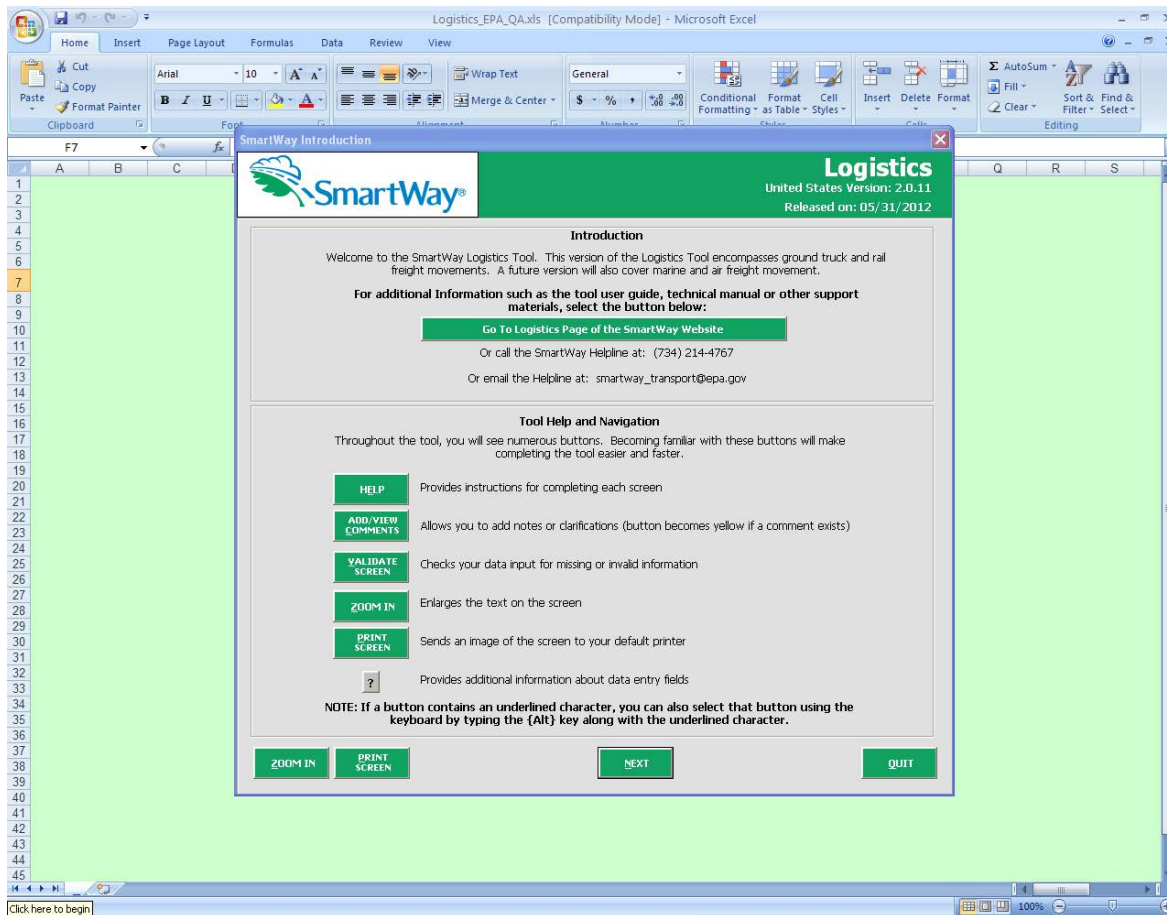

Figure 4: Logistics Partner FLEET Tool Welcome Screen

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 disregard 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.
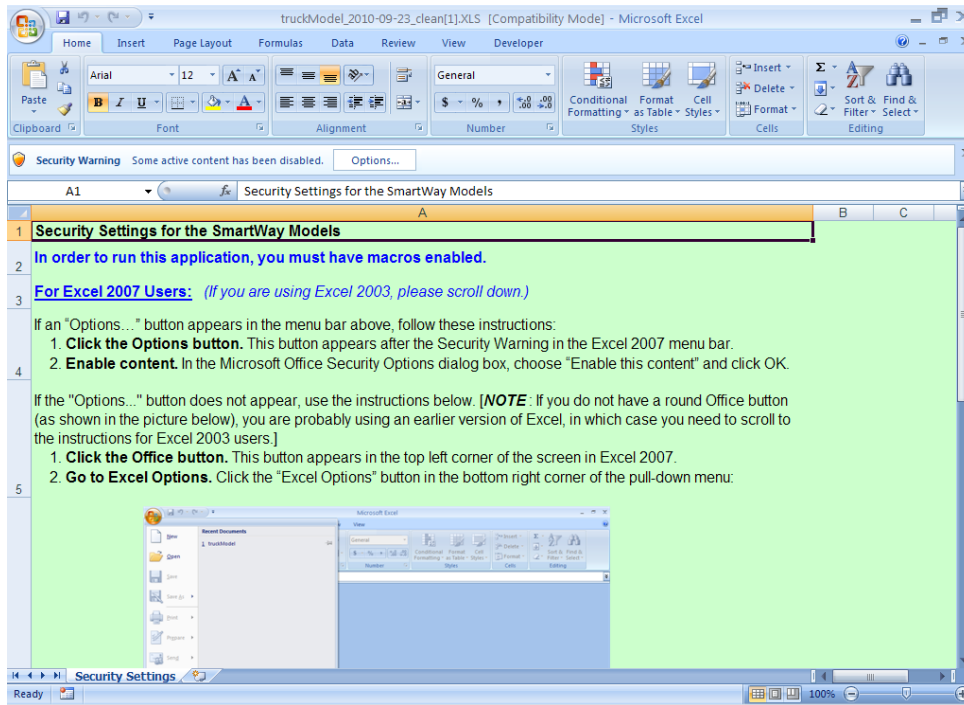
Figure 5: Security Warning Screen

3) In the Microsoft Office Security Options dialog box (**Figure 6**), choose "Enable this content" and select **OK**. The tool will then open after a short delay.

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**):
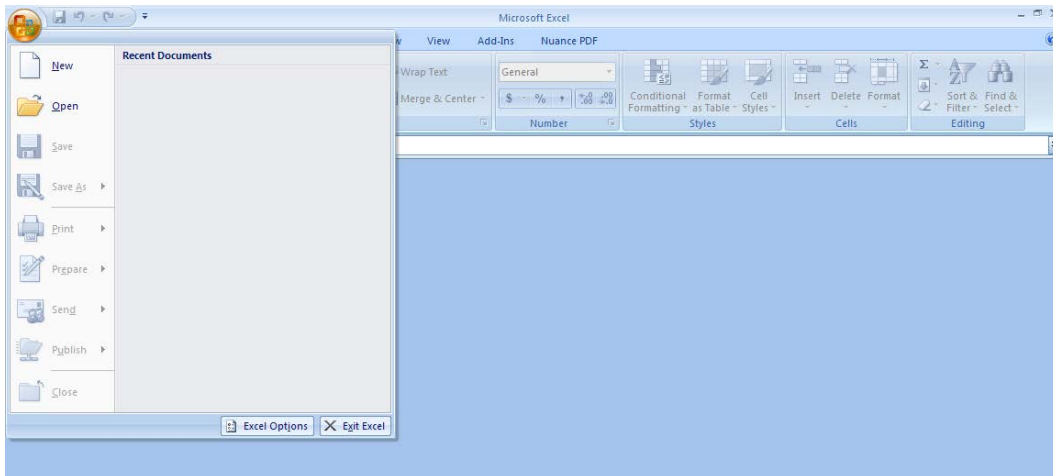
Figure 7: Excel Options Drop-Down Menu

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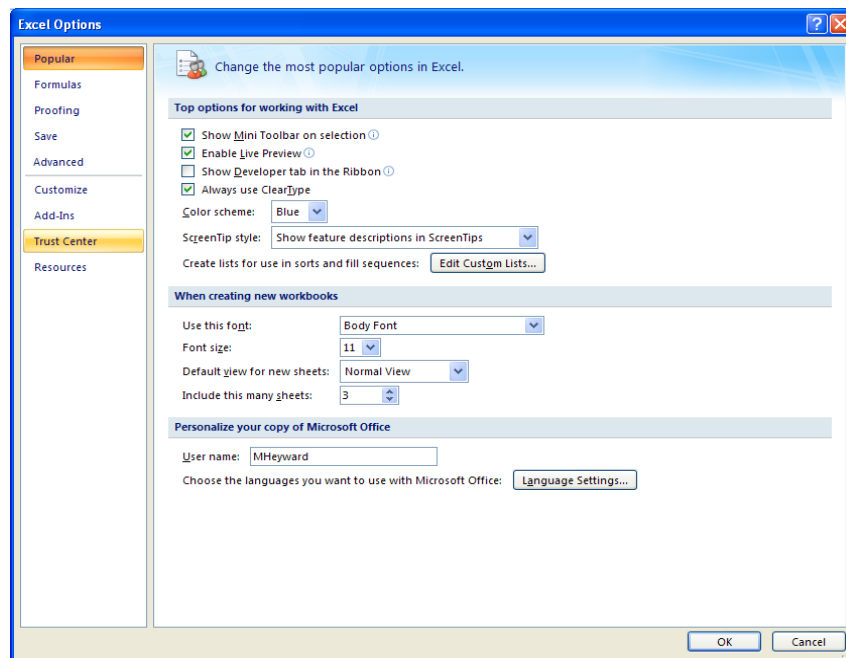
Figure 8: Excel Options Drop-Down Menu

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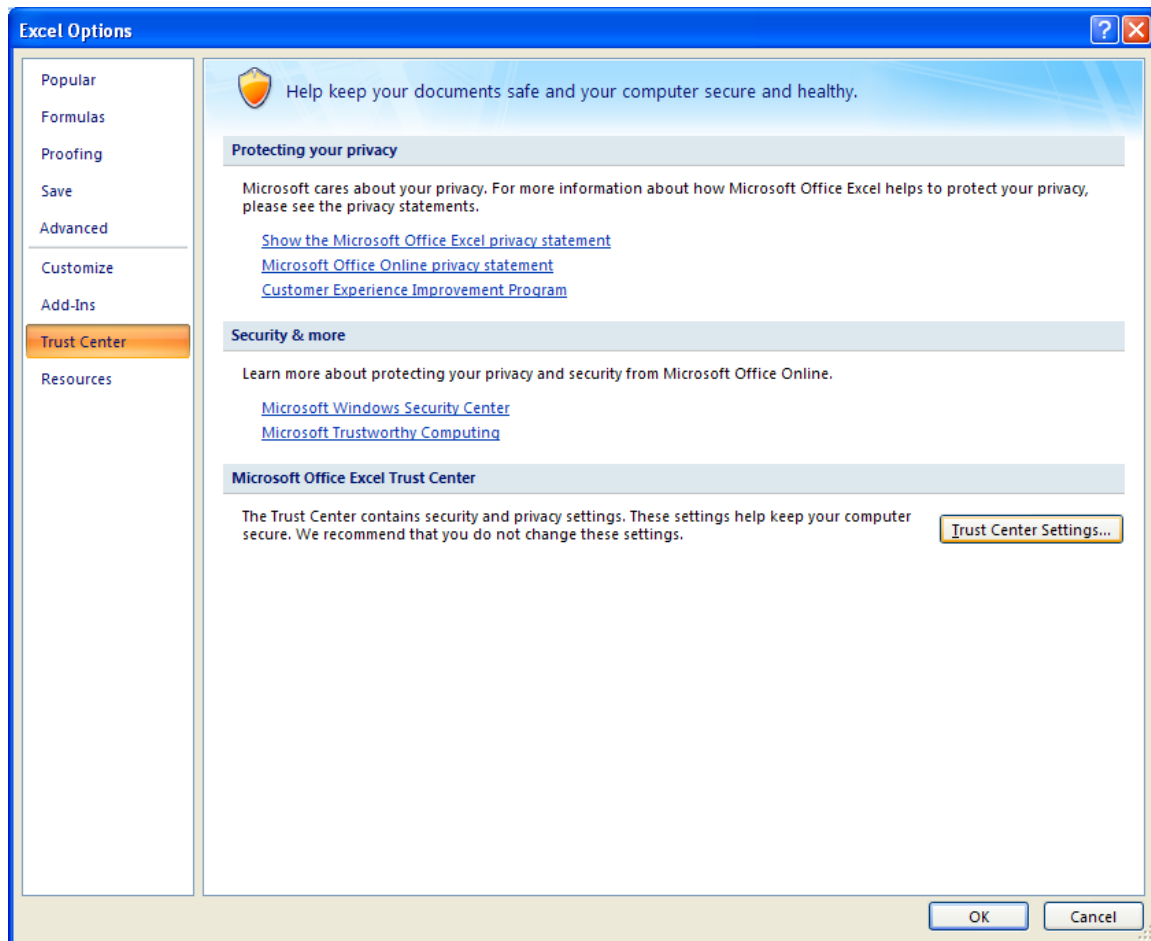
Figure 9: Trust Center Settings Screen

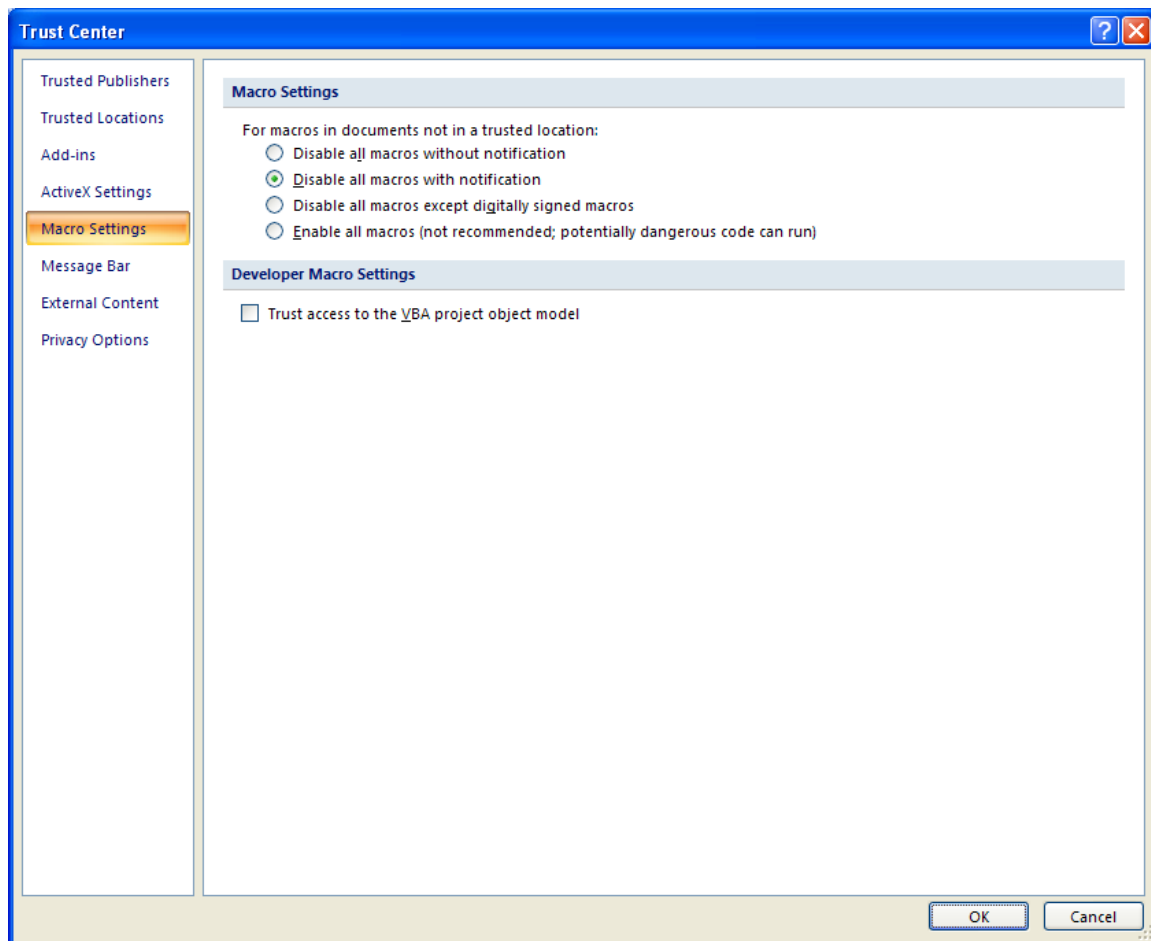Choose the setting "Disable all macros with notification" (**Figure 10**) and select **OK**.

Figure 10: Macro Settings Screen

Next, to run the tool:

1) Save it to your computer.

2) Open the file, and select the Options or Enable Content button as described above.

3) In the Microsoft Office Security Options dialog box (**Figure 6**), choose "Enable this content" and select **OK**. The tool will then open after a brief delay.

If the tool does not open at this point, please review the Software and Hardware Requirements in Part 1 of this guide.

Basic Organization of the SmartWay Logistics Partner FLEET Tool

Understanding the Tool Format and Structure

The SmartWay Logistics Partner FLEET Tool is organized around (1) information screens, (2) forms or worksheets, and (3) reports/summaries that guide you through the process 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:
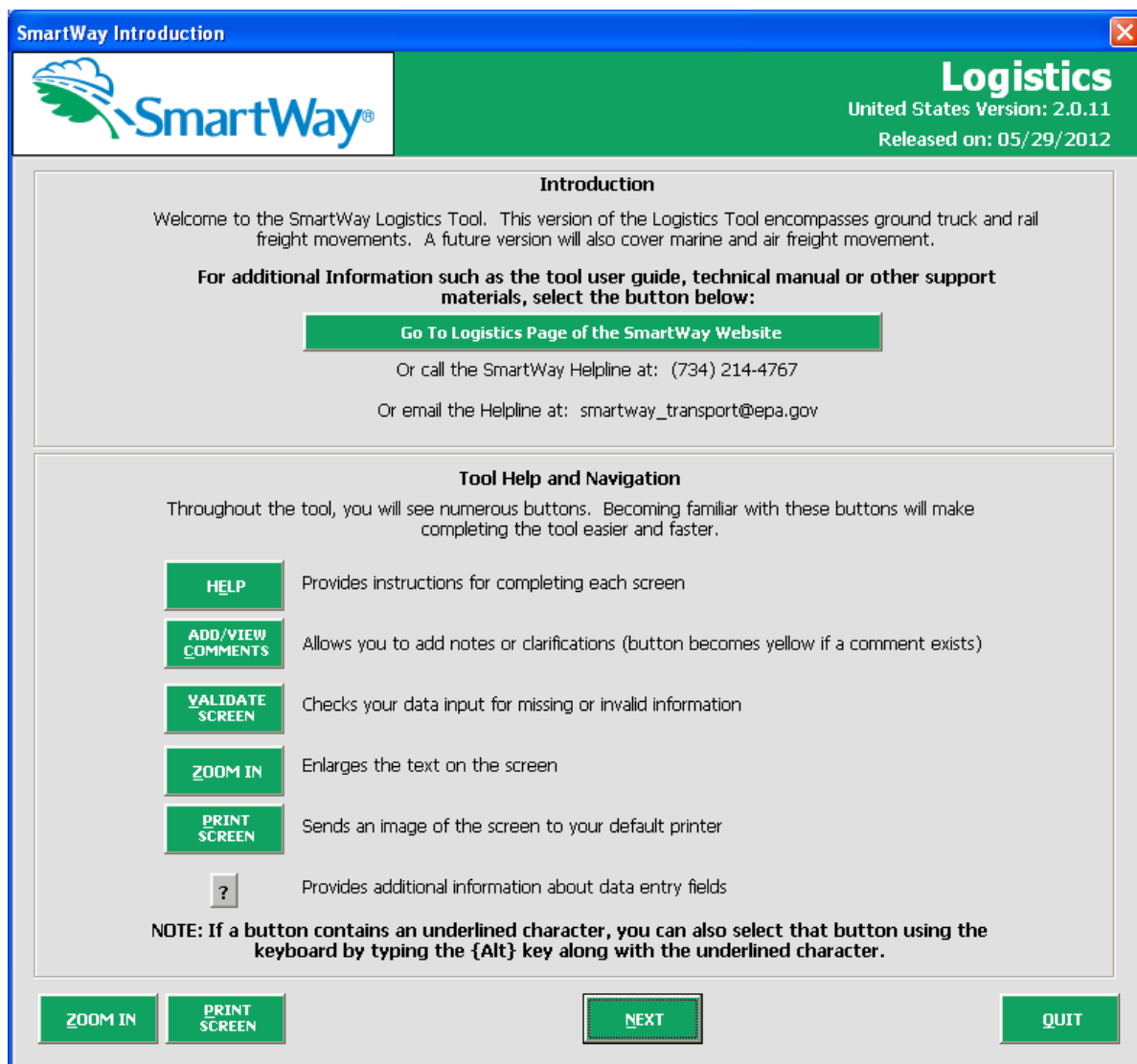
Figure 11: Opening Screen of Logistics Partner FLEET Tool

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 may also include buttons linking to the SmartWay website or other sections of the tool (e.g., the various data entry screens).
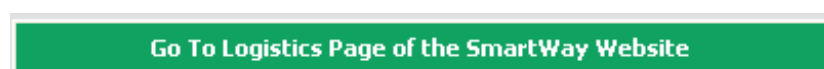
Figure 13 Screenshot of Link in the Tool

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

Figure 14 Screenshot Navigation Buttons in the Tool

When new concepts/ topic are 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 screens that allow you to review the basics of participation in SmartWay for logistics partners:

- **The "SmartWay Introduction" Screen**
- **The "Partnership Agreement" Screen**
- **The "Is this the Right Tool for Me?" Screen**
- **The "Required Information" Screen**

The features of these 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.
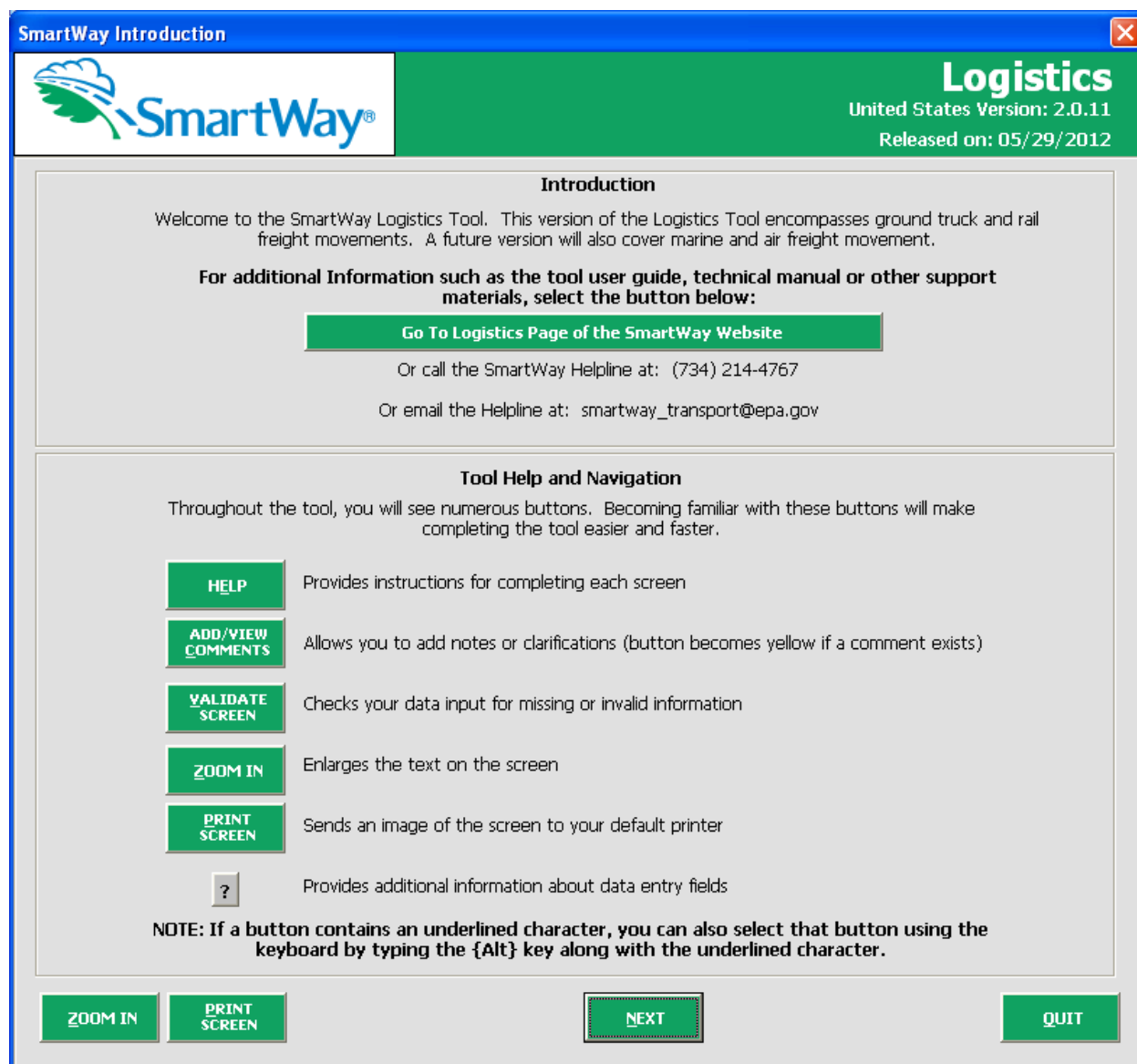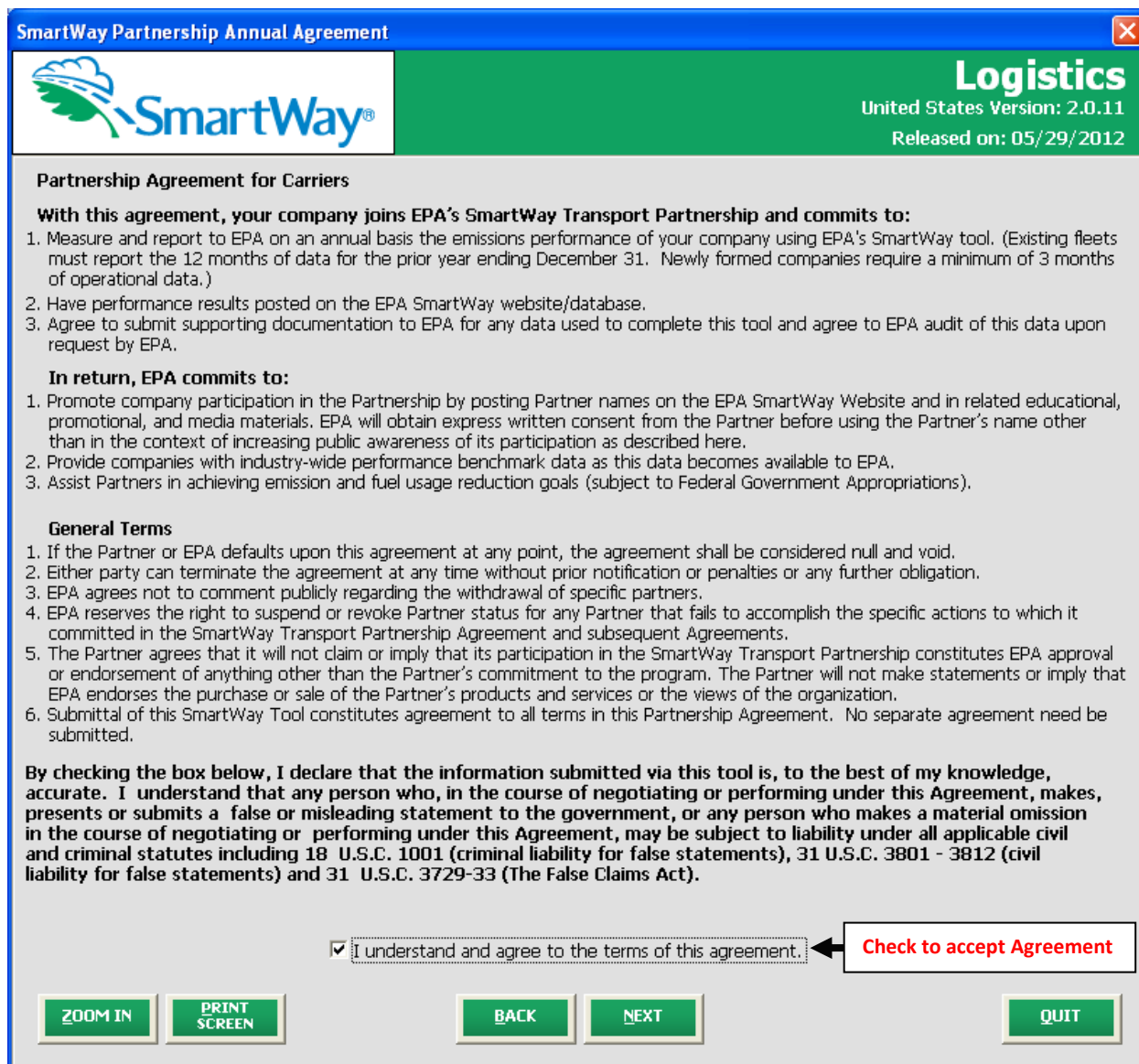

Figure 15: SmartWay Introduction Screen

For your convenience, a link for SmartWay Tool information is provided here - http://www.epa.gov/smartwaylogistics/partnership/logistics.htm.

The "SmartWay Partner Agreement" Screen

Figure 16: SmartWay Partner Agreement for Carriers

After selecting the **NEXT** button on the **SmartWay Introduction** screen, the **SmartWay Partner Agreement for Carriers** will appear. This screen replicates the agreement language found in **Part 1** of this users guide series.

Submitting a SmartWay Logistics Partner FLEET Tool to EPA constitutes agreement to all terms in the Partnership 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 check box at the bottom of the screen.

SmartWay Logistics Company 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/business unit 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; however, 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 "Is this the Right Tool for Me?" 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 Logistics Partner FLEET Tool to make sure it is the best option for your operations.

Figure 17: Determining Which Tool is Appropriate for your Fleets

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.

The "Required Information" Screen

The next screen summarizes the information needed to complete the Logistics Partner FLEET Tool.

Select [PRINT SCREEN] in order to retain a hardcopy for reference as you complete the rest of the tool.

SmartWay - Required Information

Logistics
United States Version: 2.0.11
Released on: 05/29/2012

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

Partner 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

Business Unit Characterization Information
• Business Unit Names and Contacts
• Standard Carrier Alpha Codes (SCACs), Motor Carrier Numbers (MCNs), and/or Department of Transportation (DOT) Numbers
• Business Focus
• Operation Type and Body Type

Carrier Use Profile
• Identification information of carriers contracted in given year (including mode, name, and ID codes)
• Carrier utilization details:
  - Total Miles contracted
  - Total Ton-Miles contracted

ZOOM IN   PRINT   BACK   NEXT

Figure 18: Summary of Logistics Tool Required Information

Once you have navigated through the four introductory screens, you will be taken to the SmartWay Logistics Partner FLEET Tool **Home** screen.

Navigating the "Home" Screen

Figure 19 displays the structure of the **Home** screen.

Figure 19: Main Tool Navigation or "Home" Screen

From the **Home** screen, you can:

1) Enter your partner name;
2) Fill out company contact information;
3) Characterize your logistics business unit(s);
4) Download the latest SmartWay Carrier data file;
5) Enter data to characterize your logistics business unit(s);
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 has links to additional screens or worksheets within the tool which are described below:

1. **Enter Partner Name:** Here you will enter the name of your organization, exactly as it should appear on the Partner Listing of the SmartWay website.

2. **Enter Company Contact Information**

   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 Business Units**

   Got To Logistics Business Unit Characterization: On this screen you will define all the logistics business units your company operates and provide information describing the operation of those business units. Once these parameters are defined, the software will automatically generate blank data entry forms for each business unit.

4. **Download SmartWay Carrier File**

   Download Latest SmartWay Carrier File: Select this button to download the latest SmartWay Carrier performance data for use with your logistic business units.

5. **Enter Activity and Fuel Information for Each of Your Logistics Business Units**

   Select Business Unit for Data Entry: Selecting a business unit name will take you to a screen that asks for performance and business unit composition information necessary to calculate efficiency metrics for your business unit(s).

6. **View Your Data Reports**: Here you can see final summaries of your data.

   Go to Reports Menu: This screen provides multiple options for viewing your performance data and can generate multiple reports for you. You may also review a report of all the explanatory comments entered 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 SmartWay Partner Account Manager after they receive and return your data.

7. **Create Final Version**

> **Create File to Send to EPA:** This button allows you to send your data file as an Excel attachment in an e-mail to your Partner Account Manager (PAM). *Selecting the **OK** button does not automatically submit the data file to EPA – follow the instructions on the popup screens carefully to complete this process.* In the future this screen will automatically send your SmartWay submission to the SmartWay team via e-mail.

Entering Your Data

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

Saving Your Data

In addition, in order to save data entered into the tool before exiting, you should select ![SAVE] on the **Home** screen. Although you will also be prompted to save your data after selecting

![EXIT] we recommend saving your data entry intermittently, especially if you are entering information for large numbers of carriers and/or companies.

Reviewing Your Data

The data reports provided by the Shipper Partner FLEET Tool are covered in detail below in the **View Your Data Reports** section of this guide.

Entering Your Data

You should complete the first five sections of the **Home** screen (see **Figure 20**) <u>in order</u>. The next five sections of this guide explain how to enter your data on each of the required screens.

<u>Section 1 Data Entry: Enter Partner Name</u>

- Enter the name of your organization, exactly as it should appear on the Partner Listing of 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.

- Note that the reporting year for your data entry is shown next to "Report Year" to the right of the Partner Name.

Figure 20: Step 1 – Enter Partner Name

Section 2 Data Entry: Enter Company and Contact Information

PLEASE REFER TO **WORKHEET #1: Company and Contact Information** in the **Part II Data Collection and Workbook** to complete this section of the Logistics Partner FLEET Tool.

From the **Home** screen, select the **Contact Information Screen** button.

Figure 21: Selecting the Company and Contact Information Screen

You will then be taken to the **Company and Contact Information** screen. The Partner Name entered in Step 1 will be shown at the top of the screen. This screen will ask you to, provide the following information:

Figure 22: Entering Company and Contact Information

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

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 Company and Contact Information:

- **Enter the Partner Information** in section 1.
- **Enter the Primary Contact data** 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 company 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.**

  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** 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) 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 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.

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.

Next select the **HOME** button to return to the **Home** screen and go to Step 3.

Section 3 Data Entry: Define Your Logistics Business Units

PLEASE REFER TO **WORKHEET #2: Logistics Business unit Characterization** in the **Part II Data Collection and Workbook** to complete this section of the Logistics Partner FLEET Tool.

Next, on the **Home** screen select [Go To Logistics Business Unit Characterization] to display the **Logistics Business Unit Characterization** screens. This is the section where you will define the various components of your logistics business units.

Figure 23: Selecting Logistics Business Unit Characterization on Home Screen

There are five subsections in the **Logistics Business Unit Characterization** section of the tool:

1. Identify Logistics Business Units
2. Logistics Business Unit Details
3. Business Focus
4. Operation Categories
5. Body Types

Screen 1: Identify Logistics Business Units is shown below.

Figure 24: Identifying Logistics Business Units

Steps for Completing "Identify Logistics Business Units" Screen:

Using data collected using **Worksheet #2: Logistics Business Unit Characterization** in the **Part II Workbook**, enter data for your first business unit:

- **Company Name:** On the SmartWay website, each of your business unit names will begin with the name of your company. This "prefix" will be whatever you enter in the Company Name field on the Identify Logistics Business Units screen. By default, the Company Name for your first business unit on the Identify Logistics Business Units screen is automatically populated with the first 50 characters of the Partner Name that was entered on the **Home** screen. You should specify the Company Name so that it appears EXACTLY as it you want it to show within each business unit name. (For example, if your company's name includes "Inc." or "Ltd.", you may

choose not to include that in your fleet 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 business unit names on the SmartWay website.

- **Business Unit Identifier:** Please make sure to specify each business unit identifier 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 your Company Name. *NOTE: If you have only one business unit, you may leave the Business Unit Identifier field blank, in which case your business unit name will simply be your Company Name.*

Modifying Logistics Business Units

To enter another logistics business unit, select the **Add Another Logistics Business Unit** button.

To delete a business unit, select the box next to the business unit you wish to delete, and then select the **✕ Delete Checked Rows** button.

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 model. Any details that you can provide related to your business operations will speed up approval time.

Please note the **ADD COMMENTS** 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 **ADD COMMENTS** button will be highlighted in yellow on your screen and will now read **VIEW/EDIT COMMENTS** to indicate to your reviewer that there are comments to be read.

A **HELP** 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 **Logistics Business Unit Details** tab at the top, or simply select the **NEXT** button at the bottom of the screen.

NOTE: Define your business units based on the ability of your customers to choose them. If a business unit includes a mix of TL and LTL, you will indicate the percentages of each. If customers can choose to hire your TL business unit, your LTL business unit, or your dray business unit separately, then each should be regarded as a separate business unit.

Please verify that the logistics business unit name(s) are exactly as you want them to appear on the SmartWay website, indicating your participation in the SmartWay program.

Steps for Completing "Logistics Business Unit Details" Screen:

Screen 2: **Logistics Business Unit Details** is shown below in **Figure 25**.

Figure 25: Logistics Business Unit Details

Using data collected using Worksheet #3: Business Unit Characterization, enter data for your first logistics business unit.

- **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 you cannot remember your SCACs, please contact the National Motor Freight Traffic Association before proceeding (see http://www.nmfta.org/Pages/ContactUs.aspx.) You

can enter multiple SCACs by separating them with commas in the tool. This field is optional and may be left blank in the Logistics Tool.

- **Motor Carrier Numbers (MCNs):** The Motor Carrier Number is a 6 or 7 digit number provided by the Federal Motor Carrier Safety Administration. This field is optional and may be left blank in the Logistics Tool.

- **US DOT Number:** This number is assigned to commercial vehicles hauling cargo in interstate commerce by the Federal Motor Carrier Safety Administration. DOT numbers are strictly numeric and can be up to 7 digits in length. This field is optional and may be left blank in the Logistics Tool.

- **Business Unit Type:** Business Unit Type is defined as the service type for your business unit. There are two options accepted by the tool—"For-Hire" and "Private/Dedicated." If your company has only one business unit, your "Type" selection will reflect your company's operations as a whole. If there are multiple business units, define each unit's type separately.

- **Business unit Contact*:* Select your business unit contact(s). Use the drop-down menu to display the list of contacts you entered in the **Company and Contacts** screen and select one. If there is a contact for the business unit that is not already listed in the **Company and Contacts** screen, you will need to return to that screen to add the contact information.

Steps for Completing the "Business Focus" Screen:

Screen 3: **Business Focus** is shown below in **Figure 26**.

Figure 26: Business Focus

Using data collected using Worksheet #3: Business Unit Characterization, specify the percent of overall activity for each Business Focus Category, for each business unit:

- **Logistics Provider:** Logistics providers are non-asset based third parties that provide multiple, bundled logistics services. They may be involved in material management, transportation management, inbound and outbound freight, inventory management, 4PL activities, warehousing, cross dock, kitting, packaging, and sub assembly processes.

- **Freight Forwarder:** Freight forwarders are documentation specialists and consolidators of freight such as LTL (less than truckload) and LCL (less than container load). Freight forwarders normally provide pickup and delivery for domestic and international shipments, and provide the property transportation for a compensation or fee basis.

- **Freight Broker:** A freight broker buys and sells transportation services and normally works on behalf of a carrier or shipper.

- **Truck Carrier:** Truck carriers operate their own managed fleet (owned or leased). These fleets can be for-hire or private/dedicated. Refer to "Choosing the Right Tool for your Business Units" in Part I of this guide to determine if you should complete the SmartWay Truck Tool for the Truck Carrier portion of your operations.

Steps for Completing "Operation Categories" Screen:

Screen 4: **Operation Categories** is shown below in **Figure 27**.

Figure 27: Operation Category Characterization

Determine the percent of each operation type based on overall activity for the reporting year. The percentages for each business unit must sum to 100%. This percentage calculation does not need to be exact but should be reasonably reflective of your business unit operations. Operation 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. Truckload carriers generally contract an entire trailer-load to a single customer;

- **Less-than-truckload (LTL) -** Less than truckload operations 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 linehauls;

- **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 Less Than Truckload operations. Common examples of this type of operation are the brown UPS and white FedEx delivery vehicles.

- **Expedited** – Includes time-sensitive shipments, with trucks typically on stand-by.

NOTE: Define your business units based on the ability of your customers to choose them. If a business unit includes a mix of TL and LTL, you will indicate the percentages of each. If customers can choose to hire your TL business unit, your LTL business unit, or your dray business unit separately, then each should be regarded as a separate business unit.

Steps for Completing "Body Types" Screen:

Screen 5: Body Types is shown below in **Figure 28**.

Business Unit Name	Dry Van	Reefer	Flatbed	Tanker	Chassis	Heavy/ Bulk	Auto Carrier	Moving	Utility	Special Hauler	Total
1: AAA Logistics, Inc.: Expedited	80	7			13						100
2: AAA Logistics, Inc.: Midwest	55	10	10		20	5					100

Figure 28: Body Type Characterization

Determine the percent of each body type represented in the business unit. Percentages can be approximate, based on overall activity, but must sum to 100%. Body type categories include:

- Dry van
- Refrigerated (Reefer)

- Flatbed
- Tanker
- Intermodal chassis containers (pooled and owned)
- Heavy/Bulk haul
- Auto Carriers
- Household moving
- Utility
- Special hauler (e.g., Hopper, Livestock, Garbage, and other specialized carriers)

NOTE: Again, define your business units based on the ability of your customers to choose them. If customers can choose to hire your dry van business unit, or your reefer business unit, or your flatbed business unit, then create each as a separate business unit. The percentages for each business unit must sum to 100%.

Once you are sure your information is input correctly, you may select the **CREATE BUSINESS UNIT(S)** button at the bottom of the screen.

If, at a point later in the data entry process, you realize that you need to add a new business unit or delete an existing business unit, you can return to the **Identify Logistics Business Units** screen. To add a new business unit, follow all of the instructions on the screen regarding defining your business units, including selecting the **CREATE BUSINESS UNIT(S)** button. When you select this button, the system will create blank data entry forms only for the new business unit(s) you have added; any existing business units will not be affected.

If you need to delete an existing business unit, simply check the box next to the business unit and then select the **Delete Checked Rows** button. Note that, if you have already generated data entry forms for the business unit you are deleting, the system will prompt you to confirm the deletion.

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**). At this point you may define another logistics business unit following the same process, or proceed to Step 4 on the **Home** screen.

Section 4: Download SmartWay Carrier Data File

On the **Home** screen, select the button below item # 4: Download Latest SmartWay Carrier Data File .
This will ensure that you have the latest carrier performance data for characterizing logistic business
unit performance. You will not be able to input the required logistics business unit data in Step 5
without this file. *You must have an active Internet connection to perform this step.*

Figure 29: Downloading Latest SmartWay Carrier Data File

After selecting the button, the carrier file will be downloaded to your computer and the date of the file
will be displayed to the right on the **Home** screen, as shown in **Figure 30**.

Section 5: Characterize Logistics Business Units

On the **Home** screen, you will now see all the business units you created listed in the window below item **# 5: Select Business Unit for Data Entry**.

Figure 30: Home Screen with Logistics Business Unit Status

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

- **Not checked** - Data has not been entered yet.
- I**ncomplete** - 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 viewing certain emission summary reports under item **#6, View Your Data Reports**, and must be addressed before you can submit your tool to EPA.
- **Warnings** will allow you to view all 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 you may receive you're your partner account manager (PAM) as a result of your data being outside the expected ranges. Addressing errors and warnings is described for subsequent input screens in the following sections.

To add data to a particular business unit, highlight the business unit name and double-click, or select and hit ENTER. You will then proceed to the tool **Data Entry Screens** for the selected business unit.

PLEASE REFER TO **WORKHEET #3A: Select Carriers** to complete this section of the Logistics Partner FLEET Tool.

Steps for Completing the Select Carrier(s) Screen

After selecting a logistics business unit for data entry, you will see the **Select Carrier(s)** screen (see **Figure 31**).

Figure 31: Select Carrier(s) Screen

The **Select Carrier(s)** screen allows you to input specific data about each carrier that you hire by referencing the carrier data file downloaded to your computer from the SmartWay website.

Two options are available for identifying your carriers. If you have a large number of carriers (e.g., as a large 3PL), you may wish to develop your carrier details separately and upload your data in a single file using the **Data Import** method. Alternatively, if your logistics business unit has a limited number of carriers, you may choose to specify your carriers one at a time using the **Manual Entry** method. These two methods are described in detail below.

Note: Select the button at the upper right of the screen [Detailed Instructions for Data Export/Import (pdf)] to view and/or print these instructions. This information is also available at

http://epa.gov/smartway/documents/partnership/420b11040.pdf

Data Import Method

The purpose of the Logistics Tool's **Data Import** function is to allow larger logistics partners to extract and combine data from their in-house computer systems, and to then import this data directly into the Logistics Tool, alleviating the need to key in this data through the tool's input forms.

The carrier data that you collect and prepare needs to be stored in a Comma Separated Values (CSV) file. In order for the CSV file to be properly read, it must be saved with the proper format. Although CSV files can be viewed and updated using a variety of different PC applications, SmartWay recommends that you use Microsoft® Excel. Excel has standard support for CSV files, in that it can easily read and write this type of file.

Note: You MUST save your import file as a CSV file. If you accidently save your file as an Excel workbook, you can easily change the format back to a CSV file by using the **Save As** option in Excel.

Note: EPA does not have the resources or technical expertise to assist you in creating and importing this file. Please work with your own in-house IT/MIS computer staff as needed.

Step 1: Select your carrier(s).

When the Logistics Tool imports your CSV file, it matches the carrier mileage and ton-mile information in the file with emission factors from EPA's SmartWay Database. The carrier data is matched together in one of two ways: (1) using an internal carrier Identifier, or (2) using the carrier's name, mode, and bin category. The CSV file also needs to be a specific format. In order to satisfy both of these requirements, EPA recommends following one of two approaches:

Option A:

On the **Select Carrier(s)** screen, select the [Export Master File] button. This will list all of the current SmartWay Carriers into a CSV file in the correct format. You can then open this CSV file in Excel and delete the carriers you don't use. The required steps for this Option are listed below.

1. Select the "Export Selected Carriers" button.
2. A "Save As" screen will pop-up.
3. Save document as "XXX.csv" file, where "XXX" is a name of your choosing, in any folder on your computer.
4. Open this CSV file and delete the SmartWay carriers that you did not use during the reporting year.
5. Save this modified CSV file to your computer.

6. Go to Step 3 (Populate the CSV file with carrier data from your in-house computer systems) below.

Option B:

On the **Select Carrier(s)** screen, find and select your carriers using the **Carrier Mode** drop-down listbox, the **Bin Category** drop-down listbox, and the **Available Carriers** drop-down listbox. As you find each of your carriers, use the [Add Selected Carrier to List Below] button. When you use this button, the carrier that has been selected in the **Available Carriers** drop-down listbox will be added to the list of selected carriers at the bottom of the screen. Once you have selected your carriers, use the [Export Selected Carriers] button. This will copy the carriers you selected into a CSV file in the proper format.

The required steps for this Option are listed below.

1. Select the "Export Selected Carriers" button.
2. A "Save As" screen will pop-up.
3. Save document as "XXX.csv" file, where "XXX" is a name of your choosing, in any folder on your computer.
4. Go to Step 3 (Populate the CSV file with carrier data from your in-house computer systems) below.

Although EPA does not recommend it, you may also create your CSV from scratch using an in-house data application. If you use this approach, you should select a few carriers on the **Select Carrier(s)** screen and export them so you have a sample CSV file with the correct format. This will aid your IT staff in producing a CSV file with the correct format.

⚠️ *EPA recommends that you save a copy of your CSV file at this point.*

Step 2: Populate the CSV file with data from your in-house computer system.

1. Open the CSV file you created in the previous step. At the top of the file are important warnings and descriptions of the data that needs to be entered in each column. These warnings and descriptions can be deleted from your CSV, however do not change the header row which begins with the label "Carrier ID". A list of the data fields can also be found in **Appendix A** the end of this **User Guide**, including a list of valid values.
2. Populate the CSV file with carrier data from your in-house spreadsheet.

Step 3: Validate and Import your CSV file into the tool

You can import the data in your CSV file by using the [Import Carriers from File] button on the **Select Carrier(s)** screen. This function will perform an initial validation of the data within your CSV file. After the validation is complete, the Logistics Tool will display a list of any errors and warnings, which you may

print out. After the validation is complete, the tool will display a list of any errors and warnings that were found while the tool was validating your CSV file. , If you have any warnings or errors, the tool will ask you if you would like to continue with the data import process.

The steps required for file validation are listed below.

1. Select the "Import Carriers from File" button.
2. An "Open File" box will pop-up.
    a. For Option A, select "CarrierDataSelected.csv" from the appropriate folder;
    b. For Option B, select "CarrierDataMaster.csv" from the appropriate folder.
3. Select Open.
4. A "SmartWay File Import" box will pop-up, asking "Do you wish to continue?"
5. Select Yes.
6. If your file contains errors or warnings, a "SmartWay File Import" box will pop-up identifying what they are. If you have any warnings or errors, you can stop the import process and correct these errors/warnings in your CSV file and try again. You may also choose to note the warnings/errors and correct them within the tool.   If your file did not contain any errors, a "SmartWay File Import" box will pop-up, saying "Congratulations! Your data meets the minimum standards required for import."
7. Select OK to continue importing your CSV file.

Note: Any carrier records in your CSV file that had an error will not be imported into the tool. Fields with warnings will be imported, but the field receiving the warning will either be ignored or replaced with a zero. Zeros will need to be corrected in the tool if they are imported. For example, Total Miles must be an integer value greater than zero and less than 999,999,999,999. If you enter 41457.3 as the total miles for one of your carriers, this Total Miles field will receive a warning because it is not an integer. The import process will not accept this data, and instead insert a zero for the Total Miles field for this carrier.

Step 4: Adding or replacing imported carrier data

The Logistics Tool's **Data Import** function was designed so that you can add additional carrier data at a later date. If you anticipate adding additional carrier data in the future, you should use the

Export Selected Carriers button as described above so that all of the carrier data in the tool is exported to a CSV file. You should then add your additional carrier data to the exported CSV file.

Once you have imported your CSV file into the tool, you may augment, correct, or modify any of the carrier data using the Logistics Tool's screen options. If you make any changes to your carrier data using the Tool, you should export this data using the Export Selected Carriers button on the **Select Carrier(s)** screen.

Note: When you perform a **Data Import**, all previously entered or imported carrier data in the Logistics Tool is deleted. If you need to merge carrier data from the tool with other carrier data, you can either enter the additional information into the tool directly, or enter it into an

exported CSV file. If you chose the latter approach, you should use the

Export Selected Carriers button to export that data, add or copy/paste this additional carrier data into this newly exported CSV, and then re-import the updated CSV back into the Logistics Tool.

Note: When exporting and then re-importing your selected carriers, if you have also entered information on the **Activity Data** screen prior to the export, any values you may have typed into the **Average Density** and **Average Payload Percentage** calculators will be lost. Any calculated values will still be retained – only the calculator inputs themselves will be deleted.

Step 5: Enter additional data into the Logistics Tool.

In addition to the carrier-specific information imported into the CSV file, the Logistics Tool will require you to enter additional information describing the **Data Source** on the **Activity Data** screen. Note that the **Data Source** field is deleted each time you perform a new **Data Import**.

After importing your carrier data, please view each **Data Entry Screen**. The Logistics Tool will prompt you when data is missing or in error. Alternatively, you may select the **VALIDATE BUSINESS UNIT** button at the bottom of each screen, which will allow you to see a complete list of errors.

Manual Entry Method

If you have a reasonably small number of carriers in your logistics business unit you may use the **Manual Entry** method to identify them. To use this method, first select the mode of transport from which you wish to choose a carrier. Five carrier mode selections are available, including:

- All
- Rail
- Truck
- Multi-Modal
- Logistics

By selecting "All", you may search across all carriers, regardless of mode.

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

- TL Dry Van
- LTL Dry Van
- Refrigerated
- Flatbed
- Tanker
- Dray

- Heavy/Bulk
- Package
- Auto Carrier
- Moving
- Utility
- Specialized
- Mixed
- Expedited

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

After specifying the mode (and bin category if available), a drop-down menu will allow you to select by carrier name,[1] and/or by SCAC and MCN numbers if the carrier is a trucking or logistics partner.[2] You may also type in carrier names and/or codes to find the carrier more quickly. If one or more carriers in your business unit are not SmartWay Partners, you should select the appropriate "Non-SmartWay" option provided at the top of the listing. (Non-SmartWay carriers are assumed to have performance levels equivalent to the lowest performing partners for a given mode, for calculation purposes.[3]) After

the carrier is selected, select the **Add Selected Carrier to List Below** button to add them to your carrier list.

> **Note:** The **Data Import** method and the **Manual Entry** method are both acceptable to SmartWay, and SmartWay places no judgment on whether data was submitted via import or manual entry. The decision is at the discretion of the user.

> **Note:** The User will likely need to have IT support for the data upload option. The directions for data upload must be followed exactly for the data import to work. It is recommended that if you are not an experienced computer user with a familiarity creating CSV files, that you ask your IT department for assistance.

If you have successfully identified your carriers using the **Manual Entry** method, and if you have any non-SmartWay carriers in your list, then you must input the number of non-SmartWay carriers utilized, as shown in **Figure 32**.

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[1] In certain cases, a single search selection may require additional filtering. For example, a given carrier may have multiple SCAC's associated with its operations. In this case, if your carrier choice has multiple SCAC's, you may use the SCAC drop-down menu to select among several codes to narrow your search to the appropriate selection.

[2] SmartWay is now collecting US DOT numbers as well. Carriers may be searched for using DOT numbers beginning next year.

[3] These estimates have been developed for carriers from 2011 partner submittals. Currently, the Non-SmartWay Rail selection utilizes industry-average performance metrics. Please see the **Logistics Tool Technical Documentation** for additional details.

Figure 32: Specifying the Number of Non-SmartWay Carriers on the Select Carrier(s) Screen

Once the required data has been entered on the **Select Carrier(s)** screen, you can proceed to the **Activity Data** screen.

Steps for Completing the Activity Screen

PLEASE REFER TO **WORKHEET #3B: Activity Data** to complete this section of the Logistics Tool.

Data reported on this screen are used to calculate your logistics business unit's overall performance and mass emissions. Carriers specified in the **Select Carrier(s)** screen are automatically listed on this screen, along with their associated mode and bin category, if applicable (see **Figure 33**).

Figure 33. Activity Data Screen

1. Entering Data Source Description

Before you begin entering activity data for your business units, select the

Describe Data Source button and enter a detailed description of the sources used to

generate your activity data in the popup text box (see **Figure 34**). Be sure to indicate how you calculated miles and ton-miles, and where this data was obtained. For example, you may use PC Miler, carrier reports, or accounting/purchasing records to determine miles. Payload and associated ton-mile estimates may be based on bills of lading or other internal records.

Figure 34: Activity Data Source Description Text Box

2. Selecting the Data Availability Option

To begin entering data regarding how you use each carrier, you must first specify a **Data Availability** option. There are seven **Data Availability** options offered, as summarized below.

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

If you have the necessary data, select Option 1 to provide estimates for both ton-miles and total miles. If only one of these values is known, the other value can be calculated using a combination of your average freight density, your average load percentage (e.g., 100% for truckload), and/or your average payload, as described below. For example, ton-miles combined with average payload estimates allows the Logistics Tool to estimate total miles. Similarly, average density combined with average load percentages allows conversion between miles and ton-miles. Cargo density is estimated based on the commodities shipped with each carrier. See the **SmartWay Logistics Tool Technical Documentation** for additional information on these calculations.

Depending on the **Data Availability** option selected, the fields on the screen will become active (white) or remain grayed out.

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

If you know only ton-miles, then you may choose Options 2, 3 or 4. In Option 2, you will need to provide average payload, which will be used to develop a mileage estimate. In Option 3, you may include information on load fractions and the types of cargo, and the tool will calculate an average payload for you. In Option 4, SmartWay will use an average payload number based on the bin category of the carrier to estimate a miles number for you. For all of these options, the miles estimates are paired with the carriers' g/mile efficiency factors to estimate mass emissions for each carrier.

Although dependent on industry type and product mix, Option 2 is *generally* preferred to Option 3 in terms of data quality, while Option 3 is preferred to Option 4.

If you know only miles, then you may choose Options 5, 6 or 7. In Option 5, you will also need to provide average payload which will be used to develop a ton-miles estimate. In Option 6, you may include information on load fractions and the type of cargo, and the tool will calculate an average payload for you. In Option 7, SmartWay will use an average payload number based on the bin category of the carrier to estimate a ton-miles number for you. In all these options, the ton-miles estimates are paired with the carriers' g/ton-mile efficiency factors to estimate mass emissions for each carrier.

Although dependent on industry type and product mix, Option 5 is *generally* preferred to Option 6 in terms of data quality, while Option 6 is preferred to Option 7.

If your company uses LTL or Package Delivery carriers you should choose ton-miles as the calculation metric if possible.   Data Availability Option #7 (miles only) requires additional off-line calculation to account for partial loads. For example, consider one pallet on a truck: If you base your calculations on miles x the g/mile factor for that truck carrier, and the truck carries 22 pallets and only one is yours, your carbon allocation would be overstated a factor of 22 (as there are 21 other pallets on the truck belonging to other companies.)   The same calculation for one package on a truck carrying 300 packages would overstate the carbon by a factor of 300.   Therefore to account for carbon properly using Option #7 the company would need to determine "truckload-equivalents" and reduce the mileage entered accordingly. For example if there are 100 trips at 1,000 miles each with 1 pallet per truck on trucks carrying 22 pallets, this would be the equivalent of a full truck travelling (1,000x100)/22 miles.

Providing ton-mile data (Options 2, 3, and 4) is generally preferable to simple mileage data for most modes. For example, when shipping bulk commodities by rail, ton-mile estimates are often available and will result in a more precise estimate of mass emissions (when combined with gram per ton-mile metrics for each carrier) than relying on gram per mile metrics. Ton-mile estimates are also most

appropriate for LTL truck shipments, given the uncertainty in cargo volume utilization. Ton-miles are also more appropriate for heavier TL shipments. Alternatively, mileage activity measures are most appropriate for light truckload shipments. However, for all calculations, where precise estimates of weight are often unknown, and distance estimates are highly reliable, mileage activity measures may be the better metric.

3. Selecting the Preferred Inventory Calculation Metric

After specifying the **Data Availability** option, you must then define your preferred metric (**Inventory Calculation Metric**) for calculating mass emissions for each of your carriers. Options include gram per (truck) mile, grams per railcar-mile, and gram per ton-mile (all modes).

Please select the metric most appropriate for characterizing your carrier activity. You should select g/mile metrics for estimating mass emissions for lighter weight truck freight, while g/ton-mile should generally be used for rail and heavier truck freight. Further guidance will be provided when the Logistics Tool is expanded in the future to include g/volume-mile metrics as well as air and marine freight.

> **Note:** The Logistics Tool calculates your emission performance based on the best available data for each of your carriers. Since your mass emissions inventory can be produced using either g/ton-mile or g/mile metrics, you may mix your selected metrics across carriers. Regardless of the metric you select, the Tool will calculate tons of emissions. In order to compare efficiencies across different carriers and/or modes, the Tool will express performance in both g/ton-mile and g/mile.

4. Entering Mile and Ton-Mile Data

After specifying the **Inventory Calculation Metric** for each carrier, enter the total activity data for the carrier for the associated unit type (ton-miles, miles, or railcar-miles). You should enter the data to the nearest whole number. If you selected Option 1 (preferred), enter both miles and ton-miles for the given carrier.

If you selected Option 2, you must enter ton-miles along with the estimated average payload in short tons (2,000 lbs). In this case the total miles for the carrier will be back-calculated by dividing ton-miles by tons.

If you selected Option 3, first enter your ton-miles. Next, you must estimate your freight density using the **Average Density Calculator**. The calculator, which is activated by selecting the appropriate **Calc** button in the Average Density column, allows you to specify the fraction of shipments that fall into various commodity groupings. Each grouping has an associated average density, expressed in pounds per cubic foot of available cargo space. The densities for a given commodity category vary for rail and truck modes, since utilized container space varies by mode.[4] **Figure 35** presents example inputs for the Truck **Density Calculator**.

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

Figure 35. Example Average Density Calculator Inputs (Truck Carriers[5])

After inputting your freight distribution data into the **Average Density Calculator**, use the **Average Load Percent Calculator** to adjust your activity estimates for partial loads.   Load percentages can be either weight-based, with full truckloads corresponding to weighing out, or volume-based, with full truckloads corresponding to cubing out.

For example, if 3,000 loads of your LTL shipments are 50% truckload and 5,000 loads are 70% truckload, enter the corresponding load information in the **Average Load Percent Calculator** (see **Figure 36**). The calculator will then estimate the weighted average load (in this case 62 percent) which will be applied to your total miles estimate for this carrier.

> **Note:** If you do not convert partial shipments into whole shipments, you will be assigned the carbon impact of the entire load. Please refer to the **Logistics Company Tool Technical Documentation** for details regarding the application of the calculator inputs.

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[5] Average density bins differ for rail carriers.

Figure 36. Example Average Load Calculator (Truck Carriers[6])

Once the calculator data has been entered, the resulting average density and load percentage will appear on the **Activity Data** screen. The back-calculated mileage values will also appear in grey boxes on the screen.

If you select **Data Availability** Option 4, simply enter your ton-mile estimates, and a corresponding mileage estimate will be back-calculated using the carrier's average payload value, as determined from the bin category averages. This option is the least accurate of the ton-mile-based calculations, since no information is provided regarding your logistics business unit's payload profile.

If you select **Data Availability** Option 5, enter your total miles estimate, expressed as either truck miles (for truck, logistics, and multi-modal carriers), or railcar-miles for rail carriers. Next enter your average payload estimate in tons and ton-miles will be back-calculated for you.

Selecting Option 6 requires total miles to be entered, along with payload density information and load percentages using the calculators described above.

Selecting Option 7 only requires entry of total miles, and ton-miles will be back-calculated using the carrier's average payload value.

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[6] A similar calculator is used for calculating railcar load percentages.

Correctly calculating Ton-Miles is critically important for the accurate determination of your carbon foot-print. You can calculate your business unit's ton-miles as follows.

Enter the ton-miles hauled per year attributable to each carrier. A ton-mile is one ton moving one mile. DO NOT ESTIMATE TON-MILES BY SIMPLY MULTIPLYING TOTAL MILES BY TOTAL TONS - this calculation effectively assumes your entire tonnage is transported on EACH AND EVERY truck, and will clearly overstate your ton-miles.

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

1) Companies can determine their average payload per carrier, multiply the average payload by the total miles per carrier, and sum the results for all carriers for the reporting year; or

2) Set Ton-miles per carrier $= \dfrac{\text{(total miles per carrier x total tons per carrier)}}{\text{total \# of trips per carrier}}$

NOTE: Empty miles are not included in the ton-mile calculation, but the fuel used to move those empty miles are included in the overall g/ton-mile calculations.

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

4. Validating your Activity Data

The Logistics Tool also contains data validation checks designed to identify missing and potentially erroneous data. Selecting the **VALIDATE SCREEN** button at the bottom of the screen will allow you to view any potential data entry errors. **Figure 37** provides an example validation screen check result.
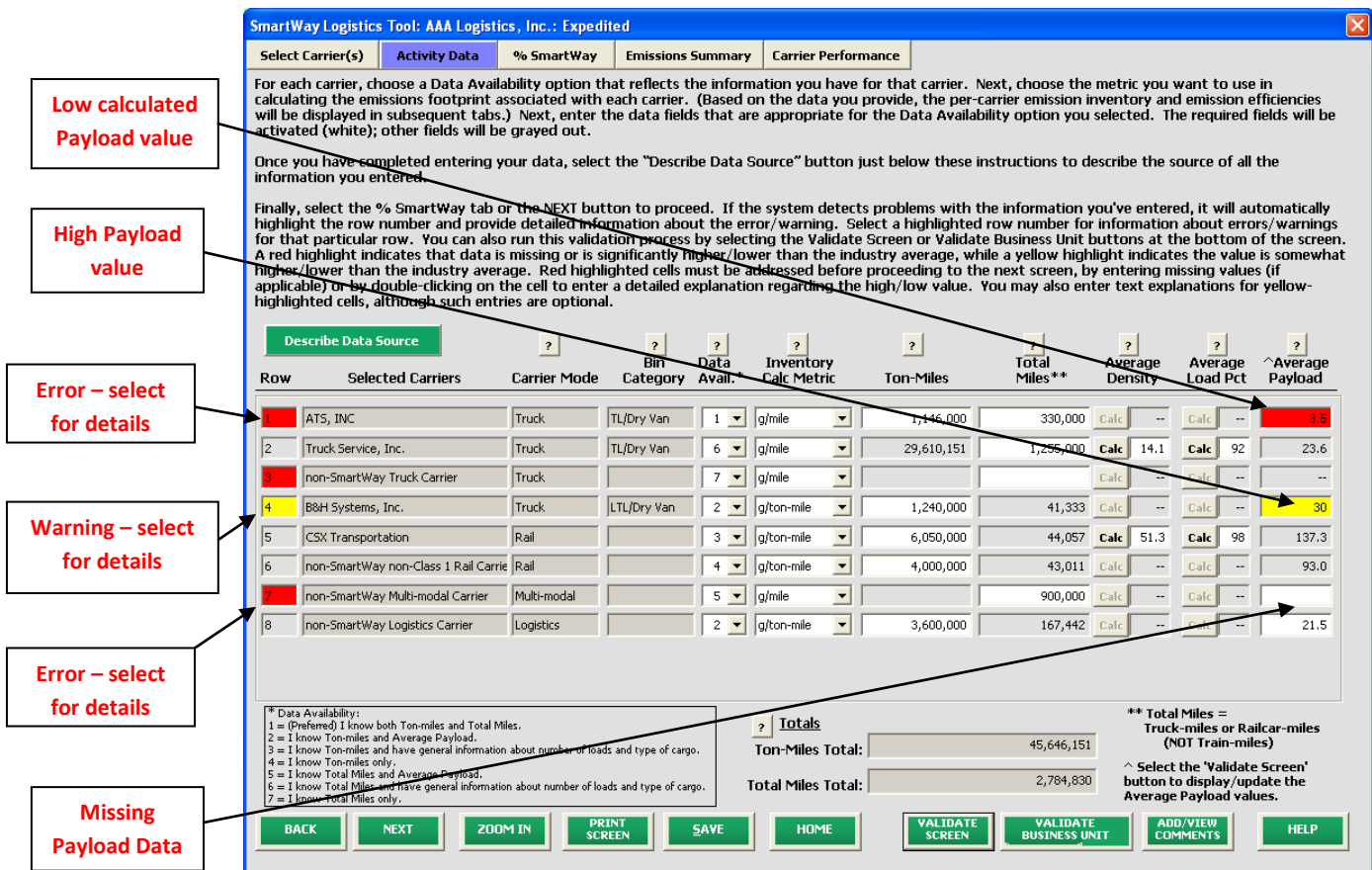
Figure 37. Example Validate Screen Check Result

The red highlighting in Row 7 indicates an error. Errors must be addressed before proceeding with the rest of your data entry. Selecting on the red highlighting will display details – in this case, informing you that an **Average Payload** entry is required for **Data Availability** Option 5.

The yellow highlighting indicates a warning condition. Warnings do not have to be addressed before proceeding, but may indicate a **possible** data entry error. In the example above, the average payload entered, 30 tons, is greater than the validation threshold of 27.6 tons.[7]

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[7] In this case 27.6 tons corresponds to the average payload plus the standard deviation of the payload distribution for Class 8b truck partners. (The same upper bound payload level is used for Logistics and Multi-modal carriers as well.)

Finally, row 1 indicates a possible error – dividing ton-miles by total miles results in a very low average payload value for this carrier (3.5 tons). By double-clicking on the Average Payload cell (highlighted in red on the far right), you may enter an explanation detailing the reasons for the unusual value (see **Figure 38**). After entering your text explanation and selecting **OK**, the highlighting will change from red (error) to yellow (warning) status.

Figure 38. Example Average Payload Validation Explanation

Note: By selecting the checkbox at the bottom of the **Average Payload Validation** text box, the user may apply the explanation to all instances of potentially high/low payload values on the **Activity Data** screen. This function is provided primarily for partners importing large numbers of carriers resulting in the same error/warning condition multiple times.

Other validation messages are presented for the following conditions:

- Average truck/logistics/multi-modal payloads are less than 9.4 tons (error – red)
- Average truck/logistics payloads are greater than 33.8 tons (error – red)
- Average multi-modal payloads are greater than 90 tons (error – red)
- Average railcar payloads are less than 9.4 tons or greater than 125 tons (error – red)
- Average truck/logistics/multi-modal payloads are between 9.4 and 15.5 tons (warning – yellow)
- Average truck/logistics payloads are between 27.7 and 33.7 tons (warning – yellow)
- Average multi-modal payloads are between 60 and 90 tons (warning – yellow)
- Payload is less than or equal to zero (error)

Please refer to the **Logistics Tool Technical Documentation** for further details regarding the basis for the above validation ranges.

Viewing the % SmartWay Screen

Once you finish entering your **Activity Data** you may proceed to the **% SmartWay** screen (see **Figure 39**). The **% SmartWay** screen calculates your **% SmartWay Value** for your business unit, reflecting the fraction of total emissions attributable to SmartWay carrier partners. You may select either ton-miles or total miles as the basis for determining your **% SmartWay Value**. Note that the tool will automatically populate the % SmartWay screen with any carrier activity data entered in the **Activity Data** screen. In addition, the metric you select for your first business unit (miles or ton-miles) will be chosen as the basis for your other business units as well, so that a company-level **% SmartWay Value** can be calculated.

The partner-level **% SmartWay Value** is used to determine logo eligibility in the SmartWay program. Partners who move the required percentage of freight on SmartWay carriers are eligible to use and display the SmartWay logo. To see your company-level **% SmartWay Value**, calculated across all business units, go to the **% SmartWay Report** in the **Reports Menu** via the **Home** page.

Figure 39. % SmartWay Screen

Viewing the Emissions Summary and Carrier Performance Screens

Once you finish entering your data you may view your performance on the **Emissions Summary** or **Carrier Performance** screens. Based on the logistic business unit activity data inputs and the carrier performance data downloaded from the EPA website, weighted average g/mile and g/payload ton-mile factors are calculated for CO_2, NOx, PM10, and PM2.5 for each carrier, as well as total mass emissions (based on the preferred metric designated for each carrier). The business unit-specific g/mile and g/ton-mile factors, as well as total mass emissions, are shown on the **Emissions Summary** screen.[8] A full range of summary data is displayed on the **Carrier Performance** screen.

The **Emissions Summary** screen (see **Figure 40**) displays emissions performance by carrier and for your logistic business unit as a whole, presented in terms of grams per mile and grams per ton-mile. Select the pollutant to display using the buttons at the top of the screen.
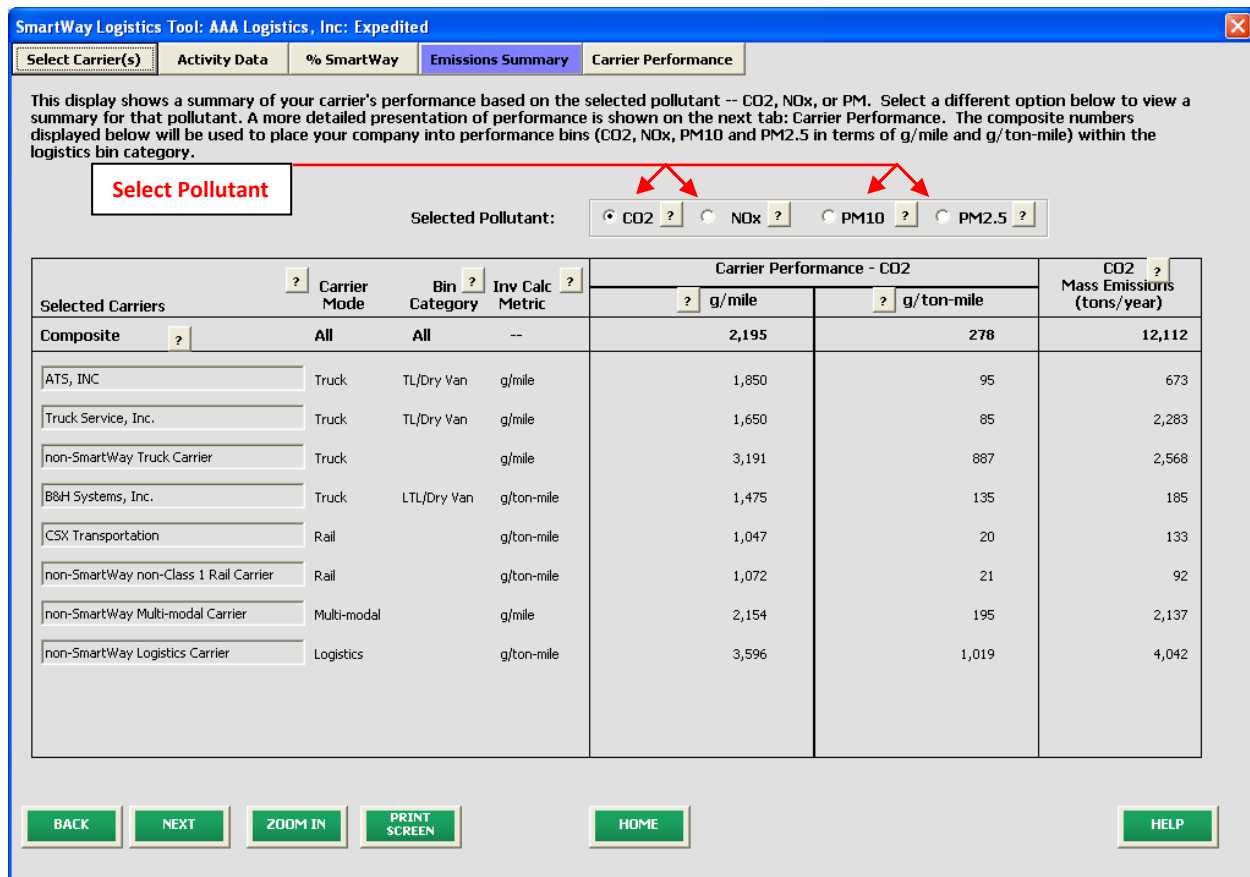
Figure 40: Emissions Summary Screen

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[8] The gram per mile and gram per ton-mile values provided for SmartWay Truck carriers actually represent "bin averages" for a given truck operating category (e.g., TL Dry Van operators), indicating bin midpoints for the ranked set of all operators in this category. In this way precise performance metrics are not attributed to any given carrier. Alternatively, performance metrics for rail are carrier-specific.

The **Emissions Summary** screen displays carrier performance by "bin category". Truck carrier emission factors are determined by placing similar companies in groups called "bin categories." The current bin categories are:

- truckload-dry van / container;
- less than truckload-dry van;
- refrigerated;
- tanker;
- flatbed;
- heavy/bulk;
- package delivery;
- dray;
- auto carrier;
- moving;
- utility;
- specialized hauler;
- mixed; and
- expedited.

The business units in each bin category are divided by performance into five roughly equal sets (bins.) The midpoint of performance for each bin represents the emission factor for all business units in that bin. Thus, a business unit will have a bin number (ranging from 1 to 5) for each of the four pollutants and two performance metrics (8 bins in all.) Bin Rankings are currently used for truck, multi-modal and logistics carriers. Rail uses actual company specific emission factors, and future air and sea modes will likely use company specific emission factors as well.

Mass emissions in tons per year are also calculated in the right hand column of the **Emissions Summary** screen. The **Composite** row at the top of the table provides the activity-weighted average performance metrics across all carriers and modes. This summary, plus other detailed reports can be printed by returning to the **Home** screen and selecting **View Your Data Reports**.

The **Carrier Performance** screen displays data at a more detailed level than the **Emissions Summary** screen. Emission factors or mass emissions may be selected for display using the **Display Type** drop-down box (see **Figure 41**).
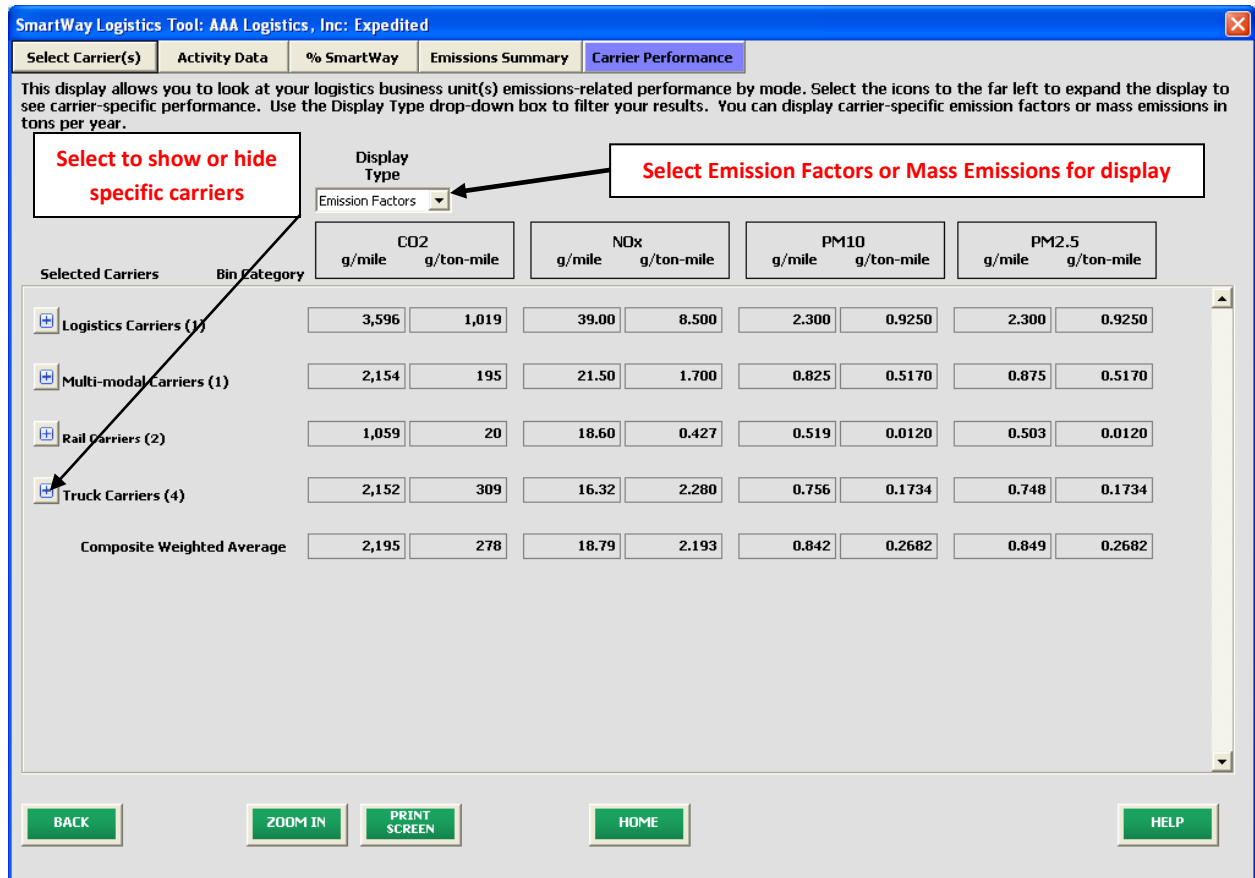
Figure 41: Carrier Performance Screen

You may also expand or aggregate the display rows to show carrier performance by individual carrier by selecting the icons to the left. Selecting the icon again removes the individual carrier display.

This data, plus other detailed reports, can be printed out by returning to the **Home** screen and selecting

Go To Reports Menu.

Finalize Data Entry and View Reports

Once back at the **Home** screen, notice that the business unit data that you entered and validated now identifies its status as "Complete". You may now highlight the next business unit if you have another one to complete. Fill out unfinished business unit data in the same manner as before. If all business units are marked as "Complete," you can move on to the next step, **View Your Data Reports**.[9] If one or more business units are not marked as "Complete", review the data you entered for errors or omissions (see **Figure 42**).

Figure 42: Home Screen - After Completing the Data Entry/Modification Process for First Logistics Business Unit

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[9] **Company Characterization** and **Input Summary** reports may be viewed before completing data entry for all fleets if needed.

Once you have completed data entry for all logistics business units, and the business unit status indicates "Complete" or "Complete with Warnings", you may select **Go To Reports Menu** to see the various reports (see **Figure 43**).
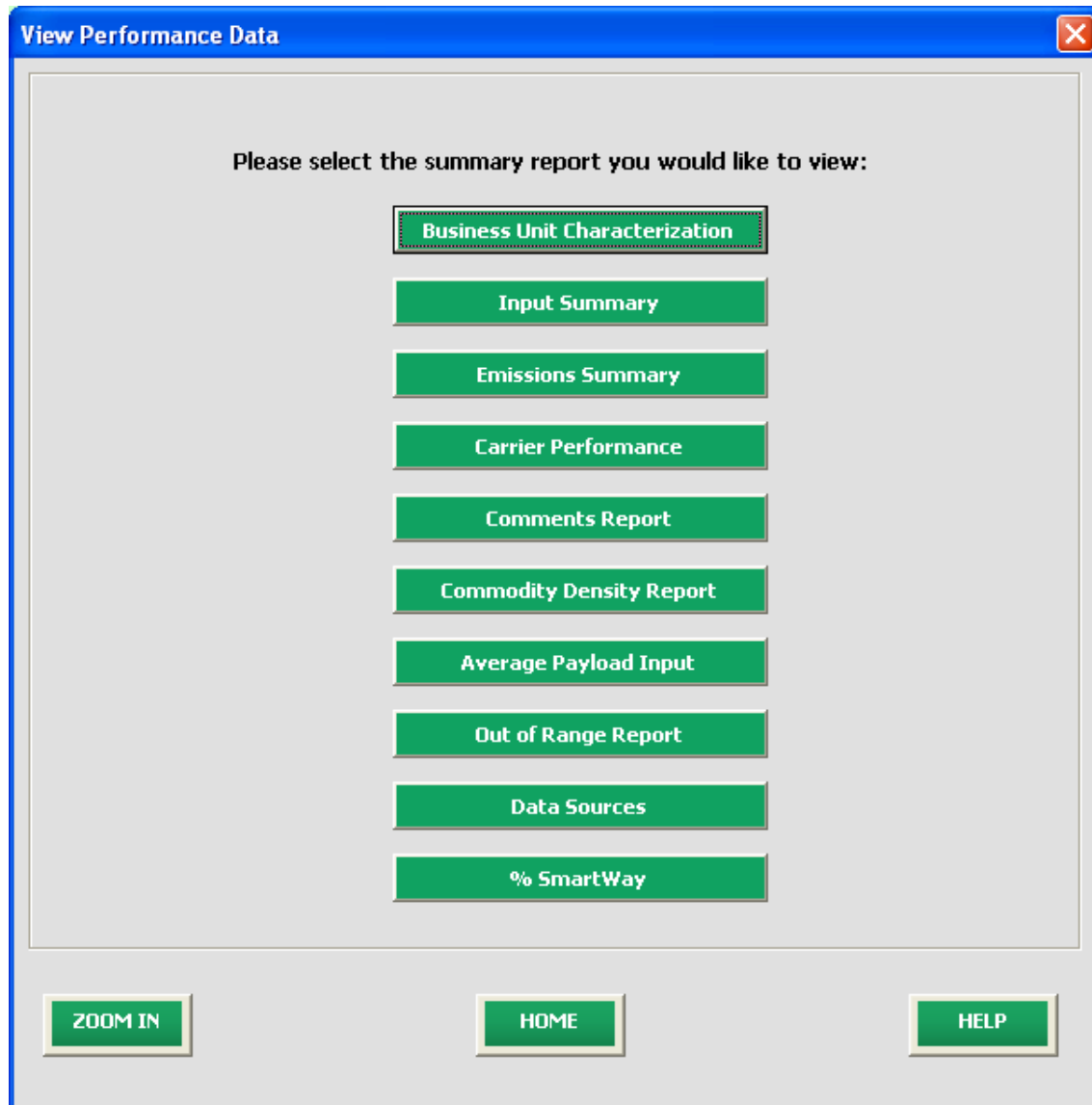
Figure 43: View Performance Data Screen

Selecting any of the buttons will display the indicated report type. The reports provide a recap of your data inputs as well as the emissions calculation results presented on the different **Data Entry** screens. Selecting on any of the summary report types will take you to a screen allowing you to preview and print your reports. The **Emissions Summary** and **Carrier Performance** reports also provide composite performance metrics and mass emissions summed across all logistics business units. These reports will prove useful for your diagnostic and improvement efforts.

Submitting Data to SmartWay

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

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

PartnerName_ Year_ Logistics_V0.xls

For example, ABCompany_2010_Logistics_V0.xls

where **ParnterName** is your partner 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 44**).

SmartWay

Select OK to automatically create a new Excel file with your company's name as part of the file name, which will enable EPA to better track and identify your submitted data.

You will need to EMAIL this new file to EPA.

If you have any questions on this submission process, please contact the SmartWay Transport Partnership Call Center at (734) 214-4767 or email smartway_transport@epa.gov.

OK   Cancel

Figure 44: Data Saving Confirmation

Upon selecting **OK** the file will be saved, and additional instructions will appear (see **Figure 45**). Follow these instructions for submitting your Logistics Partner Tool to SmartWay. Upon selecting **CLOSE** a screen will appear allowing you to close the Logistics Partner FLEET tool or return to the **Home** screen.
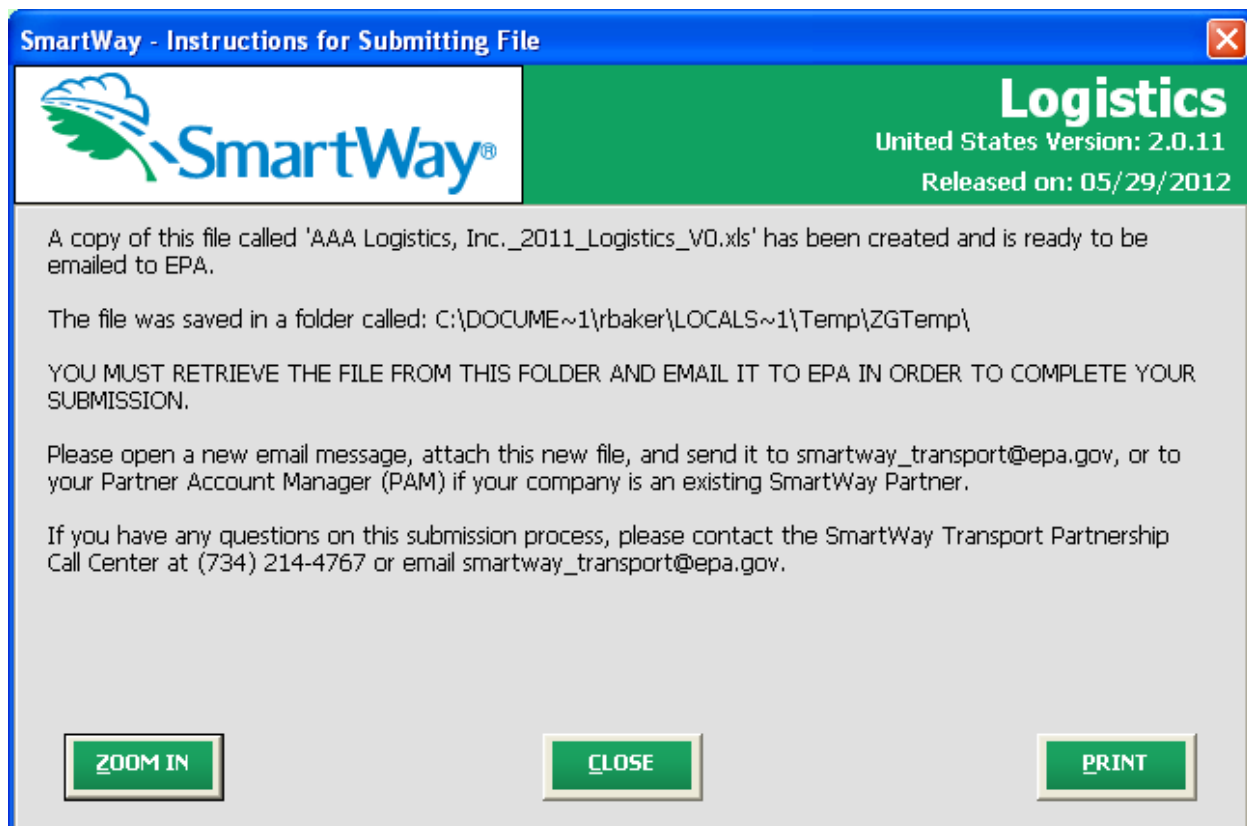
Figure 45: Data Submission Instructions

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 revised SmartWay Tools have been tested extensively, you may encounter errors. Intermittent errors have been encountered when opening the tools directly from an e-mail rather than from a drive, or when multiple Excel files are open simultaneously. If you encounter an error during use of the tool, please try restarting it directly from a disk drive, with all other Excel files closed. In addition, make sure that your computer is using a system and application version validated for use with the SmartWay 2011 Tools (XP and Vista operating systems, and Excel Office 2003 and 2007.)

Note that some users have experienced problems when re-opening the tool without closing Excel. It is recommended that you close Excel before re-opening this tool, which could result in a loss of data in other open Excel workbooks.

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

Appendix A – Data Field Details for Carrier File Export/Import Option

The following provides additional definitions and information to assist in the preparation and import of Carrier CSV files.

Bin Category: The operation type category used for ranking carriers (e.g., TL Dry Van, Dray, etc.). Carriers are grouped by these categories to ensure an "apples to apples" comparison. The emissions factors associated with truck carriers are the midpoint value for their bin, while factors associated with rail carriers are partner-specific, based on publicly available information.

Emission Factors: Emissions factors have long been the fundamental tool in developing national, regional, state, and local emissions inventories for air quality management decisions and in developing emissions control strategies. More recently, emissions factors have been applied in determining site-specific applicability and emissions limitations in operating permits by federal, state, local, and tribal agencies, consultants, and industry.

EPA's SmartWay Database: EPA maintains a database containing key SmartWay partner information. This database is used to create the SmartWay Carrier Data file.

MCN: This is a truck carrier's Motor Carrier Number (MCN) number. This is an optional field you can use to visually determine if a SmartWay carrier is one of the carriers you use. This field is not currently used to merge SmartWay data with your carrier data. If you created your CSV file using one of the two Export buttons on the Select Carriers screen, you should not change these values.

SCAC: The Standard Carrier Alpha Code (SCAC) is a unique two-to-four-letter code used to identify transportation companies. 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.

CSV Fields:

Carrier ID: This is an internal identifier that can be used to identify your carriers. This number originates from the SmartWay Database. A negative number identifies the carrier as a non-SmartWay carrier.   If you created your CSV file using one of the two Export buttons on the Select Carriers screen, you should not change these values. If you are merging your carrier data with the SmartWay carrier data using the carrier name, carrier mode, and carrier bin category, you do not need to specify this internal ID field.

Carrier Name: This is the name of the carrier. If you are using the internal Carrier ID field to merge your data with the SmartWay data, you do not need to specify this field. If you are using this field to merge the data together, the names must be an exact match, but the names are not case sensitive. If you created your CSV file using one of the two Export buttons on the Select Carriers screen, you should not change these values.

Mode: This is the mode of the carrier. <u>This field is required and must be an exact match if you are using carrier name, carrier mode, and bin category to merge the SmartWay data with your carrier data.</u> Valid values are "Truck", "Rail", "Multi-modal", and "Logistics". If you created your CSV file using one of the two Export buttons on the Select Carriers screen, you should not change these values.

Bin Category: This is the SmartWay bin category for the carrier. For more information on Bin Categories, please see the Glossary above. If you created your CSV file using one of the two Export buttons on the Select Carriers screen, you should not change these values. Valid values for Truck carriers are TL/Dry Van, LTL/Dry Van, Reefer, Flatbed, Tanker, Dray, and Package. The only valid value for Multi-modal carriers is Truck/Rail. Rail carriers and Logistics carriers do not have bin categories.

SCAC: This is a truck carrier's SCAC code. This is an optional field you can use to visually determine if a SmartWay carrier is one of the carriers you use. This field is not currently used to merge SmartWay data with your carrier data. If you created your CSV file using one of the two Export buttons on the Select Carriers screen, you should not change these values.

MCN: This is a truck carrier's MCN Motor Carrier Number. This is an optional field you can use to visually determine if a SmartWay carrier is one of the carriers you use. This field is not currently used to merge SmartWay data with your carrier data. If you created your CSV file using one of the two Export buttons on the Select Carriers screen, you should not change these values.

 # Non-SmartWay Carriers: This is a required field for non-SmartWay carriers. You can either enter the number in the CSV file or enter it later on in the tool user interface. If you enter the number in the CSV file, it must be an integer between 1 and 99,999. <u>If you have selected more than one entry for "Non-SmartWay Carrier" for a given mode, make sure to avoid double-counting these carriers. Also, only enter carriers used during the current reporting year.</u>

Data Availability: This is a required integer field whose valid values are 1 to 7. The Data Availability Option entered/selected for a carrier identifies which carrier activity data you have available. The data you enter in your CSV file for Ton Miles, Total Miles, Average Density, Average Load pct, and Average Payload should be consistent with the carrier's Data Availability. If you do not specify a Data Availability Option, the tool will insert a default value of 1 for the carrier entry.

The seven Data Availability Options are:

    1 = (Preferred) I know both Ton-miles and Total Miles.
    2 = I know Ton-miles and Average Payload.
    3 = I know Ton-miles and have general information about number of loads and cargo density.
    4 = I know Ton-miles only.
    5 = I know Total Miles and Average Payload.
    6 = I know Total Miles and have general information about number of loads and cargo density.
    7 = I know Total Miles only.

Calc Metric: This is a required field. In general, there are three valid values, but some of these values are only available for certain Mode and Data Availability combinations. The three valid values are g/mile, g/ton-mile, and g/railcar-mile. This field specifies the method for calculating each carrier's emission footprint. In making your selection, consider the most appropriate measure for the carrier's operation type. In general, ton-miles are good for rail, multi-modal and logistics companies as well as heavier truck loads (roughly above 10 tons), while g/mile is better for trucks with lighter payloads. Railcar-miles are also an available option for the rail mode, although ton-miles are preferred. Also, g/mile may be a more reliable metric for tracking TL operations, while g/ton-mile is probably more appropriate for LTL operations. The tool will default a valid Calc Metric if one is not supplied in the CSV file.

Ton-Miles: Depending on your Data Availability option, this field may be required or ignored. The Ton-Miles field is an integer that must not exceed 999,999,999,999.

Total Miles: Depending on your Data Availability option, this field may be required or ignored. When entered, this field will contain the total miles per year attributed to each truck and rail carrier. The tool assumes that miles entered for truck carriers correspond to (full) truckload-equivalent miles. Rail-miles correspond to truckload equivalent railcar miles. Please see the Shipper Tool Technical Documentation for details regarding the calculation of truckload-equivalents for railcars. The Total Miles field is an integer that must not exceed 999,999,999,999.

Average Density: Depending on your Data Availability Option, this field may be required or ignored. This field is used to calculate ton-miles and/or total miles, accounting for shipper-specific freight densities. Average Density is required for Data Availability Options 3 and 6. The Average Density field must be a numeric field greater than 0.1 with up to one decimal place.

Average Load Pct: Depending on your Data Availability Option, this field may be required or ignored. Use the Average Load Percent calculator to determine what fraction of your truck and rail carrier's cargo space is used to ship your freight. Load percentage estimates can be weight-based, with full truckloads (or railcar loads) corresponding to weighing out, or volume-based, with full loads corresponding to cubing out. The Average Load Percent field is required for Data Availability Options 3 and 6. Enter the load information as requested. The resulting fractions (shown on the Activity Data screen) are multiplied directly by Total Miles to scale carrier mileage. The Average Load Pct field must be an integer field between 1 and 100.

Average Payload: Depending on your Data Availability Option, this field may be required or ignored. Enter payload (in short tons) representing the average cargo weight per loaded trip. The Average Payload field is a numeric field that must be greater than 0.0001. The total number of digits, including the decimal point, must not exceed 5 digits.