

# Shipper Partner 2.0.11 Tool: Quick Start Guide 2011 Data Year - United States Version





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



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## Overview

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### In this guide you will learn about:

- 1) Basic SmartWay information,
- 2) Joining SmartWay Transport Partnership as a shipper company,
- 3) Understanding the details of the SmartWay partnership agreement,
- 4) Meeting software/hardware requirements for participating in the program, and
- 5) Gathering the necessary data to become a SmartWay Shipper.

**Please review this guide carefully BEFORE attempting to gather your company data, or enter data into the Shipper Tool.** Understanding the basics of the program will simplify your joining process.

***NOTE: The Quick Start Guide consists of pages 5 through 16. Worksheets to help you gather and identify data for your tool submission are an extra resource provided here for your convenience; they are also available individually on the SmartWay website.***

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## Section 1—Basic Information for Shippers

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This section covers frequently asked questions and essential information about the SmartWay Transport Partnership and how shipper companies can participate.

### WHAT IS THE SMARTWAY TRANSPORT PARTNERSHIP?

Developed jointly in 2003 by EPA and charter partners represented by industry stakeholders, environmental groups, American Trucking Associations, and Business for Social Responsibility, the SmartWay Transport Partnership is EPA's flagship program for improving fuel efficiency and reducing greenhouse gases and air pollution from the transportation supply chain industry.

Five types of freight transport companies can join SmartWay:

- Freight shippers
- Logistics companies
- Truck carriers
- Rail carriers
- Multi-modal carriers

Companies join the SmartWay Transport Partnership by submitting a partner tool to SmartWay. The SmartWay tools (1) assess freight operations; (2) calculate fuel consumption and carbon footprints; and (3) track fuel-efficiency and emission reductions. SmartWay tools must be submitted each year for the company to remain a partner in good standing.

SmartWay ranks partners' efficiency and environmental performance and recognizes strong performance with access to the "SmartWay Partner" logo. Superior performance in various partner categories is also recognized through the SmartWay Excellence Awards.

## WHY DO SHIPPERS JOIN THE SMARTWAY TRANSPORT PARTNERSHIP?

The higher efficiency of SmartWay carriers compared to non-SmartWay carriers gives SmartWay Shippers an opportunity to improve corporate freight efficiency, reduce their carbon footprint, and voluntarily advance their sustainability goals.

Participation in SmartWay helps SmartWay Shipper Partners

- identify opportunities to improve efficiency,
- demonstrate efficiency to customers and stakeholders,
- evaluate and compare carrier performance, and
- determine the company's transportation carbon footprint.

SmartWay provides shippers with free tools that help assess and compare various freight transportation options with detailed reports and analyses that support better business decision making.

## HOW DO SHIPPERS JOIN THE SMARTWAY TRANSPORT PARTNERSHIP?

Shippers join SmartWay by submitting a SmartWay Shipper Tool (hereafter known as the "Shipper Tool.")

Shipper companies that submit tools that are approved by EPA are known as "SmartWay Shipper Partners."

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

All SmartWay Shipper Partners agree to complete and submit the SmartWay Shipper Tool to

- define company composition,
- characterize company activity, and
- track annual changes in performance.

Upon approval of a Shipper Tool submission, shipper companies will be identified as SmartWay Shipper Partners on EPA's website on the "SmartWay Partner List."

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

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

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

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

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

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## WHAT DATA DO I NEED TO GATHER TO COMPLETE THE SHIPPER TOOL?

To participate in SmartWay, shippers need to gather the following essential information to complete the Shipper Tool:

- The official company name to be used on the SmartWay website for public recognition of participation in SmartWay;
- Points of contact (POC) for the program, including general and executive level POCs;
- North American Industry Classification System (NAICS) codes for the company; and
- A comprehensive list of all SmartWay carriers that the shipper uses to haul their freight for the reporting calendar year (this list should include all truck, rail, multimodal and logistics companies hired by the shipper).

For each carrier that the shipper uses, the shipper must supply activity data. This data reflects the amount of freight shipped with each carrier and the distance that freight is shipped.

- total miles contracted, and/or ton-miles contracted by SmartWay carrier and non-SmartWay carrier category for the reporting calendar year.

Ideally, shippers will have mileage and ton-mileage data for the carriers used; however, EPA recognizes that in some cases, shippers will not have all of this information, and has made accommodations for various combinations of available data. You are encouraged to gather the best data available for each carrier at the time of your submission.

Once the shipper activity data is entered, the tool calculates the shipper's freight transportation carbon footprint and a "Percent SmartWay" performance metric for the Shipper. EPA uses the "Percent SmartWay" metric to determine which shippers are eligible to receive the SmartWay Partnership logo.

Shippers can decide whether they want their inventory assessment to be based on grams per mile or grams per ton-mile.

Shippers also have the option of evaluating strategies for reducing emissions and fuel consumption from their freight transportation activities.

- The tool looks at strategies that either eliminate miles or weight from the freight operations to reduce the shipper's carbon footprint (the carbon emissions produced by the shipper's freight operations).
- The tool also looks at strategies to shift freight transportation from one mode to another (e.g., from truck to rail.)

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

## WHAT IS INCLUDED IN THE SMARTWAY SHIPPER PARTNERSHIP AGREEMENT?

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

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

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### Partnership Agreement for Shippers

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

1. Measure and report to EPA on an annual basis the emissions performance of your company using EPA’s SmartWay tool. (Existing companies 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.<sup>1</sup>
3. Assist Partners in achieving emission and fuel usage reduction goals (subject to Federal Government Appropriations).

### General Terms

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

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<sup>1</sup> Individual corporate data will be treated as sensitive business information.



## WHAT SOFTWARE AND HARDWARE IS REQUIRED FOR COMPLETING THE SMARTWAY SHIPPER PARTNER TOOL?

The Shipper Tool was designed in “Microsoft Excel Forms.” Completing the Shipper Tool requires the following software and hardware:

- A 2003 or later version of Microsoft Excel
- Excel security level set at Medium or lower
- A PC running Windows XP or newer operating system, or a Mac that is running the Windows XP operating system. The tool does not currently work using the Mac operating system
- A minimum of 5 megabytes of free disk space. More disk space may be required based on the number of companies you define in your tool
- Adequate memory (RAM) to run Microsoft Office
- A monitor resolution of at least 1,024 x 768<sup>2</sup>

Please check with the user specifications for your computer, online support, or your company’s IT department to make sure your system is set up to use the Shipper Tool.

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

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<sup>2</sup> The tool will also work at 800 x 600 resolution, but many of the screens will appear with scroll bars.

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## Section 2— Overview of Shipper Data Collection Requirements

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This section will describe the data required for completing the required sections of the Shipper Tool. **The Shipper Tool Data Entry and Troubleshooting Guide** explains more about the structure of the tool and the data entry process; this guide will focus primarily on the essentials for completing the tool.

**Worksheets are provided in the Appendix of this guide, starting on page 16, to help you prepare your data before entering it into the Shipper Tool. Copies of these worksheets are also available on the SmartWay shipper webpage. Visit <http://www.epa.gov/smartway/partnership/shippers.htm> to download additional copies of the worksheets.**

### ESTABLISHING YOUR DATA COLLECTION YEAR

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

### SECTION 1: SPECIFY OFFICIAL PARTNER NAME

Your Partner Name is the official name that your customers would recognize for your company.

You must specify your company's official Partner Name, exactly as you want it to appear on the SmartWay website.

For example, if you enter

- ABC Company,
- ABC Company, Inc., or
- ABC COMPANY LLC

your company will be listed **exactly** as you've entered above.

Therefore, it is important to pay special attention to proper capitalization, abbreviations, annotations, and punctuation.

### SECTION 2: ENTER COMPANY CONTACT INFORMATION



**Worksheet #1 provided at <http://www.epa.gov/smartway/partnership/shippers.htm> can help you prepare for filling out the Company Contact Information screen of the Shipper Tool.**

The SmartWay tool asks for:

- **General company information** (e.g., location, web address, etc.)
- **A primary contact** for any questions about your company's participation and tool submissions
- **An executive contact** for participation in awards and recognition events
- **Additional contacts (optional)**: Additional contacts may include anyone who is not the primary contact but may be involved with SmartWay (e.g., press/media contact, fleet manager, etc.).

SmartWay recommends developing an internal succession plan to make sure that your Shipper Tool submission schedule is maintained. This protects you in the event that a primary contact is reassigned, or leaves the company).

### SECTION 3: DEFINE YOUR SHIPPER COMPANIES

The Shipper Tool tracks shipping operations at the company level.

Most partners should create one company, i.e. one line.

However, if you have multiple subsidiary companies all with separate corporate identities and transportation systems, you may want to create multiple company records in the tool and characterize their carrier operations individually.

Note that you will also have the option of further refining your transportation activity for each copy by internally tracking different business units, inbound/outbound/internal freight, and domestic versus international freight within the company's carrier data identification; therefore, there is no need to list different internal divisions, product lines, etc. as separate companies.

**NOTE: Your Company Names will NOT appear on the SmartWay website, only your Partner Name. If you wish to have your companies appear separately on the SmartWay website, please submit separate tools for each company to EPA.**



**Worksheet #2 provided at <http://www.epa.gov/smartway/partnership/shippers.htm> can help you prepare for filling out the Characterize Your Companies sections in the Shipper Tool. You may wish to print multiple copies of Worksheet #2 if you have multiple companies.**

#### Data Requirements for “Company Characterization” Screen

For each shipper company, you will need to specify:

- **Company Name(s):** Name your companies, beginning with your partner name followed by the specific company name.
- **NAICS Code(s):** NAICS, or North American Industry Classification System codes, are the Federal standard for classifying businesses by activity type. NAICS codes can be up to six digits in length. Use the NAICS code(s) that most appropriately describes your company. Note: some large companies with multiple operations may only use two or three digit NAICS codes; in this case, you do not have to enter the full six digits. Detailed information can be found at <http://www.census.gov/eos/www/naics/>.
- **Company Contact:** This contact should be one of the contacts you already identified in the Company Information section as the contact for each company. You can go back and add a contact in this section at a later date if necessary.

### SECTION 4: DOWNLOAD THE LATEST CARRIER DATA FILE

You will need to download the latest carrier data file before you can complete your company information screens. Click the “Download Latest SmartWay Carrier Data File” button.

Click the “Download Latest SmartWay Carrier Data File” button to download the latest carrier information from the SmartWay website.

## SECTION 5: ENTER DATA FOR EACH OF YOUR COMPANIES

You will enter separate carrier data for EACH company you identified in the previous step.

### Data Requirements for “Input Carriers” Screens



**Worksheet #3A provided at <http://www.epa.gov/smartway/partnership/shippers.htm> can help you prepare for filling out the Input Carriers section in the Shipper Tool (make one copy for each company).**

You will need to identify the carriers associated with each shipper company.

There are two ways to identify your carriers:

1. If you have a large number of carriers you may wish to develop your carrier details separately and upload your data in a single file using the **Outside Data Import** method.
2. If your company has a limited number of carriers, you may choose to specify your carriers one at a time using the **Manual Entry** method.

These two methods are described in detail in the **Shipper Tool Data Entry and Troubleshooting Guide**.

The following describes the data entry requirements for the **Manual Entry** method specifically.

To begin, you will need to identify your SmartWay Partners using the **Manual Input SmartWay Carriers** screen. The screen helps you find and select your carriers by allowing you to filter the complete list using carrier names, carrier modes, bin categories, SCACs and MCN numbers.

Once you select your SmartWay Carriers, any remaining carriers on your list must be identified as non-SmartWay.

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

You may also specify supplemental information to help you further characterize your carrier use. For example, you can designate certain carriers used for domestic or international routes. The optional “tags” may be applied to any carrier and include the following:

- Business Unit Identifier
- ID Code
- Inbound/Outbound/Internal
- Domestic/International
- Internal Shipper Segment 1
- Internal Shipper Segment 2

Please note that the use of the above carrier tag information is optional and is only provided to facilitate characterization of your carriers.

## **Data Requirements for “Activity Data” Screen**



**Worksheet #3B provided at <http://www.epa.gov/smartway/partnership/shippers.htm> can help you prepare for filling out the Activity Data section in the Shipper Tool (make one copy for each company).**

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

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

Next, specify a **Data Availability** option for each carrier. There are seven Data Availability options:

1. Enter ton-miles and miles
2. Enter ton-miles and average payload
3. Enter ton-miles, average density, and average load percentage
4. Enter ton-miles only
5. Enter miles and average payload
6. Enter miles, average density, and average load percentage
7. Enter miles only

These options are described in further detail in the Shipper Tool Data Entry and Troubleshooting Guide and are explained within the tool.

**You should use the option for which you have the most reliable data:**

- If you have reliable data for both ton-miles and miles, you should select Option 1.
- If you don’t have reliable miles data, but do have reliable ton-mile data, select from options 2, 3, and 4.
- If you don’t have reliable ton-miles data, but do have reliable miles data, select from options 5, 6, and 7.

**Choose the method that uses the most accurate data at your disposal for each carrier.** 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 have selected Data Availability Option 1, you must choose your preferred metric (**Inventory Calculation Metric**) for calculating mass emissions for each of your carriers. Options include:

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

You may select grams/ton-mile for estimating mass emissions for rail, less-than-truckload, package delivery, and heavier truck freight, while grams/mile metrics should generally be used for lighter-weight truck freight.

After specifying the **Inventory Calculation Metric**, record the total **Ton-Miles** and/or **Total Miles** data or other required data for each carrier.

If the carrier mode is rail, record total railcar-miles, otherwise specify total truckload-miles. Enter the data to the nearest whole number.

***IMPORTANT: Correctly calculating Ton-Miles is critically important for the accurate determination of your carbon footprint.***

You can calculate your company'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.

**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

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

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.

## Data Requirements for “% SmartWay” Screen



**Worksheet #3C provided at <http://www.epa.gov/smartway/partnership/shippers.htm> can help you prepare for filling out the % SmartWay section in the Shipper Tool (make one copy for each company).**

The % **SmartWay** screen calculates your % SmartWay Value, reflecting the fraction of miles, ton-miles, or total emissions attributable to SmartWay carrier partners.

The % SmartWay Value is used to determine logo eligibility in the SmartWay program. Shippers who move the required percentage of freight on SmartWay carriers are eligible to use and display the SmartWay logo.

Carriers identified using the **Input Carriers** screens are automatically carried over to this screen. In addition, if the **Activity Data** screen has been completed, the fractional mileage, ton-mile, and CO<sub>2</sub> amounts attributable to each carrier are also shown on this screen, and may be used as weighting factors across your carriers to calculate your % SmartWay Value.

If you do not have mileage or ton-mileage-related data for all carriers used for your company, you may select other weighting factors for calculating your % SmartWay Value, including the percentage of total payments, the fraction of total weight or total packages, or an alternative “custom” factor, across the different carriers.

### Optional Analysis Screens

The Shipper tool provides two optional screens to help you calculate the emissions savings impacts for a range of activities and best practices which are known to impact the emission footprint of the transportation supply chain. These screens are covered in detail in the Shipper Tool Data Entry and Troubleshooting Guide.

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## **Next Steps**

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Your next step is to download the tool and begin completing your Shipper Tool submission.

Please visit <http://www.epa.gov/smartway/partnership/shippers.htm> for additional resources, including data collection worksheets, video tutorials, and the Shipper Tool Data Entry and Troubleshooting Guide for step-by-step guidance through every section of the Shipper Tool.

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## Appendix: Worksheets for Data Collection

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### List of Worksheets

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## Worksheet #1: Company Contact Information

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### #1. Enter your Contact Information:

#### General Company Contact Information

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

#### Primary Contact Information

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

#### Executive Contact Information

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

#### Other Contact Information

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

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## Worksheet #2: Shipper Company Characterization

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Complete this worksheet for each shipper company you will be submitting in the Shipper Partner FLEET tool.

### **#2: Define your Shipper Companies**

Company Name (partner name followed by specific company name)

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NAICS: \_\_\_\_\_

Fleet Contact: \_\_\_\_\_

Company Name (partner name followed by specific company name)

---

NAICS: \_\_\_\_\_

Fleet Contact: \_\_\_\_\_

Company Name (partner name followed by specific company name)

---

NAICS: \_\_\_\_\_

Fleet Contact: \_\_\_\_\_

Company Name (partner name followed by specific company name)

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NAICS: \_\_\_\_\_

Fleet Contact: \_\_\_\_\_

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## Worksheet #3A: Select Carrier(s) (page 1 of 2)

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

### #3A: Identify your Shipper Carriers

Shipper Company Name \_\_\_\_\_

Total number of Non-SmartWay carriers used during current reporting year \_\_\_\_\_

Non-SmartWay Carrier modes (circle all that apply)

Truck

Logistics

Rail

Multi-modal

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## Worksheet #3A: Select Carrier(s) (page 2 of 2)

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### List SmartWay Carriers

Carrier Name*	Mode^	Bin Category**	SCAC	MCN	Business Unit Identifier	ID Code	Inbound/ Outbound/ Internal	Domestic/ International	Internal Shipper Segments

\* Exactly as it appears in SmartWay Carrier data file

^ Truck, Rail, Logistics, Multi-modal

\*\* Truck bin categories include: TL Dry Van; LTL Dry Van; Refrigerated; Flatbed; Tanker; Dray; Package; Specialized; Mixed

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

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

**#3B: Enter Activity Data**

Shipper Company Name:

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Provide Data Source Description:

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

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

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

\* Options include

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

2 = I know Ton-miles and Average Payload.

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

4 = I know Ton-miles only.

5 = I know Total miles and Average Payload.

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

7 = I know Total Miles only.

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

\*\* For Options 2 and 5 only

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

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

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

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

### Commodity Distribution (for Average Density Calculator)

Carrier Fleet Name:

---

#### Truck Carrier Commodity Distribution

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

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

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

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

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

### Commodity Distribution (for Average Density Calculator)

Carrier Fleet Name:

---

#### Rail Carrier Commodity Distribution

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

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



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

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

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

### Load Distribution (for Average Load Calculator)

Carrier Fleet Name:

---

#### Carrier Load Distribution

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

\* Truckload or railcar-load, depending on mode

Worksheet #3C: Enter % SmartWay Allocation Data

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

Shipper Company Name:

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

Ton-MilesMilesCO2% Spent% Weight% PackagesCustom Metric

Describe Custom Metric (if applicable):

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

Carrier Name	% Allocation

---

## Worksheet #4A: Enter Shipper Strategies Data

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

Shipper Company Name:

---

Provide Name of Shipper Strategy

---

Select Activity Category (mark one):

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

**Specify Percent Improvement:**

Mode	% Improvement
Truck	
Rail	
Logistics	
Multi-modal	

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

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## Worksheet #4B: Enter Modal Shift Data

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

Shipper Company Name:

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Select “From” Mode (circle one):

Truck   Rail   Logistics   Multi-modal

Select “To” Mode (circle one):

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

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

Shipper Average   Modal (industry) Average   User Input

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

Shipper Average   Modal (industry) Average   User Input

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

Specify Activity Amount – “From” Mode: \_\_\_\_\_

Specify Activity Amount – “To” Mode: \_\_\_\_\_