

# Multi-modal Carrier FLEET Tool: Data Collection Overview and Workbook

## *Part 2*



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## *Part 2*

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

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## Introduction to Part 2: DATA COLLECTION OVERVIEW AND WORKBOOK

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

**In this guide you will learn about:**

1. The general organization of the SmartWay Multi-modal Carrier FLEET Tool, and
2. Data needs for each section of the tool.

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

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

**If you wish to explore the Multi-modal Carrier FLEET tool in preparation for joining the program, please review Part 3: Data Entry Guide** and return to this workbook to prepare for gathering your data.

**Please note that each fleet that you operate will be characterized separately.** If you have multiple fleets with different operations modes, or you contract segments of your freight operations to other companies, you may need to complete additional tools (e.g., Logistics FLEET and/or Truck FLEET) to accurately assess your operations.

In the event that you have a question about any of the data collection activities, you can contact SmartWay Email Support at [smartway\\_transport@epa.gov](mailto:smartway_transport@epa.gov) and a member of our SmartWay Partner Support Team will assist you.



**WARNING!**

Completing the Multi-modal Carrier FLEET tool requires a considerable amount of information about your company, the divisions that are joining SmartWay, and the fleets within those divisions. There are multiple sections and screens to complete for each fleet that you operate.

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

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## Overview of Data Collection Requirements

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The SmartWay Multi-modal Carrier FLEET tool is the data collection and calculation system for truck carriers that join the SmartWay Transport Partnership. There are three sections of the SmartWay Multi-modal Carrier FLEET Tool that require data about your company's operations:

1. **Enter Company and Contact Information**
2. **Define Your Component Fleets**
3. **Define Your Composite Fleets**

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



**NOTE:** Before beginning your data collection, select 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: Enter Company and Contact Information**

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

- **General company information** (e.g., name, location, web address, etc.)
- **A primary contact**<sup>1</sup> for any questions about your company's participation and tool submissions
- **An executive contact**<sup>2</sup> for participation in awards and recognition events
- **Additional contacts (optional)**: Additional contacts may include your press/media contact, your fleet manager, etc.—anyone who is not the primary contact for tool and participation issues but may be involved in your involvement with SmartWay.

**Please use Worksheet #1 in this guide to prepare for filling out the Contact Information Screen in the Multi-modal Carrier FLEET Tool.**

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<sup>1</sup> 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 to SmartWay. The Primary Contact coordinates communication between SmartWay and the partner's company.

<sup>2</sup> The Executive Contact is the company executive who is responsible for agreeing to the requirements in its SmartWay Partnership Agreement, overseeing the Primary Contact (as appropriate) and ensuring the timely submission of the Tool to SmartWay.

## **Section 2: Define Your Component Fleets**

### **Understanding Component and Composite Fleets:**

Multi-modal companies are somewhat more complicated to characterize than truck or rail-only companies. Often, multi-modal services are comprised of a wide range of truck, rail, and/or dray services that may be provided by the company or purchased from third party providers by the company. To properly characterize the emission rates for multi-modal companies, one must account for this wide variety of operations and service levels.

**Note: Multi-modal rail freight is defined as *any* freight transported by a multi-modal carrier, which may include intermodal containers as well as other cargo configurations such as boxcars, tanker cars, etc.**

To accomplish this SmartWay has developed the concept of “component” and “composite” fleets.

**Composite fleets** are entities that your customers can hire to move their freight. For example you may have a Truckload Division and an Intermodal Division, whereas **Component fleets** are fleets organized around your internal management of the company.

In the Multi-modal tool you will be asked to input data for all of your component fleets which will include the fleets you own and manage as well as any hired services you purchase. Once these component fleets have been characterized you will be asked to build your composite fleets (the ones the public sees and can hire) from your component fleets. This process will attribute the appropriate weighted emission factors to your composite fleets, and demonstrate to your customers the benefits of using your multi-modal freight services.

**Example:** Company “J” has a Truckload Division, an Intermodal Division, and a Dray Division that the public can hire. Internally the company has its own truckload fleet, it hires a 3PL, it hires rail services, it has its own dray fleet, and it hires dray companies.

The Truckload Division’s services are provided by its own truckload fleet and its hired 3PL fleet.

The Dray Division’s services are provided by its own dray fleet and hired dray services

The Intermodal Division’s services are provided for by its own truckload fleet, its own dray fleet, its hired rail services, and its hired dray services.

Therefore the partner defines the following component fleets:

1. For its truckload fleet (using the truck mode selection)
2. For its dray fleet (using the truck mode selection)
3. For its 3PL fleet (using the logistics mode selection)
4. For its rail and hired dray operations (using the logistics mode selection)

The partner will then assign the appropriate operations of these component fleets to define the composite fleets that the public can hire:

*Composite Fleet One: Truckload Division*

60% of its truckload fleet, 70% of its 3PL fleet

*Composite Fleet Two: Intermodal Division*

40% of its truckload fleet, 30% of its 3PL fleet, 100% of its hired rail, 80% of its hired dray fleet, and 40% of its own dray fleet

*Composite Fleet Three: Dray Division*

20% of its hired dray fleet, 60% of its own dray fleet

**NOTE:** Drayage operations should be included in the SmartWay Multi-modal tool if your company controls drayage movements (e.g., receive payments directly to move the freight using your own drayage trucks, or purchase drayage services directly from a third party).



*SmartWay highly recommends developing your list of component and composite fleets offline using a company organization chart or perhaps a customer interface webpage. The best strategy is to have a clear idea of how to define your fleets before filling out the tool.*

**Identifying Your Component Fleets:**

The “**Define Your Fleet**” section of the tool has two tabbed subsections:

1. Identify Fleets
2. Characterize Fleets

These apply to both Truck and Logistic component fleets. The requirements for each tabbed section are described below.

**Please use the Worksheet #2 provided in this guide to prepare for filling out the Identify Fleets and Characterize Fleets sections in the Multi-modal Carrier FLEET Tool.**

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

## **Data Requirements for “Identify Fleets” Tab**

For each component fleet, you will need to specify:

- **Company / Division Name(s)**: To name your fleets properly for listing on the website, begin with your company name followed by the fleet or division name. Example: for the truckload division of Acme Trucking, the naming convention would be: Acme Trucking-Truckload Services
- **Standard Carrier Alpha Codes (SCACs) and/or Motor Carrier Numbers (MCNs)**: The Standard Carrier Alpha Code is a unique 2-4 alphabetic character code used by the transportation industry to identify transportation companies. The Motor Carrier Number is a 6 or 7 digit number provided by the Federal Motor Carrier Safety Administration.
- **Division-level Fleet Type**: Fleet Type is defined as the service type for your fleet. There are two options accepted by the tool—“For-Hire” and “Private/Dedicated.” If your company has only one division, your “Fleet Type” selection will reflect your company’s operations as a whole. If there are multiple divisions, each will have its fleet type defined separately.
- **Percent Operational Control**: “Control” means that you operate/route the fleet, regardless of ownership status. Control includes dedicated fleets that you operate for other parties. Specify if your company controls over 95% of the operation of each fleet, weighted by miles. *If you contract out more than 5% of the fleet’s operation, the Logistics mode should be selected for that fleet.* Note this box is not included in the Identify Fleets tab for the Logistics mode selection.
- **Fleet Contact**: This contact should be one of the contacts you already identified in the Company Information section as the fleet contact for each fleet. **NOTE:** A drop-down menu will supply this information; if there is a contact for the division that is not already listed in the Company and Contacts worksheet, you will need to go back to that screen to add the contact information.

## **Data Requirements for “Characterize Fleets” Tab**

For each component fleet, you will also need to specify:

- **Division-level Operational Category (by percentage of mileage)**: Determine the percent of each operational type based on approximate mileage. The percentages for each fleet must sum to 100%. This percentage calculation does not need to be exact but should be reasonably reflective of your fleet. Operational categories include:
  - **Truckload (TL)** - A truckload carrier is a trucking company that generally contracts an entire trailer-load to a single customer.
  - **Less-than-truckload (LTL)** – Less-than-truckload carriers collect freight from various shippers and consolidate that freight onto enclosed trailers for linehaul to the delivering terminal or to a hub terminal where the freight will be further sorted and consolidated for delivery.
  - **Drayage (Dray)** – Dray carriers are 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)** – Package delivery covers operations characterized by residential or business package delivery/pickup consisting primarily of single or small groups of

packages. It does not include larger scale pickup delivery operations that are more properly characterized as LTL operations.

- **Division-level Body Type (by percentage of equipment):** Determine the percent of each body type represented in the fleet. Percentages can be approximate, based on vehicle populations, but must sum to 100%. Body type categories include:
  - **Dry van/box van**
  - **Refrigerated (Reefer)**
  - **Flatbed**
  - **Tanker**
  - **Intermodal chassis containers** (pooled and owned)
  - **Special hauler** (e.g., Heavy Haul, Auto Carriers, Bulk Carriers, Household Moving, Hopper, Livestock, Garbage, Utility, and other specialized carriers)



**Use the Logistics mode selection within the Multi-modal tool to characterize rail freight movement. Body type selections for rail freight should match the above selections as closely as possible.**

Once you have defined your component truck and/or logistic fleets, you will need to enter detailed information regarding fleet vehicles and activity levels. Please refer to the **Data Collection Overview and Workbook for the Truck Carrier FLEET Tool (Part 2)** and **Data Collection Overview and Workbook for the Logistics Company FLEET Tool (Part 2)** for guidance on gathering and preparing this data.



### **Section 3: Define Your Composite Fleets**

Now that you have identified and characterized your component fleets, you will be asked to provide information for EACH composite fleet. In this section, you will be asked to allocate component fleet miles and ton-miles across the different composite fleets.

Similar to the component fleet definition section described above, the “**Define Your Composite Fleet**” section of the tool has two tabbed subsections:

1. Define Composite Fleets
2. Allocate Component Fleets

The requirements for each tabbed section are described below.

**Please use Worksheet # 3 to prepare for filling out the composite fleet information in the Multi-modal Carrier FLEET Tool.**



**Note:** Your company’s name and your composite fleet(s) will be listed on the SmartWay website to indicate your participation in the SmartWay Transport Partnership. Your shipper and logistics customers can also use the SmartWay Online Database to search for your company by the name you submit in the tool, your SCAC number or your Motor Carrier Number. Therefore, it is critical that you identify your company and composite fleet(s) in the tool as you would have them appear on the SmartWay website.

#### **Data Requirements for “Define Composite Fleets” Tab**

Under the “Define Composite Fleets” tab, you may add a new composite fleet or delete an existing composite fleet and associate each fleet with a fleet contact.

#### **Data Requirements for “Allocate Component Fleets” Tab**

For each component fleet you identify, you will allocate their usage across the various composite fleets by specifying the percentages for miles and ton-miles that are accumulated by each composite fleet. The percent miles and percent ton-miles for each component fleet must total 100%. All component fleets listed must be allocated to one or more composite fleets.

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# Worksheets for Data Collection

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#2: Component Fleet Characterization Worksheet.....11

#3A: Define Composite Fleets Worksheet.....12

#3B: Allocate Component Fleets Worksheet.....13

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## Worksheet #1: Company and 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: Component Fleet Characterization

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Complete this worksheet for each component fleet you will be submitting in the Multi-modal Carrier FLEET Tool.

### **#2: Define your Fleets**

Company / Division Name

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SCAC: \_\_\_\_\_ MCN: \_\_\_\_\_ FLEET TYPE: \_\_\_\_\_ 95% Control\* \_\_\_\_\_

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

#### **Operation Category Percentages:**

Truckload \_\_\_\_\_ LTL \_\_\_\_\_ Drayage \_\_\_\_\_ Package Delivery \_\_\_\_\_

#### **Body Type Percentages:**

Dry Van \_\_\_\_\_ Reefer \_\_\_\_\_ Flatbed \_\_\_\_\_ Tanker \_\_\_\_\_ Chassis \_\_\_\_\_ Special Hauler \_\_\_\_\_

\* Applicable for Truck fleets, not Logistics fleets

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## Worksheet #3A: Define Composite Fleets

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Complete the following for each *composite fleet* you will be submitting in the Multi-modal Carrier FLEET Tool.

**#3A: Define Your Composite Fleets**  
Company / Component Fleet Name

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

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## Worksheet #3B: Allocate Component Fleets

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Complete the following table for each *component* fleet you will be assigning to the composite fleets listed in worksheet 3A.

### **#3B: Allocate Your Component Fleets**

List each composite fleet identified in worksheet 3A. Add lines to the table below or copy the table multiple times if necessary.

“% Miles” and “% Ton-Miles” columns must each sum to exactly 100% for each component fleet.

	Composite Fleet Name	% Miles	% Ton-Miles
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

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## Next Steps

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