

Multi-modal Carrier FLEET Tool: Data Entry Guide

Part 3



Multi-modal Carrier FLEET Tool: Data Entry Guide

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 fleet data you collected using Part 2 into the SmartWay Multi-modal Carrier FLEET Tool. This guide covers:

1. Downloading and setting up to tool to run properly
2. Basic organization of the SmartWay Multi-modal Carrier FLEET Tool
3. Entering your data
4. Viewing fleet 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, the divisions that are joining SmartWay, and the fleets within those divisions. There are many 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 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 Multi-modal Carrier FLEET Tool was built using Microsoft Excel Forms.

Downloading the SmartWay Truck Carrier FLEET Tool

The tool can be downloaded from the SmartWay website at:

<http://www.epa.gov/smartwaylogistics/partnership/multimodal.htm>

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

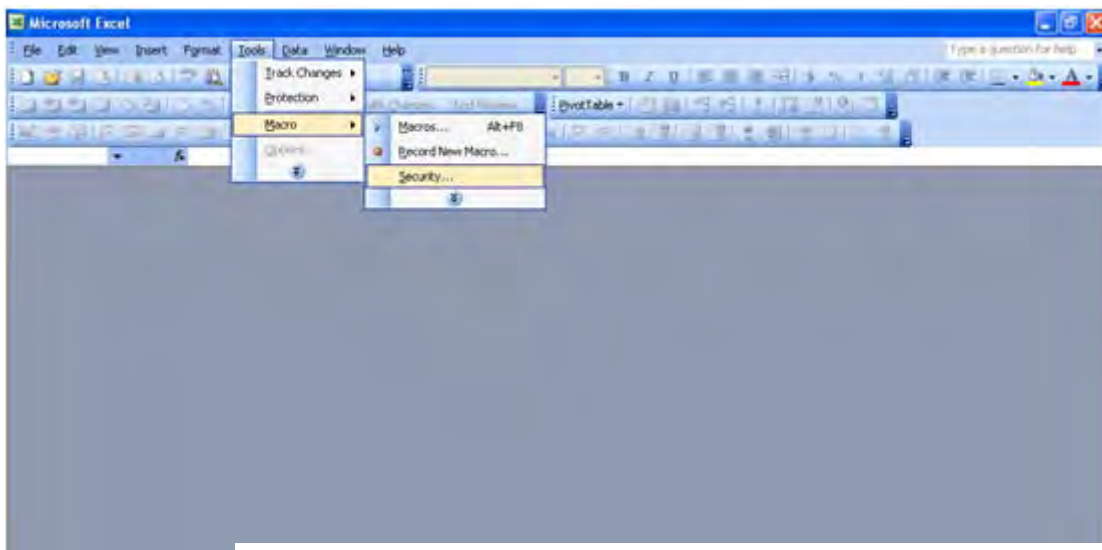
Security Settings for the SmartWay Tools

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.

a
t window
opens, click 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**).

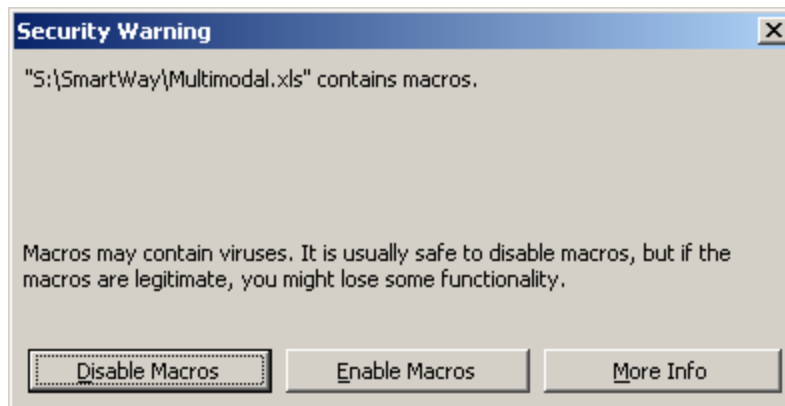


Figure 3: Security Warning Box

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

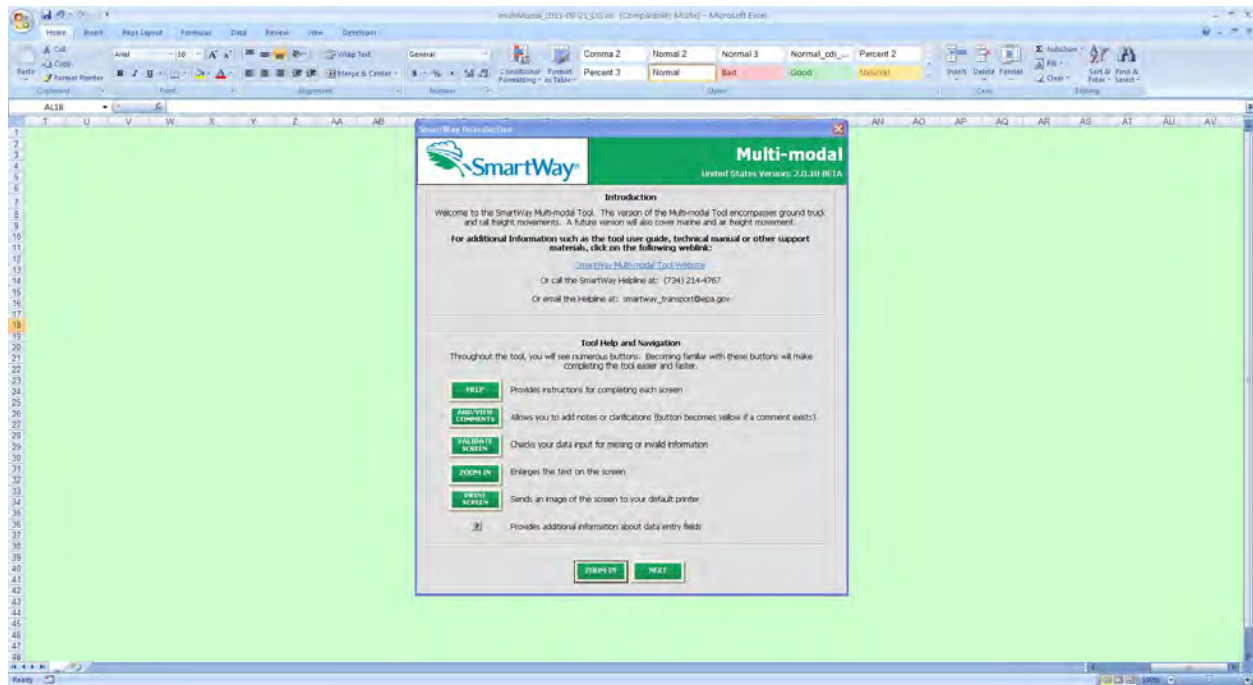


Figure 4: Multi-modal Carrier FLEET Tool Welcome Screen

The part of the tool that you fill out resides in the gray, blue, and dark green forms that appear on the screen. The Excel workbook that remains in the background – and which normally appears as a light green screen as in **Figure 4** – is where all of the data you enter is actually stored. However, for the purpose of your data entry, please 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 click 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.

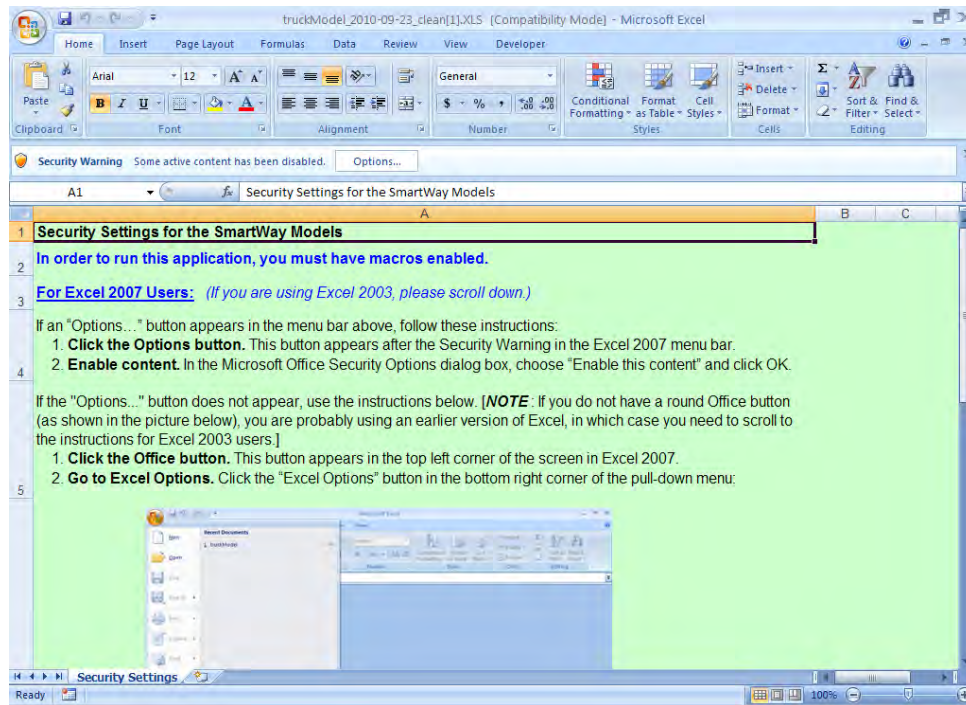


Figure 5: Security Warning Screen

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

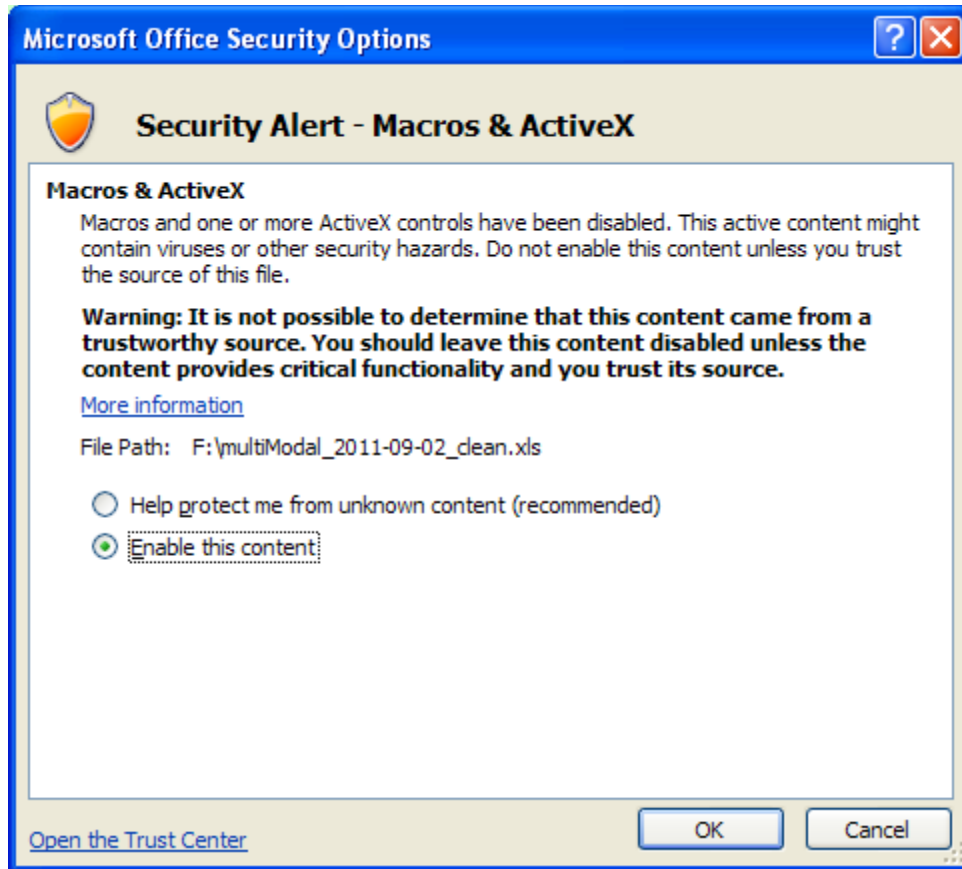


Figure 6: Security Options Dialogue Box

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

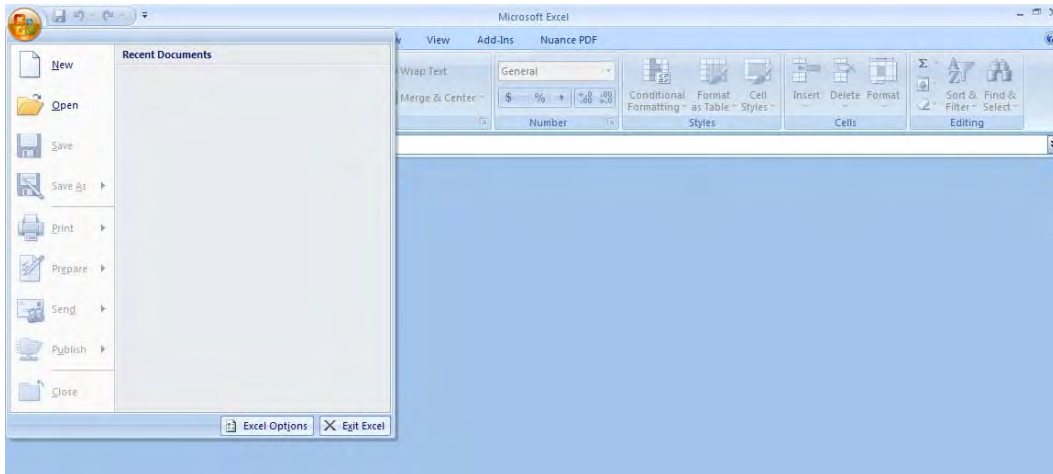


Figure 7: Excel Options Drop-Down Menu

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

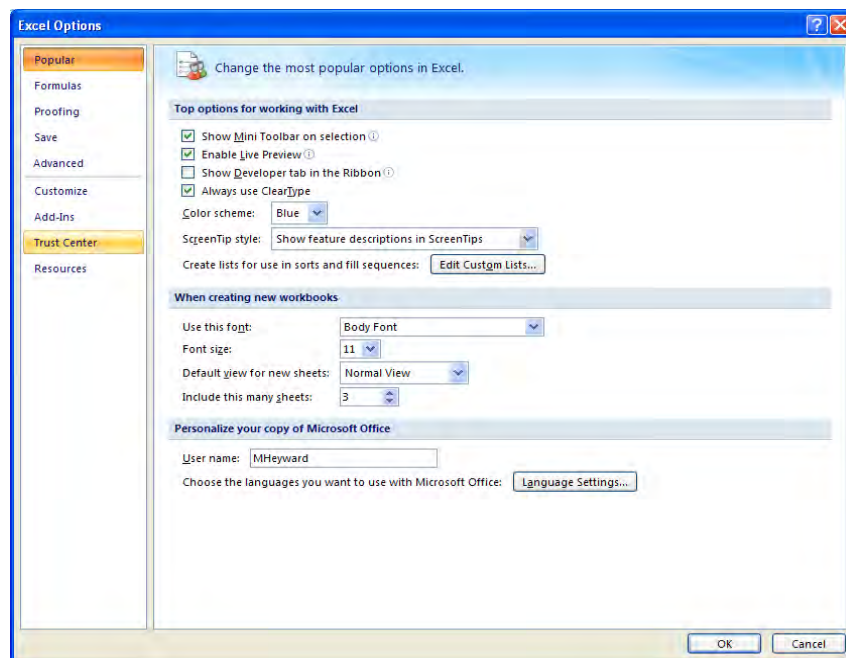


Figure 8: Excel Options Drop-Down Menu

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

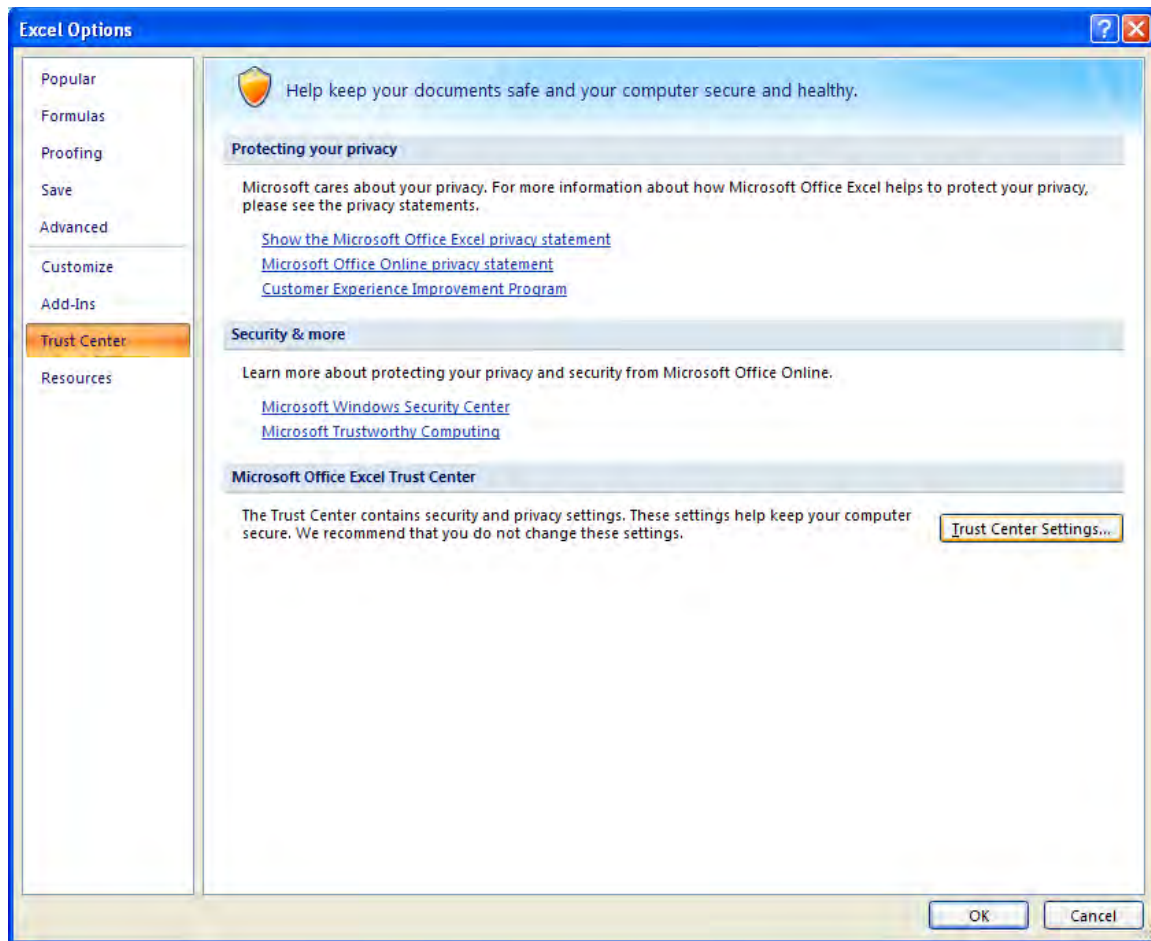


Figure 9: Trust Center Settings Screen

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

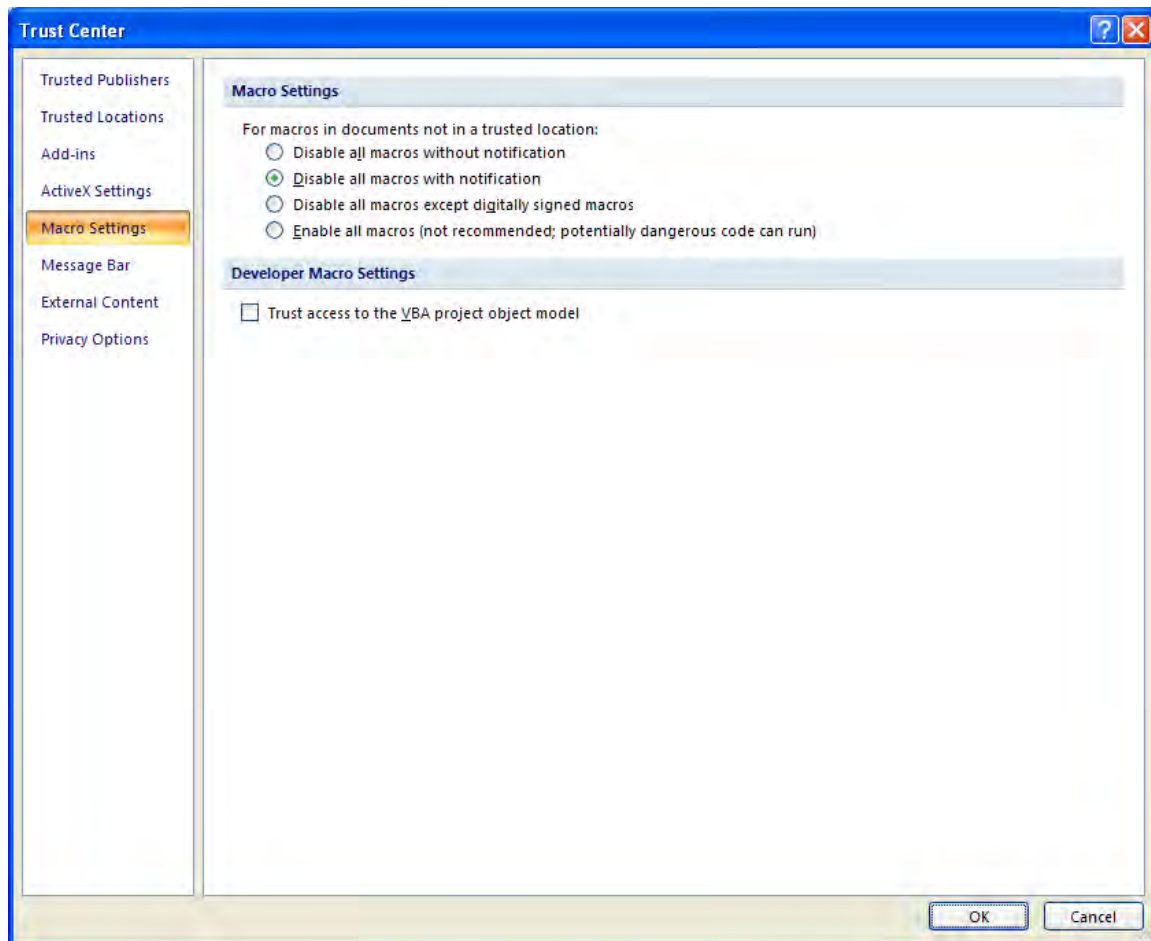


Figure 10: Macro Settings Screen

Next, to run the tool:

- 1) Save it to your computer.
- 2) Open the file, and click 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 click **OK**.

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 Multi-modal Carrier FLEET Tool

Understanding the Tool Format and Structure

The SmartWay Multi-modal Carrier 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:

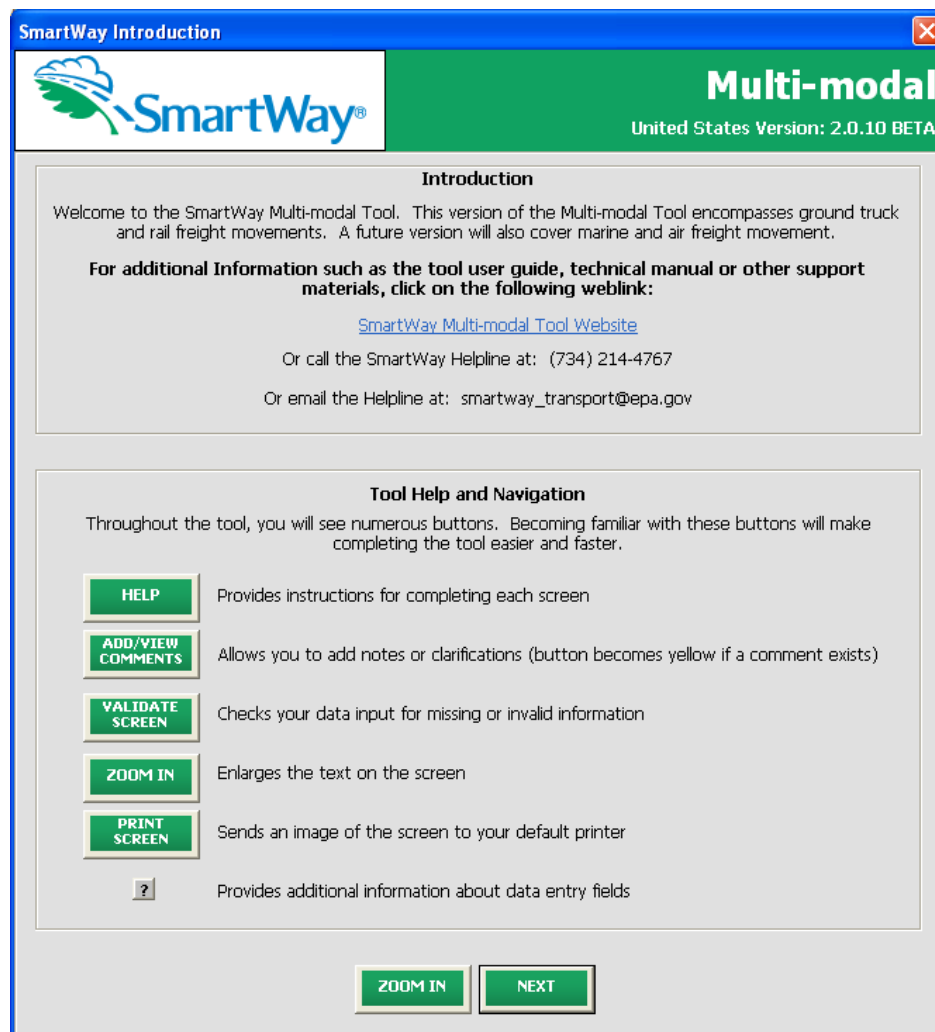


Figure 11: Opening Screen of Multi-modal Carrier FLEET Tool

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



Figure 12: Screenshot of Title of Screen/Form

Each screen contains text instructions or information about the program. Where applicable, the screen will also include links to the SmartWay website or other sections of the tool (e.g., the various data entry screens); these links will be underlined and shown in blue text.



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 click on 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 five introductory pages that allow you to review the basics of participation in SmartWay for multi-modal carriers:

- **The “SmartWay Introduction” Screen**
- **The “Partnership Agreement” Screen**
- **The “Is this the Right Tool for Me?” Screen**
- **The “Required Information” Screen**
- **The Summary Guidance 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 link 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.

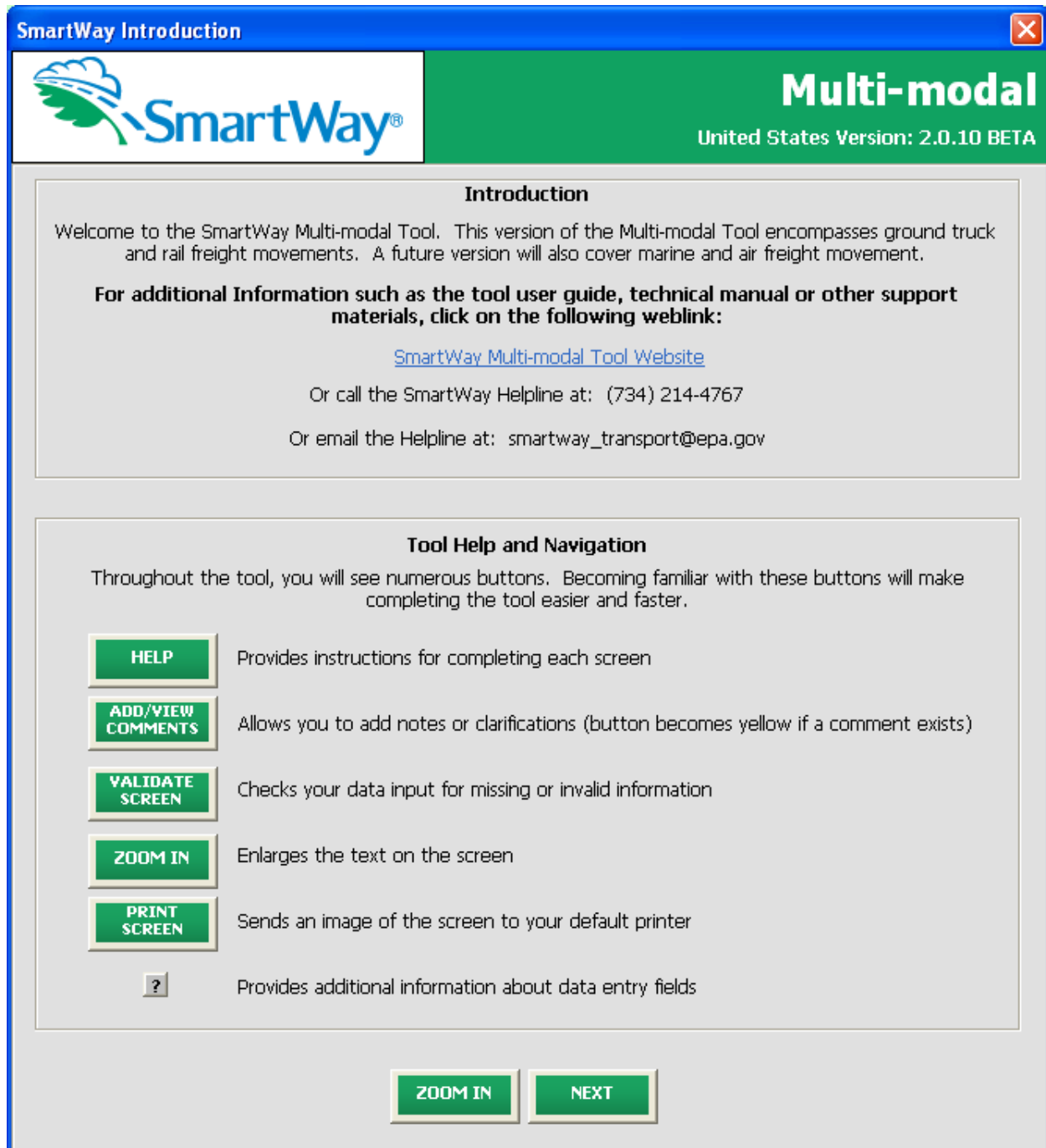


Figure 15: SmartWay Introduction Screen

For your convenience, a link SmartWay Tool information is provided on this screen - <http://www.epa.gov/smartwaylogistics/partnership/multimodal.htm>.

The “SmartWay Partner Agreement” Screen

The screenshot shows a web browser window titled "SmartWay Partnership Agreement". The header features the SmartWay logo on the left and "Multi-modal United States Version: 2.0.10 BETA" on the right. The main content area is titled "Partnership Agreement for Carriers" and contains the following text:

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 Carrier 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.
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 Carrier Tool constitutes agreement to all terms in this Partnership Agreement. No separate agreement need be submitted.

By checking the box below, I declare that the information submitted via this tool is, to the best of my knowledge, accurate. I understand that any person who, in the course of negotiating or performing under this Agreement, makes, presents or submits a false or misleading statement to the government, or any person who makes a material omission in the course of negotiating or performing under this Agreement, may be subject to liability under all applicable civil and criminal statutes including 18 U.S.C. 1001 (criminal liability for false statements), 31 U.S.C. 3801 - 3812 (civil liability for false statements) and 31 U.S.C. 3729-33 (The False Claims Act).

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

At the bottom, there are four buttons: BACK, NEXT, ZOOM IN, and PRINT.

Figure 16: SmartWay Partner Agreement

After clicking the  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 Multi-modal Carrier 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 clicking check box at the bottom left.

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



NOTE: *While in the past, SmartWay supported a lengthy warning process for partners that were delinquent submitting their partnership materials; 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 Multi-modal Carrier FLEET Tool to make sure it is the best option for your operations.

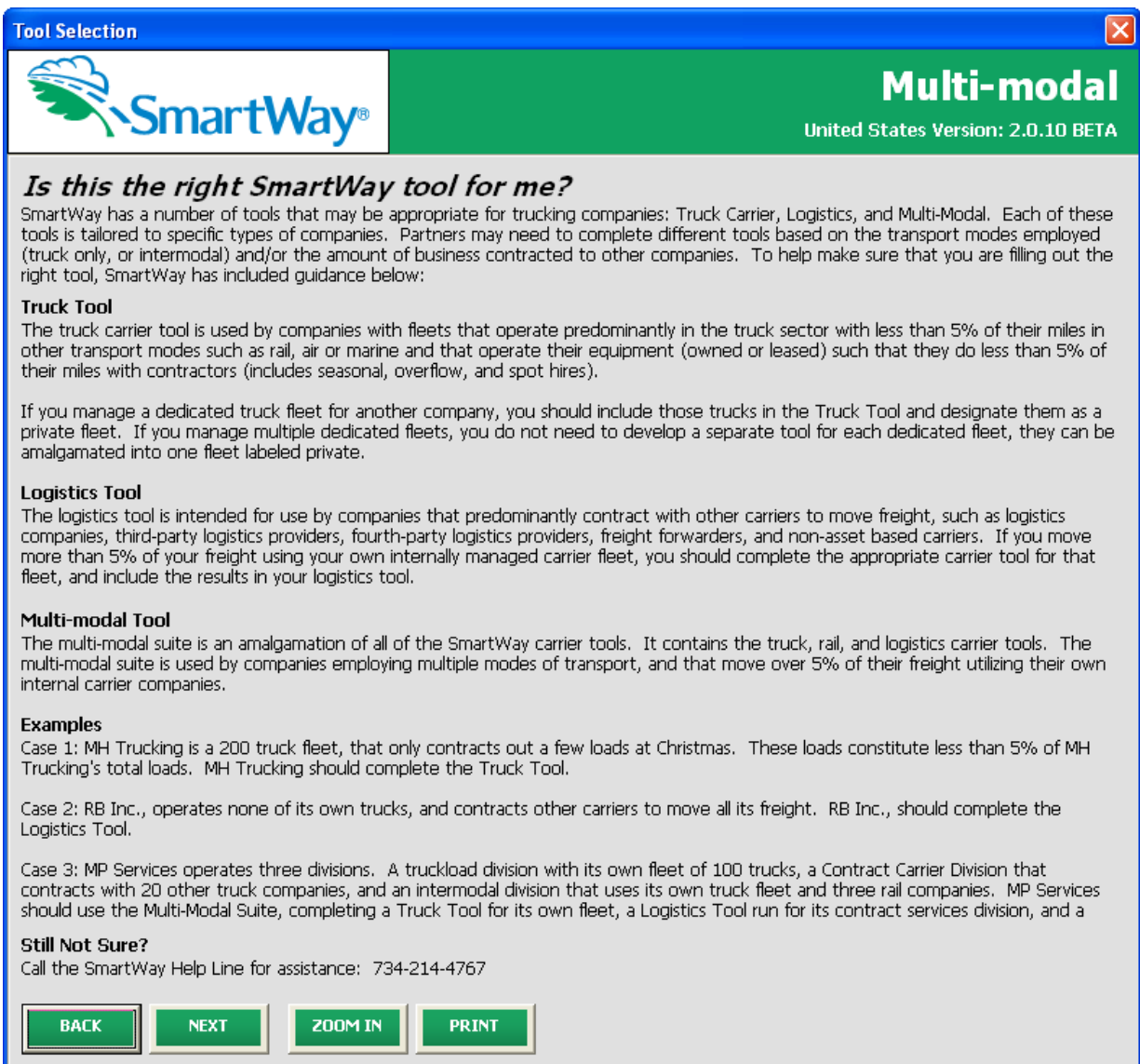



Figure 16: Determining Which Tool is Appropriate for your Fleets


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 Multi-modal Carrier FLEET Tool.

Click  in order to retain a hardcopy for reference as you complete the rest of the tool.

SmartWay - Required Information



Multi-modal
United States Version: 2.0.10 BETA

Following is a brief description of the information you will need to complete this tool. For further details, please consult the Multi-modal 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, Email

Company Characterization Information

- Company Names and Contacts
- Standard Carrier Alpha Codes (SCACs) and/or Motor Carrier numbers
- Fleet type (private/for-hire/dedicated)
- Operation Type and Body Type

Component Fleet Profile*

- Types of equipment
- Vehicle use by type
- Fuel types used
- Engine information
- Total ton-miles
- Total miles

Composite Fleet Characterization

- Composite Fleet names
- Associated Component Fleets
- Component Fleet Allocation Percentages

* Specific data required will depend on the mode selected. Items above are general guidelines.

BACK

NEXT

ZOOM IN

PRINT

Figure 17: Summary of Required Input Information

The Summary Guidance Screen

The next screen provides guidance regarding use of the Multi-modal Carrier FLEET Tool, including an example definition for different types of fleets defined within the tool.




Figure 18: Summary of Required Input Information

Once you have navigated through the five introductory screens, you will be taken to the SmartWay Multi-Modal Carrier FLEET Tool Home screen.

Navigating the “Home” Screen





Figure 19 displays the structure of the Home screen.

Home

 **SmartWay**SM

Multi-modal
United States Version: 2.0.10 BETA

Use the blue links below to navigate the tool. For more information, press the 'Help' button.

1. Enter Partner Name (Exactly as it should appear on the SmartWay website)
 Report Year: **2010**
2. Enter Company and Contact Information
[Company and Contact Information](#)
3. Define Your Component Fleets 
Choose a Carrier Mode: **View/Edit**
4. Download SmartWay Carrier Data File
[Download Latest SmartWay Carrier Data File](#)
5. Select Component Fleet for Data Entry 
 [View or change the selected component fleet](#)
6. Define Your Composite Fleets 
[Define your Composite Fleets](#)
7. View Reports 
[View Performance Data](#) [Show Report of All Comments](#)
8. Create Final Version
[Create File to Send to EPA*](#)

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

BACK **ZOOM IN** **PRINT SCREEN** **SAVE PROGRESS** **EXIT** **HELP**

Figure 19: Main Tool Navigation or “Home” Screen

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

- 1) Enter your company name;
- 2) Fill out company and contact information;
- 3) Define your component fleet(s) by mode;
- 4) Download the latest SmartWay Carrier data file;
- 5) Enter data to characterize your component fleet(s);
- 6) Define your composite (multi-modal) fleet(s);
- 7) View results of your data entry; and
- 8) Create final version to submit to EPA.

There are eight 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 Web site.
2. **Enter Company and Contact Information**
 - a. **Enter your Contact Information:** This link 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. **Define your Component Fleets**
 - a. **Choose a Carrier Mode:** Select the mode of interest. The Multi-modal Carrier FLEET tool currently allows users to define truck and logistics component fleets. Details regarding rail shipments may be entered by selecting the logistics mode.
 - b. **View/Edit by Fleet Mode:** Here you will define all of the fleets your company operates in each transport mode. You will provide information describing the operation of those fleets. Once these parameters are defined, the software will automatically generate separate files to be completed for each fleet.
4. **Download SmartWay Carrier File**
 - a. **Download Latest SmartWay Carrier File:** Click this link to download the latest SmartWay Carrier performance data for use with logistic fleets.
5. **Select Component Fleet for Data Entry**
 - a. **View or change the selected component fleet:** Select a component fleet to provide the performance and fleet composition information necessary to calculate the efficiency metrics for your carrier fleets.
6. **Define Your Composite Fleets**
 - a. **Define Your Composite Fleets:** This selection will allow you to identify your composite fleets (made up of two or more of your component fleets) and to allocate total annual mileage and ton-miles across the corresponding component fleets. For example, a “composite fleet” representing intermodal services might

include three component fleets – one logistics carrier and two truck carrier companies.

7. View Output: Here you can see final summaries of your data including:

- a. **View Fleet Performance Summary:** This link provides multiple options for viewing your performance data and can generate multiple reports for you.
- b. **Show Report of All Comments:** This link allows you to review any notes and comments made during the compilation of the different data inputs throughout the tool. These comments can provide a useful reference for documenting data sources and assumptions, as well as for preparation of subsequent year submittals. In addition, you can use this link to view questions and comments from your Partner Account Manager after they receive and return your data.

8. Create Final Version

- a. **Create File to Send to EPA:** This link allows you to send your data file as an Excel attachment in an e-mail to your Partner Account Manager (PAM). Pressing 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 six sections of the home screen should be completed in order, and comprise all the steps needed to complete your SmartWay Multi-Modal 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 click the “Save Progress” button on the **Home** screen. Although you will also be prompted to save your data after clicking “EXIT”, we recommend saving your data entry intermittently, especially if you are entering information for large numbers of carriers and/or logistics fleets.

Reviewing Your Data

The data reports provided by the Multi-modal Carrier FLEET Tool are covered in detail in the part 3 of the user guide series which covers data entry and submission.

Entering Your Data

You should complete the first six sections of the [Home](#) screen (see **Figure 20**) in order. The next six sections of this guide explain how to enter your data on each of the required and optional screens.

Section 1 Data Entry: Enter Partner Name

- Enter the name of your organization, exactly as it should appear on the Partner Listing of the SmartWay Web site.
- Note that the reporting year for your data entry is shown next to “Report Year” to the right of the Partner name.

The screenshot shows the 'Home' window of the SmartWay Multi-modal application. The title bar says 'Home' and the window has a close button. The header features the SmartWay logo and the text 'Multi-modal United States Version: 2.0.10 BETA'. Below the header, a message says 'Use the blue links below to navigate the tool. For more information, press the 'Help' button.' The main content area lists eight steps:

- 1. Enter Partner Name** (Exactly as it should appear on the SmartWay website)
This step includes a text input field for the partner name and a 'Report Year' dropdown menu currently set to '2010'. A red box with the text 'Enter Name Here' and an arrow points to the input field.
- 2. Enter Company and Contact Information**
Includes a blue link: [Company and Contact Information](#)
- 3. Define Your Component Fleets** ?
Includes a 'Choose a Carrier Mode:' dropdown menu and a 'View/Edit' button.
- 4. Download SmartWay Carrier Data File**
Includes a blue link: [Download Latest SmartWay Carrier Data File](#)
- 5. Select Component Fleet for Data Entry** ?
Includes a large empty text area and a blue link: [View or change the selected component fleet](#)
- 6. Define Your Composite Fleets** ?
Includes a blue link: [Define your Composite Fleets](#)
- 7. View Reports** ?
Includes two blue links: [View Performance Data](#) and [Show Report of All Comments](#)
- 8. Create Final Version**
Includes a blue link: [Create File to Send to EPA*](#)

At the bottom, a note reads: '* Be sure to read carefully the directions that appear when you select this link.' Below the note are six green buttons: BACK, ZOOM IN, PRINT SCREEN, SAVE PROGRESS, EXIT, and HELP.

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 Multi-modal Carrier FLEET Tool.

From the **Home** screen, select the blue text that says “Company and Contact Information.”

Home

SmartWay
Multi-modal
United States Version: 2.0.10 BETA

Use the blue links below to navigate the tool. For more information, press the 'Help' button.

1. Enter Partner Name (Exactly as it should appear on the SmartWay website)
Multi-modal Partner Name Report Year:
2. Enter Company and Contact Information
[Company and Contact Information](#) **Click here**
3. Define Your Component Fleets Choose a Carrier Mode:
4. Download SmartWay Carrier Data File
[Download Latest SmartWay Carrier Data File](#)
5. Select Component Fleet for Data Entry [View or change the selected component fleet](#)
6. Define Your Composite Fleets [Define your Composite Fleets](#)
7. View Reports [View Performance Data](#) [Show Report of All Comments](#)
8. Create Final Version
[Create File to Send to EPA*](#)

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

Figure 21: Accessing 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:

Company and Contact Information

1. Company Information:

Company Name* Multi-modal Partner Name

Address1* 2000 Kenn Street

Address2 Suite #210

City* Austin State* TX ZIP* 78731 Country* USA

Main Phone* (512) 555-5555 Toll Free:

Web Site* comp1.com

2. Primary Contact: ?

Name Mr. First* John MI: Last* Sample

Title* VP Operations

Use Company Address

Address1* 2000 Kenn Street

Address2 Suite #210

City* Austin State* TX ZIP* 78731 Country* USA

Phone* (512) 555-1212 Ext: 34 Cell: Fax:

Email* js@comp1.com

3. Executive Contact* ☐ Same as Primary Contact ?

Daphne Aruda **Add/Edit Executive Contact**

4. Other Contacts:

1 - Marvin Lasker

* - Required

Add New Contact **Edit Selected Contact** **Delete Selected Contact**

ZOOM IN **PRINT SCREEN** **HOME** **VALIDATE SCREEN** **HELP**

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 **Company data** 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 to SmartWay. The Primary Contact coordinates communication between SmartWay and the partner's company.**

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

Use Company Address

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

- Enter the **Executive Contact Information** by clicking 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 its SmartWay Partnership Agreement, overseeing the Primary Contact (as appropriate) and ensuring the timely submission of the Tool to SmartWay.**

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 clicking the **Add New Contact** button. A new contact field will appear, labeled **Other Contact Information** (not pictured).

Enter the first Other Contact then click **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.

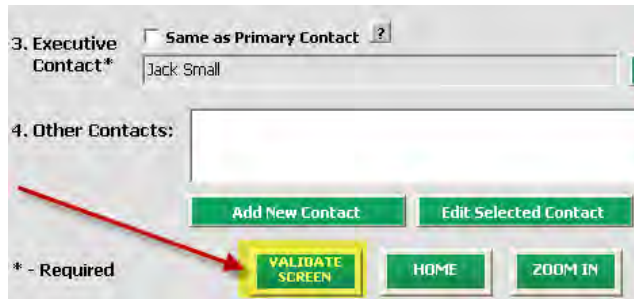
You can add more names to the **Other Contacts** box by repeating this process. If you wish to edit an existing contact's information, highlight the name you wish to edit and then click the

Edit Selected Contact

button.

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

To make sure you have filled out all required contact information, click  at the bottom of the screen. If any information is missing, a dialogue box will appear informing you what additional information is required.




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

4. Other Contacts:

Add New Contact Edit Selected Contact

* - Required

VALIDATE SCREEN HOME ZOOM IN

Next click the  button to return to the [Home](#) screen and go to Step 3.

Section 3 Data Entry: Define Your Component Fleets

PLEASE REFER TO **WORKHEET #2: Component Fleet Characterization** in the **Part II Data Collection and Workbook** to complete this section of the Multi-Modal Carrier FLEET Tool.

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).

Identifying Component Fleets:

On the [Home](#) screen select the pull-down menu next to “Choose a Carrier Mode” to display the available component fleet modes. The Multi-modal Carrier FLEET tool currently allows users to define truck and logistics component fleets. Details regarding rail shipments may be entered by selecting the logistics mode. Other modes will be added to the tool in the future, including air, marine, and a rail-specific module.

Home

SmartWaySM

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Use the blue links below to navigate the tool. For more information, press the 'Help' button.

- 1. Enter Partner Name** (Exactly as it should appear on the SmartWay website)
 Report Year:
- 2. Enter Company and Contact Information**
[Company and Contact Information](#)
- 3. Define Your Component Fleets** ?
Choose a Carrier Mode:
 View/Edit Click here
- 4. Download SmartWay Carrier Data**
[Download Latest SmartWay Carrier Data File](#)
- 5. Select Component Fleet for Data Entry** ?

[View or change the selected component fleet](#)
- 6. Define Your Composite Fleets** ?
[Define your Composite Fleets](#)
- 7. View Reports** ?
[View Performance Data](#) [Show Report of All Comments](#)
- 8. Create Final Version**
[Create File to Send to EPA*](#)

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

BACK ZOOM IN PRINT SCREEN SAVE PROGRESS EXIT HELP

Figure 23: Selecting Component Fleet Modes on Home Screen

Select the first mode of interest and click **View/Edit**. This will allow you to characterize the various components of your fleet for that mode.

There are two tabs in the **Fleet Characterization** section of the tool:

1. Identify Fleets
2. Characterize Fleets

Tab 1: Identifying Fleets is shown below for the truck mode below. Note that the data entry screens for logistics carriers contains the same required fields as for the truck mode, with the exception of the “95+% Control” field, as discussed below.

SmartWay: Fleet Characterization - Truck

Identify Fleets | **Characterize Fleets**

Input information for each component truck fleet operated internally by your company. Component fleets are fleets organized around your internal management of the company, while Composite Fleets (defined under Step 6 on the Multi-modal tool Home screen), represent entities that your customers can hire to move their freight. For example, component fleets might include truckload, dray, and/or 3PL fleets.

For each component fleet, if you control over 95% of the operation of the fleet (weighted by miles) please check the box labeled “95+% Control.” “Control” means that you operate/route the fleet, regardless of ownership status. Control includes dedicated fleets that you operate for other parties. If you contract out more than 5% of a fleet’s operation, return to Step 3 on the Home screen (Define Your Component Fleets) and select Logistics carrier mode option for that fleet. If you still have questions you may contact your assigned SmartWay Partner Account Manager, or the SmartWay help line at 734-214-4767.

To add component fleets, simply select the “Add Another Fleet” button at the bottom of the screen. When you have added all your component fleets and filled out the required information, select NEXT or select the “Characterize Fleets” tab at the top of the screen to proceed to the next step.

Delete	Company / Division Name	SCAC(s) ?	MCN ?	Fleet Type ?	95+% Control ?	Fleet Contact ?
<input type="checkbox"/>	1 Multi-modal Company Example Truckload Fleet	ABCD		For-Hire	<input checked="" type="checkbox"/>	Ken Sample
<input type="checkbox"/>	2 Multi-modal Company Example Dray Fleet		123456	Private/Dedicated	<input checked="" type="checkbox"/>	Daphne Aruda

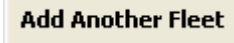
Figure 24: Identifying Component Fleets

Steps for Completing “Identify Fleets” Tab Mode

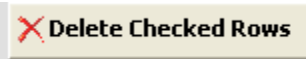
Using data collected using **Worksheet #2: Component Fleet Characterization** in the **Part II Workbook**, enter data for your first fleet:

- **Company/Division Name:** Enter the Company/Division name, with your company name first followed by your division name, exactly as you would like it displayed on the SmartWay website.
- **SCAC(s):** If your fleet has a SCAC, please input that information. While it is not required to enter SCAC information for each fleet, it will help shippers searching by those parameters in the SmartWay database to easily find your fleet for inclusion in their Shipper and/or Logistics Tools.
- **MCN:** If your fleet has a Motor Carrier Number, please input that information. While it is not required to enter MCN information for each fleet, it will help shippers searching by those parameters in the SmartWay database to easily find your fleet for inclusion in their Shipper and/or Logistics Tool.
- **Fleet Type:** For private company operations or dedicated contract service, enter “Private/Dedicated.” Otherwise select “For-Hire.”
- **95% Control:** Click the box if your company controls over 95% of the operation of each fleet, weighted by miles. “Control” means that you operate/route the fleet, regardless of ownership status. Control includes dedicated fleets that you operate for other parties. If you contract out more than 5% of the fleet’s operation, the SmartWay Logistics Tool should be used for that fleet. Note this box is not included in the Identify Fleets tab for the Logistics mode selection.
- **Fleet Contact:** Enter your division 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 division that is not already listed in the [Company and Contacts](#) screen, you will need to go back to that screen to add the contact information.

Modifying Component Fleets

To enter another component fleet, click the  button.


To delete a fleet, click the box next to the fleet you wish to delete, and then click the



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

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

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

To proceed, click the [Characterize Fleets](#) tab at the top, or simply click the  button at the bottom of the screen.

Steps for Completing “Characterize Fleets” Tab:

Tab 2: Characterize Fleets is shown below in Figure 25.

SmartWay: Fleet Characterization - Truck

Identify Fleets | **Characterize Fleets**

For each fleet, enter the percentage of trucks that fall into each category. Percentages under Operation Category must sum to 100 percent, as must those under Body Type. When finished, click the Create Fleet(s) button. The fleet names will appear on the HOME screen so that you may begin entering details for each fleet.

Company/Division Name	Operation Category (%)				Total	Body Type (%)						Total
	Truckload	LTL	Drayage	Package Delivery		Dry Van	Reefer	Flatbed	Tanker	Chassis	Special Hauler	
1-Multi-modal Company Example Truckload Fleet	100				100	90	10					100
2-Multi-modal Company Example Dray Fleet			100		100	15		25		60		100

BACK | NEXT | VALIDATE SCREEN | HOME | CREATE FLEET(S) | ZOOM IN | ADD COMMENTS | HELP

Figure 25: Characterizing Component Fleets

Using data collected using Worksheet #3: Fleet Characterization, enter data for your first truck fleet:

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


- Truckload (TL)
- Less-than-truckload (LTL)
- Drayage
- Package delivery (PD)

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


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

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

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

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

If, at a point later in the data entry process, you realize that you need to add a new fleet or delete an existing fleet, you can return to the [Identify Fleets](#) tab. To add a new fleet, follow all of the instructions

on the screen regarding defining your fleets, including clicking the  button. When you click this button, the system will create blank data entry forms only for the new fleet(s) you have added; the existing fleets will not be affected.

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



If you choose to delete a component fleet, and if you have allocated any activity to this fleet to the composite multi-modal fleets (defined under Step 6 on the [Home](#) screen) then you must re-allocate your composite fleet activity to reflect this change. Similarly, adding a new component fleet may require modifying your composite fleet activity allocations under Step 6 as well.

As on the other tabs there is a  button as well as an  button. Clicking



will take you back to the [Home](#) screen (see **Figure 25**). At this point you may define another component fleet following the same process, or proceed to Step 4 on the [Home](#) screen.

Section 4: Download SmartWay Carrier Data File

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

Select Component Fleet for Data Entry

On the [Home](#) screen, you will now see all the fleets you created listed in the window below item # 5: [Select Component Fleet for Data Entry](#).

The screenshot shows the 'Home' window of the Multi-modal SmartWay application. The title bar says 'Home' and the window has a standard Windows-style close button. The header area features the SmartWay logo on the left and the text 'Multi-modal United States Version: 2.0.10 BETA' on the right. Below the header, a blue instruction bar reads: 'Use the blue links below to navigate the tool. For more information, press the 'Help' button.'

The main content area lists eight numbered steps:

- 1. Enter Partner Name** (Exactly as it should appear on the SmartWay website)
Input field: Multi-modal Partner Name
Report Year: 2010
- 2. Enter Company and Contact Information**
[Company and Contact Information](#)
- 3. Define Your Component Fleets** ?
Choose a Carrier Mode: [Dropdown Menu] **View/Edit**
- 4. Download SmartWay Carrier Data File**
[Download Latest SmartWay Carrier Data File](#)
- 5. Select Component Fleet for Data Entry** ?
Truck 1: Multi-modal Company Example Truckload Fleet - Not Checked
Truck 2: Multi-modal Company Example Dray Fleet - Not Checked
Logistics 1: Multi-modal Company Example 3PL Fleet - Not Checked
Logistics 2: Multi-modal Company Example Rail-Dray Fleet - Not Checked
[View or change the selected component fleet](#)
- 6. Define Your Composite Fleets** ?
[Define your Composite Fleets](#)
- 7. View Reports** ?
[View Performance Data](#) [Show Report of All Comments](#)
- 8. Create Final Version**
[Create File to Send to EPA*](#)

A footnote at the bottom states: ** Be sure to read carefully the directions that appear when you select this link.*

At the bottom of the window are six green buttons: BACK, ZOOM IN, PRINT SCREEN, SAVE PROGRESS, EXIT, and HELP.

Figure 26: Home Screen with Component Fleet Status

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


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

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

- **Errors** will prevent you from generating the **Internal Metrics Reports** under item #7, [View Reports](#), and must be addressed before you can submit your tool to EPA.
- **Warnings** will still allow you to run the **Internal Metrics Reports** and submit your data to EPA. However, it is strongly recommended that you carefully review each warning message before sending your data to EPA so that you can anticipate questions that may come from a partner account manager (PAM) as a result of your data being outside the expected ranges. Addressing errors and warnings is described for subsequent input screens in the following sections.



To add data to a particular fleet, highlight the fleet name and then click [View or change the selected component fleet](#), or simply double-click on the name of the fleet. You will then proceed to the tool [Data Entry Screens](#) for the selected fleet.

Home





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Use the blue links below to navigate the tool. For more information, press the 'Help' button.

- Enter Partner Name** (Exactly as it should appear on the SmartWay website)
 Report Year:
- Enter Company and Contact Information**
[Company and Contact Information](#)
- Define Your Component Fleets** 
Choose a Carrier Mode:
- Download SmartWay Carrier Data File**
[Download Latest SmartWay Carrier Data File](#)
- Select Component Fleet for Data Entry** 

Truck 1: Multi-modal Company Example Truckload Fleet - Not Checked
Truck 2: Multi-modal Company Example Dray Fleet - Not Checked
Logistics 1: Multi-modal Company Example 3PL Fleet - Not Checked
Logistics 2: Multi-modal Company Example Rail-Dray Fleet - Not Checked

[View or change the selected component fleet](#)
- Define Your Composite Fleets** 
[Define your Composite Fleets](#)
- View Reports** 

[View Performance Data](#) [Show Report of All Comments](#)
- Create Final Version**
[Create File to Send to EPA*](#)

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

Figure 27: Selecting Component Fleet for Data Entry from Home Screen

Section 5 Data Entry: Enter fuel and/or activity information for each of your component fleets

PLEASE REFER TO THE TRUCK TOOL AND LOGISTICS TOOL USER GUIDES FOR DETAILED INSTRUCTIONS REGARDING DATA ENTRY FOR YOUR COMPONENT FLEETS.

Section 6 Data Entry: Define Your Composite Fleets

Once you have entered data for all of your component fleets, and resolved any error notifications, you may proceed to Step 6, [Define Your Composite Fleets](#). This step allows you to group your component fleets into larger, *composite fleets* operating across one or more modes. 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 for hire.

First, enter the name of your composite fleets on the first screen, [Define Composite Fleets](#), as shown in **Figure 28**. Next, select the appropriate contact from the drop-down menu. You may add more fleets by clicking **Add Another Composite Fleet**. To proceed to the next tab, click on the [Allocate Component Fleets](#) tab or click **NEXT**.

The screenshot shows a software window titled "SmartWay: Composite Fleet Characterization" with a close button in the top right corner. It has two tabs: "Define Composite Fleets" (active) and "Allocate Component Fleets".

Below the tabs, there is instructional text: "Please input the names of your composite fleets, making sure they appear as you wish them to be listed on the SmartWay website Partner list. 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. When finished, select NEXT or select the 'Allocate Component Fleets' tab at the top of the screen to proceed to the next step."

The main area contains a table with the following columns: "Delete", "Composite Fleet Name", and "Composite Fleet Contact ?".

Delete	Composite Fleet Name	Composite Fleet Contact ?
<input type="checkbox"/>	1 Multi-modal Example Truckload Division	Ken Sample
<input type="checkbox"/>	2 Multi-modal Example Intermodal Division	Daphne Aruda

Below the table, there are two buttons: "Delete Checked Rows" (with a red X icon) and "Add Another Composite Fleet".

At the bottom of the window is a row of navigation buttons: "BACK", "NEXT", "ZOOM IN", "PRINT SCREEN", "HOME", "VALIDATE SCREEN", "VALIDATE FLEET(\$)", "ADD COMMENTS", and "HELP".

Figure 28: Defining Composite Fleets

Allocate Composite Fleets

The selection box in the upper left of the **Allocate Component Fleets** screen (**Figure 29**) lists all of the component fleets you defined under Step 3 (**Define Your Component Fleets**). All of the miles and ton-miles associated with each of these fleets must be assigned across one or more of the composite fleets you defined on the previous screen. You must allocate component fleet activity based on the percentage of total miles and total ton-miles attributable to each composite fleet. The total miles and ton-miles listed for each component fleet is automatically calculated from Step 5 where you entered the activity data for your component fleets. (Note that total miles refers to truckload miles for truck modes, and railcar-miles for rail modes.)

SmartWay: Composite Fleet Characterization

Define Composite Fleets | **Allocate Component Fleets**

For each component fleet listed below, follow steps 1 - 3. Component fleets are fleets organized around your internal management of the company. As you assign each component fleet, its status will change from "Not Assigned" to "Allocated." Repeat the steps for each component fleet until they have all been allocated. To view a summary of the allocation percentages for all component fleets, click the "Show Allocations" button below the Component Fleet list.

Component Fleets

- Truck1: Multi-modal Company Example Truckload Fleet - Allocated
- Truck2: Multi-modal Company Example Dray Fleet - Not Allocated
- Logistics1: Multi-modal Company Example 3PL Fleet - Not Allocated
- Logistics2: Multi-modal Company Example Rail-Dray Fleet - Not Allocated

Show Allocations

1. Select a fleet from the list by clicking on it. Note that the header below will change to indicate the selected component fleet. The Total Miles and Ton-Miles values will also change to reflect the miles and ton-miles for the selected component fleet.

2. For each composite fleet in the bottom section of the screen, enter the appropriate percentages for miles and ton-miles. (The miles and ton-miles associated with the selected component fleet will be calculated automatically, reflecting the percentage allocation entered.)

3. Continue allocating the component fleet until you have accounted for 100% of its miles and ton-miles.

Truck1: Multi-modal Company Example Truckload Fleet

Composite Fleets		Total Miles*		Ton-Miles	
1	Multi-modal Example Truckload Division	80 %	80,000	67 %	1,206,000
2	Multi-modal Example Intermodal Division	20 %	20,000	33 %	594,000

* Miles refers to truckload-miles and/or railcar-miles, depending upon modes utilized.

Totals: 100 % 100,000 100 % 1,800,000

BACK **NEXT** **ZOOM IN** **PRINT SCREEN** **HOME** **VALIDATE SCREEN** **VALIDATE FLEET(\$)** **ADD COMMENTS** **HELP**

Figure 29: Allocating Component Fleets

Note that the percentage allocations must sum to 100 for each component fleet. In addition, if you enter a non-zero percentage for a particular total miles assignment, and zero percent for the corresponding ton-mile assignment (or vice versa), the tool will display an error and you will not be allowed to proceed until reconciling the discrepancy.

The **Show Allocation** button located below the component fleet list allows you to view a summary of your composite fleet percentage allocations across all of your different component fleets, in order to confirm the accuracy of your assignments. An example is provided in **Figure 30**.

Please refer to **Appendix A** for a description of the procedure used to calculate the gram per mile and gram per ton-mile performance metrics for composite fleets.

The screenshot shows the 'Composite Fleet Allocation' spreadsheet in Microsoft Excel. The spreadsheet is titled 'multiModal_2011-09-21_UG.xls [Compatibility Mode] - Microsoft Excel'. The 'Return to Entry Form' button is located in cell B2. The 'Total Miles Allocation' table (rows 5-10) and 'Ton-Miles Allocation' table (rows 13-18) provide a summary of fleet allocation data.

Total Miles Allocation		Truck1: Multi-modal Company Example		Truck2: Multi-modal Company Example Dray Fleet	
Component Fleets	Status	Total Miles	Truckload Fleet	Fleet	
Truck1: Multi-modal Company Example Truckload	Allocated	100,000	80.00%	20.00%	
Truck2: Multi-modal Company Example Dray Fleet	Allocated	50,000	0.00%	100.00%	
Logistics1: Multi-modal Company Example 3PL Fleet	Allocated	1,100,000	100.00%	0.00%	
Logistics2: Multi-modal Company Example Rail-Dray	Allocated	3,750,000	38.00%	62.00%	
Total Miles		5,000,000			

Ton-Miles Allocation		Truck1: Multi-modal Company Example		Truck2: Multi-modal Company Example Dray Fleet	
Component Fleets	Status	Ton-Miles	Truckload Fleet	Fleet	
Truck1: Multi-modal Company Example Truckload	Allocated	1,800,000	67.00%	33.00%	
Truck2: Multi-modal Company Example Dray Fleet	Allocated	200,000	0.00%	100.00%	
Logistics1: Multi-modal Company Example 3PL Fleet	Allocated	16,000,000	100.00%	0.00%	
Logistics2: Multi-modal Company Example Rail-Dray	Allocated	12,500,000	51.00%	49.00%	
Total Ton-Miles		30,500,000			

Figure 30: Example Composite Fleet Allocation Summary

Click **Return to Entry Form** to leave the spreadsheet and return to the allocation screen shown in **Figure 29**.

Once you have allocated all of your component fleets across the composite fleets, click **HOME** to return to the **Home** screen.

View Reports

Once you complete allocating component fleet activity across your composite fleets and return to the [Home](#) screen, you may click [View Performance Data](#) which will take you to the following screen:

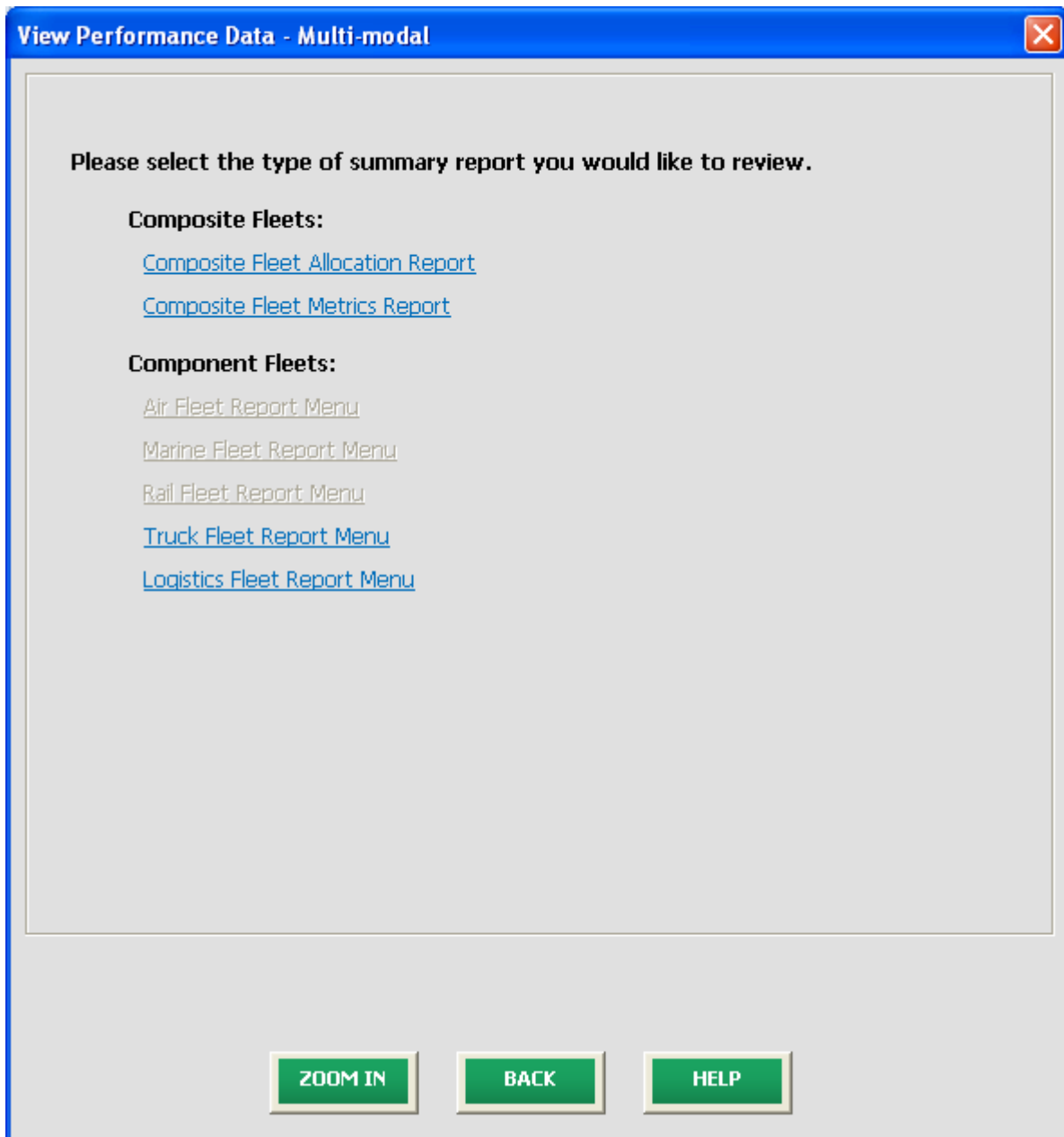


Figure 31: View Fleet Performance Data Report Menu

Clicking any of the [blue links](#) will display data for the selected fleet type (component by mode, or composite). You will go to another screen where you can choose how to view the results. Clicking on any of the summary report types will take you to a screen allowing you to preview and print your reports.

Figure 32 shows one of many sample reports that the model can generate for you, in this case summarizing the performance metrics for each composite fleet. Similar composite reports are available by carrier mode and Partner-level totals, as well as component fleet reports by mode type. (Note that reports for air, marine, and rail component fleets will be available in the future.) These reports will prove useful for your company's evaluation and improvement efforts.

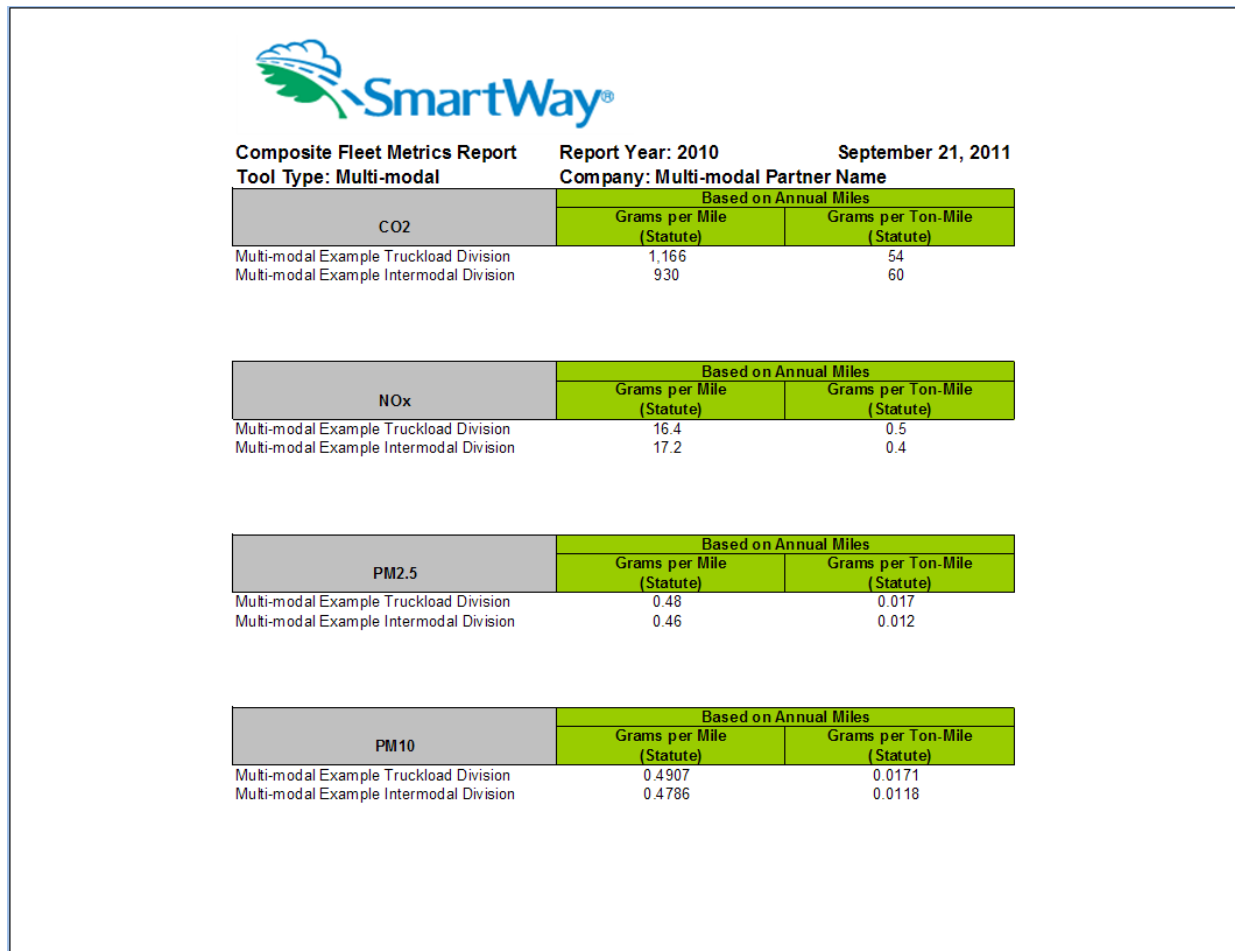


Figure 32: Example of Completed Composite Fleet Performance Metrics Report

Submitting Data to SmartWay

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

Click the [Create file to send to EPA](#) link, which will create a file with the following naming convention:

PartnerName_Year_Multi-modal_V0.xls

For example, ABCompany_2010_Multi-modal_V0.xls

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

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

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

The system will first display a message asking you to confirm your decision to save a copy of your tool on your hard drive (**Figure 33**).

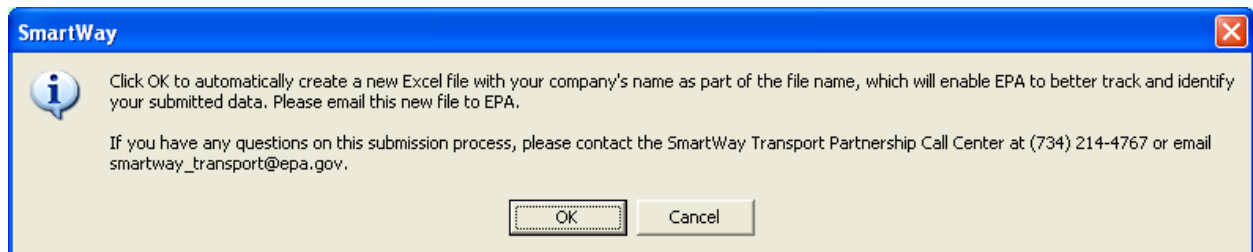


Figure 33: Data Saving Confirmation

Upon clicking **OK**, the file will be saved, and the following instructions will appear. Follow these instructions for submitting your multi-modal tool to SmartWay. Upon clicking **CLOSE** a screen will appear allowing you to close the Multi-modal Carrier FLEET tool or return to the **Home** screen.

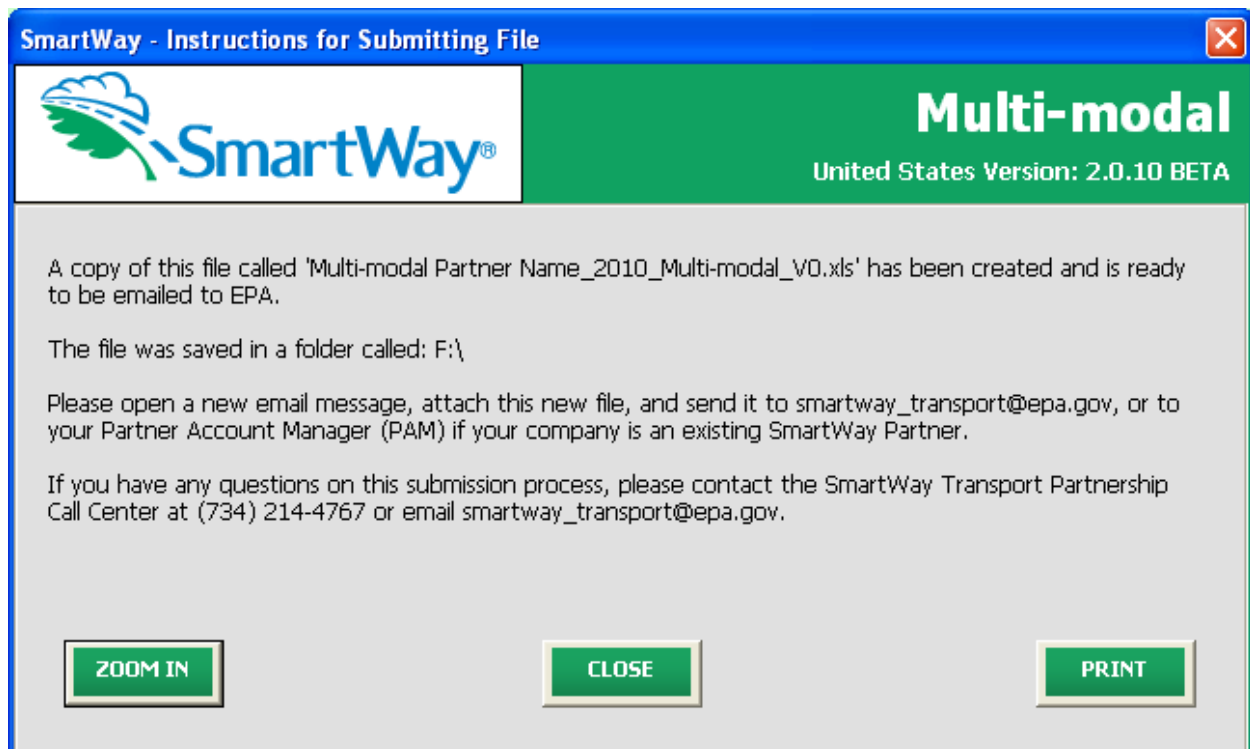


Figure 34: Data Submission Instructions

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 – Calculating Composite Fleet Performance Metrics

The Multi-modal tool calculates gram per mile and gram per ton-mile performance metrics for composite fleets using the carrier-specific performance metrics associated with the associated component fleets. The percentage distributions provided for miles and for ton-miles are used as weighting factors in developing these composite values.

The following example illustrates how the composite metrics are calculated for CO₂ grams per mile.

- 1) Three Component Fleets are defined: Logistics 1, Truck 1, and Logistics 2
- 2) Three Composite Fleets are defined: Composite 1, Composite 2, Composite 3
- 3) Component fleet activity is allocated across the composite fleets as summarized below:

Total Miles Allocation					
Component Fleets	Total Miles	Composite 1	Composite 2	Composite 3	Total
Logistics 1	6,679,941	30%	50%	20%	100%
Truck 1	1,234,567	50%	50%	0%	100%
Logistics 2	1,000,000	35%	12%	53%	100%
Total	8,914,508				

- 4) The mileage associated with each component/composite fleet combination is calculated by multiplying the total miles in the table above by the associated fraction, with the results summarized as follows:

Miles	Logistics 1	Truck 1	Logistics 2	Total
Composite 1	2,003,982	617,284	350,000	2,971,266
Composite 2	3,339,971	617,284	120,000	4,077,254
Composite 3	1,335,988	0	530,000	1,865,988
Total	6,679,941	1,234,567	1,000,000	8,914,508

- 5) The corresponding composite-based mileage fractions are as follows:

Miles	Logistics 1	Truck 1	Logistics 2	Total
Composite 1	67%	21%	12%	100%
Composite 2	82%	15%	3%	100%
Composite 3	72%	0%	28%	100%

6) The CO₂ grams per mile values calculated for each component fleet are as follows:

- Logistics 1: 2,261 g/mi
- Truck 1: 1,649 g/mi
- Logistics 2: 1,163 g/mi

7) Using the composite-based mileage distributions and component fleet grams per mile values, the grams per mile value for Composite Fleet 1 is calculated as follows:

$$\text{Composite 1 g/mi} = (0.67 \times 2,261 + 0.21 \times 1,649 + 0.12 \times 1,163) = 2,001 \text{ g/mi}$$

Gram per mile values for Composite fleets 2 and 3 are calculated in a similar fashion, as are the corresponding gram per ton-mile values.