

Truck Carrier Partner 2.0.14 Tool: Data Entry and Troubleshooting Guide 2014 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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Table of Contents

TABLE OF CONTENTS.....	3
INTRODUCTION	5
PART 1: DOWNLOADING AND SETTING UP THE TOOL.....	6
DOWNLOADING AND SETTING UP THE TOOL	7
<i>Software and Hardware Requirements.....</i>	7
<i>Downloading the SmartWay Truck Carrier Tool</i>	7
<i>How to Set Security Levels for the SmartWay Tools.....</i>	7
Security Settings For Excel 2003 Users.....	8
Security Settings For Excel 2007 Users.....	9
Security Settings For Excel 2010 and 2013 Users.....	15
PART 2: TOOL ORGANIZATION	19
BASIC ORGANIZATION OF THE SMARTWAY TRUCK CARRIER TOOL.....	20
REVIEWING THE INTRODUCTORY SCREENS	22
<i>SmartWay Introduction Screen</i>	23
<i>SmartWay Partnership Annual Agreement Screen</i>	24
<i>SmartWay Tool Selection Screen.....</i>	25
<i>Required Information Screen</i>	26
<i>SmartWay Partner Schedule Screen.....</i>	26
<i>US/Canadian Operations Screen</i>	27
BASIC OVERVIEW OF HOW TO COMPLETE THE TOOL	29
<i>Sections of the Tool.....</i>	30
<i>Entering Your Data.....</i>	30
<i>Validating Your Data.....</i>	31
<i>Saving Your Data.....</i>	31
<i>Reviewing Your Data.....</i>	31
<i>Partner Profile/Logo Info/Suggestions.....</i>	31
<i>Submitting Data to SmartWay.....</i>	31
PART 3: SECTION-BY-SECTION DATA ENTRY GUIDANCE	32
PREPARING FOR DATA ENTRY	33
SECTION 1 DATA ENTRY: ENTER PARTNER NAME	34
Section 1 Overview	34
Steps for Entering Partner Name.....	34
SECTION 2 DATA ENTRY: ENTER COMPANY AND CONTACT INFORMATION	35
Section 2 Overview	35
SECTION 3 DATA ENTRY: CHARACTERIZE YOUR FLEETS.....	41
"Identify Fleets" Screen Overview	42
Steps for Completing "Identify Fleets" Screen:	44
"Fleet Details" Screen Overview	46
Steps for Completing "Fleet Details" Screen	47
"Operation Categories" Screen Overview.....	48
Steps for Completing "Operation Categories" Screen:	49
"Body Types" Screen Overview.....	50
Steps for Completing "Body Types" Screen:	50

“SmartWay Category” Screen	51
SECTION 4: SELECT FLEET FOR DATA ENTRY (PROVIDING ACTIVITY AND FUEL CONSUMPTION INFORMATION FOR YOUR FLEETS)	52
Fleet Status Review Overview	53
Steps for Selecting a Fleet to Review:.....	54
“General Information” Screen Overview	55
Steps for Completing “General Information” Screen.....	57
Fuel SECTION: “Engine Model Year & Class” Overview.....	58
Steps for Completing the “Engine Model Year & Class” Screen	59
Fuel SECTION: “Activity Information” Screen Overview	60
Main Fuel Activity Data Points Overview	62
Steps for Completing the Main Fuel Data Points on the “Activity Information” Screen.....	64
“Fuel Allocator Worksheet” Overview	66
Steps for Completing the “Fuel Allocator Worksheet”	68
(OPTIONAL) “Biodiesel Blend Worksheet” Overview	69
Steps for Completing the “Biodiesel Blend Worksheet “	69
(OPTIONAL) “Ethanol Blend Worksheet” Overview	70
Steps for Completing the “Ethanol Blend Worksheet “	70
Payload and Capacity Overview on the “Activity Information” Screen.....	71
Steps for Completing the Payload Section on the “Activity Information” Screen	77
Average Capacity Volume (cubic feet) Worksheet Overview on the “Activity Information” Screen	78
Steps for Completing Average Capacity Volume (cubic feet) Worksheet on the “Activity Information” Screen	80
Percent (%) Capacity Utilization Section Overview on the “Activity Information” Screen.....	81
Steps for Completing the % Capacity Utilization Section on the “Activity Information” Screen	81
Road Type/Speed Category Section Overview on the “Activity Information” Screen.....	82
Steps for Completing the Road Type / Speed Category Section on the “Activity Information” Screen.....	82
Average Annual Idle Hours per Truck Section Overview on the “Activity Information” Screen	83
Steps for Completing the Average Annual Idle Hours per Truck Section on the “Activity Information” Screen	84
“PM Reduction” Screen Overview	85
Steps for Completing the “PM Reduction” Screen	86
VALIDATING YOUR DATA	87
VIEWING YEAR-TO-YEAR COMPARISON	93
PROVIDING ADDITIONAL INFORMATION	98
VIEWING REPORTS	101
SUBMITTING DATA TO SMARTWAY	104
TROUBLESHOOTING THE TOOL	107
APPENDIX A – PORT DRAY PROGRAM DATA REQUIREMENTS AND CALCULATIONS	111
APPENDIX B—RECOMMENDED DATA SOURCES FOR ACTIVITY DATA	117

Introduction

This guide is the second of two guides available to help your company participate fully in the SmartWay Transport Partnership as a Truck Carrier Partner.

The first guide, the Truck Carrier Tool “Quick Start Guide,” provides a basic walk-through of the process of identifying, gathering, preparing, and submitting your data using the SmartWay Truck Carrier Tool. (From this point on, this guide will refer to the SmartWay Truck Carrier Tool as the “Truck Carrier Tool” or simply, the “Tool,” for brevity.)

The Quick Start Guide may be all you need to successfully complete the Truck Carrier Tool.

This guide, the Truck Carrier Tool “Data Entry and Troubleshooting Guide,” is intended to supplement the Quick Start Guide and provide more detailed information for completing your Tool submission.

The Table of Contents for this guide is designed so that you can find the relevant information on specific topics without reading the entire guide.

In this guide, you will learn how to enter the fleet composition and activity data you collected (as mentioned Quick Start Guide and the online data entry forms it references) into the Truck Carrier Tool. This guide covers:

- Downloading and setting up the Tool to run properly
- Basic organization of the Truck Carrier Tool
- Entering your data
- Viewing fleet performance summary data
- Submitting data to SmartWay
- Troubleshooting the Tool
- Appendices

WARNING!

*Completing this Tool requires a considerable amount of information about your fleet(s). There are many sections and screens to complete for each fleet. 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 the Quick Start Guide to understand key information about joining the partnership and preparing the required data **BEFORE** attempting to complete the Tool.*

PART 1: DOWNLOADING AND SETTING UP THE TOOL

Downloading and Setting up the Tool

SOFTWARE AND HARDWARE REQUIREMENTS

The Truck Carrier Tool was designed in Microsoft Excel. Microsoft Excel is an electronic spreadsheet program used for storing and manipulating data. Microsoft Excel Forms were used to enable the functional capabilities of the Tool.

Completing the Truck Carrier 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
- At least 10 megabytes of available 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

Check with the user guides for your computer, online support, or your company's IT department to make sure your system is set up to use the Truck Carrier Tool.

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

DOWNLOADING THE SMARTWAY TRUCK CARRIER TOOL

To download the Truck Carrier Tool, visit: <http://www.epa.gov/smartway/forcarriers/index.htm>

Save the Tool in a folder on your hard drive; this folder will house copies of your data and future updates.

HOW TO SET SECURITY LEVELS FOR THE SMARTWAY TOOLS

The following instructions should appear on your screen *if* you need to change your security settings before running the Tool. The instructions differ depending upon what version of Excel you use (Excel 2003, 2007, 2010 or 2013).

SECURITY SETTINGS FOR EXCEL 2003 USERS

To use the Truck Carrier Tool in Microsoft Excel 2003, you will need to have your security levels set to “Medium.”

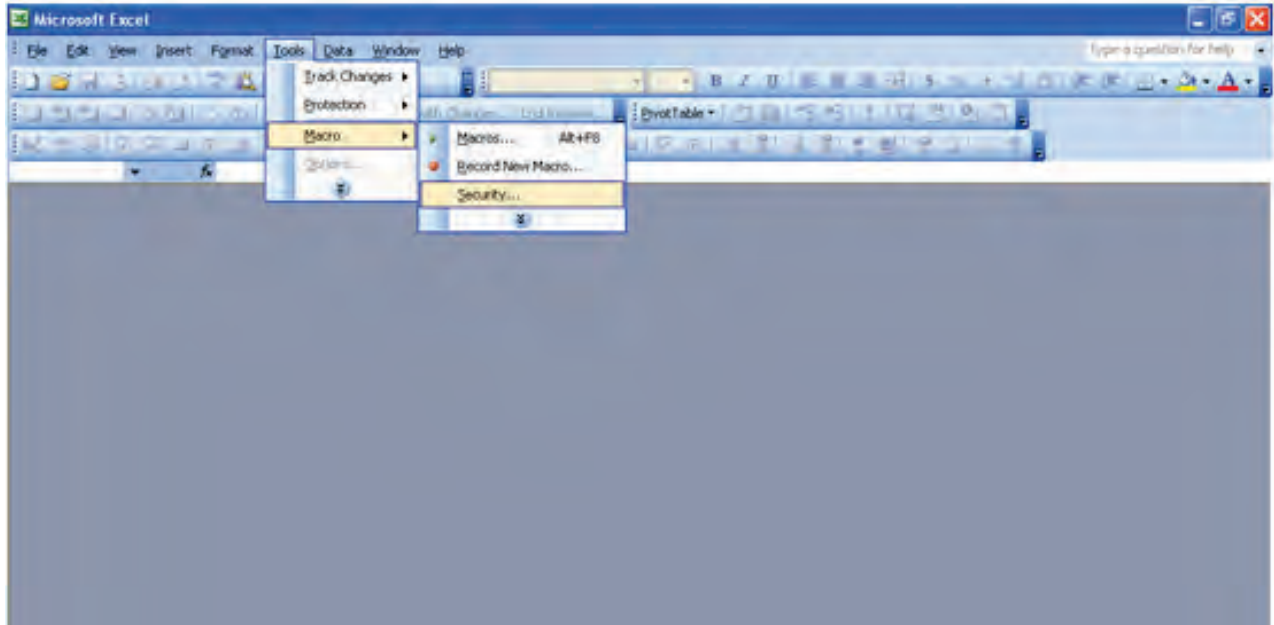


Figure 1: Macro Setting Tabs in Excel 2003

Setting Security Levels to Medium in Excel 2003

1. When using Excel 2003, on the menu bar, go to *Tools → Macro → Security Level*.
2. When the “Security” window opens, select the “Medium” level, and select **OK**.

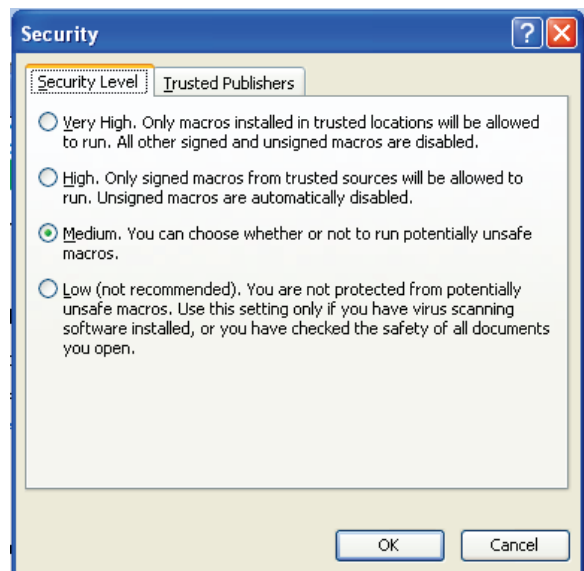



Figure 2: Security Level Setting Screen in Excel 2003

Running the Tool in Microsoft Excel 2003

1. Save the Tool to your computer in a folder on your hard drive.
2. Go to that folder and double-click on the file to open the Tool.
3. You will see a security-warning box appear (**Figure 3**). Select the  button in the security-warning box.

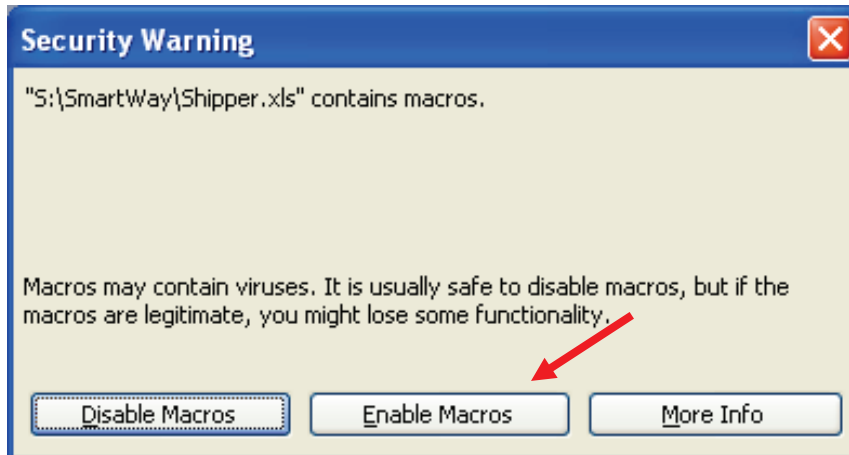


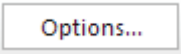
Figure 3: Screen showing “Enable Macros” button

The **Welcome** Screen for the Truck Carrier Tool should then appear and you will be ready to begin working on your tool.

SECURITY SETTINGS FOR EXCEL 2007 USERS

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

Running the Tool in Microsoft Excel 2007

- 1) Save the Tool to your computer.
- 2) Open the file, and select the  button that appears after the Security Warning just below the menu bar (**Figure 4**). Detailed instructions are also provided on the screen itself.

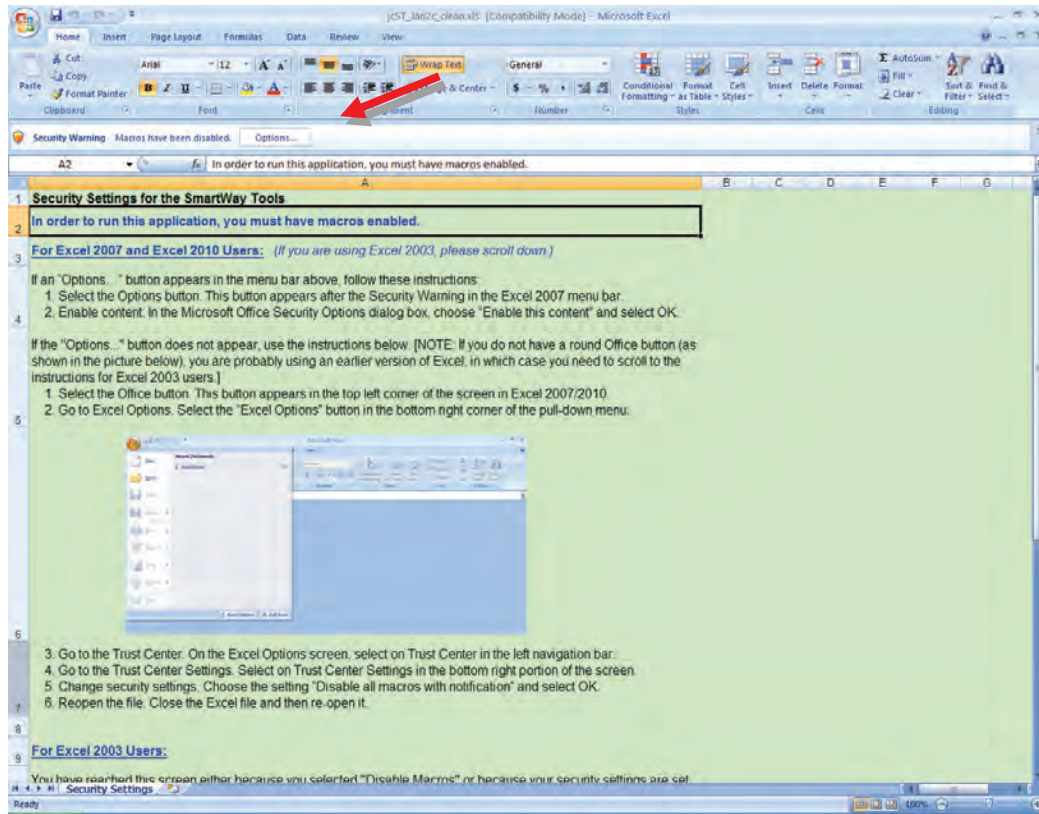


Figure 4: Security Warning Screen

- 3) In the **Microsoft Office Security Options** dialog box (Figure 5), choose “Enable this content” and select **OK**.

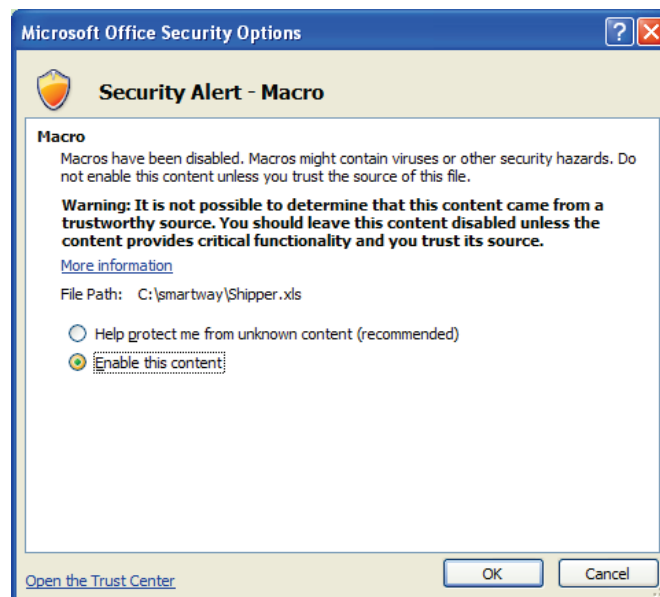


Figure 5: Security Options Dialogue Box

The **Welcome** Screen for the Truck Carrier Tool should then appear and you will be ready to begin working on your Tool.

Troubleshooting the Security Settings in Microsoft Excel 2007

If you reach this point and the Tool does NOT open, you may have your security set too high.



To adjust your security settings, select the button (in the top left corner of the screen) and then select the **Excel Options** button in the bottom right corner of the pull-down menu (**Figure 6A**).

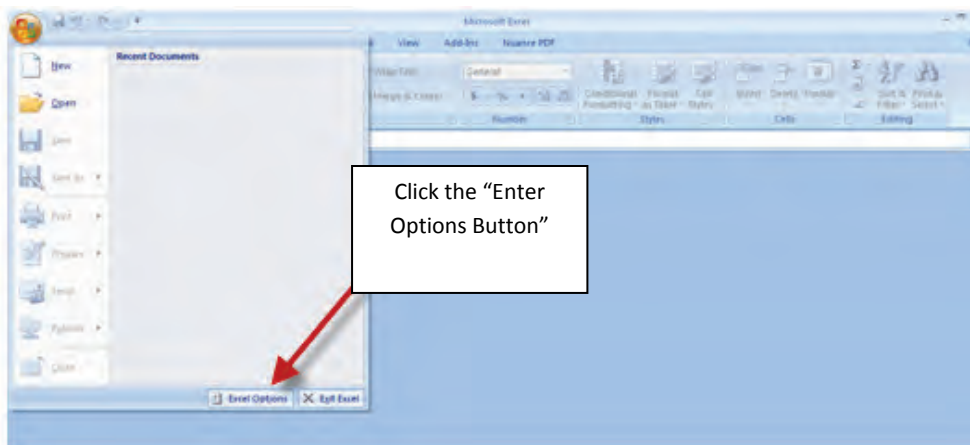


Figure 6A: Excel Options Drop-Down Menu

On the **Excel Options** screen, select **Trust Center** in the left navigation bar (**Figure 6B**):

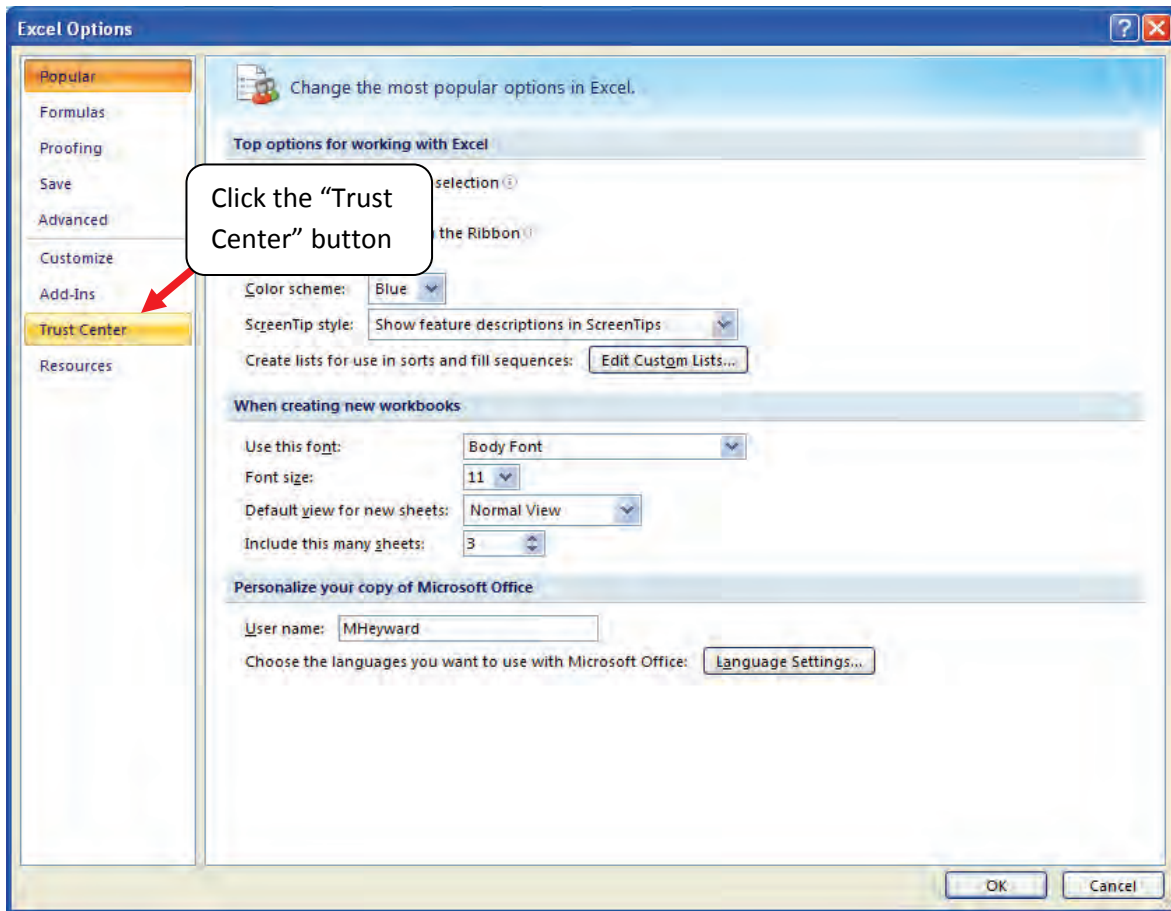


Figure 6B: Excel Options Drop-Down Menu

When the Trust Center options display opens, select **Trust Center Settings** in the bottom right portion of the screen (**Figure 7**):

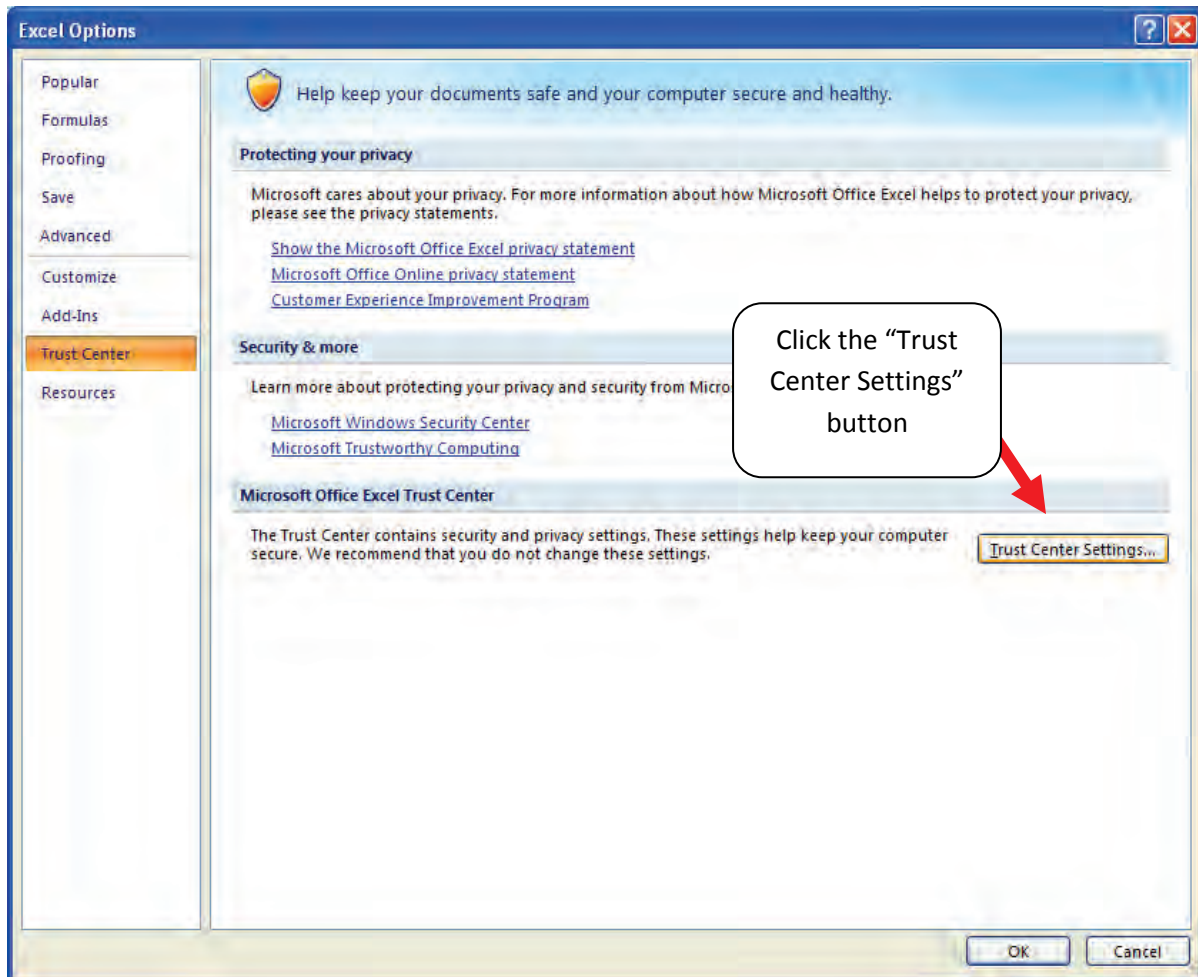


Figure 7: Trust Center Settings Screen

Choose the setting “Disable all macros with notification” (**Figure 8**) and select **OK**.

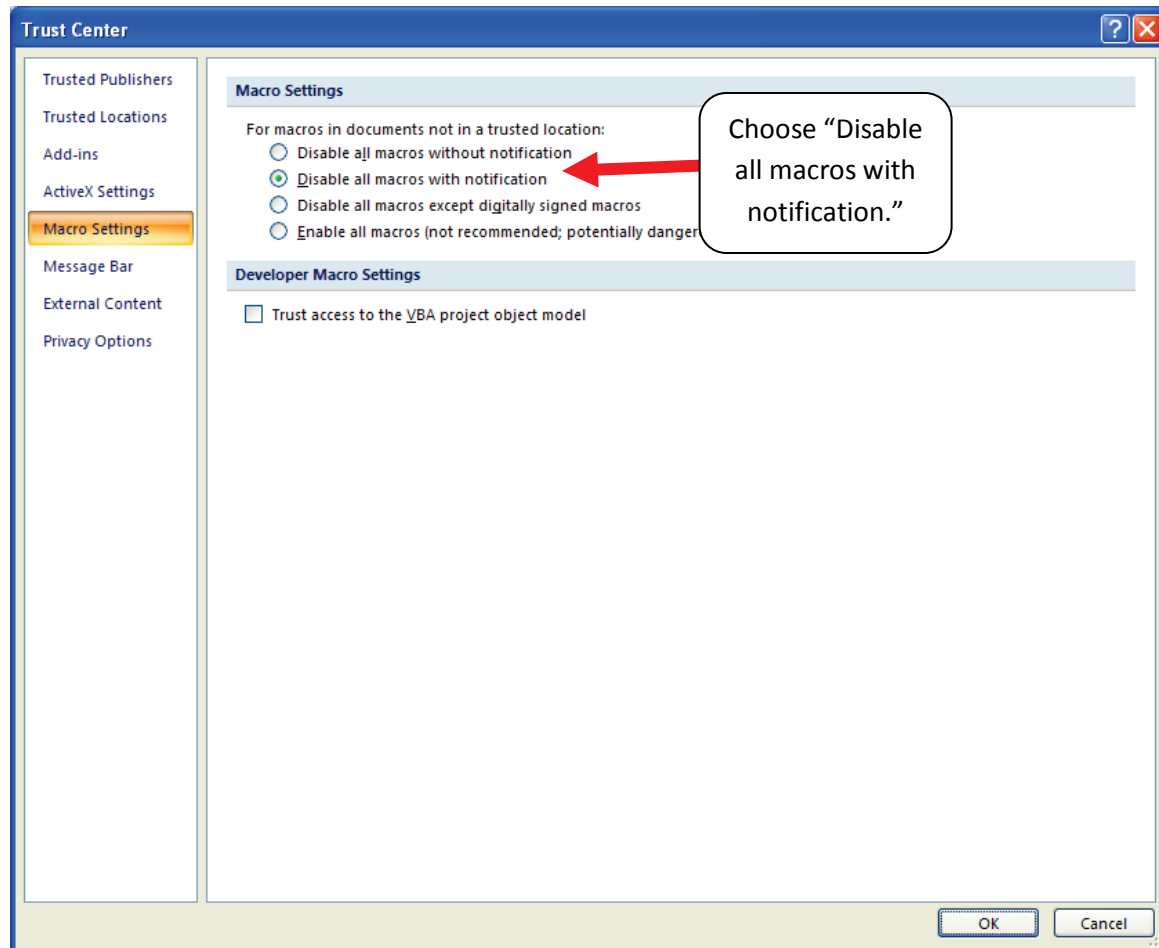


Figure 8: Macro Settings Screen

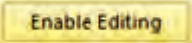
Then run the Tool.

If, at this point, the Tool does not open, review the “Software and Hardware Requirements” on page 7.

If you after reviewing this section, you cannot determine how to correct the problem, contact your SmartWay Partner Account Manager.

SECURITY SETTINGS FOR EXCEL 2010 AND 2013 USERS

The default settings for Excel 2010 and 2013 should enable you to run the tool without any changes. To run the tool:

- 1) Save the Tool to your computer.
- 2) Open the file. Depending on your Office settings, you may receive an “Enable Editing” popup. If you do, simply select the  button. This will allow you to enter data into the Tool. You may only receive this popup the very first time you open the Tool.

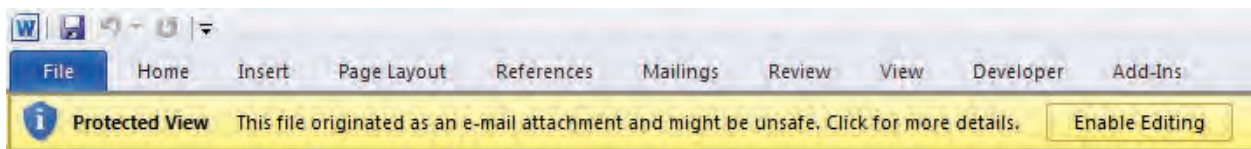
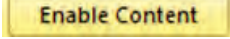
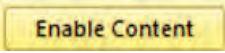


Figure 9: The Enable Editing Button

- 3) Depending on your Excel macro security settings, you may receive a  popup. If you do, simply select the  button. This will enable macros in the tool you just opened.

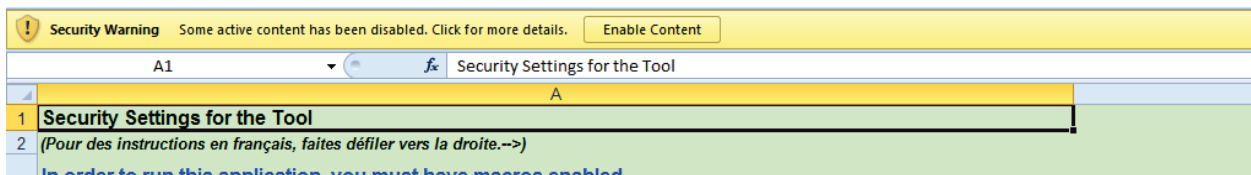

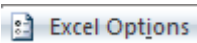


Figure 10: Security Warning Popup

If, at this point, the Tool does not open, review the “Software and Hardware Requirements” on page 7.

Otherwise, you may have your security set too high. To adjust your security settings, select the  button (in the top left corner of the screen) and then select the  button in the bottom right corner of the pull-down menu (Figure 11):

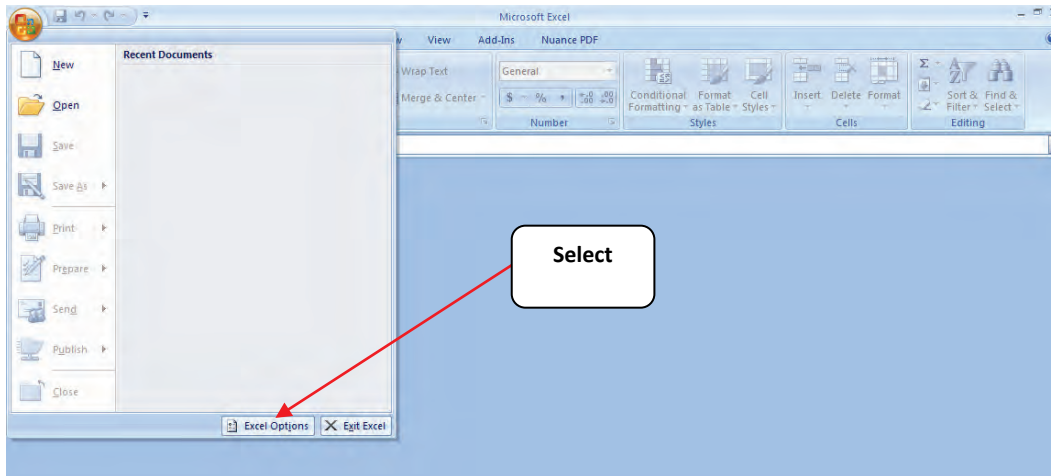


Figure 11: Excel 2010/2013 Options Drop-Down Menu

On the Excel Options screen, select **Trust Center** in the left navigation bar (**Figure 12**):

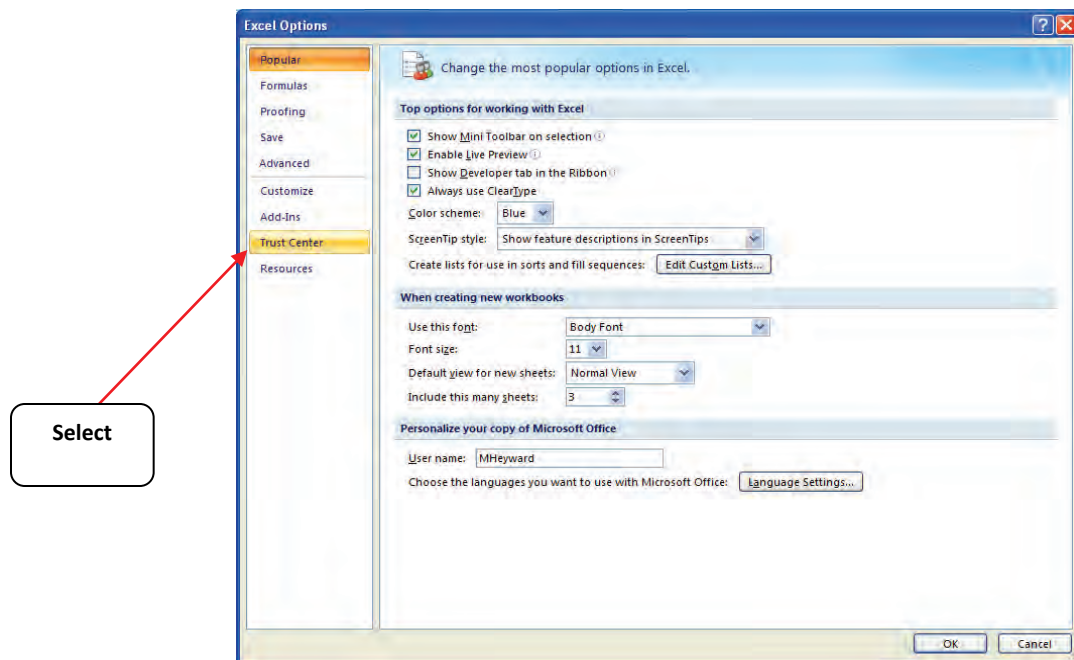


Figure 12: Excel 2010/2013 Options Drop-Down Menu

When the Trust Center options display opens, select **Trust Center Settings** in the bottom right portion of the screen (**Figure13**):

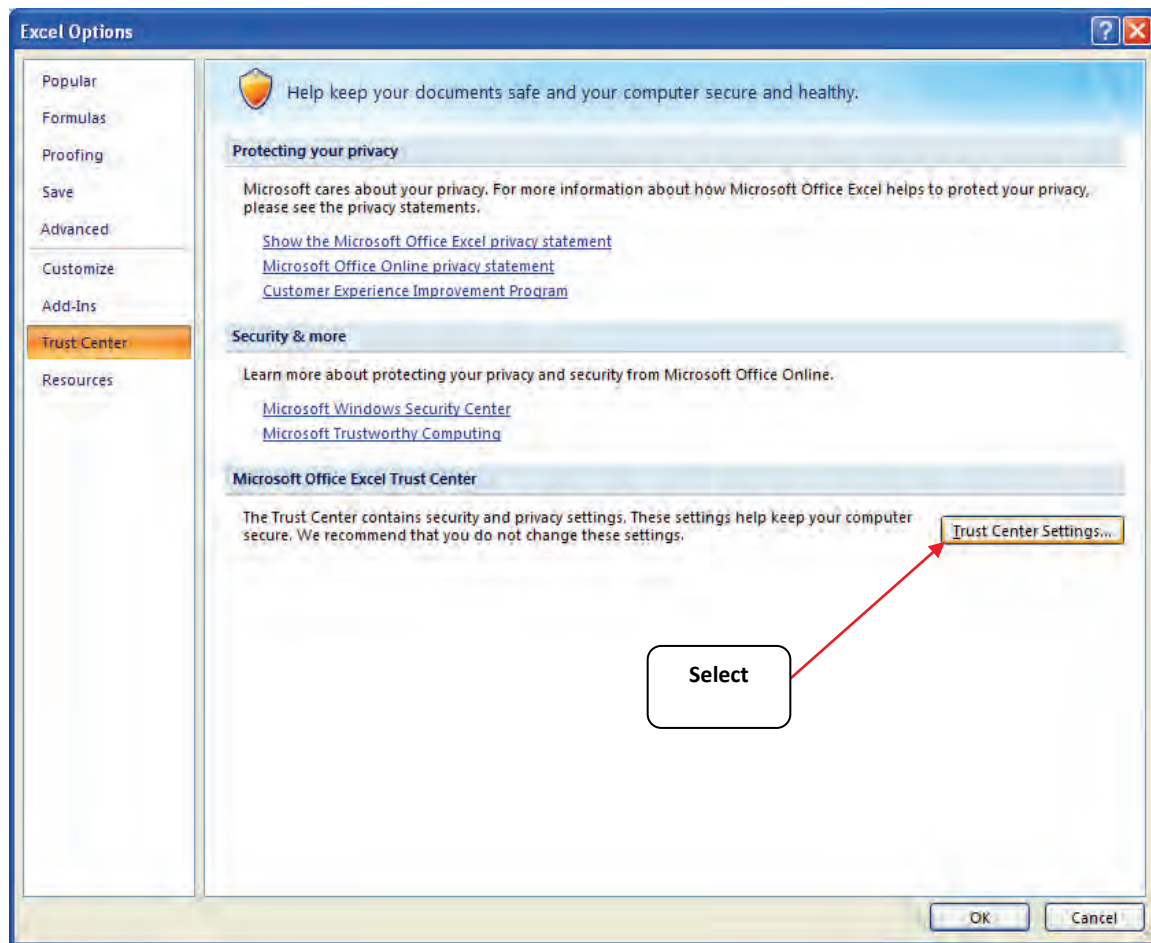


Figure 13: Trust Center Settings Screen

Choose the setting “Disable all macros with notification” (**Figure 14**) and select **OK**.

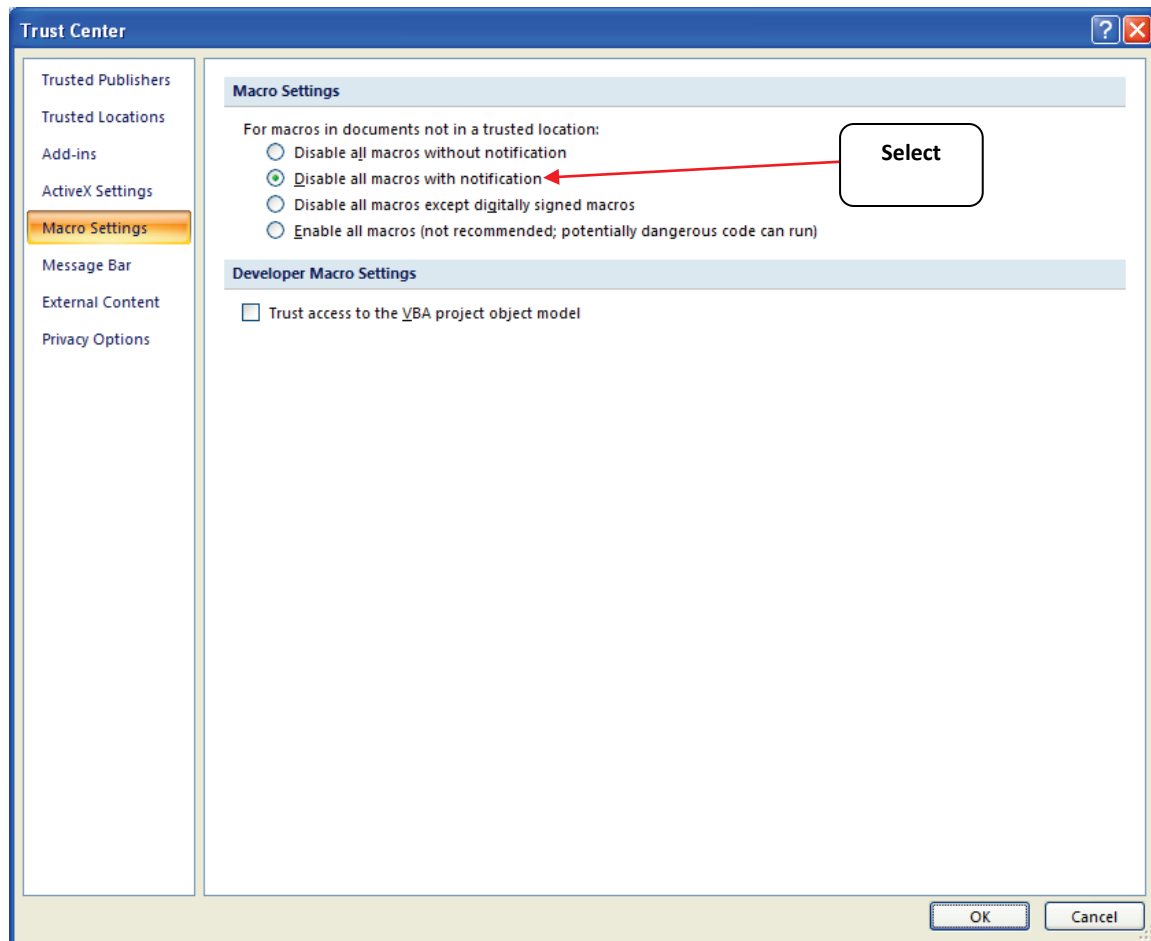


Figure 14. Macro Settings Screen

PART 2:

TOOL ORGANIZATION

Basic Organization of the SmartWay Truck Carrier Tool

The Truck Carrier Tool is the basis of the SmartWay Partnership for Truck Carriers. Completion and submission of a Truck Carrier Tool is the first step to becoming a SmartWay Truck Carrier Partner. Your Tool submission must be approved by EPA before you are officially a Partner.

The Truck Carrier Tool is organized around

- information screens
- forms or worksheets
- reports and summaries

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

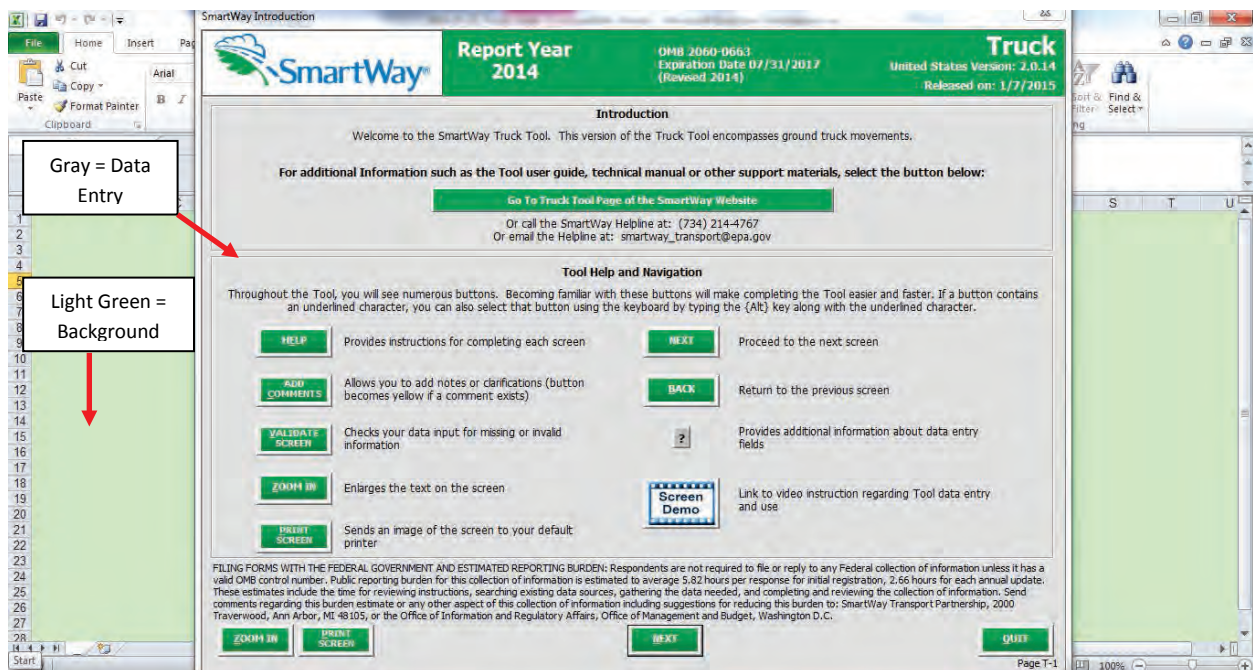


Figure 15: Screenshot of the Orientation of the Truck Carrier Tool in Microsoft Excel

The gray screen is where you enter data. The light green background is the Excel workbook; this area remains in the background is NOT used for data entry. For the purposes of your Tool submission, disregard the background workbook.

The name of each form appears at the top left-hand corner of the screen, in white text on the blue window bar, and the reporting year for the Tool is prominently displayed at the top of the screen.

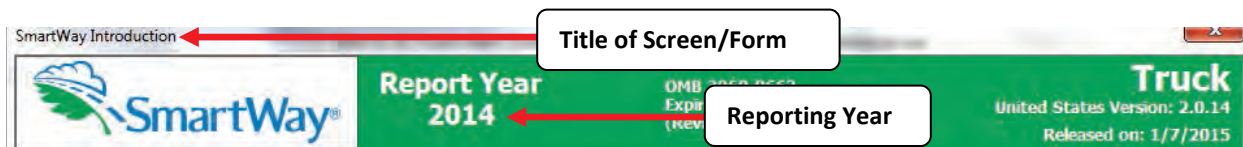


Figure 16: Screenshot of Title of Screen/Form

Each screen contains text instructions or information about the program. Where applicable, the screen will also include buttons linking to the SmartWay website or other sections of the Tool (e.g., the various data entry screens); these buttons will be shown in green and clearly labeled, as seen in **Figure 17**.

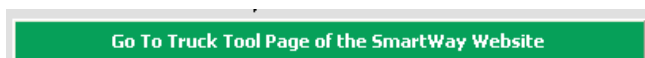


Figure 17: Screenshot of Button Link in the Tool

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



Figure 18: Screenshot of Selected Navigation Buttons in the Tool

When new concept/topic is introduced on a screen, a small question mark ([?]) appears next to it. When you select the question mark, you will find additional definitions of terms or instructions to help you complete the screen properly. You may also find additional, detailed instructional material on how to successfully navigate and complete the different data entry screens within the Tool by selecting the



buttons at the bottom of selected screens.

Page numbers have also been added to the bottom right of all screens to facilitate navigation through the Tool and communication with your Partner Account Manager regarding any questions.

Reviewing the Introductory Screens

Before you reach your data entry section of the Tool, you will move through six introductory pages that allow you to review the basics of participation in SmartWay for truck carriers. These screens are:

- The “SmartWay Introduction” Screen
- The “SmartWay Partnership Annual Agreement” Screen
- The “SmartWay Tool Selection” Screen
- The “Required Information” Screen
- The “SmartWay Partner Schedule” Screen
- The “US/Canada Operations” Screen

The features of these screens are described below.

SMARTWAY INTRODUCTION SCREEN

The **SmartWay Introduction** screen is the first window that appears when the Tool is opened (**Figure 19**). This screen contains:

- a button linking to the SmartWay website where you can view and download additional information about the program, the Tool, and the technical basis for the calculations in the Tool
- descriptions of Tool Help and Navigation buttons found throughout the Tool

SmartWay Introduction

SmartWay

Report Year 2014

OMB 2060-0663
Expiration Date 07/31/2017
(Revised 2014)

Truck

United States Version: 2.0.14
Released on: 1/7/2015

Introduction

Welcome to the SmartWay Truck Tool. This version of the Truck Tool encompasses ground truck movements.

For additional Information such as the Tool user guide, technical manual or other support materials, select the button below:

Go To Truck Tool Page of the SmartWay Website.

Or call the SmartWay Helpline at: (734) 214-4767
Or email the Helpline at: smartway_transport@epa.gov

Tool Help and Navigation

Throughout the Tool, you will see numerous buttons. Becoming familiar with these buttons will make completing the Tool easier and faster. If a button contains an underlined character, you can also select that button using the keyboard by typing the {Alt} key along with the underlined character.

HELP	Provides instructions for completing each screen	NEXT	Proceed to the next screen
ADD COMMENTS	Allows you to add notes or clarifications (button becomes yellow if a comment exists)	BACK	Return to the previous screen
VALIDATE SCREEN	Checks your data input for missing or invalid information	?	Provides additional information about data entry fields
ZOOM IN	Enlarges the text on the screen	Screen Demo	Link to video instruction regarding Tool data entry and use
PRINT SCREEN	Sends an image of the screen to your default printer		

FILING FORMS WITH THE FEDERAL GOVERNMENT AND ESTIMATED REPORTING BURDEN: Respondents are not required to file or reply to any Federal collection of information unless it has a valid OMB control number. Public reporting burden for this collection of information is estimated to average 5.82 hours per response for initial registration, 2.66 hours for each annual update. These estimates include the time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden to: SmartWay Transport Partnership, 2000 Traverwood, Ann Arbor, MI 48105, or the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington D.C.

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

Page T-1

Figure 19: SmartWay Introduction Screen

Of special note is the small question mark ([?]), which appears next to new concepts when they are introduced throughout the Tool. Clicking the question mark will reveal additional definitions of terms or instructions to help you complete the screen properly.

After selecting the **NEXT** button on the **SmartWay Introduction** screen, the **SmartWay Partnership Annual Agreement** will appear.

SMARTWAY PARTNERSHIP ANNUAL AGREEMENT SCREEN

SmartWay Partnership Annual Agreement

SmartWay®

Report Year 2014

Truck
United States Version: 2.0.14
Released on: 1/7/2015

Partnership Annual Agreement for Carriers

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

1. Measure and report to EPA on an annual basis the environmental performance of your fleet(s) using EPA's SmartWay Tool. (Existing fleets must report the 12 months of data for the prior year ending December 31. Newly formed companies require a minimum of 3 months of operational data.)
2. Have performance results and Tool submittal status posted on the EPA SmartWay website/database.
3. Agree to submit supporting documentation to EPA for any data used to complete this Tool and agree to EPA audit of this data upon request by EPA.

In return, EPA commits to:

1. Promote company participation in the Partnership by posting Partner names on the EPA SmartWay Website and in related educational, promotional, and media materials. EPA will obtain express written consent from the Partner before using the Partner's name, other than in the context of increasing public awareness of its participation as described here.
2. Provide companies with industry-wide performance benchmark data as this data becomes available to EPA.
3. Assist Partners in achieving emission and fuel usage reduction goals (subject to Federal Government Appropriations).

General Terms

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

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

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

Click to accept Agreement

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

Page T-2

Figure 20: SmartWay Partnership Annual Agreement

Submitting a Truck Carrier Tool to EPA constitutes agreement to all terms of the Partnership Agreement, which is required for joining SmartWay and remaining a partner in good standing

All participants in SmartWay are **strongly advised to read the agreement thoroughly**.

This screen presents the agreement details; in addition, a text version of the agreement is included in the Appendix of this guide and in the Quick Start Guide for your convenience.

If you have been assigned the responsibility for completing your tool submission but are not in the position to approve the agreement, acquire any necessary approvals **before** trying to input data into the Tool.

To move to next screen, you must check the box indicating that your company accepts the terms of the agreement.

SMARTWAY TOOL SELECTION SCREEN

SmartWay offers several tools tailored for different business models and fleets. Most truck carriers will use the Truck Carrier Tool; however, it is advisable to review this screen in the Truck Carrier Tool to make sure it is the best option for your operations.

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

Follow the flow chart in **Figure 21** to determine which tool is most appropriate for your fleet(s).

Select the [Click Here for More Information](#) button for further details.

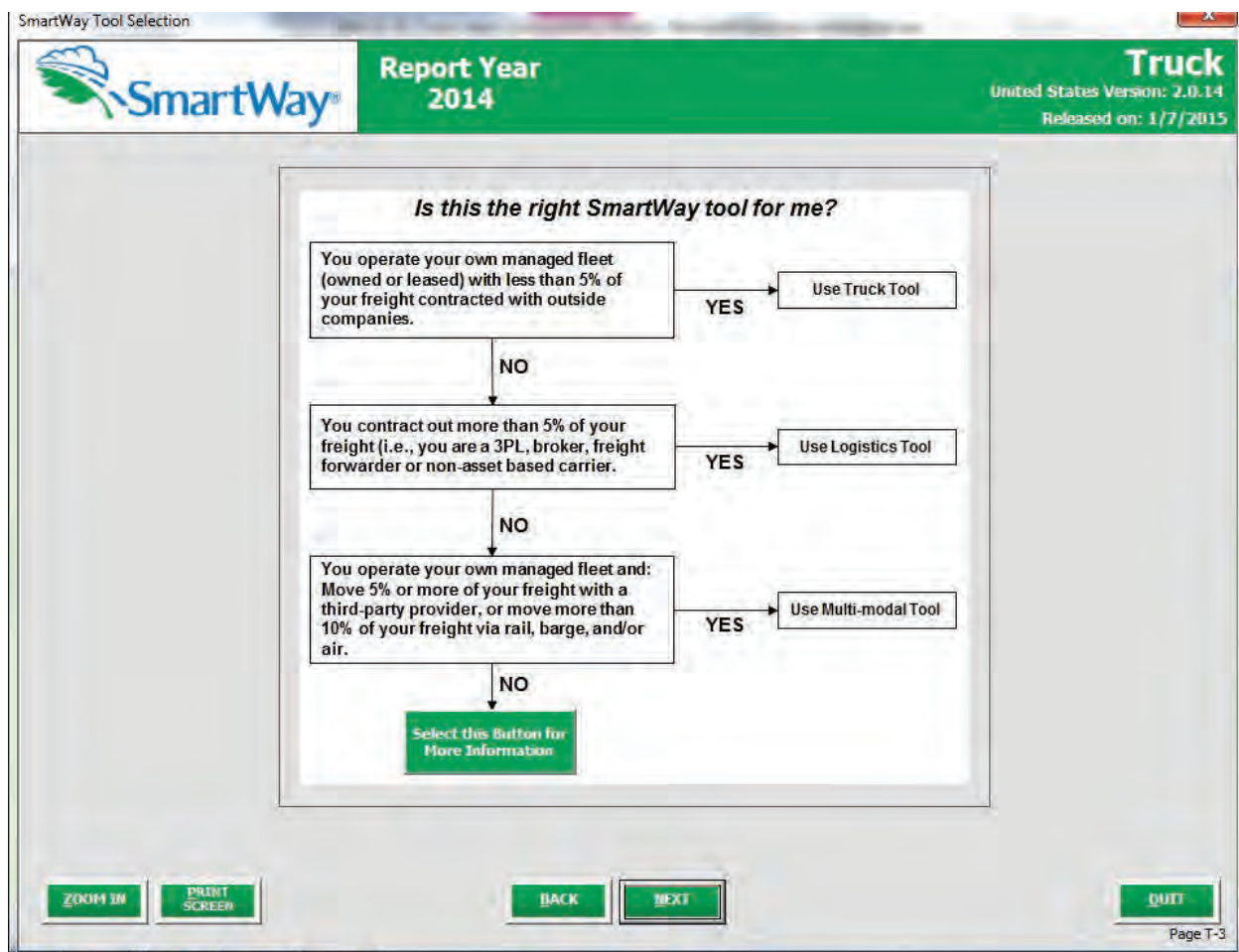

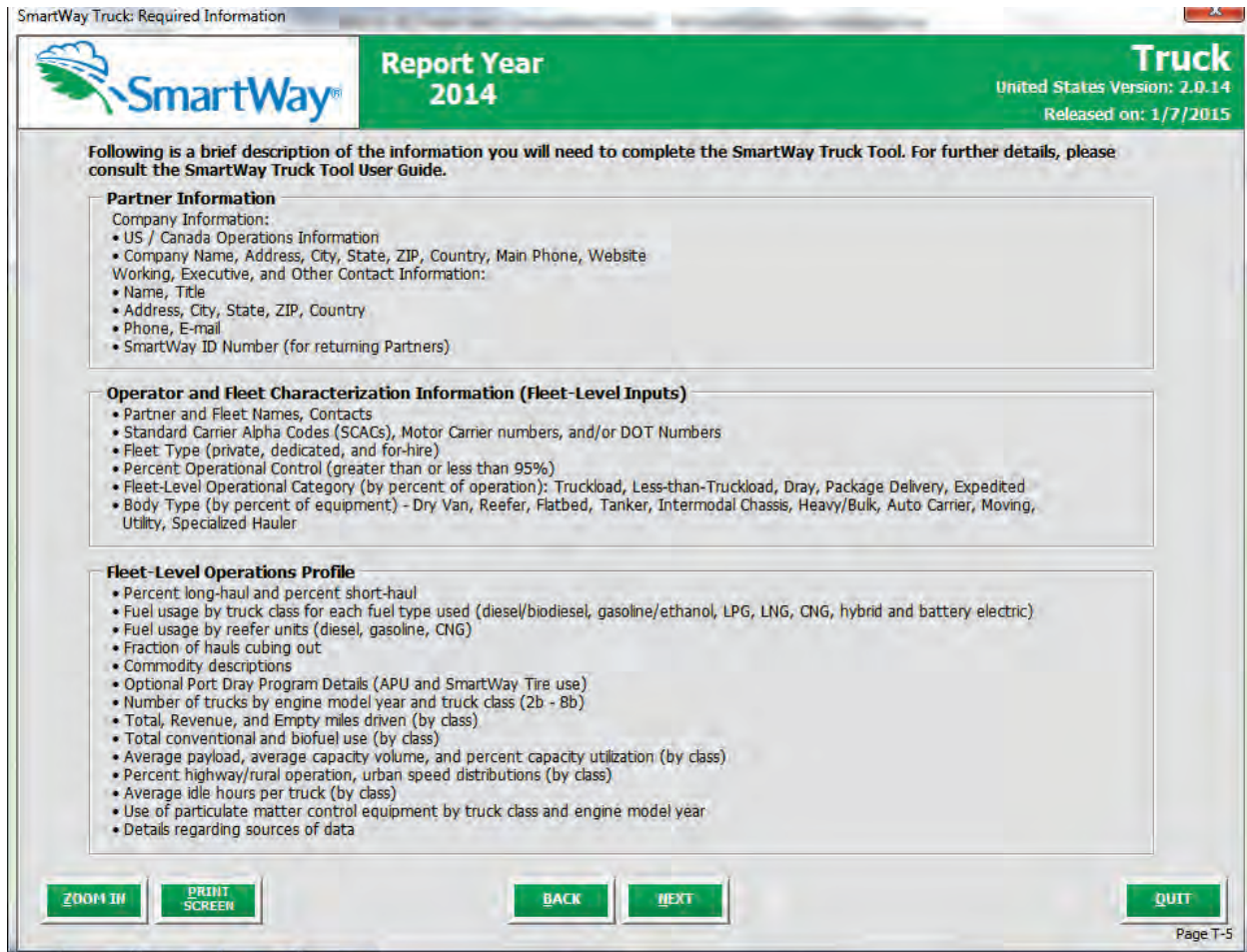


Figure 21: Determining Which Tool is Appropriate for Your Fleets

REQUIRED INFORMATION SCREEN

This next screen summarizes the information needed to complete the Truck Carrier Tool.

You may select  to create a hard copy to reference as you complete the rest of the Tool.



The screenshot shows the 'SmartWay Truck: Required Information' screen. At the top, there is a green header bar with the SmartWay logo on the left, 'Report Year 2014' in the center, and 'Truck' on the right. Below the header, a green box contains the text: 'United States Version: 2.0.14' and 'Released on: 1/7/2015'. The main content area is white and contains a brief description of the information needed to complete the tool. It is organized into three sections: 'Partner Information', 'Operator and Fleet Characterization Information (Fleet-Level Inputs)', and 'Fleet-Level Operations Profile'. Each section lists specific data points required for completion. At the bottom of the screen, there are five green buttons: 'ZOOM IN', 'PRINT SCREEN', 'BACK', 'NEXT', and 'QUIT'. The page number 'Page T-5' is visible in the bottom right corner.

SmartWay Truck: Required Information

SmartWay®

Report Year
2014

Truck
United States Version: 2.0.14
Released on: 1/7/2015

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

Partner Information

- Company Information:
 - US / Canada Operations Information
 - Company Name, Address, City, State, ZIP, Country, Main Phone, Website
- Working, Executive, and Other Contact Information:
 - Name, Title
 - Address, City, State, ZIP, Country
 - Phone, E-mail
 - SmartWay ID Number (for returning Partners)

Operator and Fleet Characterization Information (Fleet-Level Inputs)

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

Fleet-Level Operations Profile

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

ZOOM IN PRINT SCREEN BACK NEXT QUIT

Page T-5

Figure 22: Summary of Required Information

While this screen serves as a reminder of your data input needs, refer to the Truck Carrier Tool Quick Start Guide for more tips and worksheets to help you gather your data for efficient and accurate Tool completion.

SMARTWAY PARTNER SCHEDULE SCREEN

The **SmartWay Partner Schedule** screen shows the release dates and due dates for the various Partner tools for the 2015 calendar year (**Figure 23**). The screen also shows how the outputs from the various carrier tools serve as inputs to other “downstream” tools such as Multi-modal, Logistics, and Shipper.

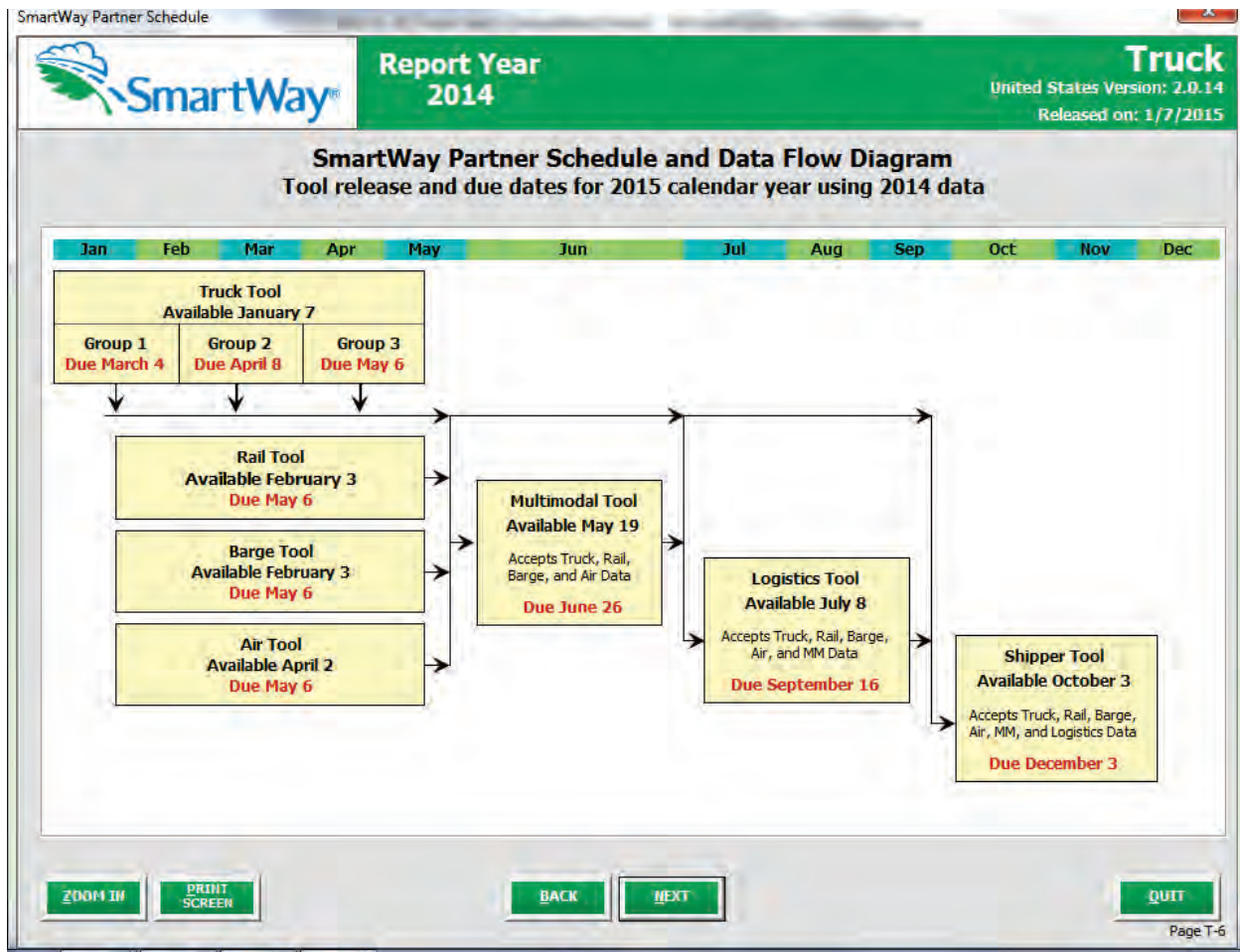


Figure 23: Screenshot of the Shipper Schedule Screen

US/CANADIAN OPERATIONS SCREEN

The last screen asks for information about any operations you have in both the US and Canada.

SmartWay US / Canadian Operations

SmartWay

Report Year 2014

Truck
United States Version: 2.0.14
Released on: 1/7/2015

The SmartWay Transport Partnership is now being administered in the United States and Canada. The Partnership operates the same in both countries, allowing partners to submit one tool for all of their US-Canada operations. Partners will be recognized by both national programs and will be listed on both the US and Canadian SmartWay websites. The US and Canadian SmartWay tools produce the same output results, however the Canadian tools use metric rather than English measurements and are available in French as well as English.

Partners should submit to the country where their headquarters is geographically located.

If unsure about which country to which you should submit, please contact either national SmartWay Program for assistance.

United States: <http://www.epa.gov/smartway/>
Canada: <http://www.smartway.nrcan.gc.ca>

To allow the United States and Canada to determine country-specific impacts for internal tracking purposes, please answer the following question about your freight operation. This answer is not used in any calculations regarding your score so therefore can be approximate.

Please indicate the approximate percentage of your overall operations in the United States and Canada. ?

55 % Operation in the United States
45 % Operation in Canada

ZOOM IN PRINT SCREEN BACK NEXT ADD COMMENTS QUIT HELP

Page T-7

Figure 24: Screenshot of the US/Canadian Operations Screen

The SmartWay Transport Partnership is now being administered in both the United States and Canada. The Partnership operates the same way in both countries; however, data collection for Canadian Partners is collected in metric units and there are French translations of all Tool screens and guidance.

If your company operates in both the United States and Canada, note that you should **ONLY SUBMIT ONE TOOL**. You may select either the US Tool or the Canadian Tool, and your partnership participation will be recognized in both countries.

To allow the United States and Canada to accurately determine the impacts of freight operations in each country, you are asked to complete a single screen (**Figure 24**) indicating the percent operation in the U.S. and Canada. Acceptable metrics include miles, fuel consumption, or any reasonable quantitative means of allotting the approximate percentage of operations in the two countries.

Once you have navigated through the six introductory screens, you will be taken to the SmartWay Truck Carrier Tool **Home** screen.

Basic Overview of How to Complete the Tool

All data entry screens are reached by starting with the [Home](#) screen.

Figure 25 displays the structure of the [Home](#) screen.

SmartWay Truck: Home

SmartWay **Report Year 2014** **Truck**
United States Version: 2.0.14
Released on: 1/7/2015

Please complete the following steps. Check boxes on the left indicate successful completion of each step. For more information, select the 'Help' button.

- ☐ 1. Enter Partner Name (Exactly as it should appear on the SmartWay website):
- ☐ 2. Enter Contact Information
- ☐ 3. Characterize your Fleets
- ☐ 4. Select Fleet for Data Entry (Double-click the fleet name or select and hit Enter):
- ☐ 5. Review Year-to-Year Comparison ?
- ☐ 6. Partner Profile / Logo Info / Suggestions ?
- ☐ 7. View Your Data Reports
- ☐ 8. Generate File to Send to EPA* ?
** After selecting this option, be sure to carefully read all directions before proceeding.*

BACK ZOOM IN PRINT SCREEN SAVE QUIT HELP Screen Demo

Page T-8

Figure 25: Main Tool Navigation or “Home” Screen

SECTIONS OF THE TOOL


The Truck Carrier Tool [Home](#) screen contains **eight sections**. Each section links to additional screens or worksheets within the Tool which are described below:

- Section 1: Enter Partner Name (data field):** Specify your company's Partner Name, exactly as you want it to appear on the SmartWay website.
- Section 2: Enter Contact Information (button):** This button takes you to a screen that asks for general company contact information, a working SmartWay contact, and an executive-level contact. Additional contacts may also be included.
- Section 3: Characterize your Fleets (button):** This button takes you to a screen that asks you to define all the fleets your company operates and provide information describing their operation. Once these parameters are defined, the software will enable you to generate blank data entry forms for each fleet.
- Section 4: Select Field for Data Entry (list):** This section allows you to select the fleet for which you will be entering performance and fleet composition information necessary to calculate fleet efficiency metrics for your fleet; a list will indicate the fleet(s) defined and characterized in section 3.
- Section 5: (Optional) Review Year-to-Year Comparison of Fleets (button):** This optional step allows you to compare previous year data entries to one another or to the data entered for the current year. The comparison reports provide a useful tool for performing quality control of current data, as well as a method for evaluating trends in operation changes, activity levels and fleet performance over time.
- Section 6: (Optional) Partner Profile/Logo Info/Suggestions (button):** Here you can provide information about your company's environmental accomplishments, learn about SmartWay Logo terms and requirements, and give EPA feedback about the SmartWay program.
- Section 7: (Optional) View Your Data Reports (button):** Here you can view final summaries of your data including all data inputs, fleet performance summaries, an "out of range" report (summarizing inputs that are higher or lower than expected values) and a summary of comments you have entered.
- Section 8: Generate File to Send to EPA (button):** This button creates a version of the Tool (in XML format) for you to send as an attachment in an e-mail to your Partner Account Manager (PAM). Selecting the **OK** button on this screen does **not** automatically submit the file to EPA; you still need to submit it to EPA by attaching it in an e-mail.

ENTERING YOUR DATA

With the exception of Section 1, clicking on the buttons or list items in Sections 2 through 8 will take you to additional screens and worksheets that comprise the data entry segments of the Tool.

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

Once you complete each mandatory step, a  will appear on the left of the screen.


VALIDATING YOUR DATA

The Truck Carrier Tool includes range checks and other validation rules to help identify potential data entry errors and/or unusual data values. To identify potential data problems and ensure a high quality




data submission, select the  button before moving on to the next screen.

The Tool will identify any potential data problems on that screen and prompt you to modify the entry or provide a text explanation for legitimate anomalies.

SAVING YOUR DATA

You can save the data you have entered at any time by selecting the  button that appears at the bottom of all screens (including the [Home](#) screen). EPA recommends saving your data frequently if you are entering information for large numbers of fleets and/or vehicle classes.

REVIEWING YOUR DATA

Each screen within the Tool has a  button. To generate a hard copy of screen text or your data inputs, select this button. The screen will be printed on your default printer. Alternately, you can return to the Home screen, select the  button, identify the report of interest using the Reports Menu, and print them out for review. The data reports provided by the Truck Carrier Tool are discussed further in the  section of this guide.

PARTNER PROFILE/LOGO INFO/SUGGESTIONS

The Truck Carrier Tool includes an optional section that allows you to provide EPA with additional information regarding your company's environmental stewardship, potential use of the SmartWay Logo, and general feedback regarding the SmartWay program.

SUBMITTING DATA TO SMARTWAY

Detailed instructions on properly submitting your data to EPA is included in this guide on page 103.

PART 3:

SECTION-BY-SECTION

DATA ENTRY GUIDANCE

Preparing for Data Entry

To participate in SmartWay, truck carriers need to gather the following essential information to complete the Truck Carrier Tool:

- The official company name EXACTLY as you would like it presented on the EPA website
- Company contact information
- Contact details for your Working Contact
- Contact details for an Executive Contact (cannot be the same as the Working Contact)
- Split between US/Canada operations
- Quarterly IFTA statements¹ (for activity data) for the reporting calendar year
- Fleet details for all fleets you control:
 - SCACs, MCNs, and/or DOT number information
 - Total inventory of vehicles in your fleet(s), sorted by vehicle class and engine model year, body type, and operational category for the reporting calendar year
 - Total miles, revenue miles and empty miles
 - Total diesel, biodiesel and other fuel type use by class
 - Reefer fuel use by class (if applicable)
 - Average payload, average capacity volume, and percent capacity utilization by class
 - Average idle hours per truck
 - Use of particulate matter control equipment by truck class and engine model year (if applicable)
- Data sources for all data to be entered
- SmartWay ID number (if this is not your first Tool submission)

This data must be provided for all of your company's fleets. This data reflects the amount of freight carried by each carrier, the distance that freight is carried, and the fuel consumed to carry the freight.

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

¹ If applicable – for Class 7, 8a and 8b trucks only.

Section 1 Data Entry: Enter Partner Name

SECTION 1 OVERVIEW

Section 1 of the Truck Carrier Tool asks you to “Enter Partner Name.”

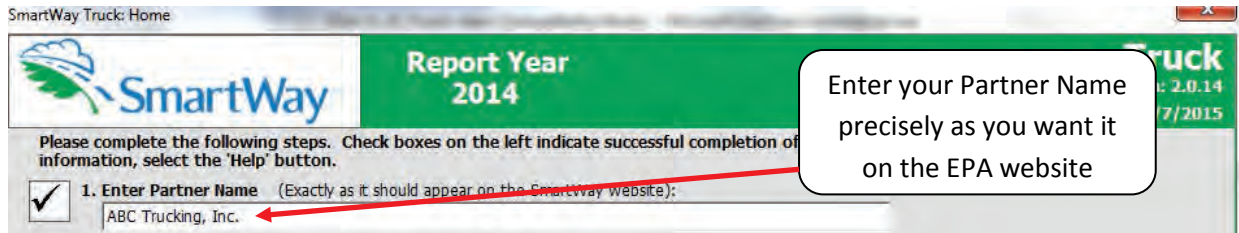
The screenshot shows the 'SmartWay Truck: Home' window. At the top, there's a green header with the 'SmartWay' logo on the left and 'Report Year 2014' in the center. Below the header, a message says: 'Please complete the following steps. Check boxes on the left indicate successful completion of information, select the 'Help' button.' Below this, there's a list of steps. Step 1 is '1. Enter Partner Name (Exactly as it should appear on the SmartWay website):'. To the left of this step is a checked checkbox. Below the step name is a text input field containing 'ABC Trucking, Inc.'. A red arrow points from a callout box to this input field. The callout box contains the text: 'Enter your Partner Name precisely as you want it on the EPA website'. On the right side of the window, there's a green sidebar with the word 'Truck' and some version information.

Figure 26: Field for Entry of Partner Name on Truck Carrier Tool Home Screen

EPA publishes your company’s official name on the EPA SmartWay website and in the SmartWay Carrier Data File. This is how your customers will know that you are a SmartWay Partner, and how SmartWay Shippers will be able to identify your fleets for their reporting purposes. The name that EPA lists is known as your “Partner Name” and is defined within Section 1 of the Truck Carrier Tool.

Therefore, it is essential that you specify your company’s Partner Name EXACTLY as you want it to appear on the SmartWay website.

Pay special attention to proper capitalization, abbreviations, and punctuation, and remember that EPA will use whatever you enter EXACTLY as reported.

Steps for Entering Partner Name

1. Type your Partner Name EXACTLY as you would like it to appear on the SmartWay website in the field as indicated.
2. Proceed to Section 2 to enter contact information.

Section 2 Data Entry: Enter Company and Contact Information

SECTION 2 OVERVIEW

The Contact Information section is where you identify all points of contact between EPA and your company that are related to your participation in SmartWay.

Section 2 asks you to click a green button labeled “Enter Contact Information.”



The screenshot shows a task list on a light gray background. At the top, it says "Please complete the following steps. Check boxes on the left indicate successful completion". There are two items: 1. "Enter Partner Name (Exactly as it should appear on the SmartWay website):" with a checked checkbox and a text input field containing "ABC Trucking, Inc."; 2. "Enter Contact Information" with an unchecked checkbox and a green button labeled "Enter Contact Information". A red arrow points from a callout box to the green button. The callout box is white with a black border and contains the text "Select 'Enter Contact Information'" in bold.

Figure 27: Select Contact Information Button on “Home” Screen

You will then be taken to the **Contact Information** screens. These screens will ask you to, provide the following information:

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

SmartWay: Contact Information

Partner Information | Working Contact | Executive Contact | Other Contacts

Address1* 645 Ocean Way

Address2 Suite 203

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

Main Phone* 512-555-5555 Toll Free

Web Site www.MM1.com **Show**

There must be at least two different people that SmartWay can contact. The Working Contact is the person assigned to work directly with EPA regarding timely and accurate Tool submission, and maintaining direct communication with SmartWay.

The Executive Contact is the company executive who is responsible for agreeing to the requirements in the SmartWay Partnership Annual Agreement and ensuring timely submission of the Tool to SmartWay. The Executive Contact should be a Vice President or higher-level representative for the company.

Working Contact: ?

Name Mr. First* Glenn MI Last* Johnson

Title* VP Operations

Executive Contact: ?

Name Mr. First* Jack MI Last* Shephard

Title* CEO

* - Required

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

Figure 28: Entering Company and Contact Information

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

Steps for Entering Contact Information:

Under the Partner Information tab:

1. **Enter the Company data.**
2. **Enter the Working Contact** name and title.

The **Working Contact** is the individual designated by the Executive Contact to directly interface with SmartWay regarding specific tasks involved in the timely submission of the Tool. The Working Contact is responsible for coordinating the assembly of information to complete/update fleet data; completing and updating the Tool itself; maintaining direct communication with SmartWay; and keeping interested parties within the company apprised of relevant

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

3. Enter the Executive Contact name and title

The **Executive Contact** is the company executive who is responsible for agreeing to the requirements in the SmartWay Partnership Annual Agreement, overseeing the Working Contact (as appropriate), and ensuring the timely submission of the Tool to SmartWay. The Executive Contact also represents the company at awards/recognition events. This person should be a Vice President or higher level representative for the company.

Under the Working Contact tab:

The screenshot shows a web application window titled "SmartWay: Contact Information". It has four tabs: "Partner Information", "Working Contact" (which is selected and highlighted in blue), "Executive Contact", and "Other Contacts". Below the tabs, a message says "Please enter information about your Working Contact here." The form contains the following fields: "Name" (Glenn Johnson), "Address1*" (645 Ocean Way), "Address2" (Suite 203), "City*" (Austin), "State*" (TX), "ZIP*" (78731), "Country*" (USA), "Phone*" (512-444-4444), "Ext" (212), "Cell" (512-777-7777), "Fax" (512-888-8888), "Email*" (glenn.johnson@mm1.com), and "Confirm Email*" (glenn.johnson@mm1.com). A green checkmark icon is next to the "Confirm Email*" field. A legend at the bottom left indicates "* - Required". At the bottom of the window are buttons for "BACK", "NEXT", "ZOOM IN", "PRINT SCREEN", "HOME", "VALIDATE SCREEN", and "HELP".

Figure 29. Working Contact Information Screen

1. Enter the Working Contact information. If the Working Contact shares the same address as the company, you may select the **Use Partner Address** button to auto-populate the address section of this record. Enter the email address twice to confirm its accuracy. When

confirmed a  will appear to the right.

Under the Executive Contact tab:

SmartWay: Contact Information

Partner Information Working Contact **Executive Contact** Other Contacts

Please enter information about your Executive Contact here.

Name Jack Shephard

[Use Partner Address](#)

Address1* 645 Ocean Way

Address2 Suite 203

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

Phone* 512-789-6789 Ext. Cell Fax

Email* jack.shephard@mm1.com

Confirm Email* jack.shephard@mm1.com

* - Required

BACK NEXT ZOOM IN PRINT SCREEN HOME VALIDATE SCREEN HELP

Figure 30. Executive Contact Information Screen

1. Enter the Executive Contact information. If the Working Contact shares the same address as the company, you may select the [Use Partner Address](#) button to auto-populate the address section of this record.

Under the Other Contacts tab:


Figure 31. Other Contact Information Screen


1. Enter Other Contacts (if applicable) by selecting the **Add New Contact** button.
2. Enter the first Other Contact then click OK when done.

Note: You must supply at least two unique contacts on the contact screen to ensure EPA has access to at least two people for Tool submission follow-up.

NOTE: In some cases, companies with multiple fleets 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 contacts to the **Other Contacts** box by repeating this process. If you wish to edit an existing contact's information, highlight the name you wish to edit and then select the **Edit Selected Contact** button. You can remove an existing contact by highlighting the contact and then selecting **Delete Selected Contact**.

To make sure you have filled out all required contact information, select  at the bottom of the screen on the Partner Information tab. If any information is missing or invalid, a dialogue box will appear informing you what additional information is required.

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

Section 3 Data Entry: Characterize your Fleets

The third section of the Tool is the “Characterize your Fleets” section. This is the section where you will define the various components of your fleets.

The Truck Carrier Tool allows you to assess your operations by defining multiple fleets. If a customer has the ability to hire a specific fleet by name or type, you should add that fleet to the list of fleets that you will characterize in the Truck Carrier Tool. Do not include internal company fleet definitions or designations—only include separate fleets as they would be identified and hired by your customers.

There are five screens in the **Fleet Characterization** section of the Tool:

- Identify Fleets
- Fleet Details
- Operation Categories
- Body Types
- SmartWay Category

Each screen, and the steps required to complete it, is described below.

“IDENTIFY FLEETS” SCREEN OVERVIEW

The **Identify Fleets** screen is shown below:

SmartWay: Fleet Characterization - Truck

Identify Fleets | Fleet Details | Operation | Body Types | SmartWay Category

List all your fleets that your customers can specifically hire. DO NOT list internal fleet designations that are invisible to your customers. Example: ABC Trucking Inc. has two divisions; ABC Truckload and ABC Intermodal. If shippers can hire "ABC Truckload division" separately from "ABC Intermodal Division," then list them as separate fleets; otherwise simply list "ABC Trucking, Inc."

Enter the Fleet Name Identifier. Fleets should be named EXACTLY as you want them to appear on the SmartWay website. The Fleet Name as it will be displayed on the SmartWay website will be listed to the right. Example: ABC Trucking Inc; ABC Truckload Division.

To add fleets, select the "Add Another Fleet" button at the bottom of the screen. You may delete a fleet by selecting the Delete box to the left of the fleet name and then selecting the "Delete Checked Rows" button at the bottom of the screen. When you have added all your fleets, select the Fleet Details tab at the top of the screen or select the NEXT button to proceed.

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

Page T-13

Figure 32: Identify Fleets Screen

You will be asked to establish a name for each fleet that a customer can hire. The Truck Carrier Tool combines your Partner Name (as defined on the **Home** screen in Section 1) with a Fleet Identifier that you provide on the **Identify Fleets** screen to establish your final Fleet Name.

Each of your Fleet Names will begin with the name of your company. This fleet "prefix" will be whatever you enter in the Fleet (Partner Name) field on the **Identify Fleets** screen. By default, this field is automatically populated with the first 50 characters of the Partner Name that was entered on the **Home** screen; however, you may change the prefix here by simply typing your desired prefix into the field below the heading Fleet (Partner Name). You should specify the text so that it appears EXACTLY as it you want it to show within each fleet name. Pay special attention to proper capitalization, abbreviations, punctuation, and other terms (such as Inc. or Ltd.) and adjust as necessary.

Remember that this prefix will be automatically inserted at the start of each of your Fleet Names in the SmartWay Carrier Data File. Whatever you enter for Fleet prefix for the first fleet will automatically be

used for any additional fleets you add. Similarly, any edits you make to the Fleet prefix for the first fleet will automatically be reflected on each subsequent fleet.

To define each fleet name, you will be required to enter the Fleet Identifier. This should be an identifier recognizable to your customers. Again, make sure to specify each Fleet Identifier name exactly as you want it displayed in the SmartWay Carrier Data File, including proper capitalization, any abbreviations, and punctuation. Remember that it will automatically be combined with the Fleet prefix (Partner Name) field.

Once you have added your Fleet Identifiers, the complete fleet name (with Partner Name and Fleet Identifier combined) will appear in the grayed-out box on the far right of the **Identify Fleets** screen.

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

Figure 33: Example of final Fleet Name forming


NOTE: If you have only one fleet, you may leave the Fleet Identifier field blank, in which case your fleet name will simply be presented as the “Partner Name” you entered.

If you have more than one fleet, you will need to add the fleets separately. To enter another fleet, select the **Add Another Fleet** button.


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





The **ADD COMMENTS** button located at the bottom of the screen allows you to enter notes about the data collection process, your assumptions and methods, or other information. These details could prove useful for your reviewer when you or someone else completes the Tool next year.

The **ADD COMMENTS** button will be highlighted in yellow on your screen if comments have been added for a particular screen.

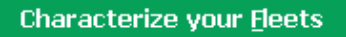



The button will then read  to indicate to your reviewer that there are comments to be read.

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](#) screen.

To add a new fleet, follow all of the instructions on the screen regarding defining your fleets, including selecting the  button at the end of the process. When you select this button, the system will create blank data entry forms only for the new fleet(s) 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 select the  button. And, as on the other tabs, there is a  button as well as an  button. Selecting  will take you back to the [Home](#) screen

STEPS FOR COMPLETING “IDENTIFY FLEETS” SCREEN:

1. On the [Home](#) screen, select the  button to display the [Fleet Characterization](#) screens.
2. Confirm that the Fleet (Partner Name) that appears automatically is correct and appropriate for your fleets. If not, make changes in the field under the heading “Fleet (Partner Name).”
3. Enter the “Fleet Identifier” for your first (or only) fleet.
4. Enter additional fleets as needed:
 - a. To enter another fleet, select the  button.
 - b. To delete a fleet, select the box next to the row you wish to delete, and then select the  button.
 - c. Once you have confirmed or modified the Partner Name and specified the Fleet Identifiers, the full Fleet Names will be displayed on the screen to the right, exactly how they will be displayed on the SmartWay website.
5. To proceed, select the [Fleet Details](#) tab at the top, or simply select the  button at the bottom of the screen.
6. Before moving on, a popup screen will appear asking you to verify that you are satisfied with your fleet name(s).
7. ***Verify that the fleet name(s) show exactly what you want customers to find in the SmartWay Carrier Data File.***

8. Select **OK** to proceed to the next screen. You may return to this screen later to revise your fleet name(s) if necessary.

“FLEET DETAILS” SCREEN OVERVIEW

The **Fleet Details** Screen is shown below:

SmartWay: Fleet Characterization - Truck

Identify Fleets | **Fleet Details** | Operation | Body Types | SmartWay Category

This Tool should only be used by companies that “control” their own truck fleets. If you move 10% or more of your freight via rail, or have a logistics division, you should use the Multi-modal Tool. “Control” means that you own or lease, and route/maintain the trucks in your fleet for at least 95% of the miles that fleet travels. A 5% “non-control” allowance is made for contracting occasional overflow or seasonal scheduling. For each fleet, check the 95+% Control box to verify this status.

Enter your SCAC, MCN and DOT information. Your CUSTOMERS use this information to search for your fleet(s) in their own SmartWay Tools, and if they can’t identify you, they may assume you are NOT a SmartWay partner, will become frustrated, and may contact you regarding your SmartWay status. If your fleets share any SCAC, MCN, and/or DOT information, make sure your Partner/Fleet name is descriptive enough for your CUSTOMERS to differentiate between your different fleets.

Identify your Fleet type. If you are a private fleet, ideally your parent Shipper company should be a Smartway Partner. Identify your Fleet Contact.

After completing the information on this screen, select the “Operation” tab above or select the NEXT button at the bottom of this screen.

Partner/Fleet Name	95+% Control ?	SCAC(s) ?	MCN ?	DOT ?	Fleet Type ?	Fleet Contact ?
1: ABC Trucking, Inc.: Dry Van Fleet	<input type="checkbox"/>					
2: ABC Trucking, Inc.: Dray Fleet	<input type="checkbox"/>					

Figure 34: Fleet Details Screen

The **Truck Carrier Tool** is designed only for fleets over which you have total control. The **Fleet Details** screen asks you to:

- 1) Verify and declare that you have control,
- 2) Add identifying information to help SmartWay Shippers and Logistics Company Partners find your fleets, and
- 3) Identify the contacts for each of the fleets you defined in the previous screen.

“Control” means that you operate/route the vehicles, regardless of ownership status. Control includes dedicated fleets that you operate for other parties. If you can actively affect the fuel efficiency of the truck and collect the data necessary on that truck to include in this Tool, you have control.

SmartWay understands that there are many organizational/operational variations in the trucking industry and there may be “gray” areas that need further clarification. If you still have questions, you may contact your assigned SmartWay Partner Account Manager or the SmartWay Help Line at 734-214-4767.

NOTE: If you contract out more than 5% of a fleet’s operation, the SmartWay Logistics Tool should be used for that fleet.

Once you have confirmed that you control the fleets you have identified, you will be asked to provide further data that helps customers identify your fleets. The Truck Carrier Tool asks you to provide three types of industry identifier codes for each your fleets.

- **Standard Carrier Alpha Codes (SCACs)** are unique 2-4 alphabetic character codes used by the transportation industry to identify transportation companies. SCACs are assigned by the National Motor Freight Traffic Association, Inc., (NMFTA). If you cannot remember your SCAC(s), contact

NMFTA before proceeding. You can find NMFTA contact information at <http://www.nmfta.org/Pages/ContactUs.aspx>.

- **Motor Carrier Numbers (MCNs):** are 5, 6 or 7 digit numbers provided by the Federal Motor Carrier Safety Administration.
- **Department of Transportation (DOT) Numbers** are carrier identification number issued to all carriers in the U.S. by the Federal Motor Carrier Safety Administration, and can be up to 7 digits in length.


Entering SCACs, MCNs, and DOT numbers is optional; however, if you have this information you are encouraged to supply it to make sure that SmartWay Shippers and Logistics companies can find you.

You will also need to establish the Fleet Type for each of your fleets, which is defined as the service type for your fleet. There are three options accepted by the Tool—"For-Hire", "Private" and "Dedicated." If your company has only one fleet, your "Fleet Type" selection will reflect your company's operations as a whole. If there are multiple fleets, each will have its fleet type defined separately.

Finally, you will identify a Fleet Contact for each fleet. This contact should be one of the contacts already identified in the Contact Information section as the contact for each fleet.

NOTE: A drop-down menu in the Tool will supply this information; if there is a contact for the fleet that is not already listed in the Contacts worksheet, you will need to go back to the [Company and Contacts](#) screen to add the required contact information.

STEPS FOR COMPLETING "FLEET DETAILS" SCREEN

1. For each fleet, if you control over 95% of the operation of the vehicles (weighted by miles) check the box labeled "95+% Control."
2. Enter SCAC, MCN, and DOT identifiers (optional) for each fleet listed. If you have a single fleet that has multiple SCACs, enter all of them into the SCAC field, and separate them with commas.
 - While it is not required to enter SCAC, MCN, or DOT information for each fleet, it will help shippers and logistics companies searching by those parameters in the SmartWay database to easily find your fleet for inclusion in their Tool.
3. Select your Fleet Type (either "For-Hire", "Private" or "Dedicated") for each fleet listed.
4. Select a Fleet Contact from the drop-down menu for each fleet listed. If the appropriate fleet contact is *not* listed, go back to the [Contact Information](#) screen (see Section 2), and enter that name under "Other Contacts." Then return to this screen to add the name from the drop-down menu.
5. Click the  button or select the Operation Categories tab at the top to proceed to the next section.

"OPERATION CATEGORIES" SCREEN OVERVIEW

The **Operation Categories Screen** is shown below:

SmartWay: Fleet Characterization - Truck

Identify Fleets | Fleet Details | **Operation** | Body Types | SmartWay Category

For each fleet, enter the percentage of total miles driven that fall into each operation category. Percentages must sum to 100 percent for each fleet.
When finished, select the "Body Types" tab above or select the NEXT button at the bottom of this screen.

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

Figure 35: Operation Categories Screen – Example Fleet Inputs

For each fleet, you are asked to estimate the percentage of total mileage that is operated in each of five operation categories defined in the Tool. These Operational Categories are defined below:


- **Truckload (TL)** operations involve movement of large amounts of homogeneous cargo, generally the amount necessary to fill an entire semi-trailer or intermodal container. A truckload carrier is a trucking company that generally contracts an entire trailer-load to a single customer.
- **Less-than-truckload (LTL)** operations involve collecting freight from various shippers and consolidating that freight onto enclosed trailers for linehaul to the delivering terminal or to a hub terminal where the freight will be further sorted and consolidated for additional linehails.
- **Drayage (Dray)** operations are predominantly associated with port or railhead connections where freight is picked up and moved to a transfer facility or transport mode terminal. These moves are often short in nature, but can be longer depending on specific situations.
- **Package delivery (PD)** operations are characterized by residential or business package pickup/delivery consisting primarily of single or small groups of packages. Package delivery does not include larger scale pickup/delivery operations that are more properly characterized as LTL operations.
- **Expedited operations** are time-sensitive freight shipments, with trucks typically waiting on stand-by.

You will be asked to enter the percent of each operational type based on approximate mileage. This percentage calculation does not need to be exact; however, it should be a reasonable representation of your fleet's operations.

NOTE: You should define your fleet's operations based on your customers' ability to choose them. For example:

- If a fleet is a mix of TL and LTL, you will indicate the percentages of each.
- If customers can choose to hire your TL fleet, your LTL fleet, or your dray fleet separately, then each should be regarded as a separate fleet.

STEPS FOR COMPLETING "OPERATION CATEGORIES" SCREEN:

1. For each fleet identified, estimate the percentage of mileage each fleet spends in the five defined operation categories and enter your estimates in the fields provided. Leave the field blank if no mileage is associated with that operation category for that fleet.
2. Click the  button or select the Body Types tab at the top to proceed to the next section.

“BODY TYPES” SCREEN OVERVIEW

The **Body Types** screen is shown below:

SmartWay: Fleet Characterization - Truck

Identify Fleets | Fleet Details | Operation | **Body Types** | SmartWay Category

For each fleet, enter the percentage of total vehicles by body type. Percentages must sum to 100 percent for each fleet.
When finished, select the "SmartWay Category" tab above or select the NEXT button at the bottom of this screen.

Partner/Fleet Name	Body Type (%)										Total
	Dry Van	Reefer	Flatbed	Tanker	Chassis	Heavy/Bulk	Auto Carrier	Moving	Utility	Special Hauler	
1: ABC Trucking, Inc.: Dry Van Fleet	100										100
2: ABC Trucking, Inc.: Dry Fleet	20		10		70						100

Figure 36: Example for Body Types Screen

Body Type categories as defined in the Truck Carrier Tool are:

- Dry van
- Refrigerated (Reefer)²
- Flatbed
- Tanker
- Intermodal chassis containers (pooled and owned)
- Heavy/Bulk hauler
- Auto carriers
- Moving
- Utility³
- Special hauler (e.g., Hopper, Livestock, and other specialized carriers)

STEPS FOR COMPLETING “BODY TYPES” SCREEN:

For each fleet, enter an estimate of the percentage of fleet mileage associated with each body type. The percentages specified can be approximate, based on vehicle populations. The percentages for each fleet must sum to 100%.

NOTE: If you specify activity for Special Haulers, a **Describe** button will appear next to the cell entry. You must select this button and provide a text description of your specialty haulers.

² If you specify reefer body types in your fleet you must also provide your estimated reefer fuel use in the Activity section of the Tool.


³ The utility category encompasses class 2b to 8b vehicles that do not carry typical commercial freight. Examples include garbage, recycle, service, work, dump, landscape, cement, bucket, boom, ambulance, armored, fire, farm, wrecker, and other similar trucks. Because these trucks do not carry traditional freight payload, the user should self-define their payloads so as to make the emissions per payload efficiency useful to the user. SmartWay will not use the emissions per payload results for the utility category. Users may experience yellow or red warning labels on the Activity screen due to the unique nature of utility “payload.” In the case of red alerts, simply input text defining your special conditions in the required text boxes that appear.


“SMARTWAY CATEGORY” SCREEN

The **SmartWay Category** screen is shown below:

Figure 37: Example SmartWay Category Screen

The SmartWay Category designation for each of your fleets is shown on this screen, based on your selections on the **Operation** and **Body Type** screens. Your fleet’s performance will be measured against other carriers with the same category designation, so please ensure you have characterized your fleet correctly before proceeding.

Once you are sure your information is input correctly, you may select the  button at the bottom of the page. You will be prompted then to confirm that you have identified all of your fleets.

Return to the Identify Fleets screen if needed, otherwise select  and you will automatically be returned to the **Home** screen.

Section 4: Select Fleet for Data Entry (providing activity and fuel consumption information for your fleets)

In Section 4 of the Truck Carrier Tool, you will enter detailed activity and fuel consumption data for each of the fleets you identified and characterized in Section 3.

All Truck Carriers should enter the most recent 12 months of data into the Tool. If you are submitting for the first time and do not have a full year of operational data, you must collect a minimum of three months' data for input to submit a tool and join SmartWay. You will be required to submit a full year's data in the follow year's submission.

You will select and enter information about each fleet separately. To begin entering data for a fleet, you must first review the fleet's status in the Section 4 status window.

FLEET STATUS REVIEW OVERVIEW

Once you have returned to the [Home](#) screen, you will see all of your fleets listed in the window below item # 4: [Select Fleet for Data Entry](#).

The screenshot shows the 'SmartWay Truck: Home' window. The title bar indicates 'SmartWay Truck: Home'. The main header has the SmartWay logo on the left, 'Report Year 2014' in the center, and 'Truck' on the right with subtext 'United States Version: 2.0.14' and 'Released on: 1/7/2015'. Below the header, a message states: 'Please complete the following steps. Check boxes on the left indicate successful completion of each step. For more information, select the 'Help' button.'

The steps are listed on the left, each with a checkbox and a corresponding button:

- 1. ☒ **Enter Partner Name** (Exactly as it should appear on the SmartWay website):
ABC Trucking, Inc.
- 2. ☒ **Enter Contact Information**
- 3. ☒ **Characterize your Fleets**
- 4. ☐ **Select Fleet for Data Entry** (Double-click the fleet name or select and hit Enter):
ABC Trucking, Inc.: Dry Van Fleet - Not Checked
ABC Trucking, Inc.: Dray Fleet - Not Checked
- 5. ☐ **Review Year-to-Year Comparison** ?
- 6. ☐ **Partner Profile / Logo Info / Suggestions** ?
- 7. ☐ **View Your Data Reports**
- 8. ☐ **Generate File to Send to EPA*** ?

A red arrow points from a callout box labeled 'Fleet File Status Indicators' to the text 'ABC Trucking, Inc.: Dry Van Fleet - Not Checked' in step 4.

* After selecting this option, be sure to carefully read all directions before proceeding.

At the bottom, there are buttons for BACK, ZOOM IN, PRINT SCREEN, SAVE, QUIT, HELP, and a Screen Demo button.

Page T-8

Figure 38: Home Screen – Fleet Status Prior to Activity and Fuel Data Entry

A status message appears after each fleet, indicating whether or not the data entry for that fleet is complete. There are three possible status messages:

- **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 messages above, you may also see one of two qualifiers: “Errors” or “Warnings.”

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

To add data to a particular fleet file, highlight the fleet name and then double-click. You will then proceed to the Tool data entry screens.

STEPS FOR SELECTING A FLEET TO REVIEW:

1. Using your mouse, select and highlight the name of the fleet for which you wish to enter data.
2. Double click the name; you will then be taken to the **General Information** data entry screen for that fleet.

“GENERAL INFORMATION” SCREEN OVERVIEW

The **General Information** screen is shown below:

Truck: ABC Trucking, Inc.: Dry Van Fleet

General Information Diesel Gasoline LPG LNG CNG Electric Hybrid

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

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

Current Status of this Fleet: **Incomplete (Errors)**

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

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

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

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

[View/Select Commodities](#)

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

Page 16

Figure 39: Sample Data Entry Screen for First Example Fleet– General Information

This screen asks you to provide information for six key indicators, including fuel types used.

The first section asks you to determine your short haul split vs. long haul split. This requires you to estimate the percentage of your fleet’s operations that are short haul or long haul. A short haul is defined as any haul less than 200 miles; a long haul is defined as any haul in excess of 200 miles. Percentages should be reasonable estimates.

Next, you must select the fuel types found in this fleet. This requires you to define all fuels the fleet used from a list of:

- a. **Diesel/Biodiesel:** petroleum diesel and/or biodiesel made from any renewable feedstock
- b. **Gasoline/Ethanol:** conventional and reformulated gasoline, including blends of 10% ethanol (E10) and 85% ethanol (E85)
- c. **Liquefied Petroleum Gas (LPG):** also known as LP Gas, Liquid Propane Gas, and propane

- d. **Liquefied Natural Gas (LNG)**
- e. **Compressed Natural Gas (CNG)**
- f. **Electric:** vehicles exclusively using batter electric power
- g. **Hybrid:** vehicles with hybrid electric or hydraulic hybrid powertrains, using either gasoline or diesel

NOTE: Once you check these boxes, the appropriate fuel type tab (along the top of the screen next to the **General Information** tab) will become active.


If you select the Diesel/Biodiesel box, the grayed-out Part 3: Particulate Matter Reduction section will become active.


You will then be asked to determine whether you will need to enter data for Particulate Matter Reduction. Check the Particulate Matter Reduction box only if you have truck engines that are 2006 model year or earlier and are equipped with diesel retrofit particulate matter control devices (i.e., diesel oxidation catalysts (DOCs), particulate filters, or closed crankcase ventilation (CCV)).

Next you will be asked to determine what is known as your “Cube-Out” Percentage. Your “cube out” percentage is the percentage of trailers using 100% of their available cargo capacity while remaining within allowable weight limits. **You must provide a reasonable estimate.**

Next you will go to the  button to view a list of potential shipment types and select all of the ones that you move with this fleet.



You also have the option of choosing to participate in SmartWay’s Port Dray Program. This voluntary program recognizes Partners for reducing diesel emissions from port drayage trucks. If you have a fleet (or fleets) with 75% or more of operation in the Dray Operation Type category, your fleet is eligible to participate in SmartWay’s Port Drayage Program. Appendix A to this document provides the data entry requirements for participation in this program as well as details regarding Dray Program Scoring.



Once you have completed all of the **General Information** screen items, you can select the  button to make sure you have filled out everything on this screen properly. You can also select

 to check your data entries across all screens for the given fleet. Any data entry gaps or inconsistencies will be identified by the Tool.

However, if validating the fleet, note that you will receive additional validation errors unless you have completed the data entry for *all* screens.

STEPS FOR COMPLETING “GENERAL INFORMATION” SCREEN

1. Enter your percentage short-haul vs. long-haul operations.
 - Inputting a value in one cell automatically populates the other cell to add up to 100.
2. Check the boxes for the fuel types you use.
 - Once you check these boxes, the appropriate fuel type tab (along the top of the screen next to the **General Information** tab) will become active. If you select the **Diesel/Biodiesel** box, the grayed-out **Part 3: Particulate Matter Reduction** section will become active.
3. Determine whether you will need to enter data for Particulate Matter Reduction; if yes, check the box.
 - Check the Particulate Matter Reduction box only if you have truck engines that are model year 2006 or earlier and are equipped with diesel retrofit particulate matter control devices (i.e., diesel oxidation catalysts (DOCs), particulate filters, or closed crankcase ventilation (CCV)).
4. Enter the percentage of trailers using 100% of available cargo capacity while remaining within allowable weight limits.
5. Click the  button and select which commodity categories you typically carry. Select all categories that apply to your fleets.
6. **FOR FLEETS WITH 75% OR MORE OF TRUCKS IN THE DRAYAGE OPERATIONS CATEGORY:** Check the box if you wish to participate in the Port Dray Program.
7. Select the  button to make sure you have filled out everything on this screen properly.

You can also select  to check your data entries across all screens for the given fleet.
8. Click  or select the next available fuel tab at the top to begin entering fuel and activity data for this fleet.

FUEL SECTION: “ENGINE MODEL YEAR & CLASS” OVERVIEW

This section looks at truck classes and engine model years. Under each fuel-type tab (Diesel, Gasoline, LPG, LNG, CNG, Electric, and Hybrid) there are as many as four screens requiring data inputs:

1. The **Engine Model Year & Class**⁴ screen,
2. The **Activity Information** screen,
3. The **PM Reduction** screen will appear for diesel vehicles if you checked the **Particulate Matter Reduction** box on the **General Information** screen, and
4. The **Port Dray Program** screen will also appear for diesel vehicles if you checked the **Port Dray Program** box on the **General Information** screen.

The **Diesel Fuel Types** Screen is shown below—this screen defaults to the first available sub-tab, the **Engine Model Year & Class** screen:

Truck: ABC Trucking, Inc.: Dry Van Fleet

General Information Diesel Gasoline LPG LNG CNG Electric Hybrid

Engine Model Year & Class Activity Information

Select the checkbox for each class in your fleet, which will activate the data-entry columns for that class. Input the number of trucks you have by class and ENGINE model year (not vehicle model year). The number of trucks in each class should be a count as of Dec. 31 of the reporting year. Truck model year may be used as a surrogate if engine model year cannot be determined. If model year is used, provide an explanation in the Add Comments box. Truck class totals are automatically calculated for you. If you operate certain trucks across multiple fleets, please apportion your vehicle counts across fleets to avoid double counting of your trucks.

Diesel

Gross Vehicle Weight Rating (pounds) ?

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

	Class 2b 8,501-10,000	Class 3 10,001-14,000	Class 4 14,001-16,000	Class 5 16,001-19,500	Class 6 19,501-26,000	Class 7 26,001-33,000	Class 8a 33,001-60,000	Class 8b 60,001 & above
Total Trucks	<input type="checkbox"/> 2b	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8a	<input type="checkbox"/> 8b
Totals:								
2015								
2014								
2013								
2012								
2011								
2010								
2009								
2008								
2007								
2006								

☐ Hide Unchecked Classes

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

Page T-23

Figure 40: Engine Model Year & Class Screen

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

⁴ For Electric, this screen is known as the “Motor Model Year and Class” Screen.

The first step on the **Engine Model Year and Class** tab is to identify the vehicles classes you have represented in this fleet. Begin by selecting the boxes at the top for each of the truck classes you operate in this fleet (i.e., 2b, 3, 4, 5, 6, 7, 8a, 8b). Example truck types are shown in silhouette above the boxes, and additional examples will be listed on the screen when placing the mouse over these images.

When a Truck Class box has been checked, the data column will activate.


Next you must enter the number of vehicles you have in each class, specifying the corresponding **engine model years** (rather than the vehicle (tractor) model years). Use the scroll bar to the right if you need to enter information for model years earlier than 2005.

Totals for each truck class are calculated automatically for you and displayed along the top row. Totals by model year are shown in the left-hand column.

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

STEPS FOR COMPLETING THE “ENGINE MODEL YEAR & CLASS” SCREEN

*****NOTE: The following guidance will use the Diesel Fuel sections as an example. Similar procedures are followed for all other fuel types.*****

1. Select the boxes at the top (i.e., 2b, 3, 4, 5, 6, 7, 8a, 8b) for each of the truck classes you operate in this fleet.
2. Input the number of vehicles you have in each class, specifying the corresponding **engine model years** (rather than the tractor model years). Use the scroll bar to the right if you need to enter information for older model years.
3. Check the box at the bottom of the screen to hide any unused truck classes if you wish.
4. Select  or select the **Activity Information** tab at top of the screen to proceed to the next section. Before leaving the **Engine Model Year & Class** screen, you will be prompted to confirm the accuracy of your model year and truck class selections (**Figure 41**). You may review previous years' selections by selecting the **Year-to-Year Comparison Report** on the **Home** screen.

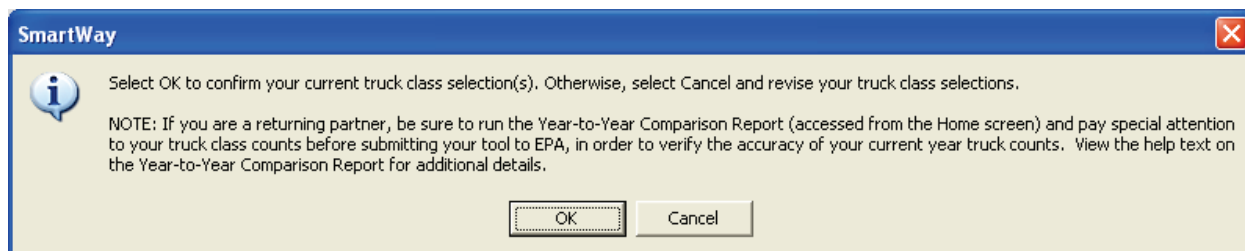


Figure 41: Confirmation of Engine Model Year and Truck Class Selections

NOTE: Class 8a trucks are often mistaken for Class 8bs. If you select to enter data for Class 8a trucks you will be asked to confirm your selection. Please refer to the Gross Vehicle Weight Rating Definitions at the top of the screen before proceeding.

FUEL SECTION: “ACTIVITY INFORMATION” SCREEN OVERVIEW

The **Activity Information** screen is shown below:

Truck: ABC Trucking, Inc.: Dry Van Fleet

General Information | **Diesel** | Gasoline | LPG | LNG | CNG | Electric | Hybrid

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

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

Diesel		Overall Fleet & Data Source		By Truck Class	
	Overall Fleet ?	Data Source ?	6	8b	
? Total Miles Driven (exact values)	0	Add			
? Revenue Miles Driven (exact values)	0	Add			
? Empty Miles Driven (exact values)	0	Add			
? Gallons of Diesel Used, incl. Biodiesel & Reefer (exact values)	0	Add			
? Refrigeration Unit Fuel Consumption		MPG -->			
		Miles/Truck -->	0	0	
? Gallons of Biodiesel (B100 Equivalents)	0	Input Biodiesel	Allocate Diesel Using class MPG		
? Average Payload (tons) - Cargo Weight Only	0		Calc Payload	Calc Payload	
? Average Capacity Volume (cubic feet)	0		Calc Volume	Calc Volume	
? % Capacity Utilization (excluding empty miles)	0	Add			
? Road Type / Speed Categories		Add	Enter Speeds	Enter Speeds	
* Indicates that default speed distributions were selected for urban road types.					
? Average Annual Idle Hours per Truck	0	Add			
Calculate Idle Hours Per Truck (All Classes)					

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

Page 20

Figure 42: Diesel Vehicles Activity Information Screen

The text at the top left-hand corner of this screen indicates the fuel type for which you are entering data. You will need to enter data for each fuel type you use within your fleet under separate screens, including:

- diesel and biodiesel, entered under the same tab
- gasoline and ethanol, entered under the same tab
- LPG, LNG, CNG, hybrids, and electric trucks each entered under separate tabs

If you selected more than one fuel type for this fleet on the **General Information** screen, then you will also need to enter data on the other fuel type tabs. For instance, if you operate gasoline vehicles, select the **Gasoline Vehicles** tab on the main tab bar to enter your data.

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

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

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

The Overall Fleet data indicates the sum or average (as appropriate) for the fleet across all truck classes you have selected on the **Engine Model Year and Class** screen. This value is automatically tallied when you enter data in the “By Truck Class” fields (the blue header section.)

MAIN FUEL ACTIVITY DATA POINTS OVERVIEW


The first five activity data points are:

- **Total Miles Driven (exact values):** all miles driven collectively by all fleet vehicles in a specific class
- **Revenue Miles Driven (exact values):** all miles that were charged to a customer account.
 - **NOTE:** If you have a private fleet that does not track revenue miles for internal cost accounting, set revenue miles equal to total miles - DO NOT SET REVENUE MILES EQUAL TO ZERO.
 - This information is not used to calculate your SmartWay carbon score, but may be used determine an adjustment factor for shippers' carbon inventories.⁵
- **Empty Miles Driven (exact values):** the total number of empty miles traveled by your fleet.
 - Empty is defined as zero cargo.
 - **NOTE:** If you enter zero (0) empty miles, you **must** provide text explaining why you have no empty backhauls by double-clicking on the cell.
 - The number of empty miles will not affect your SmartWay score. Companies in categories with high empty miles, such as tanker operations, **will not be negatively affected** by high empty-mile values.
- **Gallons of Diesel Used, including biodiesel and reefer (exact values):** all gallons of fuel used by your fleet in the **past 12-month reporting period**.
 - This includes any gallons with biofuels (biodiesel for diesel vehicles, ethanol for gasoline vehicles).
 - It also includes gallons used for refrigeration, bunk heaters, yard moves, or any other gallons directly attributable to transportation. Refrigeration (reefer) gallons must also be reported separately.
 - It does NOT include gallons used in heating buildings, forklifts, or other non-transportation sources.
 - **NOTE:** If total gallons of diesel fuel used are known for the fleet but not by class, the **Fuel Allocator Worksheet** will help you apportion your total fuel use into class categories.
- **OPTIONAL: Gallons of Biodiesel or Gallons of Ethanol (for diesel and gasoline fuel tabs, respectively):** the B100 equivalents for biodiesel or the E100 equivalents for ethanol used by the fleet

It should be noted here that all values for mileage, gallons, and other inputs should reflect EXACT values rather than rounded estimates. Failure to provide exact values will trigger warnings upon validation, reminding you to input exact values.

⁵ Since shippers determine their carbon inventory based on revenue miles charged by their carriers, shippers collectively must also include the non-revenue miles in their carbon inventory. Thus shippers will be charged the carbon for the non-revenue miles that carriers have to travel. This value will be calculated on an industry basis, and will not affect individual carriers.

For each of these four data activity points, you must specify a data source.


To add data source information, select the  button under the **Overall Fleet & Data Source** section to specify where you obtained your data for each row.

Use the pull-down menus on the **Data Source Description** popup screens to specify the source of information for each Data Type (listed in red at the top of the form). Most of the data source information you specify is assumed to apply across all vehicle classes in your fleet.

A helpful reference table with available sources is included in Appendix B.

In addition to the general data source, further detail must be provided regarding *how* the particular data was collected (e.g., via GPS or odometer readings).

After selecting from the “Data Source” and “Source Detail” drop-down menus, you may be required to provide additional information regarding the way you collected your data and associated calculation methods, as appropriate. You should provide enough detail to confirm data validity and reasonableness.

Once the data is entered, the  buttons will read **Edit**, allowing you to change your choices later.)



NOTE: “Data Source” descriptions for payload and volume information are specific to each truck class, and are entered through the Payload and Volume Calculators (select  and  to access; see **Figure 43**).

Figure 43: Example Data Source Description Screen

Once your data sources have been selected, you can then enter the requested activity information for the reporting period for each truck class in the white empty cells to the right (under the blue heading “By Truck Class.”

STEPS FOR COMPLETING THE MAIN FUEL DATA POINTS ON THE “ACTIVITY INFORMATION” SCREEN

- 1) Select the **Add** button under the **Overall Fleet & Data Source** section to specify where you obtained your data for each row. For each data type, specify the general type of data source.
- 2) Enter the exact value for total miles driven collectively by this fleet by vehicle class. Include all out-of-route, positioning, empty, and other miles driven.
- 3) Enter the exact value for the revenue miles—the number of miles your fleet drove that were charged to a customer account.
- 4) Enter the exact value for the total number of empty miles traveled by your fleet.
- 5) Enter the exact value for all the gallons of fuel used by your fleet in the **past 12-month reporting period**, including any gallons with biofuels (biodiesel for diesel vehicles, ethanol for gasoline vehicles).
- 6) If you specified any use of refrigerated body types under the **Fleet Characterization** section, the **Refrigeration Unit Fuel Consumption** button will appear underneath the Gallons of Fuel Used section. Select this button and provide your best estimate of your refrigerated fuel use in gallons for each truck class. Diesel, LPG, and electric trucks are assumed to use diesel reefers, gasoline trucks to use

gasoline reefers, and CNG/LNG trucks to use CNG reefers. Enter zero for any truck classes/fuel types that do not utilize reefer units. If you do not know your reefer fuel use at the truck class level you may enter a total value which will be distributed across your truck classes proportional to your vehicle fuel consumption entries.

Figure 44 below presents the Reefer Fuel Data Entry screen. Enter your reefer fuel consumption in gallons for each vehicle class if possible. If one or more vehicle classes do not include reefers, enter 0 gallons. The Truck Tool assumes diesel fuel is used for reefers associated with diesel, LPG, and electric trucks, while gasoline reefers are associated with gasoline trucks, and CNG reefers are associated with CNG and LNG trucks.

If you do not know your reefer fuel consumption at the vehicle class level check the box and enter your total reefer fuel consumption in the Total cell. This total value will then be allocated across all vehicle classes proportional to the total vehicle class fuel consumption amounts.

Refrigeration Unit Fuel Consumption

You indicated that your fleet contains refrigeration unit fuel consumption (fuel used to refrigerate your load and not to move your truck) in the Fleet Characterization section. Please specify the annual fuel consumption for truck based refrigeration purposes below.

Reefer Fuel Type: Diesel

By Truck Class

	6	8b
Amount (in Gallons)	<input type="text"/>	<input type="text"/>

Total ☐ Select this box if you don't know your refrigeration unit fuel consumption by truck class (you only know your total refrigeration fuel consumption.)

ZOOM IN **OK** **CANCEL** **HELP** **Screen Demo**

Page 35

Figure 44: Example Refrigeration Unit Fuel Consumption Data Entry Screen

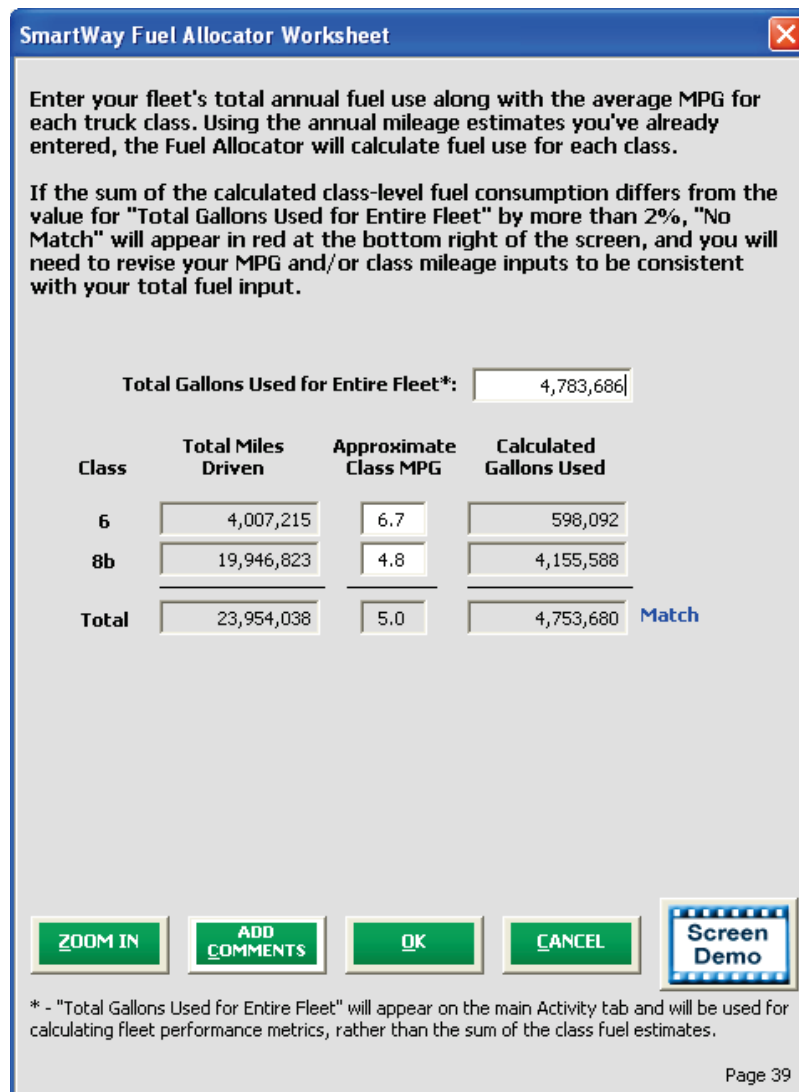
- 7) NOTE: On the **Electric Vehicle Activity** screen, “fuel inputs” are expressed in kWhrs rather than gallons.

“FUEL ALLOCATOR WORKSHEET” OVERVIEW

The Truck Carrier Tool asks you to enter Gallons of Diesel Used by truck class. This information may be entered directly if you have it. However, if you do not, but you do know total fuel use and MPG by truck class, the Fuel Allocator will assist you in apportioning your fuel use across truck classes.

To use the Fuel Allocator Worksheet, you will select the **Allocate Diesel Using class MPG** button on the **Activity Information** screen beneath the data entry cells for the “Gallons of Diesel Used, incl. Biodiesel & Reefer (exact values)” section.

Figure 45 shows the **Fuel Allocator Worksheet**. Note that you must enter total miles for each truck class on the **Activity Information** screen before you can open this worksheet.



SmartWay Fuel Allocator Worksheet

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

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

Total Gallons Used for Entire Fleet*: 4,783,686

Class	Total Miles Driven	Approximate Class MPG	Calculated Gallons Used
6	4,007,215	6.7	598,092
8b	19,946,823	4.8	4,155,588
Total	23,954,038	5.0	4,753,680 Match

ZOOM IN ADD COMMENTS OK CANCEL Screen Demo

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

Page 39

Figure 45: Fuel Allocator Worksheet

The **Fuel Allocator Worksheet** requires you to estimate:

- total fuel consumption for your entire fleet across all vehicle classes, and
- MPG for each truck class (the worksheet for electric vehicles uses miles/kWhr in lieu of MPG).

Only truck classes selected on the **Engine Model Year & Class** screen will be displayed on the **Fuel Allocator Worksheet**. Class-specific fuel consumption levels are estimated using the annual mileage estimates entered on the **Activity Information** screen.

If the sum of the class level estimates is within 2% of the total fuel consumption level entered at the top of the form, then a “**Match**” is indicated on the right side of the worksheet, and you may go back to the **Activity Information** screen by pressing **OK**.⁶

Before returning to the **Activity Information** screen, you will see a popup:

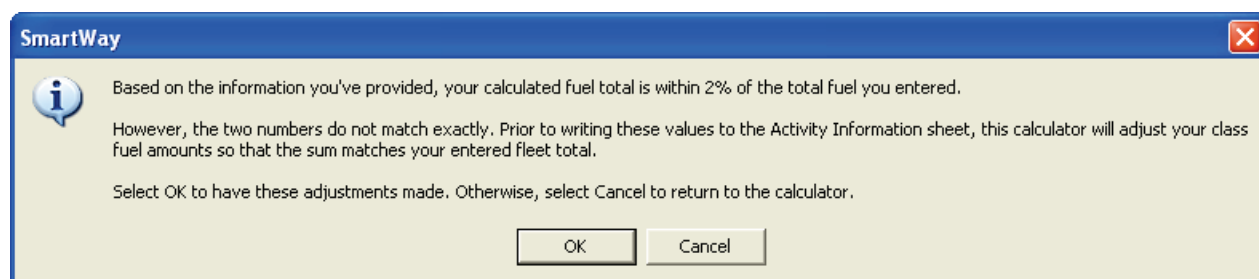


Figure 46: Popup Indicating Fuel Total Match

This popup indicates that the total gallons of diesel you entered and the MPG by truck class that you entered produced a calculated total fuel use that is slightly different. If you select **OK**, this calculator will adjust the by class fuel amounts to a sum matches your entered fleet total.

If “**No Match**” is indicated, you must adjust your total fuel consumption estimate and/or your class level MPG estimates until a “**Match**” is obtained.

Once you complete the **Fuel Allocator Worksheet**, total gallons will be summed and displayed in the **Overall Fleet** column on the **Activity Information** screen.

There are two other sections within the “Gallons of Diesel Used, incl. Biodiesel & Reefer (exact values)” section, MPG and Miles/Truck, described below.

MPG: If you used the Fuel Allocator Worksheet to determine your fuel usage, the MPG fields will show the MPG estimates that you entered into that form. If, instead, you entered gallons of fuel used by class, the Tool will generate MPG estimates for you. This field is provided as a useful validation check for users. If the Tool finds an out-of-range MPG value during its routine validations, the MPG field may be




⁶ Although the calculated and total fuel consumption values are within 2%, the values may not match exactly. Prior to writing the fuel consumption values to the Activity Information screen, the calculator will proportionally adjust your class level fuel consumption estimates to match your entered fleet total value.

highlighted, in which case you may be instructed to double-click on this cell to provide an explanation for high/low values.

Miles/Truck: Once Total Miles are entered for a given truck class, this value will be combined with the truck count values entered on the [Engine Model Year and Class](#) screen to provide a Miles/Truck value, which is displayed below the MPG value on the [Activity Information](#) screen. This field is provided as a useful validation check for users, and is checked by the Tool's validation routines for reasonableness. If the Tool finds an out-of-range miles-per-truck value during its routine validations, the field may be highlighted, in which case you may be instructed to double-click on this cell to provide an explanation for high/low values.

These two fields do not involve direct data entry; they are populated as a result of Tool calculations and are based on your entries for total miles by truck class and total gallons by truck class (either directly entered or allocated using the [Fuel Allocator Worksheet](#)).

STEPS FOR COMPLETING THE “FUEL ALLOCATOR WORKSHEET”

1. Select the  button on the [Activity Information](#) screen.
2. Enter total gallons of diesel for all truck classes.
3. Enter MPG estimates for each truck class.
4. If “Match” appears in blue next to the “Calculated Gallons Used” field, select .
5. If “No Match” appears in red next to the “Calculated Gallons Used” field, adjust the MPG values as necessary to get a match, and then select .

(OPTIONAL) “Biodiesel Blend Worksheet” Overview

If your fleet consumed any amount of biodiesel during the reporting period, you will have access to a Biodiesel Blend Worksheet, shown in **Figure 47**. (A similar worksheet is available for ethanol use under the **Gasoline** tab – see below.)

The **Biodiesel Blend Worksheet** asks you to specify the biodiesel volume used by your fleet in gallons by blend level (e.g., B20 = 20% biodiesel / 80% conventional diesel), for the reporting period. The calculator will automatically display total gallons, the weighted average blend value (across all blends), and the B100-equivalent volume at the bottom of the screen, based on your entries.

The Truck Carrier Tool will assume that these gallons are allocated proportionally across all vehicle classes (weighted by gallons of diesel used) in order to calculate emissions.

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

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

Total Gallons of Biodiesel (All Blends) 1,200,000 Weighted Average Blend 17 Gallons of B100 Equivalent 204,000

ZOOM IN OK CANCEL HELP

Figure 47: Biodiesel Blend Worksheet

STEPS FOR COMPLETING THE “Biodiesel Blend Worksheet”

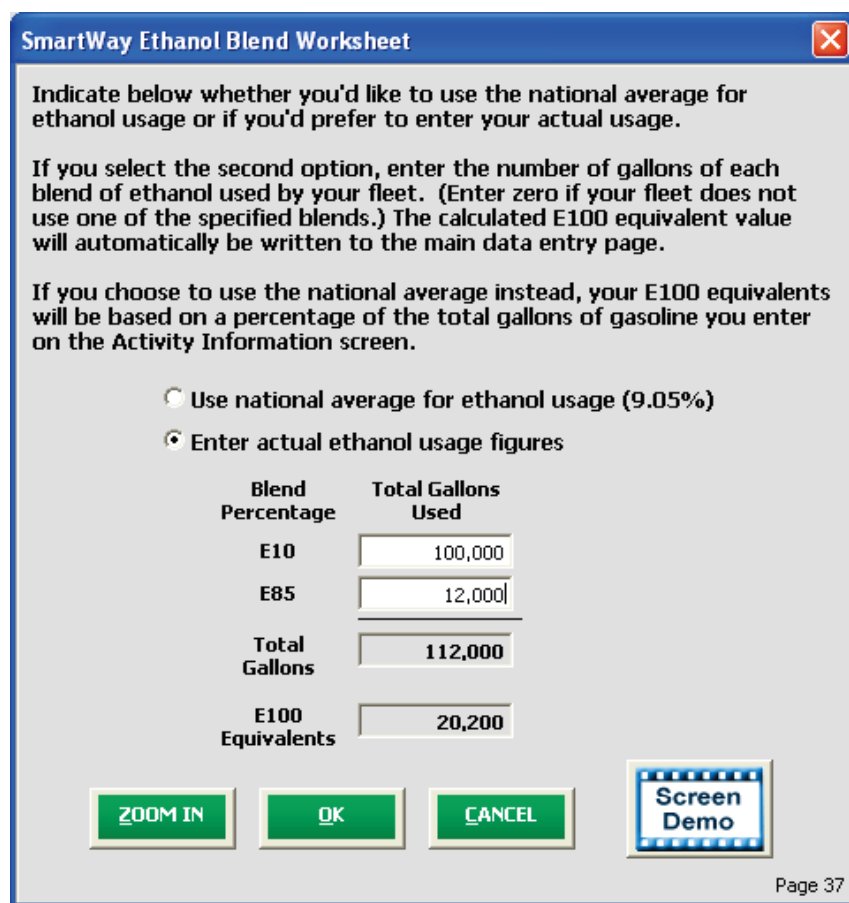
1. If this fleet has used biodiesel, select the **Input Biodiesel** button and specify your biodiesel volumes by blend level in the **Biodiesel Blend Worksheet**.
2. For each of the blends used by your fleet, enter the appropriate number of gallons used.
3. Select **OK**.

(OPTIONAL) “ETHANOL BLEND WORKSHEET” OVERVIEW

If your fleet consumed any amount of ethanol during the reporting period, you can use the [Ethanol Blend Worksheet](#), shown in **Figure 48**, to determine your ethanol usage figures.

If you know the volume of ethanol used by your fleet, specify the volume in gallons for each blend level (E10 and/or E85), ensuring that the total volume specified does not exceed the gasoline gallon data entry provided on the [Activity Information](#) screen. (Enter zero for both values if your fleet does not use one of these blends.)

Alternatively, if you do not know the volume of ethanol used by your fleet, select “**Use national average for ethanol usage (9.05%)**.” In either case, the total volume of ethanol at each blend level will be allocated across the different truck classes in your fleet in proportion to the total gallons of gasoline used.



The screenshot shows the 'SmartWay Ethanol Blend Worksheet' window. It contains instructions on how to use the worksheet, two radio button options for selecting between national average or actual usage, and a table for entering blend percentages and gallons used. The table shows E10 at 100,000 gallons, E85 at 12,000 gallons, a total of 112,000 gallons, and an E100 equivalent of 20,200. At the bottom are buttons for ZOOM IN, OK, CANCEL, and a Screen Demo button.

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

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

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

☐ Use national average for ethanol usage (9.05%)

☒ Enter actual ethanol usage figures

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

ZOOM IN OK CANCEL Screen Demo

Page 37

Figure 48: Ethanol Blend Worksheet

STEPS FOR COMPLETING THE “ETHANOL BLEND WORKSHEET”

1. If this fleet has used ethanol, select the [Input Ethanol](#) button and specify your ethanol volumes by blend level (E10 or E85) in the [Ethanol Blend Worksheet](#).
2. For each of the blends used by your fleet, enter the appropriate number of gallons used.

3. Select **OK**.

PAYLOAD AND CAPACITY OVERVIEW ON THE “ACTIVITY INFORMATION” SCREEN

This section of the **Activity Information** screen asks to calculate your average payload by truck class using an internal payload calculator.

Average payload calculations are made on a “by truck class” basis. Within a given truck class, you may have many different body types.

For each body type within a truck class, you will need to choose:

- which of the **four available allocation methods** you will use to distribute your trucks’ activity to calculate a weighted average payload value by truck class:
 - # miles by class
 - # trips by class
 - % of operation by class
 - # vehicles by class
- whether you are interested in looking at your payload in **units** of short tons (=2,000 pounds) or in pounds
- whether to either **directly calculate an average payload** for this body type (using bill of lading data collected by your company) or to select one of five **average payload ranges** provided in the Tool (which reflect typical industry payload ranges).

The values entered for each body type provide the basis for calculating a weighted average payload for the class as a whole. For example, by specifying the mileage associated with each body type, the respective miles per year will be used to weight your payload estimates to calculate an average by truck class.

Ideally, you should calculate your average payload data by using payload data from your company’s bills of lading records. Note that, when calculating average payload, your payload data should represent the average cargo weight per LOADED trip; empty backhauls should be excluded from the calculation.

For truck classes where you have precise payload data, select either electronic or manual bills of lading (with data based on actual miles traveled or trip-weighted), or another data source (for which you must provide a text description).

For truck classes for which you DO NOT have precise payload data, select the “Used ranges provided by the calculator” as your data source.

The **Payload Calculator** displays up to three screens.

The first screen is labeled “Step 1: Getting Started.” See **Figure 49** below.

SmartWay Average Payload Calculator

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

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

Class 8b Vehicles GVWR = 60,001 and above

Step 1: Getting Started **Step 2: Body Types**

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

Allocation Method: # of miles in this class

Units: tons

Data Source: Electronic **Edit**

BACK **NEXT** **ZOOM IN** **OK** **CANCEL** **ADD COMMENTS** **HELP** **Screen Demo**

Page 40

Figure 49: Step 1 of Payload Calculator

On this screen, you will be asked to make three selections:

- Allocation Method
- Units
- Data Source

The first choice you will make is the payload allocation method. The method selected will be used to allocate your payloads across multiple truck body types within a given truck class. This allocation allows the Tool to calculate a weighted average payload value by truck class.

There are four payload allocation methods available:

- # miles by class
- # trips by class
- % of operation by class
- # vehicles by class

Next you must choose between either short tons (2,000 pounds) or pounds as your preferred weight metric or “Unit.”

Next you will choose your Data Source(s) for your payload entries.

At this point you will proceed to the next tab, labeled “Step 2: Body Types” to enter payload information specific to each body type for the given truck class.

Figure 50 presents the “Step 2: Body Types” tab of the **Average Payload Calculator**.

SmartWay Average Payload Calculator

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

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

Class 8b Vehicles GVWR = 60,001 and above

Class Avg Payload: tons

Step 1: Getting Started | Step 2: Body Types

- ☐ Dry Van - Single
- ☐ Dry Van - Double
- ☐ Dry Van - Triple
- ☐ Combination Reefer

Total: Total Entered on Main Entry Form: 19,946,823 No Match

SCROLL FOR MORE OPTIONS

BACK NEXT ZOOM IN OK VALIDATE SCREEN CANCEL ADD COMMENTS HELP Screen Demo

Page 40

Figure 50: Step 2 of Payload Calculator

Use this screen to select the applicable body types for the truck class, specify the payload allocation information for each body type (e.g., number of miles traveled), and the average payload information.

If you specified the “Used ranges provided by the calculator” option under “Data Source” in Step 1, select from pre-defined ranges (e.g., 1 – 7 with 1 being the lowest payload range values available and 7 being the highest).⁷ Use the scroll bar to the right to display other body types.

If you need to use pre-defined ranges for some body types and precise values for other body types, select the “Other – list all that apply” Data Source option in Step 1.

If Range 1 (extreme low) or Range 7 (extreme high) values are selected, the value will be highlighted in red, and explanations must be provided in the text box to the right summarizing the reasons for the unusual payload value (e.g., you may explain that a flatbed fleet is regularly used to transport heavy construction equipment).

If you select Range 2 (moderately low) or Range 6 (moderately high), the selection will be highlighted in yellow and a warning will appear. Text explanations are optional for Ranges 2 and 6.

If an exact value entry falls outside the expected (Ranges 3-5) values, an explanation will be requested.

Figure 51 shows Step 2 of the **Average Payload Calculator** worksheet for Class 8b vehicles. (Similar worksheets are provided for each truck class.)

⁷ Certain truck classes have five rather than 7 payload categories, depending upon observed distributions. Specific range values were determined based on reported industry payload distributions, and are discussed in detail in the [Truck Tool Technical Documentation](http://www.epa.gov/smartway/forpartners/documents/trucks/tool-guide/420b15002.pdf) <http://www.epa.gov/smartway/forpartners/documents/trucks/tool-guide/420b15002.pdf>.

SmartWay Average Payload Calculator

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

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

Class 8b Vehicles GVWR = 60,001 and above Class Avg Payload: 11.9 tons

Step 1: Getting Started

Step 2: Body Types

	# of miles	Average Payload	Explanation for input value
<input checked="" type="checkbox"/> Dry Van - Single	5,644,544	Range 1: 0.0 to 10.5 tons	We carry predominantly light-weight products like potato chips in dry vans. Based on our records we confirmed this is a reasonable estimate.
<input checked="" type="checkbox"/> Dry Van - Double	6,879,451	Range 2: 1.1 to 14.4 tons	
<input type="checkbox"/> Dry Van - Triple			
<input checked="" type="checkbox"/> Combination Reefer	7,748,421	I know exactly	Exact Payload: 20.3 tons

Total: 20,272,416 Total Entered on Main Entry Form: 19,946,823 **Match** SCROLL FOR MORE OPTIONS

BACK **NEXT** **ZOOM IN** **OK** **VALIDATE SCREEN** **CANCEL** **ADD COMMENTS** **HELP**

Screen Demo

Page 40

Figure 51: Step 2 of Payload Calculator Worksheet – Class 8b Vehicles Data with Explanations

Once the mileage and payload ranges or values are entered for each body type, the worksheet validates the entries. If the sum of the by-body type values is within 2% of the class level mileage totals from the **Activity Information** screen, a **"Match"** is indicated and the user may proceed with the rest of the data entry. Otherwise **"No Match"** is indicated and the mileage values must be revised until **"Match"** is indicated. A validation is also performed if **"# of"** was selected in Step 1 as the allocation method, although in this case the match must be exact. Independent matching is not performed for **"# of trips"** or **"% of operation allocation methods."**

If any of the values entered in the **Average Payload Calculator** received Red or Yellow warnings, the weighted class average payload value shown in the **Activity Information** screen will be highlighted in yellow as a reminder.

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

EXAMPLE:

ABC Trucking, Inc. has a fleet with Class 8b trucks. This fleet consists of three body types: dry van single trailer, dry van double trailer, and reefer.

In "Step 1: Getting Started," ABC Trucking, Inc. chooses "# of miles by class" as the allocation method and "short tons" as the unit.

Under "Data Source," ABC Trucking, Inc. selected "Other." This allows the company to use ranges for some data and exact average payload calculations for others.

ABC Trucking proceeds to "Step 2: Body Types," and selects the checkboxes next to the three body types present in the Class 8b truck fleet (dry van single trailer, dry van double trailer, and reefer).

ABC Trucking, Inc. enters the total number of miles driven with loads (excluding empty miles) for each body type.







Next, the company selects the Average Payload from the drop-down lists.

In the case of the dry vans with single trailers, Range 1 is selected. Because this is considered an unusual result, the Tool highlights this payload, in red and ABC Trucking, Inc. MUST enter an explanation to proceed.

In the case of the dry vans with double trailers, Range 2 is selected. Because this is considered somewhat unusual, the Tool highlights this payload in yellow, and ABC Trucking, Inc. has the OPTION of entering an explanation to proceed.

In the case of the combination reefers, ABC Trucking, Inc. knows EXACTLY what the average payload value is and enters it in the field provided.

STEPS FOR COMPLETING THE PAYLOAD SECTION ON THE “ACTIVITY INFORMATION” SCREEN

1. Enter your average payloads into the Tool for each truck class by selecting the  button.
2. Under the “Step 1: Getting Started Tab,” select your activity Allocation Method.
3. Select your Units, from the drop-down.
4. Select the  button next to “Data Source.” A **Data Source Description** box will appear.
5. Using the drop-down menus, select your data source and details and enter any comments about your data source.
6. Select  .
7. Select the “Step 2: Body Types” tab or .
8. Select the box(es) next to the body types used in this Truck Class.
9. For each body type selected, enter the activity associated with this body type.
10. For each body type selected, use the drop-down to select a range OR enter the exact payload if available. Make sure to include any pallet and packaging weight in your payload estimates.
11. Validate the screen to determine if there are any errors to correct; if yes, correct the errors and/or enter comments using the  button to explain your data inputs.
12. Select the  button to perform a final validation check and return to the **Activity Information** screen.

AVERAGE CAPACITY VOLUME (CUBIC FEET) WORKSHEET OVERVIEW ON THE “ACTIVITY INFORMATION” SCREEN

Volume refers to the total cargo-carrying capacity of your vehicles, not the utilized space on the vehicles.

Volumes are specific to each major body type/configuration, and can be expressed in cubic feet or twenty-foot equivalent units (TEU).

The volume calculator worksheet for truck classes 2b through 7 follow the same format as the average payload calculators, with various body type selections available.

Similar to payload data entry, you may enter your calculated volume capacity information by selecting the “Determined using company records” for the “Data Source” drop-down option within the **Average Capacity Volume Worksheet**.

Alternatively, you may select default values for each body type by selecting the “Used defaults provided by calculator” for the “Data Source” drop-down option.

Finally, if you need to use different sources of data to characterize different body types, select the “Other – list all that apply” for the “Data Source” drop-down option within the calculator.

The volume calculator worksheet for classes 8a and 8b reflect a range of different, standard trailer and container configurations. **Figure 52** shows an example worksheet for Class 8b vehicles.

SmartWay Average Capacity Volume Worksheet

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

Truck Class: **8b**

Please indicate your data source and specify your reporting basis:

Data Source: **Add**

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

Percent Total:

Estimated Average Capacity Volume (cu ft):

Box Trailers, Reefer, or Standard Flatbed

	Box	Reefer	Flatbed
28-foot	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
40-foot	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
42-foot	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
45-foot	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
48-foot	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
53-foot	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
57-foot	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
28+28	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
48+28	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
40+40	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
48+48	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
28+28+28	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tankers

Large (7500+ gallons)	<input type="text"/>
Medium (3001-7499)	<input type="text"/>
Small (3000 & under)	<input type="text"/>

Bulk Carriers

Large (42' x 8.5' x 11.5')	<input type="text"/>
Medium (32' x 8' x 11')	<input type="text"/>
Small (22' x 8' x 10.25')	<input type="text"/>

Auto Carriers

Percent	Avg. # Vehicles
<input type="text"/>	<input type="text"/>

Chassis

20-foot	<input type="text"/>
40-foot	<input type="text"/>
45-foot	<input type="text"/>
48-foot	<input type="text"/>
53-foot	<input type="text"/>

Other Trailers

Custom Size (Length x Width x Height): cu ft:

Percent:

Buttons: ZOOM IN, OK, CANCEL, ADD COMMENTS, HELP, Screen Demo

Page T-46

Figure 52: Screenshot of Average Capacity Volume Worksheet

First you must select the "Data Source" for your volume capacity data and then specify your reporting basis from the three available choices (Percent Use, Number of Truckloads per year, Number of Trailers). Next you will specify the relative distribution of your trailer/container sizes for your truck class as a whole.

If you select "Percent Usage" as your reporting basis, the values entered on this screen must sum to 100. A running total is provided on the upper right of the screen.

If you select "Box Trailers, Reefers, or Standard Flatbed" trailers, enter the appropriate number on the left, and then specify which of these three categories you operate using one or more of the checkboxes to the right.




If you use "Other" trailer types not specified, include both the average volume of the trailers in cubic feet under "Custom Size" (length x width x height), as well as the reporting basis value. "Other" trailers include drop-deck flatbeds, low-boys, articulated/multi-trailers and any other configurations not listed separately.

Once complete, the estimated average volume weighted across all trailer/container types will be displayed in the upper right of the screen in cubic feet. This value will be written to the **Activity Information** screen for the specific truck class.

Make sure trailer/container type selections are consistent with the body types specified in the Payload Calculator and Fleet Characterization screens; inconsistencies will be flagged during validation.

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

STEPS FOR COMPLETING AVERAGE CAPACITY VOLUME (CUBIC FEET) WORKSHEET ON THE “ACTIVITY INFORMATION” SCREEN

1. Select the  button to open the **Capacity Volume Calculator** screen.
2. Select  to enter your data source for average capacity volume data.
3. Select one of the three reporting basis options using the radio check boxes.
4. Enter the requested metrics for the trailers, containers, tankers, bulk carrier, or other trailers used in this truck class.
5. Select  to return to the **Activity Information** Screen.

PERCENT (%) CAPACITY UTILIZATION SECTION OVERVIEW ON THE “ACTIVITY INFORMATION” SCREEN

Percent capacity utilization refers to the percentage of trailer capacity that is used for all hauls in a given fleet.

Percent capacity utilization applies *only* to loaded (non-empty) miles. For most carriers, this will reflect your loaded volumetric fill rate.



However, there are a few exceptions:

- LTL carriers should estimate the weighted-average fill rate over the span of operations.
- Flatbed haulers should estimate fill rate based on deck area covered.
- Auto carriers should estimate based on percent of car slots filled.
- Drayage operations may select the data source "Unknown to dray carriers - use industry average" option, in which case the industry average capacity utilization value will be auto-populated for you.

*****Do not factor in empty miles for percent capacity utilization. *****

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

STEPS FOR COMPLETING THE % CAPACITY UTILIZATION SECTION ON THE “ACTIVITY INFORMATION” SCREEN

1. Next to the “% Capacity Utilization (excluding empty miles)” data entry box, click the  button. A **Data Source Description** box will appear.
2. Using the drop-down menus, select your data source and details and enter any comments about your data source.
3. Click  to return to the **Activity Information** screen.
4. Enter your “% capacity utilization” for each truck class.

ROAD TYPE/SPEED CATEGORY SECTION OVERVIEW ON THE “ACTIVITY INFORMATION” SCREEN





“Road Type/Speed Category” is a ratio of total mileage by class allocated to highway/rural driving, and to urban driving less than 25 mph, 25-50 mph, and over 50 mph.

Data for completing this screen should be available from your vehicles’ electronic control modules (ECM).

NOTE: If you do not know your speed distribution for urban areas, you may check the box labeled “Populate the urban driving fields with default values,” and default percentages will be calculated based on data from EPA’s MOVES model,⁸ adjusted for the Highway/Rural Driving percentage specified.

(For further details, see the [Truck Carrier Tool Technical Documentation](http://www.epa.gov/smartway/forpartners/documents/trucks/tool-guide/420b15002.pdf) available at <http://www.epa.gov/smartway/forpartners/documents/trucks/tool-guide/420b15002.pdf>)

STEPS FOR COMPLETING THE ROAD TYPE / SPEED CATEGORY SECTION ON THE “ACTIVITY INFORMATION” SCREEN

1. Click  next to the data entry box next to “Road Type/Speed Categories.” A **Data Source Description** box will appear.
2. Using the drop-down menus, select your data source and details and enter any comments about your data source.
3. Click  to return to the **Activity Information** screen.
4. For each truck class, select  to open the “Road Type/Speed Categories” box.
5. Enter the requested metrics for Highway or Rural Driving and Urban Driving for each of the speeds listed (if applicable). If you only know Highway or Rural driving, you can select the box next to “Populate the urban driving fields with default values” to complete the screen.
6. Click  to return to the **Activity Information** screen.

⁸ NOx and PM emission rates for diesel, gasoline and E10 vehicles are obtained from EPA’s MOVES 2014 emissions model, expressed in grams/mile. Emission rates for LPG, CNG, and LNG are adjusted from gasoline values. Hybrid vehicle emissions are set equal to their corresponding conventional gasoline and diesel counterparts, less the idle emissions component. Finally, electric vehicle CO₂, NOx and PM emission rates are based on national average electricity generation unit estimates (in grams per kWhr). See the Truck Tool Technical Documentation for additional details on emission rate estimation.

AVERAGE ANNUAL IDLE HOURS PER TRUCK SECTION OVERVIEW ON THE “ACTIVITY INFORMATION” SCREEN

The **Average Annual Idle Hours per Truck**⁹ is calculated using the **Idle Hours Calculator**. To calculate idling hours, you will need to enter the number of hours your trucks idle per truck per day on average, along with the average number of days each truck is in service, on average, per year.

Figure 53 shows the **Idle Hours Calculator** screen.

SmartWay Idle Hours Calculator

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

Enter the number of hours your trucks idle per truck per DAY on AVERAGE, along with the average number of days in service per truck. Specify both Long* and Short^ Duration idle hours, entering 0 if applicable.

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

Class	Daily Long Duration Idle Hours per Truck*	Daily Short Duration Idle Hours per Truck^	Average Days in Service per Year	Average Annual Idle Hours per Truck
5	0	0	0	0
8a	0	0	0	0

ZOOM IN OK VALIDATE SCREEN CANCEL ADD COMMENTS HELP Screen Demo

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

Page 44

Figure 53: Screenshot of Blank Idle Hours Calculator

Separate values should be input for short-duration (less than 15 consecutive minutes) and long-duration (greater than 15 minutes) idling.¹⁰ After you have entered long and short duration idling hours and






⁹ Idle hours are not applicable to hybrid or electric trucks, so the Idle Hour Calculator is not provided on those screens.

¹⁰ NOx and PM emission rates are different for short and long-duration idling, reflecting the varying engine loads and operating temperatures for these events. The SmartWay emission calculations distinguish between these events for Class 8b trucks using MOVES model outputs, although different emission factors may be integrated in future versions of the model for all truck classes.

average days in service for each truck class, and the calculator will present idle hours for each class will be presented on the **Activity Information** screen.

In addition, fleet-average idle hours across all truck classes are then calculated (weighted by vehicle counts) and displayed in the **Overall Fleet** column.

STEPS FOR COMPLETING THE AVERAGE ANNUAL IDLE HOURS PER TRUCK SECTION ON THE “ACTIVITY INFORMATION” SCREEN

1. Select  next to the data entry box next to “Average Annual Idle Hours per Truck.” A **Data Source Description** box will appear.
2. Using the drop-down menus, select your data source and details and enter any comments about your data source.
3. Select  to return to the **Activity Information** Screen.
4. Select the  button to open the Idle Hours Calculator.
5. Enter daily long-duration idling hours per truck, daily short-duration idle hours per truck, and average days in service per year for each vehicle class represented in this fleet.
6. Select  to return to the **Activity Information** Screen.
7. You have now completed the **Activity Information** Screen for this fuel type.
8. Select the  button to verify that you have completed the screen properly.
9. After completing the **Activity Information** screen, if you are using PM reduction equipment select the **PM Reduction** tab at the top of the screen to proceed to the next section.

“PM REDUCTION” SCREEN OVERVIEW

The **PM Reduction** screen is for fleets that have installed retrofit equipment on pre-2007 engines. You are provided with radio button to select the type of device (DOC, CCV, or PM trap) you have used for your fleet. You are then asked to enter the number of trucks equipped with the device by engine (not vehicle) model year.

To enter data for multiple devices, select the radio button for the next type of device after completing data entry for the initial device, and fill out the new blank fields that appear.

Truck: ABC Trucking, Inc.: Dry Van Fleet

General Information Diesel Gasoline LPG LNG CNG Electric Hybrid

Engine Model Year & Class Activity Information PM Reduction

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

? ☒ Diesel Oxidation Catalyst (DOC) (Not Used)

? ☐ Closed Crankcase Ventilation (CCV) (Not Used)

? ☐ Particulate Matter Trap (Not Used)

Diesel Oxidation Catalyst (DOC)

PM Retrofits by Truck Class

Total Trucks 6 8b

Totals: [] [] []

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

2005	[]	[]	[]
2003	[]	[]	[]



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

Page 21

Figure 54: Diesel Vehicles PM Reduction Screen

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


STEPS FOR COMPLETING THE “PM REDUCTION” SCREEN

1. Select the radio button next to a device (DOC, CCV, or PM trap) you have used for your fleet.
2. Enter the number of trucks equipped with the device by engine (not vehicle) model year.
3. If other devices have been used with this fleet, select the radio box(es) next to each device and enter the number of trucks equipped with the device by engine (not vehicle) model year.
4. When done, select  to make sure you have filled out everything properly on this screen.
5. Select the  button to return to the [Home](#) screen.

Next Steps

***** If you are using PM reduction equipment on model year 2006 or earlier trucks,**
select the [PM Reduction](#) tab at the top of the screen to proceed to this section.
Instructions for data entry are provided above this box. ***


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

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

REMEMBER:

***** If additional fuel types are represented in this fleet,
you must complete the Engine Model Year & Class and Activity Information screens for each of the fuel
types you operate.**


Select the tab for the next fuel type and complete the *Engine Model Year & Class and Activity Information* screens as indicated above—the steps will be the same or similar to those for the Diesel Tab. **Do NOT move on if you have not completed the data input for each of your fuel types.*****

Once finished entering data for all of your fuel types, select the  button to return to the Home screen and follow the instructions to submit your tool to EPA.

Validating Your Data


The Truck Carrier Tool has validation checks embedded at different points in the Tool to ensure data quality. For example, checks on total mileage or number of vehicles are made before exiting the Payload and Volume Calculators. However, additional validation checks are made before exiting other data entry screens throughout the Tool. Critical checks are made regarding calculated miles per gallon (by class), reefer fuel consumption, annual miles per truck, and a number of other inputs, to help ensure the reasonableness and quality of Partner data.

In most instances the validation ranges are based on Truck Partner data distributions from the 2011 calendar year. (Refer to the **Truck Carrier Tool Technical Documentation** (found on the website at <http://www.epa.gov/smartway/forpartners/documents/trucks/tool-guide/420b15002.pdf>) for a detailed discussion of all validation criteria used within the Tool.)

At any time, you can select the  button at the bottom of the screens to make sure you have filled out everything properly before proceeding to the next screen.

Any time you leave a particular screen, the Tool will automatically perform a *screen* validation.

Any time you return to the [Home](#) screen, the Tool will automatically perform a *fleet-level* validation.

If you select the  button and no potential errors are identified, the following message will be displayed. Select **OK** to proceed.

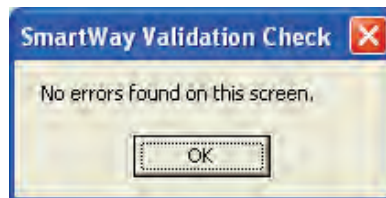


Figure 55: Validation Check Notification – No Errors

If missing or potentially erroneous inputs are identified, you will see the following message (**Figure 56**).

Select **Yes** to see a complete list of validation errors/warnings. An example **Validation Check** results screen is provided in **Figure 57**.

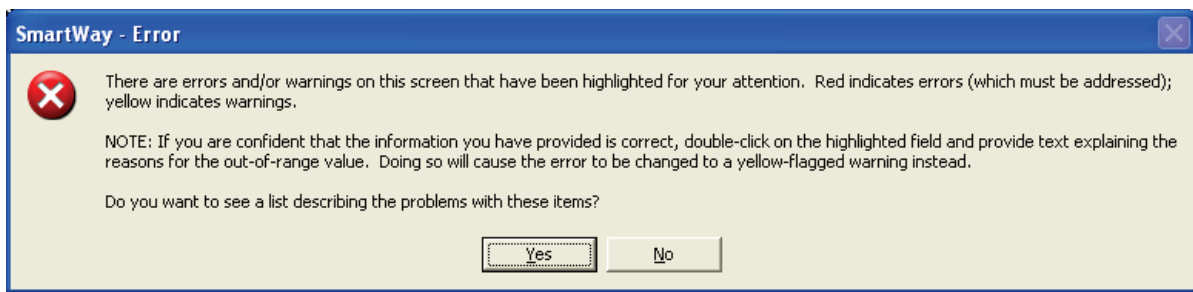


Figure 56: Validation Check Notification – with Errors/Warnings

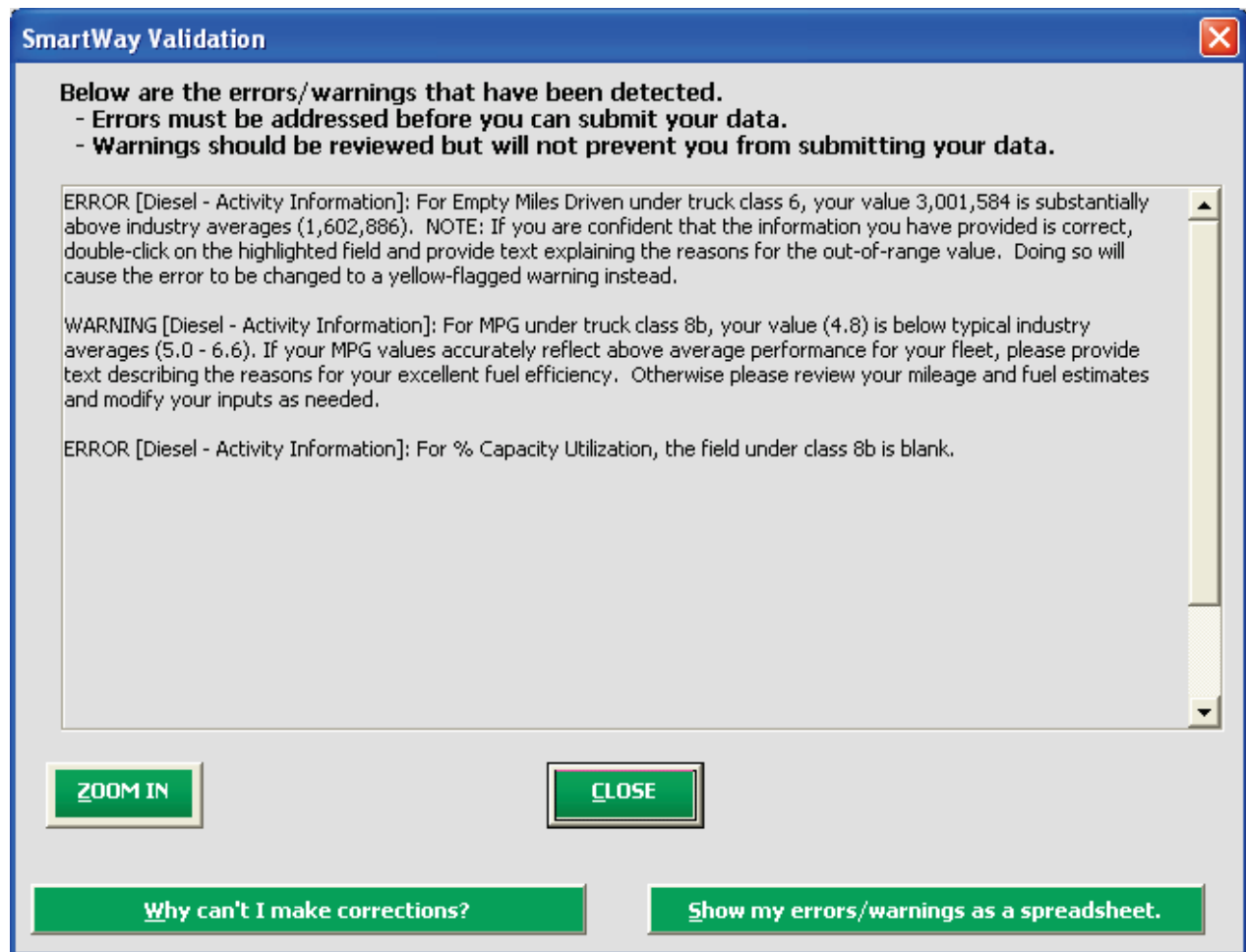


Figure 57: Validation Check Screen – Example Results

The [Why can't I make corrections?](#) and [Show my errors/warnings as a spreadsheet.](#) buttons at the bottom of this screen provide additional information to assist you in correcting any errors. Specific information is also provided regarding any values that are unusually high or low compared to industry averages (e.g., see the second entry). In this case, three possible data entry problems were identified for correction: one involving a suspiciously high “average empty miles per year” value, one for

a low MPG value, and one for a missing value. Two of the three messages involve errors that must be addressed through modification of the data entry (message #3), or by providing a text justification of the value by double-clicking on the highlighted cell (message #1). Both of these items must be addressed before the Tool may be submitted to EPA. The remaining item (#2) is listed as a warning, and does not have to be addressed before submittal to EPA, although you may provide documentation for this value by double-clicking on this cell if you wish.

Once you close the **Validation** check screen, you will see warnings and errors highlighted in a red or yellow on the **Activity Information** screen, as shown in **Figure 58**. Entering new data in a highlighted cell will cause the colored shading to disappear, *even if the new value is still invalid*. To check the validity of

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

Truck: ABC Trucking, Inc.: Dry Van Fleet

General Information | **Diesel** | Gasoline | LPG | LNG | CNG | Electric | Hybrid

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

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

	Overall Fleet & Data Source		By Truck Class	
	Overall Fleet ?	Data Source ?	6	8b
? Total Miles Driven (exact values)	23,954,038	IFTA	4,007,215	19,946,823
? Revenue Miles Driven (exact values)	21,599,682	IRS	3,500,926	18,098,756
? Empty Miles Driven (exact values)	4,985,259	Collected	3,001,584	1,983,675
? Gallons of Diesel Used, incl. Biodiesel & Reefer (exact values)	4,783,686	IFTA	598,214	4,185,472
? Refrigeration Unit Fuel Consumption		MPG -->	6.7	4.8
		Miles/Truck -->	50,090	104,983
? Gallons of Biodiesel (B100 Equivalents)	0	Input Biodiesel	Allocate Diesel Using class MPG	
? Average Payload (tons) - Cargo Weight Only	17.3		5	19.8
			Calc Payload	Calc Payload
? Average Capacity Volume (cubic feet)	3,638		1,496	4,068
			Calc Volume	Calc Volume
? % Capacity Utilization (excluding empty miles)	12	Collected	70	
? Road Type / Speed Categories		Collected	47 / 39 / 14 / 0*	10 / 8 / 2 / 80*
* Indicates that default speed distributions were selected for urban road types.			Enter Speeds	Enter Speeds
? Average Annual Idle Hours per Truck	1,221	ECM	700	1,440
Calculate Idle Hours Per Truck (All Classes)				

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

Screen Demo

Page 20

Figure 58: Validation Check – Highlighted Activity Screen

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

- First ensure that any highlighted blank cells are completed and that all standard range checks are satisfied (e.g., all percentages must be between 0 and 100, etc.).

- If “Total Miles Driven” entries are highlighted for any truck class, this means that the expected annual miles per truck have been exceeded. Calculated annual mileage values are shown on the **Activity Information** screen below the calculated MPG values. You may revise these values by adjusting either “Total Miles Driven” OR the “Total Trucks” (on the Engine **Model Year & Class** screen). Unless the calculated mileage value is greater than the absolute maximum allowed, you may leave these values as they are, and simply enter a text explanation (for “red” warning values). In this case your fleet will be flagged “Complete with Warnings” on the **Home** screen.
- If “Revenue Miles” or “Empty Miles” are highlighted, check their values relative to “Total Miles Driven” and to one another. For example, explanations are generally required if “Revenue Miles” are roughly less than 50% of “Total Miles Driven,” or if “Empty Miles” are greater than approximately 50% of “Total Miles Driven”, although specific validation cutoffs vary depending upon truck class, body type and operational category.
- If reefer fuel consumption is flagged, confirm the ratio of reefer gallons to total fuel consumption are accurate for your fleet.
- “% Capacity Utilization” values of less than ~40-70% must be explained.
- “Average Idle Hours per Truck” outside typical partner values must be explained.
- If any calculated MPG values are highlighted, you may revise these values by changing either “Total Miles Driven” or the number of gallons of the fuel type used. You may also double-click on the highlighted MPG cell to obtain a popup screen with additional information, as shown in **Figure 59**. This form presents the expected MPG range based on typical SmartWay Partner performance, as well as the calculated value for your truck class, and the “Severity” of the error identified. (Level 1 Severity indicates the value is significantly different from partner averages, while Level 2 Severity indicates a moderately out of range value.) If you believe this value is accurate, enter a brief summary in the text box explaining the reasons for the high/low MPG value and select **OK** to return to the **Activity Information** screen. (In this case your fleet will be flagged “Complete with Warnings” on the **Home** screen.) Otherwise select **CANCEL** to revise your total miles and/or gallons used.
- If payload, volume, and/or idle hour values are highlighted on the **Activity** screen, warnings and/or explanations can be viewed by opening the appropriate calculator(s).
- Possible rounding errors for miles and/or gallons are not highlighted on the **Activity** screen but are described in the detailed Validation list popup screen.

SmartWay Range Validation Form

Data you provided is outside the expected range. If you are confident that the information you entered is correct, please provide supporting details in the space below. Otherwise, select Cancel to return to the form, so you may re-enter a new value for this field.

Field Name:

Out of Range Message: **WARNING [Diesel - Activity Information]:** For MPG under truck class 8b, your value (4.8) is below typical industry averages (5.0 - 6.6). If your MPG values accurately reflect above average performance for your fleet, please provide text describing the reasons for your excellent fuel efficiency. Otherwise please review your mileage and fuel estimates and modify your inputs as needed.

Value You Provided:

Severity of Error:

Explanation:

* Level 1 indicates that the value is significantly out of expected range. Level 2 indicates that the value is moderately out of expected range.

Figure 59: Validation Check – Example MPG Range Validation Form

Other checks are made regarding absolute minimum and maximum inputs for miles per truck, MPG, payload, volume, and idle hours, as well as checks regarding implicit cargo density based on payload, volume, and capacity utilization inputs. When absolute minimum or maximum values are exceeded, the Partner must revise the associated input values before proceeding (i.e., these values cannot be “explained away”).

The Truck Carrier Tool also utilizes a number of “logical” validation checks to ensure the reasonableness of various inputs and category selections. For example, checks are applied regarding the consistency between body types specified in the **Fleet Characterization** section and those selected in the payload and volume calculators. If inconsistencies are found, in most instances a simple warning is indicated, and text explanations are not required. For a complete listing of all validation checks used in the Tool, refer to the Truck Carrier Tool Technical Documentation.

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

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

SmartWay Truck: Home

SmartWay

Report Year 2014

Truck
United States Version: 2.0.14
Released on: 1/7/2015

Please complete the following steps. Check boxes on the left indicate successful completion of each step. For more information, select the 'Help' button.

- ☒ 1. Enter Partner Name (Exactly as it should appear on the SmartWay website):
ABC Trucking, Inc.
- ☒ 2. Enter Contact Information
- ☒ 3. Characterize your Fleets
- ☐ 4. Select Fleet for Data Entry (Double-click the fleet name or select and hit Enter):
ABC Trucking, Inc.: Dry Van Fleet - Complete (with Warnings)
ABC Trucking, Inc.: Dray Fleet - Incomplete (Errors)
- ☐ 5. Review Year-to-Year Comparison ?
- ☐ 6. Partner Profile / Logo Info / Suggestions ?
- ☐ 7. View Your Data Reports
- ☐ 8. Generate File to Send to EPA* ?

* After selecting this option, be sure to carefully read all directions before proceeding.

BACK ZOOM IN PRINT SCREEN SAVE QUIT HELP Screen Demo

Page T-8

Figure 60: Home Screen - After Completing the Data Entry/Modification Process for First Fleet

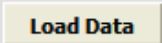
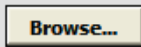
Once you have filled out information for all your fleets, be sure that all fleets show "Complete" or "Complete with Warnings" beside the name. If, and only if, all fleets are marked as such, you can move on to the next step. If one or more fleets are not marked as such, review the data you entered for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

Viewing Year-to-Year Comparison

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

A green rectangular button with a thin black border and the text "Review Year-to-Year Comparison" in white.

under item #5 on the [Home](#) screen.

Figure 61 shows the data entry screen for the comparison report. Note that your most recent year's data is already "loaded," including the data you have entered for your current fleet(s). In order to load data for the previous year fleets, select the  button. A screen will appear allowing you to specify the location of your prior year file, using the  button as shown in **Figure 62**.

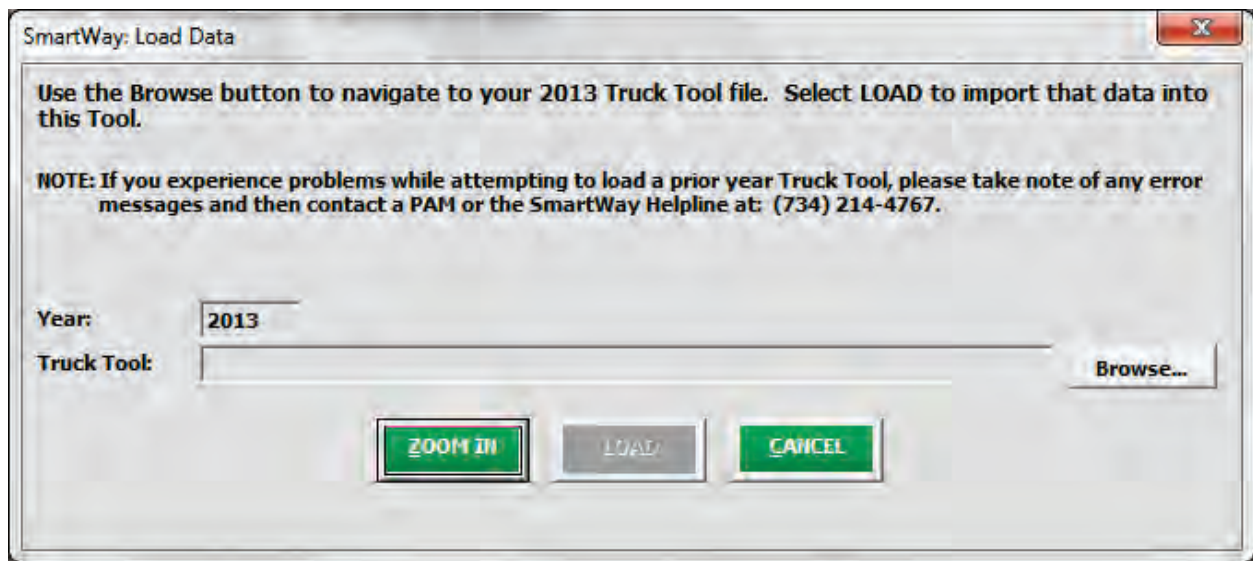


Figure 62: Data Load Screen for Year-to-Year Comparison Report

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

Next you can specify whether you want to compare one or more individual fleets (select “Fleet-Level”) or if instead the comparison should aggregate all fleets (select “Company-Level”). Once specified, select the “RUN REPORT” button to view the line-item data entry comparisons. An example report is presented in **Figure 63**.


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

Figure 63: Example Year-to-Year Comparison Report

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

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

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

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

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

Providing Additional Information

After completing Steps 1 – 4 on the [Home](#) screen, you may provide EPA with additional information regarding your company, potential use of the SmartWay Logo, and general feedback regarding the SmartWay program. This information is optional and is not required in order to submit your Truck Carrier Tool data to EPA. Selecting the [Partner Profile / Logo Info / Suggestions](#) button on the [Home](#) screen will open the [Partner Information](#) form (see [Figure 64](#)).

SmartWay Additional InformationABC Trucking, Inc.

Partner Information	Logo Qualification	Suggestions
---------------------	--------------------	-------------

Providing your information on THIS PAGE is OPTIONAL. SmartWay will use the information you submit via this page to make a PUBLIC partner company page on the SmartWay website. Please limit your responses to the specific questions asked as SmartWay will review your submission for appropriateness. SmartWay will not edit the data for spelling or grammar so please make sure it appears below EXACTLY as you want it displayed.

Partner Name: ABC Trucking, Inc.

Link to your company's environmental or SmartWay web page:

Executive Officer's quote on your SmartWay participation: (500 characters max)

Description of your best investment in emissions or fuel saving technology: (3000 characters max)

Goal for SmartWay participation: (3000 characters max)

My company encourages other companies to join SmartWay to improve their efficiency by: (1000 characters max)

[NEXT](#) [ZOOM IN](#) [PRINT SCREEN](#) [HOME](#) [SAVE](#) [ADD COMMENTS](#) [HELP](#) [Screen Demo](#)

Page 49

Figure 64: Partner Information Screen

Use this page to provide information you would like to share publicly. Information should be entered in the text boxes displayed. Use the scroll bar to the right to display additional questions. SmartWay will use this information to create a SmartWay Partner profile page for your company on the SmartWay website. You do not need to complete every question. SmartWay will NOT edit for spelling or grammar, so make sure the text is exactly as you wish it to appear. If your company contains public relations functions, you may want them to review this information before submittal, however, keep your SmartWay due date in mind. SmartWay WILL review this data for appropriate content. Information provided should be informational in nature, and speak to the question.

Figure 65 shows the [Logo Qualification](#) screen. The SmartWay Partner Logo is provided at the company level to Partners in good standing in the SmartWay program. To be in good standing you must submit

your SmartWay materials by the appropriate due date. Due dates are posted on the EPA website at epa.gov/smartway. Tractor and Trailer Logos require the approval of the SmartWay Brand Manager (Jackson-Stephens.joann@epa.gov). Tractor and trailer logos may be placed directly on your equipment to display your fleet's qualification. Use this screen to provide information regarding your qualification for, and planned use of, the Partner, Truck and Trailer Logos. Use the scroll bars to display more questions and input fields. Additional information on Logo qualification and use can be found by selecting the [SmartWay Partner Logo Information](#) button or the [View the SmartWay Designated Tractor specifications](#) and [View the SmartWay Designated Trailer specifications](#) links.

SmartWay Additional Information: ABC Trucking, Inc.

Partner Information	Logo Qualification	Suggestions		
<p>The SmartWay Partner Logo is available to all Partners in good standing within the SmartWay program. To be in good standing you must submit your SmartWay materials by the appropriate due date. Due dates are posted on the SmartWay website at epa.gov/smartway. The SmartWay Logo use guidelines and Logo graphic files are accessible online - please select the button below for information.</p> <p align="center">SmartWay Partner Logo Information</p> <p>Partner Name: ABC Trucking, Inc.</p> <p>SmartWay Partnership Logo</p> <p><input type="checkbox"/> I have read the SmartWay Logo Use Guidelines webpage.</p> <p><input type="checkbox"/> I have read the SmartWay Logo Graphics Standards and Usage Guide (on webpage).</p> <p><input type="checkbox"/> I agree to abide by SmartWay's logo use guidelines should I earn the right to use the SmartWay Partner Logo.</p> <p>If I qualify for the SmartWay Partner Logo, I intend to use it on the following: (does not constitute a commitment to actually do it)</p> <p><input type="checkbox"/> My website</p> <p><input type="checkbox"/> Marketing materials</p>				
<table border="0"> <tr> <td> <p>SmartWay TRACTOR Logo</p> <p>View the SmartWay Designated Tractor specifications</p> <p><input type="checkbox"/> If my tractors meet the SmartWay designated specifications, send me the digital TRACTOR Logo files.</p> <p><input type="checkbox"/> If my tractors meet the SmartWay designated specifications, I agree to SmartWay's TRACTOR Logo use guidelines (on web page).</p> <p><input type="checkbox"/> I intend to use the SmartWay Truck Logo on my tractors.</p> <p><input type="text"/> Based on the guidelines, I intend to use the TRACTOR Logo on this number of eligible tractors.</p> </td> <td> <p>SmartWay TRAILER Logo</p> <p>View the SmartWay Designated Trailer specifications</p> <p><input type="checkbox"/> If my trailers meet the SmartWay designated specifications, send me the digital TRAILER Logo files.</p> <p><input type="checkbox"/> If my trailers meet the SmartWay designated specifications, I agree to SmartWay's TRAILER Logo use guidelines (on web page).</p> <p><input type="checkbox"/> I intend to use the SmartWay Truck Logo on my trailers.</p> <p><input type="text"/> Based on the guidelines, I intend to use the TRAILER Logo on this number of eligible tractors.</p> </td> </tr> </table>			<p>SmartWay TRACTOR Logo</p> <p>View the SmartWay Designated Tractor specifications</p> <p><input type="checkbox"/> If my tractors meet the SmartWay designated specifications, send me the digital TRACTOR Logo files.</p> <p><input type="checkbox"/> If my tractors meet the SmartWay designated specifications, I agree to SmartWay's TRACTOR Logo use guidelines (on web page).</p> <p><input type="checkbox"/> I intend to use the SmartWay Truck Logo on my tractors.</p> <p><input type="text"/> Based on the guidelines, I intend to use the TRACTOR Logo on this number of eligible tractors.</p>	<p>SmartWay TRAILER Logo</p> <p>View the SmartWay Designated Trailer specifications</p> <p><input type="checkbox"/> If my trailers meet the SmartWay designated specifications, send me the digital TRAILER Logo files.</p> <p><input type="checkbox"/> If my trailers meet the SmartWay designated specifications, I agree to SmartWay's TRAILER Logo use guidelines (on web page).</p> <p><input type="checkbox"/> I intend to use the SmartWay Truck Logo on my trailers.</p> <p><input type="text"/> Based on the guidelines, I intend to use the TRAILER Logo on this number of eligible tractors.</p>
<p>SmartWay TRACTOR Logo</p> <p>View the SmartWay Designated Tractor specifications</p> <p><input type="checkbox"/> If my tractors meet the SmartWay designated specifications, send me the digital TRACTOR Logo files.</p> <p><input type="checkbox"/> If my tractors meet the SmartWay designated specifications, I agree to SmartWay's TRACTOR Logo use guidelines (on web page).</p> <p><input type="checkbox"/> I intend to use the SmartWay Truck Logo on my tractors.</p> <p><input type="text"/> Based on the guidelines, I intend to use the TRACTOR Logo on this number of eligible tractors.</p>	<p>SmartWay TRAILER Logo</p> <p>View the SmartWay Designated Trailer specifications</p> <p><input type="checkbox"/> If my trailers meet the SmartWay designated specifications, send me the digital TRAILER Logo files.</p> <p><input type="checkbox"/> If my trailers meet the SmartWay designated specifications, I agree to SmartWay's TRAILER Logo use guidelines (on web page).</p> <p><input type="checkbox"/> I intend to use the SmartWay Truck Logo on my trailers.</p> <p><input type="text"/> Based on the guidelines, I intend to use the TRAILER Logo on this number of eligible tractors.</p>			

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

Page T-54

Figure 65: Logo Qualification Screen

Figure 66 displays the **Suggestions** screen. You may respond to some or all of these questions in order to provide feedback regarding the various aspects of the SmartWay program. SmartWay values your feedback. Any information you provide will be used to improve the program, and will be kept confidential. Use the scroll bar to the right to display additional questions.

SmartWay Additional InformationABC Trucking, Inc.

Partner Information Logo Qualification **Suggestions**

OPTIONAL SMARTWAY SATISFACTION AND FEEDBACK SURVEY

We are always trying to improve the SmartWay program and provide better service to our partners. By filling out this optional survey, you can help us improve the program. Thank you.

Partner Name: ABC Trucking, Inc.

Please answer Yes or No

	Yes	No
Do you read the Tool User Guides?	<input type="radio"/>	<input type="radio"/>
Do you read the Tool Technical Documentation?	<input type="radio"/>	<input type="radio"/>
Do you regularly visit the SmartWay website?	<input type="radio"/>	<input type="radio"/>

On a scale of 1 to 10, 10 being the best:

How do you rate the SmartWay Tool?	<input type="text"/>
How do you rate the SmartWay User Guide?	<input type="text"/>
How do you rate the SmartWay Technical Document?	<input type="text"/>
How do you rate the SmartWay Website?	<input type="text"/>
How do you rate SmartWay support materials?	<input type="text"/>


On a scale of 1 to 10, 10 meaning strongly agree:

I understand the goals of the SmartWay program	<input type="text"/>
I understand how to participate in the program	<input type="text"/>
I understand and know how to find information on the SmartWay website	<input type="text"/>
I understand the SmartWay Tools	<input type="text"/>
I understand the SmartWay emission factor ranking system	<input type="text"/>
I understand the SmartWay Partnership logo guidelines	<input type="text"/>

BACK ZOOM IN PRINT SCREEN HOME SAVE ADD COMMENTS HELP Screen Demo

Page 51

Figure 66: Suggestions Screen

Once you have completed these three screens, select the  button to return to the **Home** screen.

Viewing Reports

Once you are ready to continue, select

View Your Data Reports

to go to the following screen:

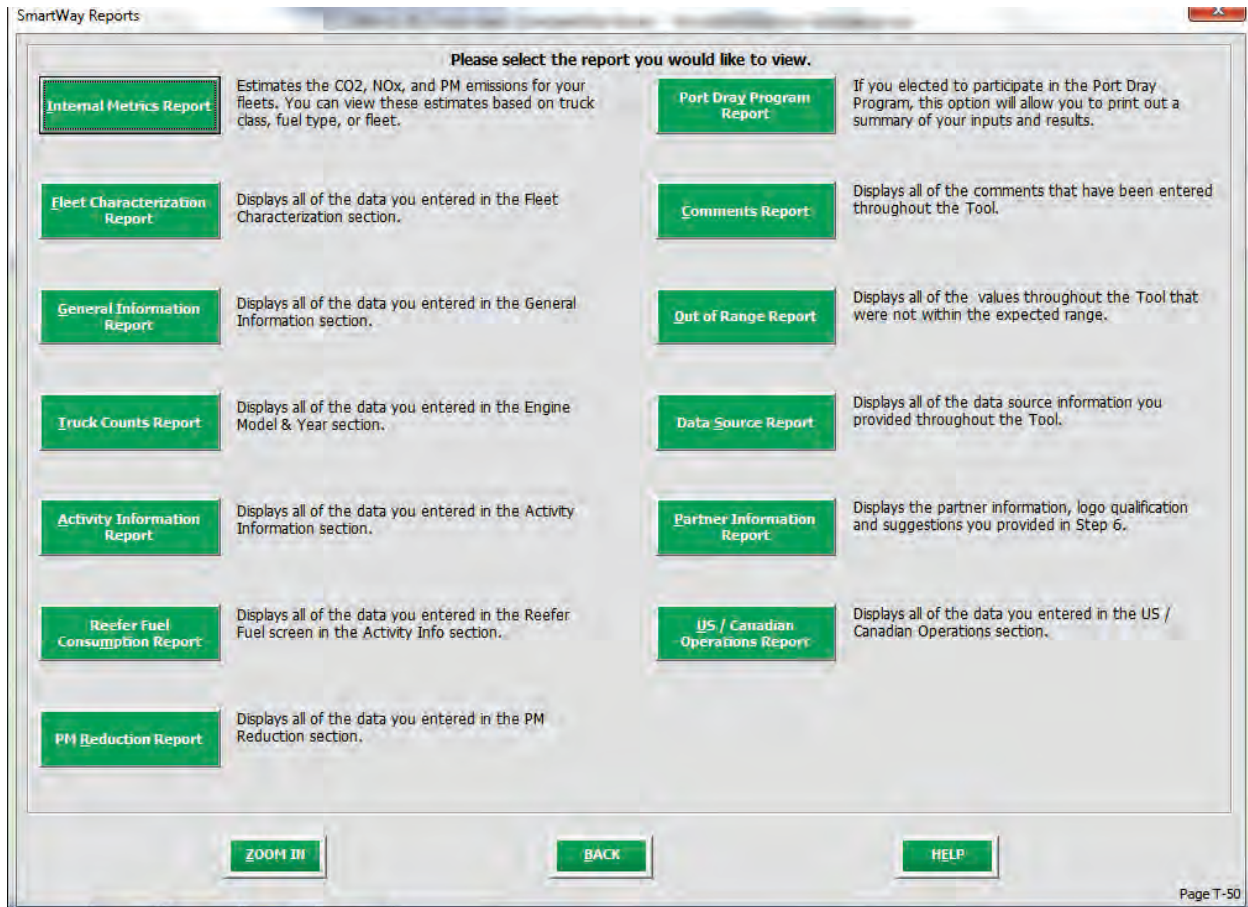


Figure 67: View Reports Menu

Selecting any of the green buttons on this screen will display the indicated data. Several reports summarize the data you entered on specific data input screens, such as the **Truck Counts Report** (corresponding to the **Engine Model Year & Class** screen) and the **Activity Information Report** (corresponding to the **Activity Information** screen). The **Out of Range Report** may be particularly useful in identifying and addressing those inputs flagged as potentially erroneous during fleet validation.

Select the **Internal Metrics Report** button to review the performance of your fleets in terms of grams per mile and grams per ton-mile, by pollutant type. After selecting this button you will be asked to specify the level of detail/aggregation you wish to display as shown in **Figure 68**.

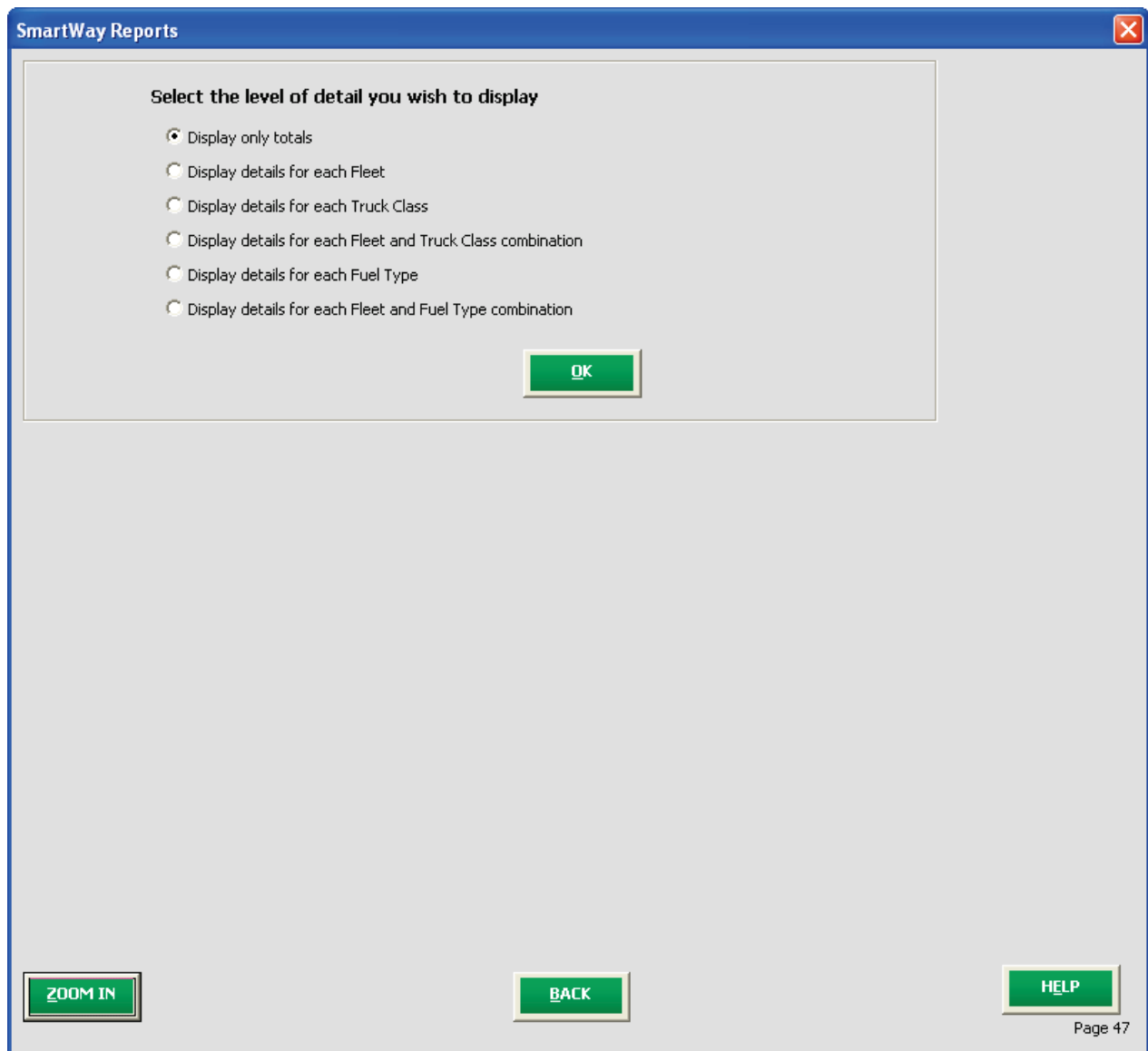


Figure 68: Internal Metrics Report Selection Menu

Selecting any of the summary report types will take you to a screen allowing you to preview and print your reports. **Figure 69** shows one of many sample reports that the Tool can generate for you; in this case summarizing emission reductions in tons and assorted performance metrics at the Partner Total level (including all fleets). These reports will prove useful for your company's evaluation and improvement efforts.



Internal Metrics

Report Year: 2013

December 5, 2013

Tool: Truck

Partner: ABC Trucking, Inc.

Display Option #1: Totals Only

CO2	Total Tons (Short)	Total Miles				Loaded Miles				Revenue Miles			
		Grams per Mile (Total)	Grams per Average Payload Ton-Mile (Total)	Grams per Thousand Cubic Foot-Miles (Total)	Grams per Thousand Utilized Cubic Foot-Miles (Total)	Grams per Mile (Loaded)	Grams per Average Payload Ton-Mile (Loaded)	Grams per Thousand Cubic Foot-Miles (Loaded)	Grams per Thousand Utilized Cubic Foot-Miles (Loaded)	Grams per Mile (Revenue)	Grams per Average Payload Ton-Mile (Revenue)	Grams per Thousand Cubic Foot-Miles (Revenue)	Grams per Thousand Utilized Cubic Foot-Miles (Revenue)
Partner Total	53,680	2,033	117	598	690	2,567	135	702	801	2,255	130	661	751

NOx	Total Tons (Short)	Total Miles				Loaded Miles				Revenue Miles			
		Grams per Mile (Total)	Grams per Average Payload Ton-Mile (Total)	Grams per Thousand Cubic Foot-Miles (Total)	Grams per Thousand Utilized Cubic Foot-Miles (Total)	Grams per Mile (Loaded)	Grams per Average Payload Ton-Mile (Loaded)	Grams per Thousand Cubic Foot-Miles (Loaded)	Grams per Thousand Utilized Cubic Foot-Miles (Loaded)	Grams per Mile (Revenue)	Grams per Average Payload Ton-Mile (Revenue)	Grams per Thousand Cubic Foot-Miles (Revenue)	Grams per Thousand Utilized Cubic Foot-Miles (Revenue)
Partner Total	197.2	7.5	0.43	2.198	2.536	9.4	0.50	2.578	2.942	8.3	0.48	2.429	2.90

PM2.5	Total Tons (Short)	Total Miles				Loaded Miles				Revenue Miles			
		Grams per Mile (Total)	Grams per Average Payload Ton-Mile (Total)	Grams per Thousand Cubic Foot-Miles (Total)	Grams per Thousand Utilized Cubic Foot-Miles (Total)	Grams per Mile (Loaded)	Grams per Average Payload Ton-Mile (Loaded)	Grams per Thousand Cubic Foot-Miles (Loaded)	Grams per Thousand Utilized Cubic Foot-Miles (Loaded)	Grams per Mile (Revenue)	Grams per Average Payload Ton-Mile (Revenue)	Grams per Thousand Cubic Foot-Miles (Revenue)	Grams per Thousand Utilized Cubic Foot-Miles (Revenue)
Partner Total	9.55	0.362	0.0209	0.1065	0.1228	0.457	0.0240	0.1248	0.1425	0.401	0.0231	0.1177	0.135

PM10	Total Tons (Short)	Total Miles				Loaded Miles				Revenue Miles			
		Grams per Mile (Total)	Grams per Average Payload Ton-Mile (Total)	Grams per Thousand Cubic Foot-Miles (Total)	Grams per Thousand Utilized Cubic Foot-Miles (Total)	Grams per Mile (Loaded)	Grams per Average Payload Ton-Mile (Loaded)	Grams per Thousand Cubic Foot-Miles (Loaded)	Grams per Thousand Utilized Cubic Foot-Miles (Loaded)	Grams per Mile (Revenue)	Grams per Average Payload Ton-Mile (Revenue)	Grams per Thousand Cubic Foot-Miles (Revenue)	Grams per Thousand Utilized Cubic Foot-Miles (Revenue)
Partner Total	9.85	0.373	0.0215	0.1088	0.1266	0.471	0.0248	0.1287	0.1469	0.414	0.0238	0.1213	0.139

Figure 69: Example of Completed Report

Submitting Data to SmartWay

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

Select the **Generate File to Send to EPA*** button, which will open the following screen.

Create submission file for EPA

SmartWay

Report Year
2014

Truck
United States Version: 2.0.14
Released on: 1/7/2015

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.

ZOOM IN **CANCEL** **PRINT SCREEN**

Page T-56

Figure 70: Creating Submission File for EPA

Select the checkbox to indicate you understand the terms of the SmartWay Partnership Agreement once again. Next, a question will appear asking if you are an existing SmartWay Partner (Y/N). If you are, a question will appear asking if you submitted your data the previous reporting year. If you have ever been a SmartWay Partner you can enter your Annual Submission ID, which has been sent to you by your SmartWay PAM via email. If you cannot locate your submission ID you can select the **Email me my SmartWay ID** button to have your ID sent to you. Submission of the SmartWay ID is optional.

Create submission file for EPA

SmartWay®

Report Year 2014

Truck
United States Version: 2.0.14
Released on: 1/7/2015

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.

Please answer the question that appears below. Depending on your answer(s), additional questions may appear that also requires an answer. Your answers will allow EPA to better process your submission.

Are you an existing Partner in SmartWay? Yes ☒ No ☐

Did you submit data last year? Yes ☒ No ☐

Please enter your SmartWay ID that your PAM sent you in an email. If you do not have your SmartWay ID and you were either the designated Working Contact or Executive Contact in last year's submission, you can use the link below to have your SmartWay ID emailed to you.

[Email me my SmartWay ID](#)

You are now ready to create your .xml file. The tool will also automatically save your .xls file at: C:\Users\Owner\Downloads\2014-11-25_Truck-clean.xls unless you designate another location.

[ZOOM IN](#) [NEXT](#) [CANCEL](#) [PRINT SCREEN](#)

Page T-56

Figure 71: Completed Submission File Screen

When ready, select **NEXT** to create a file with the following naming convention:

Truck_PartnerName_Year_V0.xml¹¹

For example, Truck_ABCompany_2014_V0.xml

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

Next specify the folder where you would like to save the .xml file, and the following screen will appear.

¹¹ If you create the XML file multiple times the file name will increment each time (e.g., Truck_ABCompany_2014_V1.XML for the second iteration, etc.

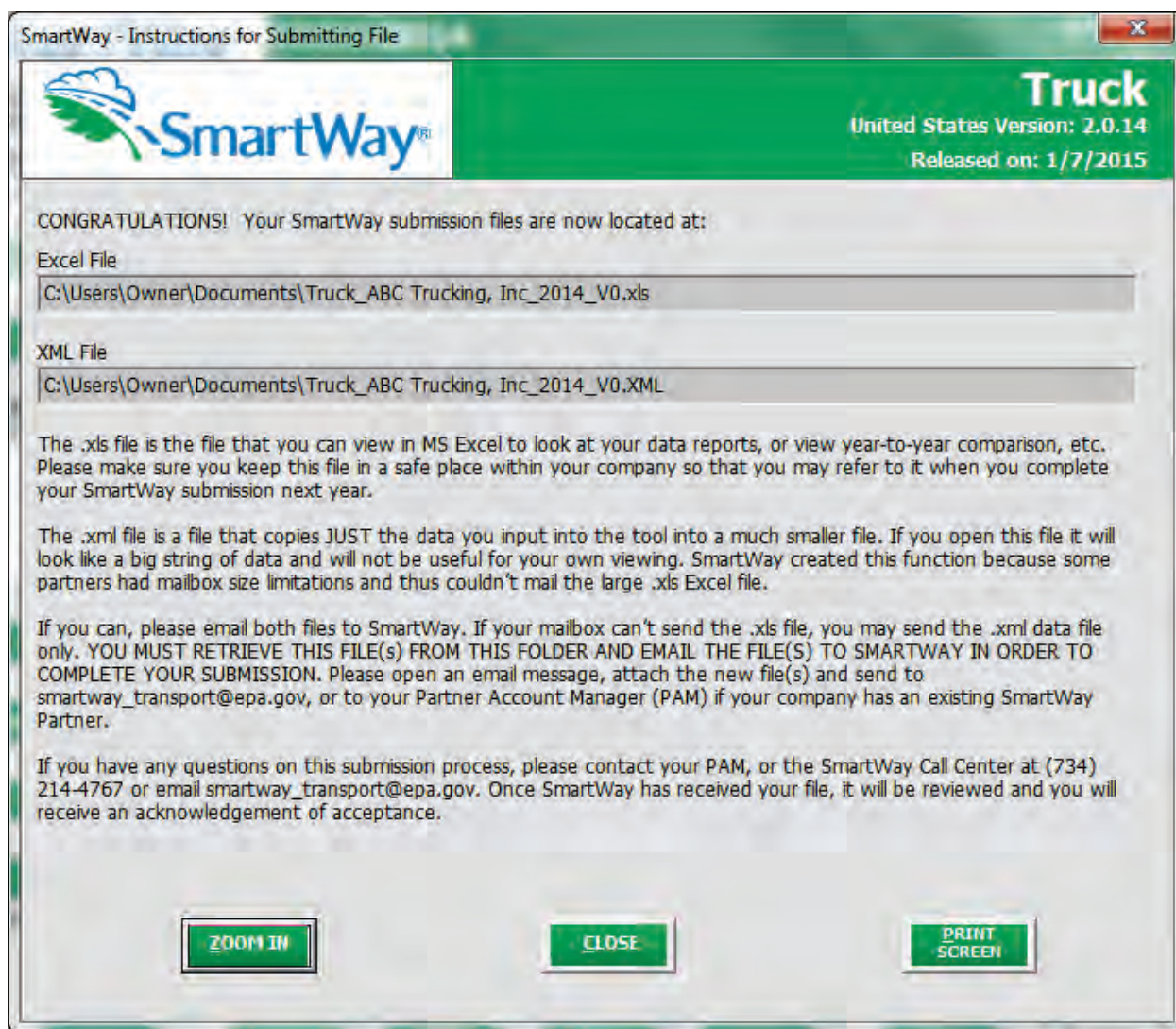


Figure 72: Instructions for Submitting xml File to EPA

Follow these instructions for submitting your .xml and .xls files to SmartWay. Note that the .xml file is approximately 10 times smaller than the .xls file itself. Upon selecting **NEXT**, a screen will appear that allows you to close the Truck Carrier Tool or return to the **Home** screen.

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.

NOTE: DO NOT CHANGE THE NAME OF THE XML OR XLS FILES.

NOTE: DO NOT DELETE YOUR EXCEL (XLS) TOOL – SAVE THIS FILE FOR YOUR REFERENCE.

Troubleshooting the Tool

Although the SmartWay tools have been tested extensively, you may encounter errors. Intermittent errors have been encountered when opening the Tool from an e-mail rather than from a drive. In addition, note that you will not be able to open the Tool successfully directly from the SmartWay website, so save the Tool to your hard drive before opening. If you encounter an error during use of the Tool, try restarting the Tool directly from a disk drive, with all other Excel files and applications closed. In addition, make sure that your computer is using a system and application version validated for use with the SmartWay tools (Windows XP or later operating system, and Excel Office 2003 or later version).

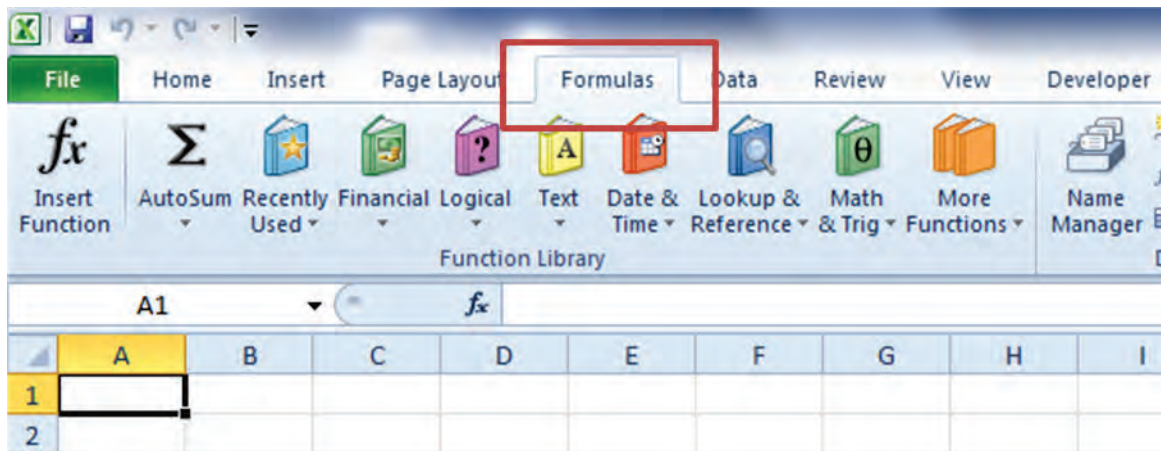
If you continue to encounter problems, make a screen capture of the error message, and save the Tool at that point. (You can make a screen capture by pressing the keys *Alt and Print Screen at the same time*, and then pasting the image into a document such as MS Word.) Then send the screenshot, along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

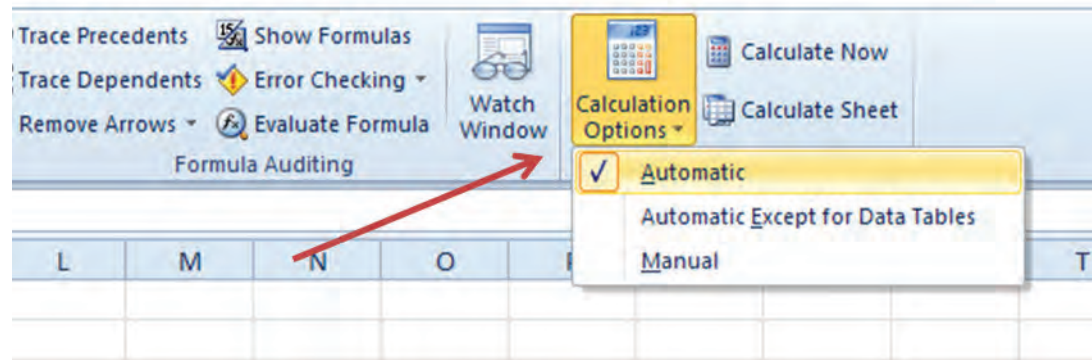
Proper Calculation Setting

By default, Microsoft Excel is set to automatically calculate formulas. If values within your Tool are not calculating automatically, then your Excel may be set to “Manual”. Follow these instructions to change your Excel Calculation setting.

Office 2010

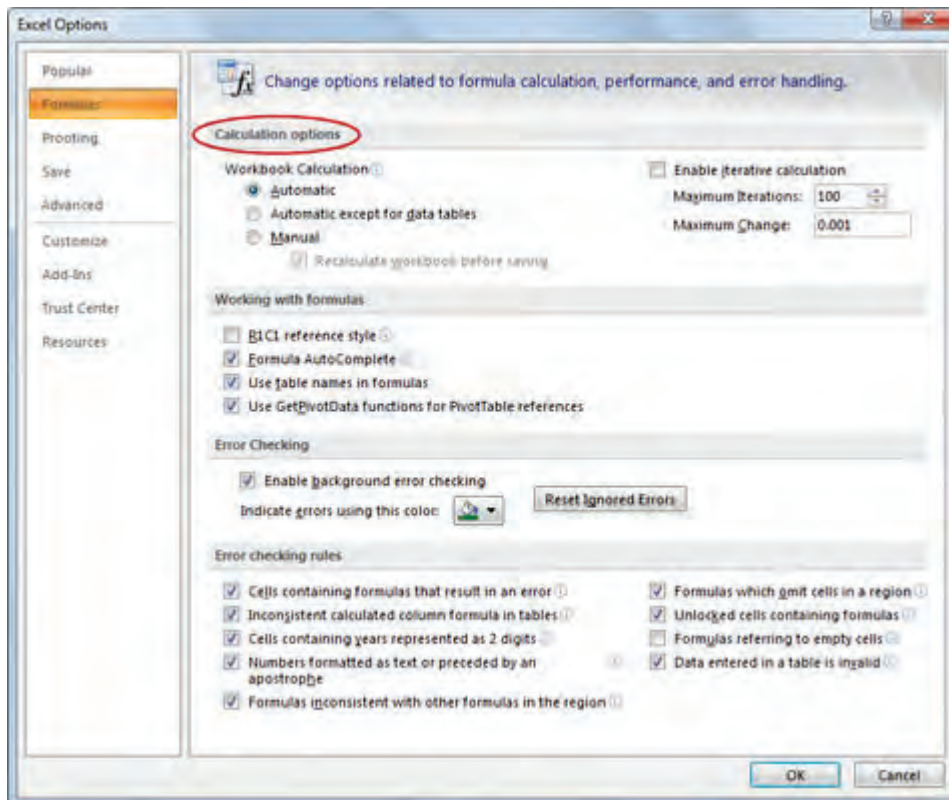
Choose the “Formulas” tab. Select the “Calculation Options” button in the “Calculation” section to view the drop-down list of options. Choose “Automatic” from the list of options to switch to automatic calculation.





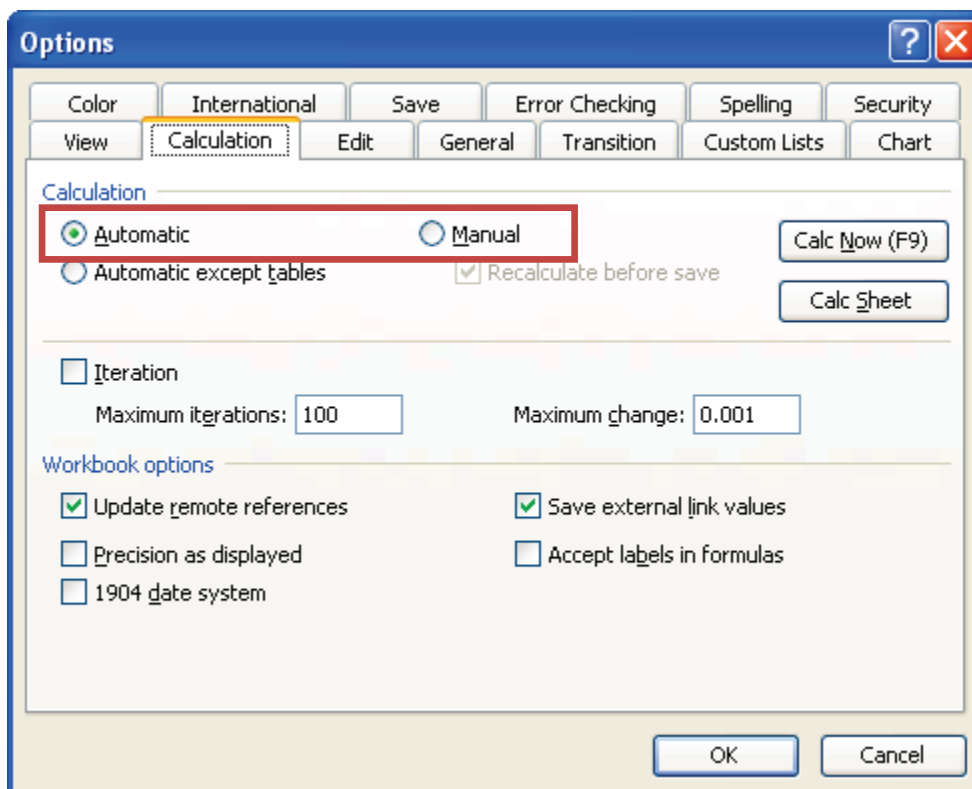
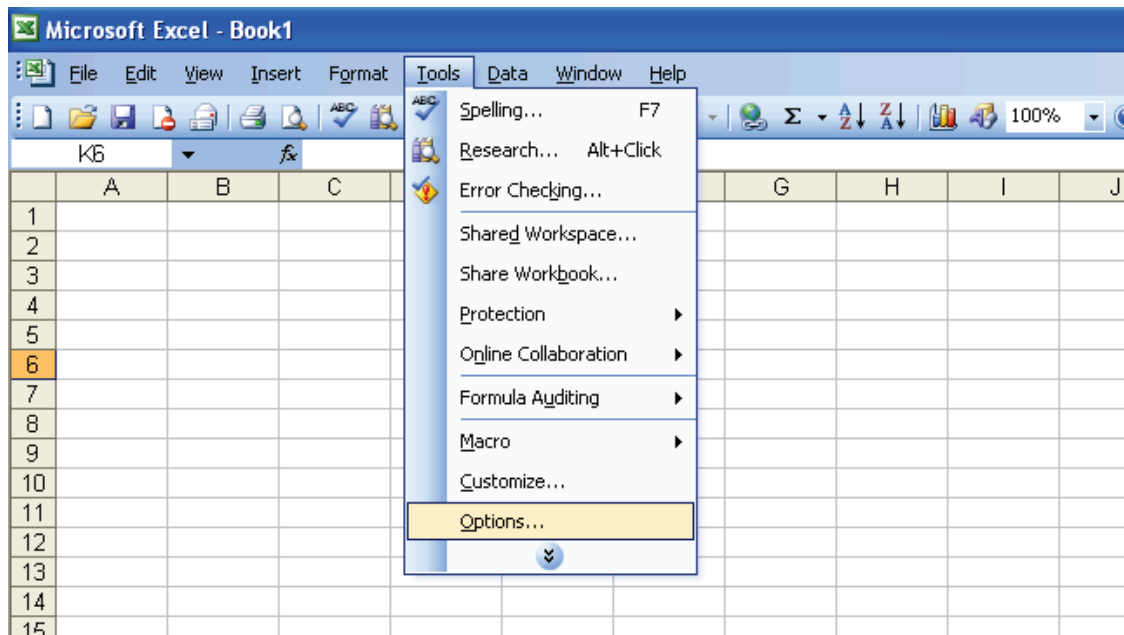
Office 2007

Select the Office button at the top left. Then select the Excel Options button and the Excel Options dialog box will appear. Select the Formulas tab and the Formulas options will appear in the right pane. Select the “Automatic” radio button in the Calculation options section.



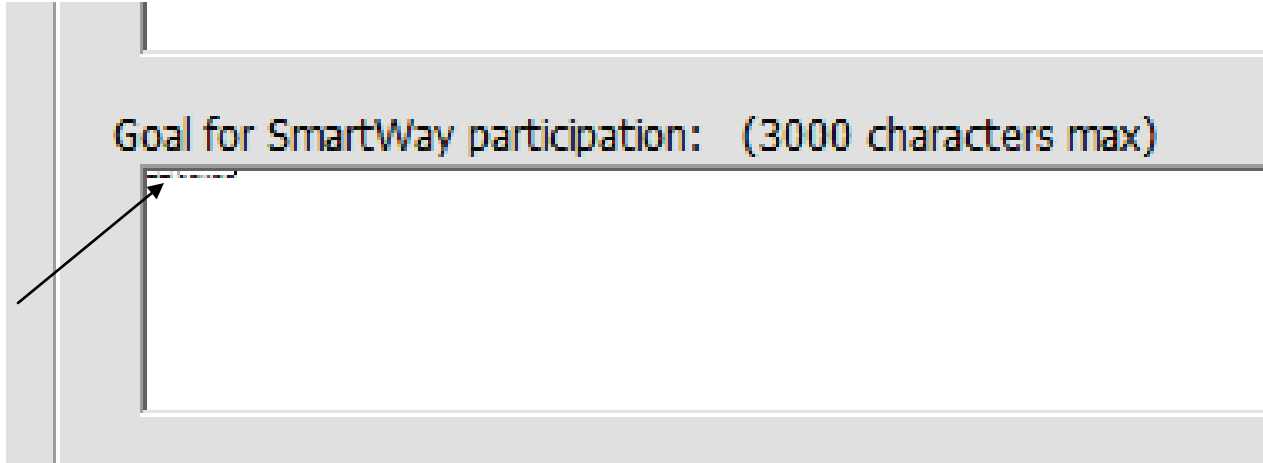
Office 2003

From the tools menu, select “Options”. When the Options dialog box is displayed, select the “Calculation” tab. Under the Calculation section, select the “Automatic” radio button and then select “OK”.



Office 2013 Text Display

Users of MS Office 2013 may encounter problems displaying text entries. The example below shows how the information typed into the “Goal for SmartWay participation” text box is barely visible. This is due to a bug in the MS Office system itself.



EPA has corrected the display problem in certain locations within the Tool, but if you encounter this problem we recommend opening a different word processor such as MS Word, typing the desired entry in the word processor, then cutting and pasting the entry back into the text box within the Tool. This should allow you to view your entry properly within the Tool.

Appendix A – Port Dray Program Data Requirements and Calculations

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

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

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

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

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

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

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

Truck: ABC Trucking, Inc.: Dry Van Fleet

General Information Diesel Gasoline LPG LNG CNG Electric Hybrid

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

1. Short-haul vs. long-haul split: ?
 Short Haul 55 %
 Long Haul 45 %

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

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

4. "Cube Out" Percentage ?
 Enter the percentage of truckloads that utilize 100% of available cargo capacity, while remaining under allowable weight limits (i.e., cube out before weigh out). 88 %

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

View/Select Commodities

Current Status of this Fleet: Complete (with Warnings)

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

Port Dray Program Selection Option Displayed

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

Screen Demo

Page 16

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

Checking the Port Dray Program box will activate the [Port Dray Program Agreement](#) screen shown in [Figure A-2](#). Select the box on this screen indicating you understand and agree to the terms described therein, and select **OK** to return to the [General Information](#) screen.

SmartWay Port Dray Program Agreement

EPA’s SmartWay Drayage Program recognizes Partners for reducing diesel emissions from port drayage trucks. Drayage is the short distance transport of containerized freight goods between marine (or rail) terminals and local distribution centers.

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

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

Business-to-Business Advantage: SmartWay Drayage Carriers are preferred by SmartWay Transport Shippers, and they want to ship their goods with participating SmartWay Drayage Partners. Shipper Partners are already giving business priority to SmartWay Drayage Carriers.

Technical Support: EPA will assist SmartWay Drayage Partners in developing and meeting goals.

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

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

PRINT SCREEN

ZOOM IN

CANCEL

OK

Page 18

Figure A-2: Port Dray Program Agreement

Upon returning to the [General Information](#) screen you will see additional information and data input cells associated with the Port Dray Program (see [Figure A-3](#)).

Truck Carrier Tool Data Entry and Troubleshooting Guide | P. 113

Truck: ABC Trucking, Inc.: Dry Van Fleet

General Information Diesel Gasoline LPG LNG CNG Electric Hybrid

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

1. Short-haul vs. long-haul split: ?
Short Haul 55 %
Long Haul 45 %

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

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

4. "Cube Out" Percentage ?
Enter the percentage of truckloads that utilize 100% of available cargo capacity, while remaining under allowable weight limits (i.e., cube out before weigh out). 88 %

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

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

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

1. Trucks equipped with Auxiliary Power Units (APU): ?

2. Trucks equipped with SmartWay Tires: ?

3. LNG Vehicles:
Use the "LNG Vehicles" tab above to provide information on your LNG trucks (if applicable).

4. Particulate Matter Reduction:
Use the "Diesel Vehicles" tab above to provide information on your PM reduction efforts. The PM Reduction is a separate sub-tab on the Diesel tab.

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

Current Status of this Fleet: Complete (with Warnings)

Port Dray Program Selected

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

Screen Demo

Page 16

Figure A-3: General Information Screen with Port Dray Program Information and Inputs Activated

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

If your fleet includes LNG vehicles, make sure to characterize those vehicles on the [LNG](#) screen.¹² In addition, note that the **PM Reduction** box on the [General Information](#) screen is automatically checked upon selection of the **Port Dray Program** checkbox (see [Figure A-3](#)). Make sure to characterize your dray fleet's PM reduction strategies on this screen.

¹² Port Dray Program participants operating only LNG trucks must still select the Diesel/Biodiesel checkbox in order to view their Port Dray Program score (displayed as a subtab under Diesel).

After entering the required data regarding your dray fleet, the Truck Carrier Tool will calculate your fleet's **Environmental Performance Score** consistent with the Port Dray Program evaluation guidance. Information regarding how the **Environmental Performance Score** is calculated is presented in the **Truck Carrier Tool Technical Documentation**. You can view a summary of your Dray Program inputs and the associated **Environmental Performance Score** on the **Port Dray Program** screen under the **Diesel Vehicles** section, adjacent to the **PM Reduction** tab (see **Figure A-4**), or by reviewing the **Port Dray Program Report** on the **Reports Menu** screen.

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

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

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

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

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

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

Figure A-4: Port Dray Program Information Screen

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

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

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

Appendix B—Recommended Data Sources for Activity Data

Table B-1 summarizes the standard Data Source categories available for selection for each data type.

Table B-1: Data Source Detail Selection Options

<u>Data Type</u>	<u>Data Source</u>	<u>Data Source Detail</u>
Total Miles Driven	As reported to IFTA Form 441 for tax reporting (interstate) – for Class 7, 8a and 8b trucks only	Collected via fleet-wide GPS reporting software
		Collected via odometer readings
		Collected via maintenance records
		Collected via driver trip sheets
		Collected via standard mileage routes, e.g. PC Miler, Household Goods Guide
	As reported to individual states for tax reporting (intrastate)	Collected via fleet-wide GPS reporting software
		Collected via odometer readings
		Collected via maintenance records
		Collected via driver trip sheets
		Collected via standard mileage routes, e.g. PC Miler, Household Goods Guide
	Determined using software	Dispatching Software*
		Transportation Management System (TMS)*
	Vehicle-based data collection	Determined via Electronic Control Module (ECM) data recorder/logger*
Revenue Miles Driven	As used in Federal tax reporting	Collected via electronic Transportation Management System (TMS)
		Collected via GPS-enabled TMS
		Collected via manual input into company database with driver trips sheets
		Collected via non-electronic company records
	Financial data	Accounting/billing software*
		Tax reports/IRS and State*

<u>Data Type</u>	<u>Data Source</u>	<u>Data Source Detail</u>
Revenue Miles Driven (cont'd)	Determined using software	Dispatching Software*
		Transportation Management System (TMS)*
	Based on total mileage	Equal to total miles
		Total miles less empty miles
		Calculated as a percentage of total miles*
Empty Miles Driven	Collected automatically / electronically / manually	Collected via electronic Transportation Management System (TMS)
		Collected via GPS-enabled TMS
		Collected via manual input into company database
		Collected via non-electronic company records
		Collected via odometer readings
		Collected via driver trip sheets
	Financial Data	Accounting/billing software*
		Tax reports/IRS and State*
	Determined using software	Dispatching Software*
		Transportation Management System (TMS)*
	Based on total mileage	Total miles less revenue miles
		Calculated as a percentage of total miles*
Gallons of Fuel Used[^]	As reported to IFTA Form 441 for tax reporting (interstate) – for Class 7, 8a and 8b trucks only	Collected via electronic fuel receipt
		Collected via paper fuel receipt
		Collected via driver trip sheets
		Collected via electronic expenditure data
		Collected via paper expenditure data
	As reported to individual state for tax reporting (intrastate)	Collected via electronic fuel receipt
		Collected via paper fuel receipt

<u>Data Type</u>	<u>Data Source</u>	<u>Data Source Detail</u>
Gallons of Fuel Used (cont'd)		Collected via driver trip sheets
		Collected via electronic expenditure data
		Collected via paper expenditure data
	Determined using software	Dispatching Software*
		Transportation Management System (TMS)*
	Vehicle-based data collection	Determined via Electronic Control Module (ECM) data recorder/logger*
	Based on MPG estimates*	User-provided
Average Payload	Bills of Lading – electronic records (preferred)	Based on actual miles traveled by specific payloads*
		Trip-weighted (total payload weights / total trips)*
	Bills of Lading – manual records	Based on actual miles traveled by specific payloads*
		Trip-weighted (total payload weights / total trips)*
	Ranges provided by calculator	N/A (calculator)
Average Volume	Determined using company records*	User-provided
	Defaults from calculator	N/A (calculator)
Capacity Utilization	Collected automatically / electronically / manually	Collected through load volume information
	Determined using software	Dispatching Software*
		Transportation Management System (TMS)*
Road Type / Speed Categories	Collected automatically / electronically	Driver trip sheets*
		Governed speed*
		Determined via GPS
		Determined via Electronic Control Module (ECM) data recorder/logger*
	Transportation Management	Driver trip sheets*

<u>Data Type</u>	<u>Data Source</u>	<u>Data Source Detail</u>
	System (TMS)	Governed speed*
		Determined via GPS
		Determined via Electronic Control Module (ECM) data recorder/logger*
Average Annual Idle Hours per Truck	Vehicle-based data collection	Determined via Electronic Control Module (ECM) data recorder/logger*
	Driver trip reports*	User-provided
	Idle reduction strategy	Company “No Idle” policy in place*
		Local/State idle regulation in place*
	Determined using software	Dispatching Software*
		Transportation Management System (TMS)*

* User must provide additional description regarding data collection system and calculation method.

^ For electric vehicles, in lieu of gallons, use kWhrs. Common data sources for kWhrs include metering at charging dock, vehicle data acquisition units, and smart-meter applications.