

# Barge Carrier Partner 2.0.14 Tool: Data Entry & Troubleshooting Guide 2014 Data Year - United States Version





# **Barge Carrier Partner 2.0.14 Tool: Data Entry & Troubleshooting Guide 2014 Data Year - United States Version**

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



Office of Transportation and Air Quality  
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## Part 3: DATA ENTRY GUIDE

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This guide is Part 3 of a three-part series designed to help your company participate fully in the SmartWay Transport Partnership.

In Part 3, you will learn how to enter the company and fleet data you collected using Part 2 into the SmartWay Barge Tool. This guide covers:

1. Downloading and setting up the Tool to run properly
2. Basic organization of the SmartWay Barge Tool
3. Entering your data
4. Data validation
5. Viewing fleet performance summary data
6. Submitting data to SmartWay
7. Troubleshooting the Tool



### **WARNING!**

Completing this Tool requires a considerable amount of information about your company and the fleets that are joining SmartWay. There are many sections and screens to complete for each fleet that you operate. While you will have the ability to save your Tool along the way and return to it at anytime, we **STRONGLY ENCOURAGE** you to review Part 1 to understand key information about joining the Partnership and use Part 2 of this series to learn about the data requirements and gather your data **BEFORE** attempting to use Part 3 to complete the Tool.



**NOTE – The Barge Tool is designed for vessels transporting freight by barge. If a tug is associated with moving freight it should be included with your freight fleet; e.g. the tug puts barge combinations together, serves as a mobile repair vessel, or otherwise supports freight operations. Tug/tow vessel movements dedicated to other types of activity such as harbor services (e.g., ship docking) should be excluded from Tool inputs. However, partners are welcome to use the tool offline for analytics.**

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## Downloading and Setting up the Tool

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### About Microsoft Excel

Microsoft Excel is an electronic spreadsheet program used for storing and manipulating data. The SmartWay Barge Tool was built using Microsoft Excel Forms.

### Downloading the SmartWay Barge Tool

The Tool can be downloaded from the SmartWay website at <http://www.epa.gov/smartway/forpartners/index.htm>.

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

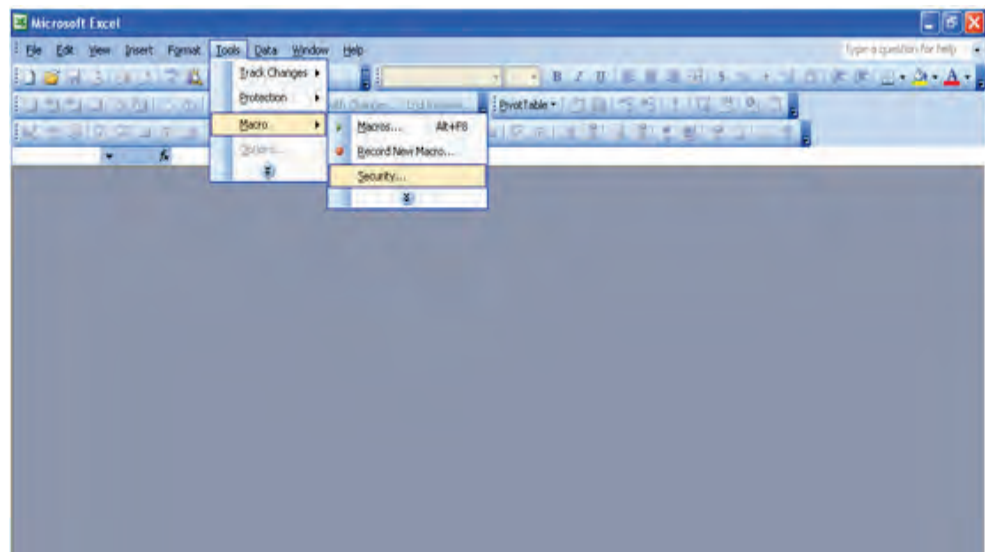
### Security Settings for the SmartWay Tools

The following instructions should appear on your screen *if* you need to change your security settings before running the Tool.

#### ***Security Settings for Excel 2003 Users***

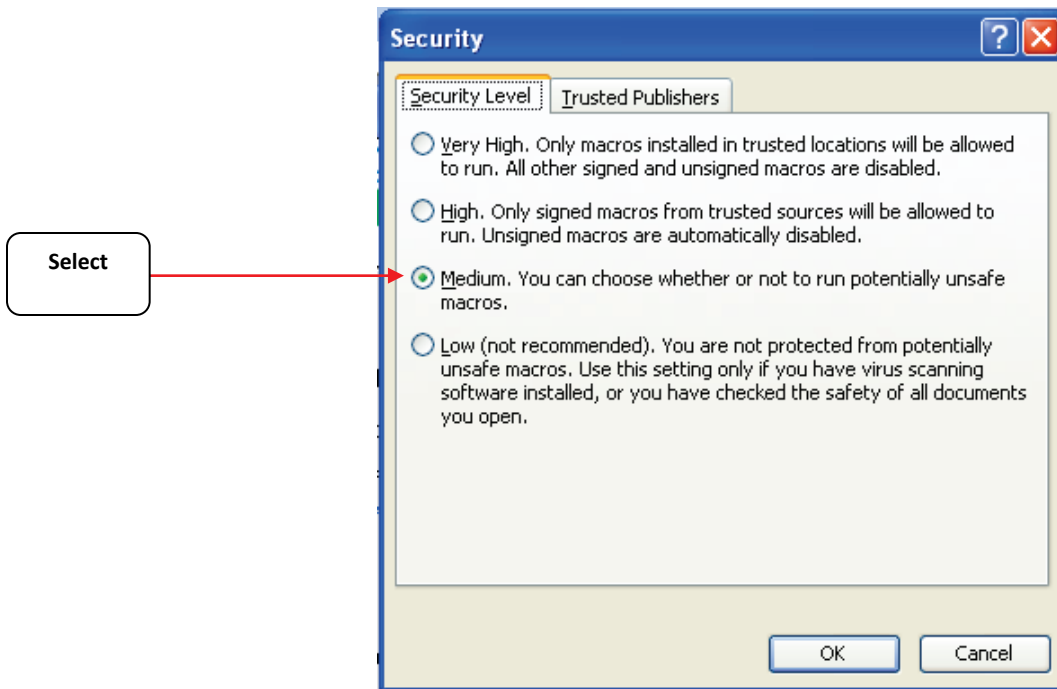
Before you begin, be sure to set your Excel security setting level to “Medium.”

- When using Excel 2003, on the menu bar, select *Tools* → *Macro* → *Security*.



**Figure 1: Macro Drop-Down Menu**

- When that window opens, select Medium.

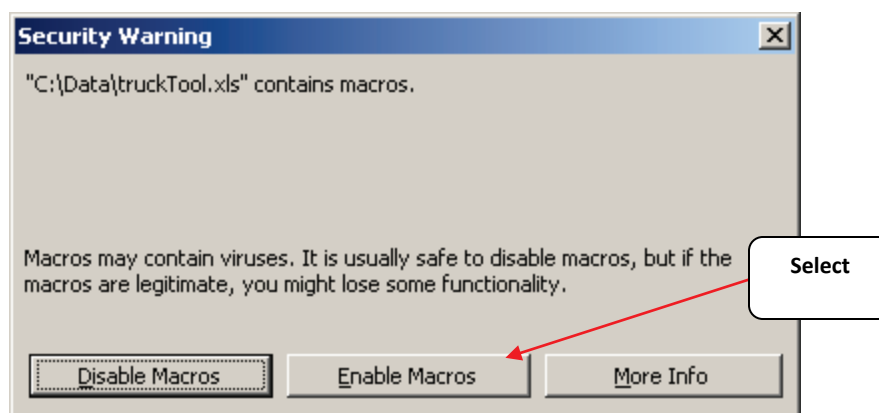


**Figure 2: Security Dialog Box**

To run the Tool:

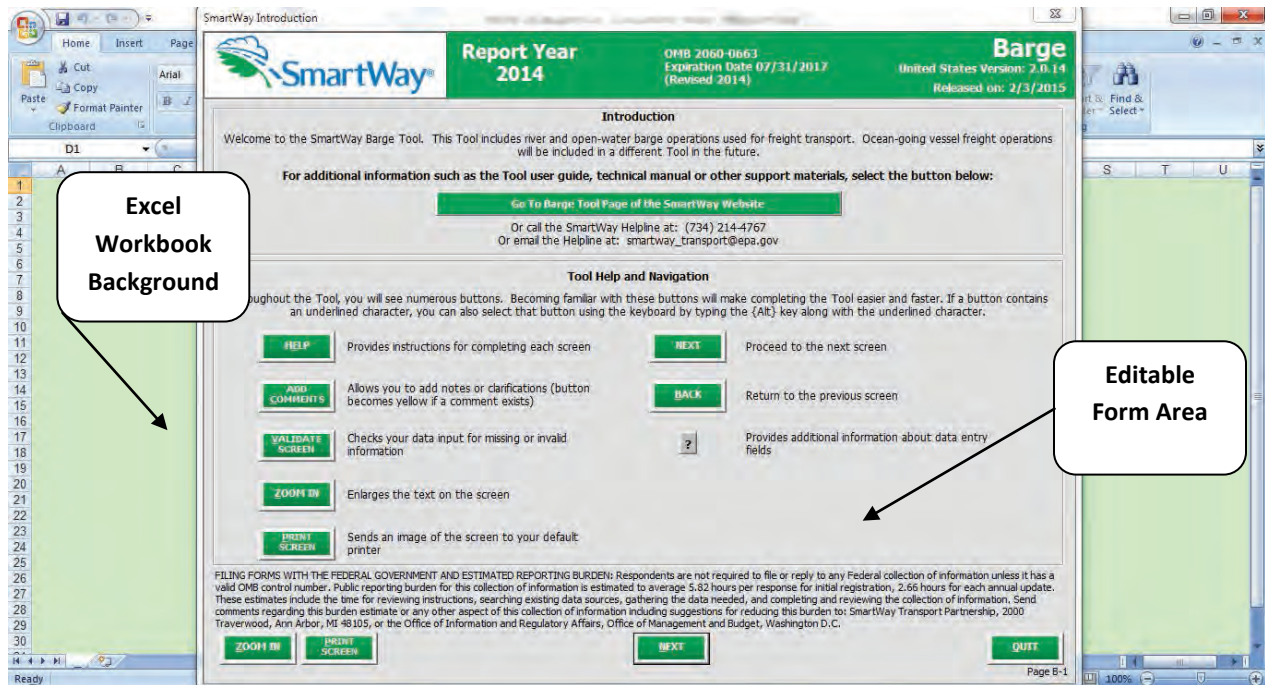
- 1) Save the Tool to your computer in a folder on your hard drive; and,
- 2) Double-click on the file to open the Tool.

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



**Figure 3: Security Warning Box**

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



**Figure 4: Barge Tool Welcome Screen**

The part of the Tool that you fill out resides in the gray, blue, and dark green forms that appear on the screen. The Excel workbook that remains in the background – and which normally appears as a light green screen as in **Figure 4** – is where all of the data you enter is actually stored. *However, for the purpose of your data entry, please do not enter data in the background workbook.*

### ***Security Settings for Excel 2007 Users***

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

- 1) Save the Tool to your computer; and,
- 2) Open the file, and select the “Options...” button that appears after the Security Warning just below the menu bar (**Figure 5**). Detailed instructions are also provided on the screen itself.

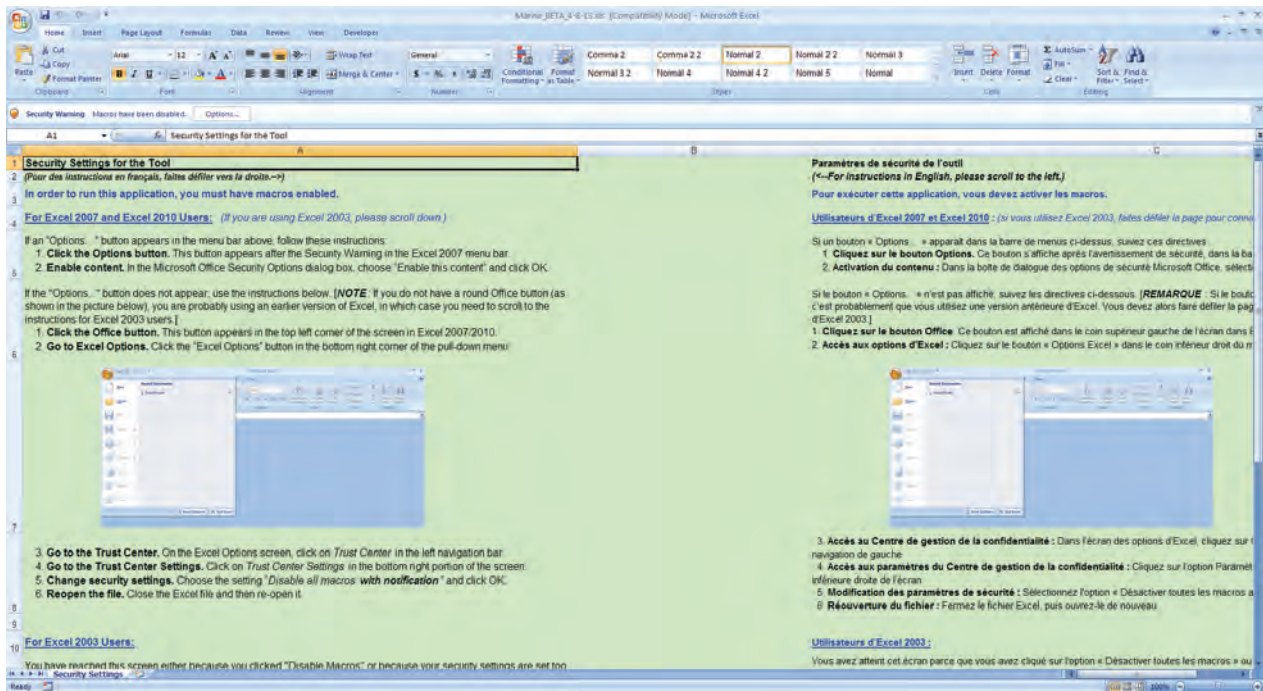


Figure 5: Security Warning Screen

- 3) In the Microsoft Office Security Options dialog box (Figure 6), choose “Enable Macros” and select **OK**.

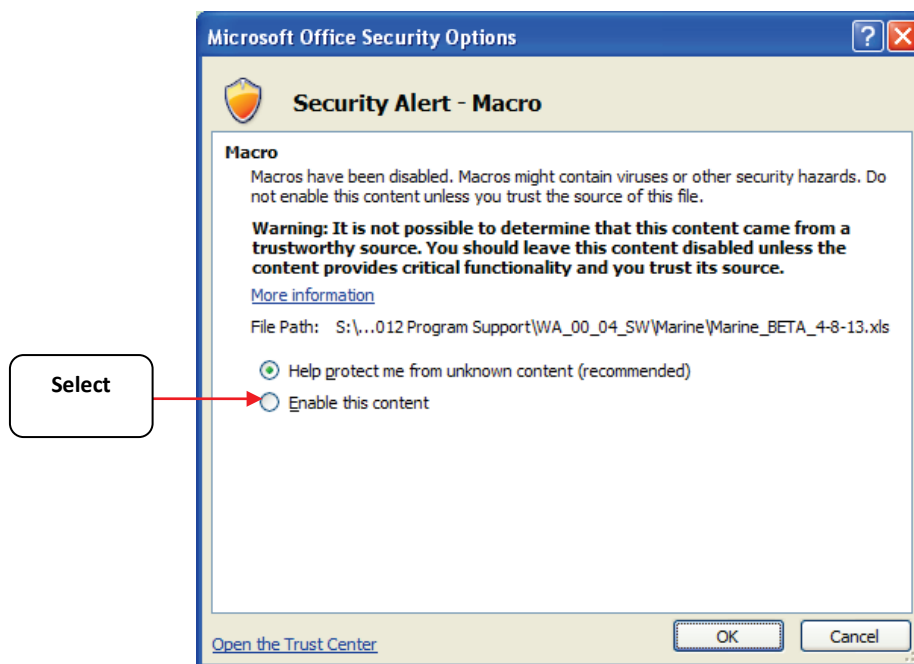
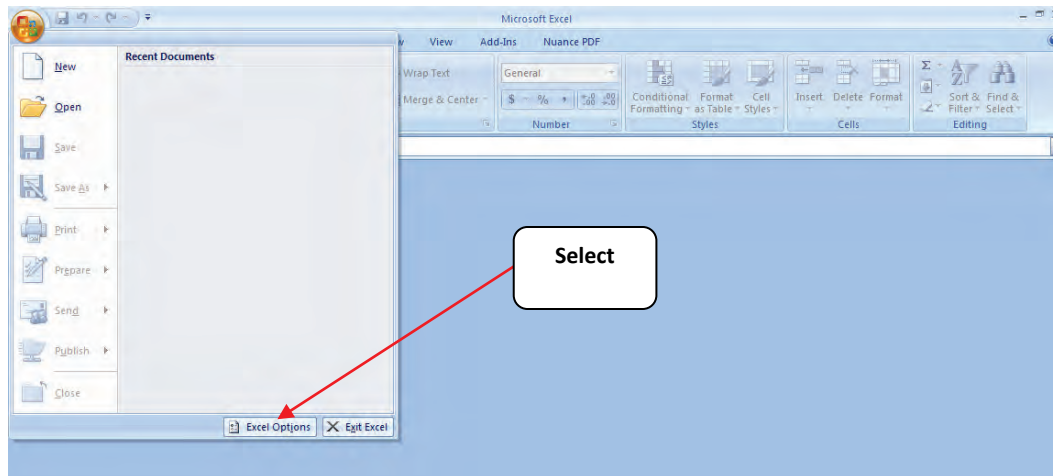


Figure 6: Security Options Dialogue Box

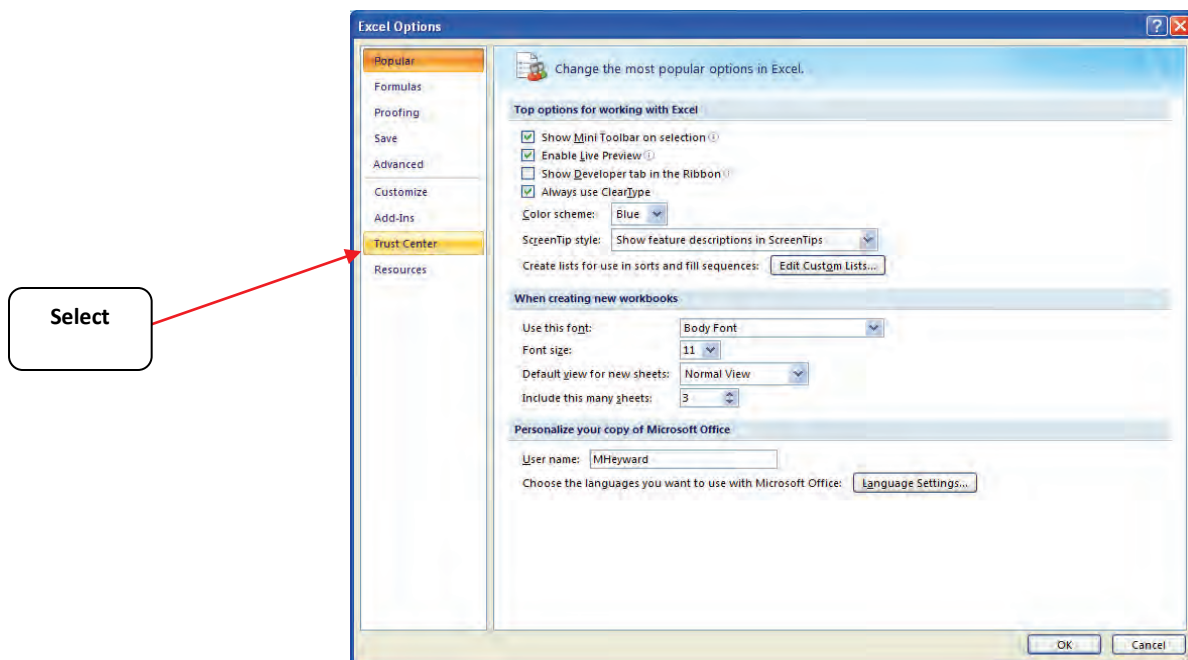


If you reach this point and the Tool does not open, please review the “**Software and Hardware Requirements**” on Page 7 of Part 1 of the guidance series. Otherwise, you may have your security set too high. To adjust your security settings, select the **Office** button (in the top left corner of the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



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

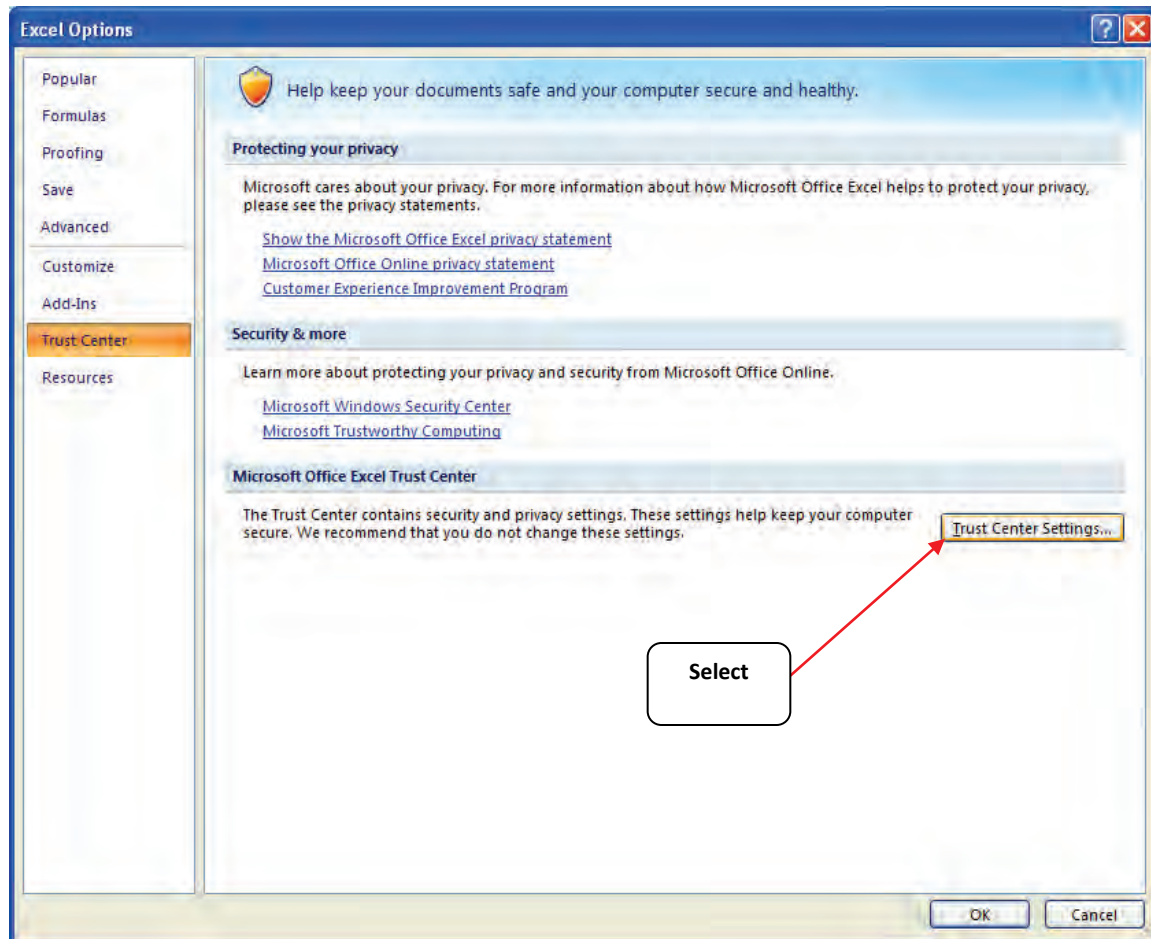
On the Excel Options screen, select **Trust Center** in the left navigation bar (**Figure 8**):



**Figure 8: Excel Options Drop-Down Menu**

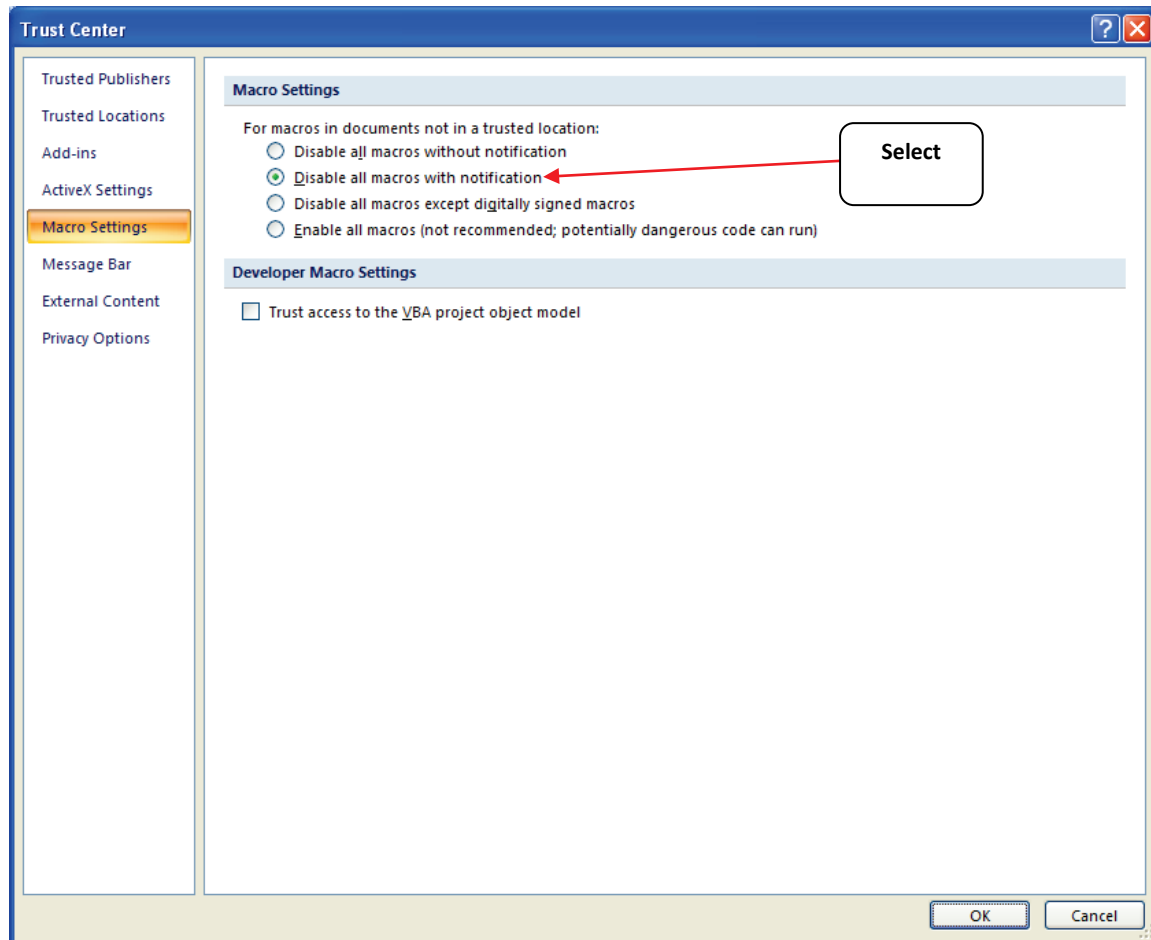


When the Trust Center options display opens, select **Trust Center Settings** in the bottom right portion of the screen (**Figure 9**):



**Figure 9: Trust Center Settings Screen**

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

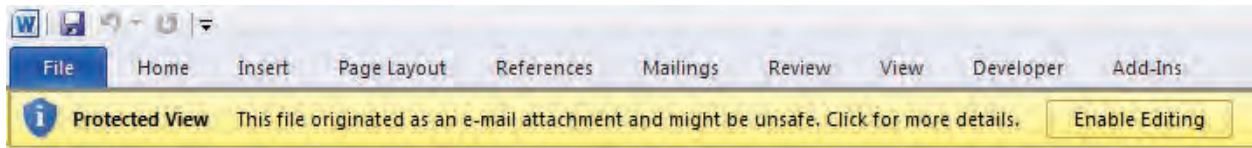


**Figure 10: Macro Settings Screen**

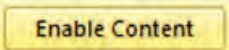
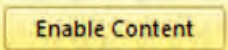
### ***Security Settings for Excel 2010 and 2013 Users***

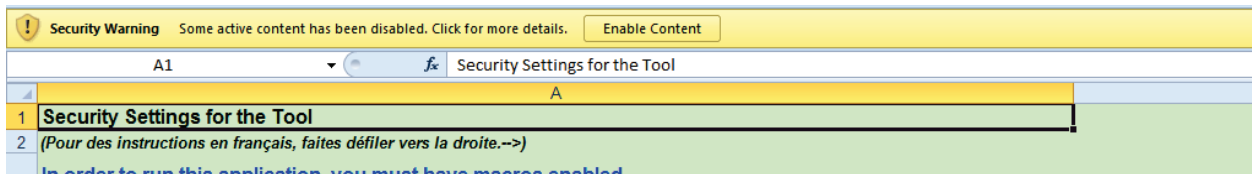
The default settings for Excel 2010 and 2013 should enable you to run the Tool without any changes. To run the Tool:

- 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 **Enable Editing** 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.




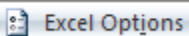
**Figure 11: The Enable Editing Button**

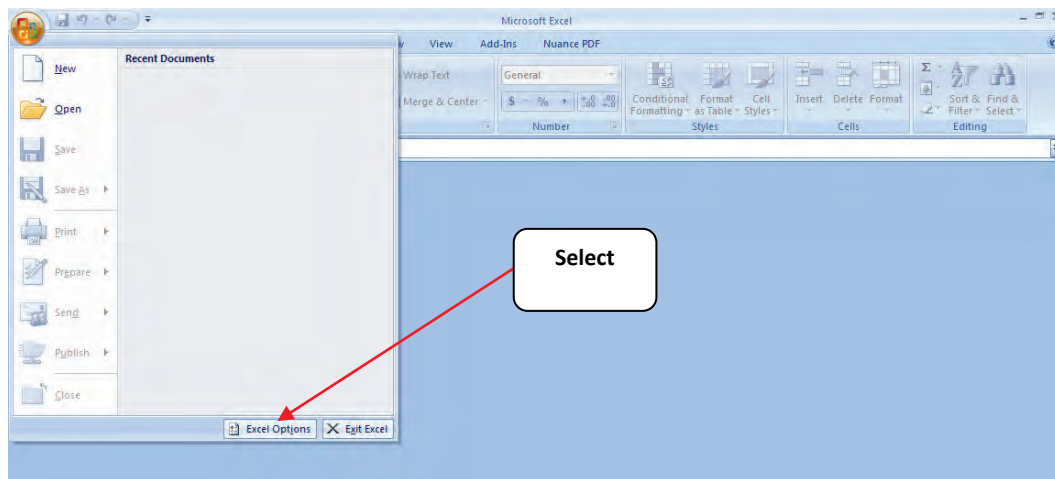
- 3) Depending on your Excel macro security settings, you may receive a  popup. If you do, simply select the  button. This will enable macros in the tool you just opened.



**Figure 12: Security Warning Popup**

If, at this point, the Tool does not open, review the “Software and Hardware Requirements” on page 7 of Part 1 of this series. 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 13**):



**Figure 13: Excel 2010/2013 Options Drop-Down Menu**

On the Excel Options screen, select **Trust Center** in the left navigation bar (**Figure 14**):

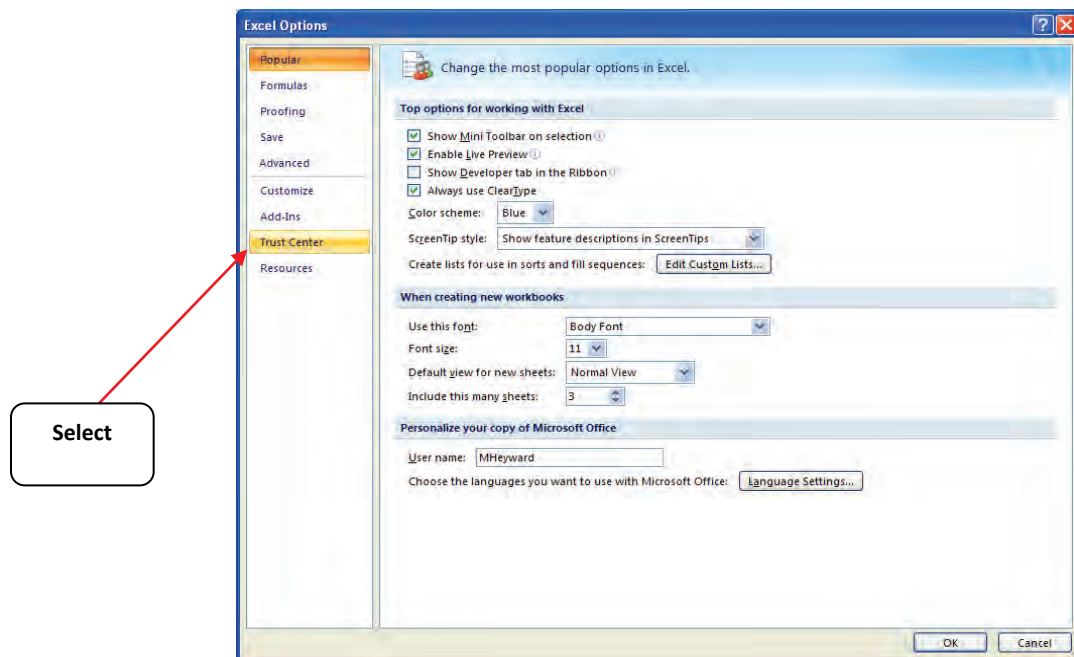


Figure 14: Excel 2010/2013 Options Drop-Down Menu

When the Trust Center options display opens, select **Trust Center Settings** in the bottom right portion of the screen (Figure15):

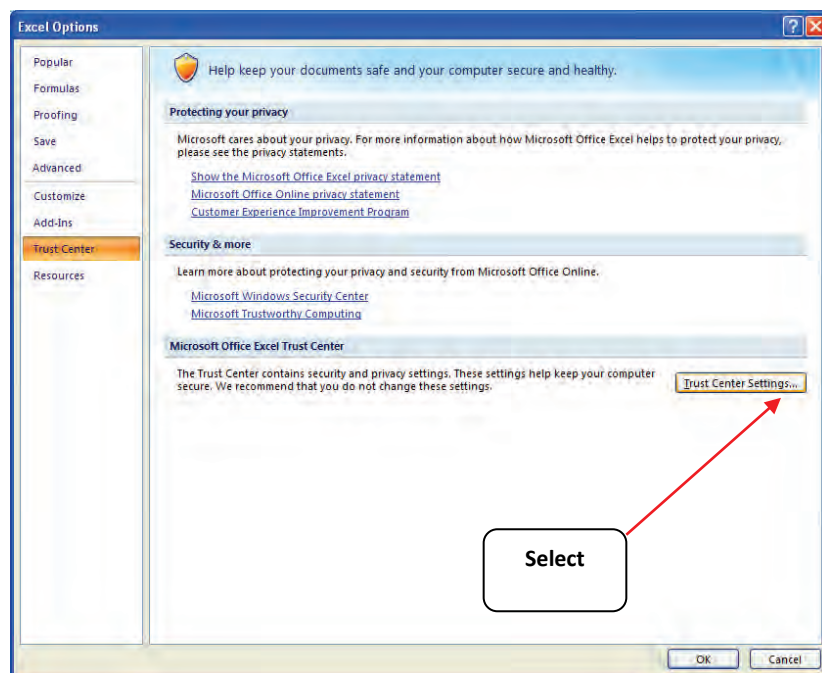
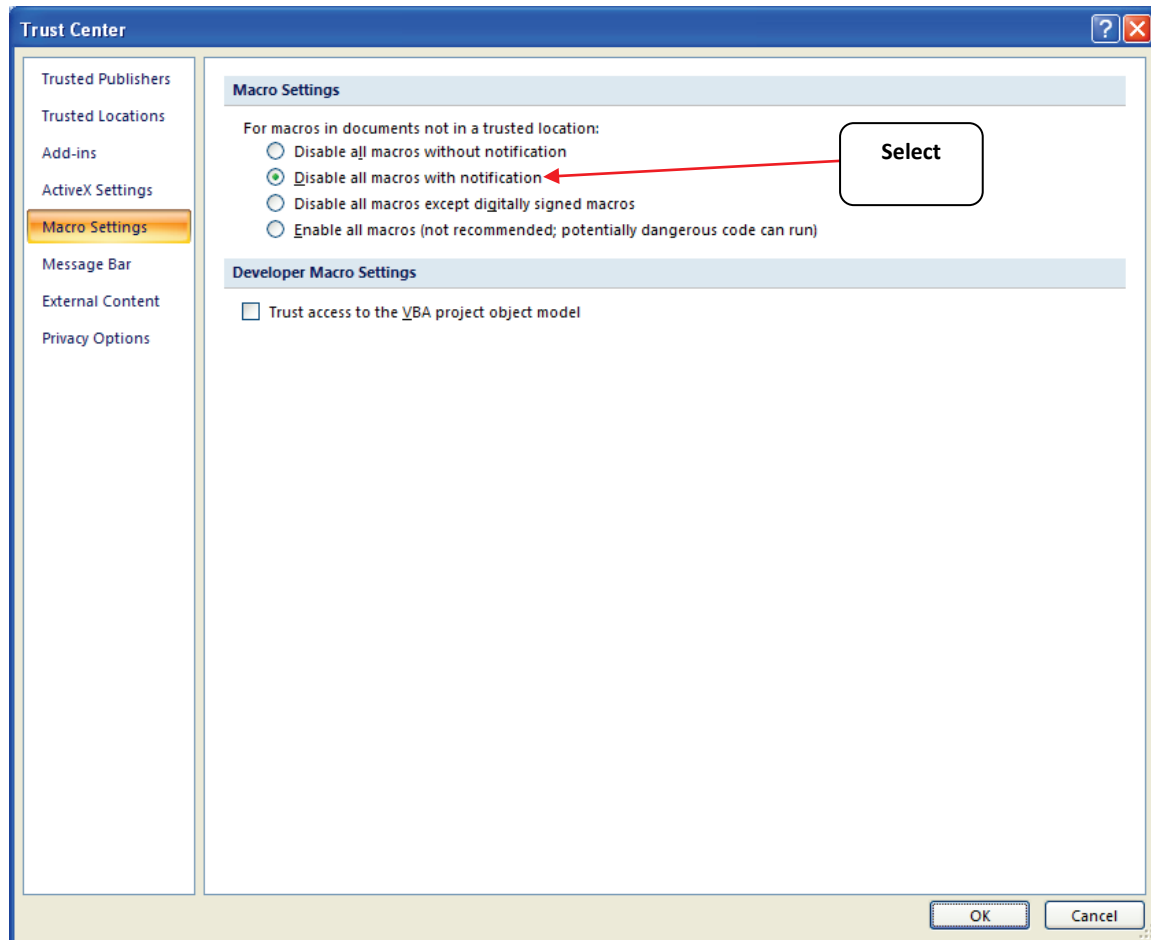


Figure 15: Trust Center Settings Screen

Choose the setting “Disable all macros with notification” (**Figure 16**) and select **OK**.



**Figure 16: Macro Settings Screen**

## Basic Organization of the SmartWay Barge Tool

### Understanding the Tool Format and Structure

The SmartWay Barge Tool is organized around (1) information screens, (2) forms or worksheets, and (3) reports/summaries that guide you through the process of joining the SmartWay Transport Partnership and/or providing your annual update to maintain your good standing with the program.

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

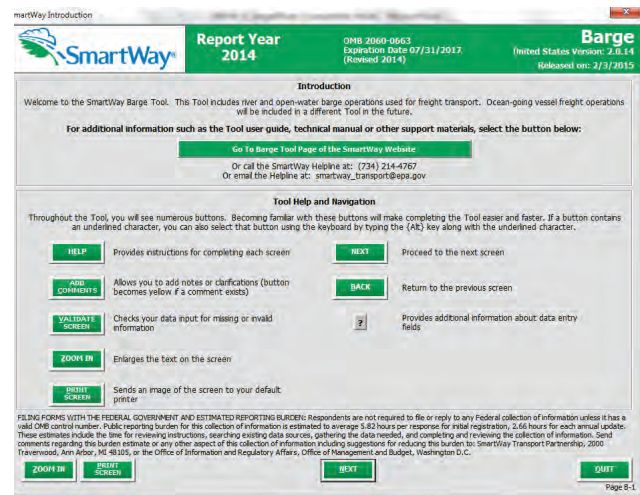


Figure 11: Opening Screen of Barge Tool

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

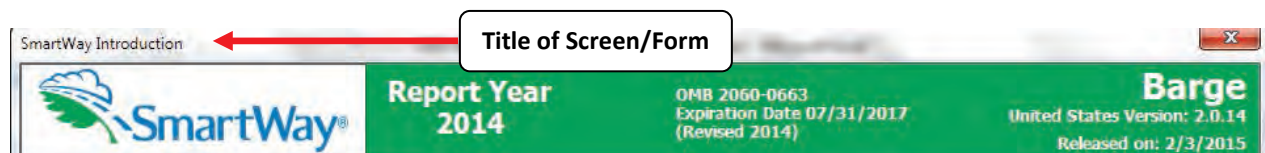


Figure 12: Screenshot of Title of Screen/Form

Each screen contains text instructions or information about the Program. Where applicable, the screen will also include buttons to link to the SmartWay website or other sections of the Tool (e.g., the various data entry screens); these buttons are shown in green with white text.

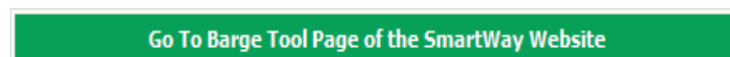


Figure 13: Screenshot of Button Link in the Tool

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



Figure 14: 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.

### **Reviewing the Introductory Screens**

Before you reach your data entry section of the Tool, you will move through four introductory pages that allow you to review the basics of participation in SmartWay for companies transporting freight via barge:


- **The “SmartWay Introduction” Screen**
- **The “SmartWay Partnership Annual Agreement” Screen**
- **The “Required Information” Screen**
- **The “SmartWay Partner Schedule and Data Flow Diagram”**

The features of these three screens are described below.

#### ***The “SmartWay Introduction” Screen***

The **SmartWay Introduction** screen is the first window that appears when the Tool is opened (**Figure 21**). 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.

SmartWay Introduction



Report Year  
2014

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

Barge  
United States Version: 2.0.14  
Released on: 2/3/2015

### Introduction

Welcome to the SmartWay Barge Tool. This Tool includes river and open-water barge operations used for freight transport. Ocean-going vessel freight operations will be included in a different Tool in the future.

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

Go To Barge 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.

<div>HELP</div> Provides instructions for completing each screen	<div>NEXT</div> Proceed to the next screen
<div>ADD COMMENTS</div> Allows you to add notes or clarifications (button becomes yellow if a comment exists)	<div>BACK</div> Return to the previous screen
<div>VALIDATE SCREEN</div> Checks your data input for missing or invalid information	<div>?</div> Provides additional information about data entry fields
<div>ZOOM IN</div> Enlarges the text on the screen	
<div>PRINT SCREEN</div> 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

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Figure 15: SmartWay Introduction Screen

## The “SmartWay Partnership Annual Agreement” Screen

SmartWay Partnership Annual Agreement

**Report Year 2014**

**Barge**  
United States Version: 2.0.14  
Released on: 2/3/2015

**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).

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

ZOOM IN PRINT SCREEN BACK NEXT QUIT

Page B-2

Figure 16: SmartWay Partner Agreement

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

Submitting a SmartWay Barge Tool to EPA constitutes agreement to all terms in the Partnership Annual Agreement, so please review this screen or the text version in Part 1 of this users guide series **before** sending your Tool to EPA.

To reach the data entry sections of the Tool, you must agree to this language to join the SmartWay Transport Partnership by selecting the check box at the bottom left of the screen.

SmartWay Barge Tool submissions are due on an annual basis; therefore, when you submit your Tool each year, this will constitute your renewal of your Partnership Agreement. **Failure to send your annual**

Tool update will constitute a violation of the terms of the Agreement and will result in immediate removal of your company name/fleet from the SmartWay Partner List.

### ***The “Required Information” Screen***

This screen provides a summary listing of the information you will need to collect to complete the SmartWay Barge Tool. Each of these items is discussed in detail later in this guide. Please refer to Part 2 of this guide series for a further discussion of the process used to gather the necessary data for the Tool.

SmartWay Barge: Required Information

**SmartWay** **Report Year 2014** **Barge**  
(United States Version: 2.0.14)  
Released on: 2/3/2015

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

**Partner Information**

Company 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

**Partner and Fleet Characterization Information**

- Partner Name, Contacts

Fleet Information:

- Fleet Name(s)
  - By fleet type (river barge, open water barge, etc.)
  - Total number of barges and tugs
  - Cargo Type Distribution (chemicals, petroleum, etc.)
  - Area(s) of Operation

**Fleet-Level Operations Profile**

Tug/Tow Characteristics:

- By Vessel
  - Vessel Type
  - Coast Guard Number
  - Model/Rebuild Year
  - EPA Engine Classification (1 or 2)
  - Fuel Type
  - Rated HP (main engines)
  - Towing Capacity
  - Retrofit Information (if applicable)
  - Main Engine operation (fuel use, hrs/yr - underway & maneuvering)
  - Auxiliary Engines (engine age, gallons, hrs/yr, hp)

Barge Information:

- Total ton-miles per year (nautical miles)
- Total loaded barge-miles per year (nautical miles)
- Total unloaded barge-miles per year (nautical miles)
- Barge Type(s) and size
- Average volume utilization (%)
- Annual Loaded and Empty Miles per Barge (nautical miles)
- Average payload per loaded barge

ZOOM IN PRINT SCREEN BACK NEXT QUIT

Page B-3

**Figure 23: Summary of Required Information**

Once you have navigated through the three introductory screens, you will be taken to the SmartWay Barge Tool [Home](#) screen.

### ***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 24**). 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.



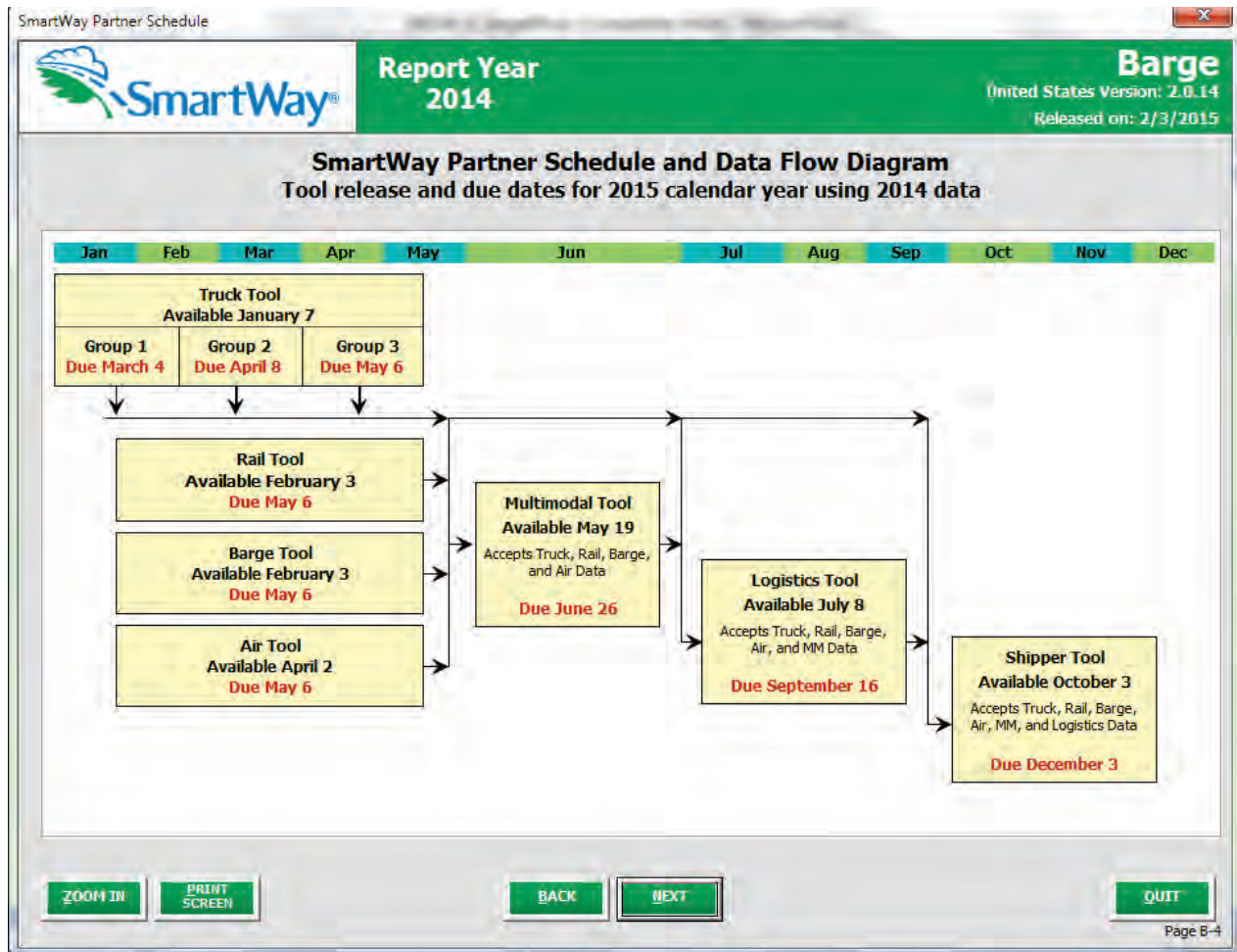


Figure 24: Screenshot of the Shipper Schedule Screen

## Navigating the “Home” Screen

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

The screenshot shows the 'SmartWay Barge: Home' window. The title bar reads 'SmartWay Barge: Home'. The header has a green background with the 'SmartWay' logo on the left, 'Report Year 2014' in the center, and 'Barge' on the right. Below 'Barge' is the text 'United States Version: 2.0.14' and 'Released on: 2/3/2015'. The main content area has a light gray background and contains a list of steps with checkboxes on the left. Step 1 is 'Enter Partner Name' with a text input field. Step 2 is 'Enter Contact Information' with a green button. Step 3 is 'Characterize your fleets' with a green button. Step 4 is 'Select Fleet for Data Entry' with a large empty box. Step 5 is 'Partner Profile / Logo Info / Suggestions' with a green button and a help icon. Step 6 is 'View Your Data Reports' with a green button. Step 7 is 'Generate Files to Send to EPA\*' with a green button and a help icon. Below step 7 is a note: '\* After selecting this option, be sure to carefully read all directions before proceeding.' At the bottom are six green buttons: 'BACK', 'ZOOM IN', 'PRINT SCREEN', 'SAVE', 'QUIT', and 'HELP'. The bottom right corner says 'Page B-5'.

SmartWay Barge: Home

**SmartWay**

**Report Year 2014**

**Barge**  
United States Version: 2.0.14  
Released on: 2/3/2015

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. Partner Profile / Logo Info / Suggestions ?
- ☐ 6. View Your Data Reports
- ☐ 7. Generate Files 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**

Page B-5

Figure 25: Main Tool Navigation or “Home” Screen

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

- Specify your Partner Name;
- Fill out company contact information;
- Characterize your fleet(s) and create your blank data entry forms;
- Enter the required data for each fleet;
- Provide additional optional information and obtain Logo information,;
- View results of your data entry; and,
- Create final file to submit to EPA.




There are seven sections on the [Home](#) screen. With the exception of the first, each section links to additional screens or worksheets within the Tool which are described below:

- **Enter Partner Name (data field):** Specify your company's Partner Name, exactly as you want it to appear on the SmartWay website.
- **Enter Contact Information (button):** This button takes you to a screen that asks for general company contact information, a working SmartWay point of contact, and an executive-level contact. Additional contacts may also be included.
- **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.
- **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.
- **(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.
- **(Optional) View Your Data Reports (button):** Here you can view final summaries of your data including all data inputs, fleet performance summaries, and a summary of comments you have entered.
- **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 7 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 must be completed in order, and comprise all the steps needed to complete your SmartWay Barge 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.

### **Saving Your Data**



At any stage of the process above, you can save the data you have entered by selecting the  button that appears at the bottom of all screens (including the [Home](#) screen). We recommend saving your data frequently if you are entering information for large numbers of fleets.

## **Validating Your Data**

The SmartWay Carrier Tools include a variety of range checks and other validation rules designed to help identify potential data entry errors and/or unusual data values. In order to identify potential problems with your data entry and ensure the highest quality in your data submission, we highly recommend selecting the “Validate Screen” button at the bottom of each screen after completion of each data entry screen. The Tool will then identify any potential data problems on that screen for you to modify or to provide a text explanation. Please refer to the **Barge Tool Technical Documentation** available from the Barge Tool page of the SmartWay website, for details regarding the validation ranges used in the Tool.

NOTE – THIS VERSION OF THE BARGE TOOL ONLY HAS LIMITED VALIDATION CHECKS AT THIS TIME. As more data is acquired through Partner submissions, additional validation rules and a variety of range checks will be included in future versions of the Barge Tool submissions.

## **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 Barge Tool are discussed further in this guide.

## Entering Your Data

You must complete the first four sections of the **Home** screen in order. The next four sections of this guide explain how to enter your data on each of the screens.

### Section 1 Data Entry: Enter Partner Name

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 Barge 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.

The screenshot shows the 'SmartWay Barge: Home' window. At the top, there's a green header with the SmartWay logo, 'Report Year 2014', and 'Barge' with version information. Below the header, a message says: 'Please complete the following steps. Check boxes on the left indicate successful completion of each step. For more information, select the 'Help' button.'

The main content area lists seven steps:

- ☒ 1. Enter Partner Name (Exactly as it should appear on the SmartWay website):  
A text box contains 'ABC Barge, Inc.' with a red arrow pointing to it from a callout box labeled 'Enter Partner Name'.
- ☐ 2. Enter Contact Information
- ☐ 3. Characterize your Fleets
- ☐ 4. Select Fleet for Data Entry (Double-click the fleet name or select and hit Enter):  
A large empty text box is below this step.
- ☐ 5. Partner Profile / Logo Info / Suggestions ?
- ☐ 6. View Your Data Reports
- ☐ 7. Generate Files to Send to EPA\* ?

Below the list, a note reads: '\* 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, and HELP. The page number 'Page B-5' is in the bottom right corner.

Figure 26: Enter Partner Name on Home Screen

## **Section 2 Data Entry: Enter Company and Contact Information**

PLEASE REFER TO **WORKHEET #1: Company Contact Information** from Part 2 of this guidance to complete this section of the Barge Tool.

From the **Home** screen, select the button that says “Enter Contact Information”.

The screenshot shows the 'SmartWay Barge: Home' window. At the top, there's a green header with the 'SmartWay' logo on the left, 'Report Year 2014' in the center, and 'Barge' on the right with subtext 'United States Version: 2.0.14' and 'Released on: 2/3/2015'. Below the header, a message says: 'Please complete the following steps. Check boxes on the left indicate successful completion of each step. For more information, select the 'Help' button.' There are seven numbered steps listed on the left, each with a checkbox and a corresponding button. Step 1, 'Enter Partner Name', is checked. Step 2, 'Enter Contact Information', is the focus; its checkbox is unchecked, and its button is highlighted with a red arrow pointing from a callout box that says 'Select Contact Information'. Step 3 is 'Characterize your Fleets'. Step 4 is 'Select Fleet for Data Entry'. Steps 5, 6, and 7 have buttons with question marks next to them. At the bottom, there are several green buttons: 'BACK', 'ZOOM IN', 'PRINT SCREEN', 'SAVE', 'QUIT', and 'HELP'. A note at the bottom reads: '\* After selecting this option, be sure to carefully read all directions before proceeding.'

SmartWay Barge: Home

Report Year 2014

Barge  
United States Version: 2.0.14  
Released on: 2/3/2015

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 Barge, 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):

☐ 5. Partner Profile / Logo Info / Suggestions ?

☐ 6. View Your Data Reports

☐ 7. Generate Files 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

Page B-5

**Figure 27: Enter 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.

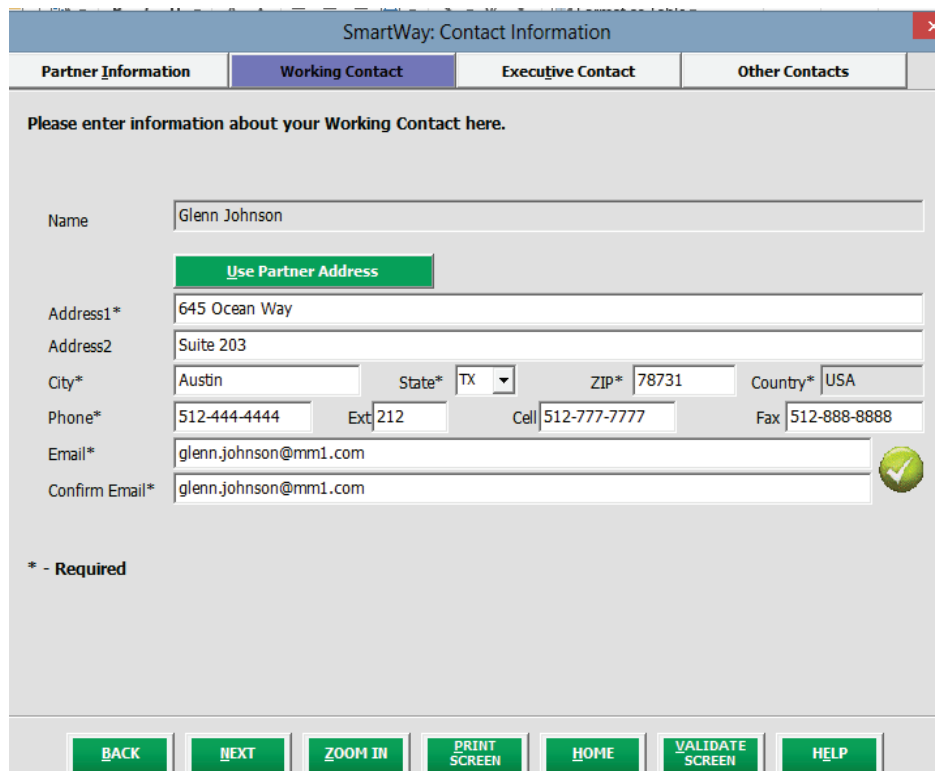
The **Working Contact** is the individual designated by the Executive Contact to directly interface with SmartWay regarding specific tasks involved in the timely submission of the Tool. The Working Contact is responsible for coordinating the assembly of information to complete/update fleet data; completing 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:



SmartWay: Contact Information

Partner Information Working Contact Executive Contact Other Contacts

Please enter information about your Working Contact here.

Name Glenn Johnson

[Use Partner Address](#)

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

Confirm Email\* glenn.johnson@mm1.com

\* - Required

BACK NEXT ZOOM IN PRINT SCREEN HOME VALIDATE SCREEN 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:

The image shows a software window titled "SmartWay: Contact Information" with a red close button in the top right corner. Below the title bar is a tabbed interface with four tabs: "Partner Information", "Working Contact", "Executive Contact", and "Other Contacts". The "Other Contacts" tab is currently selected and highlighted in blue. Below the tabs, the text "Please enter information about your additional contacts here." is displayed. Underneath this text is the label "Other Contacts:" followed by a large, empty white rectangular input box. Below the input box are three green buttons with black text: "Add New Contact", "Edit Selected Contact", and "Delete Selected Contact". At the bottom of the window, there is a row of five green buttons with black text: "BACK", "ZOOM IN", "PRINT SCREEN", "HOME", and "HELP".

**Figure 31. Other Contact Information Screen**

1. Enter Other Contacts (if applicable) by selecting the  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**

**VALIDATE  
SCREEN**

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.

**HOME**

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

## Section 3 Data Entry: Characterize your Fleets

PLEASE REFER TO [WORKHEET #2: Fleet Characterization](#) of Part 2 of this guidance to complete this section of the Barge Tool.

Next, on the [Home](#) screen select [Characterize your Fleets](#) to display the [Fleet Characterization](#) screens. This is the section where you will define the various components of your fleets.

The [Fleet Characterization](#) screen is shown below:

SmartWay: Fleet Characterization - Barge

**Fleet Characterization** | Fleet Details | Fleet Cargo

List all your fleets that your customers can specifically hire. DO NOT list internal fleet designations that are invisible to your customers. For example, you may want to include a separate division that provides specific services such as dedicated tanker barges. Alternatively, you may want to report a portion of your fleet separately that addresses the needs of specific clients.

Fleets should be named EXACTLY as you want them to appear on the SmartWay website. The Fleet Name (Partner Name) is carried over from step one on the Home page. If appropriate, enter the Fleet Name Identifier. Example: Enter "ABC Barge Division" in the Fleet Name Identifier space. The Fleet Name will be listed to the right as it will be displayed on the SmartWay website. Example: ABC Barge Inc: ABC Barge Division. Double check that this is how you want your fleet listed.

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 Barge, Inc.		ABC Barge, Inc.

[Delete Checked Rows](#) [Add Another Fleet](#)

[NEXT](#) [ZOOM IN](#) [PRINT SCREEN](#) [HOME](#) [CREATE FLEET\(S\)](#) [SAVE](#) [VALIDATE SCREEN](#) [ADD COMMENTS](#) [HELP](#)

Page 8

Figure 32: Blank Fleet Characterization Screen

### Steps for Completing Fleet Characterization Screen:



For each fleet, you will need to specify:

- **Partner Name:** On the SmartWay website, each of your Fleet Names will begin with the name of your company. This fleet "prefix" will be whatever you enter in the **Partner Name** field on the [Fleet Characterization](#) screen. By default, this field is automatically populated with the first 50

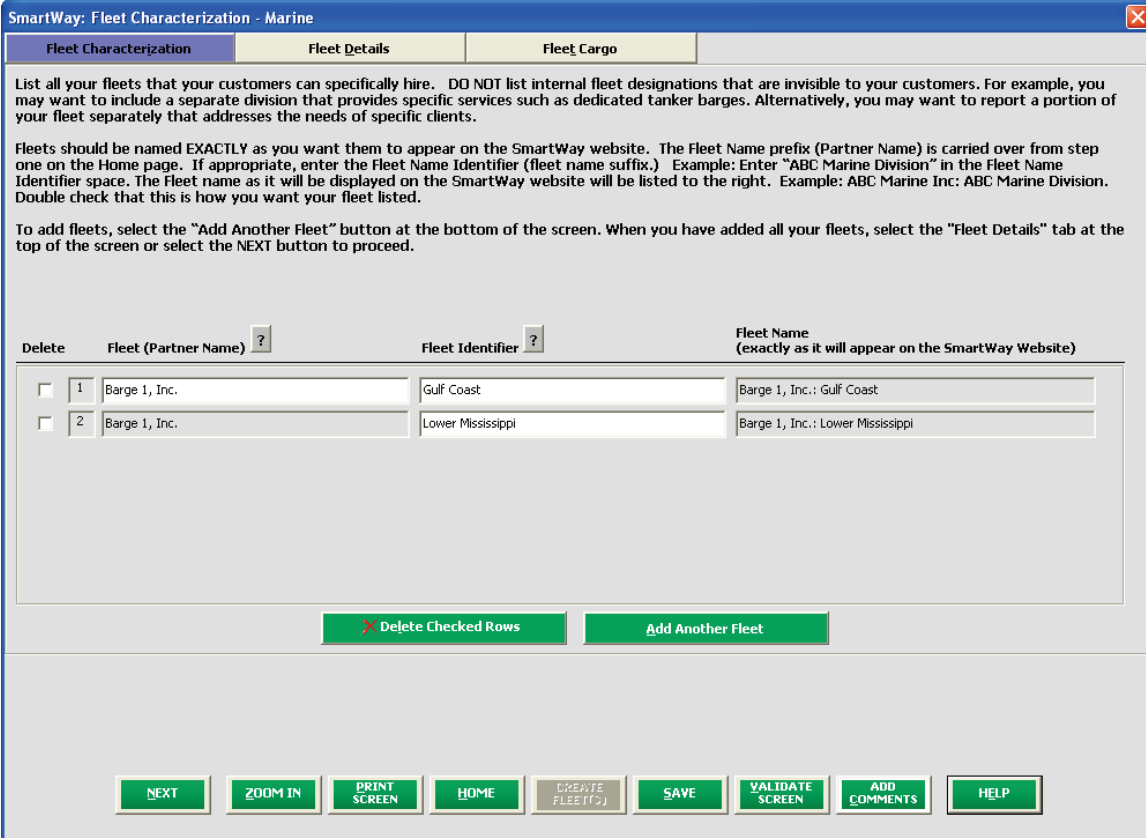
characters of the **Partner Name** that is entered on the [Home](#) screen. You should specify the name so that it appears EXACTLY as it you want it to show within each Fleet Name. (For example, if your company's name includes "Inc." or "Ltd.", you may choose not to include that in your Fleet Names.) Please pay special attention to proper capitalization, abbreviations, and punctuation.

- **Fleet Identifier:** Specify each Fleet Identifier exactly as you want it displayed on the SmartWay website, including proper capitalization, any abbreviations, and punctuation. Remember that it will automatically be combined with the **Partner Name** field.

### Adding Fleets

To enter another fleet, select the  button. To delete a fleet, select the box next to the row you wish to delete, and then select the  button.

Once you have confirmed or modified the **Partner Name** and specified the **Fleet Identifier**, the full **SmartWay Website Fleet Name** will be displayed on the screen to the right, exactly how they will be displayed on the SmartWay website.





The screenshot shows the 'SmartWay: Fleet Characterization - Marine' application window. It has three tabs: 'Fleet Characterization' (selected), 'Fleet Details', and 'Fleet Cargo'. The 'Fleet Characterization' tab contains instructions and a table of fleet data.

Instructions:

- List all your fleets that your customers can specifically hire. DO NOT list internal fleet designations that are invisible to your customers. For example, you may want to include a separate division that provides specific services such as dedicated tanker barges. Alternatively, you may want to report a portion of your fleet separately that addresses the needs of specific clients.
- Fleets should be named EXACTLY as you want them to appear on the SmartWay website. The Fleet Name prefix (Partner Name) is carried over from step one on the Home page. If appropriate, enter the Fleet Name Identifier (fleet name suffix.) Example: Enter "ABC Marine Division" in the Fleet Name Identifier space. The Fleet name as it will be displayed on the SmartWay website will be listed to the right. Example: ABC Marine Inc.: ABC Marine Division. Double check that this is how you want your fleet listed.
- To add fleets, select the "Add Another Fleet" 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 Barge 1, Inc.	Gulf Coast	Barge 1, Inc.: Gulf Coast
<input type="checkbox"/>	2 Barge 1, Inc.	Lower Mississippi	Barge 1, Inc.: Lower Mississippi

Buttons at the bottom of the table:  










Bottom navigation bar buttons:         

Figure 33: Fleet Characterization Screen with Two Fleets

**SmartWay: Fleet Characterization - Barge**

**Fleet Characterization** | **Fleet Details** | **Fleet Cargo**

List all your fleets that your customers can specifically hire. DO NOT list internal fleet designations that are invisible to your customers. For example, you may want to include a separate division that provides specific services such as dedicated tanker barges. Alternatively, you may want to report a portion of your fleet separately that addresses the needs of specific clients.

Fleets should be named EXACTLY as you want them to appear on the SmartWay website. The Fleet Name (Partner Name) is carried over from step one on the Home page. If appropriate, enter the Fleet Name Identifier. Example: Enter "ABC Barge Division" in the Fleet Name Identifier space. The Fleet Name will be listed to the right as it will be displayed on the SmartWay website. Example: ABC Barge Inc: ABC Barge Division. Double check that this is how you want your fleet listed.

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 Barge, Inc.	Intercoastal Waterway	ABC Barge, Inc.: Intercoastal Waterway

**Final Fleet Name** →

**Delete Checked Rows** **Add Another Fleet**

**NEXT** **ZOOM IN** **PRINT SCREEN** **HOME** **CREATE FLEET(S)** **SAVE** **VALIDATE SCREEN** **ADD COMMENTS** **HELP**

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Figure 34: Example Fleet Name Definition



**Remember to create separate fleets for each entity your customers have discretion to hire.**

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 **Fleet Characterization** screen. To add a new fleet, follow all of the

instructions on the screen regarding defining your fleets, including selecting the **CREATE FLEET(S)** button at the end of the process (see below). 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.

### Steps for Completing Fleet Details Screen

Once you have completed naming your fleet(s) on the **Fleet Characterization** screen, select the



button, or click on the **Fleet Details** tab at the top of the screen to proceed. The **Fleet Details** screen will then appear with a row named for each fleet you identified on the previous screen.



For each fleet specify the type of fleet (open-water barge or river barge), the total number of barges, the total number of tugs, and the Fleet Contact for each. The Fleet Contact should be one of the contacts you already identified in the [Contact Information](#) section as the contact for each fleet. If a fleet has a contact for the fleet that is not already listed in the Contacts worksheet, you will need to go back to the Contact Information screen to add the required contact information.

Make sure to report ALL vessels included in your fleet, including those used for hub operations. In addition, make sure the number of barges is greater than the number of tugs. See **Figure 35** for an example.

The screenshot shows a software window titled "SmartWay: Fleet Characterization - Barge". It has three tabs: "Fleet Characterization", "Fleet Details" (which is active), and "Fleet Cargo". Below the tabs, there is instructional text: "For each fleet specify the type of fleet (open-water barge or river barge), the total number of barges, the total number of tugs, and the Fleet Contact for each. Make sure to report ALL vessels included in your fleet, including those used for hub operations and harbor services, as long as these are freight-related. After completing the information on this screen, select the 'Fleet Cargo' tab above or select the NEXT button at the bottom of this screen." Below this text is a form with the following fields: "Partner/Fleet Name" (text input), "Fleet Type" (dropdown menu), "Total # Barges" (text input), "Total # Tugs" (text input), and "Fleet Contact" (dropdown menu). The form contains one entry: "1: ABC Barge, Inc.: Intercoastal Waterway", "Open-water Barge", "12", "3", and "David Andrews". At the bottom of the window is a row of buttons: "BACK", "NEXT", "ZOOM IN", "PRINT SCREEN", "HOME", "CREATE FLEET(S)", "SAVE", "VALIDATE SCREEN", "ADD COMMENTS", and "HELP". The "NEXT" button is highlighted with a red border. The bottom right corner of the window says "Page 9".

**Figure 35: Example Fleet Details Screen Data Entry**

After completing the information on this screen, select the [Fleet Cargo](#) tab above or select the



button at the bottom of the screen.

## Steps for Completing Fleet Cargo Screen

For each fleet, enter the amount of cargo shipped per year by commodity category, in short tons. Containers may be entered in TEUs by selecting TEUs from the “Units for containers” drop-down box. A total summation is included on the far right for your reference. If any cargo falls in the “other” category, you will be asked to add a description regarding the type of material shipped. See **Figure 36** for an example data entry screen.

SmartWay: Fleet Characterization - Barge

**Fleet Characterization** | **Fleet Details** | **Fleet Cargo**

For each fleet, enter the amount of cargo shipped per year by commodity category. Specify the amount in short tons, except for containers. For containers, specify the preferred unit (short tons or TEUs) using the dropdown.

A total summation is included on the far right for your information (the total will include the containers value if you specify this in short tons). If any cargo falls in the “other” category, you should add a comment describing the material shipped in the pop up screen that appears when entering the field.

When finished, select the CREATE FLEET(S) button at the bottom of this screen to create the data entry forms for your fleets.

Units for containers: Tons

**Select Container Units**


**Commodity Group (Tons)**


Partner/Fleet Name	Containers	Coal	Sand and Gravel	Chemicals and Allied	Farm Products	Metallic Ores & Scrap	Finished Metals & Products	Petroleum	Coke	Lumber & Wood Products	Pulp, Paper & Allied Products	Motor Vehicles & Equip.	All Other Commodities	Total Tons
1: ABC Barge, Inc.: Intercoastal								1,000,250					540,111	1,540,361

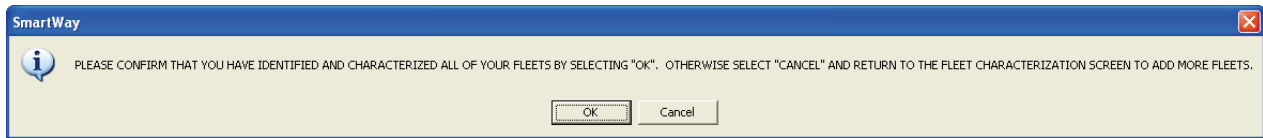
**BACK** | **ZOOM IN** | **PRINT SCREEN** | **HOME** | **CREATE FLEET(S)** | **SAVE** | **VALIDATE SCREEN** | **ADD COMMENTS** | **HELP**


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Figure 36: Example Fleet Cargo Screen Data Entry

When finished, select the  button at the bottom of this screen to create the data entry forms for your fleets. When you select this button, the system will create blank data entry forms for each fleet you have characterized.

**NOTE:** After selecting the  button you will be asked to confirm that you have identified all of your fleets (see below). Select OK to proceed or CANCEL to add more fleets.








Selecting  will take you back to the [Home](#) screen (see **Figure 37**).

### ***Adding Comments/Notes***

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



Please note the  buttons located at the bottom of the screens. These allow you to enter notes about the collection process, your assumptions and methods, data, or other information. These details could prove useful for your reviewer when you or someone else fills out the Tool next year. If comments have been added for a particular screen, the  button will be highlighted in yellow on your screen and will now read  to indicate to your reviewer that there are comments to be read.

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

### **Reviewing Fleet Status**

On the [Home](#) screen, you will now see all the fleets you created listed in the window below item # 4: [Select Fleet for Data Entry](#).

SmartWay Barge Home

**SmartWay**

**Report Year 2014**

**Barge**  
United States Version: 2.0.14  
Released on: 2/3/2015

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 Barge, 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 Barge, Inc.: Intercoastal Waterway - Not Checked
- ☐ 5. **Partner Profile / Logo Info / Suggestions** ?
- ☐ 6. **View Your Data Reports**
- ☐ 7. **Generate Files 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**

Page B-5

**Figure 37: Home Screen – Fleet Status Prior to Activity and Fuel Data Entry**

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

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

In addition to the status indicators above, you may see an “Error” qualifier. **Errors** will prevent you from generating the **Internal Metrics Reports** and must be addressed before you can submit your Tool to EPA.

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**.

## Section 4 Data Entry: Enter activity and fuel consumption information for each of your fleets

### Steps for Completing Geographic Operation Areas Screen

At this stage, you will be entering information about each fleet separately. For each fleet you will first fill out the **Geographic Operation Areas** screen, shown below in **Figure 38**.

SmartWay Barge: ABC Barge, Inc.: Intercoastal Waterway

**Geographic Operation Areas** | Tug/Tow Characteristics | Vessel Operations | Barge Operations

Please select those areas of operation in which your fleet(s) provide services. This includes domestic and international activities. You may note multiple areas of activity.

If you select "Other", include information describing the area(s) in the text box at the bottom.

After completing the information on this screen, select the "Tug/Tow Characteristics" tab above or select the NEXT button at the bottom of this screen.

Areas of Operation:

<b>Coastal Areas</b>	<b>U.S. Navigable Waterways</b>	<b>Canadian Navigable Waterways</b>	<input type="checkbox"/> <b>Harbors</b>
<input type="checkbox"/> Atlantic Coast	<input type="checkbox"/> Upper Mississippi	<input type="checkbox"/> St. Lawrence Seaway	
<input type="checkbox"/> Pacific Coast	<input type="checkbox"/> Lower Mississippi	<input type="checkbox"/> Gulf of St. Lawrence	
<input type="checkbox"/> Gulf of Mexico	<input type="checkbox"/> Atlantic Intercoastal Waterways	<input type="checkbox"/> Hudson Bay/James Bay/Hudson Strait	
<input type="checkbox"/> Great Lakes	<input type="checkbox"/> Northwest (including Alaska)	<input type="checkbox"/> Mackenzie River/Great Slave Lake/Great Bear Lake	
<input type="checkbox"/> Gulf Inland Waterway	<input type="checkbox"/> Ohio River Basin	<input type="checkbox"/> Georgia Strait/Strait of Juan de Fuca	
	<input type="checkbox"/> Illinois Basin		
	<input type="checkbox"/> Tennessee Basin		

☐ Other (describe):

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

Page B-13

**Figure 38: Geographic Operation Areas Screen**

Please select those areas of operation in which your fleet(s) provide services. This includes domestic and international activities. You may note multiple areas of activity by selecting multiple boxes. If you select **Other**, Include information describing the area(s) in the text box at the bottom.

You can select the **VALIDATE SCREEN** button to make sure you have filled out everything on this screen properly.

Once your **Geographic Operation Areas** data has been validated as complete and correct, select the

**NEXT** button or select the **Tug/Tow Characteristics** tab at the top of the screen to proceed.



**NOTE:** If you are a new SmartWay Partner you should enter the most recent 12 months of data into the Tool. If you do not have a full year of operational data, please collect a minimum of three months' data for input into the SmartWay Tool. In your next update year, you will be required to submit a full year's data.

### **Steps for Completing Tug/Tow Characteristics Screen**

PLEASE REFER TO **WORKHEET #3** in Part 2 of this guidance to complete this section of the Barge Tool.

On this screen provide the vessel-specific information requested in order to uniquely characterize each entry. Blank rows will be created for each vessel identified on the **Fleet Details** screen. All fields require an entry except **Coast Guard Number** and **Retrofit Info**.

After entering the **Vessel Name**, select the **Vessel Type** representative of the most common type of service. Vessel Type options include:

- Linehaul - involved in movement of barges over long distances, in contrast to tugs primarily used in harbor activities. Linehaul tugs tend to operate for extended periods at a consistent speed and load.
- Locking – used to transit larger river locks.
- Canal - comply with limitations associated with canal water depths, height restrictions relative to bridges or tunnels, and length and width constraints of the locks that move vessels from one water level to another.
- Harbor - smaller tugs that operate in and around port areas, moving barges to and from local terminals, and moving fuel barges to larger ocean going vessels. Vessel speed and load for harbor tug operations vary significantly.
- Coastwise - operate between coastal ports but may not be certified for deep water operations.
- Other

If you select "Other", you must also provide a description of the vessel type in the popup screen.

The Barge Tool assumes each vessel utilizes one, two or three propulsion engines. If there are multiple engines, these are assumed to be of the same model/rebuild year and power rating. After specifying the number of propulsion engines enter the associated model/rebuild year.<sup>1</sup> Make sure to specify the units used for reporting power (HP or kW) using the drop-down above the table.

For fuel types are available in the Barge Tool including low and ultra low sulfur marine diesel (500 ppm and 15 ppm sulfur, respectively), biodiesel, and LNG. If Biodiesel is selected you must also specify the blend percentage (e.g., B20 for 20% biodiesel).

---

<sup>1</sup> If an engine has been certified to an EPA Tier level in advance of the standard introduction year, you may specify the advanced year. For example, if a 2013 engine is actually certified to Tier 3 standards, select 2014 as the model year.



Next, specify the EPA Engine Category - Category 1 for engines less than 7 liters per cylinder, and Category 2 for engines 7 to 39 liters per cylinder. (Note the Barge Tool assumes there are no Category 3 engines transporting barge freight.)

For the Total Rated **Propulsion Power** field, enter the sum of the maximum rated power of each of the main engine(s). **For example, if there are two 2,000 HP engines then enter 4,000 in this field.** The total maximum rating of the propulsion system is needed to calculate kilowatt-hours, which is then applied to the appropriate factors to estimate emissions.

See **Figure 39** for an example input screen.

SmartWay Barge: ABC Barge, Inc.: Intercoastal Waterway

Geographic Operation Areas | **Tug/Tow Characteristics** | Vessel Operations | Barge Operations

Please provide the vessel-specific information requested in order to uniquely identify each entry. Blank rows have been created for each tug/tow vessel identified on the Fleet Details screen. Specify Vessel Type based on the most common type of operation. All fields require an entry except Coast Guard Number and Retrofit Info. Once you have entered the required information for each vessel, proceed to the next screen (Vessel Operations).

If you have a large number of vessels to enter you may prefer to use the Import/Export Button to bring in vessel information prepared outside the Tool. Select the Add/Delete Vessel(s) button to add/delete vessels if needed.

After completing the information on this screen, select the "Vessel Operations" tab above or select the NEXT button at the bottom of this screen.

**Import/Export**  
**Add/Delete Vessel(s)**

	Vessel Name	Vessel Type	Coast Guard	Number of Engines	Model Year/Last Rebuild Year	Power Units	Fuel Type	EPA Engine Category	Total Rated Propulsion Power (all engines)	Retrofit Info
1	Mary lou	Coastwise	1234	2	1995	kW	Diesel (LS)	2	2,000	<input checked="" type="checkbox"/>
2	Sally Mae	Coastwise	4567	2	1993	kW	Diesel (LS)	2	3,000	<input type="checkbox"/>
3	Chester city	Coastwise	7890	1	1994	kW	Diesel (LS)	2	3,000	<input type="checkbox"/>

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

Page 12

**Figure 39: Tug/Tow Characteristics Screen**

If you have a large number of vessels in your fleet, and you prefer to compile your vessel information offline using your in-house datasets, you may use the **Import/Export** button on this screen.

Detailed instructions regarding the use of this function are available in the **Guide to Importing Vessel Data Using the Data Import/Export Function**, which can be downloaded from [www.epa.gov/smartway/forpartners/documents/barge/tool-guide/420b14014.pdf](http://www.epa.gov/smartway/forpartners/documents/barge/tool-guide/420b14014.pdf).

If you need to add or delete a vessel from your fleet, you may do so from this screen using the **Add/Delete Vessel(s)** button on this screen. Clicking this button opens a hidden section on this screen that allows you to choose the number of tugs to add and/or select which row to delete from your current fleet (**See Figure 40**).

**SmartWay Barge: ABC Barge, Inc.: Intercoastal Waterway**

**Geographic Operation Areas** | **Tug/Tow Characteristics** | **Vessel Operations** | **Barge Operations**

Please provide the vessel-specific information requested in order to uniquely identify each entry. Blank rows have been created for each tug/tow vessel identified on the Fleet Details screen. Specify Vessel Type based on the most common type of operation. All fields require an entry except Coast Guard Number and Retrofit Info. Once you have entered the required information for each vessel, proceed to the next screen (Vessel Operations).

If you have a large number of vessels to enter you may prefer to use the Import/Export Button to bring in vessel information prepared outside the Tool. Select the **Add/Delete Vessel(s)** button to add/delete vessels if needed.

**CHANGES MADE HERE WILL BE REFLECTED THROUGHOUT THE TOOL**

**Hide Add/Delete**

The number of tugs you indicated in the Fleet Details section is displayed below. You can adjust the number of tugs using the dropdown menu. All changes will be reflected throughout the Tool. To add tugs, select the number of tugs to add and then select "Add Tug(s)", or return to the Fleet Details section of the Tool. A new blank row for each new vessel will be added to this screen. To delete a tug: select the row number of the tug to delete and then select "Delete." Remember, ALL DATA FOR THIS TUG WILL BE DELETED and the action cannot be reversed.

Total number of tugs for this fleet: 3      Number of tugs to add:       **Add Tug(s)**      Select row number to delete:       **Delete Tug:**

	Vessel Name	Vessel Type	Coast Guard	Number of Engines	Model Year/Last Rebuild Year	Power Units	Fuel Type	EPA Engine Category	Total Rated Propulsion Power (all engines)	Retrofit Info
1	Mary lou	Coastwise	1234	2	1995	kW	Diesel (LS)	2	2,000	<input checked="" type="checkbox"/>
2	Sally Mae	Coastwise	4567	2	1993	kW	Diesel (LS)	2	3,000	<input type="checkbox"/>
3	Chester city	Coastwise	7890	1	1994	kW	Diesel (LS)	2	3,000	<input type="checkbox"/>

**Figure 40: Add/Delete Tug Section (Optional)**

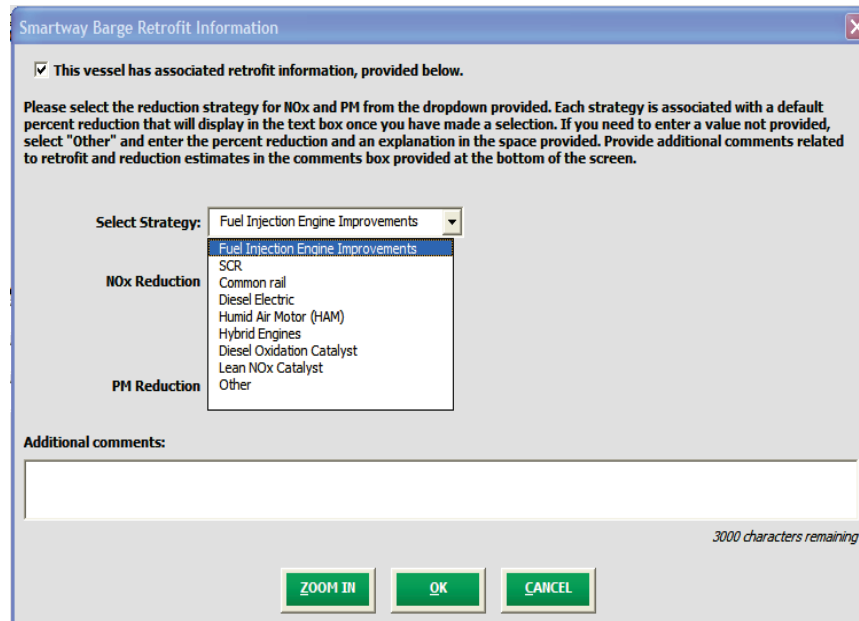
To add a tug(s), enter the number of tugs to add then select the **Add Tug(s)** button. Blank rows will be added to the bottom of the screen for each tug added. To delete vessels from the fleet, enter the row number for the vessel you wish to delete and select the **Delete Tug:** button. The Tool only allows one row of data to be deleted at a time. When finished, you may choose to hide this section again by selecting the **Hide Add/Delete** button.

If an engine has been retrofit with an emissions control technology, select the box on the far right to select from a list of standard retrofit options. The list of retrofit options available are:

- 1) Fuel Injection Engine Improvements
- 2) Selective Catalytic Reduction (SCR)
- 3) Common rail
- 4) Diesel Electric
- 5) Humid Air Motor (HAM)
- 6) Hybrid Engines
- 7) Diesel Oxidation Catalyst
- 8) Lean NOx Catalyst, and
- 9) Other.

If “Other” is selected, enter the percent reduction for each pollutant, NOx and PM, and provide an explanation for each.

See **Figures 41 through 43** for example **Retrofit Information** screens.



Smartway Barge Retrofit Information

☒ This vessel has associated retrofit information, provided below.

Please select the reduction strategy for NOx and PM from the dropdown provided. Each strategy is associated with a default percent reduction that will display in the text box once you have made a selection. If you need to enter a value not provided, select "Other" and enter the percent reduction and an explanation in the space provided. Provide additional comments related to retrofit and reduction estimates in the comments box provided at the bottom of the screen.

Select Strategy: Fuel Injection Engine Improvements

NOx Reduction

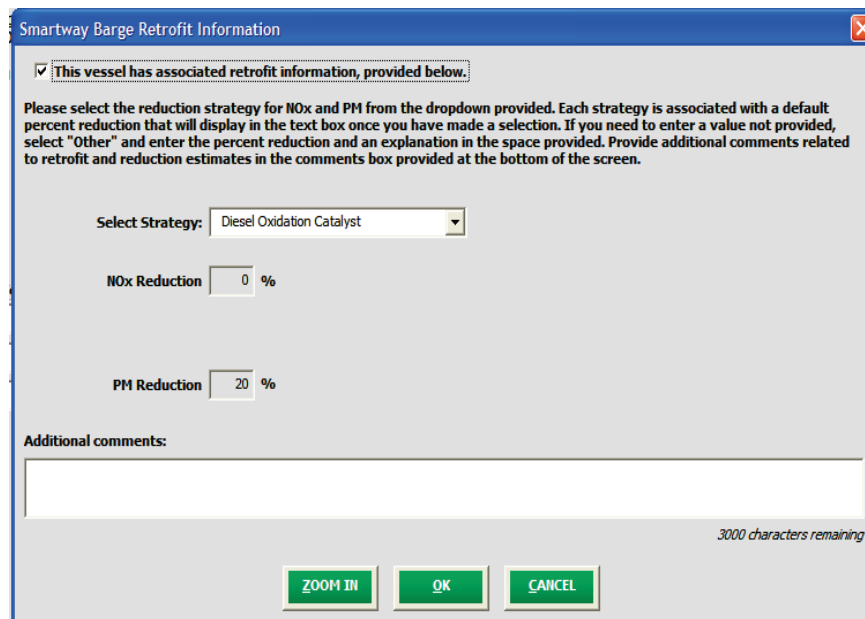
PM Reduction

Additional comments:

3000 characters remaining

ZOOM IN OK CANCEL

Figure 41: Retrofit Information Screen



Smartway Barge Retrofit Information

☒ This vessel has associated retrofit information, provided below.

Please select the reduction strategy for NOx and PM from the dropdown provided. Each strategy is associated with a default percent reduction that will display in the text box once you have made a selection. If you need to enter a value not provided, select "Other" and enter the percent reduction and an explanation in the space provided. Provide additional comments related to retrofit and reduction estimates in the comments box provided at the bottom of the screen.

Select Strategy: Diesel Oxidation Catalyst

NOx Reduction 0 %

PM Reduction 20 %

Additional comments:

3000 characters remaining

ZOOM IN OK CANCEL

Figure 42: Retrofit Information Screen

Figure 43: Retrofit Information Screen

Once your **Tug/Tow Characteristics** data have been validated as complete and correct, select the



button or select the **Vessel Operations** tab at the top of the screen to proceed.

### **Steps for Completing the Vessel Operations Screen**

PLEASE REFER TO **WORKHEET #4** in Part 2 of this guidance to complete this section of the Barge Tool.

On this screen please provide the vessel-specific operation information requested, including fuel consumption (specifying either gallons or tons), towing capacity<sup>2</sup>, and engine activity differentiating hours of underway versus maneuvering operation for propulsion engines and total hours of auxiliary engine use during the reporting year.<sup>3</sup> **(Note – Towing Capacity inputs are optional.)** Provide total fuel used across all engines (propulsion and auxiliary), specifying your reporting units (gallons or tons). Finally, enter the source for this data in the text box at the top of the screen.<sup>4</sup>

<sup>2</sup> Enter towing capacity in terms of the maximum possible tonnage of cargo transported per trip. This information is used to validate your estimates for total ton-miles hauled later in the Tool. Do not enter capacity in Bollard Tons - this value will vary depending upon a number of factors including vessel speed and barge configuration, and will not correspond directly to maximum tonnage transported.

<sup>3</sup> Note that emissions associated with the use of shorepower are not included in this version of the Barge Tool.

<sup>4</sup> Auxiliary engines are assumed to use the same fuel as propulsion engines with the exception of LNG propulsion engines. In this case auxiliary engines are assumed to use ultra-low sulfur diesel, and diesel fuel totals must be provided for these engines separately on the auxiliary engine popup screen.

SmartWay Barge: ABC Barge, Inc.: Intercoastal Waterway

**Geographic Operation Areas**   **Tug/Tow Characteristics**   **Vessel Operations**   **Barge Operations**

Please provide the vessel-specific operation information requested, differentiating hours of operation for propulsion engines and auxiliary engines used during the reporting year. Provide total fuel used across all engines (propulsion and auxiliary).

Indicate the source for your data on this screen in the text box below.

After completing the information on this screen, select the "Barge Operations" tab above or select the NEXT button at the bottom of this screen.

? **Data Source(s) for Fuel and Activity Estimates:**  
 Company records

	Vessel Name	? Annual Fuel Usage	Fuel Units	? Towing Capacity (Tons)	? <b>Propulsion Engines</b> Annual Hours of Operation		? <b>Auxiliary Engines</b>
					Underway	Maneuvering	
1	Mary lou	960	Tons	8,000	3,000	50	Enter Auxiliary Engine Values
2	Sally Mae	1,350	Tons	12,000	2,800	100	Enter Auxiliary Engine Values
3	Chester city	1,200	Tons	8,000	3,500	30	Enter Auxiliary Engine Values

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**Figure 44: Vessel Operations Screen**

If the vessel in question uses auxiliary engines, enter data for these engines by clicking the **Enter Auxiliary Engine Values** button at the end of each data row. Clicking this button opens the auxiliary engine information window (see **Figure 45**). Up to eight auxiliary engines may be defined in this window. Select the manufacture or rebuild model year for each auxiliary engine and enter the associated annual hours of use and total rated power (in kilowatts or hp) for each auxiliary engine. If the vessel is powered by LNG, also enter the total annual diesel fuel consumption for all auxiliary engines in gallons at the top of the screen.

Smartway Barge Auxiliary Engine Information

Enter the values for auxiliary engines. You can specify up to 8 engines. All auxiliary engines are assumed to be diesel powered.

**?** Please specify your Total Rated Power in kW. This is the power unit you indicated on the main Tug/Tow Characteristics screen. Select the [?] button to the left or the Help button at the bottom of the screen for more information.

	Manufacture/ Model Year	Annual Hours of Use	Total Rated Power (kW)
<input checked="" type="checkbox"/> 1.	1995	790	234
<input type="checkbox"/> 2.			
<input type="checkbox"/> 3.			
<input type="checkbox"/> 4.			
<input type="checkbox"/> 5.			
<input type="checkbox"/> 6.			
<input type="checkbox"/> 7.			
<input type="checkbox"/> 8.			

ZOOM IN OK CANCEL HELP

Page 14

Figure 45: Auxiliary Engine Information Screen

**NOTE:** Use this screen to enter all auxiliary engine data, including any auxiliaries used on barges (e.g., for pumps).

When finished entering data for auxiliary engines, select the **OK** button to save the data and return to the **Vessel Operations** screen.



Once your **Vessel Operations** data have been validated as complete and correct, select the button or select the **Barge Operations** tab at the top of the screen to proceed.

NEXT

### **Steps for Completing the Barge Operations Screen**

PLEASE REFER TO **WORKHEET #5** in Part 2 of this guidance to complete this section of the Barge Tool.

On this screen please provide the barge activity information for each barge type/size combination that you operate in your fleet. Use the scroll bar on the right to see additional type/size combinations. (If a barge is less than 150 feet in length, please assign it to the 150 foot category.) The available barge types include:

- Hopper - Designed to carry materials, like rocks, sand, oil, and garbage for dumping into the ocean, a river or lake for land reclamation. The bottom of these barges can open allowing them to dump their cargo when they arrived at the spot where the materials are to be released.
- Covered Cargo - Includes some form of covering to protect dry bulk cargo from wind and precipitation; reducing the loss of cargo during shipment.
- Tank - Equipped with several sealed tanks used to transport liquids and gas such as crude oil, refined fuels, industrial chemicals, and natural gas.
- Deck - Has a flat deck able to load large and heavy equipment that would not fit in any other types of barge.
- Container - Designed to move shipping containers in shallow waters where small container ships may not be able to transit.
- Other.

The total number of barges indicated on this screen must equal the number you specified in the **Fleet Characterization** section of the Tool. The **Calculated Total** section of the Tool at the lower right will indicate when your entered barge numbers match the values in the **Fleet Characterization** section. The boxes in **Figure 41** below present calculated numbers and do not require you to enter information. The first box shows the total number of barges you entered in the **Fleet Characterization** section of the Tool (it is automatically populated). The next box shows the total number of barges you have entered on this screen (in the **Number of Barges** column. This is also automatically populated). The final box at the bottom will show the calculated difference between the previous two values, if there is any. If the values match, the bottom box will be empty and the label will simply read "Match".



**NOTE:** The Barge Tool is intended for system-wide input and reporting of barge activity. However, a given cargo delivery may involve different activity profiles such as light-loading on multiple barges upriver due to shallow depths, and consolidation to a smaller number of barges for the downriver portion of the trip. In this instance, users should estimate “trip average” values for the number of barges used, volume utilization and average payload, along with total miles travelled per barge over both legs of the trip, in order to report this data. In the future SmartWay will investigate

alternative methods for disaggregating data entry and reporting in order to more precisely account for operational variations such as these.

After specifying the number of barges, enter the Average Volume Utilization for each barge type/size combination as a percentage. For deck barges estimate the percent of available surface area utilized.

Next enter the average annual loaded and empty miles per barge. **NOTE: All miles entered in the Barge Tool refer to nautical miles, not statute miles.** Then enter your best estimate for average payload per loaded barge trip, in short tons).

Finally, enter the total ton-miles, loaded and unloaded barge miles for your fleet as a whole in the **Total Fleet Activity** section on the upper right. **NOTE: DO NOT ESTIMATE TON-MILES BY SIMPLY MULTIPLYING TOTAL MILES BY TOTAL TONS** - this calculation effectively assumes your entire tonnage is transported by EACH AND EVERY vessel, and will clearly overstate your ton-miles. In order to calculate your fleet's total ton-miles, multiply your average loaded payload per barge by your average annual loaded miles per barge and then by the total number of barges. To check your data, divide total ton-miles by total miles. The result is your fleet-average payload. If this number is not reasonable, check your calculations. See **Figure 46** for an example input screen.

SmartWay Barge: ABC Barge, Inc.: Intercoastal Waterway

Geographic Operation Areas | Tug/Tow Characteristics | Vessel Operations | **Barge Operations**

Please provide barge activity information for each barge type/size combination that you operate. Use the scroll bar on the right to see additional type/size combinations. The total number of barges indicated on this form must equal the number you specified in the Fleet Characterization section of the Tool.

Also enter the total ton-miles, loaded and unloaded barge miles for your fleet as a whole in the cells on the upper right. All miles refer to nautical miles.

Once complete, select Validate Screen to identify potential data entry errors. Otherwise select Home to continue.

? Data Source for Barge Activity:  
Company records

Barge Type	Size	Number of Barges	Avg Volume Utilization (Loaded Trips)	Annual Loaded Miles per Barge*	Annual Empty Miles per Barge*	Average Loaded Payload per Barge
Hopper	150 Feet		%			
	175 Feet		%			
	195 to 200 Feet		%			
	250 to 300 Feet		%			
Covered Cargo	150 Feet		%			
	175 Feet		%			
	195 to 200 Feet		%			
	250 to 300 Feet		%			
Tank	150 Feet	9	%			

\* All miles refer to nautical miles (not statute miles)

? Total Fleet Activity

Total Ton-Miles\* 83,000,000  
Calculated: 82,800,000 (0% off)

Loaded Barge Miles\* 76,000  
Calculated: 72,000 (6% off)

Unloaded Barge Miles\* 42,000  
Calculated: 42,000 (0% off)

? Calculated Total:

Total Number of Barges from Fleet Characterization: 12

Total Number of Barges Tallied Here: 12

Match

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

Page 15

Validation error

Figure 46: Barge Operations Screen

The **Total Fleet Activity** section shown above displays the results of a validation check performed by the Tool to ensure that the values entered for **Total Ton-Miles**, **Total Loaded Barge-Miles**, and **Total Unloaded Barge-Miles** are within 5% of the values calculated from the individual data entry rows. If the values differ by more than 5% (as is the case for **Loaded Barge-Miles** above), the difference will be highlighted in red. Users must resolve any highlighted discrepancies before finalizing their Tool.

Once data entry is complete, describe the data sources used to develop your barge activity information at the top of the screen, then select **Validate Screen** to identify potential data entry errors. Otherwise select **Home** to continue.

### Viewing Your Fleet Status

Once you have returned to the **Home** screen, notice that the fleet for which you provided data now identifies its status as “Complete.” You may now highlight the next fleet if you have another one to complete. Fill out unfinished fleets in the same manner as the previous fleet.

SmartWay Barge: Home

**SmartWay**

**Report Year 2014**

**Barge**  
United States Version: 2.0.14  
Released on: 2/3/2015

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 Barge, 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 Barge, Inc.: Intercoastal Waterway - **Complete**
- ☐ 5. **Partner Profile / Logo Info / Suggestions** ?
- ☐ 6. **View Your Data Reports**
- ☐ 7. **Generate Files to Send to EPA\*** ?

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

**Updated Fleet Status Indicator**

**BACK** **ZOOM IN** **PRINT SCREEN** **SAVE** **QUIT** **HELP**

Page B-5

Figure 47: Home Screen after Data Entry for First Fleet

## Partner Profile / Logo Info / Suggestions

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 Barge Tool data to EPA.***

Selecting the [Partner Profile / Logo Info / Suggestions](#) button on the [Home](#) screen will open the **Additional Information** screen (see [Figure 48](#)).

The screenshot shows a web application window titled "SmartWay Additional Information: ABC Barge, Inc.". The window has a header with three tabs: "Partner Information" (selected), "Logo Qualification", and "Suggestions". Below the header, a disclaimer states: "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." The main content area contains several text input fields with labels and character limits: "Partner Name: ABC Barge, Inc." (pre-filled), "Link to your company's environmental or SmartWay web page:" (with "http://" entered), "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)", and "My company encourages other companies to join SmartWay to improve their efficiency by: (1000 characters max)". A vertical scrollbar is on the right side of the text area. At the bottom, there are six green buttons: "NEXT", "ZOOM IN", "PRINT SCREEN", "HOME", "SAVE", and "ADD COMMENTS". A "HELP" button is also present. The page number "Page 20" is in the bottom right corner.

**Figure 48: Additional 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 49** 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](http://epa.gov/smartway). Use this screen to provide information regarding your qualification for, and planned use of, the Partner Logo. Additional information on Logo qualification and use can be found by selecting the **SmartWay Partner Logo Information** button.

The screenshot shows a web application window titled "SmartWay Additional InformationABC Barge, Inc.". The window has three tabs: "Partner Information", "Logo Qualification" (which is active), and "Suggestions".

Under the "Logo Qualification" tab, there is a text block stating: "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](http://epa.gov/smartway). The SmartWay Logo use guidelines and Logo graphic files are accessible online - please select the button below for information."

Below this text, the "Partner Name" is listed as "ABC Barge, Inc.". There is a checkbox labeled "I agree to SmartWay's PARTNER Logo use guidelines (on webpage)".

A prominent green button labeled "SmartWay Partner Logo Information" is centered on the screen.

Below the button, a text prompt asks: "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)".

There are two columns of checkboxes for selecting intended uses:

- Left column:
  - ☐ My website
  - ☐ Marketing materials
  - ☐ Internal company materials
  - ☐ Business Cards
  - ☐ Advertising
  - ☐ Apparel
  - ☐ Briefings/presentations
- Right column:
  - ☐ Company Letterhead
  - ☐ Email Signature
  - ☐ Flag
  - ☐ Company exhibit booth
  - ☐ Posters/Internal signage
  - ☐ Packaging (only per EPA approval)
  - ☐ Other (specify)

Below the checkboxes is a text input field for specifying other uses.

At the bottom of the main content area, there is a note: "Partners that submit their annual updates on time will be able to download the SmartWay Logo digital files in the SmartWay partner portal at: <http://app6.erg.com/smartwayweb/portal/login.cfm>".

The bottom of the window features a row of navigation buttons: "BACK", "NEXT", "ZOOM IN", "PRINT SCREEN", "HOME", "SAVE", "ADD COMMENTS", and "HELP".

The page number "Page 21" is visible in the bottom right corner.

**Figure 49: Logo Qualification Screen**

**Figure 50** 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 Information: ABC Barge, 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 Barge, 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"/>

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Figure 50: 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](#) from the [Home](#) screen which will take you to the following screen:

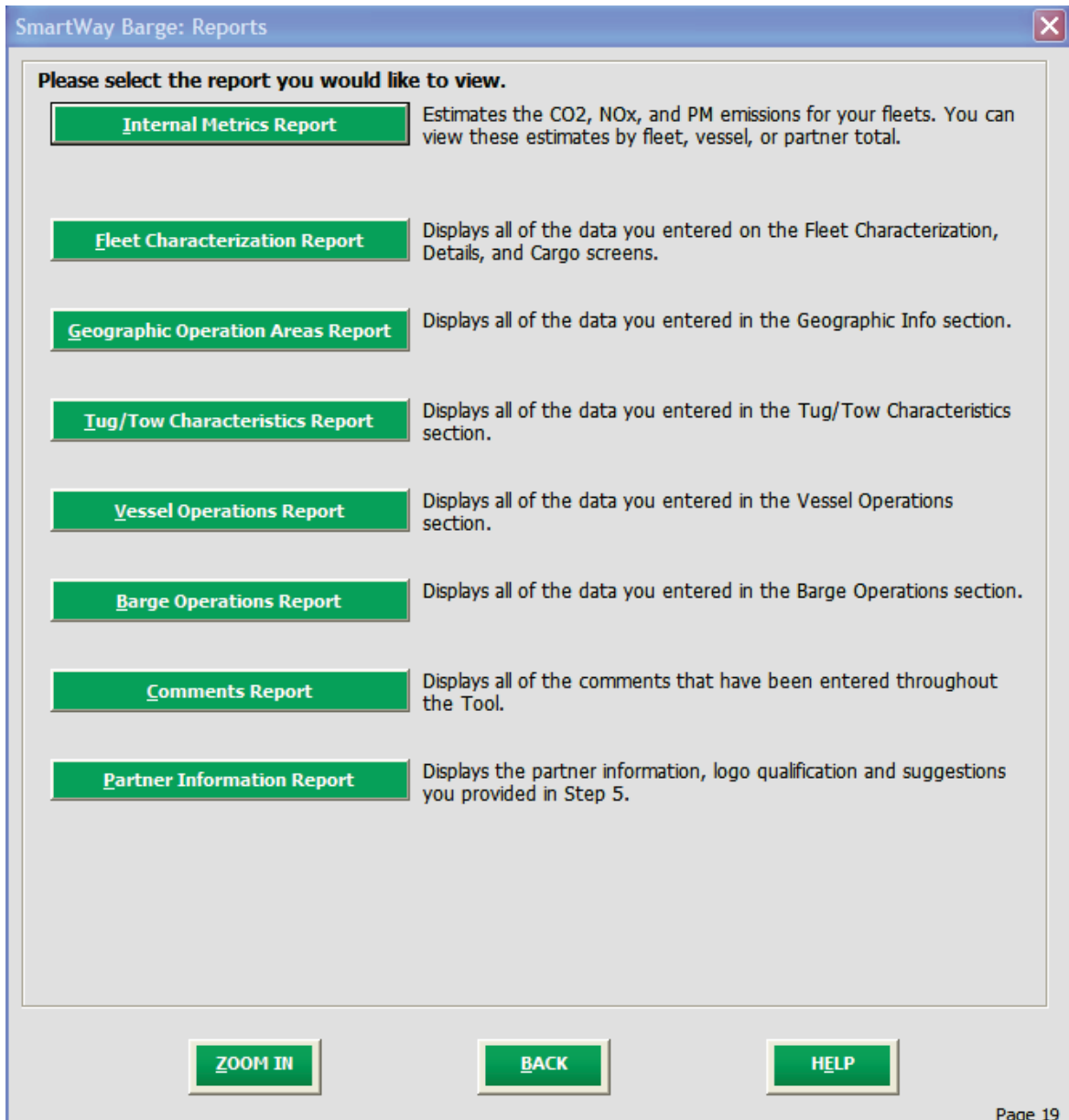



Figure 51: View Fleet Reports Screen

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 **Fleet Characterization**, **Vessel Operations**, and **Barge Operations Reports**.



**NOTE:** The **Comments Report** allows you to review any notes and comments made during the compilation of the different data inputs throughout the Tool. These comments can provide a useful reference for documenting data sources and assumptions, as well as for preparation of subsequent year submittals. In addition, you can use this report to view questions and comments from your Partner Account Manager after they receive and return your Tool.

Select the  button to review the performance of your fleet(s) in terms of grams per ton-mile, grams per barge-mile, and grams per 1,000 cubic foot-miles (for total and utilized volume), by pollutant type. Different display options are available for Company-level and Fleet-level performance.

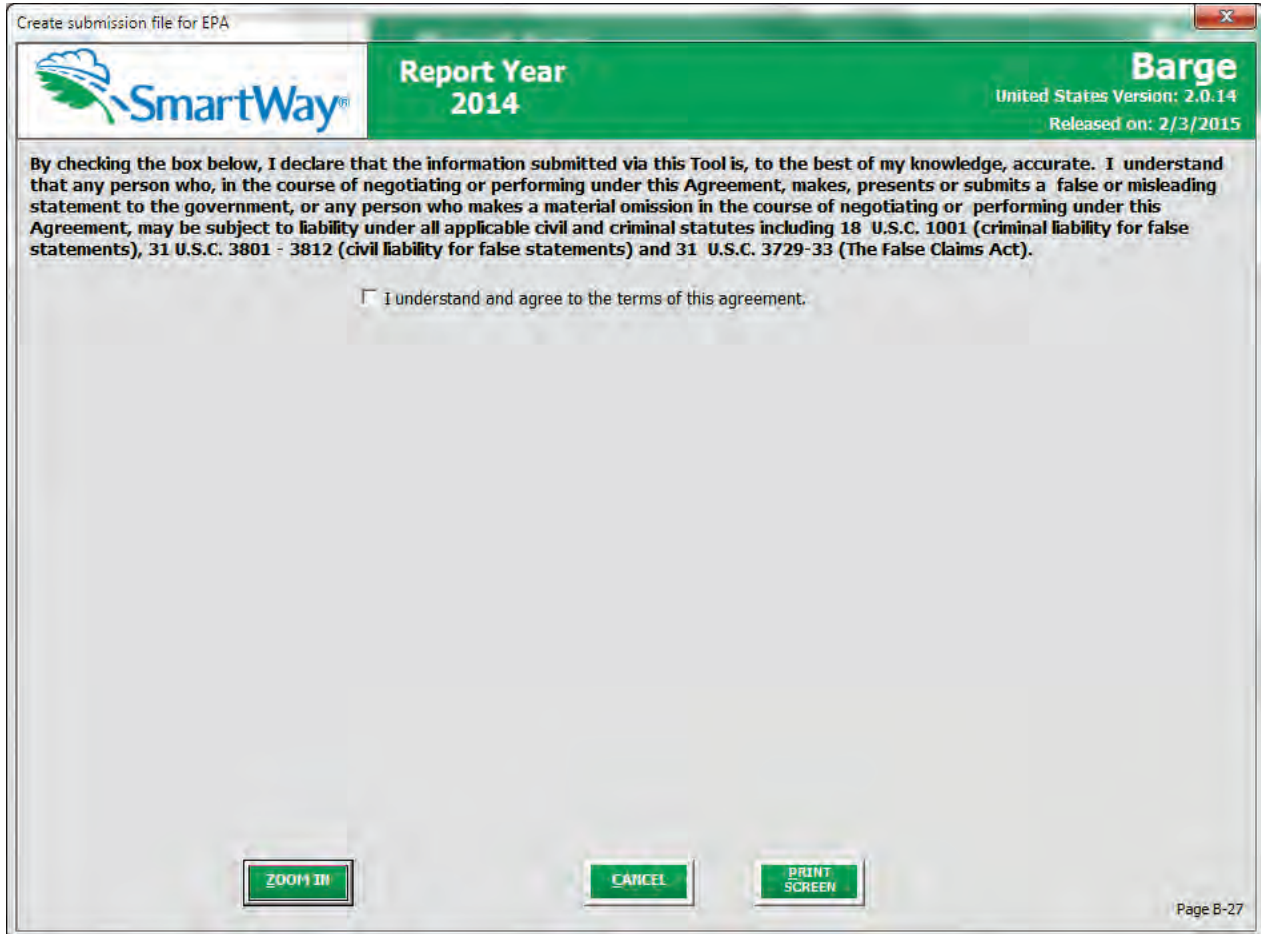
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## Submitting Data to SmartWay

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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**

**Barge**  
United States Version: 2.0.14  
Released on: 2/3/2015

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**

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**Figure 52: 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**

**Barge**  
United States Version: 2.0.14  
Released on: 2/3/2015

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 .xml file and .xls file at: S:\Rick\EPA\2012 Program Support\WA\_00\_04\_SW\Barge\2015 update unless you designate another location. Please select the NEXT button below to continue.

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

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Figure 53: Completed Submission File Screen

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

**Barge\_PartnerName\_Year\_V0.xml**<sup>5</sup>

**For example, Barge\_ABC Barge, Inc\_ 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.

<sup>5</sup> If you create the XML file multiple times the file name will increment each time (e.g., Barge\_ABC Barge, Inc\_2014\_V1.XML for the second iteration, etc.

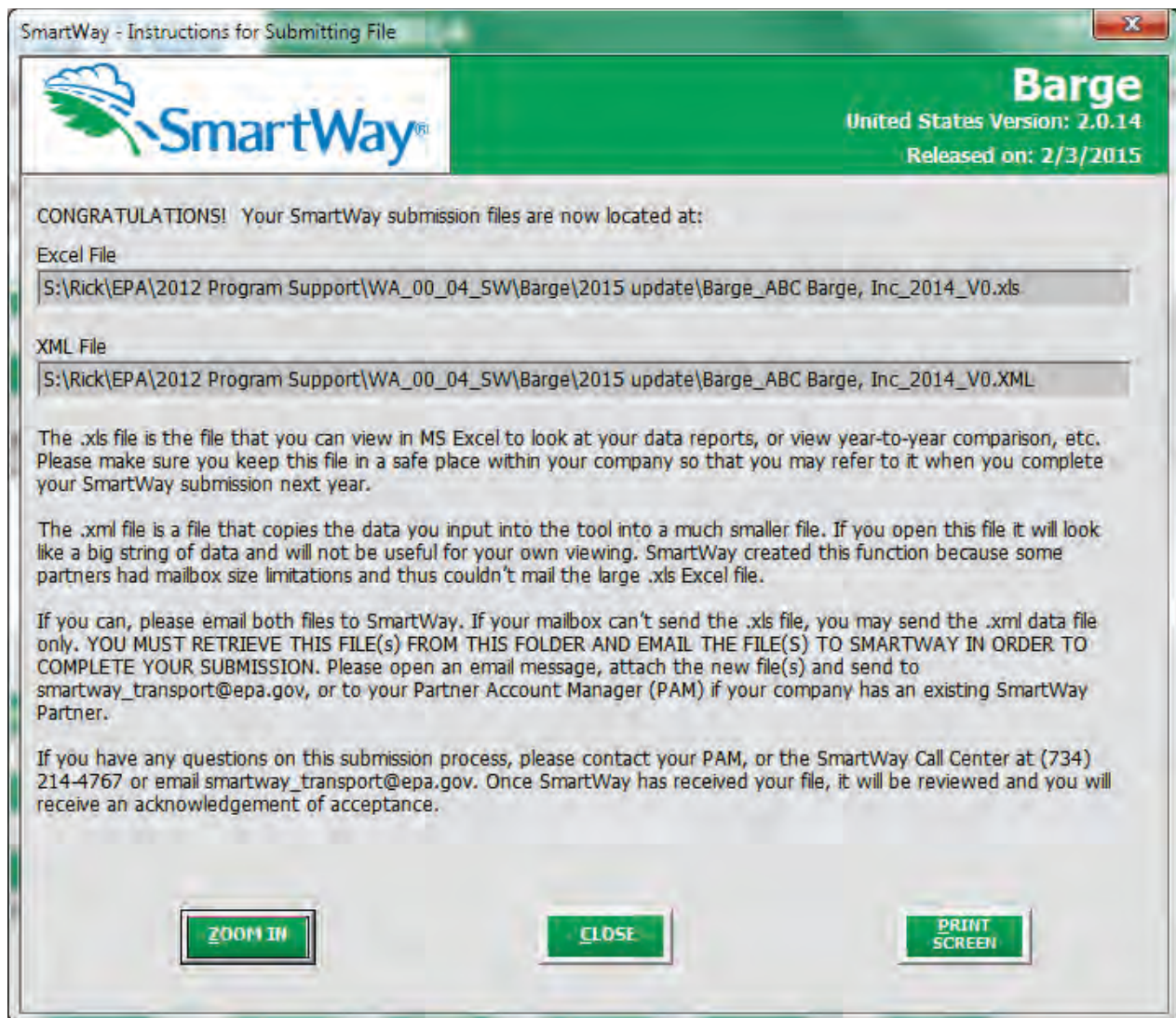


Figure 54: Instructions for Submitting xml File to EPA

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 Barge 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 FILE.**

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



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## Troubleshooting the Tool

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Although the SmartWay Tools have been tested extensively, you may encounter errors. Intermittent errors have been encountered when opening the Tool directly from the SmartWay website, or from an e-mail, rather than from a drive, or when multiple Excel files or other applications are open simultaneously. If you encounter an error during use of the Tool, please 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).

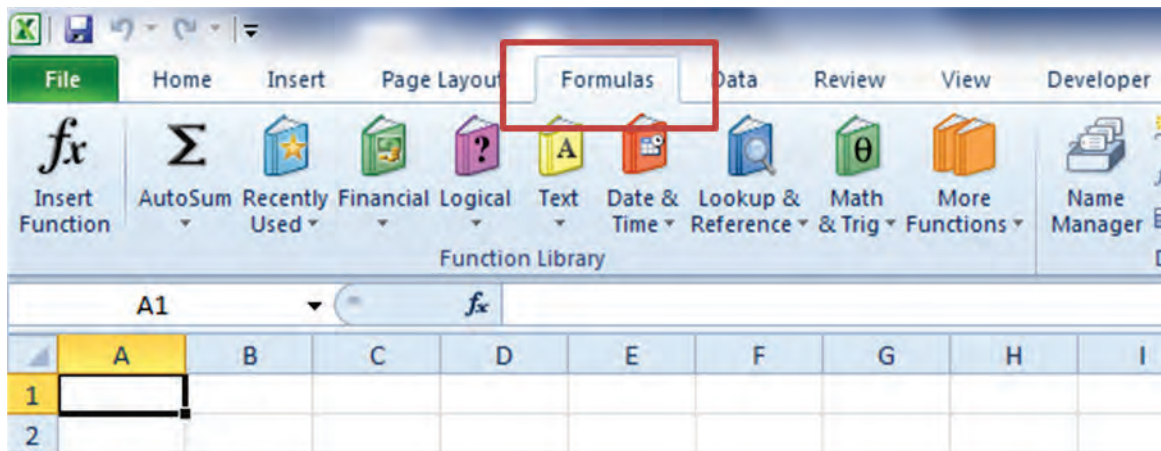
If you continue to encounter problems, please make a screen capture of the error message, and save the Tool at that point. (You can make a screen capture by pressing *Alt-Print Screen*, and then pasting the image into a document such as MS Word.) Then send the screenshot, along with the saved Tool to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

### ***Proper Calculation Setting***

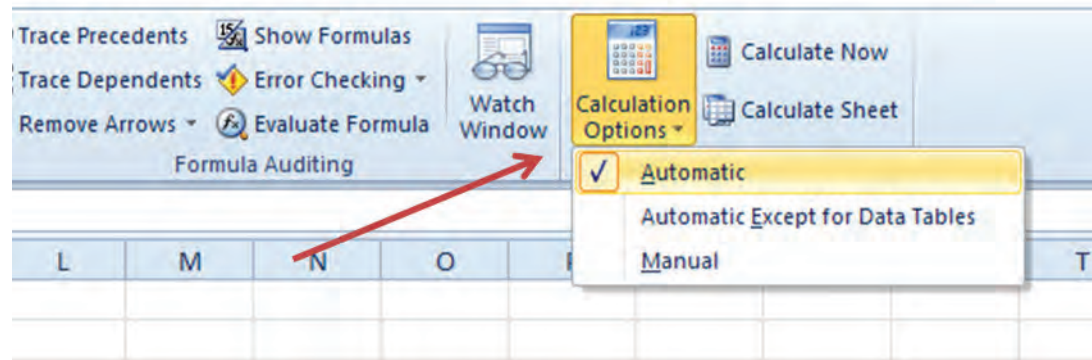
By default, Microsoft Excel is set to automatically calculate formulas. If values within your Tool are not calculating automatically, then your Excel may be set to “Manual”. Follow these instructions to change your Excel Calculation setting.

#### **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.

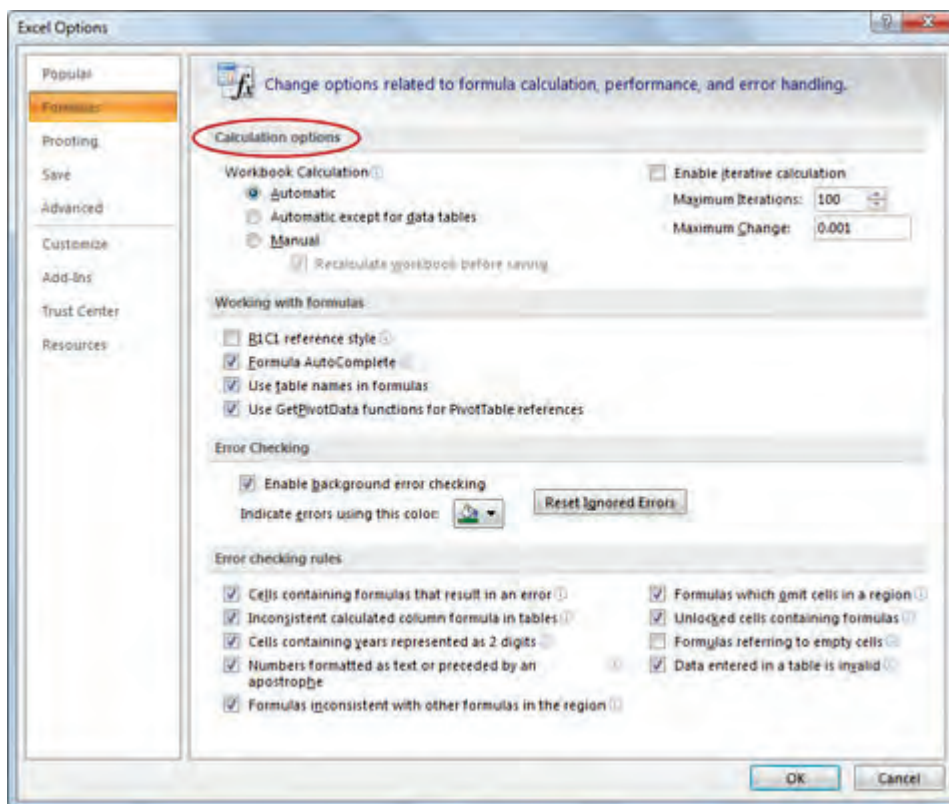






### Office 2007

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”.

