

Shipper Partner 2.0.14 Tool: Quick Start Guide 2014 Data Year - United States Version





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Table of Contents

Table of Contents	3
What's New in this version?	5
Overview	6
Section 1—Basic Information for Shippers	7
What is the SmartWay Transport Partnership?	7
Why do Shippers join the SmartWay Transport Partnership?	7
How do Shippers join the SmartWay Transport Partnership?	8
How do I join if my parent company has multiple subsidiaries?	9
What Data Do I Need to Gather To Complete the Shipper Tool?	9
What is Included in the SmartWay Shipper Partnership Agreement?	11
What Software and Hardware Are Required for Completing the SmartWay Shipper Partner Tool?	12
Section 2— Overview of Shipper Data Collection Requirements	13
Establishing Your Data Collection Year	13
Section 1: Specify Official Partner Name	13
Section 2: Enter Company Contact Information	13
Section 3: Define Your Shipper Companies	14
Section 4: Download the Latest Carrier Data File	15
Section 5: Enter Data for Each of Your Companies	15
"Input Carriers" Screens	16
Data Requirements for "Activity Data" Screen	17
"% SmartWay" Screen	20
Optional Shipper Strategy Analysis Screens	20
Optional Steps—Year to Year Comparisons, View Reports, and Provide Additional Information	20
Steps for Submitting Your Tool To EPA	21
Next Steps	22
Appendix: Worksheets for Data Collection	23
Worksheet #1: Company Contact Information	24
Worksheet #2: Shipper Company Characterization	25
Worksheet #3A: Select Carrier(s) (page 1 of 2)	26
Worksheet #3A: Select Carrier(s) (page 2 of 2)	27

Worksheet #3B: Activity Data (page 1 of 2)	28
Worksheet #3B: Enter Activity Data (page 2 of 2)	29
Worksheet #3C: Enter % SmartWay Allocation Data	30
Worksheet #4A: Enter Shipper Strategies Data	31
Worksheet #4B: Enter Modal Shift Data	32

What's New in this version?

Version 2.0.14 of the Shipper Tool contains a number of updates and revisions to the prior version, 2.0.13. These updates have been implemented to enhance the usefulness and clarity of the Tool, and are summarized below:

- Shipper companies with a large number of carriers may use a new carrier matching function to help match their carrier lists with the records in the SmartWay database.
- Data Availability Options are now restricted to: a) ton-miles and total miles, b) ton-miles and average payload, c) total miles and average payload, and d) total miles only.
- Average Density and Average Load Percent fields have been removed from the Activity Data tab.
- Partners no longer have to select an inventory calculation method on the Activity Data tab.
- New partners must indicate how they initially heard about SmartWay.
- Miscellaneous text and format updates for clarification.

Overview

In this guide you will learn about:

- 1) Basic SmartWay information
- 2) Joining SmartWay Transport Partnership as a shipper company
- 3) Understanding the details of the SmartWay partnership agreement
- 4) Software and hardware requirements for filling out the tool, and
- 5) Gathering the necessary data to become a SmartWay Shipper Partner.

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

NOTE: The Quick Start Guide consists of pages 5 through 22. Worksheets to help you gather and identify data for your tool submission are an extra resource provided here for your convenience; they are also available individually on the SmartWay website.

Section 1—Basic Information for Shippers

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

WHAT IS THE SMARTWAY TRANSPORT PARTNERSHIP?

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

Six types of freight transport companies can join SmartWay:

- Freight shippers
- Logistics companies (including 3PLs/4PLs¹)
- Truck carriers
- Rail carriers
- Barge carriers
- Multi-modal carriers

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

SmartWay ranks Partners' efficiency and environmental performance. Superior performance in various Partner categories is also recognized through the SmartWay Excellence Awards.

WHY DO SHIPPERS JOIN THE SMARTWAY TRANSPORT PARTNERSHIP?

The SmartWay Transport Partnership provides shipper companies with ways to reduce the environmental impact of their freight operations and address costs. Designed with and for the freight sector, the SmartWay Transport Partnership delivers solutions to marketplace needs and challenges. With access to the latest in EPA-tested technologies and peer-provided success stories, carriers that join the SmartWay Transport Partnership can gain a better understanding of their environmental footprint and assert their corporate leadership.

Additionally, SmartWay Partners are associated with an internationally recognized and respected brand that symbolizes cleaner, more efficient transportation choices.

Shipper companies that join SmartWay move significant amounts of freight with SmartWay Carriers. The higher efficiency of carriers in SmartWay compared to non-SmartWay carriers gives SmartWay shipper companies an opportunity to improve corporate freight efficiency, reduce their carbon footprint, and voluntarily advance freight sustainability for themselves and their customers.

Participation in SmartWay helps SmartWay Shipper Partners

¹ 3PLs/4PLs Third party logistics companies/fourth-party logistics companies.

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

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

HOW DO SHIPPERS JOIN THE SMARTWAY TRANSPORT PARTNERSHIP?

Shipper companies join SmartWay by submitting a SmartWay Shipper Tool (hereafter known as the "Shipper Tool," or simply, the "Tool.")

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

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

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

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

Upon approval of a Shipper Tool submission, a shipper company will be identified as SmartWay Shipper Partner on EPA's website, on the SmartWay Partner List, and in a database used to identify companies that meet SmartWay's annual requirements. On-time submission and approval of the Tool also qualifies Shipper Partners for use of the SmartWay Logo.

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

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

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

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

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

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

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

- The official company name to be used on the SmartWay website for public recognition of participation in SmartWay;
- Company contact information
 - Contact details for your Working Contact
 - Contact details for an Executive Contact (cannot be the same as the working contact)
- North American Industry Classification System (NAICS) codes for the company; and
- A comprehensive list of all SmartWay carriers that the shipper uses to haul their freight for the reporting calendar year (this list should include all truck, rail, multi-modal, barge, and logistics companies hired by the shipper).

For each carrier that the shipper uses, the shipper must supply activity data in order to calculate the shipper company's emissions footprint. This data reflects the amount of freight shipped with each carrier and the distance that freight is shipped.

- total miles contracted, and/or ton-miles contracted by SmartWay carrier and non-SmartWay carrier category for the reporting calendar year;
- freight characterization (average payload); and
- description of data sources used to compile activity data.

Ideally, shippers will have mileage and ton-mileage data for the carriers used; however, EPA recognizes that in some cases, shippers will not have all of this information, and has made accommodations for

various combinations of available data. For example, in the absence of mile and/or ton-mile data shippers may specify an alternative activity metric to designate their relative carrier activity, such as percentage spent, weight, packages, or other metric. However, an emissions footprint cannot be calculated without mileage-related data. You are encouraged to gather the best data available for each carrier at the time of your submission.

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

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

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

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

WHAT IS INCLUDED IN THE SMARTWAY SHIPPER PARTNERSHIP AGREEMENT?

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

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

Partnership Agreement for Shippers

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

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

In return, EPA commits to:

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

General Terms

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

² Individual corporate data will be treated as sensitive business information.

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

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

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

NOTE: The Excel web application in MS Office 365 (the cloud-based version of the Office operating system) does not currently support the macros used in the SmartWay tools. Therefore SmartWay tools do no function properly in Office 365 at this time.

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

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

Section 2— Overview of Shipper Data Collection Requirements

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

Worksheets are provided in the Appendix of this guide, starting on page 24, to help you prepare your data before entering it into the Shipper Tool. Copies of these worksheets are also available on the SmartWay shipper webpage. Visit <http://www3.epa.gov/smartway/forshippers/index.htm> to download additional copies of the worksheets.

ESTABLISHING YOUR DATA COLLECTION YEAR

Before beginning your data collection, identify the last calendar year for which you have full annual (12 months) data. This means that you have data from January of the calendar year through December of the same year. If you are a new SmartWay partner and do not have a full year of operational data, please collect ***a minimum of three months' data*** for input into the SmartWay tool. In your next update year, you will be required to submit a full year's data.

SECTION 1: SPECIFY OFFICIAL PARTNER NAME

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

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

For example, if you enter

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

Your company will be listed ***exactly*** as you've entered above. Therefore, it is important to pay special attention to proper capitalization, abbreviations, annotations, and punctuation.

SECTION 2: ENTER COMPANY CONTACT INFORMATION



Worksheet #1 provided at <http://www3.epa.gov/smartway/forshippers/index.htm> can help you prepare for filling out the Company Contact Information screen of the Shipper Tool.

The SmartWay Tool asks for:

- **General company information** such as location, web address, phone number, etc.
- **A Working Contact**³ for any questions about your company's participation and Tool submissions

³ 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 company data; completing and updating the Tool itself; maintaining direct communication with SmartWay; and keeping

- **An Executive Contact**⁴ for participation in awards and recognition events
- **Additional contacts (optional)**: Additional contacts may include anyone who is not the Working Contact but may be involved with SmartWay (e.g., press/media contact, fleet manager, etc.).

Note that all contacts listed must be different. SmartWay recommends developing an internal succession plan to make sure that your Shipper Tool submission schedule is maintained, in the event that a Working Contact is reassigned, or leaves the company for any reason. Please use Worksheet #1 in Appendix A of this document to help you prepare your company's contact information.

SECTION 3: DEFINE YOUR SHIPPER COMPANIES

The Shipper Tool tracks shipping operations at the company level.

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

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

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

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



Worksheet #2 provided at <http://www3.epa.gov/smartway/forshippers/index.htm> can help you prepare for filling out the Characterize Your Companies sections in the Shipper Tool. You may wish to print multiple copies of Worksheet #2 if you have multiple companies.

Data Requirements for "Company Characterization" Screen

For each shipper company, you will need to specify:

- **Company Name(s)**: Name your companies, beginning with your Partner Name followed by the specific company name.
- **NAICS Code(s)**: NAICS, or North American Industry Classification System codes, are the Federal standard for classifying businesses by activity type. NAICS codes can be up to six digits in length.

interested parties within the company apprised of relevant developments with SmartWay.) NOTE: To ensure that emails from SmartWay/EPA are not blocked, new Working Contacts may need to add SmartWay/EPA to their preferred list of trusted sources.)

⁴ The Executive Contact is the company executive who is responsible for agreeing to the requirements in the SmartWay Partnership 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.

Use the NAICS code(s) that most appropriately describes your company. Note: some large companies with multiple operations may only use two or three digit NAICS codes; in this case, you do not have to enter the full six digits.

Detailed information can be found at <http://www.census.gov/eos/www/naics/>.

- **Company Contact:** This contact should be one of the contacts you already identified in the Company Contact Information section as the contact for each company. You can go back and add a contact in this section at a later date if necessary.

SECTION 4: DOWNLOAD THE LATEST CARRIER DATA FILE

To ensure that the Shipper Tool gives you the most current list of SmartWay carriers to select from, you must click the “Download Latest SmartWay Carrier Data File” button on the home screen. A new box will appear next to the button indicating the “Date of Current Carrier File.” You are now ready to go on to selecting carriers and entering activity data for each shipper company.

You will not be able to input the required shipper company data in Step 5 without this file. You must have an active Internet connection to perform this step.

SECTION 5: ENTER DATA FOR EACH OF YOUR COMPANIES

Now that you have defined your shipper companies, you will be asked to provide additional information for EACH shipper company separately.

Select Shipper Company for Data Entry

On the **Home** screen, you will now see all the shipper companies you created listed in the window below item # 5: **Select Company for Data Entry**. There will be a status message after each company, indicating whether or not the data entry for that company is complete. The following information may appear beside a company name:

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

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

- **Errors** will prevent you from generating the **Internal Metrics Reports** under item #8, **View Your Data Reports**, and must be addressed before you can submit your Tool to EPA.
- **Warnings** will still allow you to run the **Internal Metrics Reports** and submit your data to EPA. However, it is strongly recommended that you carefully review each warning message before sending your data to EPA so that you can anticipate questions that may come from a Partner Account Manager (PAM) as a result of your data being outside the expected ranges. The method addressing errors and warnings is described for subsequent input screens in the following sections.

To add data to a particular company, highlight the company name and then double-click. You will then proceed to the Tool **Data Entry Screens**.

“Input Carriers” Screens



Worksheet #3A provided at <http://www3.epa.gov/smartway/forshippers/index.htm> can help you prepare for filling out the Input Carriers section in the Shipper Tool (make one copy for each company).

To begin, you will need to identify the carriers included in each shipper company. Two options are available for identifying your carriers. If you have a large number of carriers (e.g., large 3PL with 100 or more carriers), you may wish to develop your carrier details separately and upload your data in a single file using the **Outside Data Import** method. Alternatively, if your shipper company has a limited number of carriers, you may choose to specify your carriers one at a time using the **Manual Input SmartWay Carriers Entry** method. These two methods are described in detail in the **Shipper Tool Data Entry and Troubleshooting Guide** and the **Guide to Importing Carrier Data Using the Outside Data Import Function**.

Regardless of the method you choose, you will need to first identify the mode of transport for the carrier. Five carrier mode selections are available, including:

- Rail
- Truck
- Multi-modal
- Logistics
- Barge

(Note: By selecting “All” on the Tool’s **Manual Input SmartWay Carriers** screen, you may search across all carriers, regardless of mode.)

Next, you may also specify a ranking category for the Truck mode. Truck ranking categories include:

- Auto Carrier
- Dray
- Expedited
- Flatbed
- Heavy/Bulk
- LTL Dry Van
- Mixed
- Moving
- Package
- Refrigerated
- Specialized
- Tanker
- TL Dry Van

Ranking category selections are not currently available for other modes but may be added in the future. (Note: Multi-modal selections list “Truck/Rail” as the ranking category.)

After identifying the mode (and ranking category, if available), you should identify each carrier's specific fleet name, as listed in the SmartWay Carrier Data file, along with any associated SCACs, DOT #s, MCNs and addresses. The Carrier data file can be downloaded from the SmartWay website by selecting the button under Step 4 on the Shipper Tool **Home** screen and viewed on the **Manual Input SmartWay Carriers** screen or offline using Microsoft® Excel. In addition, a new function is now available to assist you in matching your carrier names with the fleets listed in the SmartWay carrier data file. This matching process is explained in detail on the **Match My Carriers** screen.

In certain cases, a carrier may have multiple fleets associated with its operations. In the case of trucking, multi-modal and logistics partners, you may use the SCAC list in the Carrier Data file to select among multiple fleets. The **Manual Input SmartWay Carriers** screen also allows you to filter carrier fleets by SCAC, MCN, DOT number, and/or address if needed.

After identifying your SmartWay carriers, you must then go to the **Manual Input Non-SmartWay Carriers** screen to enter the number of non-SmartWay carriers within the current shipper company. *Only include carriers used during the reporting year.* Enter the total number of non-SmartWay partners within the current fleet and check the box to confirm that all the non-SmartWay carriers in this company have been added. If this company has non-SmartWay carriers, select the carrier mode(s) the non-SmartWay carrier(s) belong to.

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

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

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

Data Requirements for "Activity Data" Screen



Worksheet #3B provided at <http://www3.epa.gov/smartway/forshippers/index.htm> can help you prepare for filling out the Activity Data section in the Shipper Tool (make one copy for each company).

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

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

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

- a - Ton-miles and Total miles,
- b - Ton-miles and Average Payload,
- c - Total miles and Average Payload, and
- d - Total miles only

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

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

- If you have reliable data for both ton-miles and miles, you should select Option a.
- If you don't have reliable miles data, but do have reliable ton-mile data, select Option b.
- If you don't have reliable ton-miles data, but do have reliable miles data, select from options c or d.

NOTE: Only carriers in ranking categories TL/Dry Van, Refrigerated, Flatbed, Tanker, Moving, Dray and Auto Carrier may select Option d, due to the difficulty in estimating payloads for these carrier types.

Choose the method that uses the most accurate data at your disposal for each carrier. In this way the tool will utilize the most accurate data available for the ton-mile and mile comparison metrics as well as for the emissions footprint calculations.

After specifying the **Data Availability Option**, record your activity data.

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

Data Availability Option a – Enter total ton-miles and total miles. Total miles corresponds to truck miles, railcar miles, or barge miles, as appropriate. For rail carriers, DO NOT enter train miles, and for barge carriers, DO NOT enter miles for the entire string of barges – enter the sum of miles for each individual railcar and/or barge load.

Data Availability Option b - Enter total ton-miles along with your estimated average payload (per truck or railcar, as appropriate) in short tons (2,000 lbs).

Data Availability Option c - Enter total miles along with your estimated average payload (per truck, barge or railcar, as appropriate) in short tons (2,000 lbs).

Data Availability Option d - Enter total miles.

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

You can calculate your company's ton-miles as follows:

Enter the ton-miles hauled per year attributable to each carrier. A ton-mile is one ton moving one mile. **DO NOT ESTIMATE TON-MILES BY SIMPLY MULTIPLYING TOTAL MILES BY TOTAL TONS** - this calculation effectively assumes your entire tonnage is transported on EACH AND EVERY truck, and will clearly overstate your ton-miles.

There are two ways to calculate ton-miles:

1. Companies can determine their average payload per carrier, multiply the average payload by the total miles per carrier, and sum the results for all carriers for the reporting year; or

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

To check your estimate, divide ton-miles by miles. The result is your fleet-average payload. If this number is not reasonable, please check your calculations.

“% SmartWay” Screen



Worksheet #3C provided at <http://www3.epa.gov/smartway/forshippers/index.htm> can help you prepare for filling out the % SmartWay section in the Shipper Tool (make one copy for each company).

The % **SmartWay** screen calculates your % SmartWay Value, reflecting the fraction of miles, ton-miles, or a user-provided custom metric attributable to SmartWay carrier partners.

The % SmartWay Value is used to determine eligibility for SmartWay Excellence Awards.

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

If you prefer, you may use other weighting factors across the different carriers, such as the percentage of total payments, the percentage of total weight or total packages, or an alternative “custom” for calculating your % **SmartWay Value**, by selecting the “% Custom” button. If you select to use a custom metric, you must enter the type of data you use for your percentage allocation estimates using the drop-down menu at the top left, and then enter the percent allocated to each carrier. Percentages must sum to 100. The resulting weighted average % **SmartWay Value** is displayed at the bottom right of the screen. You must also document the custom factor methodology in the text box presented at the lower left of the screen.

Note: If you selected % **SmartWay Only** on the **Basic or Comprehensive** screen, you will not see the Ton-Mile or Total Mile columns presented on the % SmartWay screen.

Optional Shipper Strategy Analysis Screens

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



Worksheets #4a/4b provided at <http://www3.epa.gov/smartway/forshippers/index.htm> can help you prepare for filling out the Optional Analysis sections in the Shipper Tool (make one copy for each strategy).

OPTIONAL STEPS—YEAR TO YEAR COMPARISONS, VIEW REPORTS, AND PROVIDE ADDITIONAL INFORMATION

After completing Steps 1 – 5 on the **Home** screen, you have access to three optional sections of the Tool.

Item #6 on the **Home** screen, the **Year-to-Year Comparison Report** allows the user to compare the company characteristics and activity values, as well as performance metrics for the current year with those of the prior year. This report is particularly helpful in identifying any changes that may have occurred since your last reporting period, determining trends in activity and performance over multiple years, and performing general quality assurance of the inputs used for your current Tool.

Item #7 on the **Home** screen, the **Partner Profile / Logo Info / Suggestions** section allows you to provide EPA with additional information about your company, potential use of the SmartWay Logo, general feedback regarding the SmartWay program, and carriers/other companies for potential recruitment. This information is optional and is not required in order to submit your Shipper Tool data to EPA.

Item #8 on the **Home** screen, the **View Your Data Reports** section gives you access to fifteen reports to help you understand your data and use it to make better performance decisions.

*****Once you've reviewed these sections, you will be ready to submit your Tool to EPA.*****

STEPS FOR SUBMITTING YOUR TOOL TO EPA

1. Select the **“Generate File to Send to EPA*”** button, which will open a new screen.
2. Select the checkbox to indicate you understand the terms of the SmartWay Partnership Agreement once again.
3. 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 so, you must then 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 link **“Email me my SmartWay ID”** to have your ID sent to you. Submission of the SmartWay ID is optional. If you did not submit data last year, indicate how your company first heard about SmartWay.

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

Shipper_PartnerName_Year_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; for example:

Shipper_ABCShipper, Inc_2014_V0.xml

4. Next, specify the folder where you would like to save the .xml and .xls files, and a screen will appear.
5. 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.
6. Upon selecting NEXT, a screen will appear that allows you to close the Shipper Tool or return to the **Home** screen.

Next Steps

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

Please visit www3.epa.gov/smartway/forshippers/index.htm for additional resources, including data collection worksheets, video tutorials, and the **Shipper Tool Data Entry and Troubleshooting Guide** for step-by-step guidance through every section of the Shipper Tool.

Appendix: Worksheets for Data Collection

List of Worksheets

#1: Company Contact Worksheet.....	24
#2: Shipper Company Characterization Worksheet.....	25
#3A: Select Carriers Worksheet.....	26
#3B: Activity Data Worksheet.....	28
#3C: % SmartWay Worksheet.....	30
#4A: Shipper Strategies Worksheet.....	31
#4B: Modal Shift Worksheet.....	32

Worksheet #1: Company Contact Information

#1. Enter Your Contact Information:

General Company Contact Information

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

Working Contact Information

Working Contact Name							
Working Contact Mailing Address							
City		State/Province		Zip		Country	
Working Contact Phone Number				Email Address			

Executive Contact Information

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

Other Contact Information

Other Contact Name							
Other Contact Mailing Address							
City		State/Province		Zip		Country	
Other Contact Phone Number				Email Address			
Contact's Role in Program							

Worksheet #2: Shipper Company Characterization

Complete this worksheet for each shipper company you will be submitting in the Shipper Tool.

#2: Define your Shipper Companies

Company Name (Partner Name followed by specific company name)

NAICS: _____

Company Contact: _____

Company Name (Partner Name followed by specific company name)

NAICS: _____

Company Contact: _____

Company Name (Partner Name followed by specific company name)

NAICS: _____

Company Contact: _____

Company Name (Partner Name followed by specific company name)

NAICS: _____

Company Contact: _____

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

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

#3A: Identify your Shipper Carriers

Shipper Company Name _____

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

Non-SmartWay Carrier modes (circle all that apply)

Truck Logistics Multi-modal Barge

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

List SmartWay Carriers

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

* Exactly as it appears in SmartWay Carrier Data file

^ Truck, Rail, Logistics, Barge, Multi-modal

** Truck ranking categories include: Auto Carrier, Dray, Expedited, Flatbed, Heavy/Bulk, LTL Dry Van, Mixed, Moving, Package, Refrigerated, Specialized, Tanker, TL Dry Van

Worksheet #3B: Activity Data (page 1 of 2)

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

#3B: Enter Activity Data

Shipper Company Name:

Provide Data Source Description:

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

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

Carrier Name	Data Availability Option (a-d)*	Ton-miles^^	Miles	Average Payload**

* Options include

- a - Ton-miles and Total miles,
- b - Ton-miles and Average Payload,
- c - Total miles and Average Payload, and
- d - Total miles only

** For Options b and c only

Worksheet #3C: Enter % SmartWay Allocation Data

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

Shipper Company Name:

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

Ton-Miles Miles % Spent % Weight % Packages Custom Metric

Describe Custom Metric (if applicable):

Enter % allocation factors for each carrier, for % Spent, % Weight, % Packages, or Custom Metric allocations. Totals must sum to 100.

Carrier Name	% Allocation

Worksheet #4A: Enter Shipper Strategies Data

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

Shipper Company Name:

Provide Name of Shipper Strategy

Select Activity Category (mark one):

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

Specify Percent Improvement:

Mode	% Improvement
Truck	
Rail	
Logistics	
Multi-modal	
Barge	

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

Worksheet #4B: Enter Modal Shift Data

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

Shipper Company Name:

Select “From” Mode (circle one):

Truck Rail Logistics Multi-modal Barge

Select “To” Mode (circle one):

Truck Rail Logistics Multi-modal Barge Marine – OGV

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

Shipper Carrier’s Average Modal (industry) Average User Input

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

Shipper Carrier’s Average Modal (industry) Average User Input

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

Specify Activity Amount – “From” Mode: _____

Specify Activity Amount – “To” Mode: _____