

2017 SmartWay Air Carrier Partner Tool: User Guide

U.S. Version 2.0.16 (Data Year 2016)





2017 SmartWay Air Carrier Partner Tool: User Guide U.S. Version 2.0.16 (Data Year 2016)

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



Office of Transportation and Air Quality
EPA-420-B-17-018
April 2017

Table of Contents

OVERVIEW	1
BASIC INFORMATION FOR AIR FREIGHT CARRIERS	2
WHAT IS THE SMARTWAY TRANSPORT PARTNERSHIP?.....	2
WHY DO AIR FREIGHT CARRIERS JOIN THE SMARTWAY TRANSPORT PARTNERSHIP?	2
HOW DO AIR FREIGHT CARRIERS JOIN THE SMARTWAY TRANSPORT PARTNERSHIP?	3
HOW DO I JOIN IF MY PARENT COMPANY HAS MULTIPLE FLEETS?.....	4
WHAT DATA DO I NEED TO GATHER TO COMPLETE THE AIR TOOL?.....	4
WHAT IS INCLUDED IN THE SMARTWAY AIR FREIGHT CARRIER ANNUAL PARTNERSHIP AGREEMENT?	5
ORGANIZATION OF THE SMARTWAY AIR TOOL	8
GETTING STARTED	10
ABOUT MICROSOFT EXCEL	10
DOWNLOADING THE SMARTWAY AIR TOOL	10
SETTING YOUR SECURITY LEVELS FOR THE SMARTWAY TOOLS	10
INTRODUCTION SCREENS.....	10
SmartWay Welcome Screen.....	11
Assistance for New Users Screen.....	11
Making Sure You Have the Right Tool Screen.....	13
Gathering Your Data Screen	13
Tool Help and Navigation Screen	14
Schedule of Tool Due Dates Screen	15
SmartWay Partnership Annual Agreement Screen.....	17
The US/Canada Operations Screen	18
ENTERING DATA INTO THE TOOL	20
SECTIONS OF THE TOOL.....	21
ENTERING YOUR DATA	21
VALIDATING YOUR DATA.....	22
SAVING YOUR DATA	22
PROVIDING ADDITIONAL INFORMATION	22
REVIEWING YOUR DATA.....	22
SUBMITTING DATA TO SMARTWAY	22
DETAILED DATA ENTRY INSTRUCTIONS	23
ESTABLISHING YOUR DATA COLLECTION YEAR	23
SECTION 1: SPECIFY OFFICIAL PARTNER NAME.....	23
SECTION 2: ENTER CONTACT INFORMATION	25
SECTION 3: FLEET DESCRIPTION.....	30
SECTION 4: DATA ENTRY	34

VALIDATING YOUR DATA.....	44
OPTIONAL STEPS — PROVIDE ADDITIONAL INFORMATION AND VIEW REPORTS	45
SUBMITTING YOUR TOOL TO EPA.....	49
TROUBLESHOOTING	53
PROPER CALCULATION SETTING.....	53
OFFICE 2010 AND NEWER	53
OFFICE 2007	54
OFFICE 2003	55
APPENDIX A: ACTIVITY DATA WORKSHEETS	57
APPENDIX B: HOW TO SET SECURITY LEVELS FOR THE SMARTWAY TOOLS	62

Overview

In this guide you will learn about:

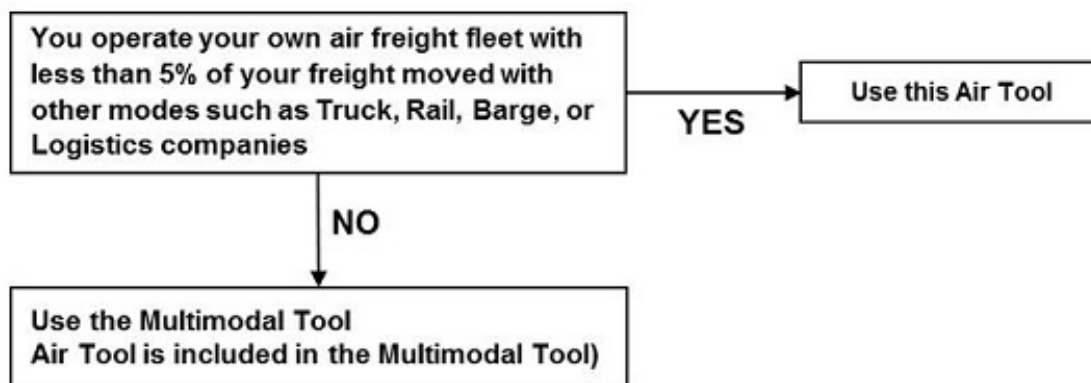
1. SmartWay Basic Information
2. Joining SmartWay Transport Partnership as an aircraft company
3. Understanding the details of the SmartWay Partnership Agreement
4. Gathering the data necessary for participation in SmartWay.
5. Meeting software/hardware requirements for participating in the program

Please review this guide carefully BEFORE attempting to gather your company data, or entering data into the Air Tool. Understanding the basics of the program will simplify your SmartWay experience.

WARNING:

***Before beginning, use this chart to make sure you are choosing the right Tool for your operations! ***

Is this the right SmartWay tool for me?



If none of the above statements is applicable, contact EPA SmartWay at 734-214-4767 for assistance.

Basic Information for Air Freight Carriers

This section covers frequently asked questions and essential information about the SmartWay Transport Partnership and how air freight Carriers can participate.

What is the SmartWay Transport Partnership?

Launched in 2003, SmartWay® is a United States Environmental Protection Agency (EPA) program that reduces transportation-related emissions and costs by creating incentives to improve supply chain fuel efficiency.

Seven types of freight transport companies can join SmartWay.

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

SmartWay ranks Partners' efficiency and environmental performance and recognizes superior performance in various Partner categories through the SmartWay Excellence Awards.

Why Do Air Freight Carriers Join the SmartWay Transport Partnership?

The SmartWay Transport Partnership provides Air Freight Carriers 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

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

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.

Shippers that join SmartWay move significant amounts of freight with SmartWay Carriers. The higher efficiency of SmartWay carriers compared to non-SmartWay carriers gives SmartWay Air Freight Carriers 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 Air Freight Carrier Partners

- 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 Air Freight Carriers 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 Air Freight Carriers Join the SmartWay Transport Partnership?

Air Freight Carriers join SmartWay by submitting a SmartWay Air Tool (hereafter known as the "Air Tool," or simply, the "Tool.")

When an air freight carrier submits an Air Tool to EPA, they agree to the requirements stipulated in the SmartWay Partnership Annual Agreement for Carriers--notably, that they will measure and report the emissions performance of their company annually and provide supporting documentation to EPA upon request.

SmartWay Air Freight Carriers agree to complete and submit the SmartWay Air Tool to:

- define fleet composition
- characterize company activity
- individually benchmark multiple fleets

- track annual changes in performance

Upon approval of an Air Tool submission, an aircraft company will be identified as a SmartWay Air Freight Carrier Partner on EPA's website, on the SmartWay Partner List, and in a database used to identify companies that meet SmartWay's annual requirements.

How Do I Join if My Parent Company Has Multiple Fleets?

Companies that join the SmartWay Partnership should include all of their fleets in their submission. If a company wishes to list multiple fleets in the Air Tool, they should list these fleets as their customers hire them. Internal fleets invisible to a customer should not be listed separately. Companies will be listed at the Company level in the SmartWay Partner list on the SmartWay website, and each individually defined fleet will appear as a separate entity in the SmartWay Carrier Data file that customers use to identify which fleets they do business with in the Air Tool.

SmartWay highly recommends developing your list of fleets before beginning your data entry process. Any fleet that a shipper could hire directly should be listed as a separate fleet in your Air Tool submission.

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

What Data Do I Need to Gather to Complete the Air Tool?

To participate in SmartWay, Air Freight Carriers need to gather the following essential information to complete the Air Tool:

- The official company name, EXACTLY as you would like it presented on the EPA website
- Company contact information
- Contact details for your working contact
- Contact details for an executive contact (cannot be the same as the working contact)
- Split between US/Canada operations
- A comprehensive list of fleets, including fleet details, such as:
 - Fleet type (dedicated freight, mixed operations, or passenger)
 - Service area (international, national, or regional)
 - Revenue category
 - Total number of aircraft
- Sources for all data to be entered
- SmartWay ID number (if this is not your first Air Tool submission)

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

What is Included in the SmartWay Air Freight Carrier Annual Partnership Agreement?

To join the SmartWay Transport Partnership as an Air Freight Carrier, you must agree to the language on the “Partnership Annual Agreement for Carriers.” 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. Your company’s executive contact must approve this agreement.

Partnership Agreement for Carriers

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 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).
4. Treat individual corporate data as sensitive business information.

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.

Organization of the SmartWay Air Tool

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

The Air Tool is organized around

- information screens
- forms or worksheets
- reports and summaries

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

SmartWay Welcome

SmartWay®

Data Year
2016

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

Air

United States Version: 2.0.16a
Released on: 04/14/2017

Welcome to the 2017 SmartWay AIR Tool

Since 2004, companies have been participating in the SmartWay Program to reduce their fuel usage, reduce emissions, and save money.

Developed in cooperation with the freight transportation industry, the SmartWay Transport Partnership helps you to improve your efficiency by tracking and benchmarking performance.

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** **QUIT**

Page A-1 **NEXT**

Figure 1. Welcome Screen for the SmartWay Air Tool

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

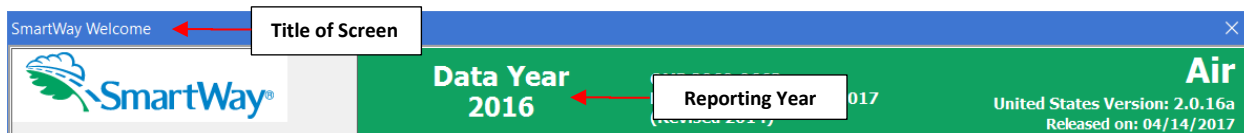


Figure 2. Screenshot of Title of Screen/Form

Each screen contains text instructions or information about the program. Where applicable, the screens also include buttons executing various functions. The screens also contain navigation buttons to direct you through the Tool.



Figure 3. 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.

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



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



The **ADD COMMENTS** button will be highlighted in yellow on your screen if comments have been added for a particular screen. The button will then read **VIEW/ADD COMMENTS** to indicate to your reviewer that there are comments to be read.



Getting Started

About Microsoft Excel

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

Completing the Air Tool requires the following software and hardware:

- A 2003 or later version of Microsoft Excel
- Excel security level set at Medium or lower
- A PC running Windows XP or newer operating system, or a Mac that is running the Windows XP operating system. The tool does not currently work using the Mac operating system
- At least 15 megabytes of available disk space (more disk space may be required based on the number of companies you define in your tool).
- Adequate memory (RAM) to run Microsoft Office
- A monitor resolution of at least 1,024 x 768

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.

Downloading the SmartWay Air Tool

To download the Air Tool, visit: <https://www.epa.gov/smartway/smartway-air-carrier-tools-and-resources>. Save the Tool in a folder on your hard drive; this folder will house copies of your data and future updates.

Setting Your Security Levels for the SmartWay Tools

In some cases, Microsoft Excel will ask you to adjust your security settings before opening the Tool. Instructions should appear on your screen *if* you need to change your security settings before running the Tool. The instructions differ depending upon what version of Excel you use (Excel 2003, 2007, 2010, or 2013). See Appendix B for further details.

Introduction Screens

Before you reach your data entry section of the Tool, you will move through five introductory screens that allow you to review the basics of participation in SmartWay for air freight Carriers. These include:

- The “SmartWay Welcome” Screen
- The “SmartWay Partnership Annual Agreement” Screen
- The “SmartWay Tool Selection” Screen
- The “Required Information” Screen
- The “Partner Schedule” Screen


The features of these screens are described below.

SmartWay Welcome Screen

The **SmartWay Welcome** screen is the first window that appears when the Tool is opened (**Figure 1**). This screen contains:

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



After selecting the  button on the **SmartWay Welcome** screen, the **Assistance for New Users Screen** will appear.

Assistance for New Users Screen

The **Assistance for New Users Screen** appears first after the **Welcome** screen, and allows users to view a video presenting an overview of the Tool (see Error! Reference source not found.).

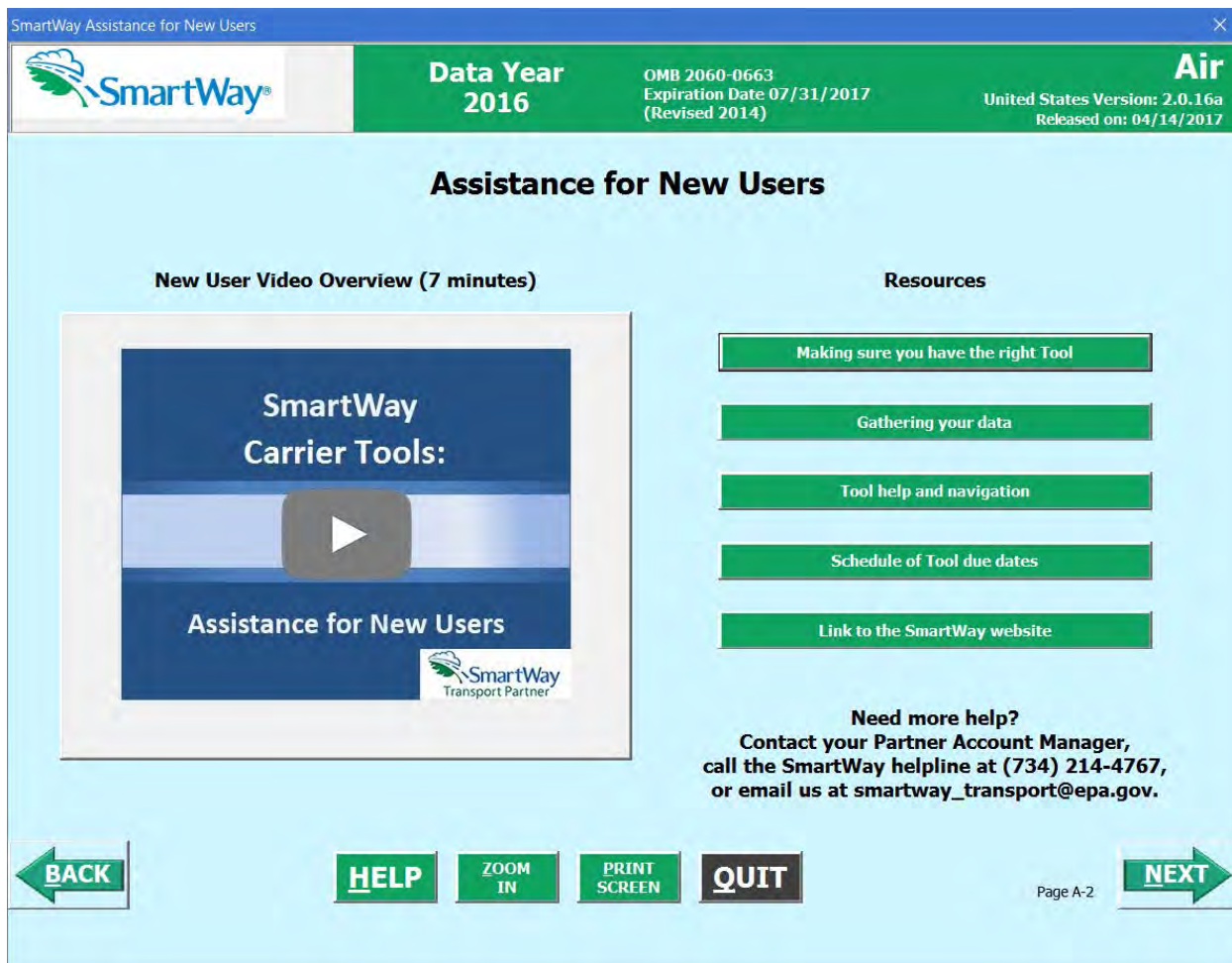


Figure 4. Assistance for New Users Screen

Additional screens may also be accessed from this screen, including:

- Making sure you have the right Tool
- Gathering your data
- Tool help and navigation
- Schedule of Tool due dates
- Link to the SmartWay website

Selecting these buttons on the **Assistance for New Users** screen will take you to a new screen containing the information of interest. These are general information screens and may be skipped if you are already familiar with the Tool.

Making Sure You Have the Right Tool Screen

SmartWay offers several tools tailored for different business models and freight services. Most air companies will use the Air Tool; however, it is advisable to review this screen to make sure it is the best option for your operations.

SmartWay: Making Sure You Have the Right Tool

SmartWay®

Data Year 2016

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

Air
United States Version: 2.0.16a
Released on: 04/14/2017

Is this the right SmartWay tool for me?

You operate your own air freight fleet with less than 5% of your freight moved with other modes such as Truck, Rail, Barge, or Logistics companies

YES → Use this Air Tool

NO → Use the Multimodal Tool
(Air Tool is included in the Multimodal Tool)

BACK **ZOOM IN** **PRINT SCREEN**

Page A-3

Figure 5. Making Sure You Have the Right Tool Screen


Gathering Your Data Screen

This next screen summarizes the information needed to complete the Air Tool. Select

**PRINT
SCREEN**

to retain a hardcopy for reference as you complete the rest of the Tool.

SmartWay: Required Information



**Data Year
2016**

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

Air
United States Version: 2.0.16a
Released on: 04/14/2017

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

Partner 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, Email
- SmartWay ID (for returning partners)
- % of air miles in U.S. and Canada



Fleet Characterization Information

- Fleet Name
- Type of Fleet (Passenger, Dedicated Freight, Mixed Operations)
- Fleet Service Area (International, National, Regional)
- Fleet Revenue Category (Large, Medium, Small, Micro)
- Total # Aircraft in Fleet

Fleet-Level Operations Profile

- Number of aircraft by fleet
- Aircraft make, model and series
- Engine make and model
- Average engine load during cruise (optional)
- Cargo weight and volume capacity (optional)
- Fuel type
- Total annual fuel consumption and units (gallons/tons)
- Total annual miles traveled and ton-miles carried
- Utilized volume
- Total LTOs per year
- Total annual hours of operation
- Detailed data source description





Page A-4

Figure 6. Required Information Screen

Tool Help and Navigation Screen

This screen presents the complete list of buttons available throughout the Tool (Error! Reference source not found.). Becoming familiar with these buttons will make completing the Tool easier and faster. Select the  button for additional information regarding the data entry requirements for a given screen. Of special note is the small question mark (), which appears next to new concepts when they are introduced throughout the Tool. Selecting the question mark will reveal additional definitions of terms or instructions to help you complete the data fields properly.

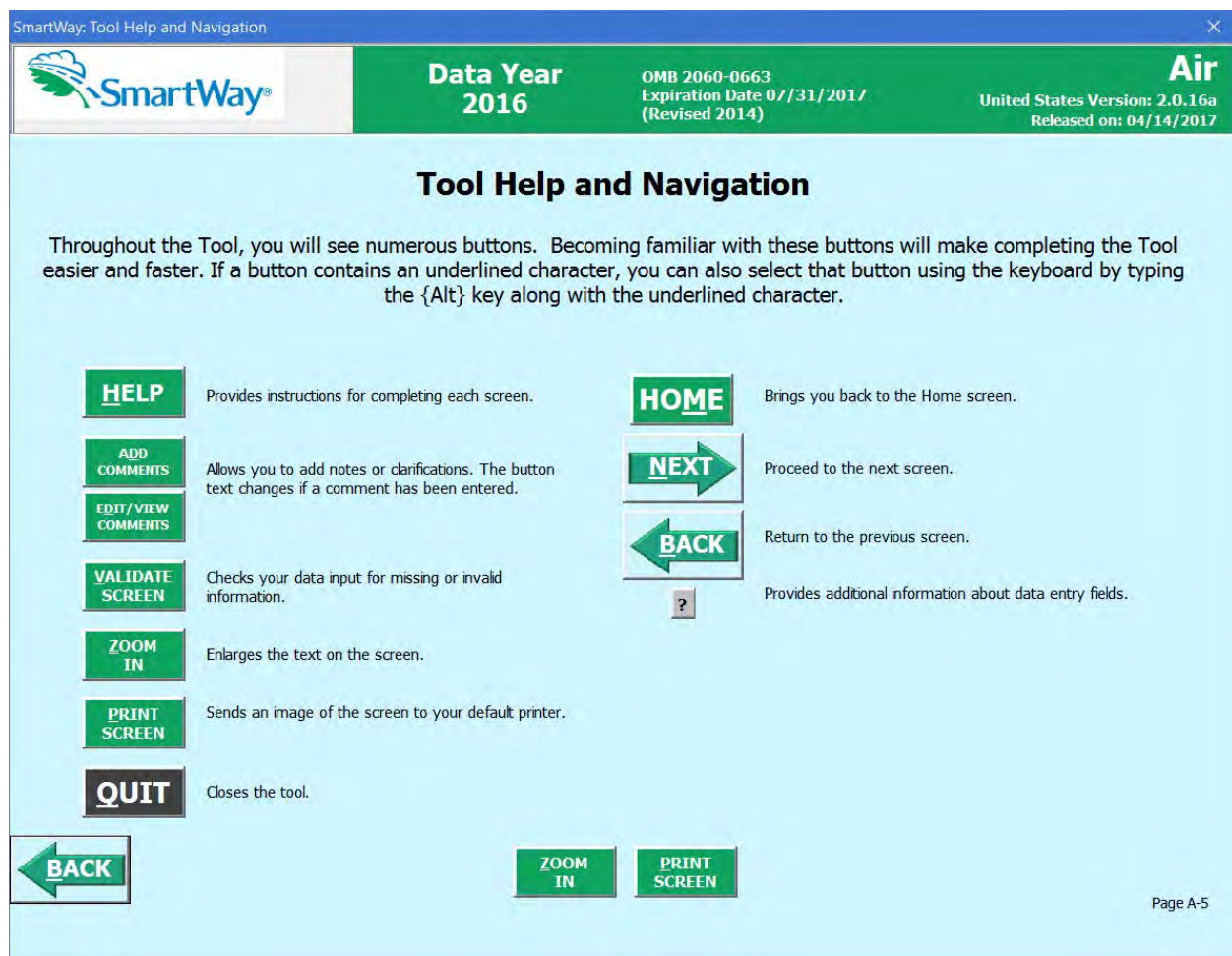


Figure 7. Tool Help and Navigation Screen

Schedule of Tool Due Dates Screen

As seen in Error! Reference source not found.8, this screen shows the *SmartWay Partner Schedule and Data Flow Diagram*, which provides the various Tool release and due dates for the 2017 calendar year, for tools completed using 2016 data. Refer to these dates to help ensure on-time delivery of your tool submittal.

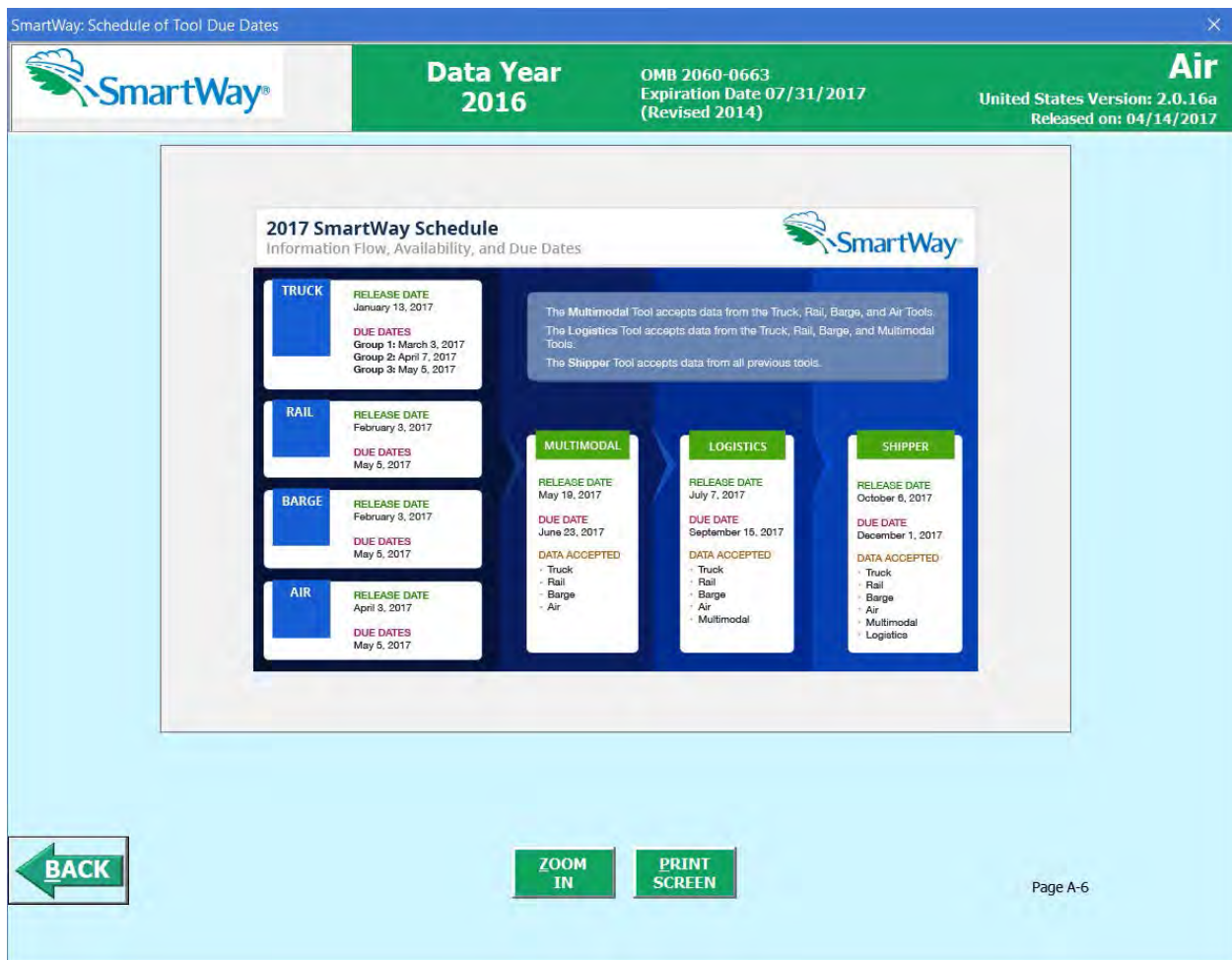


Figure 8. Schedule of Tool Due Dates Screen

After returning to the **Assistance for New Users** screen, you may select the **Link to the SmartWay website** button to proceed 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.

After selecting the **NEXT** button on the **SmartWay Assistance for New Users** screen, the **SmartWay Partnership Annual Agreement** will appear.

SmartWay Partnership Annual Agreement Screen

SmartWay Partnership Annual Agreement

SmartWay®

Data Year 2016

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

Air

United States Version: 2.0.16a
Released on: 04/14/2017

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).
4. Treat individual corporate data as sensitive business information.

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. 380 (criminal liability for false statements) and 31 U.S.C. 3729-33 (The False Claims Act).

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

Click to accept Agreement

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

Page A-7

Figure 9. SmartWay Annual Agreement for Canadian Partners Screen

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

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

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

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

NOTE: SmartWay Air 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 US/Canada Operations Screen

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

SmartWay US / Canadian Operations

SmartWay

Data Year 2016

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

Air

United States Version: 2.0.16a
Released on: 04/14/2017

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

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

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

United States: <http://www.epa.gov/smartway/>

Canada: <http://www.smartway.nrcan.gc.ca>

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

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

74 % Operation in the United States

26 % Operation in Canada

BACK **ZOOM IN** **PRINT SCREEN** **QUIT** **VIEW/ADD COMMENTS** **NEXT**

Page A-8

Figure 10. US/Canada Operations Screen

The SmartWay Transport Partnership is administered in both the United States and Canada. The Partnership operates the same way in both countries; however, data collection for

Canadian Partners is collected in metric units and there are French translations of all Tool screens and guidance.

If your company operates in both the United States and Canada, you should **ONLY SUBMIT ONE TOOL**. You may select either the US Tool or the Canadian Tool, and your Partnership participation will be recognized in both countries. If unsure about which country to which you should submit, you may contact either national SmartWay Program for assistance. Use the following program links:

United States: <https://www.epa.gov/smartway>

Canada: <http://www.nrcan.gc.ca/energy/efficiency/transportation/commercial-vehicles/smartway/7615>

To allow the United States and Canada to accurately determine the impacts of freight operations in each country, you are asked to complete a single screen indicating the approximate percentage of your total air miles that are US-based vs. Canada-based.

Once you have navigated through the introductory screens, you will go to the Air Tool **Home** screen.

Entering Data into the Tool

All data entry screens are reached by starting on the **Home** screen.

Figure 11 displays the structure of the **Home** screen.

SmartWay Air: Home

SmartWay®

Data Year 2016

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

Air

United States Version: 2.0.16a
Released on: 04/14/2017

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. **Contact Information**
- ☐ 3. **Fleet Description(s)**
- ☐ 4. **Data Entry** (Double-click the fleet name or select and hit Enter):
- ☐ 5. **Give us Feedback** ? Optional survey to help us improve your SmartWay experience.
- ☐ 6. **Generate a (.xml) data file** ? To complete your submission, email the small (.xml) data file and your large (.xls) tool file to EPA. If your email size limit cannot handle the tool file, send only the smaller data file.

YOUR RESULTS

View Your Data Reports

Visit the SmartWay Portal ?

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

Page A-9

Figure 11. Main Tool Navigation or “Home” Screen

Sections of the Tool


The Air Tool **Home** screen contains **seven sections** plus one button linking to the SmartWay Partner Portal. Each section links to additional screens or worksheets within the Tool which are described below:

- Section 1: Enter Partner Name (data field):** Specify your company's Partner Name, exactly as you want it to appear on the SmartWay website.
- Section 2: 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.
- Section 3: Fleet Description(s) (button):** This button takes you to screens that ask you to define all the fleets your company operates and provide information describing their operation. Once these parameters are defined, the software will enable you to generate blank data entry forms for each fleet.
- Section 4: Data Entry (selection list):** Selecting a fleet name will take you to screens asking for the aircraft carrier and operations information necessary to calculate efficiency metrics for the fleet.
- Section 5: (Optional) Give Us Feedback (button):** Here you can provide information about your company's environmental accomplishments and give EPA feedback about the SmartWay program.
- Section 6: 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.
- Section 7: (Optional) View Your Data Reports (button):** Here you can view final summaries of your data including all data inputs, aircraft and fleet summaries, emission summaries, a comments report, and a Partner Information report.

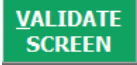
Entering Your Data

With the exception of Section 1, selecting 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 are mandatory and MUST be completed in order. These sections comprise all the data collection steps needed to complete your SmartWay Air Tool. After they are completed, you can review your output and/or submit your Tool to EPA.


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

Validating Your Data


The Air Tool includes range checks and other validation rules to help identify potential data entry errors and/or unusual data values. To identify potential data problems and ensure a high quality data submission, select the  button before moving on to the next screen.

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


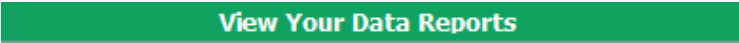

Saving Your Data

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

Providing Additional Information

The Air Tool includes an optional section that allows you to provide EPA with additional information regarding your company's environmental stewardship, potential use of the SmartWay Logo, and general feedback regarding the SmartWay program. Access this section by selecting the  button on the [Home](#) screen.

Reviewing Your Data

Selected screens within the Tool have 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 Air Tool are discussed further in the  section of this guide.

Submitting Data to SmartWay

Detailed instructions on properly submitting your data to EPA are included later in this guide.

Detailed Data Entry Instructions

Establishing Your Data Collection Year

Before beginning your data entry, 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 submitting for the first time and do not have a full year of operational data, please collect **a minimum of three months' data** for input into the Air 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—in other words, the name someone hiring you would look for.

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.
- ABC COMPANY LLC

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

SmartWay Air: Home

**Data Year
2016**

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

Air
United States Version: 2.0.16a
Released on: 04/14/2017

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):

Enter your Partner Name precisely as you want it to appear on the EPA website

☐

2. Contact Information

☐

3. Fleet Description(s)

☐

4. Data Entry (Double-click the fleet name or select and hit Enter):

☒

5. Give us Feedback ? Optional survey to help us improve your SmartWay experience.

☐

6. Generate a (.xml) data file ? To complete your submission, email the small (.xml) data file and your large (.xls) tool file to EPA. If your email size limit cannot handle the tool file, send only the smaller data file.

YOUR RESULTS

View Your Data Reports

Visit the SmartWay Portal ?

BACK

SAVE

HELP

ZOOM IN

PRINT SCREEN

QUIT

Page A-9

Figure 12. Partner Name Field on Home Screen

Proceed to Section 2 to enter your contact information.

Section 2: Enter Contact Information

From the [Home](#) screen, select the **Contact Information** Screen button.

The screenshot shows the 'SmartWay Air: Home' interface. At the top, there is a header bar with the SmartWay logo, 'Data Year 2016', OMB 2060-0663, Expiration Date 07/31/2017 (Revised 2014), and 'Air' with 'United States Version: 2.0.16a Released on: 04/14/2017'. Below the header, a message states: 'Please complete the following steps. Check boxes on the left indicate successful completion of each step. For more information, select the 'Help' button.'

The main content area lists six steps:

- ☒ 1. **Enter Partner Name** (Exactly as it should appear on the SmartWay website):
Air Freight and Passenger Services, Inc.
- ☐ 2. **Contact Information** (This button is highlighted with a red arrow and a box labeled 'Select this')
- ☐ 3. **Fleet Description(s)**
- ☐ 4. **Data Entry** (Double-click the fleet name or select and hit Enter):
[Empty text box]
- ☐ 5. **Give us Feedback** ? Optional survey to help us improve your SmartWay experience.
- ☐ 6. **Generate a (.xml) data file** ? To complete your submission, email the small (.xml) data file and your large (.xls) tool file to EPA. If your email size limit cannot handle the tool file, send only the smaller data file.

Below the steps, there is a section titled 'YOUR RESULTS' with two buttons: 'View Your Data Reports' and 'Visit the SmartWay Portal' ?

At the bottom, there is a navigation bar with buttons: BACK, SAVE, HELP, ZOOM IN, PRINT SCREEN, and QUIT. The 'Page A-9' label is in the bottom right corner.

Figure 13. Enter Contact Information Button on Home Screen

You will then be taken to the [Contact Information](#) screen. This screen 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* 123 Clear Skies Way
 Address2 Suite 310
 City* Dallas State* TX ZIP* 75229 Country* USA
 Main Phone* 214-654-4566 Toll Free
 Web Site www.fps.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* Jordan MI Last* Thompson
 Title* VP Operations

? Executive Contact:
 Name Ms. First* Cynthia MI Last* Burns
 Title* CFO

* - Required

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

Page A-10

Figure 14. Partner Contact Information Screen

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

Steps for Entering Contact Information:

Under the Partner Information tab:

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

The **Working Contact** is the individual designated by the Executive Contact to directly interface with SmartWay regarding specific tasks involved in the timely submission of the Tool. The Working Contact is responsible for coordinating the assembly of information to complete/update fleet data; completing and updating the Tool itself; maintaining direct communication with SmartWay; and keeping interested parties within the company apprised of relevant developments with SmartWay. (**NOTE:** To ensure that e-mails from SmartWay/EPA are not blocked, new contacts may need to add SmartWay/EPA to their preferred list of trusted sources.)

3. Enter the Executive Contact name and title.

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

Under the Working Contact tab:

The screenshot shows the 'SmartWay: Contact Information' window with the 'Working Contact' tab selected. The form contains the following fields and instructions:

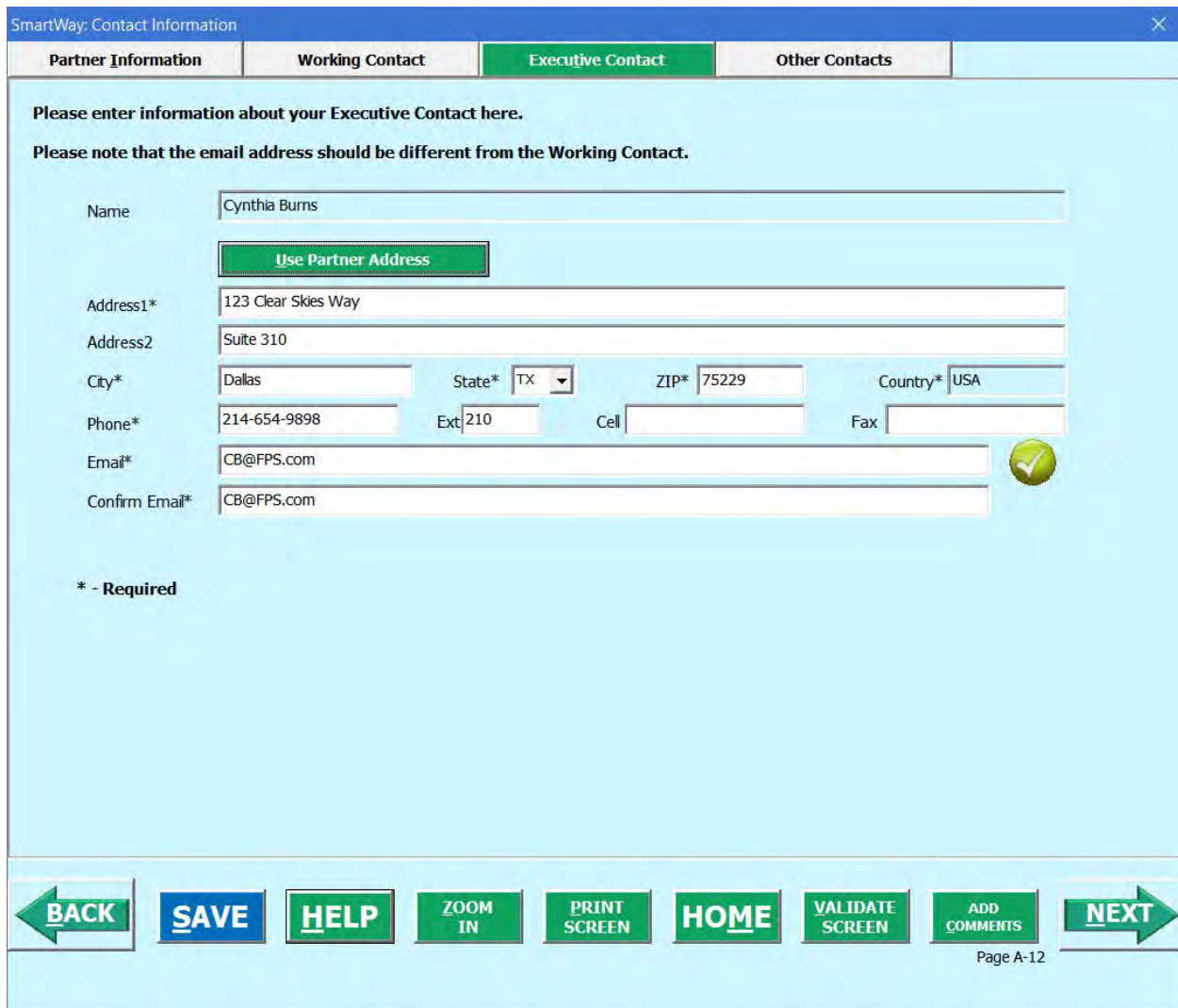
- Instructions:**
 - Please enter information about your Working Contact here.
 - Please note that the email address should be different from the Executive Contact.
- Fields:**
 - Name: Jordan Thompson
 - Address1*: 123 Clear Skies Way
 - Address2: Suite 310
 - City*: Dallas
 - State*: TX (dropdown)
 - ZIP*: 75229
 - Country*: USA
 - Phone*: 214-654-9878
 - Ext: 222
 - Cell: 214-555-8888
 - Fax: (empty)
 - Email*: JT@PFS.com
 - Confirm Email*: JT@PFS.com
- Buttons:**
 - Use Partner Address (green button)
 - BACK (green arrow button)
 - SAVE (blue button)
 - HELP (green button)
 - ZOOM IN (green button)
 - PRINT SCREEN (green button)
 - HOME (green button)
 - VALIDATE SCREEN (green button)
 - ADD COMMENTS (green button)
 - NEXT (green arrow button)
- Footer:** Page A-11

Figure 15. Working Contact Information Screen

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.

Please note that the email address should be different from the Working Contact.

Name: Cynthia Burns

Use Partner Address

Address1*: 123 Clear Skies Way

Address2: Suite 310

City*: Dallas State*: TX ZIP*: 75229 Country*: USA

Phone*: 214-654-9898 Ext: 210 Cell: Fax:

Email*: CB@FPS.com

Confirm Email*: CB@FPS.com

* - Required

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

Page A-12

Figure 16. Working Contact Information Screen

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.

4. **Enter the name(s) and title(s) for Other Contacts.**

The screenshot shows the 'SmartWay: Contact Information' window with the 'Other Contacts' tab selected. The window has a blue header bar with a close button (X) in the top right. Below the header is a tabbed interface with four tabs: 'Partner Information', 'Working Contact', 'Executive Contact', and 'Other Contacts' (which is highlighted in green). The main content area is light blue and contains the text 'Please enter information about your additional contacts here.' followed by 'Other Contacts:'. Below this is a large, empty, light gray rectangular box for entering contact information. At the bottom of this section are three green buttons: 'Add New Contact', 'Edit Selected Contact', and 'Delete Selected Contact'. At the very bottom of the window is a navigation bar with several buttons: 'BACK' (with a left arrow), 'SAVE' (in a blue box), 'HELP', 'ZOOM IN', 'PRINT SCREEN', 'HOME', and 'VIEW/ADD COMMENTS' (in a green box). The text 'Page A-12' is visible in the bottom right corner of the window.

Figure 17. Other Contact Information Screen

Enter Other Contacts (if applicable) by selecting the **Add New Contact** button. Next 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 follow-up.

NOTE: In some cases, companies with multiple fleets will gather information from different sources within the company. You may find it useful to have this additional contact information stored within the Tool.

You can add more contacts to the **Other Contacts** box by repeating this process. If you wish to edit an existing contact's information, highlight the name you wish to edit and then select the **Edit Selected Contact** button. You can remove an existing contact by highlighting the contact and then selecting **Delete Selected Contact**.

To make sure you have filled out all required contact information, select **VALIDATE SCREEN** 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.

After completing the **Contact Information** screens select the **HOME** button to return to the **Home** screen and go to Step 3.

Section 3: Fleet Description

On the **Home** screen, select the **Fleet Description(s)** button to display the **Fleet Description** screens.

The Air Tool tracks fleet-level operations. Most Air Freight Carriers should create one fleet; i.e., one row. However, if you have multiple fleets that can be hired by customers individually, you should create multiple fleet records in the Tool and characterize their operations individually. You should not include internal company fleet definitions or designations—only separate fleets as they would be identified and hired by your customers.

There are two screens in the **Fleet Description** section of the Tool:

- **Fleet Identification:** For each fleet that a customer can hire, you will be asked to establish a name. Each fleet name will begin with your Partner Name, and will include a fleet identifier. Use a Fleet Identifier that is recognizable by your customers.

- **Fleet Details:** For each fleet, you will be asked to identify the fleet type, identify the fleet's service area, select an appropriate revenue category, provide the total number of aircraft, and identify a point of contact.

SmartWay Air: Fleet Description(s)

Fleet Identification | **Fleet Details**

SmartWay will list your company's fleet name(s) on the SmartWay website to indicate your participation in the SmartWay program. On the website, each name will begin with your Partner Name, followed by your Fleet Identifier.

In the first row below, edit the Partner Name so that it appears exactly as 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. Next, name your fleet(s) exactly as you want them to appear on the SmartWay website, recognizing that they will automatically receive your company name as a prefix. If your company has only one fleet, you may leave the Fleet Identifier field blank, in which case the fleet name will simply be your Partner name.

Only include fleets where you control over 95% of the operation of the fleet's aircraft (weighted by miles). If you contract out more than 5% of a fleet's operation, do not enter it into this Tool, but instead use the Logistics Tool for that fleet. Also, only enter fleets in your company that a customer would have discretion to hire. Do not include internal fleets that are invisible to your customers.

To add fleets, simply select the "Add Another Fleet" button at the bottom of the screen. Note that when you do this, the partner name portion carries forward from the first row.

Delete	Partner Name	Fleet Identifier	Fleet Name (exactly as it will appear on the SmartWay Website)
<input type="checkbox"/>	1 Air Freight and Passenger Services, Inc.	East Coast	Air Freight and Passenger Services, Inc.: East Coast
<input type="checkbox"/>	2 Air Freight and Passenger Services, Inc.	West Coast	Air Freight and Passenger Services, Inc.: West Coast

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

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

Page A-14

Figure 18. Fleet Identification Screen

For each fleet you will need to specify:

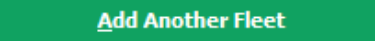

- **Partner Name:** On the SmartWay website, each of your fleet names will begin with the name of your company. This company name will be whatever you enter in the Partner Name field on the "Air Fleet Identification" screen. By default, the Company Name for your first fleet on the screen is automatically populated with the first 50 characters of the Partner Name that was entered on the Home screen. You should specify the Company 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. Remember that this name will be automatically inserted at the start of each of your fleet names on the SmartWay website.

- **Fleet Identifier:** Please make sure to 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 your Company Name. **NOTE:** If you have only one fleet, you may leave the Fleet Identifier field blank, in which case your business unit name will simply be your Company Name.

NOTE: Define your fleets based on the ability of your customers to choose them. If a fleet includes a mix of international and national service areas, and customers can choose to hire your international fleet separately, then each should be regarded as a separate fleet.

You may also enter additional fleets as needed:

- To enter another fleet, select the  button.
- To delete a business unit, select the box next to the row you wish to delete, and then select the  button.
- Once you have confirmed or modified the Fleet Name and specified the Fleet Identifiers, the full Fleet Name(s) will be displayed on the screen to the right, exactly as they will be displayed on the SmartWay website.

To proceed, select the **Fleet Details** tab at the top, or simply select the button at the bottom of the screen.



SmartWay Air: Fleet Description(s)

Fleet Identification | **Fleet Details**

Please provide the requested information for each fleet defined on the previous screen. The total number of aircraft specified must match the values entered in the upcoming Aircraft Inventory screen. Once complete select the 'Create Fleets' button at the bottom of the screen in order to generate the blank data templates for each fleet. Refer to the help buttons in the column headers and at the bottom of this screen for additional information regarding data entry selections.

Partner/Fleet Name	Fleet Type	Service Area	Revenue Category	Number of Aircraft
1: Air Freight and Passenger Services, Inc.: East Coast	Dedicated Freight	International	Large	32
2: Air Freight and Passenger Services, Inc.: West Coast	Mixed Operations	Regional	Medium	26

CREATE FLEET(S)

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

Page A-15

Figure 19. Fleet Details Screen

For each fleet, you are asked to provide additional details.

- Fleet Type:** Fleet types include dedicated freight services, passenger services and mixed freight and passenger services. A fleet is considered a dedicated freight service provider if 75 % or more of their business is associated with shipments of cargo. If 25% or less of a partner's business is associated with shipments of cargo then they are considered primarily passenger service. Airlines where cargo shipments are less than 75 % and greater than 25 % of their business are considered mixed service providers.
- Service Area:** The Service Area allows you to differentiate between international services, domestic services including national or regional service areas. If your fleet provides a mixture of international and domestic services, select international.
- Revenue Category:** The Revenue Categories allow for future comparisons of similar sized business operations. For this data field, a fleet is considered large if its annual revenues are over \$1 billion; medium if its annual revenue is between

\$100 million and \$1 billion; small if its annual revenue is between \$20 and \$100 million; and micro if its annual revenue is less than \$20 million.

- **Total Number of Aircraft:** For each fleet, identify the number aircraft.

Please use Worksheet #2 in Appendix A of this document to help you prepare your fleet characterization information.

Once you are sure your information is input correctly, you may select the

CREATE FLEET(S)

button at the bottom of the page. You will automatically be returned to the [Home](#) Screen.

Section 4: Data Entry

On the [Home](#) screen, you will now see all the fleets you created listed in the window below item # 4: [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 also see one of two qualifiers: “Errors” or “Warnings.”

- **Errors** will prevent you from generating the **Emissions Summary** under [View Your Data Reports](#), and must be addressed before you can submit your Tool to EPA.
- **Warnings** will still allow you to run the **Emissions Summary** 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 as a result of your data being outside the expected ranges. The method for addressing errors and warnings is described for subsequent input screens in the following sections.

SmartWay Air: Home

SmartWay®

Data Year 2016

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

Air

United States Version: 2.0.16a
Released on: 04/14/2017

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):
Air Freight and Passenger Services, Inc.
- ☒ **2. Contact Information**
- ☒ **3. Fleet Description(s)**
- ☐ **4. Data Entry** (Double-click the fleet name or select and hit Enter):
Air Freight and Passenger Services, Inc.: East Coast - Not Checked
Air Freight and Passenger Services, Inc.: West Coast - Not Checked
- ☒ **5. Give us Feedback** ? Optional survey to help us improve your SmartWay experience.
- ☐ **6. Generate a (.xml) data file** ? To complete your submission, email the small (.xml) data file and your large (.xls) tool file to EPA. If your email size limit cannot handle the tool file, send only the smaller data file.

YOUR RESULTS

[View Your Data Reports](#)

[Visit the SmartWay Portal](#) ?

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

Page A-9

Figure 20. Fleet Data Entry Status Message

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**.

Air Tool: Air Freight and Passenger Services, Inc.: East Coast

Aircraft Inventory Aircraft Operations Efficiency Utilization Data Source Description

For each aircraft (or group of aircraft), specify the requested make, model, and cargo capacity information. If you have a group of identical aircraft, change the value in the "# of Aircraft" column to reflect the total number that share the given characteristics.

After entering the number of aircraft in your fleet, select the appropriate aircraft make using the drop-down menu. Upon selection, the available aircraft model and series options for that make will appear in the next drop-down menu. Similarly, after specifying model and series, available engine makes and models will appear in the next drop-down menu. Based on your selections for these three fields the Tool will present the number of engines, assumed engine load, and estimated cargo weight and volume capacity. Of these fields you may enter alternative values for engine load and cargo capacity if you have reliable fleet-specific data.

To add more data-entry rows, select the "Add More Rows" button. After selecting this button, you will be prompted to enter the number of rows to add. To delete a given row, check its "Delete" checkbox and then click the "Delete Checked Rows" button.

Please refer to the help buttons throughout this screen for more information on entering your aircraft inventory information.

Delete	Number of Aircraft	Aircraft Make	Aircraft Model and Series	Engine Make and Model	# of Engines	Engine Load %	Aircraft Weight Capacity (lbs)	Aircraft Volume Capacity (cu ft)
<input type="checkbox"/>	3	AIRBUS	Airbus A310-200 Series	IGE010-CF6-80A-N/A-No engi	2	83	72,422	3,605
<input type="checkbox"/>	5	ANTONOV	Antonov 124 Ruslan	IGE009-CF6-50E2-N/A-acoust	4	7	125,906	4,522
<input type="checkbox"/>	8	BRITTEN-NORMAN	Britten-Norman BN-2A Mk III Trislan	TIO540-TIO-540-J2B2 -N/A-	3	68	1,715	77.5
<input type="checkbox"/>	15	GULFSTREAM	Gulfstream G280	11HN005-HTF7250G (AS907-2	2	70	5,990	130
<input type="checkbox"/>	1	PIPER AIRCRAFT	Piper PA-23 Apache/Aztec	TIO540-TIO-540-J2B2 -N/A-N-	2	78	1,358	65.4

Page A-16

Figure 21. Aircraft Inventory Data Entry Screen


Information entered on this screen and the next will allow the Air Tool to accurately calculate emissions from your aircraft fleet by ensuring that the appropriate emission factors are applied.

First enter the number of aircraft in the "# of Aircraft" column to reflect the total number of aircraft for the given set of aircraft/engine make and model characteristics. *The total number of aircraft entered on this screen must equal the total number specified for this fleet on the Fleet Details screen.*

Keep in mind that you do not have to input a line for every single aircraft -- only for every aircraft/engine combination. So, for example, if you have 25 Boeing 747-400s with Pratt and Whitney PW 40621 turbo fans, you may enter all the information for these 25 aircraft on one line.

After entering the number of aircraft for each row, select the appropriate aircraft make using the drop-down menu. Upon selection, the available aircraft model and series options for that make will appear in the next drop-down menu. Similarly, after specifying model and series, available engine makes and models will appear in the next drop-down menu.


The Air Tool includes over 3,000 possible aircraft/engine combinations. If you do not see your specific aircraft/engine combination, please note this in the comment section (by selecting

the  button) and then select the aircraft/engine combination that most closely resembles yours.

The Air Tool will automatically populate the number of engines associated with an airframe as well as approximations of the weight and volume capacities per aircraft where available. (If no value is provided, use your best estimates). Weight capacity reflects total passenger, luggage, and cargo weight. Volume capacity reflects total interior volume, not just the cargo hold area. As airframe configurations can vary significantly, you should revise the weight and volume capacity estimates with information on your specific fleet.

For passenger aircraft, in your estimate be sure to include the weight and volume associated with passengers, not just the cargo hold. For the weight capacity, use the FAA assumption of 220 pounds per passenger (which includes the weight of the passenger and luggage), and an additional 110 pounds per seat (or per passenger if the number of seats is unknown) to account for the weight of structures and systems to accommodate the passengers². Note that you must then exclude luggage from the cargo component so that it is not double counted.

Finally, enter the average engine load during cruise as a percent (between 0 and 100). If you do not know the average cruising engine load a default value of 70% may be used.

To add more data-entry rows, select the  button. After selecting this button, you will be prompted to enter the number of rows to add.

² ICAO Carbon Emissions Calculator, Version 5, June 2012

To delete a given row, check the corresponding box in the **Delete** column and click the



button.

You also have the option of importing your data from an external file, as long as the file meets the pre-determined format.³ To utilize this option, select the **Import Aircraft Data** button.

Import Aircraft Data

Once you select the **Import Aircraft Data** button, the **Import Aircraft Data** window will be displayed. Press the **Select File...** button to open a window that allows you to browse to the location of your import file. Once the import file is selected, the file path and name will be displayed.

Import Aircraft Data

Select File...

³ The SmartWay Air Tool is also provided with a “starter” Excel file (starter.xls). This file contains column headers for the required Air Tool input information in the first row. The next two rows contain example aircraft records and should be over-written. After adding the required information for your fleet save the file with a different name in a folder of your choosing before importing. Future versions of the Air Tool may include an Export File function to facilitate this process.

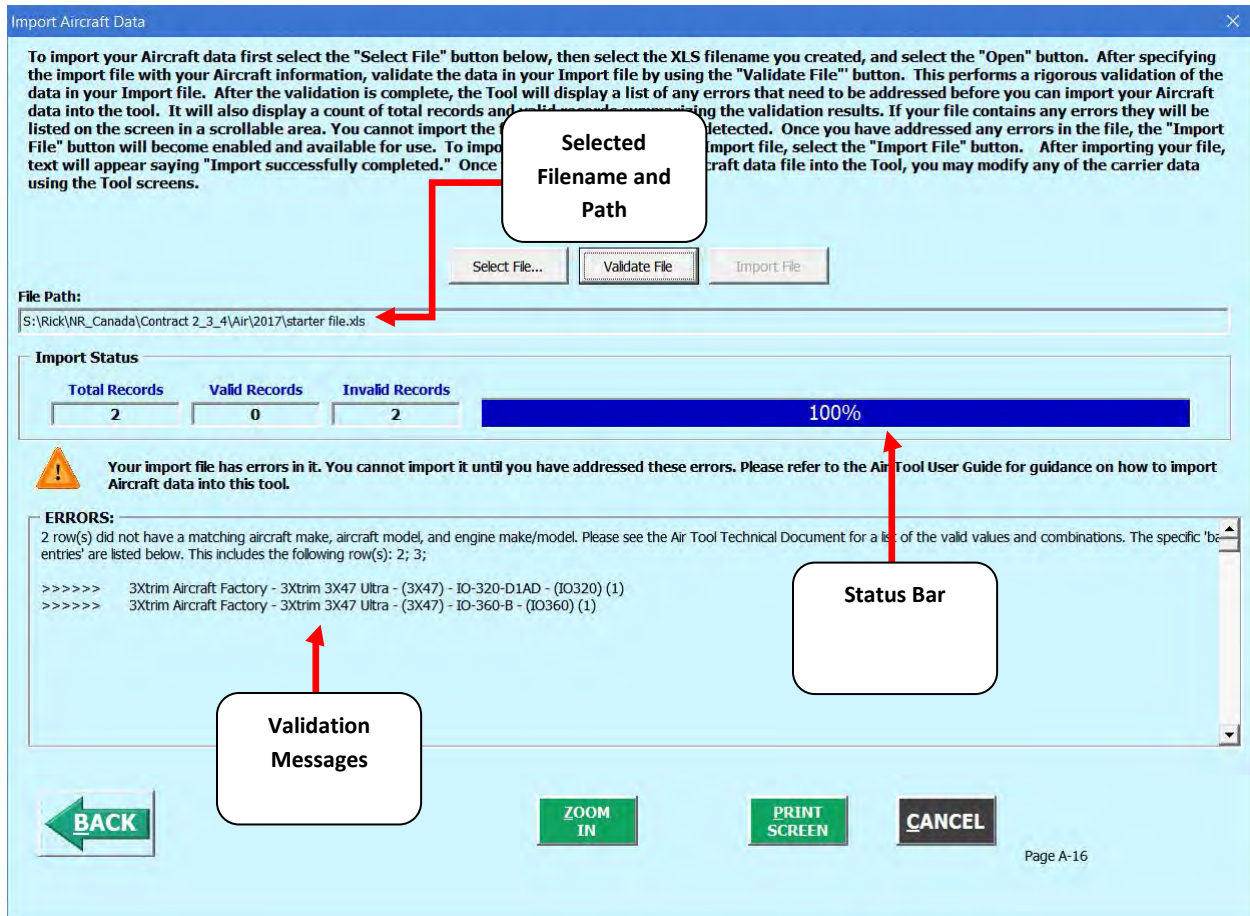


Figure 22. Import Aircraft Data Screen

Press the **Validate File** button to see any error that may prevent the data from being imported or to confirm that your import file passes all validation for import. Any validation message are shown in the same window below the **Import Status** section of the window, as shown in **Figure 22**. Once your file has been validated, press the **Import File** button to import your data. The tool will present a message window informing you once your import has successfully completed. Select the **OK** button to close the windows.

To proceed, select the **Aircraft Operations** tab at the top, or simply select the **NEXT** button at the bottom of the screen.

Air Tool: Air Freight and Passenger Services, Inc.: East Coast

Aircraft Inventory **Aircraft Operations** Efficiency Utilization Data Source Description

For each row, provide the requested operational information. If the row represents a group of aircraft (rather than a single aircraft), the data must reflect the total annual activity for the entire group. Also, any data item with "Total" in the header must be entered as a total (not average) amount.

To add or delete a row of data, you must return to the Aircraft Inventory tab.

Please refer to the help buttons throughout this screen for more information on entering your aircraft operations information.

Aircraft Type	Number of Aircraft	Fuel Type	Total Annual Fuel	Fuel Units	Total Annual Miles Traveled	Total Annual Ton-Miles	Avg Utilized Volume per Aircraft (cu ft)	Total Annual LTOs	Total Annual Hours of Operation
1. Airbus A310-200 Series	3	Jet Fuel	9,875	Tons	258,947	2,893,853	1,734	958	8,574
2. Antonov 124 Rusian	5	Jet Fuel	45,697	Gallons	425,896	11,587,952	2,782	1,257	10,298
3. Britten-Norman BN-2A Mk III Trislander	8	Jet Fuel	112,659	Gallons	1,125,645	456,212	74	2,049	16,278
4. Gulfstream G280	15	Jet Fuel	256,982	Gallons	2,225,121	4,444,552	145	4,127	32,698
5. Piper PA-23 Apache/Aztec	1	Aviation Gasolin	9,862	Gallons	65,227	25,821	49	226	2,245

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

Page A-18

Figure 23. Aircraft Operations Data Entry Screen

On this screen enter annual amounts for all of the aircraft associated with each given aircraft/engine combination defined in the **Aircraft Characteristics** tab. For example, if you indicated that you have 25 identical aircraft on the **Aircraft Characteristics** tab, you will need to enter annual amounts that represent the total for all 25 of these aircraft.

For each row, provide the requested operational information. If a row represents a group of aircraft, rather than a single aircraft, the data must reflect the total annual activity for the entire group, unless otherwise specified. For each row, you will be asked to provide the following:

- **Fuel Type** – For each aircraft type, select the correct fuel type (Aviation Gasoline or Jet Fuel). Future versions of the tool may include various grades of jet fuel as well as biojet and synthetic fuels.

- **Total Annual Fuel Usage** – Provide the total annual fuel usage for all of the aircraft included in the aircraft type for that row.
- **Fuel Units** – Identify which units the fuel usage is supplied in (Tons or Gallons).
- **Total Annual Miles Traveled** – Provide the total number of miles traveled by all the aircraft included in the aircraft type for that row.
- **Total Annual Ton-Miles** – Enter the total ton-miles transported during the reporting year for all aircraft in the given make/model grouping. A ton-mile is one ton of freight moving one mile.

NOTE: DO NOT ESTIMATE TON-MILES BY SIMPLY MULTIPLYING TOTAL MILES BY TOTAL TON - this calculation effectively assumes your entire tonnage is transported on EACH AND EVERY aircraft, and will clearly overstate your ton-miles.

There are two ways to calculate your ton-miles:

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

$$2. \quad \text{Set Ton-miles per aircraft group} = \frac{(\text{total mi per group} \times \text{total tons per group})}{\text{total \# of flights per group}}$$

To check your data, divide ton-miles by miles. The result is your group-average aircraft payload. If this number is not reasonable, check your calculations.

Utilized Volume – Enter the AVERAGE volume PER AIRCRAFT (in cubic feet) occupied by freight carried by this make/model grouping, for the reporting year.

Total Annual LTOs – Enter the total number of LTOs for this aircraft grouping for the reporting year. One LTO cycle includes the approach, landing, taxi in, idling, taxi out, take off and climb-out.

Total Annual Hours of Operation – Enter the total annual hours of operation for this aircraft grouping for the reporting year. This value includes the flight time as well as time spent idling and taxiing to and from gates.

To proceed, select the **Efficiency Utilization** tab at the top, or simply select the



button at the bottom of the screen.

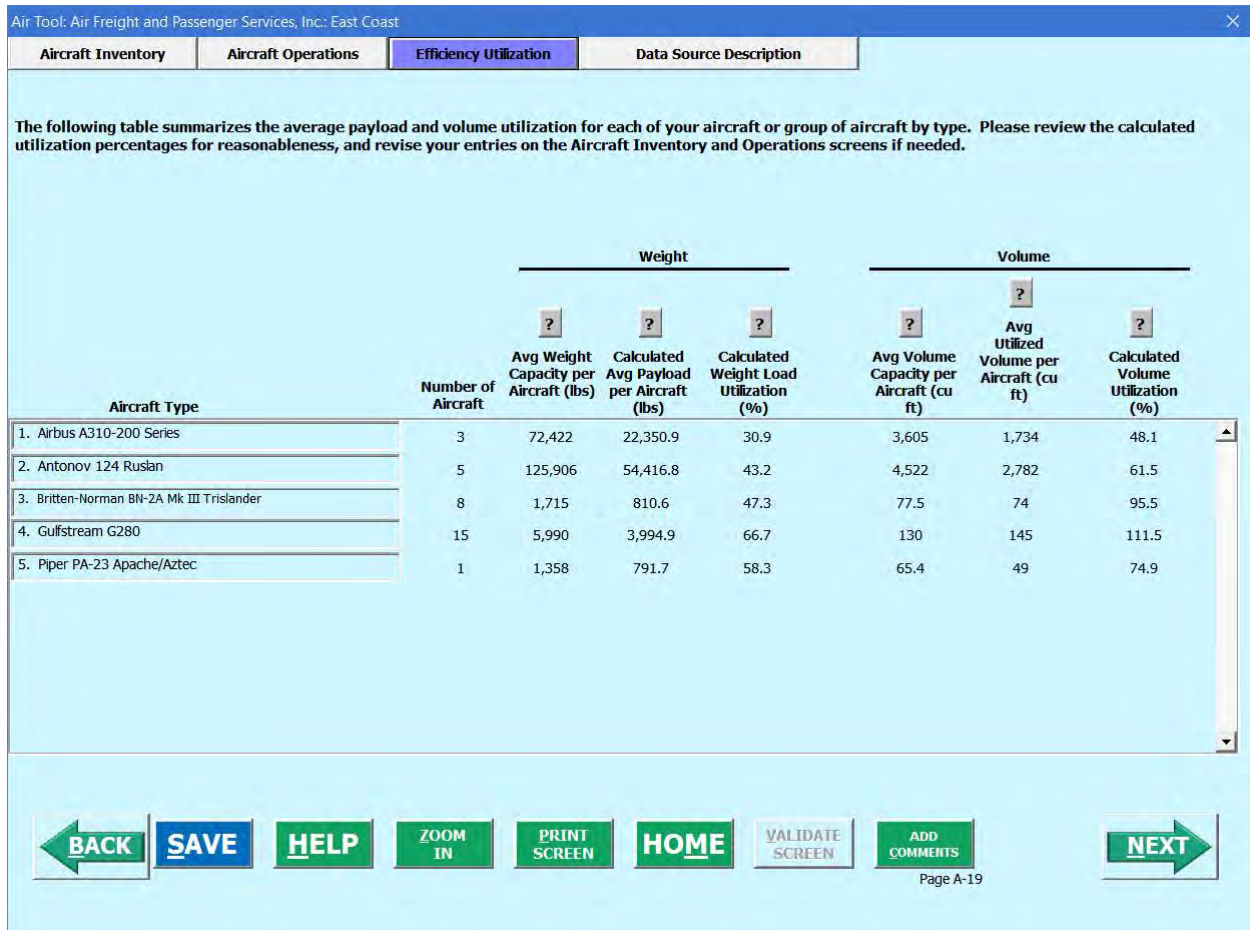


Figure 24. Efficiency Utilization Summary Screen

The Efficiency Utilization screen displays a summary of the average payload and volume utilization for each of your aircraft types. The calculated weight and volume utilization values should be less than 100%. If any payload or volume information was left blank, "N/A" will appear for that entry. If the calculated values do not look reasonable please revise the entries on the Aircraft Inventory and Aircraft Operations screens, then return to this screen to view the revised utilization estimates.

To proceed, select the **Data Source Description** tab at the top, or simply select the



button at the bottom of the screen.

Air Tool: Air Freight and Passenger Services, Inc.: East Coast

Aircraft Inventory	Aircraft Operations	Efficiency Utilization	Data Source Description
--------------------	---------------------	------------------------	--------------------------------









DATA SOURCES FOR AIRCRAFT INVENTORY, OPERATIONS, AND UTILIZATION INFORMATION

Please provide a detailed description of the data sources for the fleet inventory and operational data entered on the previous screens. Some of the aircraft characteristics and operation data should be readily available from Partner records such as the number of aircraft, fuel usage, kilometres travelled, utilization rates and operations. Aircraft make/model and engine manufacture/model is provided by the aircraft supplier (leasing company if the aircraft is being leased, or manufacturer if participant owns the aircraft). The aircraft supplier can also be helpful providing data on the payload volume and capacity of the aircraft. Alternatively payload capacity can also be obtained from the US Department of Transportation's Bureau of Transportation Statistics (BTS) T-100 dataset http://www.transtats.bts.gov/Tables.asp?DB_ID=111. The T-100 dataset is also a data source for LTO data. Note the T-100 data are provided to the FAA by the air carriers. An aircraft's flight plans can also be a data source for hours of operation and LTOs. Contact your SmartWay Partner Account Manager if you have questions regarding your data source description.

Once complete you may select the HOME button to return to the Home screen.

Data source (max 1000 characters)

Partner fleet records and T-100 data.

Page A-19

Figure 25. Data Source Description Entry Screen

Provide a detailed description of the data sources for the fleet inventory and operational data entered on the previous screens. Some of the aircraft characteristics and operation data should be readily available from Partner records such as the number of aircraft, fuel usage, kilometres traveled, utilization rates, and operations. Aircraft make/model and engine manufacture/model is provided by the aircraft supplier (leasing company if the aircraft is being leased, or manufacturer if participant owns the aircraft). The aircraft supplier can also be helpful providing data on the payload volume and capacity of the aircraft. Alternatively, payload capacity can also be obtained from the Department of Transportation's Bureau of Transportation Statistics (BTS) T-100 dataset. The T-100 dataset is also a data source for LTO data. Note the T-100 data are provided to the FAA by the air carriers. An aircraft's flight plans can also be a data source for hours of operation and LTOs.

Select the **HOME** button to return to the **Home** screen.

Validating Your Data

The Air Tool has validation checks embedded at different points in the Tool to ensure data quality, to help ensure the reasonableness and quality of Partner data.

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

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

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

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

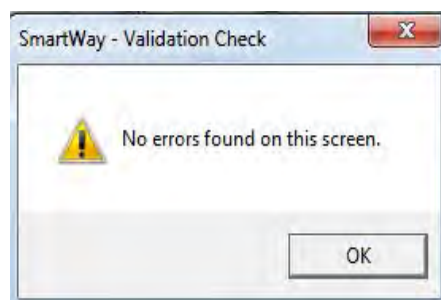


Figure 26. Validation Check Notification – No Errors

If missing or potentially erroneous inputs are identified, you will see the following message.

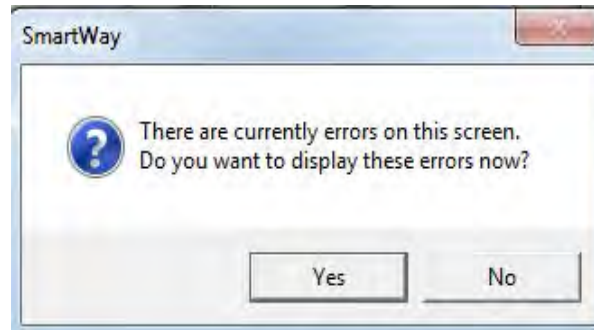


Figure 27. Validation Check Notification – with Errors/Warnings

Select **Yes** to see a complete list of validation errors/warnings.

The Air Tool also utilizes “logical” validation checks to ensure the reasonableness of various inputs and category selections. If inconsistencies are found, in most instances a simple warning is indicated, and text explanations are not required. For a complete listing of all validation checks used in the Tool, refer to the **Air Tool Technical Documentation**.

NOTE: At this time the Air Tool only contains minimal validation checks. Additional checks will be integrated into the Tool based on future partner data submittals.

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

Optional Steps — Provide Additional Information and View Reports

After completing Steps 1 – 4 on the **Home** screen, you have access to two optional sections of the Tool.

Selecting the **Give us Feedback** button on the **Home** screen will open the **Feedback** screen. These screens allow you to provide EPA with general feedback regarding the SmartWay program. This information is optional and is not required in order to submit your Tool data to EPA.

Figure 28 displays the **Feedback** 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 Give Us Feedback: Air Freight and Passenger Services, Inc. X

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: Air Freight and Passenger Services, 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 this SmartWay Tool	<input type="text"/>
I understand the SmartWay emission factor ranking system	<input type="text"/>
I understand the SmartWay Partnership logo guidelines	<input type="text"/>

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

Page A-24

Figure 28. Suggestions Screen

Once you have completed this screen, select the **HOME** button to return to the **Home** screen.

The **View Your Data Reports** section gives you access to various reports to help you understand your data and use it to make better performance decisions. You can access these reports by selecting **View Your Data Reports** button on the **Home** screen.

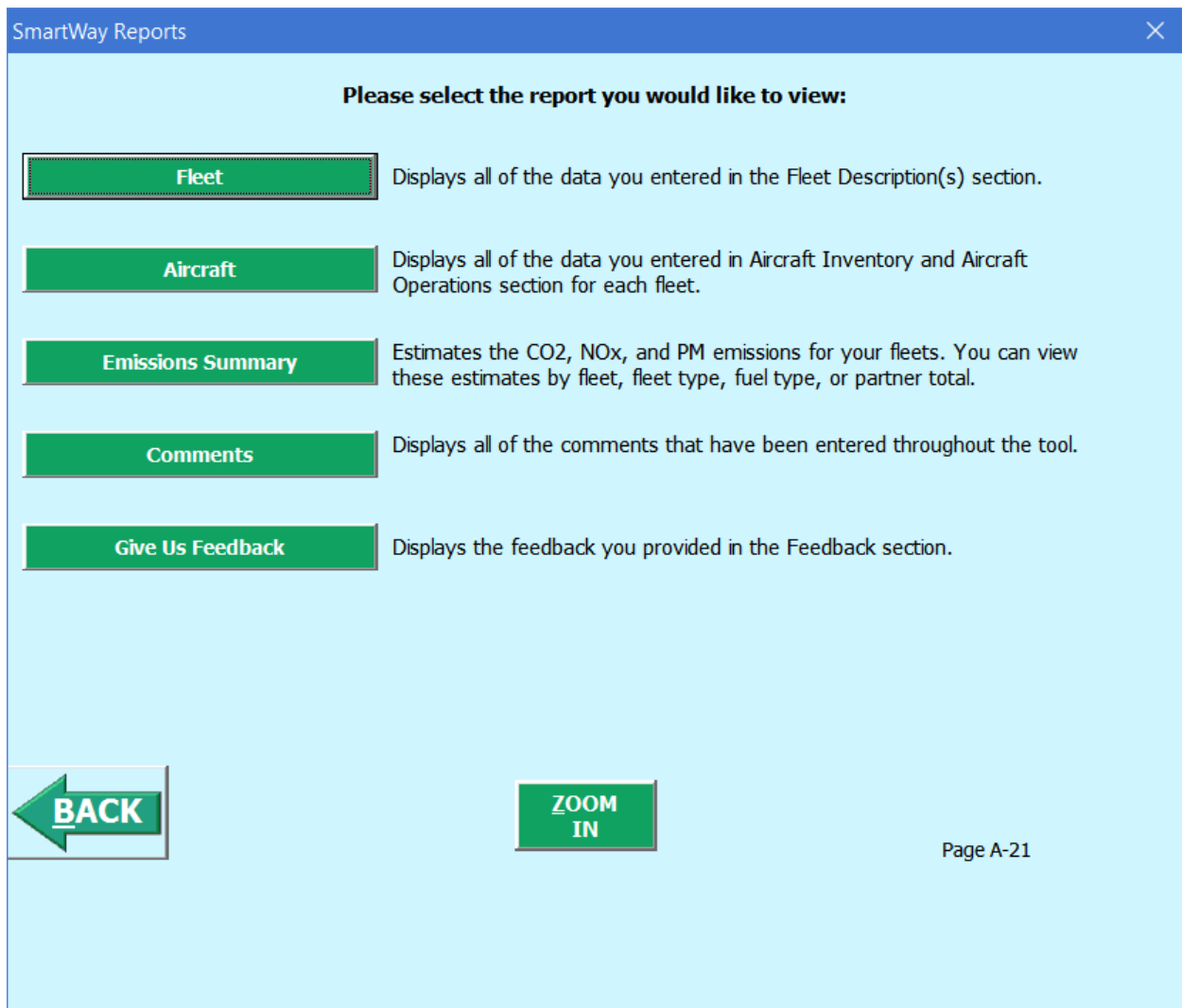


Figure 29. View Reports Menu

Selecting any of the green buttons on this screen will display the indicated data. Several reports summarize the data you entered on specific data input screens, such as the **Fleet Report** and **Aircraft Report**.

Selecting the **Emissions Summary** button takes you to a screen allowing you to preview and print your emissions summary report.

Figure 30 shows one of many sample reports that the Tool can generate for you; in this case summarizing emission in tons and assorted performance metrics at the Partner Total level (including all fleets). These reports will prove useful for your company's evaluation and improvement efforts.



Emissions Summary
Partner: Air Freight and Passenger Services, Inc.
Tool: Air
Display Option: Totals Only

Report generated on: 04/12/2017
Data Year: 2016

CO2	Total Emissions (Total Tons)	Based on Annual Statute Miles		
		Grams per Mile	Grams per Average Payload Ton-Mile	Grams per Thousand Cubic Foot-Miles
Partner Total	35,739.7266	7,906.3232	1,670.5422	1,855.7733

NOx	Total Emissions (Total Tons)	Based on Annual Statute Miles		
		Grams per Mile	Grams per Average Payload Ton-Mile	Grams per Thousand Cubic Foot-Miles
Partner Total	3,401.8298	752.5510	159.0079	176.6389

PM	Total Emissions (Total Tons)	Based on Annual Statute Miles		
		Grams per Mile	Grams per Average Payload Ton-Mile	Grams per Thousand Cubic Foot-Miles
Partner Total	133.3999	29.5107	6.2354	6.9267

Figure 30. Example of Completed Report

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

Submitting Your Tool to EPA

Select the **Generate a (.xml) data file** button, which will open a new screen.

Select the checkbox to indicate you understand the terms of the SmartWay Partnership Agreement once again.

Create submission file for EPA

SmartWay

Data Year 2016

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

Air

United States Version: 2.0.16a
Released on: 04/14/2017

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 **PRINT SCREEN** **CANCEL**

Page A-25 **NEXT**

Figure 31. EPA Submission Screen – Agreement Understanding

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 Partner Account Manager 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



**Data Year
2016**

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

Air
United States Version: 2.0.16a
Released on: 04/14/2017

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 ☐

Please enter your SmartWay ID that your Partner Account Manager 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: C:\Users\RBaker\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\RYHTZGEA unless you designate another location. Please select the NEXT button below to continue.

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

Page A-25

[NEXT](#)

Figure 32. EPA Submission Screen – Existing Partner

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

Air_PartnerName_Year_V0.xml⁴



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:

Air_Air Freight and Passenger Services, Inc_2016_V0.xml


⁴ If you create the XML file multiple times the file name will increment each time (e.g., Air_ABC Air, Inc_2016_V1.XML for the second iteration, etc.

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

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 files the Tool generated.

Upon selecting , you are presented with a “CONGRATULATIONS!” message screen which shows you the Excel tool path and name used to generate the corresponding XML file with the specified path and name, along with some general instructions about the submission files and process. Once you have finished reading the message window, select the  button to exit the message window. A message will appear that allows you to close the Air Tool or return to the [Home](#) screen.

SmartWay - Instructions for Submitting File
×



Air
United States Version: 2.0.16a
Released on: 4/14/2017

CONGRATULATIONS! Your SmartWay submission files are now located at:

Excel File

C:\Users\RBaker\Desktop\Air_Air Freight and Passenger Services, Inc__2016_V0.xls

XML File

C:\Users\RBaker\Desktop\Air_Air Freight and Passenger Services, Inc__2016_V0.XML

These files are ready to be emailed to EPA.

YOU MUST RETRIEVE THESE FILES FROM THIS FOLDER AND EMAIL THEM TO EPA IN ORDER TO COMPLETE YOUR SUBMISSION.

If you can, please email both files to SmartWay. If your mailbox can't send the .xls file, you may send the .xml data file only. Please open an email message, attach the new file(s) and send to smartway_transport@epa.gov, or to your Partner Account Manager if your company is an existing SmartWay Partner.

The .xls file is the file that you can view in MS Excel to look at your data reports, or view year-to-year comparison, etc. Please make sure you keep this file in a safe place within your company so that you may refer to it when you complete your SmartWay submission next year.

The .xml file is a file that copies the data you input into the tool into a much smaller file. If you open this file it will look like a big string of data and will not be useful for your own viewing. SmartWay created this function because some partners had mailbox size limitations and thus couldn't mail the large .xls Excel file.

If you have any questions on this submission process, please contact your Partner Account Manager or the SmartWay Call Center at (734) 214-4767 or email smartway_transport@epa.gov. Once SmartWay has received your file, it will be reviewed and you will receive an acknowledgement of acceptance.

ZOOM IN

PRINT SCREEN

CLOSE

Figure 33. Instructions for Submitting XML File to EPA

NOTE: DO NOT ZIP the File. Send it to EPA as a normal file attached in an e-mail.

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

If you have any comments about the Tool and/or User Guide, please submit these with your Tool in a separate document.

Troubleshooting

Although the SmartWay tools have been tested extensively, you may encounter errors. Intermittent errors have been encountered when opening the Tool from an e-mail rather than from a drive. In addition, note that you will not be able to open the Tool successfully directly from the SmartWay website, so save the Tool to your hard drive before opening. If you encounter an error during use of the Tool, try restarting the Tool directly from a disk drive, with all other Excel files and applications closed. In addition, make sure that your computer is using a system and application version validated for use with the SmartWay tools (Windows XP or later operating system, and Excel Office 2003 2007, 2010, or 2013).

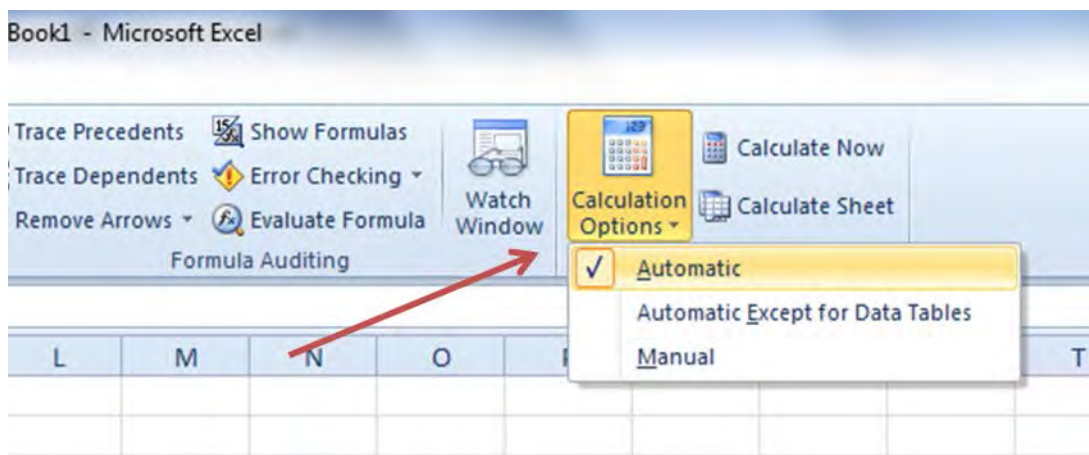
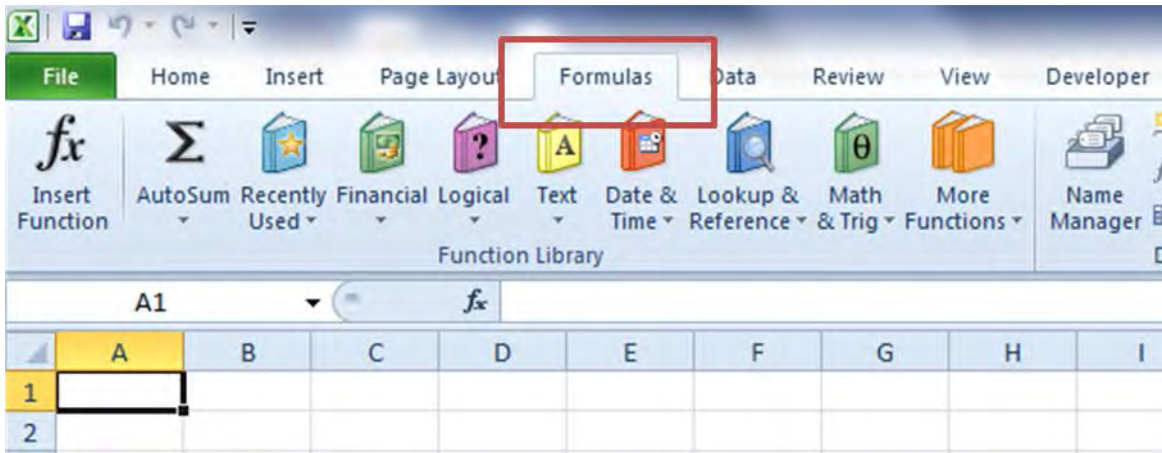
If you continue to encounter problems, make a screen capture of the error message, and save the Tool at that point. (You can make a screen capture by pressing the keys *Alt and Print Screen at the same time*, and then pasting the image into a document such as MS Word.) Then send the screenshot, along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

Proper Calculation Setting

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

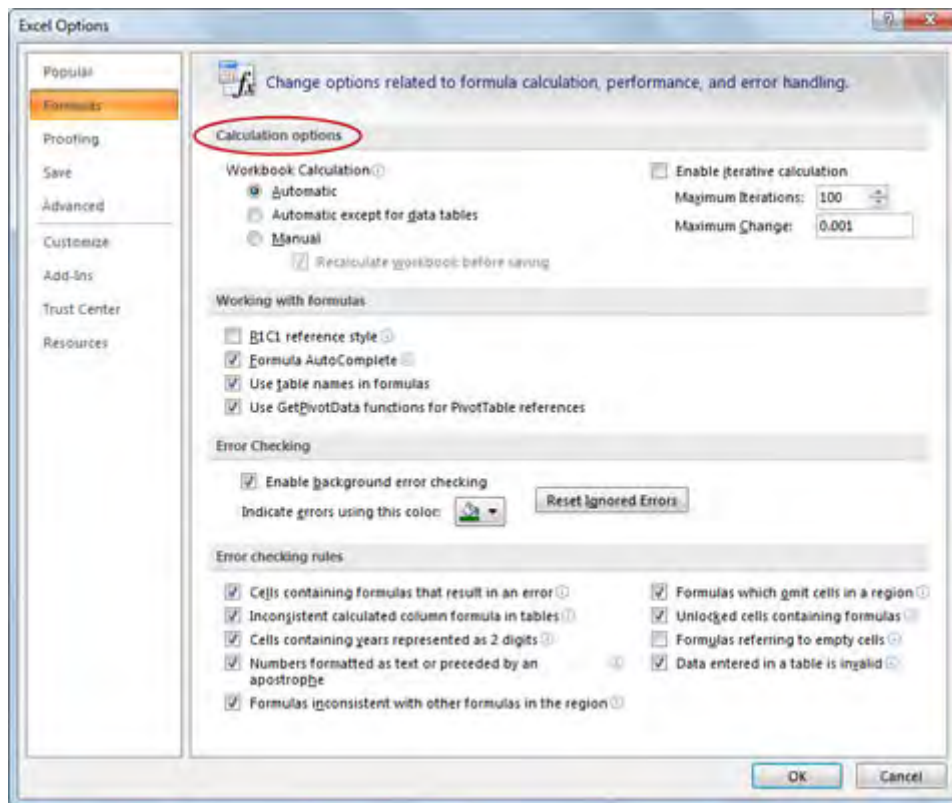
Office 2010 and Newer

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.



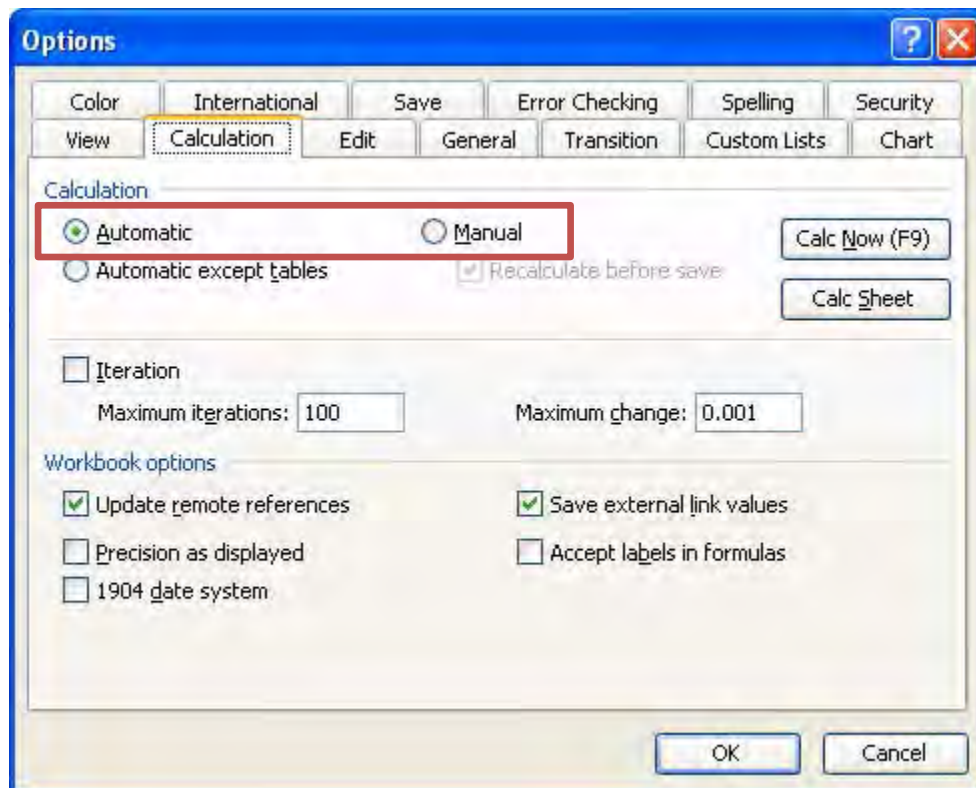
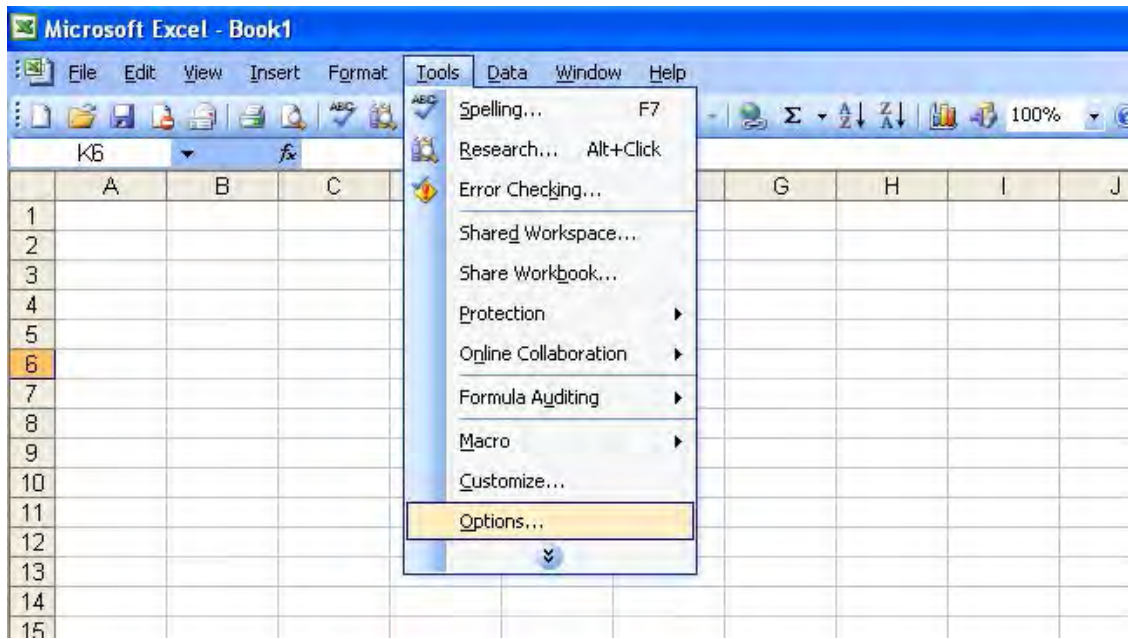
Office 2007

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”.



APPENDIX A: ACTIVITY DATA WORKSHEETS

Worksheet #1: Company and Contact Information

#1. Enter Your Contact Information:

General Company Contact Information

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

Executive Contact Information

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

Other Contact Information

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

Worksheet #2: Air Fleet Identification & Characterization

Complete this worksheet for each fleet you will be submitting in the Air Tool.

#2: Define Your Fleet(s)

Fleet Name (Partner Name followed by Fleet Identifier name)

Fleet Type: ☐ Dedicated Freight ☐ Mixed Operations ☐ Passenger

Service Area: ☐ International ☐ National ☐ Regional

Revenue Category: ☐ Large (> 1\$B)
 ☐ Medium (\$100M - \$1B)
 ☐ Small (\$20M - \$100M)
 ☐ Micro (< \$20M)

Total Number of Aircraft: _____

Fleet Contact: _____

Worksheet #3A: Aircraft Inventory and Operations

Complete the following for each fleet you will be submitting in the Air Tool. Make multiple copies of the table below to enter all aircraft in the fleet if needed.

#3A: Identify Your Fleets

Air Fleet Name

Number of Aircraft:	
Aircraft Make:	(selection list available)
Aircraft Model and Series:	(selection list available)
Number of Engines:	
Average Engine Load:	
Cargo Weight Capacity:	(default value provided, user option to change)
Cargo Volume Capacity (cubic feet):	(default value provided, user option to change)
Fuel Type:	(aviation gasoline, jet fuel)
Total Annual Fuel Usage:	
Fuel Units:	(gallons, tons)
Total Annual Miles Traveled:	
Total Annual Ton-Miles:	
Utilized Volume (cubic feet):	
Total Annual LTOs:	
Total Annual Hours of Operation:	

Worksheet #3B: Data Source Description

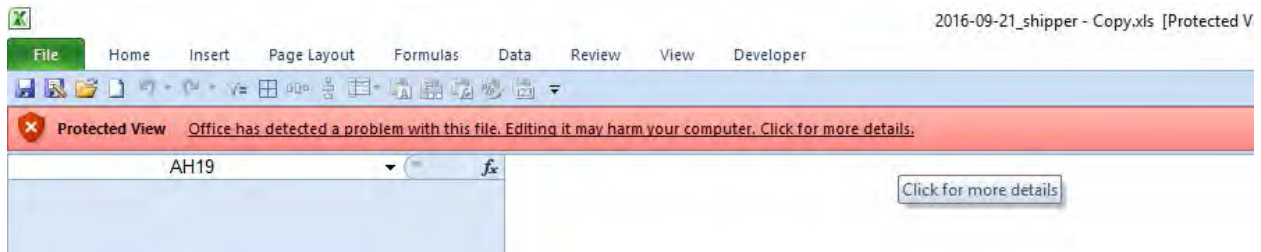
Complete the following for each fleet you will be submitting in the Air Tool. Make multiple copies of the tables if needed.

Fleet Name:

Provide Data Source Description:

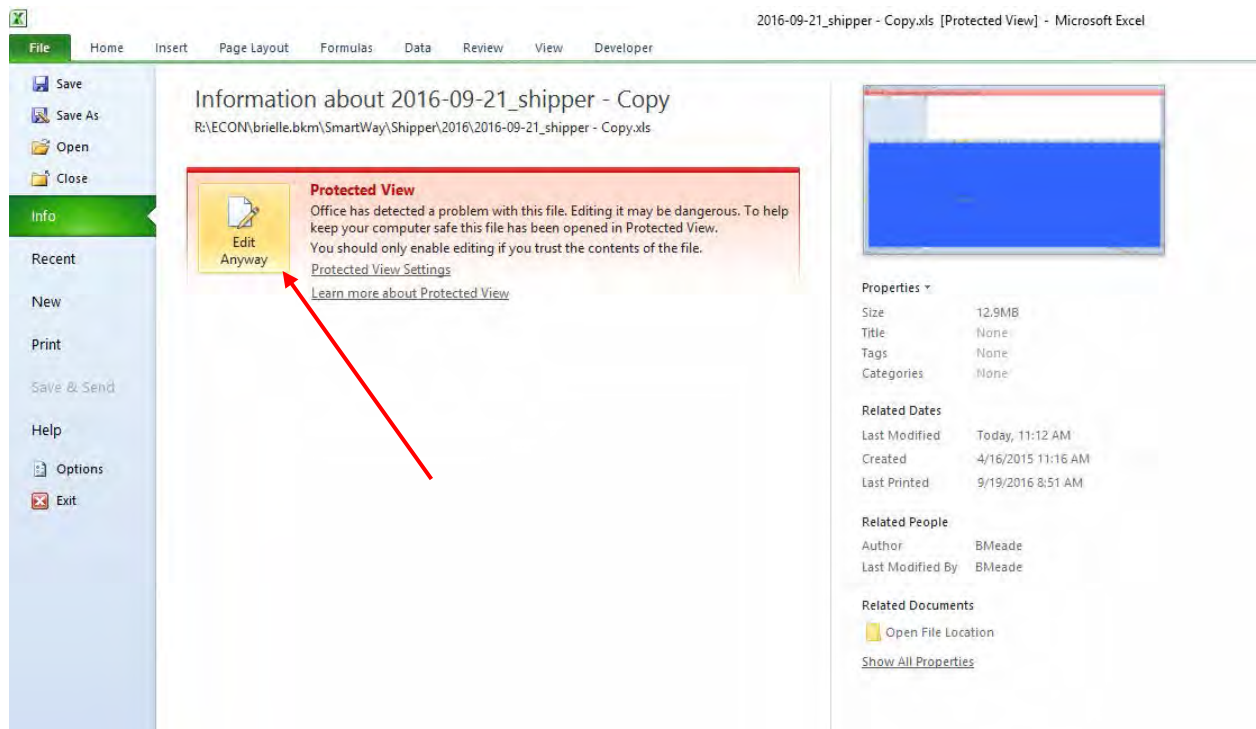
APPENDIX B: How to Set Security Levels for the SmartWay Tools

The following instructions should appear on your screen *if* you need to change your security settings before running the Tool. When you first open the Air Tool you may see a new “Protected View” security warning from Microsoft:



NOTE – THE SMARTWAY TOOL IS IN THE SAME FORMAT AS PRIOR YEARS AND IS SAFE TO OPEN ON YOUR COMPUTER. FOLLOW THESE STEPS TO PROCEED.

- 1) Select the "Click for more details" link at the end of the message in the menu bar shown above.
- 2) In the Microsoft Office File menu, choose the large "Edit Anyway" button located on the left next to the Protected View information section as shown below.



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

Excel 2003 Users

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

1. When using Excel 2003, on the menu bar, go to *Tools* → *Macro* → *Security Level*.

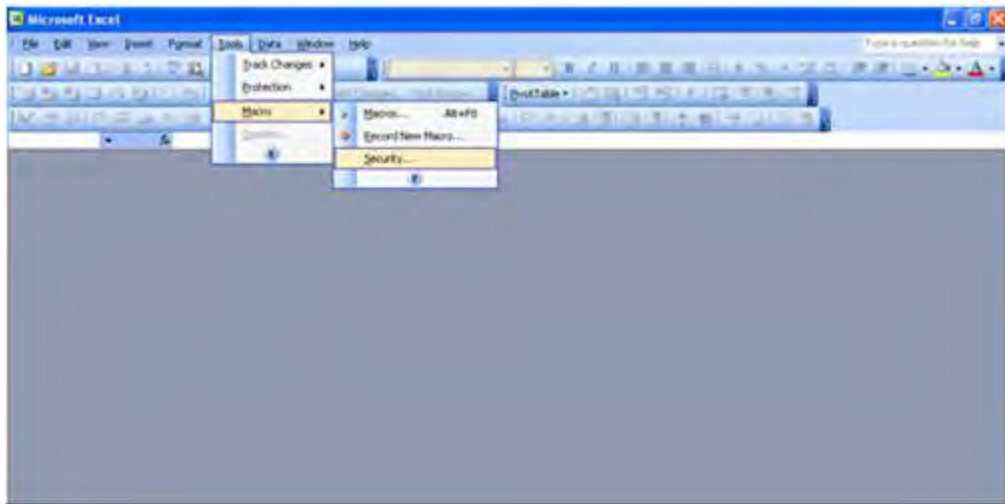


Figure B-1: Macro Drop-Down Menu

2. When that window opens, select Medium.

Figure B-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 B-3**).

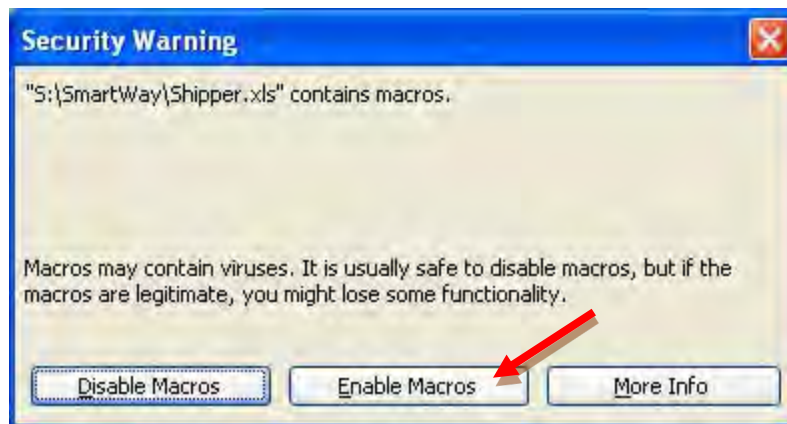


Figure B-3: Security Warning Box

- 3) Select the **Enable Macros** button in the security warning box.

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 B-4**). Detailed instructions are also provided on the screen itself. Scroll to the right for instructions in French.

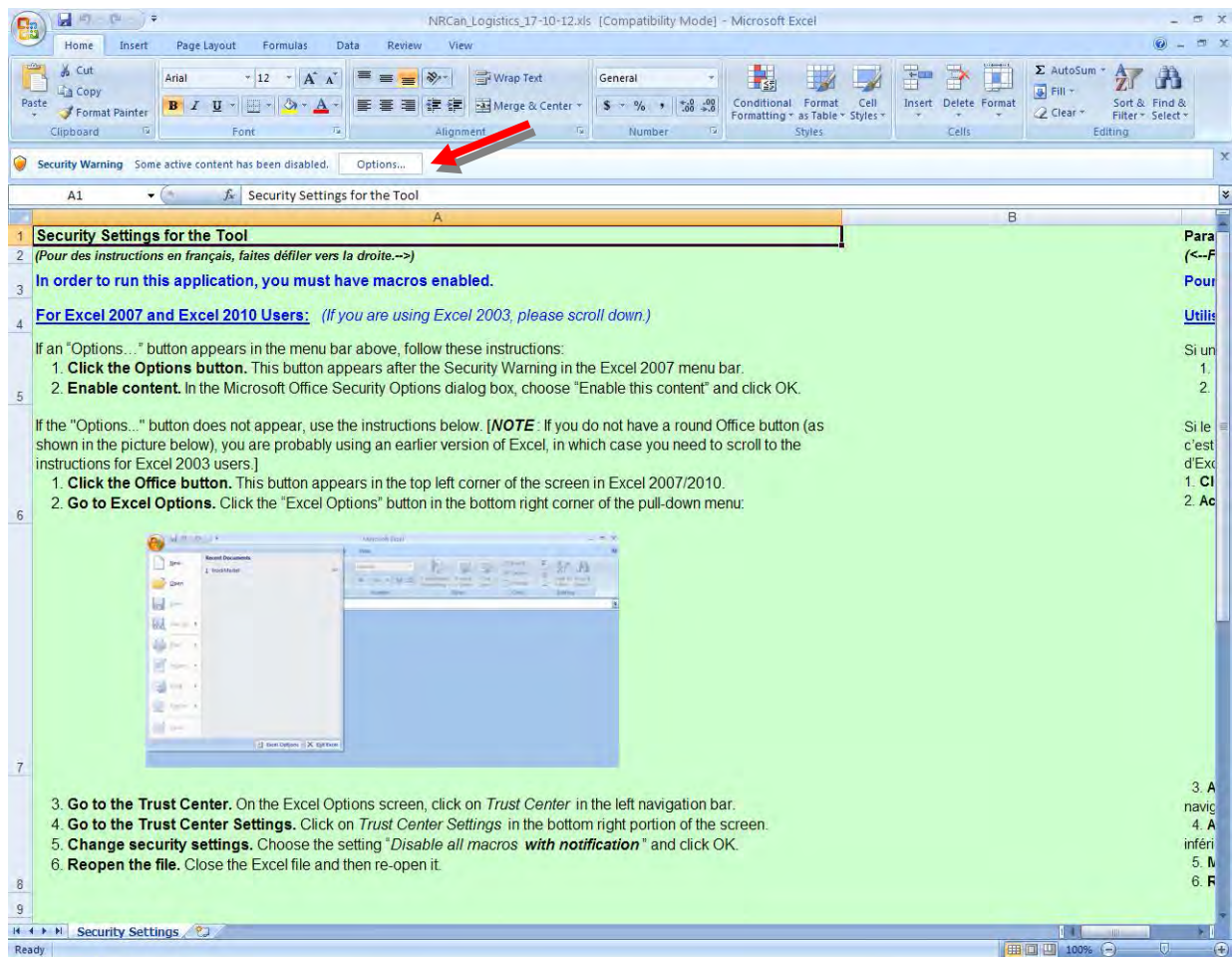




Figure B-4: Security Warning Screen

- 3) In the Microsoft Office Security Options dialog box (**Figure B-5**), choose "Enable this content" and select **OK**. The Tool will then open after a short delay.



Figure B-5: Security Options Dialogue Box

If you reach this point and the Tool does not open, please review the “**Software and Hardware Requirements**” listed near the beginning of this section and again in the **Quick Start Guide**. 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  **Excel Options** button in the bottom right corner of the pull-down menu (**Figure B-6**):

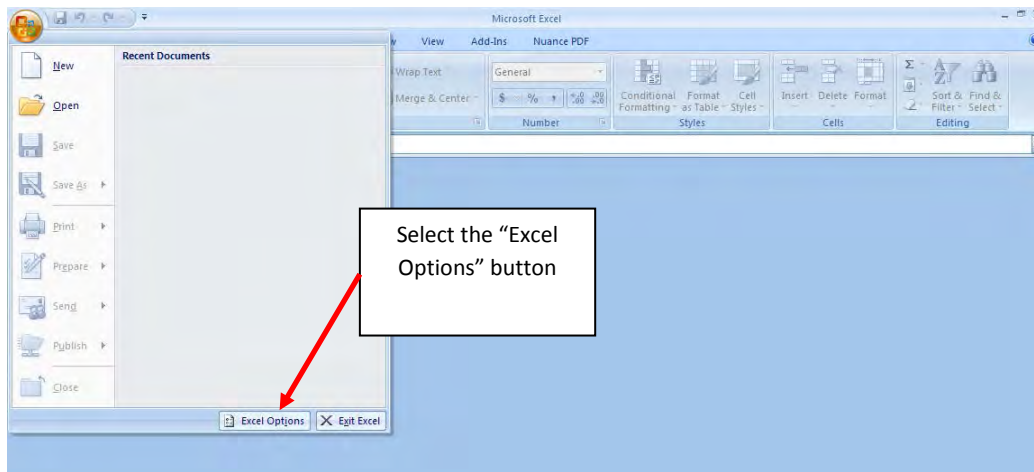


Figure B-6: Excel Options Drop-Down Menu

On the **Excel Options** screen, select **Trust Center** in the left navigation bar (**Figure B-7**):

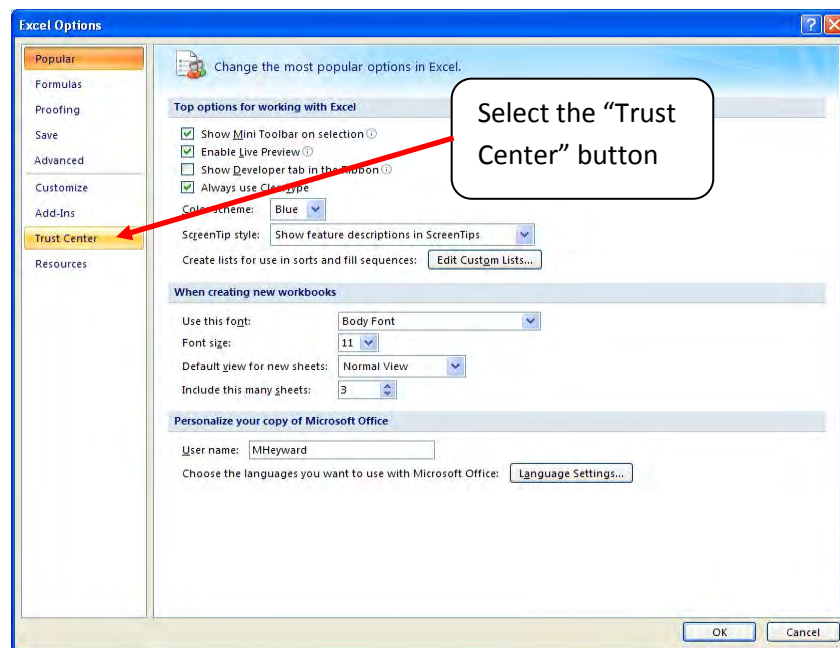


Figure B-7: Excel Options Drop-Down Menu

When the Trust Center options display opens, select **Trust Center Settings** in the bottom right portion of the screen (**Figure B-8**):

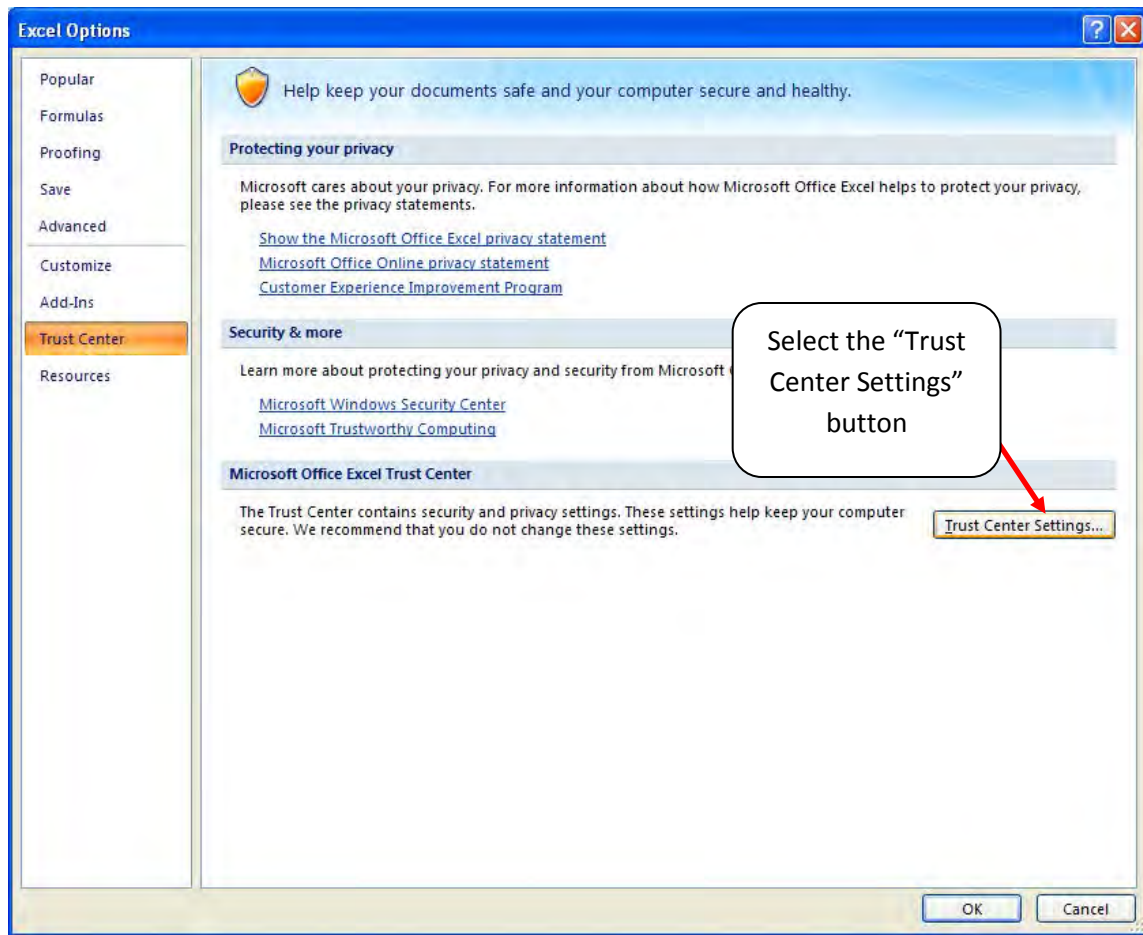


Figure B-8: Trust Center Settings Screen

Choose the setting “Disable all macros with notification” (**Figure B-9**) and select **OK**.

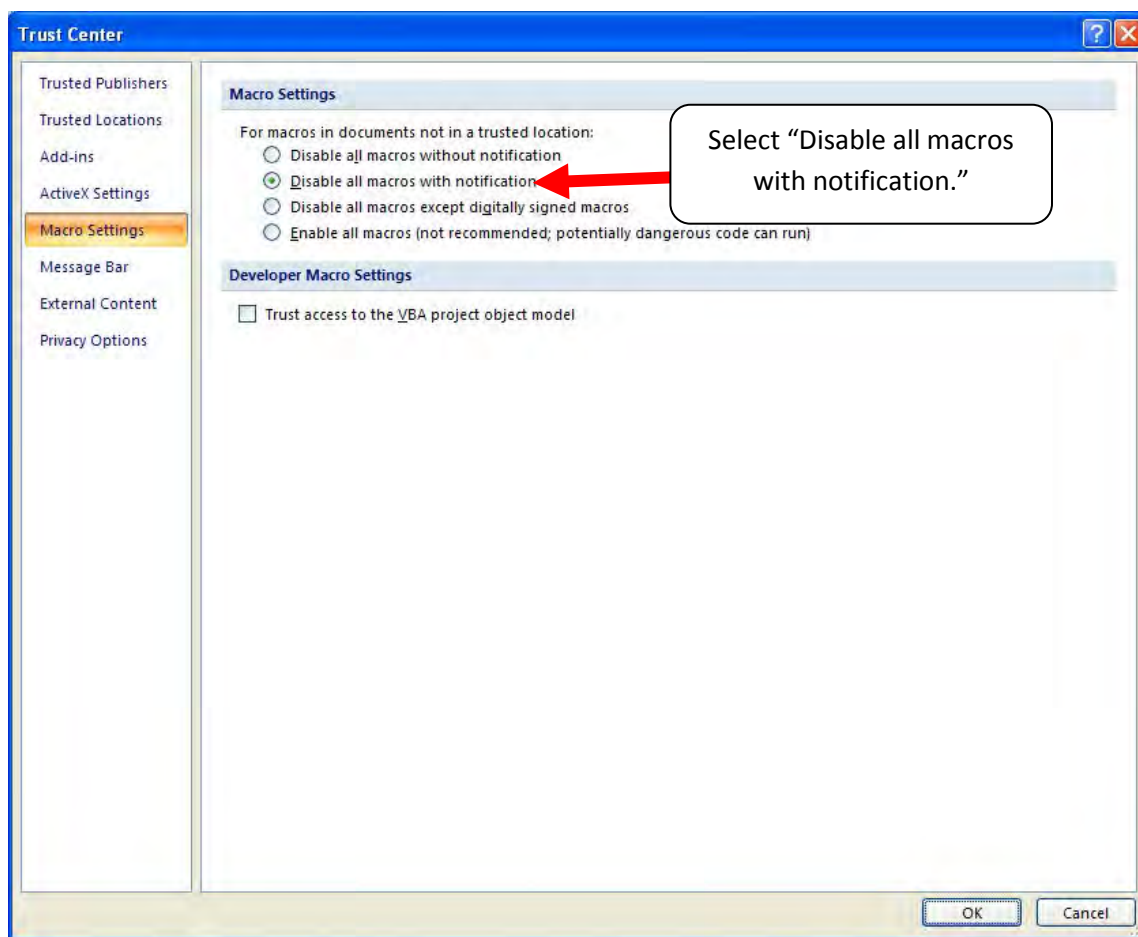


Figure B-9: Macro Settings Screen

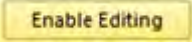
Next, to run the Tool:

- 1) Save it to your computer.
- 2) Open the file, and select the Options or Enable Content button as described above.
- 3) In the Microsoft Office Security Options dialog box (**Figure B-5**), choose “Enable this content” and select **OK**. The Tool will then open after a brief delay.

If the Tool does not open at this point, please review the “**Software and Hardware Requirements**” listed near the beginning of this section and again in the **Quick Start Guide**.

Security Settings for Excel 2010 and Newer Users

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

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

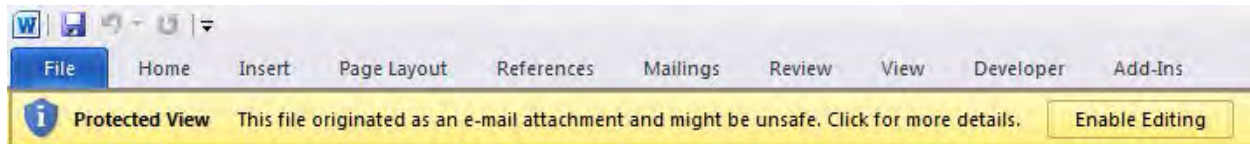
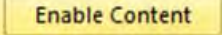
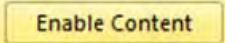


Figure B-10: The Enable Editing Button

- 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.

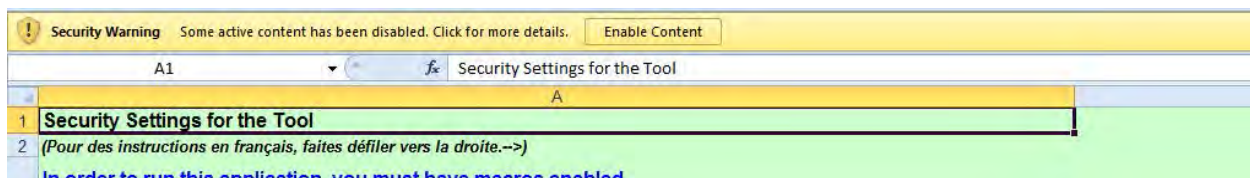

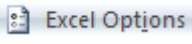


Figure B-11: Security Warning Popup

If, at this point, the Tool does not open, review the Software and Hardware Requirements above.

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 B-12**):

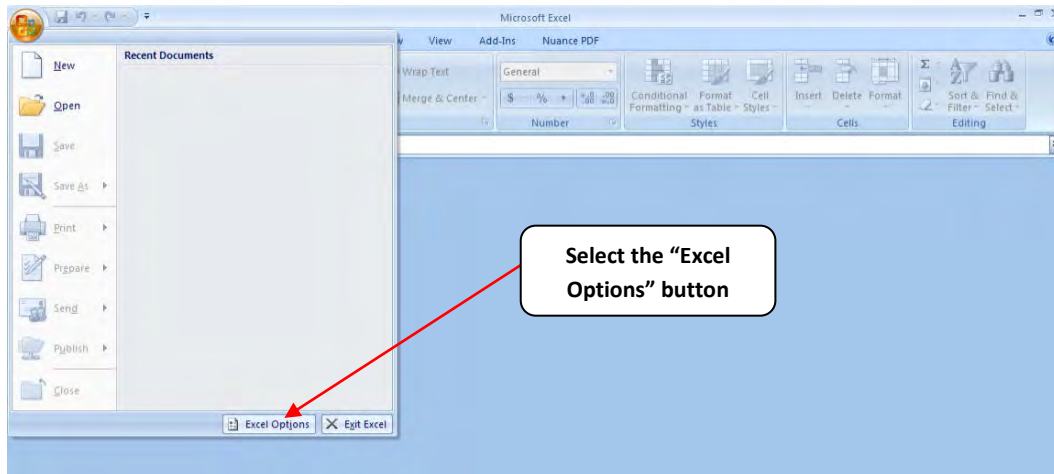


Figure B-12: Excel 2010 and Newer Options Drop-Down Menu

On the Excel Options screen, select **Trust Center** in the left navigation bar (**Figure B-13**):

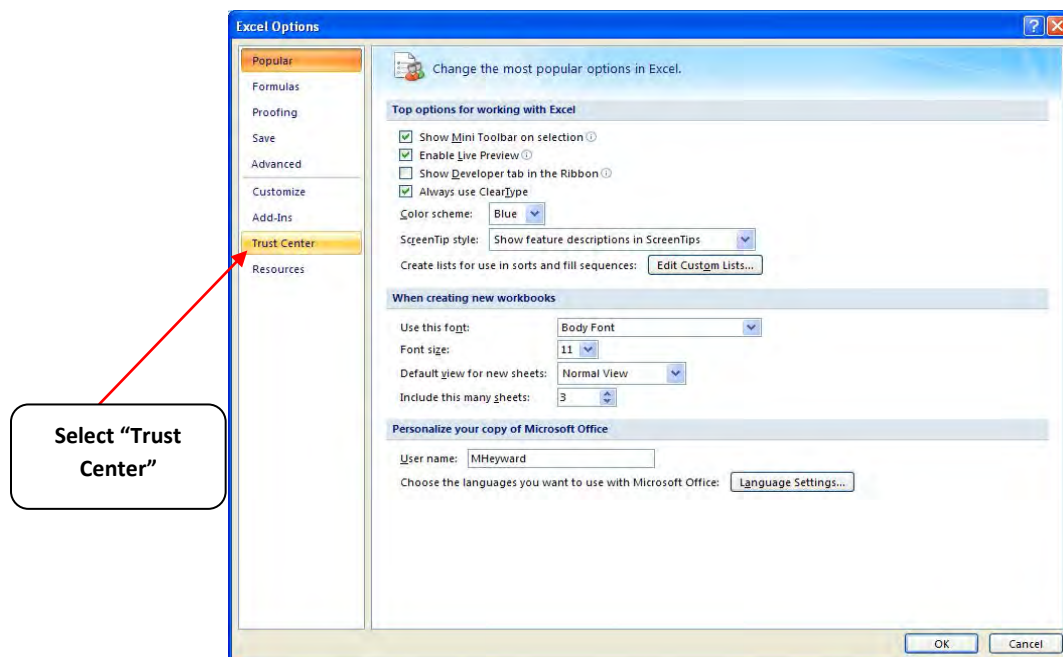


Figure B-13: Excel 2010 Options Drop-Down Menu

When the Trust Center options display opens, select **Trust Center Settings** in the bottom right portion of the screen (**Figure B-14**):

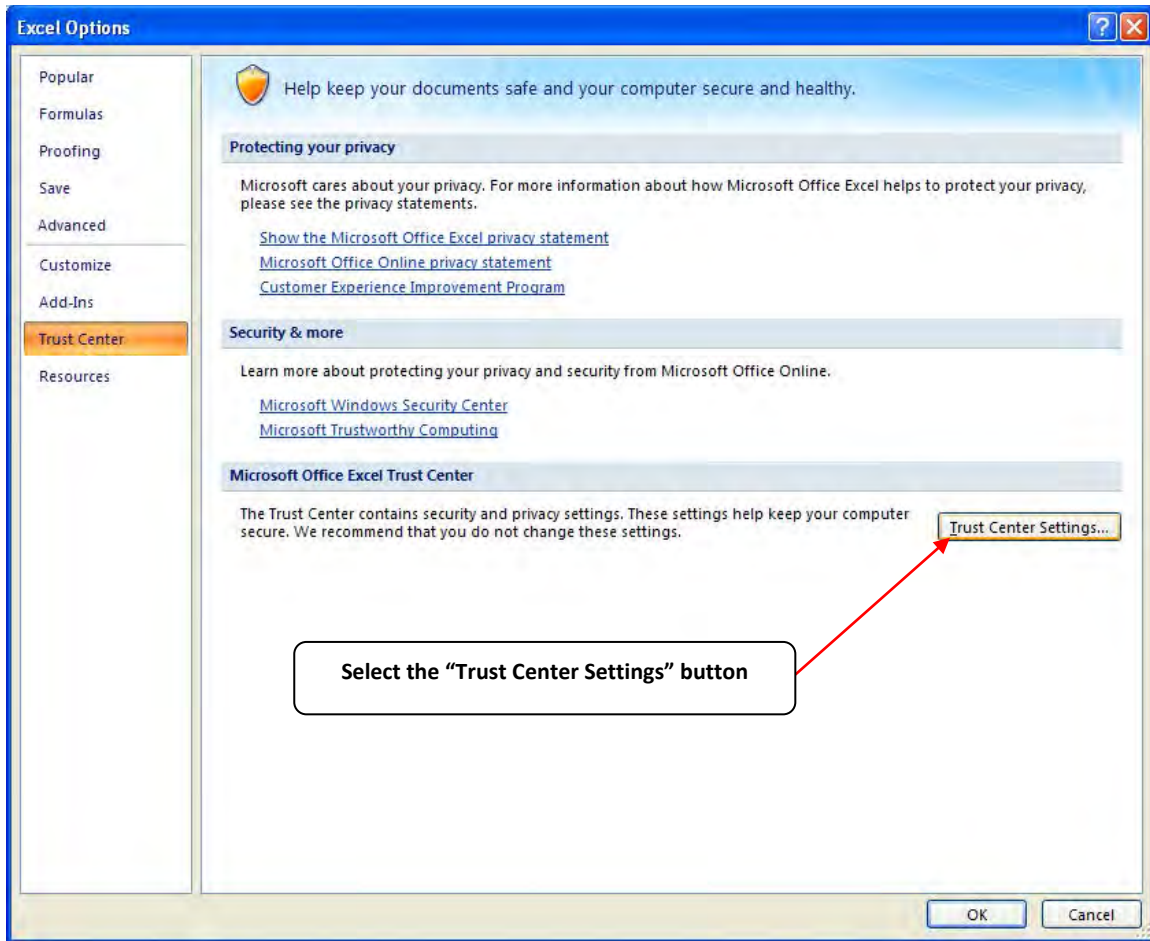


Figure B-14: Trust Center Settings Screen

Choose the setting “Disable all macros with notification” (Figure B-15) and select **OK**.

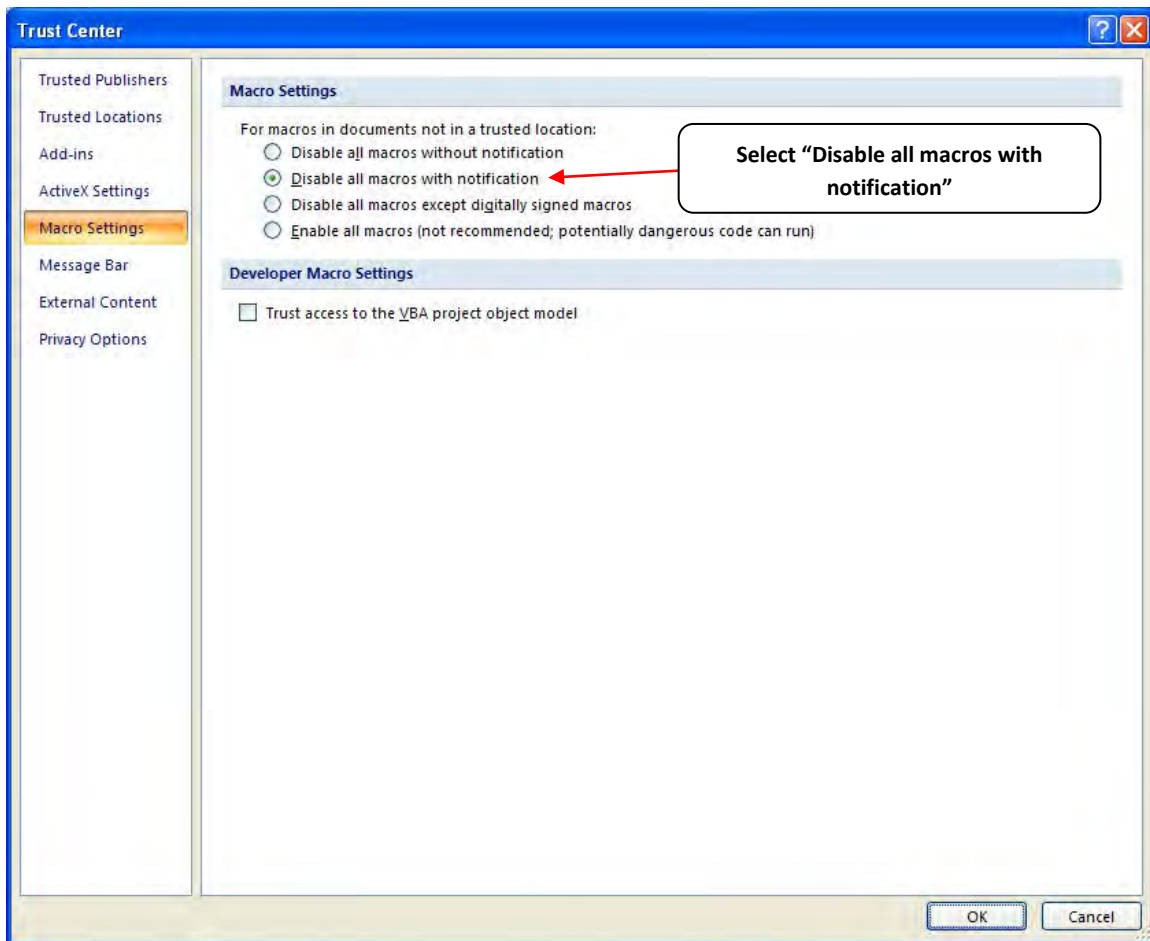


Figure B-15: Macro Settings Screen