SmartWay Transport Partnership
U.S. Environmental Protection Agency

2018 SmartWay Air Carrier Partner Tool: User Guide

U.S. Version 2.0.17 (Data Year 2017)

EPA United States Environmental Protection Agency

SmartWay®
Transport Partnership
U.S. Environmental Protection Agency

2018 SmartWay Air Carrier Partner Tool: User Guide

U. S. Version 2.0.17 (Data Year 2017)

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

United States Environmental Protection Agency

Office of Transportation and Air Quality
EPA-420-B-18-019
April 2018

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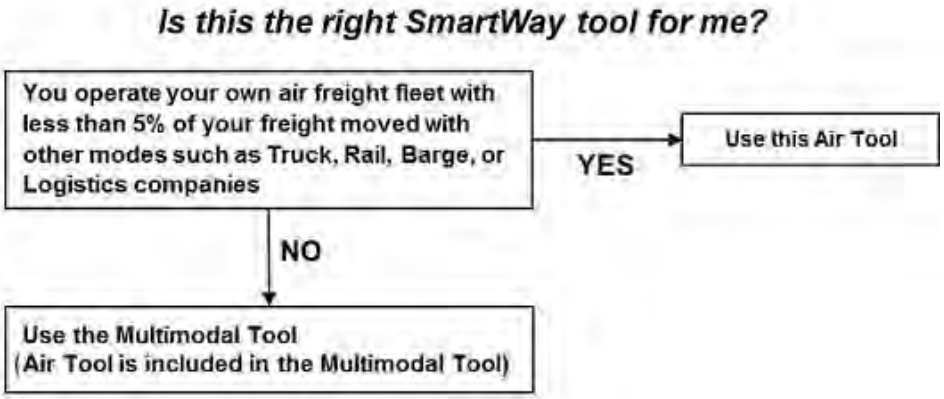
PRE-CHECKLIST — BEFORE GETTING STARTED

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 734-214-4647 for assistance.

WHAT IS THE SMARTWAY TRANSPORT PARTNERSHIP?

Launched in 2003, the SmartWay Transport Partnership is a public/private collaboration between the EPA and the freight industry to improve fuel efficiency, increase environmental performance, and encourage supply chain sustainability.

Seven types of freight transport companies can join SmartWay.

- Freight shippers
- Logistics companies (including 3PLs/4PLs[1])
- Truck carriers
- Rail carriers
- Barge carriers
- Multimodal carriers
- Air 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

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

for the company to remain a Partner in good standing. Tools submitted and approved on time qualify partners to use the SmartWay Logo.

SmartWay ranks Partners' efficiency and environmental performance and recognizes superior performance 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 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.")

Air Carriers that submit tools that are approved by EPA are known as "SmartWay Air Carrier Partners."

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 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. The carrier will also receive information on how to access its current SmartWay Registration Document.

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 or logistics company 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 companies 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 and other EPA communications
- Company contact information
- Contact details for your Working Contact (see page 19 for definition)
- Contact details for an Executive, Sustainability and/or Other Contact(s) (Executive cannot be the same as the Working Contact) (see page 19 for definition)
- Percent 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
- Data sources
- SmartWay ID number (if this is not your first tool submission)

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

WHAT SOFTWARE & HARDWARE IS REQUIRED FOR COMPLETING THE AIR TOOL?

The Air Tool was designed in "Microsoft Excel Forms." Completing the Air Tool requires the following software and hardware:

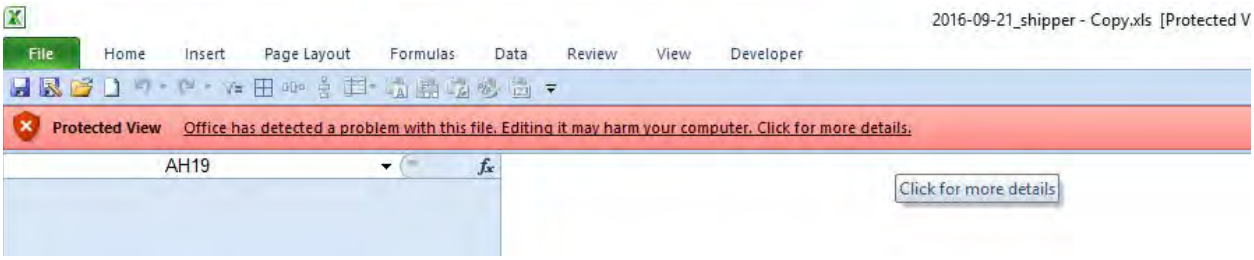
- A 2007 or later version of Microsoft Excel*
- Excel security level set at Medium or lower
- A PC running Windows XP or newer operating system (The Tool does not currently work using the Mac operating system)
- A minimum of 15 megabytes of free disk space. More disk space may be required based on the number of companies you define in your Tool
- A monitor resolution of at least 1,024 x 768

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 not function in Office 365 at this time.

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

HOW DO I SET THE SECURITY LEVEL WHEN OPENING SMARTWAY TOOLS?

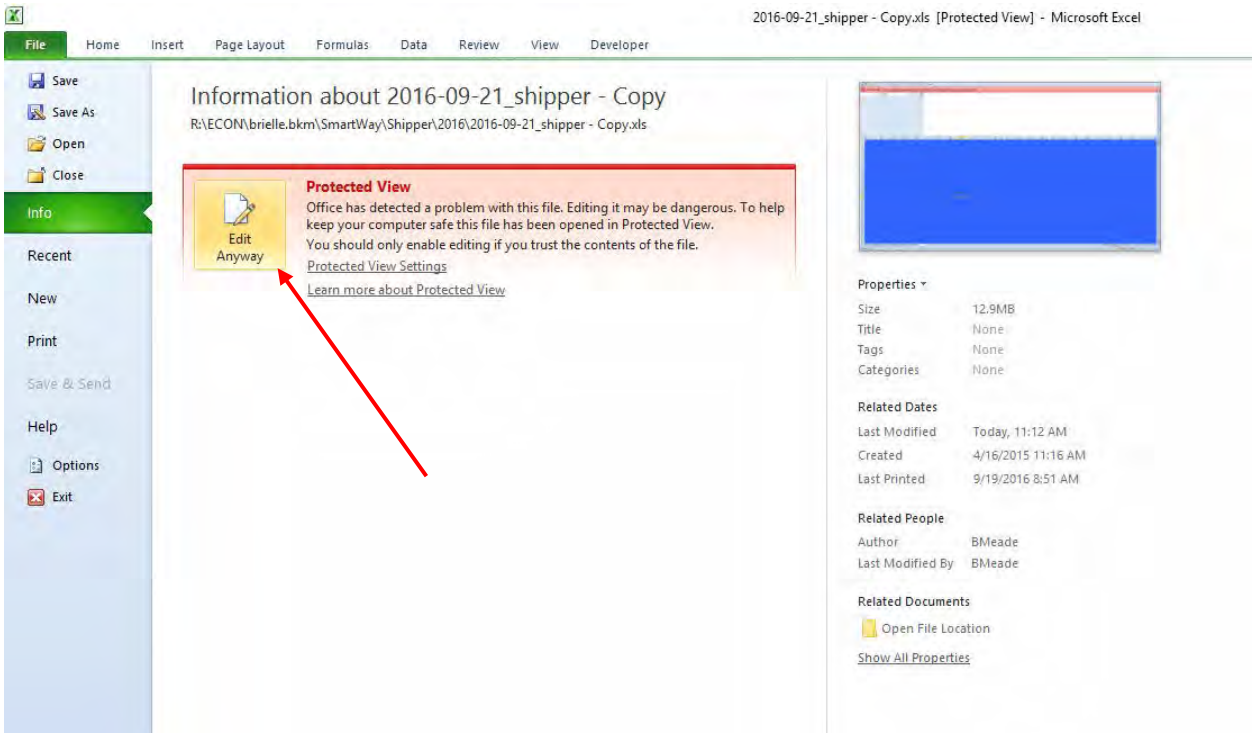
When you first open the Tool you may see a new "Protected View" security warning from Microsoft:



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 2007, 2010, or 2013 and newer).

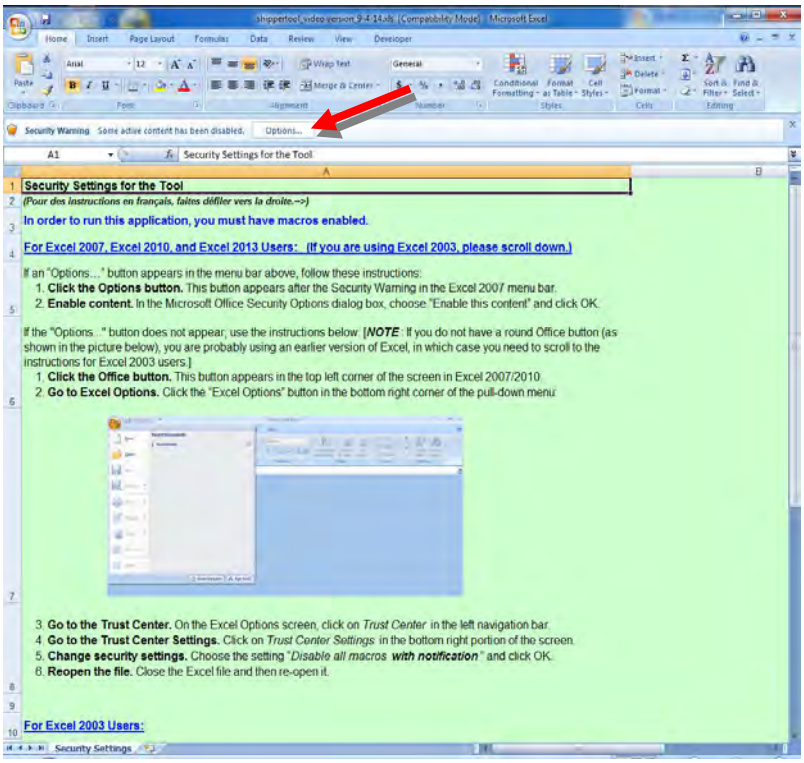
Security Settings for Excel 2007 Users

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

Running the Tool in Microsoft Excel 2007

1) Save the Tool to your computer.

2) Open the file, and select the Options... button that appears after the Security Warning just below the menu bar. Detailed instructions are also provided on the screen itself.



Security Warning Screen

3) In the **Microsoft Office Security Options** dialog box, choose "Enable this content" and select **OK**.

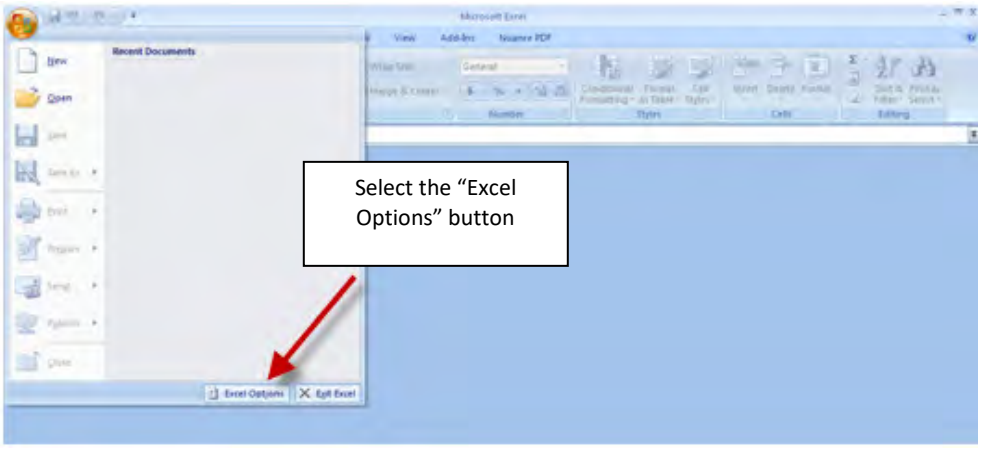
Security Options Dialogue Box

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

Troubleshooting the Security Settings in Microsoft Excel 2007

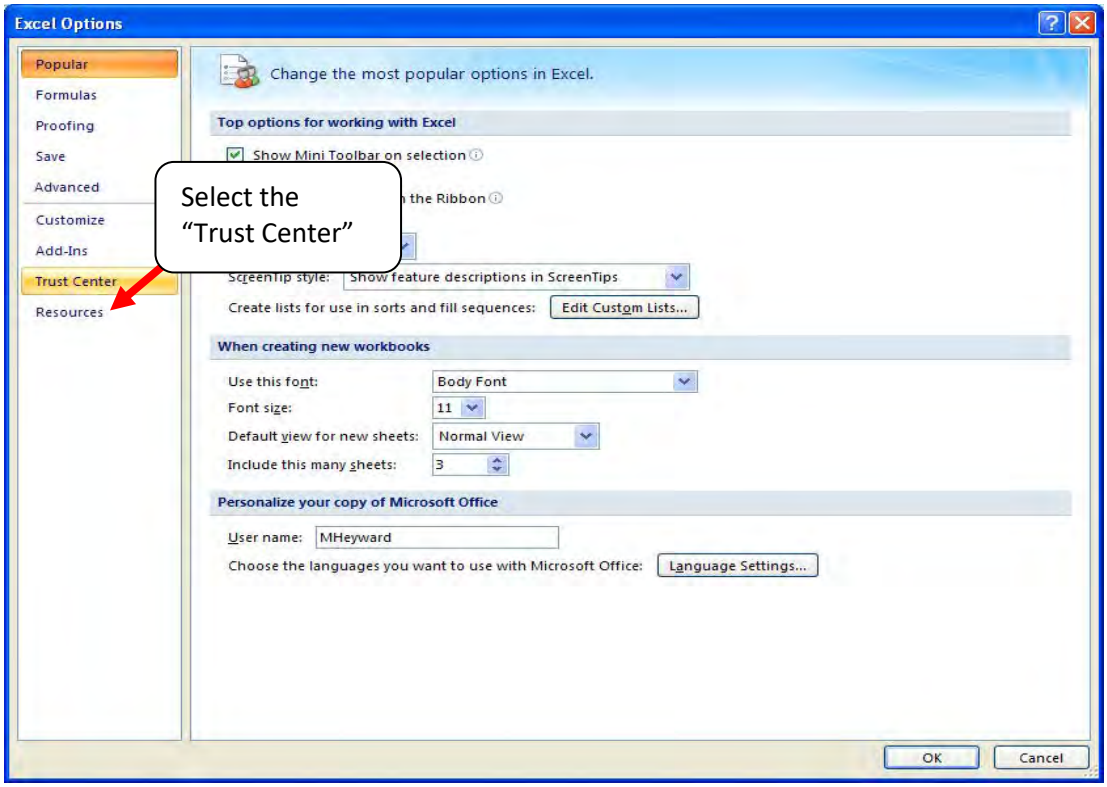
If you reach this point and the Tool does NOT open, you may have your security set too high.

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



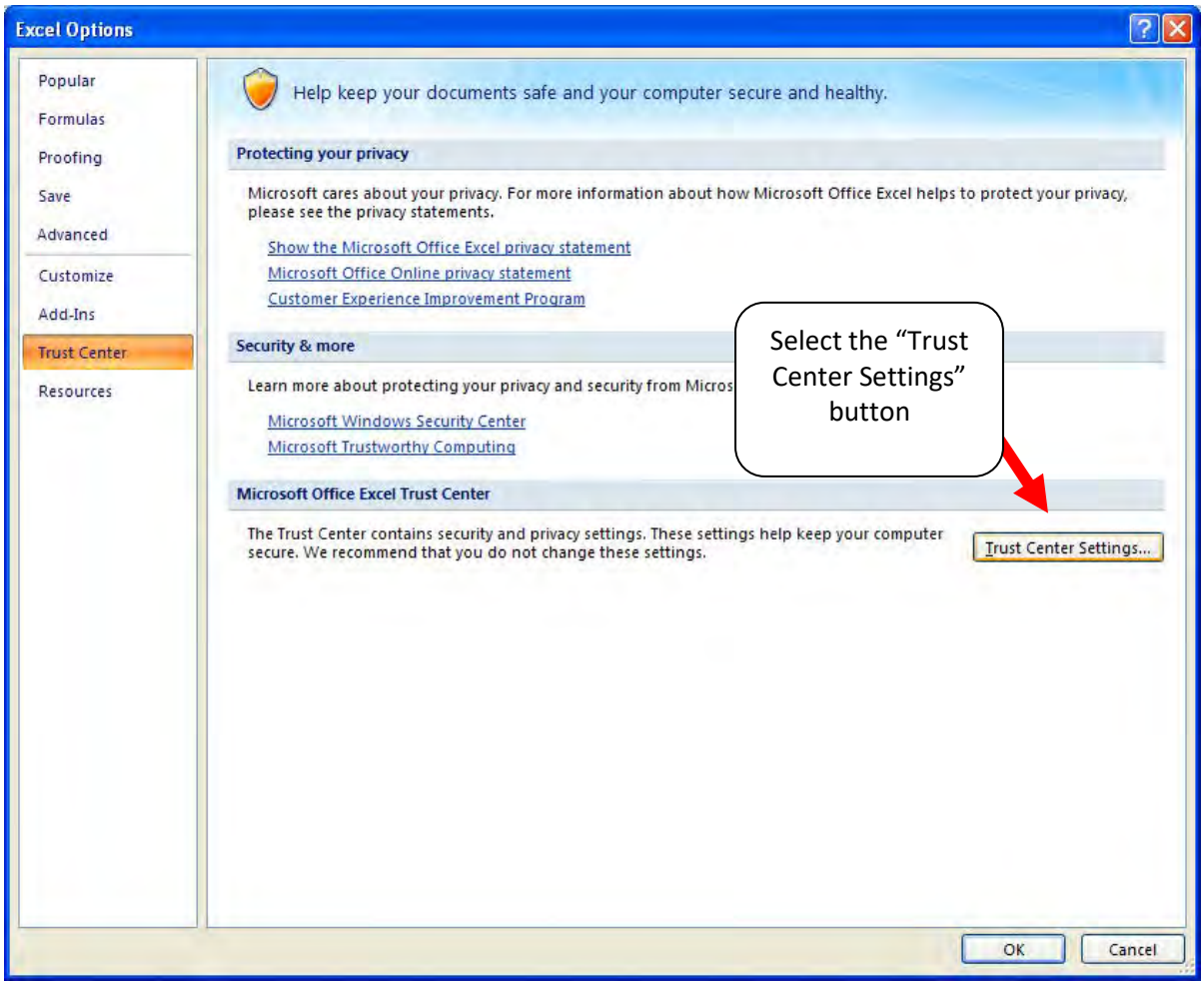
Excel Options Drop-Down Menu

On the **Excel Options** screen, select **Trust Center** in the left navigation bar:



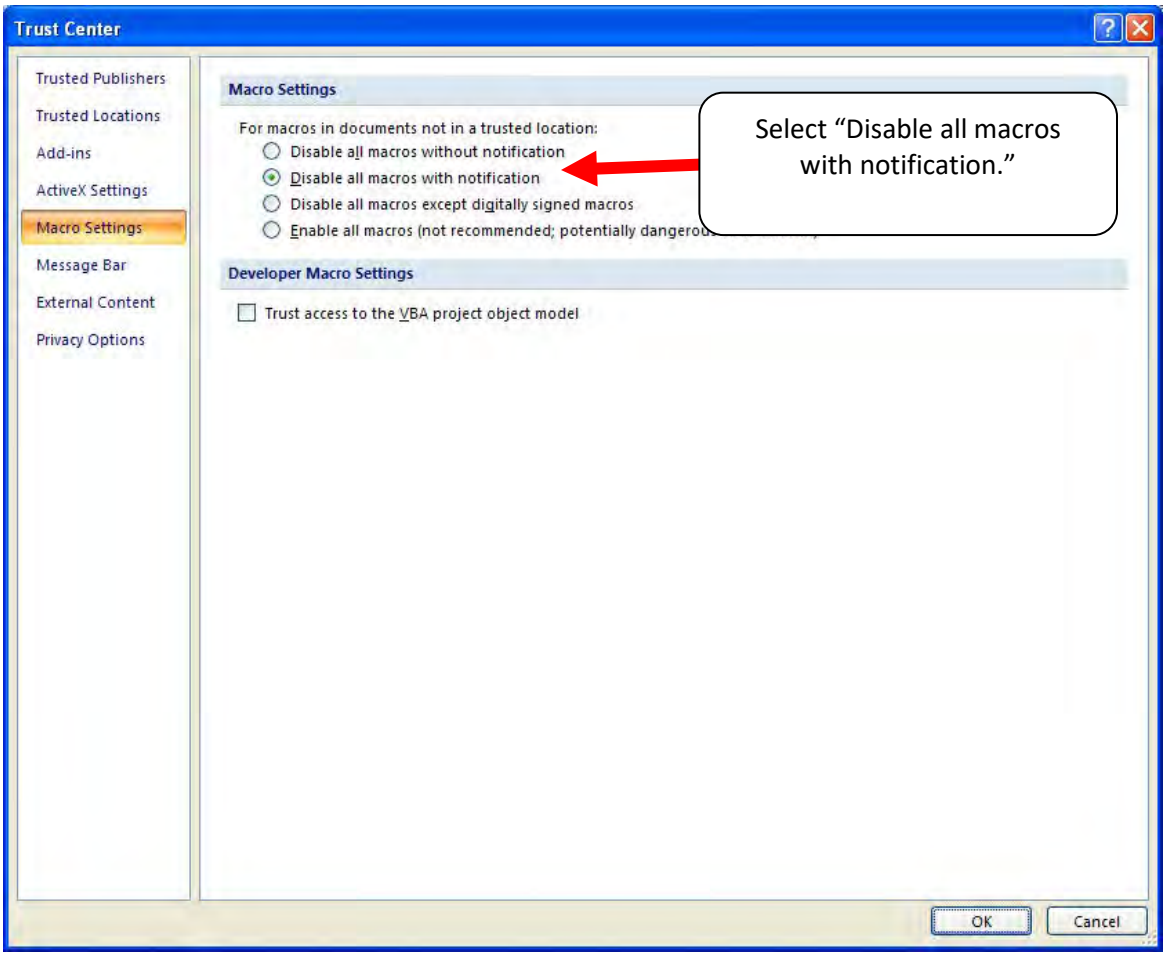
Excel Options Drop-Down Menu

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



Trust Center Settings Screen

Choose the setting “Disable all macros with notification” and select **OK**.



Macro Settings Screen

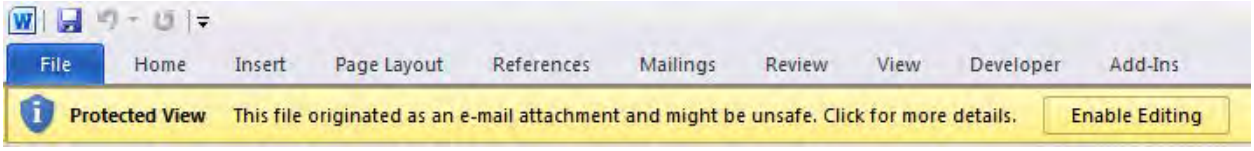
Then run the Tool.

If, at this point, the Tool does not open, review the “Software and Hardware Requirements”. If you after reviewing this section, you cannot determine how to correct the problem, contact your SmartWay Partner Account Manager.

Security Settings for Excel 2010 and newer Users

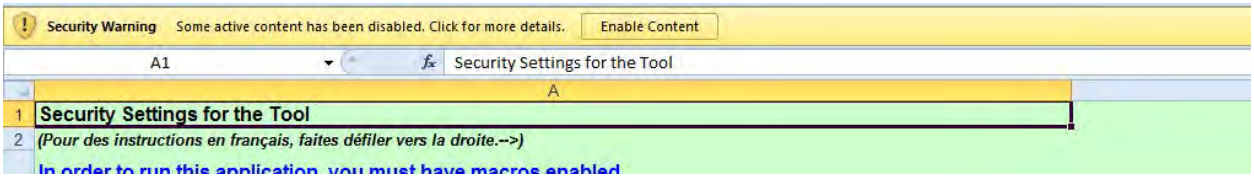
The default settings for Excel 2010 and newer Excel versions should enable you to run the tool without any changes. To run the tool:

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 Enable Editing button. This will allow you to enter data into the tool. You may only receive this popup the very first time you open the tool.



The Enable Editing Button

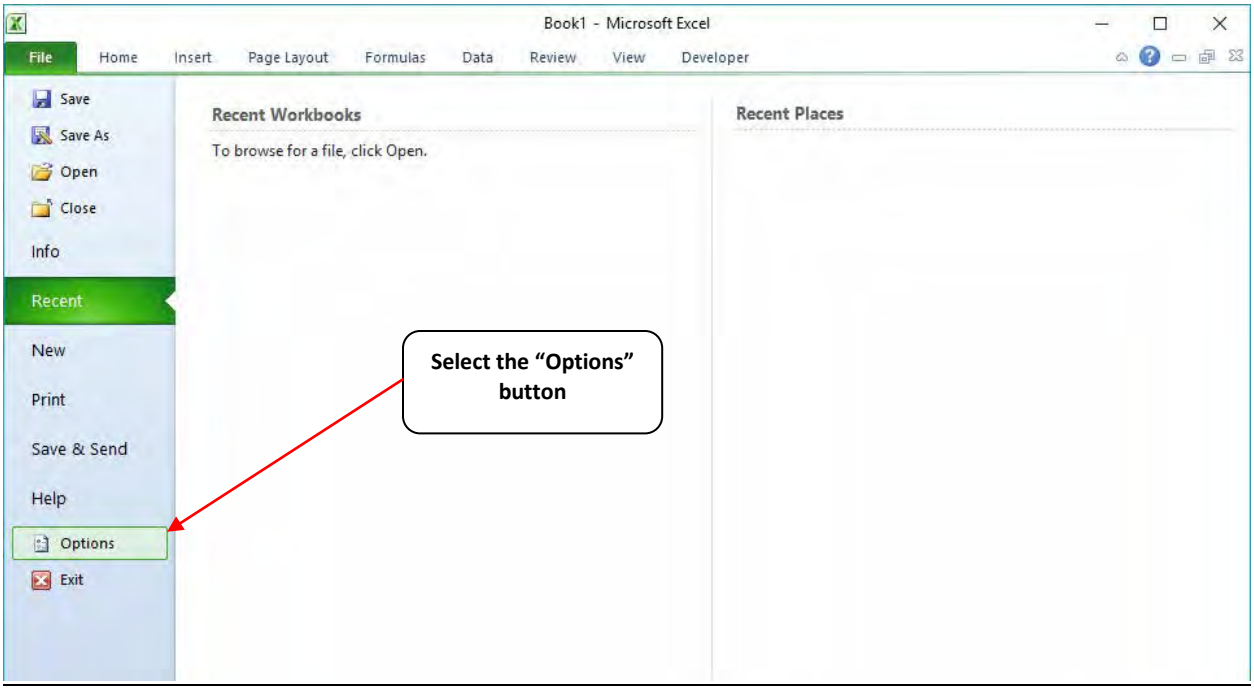
4) Depending on your Excel macro security settings, you may receive a Enable Content popup. If you do, simply select the Enable Content button. This will enable macros in the tool you just opened.



Security Warning Popup

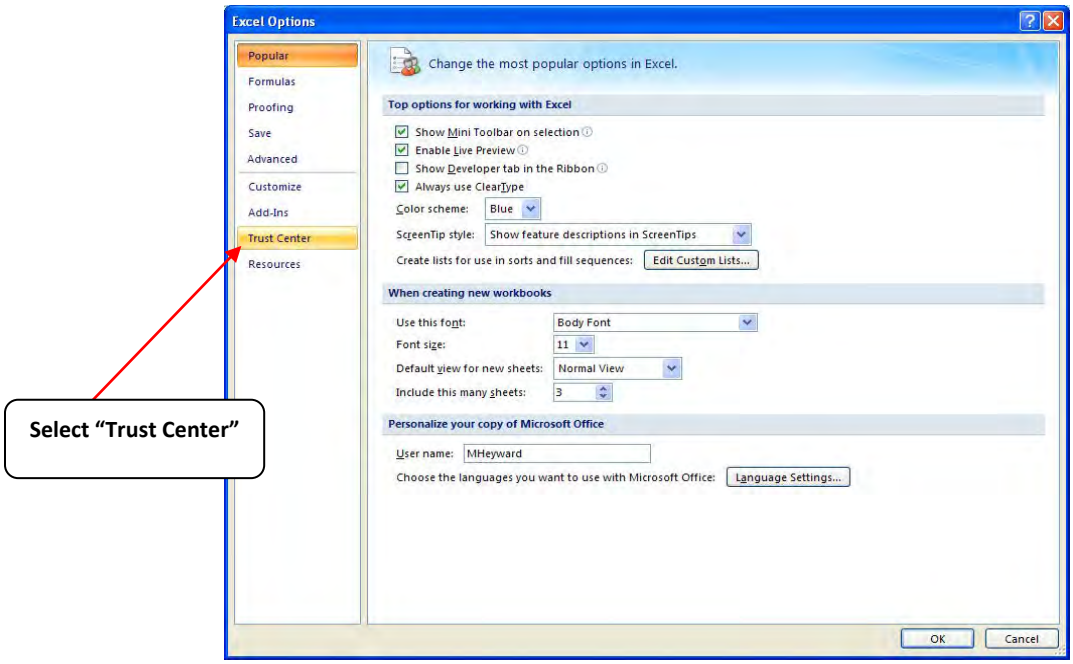
If you reach this point and the Tool does NOT open, you may have your security set too high.

To adjust your security settings, select the File tab from the menu bar File (in the top left corner of the screen) and then select the Options button in the bottom left-hand menu of the tab.



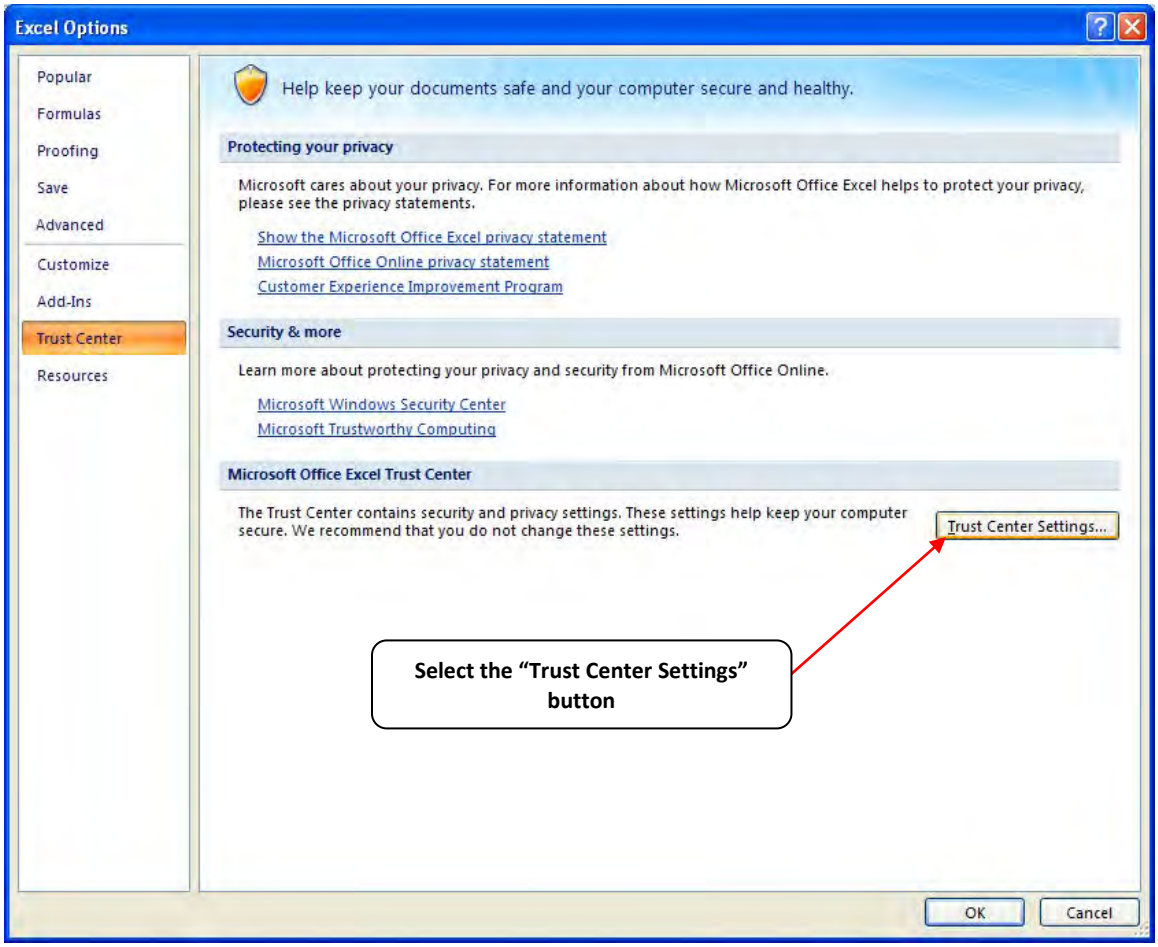
Excel 2010 and Newer Options Drop-Down Menu

On the Excel Options screen, select **Trust Center** in the left navigation bar:



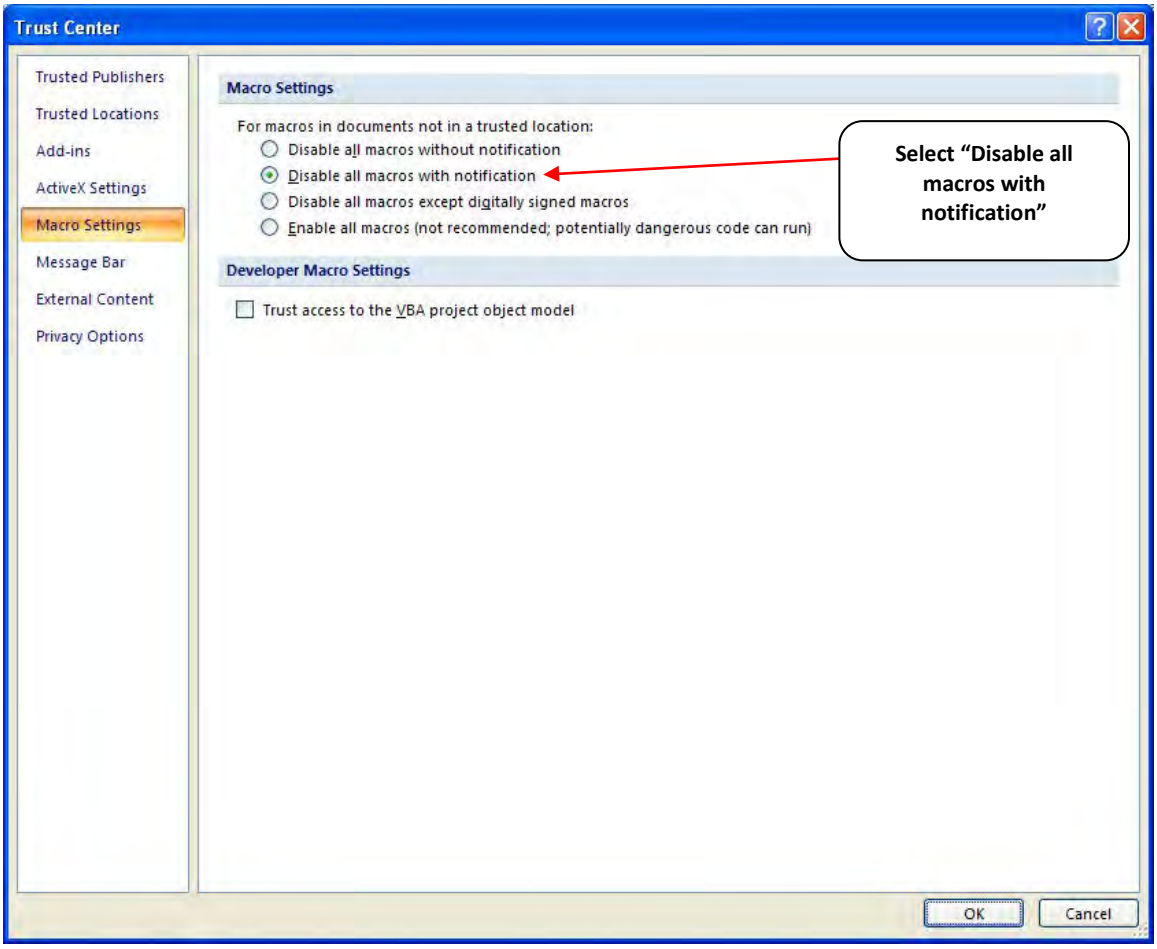
Excel 2010 and Newer Options Drop-Down Menu

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



Trust Center Settings Screen

Choose the setting “Disable all macros with notification” and select **OK**.



Macro Settings Screen

WHAT IS INCLUDED IN THE SMARTWAY CARRIER PARTNERSHIP AGREEMENT?

To join the SmartWay Transport Partnership as an air freight carrier, you must agree to the language on the "Partnership 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.

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 organization.

6. Submittal of this SmartWay Tool annually constitutes agreement to all terms in this Partnership Agreement. No separate agreement need be submitted.

Step 1—Data Collection Requirements

This section will identify data needed for completing the required sections of the Air Tool. **The Air Tool Technical Documentation** explains more about the methodological structure and technical aspects of the Tool and the data entry process; this guide will focus primarily on the essentials for completing the Tool.

Introductory Screens

Upon opening the 2018 Tool, you will see a Welcome screen, followed by five screens which orient you to the Tool. The Assistance for New Users screen appears first, and allows users to view an orientation video. Additional screens may be accessed from this screen, including Tool selection guidance, data collection needs, Tool help and navigation, and the SmartWay Partner Tool Schedule for 2018. These are general information screens and may be skipped if you are already familiar with the Tool. However, upon proceeding you **MUST** select the box at the bottom of the Partnership Agreement screen, indicating that you agree to the terms of the Partnership Agreement.

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, the last introductory screen in the Air Tool asks you to indicate the approximate percentage of your total air miles attributable to each country.

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. ?

78 % Operation in the United States

22 % Operation in Canada

US/Canada Operations Screen

Data Requirements For Establishing Your Data Collection Year

Before beginning your data collection, identify the last calendar year for which you have full annual (12 months) data. This means that you have data from January of the calendar year through December of the same year. If you have not been in operation for a full year, you must collect ***a minimum of three months' data*** for input into the SmartWay Tool. In your next update year, you will be expected to submit a full year's data.

Data Requirements For 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 under Section 1 of the HOME screen, exactly as you want it to appear on the SmartWay website.

For example, you may enter:

- ABC Company
- ABC Company, Inc.

Your company will be listed ***exactly*** as you've entered in Section 1. Therefore, it is important to pay special attention to proper capitalization, abbreviations, annotations, and punctuation.

DATA REQUIREMENTS FOR SECTION 2: ENTER CONTACT INFORMATION

The SmartWay Tool asks for:

- **General company information** such as location, web address, phone number, etc.
- **A Working Contact**[2] for any questions about your company's participation and Tool submissions
- **An Executive Contact**[3] for participation in awards and recognition events
- **A Sustainability Contact (optional)**[4] for information on company sustainability programs and outreach
- **Additional contacts (optional):** Additional contacts may include anyone who is not the Working, Executive, or Sustainability contact but may be involved with SmartWay (e.g., press/media contact, fleet manager, etc.).

Note that you MUST have at least two contacts listed in the contact information section of the Tool, and the Working and Executive Contacts must be different, in order to proceed. SmartWay recommends developing an internal succession plan to make sure that your Air Tool submission schedule is maintained, in the event that a Working Contact is reassigned, or leaves the company for any reason.

DATA REQUIREMENTS FOR SECTION 3: CHARACTERIZE YOUR FLEETS

The Air Tool tracks fleet-level operations. Most carriers will only need to create one fleet.

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(s)** section of the Tool:

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

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

[4] The Sustainability Contact may be the same as the Working or Executive Contact, but not the same as any Other Contacts.

- **Fleet Identification:** For each fleet that a customer can hire, you will be asked to establish names for each of your fleets. 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.

Once you have defined your fleets, create the data entry forms for your fleet by selecting the **Create Fleet(s)** button, available on the **Fleet Details** tab.

Data Requirements For Section 4: Fleet Data

In Section 4 of the Air Tool, you will enter **detailed aircraft inventory and operations data** for each of the fleets you identified and characterized in Section 3.

Aircraft Inventory Screen Requirements

This screen asks you to provide information for each aircraft or group of aircraft in your fleet. To complete this screen, you will indicate the number of aircraft in your fleet and then you will need to have the following data on hand:

- aircraft make
- aircraft model and series
- engine make and model
- engine load percent
- aircraft weight capacity, in pounds (an estimated value based on your selection for make, model, and series may be provided automatically by the Tool)
- aircraft volume capacity, in cubic feet (an estimated value based on your selection for make, model, and series may be provided automatically by the Tool)

Aircraft Operations Screen Requirements

This screen asks you to provide operational information for each aircraft or group of aircraft you identified in the Aircraft Inventory screen. To complete this screen, you will need to have the following data on hand for each aircraft of group of aircraft:

- fuel type
- total annual fuel usage (and the units the value is supplied in)
- total annual miles traveled
- total annual ton-miles

Step 2—Data Entry

Downloading The SmartWay Air Tool

To download the SmartWay 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 should house copies of your data and future updates.

How To Set 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 2007, 2010, 2013, or 2016).

If you need additional assistance with your security settings, see "How Do I Set the Security Levels for SmartWay Tools" beginning on page 5.

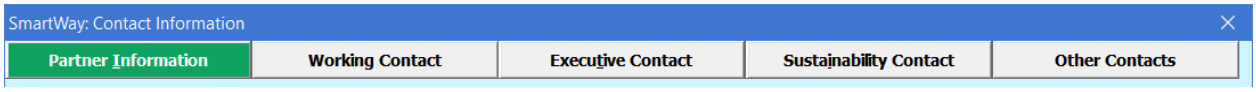
Entering Partner Name

Under Step 1 on the **Home** screen:

1. Type your Partner Name EXACTLY as you would like it to appear on the SmartWay website and in other EPA communications in the field as indicated.
2. Proceed to Section 2 to enter Contact Information.

Entering Contact Information

Under the Partner Information tab:



Note: Use the Tabs at the top of the window to navigate between the 5 information screens

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

1. **Enter the Company address, phone numbers, and website (optional)**.

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.)

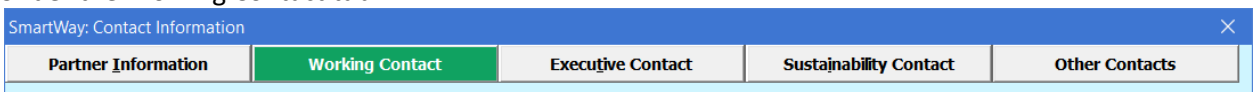
3. **Enter the Executive Contact name and title.**

   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

4. **Enter the Sustainability Contact name and title (optional).**

   The **Sustainability Contact** is the individual assigned responsibility for monitoring the company's environmental performance. The Sustainability Contact may be the same as the Working or Executive Contact (and specified by checking the "Same as" boxes in the Sustainability Contact section), but cannot be the same as any Other Contact.

Under the Working Contact tab:

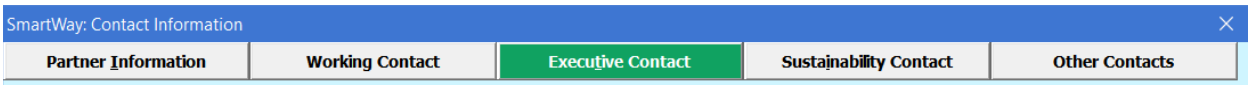


1. Enter the Working Contact information. If the Working Contact shares the same address as the company, you may select the 

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.

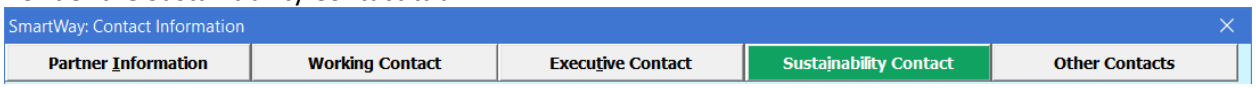
Under the Executive Contact tab:



1. Enter the Executive Contact information. If the Executive Contact shares the same address as the company, you may select the 

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

Under the Sustainability Contact tab:



1. Enter the Sustainability Contact information, if applicable. If the Sustainability Contact shares the same address as the company, you may select the **Use Partner Address** button to auto-populate the address section of this record.

Under the Other Contacts tab:

1. Enter Other Contacts (if applicable) by selecting the **Add New Contact** button.

2. Enter the first Other Contact then select **OK** when done.

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

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

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

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

Next select the **HOME** button to return to the **Home** screen and go to Step 3.

COMPLETING THE FLEET IDENTIFICATION SCREEN

1. On the **Home** screen, select the **Fleet Description(s)** button to display the **Fleet Descriptions** screens.
2. Confirm that the Partner Name that appears automatically is correct and appropriate for your fleet. If not, make changes in the field under the heading "Partner Name."

3. Enter the "Fleet Identifier" for your first (or only) fleet. This field may be left blank if you only have one fleet. In this case your final Fleet Name will simply be your Partner Name.
4. Enter additional fleets as needed:

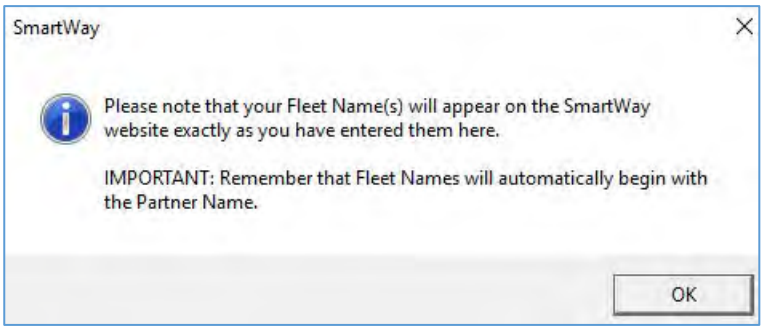
    a. To enter another fleet, select the Add Another Fleet button.

    b. To delete a fleet, select the box next to the row you wish to delete, and then select the Delete Checked Rows button.

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

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

6. Before moving on, a popup screen will appear asking you to verify that you are satisfied with your fleet name(s).



7. Verify that the fleet name(s) show exactly what you want customers to find in the SmartWay website and Carrier Data File.

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

Completing The Fleet Details Screen

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

1. **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.

2. **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.

3. **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.

4. **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.

Selecting A Fleet For Data Entry

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

Completing The Aircraft Inventory 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 **Add Comments** 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 passengers.[5] 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 **Add More Rows** button. After selecting this button, you will be prompted to enter the number of rows to add.

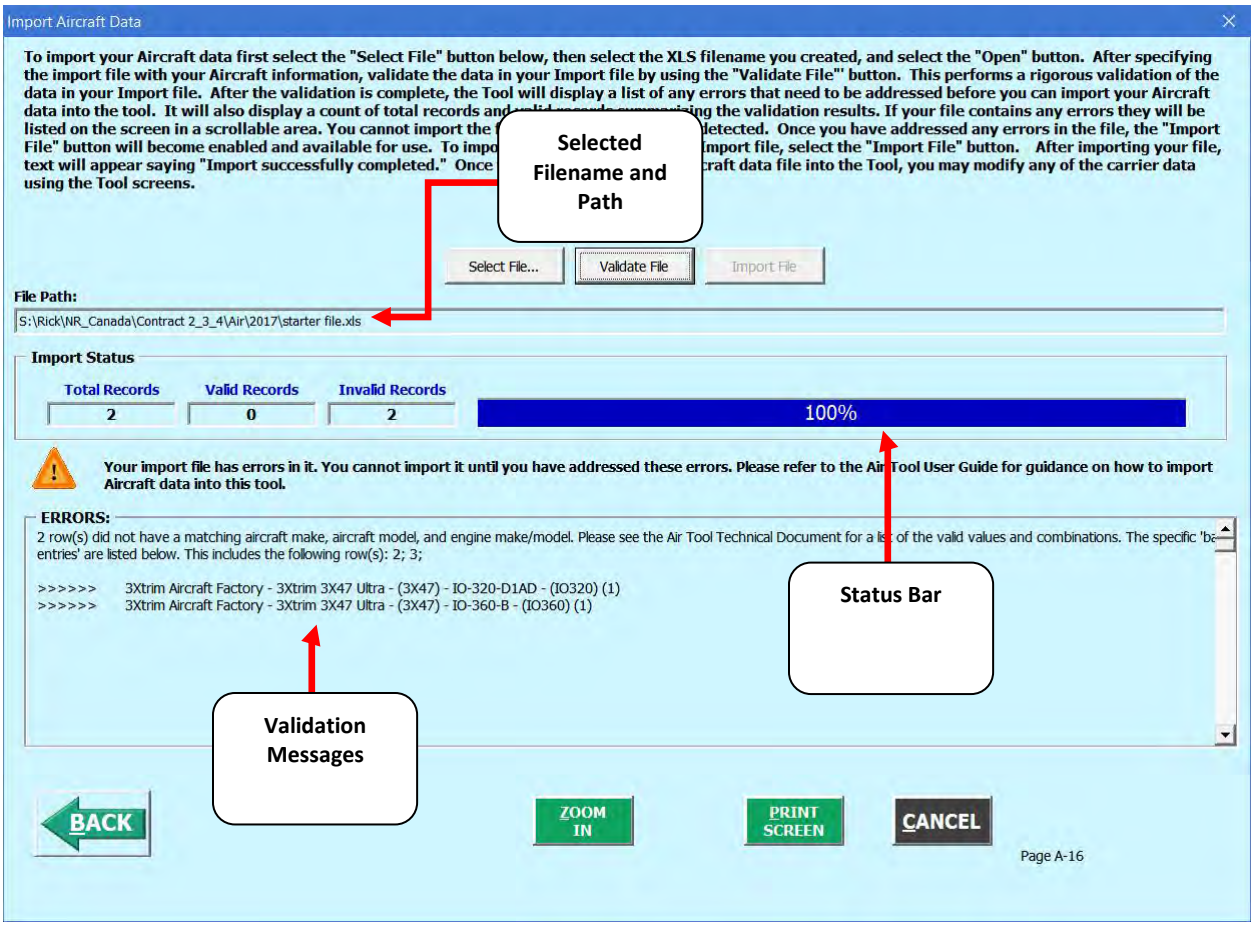
To delete a given row, check the corresponding box in the Delete column and click the **Delete Checked Rows** button.

You also have the option of importing your data from an external file, as long as the file meets the pre-determined format.[6] To utilize this option, select the **Import Aircraft Data** button.

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.

[5] ICAO Carbon Emissions Calculator, Version 5, June 2012

[6] 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.



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 the figure above. 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.

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

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 NEXT button at the bottom of the screen.

VIEWING THE EFFICIENCY UTILIZATION 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 NEXT button at the bottom of the screen.

COMPLETING THE DATA SOURCE DESCRIPTION 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.

SUBMITTING YOUR TOOL TO EPA

1. Select the Generate a (.xml) data file which will open a new screen.

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

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

Air_PartnerName_Year_V0.xml[7]

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_ABCompany_2017_V0.xml.

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

5. Follow these instructions for submitting your .xml and .xlsm files to SmartWay. Note that the .xml file is approximately 10 times smaller than the .xlsm file.

6. Upon selecting 

, a screen will appear that allows you to close the Air Tool or return to the **Home** screen.

   - **NOTE**: DO NOT ZIP the .xlsm and .xml files. Send them to EPA as normal files attached in an e-mail. EPA security will not allow zipped files through the EPA firewall.

   - **NOTE**: DO NOT CHANGE THE NAME OF THE XML OR XLSM FILES.

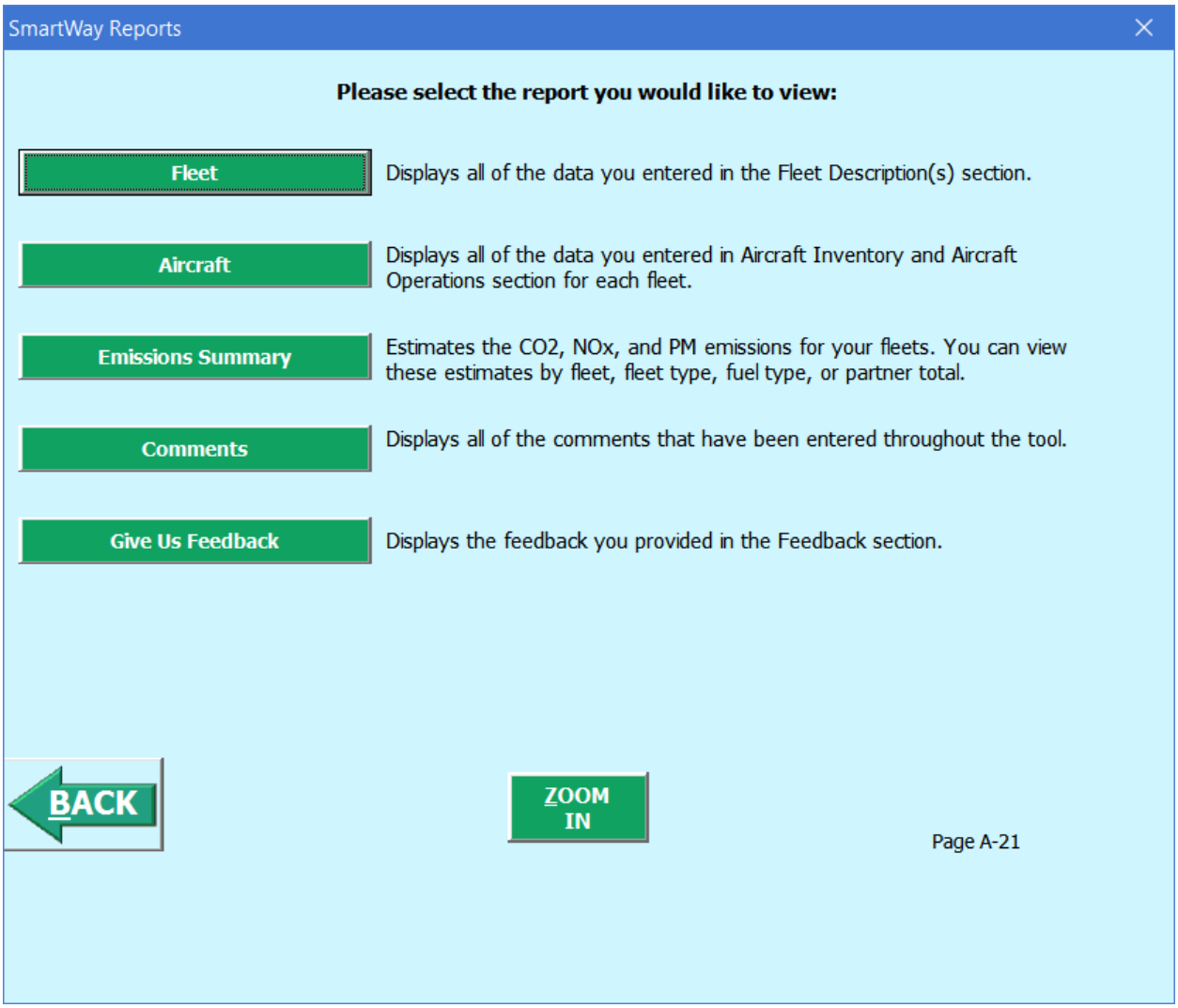
Printable data collection worksheets are provided in the Appendix of this document to help you prepare for data entry.

Please visit https://www.epa.gov/smartway/smartway-air-carrier-tools-and-resources for additional resources and technical documentation for more in depth exploration of each section of the Air Tool.

[7] If you create the XML file multiple times the file name will increment each time (e.g., Air_ABCompany_2017_V1.XML for the second iteration, etc.)

Step 3 – Results and Summary Reports

The **View Your Data Reports** section gives you access to five 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 at the bottom of the **Home** screen.



The **Feedback** section allows you to provide EPA with general feedback regarding the SmartWay program. This information is optional and is not required in order to submit your Air Tool data to EPA. Selecting the Give us Feedback button under item #5 on the **Home** screen will open this form.

APPENDIX: WORKSHEETS FOR DATA COLLECTION

WORKSHEET #1: CONTACT INFORMATION

#1. Enter your Contact Information:

General Company Contact Information

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

Working Contact Information

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

Executive Contact Information

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

Sustainability Contact Information

Sustainability Contact Name							
Sustainability Contact Address							
City			State/Province		Zip		Country	
Sustainability Contact Number				Email Address			

Other Contact Information

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

WORKSHEET #2: FLEET CHARACTERIZATION

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

Specify Fleet Name: This will be a combination of your Partner Name and a Fleet Identifier you create. Use a Fleet Identifier that a company hiring your fleet would recognize. Enter it exactly as it should appear on the SmartWay website:

Partner Name _____

Fleet Identifier (suffix) _____

Fleet Type (select one):
____Dedicated Freight
____Mixed Operations
____Passenger

Service Area (select one):
____International
____National
____Regional

Revenue Category (select one):
____Large (> $1B)
____Medium ($100M - $1B)
____Small ($20M - $100M)
____Micro (< $20M)

Total Number of Aircraft: _____

WORKSHEET #3: AIRCRAFT INVENTORY AND OPERATIONS

Complete this worksheet 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.

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 #4: 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: