



2019 SmartWay Truck Carrier Partner Tool:

User Guide

**U.S. Version 2.0.18
(Data Year 2018)**



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(Data Year 2018)**

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

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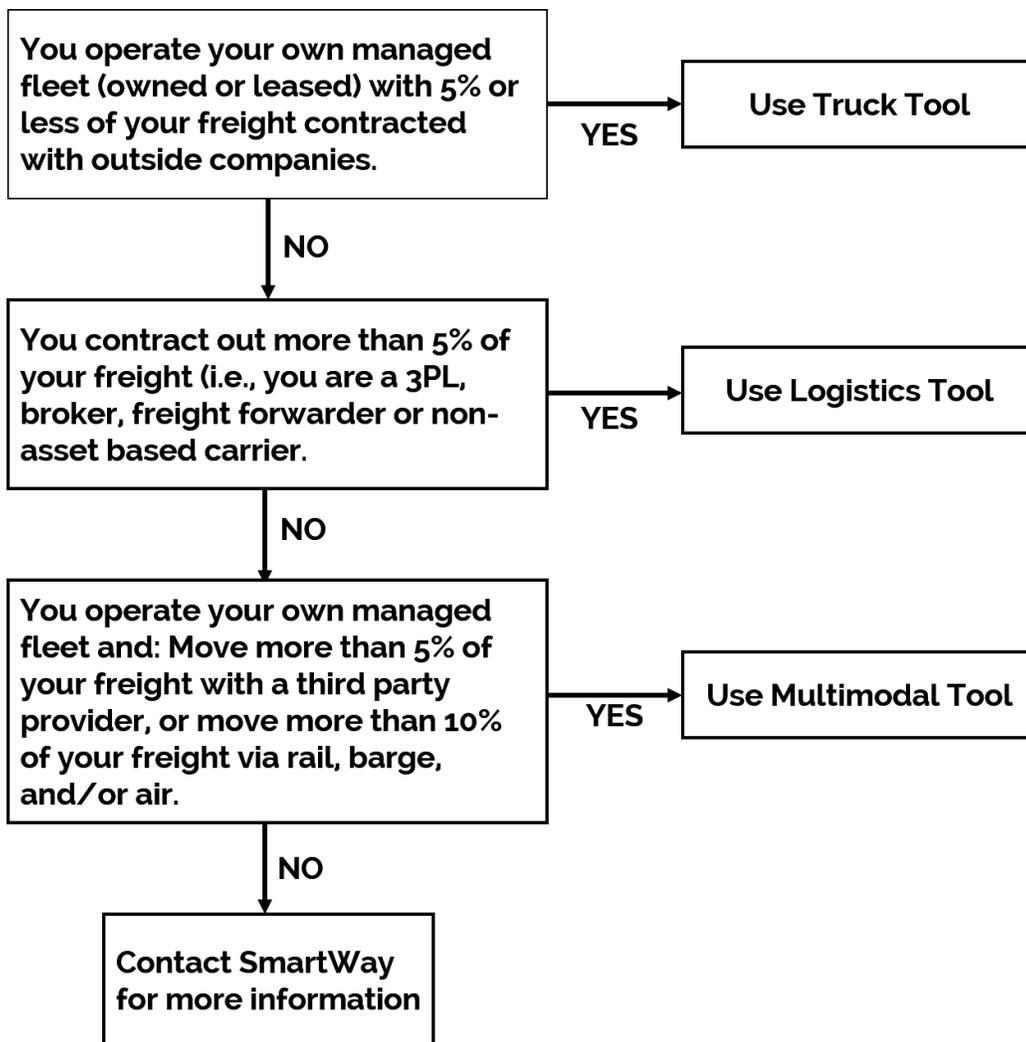
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Pre-Checklist — Before Getting Started

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/4PLs¹)
-  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:

-  assess freight operations,
-  calculate fuel consumption and carbon footprints, and
-  track fuel-efficiency and emission reductions.

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

SmartWay ranks Partners' efficiency and environmental performance and recognizes superior performance through the SmartWay Excellence Awards and the High Performers list.

WHY DO TRUCK CARRIERS JOIN THE SMARTWAY TRANSPORT PARTNERSHIP?

The SmartWay Transport Partnership provides truck 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 may be able to improve their energy efficiency, and can assert their corporate leadership.

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

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

HOW DO TRUCK CARRIERS JOIN THE SMARTWAY TRANSPORT PARTNERSHIP?

Truck Carriers join SmartWay by submitting a SmartWay Truck Carrier Tool (hereafter known as the “Truck Carrier Tool”).

Truck Carriers that submit tools that are approved by EPA are known as “SmartWay Truck Carrier Partners.”

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

All SmartWay Truck Carrier Partners agree to complete and submit the SmartWay Truck Carrier Tool to:

-  define company composition
-  characterize company activity
-  individually benchmark fleets
-  track annual changes in performance

Upon approval of a Truck Carrier Tool submission, truck carriers will be identified as SmartWay Truck Carriers Partners 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 and trucks in their submission. If a company wishes to list multiple fleets in the Truck Carrier Tool, it should list these fleets as they would be identified and hired by its customers. 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 Shipper and/or Logistics Tools.

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 Truck Carrier 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 TRUCK CARRIER TOOL?

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

-  The official company name EXACTLY as you would like it presented on the EPA website and other EPA communications
-  Company contact information
-  Contact details for:
 - your Working Contact
 - your Executive Contact (Executive Contact cannot be the same as the Working Contact)
 - your Sustainability and/or Other Contact(s) – these are optional (see pages 9-10 for definitions of contact types)
-  Percent split between US/Canada operations for each fleet
-  Quarterly International Fuel Tax Agreement (IFTA) statements² (for activity data) for the reporting calendar year
-  Fleet details for all fleets you control:
 - SCAC, MCN, DOT and/or NSC number information
 - Total inventory of vehicles in your fleet(s), sorted by vehicle class and engine model year, body type, and operational category for the reporting calendar year
 - Total miles, revenue miles and empty miles
 - Total diesel, biodiesel and/or other fuel use by class
 - Reefer fuel use by class (if applicable)
 - Average payload and average volume by class
 - For less-than-truckload carriers, average load weight and average number of loads per truck
 - Average cargo volume use percentage by class
 - Average idle hours per truck
 - Use of particulate matter control equipment by truck class and engine model year (if applicable)
-  Data sources
-  SmartWay ID number (if this is not your first tool submission)

² If applicable – for Class 7, 8a and 8b trucks only.

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 TRUCK CARRIER TOOL?

The Truck Carrier Tool was designed in Microsoft Excel using forms and Visual Basic for Applications (VBA) macros and code. Completing the Truck Carrier Tool requires the following software and system requirements:

Supported Operating Systems

-  Microsoft Windows 7 or later
 - Includes Windows 7, Windows 8 and 8.1, and Windows 10
 - The Tool should also be compatible with Windows XP if all other requirements are met as well. However, Windows XP has reached end of support and Microsoft and this may affect tool performance.

System Requirements

-  IBM Pentium processor or greater
-  2 GB Ram
-  100 MB disk space
-  Monitor display setting of 1,024 x 768 or greater

Software Requirements

-  Microsoft Excel 2010 or later
 - Includes Excel 2010, Excel 2013, Excel 2016 and Excel in Office 365
 - Must be the one-time purchase version of Microsoft Excel installed on a PC or the Office 365 subscription **desktop version** of the application; **cannot run with Microsoft Excel online or through OneDrive online**
 - The Tool should also be compatible with Excel 2007 if all other requirements are met as well. However, Excel 2007 has reached end of support and Microsoft no longer provides technical support, bug fixes, or security fixes. This may affect tool performance.
 - Excel 2010 will also reach end of support by Microsoft on October 13, 2020.

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 Truck Carrier Tool.

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

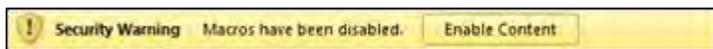
Since the Tool employs macros, Excel macros must be enabled to use the Tool. If necessary, follow the directions on the first screen of the Tool to enable macros, follow directions provided on the Microsoft Support website: <https://support.office.com/en-us/article/Enable-or-disable-macros-in-Office-files-12B036FD-D140-4E74-B45E-16FED1A7E5C6>, or follow the directions below:

Macros must be enabled on your computer to use the Truck Tool.

-  The default macro security setting in Excel is "Disable all macros with notification"
-  When you open the tool, you may get a security alert that macros are present, and you need to choose to enable the macros for this file to work. The steps below describe how to enable macros for different versions of Excel, first if the message bar or security dialog appear, and alternatively in the Trust Center if the message/dialog do not appear.

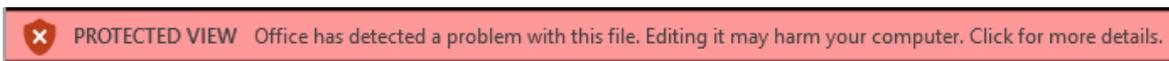
Enable macros when the Message Bar appears (Excel 2016, 2013, and 2010)

1. When you open the tool, the yellow message bar appears with a shield icon and the **Enable Content** button.



2. On the **Message Bar**, click **Enable Content**.

Note: if the file opens in Protected View, click **Enable Editing** on the message bar. If there is no Enable Editing option, click **for more details** and then click **Edit Anyway**. The Protected View message will look similar to the image below:



Once editing is enabled, follow Steps 1 and 2 above to enable content on the macro message bar.

Enable macros when the Security Options dialog appears (Excel 2007)

1. When the Security Options dialog appears, click **Enable this content**

2. Excel 2007 Security Options dialog



If the Message Bar or Security Options dialog does not appear, change macro settings in the Trust Center

Change macro settings in the Trust Center (Excel 2016, 2013, 2010, 2007)

1. Click the **File** tab (Excel 2016, 2013, 2010) or the **Microsoft Office Button** (Excel 2007) 
2. Click **Options** (Excel 2016, 2013, 2010) or **Excel Options** (Excel 2007)
3. Click Trust Center, and then click Trust Center Settings.
4. In the **Trust Center**, click **Macro Settings**.
5. Click the option "Disable all macros with notification."
6. Click **OK**.
7. Close out of the Excel file and then re-open it.
8. Follow the previous instructions to Enable macros when the Message Bar or Security Options dialog appears

The following image is the **Macro Settings** area of the Trust Center.



Once macros are enabled (and you are not in Protected View), you should be able to proceed with running 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.

WHAT IS INCLUDED IN THE SMARTWAY CARRIER PARTNERSHIP AGREEMENT?

To join the SmartWay Transport Partnership as a truck 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 (e.g., your Executive Contact) 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 Truck 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 Truck 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 Truck Carrier Tool. **The Truck Carrier Tool Technical Documentation**³ 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 2019. 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.

AUTO-POPULATION

As you progress through the Tool, you will see an “Auto-Population” screen. This screen allows partners and Applicants to input their SmartWay ID and automatically load the information for the initial steps of the Tool (Partner Name, Contact Information, and for established Partners, Fleet Information), based on the prior year’s submittal or, for Applicants, information entered through the online SmartWay Carrier application.⁴ The Auto-Population option can save time and ensure naming consistency for your contacts and fleet(s) from year to year. A popup screen will appear displaying all the contact and fleet data uploaded for your review before proceeding. Corrections and revisions may be made on the HOME screen if needed. If you do not have a SmartWay ID, or prefer to enter this data manually, you may skip this step.

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.

³ You may access the *SmartWay Truck Carrier Tool Technical Documentation* at <https://www.epa.gov/smartway/smartway-truck-carrier-partner-resources>.

⁴ You may access the SmartWay carrier application at <http://app5app4.erg.com/smartwayonramp/onramp/index.cfm?CFID=708106&CFTOKEN=14c13f056f84b32c-c1172202-f7ac-091b-019982bf6ae1a5ed>.

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.

If you selected the auto-populate option, please review the Partner Name as it appears on the screen, revising it as necessary.

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** for any questions about your company's participation and Tool submissions

 **An Executive Contact** for participation in recognition events and for authorizing participation in SmartWay

 **A Sustainability Contact (optional)**⁵ for information on company sustainability programs and outreach

 **Additional contacts (optional)** which 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 Truck Carrier Tool submission schedule is maintained and the location of SmartWay files are known, in the event that a Working Contact is reassigned, or leaves the company for any reason.

*If you selected the auto-populate option you still **MUST** review the Contact Information summary screen that pops up upon completion of this step and revise any entries on the HOME screen as needed.*

DATA REQUIREMENTS FOR SECTION 3: CHARACTERIZE YOUR FLEETS

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

⁵ The Sustainability Contact may be the same as the Working or Executive Contact, but not the same as any Other Contacts.

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

 **Identify Fleets:** 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:** You will need to confirm control of the fleet. “Control” means that you operate/route the vehicles, regardless of ownership status, and you must confirm that you have at least 95% control of the fleet to include it in the SmartWay Truck Carrier Tool. You will also be asked to provide SCAC, MCN, DOT or NSC numbers (for fleet identification), and define the fleet as “for-hire,” “private,” or “dedicated”. If you have questions, please call the SmartWay helpline at (734)-214-4767.

 **Operation Categories:** You will need to provide a reasonable estimate of the fleet’s split between truckload, less-than-truckload, drayage, package delivery, and expedited operations.

 **Body Types:** You will need to provide a reasonable estimate of the fleet’s split between the following body types:

- Dry van
- Refrigerated (Reefer)⁶
- Flatbed
- Tanker
- Intermodal chassis containers (pooled and owned)
- Heavy/Bulk hauler
- Auto carriers
- Moving
- Utility⁷
- Special hauler (e.g., Hopper, Livestock, and other specialized carriers)

 **SmartWay Category:** The SmartWay Category designation for each of your fleets will be shown on the fifth screen, based on your selections on the **Operation** and **Body Type** screens. For example, SmartWay Categories include

⁶ If you specify reefer body types in your fleet you must also provide your estimated reefer fuel use in the Activity section of the Tool.

⁷ The Utility category encompasses class 2b to 8b vehicles that do not carry typical commercial freight. Examples include garbage, recycle, service, work, dump, landscape, cement, bucket, boom, ambulance, armored, fire, farm, wrecker and other similar trucks. Because these trucks do not carry traditional freight payload, the user should self-define their payloads so as to make the emissions per payload efficiency useful to the user. SmartWay will not use the emissions per payload results for the Utility category. Users may experience yellow or red warning labels on the Activity screen due to the unique nature of Utility “payload.” In the case of red alerts, simply input text defining your special conditions in the required text boxes that appear.

Truckload/Dry Van, LTL, Mixed, etc. Your fleet's performance will be measured against other carriers with the same category designation, so please ensure you have characterized your fleet correctly before proceeding.

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

DATA REQUIREMENTS FOR SECTION 4: FLEET DATA

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

General Information Screen Requirements

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

Question 1 asks you to indicate your fleet's percent operation in the U.S. and Canada. Acceptable metrics include miles, fuel consumption, or any reasonable quantitative means of allotting the approximate percentage of operations in the two countries.

Next, you must select the fuel types found in this fleet in question 2. You will be asked to define all fuels the fleet used from a list of:

1. **Diesel/biodiesel:** petroleum diesel and/or biodiesel made from any renewable feedstock
2. **Gasoline/Ethanol:** conventional and reformulated gasoline, and 85% ethanol (E85)
3. **Liquefied Petroleum Gas (LPG):** also known as LP Gas, Liquid Propane Gas, and propane
4. **Liquefied Natural Gas (LNG)**
5. **Compressed Natural Gas (CNG)**
6. **Electric:** vehicles exclusively using battery electric power
7. **Hybrid:** vehicles with hybrid electric or hydraulic hybrid powertrains, using either gasoline or diesel

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

Question 3 asks you to determine your short-haul split vs. long-haul split. You will be requested to estimate the percentage of your fleet's operations that are short haul or long haul. A short haul is defined as any haul less than 200 miles; a long haul is defined as any haul of 200 miles or more. Percentages should be reasonable estimates.

In Question 4, you will be asked to indicate if you broker-out some portion of your company's total freight volume, and if so, to specify what percent of your total loads shipped last year were brokered. If you indicate that more

than 5 percent of company's total freight volume is brokered out, you will receive a warning that you should consider using the Logistics Carrier Tool or the Multimodal Carrier Tool instead of the Truck Carrier Tool. You may choose to contact your Partner Account Manager (PAM) or the SmartWay helpline if this occurs.

For Question 5, check to box if your fleet operates in the Northeast United States. This information is voluntary and not required for Tool submittal. This question asks about your activities in the Ozone Transport Commission (OTC) member states. The OTC is a multi-state organization created under the Clean Air Act, responsible for advising EPA on transport issues and for developing and implementing regional solutions to the ground-level ozone problem in the Northeast and Mid-Atlantic regions. OTC member states include Connecticut, Delaware, the District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, and Virginia. If you operate in these states, please specify if you were asked to join SmartWay by the OTC. If so, you should then indicate what percentage of your operation is based in the OTC, what the percentage estimate is based on (miles, gallons, or other) and the percentage value.

NOTE: For fleets categorized as Less-than-truckload/Dry Van, data for the average number of loads per truck and weight per load are now required in Question 6. Pay close attention to how these values are defined and estimated - the tool will validate these estimates by comparing them against the payload data entered later on the Activity screen.

FUEL-SPECIFIC SECTIONS: ENGINE MODEL YEAR & CLASS, AND ACTIVITY INFORMATION SCREENS

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

1. the Engine Model Year & Class⁸ screen
2. the Activity Information screen
3. the **PM Reduction** screen will appear for diesel vehicles if you specify diesel trucks with pre- 2007 engines on the **Engine Model Year & Class** screen

To complete these screens, you will need to have the following data on hand

-  the number of trucks in each fleet split out by engine model year and truck class
-  total miles by vehicle class
-  revenue miles by vehicle class
-  empty miles by vehicle class

⁸ For electric trucks, this screen is known as the "Motor Model Year and Class Screen".

-  gallons of fuel used by vehicle class (or kWhrs for electric trucks)
-  payload information by class and body type (if available; if not, use the Payload Calculator default ranges)
-  average capacity volume by body type and truck class for straight trucks (if available; if not, use the Volume Calculator defaults) or by trailer/container type for combination trucks
-  average used cargo volume percent by truck class
-  road type/speed category splits by truck class
-  average idling hours (short duration and extended) per truck for all classes
-  the number of trucks by class and engine model year for which you are using particulate matter retrofit control device

Step 2 Data Entry

DOWNLOADING THE SMARTWAY TRUCK CARRIER TOOL

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

SETTING SECURITY LEVELS

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, 2013, or 2016). Please refer to the section on “How Do I Set the Security Level When Opening SmartWay Tools” above for further details.

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, often called the "Trusted Sender" list.)

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

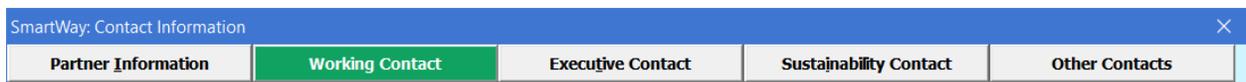
4. Enter the Sustainability Contact name and title (optional).

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.

5. Enter Other Contact name(s) (optional).

Other Contacts may include anyone who is not the Working, Executive, or Sustainability contact but may be involved with SmartWay in other ways (e.g., press/media contact, fleet manager, etc.).

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 **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:



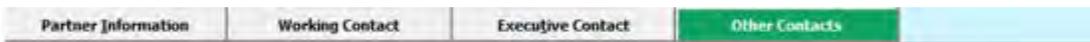
1. Enter the Executive Contact information. If the Executive Contact shares the same address as the company, you may select the **Use Partner Address** button to auto-populate the address section of this record.

Under the 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**.

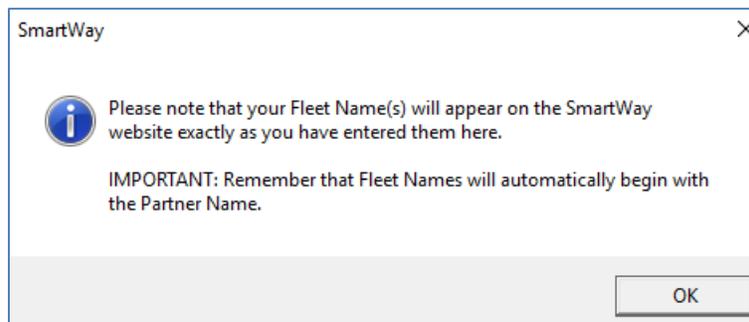
To make sure you have filled out all required contact information, select **VALIDATE SCREEN** at the bottom of the screen on the Partner Information tab. If any information is missing or invalid, a dialogue box will appear informing you what additional information is required.

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

COMPLETING THE IDENTIFY FLEETS 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 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

1. For each fleet, if you control at least 95% of the operation of the vehicles (weighted by miles) check the box labeled "95+% Control."
2. Enter SCAC, MCN, DOT and/or NSC identifiers (optional) for each fleet listed. If you have a single fleet that has multiple SCACs, enter all of them into the SCAC field, and separate them with commas.
 - While it is not required to enter SCAC, MCN, DOT or NSC information for each fleet, it will help shippers and logistics companies searching by those parameters in the SmartWay database to easily find your fleet for inclusion in their Tool.
3. Select your Fleet Type ("For-Hire," "Private," or "Dedicated") for each fleet listed.
4. Select the **NEXT** button or select the **Operation** tab at the top to proceed to the next section.

COMPLETING THE OPERATION SCREEN

1. For each fleet identified, estimate the percentage of mileage each fleet spends in the five defined operation categories and enter your estimates in the fields provided. Leave the field blank if no mileage is associated with that operation category for that fleet. The percentages for each fleet must sum to 100.
2. Select the **NEXT** button or select the **Body Types** tab at the top to proceed to the next section.

COMPLETING THE BODY TYPES SCREEN

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

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

2. Select the **NEXT** button or select the **SmartWay Category** tab at the top to proceed to the next section.

REVIEWING THE SMARTWAY CATEGORY SCREEN

1. The SmartWay Category designation for each of your fleets is shown on this screen, based on your selections on the **Operation** and **Body Types** screens. Your fleet's performance will be measured against other carriers with the same category designation, so please ensure you have characterized your fleet correctly before proceeding.
2. Once you are sure your Fleet Description information is input correctly, you may select the **CREATE FLEET(s)** button at the bottom of the page. You will be prompted then to confirm that you have identified all of your fleets. Return to the **Identify Fleets** screen if needed, otherwise select **OK** and you will automatically be returned to the **Home** screen.

SELECTING A FLEET FOR DATA ENTRY

1. 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 **General Information** data entry screen for that fleet.

COMPLETING THE GENERAL INFORMATION SCREEN

1. Enter your percentage of operations in the U.S. and Canada.
 - Inputting a value in one cell automatically populates the other cell to add up to 100.
2. Select the boxes for the fuel type(s) you use.
 - Once you select these boxes, the appropriate fuel type tab (along the top of the screen next to the **General Information** tab) will become active.

3. Enter your percentage short-haul vs. long-haul operations.
 - Inputting a value in one cell automatically populates the other cell to add up to 100.
4. Select “Yes” or “No” indicating whether you broker-out some portion of your company’s total freight volume.
 - If you select “Yes”, enter the percent of your total loads shipped last year that were brokered out.
5. (Optional) Check the box if your fleet operates in Ozone Transport Commission (OTC) member states.
 - If you operate in the OTC, select “Yes” or “No” indicating whether you have been asked to join SmartWay by the OTC.
 - Enter the percentage of your operation that is based in the OTC member states.
 - Select Miles, Gallons, or Other to indicate what that percentage is based on. If you select “Other”, specify your response in the space provided.
 - Enter the value for the item you indicated that your percentage was based on (miles, gallons, or other).
6. If your fleet is categorized as Less than Truckload, enter the average number of loads and average weight per load for the fleet. Your estimates will be validated against the truck class-specific payload information you enter on the Activity screen(s).
7. Select the **VALIDATE SCREEN** button to make sure you have filled out everything on this screen properly.
8. Select **NEXT** or select the next available fuel tab at the top to begin entering fuel and activity data for this fleet.

COMPLETING THE ENGINE MODEL YEAR & CLASS SCREEN

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

Select the boxes at the top (i.e., 2b, 3, 4, 5, 6, 7, 8a, 8b) for each of the truck classes you operate in this fleet.

Input the number of vehicles you have in each class, specifying the corresponding **engine** model years (rather than the tractor model years).

1. Use the scroll bar to the right if you need to enter information for older model years. Select the box at the bottom of the screen to hide any unused truck classes if you wish.
2. Select NEXT or select the **Activity Information** tab at top of the screen to proceed to the next section.
 - Before leaving the **Engine Model Year & Class** screen, you will be prompted to confirm the accuracy of your model year and truck class selections.

Note: You may review previous years' selections by selecting the **Year-to-Year Comparison Report** on the **Home** screen.

COMPLETING THE ACTIVITY INFORMATION SCREEN

1. Enter the exact value for total miles driven collectively by this fleet by vehicle class. Include all out-of-route, positioning, empty, and other miles driven.
2. Enter the exact value for the revenue miles—the number of miles your fleet drove that were charged to a customer account.
3. Enter the exact value for the total number of empty miles traveled by your fleet.
4. Enter the exact value for all the gallons of fuel used by your fleet in the **past 12-month (calendar year) reporting period**, including reefer fuel and any gallons of biofuels (biodiesel for diesel vehicles, ethanol for gasoline vehicles) or biofuel blends.
5. If you specified any use of reefer body types under the Fleet Characterization section, the **Refrigeration & Heating Unit Fuel Consumption** button will appear. Select this button and provide your best estimate of your reefer fuel use in gallons for each truck class. Diesel, LPG, LNG, CNG, and electric trucks are assumed to use diesel reefers, and gasoline trucks to use gasoline reefers. Enter zero for any truck classes/fuel types that do not utilize reefer units. If you do not know your reefer fuel use at the truck class level you may enter a total value which will be distributed across your truck classes proportional to your vehicle fuel consumption entries.

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

COMPLETING THE FUEL ALLOCATOR WORKSHEET

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

COMPLETING THE BIODIESEL BLEND WORKSHEET

If this fleet has used biodiesel, select the **Input Biodiesel** button and specify your biodiesel volumes by blend level in the **Biodiesel Blend Worksheet**.

1. For each of the blends used by your fleet, enter the appropriate number of gallons used.
2. Select **OK**.

ENTERING DATA IN THE PAYLOAD CALCULATOR

1. Enter your average payloads into the Tool for each truck class by selecting the **Payload Calculator** button.
2. Under Step 1 select your activity Allocation Method.
3. Select your Units, from the drop-down.
4. Under Step 2 select the box(es) next to the body types used in this Truck Class. Note that some body type selections may be unavailable based on the body type(s) selected in the **Fleet Description(s)** section of the Tool.
5. For each body type selected, enter the activity associated with this body type.
6. For each body type selected, use the drop-down to select a range, or preferably, enter a precise estimate OR the exact payload if available. Make sure to include any pallet and packaging weight in your payload estimates.
7. Validate the screen to determine if there are any errors to correct; if yes, correct the errors and/or enter comments using the **Add Comments** button to explain your data inputs.
8. Select **OK** to perform a final validation check and return to the **Activity Information** screen

ENTERING DATA IN THE AVERAGE CAPACITY VOLUME CALCULATOR

For truck classes 8a and 8b follow these steps:

1. Select the **Volume Calculator** button to open the **Volume Calculator** screen.
2. Under Step 1 select one of the three reporting basis options using the radio check boxes.
3. Under Step 2 enter the requested metrics for the trailers, containers, tankers, bulk carrier, or other trailers used in this truck class.
4. Select **OK** to return to the **Activity Information** Screen.

For truck classes 2b through 7, follow these steps:

1. Select Volume Calculator to open the **Volume Calculator** screen.
2. Under Step 1 select your activity Allocation Method.
3. Select your Units, from the drop-down.
4. Under Step 2 select the box(es) next to the body types used in this Truck Class. Note that some body type selections may be unavailable based on the body type(s) selected in the **Fleet Description(s)** section of the Tool.
5. For each body type selected, enter the activity associated with this body type.
6. For each body type selected, use the drop-down to select the default average volume OR enter the exact volume if available.
7. Validate the screen to determine if there are any errors to correct; if yes, correct the errors and/or enter comments using the **Add Comments** button to explain your data inputs.
8. Select **OK** to perform a final validation check and return to the **Activity Information** screen.

ENTERING AVERAGE USED CARGO VOLUME %

1. If you specified drayage activity under the **Operation Types** screen, and you do not know the cargo volume use in your containers, you may select **Use Industry Average**, in which case the industry average capacity utilization value will be auto-populated for you.
2. Otherwise enter your estimate for average cargo volume use in percent for each truck class.

COMPLETING THE ROAD TYPE / SPEED CATEGORY SECTION

1. For each truck class, select the **Enter Speeds** button to open the “Road Type/Speed Categories” box.
2. Enter the requested metrics for Highway or Rural Driving and Urban Driving for each of the speeds listed (if applicable). If you only know Highway or Rural driving, you can select the box next to “Populate the urban driving fields with default values” to complete the screen.
3. Select **OK** to return to the **Activity Information** screen.

ENTERING DATA IN THE IDLING HOURS CALCULATOR

1. Select the **Idling Hours Calculator (All Classes)** button to open the **Idle Hours Calculator**.
2. Enter daily long-duration idling hours per truck, daily short-duration idle hours per truck, and average days in service per year for each vehicle class represented in this fleet.
3. Select **OK** to return to the **Activity Information** Screen.

COMPLETING THE PM REDUCTION SCREEN

1. Select the “PM Reduction” box at the top of the screen if your fleet employs particulate matter reduction technologies on pre-2007 engines. If your fleet does not employ such devices you may select **NEXT** to proceed. Otherwise continue with the following steps.
2. Select the radio button next to a device (DOC, CCV, or PM trap) you have used for your fleet.
3. Enter the number of trucks equipped with the device by engine (not vehicle) model year.
4. If other devices have been used with this fleet, select the radio box(es) next to each device and enter the number of trucks equipped with the device by engine (not vehicle) model year.
5. When done, select **VALIDATE SCREEN** to make sure you have filled out everything properly on this screen.
6. Select **HOME** to return to the **Home** screen or select **NEXT** to proceed to the next fuel type, or the **Data Sources** screen.

If you have finished entering data for this fuel type, select the tab for the next fuel type and complete the screens as indicated above. Otherwise proceed to the **Data Sources** screen.

COMPLETING THE DATA SOURCES SCREEN

Once you have completed entering the activity data for all fuel types you must proceed to the **Data Sources** screen. You will see four spaces to specify your data sources for total miles driven, gallons of fuel used (including biofuel and reefer), average payload (cargo weight only), and other data sources (including capacity utilization, idle hours, and road type/speed distribution). Select the **?** buttons next to each section for descriptions and examples showing comments, types of information, and the requisite level of detail you should provide.

After completing the four data source sections, if your data sources are the same across all your fleets, select **Apply these data sources to all fleets** to copy the data sources currently on screen to all your other existing fleets. This will overwrite any information you have specified for your other fleets’ data sources EXCEPT for fleets where you have checked the box to indicate that data sources are for that fleet only. You may select **Apply these data sources to all fleets** any time you want after making changes on this screen to apply changes to other fleets. If you select the checkbox at the top of the screen to user data sources for this fleet only, this will prevent the information you enter on the data sources screen from being overwritten if you later select **Apply these data sources to all fleets** while entering data for another fleet. For

instance, if you have four fleets and you have checked this box for your first fleet but not the others, if you select “**Apply these data sources to all fleets** when entering data for your second fleet”, the data sources for your second fleet will be copied to your third and fourth fleets, but your first fleet’s data sources will not be updated.

When finished select **VALIDATE SCREEN** to identify and address potential errors, and then select **HOME** to return to the **Home** Screen.

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

Next Steps

If you have finished inputting data for all of your fuel types, select **HOME** to return to the HOME screen and follow the instructions to submit your Tool to EPA.

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

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: Truck_PartnerName_ Year_ V0.xml⁹

For example, Truck_ABCompany_ 2018 _V0.xml

4. where “PartnerName” indicate 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.
5. Next specify the folder where you would like to save the .xml file, and save it. Note that an additional file in .xslm format will be saved in the folder as well.
6. When a new screen appears, follow the instructions for submitting your .xml and .xslm files to SmartWay. Note that the .xml file is approximately 10 times smaller than the .xslm file.
7. Upon selecting **NEXT**, a screen will appear that allows you to close the Truck Carrier Tool or return to the **Home** screen.

■ **NOTE: DO NOT ZIP the .xslm 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.**

⁹ If you create the XML file multiple times the file name will increment each time (e.g., Truck_ABCompany_2018_V1.XML for the second iteration, etc).

- **NOTE: DO NOT CHANGE THE NAME OF THE XML OR XLS MFILES.**

IMPORTANT: Email servers as well as individual email clients may block or designate incoming email as 'junk mail'. To avoid having SmartWay email blocked or designated as junk email you should ask your Management Information System staff who manage your email system to place the 'erg.com' domain name on your email system's "safe senders list." This is because SmartWay email is currently generated from this domain name and does not match the EPA.gov domain name used by your Partner Account Manager. In addition, you should add your Partner Account Manager's email address to your contact list.

Please visit <https://www.epa.gov/smartway/smartway-truck-carrier-partner-resources> for additional resources, including printable data collection worksheets, and technical documentation, for more in-depth exploration of each section of the Truck Carrier Tool.

Step 3 Results and Summary Reports

The **View Summary Data Reports** section gives you access to 12 reports to help you understand your data and use it to make better performance decisions. You can access these reports by selecting **View Summary Data Reports** at the bottom of the **Home** screen.

Please select the report you would like to view:

Internal Metrics	Estimates the CO ₂ , NO _x , and PM emissions for your fleets. You can view these estimates based on truck class, fuel type, or fleet.
Fleet Description(s)	Displays all of the data you entered in the Fleet Description(s) section.
General Information	Displays all of the data you entered in the General Information section.
Truck Counts	Displays all of the data you entered in the Engine Model & Year section.
Activity Information	Displays all of the data you entered in the Activity Information section.
Reefer Fuel Consumption	Displays all of the data you entered in the Reefer Fuel screen in the Activity Info section.
PM Reduction Strategies	Displays all of the data you entered in the PM Reduction section.
Comments	Displays all of the comments that have been entered throughout the tool.
Out of Range	Displays all of the values throughout the Tool that were not within the expected range.
Data Sources	Displays all of the data source information you provided throughout the Tool.
Give Us Feedback	Displays the feedback and suggestions you provided in Step 5.
Public Disclosure Report	Displays the Scope 1, Scope 2, biogenic and non-carbon emissions.

The **Year-to-Year Comparison Report** allows you to compare the fleet characteristics, activity values, and performance metrics from your current reporting year with your prior reporting year. This report is particularly helpful in identifying any changes that may have occurred since your last reporting period, determining trends in activity and performance,



and performing general quality assurance of the inputs use for your current Tool. You can access this report by selecting **Review your Year-to-Year Performance** at the bottom of the **Home** screen.

The **Feedback** section allows you to provide EPA with general feedback regarding the SmartWay program, tools, and resources. This information is optional and is not required for you to submit your Truck Carrier Tool data to EPA. Selecting the **Give Us Feedback** button under item #5 on the **Home** screen will open this form.

Appendix A: 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 Mailing Address							
City		State/Province		Zip		Country	
Executive Contact Phone Number				Email Address			

SUSTAINABILITY CONTACT INFORMATION

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

OTHER CONTACT INFORMATION

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



WORKSHEET #2: FLEET CHARACTERIZATION

Complete this worksheet for each fleet you will be submitting in the Truck Carrier 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) _____

95% Control _____ SCAC: _____ MCN: _____ DOT #: _____ NSC: _____

FLEET TYPE: _____ (for hire, private, dedicated)

OPERATION CATEGORY PERCENTAGES (MUST SUM TO 100):

Truckload _____ LTL _____ Drayage _____ Package Delivery _____ Expedited _____

BODY TYPE PERCENTAGES (MUST SUM TO 100):

Dry Van _____ Reefer _____ Flatbed _____ Tanker _____ Chassis _____

Heavy-Bulk _____ Auto Carrier _____ Moving _____ Utility _____ Special Hauler _____

IF SPECIAL HAULER IS SELECTED, PLEASE DESCRIBE TYPE:

WORKSHEET #3: GENERAL FLEET INFORMATION

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

% of fleet operation in the United States: _____

% of fleet operation in Canada: _____

Long- versus Short-haul split (%): _____ Short Haul _____ Long Haul

TYPES OF FUEL USED:

_____ diesel/biodiesel _____ gasoline/ethanol _____ propane (LPG)
 _____ liquefied natural gas _____ compressed natural gas (CNG)
 _____ electric _____ hybrid electric (diesel/gasoline)

Do you broker-out some portion of your company’s total freight volume?

_____ YES _____ NO

What percent of your total loads shipped last year were brokered? _____

Does your fleet operate in the Northeast United States?*

_____ YES _____ NO

Have you been asked to join SmartWay by the OTC?*

_____ YES _____ NO

What percentage of your operation is based in the OTC?* _____

What is the percentage based on?*

_____ Miles _____ Gallons _____ Other

Enter amount*: _____ (Miles/Gallons/Other)

***OTC-related questions are optional.**

For Less than Truckload Fleets -

Average Number of loads per truck: _____

Average weight per load (lbs): _____

WORKSHEET #4A: MODEL YEAR & CLASS INFORMATION

NOTE: Print multiple copies of this worksheet to gather data for each fuel type within each fleet.

Fleet Name: _____

Fuel Type: _____

ENGINE MODEL YEAR(S) AND CLASS(ES):

	Class 2b	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8a	Class 8b
	8,501-10,000	10,001-14,000	14,001-16,000	16,001-19,500	19,501-26,000	26,001-33,000	33,001-60,000	60,001 & above
								
ENGINE MODEL YEAR	2B	3	4	5	6	7	8A	8B
2019								
2018								
2017								
2016								
2015								
2014								

	Class 2b	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8a	Class 8b
	8,501-10,000	10,001-14,000	14,001-16,000	16,001-19,500	19,501-26,000	26,001-33,000	33,001-60,000	60,001 & above
								
ENGINE MODEL YEAR	2B	3	4	5	6	7	8A	8B
2013								
2012								
2011								
2010								
2009								
2008								
2007								
2006								
2005								
2004								
2003								

	Class 2b	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8a	Class 8b
	8,501-10,000	10,001-14,000	14,001-16,000	16,001-19,500	19,501-26,000	26,001-33,000	33,001-60,000	60,001 & above
								
ENGINE MODEL YEAR	2B	3	4	5	6	7	8A	8B
2002								
2001								
2000								
1999								
1998								
1997								
1996								
1995								
1994								
1993								
1992								

	Class 2b 8,501-10,000	Class 3 10,001-14,000	Class 4 14,001-16,000	Class 5 16,001-19,500	Class 6 19,501-26,000	Class 7 26,001-33,000	Class 8a 33,001-60,000	Class 8b 60,001 & above
								
ENGINE MODEL YEAR	2B	3	4	5	6	7	8A	8B
1991								
1990								
1989								
1988								
Pre-1988								

WORKSHEET #4B: ACTIVITY DATA SOURCES AND INFORMATION

Please read the guidance provided below to ensure you are providing data source descriptions at an appropriate level of detail in your tool submission. Then, you may then use the following worksheet to prepare your data source descriptions for the Tool.

TOTAL MILES DRIVEN:

Describe the basis for your total miles estimates, including relevant details about your Dispatching Software, Transportation Management System, ECM data recorders, or other systems used to collect and validate this data. Do NOT simply enter “Driver” or “AS-400,” for example, without additional details. Examples are provided below for guidance demonstrating good practices and the desired level of detail.

-  TMS data are collected for every trip with point to point mileage determined by GPS. The driver is required to key in start and end data for each trip into their handheld dispatch screen. For drivers that do not enter their data, a dispatch reconciliation process is conducted by the Dispatch Supervisor and keyed in before the trip is submitted for IFTA fuel tax calculations and payroll. Recorded start and end data are checked against driver logs on a trip-specific basis (by month) to ensure no mileage is missed. Total Mileage data from the two systems is reconciled to within a variance of less than 0.0005%.”
-  Miles were generated by ALK PC Miler software and stored in our TMS system (TMW) for each trip. Software miles were reconciled to IFTA miles compiled from GPS satellite data on company trucks, and manual trip sheets based on odometer readings submitted by owner operators.”
-  We use GPS scanners carried by each driver that maps their location throughout the day. The GPS system is provided by e-Courier, and is connected to our dispatching screens and a dispatching program also provided by e-Courier. We also have a second GPS mapping system with the device hot wired into each vehicle. The mileage totals from this system are used as an independent check against the e- Courier totals.”

GALLONS OF FUEL USED:

Describe the basis for your total fuel use estimates, including relevant details about your Dispatching Software, Transportation Management System, ECM data recorders, or other systems used to collect and validate this data. Do NOT simply enter “comdata” or “daily log,” for example, without additional details. Examples are provided below for guidance demonstrating good practices and the desired level of detail.

-  All trucks are equipped with QualComm systems for electronic fuel/mileage reporting via the ECM. We run an annual report for the calendar year from our AS400 system where all data is recorded and maintained to report all mileages and fuel usage at the individual truck and trip level.”
-  All gallons are purchased via Electronic Funds Source (EFS). Each month fuel purchases are pulled and saved in IFTA files. The gallons are uploaded into our Turnpike XATA/Omnitracs management systems. Any gallons not purchased via EFS are determined based on miles per gallon averages and miles travelled estimates.”

- “We have two methods for tracking gallons of fuel used including paper receipts obtained at the pump when the driver refuels, and through devices integrated with the ECM of each vehicle (managed by Fleetmatics).”
- Exact fuel usage and mileage data is available for our main terminal; our other two terminals use manual fuel logs. The MPG estimates based on data from the main terminal is extrapolated to the entire fleet (based on total mileage) to arrive at our total fuel consumption estimate.”

AVERAGE PAYLOAD:

Describe the basis for your average payload estimates, including relevant details about the systems used to collect and validate this data. Do NOT simply enter “company records” or “AS-400,” for example, without additional details. Examples are provided below for guidance demonstrating good practices and the desired level of detail.

- “We ran a detail revenue report including freight weights obtained from bills of lading, and our land analysis report (showing the precise number of loads over the calendar year). We then took the total weight for the year and divided by the total number of loads and converted to tons to calculate average payload per load.”
- “Our cargo is comprised of 85% heavy equipment and 15% industrial machinery (typically “one-off”, specially manufactured items), using a mix of body types (dry van, flatbed, and heavy haulers). For each load transported, our employees obtain the weight of the cargo hauled via one of 3 methods: 1) For heavy equipment, we consult the equipment manufacturer’s specifications to determine the approximate weight of the cargo. This data provides a precise estimate. 2) For industrial machinery, we are provided with the specifications of the cargo by the manufacturer. Because the cargo transported typically is a “one-off” item, the manufacturer knows the exact weight of the cargo based on the materials used. This method provides an exact value. 3) In the absence of any other source, we weigh the load at a CAT scale and subtract the estimated weight of the tractor and trailer to obtain the weight of the cargo. This method is used to select a range from the payload calculator. For body types that involve a mix of these methods, the most appropriate range from the payload calculator is selected.”

OTHER DATA:

Describe the basis for your other data estimates, including idle hours, capacity utilization, and road/speed distributions. Provide relevant details about the systems used to collect and validate this data. Do NOT simply enter “ECM” or “daily log,” for example, without additional details. Examples are provided below for guidance demonstrating good practices and the desired level of detail.

- Capacity Utilization:** “We use Appian routing and load building software. This software estimates the load capacity per trailer and optimal utilization for each load. The majority of our loads are regional and local delivers that may not always allow for 100% capacity due to add-ons and delivery windows.”
- Average capacity for the fleet was based on a sample of typical loads as calculated by the software.”
- Idle Hours:** We used our dispatch software to report the number of loads per day and over the year to estimate total idle time during truck wash/load/unload periods. We then adjusted the idle time estimates for use of customer pumps when unloading, and for facilities with “no idle” policies (where applicable), reducing idle time accordingly.”

 **Road Type/Speed Distributions:** Most of the loads in this fleet are hauled to facilities located outside urban cores, and directly off the highway or freeway. Using GPS records, we determined that we drive approximately six "urban" (non-highway) miles for every load hauled by looking at the most common locations we load/unload, and measuring the distance from the facilities to the highway or freeway. We then retrieved the number of loads transported by the fleet using dispatch software reports, and multiplied the number of loads by six to estimate the number of urban miles. Then we divided the number of urban miles by the total number of miles driven by this fleet to calculate the percent split between urban and highway miles. Urban speed range splits were based on a sampling of ECM data throughout the year, excluding data points greater than 50 mph (assumed to be highway operation)."



DATA SOURCES - COMPLETE THE PAGE BELOW FOR EACH FLEET:

Total Miles Driven

Gallons of Fuel Used (incl. Reefer and Biofuel - biodiesel or ethanol)

Average Payload (tons or pounds - circle one) Cargo Weight Only

Other Data Sources

ACTIVITY DATA BY TRUCK CLASS

	2B	3	4	5	6	7	8A	8B
Total Miles Driven (exact values)								
Revenue Miles Driven (exact values)								
Empty Miles Driven (exact values)								
Gallons of Fuel used, including biofuels and Reefer used (exact values)								
Average Cargo Volume Use % (excluding empty miles)								



WORKSHEET #4D: PAYLOAD AND VOLUME

To determine average payload for the entire fleet you will need to select an allocation method to determine the amount each truck class/vehicle type contributes to the overall total. Four allocation methods are provided, listed from most preferred to least preferred. You will also need to specify the data source(s) used to develop your estimates, and select the units for Payload (short tons or pounds) and Volume (cubic feet or TEU).

WORKSHEET #4D: CLASS 2B—PAYLOAD AND VOLUME

Select allocation

method for this class # of miles # of trips % of operation # of vehicles
(circle one)

Select payload unit
(circle one)

Tons Pounds

Select volume unit
(circle one)

Cubic Ft TEU

Vehicle Class	Vehicle Type	Allocation factor (# miles, trips, etc.)	Average Payload	Average Volume
2B	 Flatbed			
2B	 Step van			
2B	 Walk In			
2B	 Conventional van			
2B	? OTHER			

WORKSHEET #4D: CLASS 3—PAYLOAD AND VOLUME

Select allocation

method for this class # of miles # of trips % of operation # of vehicles
(circle one)

Select payload unit
(circle one)

Tons Pounds

Select volume unit
(circle one)

Cubic Ft TEU

Vehicle Class	Vehicle Type	Allocation factor (# miles, trips, etc.)	Average Payload	Average Volume
3	 Step van			
3	 Walk In			
3	 Conventional van			
3	? OTHER			

WORKSHEET #4D: CLASS 4—PAYLOAD AND VOLUME

Select allocation

method for this class # of miles # of trips % of operation # of vehicles
 (circle one)

Select payload unit
 (circle one)

Tons Pounds

Select volume unit
 (circle one)

Cubic Ft TEU

Vehicle Class	Vehicle Type	Allocation factor (# miles, trips, etc.)	Average Payload	Average Volume
4	 Flatbed			
4	 Step van			
4	 Large walk-in			
4	 Conventional van			
4	? OTHER			

WORKSHEET #4D: CLASS 5—PAYLOAD AND VOLUME

Select allocation

method for this class # of miles # of trips % of operation # of vehicles
(circle one)

Select payload unit
(circle one)

Tons Pounds

Select volume unit
(circle one)

Cubic Ft TEU

Vehicle Class	Vehicle Type	Allocation factor (# miles, trips, etc.)	Average Payload	Average Volume
5	 Large walk-in			
5	 Conventional van			
5	? OTHER			

WORKSHEET #4D: CLASS 6—PAYLOAD AND VOLUME

Select allocation

method for this class # of miles # of trips % of operation # of vehicles
 (circle one)

Select payload unit
 (circle one)

Tons Pounds

Select volume unit
 (circle one)

Cubic Ft TEU

Vehicle Class	Vehicle Type	Allocation factor (# miles, trips, etc.)	Average Payload	Average Volume
6	 Flatbed			
6	 Reefer			
6	 Large walk-in			
6	 Single axle van			
6	? OTHER			

WORKSHEET #4D: CLASS 7 STRAIGHT TRUCKS—PAYLOAD AND VOLUME

Select allocation

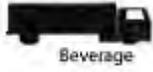
method for this class # of miles # of trips % of operation # of vehicles
(circle one)

Select payload unit
(circle one)

Tons Pounds

Select volume unit
(circle one)

Cubic Ft TEU

Vehicle Class	Vehicle Type	Allocation factor (# miles, trips, etc.)	Average Payload	Average Volume
7	 Beverage			
7	 Flatbed			
7	 Reefer			
7	 Tanker			
7	 Single axle van			
7	? OTHER			

WORKSHEET #4D: CLASS 7 COMBINATION TRUCKS—PAYLOAD AND VOLUME

Select allocation

method for this class # of miles # of trips % of operation # of vehicles
 (circle one)

Select payload unit
 (circle one)

Tons Pounds

Select volume unit
 (circle one)

Cubic Ft TEU

Vehicle Class	Vehicle Type	Allocation factor (# miles, trips, etc.)	Average Payload	Average Volume
7	 Combination Flatbed			
7	 Combination Reefer			
7	 Dry Van - Single			
7	? OTHER			

WORKSHEET #4D: CLASS 8A STRAIGHT TRUCKS—PAYLOAD AND VOLUME

Select allocation

method for this class # of miles # of trips % of operation # of vehicles
(circle one)

Select payload unit (circle one) Tons Pounds

Vehicle Class	Vehicle Type	Allocation factor (# miles, trips, etc.)	Average Payload
8A	 Flatbed		
8A	 Tanker		
8A	 Single axle van		
8A	 Reefer		
8A	 OTHER		

WORKSHEET #4D: CLASS 8A COMBINATION TRUCKS—PAYLOAD AND VOLUME

Select allocation

method for this class # of miles # of trips % of operation # of vehicles
(circle one)

Select payload unit (circle one) Tons Pounds

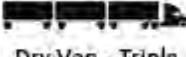
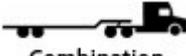
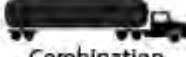
Vehicle Class	Vehicle Type	Allocation factor (# miles, trips, etc.)	Average Payload
8A	 Beverage		
8A	 Combination Flatbed		
8A	 Dry Van - Single		
8A	 Combination Reefer		
8A	 Chassis		
8A	 Auto Carriers		
8A	 Moving		
8A	? OTHER		

WORKSHEET #4D: CLASS 8B COMBINATION TRUCKS—PAYLOAD AND VOLUME

Select allocation

method for this class # of miles # of trips % of operation # of vehicles
(circle one)

Select payload unit (circle one) Tons Pounds

Vehicle Class	Vehicle Type	Allocation factor (# miles, trips, etc.)	Average Payload	Vehicle Type	Allocation factor (# miles, trips, etc.)	Average Payload
8B	 Dry Van - Single			 Auto Carriers		
8B	 Dry Van - Double			 Heavy/Bulk		
8B	 Dry Van - Triple			 Moving		
8B	 Combination Reefer			? OTHER		
8B	 Combination Flatbed					
8B	 Combination Tanker					
8B	 Chassis					
8B	 Specialty Hauler					

WORKSHEET #4D: VOLUME-PAYLOAD AND VOLUME

The volume worksheet for Class 8A/B reflects a range of standard trailer and container configurations. This worksheet will help you prepare for completing the worksheet in the Truck Carrier Tool.

Please specify your data source:

Please specify your reporting basis:

_____ **Percent Usage** _____ **Number of Truckloads/Year** _____ **Number of Trailers**

Enter the numbers by type of trailer or container; the Tool will calculate a fleet-average volume:

Trailer Size - Box, Reefer, Std. Flatbed	Percentage/ # Truckloads/ # Trailers	Container Size	Percentage/ # Truckloads/ # Trailers	Other Trailers (e.g., low-boy, drop deck flatbed, etc.)	
20 ft		20 ft		Cubic Feet per Truck	
40 ft		40 ft		Number/Percent	
42 ft		45 ft			
45 ft		48 ft		Auto Carriers	
48 ft		53 ft		Number/Percent	
53 ft				Avg. # Vehicles/trailer	
57 ft		Bulk Carrier Size			
28 + 28		Large (42" X 8.5" X 11.5")		Liquid Tanker Size	
40 + 40		Medium (32" X 8" X 11")		Large (7,500+ gallons)	
48 + 28		Small (22" X 8" X 10.25")		Medium (3,001-7,499 gallons)	
48 + 48				Small (3,000 and under gallons)	
28 + 28 + 28		Specialty Hauler			
		Cubic Feet per Truck			
		Number/Percent			

WORKSHEET #4E: ROAD TYPE/SPEED DISTRIBUTION AND IDLE HOURS

		2B	3	4	5	6	7	8B	8B
ROAD TYPE / SPEED DISTRIBUTION	% Highway vs. Rural Driving								
	% Urban Driving Under 25 mph								
	% Urban Driving 25 to 50 mph								
	% Urban Driving 50 mph+								
AVERAGE DAILY IDLE HOURS PER TRUCK	Daily Long Duration Idle Hours Per Truck								
	Daily Short Duration Idle Hours Per Truck								
	Average Days in Service Per Truck Per Year								

WORKSHEET #4F: DIESEL PM CONTROL

For trucks with PM Controls by truck class – Note # of trucks by control type (CCV, DOC, PM Trap)

ENGINE MODEL YEAR	2B	3	4	5	6	7	8A	8B
2006								
2005								
2004								
2003								
2002								
2001								
2000								
1999								
1998								
1997								
1996								
1995								
1994								
1993								
1992								
1991								
1990								
1989								
1988								
Pre-1988								



For more information:

U. S. Environmental Protection Agency
Office of Transportation and Air Quality
1200 Pennsylvania Ave. NW
Washington, DC 20460
(734) 214-4333

www.epa.gov/transportation-air-pollution-and-climate-change

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National Vehicle and Fuel Emissions Laboratory
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Ann Arbor, MI 48105 (734) 214-4200

<http://www.epa.gov/>