SmartWay Transport Partnership
U.S. Environmental Protection Agency

Multi-modal Partner 2.0.12 Tool: Data Entry and Troubleshooting Guide 2012 Data Year - United States Version

EPA United States Environmental Protection Agency

SmartWay®
Transport Partnership
U.S. Environmental Protection Agency

Multi-modal Partner 2.0.12 Tool: Data Entry and Troubleshooting Guide 2012 Data Year - United States Version

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

EPA United States Environmental Protection Agency

Office of Transportation and Air Quality
EPA-420-B-13-028
June 2013

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Introduction

This guide is the second of two guides available to help your company participate fully in the SmartWay Transport Partnership as a Multi-modal Carrier Partner.

The first guide, the Multi-modal Carrier Tool "Quick Start Guide," provides a basic walk-through of the process of identifying, gathering, preparing, and submitting your data using the SmartWay Multi-modal Carrier FLEET Tool. (From this point on, this guide will refer to the SmartWay Multi-modal Carrier FLEET Tool as the "Multi-modal Tool" or simply, the "Tool," for brevity.)

The Quick Start Guide may be all you need to successfully complete the Multi-modal Carrier Tool.

This guide, the Multi-modal Carrier Tool "Data Entry and Troubleshooting Guide," is intended to supplement the Quick Start Guide and provide more detailed information for completing your tool submission.

The Table of Contents for this guide is designed so that you can find the relevant information on specific topics without reading the entire guide.

In this guide, you will learn how to enter the fleet composition and activity data you collected (as mentioned Quick Start Guide and the online data entry forms it references) into the Multi-modal Carrier Tool. This guide covers:

- Downloading and setting up the Tool to run properly
- Basic organization of the Multi-modal Carrier Tool
- Entering your data
- Viewing fleet performance summary data
- Submitting data to SmartWay
- Troubleshooting the Tool
- Appendices

WARNING!

Completing this Tool requires a considerable amount of information about your fleet(s). There are many sections and screens to complete for each fleet. While you will have the ability to save your Tool along the way and return to it at anytime, we ***STRONGLY ENCOURAGE*** *you to review the Quick Start Guide to understand key information about joining the partnership and preparing the required data* ***BEFORE*** *attempting to complete the Tool.*

PART 1: DOWNLOADING AND SETTING UP THE TOOL

Downloading and Setting up the Tool

Software and Hardware Requirements

The Multi-modal Carrier Tool was designed in Microsoft Excel. Microsoft Excel is an electronic spreadsheet program used for storing and manipulating data. Microsoft Excel Forms were used to enable the functional capabilities of the Tool.

Completing the Multi-modal Carrier Tool requires the following software and hardware:

- A 2003 or later version of Microsoft Excel
- Excel security level set at Medium or lower
- A PC running Windows XP or newer operating system, or a Mac that is running the Windows XP operating system The tool does not currently work using the Mac operating system
- At least 10 megabytes of available disk space (more disk space may be required based on the number of companies you define in your tool).
- Adequate memory (RAM) to run Microsoft Office
- A monitor resolution of at least 1,024 x 768[1]

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 Multi-modal Carrier Tool.

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

Downloading the SmartWay Multi-modal Carrier Tool

To download the Multi-modal Carrier Tool, visit: http://epa.gov/smartway/partnership/trucks.htm

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

How to Set Security Levels for the SmartWay Tools

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

[1] The tool will also work at 800 x 600 resolution, but many of the screens will appear with scroll bars.

SECURITY SETTINGS FOR EXCEL 2003 USERS

To use the Truck Carrier Tool in Microsoft Excel 2003, you will need to have your security levels set to "Medium."

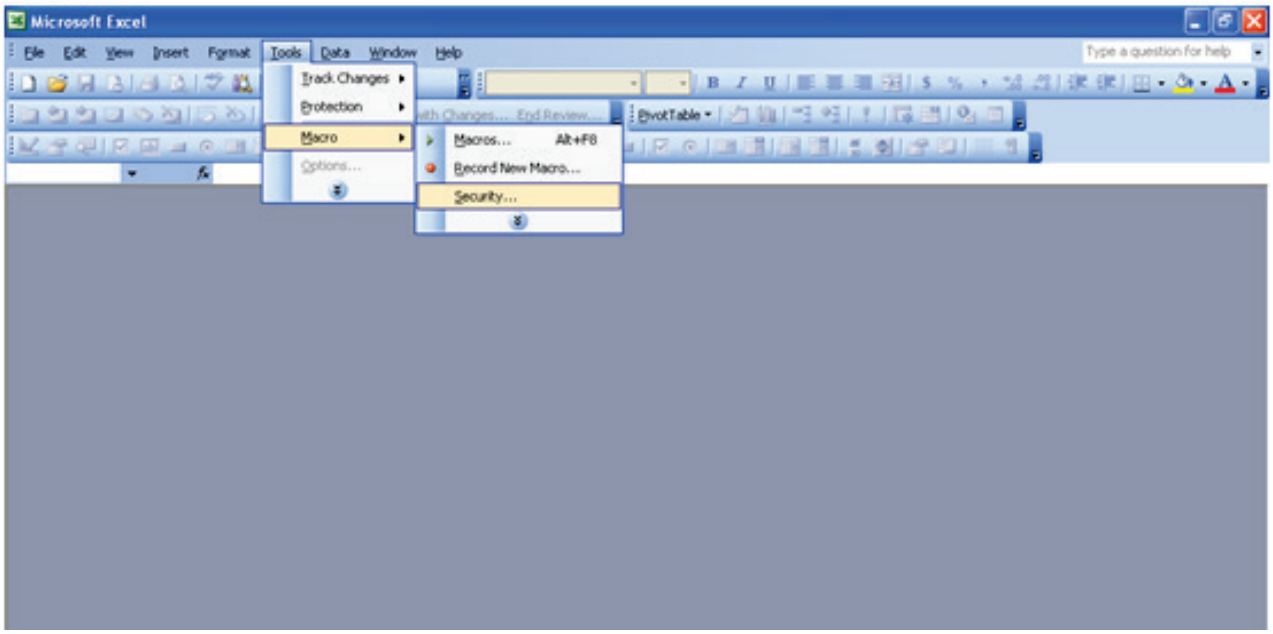


Figure 1: Macro Setting Tabs in Excel 2003

Setting Security Levels to Medium in Excel 2003

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

2. When the "Security" window opens, select the "Medium" level, and select **OK**.

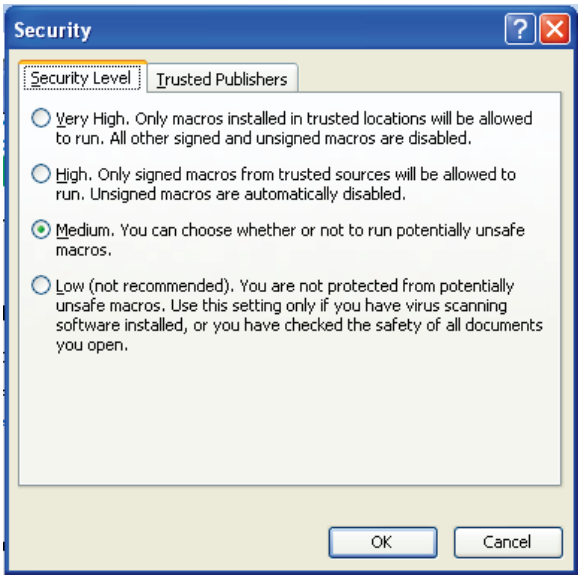
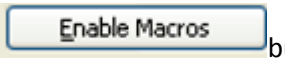


Figure 2: Security Level Setting Screen in Excel 2003

Running the Tool in Microsoft Excel 2003

1. Save the Tool to your computer in a folder on your hard drive.
2. Go to that folder and double-click on the file to open the Tool.
3. You will see a security-warning box appear (**Figure 3**). Select the 

button in the security-warning box.

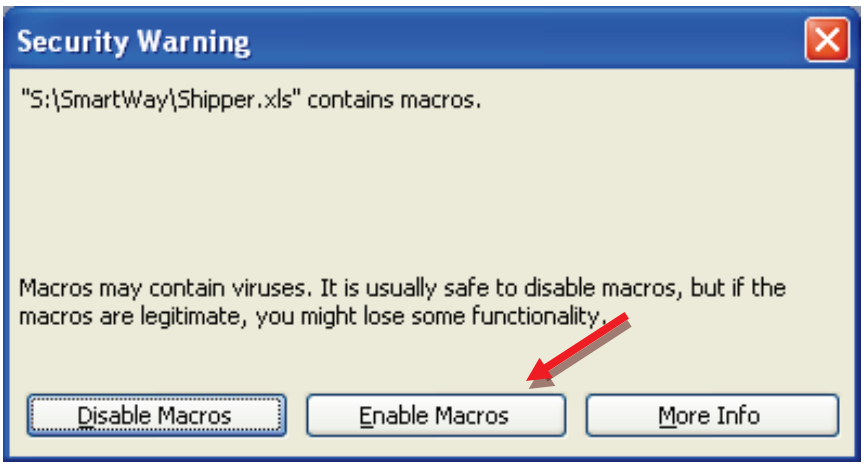


Figure 3: Screen showing "Enable Macros" button

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

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

button that appears after the Security Warning just below the menu bar (**Figure 4**). Detailed instructions are also provided on the screen itself.

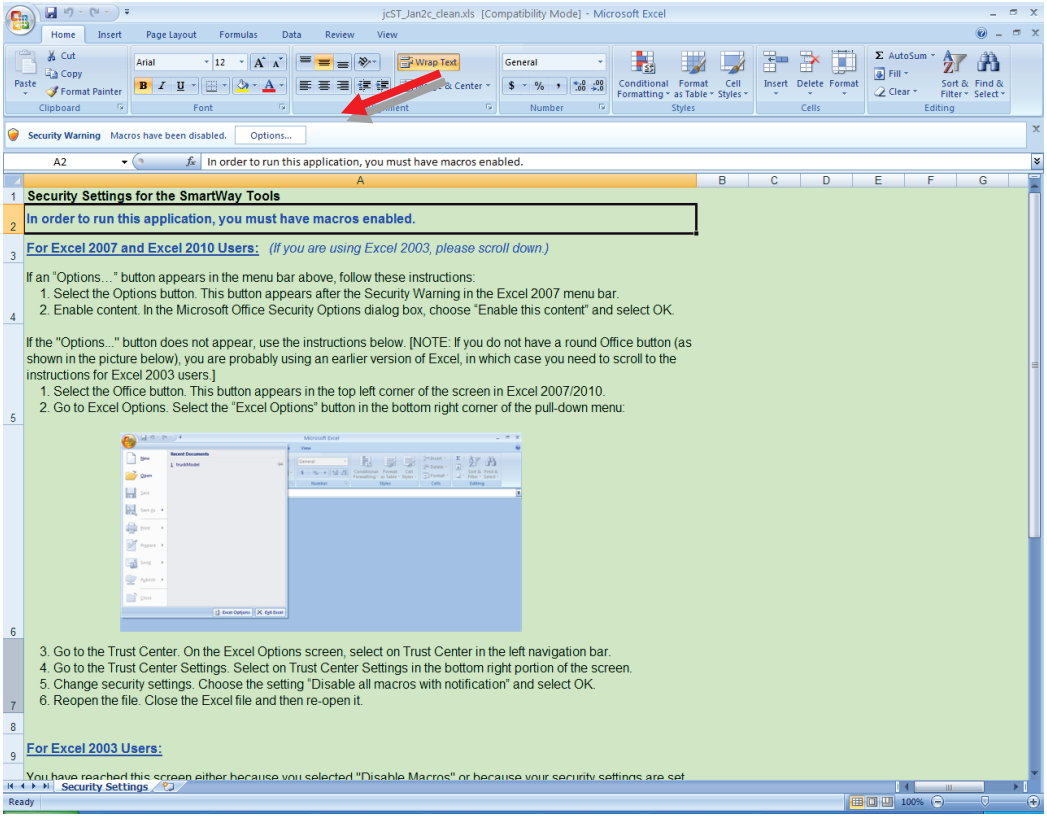


Figure 4: Security Warning Screen

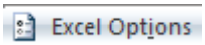
3) In the **Microsoft Office Security Options** dialog box (**Figure 5**), choose "Enable this content" and select **OK**.

Figure 5: Security Options Dialogue Box

The **Welcome** Screen for the Truck Carrier 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 

button in the bottom right corner of the pull-down menu (**Figure 6A**).

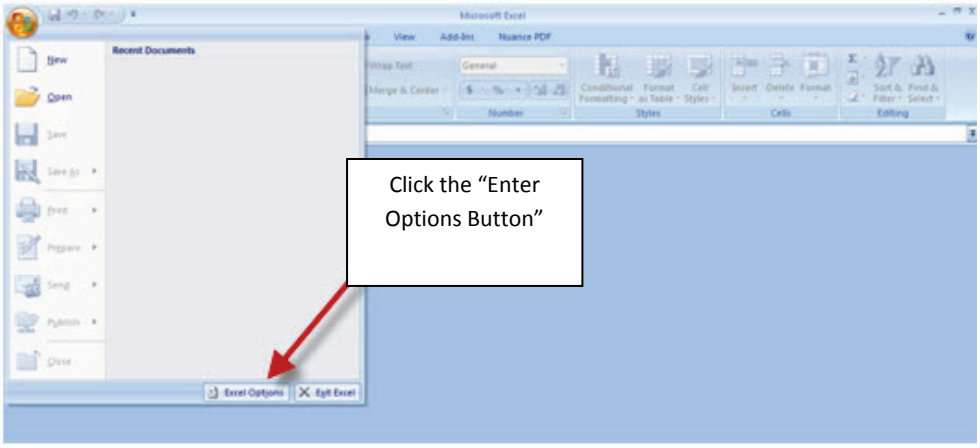


Figure 6A: Excel Options Drop-Down Menu

On the **Excel Options** screen, select **Trust Center** in the left navigation bar (**Figure 6B**):

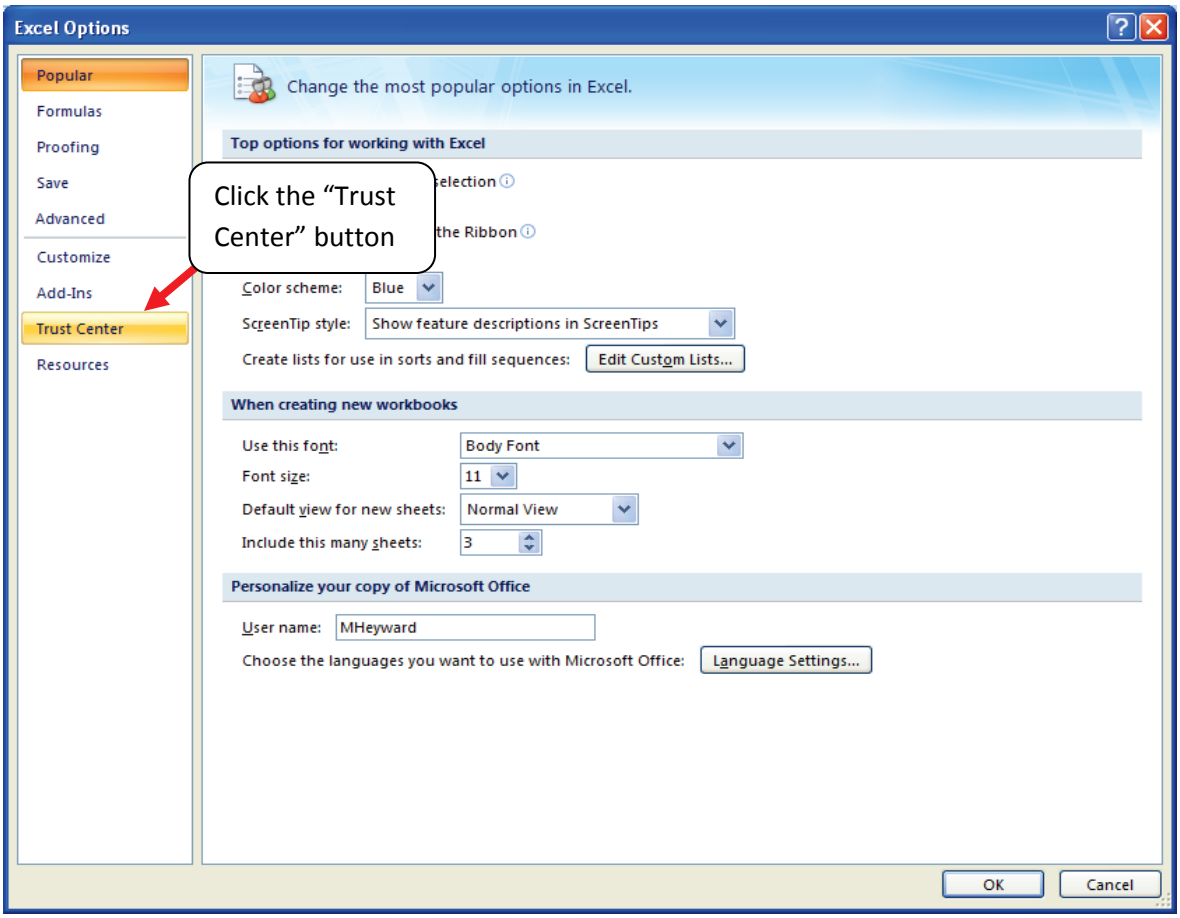


Figure 6B: Excel Options Drop-Down Menu

When the Trust Center options display opens, select **Trust Center Settings** in the bottom right portion of the screen (**Figure 7**):

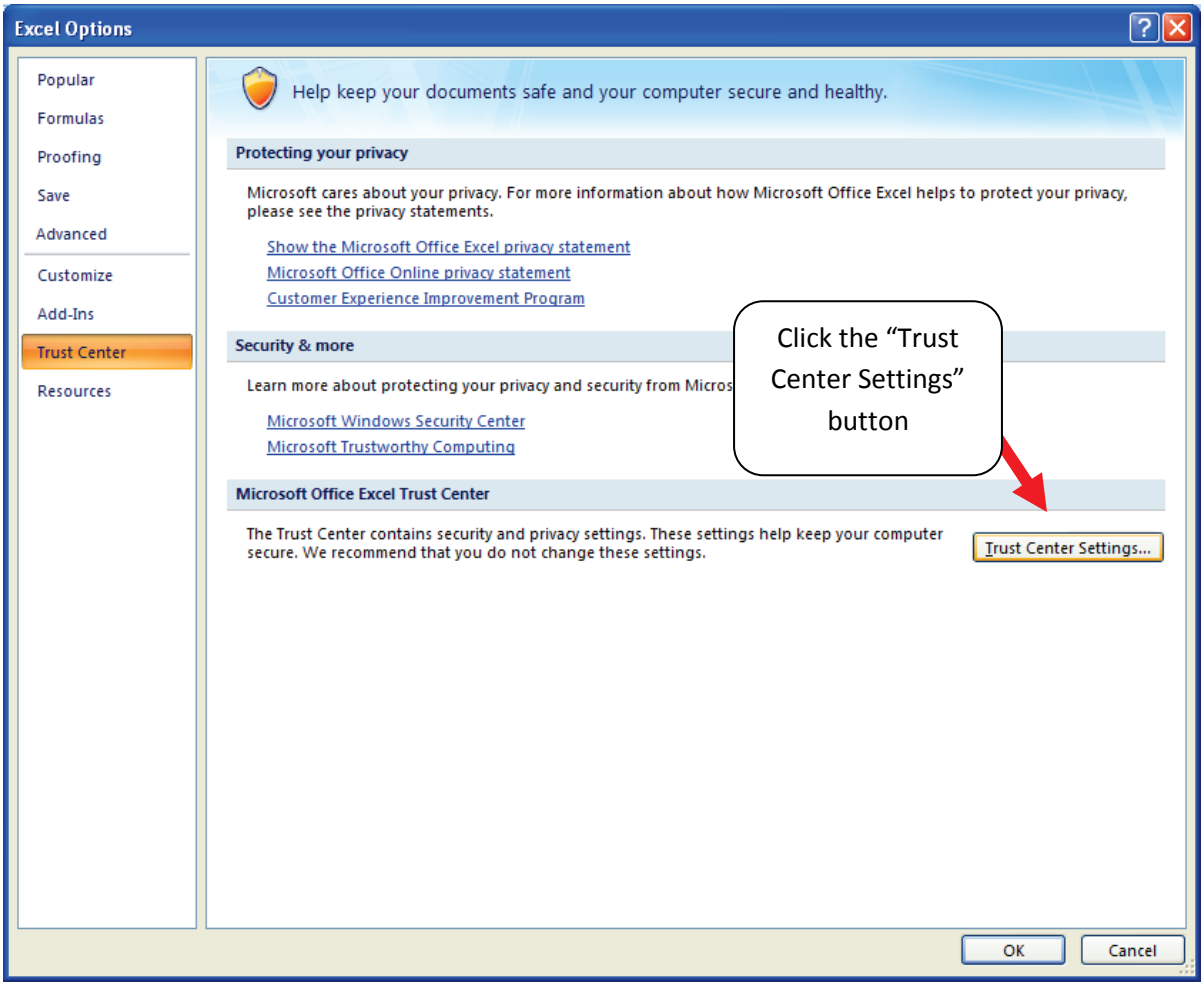


Figure 7: Trust Center Settings Screen

Choose the setting “Disable all macros with notification” (**Figure 8**) and select **OK**.

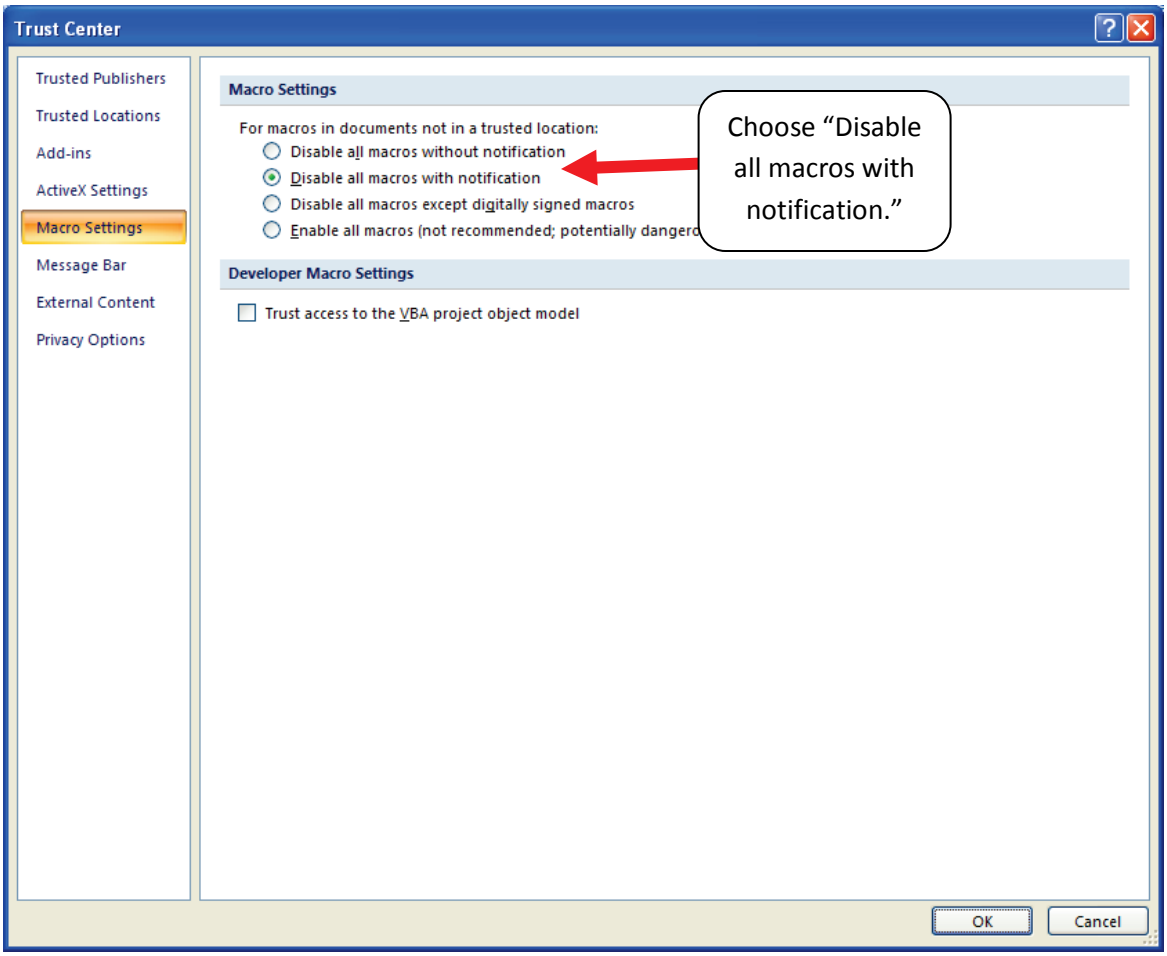


Figure 8: Macro Settings Screen

Then run the Tool.

If, at this point, the Tool does not open, review the “Software and Hardware Requirements” on page 7. 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 USERS

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

1) Save the tool to your computer.

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

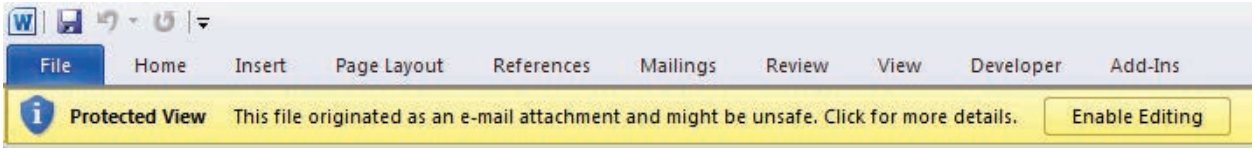


Figure 9: The Enable Editing Button

3) 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.

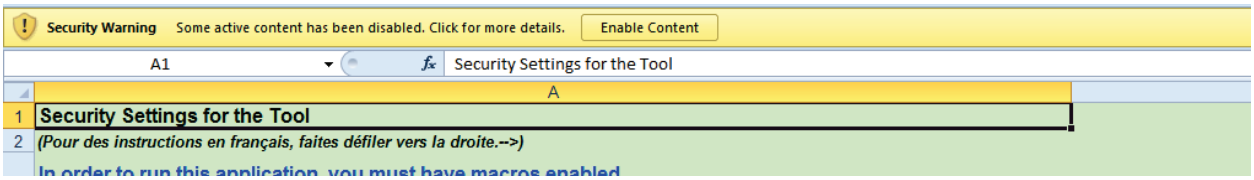


Figure 10: Security Warning Popup

If, at this point, the Tool does not open, review the "Software and Hardware Requirements" on page 7. Otherwise, you may have your security set too high. To adjust your security settings, select the button (in the top left corner of the screen) and then select the Excel Options button in the bottom right corner of the pull-down menu (**Figure 11**):

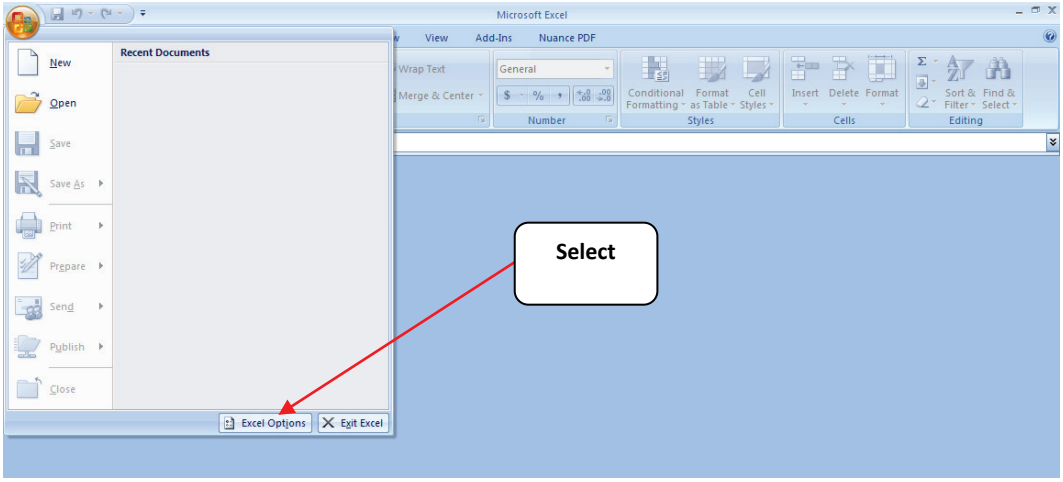


Figure 11: Excel 2010 Options Drop-Down Menu

On the Excel Options screen, select **Trust Center** in the left navigation bar (**Figure 12**):

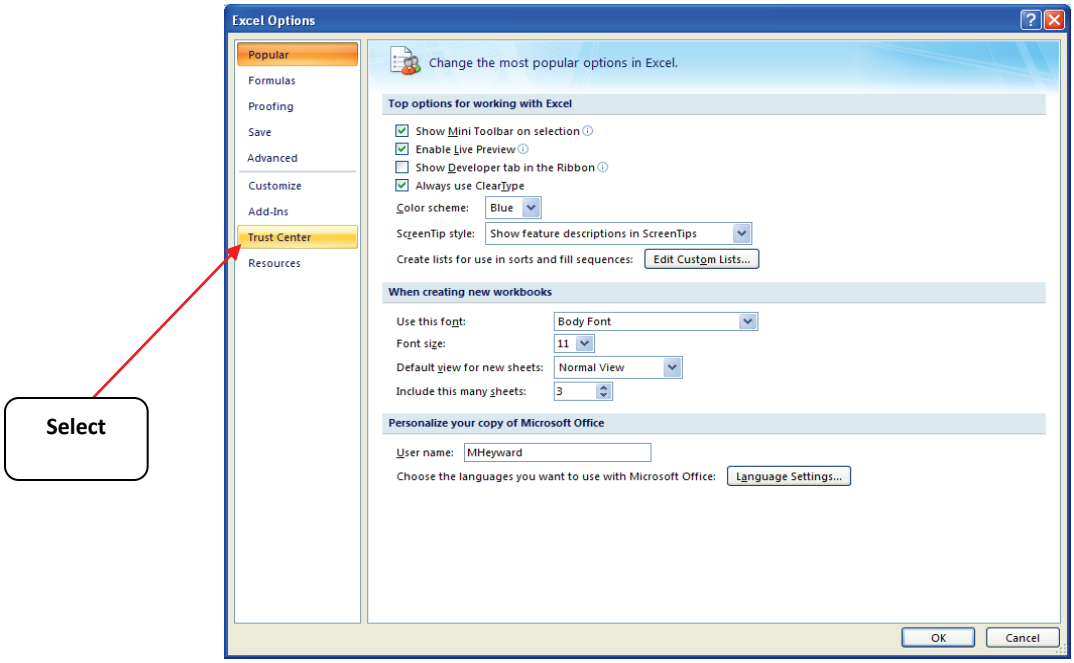


Figure 12: Excel 2010 Options Drop-Down Menu

When the Trust Center options display opens, select **Trust Center Settings** in the bottom right portion of the screen (**Figure13**):

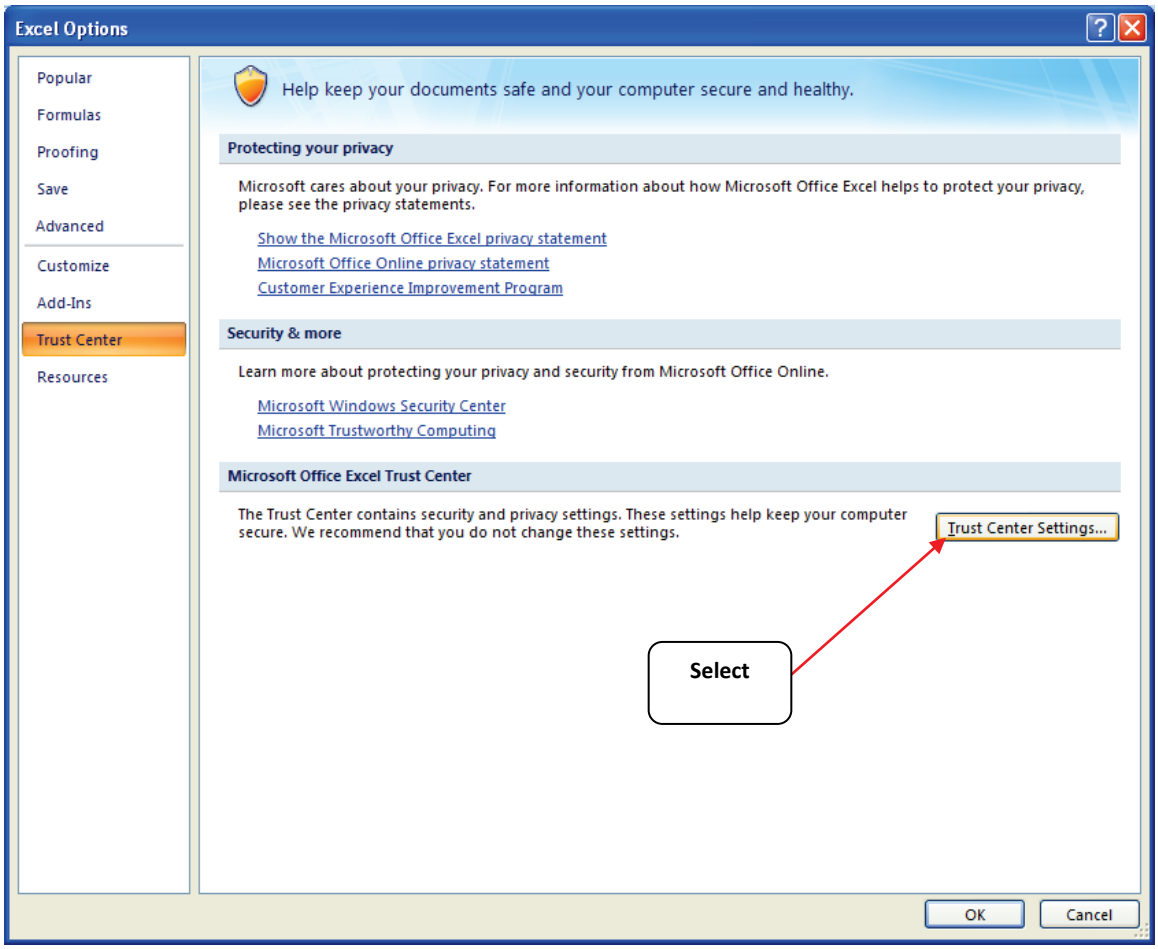


Figure 13: Trust Center Settings Screen

Choose the setting “Disable all macros with notification” (**Figure 14**) and select **OK**.

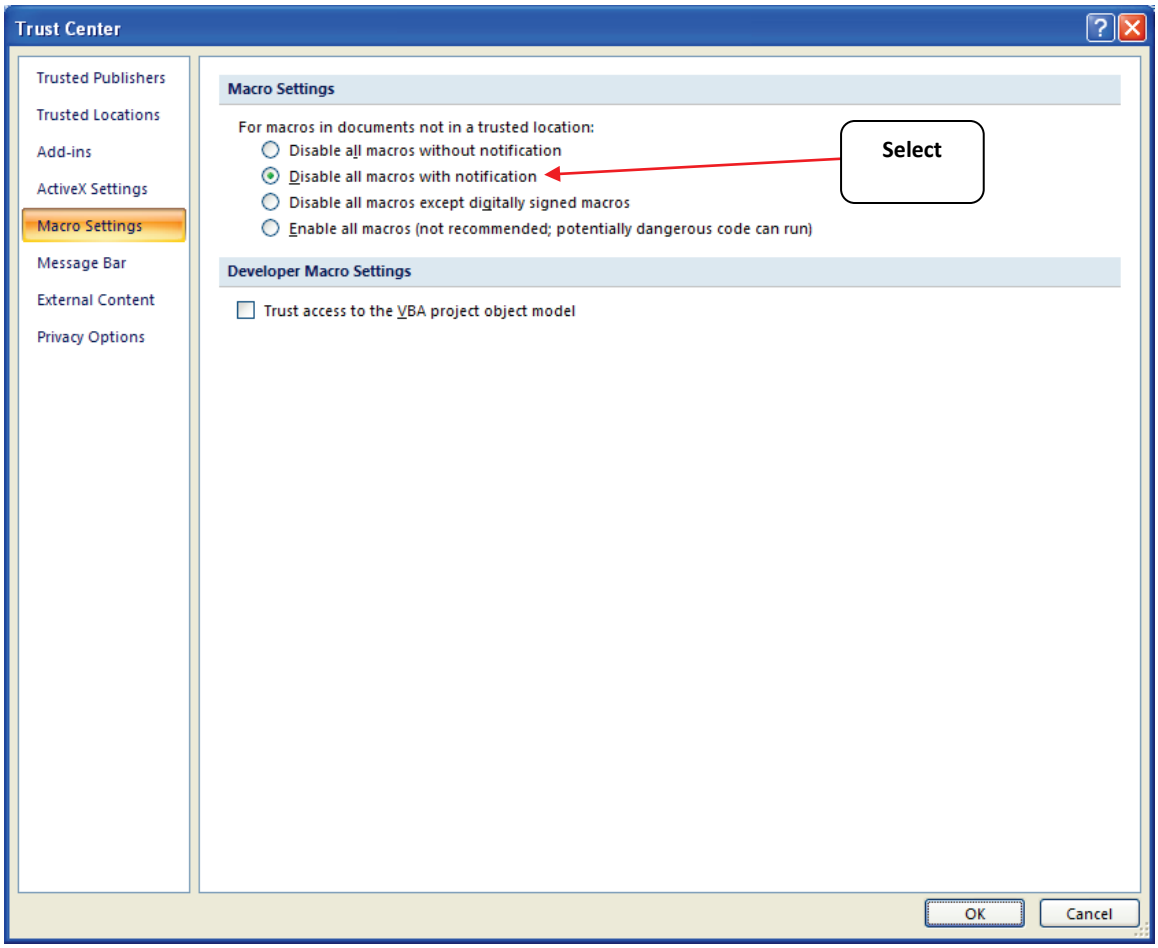


Figure 14 Macro Settings Screen

PART 2:
TOOL ORGANIZATION

Basic Organization of the SmartWay Multi-modal Carrier Tool

The Multi-modal Carrier Tool is the basis of the SmartWay Partnership for Multi-modal Carriers. Completion and submission of a Multi-modal Carrier Tool is the first step to becoming a SmartWay Multi-modal Carrier Partner. Your tool submission must be approved by EPA before you are officially a Partner.

The Truck Carrier Tool is organized around

- information screens
- forms or worksheets
- reports and summaries

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

Figure 2: Opening Screen of Multi-modal Carrier Tool

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

Figure 3: Screenshot of Title of Screen/Form

Each screen contains text instructions or information about the program. Where applicable, the screen will also include buttons linking to the SmartWay website or other sections of the Tool (e.g., the various data entry screens); these buttons will be appear in green as shown below.

Figure 4 Screenshot of Button Link in the Tool

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

Figure 5 Screenshot Navigation Buttons in the Tool

When a new concept/topic is introduced on a screen, a small question mark ([?]) appears next to it. When you select the question mark, you will find additional definitions of terms or instructions to help you complete the screen properly. You may also find additional, detailed instructional material on how to successfully navigate and complete the different data entry screens within the Tool by selecting the

buttons at the bottom of selected screens.

Reviewing the Introductory Screens

Before you reach your data entry section of the Tool, you will move through six introductory pages that allow you to review the basics of participation in SmartWay for Multi-modal Carriers:

- The “SmartWay Introduction” Screen
- The “Partnership Agreement” Screen
- The “Is this the Right Tool for Me?” Screen
- The “Required Information” Screen
- The “Summary Guidance” Screen
- The “US/Canada Operations” Screen

The features of these screens are described below.

THE "SMARTWAY INTRODUCTION" SCREEN

The **SmartWay Introduction** screen is the first window that appears when the Tool is opened (**Figure 15**). This screen contains a link to the SmartWay website where you can view and download additional information about the program, the Tool, and the technical basis for the calculations in the Tool.

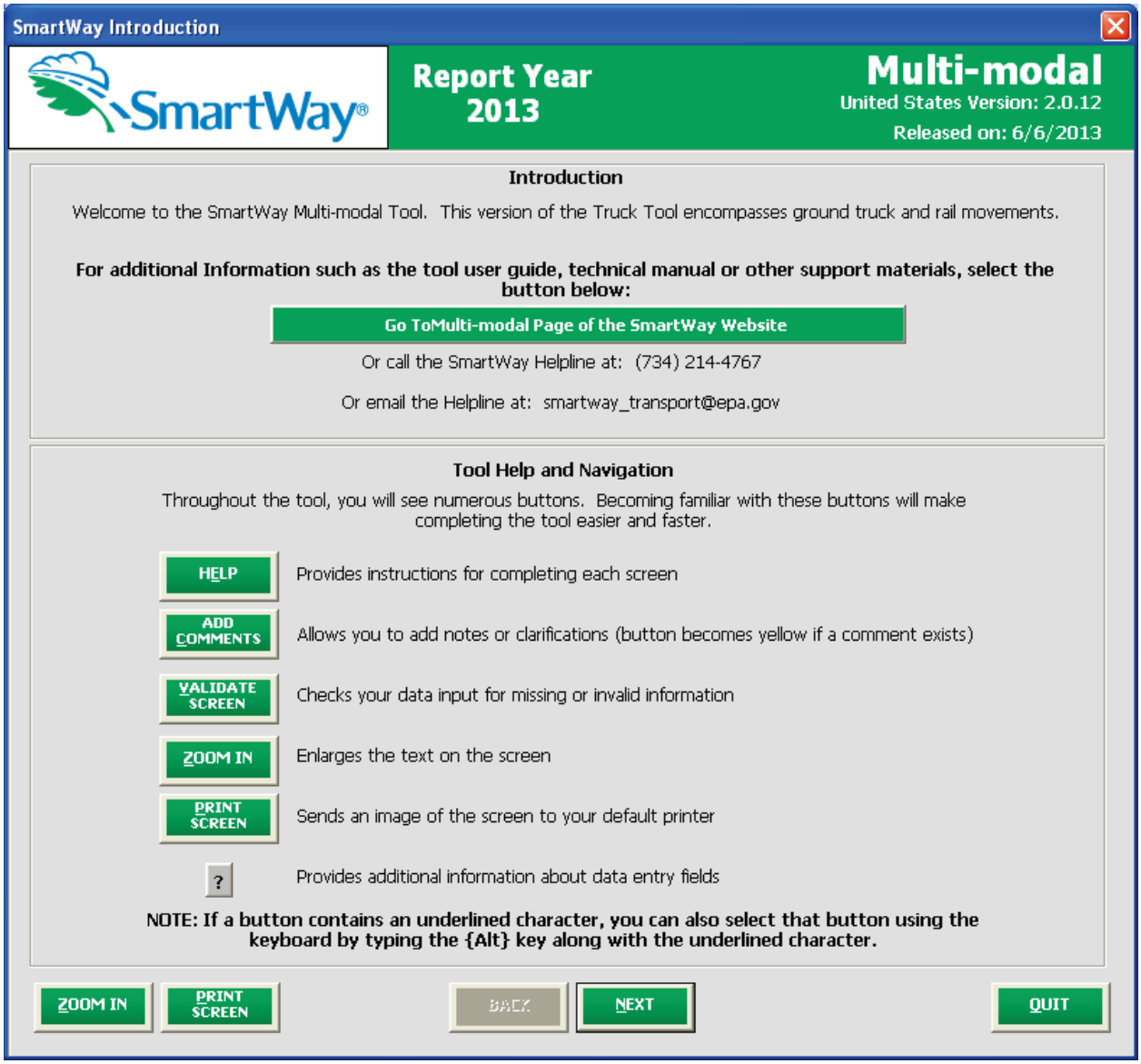


Figure 15: SmartWay Introduction Screen

THE "SMARTWAY PARTNER AGREEMENT" SCREEN

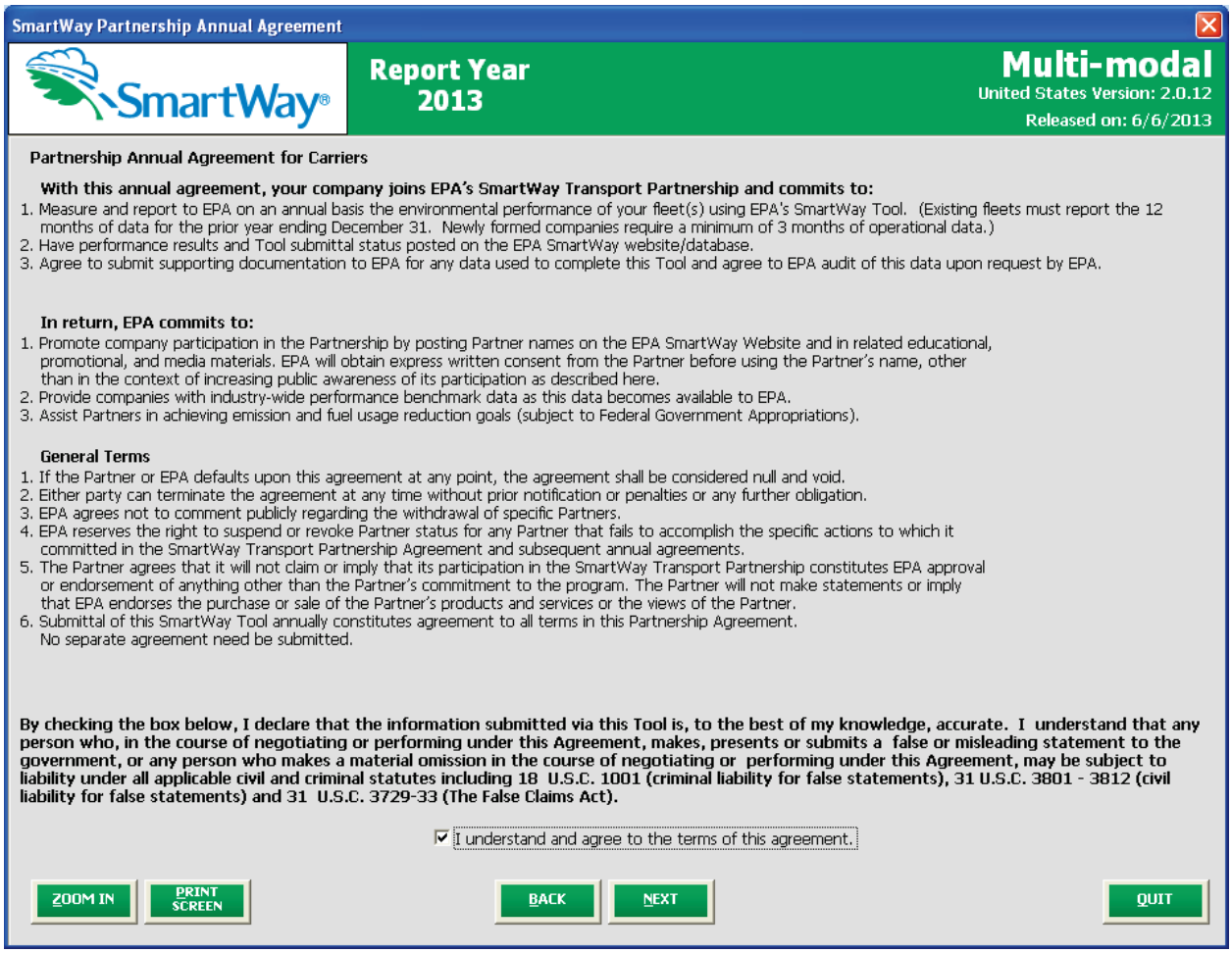


Figure 16: SmartWay Partner Agreement

After clicking the

button on the **SmartWay Introduction** screen, the **SmartWay Partner Agreement for Carriers** will appear. This screen replicates the agreement language found in Part 1 of this Users Guide series.

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

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

SmartWay Multi-modal Carrier Tool submissions are due on an annual basis; therefore, when you submit your Tool each year, this will constitute your renewal of your partnership agreement. **Failure to**

send your annual Tool update will constitute a violation of the terms of the agreement and will result in immediate removal of your company name/fleet from the SmartWay Partner list.

SMARTWAY TOOL SELECTION SCREEN

SmartWay offers several Tools tailored for different business models and fleets. Most trucking companies will use the Truck Carrier Tool; however, it is advisable to review the checklist in Part 1 of the user guide series and/or this screen in the Multi-modal Carrier Tool to make sure it is the best option for your operations.

This screen provides basic information on three SmartWay tools (Truck, Logistics, and Multi-modal) appropriate for different types of trucking operations. Your choice of tool will depend primarily on your transport modes and the amount of business you contract to other companies.

Follow the flow chart in **Figure 17** to determine which Tool is most appropriate for your fleet(s).

Select the

button for further details.

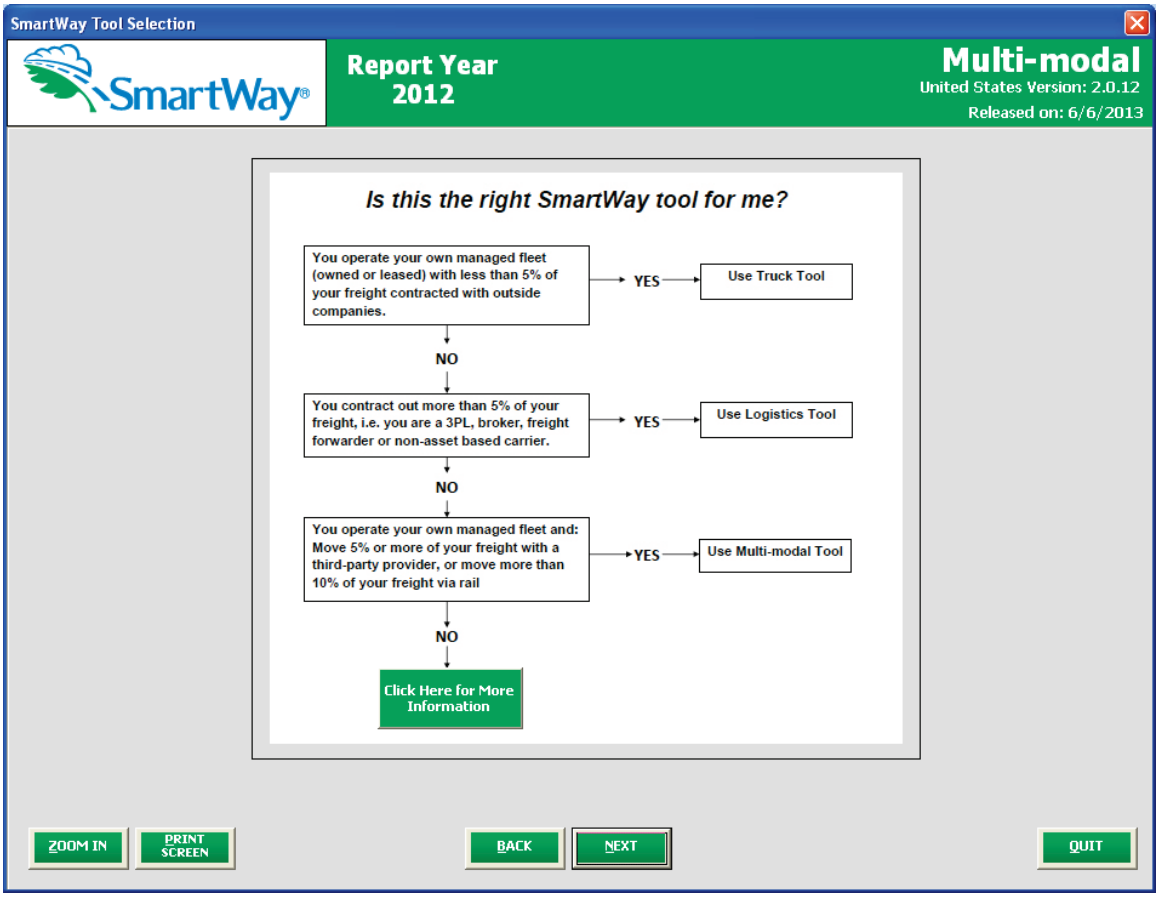


Figure 17: Determining Which Tool is Appropriate for your Fleets

This screen provides basic information on three SmartWay Tools (Truck, Logistics, and Multi-Modal) appropriate for different types of trucking operations. Your choice of Tool will depend primarily on the transport modes you utilized and the amount of business you contract to other companies.

Follow the flow chart in **Figure 17** to determine which Tool is most appropriate for your fleet(s).

Select the Click Here for More Information button for further details.

REQUIRED INFORMATION SCREEN

The next screen summarizes the information needed to complete the Multi-modal Carrier Tool. Click PRINT in order to retain a hardcopy for reference as you complete the rest of the Tool.

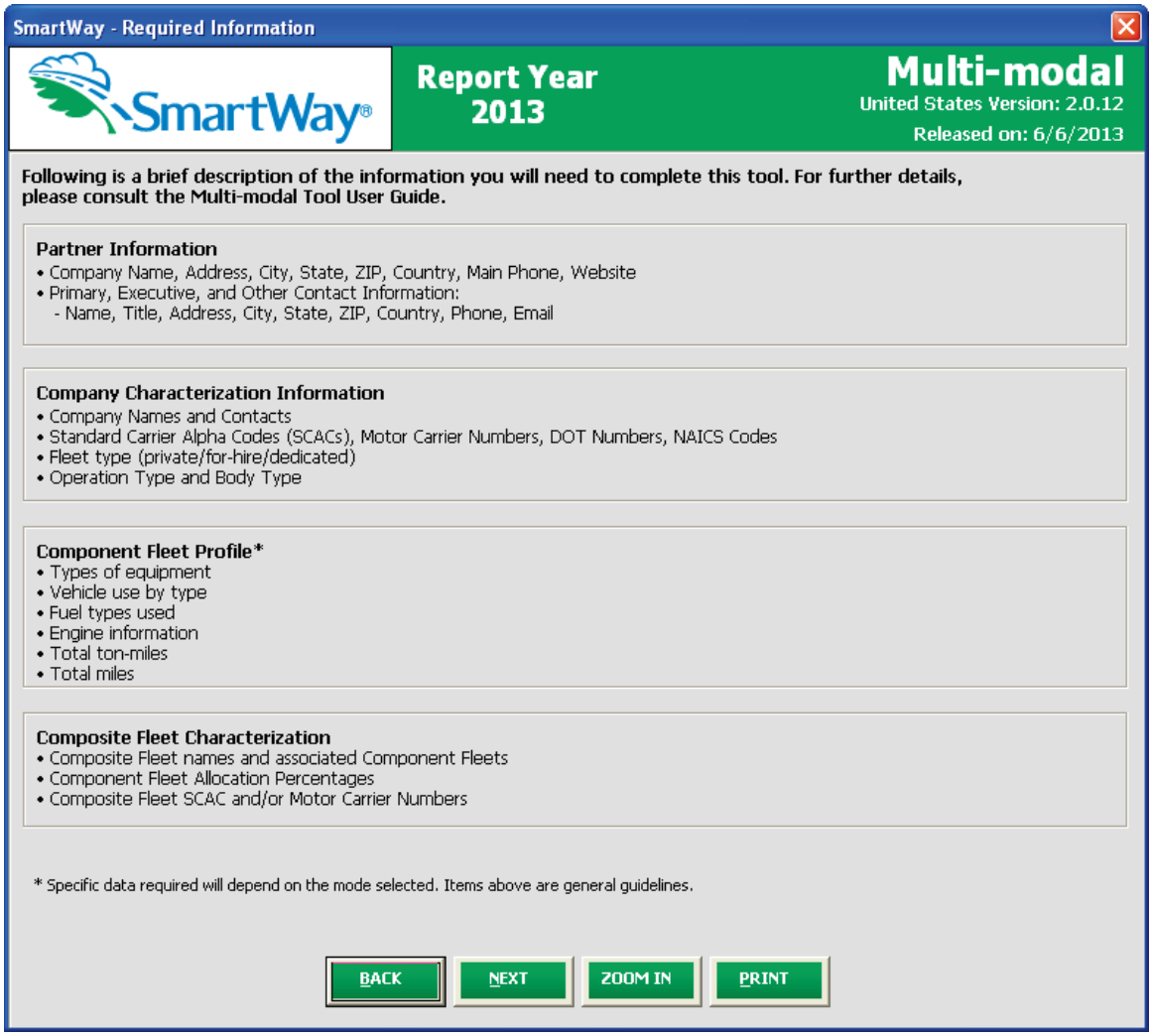


Figure 18: Summary of Required Input Information

SUMMARY GUIDANCE SCREEN

The next screen provides guidance regarding use of the Multi-modal Carrier Tool, including an example definition for different types of fleets defined within the Tool.

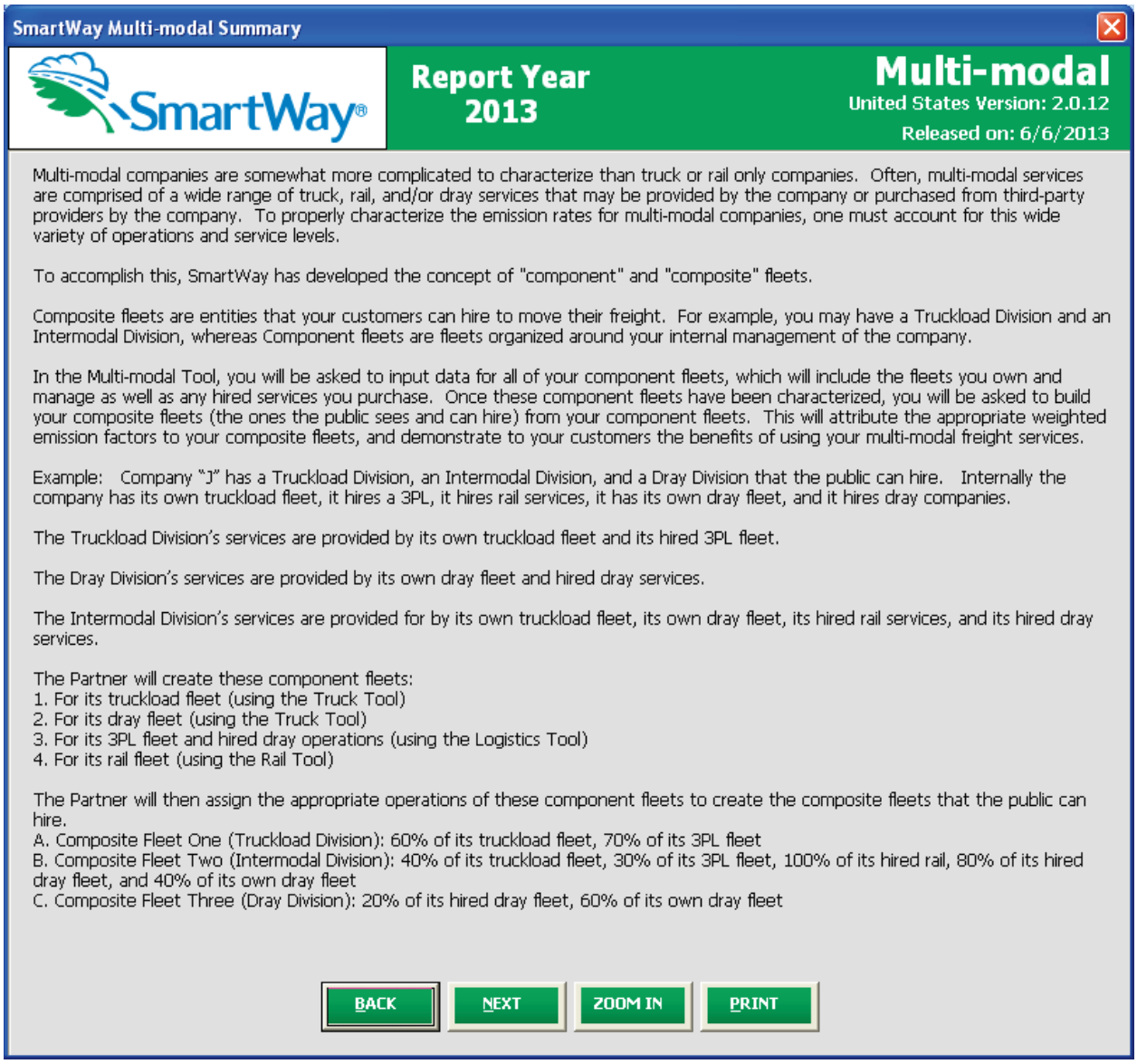


Figure 19: Summary of Required Input Information

THE US/CANADA OPERATIONS SCREEN

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

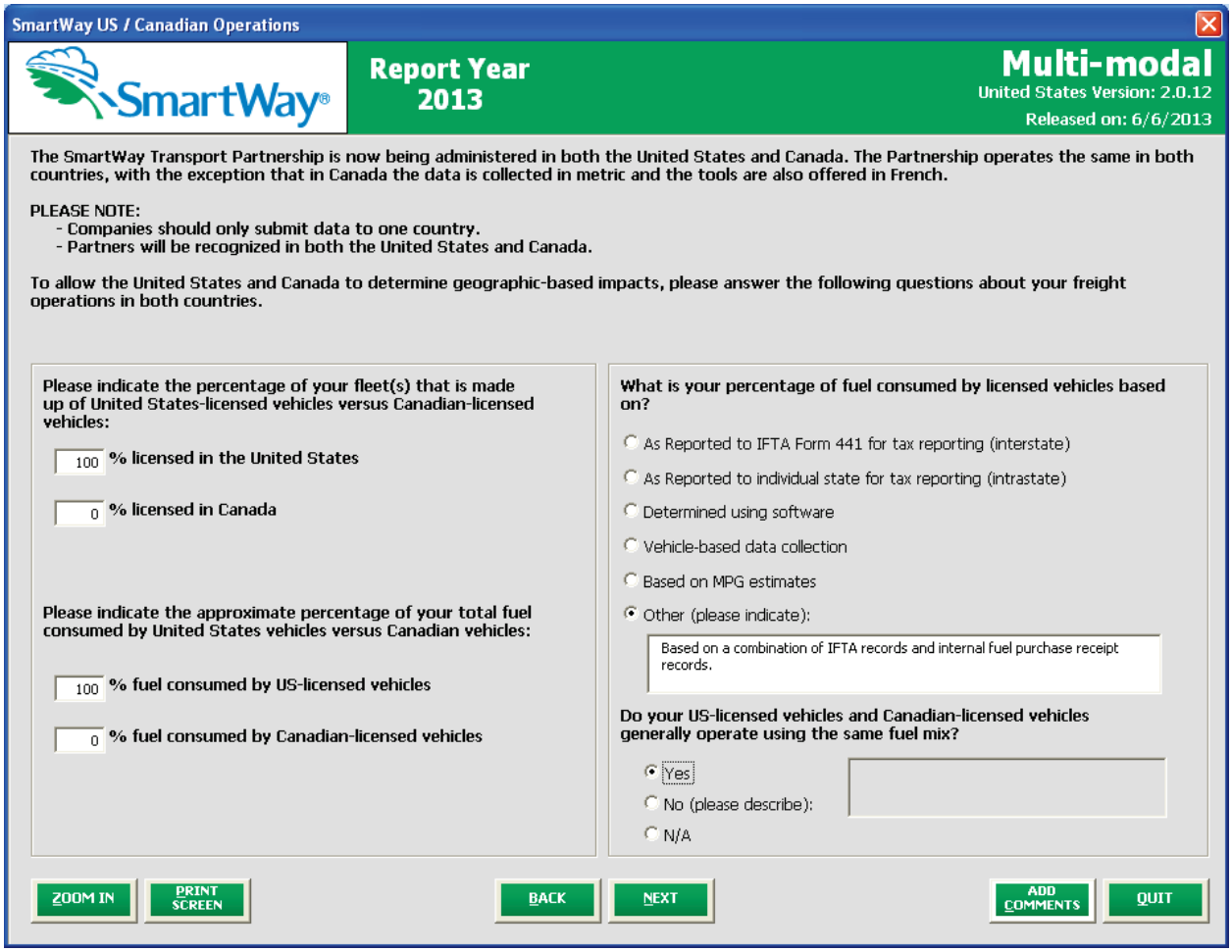


Figure 20: US/Canadian Operations Screen

The SmartWay Transport Partnership is now being 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, note that 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.

To allow the United States and Canada to accurately determine the impacts of freight operations in each country, you are asked to complete a single screen indicating:

- The percentage of your fleet(s) that utilizes vehicles licensed in the United States vehicles vs. vehicles licensed in Canada.
- The approximate percentage of your total fuel consumption that is US-based vs. Canada-based
- The source of your total fuel consumption estimates
- The degree to which your Canadian fleets and US fleets use the same fuel mix

Once you have navigated through the six introductory screens, you will be taken to the SmartWay Multi-modal Carrier Tool **Home** screen.

Basic Overview of How to Complete The Tool

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

Figure 21 displays the structure of the **Home** screen.

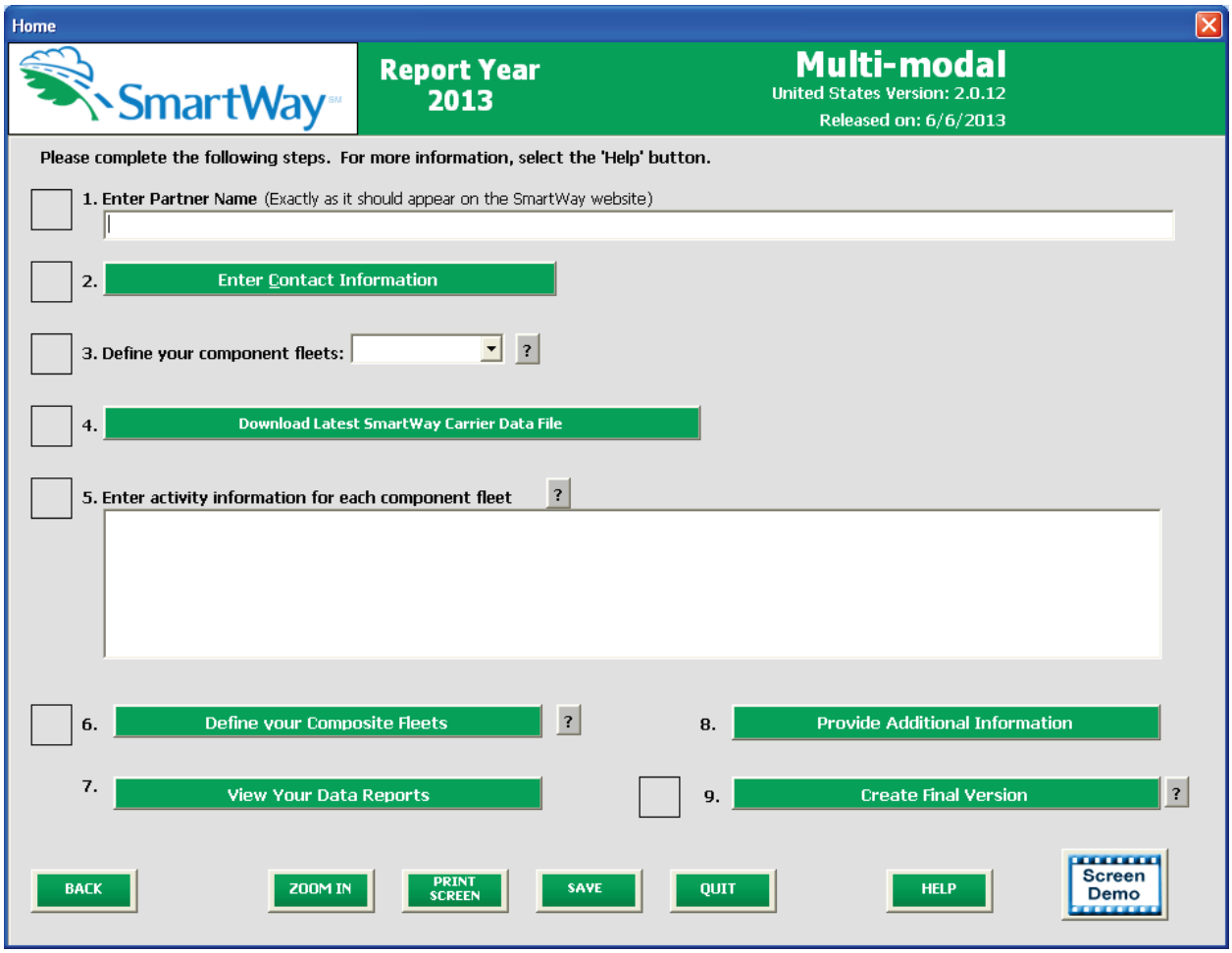


Figure 21: Main Tool Navigation or Home Screen

From the **Home** screen, you can:

1) Enter your Partner Name;
2) Fill out company and contact information;
3) Define your component fleet(s)(s) by mode;
4) Download the latest SmartWay Carrier data file;
5) Enter data to characterize your component fleet(s)(s);
6) Define your composite (multi-modal) fleet(s)(s);
7) View results of your data entry
8) Provide additional information regarding your participation in SmartWay; and
9) Create final version to submit to EPA.

SECTIONS OF THE TOOL

The Multi-modal Carrier Tool **Home** screen contains **nine sections**. Each section links to additional screens or worksheets within the Tool which are described below:

1. **Enter Partner Name:** Here you will enter the name of your organization, exactly as it should appear on the Partner Listing of the SmartWay Web site.
2. **Enter Contact Information**
   a. **Go To Contact Information Screen**: This button takes you to a screen that asks for general company contact information, a primary SmartWay point of contact, and an executive-level contact. Additional contacts may also be included.
3. **Define your Component Fleets**
   a. **Choose a Carrier Mode:** Select the mode(s) of interest. The Multi-modal Carrier Tool currently allows users to define truck, logistics and rail component fleets.
   b. When you select a Carrier mode, the software will automatically display screens where you will define all of the fleets your company operates in each transport mode. You will provide information describing the operation of those fleets.
4. **Download SmartWay Carrier File**
   a. **Download Latest SmartWay Carrier File**: Select this button to download the latest SmartWay Carrier performance data for use with logistic component fleets.
5. **Select Component Fleet for Data Entry**
   a. **View or change information for the selected component fleet:** Select a component fleet to provide the activity, performance and fleet composition information necessary to calculate the efficiency metrics for your carrier fleet.
6. **Define Your Composite Fleets**
   a. **Define Your Composite Fleets:** This selection will allow you to identify your composite fleets (made up of one or more of your component fleet) and to allocate total annual mileage and ton-miles across the corresponding component fleets. For example, a "composite fleet" representing intermodal services might include three component fleets – one logistics carrier and two truck carrier companies.
7. **View Reports**: Here you can see final summaries of your data including:
   a. **Go to Report Menu**: This button will display a reports menu screen which has multiple options for viewing and printing all of the data, as well as performance data for either your Component Fleets or your Composite Fleets.
8. **Provide Additional Information:** Here you can provide information about your company's environmental accomplishments and give EPA feedback about the SmartWay Program.
9. **Create Final Version**
   a. **Generate File to Send to EPA:** This button creates a version of the Tool (in XML format) for you to send as an attachment in an e-mail to your Partner Account Manager (PAM). Selecting the **OK** button on this screen does ***not*** automatically submit the file to EPA; you still need to submit it to EPA by attaching it in an e-mail.

Entering Your Data

The first six sections of the* Home *screen are mandatory, and should be completed in order These sections comprise all the data collection steps needed to complete your SmartWay Multi-modal Carrier Tool. After they are completed, you can review your output and/or submit your tool to EPA.

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

Validating Your Data

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

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

Saving Your Data

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

Reviewing Your Data

Each screen within the Tool has a PRINT SCREEN button. To generate a hard copy of screen text or your data inputs, select this button. The screen will be printed on your default printer. Alternately, you can return to the Home screen, select the View Your Data Reports button, identify the report of interest using the Reports Menu, and print them out for review. The data reports are discussed further in the View Your Data Reports section of this guide.

Providing Additional Information

The Truck Carrier Tool includes an optional section that allows you to provide EPA with additional information regarding your company's environmental stewardship, potential use of the SmartWay Logo, and general feedback regarding the SmartWay program.

Submitting Data to SmartWay

Detailed instructions on properly submitting your data to EPA is included in this guide on page 65.

PART 3: SECTION-BY-SECTION DATA ENTRY GUIDANCE

Entering Your Data

You should complete the first six sections of the Home screen (see Figure 21) in order. The next six sections of this guide explain how to enter your data on each of the required and optional screens.

SECTION 1 DATA ENTRY: ENTER PARTNER NAME

- Enter the name of your organization, exactly as it should appear on the Partner Listing of the SmartWay Web site.
- Note that the reporting year for your data entry is shown next to "Report Year" to the right of the Partner name.

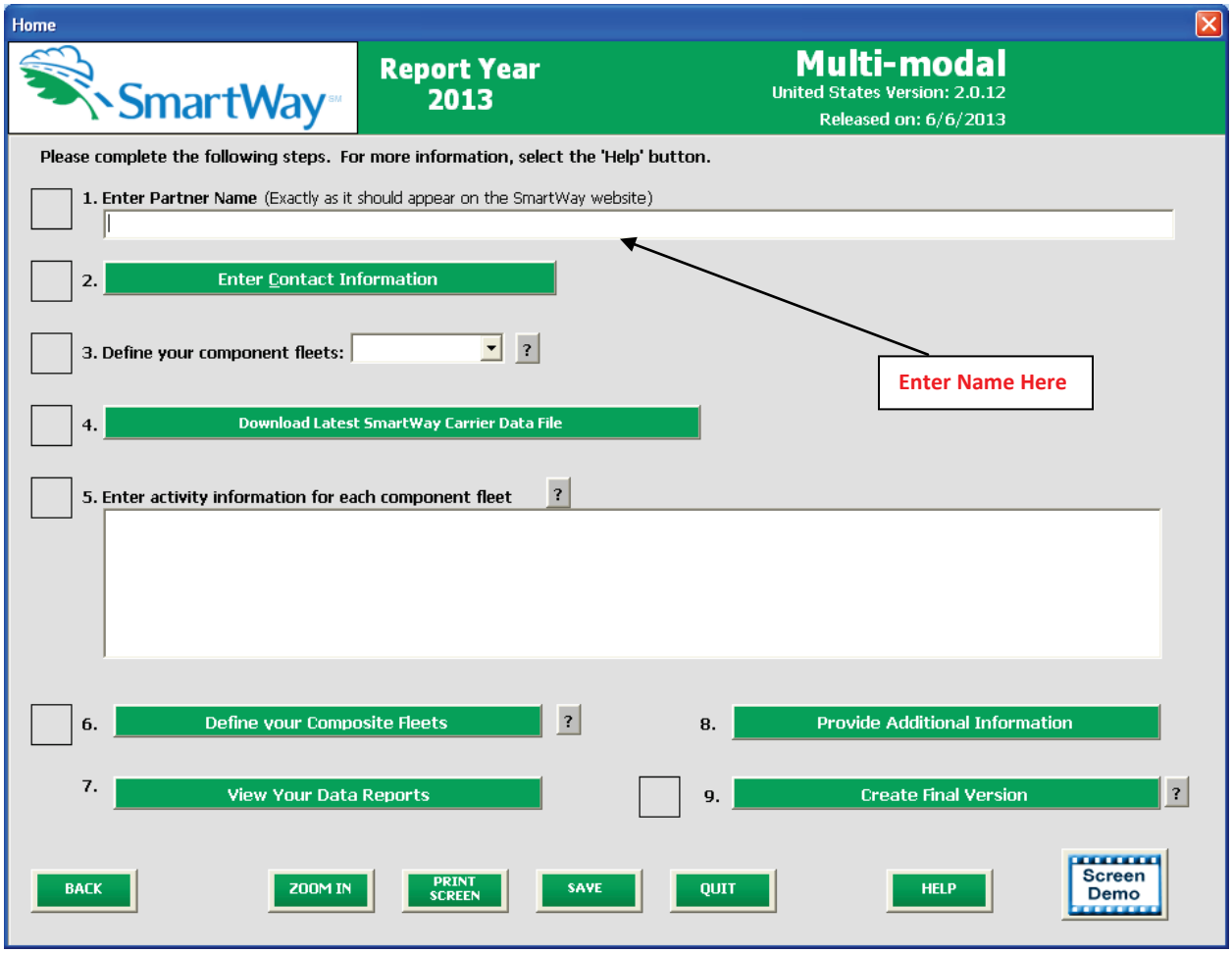


Figure 21: Step 1 – Enter Partner Name

SECTION 2 DATA ENTRY: ENTER COMPANY AND CONTACT INFORMATION

From the **Home** screen, select the **Go To Contact Information Screen** button.

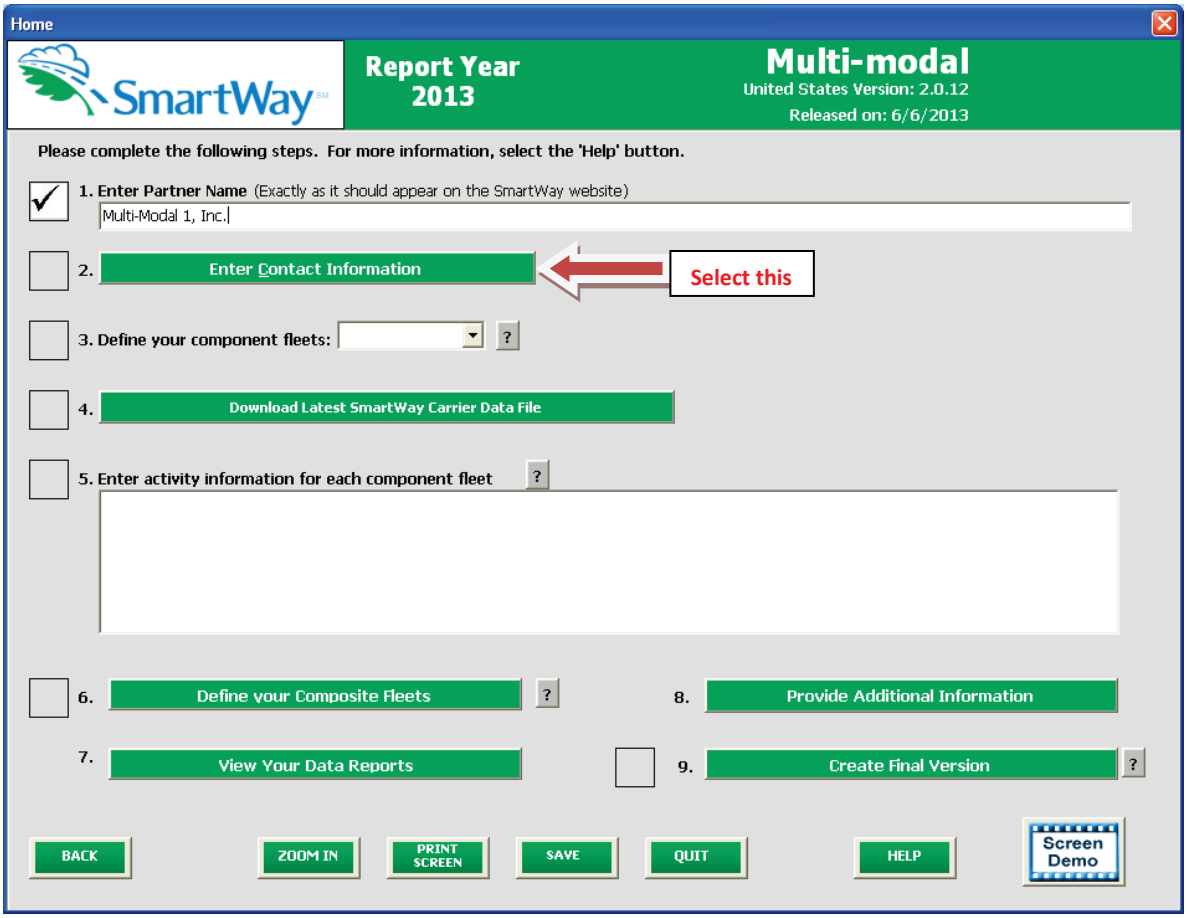


Figure 22: Accessing the Contact Information Screen

You will then be taken to the **Contact Information** screen. The **Partner Name** entered in Step 1 on the **Home** screen will be shown at the top of the screen. This screen will ask you to, provide the following information:

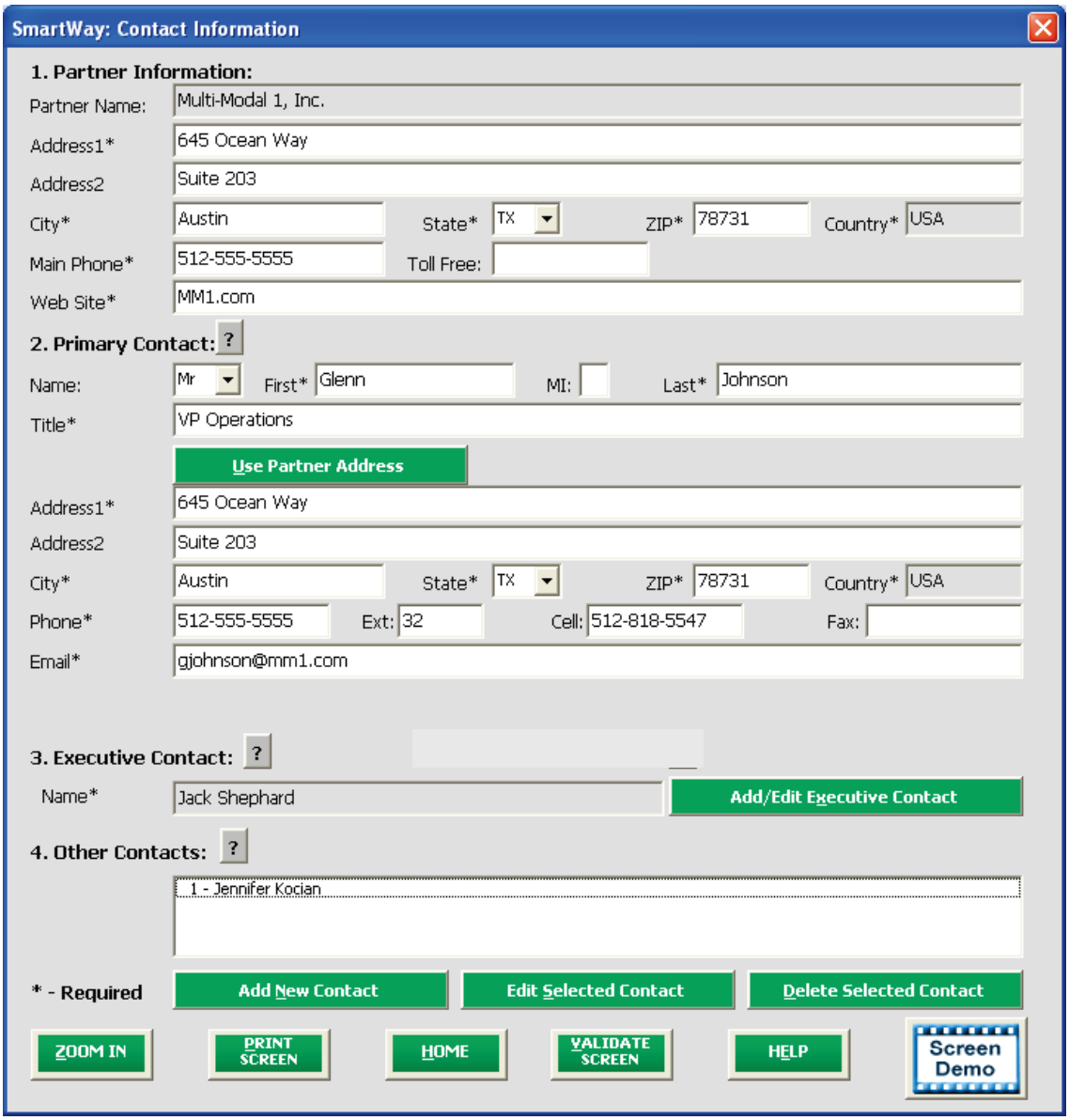


Figure 23: Entering Company and Contact Information

1. Company Information
2. Primary Contact information
3. Executive Contact (Vice President or higher)
4. Other Contacts

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

Steps for Entering Contact Information:

1. **Enter the Company data** in section 1.

2. **Enter the Primary Contact data** in section 2.

   The **Primary 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 Primary 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 primary contacts may need to add SmartWay/EPA to their preferred list of trusted sources.)

   If the Primary Contact shares the same address as the company, you may select the Use Company Address button to auto –populate the address section of this record.

3. **Enter the Executive Contact Information** by selecting the Add/Edit Executive Contact button to the right; enter the required data.

   The **Executive Contact** is the company executive who is responsible for agreeing to the requirements in the SmartWay Partnership Annual Agreement, overseeing the Primary 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 Other Contacts (if applicable) by selecting the Add New Contact button.

5. Enter the first Other Contact then click OK when done.

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

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

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

Edit Selected Contact button. You can remove an existing contact by highlighting the contact and then selecting **Delete Selected Contact**.

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

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

SECTION 3 DATA ENTRY: DEFINE YOUR COMPONENT FLEETS

Understanding Component and Composite Fleets:

Multi-modal companies are somewhat more complicated to characterize than truck or rail-only companies. Often, multi-modal services are comprised of a wide range of truck, rail, and/or dray services that may be provided by the company or purchased from third party providers by the company. To properly characterize the emission rates for multi-modal companies, one must account for this wide variety of operations and service levels.

Note: Multi-modal rail freight is defined as any freight transported by a multi-modal carrier, which may include intermodal containers as well as other cargo configurations such as boxcars, tanker cars, etc.

To accomplish this SmartWay has developed the concept of "component" and "composite" fleets.

Composite fleets are entities that your customers can hire to move their freight. For example you may have a Truckload Division and an Intermodal Division, whereas **Component fleets** are organized around your internal management of the company.

In the Multi-modal Carrier Tool you will be asked to input data for all of your component fleets which will include those you own and manage as well as any hired services you purchase. Once these component fleets have been characterized you will be asked to build your composite fleets (the ones the public sees and can hire) from your component fleets. This process will attribute the appropriate weighted emission factors to your composite fleets, and demonstrate to your customers the benefits of using your multi-modal freight services.

Example: Company "J" has a Truckload Division, an Intermodal Division, and a Dray Division that the public can hire. Internally the company has its own truckload fleet, it hires a 3PL, it hires rail services, it has its own dray fleet, and it hires dray companies.

The Truckload Division's services are provided by its own truckload fleet and its hired 3PL fleet.

The Dray Division's services are provided by its own dray fleet and hired dray services

The Intermodal Division's services are provided for by its own truckload fleet, its own dray fleet, its hired rail services, and its hired dray services.

Therefore the partner defines the following component fleets:

1. For its truckload fleet (using the Truck Mode selection)
2. For its dray fleet (using the Truck Mode selection)
3. For its 3PL fleet and hired dray operations (using the Logistics Mode selection)
4. For its rail operations(using the Rail Mode selection)

The partner will then assign the appropriate operations of these component fleets to define the composite fleets that the public can hire:

Composite Fleet One: Truckload Division

60% of its truckload fleet, 70% of its 3PL fleet

Composite Fleet Two: Intermodal Division

40% of its truckload fleet, 30% of its 3PL fleet, 100% of its hired rail, 80% of its hired dray fleet, and 40% of its own dray fleet

Composite Fleet Three: Dray Division

20% of its hired dray fleet, 60% of its own dray fleet

NOTE: Drayage operations should be included in the SmartWay Multi-modal Carrier Tool if your company controls drayage movements (e.g., receives payments directly to move the freight using your own drayage trucks, or purchases drayage services directly from a third party).

Identifying Component Fleet:

On the **Home** screen select the pull-down menu next to "Choose a Carrier Mode" to display the available component fleet modes. The Multi-modal Carrier Tool currently allows users to define truck, logistics and rail component fleets. Other modes will be added to the Tool in the future, including air, and marine modules.

Note that some terminology on the Define Component Fleets screens are slightly inconsistent between the Truck Mode and the Logistics Mode, however the two modes work and act the same. For example, "fleets" within the Truck Mode are referred to as "Business Units" within the Logistics Mode.

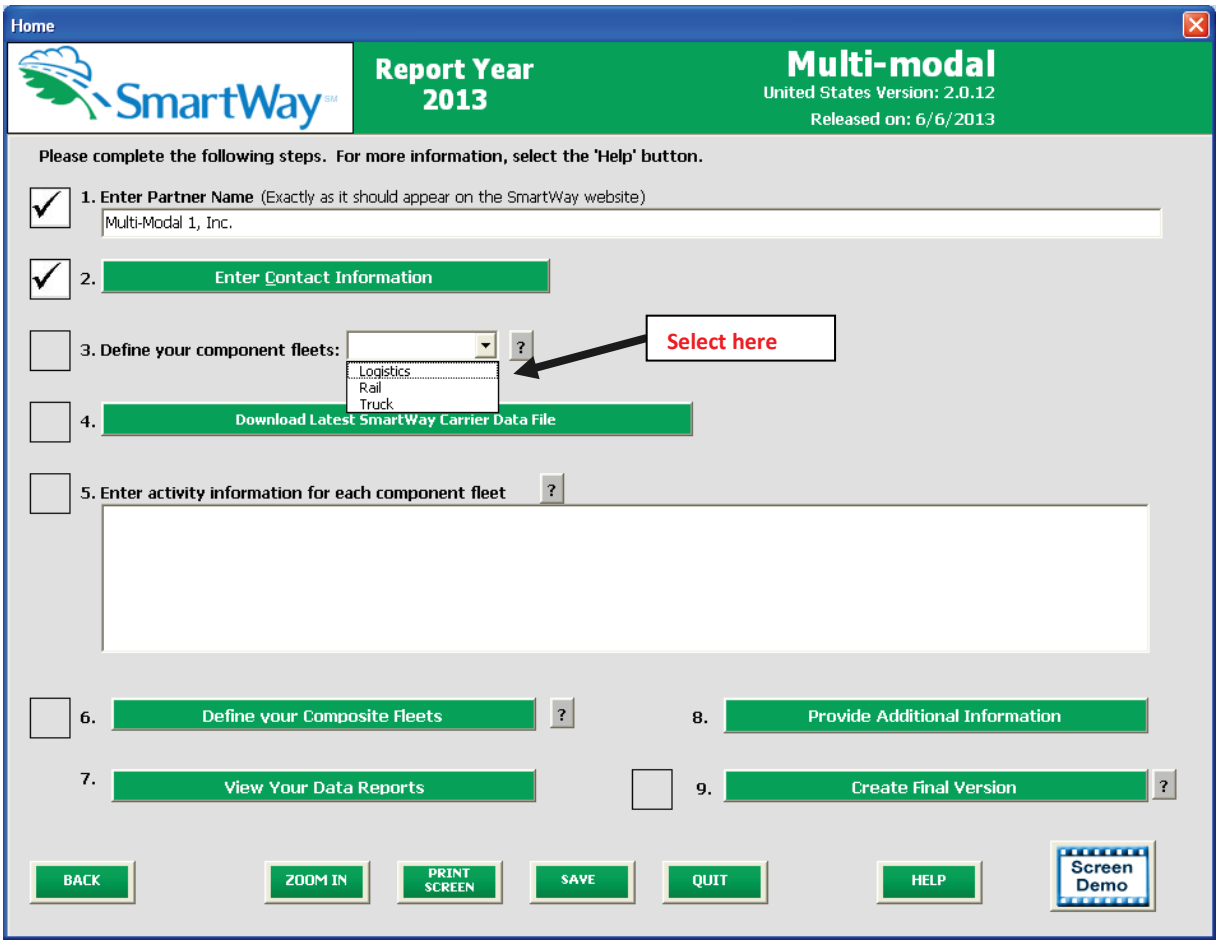


Figure 24: Selecting Component Fleet Modes on Home Screen

When you select a Component Carrier Mode, a set of screens will automatically appear allowing you to characterize your fleet(s) for that mode.

There are four screens in the **Truck Fleet Characterization** section of the Tool. These screens are also common to the Logistics Mode:

1. Identify Fleets
2. Fleet Details
3. Operation Categories
4. Body Types

Screen 1: Identify Fleets is shown below for the Truck Mode below. Note that the data entry screens for Logistics Carriers contains the same required fields as for the Truck Mode, with the exception of the "95+% Control" field, as discussed below.

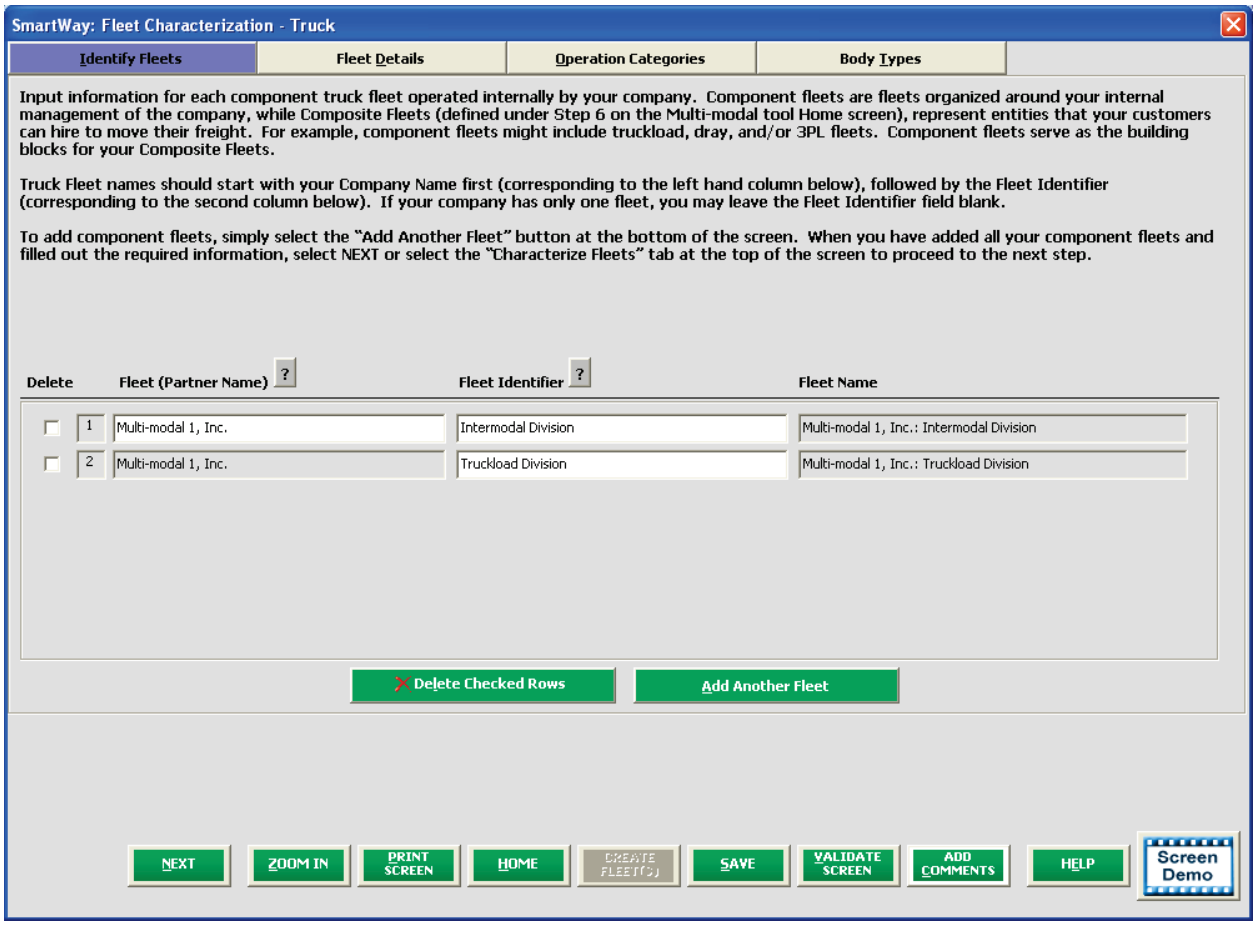


Figure 25: Identifying Component Fleets

Steps for Completing "Identify Fleets" Screen

Using data collected using **Worksheet #2: Component Fleet Characterization** in the **Part II Workbook**, enter data for your first fleet:

- **Fleet Prefix (Partner Name):** Each of your component fleet names will begin with the name of your company. This fleet "prefix" will be whatever you enter in the Fleet Prefix (Partner Name) field on the Identify Fleets screen. By default, this field is automatically populated with the first 50 characters of the Partner Name that was entered on the **Home** screen. Whatever you enter for Fleet Prefix for the first fleet will automatically be used for any additional fleets you add. Similarly, any edits you make to the Fleet Prefix for the first fleet will automatically be reflected on each subsequent fleet. Note that this field is called Company Name for Logistics component fleets.

- **Fleet Identifier:** Please make sure to specify each fleet suffix name exactly as you want it displayed on the SmartWay website, including proper capitalization, any abbreviations, and punctuation. Remember that it will automatically be combined with the Fleet Prefix (Partner Name) field. NOTE: If you have only one fleet, you may leave the Fleet Suffix field blank, in which

case your fleet name will simply be your Partner Name. Note that this field is called the Business Unit Identifier for Logistics component fleets.

Adding and Deleting Component Fleets

To enter another component fleet, select the **Add Another Fleet** button. To delete a component fleet, select the box next to the row you wish to delete, and then select the **Delete Checked Rows** button. 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 of the screen.

Adding Comments/Notes

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

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

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

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

Screen 2: Fleet Details is shown below for the Truck Mode below.

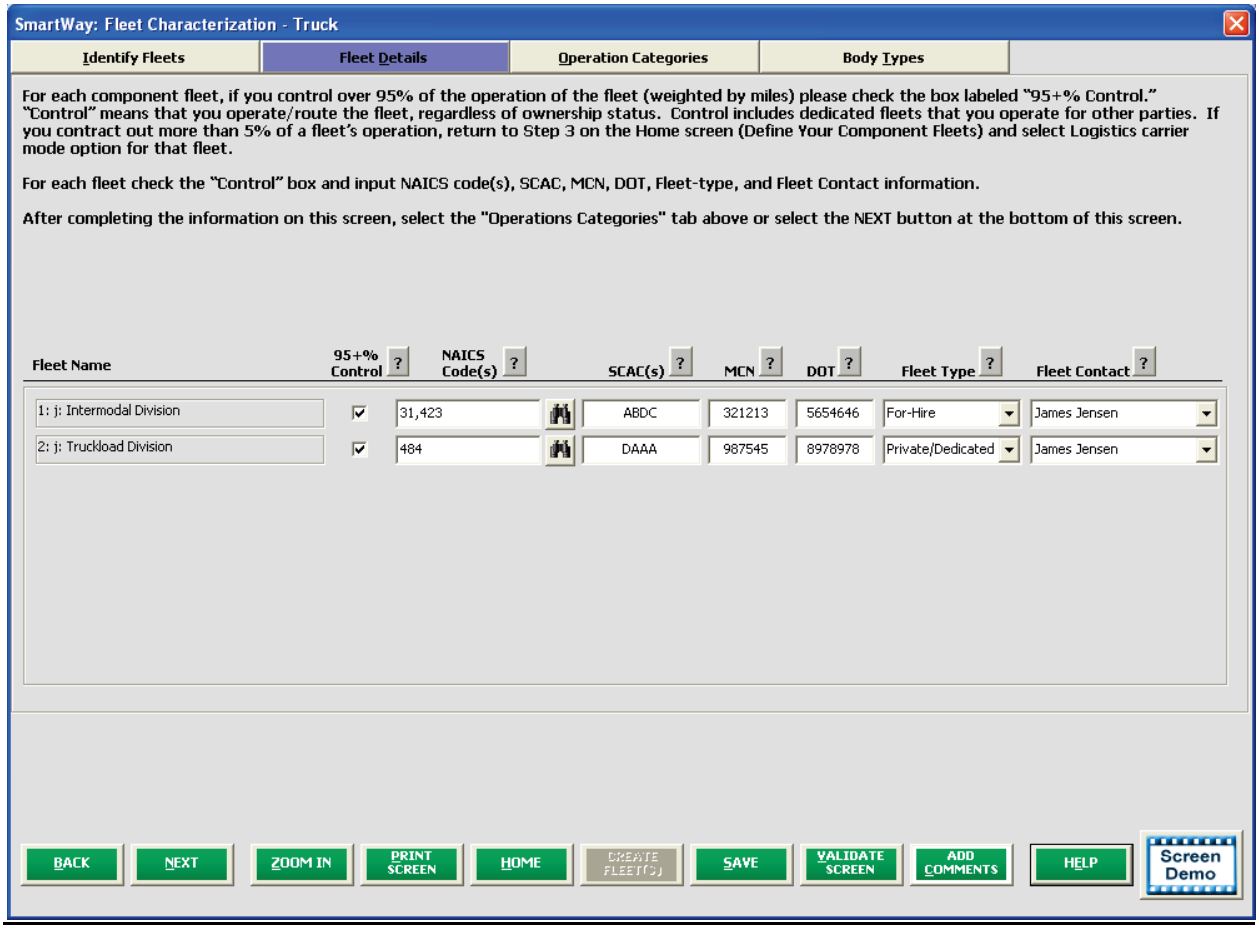


Figure 26: Fleet Details (Truck Mode)

Steps for Completing "Fleet Details" Screen

Using data collected using **Worksheet #2: Component Fleet Characterization** in the **Part II Workbook**, enter data for your fleets. For each you will need to specify:

- **95% Control:** Select this box if your company controls over 95% of the operation of each fleet, weighted by miles. "Control" means that you operate/route the fleet, regardless of ownership status. Control includes dedicated fleets that you operate for other parties. If you contract out more than 5% of the fleet's operation, the Logistics mode should be selected instead for that fleet. (Note this box is not included in the Details screen for the Logistics Mode selection.)

  The key question regarding definition of "control" is: Am I able to influence the fuel efficiency of the trucks, and can I collect data on the trucks? SmartWay understands that control within the trucking business exists along a continuum. On one hand, some fleets purchase their own trucks, spec, maintain, and route the trucks, and have full operational control over the trucks, for

example controlling the speed the trucks are allowed to drive, when and where they can idle, etc. These fleets have a high degree of control. On the other end of the continuum, some companies hire other parties to move the freight, and other than assigning a load with a pickup/destination point, have no interaction with the freight delivery, or ability to influence the fuel efficiency of the truck or the collection of data on the truck.

If you can actively affect the fuel efficiency of the truck and collect the data necessary on that truck to include in this Tool, you have control. SmartWay understands that there are many organizational/operational permutations in the trucking industry and there may be "gray" areas that need further clarification. If you still have questions, you may contact your assigned SmartWay Partner Account Manager or the SmartWay help line at 734-214-4767.

- **NAICS Code**: NAICS, or North American Industry Classification System codes, are the Federal standard for classifying businesses by activity type. NAICS codes can be from two or three up to six digits in length, and are organized hierarchically, with successive digits providing greater specificity in its description. Use the NAICS code(s) that most appropriately describes your company. You can use the search icon to the right of the data entry field to identify and select NAICS code(s). If you need to enter multiple NAICS codes, you may check multiple boxes on the popup screen while holding down the "Ctrl" key on your keyboard, or simply enter them directly and separate them with commas. **Note:** Detailed information on NAICS codes can be found at http://www.census.gov/eos/www/naics/.

- **Standard Carrier Alpha Codes (SCACs):** The Standard Carrier Alpha Code is a unique 2-4 alphabetic character code used by the transportation industry to identify transportation companies. If your fleet has a SCAC, please input that information. If you have a single fleet that has multiple SCACs, enter all of the codes into the SCAC field, and separate them with commas. It is not required to enter SCAC information for each component fleet. SCACs are assigned by the National Motor Freight Traffic Association, Inc., (NMFTA). If you cannot remember your SCAC(s), please contact NMFTA before proceeding. You can find NMFTA contact information at http://www.nmfta.org/Pages/ContactUs.aspx.

- **Motor Carrier Number (MCN):** The Motor Carrier Number is a 6 or 7 digit number provided by the Federal Motor Carrier Safety Administration. If your fleet has a Motor Carrier Number, please input that information. It is not required to enter MCN information for each component fleet.

- **Department of Transportation (DOT) Numbers** are carrier identification number issued to all carriers in the U.S. by the Federal Motor Carrier Safety Administration, and can be up to 7 digits in length.

NOTE: Entering SCACs, MCNs, and DOT numbers are optional; however, if you have this information you are encouraged to supply it to make sure that SmartWay Shippers and Logistics companies can identify you.

- **Fleet Type**: Fleet Type is defined as the service type for your fleet. There are two options accepted by the Tool—"For-Hire" and "Private/Dedicated." If your company has only one fleet, your "Fleet Type" selection will reflect your company's operations as a whole. If there are multiple fleets, each will have its fleet type defined separately.

- **Fleet Contact:** This contact should be one of the contacts you already identified in the Contact Information section as the contact for each fleet. NOTE: A drop-down menu in the Tool will supply this information; if there is a contact for the fleet that is not already listed in the Contacts worksheet, you will need to go back to the Company and Contacts screen to add the required contact information.

Screen 3: Operation Categories is shown below.

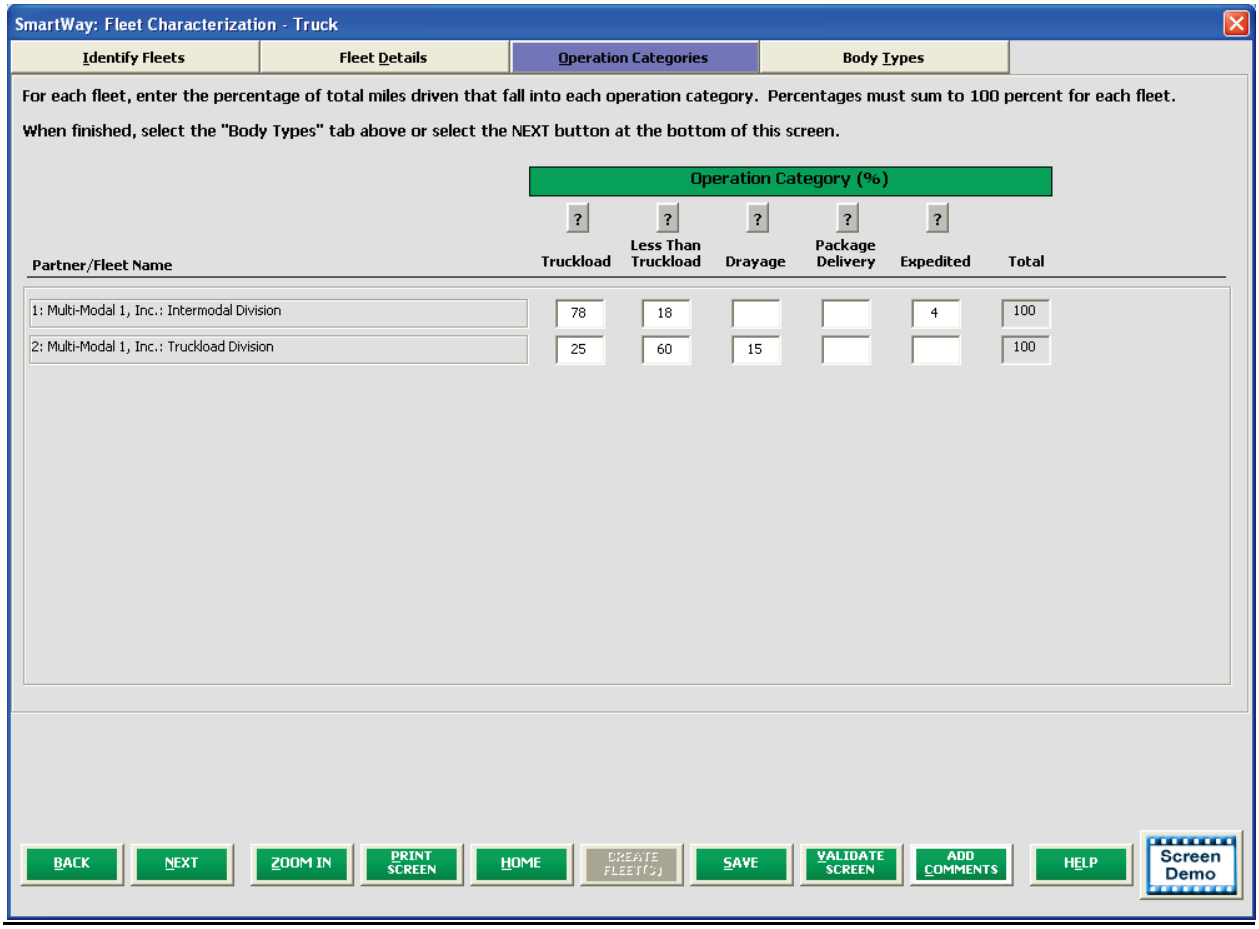


Figure 27: Operation Categories Screen

Steps for Completing "Operation Categories" Screen:

For each component fleet, fill out the **Operation Category (%)** information by indicating the percentage of operation on a mileage basis. Operational categories include:

- **Truckload (TL) -** Truckload shipping is the movement of large amounts of homogeneous cargo, generally the amount necessary to fill an entire semi-trailer or intermodal container. A truckload carrier is a trucking company that generally contracts an entire trailer-load to a single customer.

- **Less-than-truckload (LTL) -** Less-than-truckload carriers collect freight from various shippers and consolidate that freight onto enclosed trailers for linehaul to the delivering terminal or to a hub terminal where the freight will be further sorted and consolidated for additional linehauls.

- **Drayage -** Predominantly associated with port, or rail-head connections where freight is picked up, and moved to another transfer facility or transport mode terminal. Often these moves are short in nature, but can be longer depending on specific situations.

- **Package delivery (PD) -** Covers operations characterized by residential or business package delivery/pickup consisting primarily of single or small groups of packages. It does not include larger scale pickup delivery operations that are more properly characterized as LTL operations. Common examples of this type of operation are the brown UPS and white FedEx delivery vehicles.

- **Expedited -** Time-sensitive freight shipments, with trucks typically on stand-by.

Enter the percent of each operational category based on approximate mileage. This percentage calculation does not need to be exact but should be reasonably reflective of your fleet.

Screen 4: Body Types is shown below.

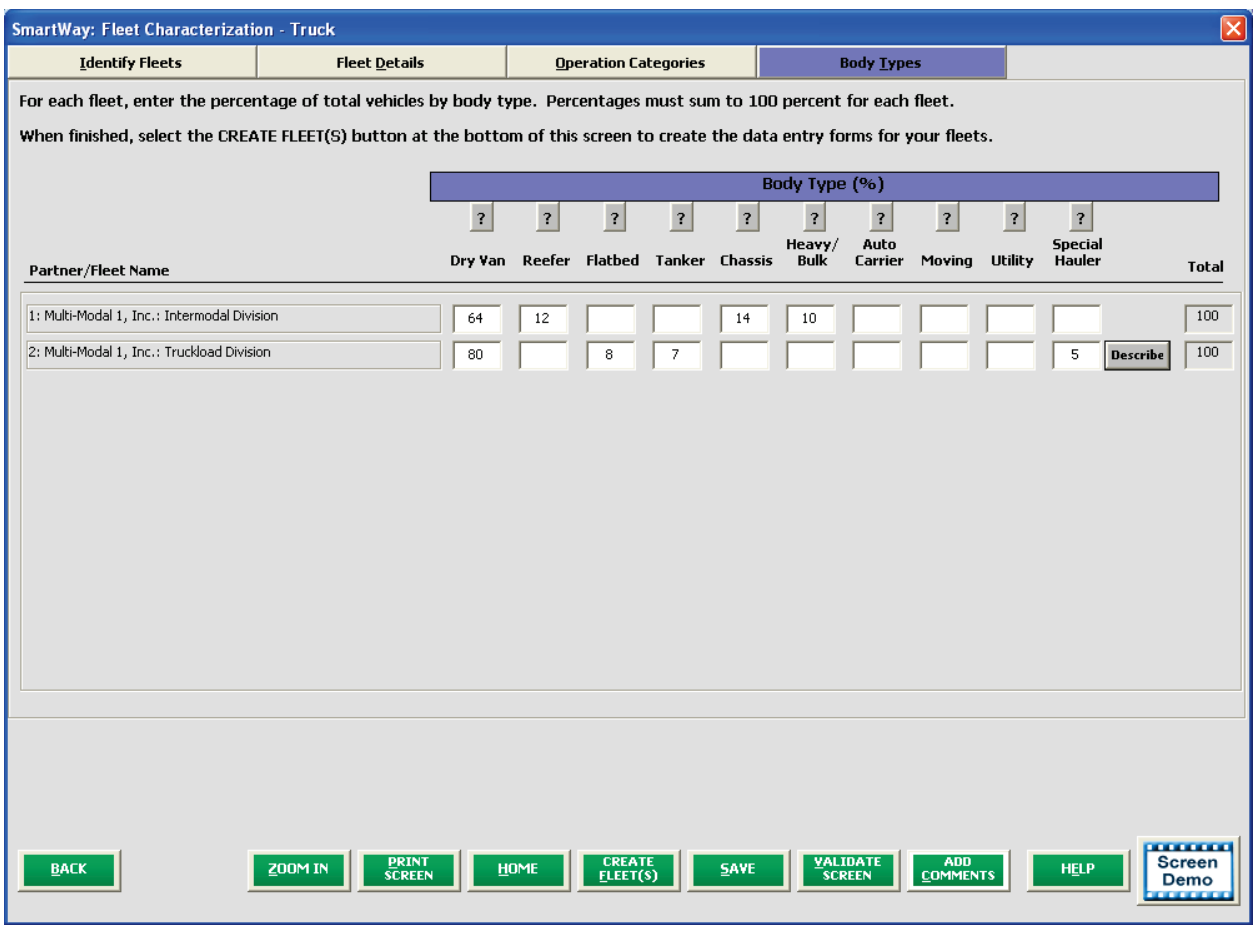


Figure 28: Body Types Screen

Steps for Completing "Body Types" Screen:

Next, fill out the **Body Type** fields, indicating the percentage by body type for each component fleet. Body Type categories include:

- Dry van
- Refrigerated (Reefer)
- Flatbed
- Tanker
- Intermodal chassis containers (pooled and owned)
- Heavy/Bulk hauler
- Auto carriers
- Moving
- Utility[2]
- Special hauler (e.g., Hopper, Livestock, and other specialized carriers)

The percentages specified can be approximate, based on vehicle populations. The percentages for each fleet must sum to 100%.

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

button at the bottom of the page.

If, at a point later in the data entry process, you realize that you need to add a new fleet or delete an existing fleet, you can return to the **Identify Fleets** screen. To add a new fleet, follow all of the instructions on the screen regarding defining your fleets, including clicking the

button. When you select this button, the system will create blank data entry forms only for the new fleet(s) you have added; the existing fleets will not be affected.

If you need to delete an existing fleet, simply check the box next to the fleet and then click the **Delete Checked Rows** button. Note that, if you have already generated data entry forms for the fleet you are deleting, the system will prompt you to confirm the deletion.

[2] 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.

If you choose to delete a component fleet, and if you have allocated any activity to this fleet to the composite multi-modal fleets (defined under Step 6 on the Home screen) then you must re-allocate your composite fleet activity to reflect this change. Similarly, adding a new component fleet may require modifying your composite fleet activity allocations under Step 6 as well.

As on the other screens there is a HELP button as well as an ADD COMMENTS button. Clicking HOME will take you back to the **Home** screen (see **Figure 24**). At this point you may define another component fleet following the same process, or proceed to Step 4 on the **Home** screen.

Data Requirements for Business Unit Focus Screen (Logistics Tool Only)

The **Business Unit Focus** screen is shown below.

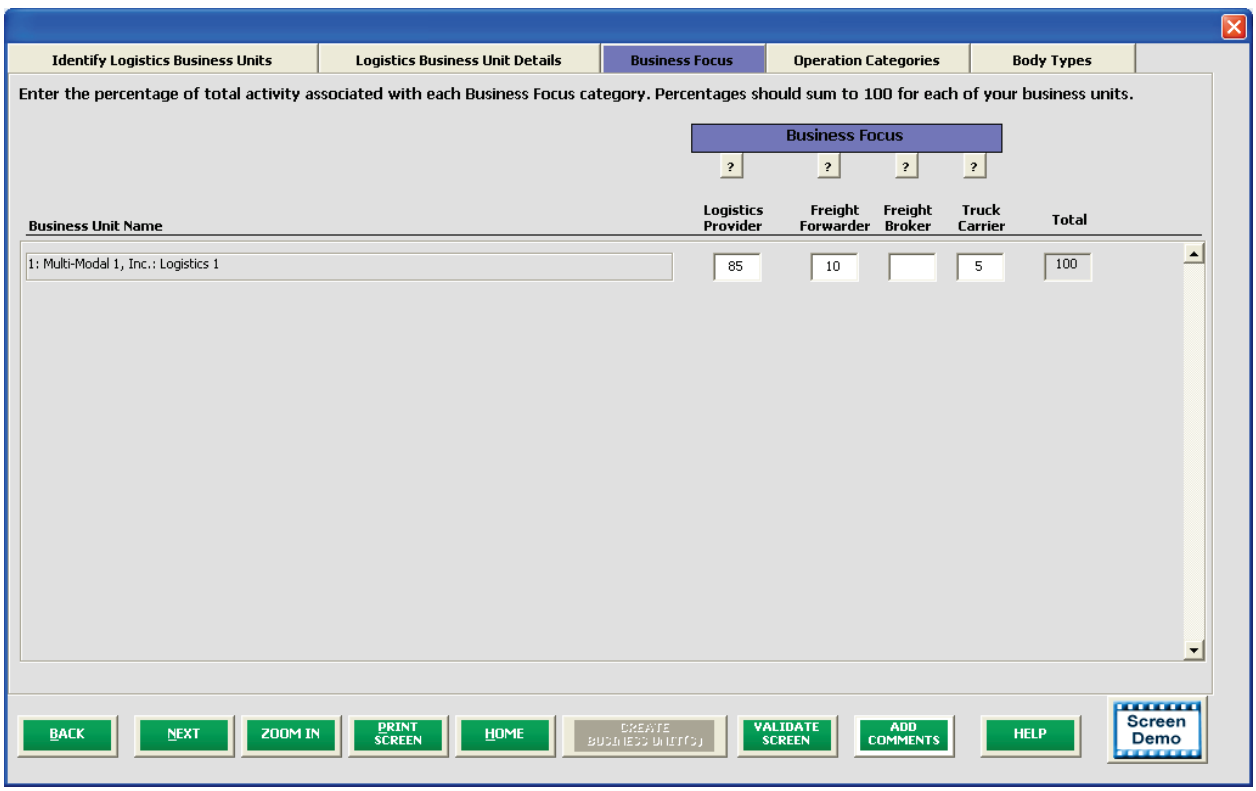


Figure 29: Business Unit Focus Screen (Logistics Mode Only)

For each Logistics business unit you will need to specify the percent of total activity associated with the different Business Unit Focus categories, listed below.

- **Logistics Provider:** Logistics providers are non-asset based third parties that provide multiple, bundled logistics services. They may be involved in material management, transportation management, inbound and outbound freight, inventory management, 4PL activities, warehousing, cross dock, kitting, packaging, and sub assembly processes.
- **Freight Forwarder:** Freight forwarders are documentation specialists and consolidators of freight such as LTL (less than truckload) and LCL (less than container load). Freight forwarders normally provide pickup and delivery for domestic and international shipments, and provide the property transportation for a compensation or fee basis.
- **Freight Broker:** A freight broker buys and sells transportation services and normally works on behalf of a carrier or shipper.
- **Truck Carrier:** Truck carriers operate their own managed fleet (owned or leased). These fleets can be for-hire or private/dedicated. Refer to "Choosing the Right Tool for your Business Units" in Part I of this guide to determine if you should complete the SmartWay Truck Tool for the Truck Carrier portion of your operations.

Note: for each Rail fleet, you will also need to specify the Class of the associated fleet (1, 2, or 3).

SECTION 4: DOWNLOAD SMARTWAY CARRIER DATA FILE

Once you are back on the Home screen, if you have any Logistics Component Fleet, you will need to select the button in step # 4: **Download Latest SmartWay Carrier Data File**. This will ensure that you have the latest carrier performance data for characterizing logistic fleet performance. You will not be able to input the required logistics fleet data in Step 5 without this file. You must have an active Internet connection to perform this step.

Select Component Fleet for Data Entry

On the **Home** screen, you will now see all the fleets you created listed in the window below item # 5: **Select Component Fleet for Data Entry**.

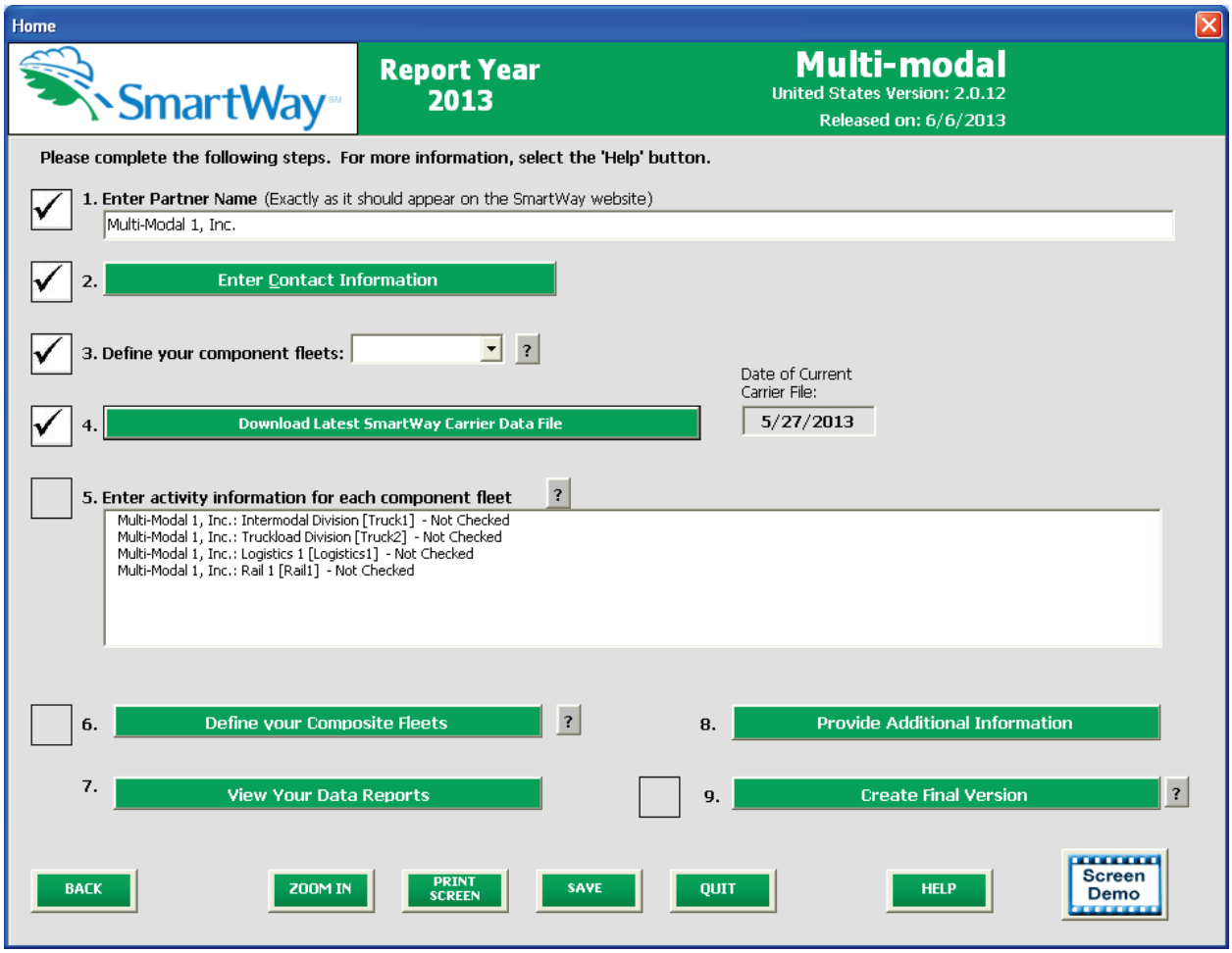


Figure 30: Home Screen with Component Fleet Status

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

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

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

- **Errors** will prevent you from generating the **Internal Metrics Reports** under item #7, **View Reports**, and must be addressed before you can submit your Tool to EPA.
- **Warnings** will still allow you to run the **Internal Metrics Reports** and submit your data to EPA. However, it is strongly recommended that you carefully review each warning message before sending your data to EPA so that you can anticipate questions that may come from a Partner account manager (PAM) as a result of your data being outside the expected ranges. The method addressing errors and warnings is described for subsequent input screens in the following sections.

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

SECTION 5 DATA ENTRY: ENTER FUEL AND/OR ACTIVITY INFORMATION FOR EACH OF YOUR COMPONENT FLEETS

PLEASE REFER TO THE TRUCK, LOGISTICS, AND RAIL TOOL USER GUIDES FOR DETAILED INSTRUCTIONS REGARDING DATA ENTRY FOR YOUR COMPONENT FLEETS.

SECTION 6 DATA ENTRY: DEFINE YOUR COMPOSITE FLEETS

Now that you have identified and characterized your component fleets, you will be asked to provide information for EACH composite fleet. In this section, you will be asked to allocate component fleet miles and ton-miles across the different composite fleets.

The "**Define Your Composite Fleet"** section of the Tool has three subsections:

1. Identify Composite Fleet
2. Allocate Component Fleet
3. Composite Fleet Details

The requirements for each subsection are described below.

Once you have entered data for all of your component fleets, and resolved any error notifications, you may proceed to Step 6, **Define Your Composite Fleets**. This step allows you to group your component fleets into larger, *composite fleets* operating across one or more modes. Composite fleets are entities that your customers can hire to move their freight. For example you may have a Truckload Division and an Intermodal Division for hire.

Identify Composite Fleets

First, enter the name of your composite fleets on the first screen, **Identify Composite Fleets**, as shown in **Figure 31**. Names include your Partner Name combined with your Fleet Identifier. Remember to enter your composite fleet names exactly as you want them to be seen on the SmartWay website.

Note: Your company's name and your composite fleet(s) will be listed on the SmartWay website to indicate your participation in the SmartWay Transport Partnership. Your shipper and logistics customers can also use the SmartWay Online Database to search for your company by the name you submit in the Tool, your SCAC number or your Motor Carrier Number. Therefore, it is critical that you identify your company and composite fleet(s) in the Tool as you would have them appear on the SmartWay website and within other SmartWay Tools.

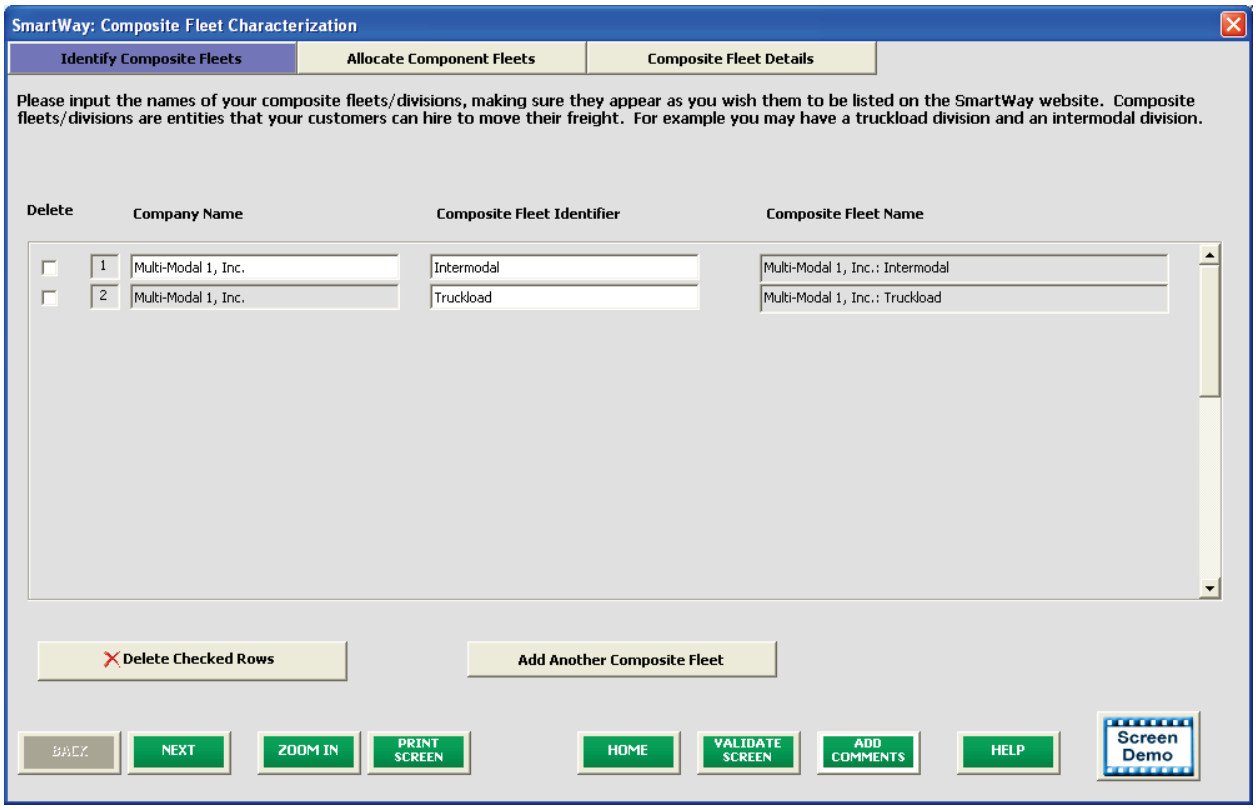


Figure 31: Identifying Composite Fleets

You may add more fleets by selecting **Add Another Composite Fleet**. To proceed to the next screen, select the **Allocate Component Fleets** tab or select **NEXT**.

Allocate Composite Fleets

Proceed to the **Allocate Component Fleets** screen (**Figure 32**) to see a list all of the component fleets you defined under Step 3 (**Define Your Component Fleets**). All of the miles and ton-miles associated with each of these fleets must be assigned across one or more of the composite fleets you defined on the previous screen. You must allocate component fleet activity based on the percentage of total miles and total ton-miles attributable to each composite fleet. The total miles and ton-miles listed for each component fleet is automatically calculated from Step 5 where you entered the activity data for your component fleets. (Note that Total Miles refers to truckload miles for the Truck Mode, and railcar-miles for the Rail mode.)

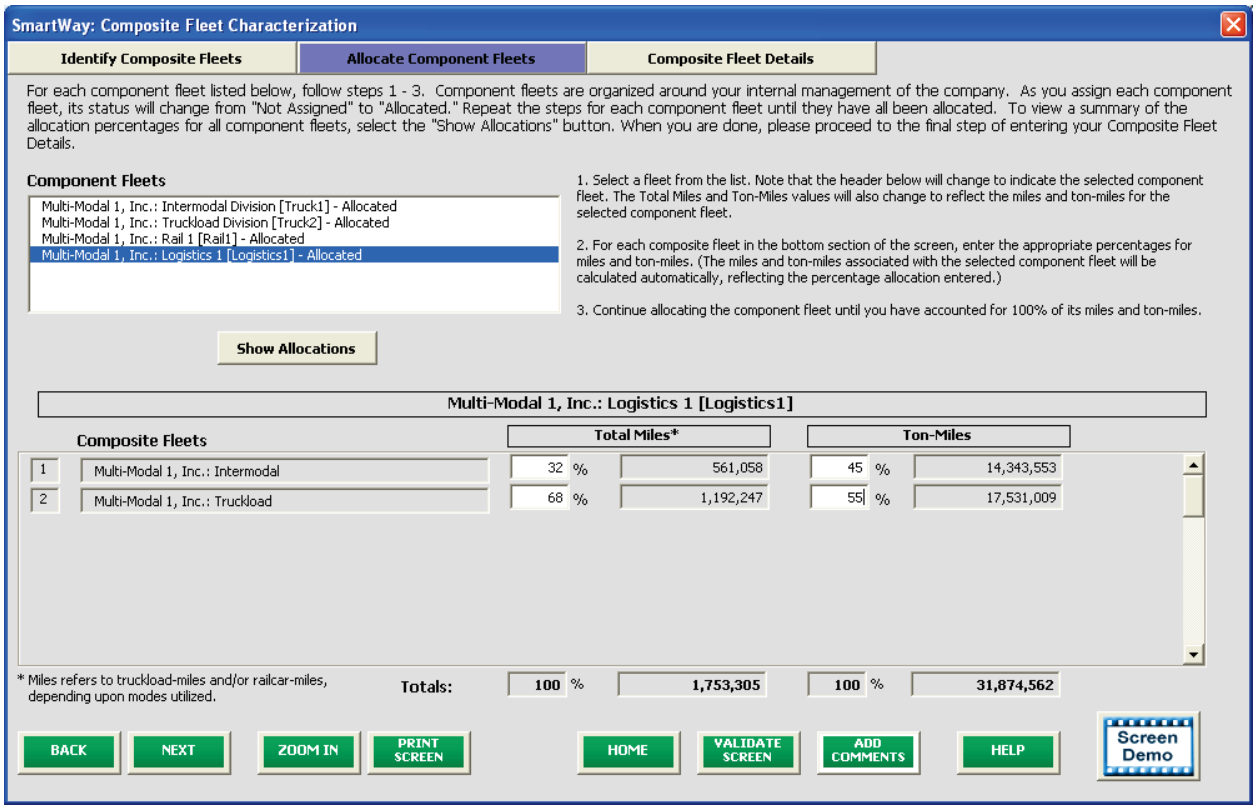


Figure 32: Allocating Component Fleets

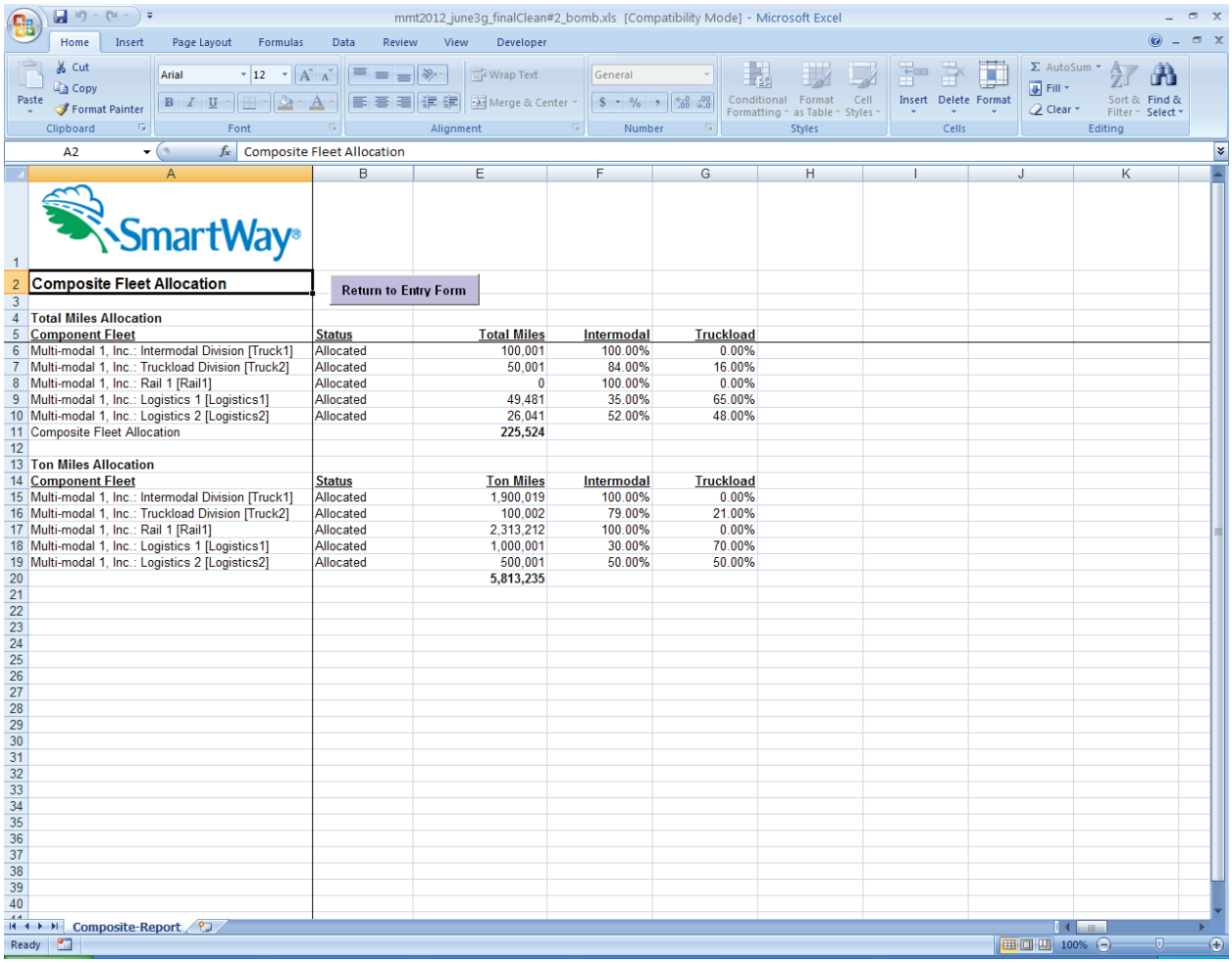
Note that the percentage allocations must sum to 100 for each component fleet. In addition, if you enter a non-zero percentage for a particular total miles assignment, and zero percent for the corresponding ton-mile assignment (or vice versa), the Tool will display an error and you will not be allowed to proceed until reconciling the discrepancy.

The **Show Allocation** button located below the component fleet list allows you to view a summary of your composite fleet percentage allocations across all of your different component fleets, in order to confirm the accuracy of your assignments. An example is provided in **Figure 33**.

The **Validate Screen** button will validate the information you enter on this screen. The ratio of total allocated ton-miles to total miles is checked for each composite fleet. If any of these ratios differ from industry average payload standards, you will receive a warning message. These warning messages are intended to flag possible data entry errors; however these warning messages will not prevent you from submitting your completed Multi-modal Carrier Tool to EPA.[3]

[3] Validation warnings are issued for low payloads if the average payload for a composite fleet is < 14.5 tons (based on the out of range warning for Class 8b TL/Dry Vans – see Truck Tool Technical Documentation for details). Warnings are issued at the high end if the average composite fleet payloads are > 60 tons. This value was chosen based on the distribution of payloads reported by Multi-modal Partners in 2012, with approximately two thirds of Partners having payloads less than this cutoff.

Please refer to **Appendix A** for a description of the procedure used to calculate the gram per mile and gram per ton-mile performance metrics for composite fleets.



Composite Fleet Allocation

Return to Entry Form

Total Miles Allocation

Component Fleet	Status	Total Miles	Intermodal	Truckload
Multi-modal 1, Inc.: Intermodal Division [Truck1]	Allocated	100,001	100.00%	0.00%
Multi-modal 1, Inc.: Truckload Division [Truck2]	Allocated	50,001	84.00%	16.00%
Multi-modal 1, Inc.: Rail 1 [Rail1]	Allocated	0	100.00%	0.00%
Multi-modal 1, Inc.: Logistics 1 [Logistics1]	Allocated	49,481	35.00%	65.00%
Multi-modal 1, Inc.: Logistics 2 [Logistics2]	Allocated	26,041	52.00%	48.00%
Composite Fleet Allocation		**225,524**		

Ton Miles Allocation

Component Fleet	Status	Ton Miles	Intermodal	Truckload
Multi-modal 1, Inc.: Intermodal Division [Truck1]	Allocated	1,900,019	100.00%	0.00%
Multi-modal 1, Inc.: Truckload Division [Truck2]	Allocated	100,002	79.00%	21.00%
Multi-modal 1, Inc.: Rail 1 [Rail1]	Allocated	2,313,212	100.00%	0.00%
Multi-modal 1, Inc.: Logistics 1 [Logistics1]	Allocated	1,000,001	30.00%	70.00%
Multi-modal 1, Inc.: Logistics 2 [Logistics2]	Allocated	500,001	50.00%	50.00%
		5,813,235		

Figure 33: Example Composite Fleet Allocation Summary

Select the **Return to Entry Form** button to leave the spreadsheet and return to the allocation screen shown in **Figure 32**.

Composite Fleet Details

First proceed by entering the SCAC and MCN values for each composite fleet if available (see **Figure 33**). Separate multiple values by a comma if necessary. These values are not mandatory but will assist Shippers and Logistics Companies in identifying your fleets. Next select the appropriate contact from the drop-down menu.

Once you have allocated all of your component fleets across the composite fleets, select the **HOME** button to return to the **Home** screen.

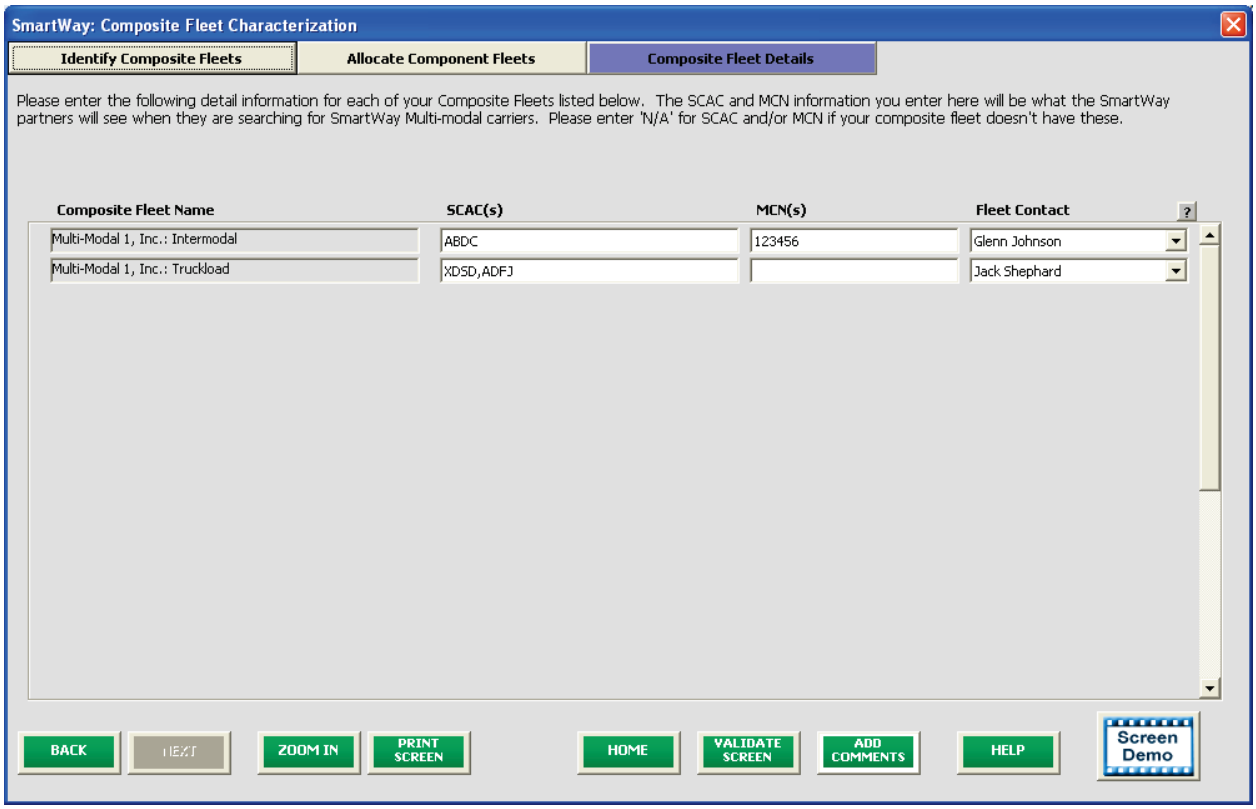


Figure 34: Example Composite Fleet Details Screen

View Reports

Once you complete allocating component fleet activity across your composite fleets and return to the **Home** screen, you may select **View Performance Data** which will take you to the following screen:

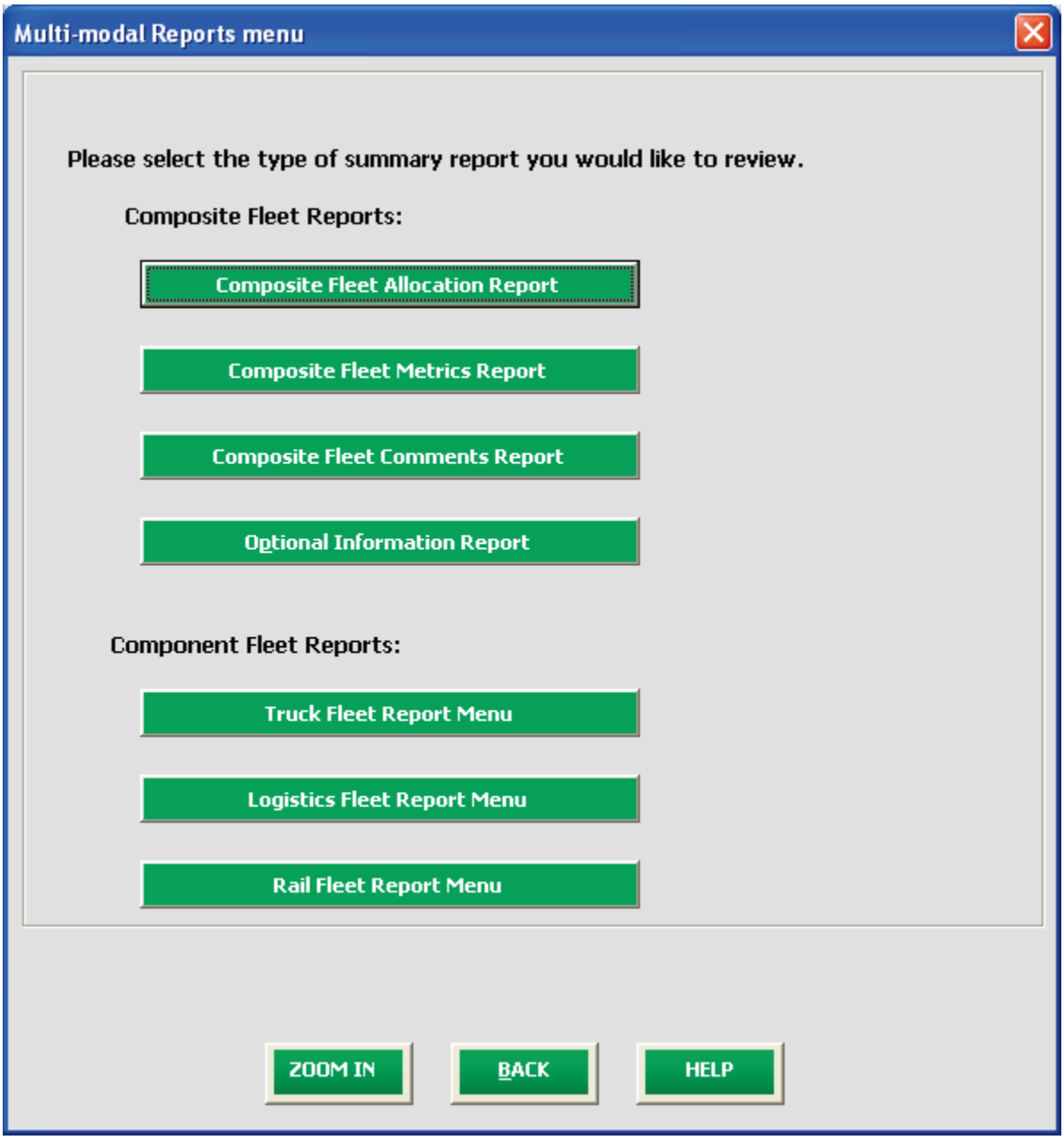


Figure 35: View Reports Menu

Selecting any of the green buttons will display data for the selected fleet type (component by mode, or composite). You will then proceed to another screen where you can choose how to view the results.

Selecting any of the summary report types will take you to a screen allowing you to preview and print your reports. **Figure 36** shows one of many sample reports that the tool can generate for you, in this case summarizing the performance metrics for each composite fleet. Similar composite reports are available by carrier mode and Partner-level totals, as well as component fleet reports by mode type. (Note that reports for air and marine component fleets will be available in the future.) These reports will prove useful for your company's evaluation and improvement efforts.

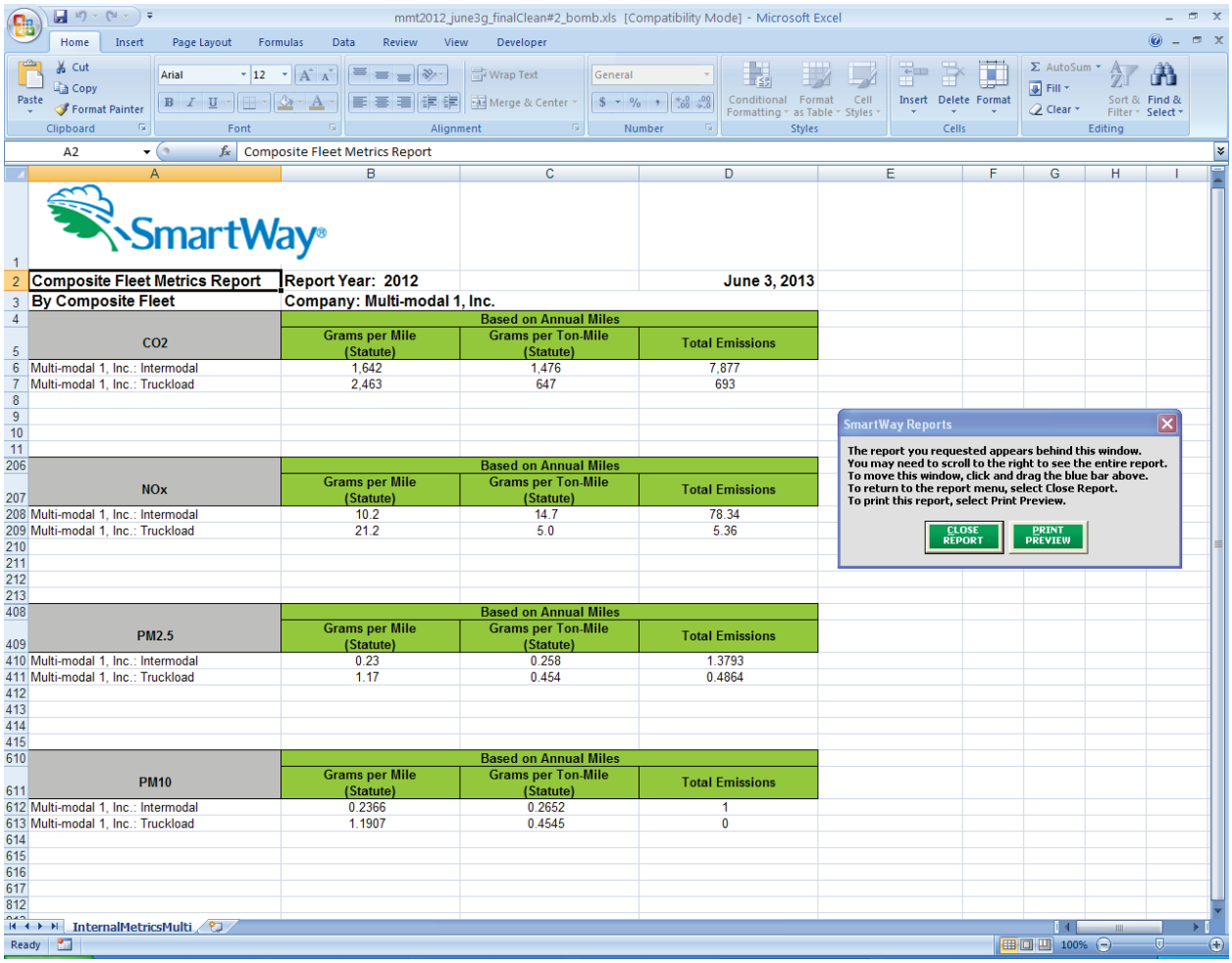


Figure 36: Example of Completed Composite Fleet Performance Metrics Report

Providing Additional Information

After completing Steps 1 – 6 on the **Home** screen, you may provide EPA with additional information regarding your company, potential use of the SmartWay Logo, and general feedback regarding the SmartWay program. This information is optional and is not required in order to submit your Multi-modal Carrier Tool data to EPA. Selecting the **Provide Additional Information** button on the **Home** screen will open the **Partner Information** form (see **Figure 37**).

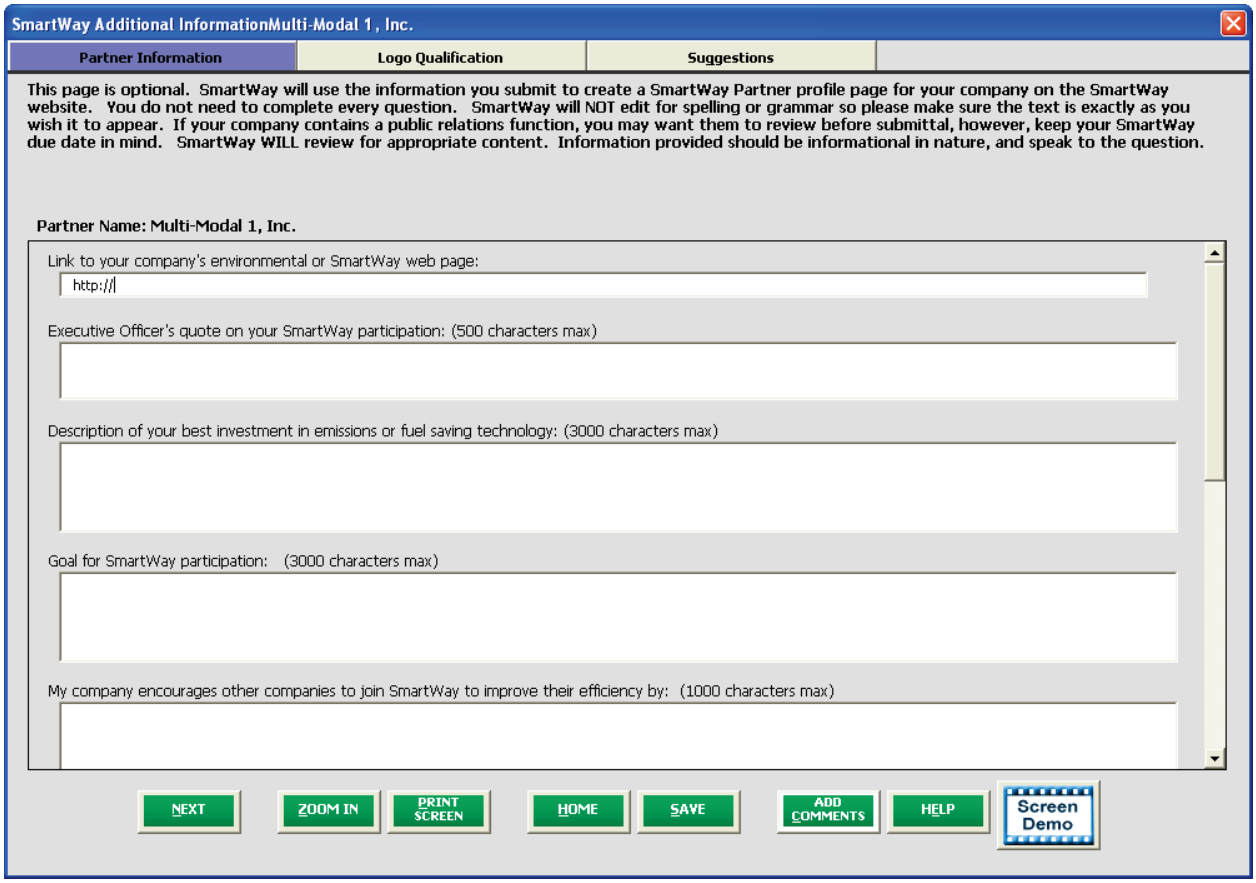


Figure 37: Partner Information Screen

Use this page to provide information you would like to share publicly. Information should be entered in the text boxes displayed. Use the scroll bar to the right to display additional questions. SmartWay will use this information to create a SmartWay Partner profile page for your company on the SmartWay website. You do not need to complete every question. SmartWay will NOT edit for spelling or grammar, so make sure the text is exactly as you wish it to appear. If your company contains public relations functions, you may want them to review this information before submittal, however, keep your SmartWay due date in mind. SmartWay WILL review this data for appropriate content. Information provided should be informational in nature, and speak to the question.

Figure 38 shows the **Logo Qualification** screen. The SmartWay Partner Logo is provided at the company level to Partners that meet SmartWay's Partner environmental performance thresholds. Tractor and Trailer Logos may be placed directly on your equipment to display your fleet's qualification. Use this screen to provide information regarding your qualification for, and planned use of, the Partner, Truck and Trailer Logos. Use the scroll bars to display more questions and input fields. Additional information on Logo qualification and use can be found by selecting the SmartWay Partner Logo Information button or the View the SmartWay Designated Tractor specifications and View the SmartWay Designated Trailer specifications links.

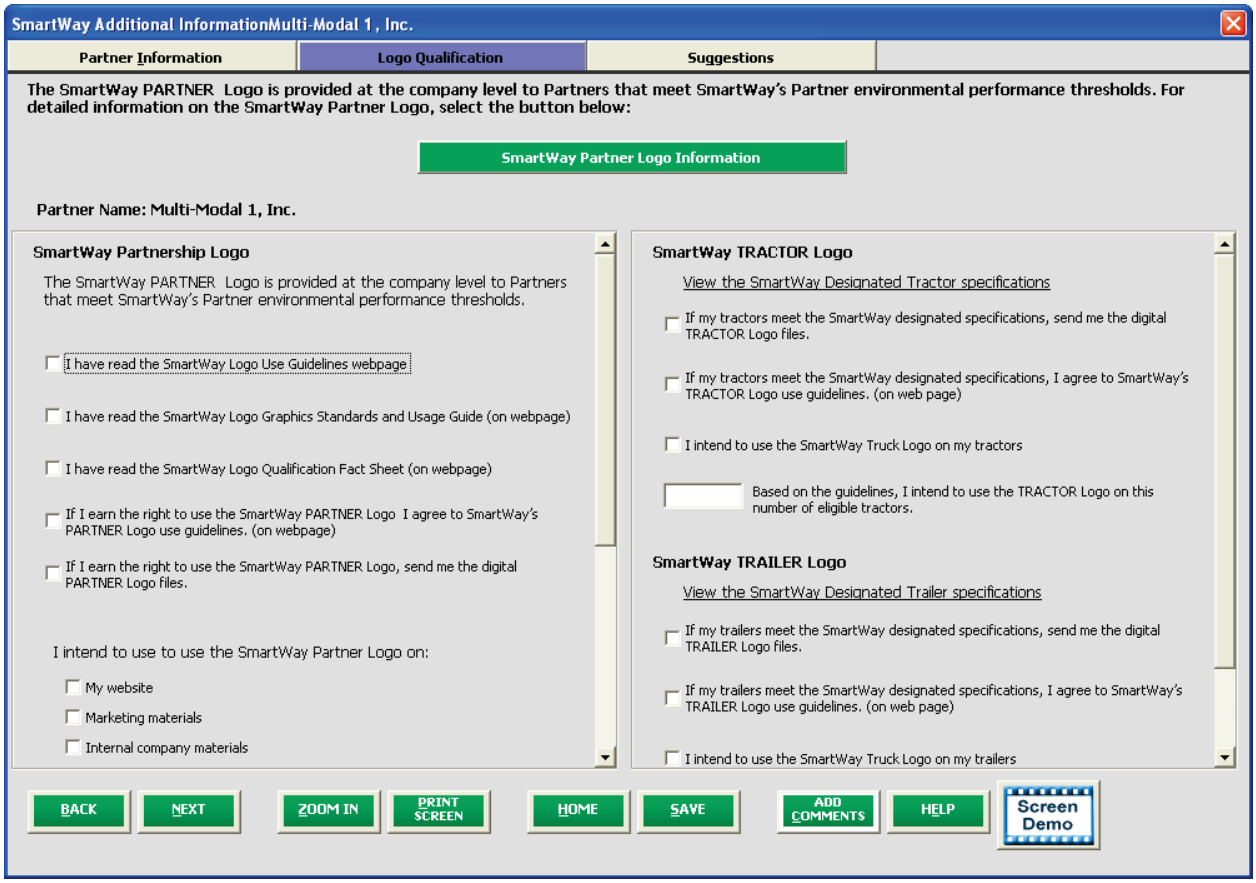


Figure 38: Logo Qualification Screen

Figure 39 displays the **Suggestions** screen. You may respond to some or all of these questions in order to provide feedback regarding the various aspects of the SmartWay program. SmartWay values your feedback. Any information you provide will be used to improve the program, and will be kept confidential. Use the scroll bar to the right to display additional questions.

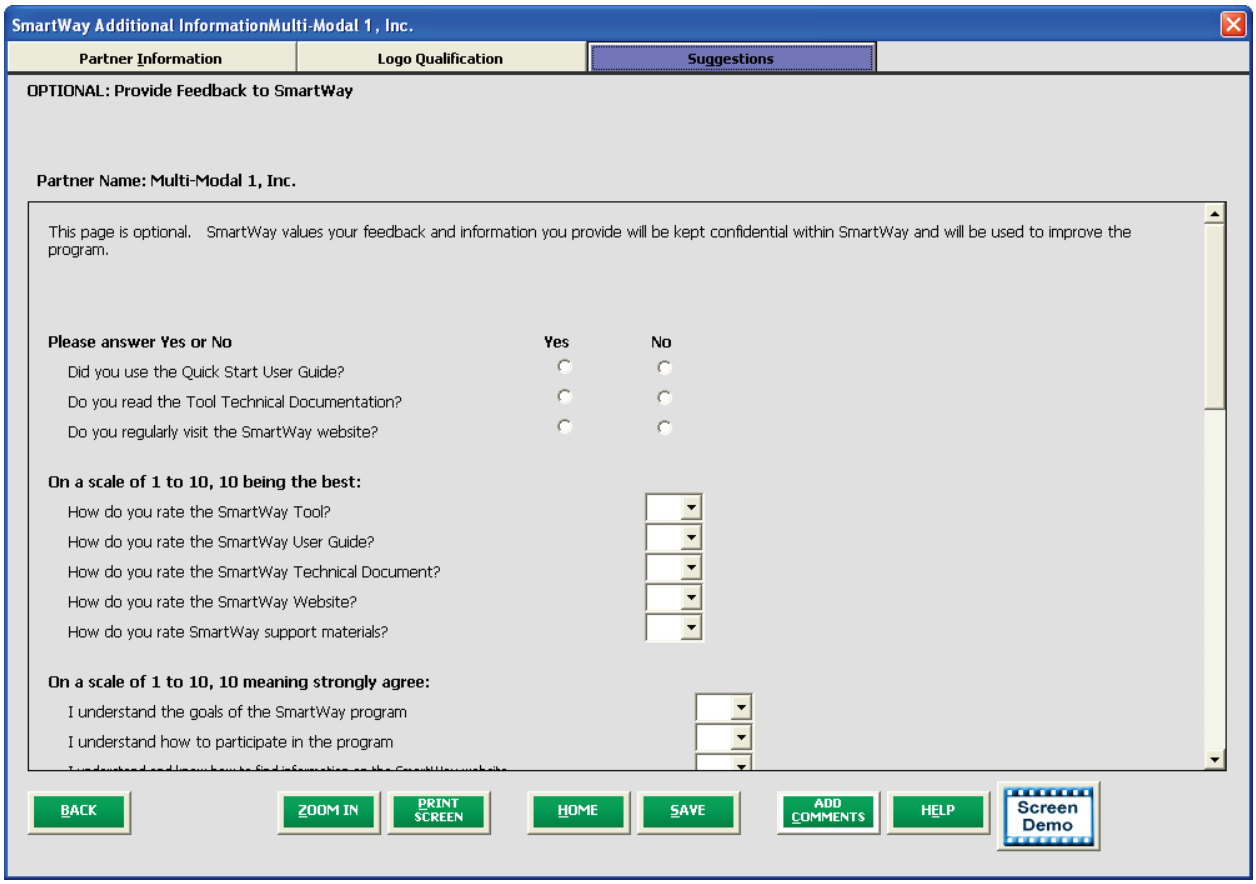


Figure 39: Suggestions Screen

Once you have completed these three screens, select the

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

Submitting Data to SmartWay

Congratulations! You are now ready to send your data to EPA.

Select the Generate File to Send to EPA* button, which will open the following screen.

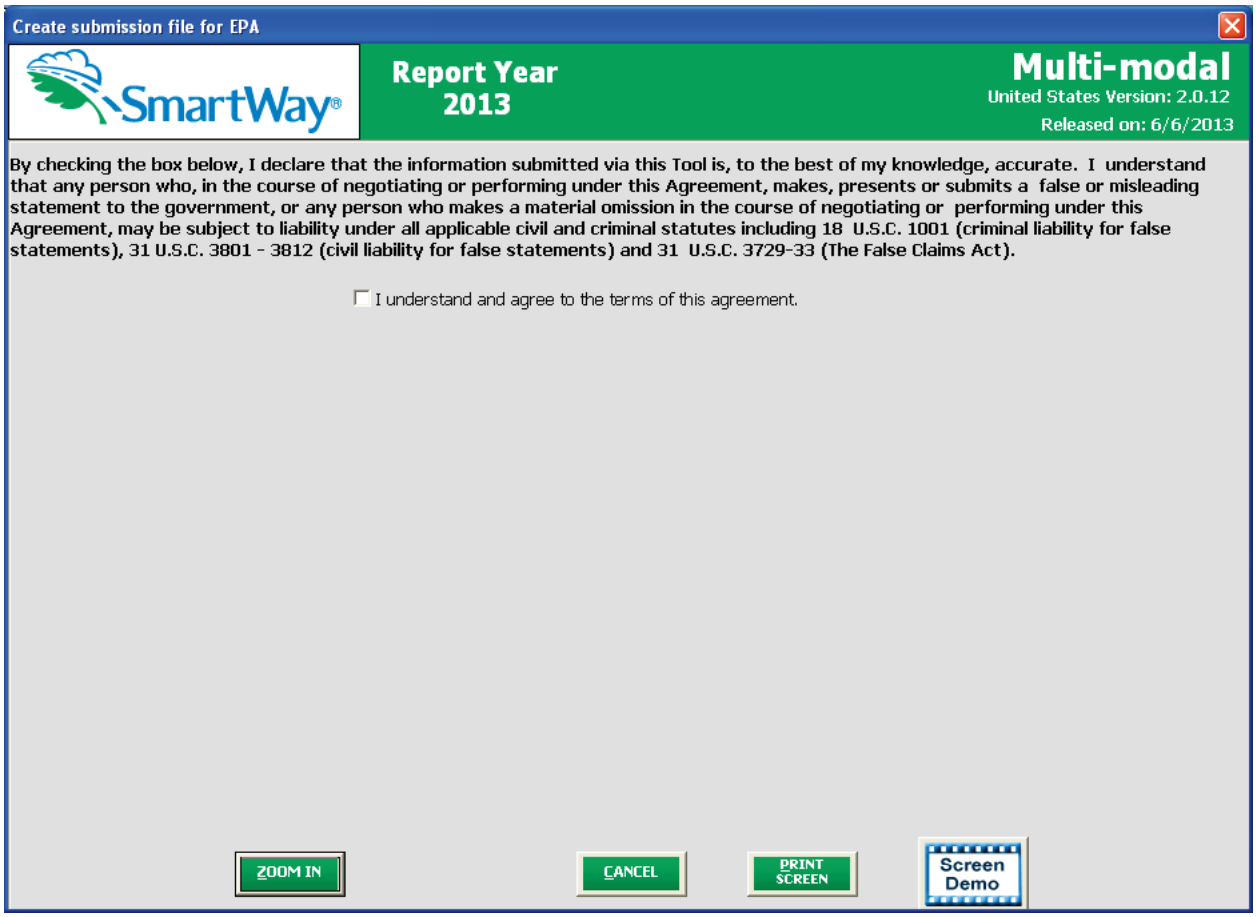


Figure 40: Creating Submission File for EPA

Select the checkbox to indicate you understand the terms of the SmartWay Partnership Agreement once again. Next, a question will appear asking if you are an existing SmartWay Partner (Y/N). If you are, a question will appear asking if you submitted your data the previous reporting year. If so, you must then enter your Annual Submission ID, which has been sent to you by your SmartWay PAM via email. If you cannot locate your submission ID you can select the link "Email me my SmartWay ID" to have your ID sent to you.

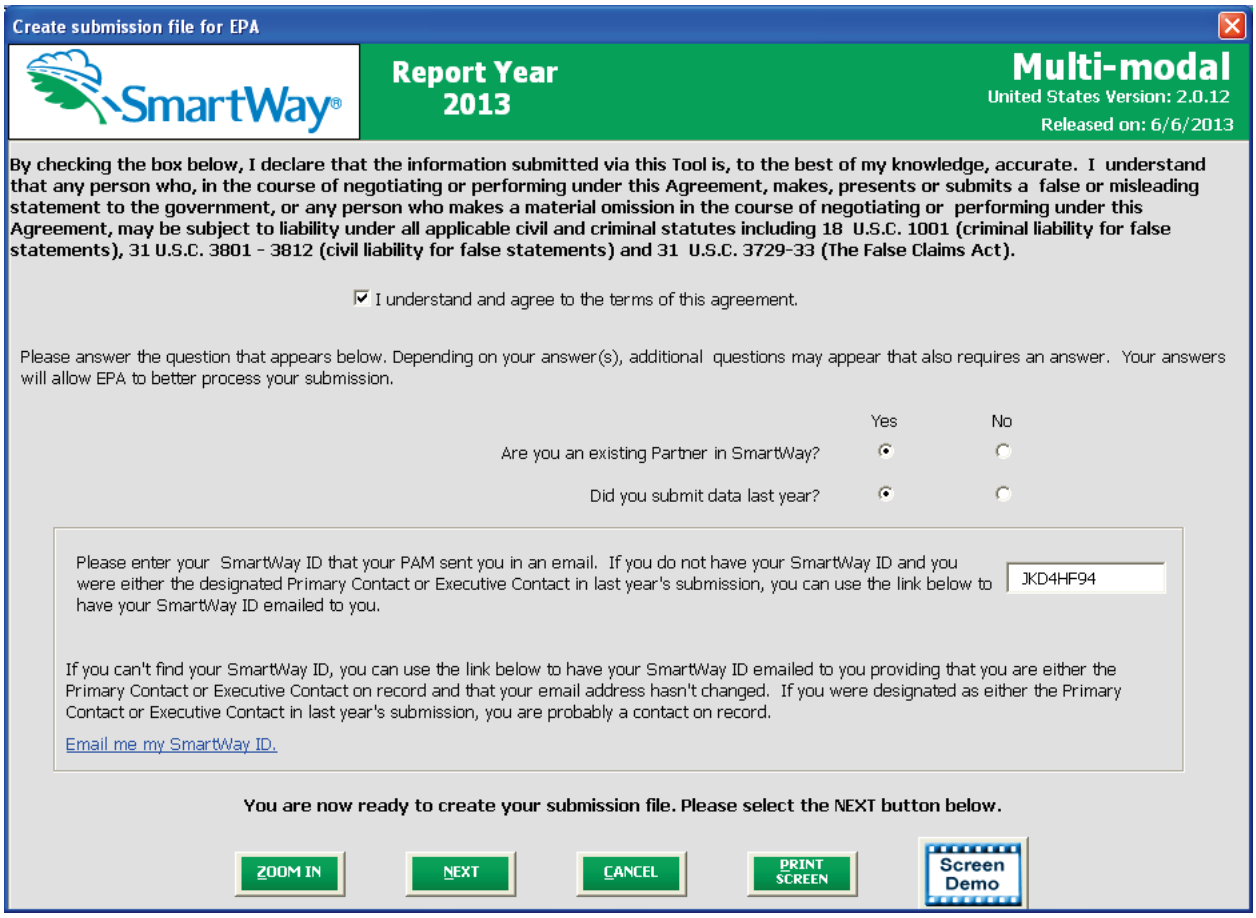


Figure 41: Completed Submission File Screen

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

Multi-modal_PartnerName_ Year_ V0.xml

For example, Multi-modal_ABCompany_ 2012 _V0.xml

where **PartnerName** is your company's name as entered for Step 1 on the **Home** screen, and **Year** indicates the year for which you are submitting your data.

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

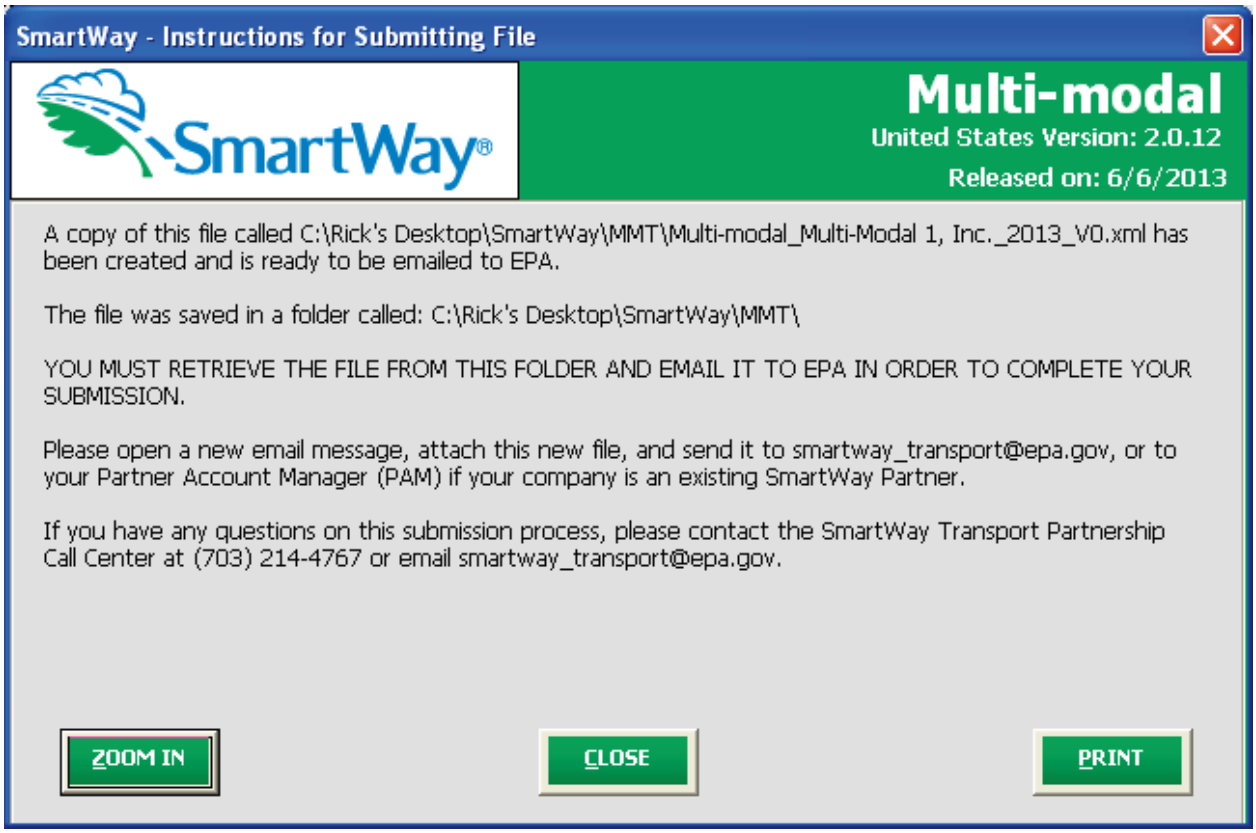


Figure 42: Instructions for Submitting xml File to EPA

Follow these instructions for submitting your .xml file to SmartWay. Note that the .xml file is approximately 10 times smaller than the .xls files the tool generated in the past. Upon selecting **NEXT,** a screen will appear that allows you to close the Multi-modal Carrier Tool or return to the **Home** screen.

NOTE: DO NOT ZIP the File. Send it to EPA as a normal file attached in an e-mail. EPA security will not allow zipped files through the EPA firewall.

NOTE: DO NOT CHANGE THE NAME OF THE XML FILE.

Troubleshooting the Tool

Although the revised SmartWay Tools have been tested extensively, you may encounter errors. Intermittent errors have been encountered when opening the Tools directly from an e-mail rather than from a drive, or when multiple Excel files are open simultaneously. If you encounter an error during use of the Tool, please try restarting it directly from a disk drive, with all other Excel files closed. In addition, make sure that your computer is using a system and application version validated for use with the SmartWay 2012 Tools (XP, Vista, or Windows 7 operating systems; Excel Office 2003, 2007, or 2010.)

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

Appendix A – Calculating Composite Fleet Performance Metrics

The Multi-modal Carrier Tool calculates gram per mile and gram per ton-mile performance metrics for composite fleets using the carrier-specific performance metrics associated with the associated component fleets. The percentage distributions provided for miles and for ton-miles are used as weighting factors in developing these composite values.

The following example illustrates how the composite metrics are calculated for CO_2 grams per mile.

1) Three Component Fleets are defined: Logistics 1, Truck 1, and Logistics 2

2) Three Composite Fleets are defined: Composite 1, Composite 2, Composite 3

3) Component fleet activity is allocated across the composite fleets as summarized below:

Total Miles Allocation					
Component Fleets	**Total Miles**	**Composite 1**	**Composite 2**	**Composite 3**	**Total**
Logistics 1	6,679,941	30%	50%	20%	100%
Truck 1	1,234,567	50%	50%	0%	100%
Logistics 2	1,000,000	35%	12%	53%	100%
Total	**8,914,508**				

4) The mileage associated with each component/composite fleet combination is calculated by multiplying the total miles in the table above by the associated fraction, with the results summarized as follows:

Miles	**Logistics 1**	**Truck 1**	**Logistics 2**	**Total**
Composite 1	2,003,982	617,284	350,000	**2,971,266**
Composite 2	3,339,971	617,284	120,000	**4,077,254**
Composite 3	1,335,988	0	530,000	**1,865,988**
Total	**6,679,941**	**1,234,567**	**1,000,000**	**8,914,508**

5) The corresponding composite-based mileage fractions are as follows:

Miles	**Logistics 1**	**Truck 1**	**Logistics 2**	**Total**
Composite 1	67%	21%	12%	100%
Composite 2	82%	15%	3%	100%
Composite 3	72%	0%	28%	100%

6) The CO_2 grams per mile values calculated for each component fleet are as follows:

- Logistics 1: 2,261 g/mi
- Truck 1: 1,649 g/mi
- Logistics 2: 1,163 g/mi

7) Using the composite-based mileage distributions and component fleet grams per mile values, the grams per mile value for Composite Fleet 1 is calculated as follows:

Composite 1 g/mi = (0.67 x 2,261 + 0.21 x 1,649 + 0.12 x 1,163) = 2,001 g/mi

Gram per mile values for Composite Fleets 2 and 3 are calculated in a similar fashion, as are the corresponding gram per ton-mile values. Values for NOx and PM are calculated in an identical fashion.

Note: Class 2 and 3 Rail component fleets do not report railcar miles. Accordingly, grams per mile values cannot be calculated directly from their fleet inputs and must be estimated. In order for the Multi-modal Carrier Tool to calculate gram per mile values for composite fleets containing Class 2 or 3 component rail fleets, SmartWay assumes these fleets have gram per mile emission rates equal to those assumed for non-SmartWay Class 1 rail carriers.

Emission factors for all rail fleets within the Multi-modal Carrier Tool are reported in grams per truck-equivalent mile to facilitate compositing with truck fleets. Therefore the grams per railcar-mile values for Class 1 non-SmartWay Rail Carriers were converted to grams per truck-equivalent mile, using the fleet average rail car volume value of 6,091 cubic feet and the average truck trailer volume of 3,180 cubic feet, resulting in the following gram per mile factors used for Class 2 and 3 rail fleets:

CO2 g/mi = 650

NOx g/mi = 11.54

PM10 g/mi = 0.322

PM2.5 g/mi = 0.312

Please see the Rail Tool Technical Documentation for details.

Appendix B – Worksheets

List of Worksheets

Worksheet #1: Company and Contact Information.....71

Worksheet #2: Component Fleet Characterization.....72

Worksheet #3A: Identify Composite Fleets and Composite Fleet Details.....73

Worksheet #3B: Allocate Component Fleets.....74

WORKSHEET #1: COMPANY AND 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		

Primary Contact Information

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

Executive Contact Information

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

Other Contact Information

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

WORKSHEET #2: COMPONENT FLEET CHARACTERIZATION

Complete this worksheet for each component truck and/or logistic fleet you will be submitting in the Multi-modal Carrier Tool.[4]

#2: Define your Fleets
Partner Name and Fleet Identifier

NAICS: _____ _____ SCAC: _____ MCN:_____ _____ _____ DOT#:_____ _____

FLEET TYPE:_____ _____ 95% Control* _____

Fleet Contact:_____

Operation Category Percentages:
Truckload _____ LTL _____ Drayage _____ Package Delivery_____ Expedited_____

Body Type Percentages:
Dry Van_____ Reefer _____ Flatbed _____ Tanker _____ Chassis _____ Heavy Bulk _____
Auto Carrier _____ Moving _____ Utility _____ Special Hauler _____

* Applicable for Truck fleets, not Logistics fleets

[4] Component Rail fleets only require Partner Name, Fleet Identifier, NAICS code, Rail Class (1,2,or 3), and Fleet Contact.

WORKSHEET #3A: IDENTIFY COMPOSITE FLEETS AND COMPOSITE FLEET DETAILS

Complete the following for each *composite* fleet you will be submitting in the Multi-modal Carrier Tool.

#3A: Define Your Composite Fleets
Company Name / Component Fleet Identifier

SCAC: _____

Motor Carrier Number: _____

Fleet Contact:_____

WORKSHEET #3B: ALLOCATE COMPONENT FLEETS

Complete the following table for <u>each *component* fleet</u> you will be assigning to the composite fleets listed in Worksheet 3A.

#3B: Allocate Your Component Fleets

List each composite fleet identified in Worksheet 3A. Add lines to the table below or copy the table multiple times if necessary.

"% Miles" and "% Ton-Miles" columns must each sum to exactly 100% for each component fleet.

	Composite Fleet Name	% Miles	% Ton-Miles
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			