2020 SmartWay Logistics Company Partner Tool:

Quick Start Guide

U.S. Version 2.0.19 (Data Year 2019)

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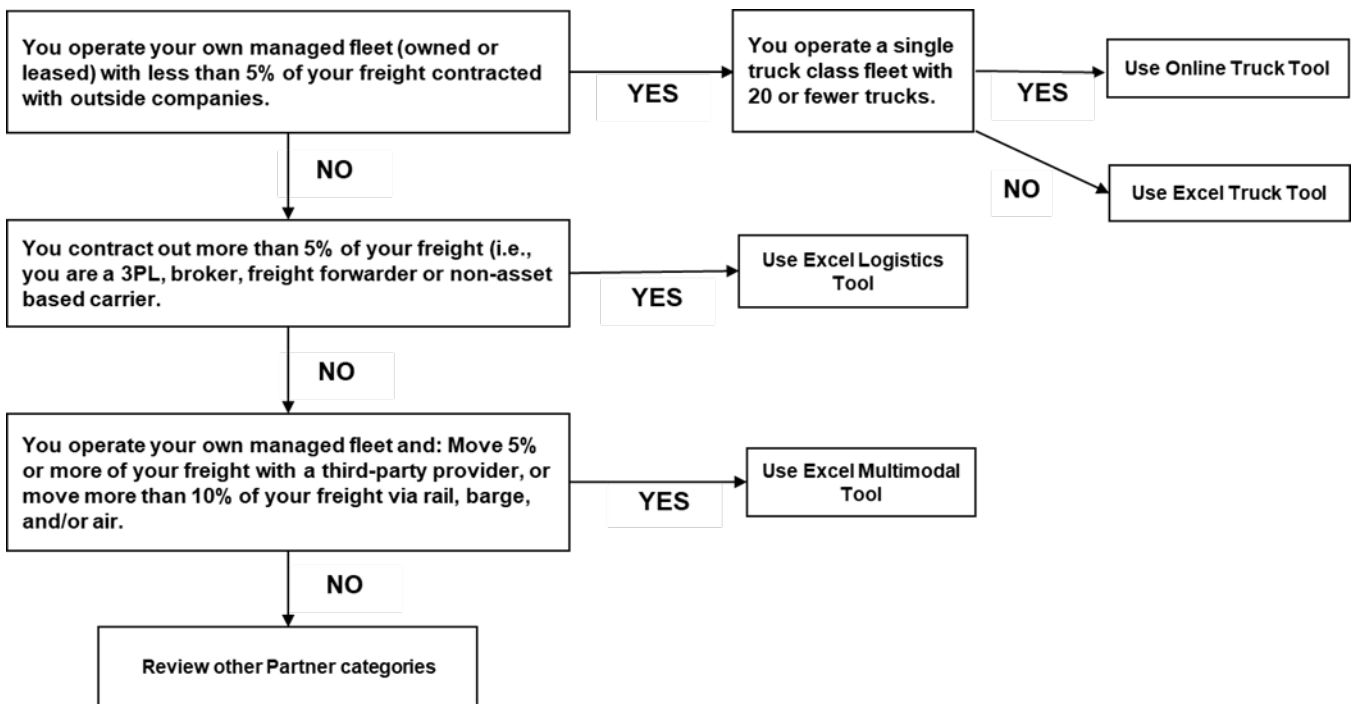U.S. Environmental Protection Agency

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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 TOOL FOR ME?

You operate your own managed fleet (owned or leased) with less than 5% of your freight contracted with outside companies. → **YES** → You operate a single truck class fleet with 20 or fewer trucks. → **YES** → Use Online Truck Tool

→ **NO** → Use Excel Truck Tool

↓ **NO**

You contract out more than 5% of your freight (i.e., you are a 3PL, broker, freight forwarder or non-asset based carrier. → **YES** → Use Excel Logistics Tool

↓ **NO**

You operate your own managed fleet and: Move 5% or more of your freight with a third-party provider, or move more than 10% of your freight via rail, barge, and/or air. → **YES** → Use Excel Multimodal Tool

↓ **NO**

Review other Partner categories

If none of the above statements is applicable, contact EPA SmartWay at 734-214-4647 for assistance.

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

To participate in SmartWay, logistics companies need to gather the following essential information to complete the Logistics Tool:

- The official company name EXACTLY as you would like it presented on the EPA website and other EPA communications

- Company contact information

- Contact details for your Working Contact (see page 9 for definition)

- Contact details for an Executive, Sustainability, and/or Other Contact(s) (Executive cannot be the same as the Working Contact) (see page 10 for definition)

- A comprehensive list of business units, including:

  - Business unit details such as:
    - o Standard Carrier Alpha Codes (SCACs)
    - o Motor Carrier Numbers (MCNs)
    - o US DOT Number
    - o National Safety Codes (NSCs)
    - o Business Unit Type
  - Business unit focus (e.g., logistics provider, freight forwarder, freight broker, truck carrier, or rail freight broker)

  - Operation categories

- Data sources

- SmartWay ID number (if this is not your first tool submission)

This data should be provided for all of your company's business units. 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 LOGISTICS TOOL?

The Logistics Tool was designed in Microsoft Excel using forms and Visual Basic for Applications (VBA) macros and code. Completing the Logistics 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 at Microsoft and this may affect tool performance.

System Requirements

- IBM Pentium processor or newer

- 2 GB Ram

- 🍂 100 MB disk space

- 🍂 Monitor display setting of 1,024 x 768 or larger

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 Logistics Tool.

Step 1 | Data Collection Requirements

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

INTRODUCTORY SCREENS

Upon opening the 2019 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 2020. 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, Business Unit Information), based on the prior year's submittal or, for applicants, information entered through the online SmartWay Carrier Application.[1] The Auto-Population option can save time and ensure naming consistency for your contacts and business unit(s) from year to year. A popup screen will appear displaying all the contact and business unit 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.

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[1] You may access the SmartWay carrier application at
https://app4.erg.com/smartwayonramp/onramp/index.cfm?CFID=708106&CFTOKEN=14c13f056f84b32c-C1172202-F7AC-091B- 019982BF6AE1A5ED.

DATA REQUIREMENTS FOR SECTION 1: SPECIFY OFFICIAL PARTNER NAME

Your Partner Name is the official name that your customers would recognize for your company—in other words, the name someone hiring you would look for.

You must specify your company's official Partner Name under Section 1 of the **HOME** screen, exactly as you want it to appear on the SmartWay website.

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

- **An Executive Contact**[3] for participation in awards and recognition events

- **A Sustainability Contact (optional)**[4] for information on company sustainability programs and outreach

- **Additional contacts (optional):** Additional contacts may include anyone who is not the Working, Executive, or Sustainability contact but may be involved with SmartWay (e.g., press/media contact, fleet manager, etc.).

Note that you MUST have at least two contacts listed in the contact information section of the Tool, and the Working and Executive Contacts must be different, in order to proceed. SmartWay recommends developing an internal succession plan to make sure that your Logistics Tool submission schedule is maintained, 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.

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

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

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

DATA REQUIREMENTS FOR SECTION 3: CHARACTERIZE YOUR BUSINESS UNITS

The Logistics Tool tracks business-level operations. Most logistics companies will only need to create one business unit.

If you have multiple business units that can be hired by customers individually, you should create multiple business unit records in the Tool and characterize their operations individually. You should not include internal company fleet definitions or designations—only separate business units as they would be identified and hired by your customers.

There are three screens in the **Business Unit Characterization** section of the Tool:

- **Identify Logistics Business Units:** For each business unit that a customer can hire, you will be asked to establish a name. Each business unit name will begin with your Partner Name and will include a business unit identifier. Use a business unit identifier that is recognizable by your customers.

- **Logistics Business Unit Details:** For each business unit, you will be asked to provide SCACs, MCN, DOT, and/or NSC numbers (optional--for fleet identification); define the business unit as "for-hire," "private," or "dedicated."

- **Business Focus:** For each business unit, you will need to specify the percent of overall activity for each business focus category (e.g., logistics provider, freight forwarder, freight broker, truck carrier, or rail freight broker).

Once you have defined your business units, create the data entry forms for your fleet by selecting the **Create Business Unit(s)** button, available on the **Business Focus** tab.

DATA REQUIREMENTS FOR SECTION 4: DOWNLOAD LATEST SMARTWAY CARRIER DATA FILE

To ensure that the Logistics Tool gives you the most current list of SmartWay carriers to select from, you must select the **Download Latest SmartWay Carrier Data File** button on the **Home** screen. A new box will appear next to the button indicating the **Date of Current Carrier File.** You are now ready to select carriers and enter activity data for each fleet.

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.

DATA REQUIREMENTS FOR SECTION 5: BUSINESS UNIT DATA

In Section 5 of the Logistics Tool, you will enter **detailed activity and fuel consumption data** for each of the business units you identified and characterized in Section 3.

Input Carriers Screens Requirements

To begin, you will need to identify the carriers included in each of your logistics business units. The **Instructions** tab describes the three ways to populate the Tool with business unit information. The **Match My Carriers** function allows Logistics Partners to find and match SmartWay carriers based on a wide range of criteria, including their own internal carrier identification, such as carrier ID codes, to records in their Tool submission from a prior year. You may also enter new codes for matching in future years. Your company-specific match data is not shared with other companies. This matching process is explained in detail on the **Match My Carriers** screen.

If you have a large number of carriers (e.g., as a large 3PL with 100 or more carriers), you may wish to develop your carrier details separately and upload your data in a single file using the **Outside Data Import** method. Alternatively, if your logistics business unit has a limited number of carriers, you may specify your carriers one at a time using the **Manual Input SmartWay Carriers Entry** method.

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

- Rail

- Truck

- Multimodal

- Logistics

- Barge

- Air

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

Next, you may also specify a SmartWay Category for the Truck and Multimodal modes. Truck SmartWay Categories include:

- Auto Carrier

- Dray

- Expedited

- Flatbed

- Heavy/Bulk

- LTL Dry Van

- Mixed

- Moving

- Package

- Refrigerated

- Specialized

- Tanker

- TL Dry Van

Multimodal SmartWay Categories include:

- Surface

- Surface-Air

- Surface Marine

- Surface-Air-Marine

SmartWay Category selections are not currently available for other modes but may be added in the future.

After identifying the mode (and SmartWay Category, if available), you should identify each carrier's specific fleet name, as listed in the SmartWay Carrier Data file, along with any associated SCACs, DOT numbers, MCNs, and NSCs. The data from the SmartWay Carrier Data file can be viewed on the **Manual Input SmartWay Carriers** screen or offline using Microsoft® Excel.

In certain cases, a carrier may have multiple fleets associated with its operations. The **Manual Input SmartWay Carriers** screen allows you to filter carrier fleets by SCAC, MCN, DOT number, NSC, and/or address if needed.

After identifying your SmartWay carriers, you must then go to the **Manual Input Non-SmartWay Carriers** screen to enter the number of non-SmartWay carriers used by the current business unit. *Only include carriers used during the reporting year.* Enter the total number of non-SmartWay partners within the current business unit and check the box to confirm that all the non-SmartWay carriers in this business unit have been added. If this business unit has non-SmartWay carriers, select the carrier mode(s) the non-SmartWay carrier(s) belong to. For truck carriers, specify the appropriate carrier type (e.g., non-SmartWay Dray). If you are not sure of the appropriate truck carrier type, select the "General" option.

Activity Data Screen Requirements

First provide a detailed text data source description for the sources used to estimate your mileage and ton-mile data for your carriers by selecting the **Describe Data Source** button. Be sure to indicate how you

calculated the values, and where this data was obtained. For example, you may use PC Miler, carrier reports, or accounting/purchasing records to determine miles. Payload and ton-mile estimates may be based on bills of lading or other internal records.

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

1. Enter ton-miles and total miles (preferred option)

2. Enter ton-miles and average payload

3. Enter total miles and average payload

4. Enter total miles only[5]

Ideally, when entering information for a carrier, you should use **Data Availability Option a**. If this is not possible, please choose the method that uses the most accurate data at your disposal. In this way the Tool will utilize the most accurate data available for the ton-mile and mile comparison metrics, as well as for the emissions footprint calculations.

After specifying the **Data Availability Option**, record your activity data. Enter the data to the nearest whole number.

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

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

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

Data Availability Option d — Enter total miles.

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[5] Option d is available for TL/Dry Van, Expedited, Heavy/Bulk, Mixed, Specialized, Refrigerated, Flatbed, Tanker, Moving, Dray, and Auto carrier categories only.

Step 2   Data Entry

DOWNLOADING THE SMARTWAY LOGISTICS TOOL

To download the SmartWay Logistics Tool, visit: https://www.epa.gov/smartway/smartway-logistics-company-partner-tools-and-resources. 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

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 2010, 2013, or 2016).

If you need additional assistance with your security settings, download the guidance document labeled "Logistics Company Partner 2.0.19 Tool: User Guide.2019 Data Year—United States Version" from https://www.epa.gov/smartway/smartway-logistics-company-partner-tools-and-resources and review the screen-by-screen guidance in Part 1: Downloading and Setting Up the Tool.

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:

SmartWay: Contact Information				✕
Partner Information	Working Contact	Executive Contact	Sustainability Contact	Other Contacts
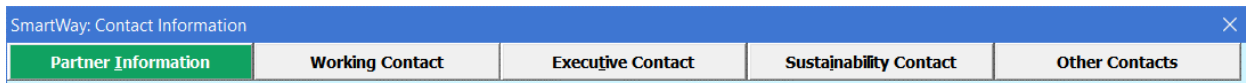
Note: Use the Tabs at the top of the window to navigate between the 5 information screens

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

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

2. **Enter the Working Contact name and title.**

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

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

The **Executive Contact** is the company executive who is responsible for agreeing to the requirements in the SmartWay Partnership Annual Agreement, overseeing the Working Contact (as appropriate), and ensuring the timely submission of the Tool to SmartWay. The Executive

Contact also represents the company at awards/recognition events. This person should be a Vice President or higher level representative for the company.

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

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

Under the Working Contact tab:

SmartWay: Contact Information				✕
Partner Information	**Working Contact**	Executive Contact	Sustainability Contact	Other Contacts
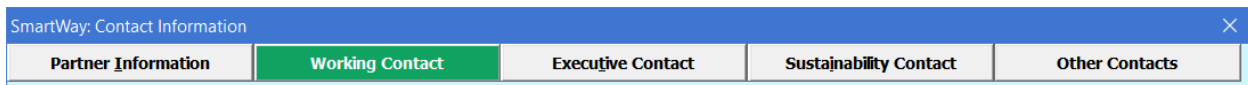
1. Enter the Working Contact information. If the Working Contact shares the same address as the company, you may select the **Use Partner Address** button to auto-populate the address section of this record. Enter the email address twice to confirm its accuracy.

Under the Executive Contact tab:

SmartWay: Contact Information				✕
Partner Information	Working Contact	**Executive Contact**	Sustainability Contact	Other Contacts
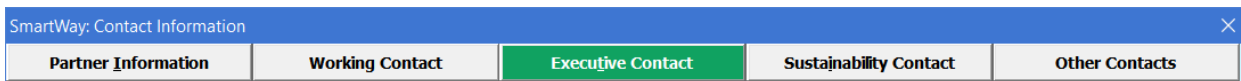
1. Enter the Executive Contact information, including the contact email address. The same buttons and fields are available as described for the **Working Contact** Tab.

Under the Sustainability Contact tab:

Partner Information	Working Contact	Executive Contact	Sustainability Contact	Other Contacts
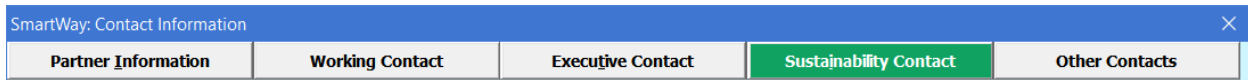
1. If applicable, enter the Sustainability Contact information including the contact email address. The same buttons and fields are available as described for the **Working Contact** Tab.

Under the Other Contacts tab:

Partner Information	Working Contact	Executive Contact	Other Contacts

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 BUSINESS UNITS SCREEN

1. On the **Home** screen, select the **Business Unit Characterization** button to display the **Business Unit Characterization** screens.

2. Confirm that the Business Unit (Company Name) that appears automatically is correct and appropriate for your business units. If not, make changes in the field under the heading "**Company Name.**"

3. Enter the "Business Unit Identifier" for your first (or only) business unit.

4. Enter additional business units as needed:

a. To enter another business unit, select the **Add Another Logistics Business Unit** button.

b. To delete a business unit, 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 Company Name and specified the Business Unit Identifiers, the full Business Unit Name(s) will be displayed on the screen to the right, exactly as they will be displayed on the SmartWay website.

3. To proceed, select the **Logistics Business Unit Details** tab at the top, or select the **NEXT** button at the bottom of the screen.

COMPLETING THE LOGISTICS BUSINESS UNIT DETAILS SCREEN

1. For each business unit, you are asked to provide additional details, including SCAC, MCN, DOT, and/or NSC identifiers (optional) for each business unit listed. If you have a single business unit 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 business unit, it will help shippers and logistics companies searching by those parameters in the SmartWay database to easily find your business unit for inclusion in their Tool.

2. Select your Business Unit Type (either "For-Hire," "Private." or "Dedicated") for each business unit listed.

3. Select the **NEXT** button or select the **Business Focus** tab at the top to proceed to the next section.

COMPLETING THE BUSINESS FOCUS SCREEN

1. For each business unit identified, estimate the percentage of total activity associated with each of the five business focus categories listed. Enter your estimates in the fields provided. Leave the field blank if no activity is associated with that operation category for that business unit.

2. Once you are sure your information is input correctly, you may select the **CREATE BUSINESS UNIT(S)** button at the bottom of the page. You will automatically be returned to the **Home** screen.

DOWNLOADING THE LATEST SMARTWAY CARRIER DATA FILE

3. On the **HOME** page, select the **Download Latest SmartWay Carrier Data File** button and allow the Tool to download the latest carrier data (SmartWayCarrierData2019.xls).

4. Proceed to next section to enter data for your business unit(s).

SELECTING A BUSINESS UNIT FOR DATA ENTRY

1. Using your mouse, on the **Home** screen select and highlight the name of the business unit for which you wish to enter data.

2. Double click the name; you will then be taken to the **Input Carriers data entry** screen for that business unit.

INPUTTING CARRIERS FOR A BUSINESS UNIT

1. On the **HOME** page, select and highlight the name of the business unit for which you wish to enter data.

2. Double click the name; you will then be taken to the **Input Carriers screen** data entry screen for that business unit.

3. You will see the **Instructions** screen; read the instructions and scroll to the bottom.

4. You must now decide how you will enter your data; i.e., via manual input or through the outside data import function. Refer to the "Logistics Company Partner 2.0.19 Tool: Guide to Importing Carrier Data Using Outside Data Import Function-2019" on the logistics page of the SmartWay website for more information about using the Outside Data Import function to enter your carriers, as well as using the new carrier matching function.

5. Otherwise, proceed to the **Manual Input SmartWay Carriers** tab.

COMPLETING THE MANUAL INPUT SMARTWAY CARRIERS TAB

1. To select carriers manually, you can enter all or part of the carrier's name directly into the "Carrier Name" input box and the select the **Apply Filter** button. A new filtered list will appear in the Available SmartWay Carriers box. Double click on the carrier name to add it to the "Selected SmartWay Carriers" box.

2. You may also search for carriers by filtering using carrier mode, SmartWay Category, SCAC, MCN, DOT, NSC, and/or various address fields to find your carriers in the SmartWay Carrier data file.

3. To search by Carrier Mode, select the mode of transport from which you wish to choose a carrier. Seven carrier mode selections are available, including "All," "Rail," "Truck," "Multimodal", "Barge," "Logistics," and "Air".

   ■ Note that by selecting "All", you may search across all carriers, regardless of mode.

   ■ Next, if you select the Truck or Multimodal modes, you may also specify a SmartWay Category. Truck categories include TL Dry Van, LTL Dry Van, Refrigerated, Flatbed, Tanker, Dray, Heavy/Bulk, Package, Auto Carrier, Moving, Specialized, Mixed, and Expedited. Multimodal categories include Surface, Surface-Air, Surface-Marine, and Surface-Air-Marine.

4. Once you have applied the desired filters, a list of available SmartWay carriers meeting your filter criterion appears in the Available SmartWay Carriers box. Using your mouse, double click on the carrier name to add it to the "Selected SmartWay Carriers" box. You may also use the **Add Selected Carriers to List Below** button to add selected carriers to the Selected SmartWay Carriers box.

5. Once you have successfully identified your carriers using the **Manual Entry** method, proceed to the **Manual Input Non-SmartWay Carriers** tab.

COMPLETING THE MANUAL INPUT NON-SMARTWAY CARRIERS TAB

1. Enter the total number of Non-SmartWay Carriers for the business unit into the data field.

2. Using your mouse, double-click on each non-SmartWay carrier _type_ used by this business unit; double clicking will add it to the "Selected Non SmartWay Carriers" list. You may also use the **Add Selected Carrier Types to List Below** button to add selected carrier types to the Selected Non-SmartWay Carriers box.

   - For truck carriers, select the appropriate carrier type (e.g., TL/Dry Van, Refrigerated, Dray, etc.). If you are not sure about a specific truck carrier's category, select the "General" option.

   - Also distinguish your air carriers by "long haul" (cross-country/overseas flights, > ~2,300 miles) and "short haul" (generally regional/domestic flights, < ~2,300 miles).

3. Once the required data has been entered on the **Manual Input Non-SmartWay Carriers** tab, you can proceed to the **Activity Data** screen.

COMPLETING THE ACTIVITY DATA SCREEN

1. Select the **Describe Data Source** button.

2. Enter a detailed description of the sources used for your Activity data information, including a description of how you calculated miles, ton-miles, payload, density and load percent (if applicable) in the space provided.

3. Select the **CLOSE** button.

4. For each carrier listed, specify your data availability:

   a. I know both Ton-miles and Total Miles

   b. I know Ton-miles and Average Payload

   c. I know Total Miles and Average Payload

   d. I know Total Miles only

5. For carriers where you have selected **Data Availability Option a**, enter total ton-miles along with total miles.

6. For carriers where you have selected **Data Availability Option b**, enter total ton-miles along with your estimated average payload (per truck, barge or railcar, as appropriate) in short tons (2,000 lbs.).

7. For carriers where you have selected **Data Availability Option c**, enter total miles along with your estimated average payload (per truck, barge or railcar, as appropriate) in short tons (2,000 lbs).

8. For carriers where you have selected **Data Availability Option d,** enter total miles.

   Note: *Data Availability selections for LTL, package and multimodal carriers are restricted to Options –a-c due to the difficulty in adjusting mileage for partial loads.*

9. Select the **VALIDATE SCREEN** button and correct any errors.

   a. If you have errors, they will appear either as red boxes for significant errors, or as yellow warning boxes for less-extreme errors. Red errors will prevent you from submitting your Tool.

   b. If your values are out of range, but you are confident that they are correct, double click the box with the error. A comment box will then appear. Enter an explanation for the value and click **OK**. The box will become yellow, and you will be able to proceed to submit your Tool.

10. Proceed to the **% SmartWay** tab to see your % SmartWay Value to assess your overall all progress in utilizing SmartWay carriers. You may also go to the **Data Display** tab to review your carriers' performance levels.

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

COMPLETING THE % SMARTWAY SCREEN

On this screen, you will select the weighting factor you wish the tool to use to determine your % SmartWay Value. Comparing your % SmartWay Value over time provides a useful way of gauging your company's progress in reducing its overall emissions or footprint. The default weighting factor is Ton-Miles, but you may select the radio button for **Ton-Miles** or **Total Miles** to choose the weighting factor for all your business units.

SUBMITTING YOUR TOOL TO EPA

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

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

3. When ready, select **NEXT** to create a file with the following naming convention: Logistics_PartnerName_Year_V0.xml[6]

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[6] If you create the XML file multiple times the file name will increment each time (e.g., Logistics_ABCompany_2019_V1.XML for the second iteration, etc.

4. For example,

Logistics_ABCompany_2019_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.

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

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

7. Upon selecting **NEXT**, a screen will appear that allows you to close the Logistics Tool or return to the **Home** screen.

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

NOTE: DO NOT CHANGE THE NAME OF THE XML OR XLS FILES.

Please visit https://www.epa.gov/smartway/smartway-logistics-company-partner-tools-and-resources for additional resources, including printable data collection worksheets, and technical documentation, for more in depth exploration of each section of the Logistics Tool.

Step 3 — Additional SmartWay Resources

The **View Your Data Reports** section gives you access to ten 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.

The **Year-to-Year Comparison Report** is another optional section of the Tool, allowing 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/Recruiting Assistance** section allows you to provide EPA with general feedback regarding the SmartWay program. This information is optional and is not required in order to submit your Logistics Tool data to EPA. Selecting the **Feedback/Recruiting Assistance** button on the **Home** screen will open this form.

For more information:

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(734) 214-4333

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

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www.epa.gov/aboutepa/about-national-vehicle-and-fuel-emissions-laboratory-nvfel