SmartWay®
Transport Partnership
U.S. Environmental Protection Agency

Truck Carrier Partner 2.0.15 Tool: Quick Start Guide

2015 Data Year - United States Version

EPA United States Environmental Protection Agency

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

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Table of Contents

TABLE OF CONTENTS 3

OVERVIEW 5

SECTION 1—BASIC INFORMATION FOR TRUCK CARRIERS 6

WHAT IS THE SMARTWAY TRANSPORT PARTNERSHIP? 6
WHY DO TRUCK CARRIERS JOIN THE SMARTWAY TRANSPORT PARTNERSHIP? 6
HOW DO TRUCK CARRIERS JOIN THE SMARTWAY TRANSPORT PARTNERSHIP? 7
HOW DO I JOIN IF MY PARENT COMPANY HAS MULTIPLE FLEETS? 7
WHAT DATA DO I NEED TO GATHER TO COMPLETE THE TRUCK CARRIER TOOL? 8
WHAT IS INCLUDED IN THE SMARTWAY TRUCK CARRIER PARTNERSHIP AGREEMENT? 9
WHAT SOFTWARE AND HARDWARE IS REQUIRED FOR COMPLETING THE SMARTWAY TRUCK CARRIER PARTNER TOOL? 10

SECTION 2— OVERVIEW OF DATA COLLECTION REQUIREMENTS 11

DATA REQUIREMENTS FOR INTRODUCTORY SCREENS 11
DATA REQUIREMENTS FOR ESTABLISHING YOUR DATA COLLECTION YEAR 11
DATA REQUIREMENTS FOR SECTION 1: SPECIFY OFFICIAL PARTNER NAME 12
DATA REQUIREMENTS FOR SECTION 2: ENTER CONTACT INFORMATION 12
DATA REQUIREMENTS FOR SECTION 3: CHARACTERIZE YOUR FLEETS 13
Data Requirements for Section 4: Fleet Data 14

SECTION 3—STEP BY STEP INSTRUCTIONS FOR DATA ENTRY 16

DOWNLOADING THE SMARTWAY TRUCK CARRIER TOOL 16
HOW TO SET SECURITY LEVELS FOR THE SMARTWAY TOOLS 16
STEPS FOR ENTERING PARTNER NAME 16
STEPS FOR ENTERING CONTACT INFORMATION: 16
STEPS FOR COMPLETING "IDENTIFY FLEETS" SCREEN: 17
STEPS FOR COMPLETING "FLEET DETAILS" SCREEN 18
STEPS FOR COMPLETING "OPERATION CATEGORIES" SCREEN: 18
STEPS FOR COMPLETING "BODY TYPES" SCREEN: 18
STEPS FOR REVIEWING THE "SMARTWAY CATEGORY" SCREEN: 18
STEPS FOR SELECTING A FLEET TO REVIEW: 19
STEPS FOR COMPLETING "GENERAL INFORMATION" SCREEN 19
STEPS FOR COMPLETING THE "ENGINE MODEL YEAR & CLASS" SCREEN 19
STEPS FOR COMPLETING THE FUEL DATA POINTS ON "ACTIVITY INFORMATION" SCREEN 20
STEPS FOR COMPLETING THE "FUEL ALLOCATOR WORKSHEET" 20
STEPS FOR COMPLETING THE "BIODIESEL BLEND WORKSHEET " 21
STEPS FOR COMPLETING THE "ETHANOL BLEND WORKSHEET " 21
STEPS FOR COMPLETING THE PAYLOAD SECTION ON THE "ACTIVITY INFORMATION" SCREEN 21
STEPS FOR COMPLETING AVERAGE CAPACITY VOLUME (CUBIC FEET) SECTION ON THE "ACTIVITY INFORMATION" SCREEN 21
STEPS FOR COMPLETING THE AVERAGE USED CARGO VOLUME % SECTION ON THE "ACTIVITY INFORMATION" SCREEN 22
STEPS FOR COMPLETING THE ROAD TYPE / SPEED CATEGORY SECTION ON THE "ACTIVITY INFORMATION" SCREEN 22

Steps for Completing the Average Annual Idle Hours per Truck Section on the "Activity Information" Screen....23
Steps for Completing the "PM Reduction" Screen....24
Steps for Completing the "Data Sources" Screen....24
Optional Steps—Year to Year Comparisons, View Reports, and Provide Additional Information....24
Steps for Submitting Your Tool To EPA....25

APPENDIX A: RECOMMENDED DATA SOURCES FOR ACTIVITY DATA....27

APPENDIX B: WORKSHEETS FOR DATA COLLECTION....31

Worksheet #1: Contact Information....32
Worksheet #2: Fleet Characterization....33
Worksheet #3: General Fleet Information....34
Worksheet #4A Model Year/Class....35
Worksheet #4B: Activity Data Sources and Information (page 1 of 2)....38
Worksheet #4B: Activity Data Sources and Information (page 2 of 2)....39
Worksheet #4C: Activity - Biodiesel and Ethanol Blends (If Applicable)....40
Worksheet #4D: Payload and Volume (page 1 of 12)....41
Class 2b—Worksheet #4D: Payload and Volume (page 2 of 12)....42
Class 3—Worksheet #4D: Payload and Volume (page 3 of 12)....43
Class 4—Worksheet #4D: Payload and Volume (page 4 of 12)....44
Class 5—Worksheet #4D: Payload and Volume (page 5 of 12)....45
Class 6—Worksheet #4D: Payload and Volume (page 6 of 12)....46
Class 7 Straight Trucks—Worksheet #4D: Payload and Volume (page 7 of 12)....47
Class 7 Combination Trucks—Worksheet #4D: Payload and Volume (page 8 of 12)....48
Class 8a Straight Trucks—Worksheet #4D: Payload and Volume (page 9 of 12)....49
Class 8a Combination Trucks—Worksheet #4D: Payload and Volume (page 10 of 12)....50
Class 8b Combination Trucks—Worksheet #4D: Payload and Volume (page 11 of 12)....51
Volume—Worksheet #4D: Payload and Volume (page 12 of 12)....52
Worksheet #4E: Road Type/Speed Distribution and Idle Hours Worksheet....53
Worksheet #4F: Diesel PM Worksheet....54

Overview

In this guide you will learn about:

1) SmartWay Basic Information

2) Joining SmartWay Transport Partnership as a truck carrier

3) Understanding the details of the SmartWay Partnership Agreement

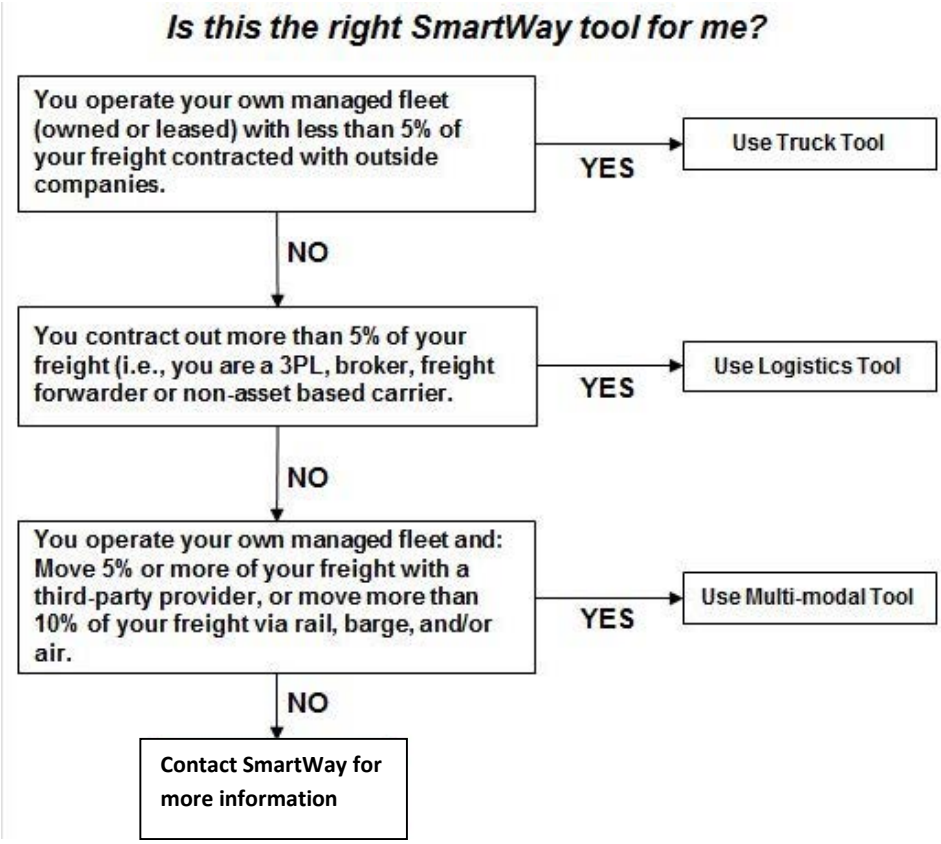
4) Meeting software/hardware requirements for participating in the program

5) Gathering the data necessary for participation in SmartWay.

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

WARNING:

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



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

Section 1—Basic Information for Truck Carriers

This section covers frequently asked questions and essential information about the SmartWay Transport Partnership and how truck carriers can participate.

WHAT IS THE SMARTWAY TRANSPORT PARTNERSHIP?

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

Five types of freight transport companies can join SmartWay.

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

Companies join the SmartWay Transport Partnership by submitting a Partner Tool to SmartWay. The SmartWay Tools (1) assess freight operations; (2) calculate fuel consumption and carbon footprints; and (3) track fuel-efficiency and emission reductions. SmartWay Tools must be submitted each year for the company to remain a Partner in good standing. Tools submitted and approved on time qualify partners to use the SmartWay Logo.

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

WHY DO TRUCK CARRIERS JOIN THE SMARTWAY TRANSPORT PARTNERSHIP?

The SmartWay Transport Partnership provides truck carriers with ways to reduce the environmental impact of their freight operations and address costs. Designed with and for the freight sector, the SmartWay Transport Partnership delivers solutions to marketplace needs and challenges. With access to the latest in EPA-tested technologies and peer-provided success stories, carriers that join the SmartWay Transport Partnership can gain a better understanding of their environmental footprint and assert their corporate leadership.

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

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

How Do Truck Carriers Join the SmartWay Transport Partnership?

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

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

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

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

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

Upon approval of a Truck Carrier Tool submission, truck carriers will be identified as SmartWay Truck Carriers Partners on EPA's website on the SmartWay Partner List and in a database used to identify companies that meet SmartWay's annual requirements.

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

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

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

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

WHAT DATA DO I NEED TO GATHER TO COMPLETE THE TRUCK CARRIER TOOL?

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

- The official company name EXACTLY as you would like it presented on the EPA website
- Company contact information
- Contact details for your Working Contact
- Contact details for an Executive and/or Other Contact(s) (cannot be the same as the Working Contact)
- Split between US/Canada operations for each fleet
- Quarterly IFTA statements[2] (for activity data) for the reporting calendar year
- Fleet details for all fleets you control:
    - SCACs, MCNs, DOT, and/or NSC number information
    - Total inventory of vehicles in your fleet(s), sorted by vehicle class and engine model year, body type, and operational category for the reporting calendar year
    - Total miles, revenue miles and empty miles
    - Total diesel, biodiesel and/or other fuel use by class
    - Reefer fuel use by class (if applicable)
    - Average payload and average volume by class
    - For less-than-truckload carriers, average load weight and average number of loads per truck
    - Average cargo volume use percentage by class
    - Average idle hours per truck
    - Use of particulate matter control equipment by truck class and engine model year (if applicable)
- Data sources for all data to be entered by fuel type
- SmartWay ID number (if this is not your first tool submission)

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

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

WHAT IS INCLUDED IN THE SMARTWAY TRUCK CARRIER PARTNERSHIP AGREEMENT?

To join the SmartWay Transport Partnership as a truck carrier, you must agree to the language on the "Partnership Agreement for Truck Carriers." When you begin working within the Tool, you will be asked to check a box stating that you agree to the terms of the Partnership Agreement. **This agreement must be renewed annually.**

Please review this language with the appropriate personnel within your organization before completing or submitting a Tool to EPA.

Partnership Agreement for Carriers

With this agreement, your company joins EPA's SmartWay Transport Partnership and commits to:

1. Measure and report to EPA on an annual basis the environmental performance of your fleet(s) using EPA's SmartWay Truck tool. (Existing fleets must report the 12 months of data for the prior year ending December 31. Newly formed companies require a minimum of 3 months of operational data.)
2. Have performance results posted on the EPA SmartWay website/database.
3. Agree to submit supporting documentation to EPA for any data used to complete this Tool and agree to EPA audit of this data upon request by EPA.

In return, EPA commits to:

1. Promote company participation in the Partnership by posting Partner names on the EPA SmartWay Website and in related educational, promotional, and media materials. EPA will obtain express written consent from the Partner before using the Partner's name other than in the context of increasing public awareness of its participation as described here.
2. Provide companies with industry-wide performance benchmark data as this data becomes available to EPA.[3]
3. Assist Partners in achieving emission and fuel usage reduction goals (subject to Federal Government Appropriations).

General Terms

1. If the Partner or EPA defaults upon this agreement at any point, the agreement shall be considered null and void.
2. Either party can terminate the agreement at any time without prior notification or penalties or any further obligation.
3. EPA agrees not to comment publicly regarding the withdrawal of specific partners.
4. EPA reserves the right to suspend or revoke Partner status for any Partner that fails to accomplish the specific actions to which it committed in the SmartWay Transport Partnership Agreement and subsequent annual Agreements.
5. The Partner agrees that it will not claim or imply that its participation in the SmartWay Transport Partnership constitutes EPA approval or endorsement of anything other than the Partner's commitment to the program. The Partner will not make statements or imply that EPA endorses the purchase or sale of the Partner's products and services or the views of the organization.
6. Submittal of this SmartWay Truck Tool annually constitutes agreement to all terms in this Partnership Agreement. No separate agreement need be submitted.

[3] Individual corporate data will be treated as sensitive business information.

WHAT SOFTWARE AND HARDWARE IS REQUIRED FOR COMPLETING THE SMARTWAY TRUCK CARRIER PARTNER TOOL?

The Truck Carrier Tool was designed in "Microsoft Excel Forms." Completing the Truck 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)
- A minimum of 15 megabytes of free disk space. More disk space may be required based on the number of companies you define in your Tool
- Adequate memory (RAM) to run Microsoft Office
- A monitor resolution of at least 1,024 x 768

NOTE: The Excel web application in MS Office 365 (the cloud-based version of the Office operating system) does not currently support the macros used in the SmartWay tools. Therefore SmartWay tools do no function properly in Office 365 at this time.

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

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

Section 2— Overview of Data Collection Requirements

This section will explore the data needed for completing the required sections of the Truck Carrier Tool. **The Truck Carrier Tool Data Entry and Troubleshooting Guide** explains more about the structure of the Tool and the data entry process; this guide will focus primarily on the essentials for completing the Tool.

DATA REQUIREMENTS FOR INTRODUCTORY SCREENS

There are 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 Schedule for 2016. 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.

Before proceeding to the Home screen you will see an "auto-population" screen. This screen allows partners to input their SmartWay ID and automatically upload the information for the first three steps of the tool (Partner Name, Contact Information, and Fleet Information), based on the prior year's submittal or, for new partners, information submitted through the Partner Portal "On-ramp". This option can save time and ensure naming consistency for your contacts and fleet(s) from year to year. 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 are submitting for the first time and do not have a full year of operational data, please collect ***a minimum of three months' data*** for input into the SmartWay Tool. In your next update year, you will be required to submit a full year's data.

DATA REQUIREMENTS FOR SECTION 1: SPECIFY OFFICIAL PARTNER NAME

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

You must specify your company's official Partner Name, exactly as you want it to appear on the SmartWay website.

For example, if you enter:

- ABC Company
- ABC Company, Inc.
- ABC COMPANY LLC

Your company will be listed ***exactly*** as you've entered above. 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**[4] for any questions about your company's participation and Tool submissions
- **An Executive Contact**[5] for participation in awards and recognition events
- **Additional contacts (optional):** Additional contacts may include anyone who is not the Working 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. SmartWay recommends developing an internal succession plan to make sure that your Truck Carrier Tool submission schedule is maintained, in the event that a Working Contact is reassigned, or leaves the company for any reason.

[4] 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.)

[5] 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.

If you selected the auto-populate option you still MUST review the populated Contact Information screens, and then select the box on the HOME screen confirming the accuracy of the data.

DATA REQUIREMENTS FOR SECTION 3: CHARACTERIZE YOUR FLEETS

The Truck Carrier Tool tracks fleet-level operations. Most carriers should create one fleet, i.e., one line.

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

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

- **Identify Fleets:** For each fleet that a customer can hire, you will be asked to establish names for each of your fleets. Each fleet name will begin with your Partner Name, and will be include a fleet identifier. Use a fleet identifier that is recognizable by your customers.

- **Fleet Details:** You will need to confirm control of the fleet. **"Control" means that you operate/route the vehicles, regardless of ownership status, and you must confirm that you have at least 95% control of the fleet to include it in the SmartWay Truck Carrier Tool.** You will also be asked to provide SCACS, MCN, DOT or NSC numbers (for fleet identification), and define the fleet as "for-hire," "private," or "dedicated".

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

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

    - Dry van
    - Refrigerated (Reefer)[6]
    - Flatbed
    - Tanker
    - Intermodal chassis containers (pooled and owned)
    - Heavy/Bulk hauler
    - Auto carriers
    - Moving
    - Utility[7]
    - Special hauler (e.g., Hopper, Livestock, and other specialized carriers)

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

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

- **SmartWay Category:** The SmartWay Category designation for each of your fleets will be shown on the fifth screen, based on your selections on the **Operation** and **Body Type** screens. For example, SmartWay Categories include Truckload/Dry Van, LTL, Mixed, etc. Your fleet's performance will be measured against other carriers with the same category designation, so please ensure you have characterized your fleet correctly before proceeding.

If you selected the auto-populate option you still MUST review the populated Fleet Information screens, and then select the box on the HOME screen confirming the accuracy of the data.

DATA REQUIREMENTS FOR SECTION 4: FLEET DATA

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

General Information Screen Requirements

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

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

Next, you must select the fuel types found in this fleet. This requires you to define all fuels the fleet used from a list of:

a. **Diesel/biodiesel:** petroleum diesel and/or biodiesel made from any renewable feedstock
b. **Gasoline/Ethanol:** conventional and reformulated gasoline, including blends of 10% ethanol(E10) and 85% ethanol (E85)
c. **Liquefied Petroleum Gas (LPG):** also known as LP Gas, Liquid Propane Gas, and propane
d. **Liquefied Natural Gas (LNG)**
e. **Compressed Natural Gas (CNG)**
f. **Electric:** vehicles exclusively using battery electric power
g. **Hybrid:** vehicles with hybrid electric or hydraulic hybrid powertrains, using either gasoline or diesel

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

The next section asks you to determine your short-haul split vs. long-haul split. This requires you to estimate the percentage of your fleet's operations that are short haul or long haul. A short haul is defined as any haul less than 200 miles; a long haul is defined as any haul in excess of 200 miles. Percentages should be reasonable estimates.

NOTE: For fleets categorized as Less-than-truckload/Dry van, data for the average number of loads per truck and weight per load are now required.

Fuel-Specific Sections: Engine Model Year and Class, and Activity Information Screens

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

1. the **Engine Model Year & Class**[8] screen
2. the **Activity Information** screen
3. the **PM Reduction** screen will appear for diesel vehicles if you specify diesel trucks with pre-2007 engines on the **Engine Model Year & Class** screen

To complete these screens, you will need to know

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

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

Section 3—Step by Step Instructions for Data Entry

Downloading the SmartWay Truck Carrier Tool

To download the SmartWay Truck Tool, visit: https://www.epa.gov/smartway/smartway-truck-carrier-partner-resources. Save the Tool in a folder on your hard drive; this folder 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 2003, 2007, 2010, or 2013).

If you need additional assistance with your security settings, download the guidance document labeled "Truck Carrier Partner 2.0.15 Tool: Data Entry and Troubleshooting Guide.2015 Data Year—United States Version" from https://www.epa.gov/smartway/smartway-truck-carrier-partner-resources and review the screen-by-screen guidance in Part 1: Downloading and Setting Up the Tool.

Steps for Entering Partner Name

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

Steps for Entering Contact Information:

1. **Enter the Partner Information details** in Section 1 of the **Contact Information** screen.
2. **Enter Working Contact details** in Section 2. If the Working Contact's address is the same as the company, you can select the

button to automatically fill in the address section of this record.
3. **Enter the Executive Contact details** in Section #3 by selecting the

button to the right; enter the required data. Note that you MUST have at least two different contacts on the **Contact Information** screen and the Working and Executive Contacts must be different.
4. **Enter Other Contacts** (if applicable) in Section 4 by selecting the

button. A new contact field will appear, labeled **Other Contact Information**. Enter the first Other Contact then select **OK** when done. You can add more contacts by selecting "Add New Contact" again. 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 the Delete Selected Contact button.

5. Select VALIDATE SCREEN at the bottom of the screen. If any information is missing, a dialogue box will appear informing you what additional information is required.
6. When finished, select the HOME button to return to the **Home** screen and proceed to Section 3.

STEPS FOR COMPLETING "IDENTIFY FLEETS" SCREEN:

1. On the **Home** screen, select the Fleet Description(s) button to display the **Fleet Descriptions** screens.
2. Confirm that the Fleet (Partner Name) that appears automatically is correct and appropriate for your fleet. If not, make changes in the field under the heading "Partner Name."
3. Enter the "Fleet Identifier" for your first (or only) fleet. This field may be left blank if you only have one fleet. In this case your final Fleet Name will simply be your Partner Name.
4. Enter additional fleets as needed:
   a. To enter another fleet, select the Add Another Fleet button.
   b. To delete a fleet, select the box next to the row you wish to delete, and then select the Delete Checked Rows button.
   c. Once you have confirmed or modified the Partner Name and specified the Fleet Identifiers, the full Fleet Names will be displayed on the screen to the right, exactly how they will be displayed on the SmartWay website.
5. To proceed, select the **Fleet Details** tab at the top, or select the NEXT button at the bottom of the screen.
6. Before moving on, a popup screen will appear asking you to verify that you are satisfied with your fleet name(s).

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

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

STEPS FOR COMPLETING "FLEET DETAILS" SCREEN

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

button or select the **Operation Categories** tab at the top to proceed to the next section.

STEPS FOR COMPLETING "OPERATION CATEGORIES" SCREEN:

1. For each fleet identified, estimate the percentage of mileage each fleet spends in the five defined operation categories and enter your estimates in the fields provided. Leave the field blank if no mileage is associated with that operation category for that fleet. The percentages for each fleet must sum to 100.
2. Select the

button or select the **Body Types** tab at the top to proceed to the next section.

STEPS FOR COMPLETING "BODY TYPES" SCREEN:

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

NOTE: If you specify activity for Special Haulers, a

button will appear next to the cell entry. You must select this button and provide a text description of your specialty haulers.

2. Select the

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

STEPS FOR REVIEWING THE "SMARTWAY CATEGORY" SCREEN:

1. The SmartWay Category designation for each of your fleets is shown on this screen, based on your selections on the **Operation** and **Body Type** screens. Your fleet's performance will be measured

against other carriers with the same category designation, so please ensure you have characterized your fleet correctly before proceeding.

2. Once you are sure your Fleet Description information is input correctly, you may select the CREATE FLEET(S) button at the bottom of the page. You will be prompted then to confirm that you have identified all of your fleets. Return to the **Identify Fleets** screen if needed, otherwise select OK and you will automatically be returned to the **Home** screen.

STEPS FOR SELECTING A FLEET TO REVIEW:

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

STEPS FOR COMPLETING "GENERAL INFORMATION" SCREEN

1. Enter your percentage of operations in the U.S. and Canada.
    - Inputting a value in one cell automatically populates the other cell to add up to 100.
2. Select the boxes for the fuel type(s) you use.
    - Once you select these boxes, the appropriate fuel type tab (along the top of the screen next to the **General Information** tab) will become active.
3. Enter your percentage short-haul vs. long-haul operations.
    - Inputting a value in one cell automatically populates the other cell to add up to 100.
4. Select the VALIDATE SCREEN button to make sure you have filled out everything on this screen properly.
5. Select NEXT or select the next available fuel tab at the top to begin entering fuel and activity data for this fleet.

STEPS FOR COMPLETING THE "ENGINE MODEL YEAR & CLASS" SCREEN

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

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

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

1. Use the scroll bar to the right if you need to enter information for older model years.

Select the box at the bottom of the screen to hide any unused truck classes if you wish.

Select

or select the **Activity Information** tab at top of the screen to proceed to the next section.

- Before leaving the **Engine Model Year & Class** screen, you will be prompted to confirm the accuracy of your model year and truck class selections. You may review previous years' selections by selecting the **Year-to-Year Comparison Report** on the **Home** screen.

STEPS FOR COMPLETING THE FUEL DATA POINTS ON "ACTIVITY INFORMATION" SCREEN

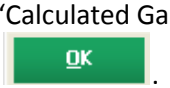
1. Enter the exact value for total miles driven collectively by this fleet by vehicle class. Include all out-of-route, positioning, empty, and other miles driven.
2. Enter the exact value for the revenue miles—the number of miles your fleet drove that were charged to a customer account.
3. Enter the exact value for the total number of empty miles traveled by your fleet.
4. Enter the exact value for all the gallons of fuel used by your fleet in the **past 12-month reporting period**, including any gallons with biofuels (biodiesel for diesel vehicles, ethanol for gasoline vehicles).
5. If you specified any use of reefer body types under the Fleet Characterization section, the

button will appear. Select this button and provide your best estimate of your reefer fuel use in gallons for each truck class. Diesel, LPG, and electric trucks are assumed to use diesel reefers, gasoline trucks to use gasoline reefers, and CNG/LNG trucks to use CNG reefers. Enter zero for any truck classes/fuel types that do not utilize reefer units. If you do not know your reefer fuel use at the truck class level you may enter a total value which will be distributed across your truck classes proportional to your vehicle fuel consumption entries.
6. NOTE: On the **Electric Vehicle Activity** screen, "fuel inputs" are expressed in kWhrs rather than gallons.

STEPS FOR COMPLETING THE "FUEL ALLOCATOR WORKSHEET"

1. Select the

button on the **Activity Information** screen.
2. Enter total gallons of diesel for all truck classes.
3. Enter MPG estimates for each truck class.
4. If "Match" appears in blue next to the "Calculated Gallons Used" field, select

.
5. If "No Match" appears in red next to the "Calculated Gallons Used" field, adjust the MPG values as necessary to get a match, and then select 

.

Steps for Completing the "Biodiesel Blend Worksheet "

1. If this fleet has used biodiesel, select the Input Biodiesel button and specify your biodiesel volumes by blend level in the **Biodiesel Blend Worksheet**.
2. For each of the blends used by your fleet, enter the appropriate number of gallons used.
3. Select **OK.**

Steps for Completing the "Ethanol Blend Worksheet "

1. If this fleet has used ethanol, select the Input Ethanol button and specify your ethanol volumes by blend level (E10 or E85) in the **Ethanol Blend Worksheet**.
2. For each of the blends used by your fleet, enter the appropriate number of gallons used.
3. Select **OK.**

Steps for Completing the Payload Section on the "Activity Information" Screen

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

Steps for Completing Average Capacity Volume (Cubic Feet) Section on the "Activity Information" Screen

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

1. Select the Volume Calculator button to open the **Volume Calculator** screen.

2. Under Step 1 select one of the three reporting basis options using the radio check boxes.
3. Under Step 2 enter the requested metrics for the trailers, containers, tankers, bulk carrier, or other trailers used in this truck class.
4. Select

to return to the **Activity Information** Screen.

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

1. Select

to open the **Volume Calculator** screen.
2. Under Step 1 select your activity Allocation Method.
3. Select your Units, from the drop-down.
4. Under Step 2 select the box(es) next to the body types used in this Truck Class.
5. For each body type selected, enter the activity associated with this body type.
6. For each body type selected, use the drop-down to select the default average volume OR enter the exact volume if available.
7. Validate the screen to determine if there are any errors to correct; if yes, correct the errors and/or enter comments using the

button to explain your data inputs.
8. Select

to perform a final validation check and return to the **Activity Information** screen.

STEPS FOR COMPLETING THE AVERAGE USED CARGO VOLUME % SECTION ON THE "ACTIVITY INFORMATION" SCREEN

1. If you specified drayage activity under the **Operation Types** screen, and you do not know the cargo volume use in your containers, you may select

, in which case the industry average capacity utilization value will be auto-populated for you.
2. Otherwise enter your estimate for average cargo volume use in percent for each truck class.

STEPS FOR COMPLETING THE ROAD TYPE / SPEED CATEGORY SECTION ON THE "ACTIVITY INFORMATION" SCREEN

1. For each truck class, select the

button to open the ""Road Type/Speed Categories" box.
2. Enter the requested metrics for Highway or Rural Driving and Urban Driving for each of the speeds listed (if applicable). If you only know Highway or Rural driving, you can select the box next to "Populate the urban driving fields with default values" to complete the screen.

3. Select OK to return to the **Activity Information** screen.

STEPS FOR COMPLETING THE AVERAGE ANNUAL IDLE HOURS PER TRUCK SECTION ON THE "ACTIVITY INFORMATION" SCREEN

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

Next Steps

You have now completed the **Activity Information** Screen for this fuel type.

Select VALIDATE SCREEN to verify that you have completed the screen properly.

*** **If your fleet contains model year 2006 or earlier diesel engines,**
select the **PM Reduction** tab at the top of the screen to proceed to this section.
Instructions for data entry are provided below this box. ***

If you have finished entering data for this fuel type, select the tab for the next fuel type and complete all screens as indicated above.

If you have finished inputting data for all of your fuel types, select HOME to return to the Home screen.

REMEMBER:

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

Select the tab for the next fuel type and complete the *Engine Model Year & Class and Activity Information screens* as indicated above—the steps will be the same or similar to those for the Diesel Tab. ***Do NOT move on if you have not completed the data input for each of your fuel types.******

Once finished entering data for all of your fuel types, select HOME to return to the Home screen and follow the instructions to submit your Tool to EPA.

Steps for Completing the "PM Reduction" Screen

1. Select the "PM Reduction" box at the top of the screen if your fleet employs particulate matter reduction technologies on pre-2007 engines. If your fleet does not employ such devices you may select

to proceed. Otherwise continue with the following steps.
2. Select the radio button next to a device (DOC, CCV, or PM trap) you have used for your fleet.
3. Enter the number of trucks equipped with the device by engine (not vehicle) model year.
4. If other devices have been used with this fleet, select the radio box(es) next to each device and enter the number of trucks equipped with the device by engine (not vehicle) model year.
5. When done, select

to make sure you have filled out everything properly on this screen.
6. Select

to return to the **Home** screen or select

to proceed to the next fuel type, or the **Data Sources** screen.

Steps for Completing the "Data Sources" Screen

Once you have completed entering the activity data for all fuel types you must proceed to the **Data Sources** screen. You will see one column of drop-down boxes for each fuel type in your fleet. Using the drop-down menus, select the appropriate data source and details, and enter any comments as required for each type of activity data for the first fuel type. If you have multiple fuel types for this fleet repeat the process until all data sources have been specified. If your data sources are the same for all fuel types you may select the **Apply** button and the values selected for your first fuel type will be copied for all other fuel types.

When finished select

to identify and address potential errors, and then select

to return to the **Home** Screen.

Optional Steps—Year to Year Comparisons, View Reports, and Provide Additional Information

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

The **Feedback** section under Step 5 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 Truck Carrier Tool data to EPA. Selecting the

button under item #5 on the **Home** screen will open this form.

The **View Your Data Reports** section gives you access to 11 reports to help you understand your data and use it to make better performance decisions. You can access these reports by selecting

at the bottom of the **Home** screen.

The **Year-to-Year Comparison Report** allows you to compare the fleet characteristics and activity values from your current reporting year, as well as CO_2 performance metrics, 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 used for your current Tool. You can access this report by selecting Review your Year-to-Year Performance at the bottom of the **Home** screen.

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

STEPS FOR SUBMITTING YOUR TOOL TO EPA

1. Select the Generate a (.xml) data file button under Step 6 on the **Home** screen, which will open a new screen.
2. Select the checkbox to indicate you understand the terms of the SmartWay Partnership Agreement once again.
3. When ready, select NEXT to create a file with the following naming convention:

   Truck_PartnerName_ Year_ V0.xml[9]

   For example, Truck_ABCompany_ 2015 _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.

4. Next specify the folder where you would like to save the xml file, and a screen will appear.
5. Follow these instructions for submitting your xml and xls files to SmartWay. Note that the .xml file is approximately 10 times smaller than the .xls file.
6. Upon selecting NEXT, a screen will appear that allows you to close the Truck Carrier Tool or return to the **Home** screen.

   - **NOTE**: DO NOT ZIP the .xls 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-truck-carrier-partner-resources for additional resources, including printable data collection worksheets, technical documentation, and the **Truck**

[9] If you create the XML file multiple times the file name will increment each time (e.g., Truck_ABCompany_2015_V1.XML for the second iteration, etc.

Carrier Tool Data Entry and Troubleshooting Guide for more in depth exploration of each section of the Truck Carrier Tool.

APPENDIX A: RECOMMENDED DATA SOURCES FOR ACTIVITY DATA

Table 1 summarizes **the standard Data Source categories** available for selection for each data type.

Table 1: Data Source Detail Selection Options

Data Type	Data Source	Data Source Detail
Total Miles Driven	As reported to IFTA Form 441 for tax reporting (interstate) – Class 7, 8a and 8b trucks only	Collected via fleet-wide GPS reporting software
		Collected via odometer readings
		Collected via maintenance records
		Collected via driver trip sheets
		Collected via standard mileage routes, e.g. PC Miler, Household Goods Guide
	As reported to individual states for tax reporting (intrastate)	Collected via fleet-wide GPS reporting software
		Collected via odometer readings
		Collected via maintenance records
		Collected via driver trip sheets
		Collected via standard mileage routes, e.g. PC Miler, Household Goods Guide
	Determined using software	Dispatching Software*
		Transportation Management System (TMS)*
	Vehicle-based data collection	Determined via Electronic Control Module (ECM) data recorder/logger*
Revenue Miles Driven	As used in Federal tax reporting	Collected via electronic Transportation Management System (TMS)
		Collected via GPS-enabled TMS
		Collected via manual input into company database with driver trip sheets
		Collected via non-electronic company records
	Financial data	Accounting/billing software*
		Tax reports/IRS and State*

Data Type	Data Source	Data Source Detail
Revenue Miles Driven (cont'd)	Determined using software	Dispatching Software*
		Transportation Management System (TMS)*
	Based on total mileage	Equal to total miles
		Total miles less empty miles
		Calculated as a percentage of total miles*
Empty Miles Driven	Collected automatically / electronically / manually	Collected via electronic Transportation Management System (TMS)
		Collected via GPS-enabled TMS
		Collected via manual input into company database
		Collected via non-electronic company records
		Collected via odometer readings
		Collected via driver trip sheets
	Financial Data	Accounting/billing software*
		Tax reports/IRS and State*
	Determined using software	Dispatching Software*
		Transportation Management System (TMS)*
	Based on total mileage	Total miles less revenue miles
		Calculated as a percentage of total miles*
Gallons of Fuel Used^	As reported to IFTA Form 441 for tax reporting (interstate) – Class 7, 8a and 8b trucks only	Collected via electronic fuel receipt
		Collected via paper fuel receipt
		Collected via driver trip sheets
		Collected via electronic expenditure data
		Collected via paper expenditure data
	As reported to individual state for tax reporting (intrastate)	Collected via electronic fuel receipt
		Collected via paper fuel receipt
		Collected via driver trip sheets
		Collected via electronic expenditure data

Data Type	Data Source	Data Source Detail
Gallons of Fuel Used (cont'd)		Collected via paper expenditure data
	Determined using software	Dispatching Software*
		Transportation Management System (TMS)*
	Vehicle-based data collection	Determined via Electronic Control Module (ECM) data recorder/logger*
	Based on MPG estimates*	User-provided
Average Payload	Bills of Lading – electronic records (preferred)	Based on actual miles traveled by specific payloads*
		Trip-weighted (total payload weights / total trips)*
	Bills of Lading – manual records	Based on actual miles traveled by specific payloads*
		Trip-weighted (total payload weights / total trips)*
	Ranges provided by calculator	N/A (calculator)
Average Volume	Determined using company records*	User-provided
	Defaults from calculator	N/A (calculator)
Capacity Utilization	Collected automatically / electronically / manually	Collected through load volume information
	Determined using software	Dispatching Software*
		Transportation Management System (TMS)*
Road Type / Speed Categories	Collected automatically / electronically	Driver trip sheets*
		Governed speed*
		Determined via GPS
		Determined via Electronic Control Module (ECM) data recorder/logger*
	Transportation Management System (TMS)	Driver trip sheets*
		Governed speed*
		Determined via GPS
		Determined via Electronic Control Module (ECM) data recorder/logger*

Data Type	Data Source	Data Source Detail
Average Annual Idle Hours per Truck	Vehicle-based data collection	Determined via Electronic Control Module (ECM) data recorder/logger*
	Driver trip reports*	User-provided
	Idle reduction strategy	Company "No Idle" policy in place*
		Local/State idle regulation in place*
	Determined using software	Dispatching Software*
		Transportation Management System (TMS)*

* User must provide additional description regarding data collection system and calculation method.

^ For electric vehicles, in lieu of gallons, use kWhrs. Common data sources for kWhrs include metering at charging dock, vehicle data acquisition units, and smart-meter applications.

APPENDIX B: WORKSHEETS FOR DATA COLLECTION

List of Worksheets

#1: Contact Information	32
#2: Fleet Characterization	33
#3: General Fleet Information	34
#4A: Model Year/Class	35
#4B: Activity Data Sources and Information	38
#4C: Biodiesel Blends and Ethanol Blends	40
#4D: Payload and Volume	41
#4E: Speed and Idle Hours	53
#4F: Diesel PM	54

WORKSHEET #1: CONTACT INFORMATION

#1. Enter your Contact Information:

General Company Contact Information

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

Working Contact Information

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

Executive Contact Information

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

Other Contact Information

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

WORKSHEET #2: FLEET CHARACTERIZATION

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

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

Partner Name _____

Fleet Identifier (suffix)_____

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

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

Operation Category Percentages (must sum to 100):
Truckload _____ LTL _____ Drayage _____ Package Delivery_____ Expedited _____

Body Type Percentages (must sum to 100):
Dry Van_____ Reefer _____ Flatbed_____ Tanker_____ Chassis _____
Heavy-Bulk _____ Auto Carrier _____ Moving ____ Utility _____ Special Hauler_____

If Special Hauler is selected, please describe type:

_____

WORKSHEET #3: GENERAL FLEET INFORMATION

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

% of fleet operation in the United States:____

% of fleet operation in Canada: **_____**

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

Types of Fuel Used:

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

WORKSHEET #4A MODEL YEAR/CLASS

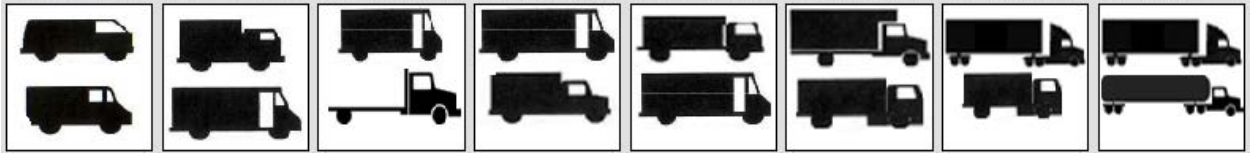
NOTE: Print multiple copies of this worksheet to gather data for each fuel type within each fleet.

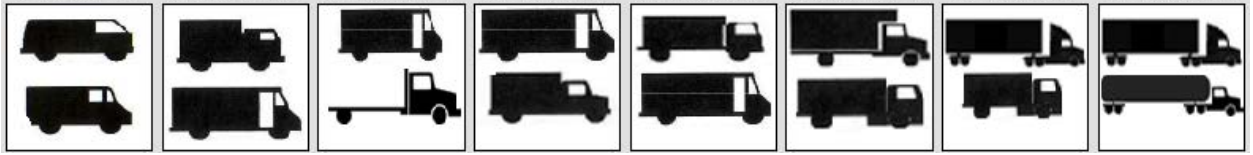
Fleet Name:_____

Fuel Type:_____

Engine Model Year(s) and Class(es):

	Class 2b 8,501-10,000	Class 3 10,001-14,000	Class 4 14,001-16,000	Class 5 16,001-19,500	Class 6 19,501-26,000	Class 7 26,001-33,000	Class 8a 33,001-60,000	Class 8b 60,001 & above
ENGINE MODEL YEAR	**2B**	**3**	**4**	**5**	**6**	**7**	**8A**	**8B**
2016								
2015								
2014								
2013								
2012								
2011								

	Class 2b 8,501-10,000	Class 3 10,001-14,000	Class 4 14,001-16,000	Class 5 16,001-19,500	Class 6 19,501-26,000	Class 7 26,001-33,000	Class 8a 33,001-60,000	Class 8b 60,001 & above
								
ENGINE MODEL YEAR	**2B**	**3**	**4**	**5**	**6**	**7**	**8A**	**8B**
2010								
2009								
2008								
2007								
2006								
2005								
2004								
2003								
2002								
2001								
2000								
1999								

	Class 2b 8,501-10,000	Class 3 10,001-14,000	Class 4 14,001-16,000	Class 5 16,001-19,500	Class 6 19,501-26,000	Class 7 26,001-33,000	Class 8a 33,001-60,000	Class 8b 60,001 & above
								
ENGINE MODEL YEAR	**2B**	**3**	**4**	**5**	**6**	**7**	**8A**	**8B**
1998								
1997								
1996								
1995								
1994								
1993								
1992								
1991								
1990								
1989								
1988								
Pre-1988								

WORKSHEET #4B: ACTIVITY DATA SOURCES AND INFORMATION (PAGE 1 OF 2)

Data Sources – complete one page for each fuel type:

Total Miles Driven _____

Revenue Miles Driven _____

Empty Miles Driven _____

Gallons of Fuel Used (incl. Biofuel – biodiesel or ethanol) _____

Gallons of Reefer Fuel Used (diesel, gasoline, CNG - by vehicle class) _____

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

Average Capacity Volume (cubic feet or TEUs – circle one) _____

Average Cargo Volume Use % (excluding empty miles) _____

Road Type / Speed Category _____

Average Idle Hours per Truck _____

WORKSHEET #4B: ACTIVITY DATA SOURCES AND INFORMATION (PAGE 2 OF 2)

Activity Data by Truck Class

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

WORKSHEET #4C: ACTIVITY - BIODIESEL AND ETHANOL BLENDS (IF APPLICABLE)

For each of the biodiesel blends used by your fleet, note the appropriate number of gallons used.

B1		B21		B41		B61		B81	
B2		B22		B42		B62		B82	
B3		B23		B43		B63		B83	
B4		B24		B44		B64		B84	
B5		B25		B45		B65		B85	
B6		B26		B46		B66		B86	
B7		B27		B47		B67		B87	
B8		B28		B48		B68		B88	
B9		B29		B49		B69		B89	
B10		B30		B50		B70		B90	
B11		B31		B51		B71		B91	
B12		B32		B52		B72		B92	
B13		B33		B53		B73		B93	
B14		B34		B54		B74		B94	
B15		B35		B55		B75		B95	
B16		B36		B56		B76		B96	
B17		B37		B57		B77		B97	
B18		B38		B58		B78		B98	
B19		B39		B59		B79		B99	
B20		B40		B60		B80		B100	

Actual ethanol usage figures:	**Blend percentage:**	**Total Gallons Used**
	E0	
	E10	
	E85	

WORKSHEET #4D: PAYLOAD AND VOLUME (PAGE 1 OF 12)

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

CLASS 2B—WORKSHEET #4D: PAYLOAD AND VOLUME (PAGE 2 OF 12)

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

Select payload unit (circle one): Tons Pounds

Select volume unit (circle one): Cubic Ft TEU

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

CLASS 3—WORKSHEET #4D: PAYLOAD AND VOLUME (PAGE 3 OF 12)

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

Select payload unit (circle one): Tons Pounds

Select volume unit (circle one): Cubic Ft TEU

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

CLASS 4—WORKSHEET #4D: PAYLOAD AND VOLUME (PAGE 4 OF 12)

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

Select payload unit (circle one): Tons Pounds

Select volume unit (circle one): Cubic Ft TEU

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

CLASS 5—WORKSHEET #4D: PAYLOAD AND VOLUME (PAGE 5 OF 12)

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

Select payload unit (circle one): Tons Pounds

Select volume unit (circle one): Cubic Ft TEU

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

CLASS 6—WORKSHEET #4D: PAYLOAD AND VOLUME (PAGE 6 OF 12)

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

Select payload unit (circle one): Tons Pounds

Select volume unit (circle one): Cubic Ft TEU

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

CLASS 7 STRAIGHT TRUCKS—WORKSHEET #4D: PAYLOAD AND VOLUME (PAGE 7 OF 12)

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

Select payload unit (circle one): Tons Pounds

Select volume unit (circle one): Cubic Ft TEU

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

CLASS 7 COMBINATION TRUCKS—WORKSHEET #4D: PAYLOAD AND VOLUME (PAGE 8 OF 12)

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

Select payload unit (circle one): **Tons** **Pounds**

Select volume unit (circle one): Cubic Ft TEU

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

CLASS 8A STRAIGHT TRUCKS—WORKSHEET #4D: PAYLOAD AND VOLUME (PAGE 9 OF 12)

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

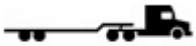
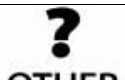
Select payload unit (circle one): **Tons** **Pounds**

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

CLASS 8A COMBINATION TRUCKS—WORKSHEET #4D: PAYLOAD AND VOLUME (PAGE 10 OF 12)

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

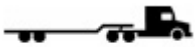
Select payload unit (circle one): Tons Pounds

Vehicle Class	**Vehicle Type**	**Allocation factor (# miles, trips, etc.)**	**Average Payload**
8A	Beverage		
8A	 Combination Flatbed		
8A	Dry Van - Single		
8A	 OTHER		

CLASS 8B COMBINATION TRUCKS—WORKSHEET #4D: PAYLOAD AND VOLUME (PAGE 11 OF 12)

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

Select payload unit (circle one): Tons Pounds

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

VOLUME—WORKSHEET #4D: PAYLOAD AND VOLUME (PAGE 12 OF 12)

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

Please specify your data source:

_____

Please specify your reporting basis:

___Percent Usage ___Number of Truckloads/Year ___Number of Trailers

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

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

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

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

WORKSHEET #4F: DIESEL PM WORKSHEET

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

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