

# 2018 SmartWay Logistics Company Partner Tool: User Guide U.S. Version 2.0.17 (Data Year 2017)





# 2018 SmartWay Logistics Company Partner Tool: User Guide U.S. Version 2.0.17 (Data Year 2017)

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



Office of Transportation and Air Quality  
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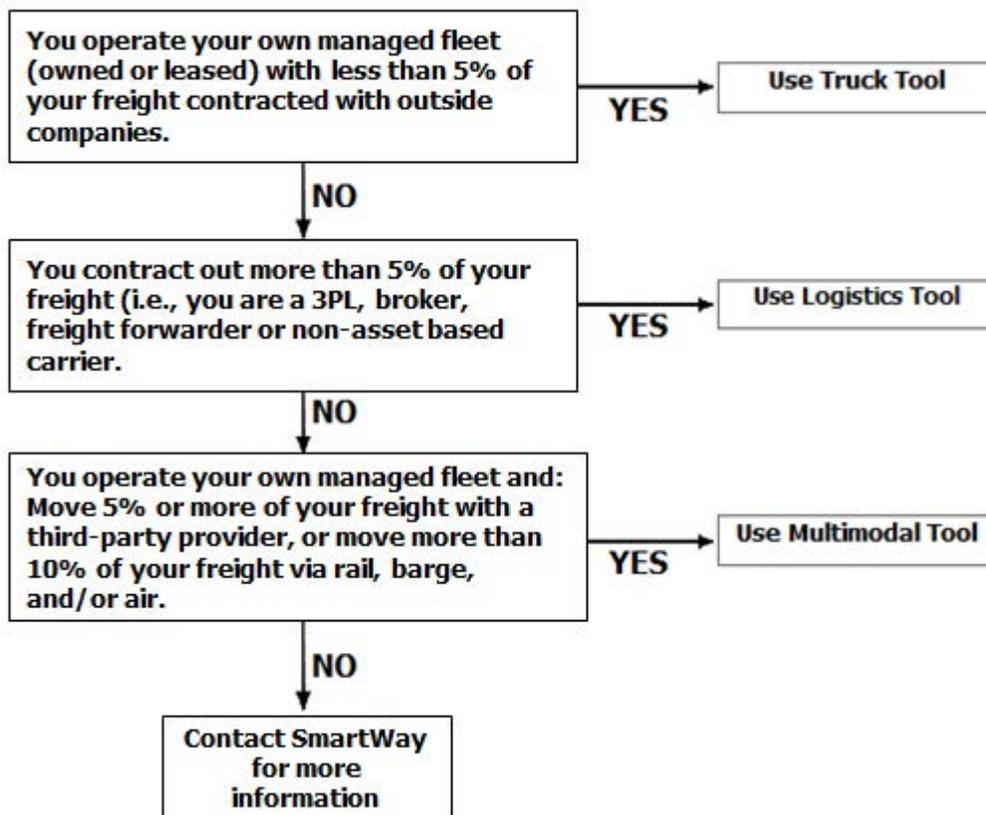
## PRE-CHECKLIST — BEFORE GETTING STARTED

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**WARNING:**

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

### IS THIS THE RIGHT SMARTWAY TOOL FOR ME?



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

### WHAT IS THE SMARTWAY TRANSPORT PARTNERSHIP?

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

Seven types of freight transport companies can join SmartWay.

- Freight shippers

- Logistics companies (including 3PLs/4PLs<sup>1</sup>)
- Truck carriers
- Rail carriers
- Barge carriers
- Multimodal carriers
- Air carriers

Companies join the SmartWay Transport Partnership by submitting a Partner Tool to SmartWay. The SmartWay Tools (1) assess freight operations; (2) calculate fuel consumption and carbon footprints; and (3) track fuel-efficiency and emission reductions. SmartWay Tools must be submitted each year 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 LOGISTICS COMPANIES JOIN THE SMARTWAY TRANSPORT PARTNERSHIP?**

The SmartWay Transport Partnership provides logistics companies 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.

### **HOW DO LOGISTICS COMPANIES JOIN THE SMARTWAY TRANSPORT PARTNERSHIP?**

Logistics companies join SmartWay by submitting a SmartWay Logistics Tool (hereafter known as the "Logistics Tool.")

Logistics companies that submit tools that are approved by EPA are known as "SmartWay Logistics Company Partners."

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

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<sup>1</sup> 3PLs/4PLs Third party logistics/fourth-party logistics companies

All SmartWay Logistics Company Partners agree to complete and submit the SmartWay Logistics Tool to:

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

Upon approval of a Logistics Tool submission, logistics companies will be identified as SmartWay Logistics Company Partners on EPA's website on the SmartWay Partner List and in a database used to identify companies that meet SmartWay's annual requirements. The company will also receive information on how to access its current SmartWay Registration Document.

### **How Do I Join If My Parent Company Has Multiple Business Units?**

Companies that join the SmartWay Partnership should include all of their business units in their submission. If a company wishes to list multiple business units in the Logistics Tool, they should list these business units 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 business unit 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 Tool.

*SmartWay highly recommends developing your list of business units before beginning your data entry process. Any business unit that a shipper could hire directly should be listed as a separate business unit in your Logistics Tool submission. The best strategy is to have a clear idea of how to define your companies before filling out the Tool.*

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### **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:
    - Standard Carrier Alpha Codes (SCACs)

- Motor Carrier Numbers (MCNs)
- US DOT Number
- National Safety Codes (NSCs)
- Business Unit Type
  - Business unit focus (e.g., logistics provider, freight forwarder, freight broker, truck carrier, or rail freight broker)
  - Operation categories
- Data sources for all data to be entered
- 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 Forms.” Completing the Logistics Tool requires the following software and hardware:

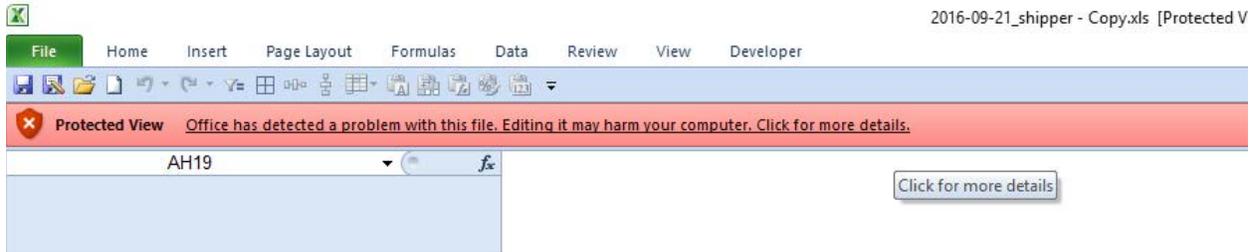
- A 2007 or later version of Microsoft Excel\*
- Excel security level set at Medium or lower
- A PC running Windows XP or newer operating system (The Tool does not currently work using the Mac operating system)
- A minimum of 15 megabytes of free disk space. More disk space may be required based on the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

***\*The Excel web application in MS Office 365 (the cloud-based version of the Office operating system) does not currently support the macros used in the SmartWay tools. Therefore, SmartWay tools do not function in Office 365 at this time.***

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

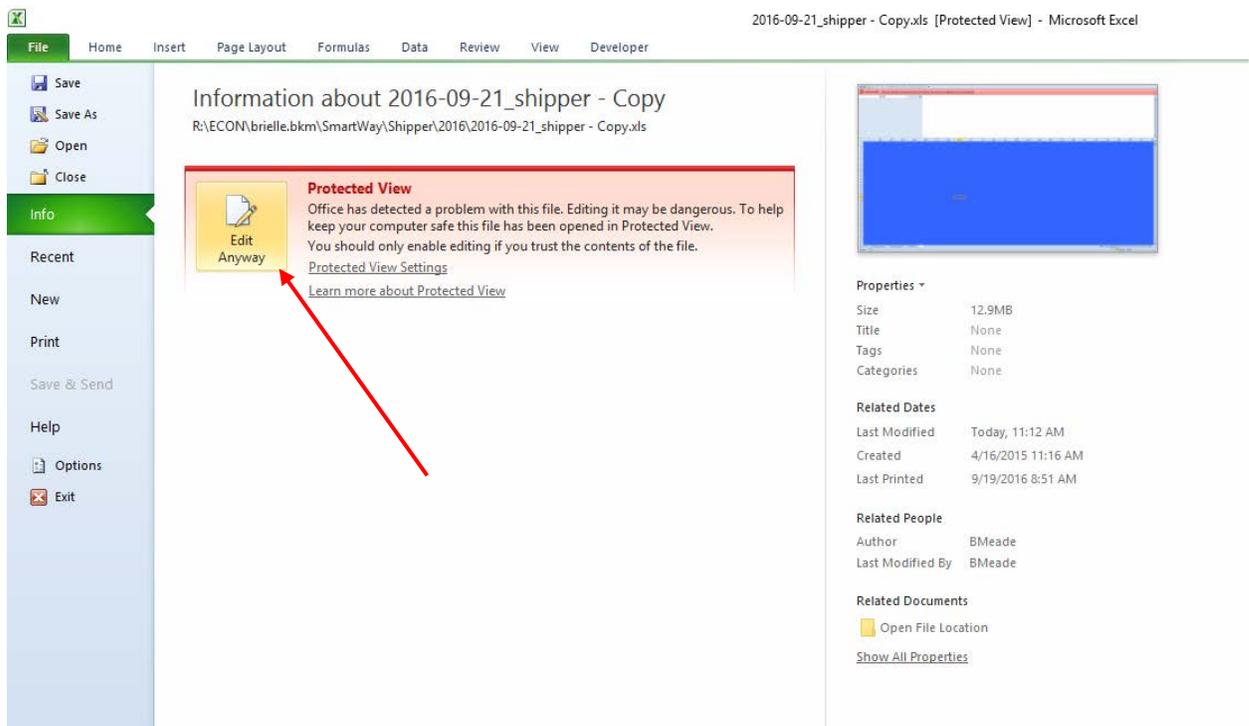
### **HOW DO I SET THE SECURITY LEVEL WHEN OPENING SMARTWAY TOOLS?**

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



**NOTE – THE SMARTWAY TOOL IS IN THE SAME FORMAT AS PRIOR YEARS AND IS SAFE TO OPEN ON YOUR COMPUTER. FOLLOW THESE STEPS TO PROCEED.**

- 1) Select the "Click for more details" link at the end of the message in the menu bar shown above.
- 2) In the Microsoft Office File menu, choose the large "Edit Anyway" button located on the left next to the Protected View information section as shown below.



Next, the following instructions should appear on your screen *if* you need to change additional security settings before running the Tool. The instructions differ depending upon what version of Excel you use (Excel 2007, 2010, 2013, or 2016).

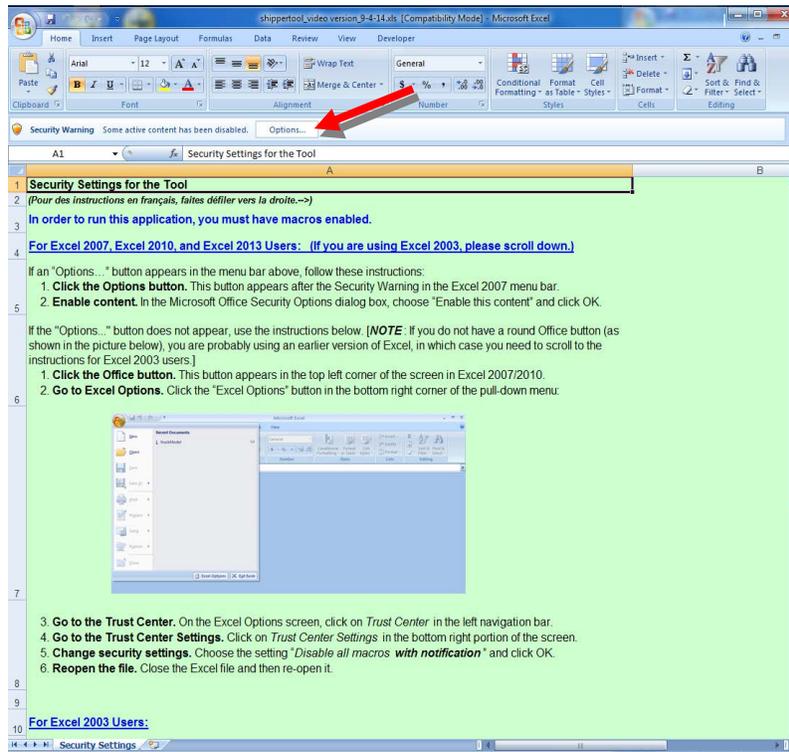
### ***Security Settings for Excel 2007 Users***

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

#### *Running the Tool in Microsoft Excel 2007*

- 1) Save the Tool to your computer.

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



Security Warning Screen

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

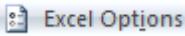


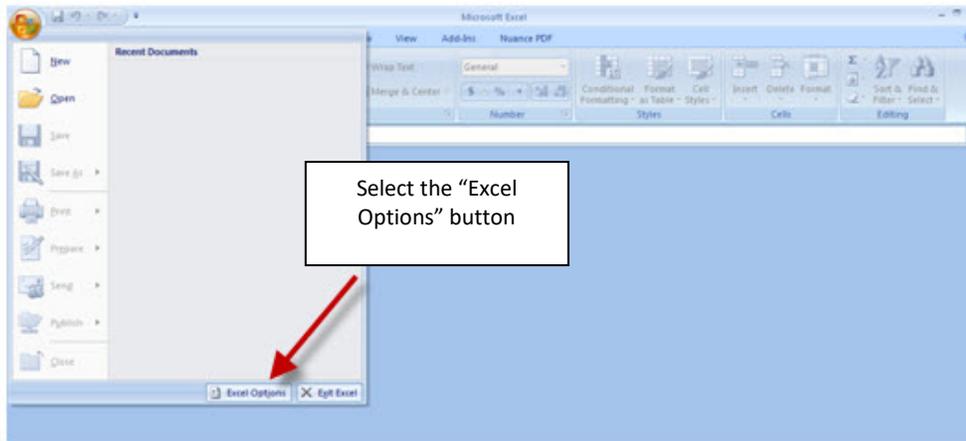
Security Options Dialogue Box

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

*Troubleshooting the Security Settings in Microsoft Excel 2007*

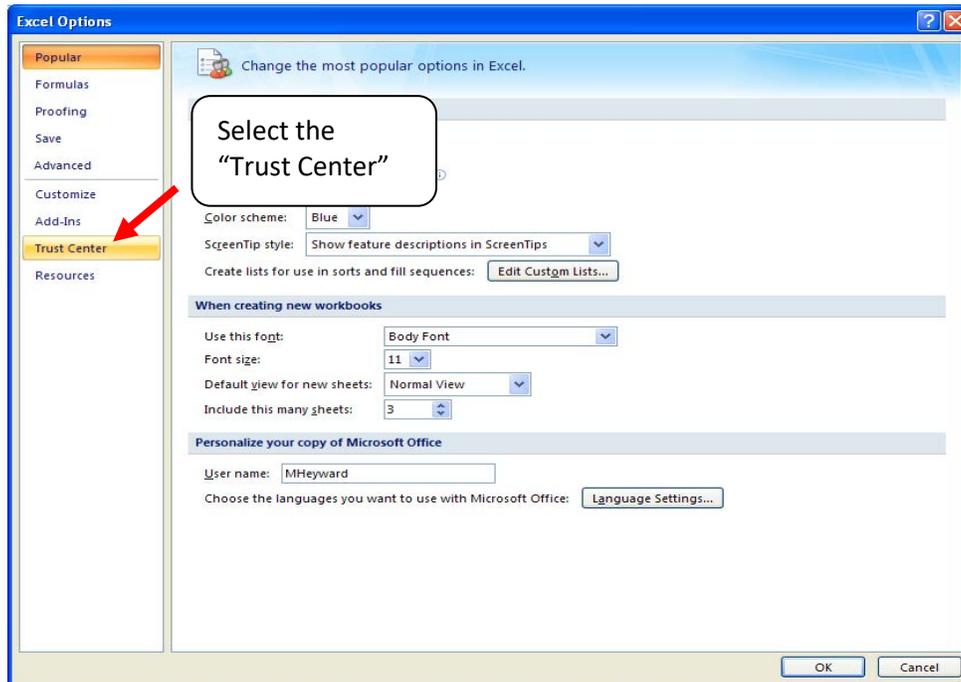
**If you reach this point and the Tool does NOT open, you may have your security set too high.**

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



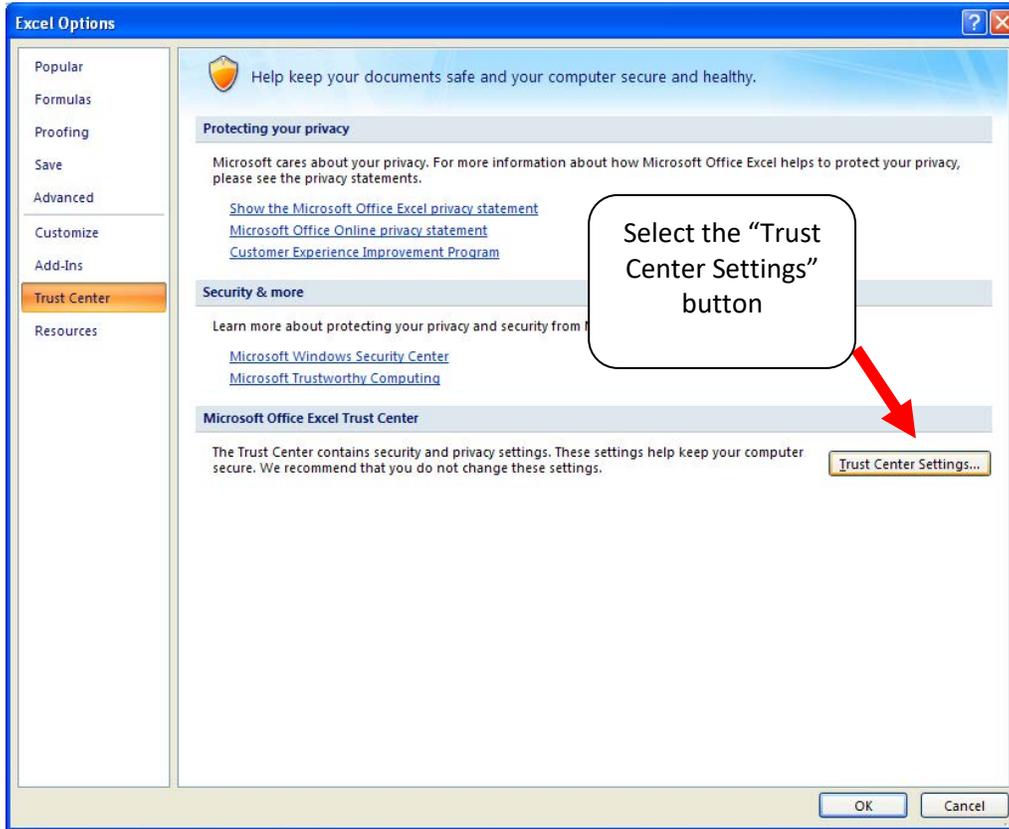
**Excel Options Drop-Down Menu**

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



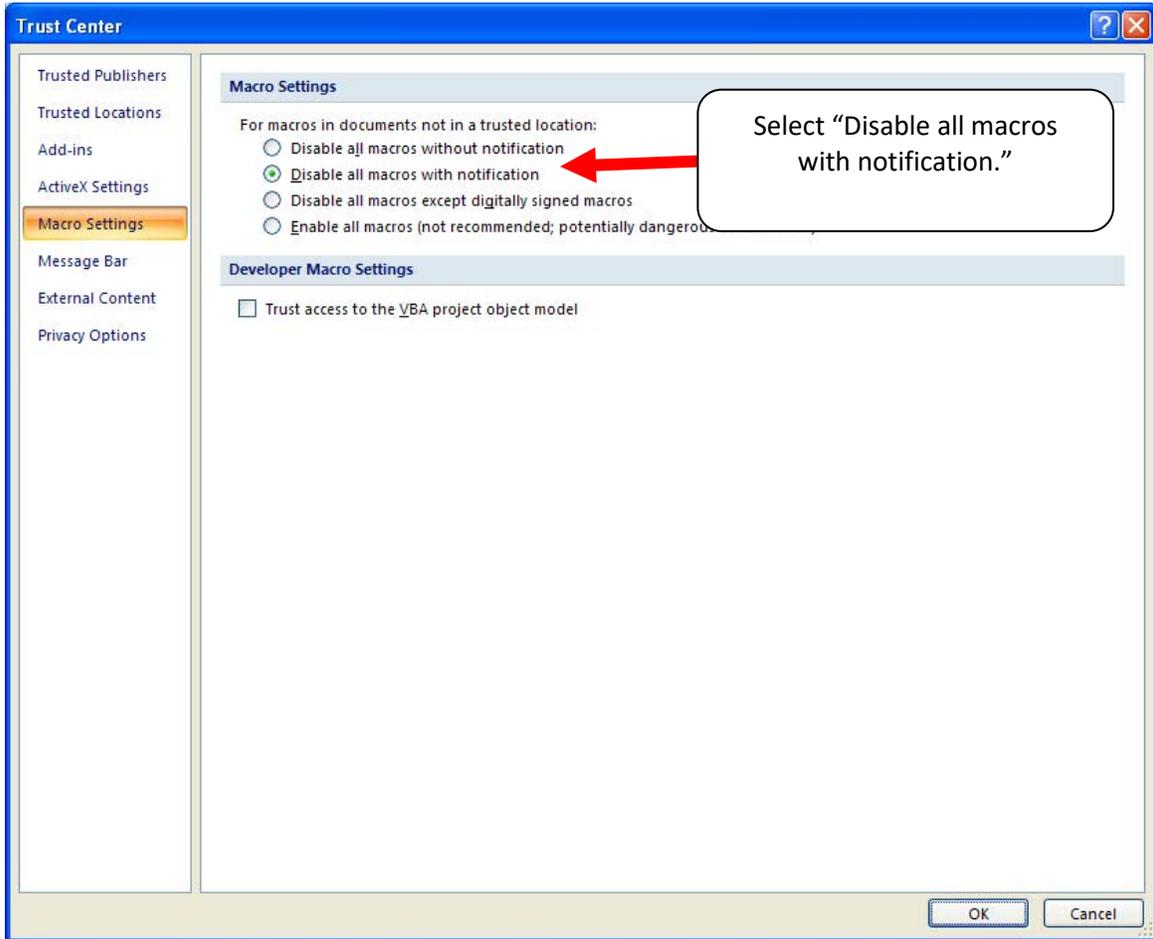
**Excel Options Drop-Down Menu**

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



**Trust Center Settings Screen**

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



**Macro Settings Screen**

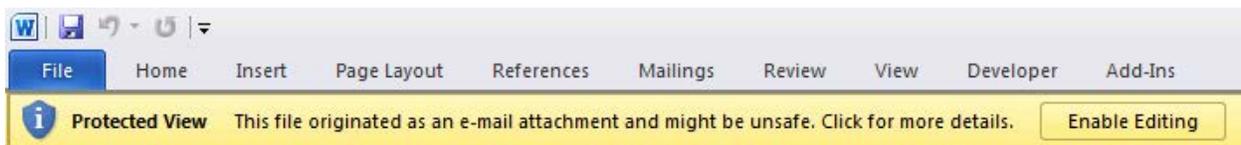
Then run the Tool.

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

## *Security Settings for Excel 2010 and newer Users*

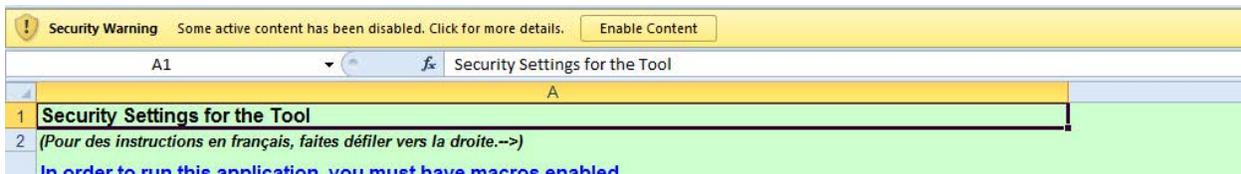
The default settings for Excel 2010 and newer Excel versions should enable you to run the tool without any changes. To run the tool:

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



### **The Enable Editing Button**

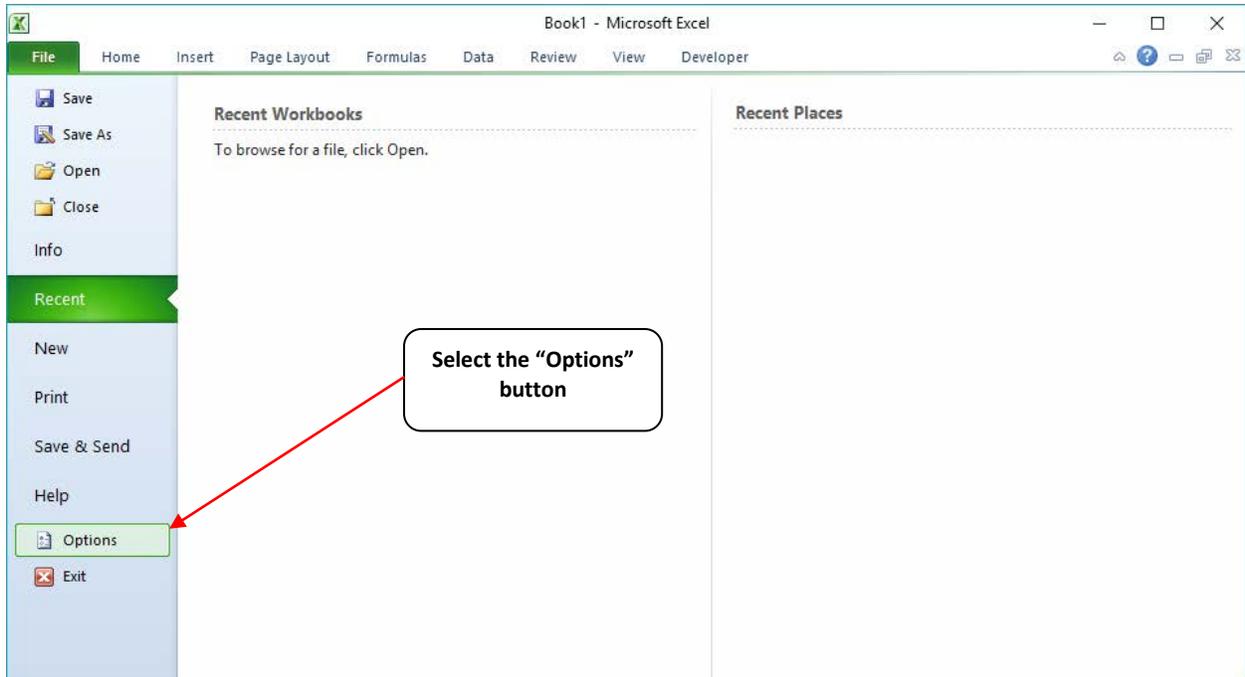
- 3) Depending on your Excel macro security settings, you may receive a **Enable Content** popup. If you do, simply select the **Enable Content** button. This will enable macros in the tool you just opened.



### **Security Warning Popup**

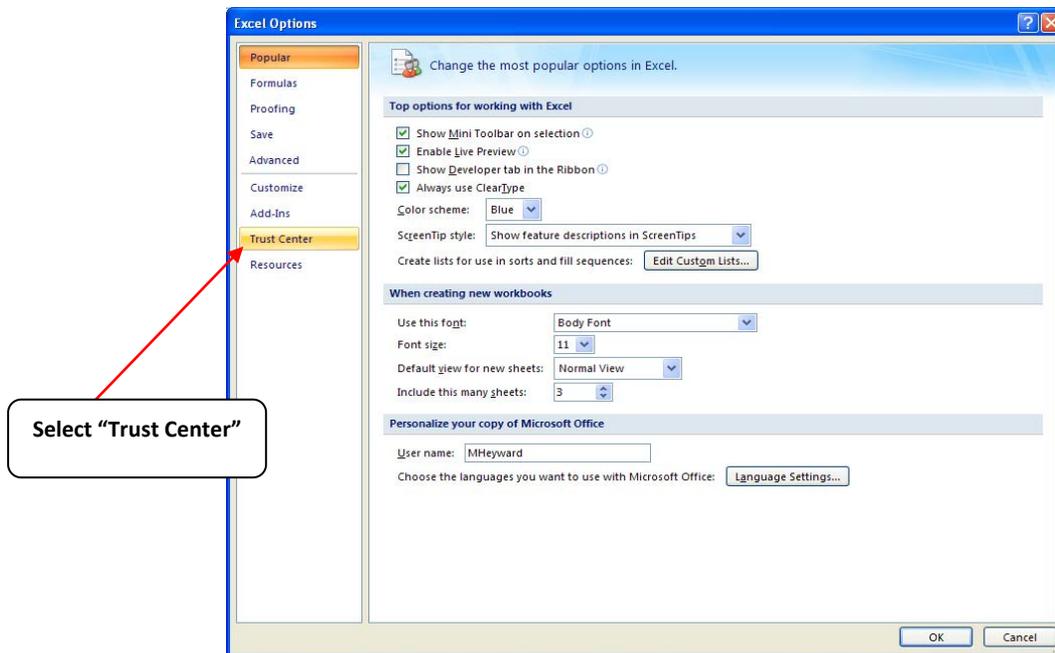
**If you reach this point and the Tool does NOT open, you may have your security set too high.**

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



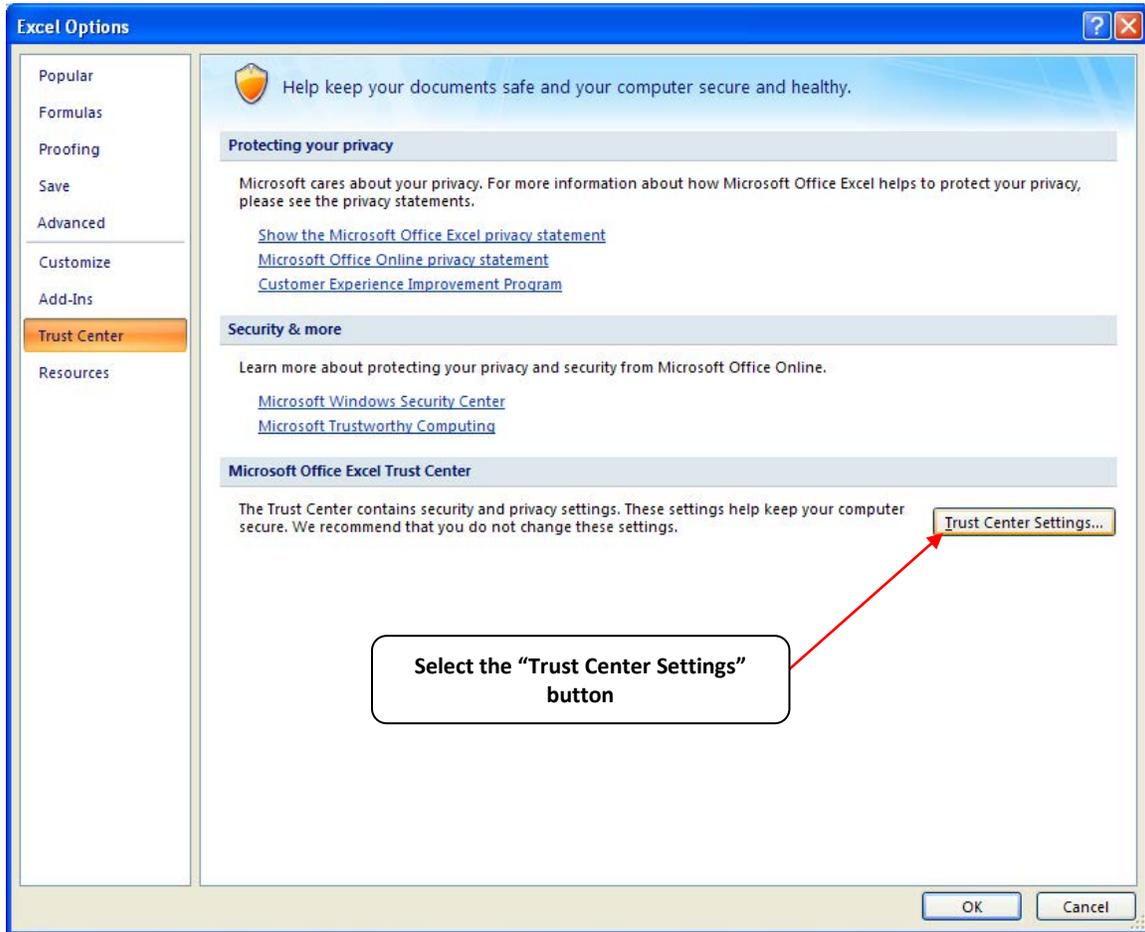
### Excel 2010 and Newer Options Drop-Down Menu

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



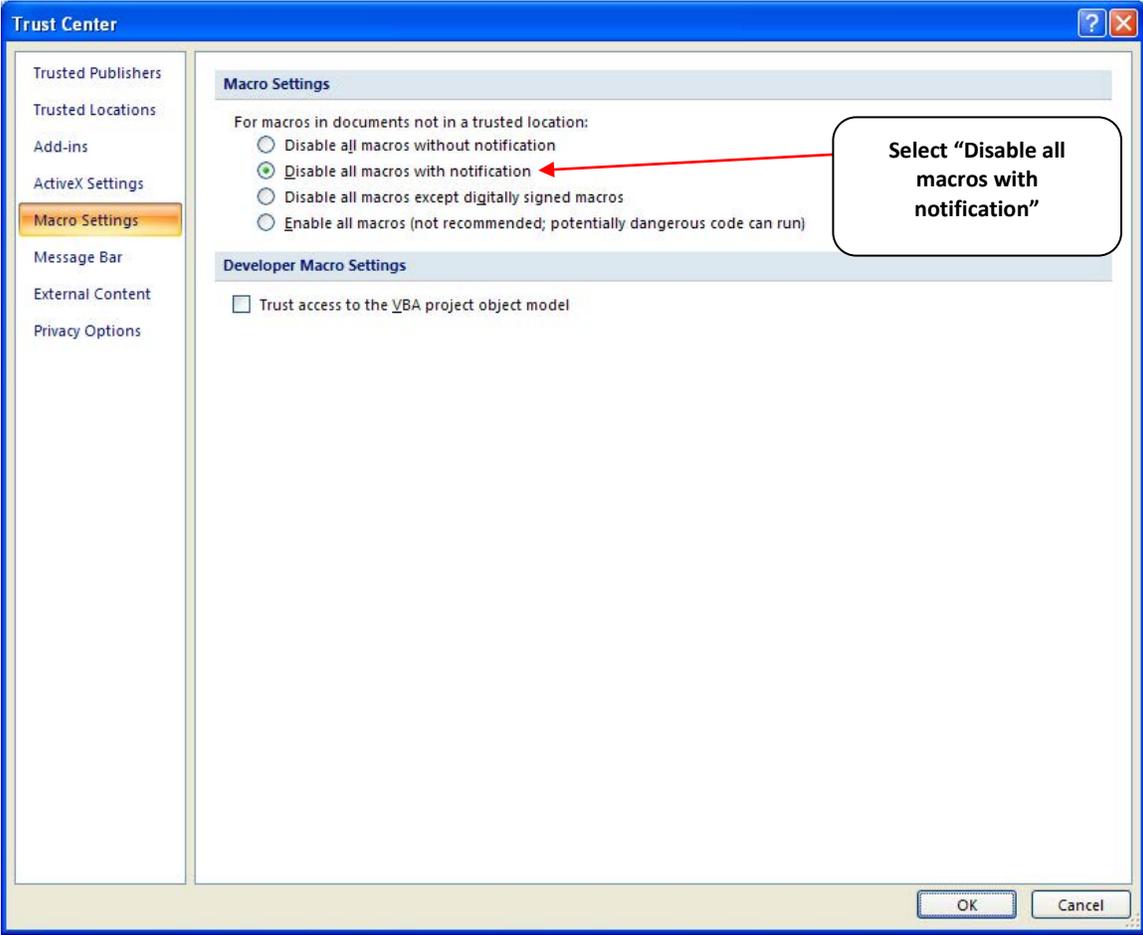
### Excel 2010 and Newer Options Drop-Down Menu

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



**Trust Center Settings Screen**

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



**Macro Settings Screen**

## **WHAT IS INCLUDED IN THE SMARTWAY LOGISTICS COMPANY PARTNERSHIP AGREEMENT?**

To join the SmartWay Transport Partnership as a logistics company, you must agree to the language on the “Partnership Agreement for Logistics Companies.” 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.

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### **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 Logistics 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. Allow EPA to post performance results on the EPA SmartWay website/database.
3. Agree to submit supporting documentation to EPA for any data used to complete this Tool and agree to EPA audit of this data upon request by EPA.

**In return, EPA commits to:**

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

### **General Terms**

1. If the Partner or EPA defaults upon this agreement at any point, the agreement shall be considered null and void.
2. Either party can terminate the agreement at any time without prior notification or penalties or any further obligation.
3. EPA agrees not to comment publicly regarding the withdrawal of specific partners.
4. EPA reserves the right to suspend or revoke Partner status for any Partner that fails to accomplish the specific actions to which it committed in the SmartWay Transport Partnership Agreement and subsequent annual Agreements.
5. The Partner agrees that it will not claim or imply that its participation in the SmartWay Transport Partnership constitutes EPA approval or endorsement of anything other than the

Partner's commitment to the program. The Partner will not make statements or imply that EPA endorses the purchase or sale of the Partner's products and services or the views of the organization.

6. Submittal of this SmartWay Logistics Tool annually constitutes agreement to all terms in this Partnership Agreement. No separate agreement need be submitted.
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## Step 1—Data Collection Requirements

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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 2017 Tool, you will see a Welcome screen, followed by five screens which orient you to the Tool. The Assistance for New Users screen appears first, and allows users to view an orientation video. Additional screens may be accessed from this screen, including Tool selection guidance, data collection needs, Tool help and navigation, and the SmartWay Partner Tool Schedule for 2018. These are general information screens and may be skipped if you are already familiar with the Tool. However, upon proceeding you **MUST** select the box at the bottom of the Partnership Agreement screen, indicating that you agree to the terms of the Partnership Agreement.

### **AUTO-POPULATION**

As you progress through the Tool, you will see an “Auto-Population” screen. This screen allows partners and applicants to input their SmartWay ID and automatically load the information for the initial steps of the Tool (Partner Name, Contact Information, and for established Partners, Fleet Information), based on the prior year’s submittal or, for applicants, information entered through the online SmartWay Carrier Application.<sup>2</sup> The Auto-Population option can save time and ensure naming consistency for your contacts and fleet(s) from year to year. A popup screen will appear displaying all the contact and fleet data uploaded for your review before proceeding. Corrections and revisions may be made on the HOME screen if needed. If you do not have a SmartWay ID, or prefer to enter this data manually, you may skip this step.

### **DATA REQUIREMENTS FOR ESTABLISHING YOUR DATA COLLECTION YEAR**

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

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<sup>2</sup> You may access the SmartWay carrier application at <http://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.

For example, you may enter:

- ABC Company
- ABC Company, Inc.

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

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

## **DATA REQUIREMENTS FOR SECTION 2: ENTER CONTACT INFORMATION**

The SmartWay Tool asks for:

- **General company information** such as location, web address, phone number, etc.
- **A Working Contact**<sup>3</sup> for any questions about your company's participation and Tool submissions
- **An Executive Contact**<sup>4</sup> for participation in awards and recognition events
- **A Sustainability Contact (optional)**<sup>5</sup> 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

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<sup>3</sup> 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.)

<sup>4</sup> 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.

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

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.*

### **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 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. These three methods are described in detail in the **Logistics Tool Data Entry and Troubleshooting Guide**.

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:

- a. Enter ton-miles and total miles (preferred option)
- b. Enter ton-miles and average payload
- c. Enter total miles and average payload

d. Enter total miles only<sup>6</sup>

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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<sup>6</sup> Option d is available for TL/Dry Van, Refrigerated, Flatbed, Tanker, Moving, Dray, and Auto carrier categories only.

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## Step 2—Data Entry

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### **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 2007, 2010, 2013, or 2016).

If you need additional assistance with your security settings, download the guidance document labeled “Logistics Company Partner 2.0.17 Tool: User Guide.2017 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**

**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.*

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Under the Partner Information tab:

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:

Enter the Working Contact information. If the Working Contact shares the same address as the company, you may select the  button to auto-populate the address section of this record. Enter the email address twice to confirm its accuracy.

#### Under the Executive Contact tab:

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:

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:

1. Enter Other Contacts (if applicable) by selecting the  button.
2. Enter the first Other Contact then select the **OK** button 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.*

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*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.*

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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 Description(s)** 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.

5. 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**

1. On the **HOME** page, select the **Download Latest SmartWay Carrier Data File** button and allow the Tool to download the latest carrier data (SmartWayCarrierData2017.xls).
2. 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. Check the box next to the words “I have read and understand the carrier data input instructions” when you have read them.
5. 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 2.0.17 Tool: Guide to Importing Carrier Data Using Outside Data Import Function-2017” 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.

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 then 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 mode, you may also specify a SmartWay Category. Truck ranking categories include TL Dry Van, LTL Dry Van, Refrigerated, Flatbed, Tanker, Dray, Heavy/Bulk, Package, Auto Carrier, Moving, Specialized, Mixed, and Expedited.
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. Check the box to confirm that you have added all of the Non-SmartWay Carriers for your business unit.
3. 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).
4. 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  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.***

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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. 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<sup>7</sup>

For example, Logistics\_ABCompany\_2017\_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 .xslm files to SmartWay. Note that the .xml file is approximately 10 times smaller than the .xslm file.
6. 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 .xslm and .xml files. Send them to EPA as normal files attached in an e-mail. EPA security will not allow zipped files through the EPA firewall.
  - **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.

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<sup>7</sup> If you create the XML file multiple times the file name will increment each time (e.g., Logistics\_ABCompany\_2017\_V1.XML for the second iteration, etc).

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## Step 3 – Results and Summary Reports

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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 Your 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.

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## APPENDIX: WORKSHEETS FOR DATA COLLECTION

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### WORKSHEET #1: CONTACT INFORMATION

#1. Enter your Contact Information:

#### General Company Contact Information

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

#### Working Contact Information

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

#### Executive Contact Information

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

#### Sustainability Contact Information

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

**Other Contact Information**

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

## **WORKSHEET #2: BUSINESS UNIT CHARACTERIZATION**

Complete this worksheet for each business unit you will be submitting in the Logistics Tool.

Business Unit Name (Company Name followed by Business Unit Identifier name):

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SCAC(s): \_\_\_\_\_

MCN: \_\_\_\_\_

DOT: \_\_\_\_\_

NSC: \_\_\_\_\_

BUSINESS UNIT TYPE: \_\_\_\_\_ (for-hire, private, dedicated)

Business Unit Focus (activity %s):

- \_\_\_\_\_ Logistics Provider
- \_\_\_\_\_ Freight Forwarder
- \_\_\_\_\_ Freight Broker
- \_\_\_\_\_ Truck Carrier
- \_\_\_\_\_ Rail Freight Broker



