

2024 SmartWay Online Truck Tool: Short Form

For fleets with 20 or fewer trucks,
one class, using diesel or gasoline fuel,
with no brokered freight

User Guide

**U.S. Version 1.0
(Data Year 2023)**

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one class, using diesel or gasoline fuel, with no
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(Data Year 2023)**

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

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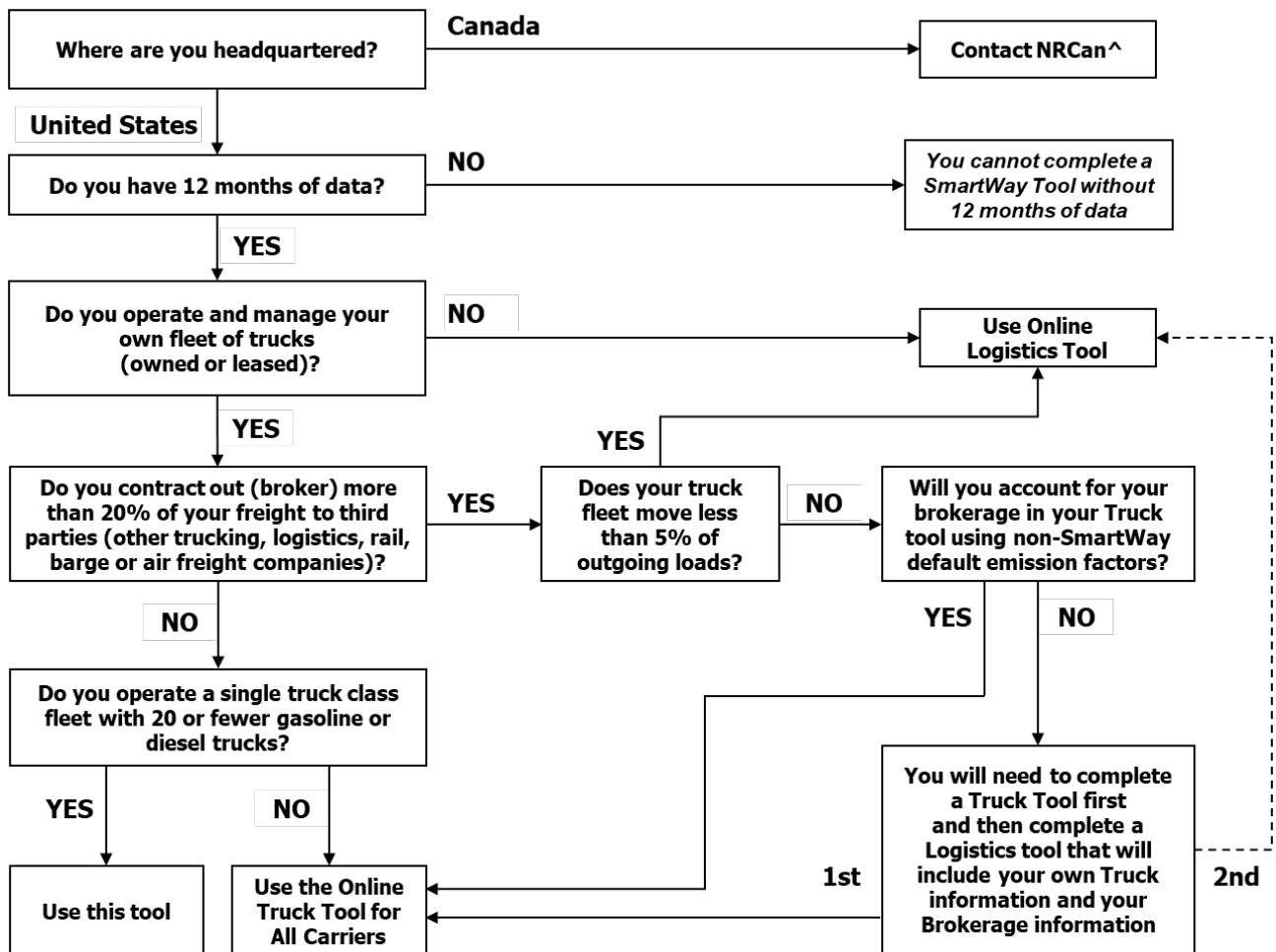
Pre-Checklist – Before Getting Started

IS THIS THE RIGHT SMARTWAY TOOL FOR ME?

WARNING:





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

Figure 1: Tool Selection Diagram



[^] SmartWay.Canada@NRCAN-RNCAN.gc.ca

This Guide describes the SmartWay Online Truck Tool – Short Form (referred to as the Short Form Tool in this document), which can be used by truck carriers meeting the following criteria:







-  Fleet size of 20 or fewer trucks
-  Operate a single truck weight class (e.g., all Class 6 or Class 8b)
-  Only use gasoline and/or diesel fuel
-  Less than 20% of freight is brokered.

If your truck fleet does not meet all of these criteria you should use the online version of the Truck Tool for all carriers, accessible through the SmartWay Partner Portal. If you have questions regarding which SmartWay Tool to use, contact the SmartWay Transport Partnership at 1-734-214-4767 or email smartway_transport@epa.gov.




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, improve environmental performance, and encourage supply chain sustainability.

Seven types of freight transport companies can join SmartWay.

-  Freight shippers
-  Logistics companies (including 3PLs/4PLs¹)
-  Truck carriers
-  Rail carriers
-  Barge carriers
-  Air carriers

Tools are provided for each of the six freight transport company types. The SmartWay Tools:

-  Assess freight operations
-  Calculate carbon dioxide (CO₂), nitrogen oxide (NO_x), Particulate Matter (PM), and Black Carbon (BC) emissions, and
-  Allow partners to track fuel-efficiency and emission reductions.

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



SmartWay ranks Partners' efficiency and environmental performance based on the information included in the tools and recognizes superior performance through the SmartWay Excellence Awards and the SmartWay High Performers list.

WHY DO TRUCK CARRIERS JOIN THE SMARTWAY TRANSPORT PARTNERSHIP?

The SmartWay Transport Partnership provides truck carriers with ways to reduce the environmental impact of their freight operations and address costs. Designed with and for the freight sector, the SmartWay Transport Partnership delivers solutions to marketplace needs and challenges. With access to the latest in EPA-tested technologies and peer-provided success stories, carriers that join the SmartWay Transport Partnership can gain a better understanding of their environmental footprint, potentially improve their energy efficiency, 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 TRUCK CARRIERS JOIN THE SMARTWAY TRANSPORT PARTNERSHIP?

Truck Carriers join SmartWay by completing one of the SmartWay Truck Carrier Online Tools (either the Short Form or the version for all carriers). Truck Carriers with completed tools approved by SmartWay 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 a SmartWay Truck Carrier Tool to:

-  define company composition
-  characterize company activity
-  benchmark their fleet
-  track annual changes in performance

Upon approval of a Truck Carrier Tool submission, truck carriers will be identified as SmartWay Truck Carrier Partners on EPA's website, on the SmartWay Partner List used to identify companies that meet SmartWay's annual requirements. The carrier will also receive information on how to access its current SmartWay Registration Document.

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

Truck carriers need to gather the following essential information to complete the Short Form Tool:

-  The official company name EXACTLY as you would like it presented on the EPA website and other EPA communications
-  Company contact information
-  Quarterly International Fuel Tax Agreement (IFTA) statements² (for activity data) for the reporting year
-  Fleet details:
 - SCAC, MCN, DOT and/or NSC³ number information
 - Total inventory of vehicles in your fleet, sorted by engine model year, body type, and operational category for the reporting year
 - Total miles travelled
 - Total diesel and/or gasoline consumed
 - Reefer fuel use (if applicable)
 - Average payload
 - Average idle hours per truck per year

This data reflects the amount of freight carried by each carrier, the distance the freight is carried, and the fuel consumed to carry the freight.

WHAT IS INCLUDED IN THE SMARTWAY CARRIER PARTNERSHIP AGREEMENT?

To join the SmartWay Transport Partnership as a truck carrier, you must agree to the language on the "Partnership Agreement for Carriers." When you begin working within the online 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 the Tool to EPA.

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

³ NSC only for fleets operating in Canada.

Partnership Agreement for Carriers

With this annual agreement, your company joins the SmartWay Transport Partnership and commits to:

1. Measure and report to EPA, on an annual basis, the emissions performance of your fleet(s) using EPA's SmartWay Carrier Tool(s). Existing fleets will report the 12 months of data for the prior year ending December 31. Newly formed fleets require a minimum of 12 months of operational data.
2. Have your company's name and performance results posted on the SmartWay websites/databases.
3. Upon EPA's request, agree to submit supporting documentation to EPA for any data used to complete the Tool, and agree to submit to an audit of this data.

In return, EPA commits to:

1. Promote company participation in the Partnership by posting Partner names on the SmartWay websites 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 the data becomes available to EPA.
3. Assist Partners in achieving emission and fuel usage reduction goals.

General Terms

1. Either party can terminate this Agreement at any time without prior notification or penalties or any further obligation.
2. EPA agrees not to comment publicly on the withdrawal of specific partners.
3. EPA reserves the right to suspend or revoke Partner status and terminate this Agreement if the Partner defaults under this Agreement or misuses a SmartWay trademark.
4. The Partner consents to EPA disclosing all information collected in the Tool to the United States Environmental Protection Agency (EPA) and to the contractor responsible for hosting the SmartWay database, for the purposes of administering the SmartWay Program and trademarks only.
5. The Partner understands that this Agreement does not constitute authorization to use the SmartWay trademark, and that such authorization can only be obtained by entering into a separate agreement with the EPA.
6. The Partner agrees that it will not claim or imply that its participation in the SmartWay Transport Partnership constitutes EPA's approval or endorsement of anything other than the Partner's commitment to the program. The Partner will not make statements or imply that EPA, or the United States, endorses the purchase and/or sale of the Partner's products and services or the views of the Partner.
7. The annual submission of this SmartWay Tool constitutes agreement to all terms in this Partnership Agreement.



WHAT'S NEW IN THE 2024 SHORT FORM TOOL?

- The emission factors for NO_x, PM and Black Carbon have been updated based on EPA MOVES3.1 emissions model outputs for calendar year 2023. (Note: CO₂ factors remain unchanged.)

Data Entry Steps

The SmartWay Short Form Truck Tool is designed for truck carriers with 20 or fewer trucks of the same truck class which run on diesel and/or gasoline. At this time companies with more than 20 trucks, more than 1 truck class, running other fuels, or broker out more than 20% of your freight must use the Online Truck Tool for all carriers designed for fleets with more trucks, multiple truck classes, and additional fuel choices.

Note: If you previously submitted data for the current reporting year using the online Truck Tool for all carriers and that submission has been approved, you will receive an error message when trying to access the Short Form Tool saying "The Online Truck Tool for All Carriers was used to submit data to EPA and this data has been approved. You cannot use the Online Truck Tool: Short Form unless you contact your Partner Account Manager and have them un-approve the previous submission." If you submitted data using the online Truck Tool for all carriers and that submission has not been approved, you will receive a warning message saying "The Online Truck Tool for All Carriers was used to submit data to EPA, but it has not yet been approved. Are you sure you want to proceed?"

The Short Form Truck Tool consists of six steps. Data are automatically saved as the user proceeds to the next step.

Note: The online tool session will "time-out" after two hours if the user does not interact with the page, and data will be lost for that page. The user does not have to finish all six steps within two hours, but the user must refresh or change the page every two hours to avoid timing out.

Note: The SmartWay online tools should not be accessed using Microsoft Internet Explorer. Please use the most recent version of Chrome, Firefox, or Edge to access the application.

STEP 1: WELCOME SCREEN AND SMARTWAY PARTNERSHIP AGREEMENT

Select Start to begin from the Welcome Screen. The "Data Year" (the year prior to the current calendar year) is shown in the upper right of the screen.


Figure 2: SmartWay Transport Partnership Short Form Truck Tool Welcome Screen



The next screen begins by displaying information about the data requirements and limitations of the Short Form Tool. Users must confirm that their data is consistent with the tool requirements by selecting the four checkboxes shown below.

Figure 3: Step 1: Confirm Fleet Characteristics for Short Form Truck Tool

Online Truck Tool Step 1 of 6



This tool is designed for truck carriers with 20 or fewer trucks in the same truck class that run on diesel and/or gasoline fuel. Companies with more than 20 trucks, more than 1 truck class, have more than 20% of operations brokered out, or running other fuels, must use the Online Truck Tool for All Carriers that employs larger screens designed for fleets with more trucks, multiple truck classes, and more fuel choices.

[Return to the Welcome page.](#)

* Denotes a required field.

If you have more than 20 trucks, more than 1 truck class, more than 20% of operations are brokered out, or use a fuel other than diesel or gasoline, you must use the Online Truck Tool for All Carriers.

- You are using the EPA version of this SmartWay tool. Please confirm that your company's headquarters are in the United States. If your company's headquarters are in Canada please use the Natural Resources Canada (NRCAN) version of this tool. If you aren't sure how to access the NRCAN version, please contact your Partner Account Manager or the SmartWay Helpdesk at 1-855-322-1564. *
- I have 20 or fewer diesel and/or gasoline trucks. *
- I have only one truck class in my fleet. *
- Less than 20% of my operations are brokered out. *

The second section on this screen displays the Partnership Agreement for SmartWay Carriers. Review the details of the partnership agreement in the [“What Is Included in The SmartWay Carrier Partnership Agreement?”](#) section. Users must agree to the Partnership Agreement to proceed to the next step.


After agreeing to the Partnership terms, select Step 2 to proceed.

STEP 2: COMPANY AND CONTACT INFORMATION

On the following screen, enter your company and contact information. If you have an approved tool submission from the previous year you may select the Auto Populate button at the top of the screen to import your information for review and approval, review and update the prior year information as needed and check the “My company and contact information is correct” button to proceed. Otherwise, you may enter your information manually as shown in Figure 4. **Remember to enter your company name exactly as you want it to appear on the publicly viewable [SmartWay Partner List](#)** which shippers and logistics companies use to identify and select companies in their SmartWay tools.

Figure 4: Step 2: Enter the Company and Contact Information

Online Truck Tool Step 2 of 6



Company and Contact Information

Please fill out this page and select the button below to proceed to Step 3. The Company Name you enter will appear on the public SmartWay Partner List, which shippers and logistics companies use to identify and select companies for their SmartWay tools.

[Return to the previous page](#)

* Denotes a required field.

<h4 style="margin-top: 0;">Company Information</h4> <p>Enter your company name EXACTLY as you wish it to appear on the SmartWay partner list on the SmartWay website.</p> <p>Company Name:*</p> <input style="width: 90%;" type="text"/> <p>Enter your Company's Headquarters address</p> <p>Address:*</p> <input style="width: 90%;" type="text"/> <p>Address 2:</p> <input style="width: 90%;" type="text"/> <p>City:*</p> <input style="width: 90%;" type="text"/> <p>State:*</p> <input style="width: 90%;" type="text"/> <p>Zip Code:*</p> <input style="width: 90%;" type="text"/> <small>Format: 12345 or 12345-6789</small> <p>Website:</p> <input style="width: 90%;" type="text"/>	<h4 style="margin-top: 0;">Your Contact Information</h4> <p>This should be your contact information. If you are a consultant filling out the tool for your customer, please check the 'I am a consultant' checkbox below.</p> <p><input type="checkbox"/> I am a consultant.</p> <p>Salutation:</p> <input style="width: 90%;" type="text"/> <p>First Name:*</p> <input style="width: 90%;" type="text"/> <p>Last Name:*</p> <input style="width: 90%;" type="text"/> <p>Phone:*</p> <input style="width: 90%;" type="text"/> <small>Format: 123-456-7890 or 1-123-456-7890</small> <p>Ext:</p> <input style="width: 90%;" type="text"/> <p>Email:*</p> <input style="width: 90%;" type="text"/> <p>Confirm:*</p> <input style="width: 90%;" type="text"/>
--	---

Executive Contact Information

An Executive Contact is optional, but highly recommended.

Salutation:

First Name:*

Last Name:*

Phone:*

Format: 123-456-7890 or 1-123-456-7890

Ext:

Email:*

Confirm:*

« Step 1
Step 3 »

Contact information must be provided for the person completing the tool. If the person completing the tool is a consultant, please select the "I am a consultant" checkbox and enter the contact information for an Executive Contact as well. (It is highly recommended to include an Executive Contact regardless of who is completing the tool). The contacts must be different, providing SmartWay with a second point of contact in case of employment or phone/email changes during the year.

Users must enter all required fields to proceed to the next step. If a required field is left empty, a message will appear next to the field asking the user to provide the information (see Figure 5).

Figure 5: Error Message for Missing Required Field


Company Information

Enter your company name EXACTLY as you wish it to appear on the SmartWay partner list on the SmartWay website.

Company Name:*

Enter your Company's Headquarters address

Address:*

Address 2:


City:*

State:*

Zip Code:*
Format: 12345 or 12345-6789

Website:

This form also checks for proper formatting for certain fields (ZIP, phone, email) to ensure submissions are valid (see Figure 6).

Figure 6: Error Message for Incorrectly Formatted Phone Number

Your Contact Information

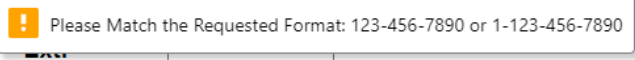
This should be your contact information. **If you are a consultant filling out the tool for your customer, please check the 'I am a consultant' checkbox below.**

Salutation:

First Name:*

Last Name:*

Phone:*



Email:*

Confirm:*

I am a consultant.


Once all data fields are completed correctly, select Step 3 to proceed.

STEP 3: FLEET DESCRIPTION

The next screen displays the sections the user must complete with details about their fleet. Descriptions for each item can be displayed by selecting the question mark next to the data entry field.

Figure 7: Fleet Identification, Operation Category % and Body Type %

Online Truck Tool Step 3 of 6




Fleet Description


Please complete this page and then select the button below to proceed to Step 4. Specify as many of the fleet identification fields as possible in order to identify your fleet to SmartWay Shipper and Logistics partners. Next, enter information describing your operation(s) and truck body type(s). The total operation and total body type percentages must each sum to 100%. For further information about a data entry field, select the adjacent question mark.

[Return to the previous page](#)

* Denotes a required field.

Fleet ID*	Operation Category %*	Body Type %*	
<p>At least one of these fields is required.</p> <p><input type="checkbox"/> I don't have any Fleet Identification fields</p> <p>SCAC ? <input type="text" value="ABCD"/></p> <p>MCN ? <input type="text" value="123456"/></p> <p>DOT ? <input type="text" value="2352432"/></p> <p>NSC ? <input type="text"/></p>	<p>Truckload ? <input type="text" value="20"/></p> <p>Less than Truckload ? <input type="text" value="10"/></p> <p>Dray ? <input type="text" value="10"/></p> <p>Package Delivery ? <input type="text"/></p> <p>Expedited ? <input type="text" value="60"/></p> <hr/> <p>Total % <input type="text" value="100"/></p>	<p>Dry Van ? <input type="text" value="100"/></p> <p>Refrigerated ? <input type="text"/></p> <p>Flatbed ? <input type="text"/></p> <p>Tanker ? <input type="text"/></p> <p>Chassis ? <input type="text"/></p>	<p>Heavy/Bulk ? <input type="text"/></p> <p>Auto Carrier ? <input type="text"/></p> <p>Moving ? <input type="text"/></p> <p>Utility ? <input type="text"/></p> <p>Special Hauler ? <input type="text"/></p> <hr/> <p>Total % <input type="text" value="100"/></p>

 **Fleet ID:** Provide SCAC, MCN, DOT, or NSC numbers for fleet identification to help Shipper and Logistics partners identify your fleet on the SmartWay Partner List. If you have a fleet with multiple SCACs, enter all of them into the SCAC field, separating them with commas. Fill out as many fleet identification fields as possible. If you have no fleet identification numbers, select the "I don't have any Fleet Identification fields" checkbox.

 **Operation Category %:** Enter an estimate of your fleet's split across truckload, less-than-truckload, dray, package delivery, and expedited operations. The percentages must sum to 100%.


 **Body Types:** Enter an estimate of your fleet's split across the listed body types. The percentages must sum to 100%.

Figure 8: Fuel and Fleet Type

Fuel Type*

Please identify your fuel types:

All my trucks are diesel

All my trucks are gasoline

I have diesel and gasoline trucks

Fleet Type*

Please identify your fleet type:

For-Hire ?


Private ?


Dedicated ?

SmartWay Category

Based on the percentages you entered above, your fleet will be categorized as **Refrigerated**. More information on the SmartWay truck carrier categories can be found [here](#).

« Step 2
Step 4 »

 **Fuel Type:** Specify the fuel type(s) used by the fleet. If your fleet does not use diesel or gasoline, SmartWay supports other fuel types in the Online Truck Tool for all carriers located on the SmartWay Partner Portal.

 **Fleet Type:** Specify your fleet's type of operation (for-hire, private, or dedicated).

- **For-Hire** - A company that provides truck transportation of cargo belonging to others and is paid for doing so. For example, ABC Trucking hauls freight for twenty shippers. Most trucking companies are For-hire companies.
- **Private** - A Private fleet is owned by a Shipper and may or may not include a for-hire component such as contracted back hauls. For example, XYZ Shipper owns XYZ Shipper Trucking that hauls freight for XYZ Shipper.
- **Dedicated** - A dedicated fleet is a specific set of trucks provided by a For-hire fleet to provide service to a specific Shipper. Only create a dedicated fleet if the Shipper requests that you do so in the SmartWay system and you are able to separately track all the information necessary to fill out a SmartWay tool for that fleet. For example, ABC trucking has a set of trucks that are exclusively spec'd and configured for use by XYZ Shipper.



Once the required information has been entered the tool will display your fleet's SmartWay Category at the bottom of the screen. The SmartWay Category provides information about your fleet based on the operation and body type information entered. The fleet will be placed into a SmartWay Category and ranked with other SmartWay partners' fleets in that same category. Select the "[found here](#)" link on the screen to view the classification rules.

If you used the Auto Populate function to complete your Fleet Description, check the "My fleet information is correct" button. Select the Step 4 button to proceed to the next section.

STEP 4: TRUCK/ENGINE INFORMATION

On this screen you will enter the number of trucks operated by model year for the specified class and fuel type. Add one line for each truck class/model year combination included in the fleet. To add a new line, enter the information for a class/model year combination and select the Enter button. The total number of trucks must be between 1 and 20.

Figure 9: Truck Class and Engine Information

[View truck class definitions.](#)

* Denotes a required field.

Diesel Trucks*

Model Year	Truck Class	Number of Trucks	
2007	8b	1	Delete
2022	8b	1	Delete
<input type="text" value=""/>	<input type="text" value="8b"/>	<input type="text" value=""/>	Enter

Select "View truck class definitions" for the class-specific gross vehicle weight ranges.

STEP 5: FLEET ACTIVITY INFORMATION

On this screen enter the fleet activity information for the current reporting year (Jan. 1 – Dec. 31).⁴

Figure 10: Fleet Activity Information Data Entry Fields

Diesel Activity

Total miles traveled:*

Calculated miles per truck:

Engine fuel used (gallons)*

MPG:

I do not know how much reefer fuel I use. I want to use the SmartWay default.

Reefer fuel used (gallons):*

Total fuel used (gallons):

Average Payload (tons per truckload):*

Average Idle hours per truck per day:*

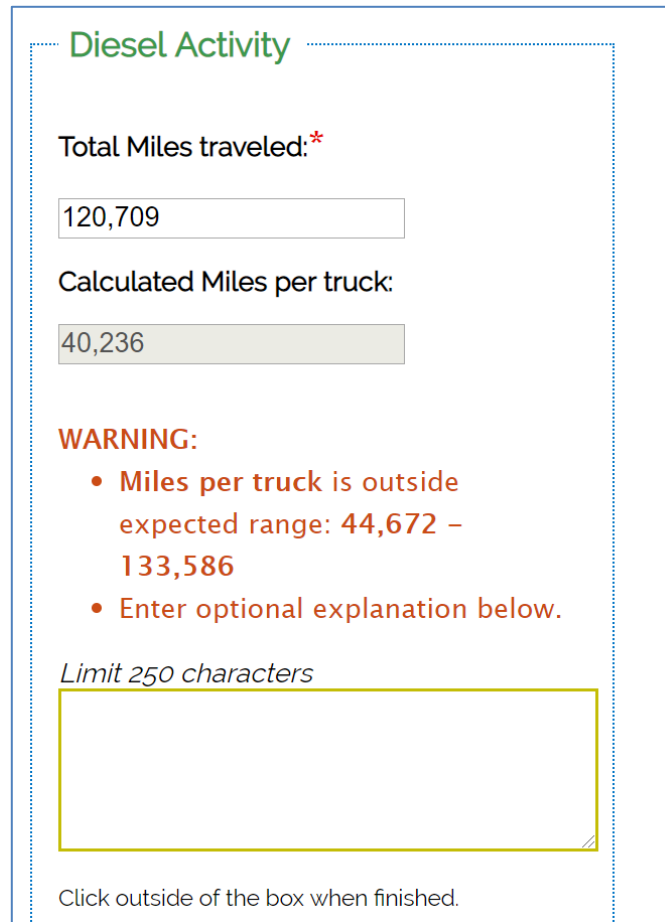
Average annual days on the road per truck:*

⁴ The reporting year is the year prior to the current calendar year. For example, users completing the Truck Tool in 2024 will report their fleet data for 2023.

All required fields are validated to ensure the data is accurate. Validation ranges are of three types:

1. A yellow border indicates an “Out of Range Warning” where the input or calculated value is notably lower/higher than the expected value. If the value is accurate the user may enter a short description explaining the reason for the entry, but this is not mandatory.

Figure 11: Yellow Optional Validation Explanation Box



Diesel Activity

Total Miles traveled:*

Calculated Miles per truck:

WARNING:

- Miles per truck is outside expected range: 44,672 – 133,586
- Enter optional explanation below.

Limit 250 characters

Click outside of the box when finished.

2. A red border indicates an “Out of Range Error” where the input or derived performance value differs greatly from the expected value. **In this case the user must enter text explaining why the value is accurate.** Once entered, the border will change from red to blue on the data entry screen.

Figure 12: Red Required Validation Explanation Box

Reefer fuel used (gallons):*

ERROR:

- Reefer fuel is outside expected range: **12.72 - 212.71**
- Enter an explanation in the box or correct your information.

Limit 250 characters

Click outside of the box when finished.

3. "Absolute errors" exceed values deemed physically possible and must be changed to be accepted by the tool. A pop-up will appear at the top of the page and the data entry field will be highlighted in red.

Figure 13: Absolute Error on Submission

submission to be deleted Please fix all errors before submitting.

OK

* Denotes a required field.

Diesel Activity

Total Miles traveled:*

0

STEP 6: CHECK AND SUBMIT YOUR DATA

This screen provides a side-by-side comparison of the data entered for the current reporting year with that for the prior reporting year (if available). Changes in activity levels greater than 10 percent (Small Change) and 20 percent (Big Change) are flagged for attention. After reviewing you may return to the prior screens to revise your fleet inputs if needed. Any remaining Big Changes require an explanation in the text box at the bottom of the screen.

Figure 14: Year to Year Comparison

Online Truck Tool Step 6 of 6


Check Your Data

Please verify your information below. When you are done, select the Submit button

[Return to the previous page](#)

Fleet Information

Field	Changed from Last Year	2021 Data Year	2020 Data Year
SCAC		ALRJ	ALRJ
DOT		2352432	2352432
MCN	x		805431
NSC			
Fleet Type		For-Hire	For-Hire
SmartWay Category		Mixed	Mixed



Diesel Activity

Field	Changed from Last Year	2021 Data Year	2020 Data Year
Number of Trucks		16	15
Total miles traveled:	Small Change	1,440,001	1,224,837
Calculated miles per truck:	Small Change	90,000	81,656
Engine fuel used (gallons)	Small Change	191,201	170,457
MPG:		7.53	7.19
Reefer fuel used (gallons):		5,291	5,235
Total fuel used (gallons):		191,644	175,692
Average Payload (tons per truckload):		19.75	19.44
Average Idle hours per truck per day:	Big Change!	1.50	2.00
Average annual days on the road per truck:		300	325

You have 1 Big Changes from last year. This could be a potential error, or could be a change in your business. If the changes from last year are not what you expected, please review your data inputs. Otherwise please provide an explanation/justification where it applies to the rows labeled "Big Change!" such that a reviewer will be able to understand the reason(s) for the changes. Explain each Big Change with a paragraph in the box below.

« Step 5
SUBMIT


Note: SmartWay Truck Partners may complete one of two tools – a tool for any size fleet and all fuel types, and this abbreviated “short form” tool designed for fleets of 20 or fewer gasoline and/or diesel trucks. If you have switched from one type of tool to the other since last year some of the data in the report may be missing and flagged as a “BIG CHANGE”. In this case, please note the change in tool type in the explanation box at the bottom of the page.

After reviewing your fleet and activity data, select the Submit button at the bottom of the screen. If you have previously submitted data for the current reporting year using the Short Form Tool, a message will appear on the top of the page indicating that you may resubmit again although this will cause the previous submission to be deleted and replaced with the new information. Once your submission has been approved by EPA it will be “locked” and changes can only be made by asking your Partner Account Manager to unlock the tool for you. Submission Confirmation.

After submitting the SmartWay data, a confirmation screen will be displayed with information regarding next steps. You should receive an email shortly confirming your submission, followed by another email letting you know if your data passes final review. If you do not receive the emails, please check your SPAM or Junk Mail folder to make sure they were not placed there by your email app. Finally, select the link on the screen to complete a short questionnaire to help SmartWay improve the tool.

Figure 15: SmartWay Online Truck Tool Submission Confirmation Screen

Online Truck Tool Submission Confirmation



Congratulations, you've completed your SmartWay submission!

If your data passes the final review, you will be a **SmartWay Truck Carrier Partner in the Mixed category**.

You should receive an email shortly confirming your approval, within which is a link to your SmartWay Registration document which serves as proof of your participation in SmartWay. Your clients may ask to see this document as proof of your SmartWay participation, so download and keep an electronic copy in your files.

As a SmartWay Partner you will be entitled to use the SmartWay Logo, your **SmartWay Registration document**, and be included in the list of SmartWay Partners.

If you do not receive an email, please check your SPAM or Junk Mail folder to make sure the email was not placed there by your email app.

[Please take a short, 6 question survey on this version of the Online Truck Tool.](#)

If you have questions regarding the SmartWay Transport Partnership, contact your Partner Account Manager, Rick Baker, at 512-407-1823 or rick.baker@erg.com.

We look forward to sharing the benefits of SmartWay with you!



U. S. Environmental Protection Agency
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Washington, DC 20460
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<https://www.epa.gov/>



U. S. Environmental Protection Agency
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