





2024 SmartWay Excellence Award Shipper Semifinalist Application Instructions and Evaluation Criteria

CONGRATULATIONS!

Your company has qualified as a SmartWay Excellence Award semifinalist and is invited to apply for Award consideration. Partners are Award semifinalists because they meet the SmartWay Excellence Award performance criteria. Shippers that qualify as 2024 Award semifinalists meet a set of emissions-based criteria that clearly distinguish the environmental performance of their transportation and logistics operations. Review the [2024 SmartWay Excellence Award Criteria](#) for details.

Award semifinalists are also in good standing and have two years of data on file with EPA SmartWay, including an on-time Partner Tool submission in the current and prior calendar year.

In addition to meeting these performance-based criteria, to qualify as a SmartWay Excellence Awardee, a shipper Partner also demonstrates leadership and engages in programs and activities that align with SmartWay's goals to make freight more sustainable, including the following:

-  Leadership in freight emissions accounting, disclosure, and sustainability achievements
-  Technology and operational excellence
-  Stakeholder collaboration
-  Integrated freight management

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This application is an opportunity for your company to highlight, share, and potentially be recognized for its leadership in these activities as a 2024 SmartWay Excellence Awardee.

SHIPPER SEMIFINALIST APPLICATION EVALUATION CRITERIA:

In addition to the environmental performance results derived from the **2023** Shipper Tool submission (note that this submitted data is from **the 2022 calendar year**), the **2024** SmartWay Excellence Awards will consider semifinalist application responses and associated supporting documentation.

The semifinalist application will be judged on a point system that evaluates leadership based on specific categories that include:




-  Freight and freight emissions are a part of your company's sustainability reports, plans, and environmental disclosures. SmartWay's freight performance reports are used to develop strategies and set targets to mitigate and reduce freight emissions. Freight and freight efficiency improvements are included in your company's environmental reports. Freight efficiency gains are highlighted and celebrated, along with cost savings.
-  The adoption and implementation of best practices, strategies, and technologies that effectively reduce freight emissions, including carbon, particulate matter, and nitrogen oxides.
-  Collaboration with carriers, logistics companies, suppliers, and other stakeholders in support of your company's freight sustainability goals.
-  Wholistically address freight emissions from shipping activities and operations across all company business units, including different divisions, brands, and direct subsidiaries.

There is a total of 100 possible points for the Award Semifinalist Application. The possible total credit for each question is presented below:



Shippers		Scoring
Q1.1:	SUSTAINABILITY PLANNING and REPORTING: CLIMATE, COMMUNITY, FREIGHT, SMARTWAY	15
Q1.2:	SUSTAINABILITY PLANNING and REPORTING: CLIMATE, COMMUNITY, FREIGHT, SMARTWAY (summary)	17
Q2.1:	FREIGHT STRATEGY INNOVATION AND IMPLEMENTATION	11
Q2.2:	FREIGHT STRATEGY INNOVATION AND IMPLEMENTATION (summary)	27
Q3:	STAKEHOLDER COLLABORATION	20
Q4:	COMPREHENSIVE TOOL (ACTIVITY/DATA) REPORTING	10
		100


DETAILED APPLICATION INSTRUCTIONS:

For all items that you check off in the application questions:


-  Describe and summarize your company's leadership activities and outcomes the company achieved during **2022 - 2023**.
-  Limit responses to a maximum of **1,000 words**. All responses must be addressed and submitted via this application.
-  In addition to your response (as only a secondary means to support typed statements in this application), provide web links to clearly identified sources that support and/or document your company's efforts wherever appropriate.
 - Please write out the full URL of web links.
 - Please test the web links prior to submission to SmartWay.
 - When including web links is not possible, clearly identified digital attachments will be accepted. **Identify supporting documentation with the Partner name, question number and checkbox letter.**
 - Please email attachments to smartway_transport@epa.gov. No hard copies of documentation will be accepted or considered.

PREPARATION NEEDED TO COMPLETE THE SMARTWAY EXCELLENCE AWARD SEMIFINALIST APPLICATION:

-  Preview the application in its entirety before you begin to determine:
 - You have the information or knowledge required to complete the application.
 - The people at your company best suited to assist you with responding to specific application questions.
-  Identify the person who completed the **2023** SmartWay Shipper Tool at your company. This individual should be consulted as a resource or reference when completing the application.

 Determine which staff at your company is best suited to respond to a section of the application. Some suggestions regarding appropriate staff to consult are offered below:

For Shippers	Role
Q1.1	Sustainability or Environmental Manager
Q1.2	Sustainability or Environmental Manager
Q2.1	Transportation Manager, Logistics Manager
Q1.2	Transportation Manager or Logistics Manager
Q3	Sustainability Director or Community Liaison
Q4	Company SmartWay Contact

 Gather your data and examples before beginning the narrative in response to each question. Before submitting your application please be sure that your descriptions include the following:

- clear, concise and complete summaries (1000-word limit) when requested, providing details to checked responses;
- actual achievements and outcomes, as well as activities and efforts that have taken place during 2022-2023;
- evidence, proof or documentation which substantiates submissions with specific application questions cited; **clearly identify all sources with your company name, the question number and checked item from the application for digital attachments**; and
- quality and substantive summaries, descriptions, and documentation.

ONLINE APPLICATION FORM INSTRUCTIONS:

Please review your responses before submitting your application to SmartWay. Click the "Edit" button on the review page to return to revise responses. You must click the "Submit" button to send your application to EPA.

To save your progress, please click the "Save Draft" button. You will have **15 days** to complete the application using the same computer and browser.

The "Reset" button will delete a saved or partially completed application.


Please complete and submit the application by the due date of Monday, April 29, 2024, 5 p.m. PT.

APPLICATION QUESTIONS

In addition to Partner and contact information, you can expect to see the following about your company's efforts in calendar years 2022-2023:

 **Q1:** What efforts is your company taking regarding sustainability planning and reporting?

- Specifically, what climate reporting frameworks do you use, what emissions data is collected, and how is community engagement addressed?
- Please provide an overview of your company's sustainability planning and reporting and how climate, freight, and SmartWay fit in.

 **Q2:** Has your company implemented any innovative practices, policies, efforts, or strategies to help improve freight efficiency or assist in regional emergencies?

- What have you implemented?
- Please provide an overview of your company's freight transport strategy innovation and implementation efforts. Cite specific efforts identified above.

 **Q3:** What has your company done to demonstrate leadership and collaborate with stakeholders?

- Which entities has your company coordinated with or influenced?
- Please identify the entities and provide an overview of interactions with the entities your company has worked with.

 **Q4:** Does your SmartWay Shipper Tool capture freight movement from all business operations?

- If yes, please elaborate and provide the names of the business units.