![SmartWay® Transport Partnership — U.S. Environmental Protection Agency logo]

Logistics Partner 2.0.12 Tool:
Data Entry and Troubleshooting Guide
2012 Data Year - United States Version

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

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Introduction

This guide is the second of two guides available to help your company participate fully in the SmartWay Transport Partnership as a Logistics Company Partner.

The first guide, the Logistics Company Tool "Quick Start Guide," provides a basic walk-through of the process of identifying, gathering, preparing, and submitting your data using the SmartWay Logistics Company Tool. (From this point on, this guide will refer to the SmartWay Logistics Company Tool as the "Logistics Company Tool" or simply, the "Tool," for brevity.)

The Quick Start Guide may be all you need to successfully complete the Logistics Company Tool.

This guide, the Logistics Company Tool "Data Entry and Troubleshooting Guide," is intended to supplement the Quick Start Guide and provide more detailed information for completing your tool submission.

The Table of Contents for this guide is designed so that you can find the relevant information on specific topics without reading the entire guide.

In this guide, you will learn how to enter the business unit composition and activity data you collected (as mentioned Quick Start Guide and the online data entry forms it references) into the Logistics Company Tool. This guide covers:
- Downloading and setting up the Tool to run properly
- Basic organization of the Logistics Company Tool
- Entering your data
- Viewing business unit performance summary data
- Submitting data to SmartWay
- Troubleshooting the Tool
- Appendices

WARNING!

*Completing this Tool requires a considerable amount of information about your fleet(s). There are many sections and screens to complete for each fleet. While you will have the ability to save your Tool along the way and return to it at anytime, we **STRONGLY ENCOURAGE** you to review the Quick Start Guide to understand key information about joining the partnership and preparing the required data **BEFORE** attempting to complete the Tool.*

PART 1: DOWNLOADING AND SETTING UP THE TOOL

Downloading and Setting up the Tool

SOFTWARE AND HARDWARE REQUIREMENTS

The Logistics Company Tool was designed in Microsoft Excel. Microsoft Excel is an electronic spreadsheet program used for storing and manipulating data. Microsoft Excel Forms were used to enable the functional capabilities of the Tool.

Completing the Logistics Company 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
- At least 10 megabytes of available 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

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 Company Tool.

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

DOWNLOADING THE SMARTWAY LOGISTICS COMPANY TOOL

To download the Logistics Company Tool, visit: http://epa.gov/smartway/partnership/logistics.htm

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

The following 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 or 2010).

SECURITY SETTINGS FOR EXCEL 2003 USERS

To use the Logistics Company Tool in Microsoft Excel 2003, you will need to have your security levels set to "Medium."
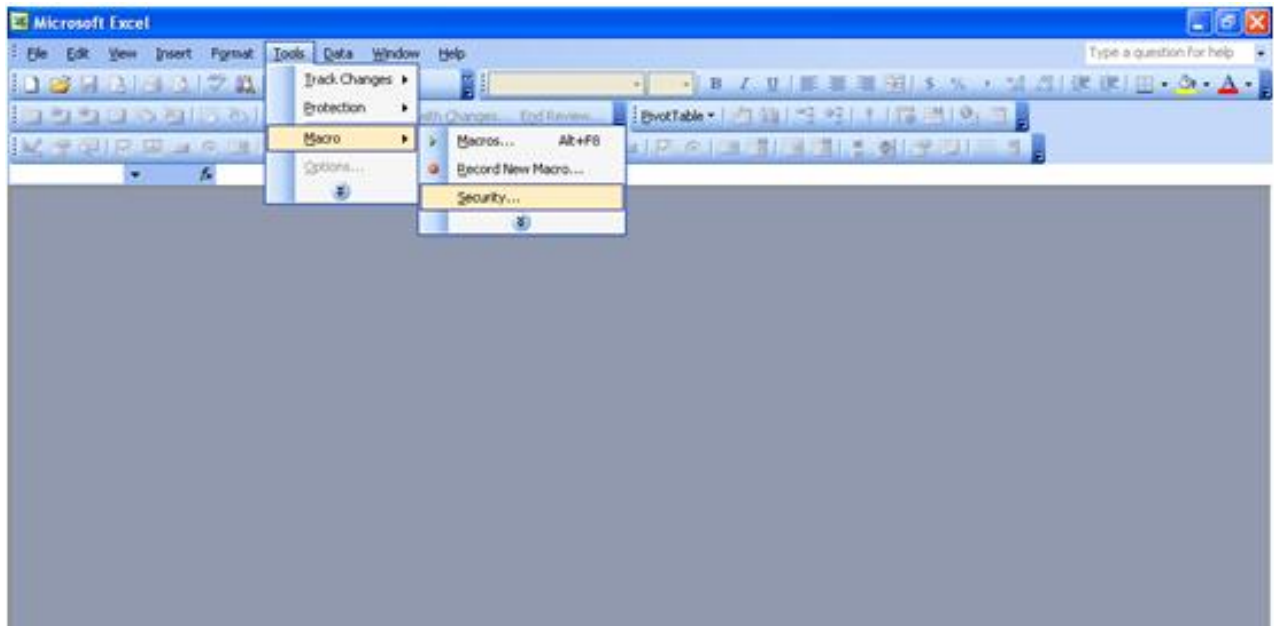
Figure 1: Macro Setting Tabs in Excel 2003

Setting Security Levels to Medium in Excel 2003

1. When using Excel 2003, on the menu bar, go to *Tools → Macro →Security Level*.

2. When the "Security" window opens, select the "Medium" level, and select **OK**.
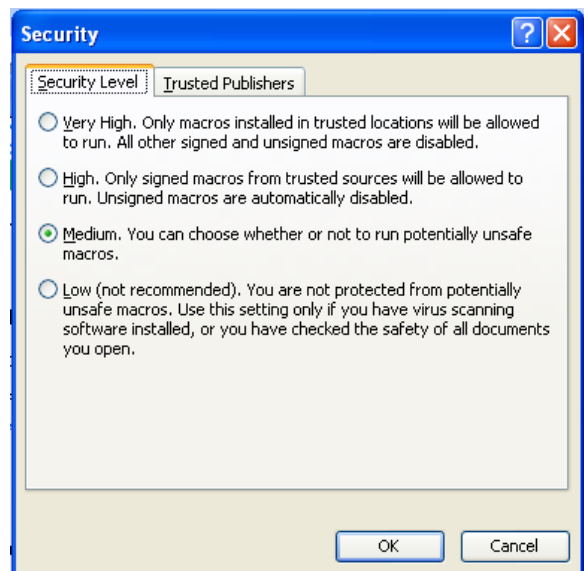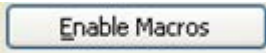
Figure 2: Security Level Setting Screen in Excel 2003

Running the Tool in Microsoft Excel 2003

1. Save the Tool to your computer in a folder on your hard drive.

2. Go to that folder and double-click on the file to open the Tool.

3. You will see a security-warning box appear (**Figure 3**). Select the [Enable Macros] button in the security-warning box.
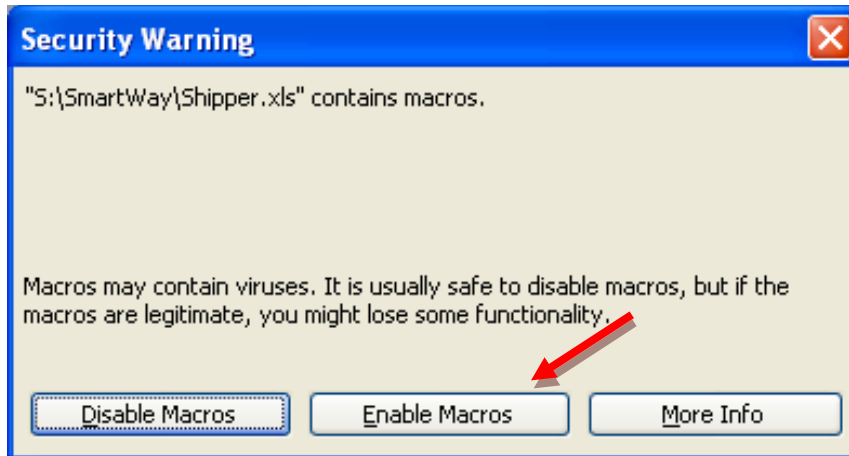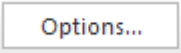
Figure 3: Screen showing "Enable Macros" button

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

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 [Options...] button that appears after the Security Warning just below the menu bar (**Figure 4**). Detailed instructions are also provided on the screen itself.
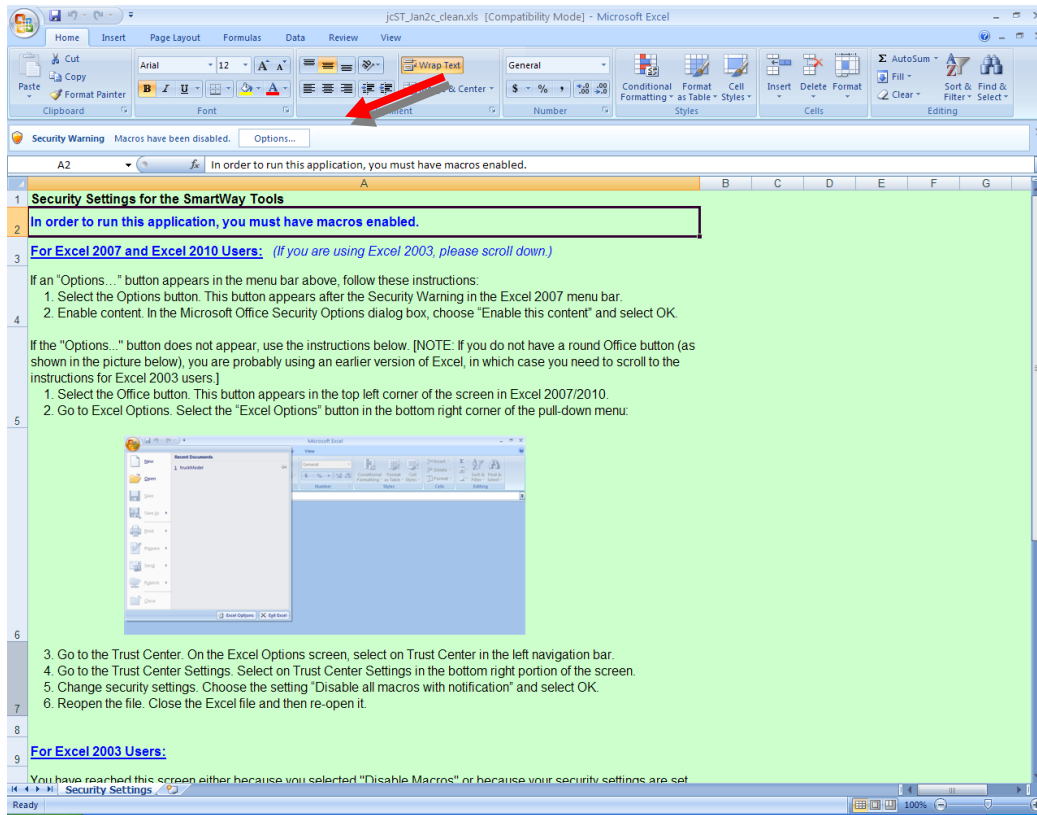
Figure 4: Security Warning Screen

3) In the **Microsoft Office Security Options** dialog box (**Figure 5**), choose "Enable this content" and select **OK**.

Figure 5: Security Options Dialogue Box

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

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 [icon] button (in the top left corner of the screen) and then select the [Excel Options] button in the bottom right corner of the pull-down menu (**Figure 6A**).
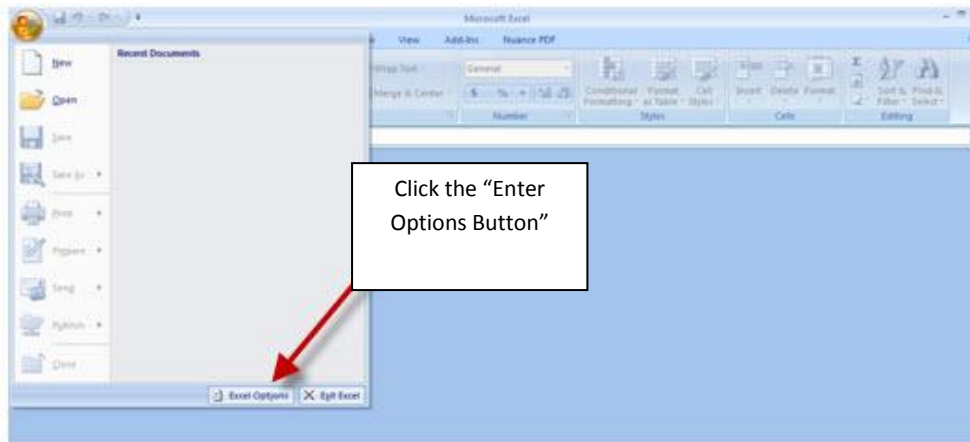
Figure 6A: Excel Options Drop-Down Menu

On the **Excel Options** screen, select **Trust Center** in the left navigation bar (**Figure 6B**):
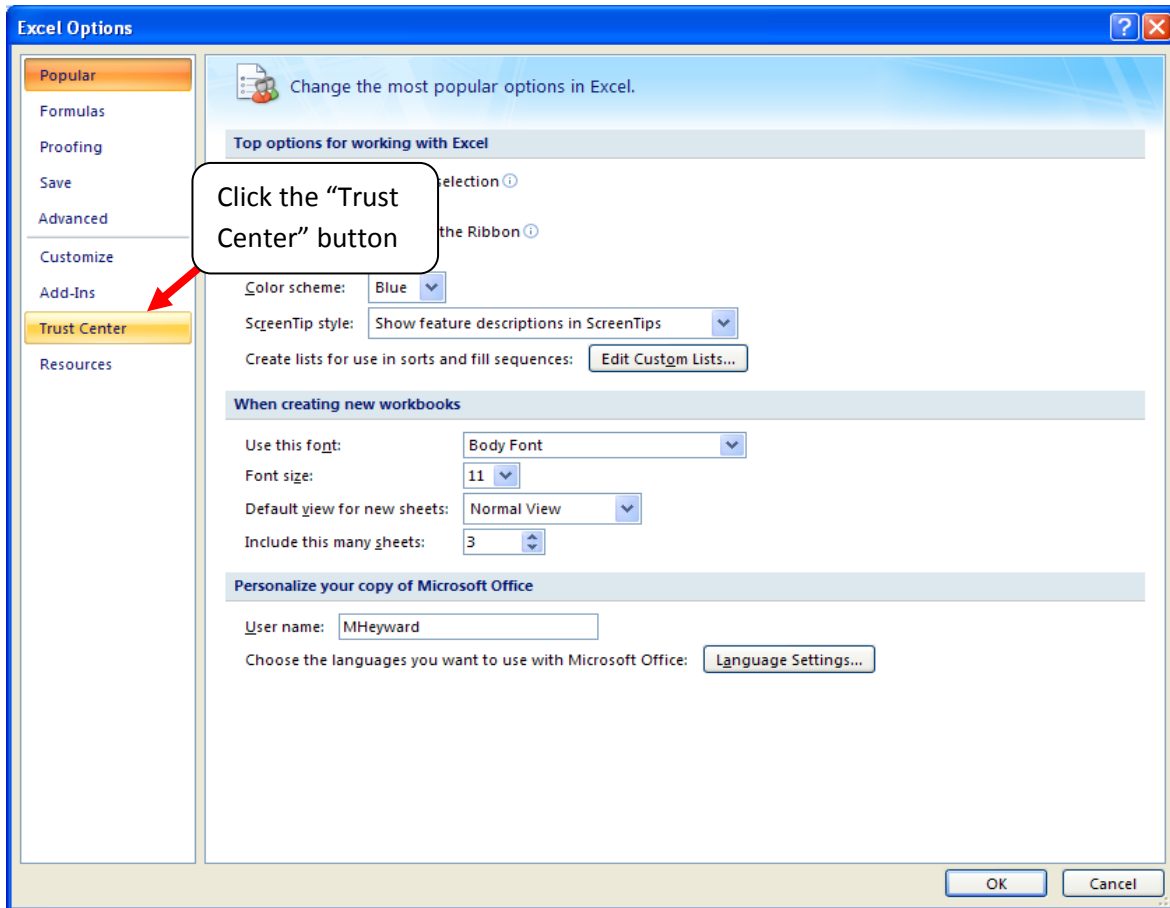
Figure 6B: Excel Options Drop-Down Menu

When the Trust Center options display opens, select **Trust Center Settings** in the bottom right portion of the screen (**Figure 7**):
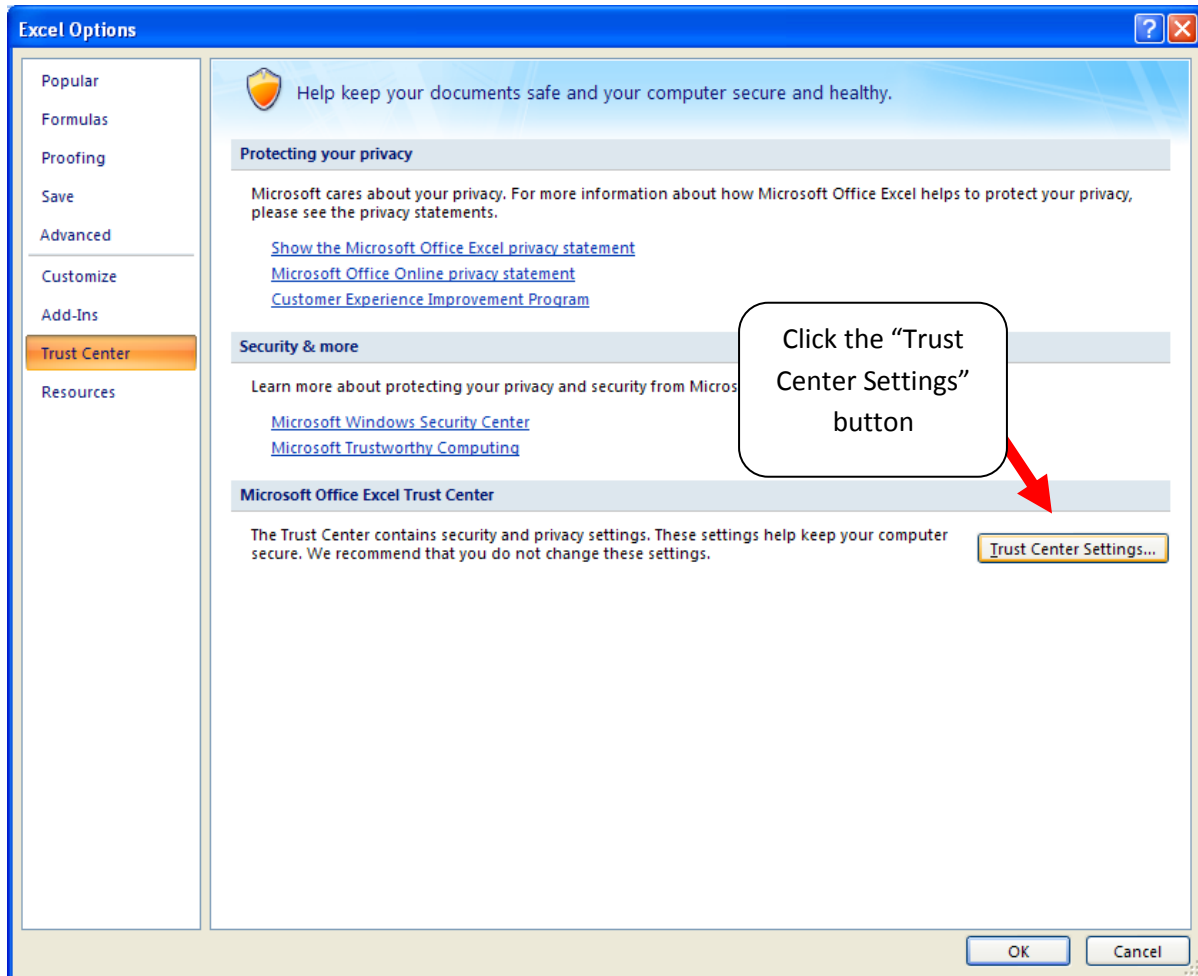
Figure 7: Trust Center Settings Screen

Choose the setting "Disable all macros with notification" (**Figure 8**) and select **OK**.
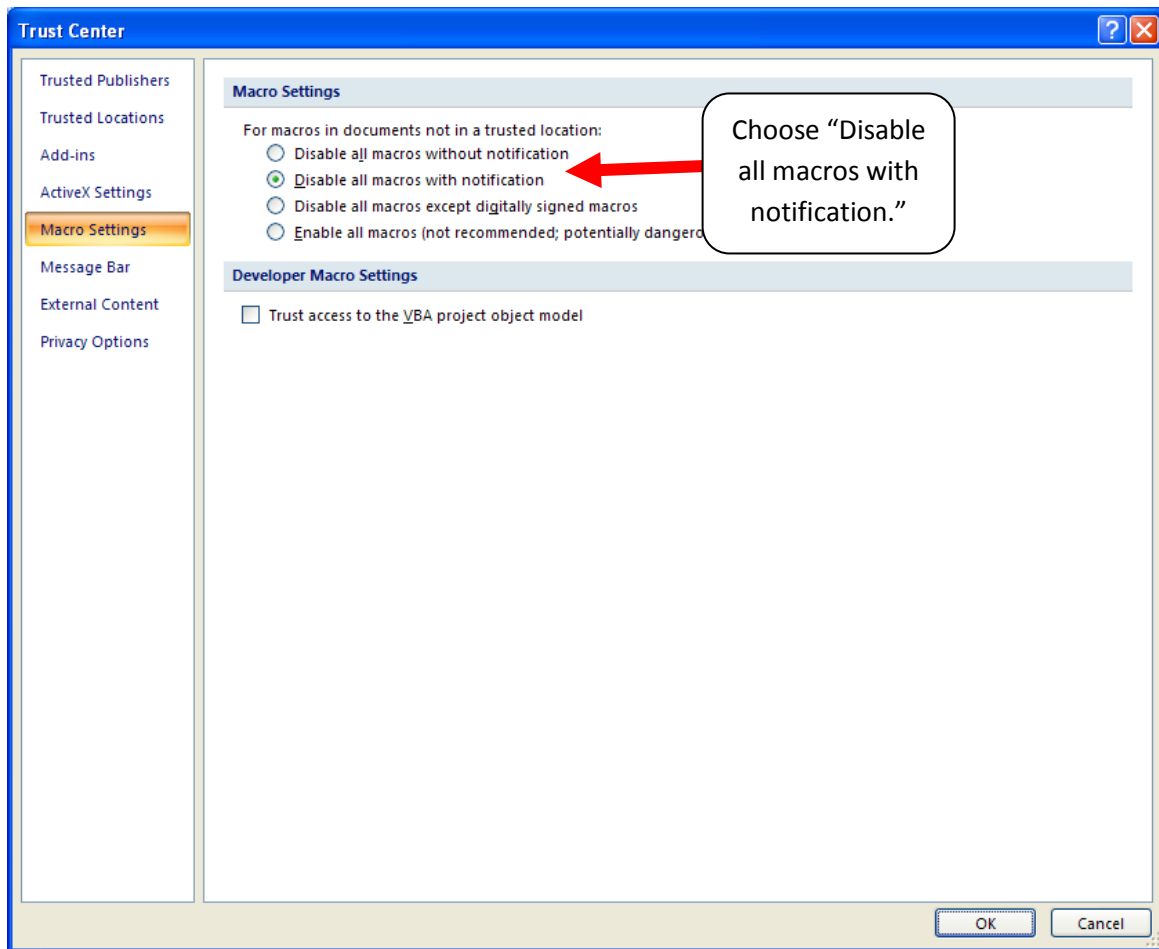
Figure 8: Macro Settings Screen

Then run the Tool.

If, at this point, the Tool does not open, review the "Software and Hardware Requirements" on page 7. 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 USERS

The default settings for Excel 2010 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.
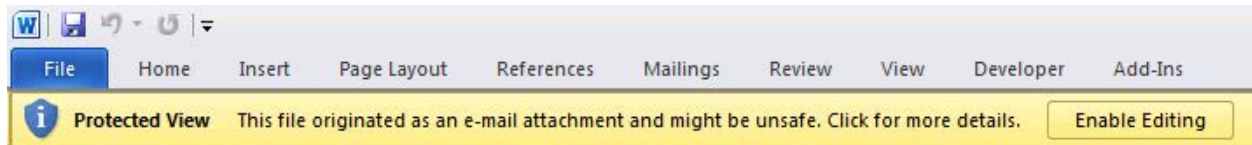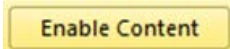
Figure 9: The Enable Editing Button

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.
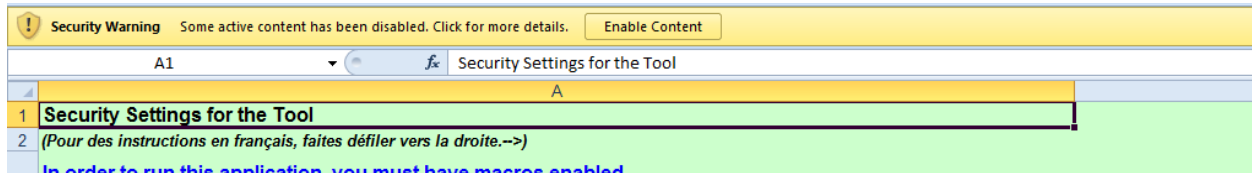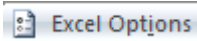
Figure 10: Security Warning Popup

If, at this point, the Tool does not open, review the "Software and Hardware Requirements" on page 7. Otherwise, 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 **Excel Options** button in the bottom right corner of the pull-down menu (**Figure 11**):
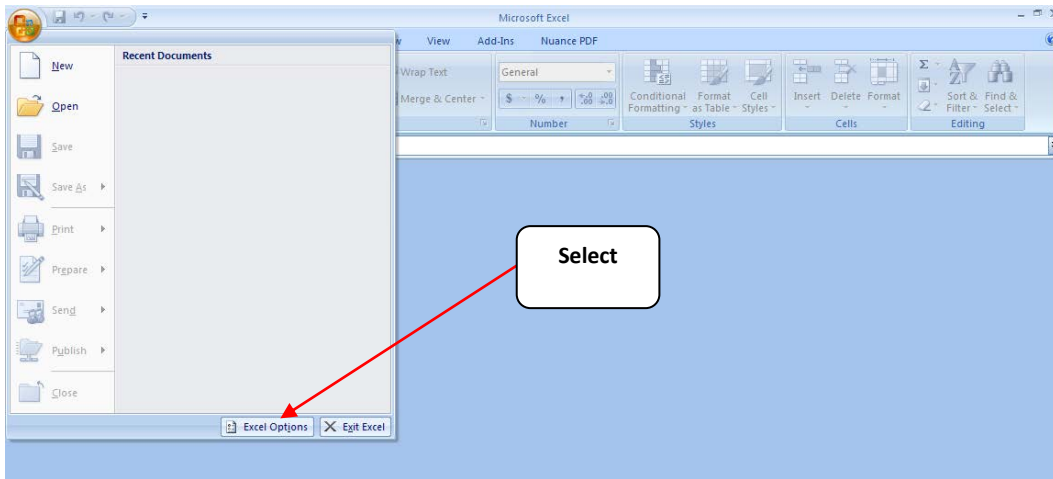
Figure 11: Excel 2010 Options Drop-Down Menu

On the Excel Options screen, select **Trust Center** in the left navigation bar (**Figure 12**):
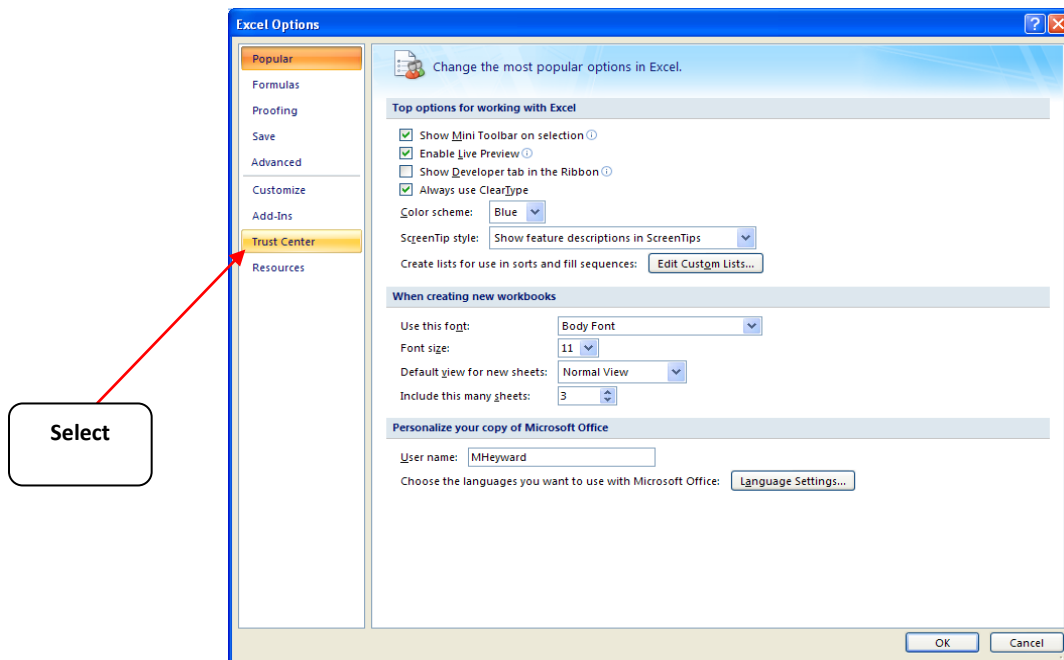

Figure 12: Excel 2010 Options Drop-Down Menu

When the Trust Center options display opens, select **Trust Center Settings** in the bottom right portion of the screen (**Figure13**):
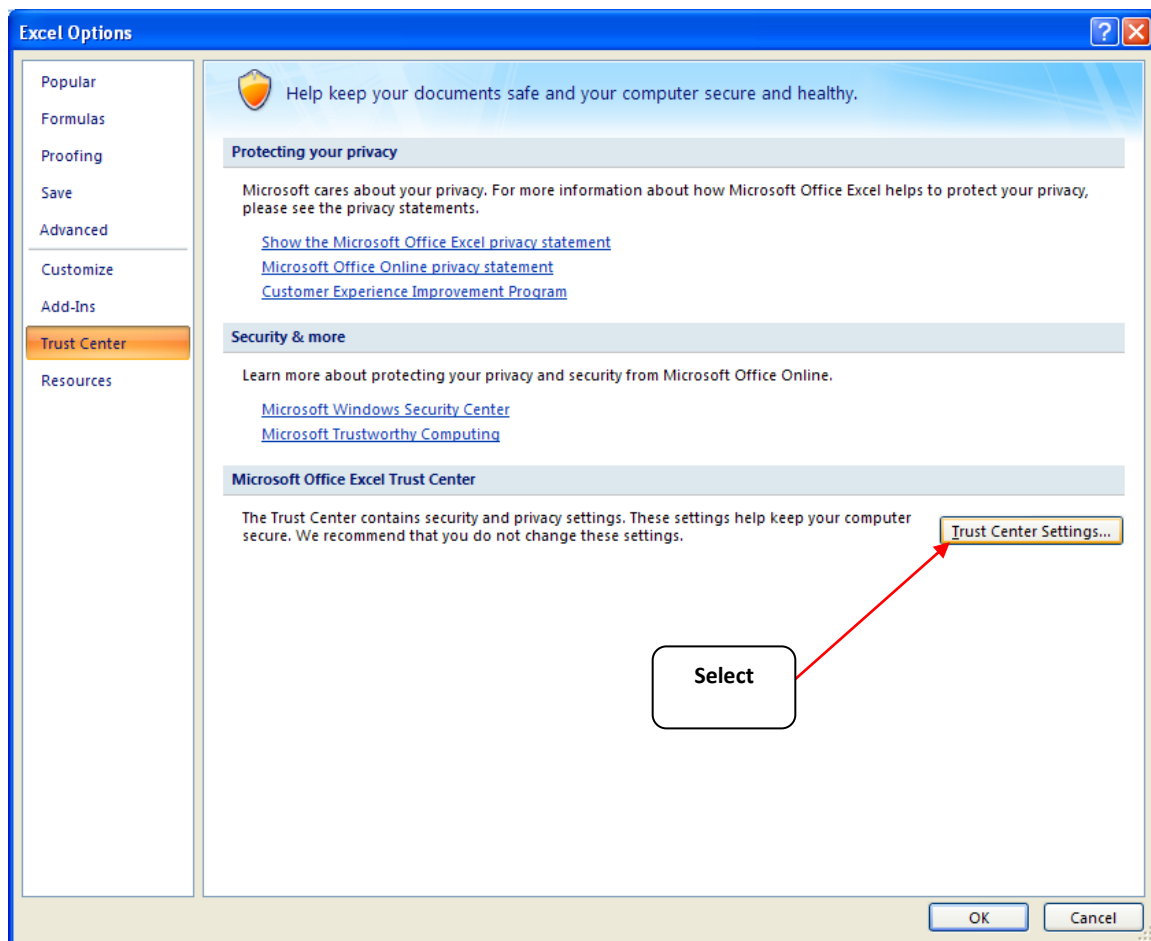
Figure 13: Trust Center Settings Screen

Choose the setting "Disable all macros with notification" (**Figure 14**) and select **OK**.
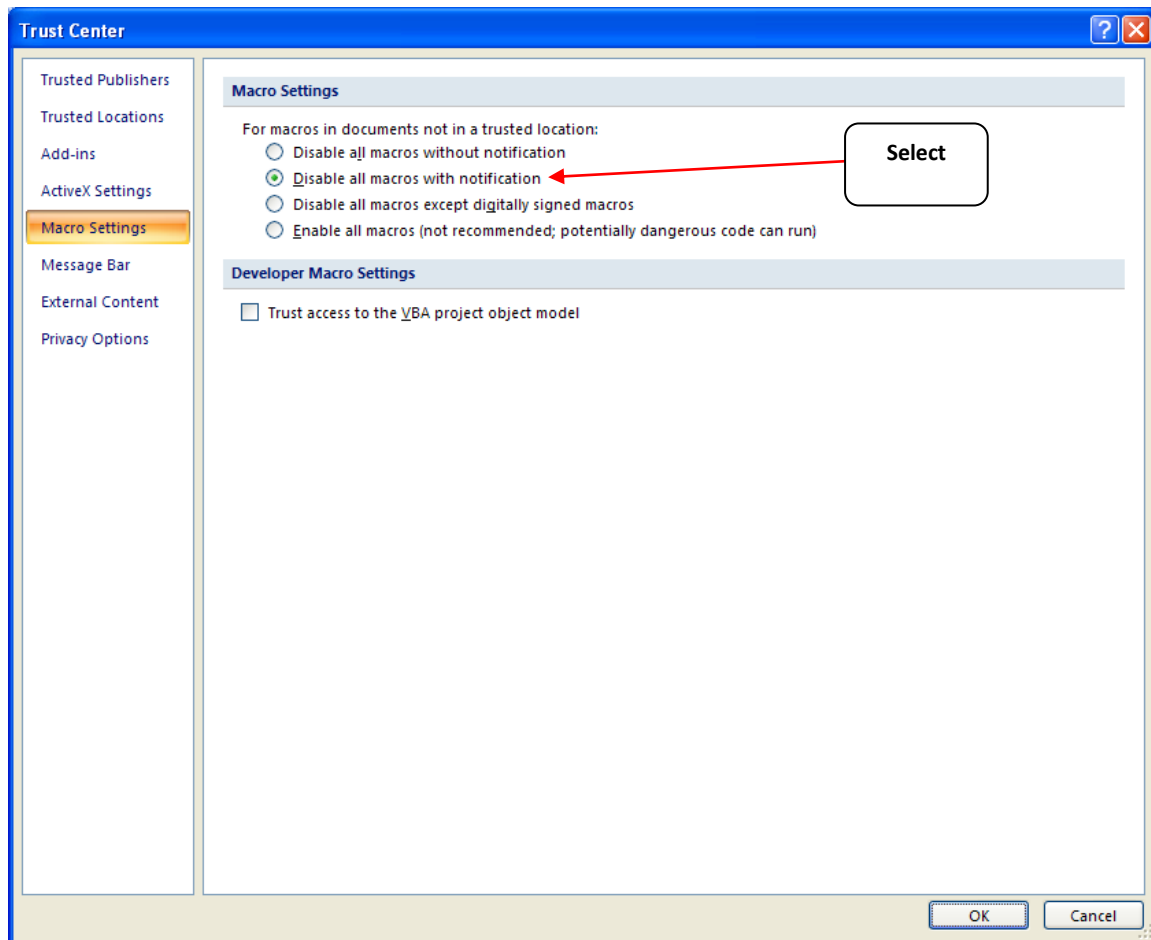
Figure 14: Macro Settings Screen

PART 2:
TOOL ORGANIZATION

Basic Organization of the SmartWay Logistics Company Tool

The Logistics Company Tool is the basis of the SmartWay Partnership for Logistics Companies. Completion and submission of a Logistics Company Tool is the first step to becoming a SmartWay Logistics Company Partner. Your tool submission must be approved by EPA before you are officially a Partner.

The Logistics Company Tool is organized around

- information screens
- forms or worksheets
- reports and summaries

Each screen or form opens up within a Microsoft Excel spreadsheet. The screens generally look like the one shown here.

Figure 15: Screenshot of the Orientation of the Logistics Company Tool in Microsoft Excel

The gray screen is where you enter data. The light green background is the Excel workbook; this area remains in the background is NOT used for data entry. For the purposes of your tool submission, disregard the background workbook.

The name of each form appears at the top left-hand corner of the screen, in white text on the blue window bar, and the reporting year for the Tool is prominently displayed at the top of the screen.

Figure 16: Screenshot of Title of Screen/Form

Each screen contains text instructions or information about the program. Where applicable, the screen will also include buttons linking to the SmartWay website or other sections of the Tool (e.g., the various data entry screens); these buttons will be shown in green and clearly labeled, as seen in **Figure 17**.

Figure 17: Screenshot of Button Link in the Tool

The screens also contain navigation buttons to direct you through the Tool.

Figure 18: Screenshot of Selected Navigation Buttons in the Tool

When new concept/topic is introduced on a screen, a small question mark ([?]) appears next to it. When you select the question mark, you will find additional definitions of terms or instructions to help you complete the screen properly. You may also find additional, detailed instructional material on how to successfully navigate and complete the different data entry screens within the Tool by selecting the

 buttons at the bottom of selected screens.

Reviewing the Introductory Screens

Before you reach your data entry section of the Tool, you will move through five introductory pages that allow you to review the basics of participation in SmartWay for logistics companies. These screens are:

- The "SmartWay Introduction" Screen
- The "SmartWay Partnership Annual Agreement" Screen
- The "SmartWay Tool Selection" Screen
- The "Required Information" Screen

The features of these screens are described below.

SMARTWAY INTRODUCTION SCREEN

The **SmartWay Introduction** screen is the first window that appears when the Tool is opened (**Figure 19**). This screen contains:

- a button linking to the SmartWay website where you can view and download additional information about the program, the Tool, and the technical basis for the calculations in the Tool

- descriptions of Tool Help and Navigation buttons found throughout the Tool
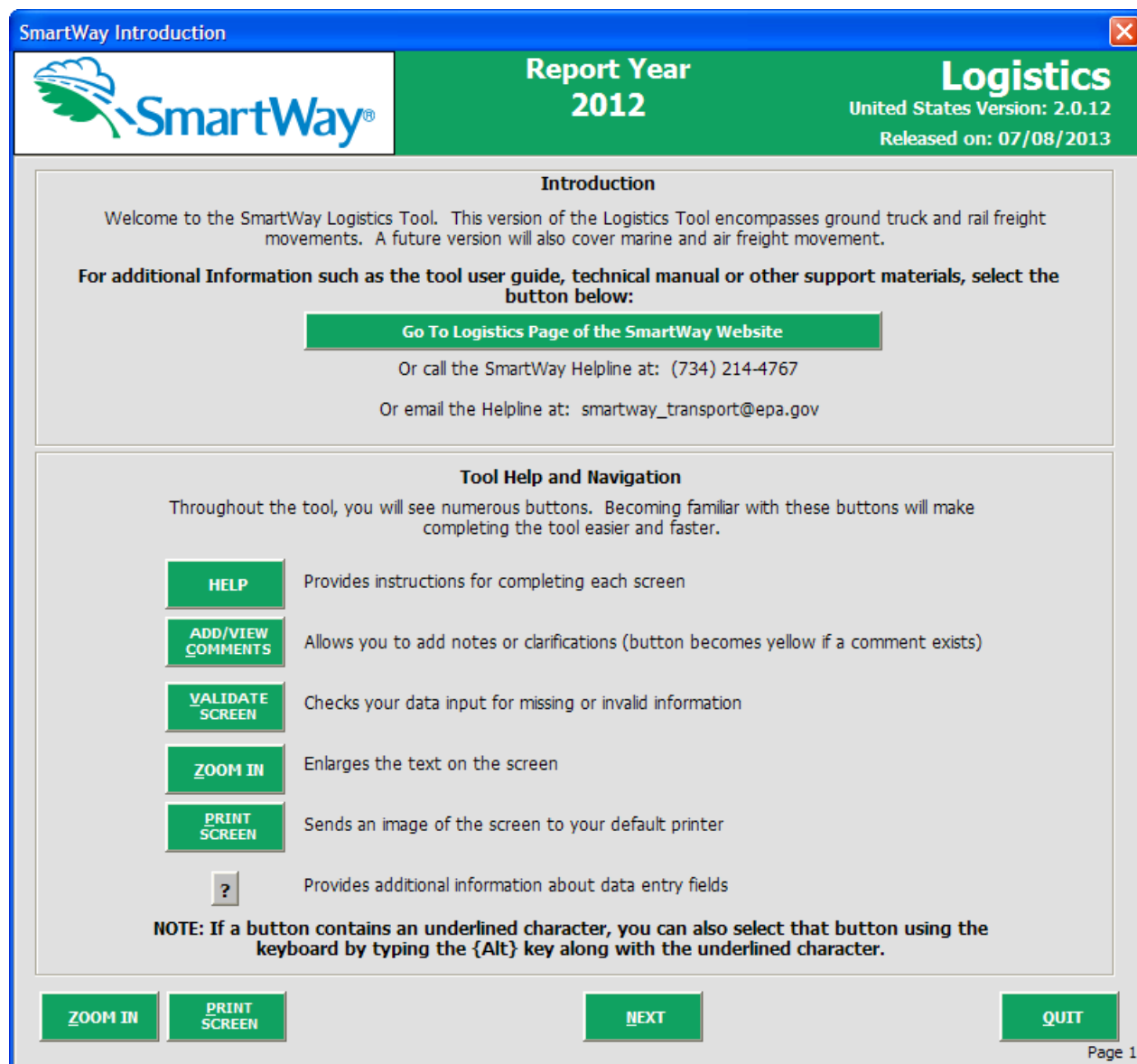
Figure 19: SmartWay Introduction Screen

Of special note is the small question mark ([?]), which appears next to new concepts when they are introduced throughout the Tool. Clicking the question mark will reveal additional definitions of terms or instructions to help you complete the screen properly.

After selecting the **NEXT** button on the **SmartWay Introduction** screen, the **SmartWay Partnership Annual Agreement** will appear.

SMARTWAY PARTNERSHIP ANNUAL AGREEMENT SCREEN

Figure 20: SmartWay Partnership Annual Agreement

Submitting a Logistics Company Tool to EPA constitutes agreement to all terms of the Partnership Agreement, which is required for joining SmartWay and remaining a partner in good standing

All participants in SmartWay are **strongly advised to read the agreement thoroughly**, especially since some changes in the Agreement's wording have been made since the 2011 version of this Tool**.**

This screen presents the agreement details; in addition, a text version of the agreement is included in the Appendix of this guide and in the Quick Start Guide for your convenience.

If you have been assigned the responsibility for completing your tool submission but are not in the position to approve the agreement, acquire any necessary approvals *before* trying to input data into the Tool.

To move to next screen, you must check the box indicating that your company accepts the terms of the agreement.

SMARTWAY TOOL SELECTION SCREEN

SmartWay offers several tools tailored for different business models and business units. Most logistics companies will use the Logistics Company Tool; however, it is advisable to review this screen in the Logistics Company Tool to make sure it is the best option for your operations.

This screen provides basic information on three SmartWay tools (Truck, Logistics, and Multi-modal) appropriate for different types of trucking operations. Your choice of tool will depend primarily on your transport modes and the amount of business you contract to other companies.

Follow the flow chart in **Figure 21** to determine which Tool is most appropriate for your business unit(s).

Select the button for further details.
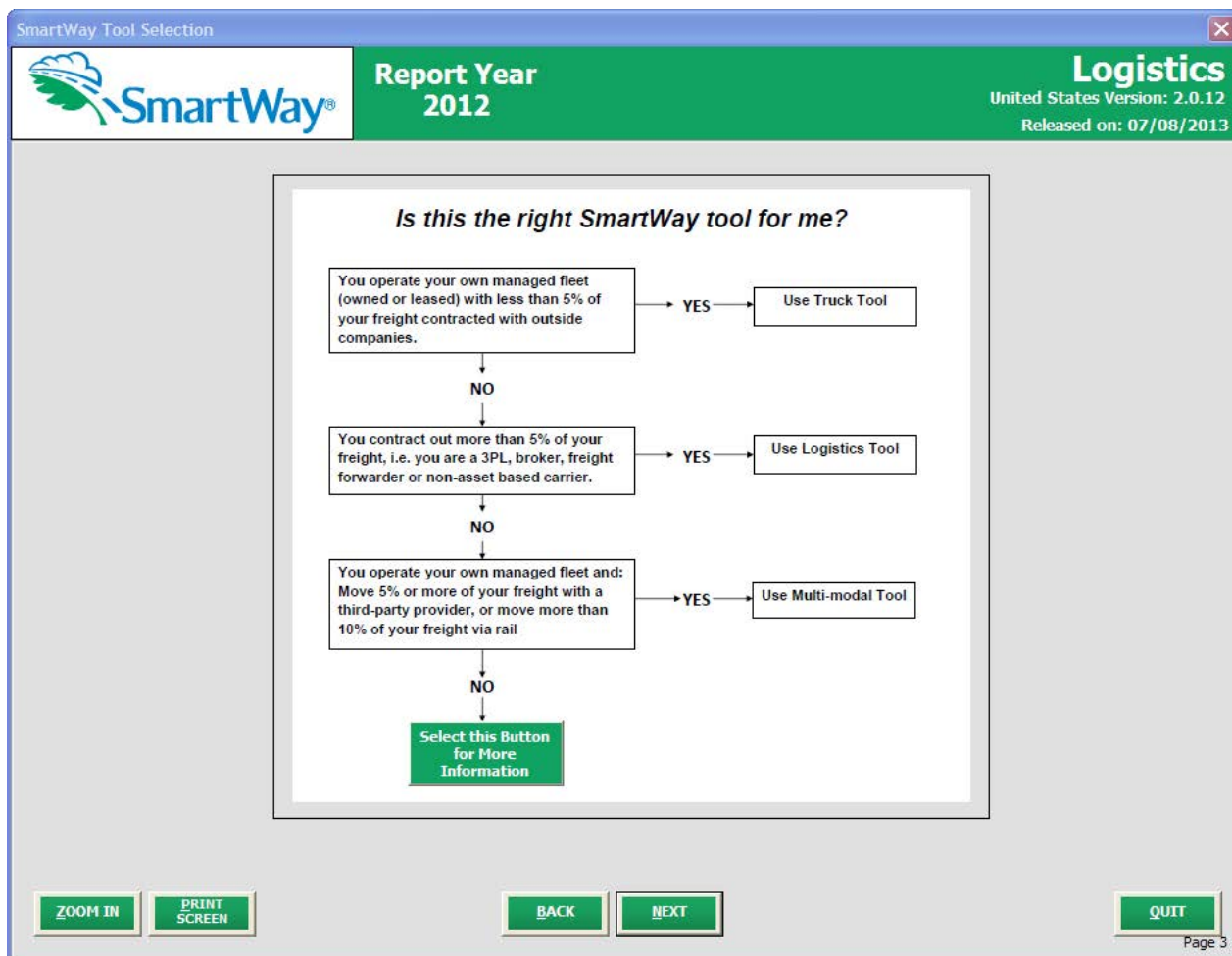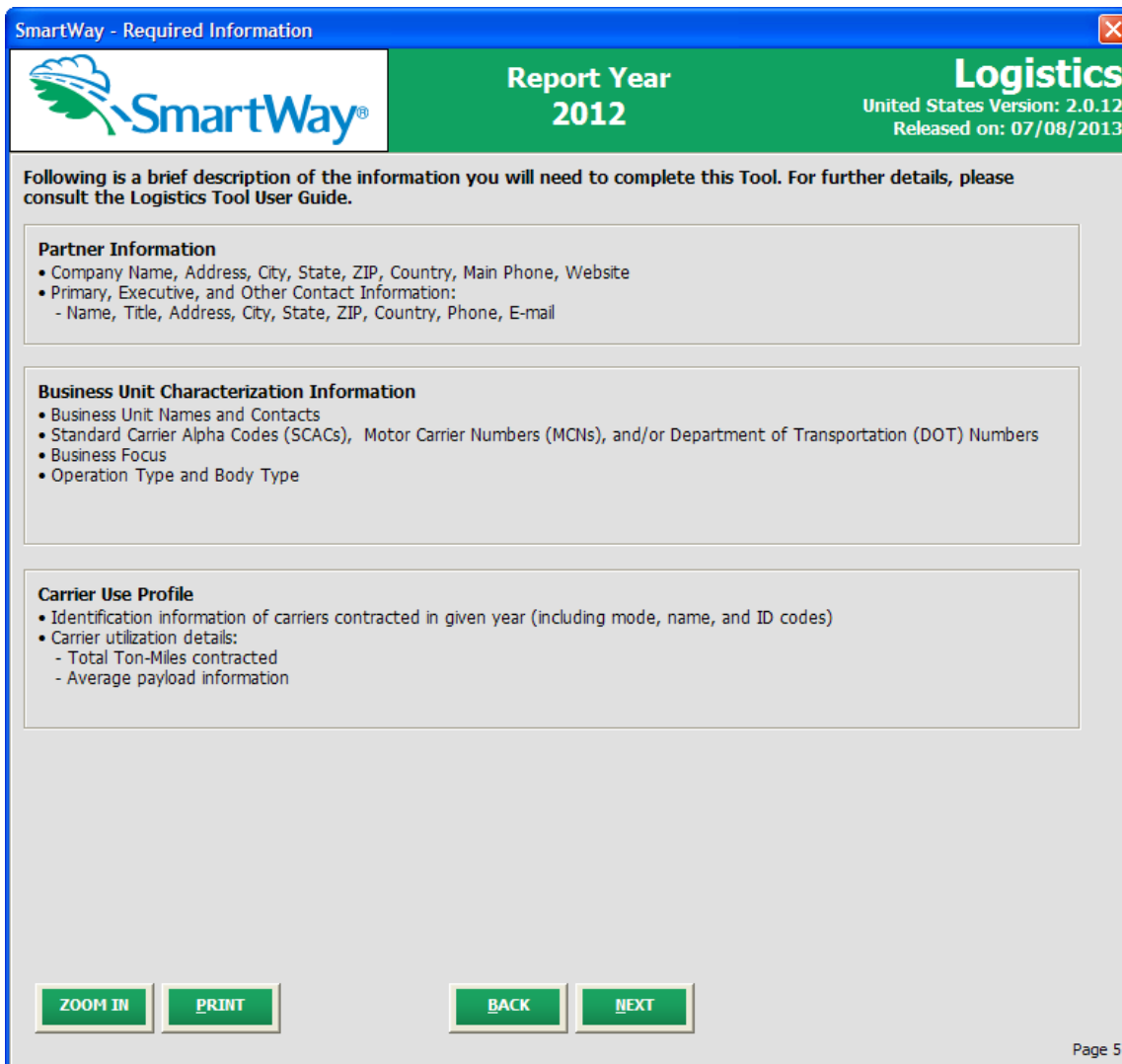
Figure 21: Determining Which Tool is Appropriate for Your Business Units

REQUIRED INFORMATION SCREEN

This next screen summarizes the information needed to complete the Logistics Company Tool.

You may select **PRINT** to create a hard copy to reference as you complete the rest of the Tool.

Figure 22: Summary of Required Information

While this screen serves as a reminder of your data input needs, refer to the Logistics Company Tool Quick Start Guide for more tips and worksheets to help you gather your data for efficient and accurate tool completion.

Once you have navigated through the four introductory screens, you will be taken to the SmartWay Logistics Company Tool **Home** screen.

Basic Overview of How to Complete the Tool

All data entry screens are reached by starting on the Home screen.

Figure 23 displays the structure of the **Home** screen.

Figure 23: Main Tool Navigation or "Home" Screen

SECTIONS OF THE TOOL

The Logistics Company Tool **Home** screen contains **nine sections**. Each section links to additional screens or worksheets within the Tool which are described below:

Section 1: **Enter Partner Name (data field):** Specify your company's Partner Name, exactly as you want it to appear on the SmartWay website.

Section 2: **Enter Contact Information (button):** This button takes you to a screen that asks for general company contact information, a primary SmartWay point of contact, and an executive-level contact. Additional contacts may also be included.

Section 3: **Logistics Business Unit Characterization**: This button takes you to a screen that asks you to define all the business units your company operates and provide information describing their operation. Once these parameters are defined, the software will enable you to generate blank data entry forms for each business unit.

Section 4: **Download Latest SmartWay Carrier Data File**: Select Download Latest SmartWay Carrier File. Select this button to download the latest SmartWay Carrier performance data for use with your logistics business units. You must download the latest file to ensure you use the most up to date information on SmartWay Carrier Partners.

Section 5: **Select Business Unit for Data Entry:** Selecting a business unit name will take you to screens asking for the carrier and activity information necessary to calculate efficiency metrics for the business unit.

Section 6: **(Optional) Review Year-to-Year Comparison (button):** This optional step allows you to compare previous year data entries to one another or to the data entered for the current year. The comparison reports provide a useful tool for performing quality control of current data, as well as a method for evaluating trends in operation changes, activity levels and business unit performance over time.

Section 7: **(Optional) Go To Reports Menus (button)**: Here you can view final summaries of your data including all data inputs, business unit performance summaries, an "out of range" report (summarizing inputs that are higher or lower than expected values) and a summary of comments you have entered.

Section 8: **(Optional) Provide Additional Information (button):** Here you can provide information about your company's environmental accomplishments and give EPA feedback about the SmartWay program

Section 9: **Generate File to Send to EPA (button)**: This button creates a version of the Tool (in XML format) for you to send as an attachment in an e-mail to your Partner Account Manager (PAM). Selecting the **OK** button on this screen does *not* automatically submit the file to EPA; you still need to submit it to EPA by attaching it in an e-mail.

ENTERING YOUR DATA

With the exception of Section 1, clicking on the buttons or list items in Sections 2 through 7 will take you to additional screens and worksheets that comprise the data entry segments of the Tool.

The first four sections of the home screen are mandatory and MUST be completed in order. These sections comprise all the data collection steps needed to complete your SmartWay Logistics Company Tool. After they are completed, you can review your output and/or submit your tool to EPA.

Once you complete each mandatory step, a will appear on the left of the screen.

VALIDATING YOUR DATA

The Logistics Company Tool includes range checks and other validation rules to help identify potential data entry errors and/or unusual data values. To identify potential data problems and ensure a high quality data submission, select the button before moving on to the next screen.

The tool will identify any potential data problems on that screen and prompt you to modify the entry or provide a text explanation for legitimate anomalies.

SAVING YOUR DATA

You can save the data you have entered at any time by selecting the button that appears at the bottom of all screens (including the **Home** screen). EPA recommends saving your data frequently if you are entering information for large numbers of business units and/or vehicle classes.

REVIEWING YOUR DATA

Each screen within the Tool has a button. To generate a hard copy of screen text or your data inputs, select this button. The screen will be printed on your default printer. Alternately, you can return to the Home screen, select the button, identify the report of interest using the Reports Menu, and print them out for review. The data reports provided by the Logistics Company Tool are discussed further in the section of this guide.

PROVIDING ADDITIONAL INFORMATION

The Logistics Company Tool includes an optional section that allows you to provide EPA with additional information regarding your company's environmental stewardship, potential use of the SmartWay Logo, and general feedback regarding the SmartWay program.

SUBMITTING DATA TO SMARTWAY

Detailed instructions on properly submitting your data to EPA is included in this guide on page 72.

PART 3: SECTION-BY-SECTION DATA ENTRY GUIDANCE

Preparing for Data Entry

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
- Company contact information
- Contact details for your primary contact
- Contact details for an executive contact (cannot be the same as the primary contact)
- A comprehensive list of business units, including:
    - Business Unit details, such as:
        - Standard Carrier Alpha Codes (SCACs)
        - Motor Carrier Numbers (MCNs)
        - US DOT Number
        - Business Unit Type
        - Business Unit Contact:
    - Business Unit focus (e.g., logistics provider, freight forwarder, freight broker, or truck carrier)
    - Operation categories
- Data sources for all data to be entered
- SmartWay ID number (if this is not your first Tool submission)

This data must 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.

The next four sections of this guide explain how to enter your data on each of the required and optional screens. You must complete these first four sections of the **Home** screen in order.

Section 1 Data Entry: Enter Partner Name

SECTION 1 OVERVIEW

Section 1 of the Logistics Company Tool asks you to "Enter Partner Name."

Figure 24: Field for Entry of Partner Name on Logistics Company Tool Home Screen

EPA publishes your company's official name on the EPA SmartWay website. This is how your customers will know that you are a SmartWay Partner. The name that EPA lists is known as your "Partner Name" and is defined within Section 1 of the Logistics Company Tool.

Therefore, it is essential that you specify your company's Partner Name EXACTLY as you want it to appear on the SmartWay website.

Pay special attention to proper capitalization, abbreviations, and punctuation, and remember that EPA will use whatever you enter EXACTLY as reported.

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.

Section 2 Data Entry: Enter Company and Contact Information

SECTION 2 OVERVIEW

The Contact Information section is where you identify all points of contact between EPA and your company that are related to your participation in SmartWay.

Section 2 asks you to click a green button labeled "Enter Contact Information."
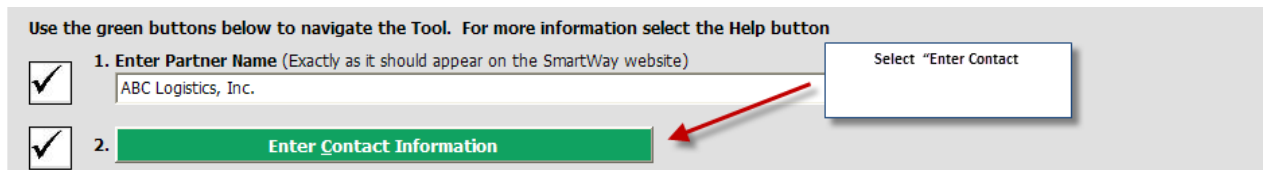
Use the green buttons below to navigate the Tool. For more information select the Help button

1. **Enter Partner Name** (Exactly as it should appear on the SmartWay website)
   ABC Logistics, Inc.

2. **Enter Contact Information**

Select "Enter Contact

Figure 25: Select Contact Information Button on "Home" Screen

You will then be taken to the **Contact Information** Screen. The Partner Name entered on the Home screen will appear automatically at the top (see arrow in **Figure 26**).   On this screen you establish the following details about your company:

1. **Partner Information** includes details about the company location, phone numbers, and web address.
2. **The Primary Contact** is the person assigned to work directly with EPA regarding timely and accurate tool submission, and is responsible for assembling information to complete/update business unit 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 primary contacts may need to add SmartWay/EPA to their preferred list of trusted sources.)
3. **The Executive Contact** is the company executive who is responsible for agreeing to the requirements in the SmartWay Partnership Annual Agreement, overseeing the Primary Contact (as appropriate), and ensuring 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. **Other Contacts** include any other company representatives that have a role in your participation in SmartWay. These may include representatives from other business units, media/public relations, staff, or anyone who has responsibility for specific business units beyond the person listed as the primary contact. This is especially important as you will be identifying individual business units in the Tool and will be assigning contacts to each business unit separately.

NOTE: You must supply *at least two unique contacts* on the contact page. While the primary contact and the executive contact can be there same person, you must also supply another person's name in the "Other Contacts" field to ensure EPA has access to at least two people for Tool submission follow-up.

Figure 26: Blank Contact Information Screen

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

STEPS FOR ENTERING CONTACT INFORMATION:

1. **Enter the Partner Information details** in Section 1 of the **Contact Information** screen.

2. **Enter Primary Contact details** in Section 2.   If the Primary Contact's address is the same as the company, you can select the **Use Partner Address** button to automatically fill in the address section of this record.

3. **Enter the Executive Contact details** in Section #3 by selecting the **Add/Edit Executive Contact** button to the right; enter the required data. If the Primary Contact and Executive Contact are the same, simply check the **Same as Primary Contact** box to auto-populate the Executive Contact information. However, note that you MUST have at least two different contacts on the **Contact Information** screen, and in this case you will be required to add a contact to the "Other Contacts" section.

4. **Enter Other Contacts** (if applicable) in Section 4 by selecting the **Add New Contact** 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.

Section 3 Data Entry: Logistics Business Unit Characterization

The next section of the Tool is the "Logistics Business Unit Characterization" section.   This is the section where you will define the various components of your business units.

The Logistics Company Tool allows you to assess your operations by defining multiple business units. If a customer has the ability to hire a specific business unit by name or type, you should add that business unit to the list of business units that you will characterize in the Logistics Company Tool. Do not include internal company business unit definitions or designations—only include separate business units as they would be identified and hired by your customers.

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

1. Identify Logistics Business Units
2. Logistics Business Unit Details
3. Business Focus
4. Operation Categories
5. Body Types

Each screen, and the steps required to complete it, is described below.

"IDENTIFY LOGISTICS BUSINESS UNITS" SCREEN OVERVIEW

The **Identify Logistics Business Units** screen is shown below:

Figure 27: Identify Logistics Business Units Screen

You will be asked to establish a name for each business unit that a customer can hire. The Logistics Company Tool combines your Partner Name (as defined on the **Home** screen in Section 1) with a Business Unit Identifier that you provide on the **Identify Business Units** screen to establish your final Business Unit Name.

Each of your business unit names will begin with the name of your company. This business unit "prefix" will be whatever you enter in the Business Unit (Partner Name) field on the **Identify Business Units** screen. By default, this field is automatically populated with the first 50 characters of the Partner Name that was entered on the **Home** screen; however, you may change the prefix here by simply typing your desired prefix into the field below the heading Business Unit (Partner Name). You should specify the Business Unit prefix so that it appears EXACTLY as it you want it to show within each business unit name. Pay special attention to proper capitalization, abbreviations, punctuation, and suffixes (such as Inc. or Ltd.) and adjust as necessary.

Remember that this prefix will be automatically inserted at the start of each of your business unit names in the SmartWay Carrier Data File. Whatever you enter for business unit prefix for the first business unit will automatically be used for any additional business units you add. Similarly, any edits you make to the business unit prefix for the first business unit will automatically be reflected on each subsequent business unit.

To define each business unit name, you will be required to enter the Business Unit Identifier. This should be an identifier recognizable to your customers. Again, make sure to specify each Business Unit Identifier name exactly as you want it displayed in the SmartWay Carrier Data File, including proper capitalization, any abbreviations, and punctuation. Remember that it will automatically be combined with the Business Unit prefix (Partner Name) field.

Once you have added your Business Unit Identifiers, the complete business unit name (with Partner Name prefix and Business Unit Identifier combined) will appear in the grayed-out box on the far right of the **Identify Business Units** screen.

Figure 28: Example of final Business Unit Name formatting

NOTE: If you have only one business unit, you may leave the Business Unit Identifier field blank, in which case your business unit name will simply be presented as the "Partner Name" you entered.

If you have more than one business unit, you will need to add the business units separately. To enter another business unit, select the **Add Another Logistics Business Unit** button.

Adding Comments assists SmartWay Tool reviewers in approving your Tool as quickly as possible. Your comments help reviewers understand your business operations. Any details that you can provide related to your operations will speed up approval time.

The **ADD COMMENTS** button located at the bottom of the screen allows you to enter notes about the data collection process, your assumptions and methods, or other information. These details could prove useful for your reviewer when you or someone else completes the Tool next year.

The **ADD COMMENTS** button will be highlighted in yellow on your screen if comments have been added for a particular screen. The button will then read **VIEW/EDIT COMMENTS** to indicate to your reviewer that there are comments to be read.
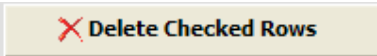
If, at a point later in the data entry process, you realize that you need to add a new business unit or delete an existing business unit, you can return to the Identify Business Units screen.

To add a new business unit, follow all of the instructions on the screen regarding defining your business units, including selecting the **CREATE BUSINESS UNIT(S)** button at the end of the process. When you select
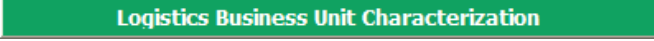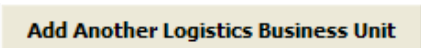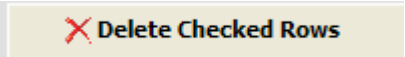
this button, the system will create blank data entry forms only for the new business unit(s) you have added; the existing business units will not be affected.

If you need to delete an existing business unit, simply check the box next to the business unit and then select the ⬚ Delete Checked Rows button. And, as on the other tabs, there is a HELP button as well as an ADD COMMENTS button. Selecting HOME will take you back to the **Home** screen

STEPS FOR COMPLETING "IDENTIFY BUSINESS UNITS" SCREEN:

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

2. Confirm that the Business Unit (Partner Name) that appears automatically is correct and appropriate for your business units. If not, make changes in the field under the heading "Business Unit (Partner 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 Partner Name and specified the Business Unit Identifiers, the full Business Unit 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 **Logistics Business Unit Details** tab at the top, or simply 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 business unit name(s).

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

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

"LOGISTICS BUSINESS UNIT DETAILS" SCREEN OVERVIEW

The **Logistics Business Unit Details** Screen is shown below:

Figure 29: Logistics Business Unit Details Screen

The Logistics Company Tool asks you to provide three types of industry identifier codes for each your business units.

- **Standard Carrier Alpha Codes (SCACs)** are unique 2-4 alphabetic character codes used by the transportation industry to identify transportation companies. SCACs are assigned by the National Motor Freight Traffic Association, Inc., (NMFTA). If you cannot remember your SCAC(s), contact NMFTA before proceeding. You can find NMFTA contact information at http://www.nmfta.org/Pages/ContactUs.aspx.

- **Motor Carrier Numbers (MCNs):** are 6 or 7 digit numbers provided by the Federal Motor Carrier Safety Administration.

- **Department of Transportation (DOT) Numbers** are carrier identification number issued to all carriers in the U.S. by the Federal Motor Carrier Safety Administration, and can be up to 7 digits in length.

Entering SCACs, MCNs, and DOT number is optional; however, if you have this information you are encouraged to supply it to make sure that SmartWay Shippers and Logistics companies can find you.

You will also need to establish the Business Unit Type for each of your business units, which is defined as the service type for your business unit. There are two options accepted by the Tool—"For-Hire" and "Private/Dedicated." If your company has only one business unit, your "Business Unit Type" selection

will reflect your company's operations as a whole. If there are multiple business units, each will have its business unit type defined separately.

Finally, you will identify a Business Unit Contact for each business unit. This contact should be one of the contacts already identified in the Contact Information section as the contact for each business unit.

NOTE: A drop-down menu in the Tool will supply this information; if there is a contact for the business unit that is not already listed in the Contacts worksheet, you will need to go back to the **Company and Contacts** screen to add the required contact information.

STEPS FOR COMPLETING "BUSINESS UNIT DETAILS" SCREEN

1. For each business unit, you are asked to provide additional details, including SCAC, MCN, and DOT 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, or DOT 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" or "Private/Dedicated") for each business unit listed.

3. Select a Business Unit Contact from the drop-down menu for each business unit listed. If the appropriate business unit contact is *not* listed, go back to the **Contact Information** screen (see Section 2), and enter that name under "Other Contacts." Then return to this screen to add the name from the drop-down menu.

4. Click the [NEXT] button or select the Operation Categories tab at the top to proceed to the next section.

"BUSINES FOCUS " SCREEN OVERVIEW

Figure 30: Business Focus Screen

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 or truck carrier).

For each business unit, you will need to specify the percent of overall activity for each Business Focus Category:

- **Logistics Provider:** Logistics providers are non-asset based third parties that provide multiple, bundled logistics services. They may be involved in material management, transportation management, inbound and outbound freight, inventory management, 4PL activities, warehousing, cross docking, kitting, packaging, and sub assembly processes.

- **Freight Forwarder:** Freight forwarders are documentation specialists and consolidators of freight such as LTL (less than truckload) and LCL (less than container load). Freight forwarders normally provide pickup and delivery for domestic and international shipments, and provide the property transportation for a compensation or fee basis.

- **Freight Broker:** A freight broker buys and sells transportation services and normally works on behalf of a carrier or shipper.

- **Truck Carrier:** Truck carriers operate their own managed fleet (owned or leased). These fleets can be for-hire or private/dedicated. Refer to "Choosing the Right Tool for your Business Units" in Part I of this guide to determine if you should complete the SmartWay Truck Tool for the Truck Carrier portion of your operations.
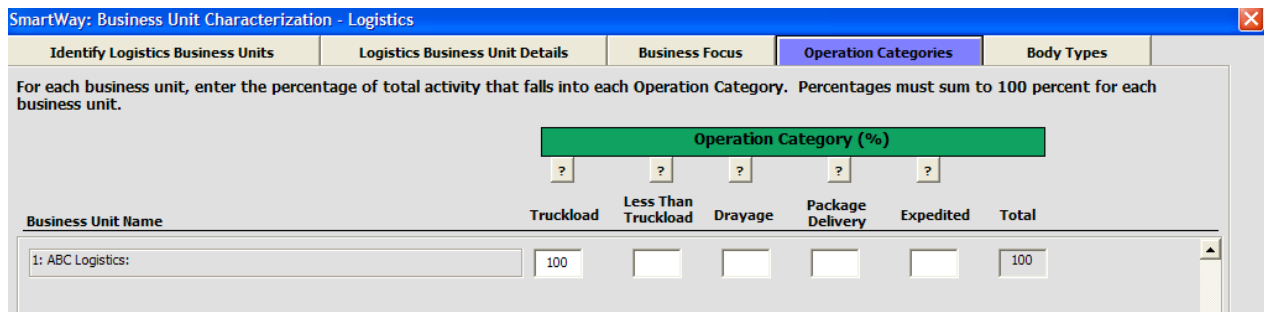
1. For each business unit identified, estimate the percentage of total activity associated with each of the four business focus categories listed. Enter your estimates in the fields provided. Leave the field blank if no activity is associated with that operation category for that business unit.

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

"OPERATION CATEGORIES" SCREEN OVERVIEW

The **Operation Categories Screen** is shown below:

Figure 31: Operation Categories Screen – Example Business Unit Inputs

For each business unit, you are asked to estimate the percentage of total mileage that is operated in each of five operation categories defined in the Tool. These Operational Categories are defined below:

- **Truckload (TL**) operations involve movement of large amounts of homogeneous cargo, generally the amount necessary to fill an entire semi-trailer or intermodal container. A truckload carrier is a trucking company that generally contracts an entire trailer-load to a single customer.
- **Less-than-truckload (LTL)** operations involve collecting freight from various shippers and consolidating that freight onto enclosed trailers for linehaul to the delivering terminal or to a hub terminal where the freight will be further sorted and consolidated for additional linehauls.
- **Drayage (Dray)** operations are predominantly associated with port or railhead connections where freight is picked up and moved to a transfer facility or transport mode terminal. These moves are often short in nature, but can be longer depending on specific situations.
- **Package delivery (PD)** operations are characterized by residential or business package pickup/delivery consisting primarily of single or small groups of packages. Package delivery does not include larger scale pickup/delivery operations that are more properly characterized as LTL operations.
- **Expedited operations** are time-sensitive freight shipments, with trucks typically waiting on stand-by.

You will be asked to enter the percent of each operational type based on approximate mileage. This percentage calculation does not need to be exact; however, it should be a reasonable representation of your business unit's operations.

NOTE: You should define your business unit's operations based on your customers' ability to choose them. For example:
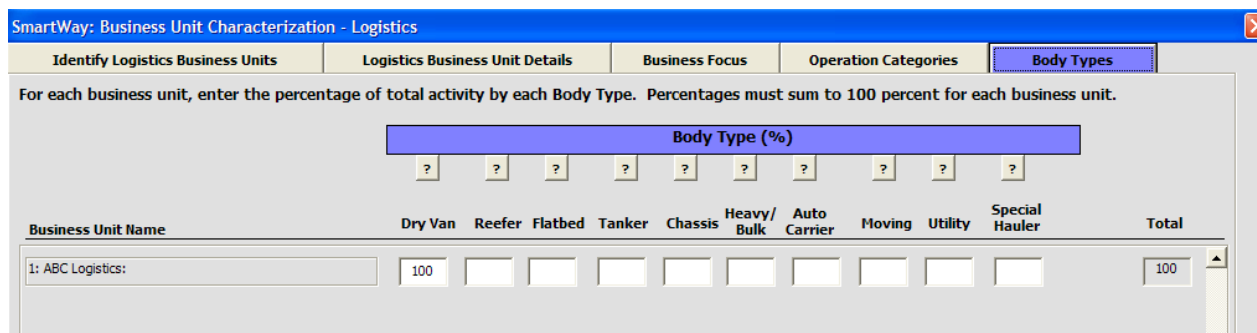
- If a business unit is a mix of TL and LTL, you will indicate the percentages of each.

- If customers can choose to hire your TL business unit, your LTL business unit, or your dray business unit separately, then each should be regarded as a separate business unit.

STEPS FOR COMPLETING "OPERATION CATEGORIES" SCREEN:

1. For each business unit identified, estimate the percentage of mileage each business unit 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 business unit.

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

"BODY TYPES" SCREEN OVERVIEW

The **Body Types** screen is shown below:

Figure 32: Example for Body Types Screen

For each business unit you will need to specify Body Type (by percentage of vehicles). Determine the percent of each body type represented in the business unit. Percentages can be approximate, based on overall activity, but must sum to 100%. Body type categories include:

- Dry van/box van

- Refrigerated (Reefer)

- Flatbed

- Tanker

- Intermodal chassis containers (pooled and owned)

- Heavy/Bulk

- Auto carrier

- Moving

- Utility

- Special hauler (e.g., Hopper, Livestock, and other specialized carriers)

NOTE: Define your business units based on the ability of your customers to choose them. If customers can choose to hire your dry van business unit, or your reefer business unit, or your flatbed business unit, then create each as a separate business unit. The percentages for each business unit must sum to 100%.

Once you have defined your logistics business units, you will need to enter detailed information regarding vehicles and activity levels.

STEPS FOR COMPLETING THE "BODY TYPES" SCREEN:

1. For each business unit, enter an estimate of the percentage of business unit mileage associated with each body type. The percentages specified can be approximate, based on vehicle populations.

   NOTE: If you specify activity for Special Haulers, a Describe button will appear next to the cell entry. You must select this button and provide a text description of your specialty haulers.

2. Once you a**re s**ure 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.

Section 4: Download Latest SmartWay Carrier Data File

To ensure that the Logistics Tool gives you the most current list of SmartWay carriers to select from, you must click the "Download Latest SmartWay Data Carrier Data File" button on the home screen. A new box will appear next to the button indicating the "Date of Current Carrier File." You are now ready to go on to selecting carriers and entering activity data for each business unit.

Section 5: Select Business Unit for Data Entry (providing activity and fuel consumption information for your business units)

Now that you have defined your logistics business units, in Section 5 of the Logistics Company Tool, you will be asked to provide additional information for EACH business unit separately.

"BUSINESS UNIT STATUS REVIEW" OVERVIEW

Once you have returned to the **Home** screen, you will see all of your business units listed in the window below item # 5: **Select Business Unit for Data Entry**.

Figure 33: Home Screen – Business Unit Status Prior to Activity and Fuel Data Entry

A status message appears after each business unit, indicating whether or not the data entry for that business unit is complete. There are three possible status messages:

- **Not checked** - Data has not been entered yet.
- **Incomplete** - Some data is still missing and/or inconsistent.
- **Complete** - All data requirements have been met and validation has occurred.

In addition to the status messages above, you may also see one of two qualifiers: "Errors" or "Warnings."

- **Errors** prevent you from generating internal metrics reports (under the "View Your Data Reports" section of the tool), and **must be addressed** before you can submit your tool to EPA. However, with errors, you will be able to use the **Review Year-to-Year Comparison Report** to help identify missing data or otherwise clarify uncertainties by referring to previous year submissions.

- **Warnings** will still allow you to run internal metrics reports and submit your data to EPA. **However, it is strongly recommended that you carefully review each warning message before sending your data to EPA** so that you can anticipate questions that may come from a partner account manager (PAM) as a result of your data being outside the expected ranges. The method of addressing errors and warnings is described for the various input screens in the following sections.

To add data to a particular business unit file, highlight the business unit name and then double-click. You will then proceed to the Tool data entry screens.

STEPS FOR SELECTING A BUSINESS UNIT TO REVIEW:

1. Using your mouse, 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 **Instructions** screen for that business unit.

COMPLETING THE CARRIER SELECTION SCREENS

To begin, you will need to identify the carriers included in each logistics business unit. Two options are available for identifying your carriers. If you have a large number of carriers (e.g., as a large 3PL), you may wish to develop your carrier details separately and upload your data in a single file using the **Data Import** method. Alternatively, if your logistics business unit has a limited number of carriers, you may choose to specify your carriers one at a time using the **Manual Entry** method. These two 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. Four carrier mode selections are available, including:

- Rail

- Truck

- Multi-modal

- Logistics

(Note: By selecting "All" on the Tool's **Select Carrier(s)** screen, you may search across all carriers, regardless of mode.)

Next, you may also specify a carrier bin category for the Truck mode. Truck bin categories include:

- TL Dry Van
- LTL Dry Van
- Refrigerated
- Flatbed
- Tanker
- Dray
- Heavy/Bulk
- Package
- Auto Carrier
- Moving
- Utility
- Specialized
- Mixed
- Expedited

Bin category selections are not currently available for other modes but may be added in the future. (Note: Multi-modal selections list "Truck/Rail" as the bin category.)

After identifying the mode (and bin 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 and MCNs. The Carrier data file can be downloaded from the SmartWay website by selecting the button under Step 4 on the Logistics Tool **Home** screen and viewed on the **Select Carrier(s)** screen or offline using Microsoft® Excel.

In certain cases, a carrier may have multiple fleets associated with its operations. In the case of trucking, multi-modal and logistics partners, you may use the SCAC list in the Carrier Data file to select among multiple fleets. The **Select Carrier(s)** screen also allows you to filter carrier fleets by SCAC, MCN and/or DOT number if needed.

If one or more carriers in your business unit are not SmartWay Partners, you should specify "Non-SmartWay" for the given mode – for example, Non-SmartWay Truck Carrier or Non-SmartWay Multi-modal Carrier. If you have any non-SmartWay carriers in your list, then you must also specify the number of non-SmartWay carriers utilized for each mode, *but only include carriers used during the reporting year.*
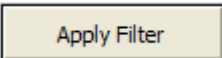
STEPS FOR INPUTTING CARRIERS FOR A BUSINESS UNIT:

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

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

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

6. Check the box next to the words "I have read and understand the carrier data input instructions" when you have read them.

7. 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 2.0.12 Tool: Guide to Importing Carrier Data Using Outside Data Import Function-2012" on the logistics page of the SmartWay website for more information about using the Outside Data Import function to enter your carriers.

Otherwise, proceed to the [Manual Input SmartWay Carriers] tab.

STEPS FOR COMPLETING THE MANUAL INPUT SMARTWAY CARRIERS TAB:

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

   Double click on the carrier name to add it to the "Selected SmartWay Carriers" box.

2. You may also search for carriers by filtering using carrier mode, bin category, SCAC, MCN, and/or DOT 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. Five carrier mode selections are available, including "All," "Rail," "Truck," "Multi-modal" and "Logistics."

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

4. Next, if you select the Truck mode, you may also specify a carrier bin category. Truck bin categories include TL Dry Van, LTL Dry Van, Refrigerated, Flatbed, Tanker, Dray, Heavy/Bulk, Package, Auto Carrier, Moving, Utility, Specialized, Mixed, and Expedited.

   To select carriers manually, you can enter all or part of the carrier's name directly into the "Carrier Name" input box and the select the [Apply Filter] button. A new filtered list will appear in the Available SmartWay Carriers box.

   Using your most, double click on the carrier name to add it 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.

STEPS FOR 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.

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

First provide a detailed text **Data Source Description** for the sources used to estimate your mileage and ton-mile data for your carriers. 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 seven **Data Availability** options, as summarized below.

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

2. Enter ton-miles and average payload

3. Enter ton-miles, density, and load fraction

4. Enter ton-miles only

5. Enter miles and average payload

6. Enter miles, density, and load fraction

7. Enter miles only

Ideally, when entering information for a carrier, you should use **Data Availability Option 1**. 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.[1]

After specifying the **Data Availability** options, you must then pick the preferred metric (**Inventory Calculation Metric**) for calculating mass emissions for each of your carriers. Options include:

- grams per (truck) mile

- grams per railcar-mile

- grams per ton-mile (all modes)

---

[1] Data Availability selections for LTL carriers are restricted to Options 2, 3, and 4, due to the difficulty in adjusting mileage for partial loads.

Select the metric most appropriate for characterizing your carrier activity. You should select g/mile metrics for estimating mass emissions for lighter weight truck freight, while g/ton-mile should generally be used for rail and heavier truck freight.

After specifying the **Data Availability Option**, record your activity data.

If the carrier mode is rail, record total railcar-miles, otherwise specify total truckload-miles. Enter the data to the nearest whole number.

Data Availability Option 1 – Enter total ton-miles and total miles.

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

Data Availability Option 3 – Enter your total ton-miles. Next, you must estimate your freight density using the **Average Density Calculator** on the **Activity Data** screen. The calculator allows you to specify the fraction of shipments that fall into various commodity groupings. Each grouping has an associated average density, expressed in pounds per cubic foot of available cargo space. The densities for a given commodity category vary for rail and truck modes, since utilized container space varies by mode.[2]

For each carrier, record the percentage distribution (as a fraction of total miles) for each of the Commodity Groupings, as shown in **Worksheet 3B**.

Next you will need to estimate the number of loads (truck or railcar) by load fraction category. The Logistics Tool has ten load categories:

- 1/10 truckload (or railcar-load)

- 2/10 truckload (or railcar-load)

- …(incremental categories)…

- 9/10 truckload (or railcar-load)

- Full truckload (or railcar-load)

Record the annual number of loads for each of these categories, for each carrier, matching your estimates to the most appropriate (closest) category. Load estimates can be volume-based (with full truckload equivalent to cubing out) or weight-based (with full truckload equivalent to weighing out).

Data Availability Option 4 - Enter total ton-miles.

Data Availability Option 5 - Enter total miles along with your estimated average payload (per truck or railcar, as appropriate) in short tons (2,000 lbs).
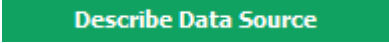
---

[2] The density categories for Logistics and Multi-modal carriers are assumed to be the same as for Truck carriers.

Data Availability Option 6 - Enter total miles. Next enter your freight density and load percentage information, as described for Data Availability Option 3.

Data Availability Option 7 - Enter total miles.

STEPS FOR COMPLETING THE ACTIVITY DATA TAB FOR YOUR BUSINESS UNIT:

1. Click the **Describe Data Source** button.
2. Enter a detailed description of the sources used for your Activity data information, including a description of how you calculated miles, ton-miles, payload, density and load percent (if applicable) in the space provided.
3. Click the **CLOSE** button.
4. For each carrier listed, specify your data availability:

   1=I know both Ton-miles and Total Miles

   2=I know Ton-miles and Average Payload.

   3=I know Ton-miles and have general information about number of loads and type of cargo.

   4=I know Ton-miles only.

   5=I know Total Miles and Average Payload.

   6=I know Total Miles and have general information about number of loads and type of cargo.

   7=I know Total Miles only.

5. For carriers where you've selected **Data Availability Option 1**, enter total ton-miles along with total miles.
6. For carriers where you've selected **Data Availability Option 2**, enter total ton-miles along with your estimated average payload (per truck or railcar, as appropriate) in short tons (2,000 lbs).
7. For carriers where you've selected **Data Availability Option 3,** enter your total ton-miles. Next, you must estimate your freight density using the **Average Density Calculator** on the **Activity Data** screen.
   a. Click the "Calc" button under the heading "Average Density."
   b. Enter the percentage distribution (as a fraction of total miles) for each of the Commodity Groupings (see **Worksheet 3B**.)
   c. Click **OK** to return to the Activity screen.
   d. Next, click the "Calc" button under the heading "Average Load Pct."
   e. Estimate and enter the number of loads (truck or railcar) by load fraction category. The Logistics Tool has ten load categories:
      - 1/10 truckload (or railcar-load)

- 2/10 truckload (or railcar-load)

  …(incremental categories)…

- 9/10 truckload (or railcar-load)

- Full truckload (or railcar-load)

    f. Record the annual number of loads for each of these categories, for each carrier, matching your estimates to the most appropriate (closest) category. Load estimates can be volume-based (with full truckload equivalent to cubing out) or weight-based (with full truckload equivalent to weighing out).

8. For carriers where you've selected **Data Availability Option 4,** enter total ton-miles.

9. For carriers where you've selected **Data Availability Option 5**, enter total miles along with your estimated average payload (per truck or railcar, as appropriate) in short tons (2,000 lbs).

10. For carriers where you've selected **Data Availability Option 6,** enter your total miles. Next, estimate your freight density and average load percent using the calculators as described above for **Data Availability Option 3**.

11. For carriers where you've selected **Data Availability Option 7,** enter total miles.

12. Click 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.

13. Proceed to the **% SmartWay** tab to see your % SmartWay Value for determining your eligibility for using the SmartWay Logo. You may also go to the **Data Display** tab to review your carriers' performance levels.

14. Click the **HOME** button to return to the **Home** screen.

Sections 6-8: Optional Steps—Year to Year Comparisons, View Reports, and Provide Additional Information

After completing Steps 1 – 5 on the **Home** screen, you have access to three optional sections of the Tool.

The **Year-to-Year Comparison Report** allows the user to compare the business unit characteristics and activity values, as well as CO_2 performance metrics for the current year with those of a prior 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 over multiple years, and performing general quality assurance of the inputs used for your current Tool. You can access this report by selecting

 under item #6 on the **Home** screen.

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

 under item #7 on the **Home** screen.

The **Provide Additional Information** section allows you to provide EPA with additional information about your company, potential use of the SmartWay Logo, and 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 button under item #8 on the **Home** screen will open the **Partner Information** forms.

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

Validating Your Data

The Logistics Company Tool has validation checks embedded at different points in the Tool to ensure data quality, including checks of payload and ton-miles, to help ensure the reasonableness and quality of Partner data.

In most instances the validation ranges are based on Truck Partner data distributions from the 2011 calendar year. (Refer to the **Logistics Company Tool Technical Documentation** (found on the website at http://epa.gov/smartway/partnership/logistics.htm) for a detailed discussion of all validation criteria used within the Tool.)

At any time, you can select the **VALIDATE SCREEN** button at the bottom of the screens to make sure you have filled out everything properly before proceeding to the next screen.

Any time you leave a particular screen, the Tool will automatically perform a *screen* validation.

Any time you return to the Home screen, the Tool will automatically perform a *business unit-level* validation.

If you select the **VALIDATE SCREEN** button and no potential errors are identified, the following message will be displayed. Select **OK** to proceed.
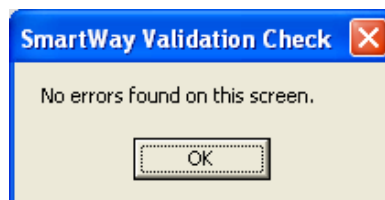
Figure 34: Validation Check Notification – No Errors

If missing or potentially erroneous inputs are identified, you will see the following message.

Select **Yes** to see a complete list of validation errors/warnings. An example **Validation** Check results screen is provided in **Figure 35**.
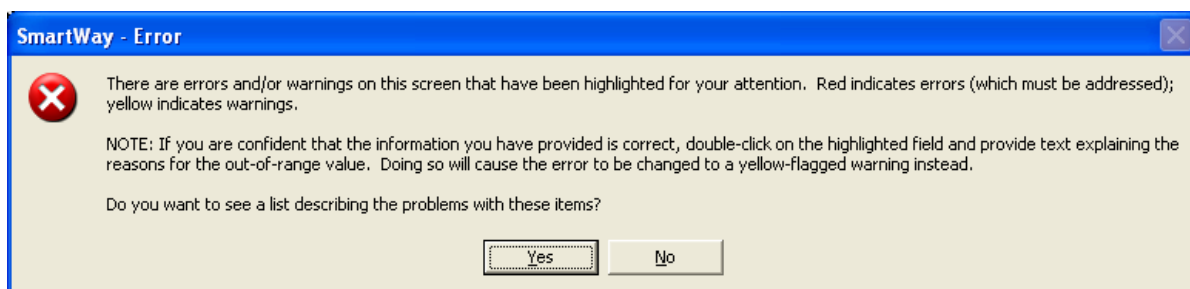
Figure 35: Validation Check Notification – with Errors/Warnings

The **Why can't I make corrections?** and **Show my errors/warnings as a spreadsheet.** buttons at the bottom of the screen provide additional information to assist you in correcting any errors.

Once you close the **Validation** check screen, you will see warnings and errors highlighted in a red or yellow on the **Activity Information** screen. Entering new data in a highlighted cell will cause the colored shading to disappear, *even if the new value is still invalid*. To check the validity of your newly entered data, select the **VALIDATE SCREEN** button again and repeat the procedure described above as necessary.

The Logistics Company Tool also utilizes a number of "logical" validation checks to ensure the reasonableness of various inputs and category selections. For example, checks are applied regarding the consistency between body types specified in the Business Unit Characterization section and those selected in the payload and volume calculators. If inconsistencies are found, in most instances a simple warning is indicated, and text explanations are not required. For a complete listing of all validation checks used in the Tool, refer to the **Logistics Company Tool Technical Documentation**.

Once all potential validation errors have been corrected or otherwise verified, select **HOME** to proceed to the next step.

Viewing Reports

Once you have returned to the **Home** screen, notice that the business unit that you filled out and validated now identifies its status as "Complete" or "Complete (with Warnings)." You may now highlight the next business unit if you have another one to complete.   In the example below, the business unit listed as "Example Dray Business Unit" remains to be finished. Fill out unfinished business units in the same manner as the previous business unit.

Figure 36: Home Screen - After Completing the Data Entry/Modification Process for First Business Unit

Once you have filled out information for all your business units, be sure that all business units show "Complete" or "Complete with Warnings" beside the name. If, and only if, all business units are marked as such, you can move on to the next step. If one or more business units are not marked as such, review the data you entered for errors or omissions.
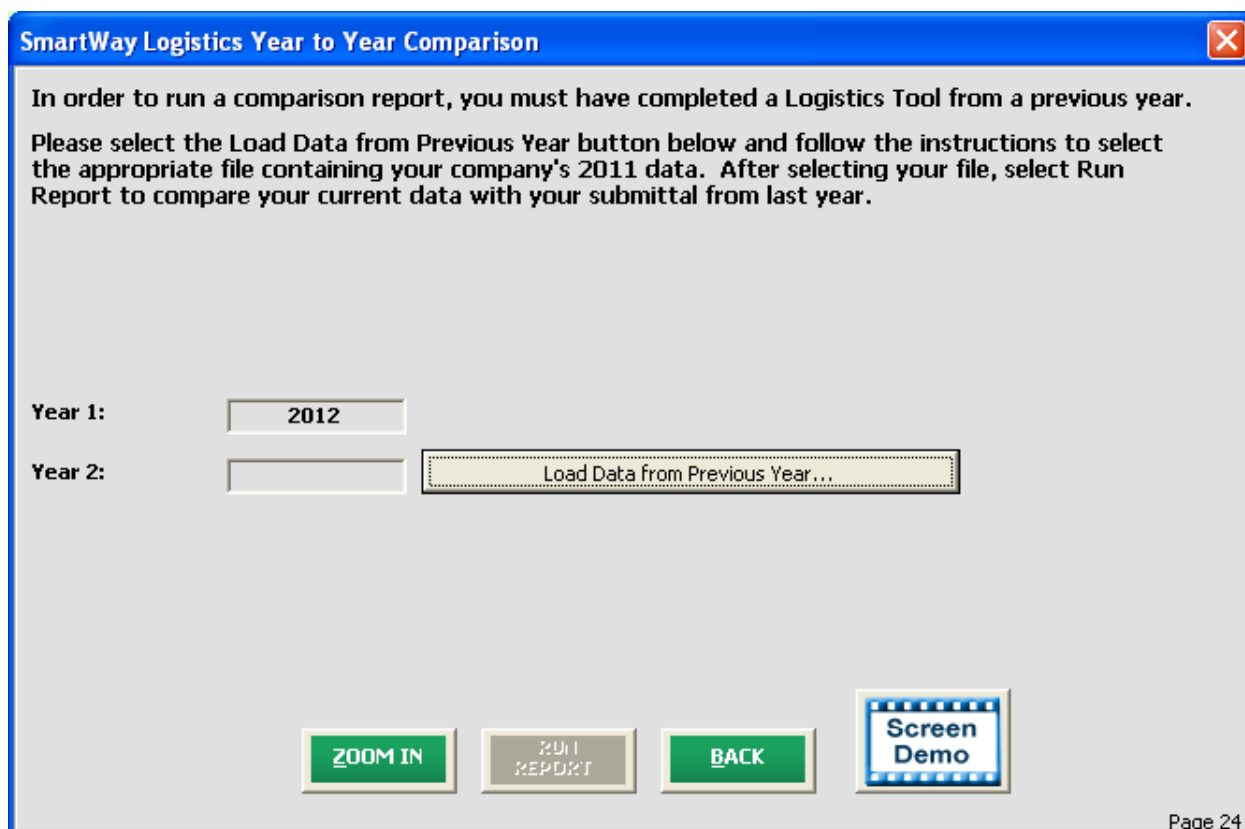
The **Year-to-Year Comparison Report** allows the user to compare the activity values, as well as CO_2, NOx and PM performance metrics for the current reporting year with those of the previous year. This report is particularly helpful in identifying any changes that may have occurred since your last reporting period, determining trends in activity and performance over multiple years, and performing general quality assurance of the inputs used for your current tool. You can access this report by selecting

Review Year-to-Year Comparison under item #6 on the **Home** screen.

Figure 37 shows the data entry screen for the comparison report. Note that your current year's data is already "loaded," including the data you have entered for your current business unit(s). In order to load data for the previous year, select the Load Data from Previous Year button. A screen will appear allowing you to specify the location of your 2011 file, using the Browse... button as shown in **Figure 38**.

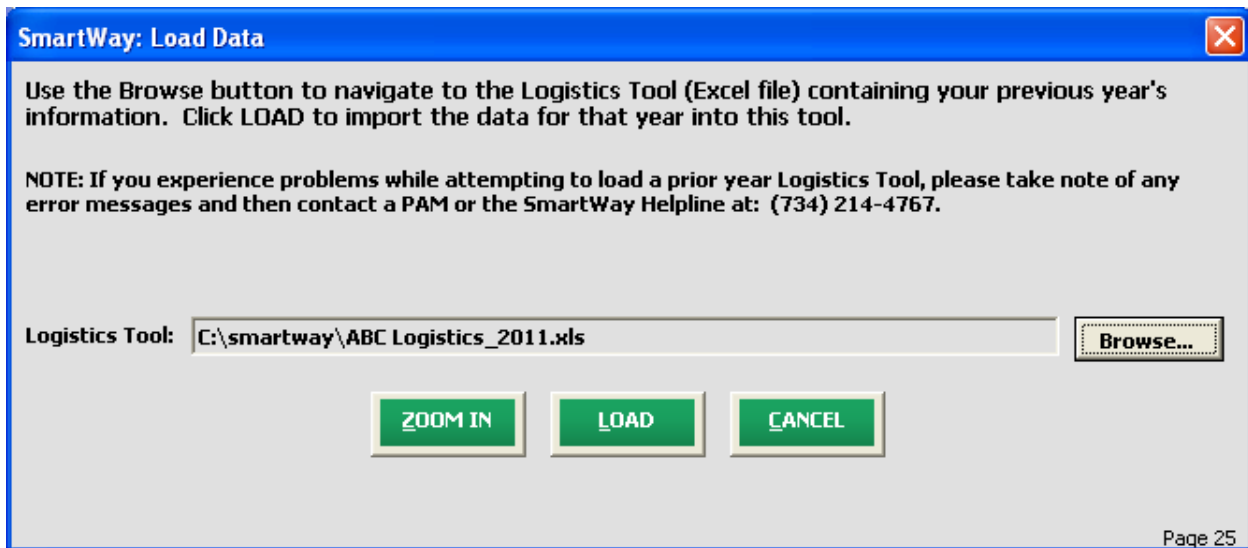Figure 37: Year-to-Year Comparison Report Input Screen

Figure 38: Data Load Screen for Year-to-Year Comparison Report

Once your comparison years have been specified and your prior year data loaded into the Logistics Company Tool, select the "RUN REPORT" button to view the line-item data entry comparisons. An example report is presented in **Figure 39.**

Metric	Change %	Change Amount	2012	2011
Partner Name			ABC Logistics, Inc.	ABC Logistics, Inc.
Primary Contact			James Stephenson	James Stephenson
Phone		X	512-919-8795	512-407-1822
Total Miles Total	10.8%	13,578	139,743	126,165
SmartWay Total Miles	2.0%	2,091	105,249	103,158
% SmartWay Total Miles	-7.9%	-6.46%	75.30%	81.76%
NonSmartWay Total Miles	49.9%	11,487	34,494	23,007
% NonSmartWay Total Miles	35.4%	6.46%	24.70%	18.24%
Ton Miles Total	18.0%	495,563	3,248,350	2,752,787
SmartWay Ton Miles	5.0%	119,433	2,510,217	2,390,784
% SmartWay Ton Miles	-11.0%	-9.55%	77.30%	86.85%
NonSmartWay Ton Miles	103.9%	376,130	738,133	362,003
% NonSmartWay Ton Miles	72.6%	9.55%	22.70%	13.15%
Ton-Miles % SmartWay Allocation Truck	-1.0%	-0.61%	59.96%	60.57%
Ton-Miles % SmartWay Allocation Rail	-35.9%	-35.93%	64.07%	100.00%
Ton-Miles % SmartWay Allocation Multi-modal	-6.8%	-6.81%	93.19%	100.00%
Ton-Miles % SmartWay Allocation Logistics	-8.2%	-8.17%	91.83%	100.00%
Ton-Miles % SmartWay Allocation Overall	-11.0%	-9.57%	77.28%	86.85%
*Average Weighted Payload	6.7%	1.4529	23.2601	21.8072
*Average Weighted Density	-9.2%	-1.4000	13.8000	15.2000
Average Weighted Load Percent	-10.0%	-10.0000	90.0000	100.0000
Emission Metrics CO2 g/mile	-8.4%	-290	3,168	3,458
Emission Metrics CO2 g/ton-mile	-13.9%	-22	136	158
Emission Metrics NOx g/mile	-3.5%	-0.93	25.97	26.90
Emission Metrics NOx g/ton-mile	-9.4%	0	1.117	1.233
Emission Metrics PM10 g/mile	-5.2%	-0.062	1.122	1.184
Emission Metrics PM10 g/ton-mile	-11.0%	-0.0060	0.0483	0.0543
Emission Metrics PM25 g/mile	-5.3%	-0.062	1.114	1.176
Emission Metrics PM25 g/ton-mile	-11.1%	-0.0060	0.0479	0.0539
CO2 MassEmisions	1.5%	7	488	481
NOx MassEmisions	6.9%	0.3	4.0	3.7
PM10 MassEmisions	4.9%	0.0081	0.1728	0.1647
PM25 MassEmisions	4.9%	0.0080	0.1716	0.1636

*WEIGHTED AVERAGE ONLY APPLICABLE WHERE DATA WAS ENTERED

Figure 39: Example Year-to-Year Comparison Report

The example above indicates that a change in phone number has occurred for the primary contact since 2011, with no other changes in basic contact information. Comparisons are also shown for a number of activity parameters including:

- Total Miles and Ton-Miles, for both SmartWay and Non-SmartWay carriers
- Activity allocation (in this case based on ton-miles) for SmartWay Value by mode
- average payload, density and load percent

A variety of calculated annual performance metrics are also shown, including:

- mass emissions in short tons for all pollutants
- grams per mile for all pollutants
- grams per ton-mile for all pollutants

Percentage changes are also indicated for each of these items, relative to the earlier year baseline values. Note that all comparisons are at the aggregated Partner level rather than the individual business unit level.

VIEWING OTHER DATA REPORTS

Once you are ready to continue, select

Go To Reports Menu

to go to the following screen:
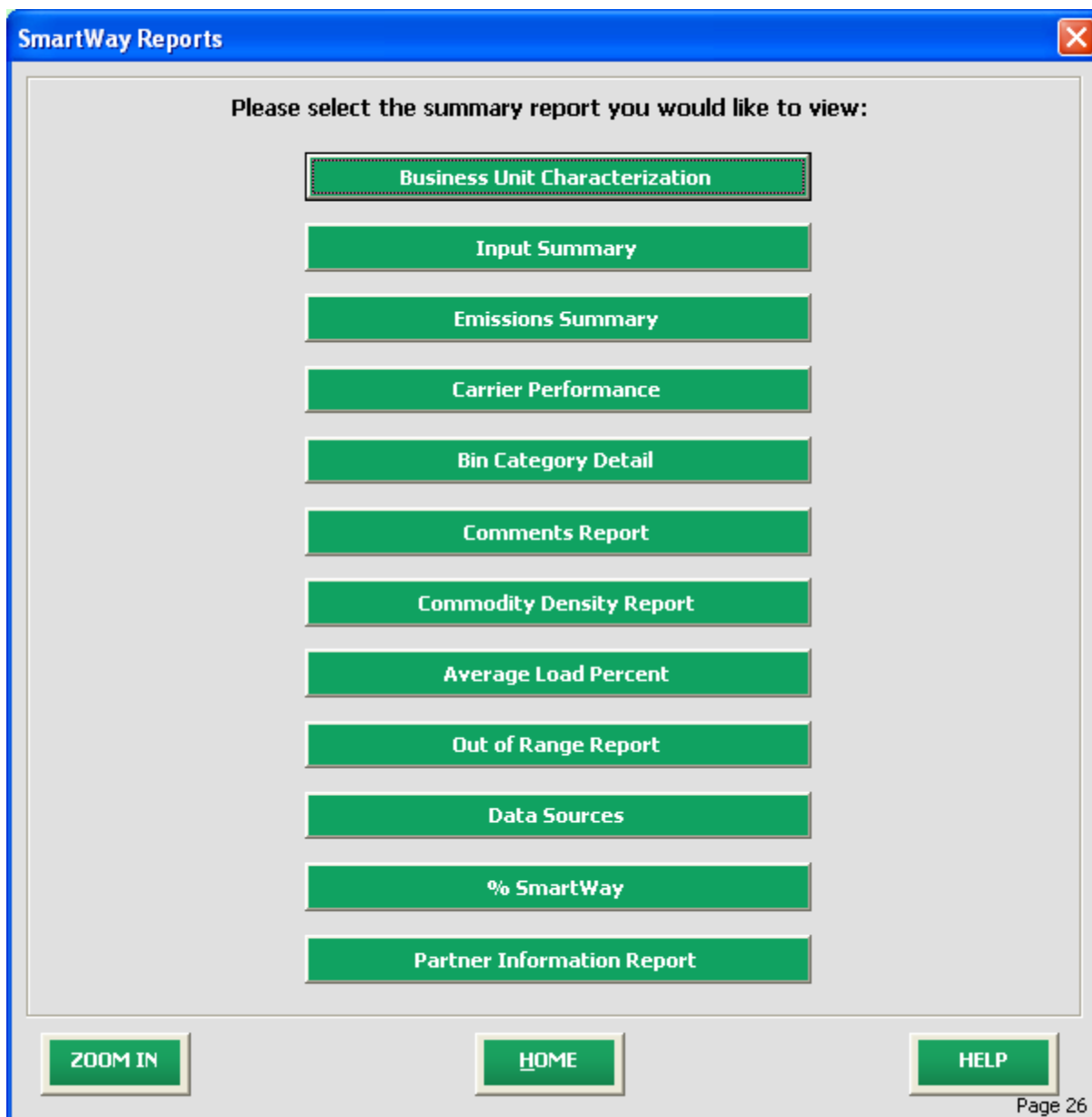
Figure 40: View Reports Menu

Selecting any of the green buttons on this screen will display the indicated data. Several reports summarize the data you entered on specific data input screens, such as the **Business Unit Characterization** and **Input Summary Report**. The **Out of Range Report** may be particularly useful in identifying and addressing those inputs flagged as potentially erroneous during business unit validation.

Selecting any of the summary report types will take you to a screen allowing you to preview and print your reports. **Figure 41** shows one of many sample reports that the Tool can generate for you; in this case summarizing emission reductions in tons and assorted performance metrics at the Partner Total level (including all business units). These reports will prove useful for your company's evaluation and improvement efforts.

Figure 41: Example of Completed Report

Providing Additional Information

After completing Steps 1 – 4 on the **Home** screen, you may provide EPA with additional information regarding your company, potential use of the SmartWay Logo, and general feedback regarding the SmartWay program. This information is optional and is not required in order to submit your Logistics Company Tool data to EPA. Selecting the [**Provide Additional Information**] button on the **Home** screen will open the **Partner Information** form (see **Figure 42**).

Figure 42: Partner Information Screen

Use this page to provide information you would like to share publicly. Information should be entered in the text boxes displayed. Use the scroll bar to the right to display additional questions. SmartWay will use this information to create a SmartWay Partner profile page for your company on the SmartWay website. You do not need to complete every question. SmartWay will NOT edit for spelling or grammar, so make sure the text is exactly as you wish it to appear. If your company contains public relations functions, you may want them to review this information before submittal, however, keep your SmartWay due date in mind. SmartWay WILL review this data for appropriate content. Information provided should be informational in nature, and speak to the question.

Figure 43 shows the **Logo Qualification** screen. The SmartWay Partner Logo is provided at the company level to Partners that meet SmartWay's Partner environmental performance thresholds. Use this screen to provide information regarding your qualification for, and planned use of, the Partner Logo. Use the

scroll bar to display more questions and input fields. Additional information on Logo qualification and use can be found by selecting the [SmartWay Partner Logo Information] button link.

Figure 43: Logo Qualification Screen

Figure 44 displays the **Suggestions** screen. You may respond to some or all of these questions in order to provide feedback regarding the various aspects of the SmartWay program. SmartWay values your feedback. Any information you provide will be used to improve the program, and will be kept confidential. Use the scroll bar to the right to display additional questions.

Figure 44: Suggestions Screen

Once you have completed these three screens, select the [HOME] button to return to the **Home** screen.

Submitting Data to SmartWay

Congratulations! You are now ready to send your data to EPA.

Select the **Generate File to Send to EPA*** button, which will open the following screen.

Figure 45: Creating Submission File for EPA

Select the checkbox to indicate you understand the terms of the SmartWay Partnership Agreement once again. Next, a question will appear asking if you are an existing SmartWay Partner (Y/N). If you are, a question will appear asking if you submitted your data the previous reporting year. If so, you must then enter your Annual Submission ID, which has been sent to you by your SmartWay PAM via email. If you cannot locate your submission ID you can select the link "Email me my SmartWay ID" to have your ID sent to you.

Figure 46: Completed Submission File Screen

When ready, select NEXT to create a file with the following naming convention:

Logistics_PartnerName_ Year_ V0.xml

For example, Logistics_ABCLogistics, Inc_ 2012 _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.

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

Figure 47: Instructions for Submitting xml File to EPA

Follow these instructions for submitting your .xml file to SmartWay. Note that the .xml file is approximately 10 times smaller than the .xls files the tool generated in the past. Upon selecting **NEXT,** a screen will appear that allows you to close the Logistics Company Tool or return to the **Home** screen.

NOTE: DO NOT ZIP the File. Send it to EPA as a normal file attached in an e-mail. EPA security will not allow zipped files through the EPA firewall.

Please visit http://www.epa.gov/smartway/partnership/logistics.htm for additional resources, including printable data collection worksheets and technical documentation for the Logistics Tool.

Troubleshooting the Tool

Although the SmartWay tools have been tested extensively, you may encounter errors. Intermittent errors have been encountered when opening the Tool from an e-mail rather than from a drive. In addition, note that you will not be able to open the Tool successfully directly from the SmartWay website, so save the Tool to your hard drive before opening. If you encounter an error during use of the Tool, try restarting the Tool directly from a disk drive, with all other Excel files and applications closed. In addition, make sure that your computer is using a system and application version validated for use with the SmartWay tools (Windows XP or later operating system, and Excel Office 2003 or 2007).

If you continue to encounter problems, make a screen capture of the error message, and save the Tool at that point. (You can make a screen capture by pressing the keys *Alt and Print Screen at the same time*, and then pasting the image into a document such as MS Word.) Then send the screenshot, along with the saved Tool to your Partner Account Manager for further assistance.

APPENDIX A: RECOMMENDED DATA SOURCES FOR ACTIVITY DATA

List of Worksheets

Worksheet #1: Company and 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		

Primary Contact Information

Primary Contact Name								
Primary Contact Mailing Address								
City		State/Province		Zip		Country		
Primary 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: Logistics Business Unit Characterization

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

#2: Define Your Business Units

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

_____

SCAC(s): _____

MCN: _____

DOT: _____

BUSINESS UNIT TYPE:_____ (for-hire, private/dedicated)

Business Unit Contact:_____

Business Unit Focus (activity %s):
Logistics Provider _____   Freight Forwarder _____   Freight Broker _____   Truck Carrier _____

Operation Category (activity %s):
Truckload _____   LTL _____   Drayage _____   Package Delivery_____   Expedited _____

Body Type (activity %s):
Dry Van_____   Reefer _____   Flatbed_____   Tanker_____   Chassis _____

Heavy/Bulk _____   Auto Carrier _____   Moving _____   Utility _____   Special Hauler_____

Worksheet #3A: Select Carrier(s)

Complete the following for each business unit you will be submitting in the Logistics Tool. Make multiple copies of the table below to enter all carriers in the business unit if needed.

#3A: Identify Your Business Units

Logistics Business Unit Name

Carrier Name*	Mode^	Bin Category**

 # Non-SmartWay Carriers^^_____

* Exactly as it appears in SmartWay Carrier data file
^ Truck, Rail, Logistics, Multi-modal
** Truck bin categories include:
    TL Dry Van; LTL Dry Van;
    Refrigerated; Flatbed;
    Tanker; Dray;
    Package; Specialized; Mixed
^^ If applicable, for current reporting year only

Worksheet #3B: Enter Activity Data (page 1 of 5)

Complete the following for <u>each business unit</u> you will be submitting in the Logistics Tool. Make multiple copies of the tables if needed to enter all carriers in the business unit.

#3B: Enter Activity Data

Logistics Business Unit Name:

_____

Provide Data Source Description:

_____

_____

_____

_____

_____

_____

_____

Worksheet #3B: Enter Activity Data (page 2 of 5)

Data Availability Option, Inventory Calculation Metric, Miles, Ton-Miles, and Average Payload

Carrier Name	Data Availability Option (1-7)*	Inventory Calculation Metric^	Ton-miles	Miles	Average Payload**

* Options include

    1 = (Preferred) I know both Ton-miles and Total Miles.

    2 = I know Ton-miles and Average Payload.

    3 = I know Ton-miles and have general information about number of loads and cargo density.

    4 = I know Ton-miles only.

    5 = I know Total Miles and Average Payload.

    6 = I know Total Miles and have general information about number of loads and cargo density.

    7 = I know Total Miles only.

^ g/ton-mile; g/mile; g/railcar-mile

** For Options 2 and 5 only

Complete the following for each truck, logistics, and multi-modal *carrier* in the business unit. <u>Only required for Data Availability Options 3 and 6.</u>

Make multiple copies of the tables as needed to enter all carriers in the business unit.

Commodity Distribution (for Average Density Calculator)

Carrier Fleet Name:

Truck/Logistics/Multi-modal Carrier Commodity Distribution

Commodity Group	Description	Avg lbs/cu ft	% of Carrier Freight*
1	Pharmaceutical products	7.8	
2	Electronic and electrical equipment; furniture, mattresses, lamps, etc.; machinery; mail and courier parcels; misc. manufactured products; mixed freight; non-powered Tools; plastic and rubber; powered Tools; precision instruments and apparatus; printed products; vehicles, including parts.	9.3	
3	Alcoholic beverages; all other agricultural products; all other prepared foodstuff; all other transportation equipment; articles of base metal; bakery and milled grains; base metal – finished or semi-finished; live animals and fish; meat, seafood and their preparation; paper and paperboard articles; pulp, newsprint, paper or paperboard; recyclable products; textile, leather, and related products; tobacco products; wood products.	11.3	
4	All other waste and scrap, animal feed or products of animal origin, hazardous waste, misc/other; monumental or building stones, non-metallic mineral products**.**	13.2	
5	All other chemical products, all other coal and refined petroleum, base chemicals, crude petroleum; fertilizers and fertilizer materials.	14.1	
6	All other non-metallic minerals, cereal grains, logs and other wood in rough, metallic ores and concentrates; natural sand.	16.3	
7	Coal, fuel oils, gasoline and aviation turbine.	17.2	
8	Gravel and crushed stones	18.3	

 * mileage basis - ***must sum to 100***

Worksheet #3B: Enter Activity Data (page 4 of 5)

Complete the following for each rail/intermodal *carrier* in the logistics business unit.

Make multiple copies of the table as needed to enter all carriers in the business unit.

Commodity Distribution (for Average Density Calculator)

Carrier Fleet Name:

Rail Carrier Commodity Distribution

Commodity Group	Description	Avg lbs/cu ft	% of Carrier Freight*
1	Electrical equipment, furniture, live animals and fish, textiles and leather, vehicles.	7.7	
2	Mixed freight	16.1	
3	Machinery, tobacco products, transportation equipment	22.6	
4	Logs and rough wood; meat, fish, seafood; misc. manufacturing; paper products; products of petroleum	34.6	
5	Alcoholic beverages; animal feed; fabricated base metals; fats and oils; fuel oils; gasoline and fuel; milled grain products; other agricultural products; pulp and paper; waste and scrap; wood products	42.0	
6	Base metal, basic chemicals, building stone, cereal grains, chemical products, fertilizers, gravel and crushed stone, metallic ores, natural sands, non-metallic minerals, plastics and rubber	48.3	
7	Coal	54.3	

* mileage basis - ***must sum to 100***

Worksheet #3B: Enter Activity Data (page 5 of 5)

Complete the following for each *carrier* in the logistics business unit.

Make multiple copies of the table as needed to enter all carriers in the business unit.

Load Distribution (for Average Load Calculator)

Carrier Fleet Name:

Carrier Load Distribution

Load Fraction*	# Loads/yr
1/10	
2/10	
3/10	
4/10	
5/10	
6/10	
7/10	
8/10	
9/10	
Full	

* Truckload or railcar-load, depending on mode