



SmartWay Transport Partnership **Shipper/Logistics Model User Guide**

Welcome to the SmartWay Transport Partnership! The User Guide will introduce you to the SmartWay Shipper/Logistics Model, Version 3.2c.

What is the Shipper/Logistics Model and why am I filling it out?

The Shipper/Logistics (S/LM) model is the measurement tool that EPA uses to demonstrate the beneficial actions that companies are taking to save fuel and reduce emissions.

The Shipper/Logistics model is a **required** part of a Shipper/Logistics Partner's participation in the SmartWay Transport Partnership. In addition, it can help you calculate the emissions from

- the trucking companies you hire.
- the rail services you use.
- the equipment at your facilities.
- the trucks idling at your facilities.

This user guide will walk you through the model and answer many of your questions. If you have a question that is not answered here, please feel free to contact your SmartWay Representative.

FLEET Model Components

The main parts of the Shipper/Logistics model are identified on the tabs at the top of the opened worksheet.

Company Information tab: This section simply collects some basic information about your company.

Model Scoring tab: This section calculates a SmartWay Score based on a weighted average of the number of SmartWay Carriers you employ.

Emissions Foot Print tab: This *optional* section allows you to calculate the emissions from the trucking companies you hire, the rail services you use, the equipment at your facilities, and the trucks idling at your facilities. ***However, if “miles” is used as a metric, the emissions footprint will automatically populate using default values.***

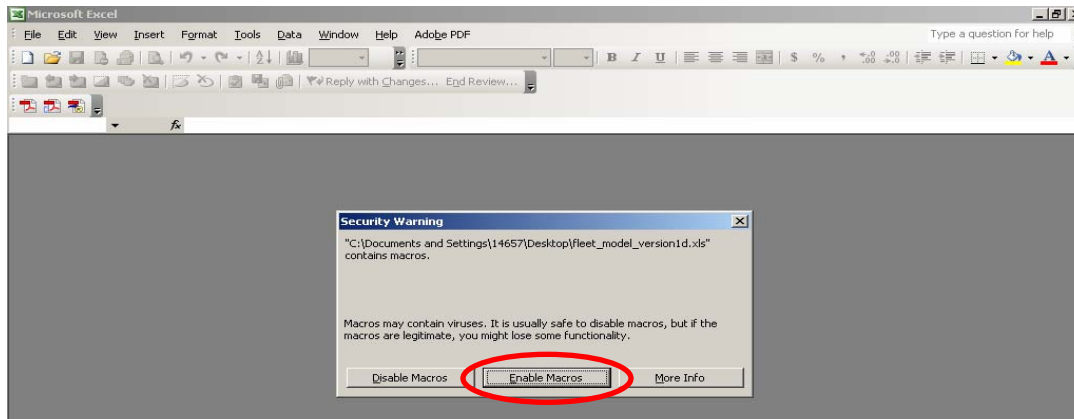
Company Information	Model Scoring	Emissions Foot Print	Version 3.2C - Oct 07
SmartWay Transport Partnership - Shipper/Logistics Model: General Information			
1. CONTACT INFORMATION			
a. Please fill in the following general company information about your company.		b. Please identify a primary contact.	
Company Name	<input type="text"/>	Company Contact	<input type="text"/>
Address	<input type="text"/>	Title	<input type="text"/>
City	<input type="text"/>	Phone	<input type="text"/>
State	<input type="text"/>	Fax	<input type="text"/>
Zip	<input type="text"/>	Email Address	<input type="text"/>
Web address	<input type="text"/>	SCAC Code	<input type="text"/>

Let's get started...

Opening & Closing the FLEET Model

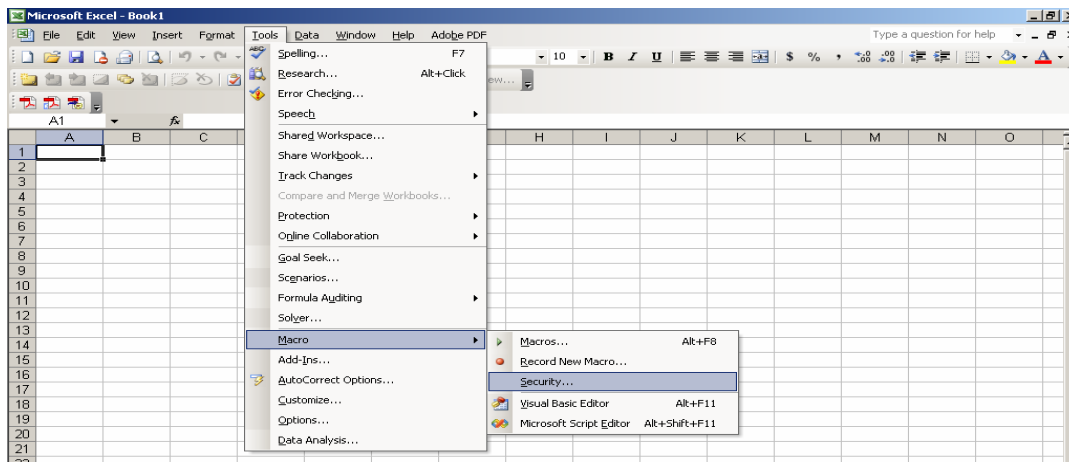
In order to open the model in Microsoft Excel, **Macros** must be enabled on your computer or certain features within the model will not work properly.

1. Open the Model.
2. Click on Enable Macros. You are now ready to begin entering your data.

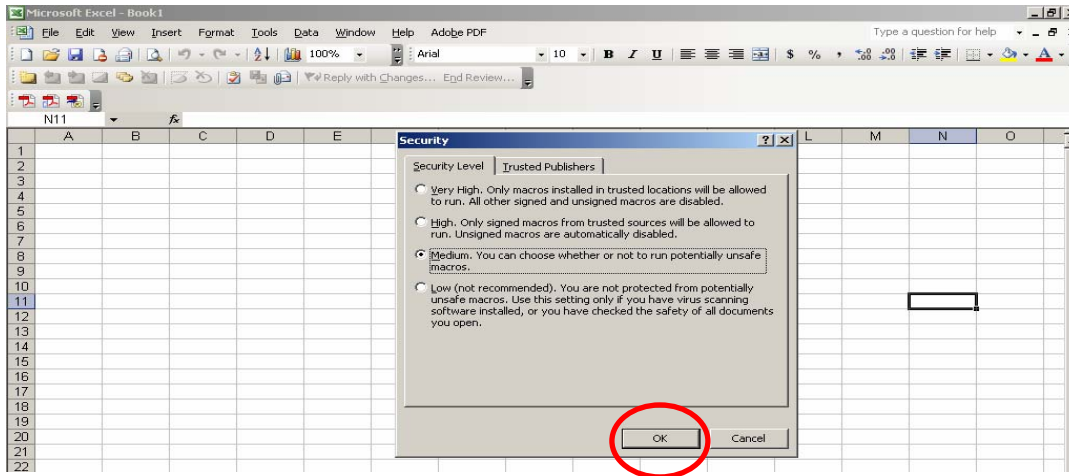


NOTE: If you have a security violation, a Windows message box will appear. To correct this situation and enable the Macros to run, perform the following:

1. Click on Tools on your toolbar.
2. Scroll down to Macros
3. Choose Security
4. Choose Medium. This security setting will allow macros to run in Excel.



5. Click OK.



6. Close the Model and exit Excel.
7. Re-launch Excel and you should be able to open your FLEET Model.

Important Information

Please Note:

- ***Users need only enter information in the cream-colored or yellow cells. The green and gray cells contain formulas that perform calculations and give totals for the data you are entering.***
- ***There are also notes embedded in the Model that help define terms. Run your cursor arrow over little corner red triangles for these helpful hints. (Mostly in Emissions Foot Print Tab)***
- ***NOTE: Tabs at the bottom of the spreadsheet are for reference only and require no action on your part.***

Company Information Tab

Section 1: Contact Information

1. Enter Company Name and all information below, including the SCAC code.
2. Enter Company Contact and all information below.

Section 2: Company Information

Complete the following, as appropriate:

Section a. is for **Shippers**, indicate your company's industry classification...check all that apply.
Section b is for **Logistics**, indicate your company's industry classification...check all that apply
Section c is indicating regions your company operates in.

Section 3: Shipping/Logistics Operations

1. Enter the amount of freight your company ships annually.
2. Indicate what metric you will use in the model to measure your freight.
3. Indicate how many freight providers you utilize.
4. Indicate percentage of operations in the US, Canada and/or Mexico.

Model Scoring Tab (The most important tab in the model!)

This is where you indicate what metric you will use to measure the amount of freight your SmartWay and non-SmartWay Carriers use.

SmartWay encourages you to choose a metric that makes good sense according to your business practices based on data that you are already collecting. The most common metrics can be seen in the Select Metric drop-down window. Another metric, like the *percent* of dollars spent on freight-hauling, may not be in the drop-down window...but you can type it in the space provided. You'll notice that when you do, the Custom Metric that you have chosen appear in the gray columnar headings below. This metric should also cross-check with the metric you listed in the Company Information Tab.

Company Information	Model Scoring	Emissions Foot Print	Version 3.2C - Oct 07										
SmartWay Transport Partnership - Shipper/Logistics Model: Calculate Your SmartWay Score 0.00													
<small>metric, call a SmartWay Transport team member and we will discuss that metric. In general, the way you measure the percentage of business you ship with a provider should make sense with your business practices and use data you already collect. Once you pick a metric, you are expected to use that metric throughout the life of the program, unless the fundamental nature of your business changes, at which point we will re-negotiate a metric with you. Select your metric from the drop down box below.</small>													
Select Metric: Miles Traveled (Miles)		If choosing a custom metric, please type it here: Custom Metric											
Step 2. Complete the assessment of your carriers and/or logistics providers													
In the table below, input your carriers/logistics service providers and the requested information in the yellow cells. You can access the SIF scores for SmartWay carriers by visiting our web site or by downloading our most recent list directly to this spreadsheet. Once you fill in the appropriate information, the model will then sum the credit you receive from each provider and compute your composite SmartWay Score. If your score is over .50 you qualify to use the SmartWay Partner logo. Note: If you do not want to input all of your non-SmartWay Transport providers, simply create a line that reads: NonSmartWay, and then input the appropriate summation of activity and a SIF score of 0. If you need more than 97 rows in the table below, please contact your Partner Account Manager for further assistance.											Access SIF Scores from EPA web site...		
For which year are you calculating the environmental performance of your operations?											Date/Time SIF Scores Last Down.		
											10/25/2007 10:19 AM		
Provider	SCAC Code	Provider's Total Mileage with Fleet (miles)	Provider's Total Weight w/ Fleet (tons)	Custom Metric	# of Trips	SIF Score for Provider	Score based on Miles 0.00	Miles per Trip (miles)	Weight per Trip (tons)	Custom Metric per Trip	Ton-Miles per Trip (ton-miles)	% of Total Miles	% of Total Weight
						0.00	0.00					0%	0%
						0.00	0.00					0%	0%
						0.00	0.00					0%	0%
						0.00	0.00					0%	0%
						0.00	0.00					0%	0%
						0.00	0.00					0%	0%
						0.00	0.00					0%	0%
						0.00	0.00					0%	0%
						0.00	0.00					0%	0%
						0.00	0.00					0%	0%
						0.00	0.00					0%	0%
						0.00	0.00					0%	0%
						0.00	0.00					0%	0%

Instructions

1. Select the metric you wish to use by clicking on the arrow next to the **Select Metric** drop-down box. You may use a “custom” metric...one more in line with your business plan. The metric must be proportionate to the way your business is divided by your carriers. Enter name in **Custom Metric** window, after discussing with your Partner Representative. Some examples are:
 - Dollars spent
 - Percentage spent
 - Number of shipments
 - Expenditures
 - Number of trips

Note: If you desire to calculate your environmental footprint (EF) you will need to use a **Miles Traveled, or Ton Miles**.

2. You need to list all your carriers here. However, **do not type in your carrier names.** The recommended process to list your carriers is to press the gray button labeled: “Access SIF Scores from EPA web site...” The list of SmartWay Carrier and Logistics company names and their SIF scores will be downloaded. Then, enter your carrier’s Standard Carrier Access code (SCAC) in the SCAC Code column. If the model recognizes the SCAC code as a valid SmartWay Partner, the company name and SIF score will automatically appear in the proper columns.
 - If you do not know your carriers’ SCAC code, you may place your cursor in cell A53...a drop-down menu will appear...and you can select the SmartWay carrier from the drop-down menu. The SCAC code and SIF score will be completed automatically.
 - You may enter the Non-SmartWay Partner carriers’ names and SCAC codes, but the SIF score will be 0.00.
 - You may also elect to consolidate all non-SmartWay carriers onto one line, instead of listing them separately.
3. Enter carriers’ data in the metric column of your choice.
4. The shipper score is calculated as follows:
 - Each individual carrier score is automatically calculated by multiplying the ratio of the carrier metric to the total metric by the carrier SIF score.
 - The shipper score is a sum of the all the individual weighted carrier scores.

If you have more than 150 carriers to enter on the spreadsheet

1. Scroll down to the bottom of the **Model Scoring Tab**...until you reach row 150.
2. While depressing the “Ctrl” (Control) key, left-click with your mouse with the cursor on the **Emissions Footprint Tab** at the very bottom of your spreadsheet (bottom of screen). This action will ensure that whatever lines are added to the **Model Scoring Tab**, will also be added to the **Emissions Footprint Tab**.
3. Then, highlight row 150 and right click your mouse. When the pop-up window opens, click on “Insert” to add a row. You can keep clicking on “Insert” and adding rows, or press the **F4** key until the desired number of rows are added.
4. Now, it’s a matter of copying the formulas down from row 149 to all the new rows you’ve added so all the formulas calculate data. Highlight cells G149 and H149...click on the “copy” icon on the toolbar. The cells will now have a “marquis-like” border...and there’s a small white box in the corner of cell H150.
 - Left click and hold your mouse and drag the highlighted area down to the end of the new cells and release. All your new cells G and H should have “zeros” in them (0.00). This signifies that the formulas have been copied correctly.
 - You’ll need to repeat this procedure for cells M150, N150, O150 and P150.

Emissions Foot Print Tab (The completion of these four sections are optional.)

This section of the Model helps companies determine the amount of emissions they generate from the use of transportation sources, including hired freight services like trucks and rail, idling from trucks at your facilities, and equipment such as forklifts, loaders, and generators.

Your freight emissions footprint is estimated by calculating the emissions from:

- The trucking or logistics companies you hire.
- The rail services you use
- The equipment you use at your facilities (forklifts, loaders, generators, etc.)
- The amount of truck idling at your facilities.

1. Calculate the emissions from the trucking companies you hire

Show Instructions for Assessing Carrier Operations

The table below lists all of the providers you listed in the Model Scores section of this model. To calculate the most accurate estimate of the emissions associated with these providers, enter the specific CO₂, PM, and NO_x emission factors for each fleet in the yellow cells. If you do not have these emission factors, you can contact the company and they may provide them to you. If these emission factors are unavailable, simply leave the yellow cells blank and the model will still estimate the CO₂ emissions using a CO₂ average emission factor of 1,847.5 g/mile.

Provider Fleets' Assessment													
Provider	Provider's Total Mileage with Fleet (miles)	Provider's Total Weight w/ Fleet (tons)	# of Trips	Miles per Trip (miles)	Weight per Trip (tons)	Ton-Miles per Trip (ton-miles)	Provider's Fleet Specific Emission Factors (g/mile)			Total Emissions (tons)			Est. Fuel Use (gal diesel)
							Based on Mileage...			CO ₂	PM	NO _x	
							CO ₂	PM	NO _x				

2. Calculate the emissions from the rail services you use

Show Instructions for Assessing Rail Services

You can estimate the emissions generated from your rail/locomotive services by entering in the number of trailers or trailer equivalents you ship by rail (Number of intermodal trips) and the average trip length. You can also estimate the percentages of the type of rail services you use (we set the default to 100% Average). Note that the total mix of rail types can not exceed 100%. You can also fine tune this assessment of rail operations by adjusting the drayage factors with the up and down arrows.

This section of the model not only calculates the amounts of emissions associated with your rail operations, but it also provides you with an estimate of how much fuel and emissions your company has saved (or could save) by using rail instead of truck. Only the estimate of the rail emissions contribute to your overall emissions footprint. The truck estimates and savings estimates are intended to show you the impact of this shipping choice.

Intermodal and Rail Operations				
Number of Intermodal Trips		Average Drayage Per Trip (miles)	21	Total Emissions (tons)
Average Trip Length (miles)		Average Cargo Weight Per Truck (tons)	22	
Rail Type: Average (%)		% Empty Haul Line Haul Miles	20	PM
Rail Type: Mixed Freight (%)		% Empty Drayage Trucks	25	NO _x
Rail Type: Double Stack (%)		Default Values		Fuel Consumed
Rail Type: TOFC (%)				Actual Rail Emissions
TOTAL RAIL TYPE MIX:	0%			Truck Emissions*
				Emissions Savings

* These are hypothetical emissions if you moved all of the rail shipments to truck. The Emissions Savings are then the amount of emissions (and fuel) your company saved as a result of using rail.

3. Calculate the emissions from the equipment at your facilities

Show instructions for assessing facility equipment

In the yellow cells, input the total fuel usage or energy usage for all mobile equipment at your facilities, such as forklifts, loaders, portable generators, etc.

Facility Equipment				
	Total gallons consumed	Total kWh consumed	Total pounds consumed	CO ₂ Emissions (tons)
Propane				0.00
Diesel				0.00
Gasoline				0.00
Electric				0.00
TOTAL				0.00

4. Calculate the emissions from trucks idling at your facilities

Show instructions for assessing idling truck emissions

In the yellow cells, input the average number of trucks you have at your facilities on any given day, input the average number of hours each truck idles their engine at your facility per day, and then input the average number of days your loading docks are open.

Types of Trucks	Average Number of Trucks Per Day	Average Hours of Idling Per Truck Per Day	Average Number of Days Loading Docks are open PER YEAR	CO ₂ Emissions Per Year (Tons)	PM Emissions Per Year (Tons)	NOx Emissions Per Year (Tons)
Combination Trucks				0.0	0.00	0.00
Single-unit trucks				0.0	0.00	0.00
TOTALS:	0			0.0	0.00	0.00

Once your Shipper/Logistics Model (S/LM) has been reviewed and approved, and you are a SmartWay Partner, you are ready to move on to the next step...completing your three-year Action Plan!

Timeframe: Your Action Plan is officially due six months after submitting the signed Shipper or Logistics Agreement. However, we *strongly* encourage you to complete your Action Plan within *one month* of completing the S/L Model, while all this information is fresh in mind.



Shipper Action Plan FAQs

What Action Plan?

Your Action Plan indicates how much you will improve your environmental performance over a period of three years from the date you joined the Partnership. It may be expressed using any measure that is appropriate for your business. Your Action Plan summary is a simple description of the actions your company will take over the next three years to achieve your improvement goal.

How do I go about developing my goal and Action Plan?

You can use the *Shipper Scores* and *Footprint* sections of the FLEET Performance Model to help create and assess your goals by quantifying current emissions and projecting reductions resulting from planned enhancements to your operations. EPA suggests that you complete the *Shipper Scores and Footprint* sections of the FLEET Performance Model for your current operations, and complete a second version of the Model for your projected operations three years in the future. Your goal can then be calculated as the difference in activities and emissions between the two versions of the Model.

Alternatively, or in addition to using the FLEET Performance Model to develop your Action Plan, you may develop a table similar to the one included in this document, or you may provide information in any other convenient format, describing the actions your company plans to take as a SmartWay Partner.

Is there a minimum level of action that I must commit to taking?

Your goal and Action Plan should set an aggressive, tangible target aiming to increase the proportion of goods shipped with Partner Carriers in addition to other efforts to reduce emissions from facilities you control – they should not simply project “business as usual.” Your goal should be described in any way that helps you to articulate your efforts, and should parallel the elements contained in the FLEET Performance model. The sample table included in this document provides appropriate examples of goals.

Will EPA share any of the information I submit with anyone?

Your individual company goal and Action Plan will be treated as confidential business information and will not be released to the public without your expressed written consent. EPA will release a general

aggregated summary of the goals of all Partners to demonstrate the effectiveness of the SmartWay Transport Partnership, but individual goals will not be provided.

When do I need to submit my goal and Action Plan to EPA?

Please submit your goal and Action Plan to EPA as soon as possible, but no later than 6 months after the date you signed a Partnership Agreement.

To whom should I submit my goal and Action Plan?

Please submit all materials to your Partner Account Manager (PAM).

**SAMPLE
Action Plan**

In addition to the FLEET Model, Partners are encouraged to send additional details on their Action Plan and how it will be implemented. You may want to provide information such as: your goal for participation in the Partnership; textual description of the strategies to be implemented; identification of the vehicles, equipment, or facilities to which improvements will be applied; description of employee training to be undertaken; description of efforts to educate employees about the company’s participation in the Partnership; and description of plans to publicize company efforts as a SmartWay Transport Partner. This information will be considered when EPA studies Partner performance toward qualification for the SmartWay Excellence award. An example of additional Action Plan detail is illustrated below.

	What (Summary description of strategy)	When (Timeline or milestones)	Benefits (Please quantify, if possible)	Comments (Status)
Strategy 1: Increase Shipping with Partner Carriers	-Contact all Carriers to tell them that we are now a SmartWay Partner. -Increase Shipper score to 0.85 by recruiting 5 non-Partner carriers into Partnership, and shipping additional 10% of freight with Partner carriers with SIF score of 1.0 or higher.	Oct. 1 st , 2008 Mar, 1 st , 2009	Increase our SmartWay pool Carriers to increase our overall score on EPA Shipper model.	Completed On Track
Strategy 2: Bidding Process Improvements	Incorporate Partnership status into our contract bidding process, preferences/points given for Partner carriers	Begins with next bid cycle, to commence FY '09	Ensures our organization is working with leading carriers who are working to improve their environmental performance	On Track

<p>Strategy 3: Implement a No Idle Policy.</p>	<p>LTL and FTL carriers must turn off their engine when waiting to be loaded when on company grounds. A No Idle Policy to be enforced when carrier is being loaded.</p>	<p>Mar. 1st, 2008</p>	<p>Reduce idling and emissions on engine running times. Implemented a No Idle Policy effective 3/01/08. Plan to reduce by 20% in 2005 with no Idle Policy. Current CO2 from idling is xx tons annually. Plan to get CO2 emissions to xx tons.</p>	<p>Completed</p>
<p>Strategy 4: Mexico/Canada CPAT Certification</p>	<p>Allow Carriers who cross the Mexican and Canadian borders to use FAST Track lanes to reduce Engine Emissions with less wait time.</p>	<p>March 1st, 2008</p>	<p>Quicker Border passing – reduces Emissions with less Engine Idling.</p>	<p>Completed</p>
<p>Strategy 5: Reduce Emissions on Forklifts</p>	<p>Replace 20 diesel forklifts with electric forklifts</p>	<p>20 New forklifts by March 1, 2008</p>	<p>Implement Batteries for Lifts with quick charge batteries, thus reducing emissions on charge times.</p>	<p>On Track</p>
<p>Strategy 6: Improve Performance of Corporate Light Duty Fleet Vehicles</p>	<p>Use SmartWay Certified and Elite Certified vehicles for corporate sales fleet.</p>	<p>All new purchases will replace older fleet vehicles until fleet is all SmartWay Certified by 2009</p>	<p>Reduces transportation footprint of corporate sales fleet</p>	<p>On Track</p>

<p>Strategy 7: Package Labeling</p>	<p>Label boxes and packages of company products that are carried by SmartWay Transport Carrier Partners.</p>	<p>Begins with summer shipping season and in time for holiday sales</p>	<p>Provides added visibility for SmartWay brand and educates our customers about what we are doing to bring them products in a more environmentally responsible manner. Estimate over 1 million packages per month will be labeled.</p>	<p>On track</p>
<p>Strategy 8: Increase Intermodal Shipments</p>	<p>Use intermodal operations to ship 200 shipments an average of 1,000 miles each.</p>	<p>Begins July 1, 2008</p>	<p>Use of intermodal will decrease engine emissions by shipping rail instead of using over the road means of transportation. Would like to increase intermodal by 15%. Project additional CO2 emissions savings to XXX tons in 2009.</p>	<p>On Track</p>
<p>Strategy 9: Employee Training</p>	<p>Develop employee awareness focused on SmartWay strategies, i.e. No Idle Policies, etc.</p>	<p>Twice per year training sessions</p>	<p>Ensures adherence to relevant policies, procedures and controls</p>	<p>On Track</p>
<p>Strategy 10: Employee Education</p>	<p>Add SmartWay Transport Partnership description to Internet and company Intra-net website.</p> <p>Include quarterly SmartWay Transport Partnership article for distribution to employees via Logistics Intranet Website.</p>	<p>Jan 1st, 2008</p> <p>At least two issues per year starting March 2008</p>	<p>Awareness creates new opportunities for the Partnership while preserving integrity of Partnership</p>	<p>Completed</p> <p>Mar/2008</p>

Strategy 11: Publicity Plans	Add SmartWay Transport Partner logo to company web site (with link to EPA's SmartWay Transport website).	Jan 1 st , 2008	Builds brand recognition and value for the Partners	Completed On Track
	Add SmartWay Transport Partner logo to company letterhead and other business-to- business communication documents	Jan. 1 st , 2008	Educates the public and consumers about the Partnership Helps to recruit additional Partners	