

**Supporting Statement for  
EPA Information Collection Request Number 2265.01  
“Information Collection Activities Associated with the  
SmartWay Transport Partnership”**

March 2011

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## **1 Identification of the Information Collection**

### **1(a) Title of the Information Collection**

The Information Collection Request (ICR) is entitled “Information Collection Activities Associated with SmartWay Transport Partnership,” EPA ICR number 2265.01, OMB Control Number 2060-NEW.

### **1(b) Short Characterization/Abstract**

The U.S. Environmental Protection Agency created the SmartWay Transport Partnership to help businesses and individuals protect the environment, improve air quality and maximize the energy efficiency of their transportation and logistics management choices. The Partnership focuses on increasing efficiency and lowering the greenhouse gases and air pollution generated by the transport and movement of goods. EPA encourages businesses and individuals that transport and move goods to adopt energy-efficient strategies and technologies that reduce fuel use, air pollution, and energy costs.

EPA administers a streamlined, online reporting process for organizations that join the SmartWay Transport Partnership, and has created incentives for improvement (e.g., SmartWay Excellence Awards Program). EPA also makes tools and other resources available on the Web to help organizations and individuals evaluate their environmental performance and the value of investing in transportation management improvements.

This ICR examines the information collected under the SmartWay Transport Partnership from organizations active in the transportation sector. Sections 1 through 5 of this supporting statement describe the collections (in terms of the need and utility of the data collected). These sections also outline respondent and Agency activities. In Section 6, EPA estimates the annual hour and cost burden to respondents and the Agency as a result of the data collections.

## **SMARTWAY TRANSPORT PARTNERSHIP AND THE TRANSPORTATION SECTOR**

The SmartWay Transport Partnership consists of the following participant groups:

- ***Carrier Partners*** include businesses that provide freight transport services, and that own and/or operate vehicles used in goods movement and related transportation-based assets. These businesses include trucking, railroad, commercial and retail businesses, independent truck owners, and similar organizations. SmartWay may in the future expand to other types of freight modes including air and marine. Carriers that join SmartWay agree to annually measure their performance using an environmental measurement and tracking system provided by EPA and available online. Based on outputs generated by this tracking system,

SmartWay Transport Carrier Partners commit to improve their fuel efficiency and environmental performance as a condition for participating in the partnership.

- ***Shipper and Logistics Management Partners*** consist of manufacturers, retailers, logistics and supply chain management companies that hire or contract with fleet owners and operators to move their goods. SmartWay Shipper and Logistics Management Partners agree to annually assess the proportion of goods dispatched with SmartWay carriers and also use a system for tracking their carbon emissions, similar to that used by carriers, but specifically designed for shippers. Shippers and logistics firms commit to ship an increasing percentage of their goods with SmartWay carriers, and to lower carbon emissions from their facility transportation operations as conditions for participating in SmartWay.
- ***Affiliates*** are both private and non-profit transportation-based organizations and companies, including trade associations, state and local governments, leasing companies, retail truck equipment dealers and other groups that encourage the transportation sector to integrate pollution controls and energy saving strategies into their business operations.

This ICR covers the reporting activities associated with partner participation in the SmartWay program, including the following:

#### *SmartWay Partner Agreement*

- An organization voluntarily joins SmartWay when it submits a partner agreement. SmartWay partners include carriers, shippers, logistics management companies, retailers, and non-profit groups engaged in improving the environmental performance of the transportation sector. Partner agreements identify basic objectives for organizations that join SmartWay and request contact information. Upon reviewing and completing the partner agreement, an organization can e-mail, fax or mail the agreement to EPA SmartWay. Upon receiving the agreement, partner data is loaded into the SmartWay partner account database, and a new partner record is created. A Partner Account Manager or “PAM” is assigned to support the new partner. Copies of partner agreements for carriers, shippers, logistics management companies and affiliates are included in Appendix A.

#### *Emissions Measurement*

- Upon joining SmartWay, carriers, shippers and logistics management companies agree to annually measure emissions generated by their transportation-related activities. To do so, partners collect data on their freight management business, such as transportation mode, fleet size, fuel

use, idle times, number of miles traveled, payload and related items. They then input this information into the EPA SmartWay online environmental measurement, assessment and tracking system. When all information has been entered, it is uploaded by EPA into the SmartWay partner account database.

EPA's SmartWay partner account database provides summary information on a company's fuel consumption rates and emission outputs (CO<sub>2</sub>, nitrogen oxides, and particulate matter). This environmental measurement, assessment and tracking system serves as the basis for creating EPA's database, and a range of tools and utilities. These tools enable partners to consider technology and modal shift options; project performance levels; and conduct analyses that will help them optimize the efficiencies of their transportation management activities through the SmartWay program.

After initially submitting data into the environmental tracking system, partners are asked to annually access the system and update their transportation management activities. These annual updates support partners in their efforts to track fuel economy improvements and monitor the effectiveness of their actions to reduce emissions. These annual updates also are used by EPA to monitor the progress of the SmartWay program as a whole.

#### *SmartWay Excellence Awards*

- Partners may be considered for a SmartWay Excellence Award and gain public recognition for their environmental performance and success in reducing fuel use. Emissions data, including updates that reflect transportation management improvements, may be used by partners to demonstrate the progress they are making to reduce fuel use and air emissions. As part of the award process, SmartWay partners also are given an opportunity to provide greater detail on specific actions they have taken to lessen the environmental impacts of their transportation-related business activities.

#### *Program Evaluation*

- Through workshops, webinars, conferences, and other interactive venues, SmartWay provides opportunities for partners, other industry representatives and consumers to provide input on their experience with SmartWay including input on the program's effectiveness at helping partners to assess and improve the environmental performance of their freight transport operations; the usability of SmartWay-provided tools and information; and their awareness of the SmartWay program.

## **2 Need for and Use of the Collection**

### **2(a) Need/Authority for the Collection**

The Office of Transportation and Air Quality (OTAQ) established the SmartWay Transport Partnership under directives outlined in Subtitle D of the Energy Policy Act of 2005 which calls on EPA to assess the energy and air quality impacts of activities within the freight industry. These activities include long-duration truck idling, the development and promotion of strategies for reducing idling, fuel consumption, and negative air quality effects. SmartWay's objectives also are consistent with the Federal Technology Transfer Act and other laws that support collaborative partnerships between government and industry.

SmartWay also supports the mission of EPA's Office of Transportation and Air Quality to protect the environment from transportation-based activities through the advancement of air pollution control equipment and technologies, clean fuels and innovative mobility and logistics management strategies.

Information collected through SmartWay assists OTAQ in evaluating the challenges the freight industry is managing as the industry seeks to maintain its economic viability, conserve fuel, reduce idling activity, lower CO<sub>2</sub> outputs, and improve its overall environmental performance (through the application of technology-based controls, efficient logistics management strategies and related approaches). SmartWay also provides opportunities for EPA and industry to cooperate and collectively execute strategies that can help improve the transportation industry's financial and environmental performance, both in the short term and the long term.

Data gathered through SmartWay contribute to OTAQ's goals to reduce transportation-based emissions, improve transportation efficiencies and protect human health and the environment. SmartWay program data also is critical to monitoring and measuring the success of SmartWay as a public/private partnership, both in terms of collaboration and as a tool for reducing fuel consumption, and air pollutants, including CO<sub>2</sub>, NO<sub>x</sub>, and particulate matter.

### **2(b) Practical Utility/Users of the Data**

#### *SmartWay Partner Agreements and Online Environmental Tracking System*

Information collected through the SmartWay program has a broad range of practical and useful applications.

Partner agreements are needed to secure basic contact information and to ensure an organization's commitment to SmartWay's energy and environmental goals.

Data submitted through the online environmental tracking system assist partners in quantitatively assessing the fuel consumed and air emissions generated by their transportation and freight activities. Outputs from the tracking system help organizations establish benchmarks, identify strategies and set future goals for conserving fuel and reducing greenhouse gas, nitrogen oxide and particulate matter emissions.

When the environmental tracking system is updated on an annual basis, it can help partners monitor their progress, determine if their goals are being met, and adjust their goals if necessary. These updates also can provide partners with valuable information on the environmental and economic benefits of applying the options available for modifying their freight transport methods (e.g. purchase idle reduction equipment, modify pickup and delivery schedules, adopt intermodal options, etc.).

OTAQ uses outputs from the SmartWay tracking system and its partner database to evaluate progress toward its goals for reducing transportation-based emissions. Information contained in the SmartWay tracking system and partner account database also is used to select potential candidates for a SmartWay Excellence Award. The data is considered by EPA as part of the awards program, in conjunction with other information that partners may provide to demonstrate the progress they are making to meet the environmental commitments they made when joining SmartWay. The SmartWay Excellence awards program provides EPA an important opportunity to publicly recognize the collective efforts of industry and individual organizations to conserve energy and improve air quality. This recognition serves as an important incentive, encouraging continuous improvement among existing partners, highlighting their success within industry among peers, and helping to strengthen and build the partnership.

### *Program Evaluation*

Periodic feedback and evaluation on the effectiveness of the SmartWay program and recognition of SmartWay as a brand from program partners, and other representatives active in the transportation sector will enable EPA to make any program changes as may be warranted, to continue to ensure the value, usefulness and effectiveness of the program.

## **3. Non-duplication, Consultations, and Other Collection Criteria**

### **3(a) Non-duplication**

The information collected under this ICR is not collected by any other EPA office or any other federal agency. Therefore, there is not a potential for duplication with other federal collections.

### **3(b) Public Notice Required Prior to ICR Submission to OMB**

On April 28, 2009 (Vol. 74, No.80 FR Doc. E9-9652), EPA sought comments on this ICR pursuant to 5 CFR 1320.8(d). EPA received no comments. Since it was



published for public comment on April 28, 2009, this ICR has been modified to reflect growth in the partnership, changes in labor rates and a new name for the SmartWay environmental tracking system and partner database (formerly known respectively as the SmartWay Freight Logistics Environmental and Energy Tracking or “FLEET” performance model and Customer Relations Management or “CRM” database).

**3(c) Consultations**

In preparing respondent burden hour and cost estimates in this ICR, EPA conducted some limited consultation with a small group of companies that participate in the SmartWay Partnership. These companies and corresponding contacts are identified in Table 3.1.

While these companies provided some insight, EPA works closely with all SmartWay participants, ensuring a good understanding of the time needed to carry out its information collection. Therefore, EPA relied primarily on the expertise of staff assigned to the SmartWay program to develop the ICR’s hour and cost assumptions. In addition, the Agency accessed data stored in the SmartWay partner database and supporting documentation to estimate the number of respondents and activities. The SmartWay partner database is kept up to date based on participant submittals (e.g., partnership agreements, initial and updated SmartWay fuel consumption and emissions data) and is therefore the most reliable source for estimation purposes.

**Table 3.1  
SmartWay Partners and Contact List**

<b>Partner Company</b>	<b>Contact</b>
AFN Logistics	Jared Palmer
Contract Freighters, INC	Bruce Stockton
Davis Cartage	Susan Sanderson
Green Mountain Coffee Roasters	Don Ostler
H.O. Wolding	Arne Nystrom
KBD Transportation	Pam Mullin
Nebraska Truck Association	Larry Johnson
New Jersey Motor Truck Association	Gail Toth
Schneider	Dennis Damman
Sharp	Mark Servidio
Wisconsin Partners for Clean Air	Jessica Lawent

**3(d) Effects of Less Frequent Collection**

*SmartWay Partner Agreements and Online Environmental Tracking System*

The SmartWay Partner Agreement is a one-time information submittal. The agreement documents an organization’s decision to join SmartWay, and provides basic contact information for a partner organization. It is not possible to collect the basic information given in the agreement less frequently.

A partner provides inputs into the SmartWay environmental tracking system upon joining SmartWay and updates the system on an annual basis thereafter, for as long as an organization remains a SmartWay partner. First-year system outputs are used by partners as a baseline for establishing energy and emission reduction goals in the future. Updating the system annually in subsequent years is necessary for SmartWay participants to determine the effectiveness of their actions to reduce emissions and energy use. Likewise, for EPA, collecting and storing the inputs annually ensures that the Agency is able to establish quantitative information on the program's progress in reaching SmartWay's emissions and fuel reduction goals.

Running the environmental tracking system and providing the results to EPA less frequently would prevent EPA and its SmartWay partners from tracking and assessing the progress of individual organizations, and the program as a whole. It also would make it difficult for participant organizations to modify their strategies to reduce energy use and emissions, as needed, to meet their goals. Annual system updates and outputs are necessary for EPA and its SmartWay partners to effectively work toward their shared energy and environmental goals.

The updated data also are important to EPA when assessing partner performance as part of the SmartWay Excellence Awards program. The excellence awards are an important incentive and encourage partners to implement effective emission-reduction strategies that help conserve energy, reduce greenhouse gas emissions and improve air quality.

#### *Program Evaluation*

Providing sufficient opportunities for partners, and transportation industry professionals to provide input to EPA on the effectiveness of SmartWay is necessary to monitor and implement program changes, as needed, in a timely manner.

#### **3(e) General Guidelines**

Information collections performed under this clearance will follow all of OMB's General Guidelines regarding federal data collection.

#### **3(f) Confidentiality**

Participation in SmartWay is voluntary and may be terminated by participants or EPA at any time. If a claim of confidential business information (CBI) is asserted, EPA will manage that information in accordance with EPA's provisions on confidentiality. 40 CFR Part 2, Subpart B establishes EPA's general policy on the public disclosure of information and procedures for handling CBI claims.

#### **3(g) Sensitive Questions**

No questions of a sensitive nature are asked of SmartWay participants.

## 4 The Respondents and the Information Requested

### 4(a) Respondents and NAICS Codes

Below in Table 4.1 is a list of selected North American Industrial Classification System (NAICS) codes and the primary industry sectors associated with those codes. These industry sectors may be affected by information collections covered under this ICR for the SmartWay Transport Partnership.

**Table 4.1**  
**List of NAICS codes for SmartWay Partners**

<b>NAICS Code</b>	<b>Industry</b>
421	Wholesale Trade, Durable Goods
422	Wholesale Trade, Nondurable Goods
4211	Motor Vehicle and Motor Vehicle Part and Supplies
42111	Automobile and Other Motor Vehicle Wholesalers
42112	Motor Vehicle Supplies and New Part Wholesalers
423	Wholesale Trade, Nondurable Goods
44-45	Retail Trade
48-49	Transportation and Warehousing
481	Air Transportation
4811	Scheduled Air Transportation
481112	Scheduled Freight Air Transportation
4812	Nonscheduled Air Transportation
48121	Nonscheduled Air Transportation
481212	Nonscheduled Chartered Freight Air Transportation
481219	Other Nonscheduled Air Transportation
482	Rail Transportation
4821	Rail Transportation
48211	Rail Transportation
482111	Line-Haul Railroads
482112	Short-Line Railroads
483	Water Transportation
4831	Deep Sea, Coastal and Great Lakes Water Transportation
48311	Deep Sea, Coastal and Great Lakes Water Transportation
483111	Deep Sea Freight Transportation
483113	Coastal and Great Lakes Freight Transportation
4832	Inland Water Transportation
48321	Inland Water Transportation
483211	Inland Water Freight Transportation
484	Truck Transportation
4841	General Freight Trucking
48411	General Freight Trucking, Local
48412	General Freight Trucking, Long-Distance
484121	General Freight Trucking, Long-Distance, Truckload
484122	General Freight Trucking, Long-Distance, LTL
4842	Specialized Freight Trucking

488	Support Activities for Transportation
4881	Support Activities for Air Transportation
48811	Airport Operations
488119	Other Airport Operations
48819	Other Support Activities for Air Transportation
4882	Support Activities for Rail Transportation
48821	Support Activities for Rail Transportation
4883	Support Activities for Water Transportation
48831	Port and Harbor Operations
48832	Marine Cargo Handling
48833	Navigational Services to Shipping
48839	Other Support Activities for Water Transportation
4884	Support Activities for Road Transportation
4885	Freight Transportation Arrangement
48851	Freight Transportation Arrangement
4889	Other Support Activities for Transportation
48899	Other Support Activities for Transportation
488991	Packing and Crating
488999	All Other Support Activities for Transportation
4931	Warehousing and Storage Facilities
49311	General Warehousing and Storage Facilities
49312	Refrigerated Warehousing and Storage Facilities
49319	Other Warehousing and Storage Facilities

#### **4(b) Information Requested**

Organizations interested in joining SmartWay are asked to submit a partnership agreement describing their commitment to conserve energy and emissions when they join the program. They also are asked to provide other related information, as described below.

#### **4(b)(i) Data Items**

##### *Partnership Agreement*

- An organization completes a partnership agreement when it joins SmartWay; the form may be completed online or on paper. A completed partnership agreement confirms that an organization has joined the program. It also lists the commitments that both EPA and the joining organization assume by working together through the SmartWay Partnership. Copies of the SmartWay partnership agreement forms are provided in Appendix A. On average, EPA estimates that 0.82 hours are needed to thoroughly review, comprehend and submit the partnership agreement. This includes some legal review, especially in larger companies.

The partnership agreement includes the following information:

- ✓ Organization's name,
- ✓ Contact information on organization's Partner Official,
- ✓ Contact information on organization's Designated Partner Representative, and
- ✓ General terms of the SmartWay Partnership.

### *SmartWay Environmental Tracking System*

- The SmartWay tracking system is a tool that helps organizations quantify the environmental performance of their transportation-based operations. Organizations access the system and provide information on their transportation activities upon joining SmartWay. The system consists of two modules, one for SmartWay carriers, and a second module for SmartWay shippers and logistics management companies; both modules are available online ([www.epa.gov/smartway](http://www.epa.gov/smartway)).

On average, EPA estimates that partners will take 5.16 hours to gather, input and review the data needed to run the environmental tracking system the first time. Annual updates will take 2.66 hours to complete. These estimates include the time needed to review system outputs prior to sending them to EPA.

For carrier partners the system requests the following information:

- ✓ Contact information, including a responsible agent for the company, or an alternate; street and electronic addresses,
- ✓ Information about the company, including data about its existing transportation equipment, such as the number of trucks employed; gallons of fuel used and miles traveled annually; payload; pollution control equipment deployed and idling activity, and
- ✓ Actions the organization plans to take to conserve energy and strengthen its environmental performance in future years.

For shipper and logistics management partners, the system requests the following information:

- ✓ Contact information, including a responsible agent for the company, or an alternate; street and electronic addresses,
- ✓ Information about the company's transportation activities, including carriers hired to transport goods; mode/s used to transport products; and freight facility operations, and
- ✓ Actions the organization plans to take to increase the amount of freight shipped with SmartWay carriers and to conserve energy and reduce emissions from its freight facility and transportation operations in future years.

### *Annual SmartWay Excellence Awards*

- The Annual SmartWay Excellence Awards recognize outstanding achievements by partners in the program. Data from the tracking system and the progress a company is making to improve its environmental performance provide the basis for an award. Partners also have the option of providing additional information, as listed below, to be considered for an award. On average EPA estimates that organizations that choose to provide this information take an estimated 3.25 hours to do so.
  - ✓ Efforts undertaken to educate its staff, customers and public about its participation in SmartWay, and
  - ✓ Other activities supporting its participation as a SmartWay partner (e.g., a shipper may offer special assistance or incentives that help and/or encourage carriers to join SmartWay).

### *Partner Evaluation*

- SmartWay may request feedback on the program and the tools it provides, which would be expected to require no more than 15 minutes of a respondent's time.

### **4(b)(ii) Respondent Activities**

#### *Partnership Agreement*

To join the EPA SmartWay Transport Partnership, organizations are asked to:

- ✓ Review the partnership agreement, and
- ✓ Sign and return the agreement to EPA electronically, by fax or U.S. mail.

#### *SmartWay Environmental Tracking System*

Upon completing their partnership agreement, companies are asked to complete the online environmental tracking system, and on an annual basis thereafter, to update the system. These activities involve the following:

- ✓ Gather information needed to provide relevant inputs for the environmental tracking system,
- ✓ Go online and enter information and relevant data into the system,
- ✓ Run the system,
- ✓ Review system reports and data outputs,
- ✓ Choose options to reduce fuel use and emissions, and
- ✓ Update the system and review data outputs annually.

### *Annual SmartWay Partner Award Materials and Information*

In addition to reporting their environmental performance data, SmartWay partners have the option to submit information on their actions to reduce fuel use, save energy and publicly promote their participation in the SmartWay program. When a partner chooses to submit this information, it will:

- ✓ Gather and compile information on its activities, including samples of promotional materials and in-house tools developed to highlight their involvement in SmartWay, and
- ✓ Send these materials to EPA, electronically, by fax, or U.S. mail.

### *Program Evaluation*

EPA may seek feedback on the SmartWay program on a random and voluntary basis and partners may be asked to respond to a range of questions, such as the usability of the tracking tool and the program's value to their organization, among others.

## **5 Information Collection: Agency Activities, Collection Methodology, and Information Management**

### **5(a) Agency Activities**

EPA SmartWay managers, staff and Partner Account Managers (PAMs) will perform certain activities associated with information collections described in this ICR. These activities serve to develop, evaluate and support the SmartWay Transport Partnership program.

#### *Partnership Agreement*

SmartWay will perform the following activities related to the partnership agreement:

- ✓ Review partner agreements,
- ✓ Upload information from the partner agreement to the SmartWay partner database,
- ✓ Assign a PAM,
- ✓ Send a welcome letter to the new partner,
- ✓ Update and maintain SmartWay website, and
- ✓ Monitor the use of SmartWay logos.

#### *SmartWay Environmental Tracking System*

SmartWay will perform the following activities related to the environmental performance tracking system:

- ✓ Process and upload new and updated partner performance data in the SmartWay partner account database,
- ✓ Request updates of information annually,
- ✓ Review partner activities undertaken to cooperatively promote SmartWay,
- ✓ Record partner progress in the database, and
- ✓ Update and maintain SmartWay website.

#### *Annual SmartWay Partner Award Program*

SmartWay will review environmental performance data and any additional data partners provide to highlight their progress and achievements in conserving fuel and reducing emissions:

- ✓ Review and rank environmental performance data that is submitted,
- ✓ Review and assess other partner information submitted for award consideration, and
- ✓ Summarize and describe partner accomplishments and achievements that warrant recognition.

#### *Program Evaluation*

SmartWay will review input from its partners, and industry representatives on the program and use it to adjust and improve the program.

### **5(b) Collection Methodology and Management**

In collecting and analyzing the information received through this ICR, EPA will use a telephone system, personal computers, and applicable software. EPA will ensure the accuracy and completeness of collected information by reviewing each submittal. EPA will enter the information obtained into a database and will aggregate data obtained to monitor the progress of participants in reducing fuel consumption and air emissions. These efforts will help to ensure the proper use and processing of the information being collected to enhance the value of the information to EPA and the public.

### **5(c) Small Entity Flexibility**

EPA expects that some independent truck owners, small fleet operators and other small businesses will participate in SmartWay. EPA has designed its information collections to minimize respondent burden while obtaining sufficient and accurate information. For example, EPA has tailored its partner environmental tracking system for small entities so that it requests only the minimum amount of information needed to work effectively with small businesses.



## **5(d) Collection Schedule**

SmartWay collects partnership agreements from partners only once, when they enter into the program. Environmental performance data is submitted upon joining the partnership and updated annually thereafter. Additional information that is submitted for the purposes of being considered for an award is optional, as environmental performance data serve as the primary basis for an award.

EPA will request data related to program evaluation no more than once a year.

## **6 Estimating the Burden and Cost of the Collection**

### **6(a) Estimating Respondent Burden**

Exhibit 1 presents the annual respondent burden hours for information collection activities associated with the SmartWay Transport Partnership program. Exhibit 1 also includes the total annual hours devoted by respondents to conduct all activities.

### **6(b) Estimating Respondent Costs**

Exhibit 1 estimates respondent costs associated with each information collection activity. Exhibit 1 also presents the total annual respondent costs under all activities. Specific cost assumptions are discussed below.

#### **6(b)(i) Estimating Labor Costs**

The labor rates used to estimate costs to respondents are consistent with hourly wage rates published by the Bureau of Labor Statistics publications on employment and earnings. Based on its review of this data, EPA has developed labor cost estimates. EPA estimates an average hourly respondent labor cost (hourly plus overhead and fringe) of \$109.08 for legal staff, \$79.47 for managerial staff, \$67.73 for technical staff, and \$33.58 for clerical and/or administrative staff.

#### **6(b)(ii) Estimating Capital and Operations and Maintenance (O&M) Costs**

Operations and maintenance (O&M) costs are those costs associated with a paperwork requirement incurred continually over the life of the ICR. They are defined by the Paperwork Reduction Act of 1995 as the “recurring dollar amount of costs associated with O&M or purchasing service.” This ICR includes O&M costs for postage (i.e., \$0.50) for each submittal to EPA by postal mail. Although most submittals are electronically provided, EPA recognizes that postal mail may be used by some of our partners. In addition, for the collection of optional items, specifically hard copies of materials submitted for consideration of a SmartWay Excellence Award, EPA estimates an average cost of \$15.00 per submittal

### **6(c) Estimating Agency Burden and Costs.**

As shown in Exhibit 2, SmartWay estimates the annual Agency burden costs for the information collection activities associated with SmartWay. EPA conducted consultation with staff members of SmartWay to obtain estimates of the hours to complete each information collection activity. These estimates are summarized in Exhibit 2.

The hourly labor rates used in this ICR were obtained from the 2010 GS pay schedule available from the Office of Personnel Management. EPA estimates an average hourly labor cost (including overhead) of \$86.56 for legal staff, \$73.58 for managerial staff, \$52.64 for technical staff, and \$23.84 for clerical staff. For the Senior Environmental Employees (SEE) who support SmartWay, EPA estimates a labor rate of \$20 per hour. The labor rates for EPA employees are based on the following GS levels and steps: GS level 15 - step 5 for legal staff; GS level 14 - step 5 for managerial staff; GS level 12 – step 5 for technical staff; and GS level 5 - step 5 for clerical staff. To derive the hourly labor rates, EPA first used the corresponding hourly basic labor rates from the 2010 General Schedule and multiplied these rates by 1.6, the standard government multiplier. Labor rates for SEE employees are based on standard rates applied by Senior Service America, Inc., the administrator of a grant program that makes SEE employees available to the EPA.

### **6(d) Estimating the Respondent Universe and Total Respondent Burden and Cost**

#### **Respondent Universe**

In this section, EPA describes its estimates of the number of respondents carrying out the information collections under the SmartWay Transport Partnership program. In developing its estimates, EPA referred to its databases and related documentation to identify trends in the number of existing and new respondents. Based on this understanding, EPA has estimated the average number of respondents associated with each of the information collections under the program. These averages and an explanation of how they were derived follows for each collection activity.

#### *Partnership Agreement – New Partners*

EPA estimates that based on program growth and development, on average, 450 organizations, representing shipper, carrier (truck, rail), logistics management, public and private affiliate groups will submit a partnership agreement to EPA each year. Each of these 450 new partners is expected to complete and submit the agreement on a one-time basis. In estimating the annual respondent hour and cost burden over the three-year period covered by this ICR, EPA annualized the hour and cost burden of this one-time activity by dividing the number of respondents by three. Thus EPA estimates that 450 partners will complete and submit a partnership agreement each year, taking 0.82 hours on average to do so.

These assumptions are reflected in Exhibit 1.

### *SmartWay Environmental Tracking System*

EPA asks all new organizations that join SmartWay, with the exception of affiliates, to access its environmental tracking system which is available online, and submit data upon joining the partnership. After that, partners are asked to update the system and report on their progress annually.

The environmental tracking system is a web-based tool that enables partners to establish benchmarks and future goals for conserving energy and reducing greenhouse gas and nitrogen oxide emissions from their freight operations and transportation-based activities. To identify a baseline and set these goals, companies gather information about their transportation activities and enter that data into EPA's web-based tool, the SmartWay environmental tracking system. After completing these inputs, the data is sent electronically to EPA and uploaded into the SmartWay partner database. EPA estimates that to gather and input information and data into the SmartWay tracking system, and to send the data to EPA, takes a company, in its first year of joining the program, on average 5.16 hours.

Based on information drawn from the SmartWay partner database, EPA notes that approximately 20% of its SmartWay's partnership base is composed of affiliates. These affiliates do not complete or submit an environmental tracking system. Affiliates join SmartWay to help promote and support EPA's goals through marketing and communications activities, and typically do not engage in a significant amount of freight activity. Consequently it is not necessary for them to complete or submit a SmartWay tracking tool.

The other 80% of SmartWay's partnership base is composed of carrier (truck, rail, air and marine), shipper, and logistics management firms. These partners do provide data and run the environmental performance tracking system upon joining the program and annually thereafter.

Using this program data, EPA calculates that of the 450 new partners projected to join SmartWay each year, 360 of them will run the tracking system ( $450 \times 0.8 = 360$ ). The other new participants will be affiliates, and affiliates are not asked to run the system ( $450 \times 0.2 = 90$ ).

In estimating the annual respondent hour and cost burden over the three-year period covered by this ICR, EPA annualized the hour and cost burden associated with operating the tracking system for the first time, by dividing the number of respondents by three. Thus EPA estimates that 360 new partners will complete and submit environmental performance data each year, taking 5.16 hours on average to do so. This work will entail the following:

- ✓ Gather information needed to provide relevant inputs into the tracking system,
- ✓ Go online and enter information and relevant data into the tracking system,
- ✓ Run the tracking system,
- ✓ Review system reports and data outputs,
- ✓ Review utility options for reducing fuel use and emissions, and
- ✓ Send EPA new system data outputs.

These assumptions are reflected in Exhibit 1.

### *SmartWay Environmental Tracking System Updates*

Following the initial submittal of environmental performance data, EPA asks that partners annually update the system and report their progress in meeting their performance goals. There are currently 2,400 existing organizations participating in SmartWay. Of these 2,400 organizations, 80% of them – or 1,920 in all, will be asked to update the environmental tracking system ( $2,400 \times 0.8 = 1,920$ ) on an annual basis. These 1,920 organizations represent carrier, shipper and logistics management partners. The remaining 480 organizations are affiliate organizations, and affiliates are not asked to complete or update the SmartWay tracking system.

In addition to the 1,920 existing partners that will provide annual updates, new partners that have been in the program for more than a year also will provide updates to the tracking system that they initially ran when they first joined the program. Again, EPA projects 360 new partners will join SmartWay and complete the environmental tracking system for the first time during each year of the 3-year period covered by this ICR.

To calculate the number of updates EPA will receive from these 360 new partners, EPA reviewed the SmartWay program's retention rate among its existing partners. EPA found that about 75 percent of all partners that initially submit data continue to participate in the program and submit updated data. Therefore, in addition to the 1,920 existing partners that provide updated system data, another 270 new partners will provide these updates for the first time ( $360 \times 0.75$ ).

To develop a complete estimate of the number of annual respondent hours and cost burden associated with updating the SmartWay environmental tracking system on an annual basis, EPA factored in this retention rate. Specifically, EPA took into account the number of existing partners (1,920) and new partners (270) that it expects to remain active in the program during the three year timeframe covered by this ICR. In summary EPA expects that 2,190 ( $1,920 + 270$ ) partners will annually provide updated environmental performance data to the Agency during this three-year period.

Although the same basic actions are involved in initially running the environmental tracking system and updating it, EPA estimates that gathering and reviewing the data

needed to update the system, and submitting the updated data will require an average of 2.66 hours. The reduction in this burden hour estimate (as compared to running the system for the first time) is based on the experience that SmartWay partners have acquired in managing their fleet, energy and environmental performance. As a result, EPA estimates that on an annual basis, 2190 partners will provide updated environmental performance data, taking 2.66 hours on average to do so.

These assumptions are reflected in Exhibit 1.

#### *SmartWay Excellence Awards*

As a part of its annual SmartWay Excellence Awards program EPA annually reviews the baseline systems data and the updates its SmartWay partners submit to identify and recognize partners that demonstrate a high level of leadership in reducing fuel consumption and lowering greenhouse gas and other air emissions. All SmartWay partners have the option of providing EPA with other, relevant information on actions that may not be captured in their performance data. When a partner chooses to submit this information, it will:

- ✓ Gather and compile information on its activities, including samples of promotional materials and in-house tools developed to highlight its involvement in SmartWay, and
- ✓ Send these materials to EPA, either electronically or by mail.

Based on EPA's experience in administering the SmartWay Excellence Awards program it is estimated that 75 partners (about 3.5% of all partners) will provide this additional information for consideration on an annual basis during the 3-year time period covered by this ICR. On average these organizations will take 3.25 hours to gather and submit the award materials that they would like EPA to evaluate.

These assumptions are reflected in Exhibit 1.

#### *Program Evaluation*

Over the three year period covered by this ICR, EPA expects that it will ask its partners and other relevant parties for advice and suggestions on the effectiveness of SmartWay and how to improve the tools and incentives it provides the transportation sector. EPA will request this information no more than once a year from no more than 150 individuals and expects that it will require no more than 15 minutes of time from a respondent.

These assumptions are reflected in Exhibit 1.

**6(e) Bottom Line Burden Hours and Costs**

**6(e)(i) Respondent Tally**

As shown in Table 6.1, EPA estimates the total annual hour and cost burden to respondents to be 8,301 hours and \$531,089.00.

**Table 6.1  
Total Estimated Annual Respondent Burden and Cost Summary**

Information Collections	Number of Respondents	Total Hours per Year	Total Labor Cost Per Year	Total Annual Capital Cost	Total Annual O&M Cost	Total Cost Per Year
Partnership Agreement	450	369	\$ 28,506.00	\$0.00	\$225.00	\$ 28,731.00
Environmental Measurement, Assessment & Tracking System (new & updates)	2,550	7,651	\$ 481,944.00	\$0.00	\$00.00	\$481,944.00
Awards & Recognition	75	244	\$ 16,309.00	\$0.00	\$1,125.00	\$17,434.00
Evaluation	150	37	\$ 2,980.00	\$0.00	\$0.00	\$ 2,980.00
<b>TOTAL</b>	<b>3,225</b>	<b>8301</b>	<b>\$ 529,739.00</b>	<b>\$0.00</b>	<b>\$1,350.00</b>	<b>\$531,089.00</b>

**6(e)(i)(i) Agency Tally**

In table 6.2, EPA presents a summary of the total estimated annual Agency and contract burden for the SmartWay program.

**Table 6.2  
Total Estimated Annual Agency Burden and Cost**

Respondent Type	Burden Hours	Total Labor Costs	Total Capital Cost	Total O&M Cost	Total Cost
Agency	3173	\$99,504.00	\$0.00	\$263.00	\$99,767.00

**6(f) Reasons for Change in Burden**

This is a new information collection, and as such, this section does not apply.

## **6(g) Burden Statement**

EPA estimates that for organizations participating in SmartWay, the reporting burden will be approximately 2.57 hours per respondent per year. EPA notes that this is a weighted average across all SmartWay partners, regardless of whether they are affiliates, shippers, carriers, or logistics companies. It is also a weighted average for all partners, regardless whether they have previously completed partner agreements, submitted additional information or volunteered work examples for award consideration. This average also includes 150 respondents who will provide EPA with some data on their awareness and opinion of SmartWay.

Burden means the total time, effort, or financial resources expended by a person to generate, maintain, retain, disclose or provide information to or for a Federal Agency. This includes the time needed to: review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information; adjust the existing ways to comply with previously applicable instructions; search data sources; complete and review the collection of information; transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

To comment on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including the use of automated collection techniques, EPA has established a public docket for this ICR under Docket ID Number EPA-HQ-OAR-2007-0482, which is available for online viewing at [www.regulations.gov](http://www.regulations.gov), or in person viewing at the Air Docket in the EPA Docket Center (EPA/DC), EPA West, Room 3334, 1301 Constitution Avenue, NW, Washington, D.C. The EPA Docket Center Public Reading Room is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding legal holidays. The telephone number for the Reading Room is (202) 566-1744, and the telephone number for the Air Docket is (202) 566-1742. An electronic version of the public docket is available at [www.regulations.gov](http://www.regulations.gov). This site can be used to submit or view public comments, access the index listing of the contents of the public docket, and to access those documents in the public docket that are available electronically. When in the system, select "search," then key in the Docket ID Number identified above. Also, you can send comments to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17th Street, NW, Washington, D.C. 20503, Attention: Desk Officer for EPA. Please include the EPA Docket ID Number EPA-HQ-OAR-2007-0482 and OMB Control Number 2060-NEW in any correspondence.

**Exhibit 1**  
**Estimated Annual Respondent Burden and Cost**  
**US EPA SmartWay Program**

Information Collection Activity	Hours and Costs per Respondent								Total Hours and Cost		
	Legal \$109.08/hr	Manager \$79.47/hr	Technical \$67.73/hr	Clerical \$33.58/hr	Response Hours/Year	Labor Cost/ Year	Capitol Startup Costs	O&M Costs	Number of Respond- ents	Total Hours/ Year	Total Cost/ Year
<b>Partnership Agreement</b>											
Review Partnership Agreement	0.25	0.25	0.16	0	0.66	\$57.97	0	\$0.00	450	297	\$26,088
Return Partnership Agreement to EPA	0	0	0	0.16	0.16	\$5.37	0	\$0.50	450	72	\$2,418
Subtotal	0.25	0.25	0.16	0.16	0.82	\$63.35	\$0.00	\$225.00	450	369	\$28,731
<b>New SmartWay Carbon Tracking Systems</b>											
Gather data & info for tracking system	0	0.5	2	0	2.5	\$175.20	0	\$0.00	360	900	\$63,070
Input data into Tracking System	0	0	1	0.5	1.5	\$84.52	0	\$0.00	360	540	\$30,427
Review System Carbon Outputs	0	0.5	0.5	0	1	\$73.60	0	\$0.00	360	360	\$26,496
Send completed Systems Data to EPA	0	0	0.16	0	0.16	\$10.84	0	\$0.00	360	25.5	\$3,901
Subtotal	0	1	3.66	0.5	5.16	\$344.15	0	\$0.00	360	1826	\$123,895
<b>Update SmartWay Carbon Tracking System</b>											
Gather Data & Info to Update Tracking System	0	0	1	0	1	\$67.73	0	\$0.00	2190	2190	\$148,329
Input Data into Tracking System	0	0	0	0.5	0.5	\$16.79	0	\$0.00	2190	1095	\$36,770
Review System Outputs	0	0.5	0.5	0	1	\$73.60	0	\$0.00	2190	2190	\$161,184
Send Updated Outputs to EPA	0	0	0	0.16	0.16	\$5.37	0	\$0.00	2190	350.4	\$11,766
Subtotal	0	0.5	1.5	0.66	2.66	\$163.49		\$0.00	2190	5825	\$358,049
<b>SmartWay Excellence Awards</b>											
Gather information for EPA consideration	0	0	2	0	2	\$135.46	0	\$0.00	75	150	\$10,160
Review and Send Information to EPA	0	0.5	0.5	0.25	1.25	\$82.00	0	\$15.00	75	93.75	\$6,150
Subtotal	0	0.5	2.5	0.25	3.25	\$217.46	0	\$1,125.00	75	243.8	\$17,434
<b>Awareness Assessment</b>											
Complete and submit online assessment	0	0.25	0	0	0.25	\$19.87	0	\$0.00	150	37.5	\$2,980
Subtotal	0	0.25	0	0	0.25	\$19.87	0	\$0.00	150	37.5	\$2,980
<b>Total</b>	<b>0.25</b>	<b>2.5</b>	<b>7.82</b>	<b>1.57</b>	<b>12.14</b>	<b>\$808.31</b>	<b>\$0.00</b>	<b>\$1,350.00</b>	<b>3225</b>	<b>8301</b>	<b>\$ 531,089</b>



**Exhibit 2**  
**Estimated Annual Agency Burden and Cost**  
**US EPA SmartWay Program**

Information Collection Activity	Hours and Costs per Respondent									Total Hours and Cost		
	Legal \$86.56/hr	Manager \$73.58/hr	Technical \$52.64/hr	Clerical \$23.84/hr	SEE \$20.00/hr	Resp. Hours/ Year	Labor Costs/ Year	Annual Capitol Startup Costs	Annual O&M Costs	Number of Respond. Activities	Total Hours/ Year	Total Cost/ Year
<b>Partnership Agreement</b>												
Review & Process submitted SmartWay Partnership Agreements	0	0.03	0	0	0.08	0.11	\$3.81	0	\$0.00	450	49.5	\$1,713
Send a Letter Welcoming Partner to SmartWay Program	0	0	0	0	0.08	0.08	\$1.60	0	\$0.50	450	36	\$945
Update EPA/SmartWay Website		0	0	0	0.08	0.08	\$1.60	0	\$0.00	450	36	\$720
Subtotal	0	0.03	0	0	0.24	0.27	\$7.01	0	225	450	121.5	\$3,378
<b>New SmartWay Carbon Tracking Systems</b>												
Review and Evaluate System Outputs	0	0.08	0.25	0	1.5	1.83	\$49.05	0	\$0.00	360	658.8	\$17,657
Update SmartWay partner database with tracking system outputs	0	0	0	0	0.5	0.5	\$10.00	0	\$0.00	360	180	\$3,600
Update EPA/SmartWay Website	0	0	0	0	0	0	\$0.00	0	\$0.00	360	0	\$0
Subtotal	0	0.08	0.25	0	2	2.33	\$59.05	0	0	360	838.8	\$21,257
<b>Update SmartWay Carbon Tracking System</b>												
Review and Evaluate Updated System Outputs	0	0.08	0.08	0	0.5	0.66	\$20.10	0	\$0.00	2190	1445.4	\$44,014
Update SmartWay Partner Acct Mgmt D-base with Updated System Outputs	0	0	0.08	0	0.08	0.16	\$5.81	0	\$0.00	2190	350.4	\$12,727
Subtotal	0	0.08	0.16	0	0.58	0.82	\$25.91	0	\$0.00	2190	1795.8	\$56,740
<b>SmartWay Excellence Awards</b>												
Develop Awards Criteria	0	0.08	0.5	0	0	0.58	\$32.21	0	\$0.00	75	43.5	\$2,415
Review Tracking System Inputs/Outputs	0	0	0.5	0	1	1.5	\$46.32	0	\$0.00	75	112.5	\$3,474
Receive and review other information submitted	0	0	1	0	0.5	1.5	\$62.64	0	\$0.00	75	112.5	\$4,698
Notify partners that will receive award	0	0	0.08	0.08	0.16	0.32	\$9.32	0	\$0.50	75	24	\$736
Subtotal	0	0.08	2.08	0.08	1.66	3.9	\$150.48	0	\$37.50	75	292.5	\$11,324
<b>Awareness Assessment</b>												
Review assessment, research focus and questions	0	0.08	0.5	0	0	0.58	\$32.21	0	\$0.00	150	87	\$4,831
Process assessment and present results to internal audiences	0	0	0.25	0	0	0.25	\$13.16	0	\$0.00	150	37.5	\$1,974
Subtotal	0	0.08	0.75	0	0	0.83	\$45.37	0	\$0.00	300	124.5	\$6,805
<b>Total</b>	<b>0</b>	<b>0.35</b>	<b>3.24</b>	<b>0.08</b>	<b>4.48</b>	<b>8.15</b>	<b>\$287.81</b>	<b>0</b>	<b>\$262.50</b>	<b>3375</b>	<b>3173.1</b>	<b>\$99,767</b>



Partnership Agreement: Carriers

EPA's SmartWaySM Transport Partnership is a voluntary program that recognizes Partners for setting and achieving greenhouse gas (GHG) reduction goals in freight transport.

With this agreement, \_\_\_\_\_, joins EPA's SmartWay Transport Partnership and commits to:

- Measure the environmental performance of our fleet using EPA's online environmental measurement, assessment and tracking system, available at www.epa.gov/smartway.
Identify a goal to improve the environmental performance of our fleet.
Establish a plan for how this goal will be achieved and report our progress toward meeting that goal by annually updating our performance in EPA's online environmental measurement, assessment and tracking system.

In return, EPA commits to:

- Increase public awareness of Partner participation in the SmartWay Transport Partnership by listing Partners on the EPA SmartWay Transport Partnership Web site and in related educational, promotional, and media materials. EPA will obtain express written consent from the Partner before publishing the Partner's name other than in the context of increasing public awareness of its participation as described here.
Publicize the actual performance data of Partners only with a Partner's express permission, except as otherwise required by law.
Assist Partners in achieving goals by working to address challenges, create incentives, and provide technical assistance and support (subject to appropriations).

General terms:

- If the Partner or EPA defaults upon this agreement at any point, the agreement shall be considered null and void.
Either party can terminate the agreement at any time without prior notification or penalties or any further obligation. EPA agrees not to comment publicly regarding the withdrawal of Partners.
EPA reserves the right to suspend or revoke Partner status for any Partner that fails to accomplish the specific actions to which it committed in the SmartWay Transport Partnership Agreement and subsequent Agreements.
The Partner agrees that it will not claim or imply that its participation in the SmartWay Transport Partnership constitutes EPA approval or endorsement of anything other than the Partner's commitment to the program. The Partner will not make statements or imply that EPA endorses the purchase or sale of the Partner's products and services or the views of the organization.
The Partner understands that it bears its own costs for participation in this program, and agrees not to submit a claim for compensation to EPA or any other Federal agency on the basis of this agreement.

Authorized Partner Official:

The undersigned, on behalf of \_\_\_\_\_, understands and agrees to the terms of the EPA SmartWay Transport Partnership.

SIGNATURE

TITLE

PRINT NAME

DATE

Designated Partner Representative:

NAME

TITLE

ADDRESS

CITY

STATE

ZIP

E-MAIL

PHONE

FAX

EPA Form Number XXXX-XX



# Join the SmartWay Transport Partnership TODAY!

## Becoming a SmartWay Transport Carrier Makes Good Business Sense

- **Cost Savings:**  
The Partnership promotes new technologies and management practices to save fuel, which saves you money, period.
- **Business-to-Business Advantage:**  
SmartWay Transport Carriers are preferred by SmartWay Transport Shippers, and they want to ship their goods with you. Shipper Partners are already giving priority contracts to SmartWay Transport Carriers.
- **Freight Management Tools:**  
EPA's online environmental measurement, assessment and tracking system allows you to track and manage fuel use, evaluate fuel savings and environmental benefits of a variety of fuel efficiency strategies, and create a custom-fit plan for achieving greater fuel efficiency gains in the future.
- **Technical Support:**  
EPA will assist you in using its environmental tracking system and meeting your goals.
- **Recognition for Your Existing Environmental Improvements:**  
Your fleet's existing fuel efficiency strategies, coupled with continued improvements, determine your status in the Partnership. You get full credit for improvements made thus far.
- **Promotional opportunities and public recognition:**  
The SmartWay Transport Partner brand of excellence is awarded to qualifying Partners as a visible cue to your business customers, clients, and consumers to use in their advertising and other promotional media. It tells them that you are a champion of environmental stewardship and helps them to make educated choices about SmartWay Transport(ed) products. Visible exposure through national and regional events, advertisements, articles, and special recognition are just a few ways that EPA commits to recognize your achievements.

## Becoming a Partner is Easy

When you join the SmartWay Transport Partnership, you commit to:

- Assess your fleet's environmental performance using using EPA's tracking tools;
- Identify a goal to improve your environmental performance;
- Develop a plan and annually report your progress to EPA.

Simply e-mail, fax or mail the completed Partnership Agreement to:

e-mail: [smartway\\_transport@epa.gov](mailto:smartway_transport@epa.gov)

mail: SmartWay Transport Partnership  
U.S. EPA Office of Transportation and Air Quality  
2000 Traverwood  
Ann Arbor, MI 48105

fax: Fax: (734) 214-4052

Then complete and submit your online assessment and performance objectives using EPA's tracking tools available at [www.epa.gov/smartway](http://www.epa.gov/smartway).

## Become a SmartWay Transport Carrier TODAY!

For more information about joining the SmartWay Transport Partnership, call us at (734) 214-4767.

EPA Form Number XXXX-XX

The public reporting and recordkeeping burden for this collection of information is estimated to average 2.57 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed [form or survey] to this address.



Partnership Agreement:
Shippers

EPA's SmartWaySM Transport Partnership is a voluntary program that recognizes Partners for setting and achieving greenhouse gas (GHG) reduction goals in freight transport.

With this agreement, \_\_\_\_\_, joins EPA's SmartWay Transport Partnership and commits to:

- Determine the percentage of freight shipped (or received) by SmartWay Transport Partnership carriers.
Measure the greenhouse gas emissions of our freight facility operations using EPA's online environmental measurement, assessment and tracking system, available at www.epa.gov/smartway.
Establish goals for reducing the greenhouse gas emissions of our freight facility operations and increasing the amount of freight shipped with SmartWay Transport carriers.
Establish a plan for how these goals will be achieved and report our progress toward meeting our goals by annually updating our performance in EPA's online environmental measurement, assessment and tracking system.

In return, EPA commits to:

- Increase public awareness of Partner participation in the SmartWay Transport Partnership by listing Partners on the EPA SmartWay Transport Partnership Web site and in related educational, promotional, and media materials. EPA will obtain express written consent from the Partner before publishing the Partner's name other than in the context of increasing public awareness of its participation as described here.
Publicize the actual performance data of Partners only with a Partner's express permission, except as otherwise required by law.
Provide Shippers with the needed information to quantify emissions from their freight facility operations, and to determine the percentage of freight shipped with SmartWay Transport Partner Carriers.
Assist Partners in achieving goals by working to address challenges, create incentives, and provide technical assistance and support (subject to appropriations).

General terms:

- If the Partner or EPA defaults upon this agreement at any point, the agreement shall be considered null and void.
Either party can terminate the agreement at any time without prior notification or penalties or any further obligation. EPA agrees not to comment publicly regarding the withdrawal of Partners.
EPA reserves the right to suspend or revoke Partner status for any Partner that fails to accomplish the specific actions to which it committed in the SmartWay Transport Partnership Agreement and subsequent Agreements.
The Partner agrees that it will not claim or imply that its participation in the SmartWay Transport Partnership constitutes EPA approval or endorsement of anything other than the Partner's commitment to the program. The Partner will not make statements or imply that EPA endorses the purchase or sale of the Partner's products and services or the views of the organization.
The Partner understands that it bears its own costs for participation in this program, and agrees not to submit a claim for compensation to EPA or any other Federal agency on the basis of this agreement.

Authorized Partner Official:

The undersigned, on behalf of \_\_\_\_\_, understands and agrees to the terms of the EPA SmartWay Transport Partnership.

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_
PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

Designated Partner Representative:

NAME \_\_\_\_\_ TITLE \_\_\_\_\_
ADDRESS \_\_\_\_\_
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_
E-MAIL \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EPA Form Number XXXX-XX



## Join the SmartWay Transport Partnership TODAY!

### Becoming a SmartWay Transport Shipper Makes Good Business Sense

- **Improve Your Savings by Improving your Environmental Performance:**

SmartWay Transport Partners use freight carriers that are improving their own fuel efficiency while shippers are improving the efficiency of shipping and receiving operations. This translates to money saved and reduced environmental impacts from your freight shipping. As a SmartWay Transport Partner, you will have the information necessary to make beneficial decisions regarding carrier selection.

- **Quantify your Environmental Achievements:**

Emission reductions may be valuable on the open market through trading and credit programs already in development nationally and internationally. EPA's online environmental measurement, assessment and tracking system allows you to track and manage your greenhouse gas emission reductions from freight activities.

- **Promotional Opportunities and Public Recognition:**

The SmartWay Transport Partner brand of excellence is awarded to qualifying Partners as a visible cue to your business customers, clients, and consumers to use in their advertising and other promotional media. It tells them that you are a champion of environmental stewardship and helps them to make educated choices about SmartWay Transport(ed) products. Visible exposure through national and regional events, advertisements, articles and special recognition are just a few ways that EPA commits to recognize your achievements.

*"Businesses have an opportunity and a responsibility to do what they can to protect the environment. It's important to our customers and it's important to healthy communities, so we encourage all companies to join us in this great effort with SmartWay."*

–Winell Herron, V.P. of Public Affairs and Diversity, H-E-B

### Becoming a Partner is Easy

When you join the SmartWay Transport Partnership, you commit to:

- Increase the percentage of freight shipped by SmartWay Transport Partnership Carriers;
- Measure the greenhouse gas emissions of your operations using EPA's tracking tools;
- Identify a goal to reduce the greenhouse gas emissions from freight facility operations;
- Develop a plan for achieving your goals and annually report your progress to EPA.

Simply e-mail, fax or mail the signed Partnership Agreement to:

e-mail: [smartway\\_transport@epa.gov](mailto:smartway_transport@epa.gov)  
mail: SmartWay Transport Partnership  
U.S. EPA Office of Transportation and Air Quality  
2000 Traverwood  
Ann Arbor, MI 48105  
fax: (734) 214-4052

Then complete and submit your online assessment and performance objectives using EPA's tracking tools available at [www.epa.gov/smartway](http://www.epa.gov/smartway). Your Partner Welcome Kit will be mailed to you shortly.

The public reporting and recordkeeping burden for this collection of information is estimated to average 2.57 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

### Become a SmartWay Transport Shipper TODAY!

For more information about joining the SmartWay Transport Partnership, call us at (734) 214-4767.

EPA Form Number XXXX-XX



# Affiliate Agreement

EPA's SmartWay Transport Affiliate Program is an innovative initiative that supports freight shippers, carriers, and logistics companies in setting and achieving goals that increase fuel efficiency and reduce emission of greenhouse gases and air pollutants. EPA partners with Affiliate organizations to support these efforts. This Agreement applies to the following types of Affiliates listed below.

With this agreement, \_\_\_\_\_ joins EPA's SmartWay Transport Program as a SmartWay Transport Affiliate (please check Affiliate category):

### SmartWay Tractor/Trailer Dealership

Dealerships that promote and sell SmartWay Certified tractors or trailers and four approved categories of energy-saving devices: idle control, wide-based or fuel efficient tires, Automatic Tire Inflation (ATI), and Tractor/Trailer aerodynamics.

### SmartWay Non Profit

Trade and professional associations; membership, nongovernmental organizations; academic institutions and governmental agencies who educate their constituents about the SmartWay program.

### SmartWay Leasing Company

Lease SmartWay Certified vehicles, tractors or trailers. Promotes the sale or lease of SmartWay Certified vehicles, tractors or trailers to dealerships and/or multiple franchises.

If your organization does not meet one of the above Affiliate types, e-mail [smartway\\_transport@epa.gov](mailto:smartway_transport@epa.gov) for information on joining the SmartWay community. Put "SmartWay Community" in the subject line.

## The following are suggested activities that will help Affiliates support and promote SmartWay goals:

- Provide a link to the SmartWay Transport website on the Affiliate's website.
- Inform and educate the Affiliate's members, constituents, or customers about specific components of SmartWay Transport Program.
- Distribute, feature and promote educational materials about the SmartWay Transport Program.
- Recruit new Affiliates from the Affiliate's membership or constituents, or assist other Affiliates with recruiting.
- Publish articles or other informational materials.
- Identify and provide opportunities for EPA to communicate with the Affiliate's membership.
- Train your sales staff on the SmartWay Savings Calculator ([www.epa.gov/smartway/transport/calculators/index.htm](http://www.epa.gov/smartway/transport/calculators/index.htm)).
- Inform your customers about the availability of innovative financing opportunities through SmartWay materials.

## EPA agrees to:

OMB Control No. 20XX-XXXX

Approval Expires XX/XX/XX

- Educate SmartWay Transport Partners about the Affiliates' involvement.
- Publicize Affiliate's participation through SmartWay Transport Program events, the website, and listing in related educational, promotional and media materials. EPA will obtain written consent from an Affiliate before publishing its name in a context beyond increasing public awareness of its participation as described above.
- Provide Affiliate with materials to market the SmartWay Transport Program including program materials, posters, articles, presentations and talking points.
- Allow Affiliate to use the SmartWay Transport name in the promotion of the SmartWay Transport Program and in the Affiliate's activities for participating in the SmartWay Transport Affiliate Program, provided the name is used consistently with this Agreement and is never used to imply EPA endorsement of Affiliate, its products or services.
- Make EPA representatives available to speak about the SmartWay Transport Program at Affiliate's conferences and meetings.
- Assist Affiliate in achieving program goals, by working to address challenges, create incentives, and provide technical assistance and support.

## General Terms:

The Affiliate agrees that it will not claim or imply that its participation in the SmartWay Transport Affiliate Program constitutes EPA approval or endorsement of anything other than the Affiliate's commitment to the program. The Affiliate will not make statements or imply that EPA endorses the purchase or sale of the Affiliates' products and services, or the views of the organization.

Affiliate agrees to indicate EPA's ownership of "SmartWay Transport®" by using the ® symbol when using the name and by including the following statement on the web site, report, or other material where the term is used: "SmartWay Transport®" is a registered service mark of the U.S. Environmental Protection Agency". Affiliate also agrees to abide by the terms of this Agreement pertaining to the use of the SmartWay Transport name and acknowledges that EPA may terminate this Agreement if Affiliate uses the SmartWay Transport name inconsistently with these terms.

Either party can terminate the Agreement at any time without prior notification or penalties or any further obligation. EPA and the Affiliate agree not to comment publicly regarding the withdrawal of an Affiliate. Upon termination, Affiliate agrees to no longer use the SmartWay Transport name or any variation of the SmartWay Transport mark.

All commitments made by EPA are subject to the availability of appropriated funds. The Affiliate understands that it bears its own costs for participation in this program, that it participates without recourse to EPA, and agrees not to submit a claim for compensation to EPA or any other Federal agency on the basis of this agreement.

Nothing in this agreement exempts the Affiliate from EPA regulations or policies relating to competition for financial assistance or procurement contracts.

This Agreement does not direct or apply to any person outside Affiliate and EPA and therefore does not create any right or benefit, substantive or procedural, enforceable by law or equity against the Affiliate or EPA, their officers or employees, or any other person.

The parties enter into this Agreement voluntarily. Thus, except as explained in the preceding, EPA is not imposing any legally-binding obligations on Affiliate or any other entity through this Agreement, nor is Affiliate imposing any legally-binding obligations on the EPA or on any other entity through this Agreement.

**Authorized Affiliate Official:**

The undersigned, on behalf of \_\_\_\_\_ understands and agrees to the terms of the EPA SmartWay Transport Affiliate Program.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**Designated Affiliate Representative**

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

**Fax or e-mail completed agreement to EPA SmartWay Transport Partnership:**

**e-mail: smartway\_transport@epa.gov**

**Phone (734) 214-4052**

The public reporting and recordkeeping burden for this collection of information is estimated to average 2.57 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.