

GPN-GL19 Contracting Guidelines for

Truckload Shipping

Green Purchasing Network (GPN)

These guidelines cover important environmental issues that shall be considered when shippers aim at reducing environmental impacts and greenhouse gas emission by truckload shipping for transporting goods or using the service of shipping as a part of their green purchasing practices. These guidelines also aim at greening truckload shipping by encouraging communication between shippers and freight carriers that have gained recognition for their environmental activities.

1. Scope

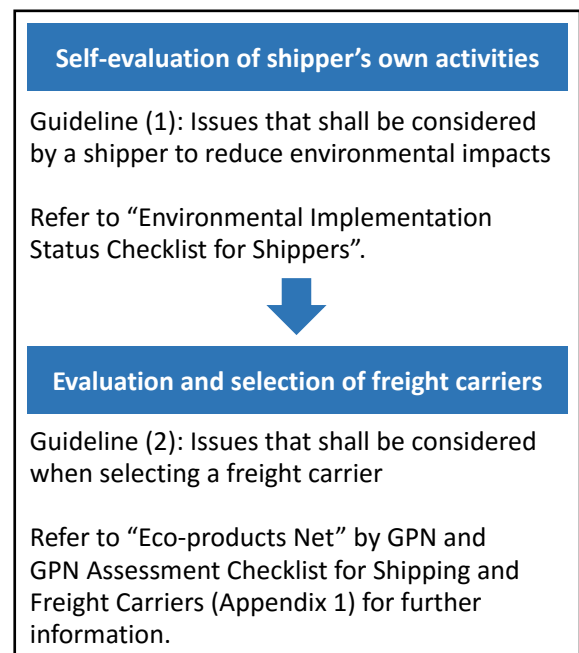
The scope of these guidelines is general carriage contract of goods by truck that is covenanted by governments and companies.

2. How to Use Guidelines and Eco-products Net

These guidelines consist of two sections: a set of guidelines and information requirements.

“Eco-products Net” is a registration form for introducing freight carriers that have addressed environmental issues within the scope of the guidelines. This part, specifically, consists of information from the third party assessment and “GPN assessment checklist for shipping and freight carriers” (Appendix 1) that summarizes qualitative information about individual freight carriers.

Those freight carriers and shippers who have addressed environmental issues within the scope of the guidelines will be able to disseminate their activities by using the GPN logo for shipping.



3. Guidelines

When contracting with a freight carrier for truckload shipping, the following articles shall be considered.

- (1) A shipper shall develop its own environmental policies on truckload shipping, consider whole supply chain, be responsible, and involve clients including logistics in its environmental activities.
- (2) A shipper shall choose a freight carrier that has been assessed by a third party about

environmental management, security, and activities considering its reliability and transparency.

4. Information Requirements

When choosing a freight carrier, a shipper shall refer to the following articles.

- Evaluation system for freight carrying by the Bureau of Environment, Tokyo Metropolitan Government
- Creating J-Credit (domestic credit/offset credit) through fuel mileage

* These guidelines are subject to change in accordance with new findings and changes in social conditions.

Established August 2, 2013

By Green Purchasing Network (GPN)

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Environmental Implementation Status Checklist for Shippers

This checklist shall be used for application to GPN logo for shipping.

Shippers shall consider following articles to reduce environmental impacts.

1. Environmental Management System	
<input type="checkbox"/>	1. A shipper shall have its own environmental policies.
<input type="checkbox"/>	2. A shipper shall set environmental goals and intend to develop, implement and continuously improve its own environmental management system.
<input type="checkbox"/>	3. A shipper shall define the scope of its transportation activities, develop a work plan, determine the volume of CO ₂ emission, and report and review those activities regularly.
<input type="checkbox"/>	4. A shipper shall appoint a person in charge to promote environmental activities in carriage.
<input type="checkbox"/>	5. A shipper shall provide in-house training sessions about environmental consideration in carriage.
2. Shipping Methods	
<input type="checkbox"/>	6. A shipper shall promote the use of railway and vessels as well as secure railroad containers.
<input type="checkbox"/>	7. A shipper shall take measures to maintain or enhance shipping efficiency (e.g. use of 31 feet containers and high cube containers, review of stacking method, etc.).
<input type="checkbox"/>	8. A shipper shall use advanced freight services such as third party logistics (3PL).
3. Enhancement of Shipping Efficiency	
<input type="checkbox"/>	9. A shipper shall choose indirect or direct shipment and adjust shipping routes depending on destination and shipping volume, and ask freight carriers to reduce total shipping distance.
<input type="checkbox"/>	10. A shipper shall intend to plan and standardize shipping orders to scale-up transport unit, reduce delivery frequency, and review lead time as well as just-in-time service (time-zone delivery).
<input type="checkbox"/>	11. A shipper shall ask freight carriers to adjust truck type, loading capacity, and the number of vehicles and ask them to use consolidated cargo.
<input type="checkbox"/>	12. A shipper shall make the rule of order-receiving and delivery time as well as delivery method, and intend to implement scheduled delivery in order to avoid emergency delivery. For example, a shipper shall cooperate with freight carriers in shipping to avoid delivery in rush hours and low carry efficiency days.
<input type="checkbox"/>	13. A shipper shall implement cooperative transportation.
<input type="checkbox"/>	14. A shipper shall promote modal shift from private to commercial trucks for its own vehicles when possible.

<input type="checkbox"/>	15 [About private truck] A shipper shall develop policies and plans for the use of private trucks, adjust truck type, loading capacity, and the number of vehicles, determine energy consumption, and use the policies, plans, and data toward improvement.
Operation and Maintenance of Distribution Bases	
<input type="checkbox"/>	16. A shipper shall enhance proper allocation and intensification of cargo facilities in distribution bases, maintenance of the distribution bases considering the efficiency of load delivery and sorting, and computerization of the facilities.
<input type="checkbox"/>	17. A shipper shall coordinate and maintain freight handling areas, parking areas, drivers' lounges, and entrance and exit lanes to discourage street parking and smoothen traffic flow in cooperation with relevant businesses and local governments.
Implementation of Computerization and Standardization	
<input type="checkbox"/>	18. A shipper shall use networking technologies such as electronic data interchange standard, consolidated labels for shipping and receiving freight, and radio-frequency identification device in order to simplify inception, cargo handling, and storage.
<input type="checkbox"/>	19. A shipper shall use freight/vehicle demand system to secure return cargos.
<input type="checkbox"/>	20. A shipper shall enhance load efficiency by transportation management system and choose efficient shipping routes.
<input type="checkbox"/>	21. A shipper shall use the vehicle information and communication system (VICS) and improve safety through smooth transportation, reduction of shipping time, and precise assessment of situation.
4. Increase of Low-emission Vehicles and Fuel-efficient Vehicles	
<input type="checkbox"/>	22. A shipper shall intend to use low-emission vehicles and fuel-efficient vehicles ¹ in cooperation with freight carriers.
<input type="checkbox"/>	23. A shipper shall intend to introduce devices such as storage heater and regenerative air cooler to improve fuel mileage and to stop idling in cooperation with freight carriers.
Promotion of Eco-driving	
<input type="checkbox"/>	24. A shipper shall consider promotion of eco-driving and efficient logistics and intend to improve implementation of them through regular assessment.
<input type="checkbox"/>	25. A shipper shall ask freight carriers if they provide a guidebook and training programmes for drivers to promote eco-driving and inquire about their implementation status of vehicle inspection and maintenance.
<input type="checkbox"/>	26. A shipper shall inquire of freight carriers about their implementation status of devices for promoting eco-driving such as digital tachograph.

¹ Low-emission vehicles and fuel-efficient vehicles include natural gas vehicles (CNG vehicles), hybrid vehicles, electric vehicles, and vehicles that meet Post New Long-term standards.

<input type="checkbox"/>	27. A shipper shall request data from freight carriers to accurately understand about their actual status of energy consumption and implementation results.
Use of Environmentally Friendly Shipping Materials (Pallets and Packaging Materials)	
<input type="checkbox"/>	28. A shipper shall use environmentally friendly materials for pallets and packaging that contribute to facility of recycling and reduce waste from shipping suppliers.
<input type="checkbox"/>	29. A shipper shall use rental pallets or reuse own pallets through recovering and recycling processes.
<input type="checkbox"/>	30. A shipper shall develop recycling system for used pallets and implement intermodal palletization by unifying the size of pallets used in factories, warehouses, and trucks to improve shipping efficiency.
Environmentally Friendly Product Development	
<input type="checkbox"/>	31. A shipper shall purchase parts as many as possible from factories in neighboring areas to reduce the shipping distance.
<input type="checkbox"/>	32. A shipper shall design products considering logistics unit and develop production system that adjusts to shipment.
<input type="checkbox"/>	33. A shipper shall facilitate consolidated shipment by standardizing type of packing.
<input type="checkbox"/>	34. A shipper shall intend to reduce and downsize products and packaging materials considering shipping efficiency.
<input type="checkbox"/>	35. A shipper shall develop products considering reverse logistics system including waste after use and recyclable materials.
<input type="checkbox"/>	36. A shipper shall have production system with adjustable dispatching schedule considering shipment.
<input type="checkbox"/>	37. A shipper shall, in case of trouble in production process, intend to inform freight carriers immediately for smooth shipment.
<input type="checkbox"/>	38. A shipper shall bring transparency to condition of returning the shipment with documents in order to reduce reverse logistics.
8. Cooperation with Freight Carriers	
39. A shipper shall choose a freight carrier (actual forwarding business operator) whose services are posted on “Eco-products Net” for a relevant shipping contract when the shipper makes a shipping contract with either such freight carriers or consigned freight forwarding business operators.	
* A business operator whose services are posted on “Eco-products Net” indicates that the operator has been assessed by any of third parties about its environmental management, safety, and environmental conservation.	
<p>■ A list of actual forwarding business operators and consigned freight forwarding business operators under a shipping contract</p>	

Please submit a list of contractors as an appendix when a shipper makes a contract with more than three business operators.

- 1.
- 2.
- 3.

- A shipper is a member of Green Purchasing Network (GPN).
- A shipper is implementing above activities in all facilities.
- A shipper is implementing above activities in some offices and factories.

A list of offices and factories that implement above activities.

I hereby certify that the information mentioned above are true and correct and attach an application for use of GPN logo for shipping.

Name _____ Signature _____

Date: (yyyy/mm/dd)

Name of a shipper: _____

Department in charge: _____

Contact person's name:

Title:

Phone #:

Fax #:

E-mail address:

This checklist shall be submitted with the application for use of GPN logo for shipping. The submitted information shall be posted on the GPN website when the shipper get permission to use the logo.