

NGV UP-TIME DATA PARTNER STEP BY STEP PROCESS

The Natural Gas Vehicle (NGV) UP-TIME project team ([Clean Fuels Ohio](#) and [Energetics](#)) will work with Fleet Data Partners to collect NGV and diesel vehicle data. Data Partners interested in sharing data can anticipate completing the following three-step process from first contact to sharing data in approximately 3-4 weeks.

First Contact Between Project Team and Fleet Data Partner: The project team will first meet (via email/phone) with the Fleet Data Partner to provide a project overview, answer questions, and confirm fleet preliminary information [e.g., point of contact, email, phone, number of NGV and diesel trucks, vehicle class(es), and duty type(s)/application(s)]. Once Fleet Data Partner expresses interest in becoming a data provider to the project, Clean Fuels Ohio will share the *Data Sharing Agreement template document for Fleet Data Partner to review*.

1. Fleet Data Partner Reviews & Signs Data Sharing Agreement

- Clean Fuels Ohio sends draft agreement (in MS Word) to Fleet Data Partner.
- Fleet Data Partner reviews 3-page agreement and provides feedback/redlines to project team, if any.
- After changes are made, if any, and agreement review is finalized, Fleet Data Partner signs the agreement and sends signed *Data Sharing Agreement* to project team.
- Clean Fuels Ohio and Energetics co-sign *Data Sharing Agreement*.
 - Clean Fuels Ohio shares version of fully executed agreement back to Fleet Data Partner to finalize agreement process.
- **Goal:** Project team fully executes Data Sharing Agreement with Fleet Data Partner
- **Anticipated Time to Complete:** 2 weeks

2. Project Team Works with Fleet Data Partner on Data Sharing Process

- After the Data Sharing Agreement is executed, the Project Team will set up an initial phone call with the fleet data partner point(s) of contact to discuss the data sharing process via the steps below:
 - **Energetics and Fleet Data Partner will discuss the following:** maintenance and fuel use tracking software, maintenance job coding (VMRS), maintenance labor, common natural gas truck failures, warranty, operations, and other available raw data points from fleet data partner.
 - Review, complete, and return *Fleet Inventory and Route Data Questionnaire*
 - Review, complete, and return *Fleet Inventory-Route Data Spreadsheet*
- **Goal:** Fleet Data Partner confirms raw data available to share and provides completed fleet documents
- **Anticipated Time to Complete:** 1-2 weeks

3. Fleet Data Partner Uploads CSV File to Energetics Secure Online SharePoint Site

- Project team is asking for a ONE-TIME dataset upload in order to ensure less work for the fleet partner.
- Energetics will send an email with instructions for fleet data partner to receive a unique log-in for fleet data partner to access the secure online SharePoint site to upload fleet data. The data will only be visible to fleet data partner and Energetics.
- **Goal:** Fleet Data Partner completes a one-time data share/upload to Energetics SharePoint data collection site
- **Anticipated Time to Complete:** 1 day

For more information, visit www.ngv-uptime.org to view the Data Sharing Agreement and other project resources.