

# Key Tag Toolkit

Fleet managers can raise employee awareness of fuel usage and target their emissions reduction efforts with a colored key tag system. In this system, all vehicles across the forest are given standardized key tags, with colors that designate the fuel economy of the vehicle. Each tag is clearly labeled with the vehicle number, Miles Per Gallon, and Biofuel it accepts. Fleet managers can separate their fleet into Highest MPG vehicles (Green tags), Middle range MPG vehicles (Yellow tags), and Lowest MPG vehicles (Red tags). This system lays the ground work for future training, and gives employees the information they need to include fuel economy in their day to day vehicle decisions.



## Step 1- Gather the Materials

The key tags must be durable, and easily identifiable. Do not use paper tags. One example of a bright durable key tag is the Lucky Line No. 605 Key Tag with Split Ring, which comes with a paper insert (see picture and appendices). These tags are durable and can be used with available key racks. They are available in bulk boxes of 100 in Green, Yellow, and Red, for approximately \$60.00 per box. The only disadvantage is that they are made from non-renewable plastic.

You will also need to purchase Avery Labels that fit the key tag inserts. Avery Label no 5430 works with this size key tag.

## Step 2- Print the Labels

Using spreadsheets with your vehicle info, you can print off Avery Labels, then peel and stick them to the inserts. Go to Avery.com and download and install the Avery Wizard for Microsoft Office. Then arrange your spreadsheet info like this:

Vehicle	MPG	Biofuel
4564	5	
4042	12	
7977	13	
9620	14	
8921	16	
3567	17	
4040	17	
4052	17	
5736	19	
5747	19	
8915	19	E85
8908	21	
1525	13	
2776	13	
2781	17	
3571	16	
4543	5	
1524	8	
1526	12	

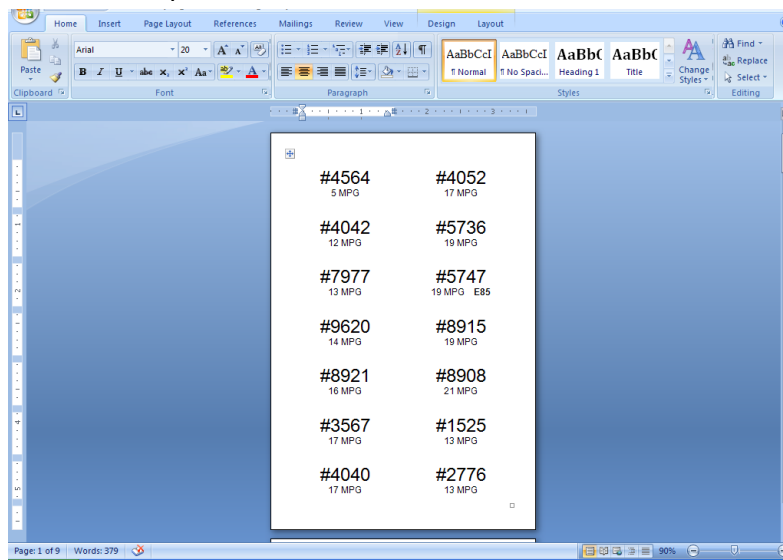
Vehicle numbers are in the first column, the MPG is in the second, and the third column is biofuel.

You'll need to choose a label size that will fit the key tag. For the Lucky Line no 605, Avery label No 5430 works well:

In the Avery Wizard:

- 1) Select Portrait. Select Product no 5430 - Print or Write Multi-Use Labels -  $\frac{3}{4}$ " x  $1\frac{1}{2}$ " - White. Then Next.
- 2) Select the blank template, then Next.
- 3) Then select "Merge data from an existing data file", then Next.
- 4) Using the Browse Button, navigate to your label spreadsheet. Then Next.
- 5) Click on the "Field Names" in the upper right to add them to your label. Design an easily readable label using the Microsoft Office tools. A large vehicle number in Bold is a good choice. Be sure to center your text fields. Then click Next.
- 6) Select "Fill Down". You can try "Print Preview" to see if you like your creation. If not, cancel and go back, correcting until you like it. Click finish.

It should output to an editable Microsoft Word document something like this:



Then you just need to print, peel, stick, and snap into the appropriately colored key tag.

## Training

Green key tags: Encourage employees to use green tagged vehicles whenever possible, especially when commuting, or if a single person is using a vehicle.

Yellow key tags: Is it possible to use one of these vehicles for your work instead of a red tagged vehicle? Have you checked to see if there is a green tagged vehicle that could do the job?

Red key tags: If you're using this vehicle, have you been trained in fuel saving driving techniques? When you're driving this vehicle, is it necessary for your program of work (hauling equipment or crew?). Some of these vehicles could be fitted with real-time digital gauges, (such as Kiwi or ScanGauge- see appendices), which if used to alter driving techniques can reduce fuel consumption by 20%.

Biofuels: If biofuels are available at your unit, the key tag can serve as a reminder that your vehicle should be fueled with biofuels.

Over time, as improved vehicle technology becomes available, more of your fleet will shift toward the green tags. At some point you may need to adjust your Green/Yellow/Red divisions to compensate.

## Appendix

### Tags

Lucky Line Key Tags. <http://www.luckyline.com/> Lucky Line No. 605 Key Tag with Split Ring, available in boxes of 100, with each box a single color. Call a local dealer to clarify your order. Lucky Line also makes wall mountable key tag holders for this tag.

### Labels

Avery Labels. [http://www.avery.com/avery/en\\_us/](http://www.avery.com/avery/en_us/Home)  
[Home](#) > [Templates & Software](#) > [Software](#) > Avery Wizard for Microsoft Office  
Use this office wizard with Avery Label no. 5430.

### Real-time digital fuel monitoring gauges

Kiwi: [http://www.plxkiwi.com/product/how\\_video.html](http://www.plxkiwi.com/product/how_video.html)



Scan-gauge: <http://www.scangauge.com/>



Car chip: <http://www.carchip.com/Fleet/index.asp>

