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Air conditioning turn-on date is May 28

New York City Energy Management guidelines state that the turn-on date for window air conditioners for the 2011 cooling season is May 28. The use of window A/C prior to that date could result in high demand charges for the entire month, even though the unit may have been used on only one or two hot days. Window A/C units can be used after the May electric meter reading date, which is either May 26 or May 27, depending on your facility. These guidelines help the City to manage utility costs and are consistent with the PlaNYC goal to reduce the City's GHG emissions 30% by 2017. Please use your discretion when following these guidelines as special populations such as young children, elderly, or the infirmed may call for special adjustments.

Roll-out of EC3 and SEPTS

Last week DCAS Energy Management completed an internal soft launch of two new online tracking and reporting systems, SEPTS and EC3. Once refinements have been made to the systems, they will be rolled out to agencies. Both systems will improve agency access to energy and building data, enhancing the City's efforts to operate more efficiently and to track progress towards sustainability goals.

The Energy Cost, Control & Conservation system (EC3) tracks and reports on monthly utility information at the meter, facility, agency, and citywide levels. The new searchable online system replaces a 30-year-old mainframe system and allows users to download energy usage and billing data into multiple formats for detailed analysis. This week the Department of Information Technology & Telecommunications (DoITT) approved security controls which will enable Energy Liaison Officers (ELOs) from mayoral agencies to run their own reports to monitor their agency's electricity, gas, and steam usage. DEM is working with DoITT to enable users from non-mayoral agencies to access the system; we anticipate that this will be accomplished in the next six months. EC3 is also being tested for automated delivery of user-friendly reports to agency ELOs, and will help to automate the building energy benchmarking process.

EC3 will feed energy usage and billing data into the Sustainability Energy and Property Tracking System (SEPTS), a citywide database that centrally collects, tracks, and reports on information about the energy and environmental performance, property characteristics, and capital project details of City government buildings. The system integrates and builds on multiple existing databases and allows agencies to centrally collect, update, and verify data about their facilities and projects. SEPTS also facilitates tracking and compliance for the City's new sustainability and building related laws; automates building energy benchmarking and reporting; creates a consistent format for building data across City agencies; coordinates agencies' project selection and implementation; and improves data to support many

operational functions. SEPTS is the result of collaboration between DCAS and DOITT with the support of DOE, SCA, DDC, OMB, and the Mayor's Office.

Reminder: How to submit changes to utility accounts

Please follow these four steps to submit changes to agency utility accounts. Examples of account changes include opening a new account, transferring a temporary construction account to your agency, and closing an account when your agency moves out of a location.

- **Designate one person responsible.** Generally, this is the Energy Liaison Officer (ELO), but it could be any member of the agency energy team who is responsible for managing the opening, closing, transfer, or other changes to the agency's utility accounts.
- **For any change requested, file a URIF form with DCAS Energy Management.** The [URIF form](#) is available on the DEM website.
- **Submit the URIF form by email.** Email the completed URIF form to Marilyn Steeps (msteeps@dcas.nyc.gov), and copy Stuart Barth and Richard Risickella (sbarth@dcas.nyc.gov; rrisickella@dcas.nyc.gov). If you don't have access to email, please fax the URIF form to 212-669-3160.
- **Include an agency authorization and explanation along with the URIF form.** Along with the URIF form, please send a signed letter on agency letterhead explaining the request and, for new accounts, agency acceptance of responsibility for the account. This can be emailed as a pdf attachment or written in the body of an email. Please copy the email to the agency energy team head or someone in the agency at the assistant commissioner level or above.

Spotlight On: Metering & Monitoring at Kingsborough Community College

DCAS Energy Management, with the support of DoITT and DDC, has overseen the installation of 17 new electric meters and one natural gas meter in seven campus facilities at Kingsborough Community College. These are the first of 125 meters that will be installed in 45 buildings as part of the first phase of the City's Energy Enterprise Metering and Monitoring System (EEMS). Kingsborough Community College was chosen as a pilot site due to the size and complexity of its campus environment. The campus facility staff was instrumental in identifying the most appropriate sites for the meters and assisted the DCAS/DDC contractor to install the units, pictured below.



The system is structured to measure and track facility level energy consumption in near real time and to send the data both to DCAS Energy Management and to CUNY headquarters. As part of the testing phase, the City's consultant, Benham, is using the data to test two enterprise software systems to determine which one will best serve the City's needs. Once the City has procured the enterprise software system, the EEMS data will inform decisions about building operations and maintenance to reduce energy consumption, and will support participants in Peak Load Management programs to meet their load shedding targets.

Additionally, in the long-term, implementation of these systems will help prepare the City for better integration of emerging smart grid related technologies.