

## FIRST TIME BENCHMARKING GUIDANCE

This document contains instructions for completing and submitting your 2012 report.

If you received a violation for not submitting your 2011 report last year, you must pay the violation, and you must submit your 2011 report as soon as possible in order to avoid additional violations.

- You may want to hire a consultant or service provider to do this for you. If so, go to [www.aeeny.org](http://www.aeeny.org) and look for the “[NYC Benchmarking – Assistance with Local Law 84](#)” link on the first page. This is a list of service providers in the NYC area, listed alphabetically. This list is not completely inclusive of all service providers, nor or any of these firms endorsed by the City of New York.
- To do your benchmarking yourself, you must follow the steps below – please be sure to READ THROUGH THIS WHOLE DOCUMENT FIRST before getting started.
- There are 5 main steps – first SET UP YOUR ACCOUNT, then ENTER YOUR ENERGY DATA, ENTER or UPLOAD YOUR WATER DATA, then FIND and ADD YOUR BUILDING IDENTIFICATION INFO, then SUBMIT THE ACTUAL LL84 REPORT.

### 1- SET UP YOUR ACCOUNT WITH PORTFOLIO MANAGER: Go to [www.energystar.gov/benchmark](http://www.energystar.gov/benchmark).

On the right-hand side of the page, you will see a greyish-blue log-in box, and in order to create your account you will have to click on where it says “*New User? Register*”, right above the Login button.

>>>**HOWEVER**, before you create your account, it is **strongly advised** that you view a short [26-minute video](#) on how to use the Portfolio Manager software! This will greatly enhance the ease of using the software.

**After setting up your account**, you must add your facility as indicated in the training video. This includes the general building info (ie. facility name, address, year built, etc.), along with your Space Use Types (such as Office, Nursing Home, Multifamily, etc.). Each space use type has various types of space attributes.

>>> **NOTE:** for Multifamily Residential buildings ONLY, you must fill in the data for ALL space attributes, even though they are considered “optional”.

### 2- ENTER YOUR ENERGY DATA: This should be self-explanatory after viewing the video.

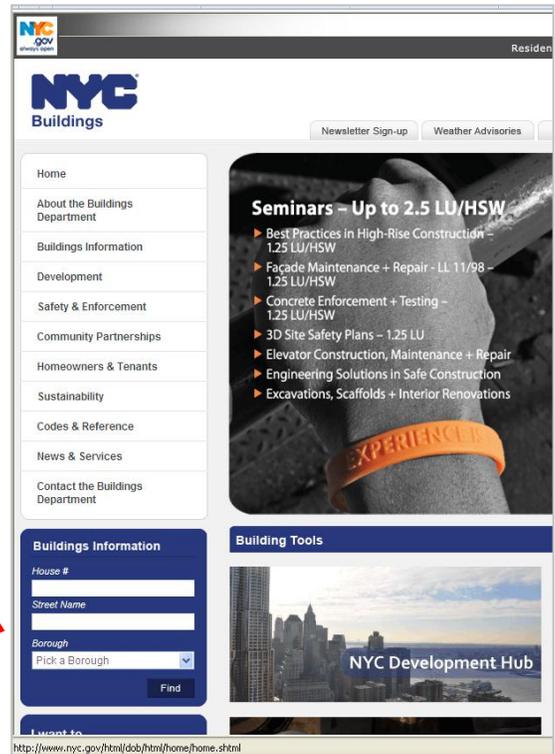
- **ENERGY:** You can get your energy data from your utility bills, or online via your utility company (ie. Con Edison), or if you do not have your energy data, you will have to use default data provided by the city, by reading through [the NYC Benchmarking Rule](#) starting on page 8. You must add ALL the energy types you use, such as Electricity, Gas, Oil, Steam, etc.

**3- ENTER YOUR WATER DATA:**

- **WATER:** You can have your water data uploaded automatically via the DEP Automated Benchmarking Services (ABS). See this link for [automatic upload instructions](#). See this link [for manual input instructions](#). **NOTE:** IF YOU DO NOT HAVE AN AUTOMATED METER READER (AMR) installed for all of 2012, THEN YOUR BUILDING DOES NOT HAVE TO BENCHMARK WATER DATA. Not sure whether you have an Automated Meter Reader? [Check this list](#) to see if your building(s) is listed.

**4- ENTER YOUR BBL AND BIN NUMBERS:**

- You will need your **BBL** (Borough-Block-Lot) number and your **BIN** (Building Identification Number) when you submit your benchmark report to the City in Portfolio Manager. You can find this information via the Dept. of Buildings.
- Type [www.nyc.gov/buildings](http://www.nyc.gov/buildings) into your web browser.
- In the lower-left-hand corner of this screen, in the “Buildings Information” lookup box, enter your building info and click “Find”:
- A new window will then open that contains your BIN and BBL numbers.



- Go back to Portfolio Manager; Go to your “Facility Summary” page, which is shown below (to get there from the “Home” page, click “Access My Portfolio”, then click your individual facility name).
- On this facility summary page, in the top right-hand corner find the “General Information” box. Click on the small “Edit” link.

The screenshot shows the 'Facility Summary' page for a 'Sample NYC Office Building'. On the left, there are details like Building ID (2346044), Level of Access (Building Data Administrator), and Electric Emissions Rate (93.9 kgCO<sub>2</sub>e/MBtu). On the right, there is a 'General Information' table with an 'Edit' link circled in red. A red arrow points from the 'Edit' link in this table to the 'Edit' link in the 'General Information' box of the Portfolio Manager screenshot above.

| General Information  |   |
|--|---|
| Address: 10 Pine St., New York, NY 10007                   |   |
| Year Built: 1990   |   |
| Property Type: Single Facility                             |   |
| Baseline Rating: <a href="#">N/A</a>                       | Current Rating: <a href="#">N/A</a>                                   |
| View Period Ending Dates                                   |   |
| Water Period Ending Dates<br>Current: N/A<br>Baseline: N/A | Energy Period Ending Dates<br>Current: December 2010<br>Baseline: N/A |

- This will open to the page of your building's general info – scroll down to the bottom of this page, and you'll find two fields – the first is the "Notes" field, and the second is the "Unique Building Identifier" field (see below):

\* Is there an energy efficiency Service and Product Provider assisting with benchmarking this building?

If no SPP is managing data for this facility, select "None". If this facility's SPP is not displayed, [Add/Edit Contacts and Organizations](#) to add the facility's SPP to the drop-down menu.

---

Notes:

This field is optional and can be used to record any information (up to 1000 characters) pertaining to this facility.

---

Unique Building Identifier:

The unique building identifier is an optional field you can use to help keep track of your building and/or link it to other databases. Some example uses of the Unique Building Identifier include: a company-specific ID to export for company reports; the EISA 432 "Agency Designated Covered Facility ID" required for matching this building to the covered facility in CTS; or a local jurisdiction Building ID to comply with local laws.

- In the **NOTES** field, you must **enter your 10-digit BBL number**, in the following 10-digit format:  
1-12345-1234
  - The first digit is the borough number. Borough numbers are as follows:  
Manhattan = 1; Bronx = 2; Brooklyn = 3; Queens = 4; and Staten Island = 5.
  - The next five digits are the block number. If the block is less than five digits, enter zeros before the actual block number so there are five digits in total (example: block number 845 would be 00845).
  - The last four digits are the lot number. If the lot is less than four digits, enter zeros before the actual lot number so there are four digits in total (example: lot number 27 would be 0027).
  - For example, a building in Brooklyn, with a block number of 845, and a lot number of 27, would enter the BBL as: 3-00845-0027.
  - If you have multiple BBL's for your building, add them all separated by a semicolon ( ; )
- In the **Unique Building Identifier** field, you must **enter your 7-digit BIN**.
  - There is no special format for the BIN, just type in the 7-digit number and nothing else.
  - If you have multiple BIN's for your building, add them all separated by a semicolon ( ; )

>>> **CLICK SAVE IN THE LOWER RIGHT-HAND CORNER OF THIS PAGE!!!**

## 5- SUBMITTING YOUR REPORT:

After saving your edits, you must **wait 24-hours after your last edits in Portfolio Manager** before you can submit your report to the City.

To submit your report, you must use the 2012 Reporting Template link on the [LL84 How to Comply](#) page:

The screenshot shows the PlanNYC website interface. The main content area is titled "How to Comply" and contains the following text:

In order to comply with Local Law 84 (LL84), owners of buildings with entire lots of 50,000 square feet or more (1) as designated by the **Covered Buildings List** must use a free online benchmarking tool called Portfolio Manager to log energy and water use and **submit a compliance report to the City** by May 1 of each year.

For example, to comply by May 1, 2013, data would be inputted for calendar year 2012 and the report would be submitted to the City via the "NYC LL84 Benchmarking 2012 Compliance Template." To quickly view specific sections on this page, click on the section titles below.

**Submission to the City**  
[Benchmarking Tool – Portfolio Manager](#)  
[Benchmarking Guidance](#)  
[Deadlines and Violations](#)

**Submission to the City**  
 To complete the benchmarking process, use the new reporting template to generate a Compliance Report that will be provided by the City every year to comply by May 1. The link will prompt you to log in to your Portfolio Manager account where you can create a custom, electronic Compliance Report for LL84. A report needs to be completed for each lot required to benchmark. The report will then be submitted to the City through Portfolio Manager.

Please use the reporting template directly below (NYC LL84 Benchmarking 2012 Compliance) to report calendar year 2012 data for 2013 submission.

- [2012 Reporting Template](#) (for compliance by May 1<sup>st</sup>, 2013)

**Archived Reporting Templates**

The following reporting template links below are to report benchmark data for calendar

The left sidebar contains a menu with the following items: Home, About PlanNYC Green Buildings & Energy Efficiency, Greener, Greater Buildings Plan (with sub-items: LL84: Benchmarking, LL85: NYC Energy Conservation Code (NYCECC), LL87: Energy Audits & Retro-commissioning, LL88: Lighting Upgrades & Sub-metering, Outreach & Training), Greening the City's Codes & Regulations, Financing & Incentives, Greening Public Buildings, Other Initiatives, and Other Green Building Resources. A red arrow points from the "Greening the City's Codes & Regulations" menu item to the "2012 Reporting Template" link in the main content area.

This will take you to a log-in screen for Portfolio Manager where you will "Release Data" to the City for compliance.

After submitting your report...

>>> Look for a confirmation email from **BUILDINGS@ENERGYSTAR.GOV!**