

How to Automatically Benchmark Water Use to Comply with Local Law 84

- This document provides step by step instructions on how to automatically benchmark your water consumption as required in Local Law 84
- It explains who is eligible for the program and how to access your water consumption data from the Department of Environmental Protection
- More benchmarking resources are available at: www.nyc.gov/LL84
- For any questions, please send an e-mail to waterbenchmarking@dep.nyc.gov



Step 1 – Log In to Portfolio Manager

- Visit <http://www.energystar.gov/benchmark>
- The link will direct you to Portfolio Manager and prompt you to log into your account
- If this is your first time using Portfolio Manager you will need to set up an account and go through the process of benchmarking your properties before submitting results to the City

PORTFOLIO MANAGER
EPA's system for helping you track and improve energy efficiency across your entire portfolio of buildings.

FAQ FREQUENTLY ASKED QUESTIONS CONTACT US HELP

Username: [Forgot your username?](#)

Password: [Forgot Your Password?](#)

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Step 4 – Add a Water Meter(s)

- One by one, select each facility in your portfolio and scroll down to the ‘Water Meters’ chart
- Click the ‘Add Meter’ link

The screenshot shows the 'Water Meters' management interface. At the top, there are links for 'Add Meter', 'Update Multiple Meters', and 'View All Meter Data in Excel'. Below this is a table with columns: 'Meter Name', 'Units', 'Type', 'Last Meter Entry (End Date)', 'Alerts', and 'Read Write Access'. The table currently shows 'No Meter Defined'. A yellow box highlights the 'Add Meter' link, with a yellow arrow pointing to it. Below the table is a form titled 'Add Water Meter' with the following fields and callouts:

- 1. *Meter Name: <User Chooses Name>
- 2. *Select the type of water use: Indoor, Outdoor
- 3. *Units: cf (cubic feet)
- 4. *Add this meter to Total Facility Water Use? Yes, calculate this total water use by including this meter
- 5. No, adding this meter to this total water use will inflate the actual value

At the bottom right of the form are 'CANCEL' and 'SAVE' buttons.

In the next screen, enter the following:

1. ‘Meter Name’: Input any name
2. Select type: ‘Indoor’
3. Select Units: ‘cf (cubic feet)’
4. ‘Add this meter to Total Facility Water Use?’: ‘Yes’
5. Click **Save**

Water Meter: Sample Water

REQUIRED

Select Number of Meter Entries to be added and Start Date for first entry:

Meter Entries to Add	*Start Date (MM/DD/YYYY)	Units
12 <input type="text"/> <input type="text"/> Month(s) <input type="text"/>	01/01/2012	cf (cubic feet)

- Choose **12 Month(s)** of Meter Entries to Add
- Start Date is **01/01/2012**
- Confirm that units are **cf (cubic feet)**
- Click **Continue**

- Enter zero (0) for each month in the ‘Water Use’ column
- Leave ‘Cost’ column blank
- Click **Save**


Meter Information
Units: cf (cubic feet)
Usage: Indoor

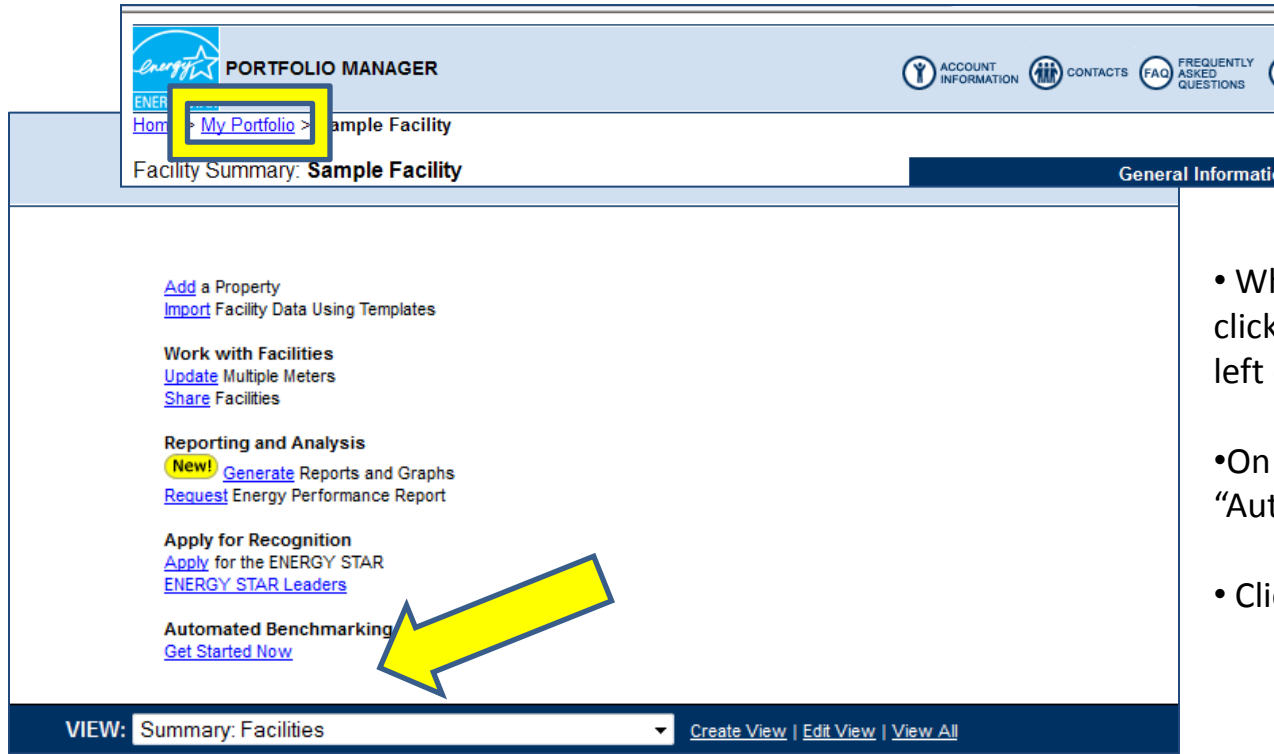
Water Meter: Sample Water

Use the form below to add each unique meter entry for this particular meter. Portfolio Manager requires that entries be for consecutive time periods. The system will allow a one day overlap or a one day gap to exist between meter entries. The maximum time period for a single entry is 12 months.

Add Water Use:					
Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)		Water Use (cf (cubic feet))		Cost - US Dollars (optional)
<input type="text" value="01/01/2012"/>	<input type="text" value="01/31/2012"/>		<input type="text" value="0"/>		\$ <input type="text"/>
<input type="text" value="02/01/2012"/>	<input type="text" value="02/29/2012"/>		<input type="text" value="0"/>		\$ <input type="text"/>
<input type="text" value="03/01/2012"/>	<input type="text" value="03/31/2012"/>		<input type="text" value="0"/>		\$ <input type="text"/>
<input type="text" value="04/01/2012"/>	<input type="text" value="04/30/2012"/>		<input type="text" value="0"/>		\$ <input type="text"/>
<input type="text" value="05/01/2012"/>	<input type="text" value="05/31/2012"/>		<input type="text" value="0"/>		\$ <input type="text"/>
<input type="text" value="06/01/2012"/>	<input type="text" value="06/30/2012"/>		<input type="text" value="0"/>		\$ <input type="text"/>
<input type="text" value="07/01/2012"/>	<input type="text" value="07/31/2012"/>		<input type="text" value="0"/>		\$ <input type="text"/>
<input type="text" value="08/01/2012"/>	<input type="text" value="08/31/2012"/>		<input type="text" value="0"/>		\$ <input type="text"/>
<input type="text" value="09/01/2012"/>	<input type="text" value="09/30/2012"/>		<input type="text" value="0"/>		\$ <input type="text"/>
<input type="text" value="10/01/2012"/>	<input type="text" value="10/31/2012"/>		<input type="text" value="0"/>		\$ <input type="text"/>
<input type="text" value="11/01/2012"/>	<input type="text" value="11/30/2012"/>		<input type="text" value="0"/>		\$ <input type="text"/>
<input type="text" value="12/01/2012"/>	<input type="text" value="12/31/2012"/>		<input type="text" value="0"/>		\$ <input type="text"/>

Step 5 – Automated Benchmarking Service Console

- After you enter your water meter, Portfolio Manager brings you back to the Facility Summary page.
-  If you have more than one Facility, **you are required to enter the water meter for each facility.** Repeat Steps 1-4 as necessary.



- When all water meters are entered, click “My Portfolio”, located at the top left of the page.
- On My Portfolio page, find “Automated Benchmarking”
- Click “Get Started Now”

Step 6 – Select NYC DEP as a Service Provider

1. Click the pull-down window below “Option 1: Select Your Current Provider *” and select “**NYC Department of Environmental Protection**” from the list
2. Click the “**ADD >>**” button once you have selected “NYC DEP” from the list of service providers

Automated Benchmarking Service Console

Automated benchmarking allows an energy service provider to transfer data to your account *automatically*. To start this service you can *either* select an organization that already provides you with energy related services (**Option 1**) or contact an automated benchmarking provider in order to inquire about their services (**Option 2**). You can have multiple providers and can assign providers to individual buildings and meters, as appropriate for your portfolio.

1

Option 1: Select Your Current Provider *

NYC Department of Environmental Protection

ADD >>

2

Option 2: Inquire About New Services

[Contact an automated benchmarking provider](#)

Learn More About Automated Benchmarking

[About Automated Benchmarking](#)

[Service Providers that Offer Automated Benchmarking](#)

Step 7 – Review the Terms of Use

1. Carefully review the “Terms of Use”, which include the reminder that requests **must** be made prior to **April 29th, 2013**.
2. Select the “I agree to my provider’s Terms of Use” box
3. Click the “**Continue>>**” button to proceed

Terms of Use

Authorization for NYC Department of Environmental Protection to transfer data to your account

1

Terms of Use

A water meter must be created in Portfolio Manager for each building that meets the benchmarking requirement.

All requests must be made prior to April 29th, 2013. By agreeing to these terms and conditions, I agree to hold DEP harmless for any penalties, fees, costs or damages I may incur as a result of a late submission.

2

Agreement*



I agree to my provider's Terms of Use

Important Privacy Information

By authorizing this energy service provider, you are agreeing to provide them with access to edit and view data within your account. This energy service provider will only be able to access the buildings that they add directly into your account or the buildings and/or meters that you have explicitly assigned to them. You can de-authorize an energy service provider at any time by adjusting the automated benchmarking settings in your Portfolio Manager account.

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Step 8 – Grant DEP Access to Specific Buildings

1. Check the box next to each Facility(ies) for which DEP will benchmark water on your behalf
 2. Click the “Update List” button
 3. Click the “Continue >>” button
- NOTE: If you do not click the “Update List” button, Portfolio Manager will not allow you to proceed to the next screen

Select Facilities/Campuses to Change Authorization

Select facilities/campuses to change the Automated Benchmarking authorization for EPA Demo. Use the checkbox in the far left column to select the appropriate facilities/campuses and click the "Update List" button to add these to your list of Selected Facilities/Campuses.

Please note that you can only change the authorization for a maximum of 50 facilities/campuses at a time. If you have more than 50 facilities/campuses you may return to this screen and repeat the process for the additional facilities/campuses. See [Authorizing an Energy Service Provider](#) for more information.

Result 1 of 1 All # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select Facility/Campus	Facility/Campus Name <input checked="" type="checkbox"/>	Building/Campus ID	Meter Authorizations	Selected Facilities/Campuses # Selected (Max 50)
<input type="checkbox"/>	Test Lefrak City	2986258	View Meter Authorizations	

Result 1 of 1 All # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Step 9 – Grant DEP Read/Write Permission for Each Water Meter

- This is the most important step. DEP must have read/write access to your **water** meter in order to receive water consumption data from DEP
- Do **NOT** select an energy meter
- Select the “Read/Write” button for each **water meter** and click the “Continue >>” button
- **DISCLAIMER:** This step will not give DEP full access to your account; it only gives DEP permission to enter your water information



Select All	Authorized Energy Service Provider	Date Authorized (Authorized By)
<input checked="" type="checkbox"/> Test Lefrak City		
Energy Meter (Indoor) <input checked="" type="radio"/> None <input type="radio"/> Read Only		
Water Meter2 (Indoor) <input type="radio"/> None <input checked="" type="radio"/> Read/Write <input type="radio"/> Read Only	NYC Department of Environmental Protection (Read/Write) - Authorization Pending	01/09/2012 (AKRAMERDEP3)

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A yellow box highlights the "Water Meter2 (Indoor)" row, and a yellow arrow points to it from the left. A red circle with a slash is over the "None" radio button for the "Energy Meter" row.

Step 10 – Enter Your Building Identifiers

- In order to properly benchmark your water consumption, all eligible building owners must enter their corresponding DEP Account and Borough Block and Lot (BBL) number for each benchmarked property
- The BBL number will need to input in the **10-digit format**; numbers only, without dashes
- See the next slide for assistance on obtaining the BBL for the property

Information Required by Your ESP

NYC Department of Environmental Protection has requested that you provide additional information to complete this request. If you have any questions regarding how to provide this information, please contact:

NYC Department of Environmental Protection

waterbenchmarking@dep.nyc.gov

[Email](#)

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Sample Facility

Borough Block and Lot (BBL) *

Example: 01123451234

BBL

[More Information](#) Numeric; Between 8 and 20 characters

DEP Account Number *

Example: 1234567891001

DEP Account

[More Information](#) Numeric; 13 characters

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Step 11 – Enter Your Building Identifiers

- Visit www.nyc.gov/buildings to lookup your block and lot numbers
- Enter the House # (or Building #), Street Name and Borough
- Clicking “Find”
- The Block and Lot can then be found in the upper right corner of the Property Profile Overview

The screenshot shows the NYC Buildings website interface. On the left is a navigation menu with links like Home, About the Buildings Department, Buildings Information, etc. The main content area features a large image of a 'NYC DEPT. OF BUILDINGS INSPECTOR' badge with the number 2339. Below this is a 'Buildings Information' search form with fields for House #, Street Name, and Borough, and a 'Find' button. To the right of the form is the 'Property Profile Overview' for 'MANHATTAN 10007'. A yellow box highlights the search form, and another yellow box highlights the 'BIN# 1079147' and 'Tax Block : 122' and 'Tax Lot : 1' information in the overview. A yellow arrow points from the 'Buildings on Lot' field in the overview to the highlighted tax information.


NYC Department of Buildings	
Property Profile Overview	
MANHATTAN 10007	BIN# 1079147
Health Area : 7708	Tax Block : 122
Census Tract : 2001	Tax Lot : 1
Community Board : 01	Vacant : NO
Buildings on Lot : 2	

Step 12 – Grant DEP Access

- In this step you will need to grant DEP access to your portfolio to release your water information.
- Note that DEP will NOT have access to, or be able to edit any other part of your portfolio.
- Select **“Add new buildings and update existing buildings in my portfolio”**
- Click the **“Continue >>”** button

 **PORTFOLIO MANAGER**

[Home](#) > [My Portfolio](#) > ABS Select Access Level

 ACCOUNT INFORMATION  CONTACTS  FREQUENTLY ASKED QUESTIONS  CONTACT US  HELP  LOGOUT

Data Release Authorization Access Level

What level of access do you want to give your Energy Service Provider (ESP), EPA Demo?

Level of Access *

Add new buildings in my portfolio

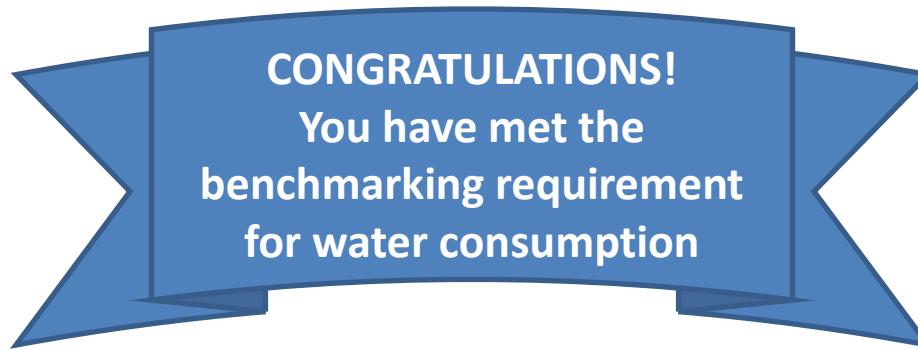
Add new buildings and update existing buildings in my portfolio

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Step 13 – Complete Benchmarking

- After you click “Continue>>” you will see a bar at the top of your screen that indicates that you have successfully submitted your request to DEP
- The ABS upload frequency from the DEP is based on the schedule below:

Time Period	Frequency of Upload
February 1 – March 31	Bi-weekly
April 1 – April 21	Weekly
April 22 – April 30	Daily
May 1 – January 31, 2014	Monthly



Still have questions, concerns, or need assistance with ABS?

- Send an email to waterbenchmarking@dep.nyc.gov with your account number and service address
- Read the “[LL84 Water Data Collection](#)” Greener, Greater Buildings Page
- Read the “[Water Benchmarking Frequently Asked Questions](#)”
- Refer to the “[Automatic Benchmarking Error Guide](#)”, which is also on the next Slide

- *“Property does not have a water meter”*
 - Check the building profile and verify that you have created a water meter for the building in question
- *“Invalid BBL”*
 - The property is not eligible for automated benchmarking this year
- *“We are unable to provide consumption for this building...”*
 - The data requested is not available at this time
 - Customer chose “Other” instead of “Indoor” for water meter type (Step 2)
- *“Water meter has read-only access...”*
 - Please edit your water meter to grant DEP read/write access and then resubmit your request to benchmark
- *“DEP uploads water consumption for an entire BBL to one building only...”*
 - The automated upload is unavailable because this is your second building on the same BBL. If you would like to benchmark this property, please use www.nyc.gov/dep