Environmental Protection

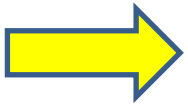
LL84 Water Benchmarking Overview

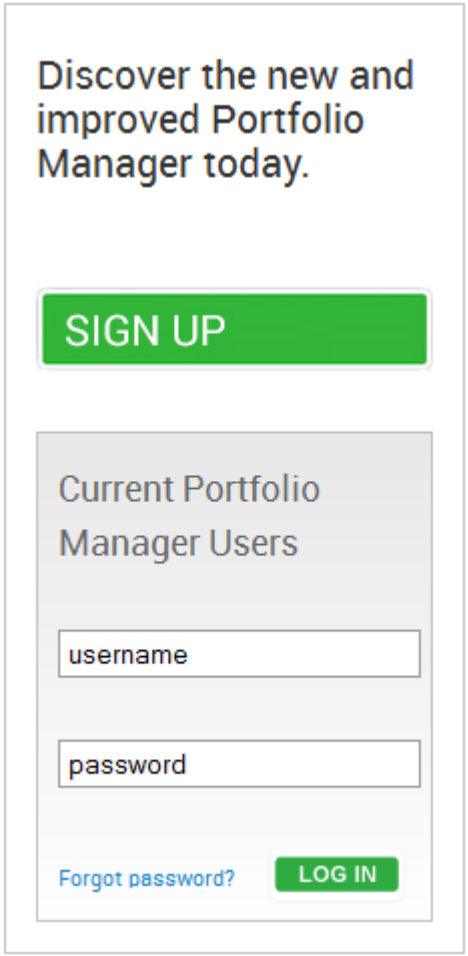
Key Points

- Properties on the “Covered Buildings List” must benchmark their water use
- The same May 1, 2015 deadline applies for energy and water benchmarking
- If you benchmarked last year by sharing your property with DEP, you don’t have to do **anything** this year for that property. For new properties that you haven’t benchmarked:
- By visiting www.nyc.gov/gbee you can find:
  - Covered Buildings List (50,000 sq. ft. plus)
  - Eligibility List (AMR reading for past 365 days)
  - Step-by-step benchmarking instructions
  - Error Guide
- Customers billed on a flat rate may still be eligible to benchmark.
- Specific questions can be emailed to **waterbenchmarking@dep.nyc.gov**

Step 1 – Log In to Portfolio Manager

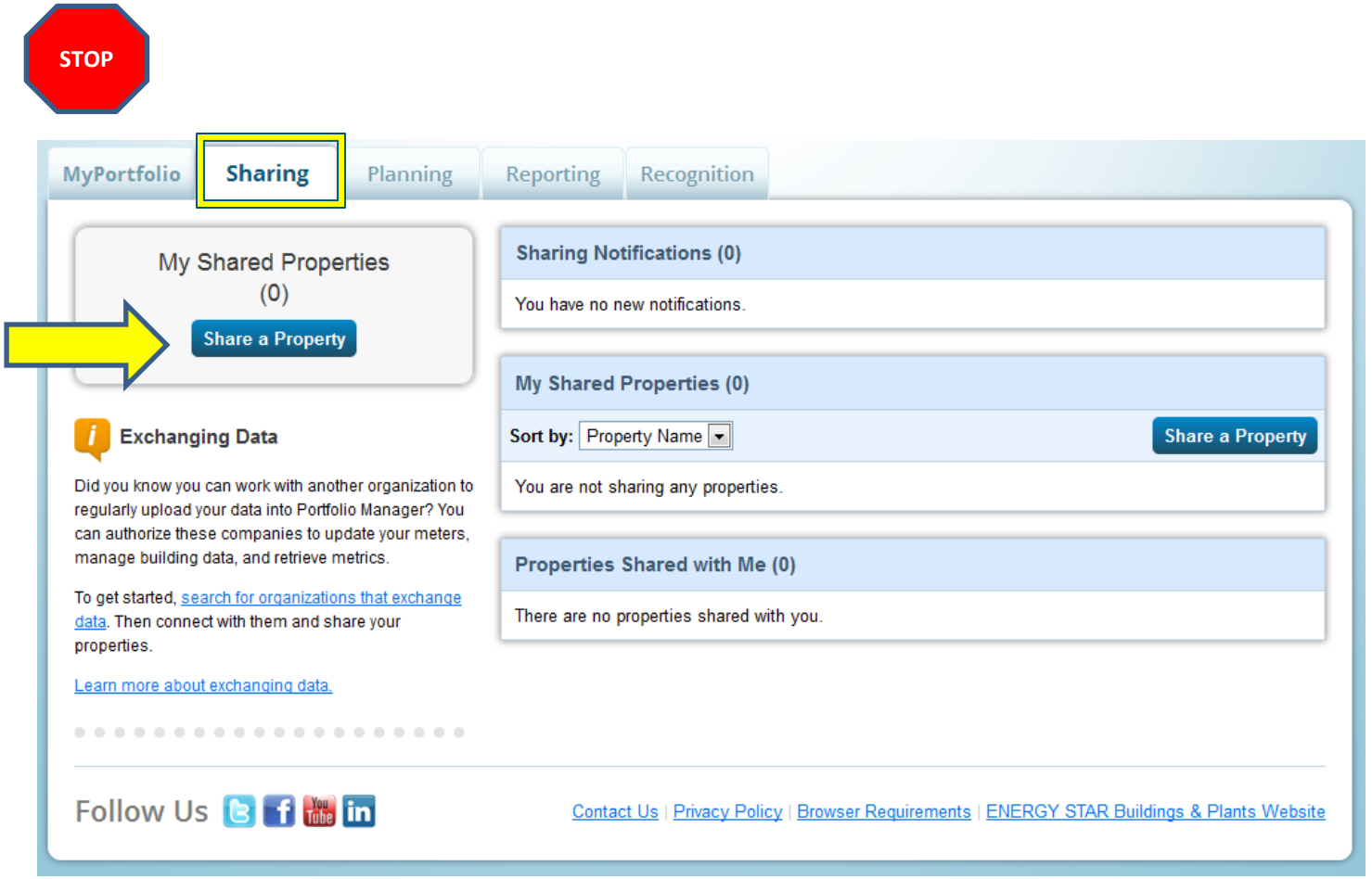
- Visit http://www.energystar.gov/benchmark
- The link will direct you to Portfolio Manager and prompt you to log in to your account
- If this is your first time using Portfolio Manager you will need to set up an account and go through the process of benchmarking your properties before submitting results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





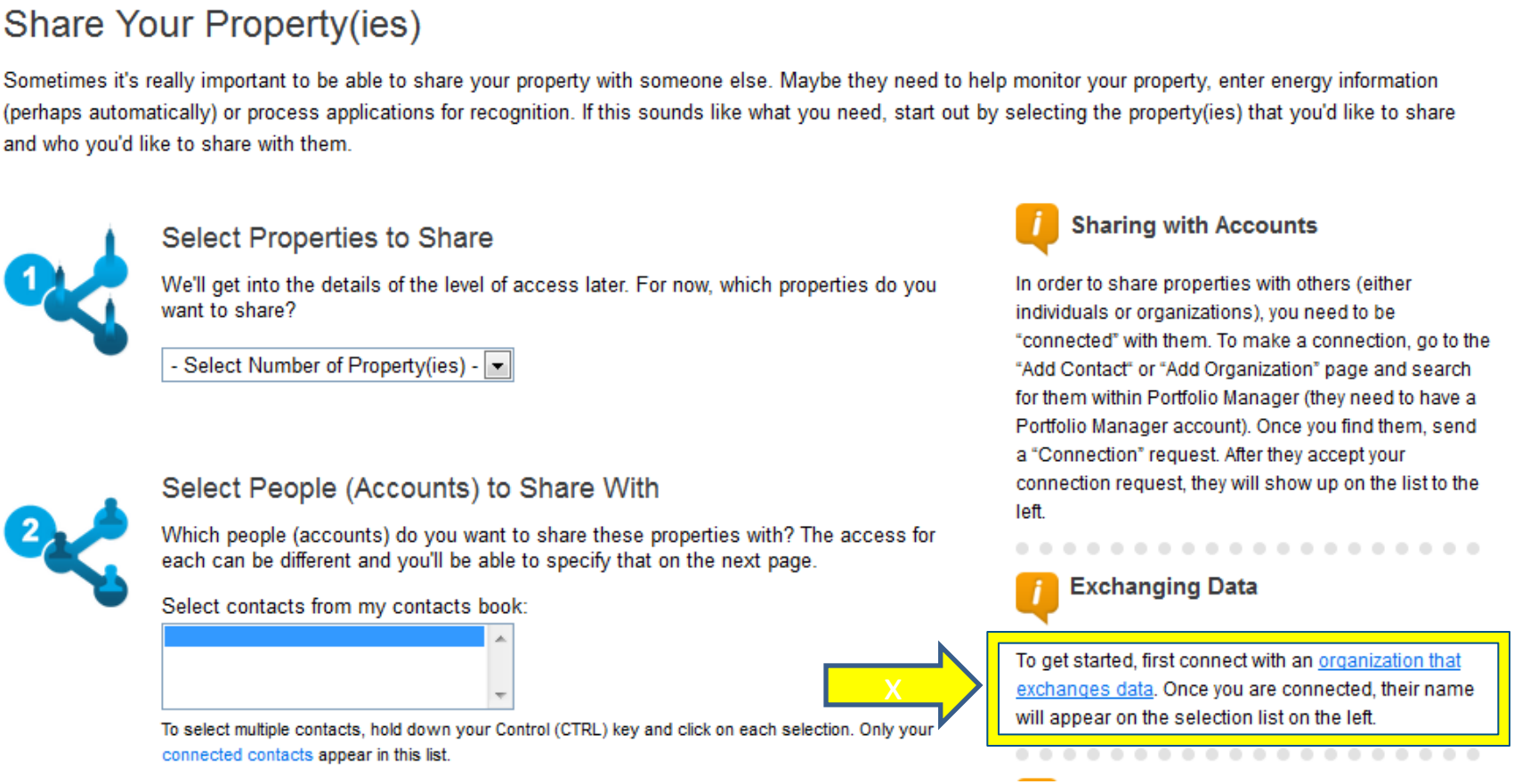
Step 2 – Share a Property

- Click the “Sharing” tab and then click the “Share a Property” button



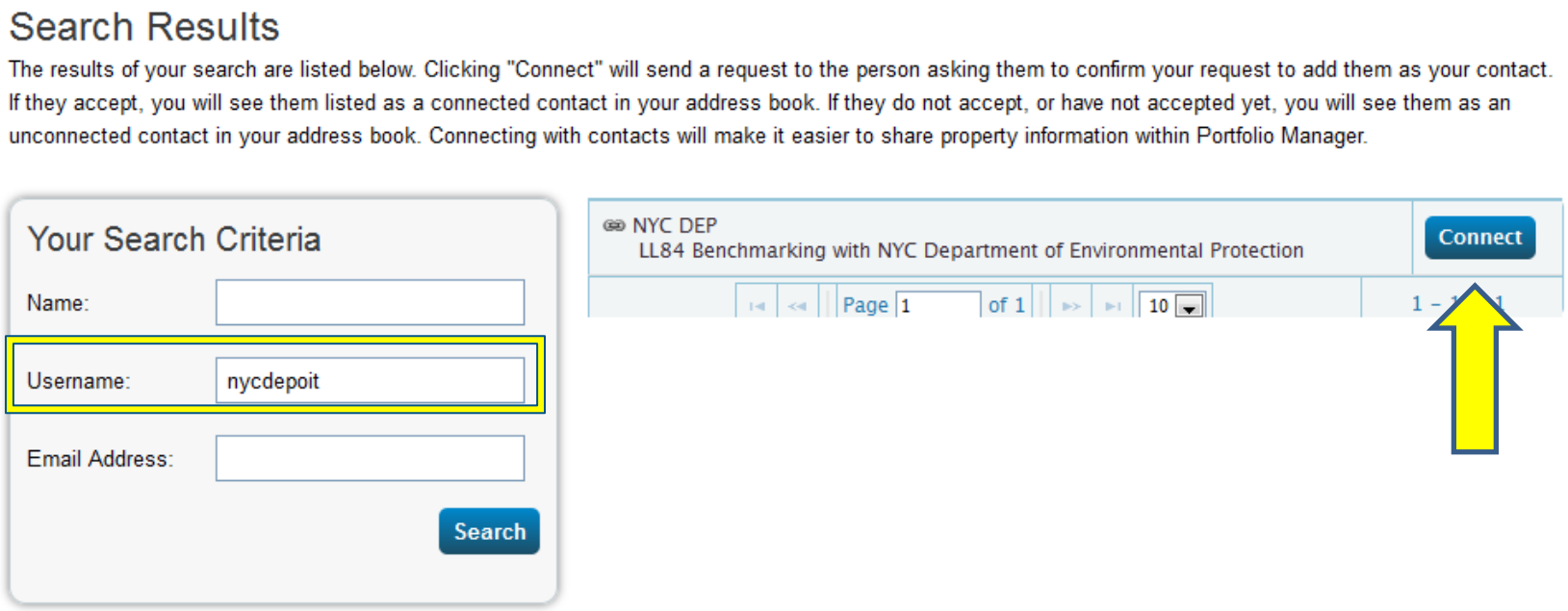
Step 3 – Exchanging Data

- Click the “organization that exchanges data” link to proceed



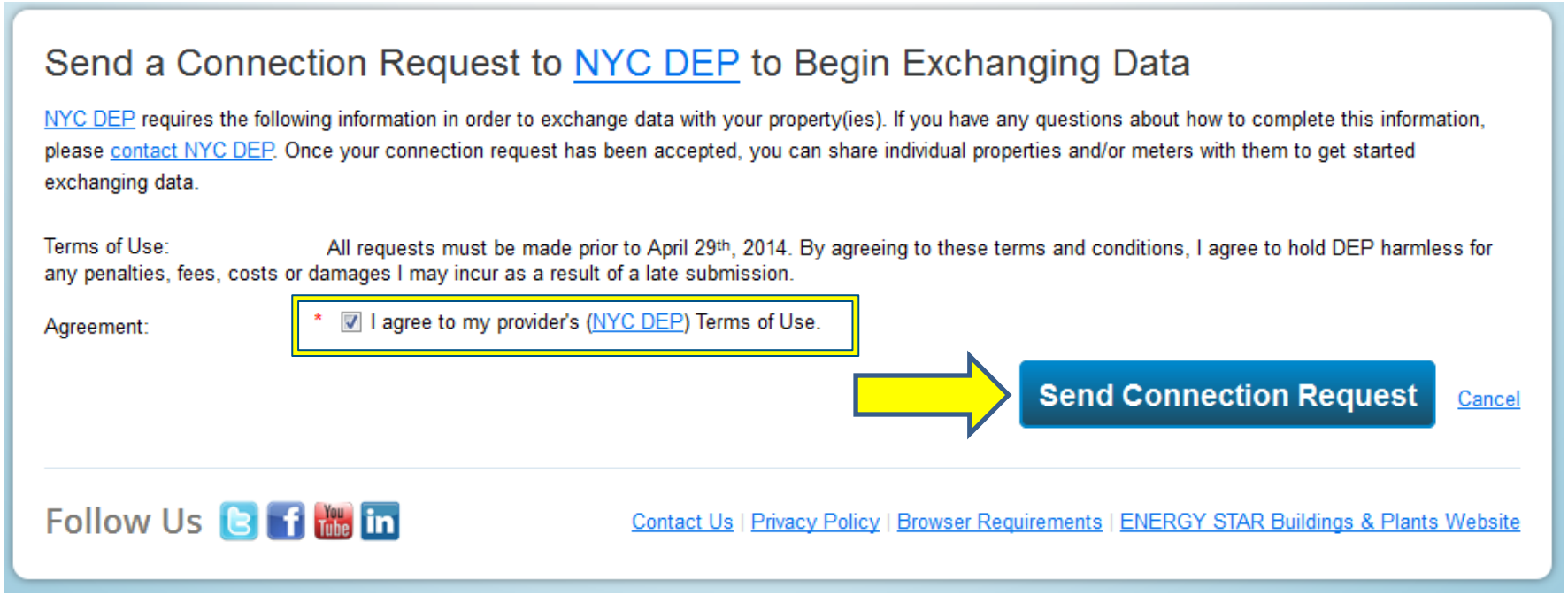
Step 4 – Connect your Properties to DEP

- Search for NYC DEP by typing “nycdepoit” into the Username field and and then click “Connect”



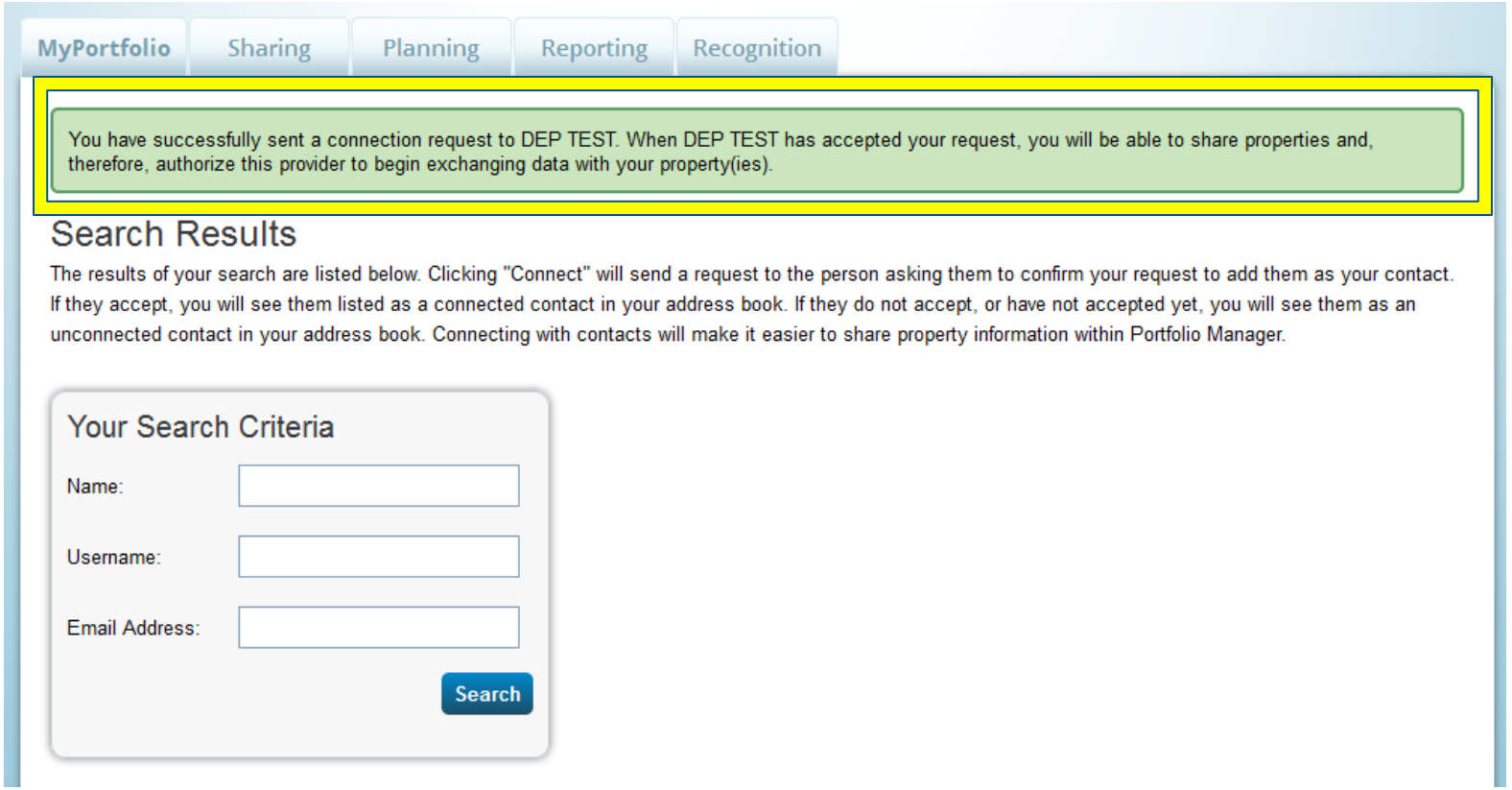
Step 5 – Terms and Conditions

- Read and accept the terms of conditions before clicking the “Send Connection Request” button



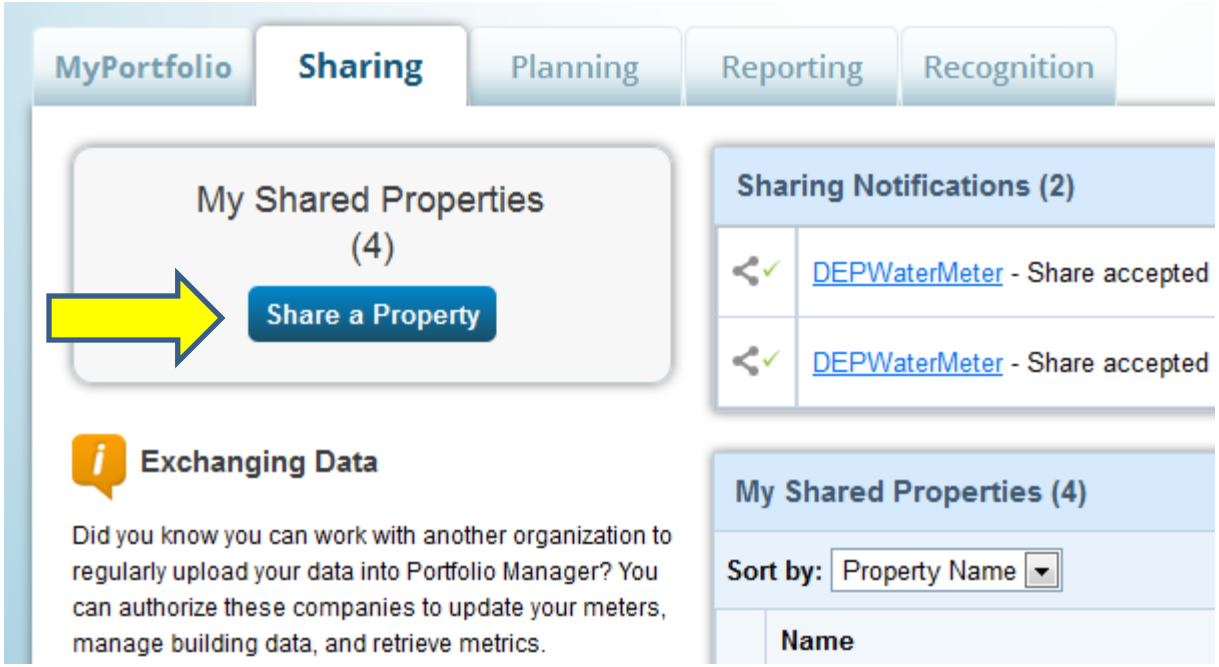
Step 6 – Wait for DEP to Approve your Connection

- Please note that DEP will not approve your request immediately.
- See slide 18 for an overview of how often requests will be processed



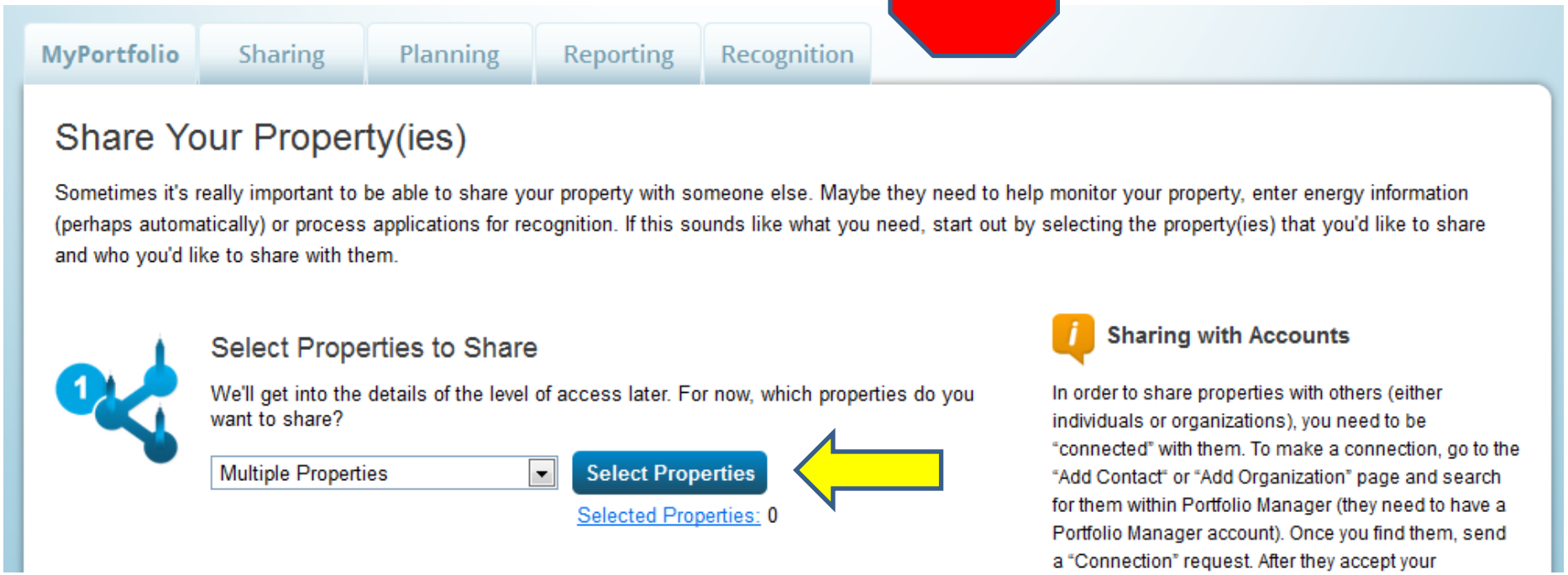
Step 7 – Approved by DEP

- Click the “Sharing” tab and then click the “Share a Property” button



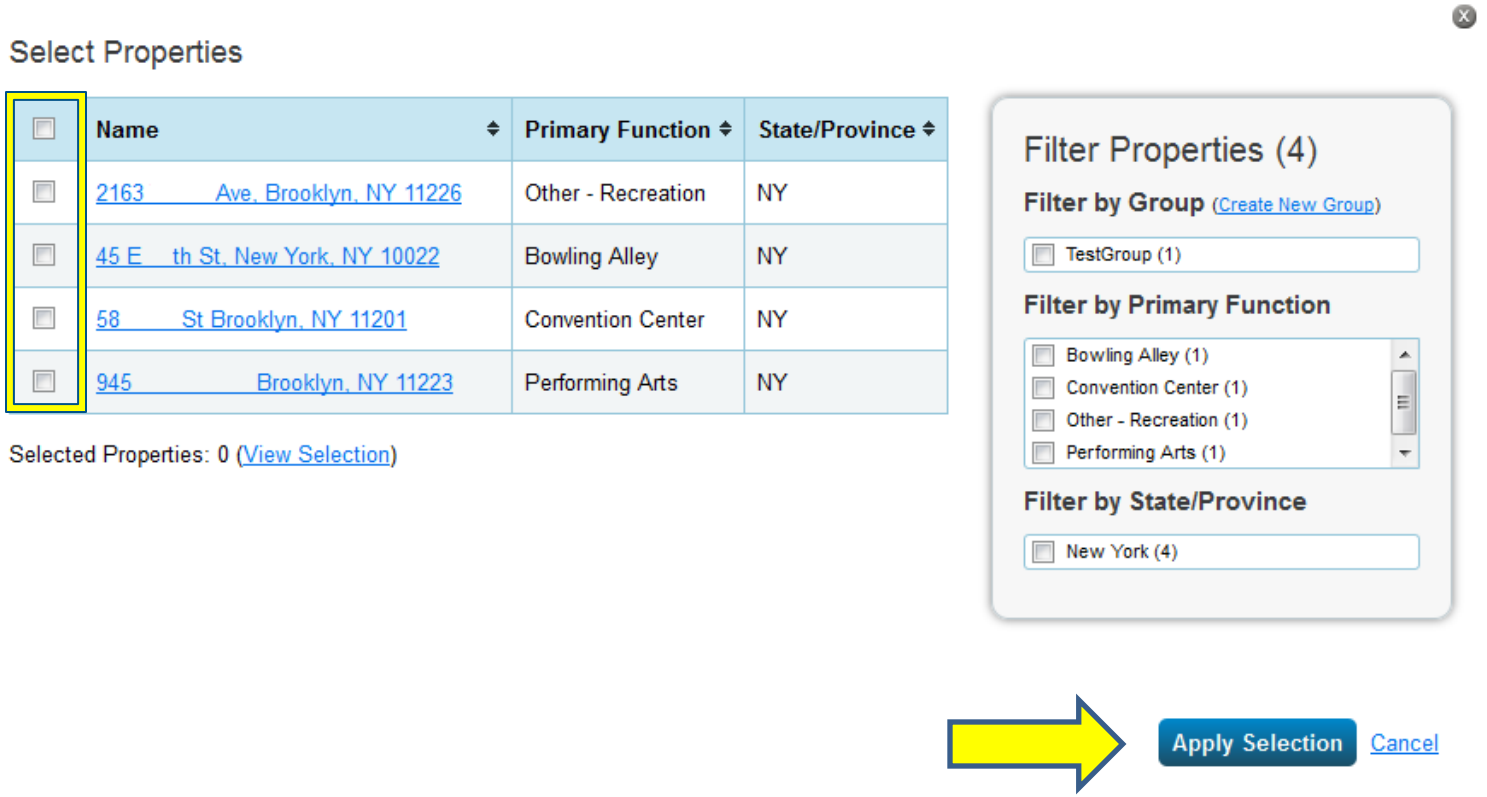
Step 8 – Select Properties to Benchmark

- Choose the number of properties you would like to benchmark and then click the "Select Properties" button
- Your property may have been automatically benchmarked if you used the ABS tool in 2014
- A list of these properties is available at nyc.gov/ggbp



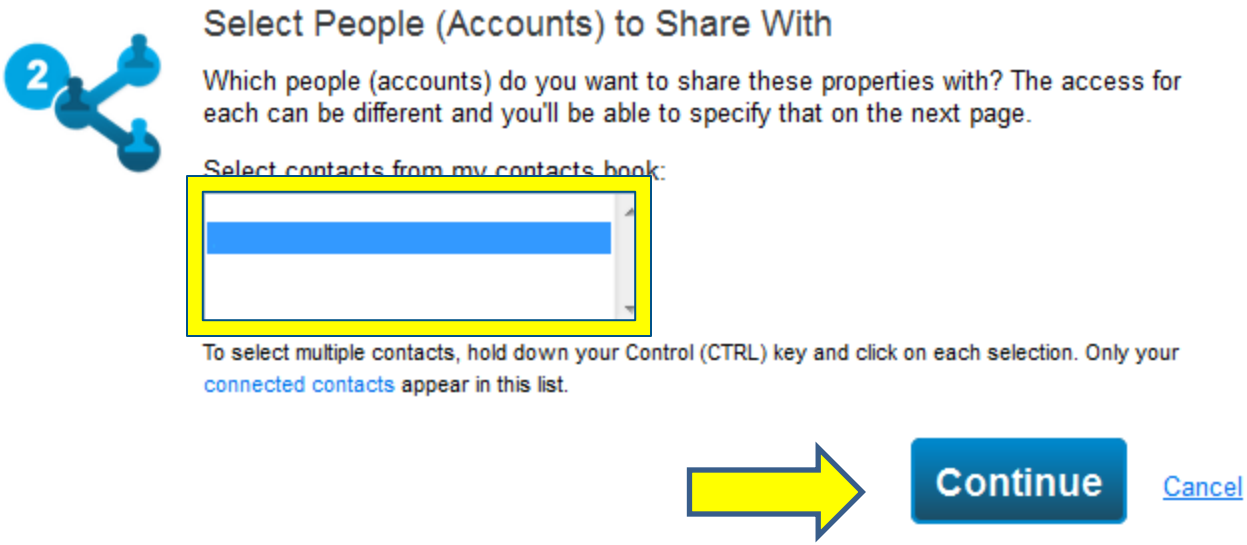
Step 9 – Select Properties

- Select the properties you would like to benchmark and then click the “Apply Selection” button



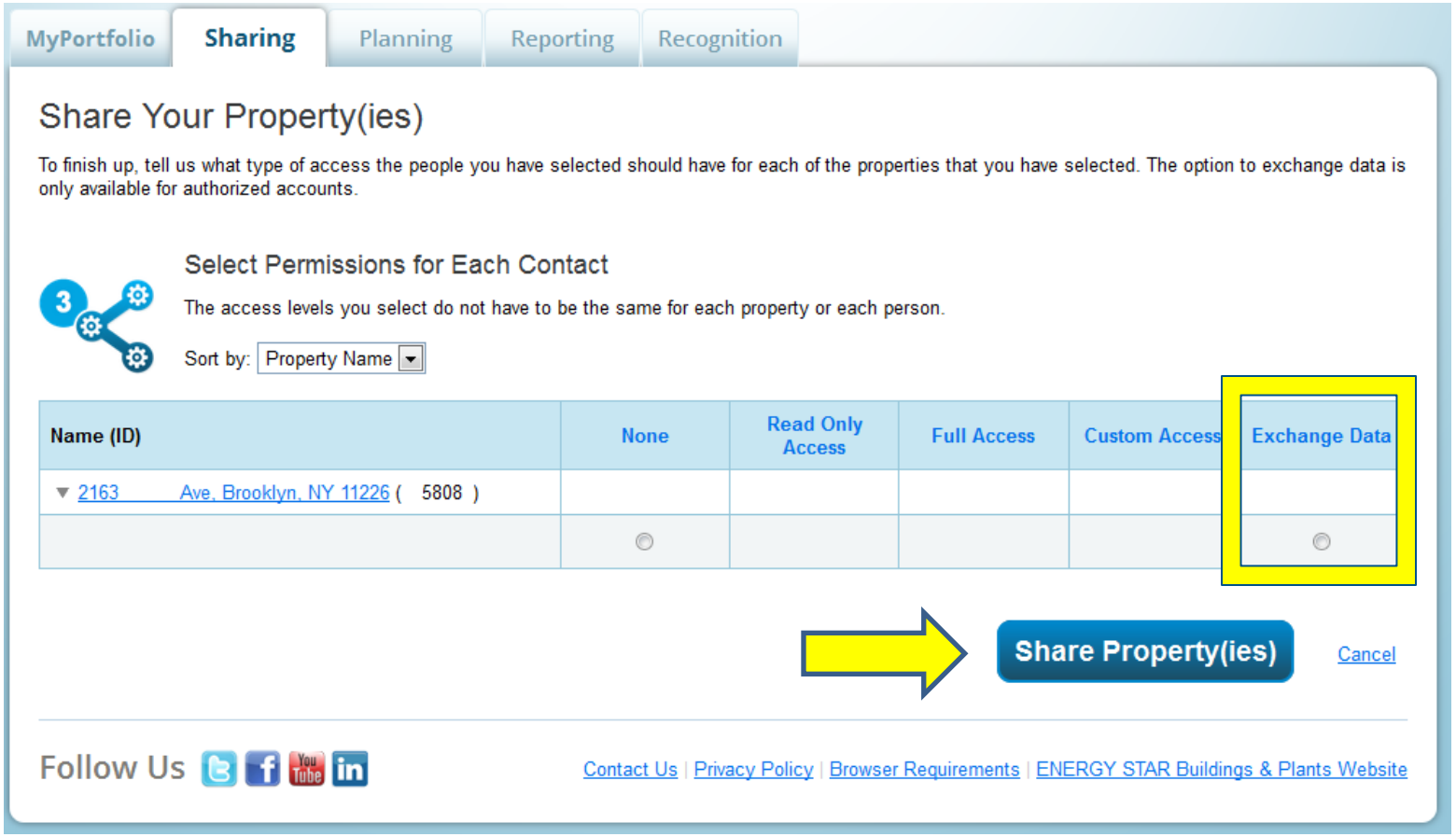
Step 10 – Share with NYC DEP

- Select “NYC DEP” from the drop down and click the “Continue” button
- Is “NYC DEP” not an option? Please see steps 2 through 6



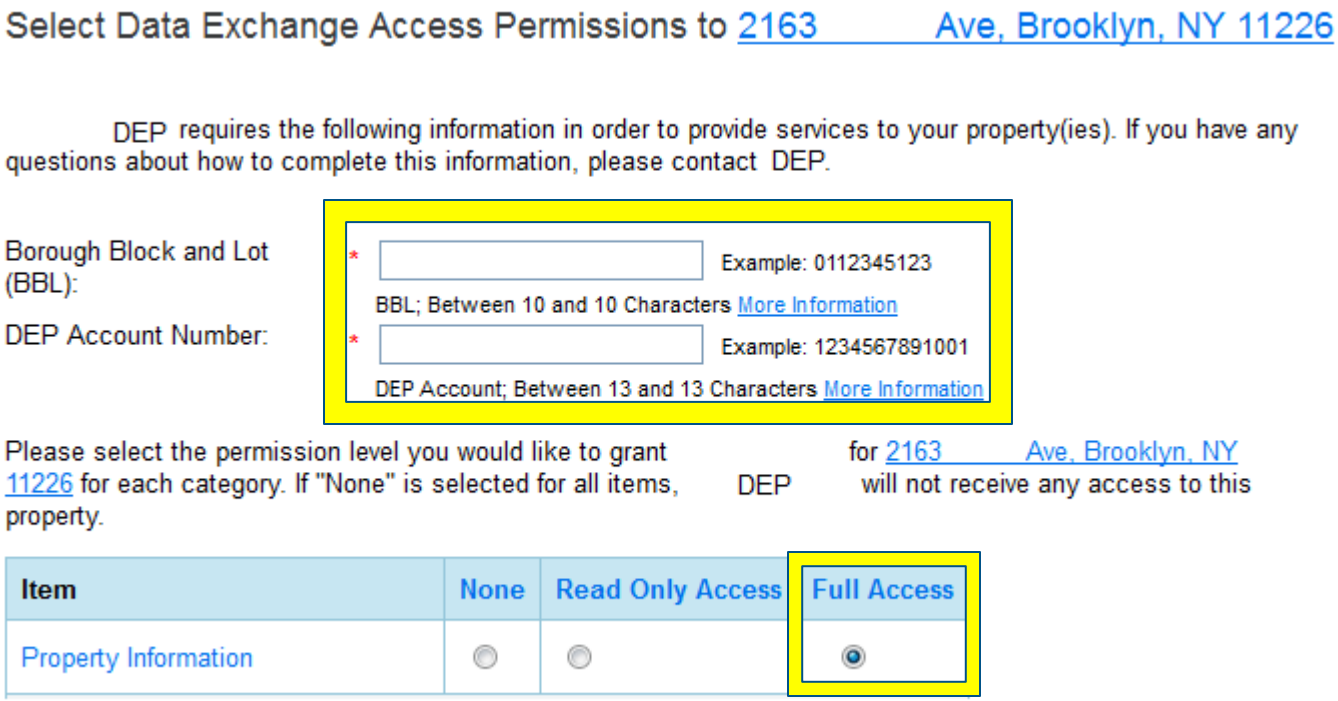
Step 11 – Exchange Data

- Click the button under “Exchange Data” for each property and then click the “Share Property(ies)” button



Step 12 – Enter the BBL and Account Number

- Enter the BBL and DEP Account Number for each property
- Visit nyc.gov/buildings to lookup your block and lot numbers
- The DEP Account Number is listed at the top of your water bill



Select Data Exchange Access Permissions to 2163 Ave, Brooklyn, NY 11226

DEP requires the following information in order to provide services to your property(ies). If you have any questions about how to complete this information, please contact DEP.

Borough Block and Lot (BBL): * Example: 0112345123

BBL; Between 10 and 10 Characters More Information

DEP Account Number: * Example: 1234567891001

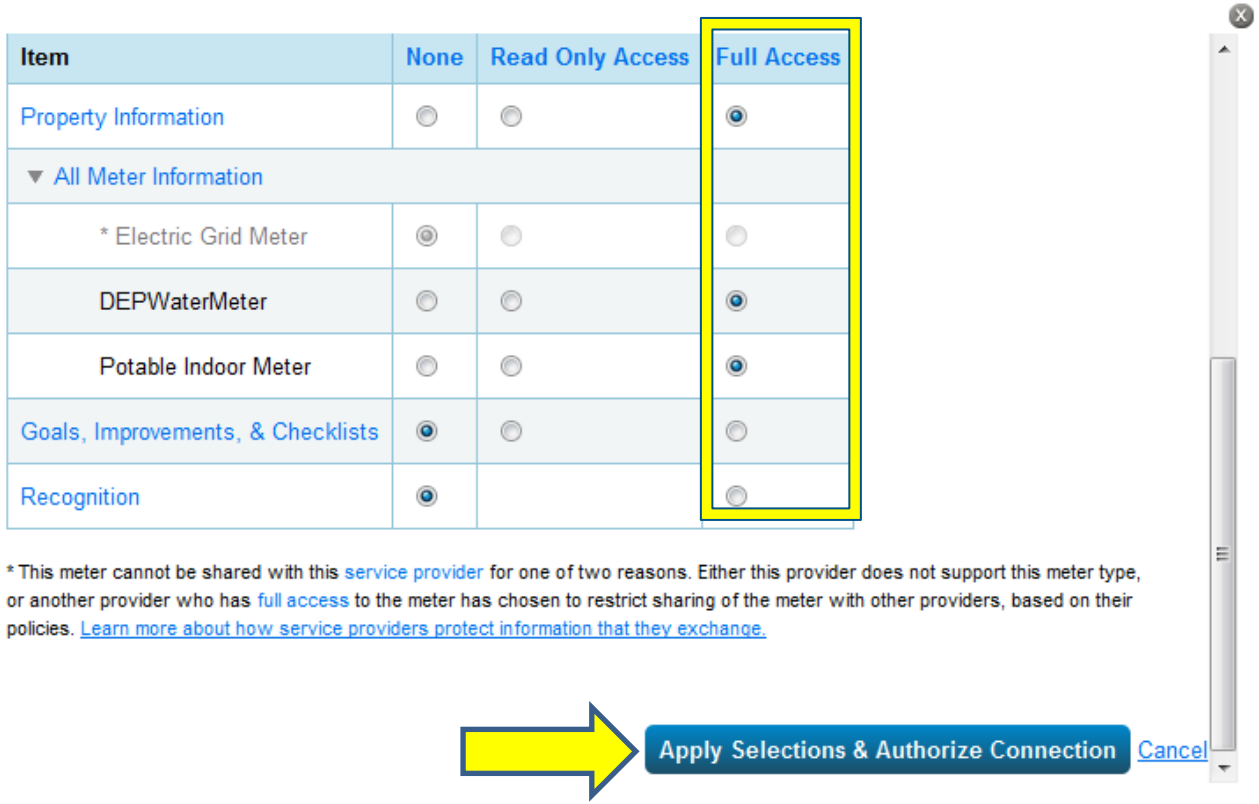
DEP Account; Between 13 and 13 Characters More Information

Please select the permission level you would like to grant for 2163 Ave, Brooklyn, NY 11226 for each category. If "None" is selected for all items, DEP will not receive any access to this property.

Item	None	Read Only Access	Full Access
Property Information	○	○	◉

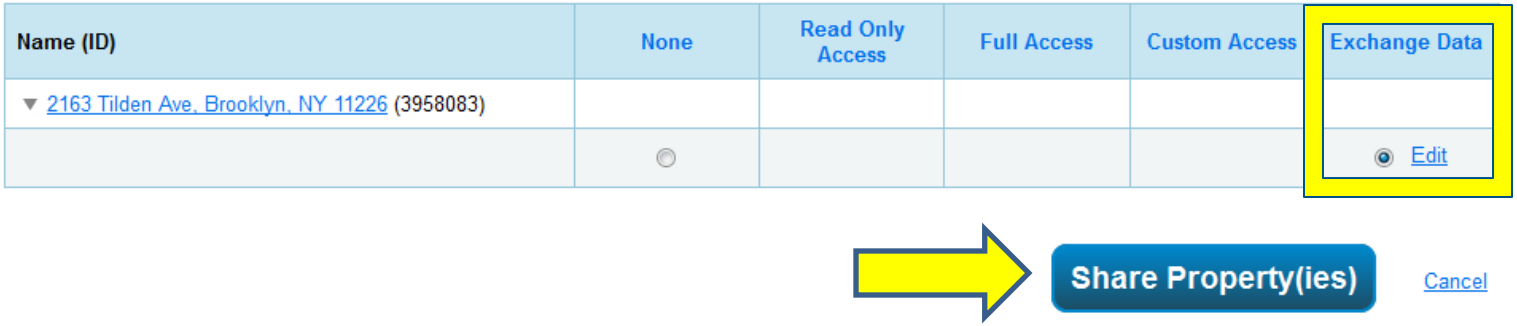
Step 13 – Grant DEP Full Access

- It is very important that you grant DEP full access to your property and water meter
- Please note that DEP will only use these permissions to provide consumption data



Step 14 – Final Step

- Double check to make sure you have selected “Exchange Data” for all of your properties
- Click the “Share Property(ies)” button



Complete Benchmarking

- You will see a bar at the top of your screen that indicates that you have successfully submitted your request to NYC DEP

- The upload frequency is based on the schedule below:

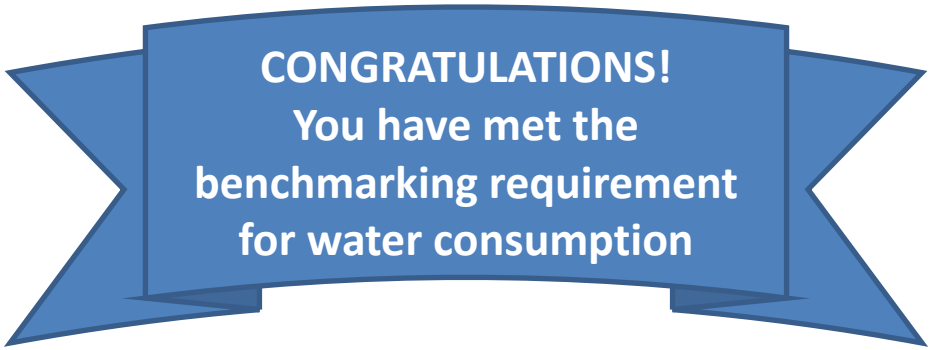
Time Period	Frequency of Upload
February 11 – March 31	Bi-weekly
April 1 – April 20	Weekly
April 21 – April 30	Daily

DEPWaterMeter Select Meter

These are your already created meters. Do you need to Add another meter

Display Year(s): 2013 ×

	Start Date	End Date	Usage cf (cubic feet)	Cost ($)	Estimation	Last Updated
☐	1/1/2013	1/31/2013	196300		☐	2/6/2014 NYC DEP
☐	2/1/2013	2/28/2013	192900		☐	2/6/2014 NYC DEP
☐	3/1/2013	3/31/2013	206700		☐	2/6/2014 NYC DEP
☐	4/1/2013	4/30/2013	199600		☐	2/6/2014 NYC DEP
☐	5/1/2013	5/31/2013	198200		☐	2/6/2014 NYC DEP
☐	6/1/2013	6/30/2013	198100		☐	2/6/2014 NYC DEP
☐	7/1/2013	7/31/2013	199900		☐	2/6/2014 NYC DEP
☐	8/1/2013	8/31/2013	213500		☐	2/6/2014 NYC DEP
☐	9/1/2013	9/30/2013	194400		☐	2/6/2014 NYC DEP
☐	10/1/2013	10/31/2013	182800		☐	2/6/2014 NYC DEP
☐	11/1/2013	11/30/2013	180300		☐	2/6/2014 NYC DEP
☐	12/1/2013	12/31/2013	146800		☐	2/6/2014 NYC DEP



Still have questions, concerns, or need assistance with water benchmarking?

- 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

- *"…rejected because you did not grant us read/write access."*
  - Reconnect to us via Portfolio Manager and grant us read/write access (see slides X-Y)

- *"…rejected because you are not required to benchmark your water consumption this year."*
  - The property is not eligible for and does not have to benchmark their consumption this year

- *"…rejected because of an invalid BBL or account number" or "BBL and account…are not linked together."*
  - The BBL or account number you submitted are not valid or are not connected in our system

- *"…rejected because you cannot submit the same BBL twice using the same Portfolio Manager account."*
  - We do not provide data for the same BBL more than once to a single Portfolio Manager account

- *"Your water meter has been rejected. A water meter will be automatically created…"*
  - Starting in 2014 we will create a water meter for our customers.

Questions?

waterbenchmarking@dep.nyc.gov