

The following instructions were provided by **Local Law 84 (Benchmarking) (City of New York)** for using **NYC LL84 Benchmarking 2012 Compliance Report**:

This custom reporting template must be used for compliance with New York City's benchmarking law, Local Law 84.

**STEP 1: Enter all Energy and Water Data for Your Property(ies)**

- Enter all data from January 1 -December 31, 2012 for each property covered by the law to ensure compliance. This includes the annual energy data and, if your building is eligible, the annual water consumption data.

**STEP 2: Identify Your Property(ies) MANDATORY!**

- Failure to accurately identify all of your buildings with their BBLs and BINs may result in the issuance of violations for non-compliance.

For each building being benchmarked, you must complete A and B below:

A) Enter the building's borough, block and lot number (BBL) in the "Notes" field, written in the following ten-digit format:

- The first digit is the borough number. Borough numbers are as follows:  
Manhattan = 1; Bronx = 2; Brooklyn = 3; Queens = 4; 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. (For example: block number 845 would be entered as 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. (For example: lot number 27 would be entered as 0027)

- An example BBL entry for a building in Brooklyn, with a block number of 845, and a lot number of 27, would be entered in the Notes field as: 3-00845-0027

- If you are separately benchmarking multiple buildings on a lot, use the same BBL for each building with the word "multiple" following the BBL. (For example: 3-00845-0027multiple)

- Please do not enter any other information in the "Notes" field besides the buildings BBL in the correct format.

B) Enter the building's seven-digit Building Identification Number (BIN) in the "Unique Building Identifier" (UBI) field.

-If you are benchmarking multiple buildings on one tax lot together, you must include each buildings BIN number in the Unique Building Identifier field.

-Enter each BIN number separated by a semi-colon, but without a space. For example:

1234567;2345678

Both of these mandatory building identifiers can be found at the top of your buildings' Property Profile Overview screen on the DOB's Building Information System (BIS) at [www.nyc.gov/buildings](http://www.nyc.gov/buildings).

### **STEP 3: 24-hour Wait Time to Save all Edits WARNING!**

- After completing Steps 1 and 2, wait 24-hours before submitting your report to the City. Data used in Portfolio Manager Reports is updated nightly; therefore, the report will not reflect any changes you make to your account until the next day. For example, if you add a facility or update data in your account today, you will have to wait until tomorrow to include it in a report.

All information must be completely and correctly entered and saved into Portfolio Manager prior to or on April 30, 2013.

### **STEP 4: Release Data to Comply with the Benchmarking Law**

Once you have waited 24-hours to save all edits, you must submit this report to the City by clicking "Release Data" on or prior to **May 1st, 2013**.

Once you have released your data, you will receive a confirmation email and an accompanying report. The report has many data collection fields, many of which apply only to specific property types. Therefore, many fields may include "N/A," indicating that it is not applicable.

**For more detailed instructions on how to comply with New York City's benchmarking law please visit [www.nyc.gov/LL84](http://www.nyc.gov/LL84).**

Remember, in the future you will be able to access this report from the "Generate Reports and Graphs" link on your "My Portfolio" page.

#### **New to Portfolio Manager?**

Now that you have successfully created an account, we recommend that you refer to a [Quick Reference Guide](#) or watch a 26-minute [EPA training session](#) to learn how to enter your building's energy use data into the tool. Once you have your building data entered, then you can open "NYC LL84 Benchmarking 2012 Compliance Report" and use it to report your data.

#### **How to Access "NYC LL84 Benchmarking 2012 Compliance Report" at Any Time:**

Option 1: Click on the link above to go directly to the template

<https://www.energystar.gov/istar/pmpam/index.cfm?fuseaction=login.loginExtRpt&reportuuid=86D02C48-C29C-0D66-30AC0C78DB6AFE29&permttype=REQ>

Option 2:

1. Go to <https://www.energystar.gov/istar/pmpam/>
2. Log in to your account
3. Click on "Access My Portfolio"
4. From the list on the right, select "Generate Reports and Graphs"
5. From the drop-down menu, select "NYC LL84 Benchmarking 2012 Compliance Report"

Questions? Contact Local Law 84 (Benchmarking) at [sustainability@buildings.nyc.gov](mailto:sustainability@buildings.nyc.gov) or 3-1-1.