

## 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/ggbp](http://www.nyc.gov/ggbp)
- For any questions, please send an e-mail to [customerservice@dep.nyc.gov](mailto:customerservice@dep.nyc.gov) with “BENCHMARK” in the subject line



## 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

**ENERGY STAR** **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?](#)

New User? [Register](#)

[Contact Us](#) | [Privacy Policy](#) | [Browser Requirements Buildings & Plants](#)

## Step 2 – 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

**Water Meters** [Add Meter](#) [Update Multiple Meters](#) | [View All Meter Data in Excel](#)

Meter Name	Units	Type	Last Meter Entry (End Date)	Alerts	Read Write Access
No Meter Defined					

Note that entering water use information will not affect your facility's energy performance rating.

REQUIRED

**Add Water Meter**

\*Meter Name:

\*Select the type of water use:

Indoor

Outdoor

Or

Wastewater/Sewer

Or

Other  (Please specify)

\*Units:

\*Add this meter to Total Facility Water Use?

Yes, calculate this total water use by including this meter

No, adding this meter to this total water use will inflate the actual value

In the next screen, enter the following:

- ‘Meter Name’: Input any name
- Select type: ‘Indoor’
- Select Units: ‘cf (cubic feet)’
- ‘Add this meter to Total Facility Water Use?’: ‘Yes’
- 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  Month(s) 	01/01/2011	cf (cubic feet)

CANCEL

CONTINUE

- Choose **12 Month(s)** of Meter Entries to Add
- Start Date is **01/01/2011**
- Confirm that units are **cf (cubic feet)**
- Click **Continue**

- Enter zero for each month in the Water Use column
- Leave 'Cost' column blank
- Click **Save**

### Water Meter: Sample Water Meter

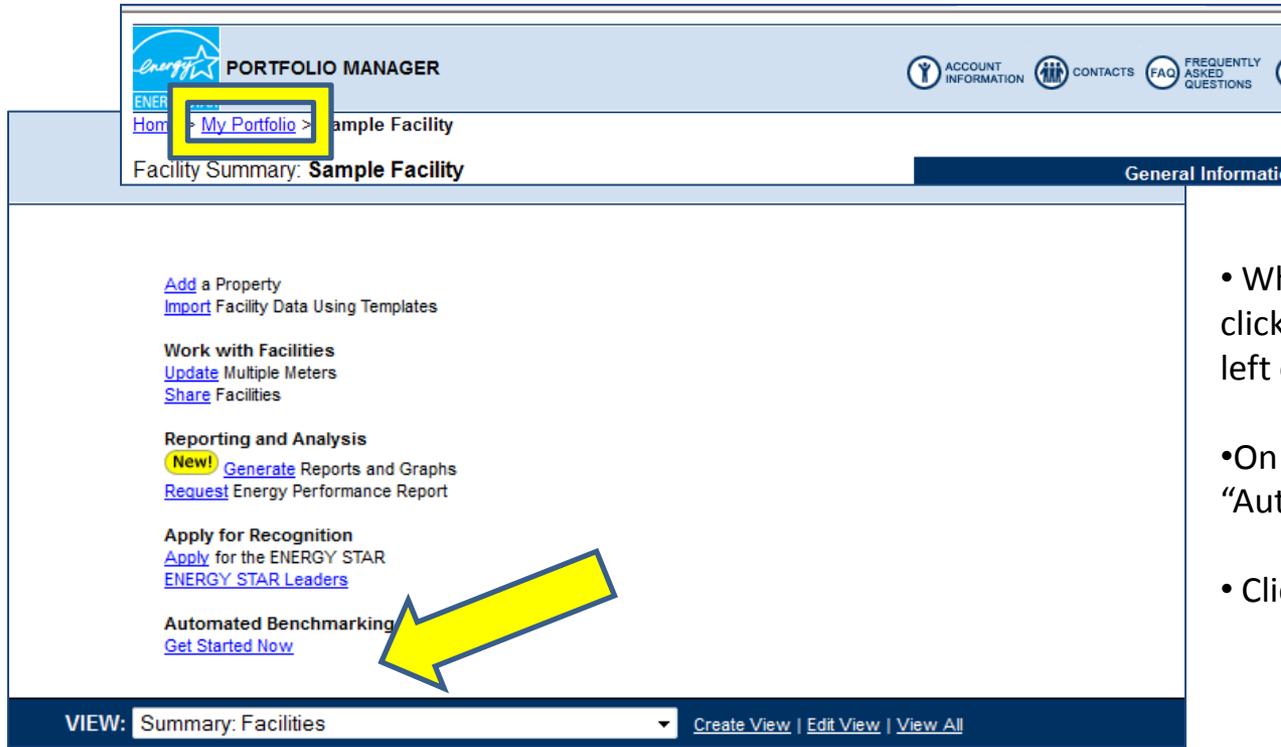
Use the form below to add each unique meter entry for this particular meter. Portfolio Manager requires that entries be for consecutive time periods. The system will allow a one day overlap or a one day gap to exist between meter entries. The maximum time period for a single entry is 12 months.

Add Water Use:		Water Use (cf (cubic feet))	Cost - US Dollars (optional)
Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)		
<input type="text" value="01/01/2011"/>	<input type="text" value="01/31/2011"/>	<input type="text" value="0"/>	<input type="text" value="\$"/>
<input type="text" value="02/01/2011"/>	<input type="text" value="02/28/2011"/>	<input type="text" value="0"/>	<input type="text" value="\$"/>
<input type="text" value="03/01/2011"/>	<input type="text" value="03/31/2011"/>	<input type="text" value="0"/>	<input type="text" value="\$"/>
<input type="text" value="04/01/2011"/>	<input type="text" value="04/30/2011"/>	<input type="text" value="0"/>	<input type="text" value="\$"/>
<input type="text" value="05/01/2011"/>	<input type="text" value="05/31/2011"/>	<input type="text" value="0"/>	<input type="text" value="\$"/>
<input type="text" value="06/01/2011"/>	<input type="text" value="06/30/2011"/>	<input type="text" value="0"/>	<input type="text" value="\$"/>
<input type="text" value="07/01/2011"/>	<input type="text" value="07/31/2011"/>	<input type="text" value="0"/>	<input type="text" value="\$"/>
<input type="text" value="08/01/2011"/>	<input type="text" value="08/31/2011"/>	<input type="text" value="0"/>	<input type="text" value="\$"/>
<input type="text" value="09/01/2011"/>	<input type="text" value="09/30/2011"/>	<input type="text" value="0"/>	<input type="text" value="\$"/>
<input type="text" value="10/01/2011"/>	<input type="text" value="10/31/2011"/>	<input type="text" value="0"/>	<input type="text" value="\$"/>
<input type="text" value="11/01/2011"/>	<input type="text" value="11/30/2011"/>	<input type="text" value="0"/>	<input type="text" value="\$"/>
<input type="text" value="12/01/2011"/>	<input type="text" value="12/31/2011"/>	<input type="text" value="0"/>	<input type="text" value="\$"/>

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

## 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

- Click the list below “Option 1: Select Your Current Provider\*” and select “NYC DEP” from the list
- Click the “ADD >>” button once you have selected “NYC DEP” from the list of service providers

**Option 1: Select Your Current Provider \***

Select an Energy Service Provider  **ADD >>**

**Option 2: Inquire About New Services**

[Contact an automated benchmarking provider](#)

## Step 7 – Review the Terms of Use

- Carefully review the “Terms of Use”
- Select the “I agree to my provider’s Terms of Use” box
- Click the “Continue>>” button to proceed

### Terms of Use

Authorization for EPA Demo to transfer data to your account

Terms of Use

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 – 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

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 9 – Enter Your Building Identifiers

- Visit [www.nyc.gov/buildings](http://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: Home, About the Buildings Department, Buildings Information, Development, Safety & Enforcement, Community Partnerships, Homeowners & Tenants, Sustainability, Codes & Reference, News & Services, and Contact the Buildings Department. 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 (a dropdown menu labeled 'Pick a Borough'), and a 'Find' button. To the right of the form is a 'Property Profile Overview' table. A yellow box highlights the search form, and another yellow box highlights the 'BIN# 1079147' and 'Tax Block : 122' and 'Tax Lot : 1' in the table. A yellow arrow points from the 'Buildings on Lot : 2' row to the highlighted tax information.

NYC Department of Buildings	
Property Profile Overview	
MANHATTAN	10007
Health Area	: 7708
Census Tract	: 1501
Community Board	: 01
<u>Buildings on Lot</u>	: 2
BIN#	1079147
Tax Block	: 122
Tax Lot	: 1
Vacant	: NO

## Step 10 – 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 11 – Grant DEP Access to Specific Buildings

- Check the box next to each Facility(ies) for which DEP will benchmark water on your behalf
- Click the “Update List” button
- 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.

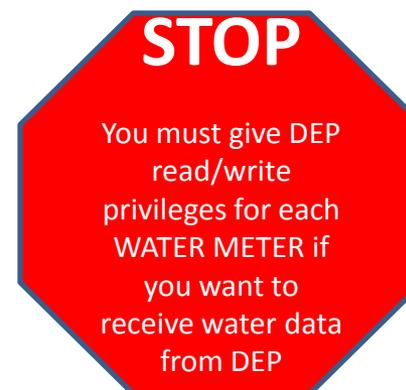
Result 1 of 1 All # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

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	<a href="#">View Meter Authorizations</a>	

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 12 – 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 type="radio"/> None <input checked="" type="radio"/> Read/Write <input type="radio"/> Read Only		
<input type="checkbox"/> 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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## 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
- Please allow **24 hours** for DEP to upload your water consumption history
- For any questions, concerns, or assistance with ABS, send an email to [customerservice@dep.nyc.gov](mailto:customerservice@dep.nyc.gov) or call the DEP Customer Service Helpline at (718) 595-7000 with your account number and service address
- For other questions about meeting the compliance for LL84, you may contact the Benchmark Help Center by dialing 3-1-1 or calling (212) 442-7901



## Step 14 – Error Guide

- *“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](http://www.nyc.gov/dep)