How to 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

- For any questions, please send an e-mail to customerservice@dep.nyc.gov with "BENCHMARK" in the subject line

THE NEW YORK CITY
GREENER, GREATER BUILDINGS PLAN

Step 1 – Automated Benchmarking Service Console

- After you enter your water meter, Portfolio Manager brings you back to the Facility Summary page

- **STOP** If you have more than one Facility, **you are required to enter the water meter for each facility;** Repeat Step 4 as necessary

- When all water meters are entered, click "My Portfolio", located at the top left of the page
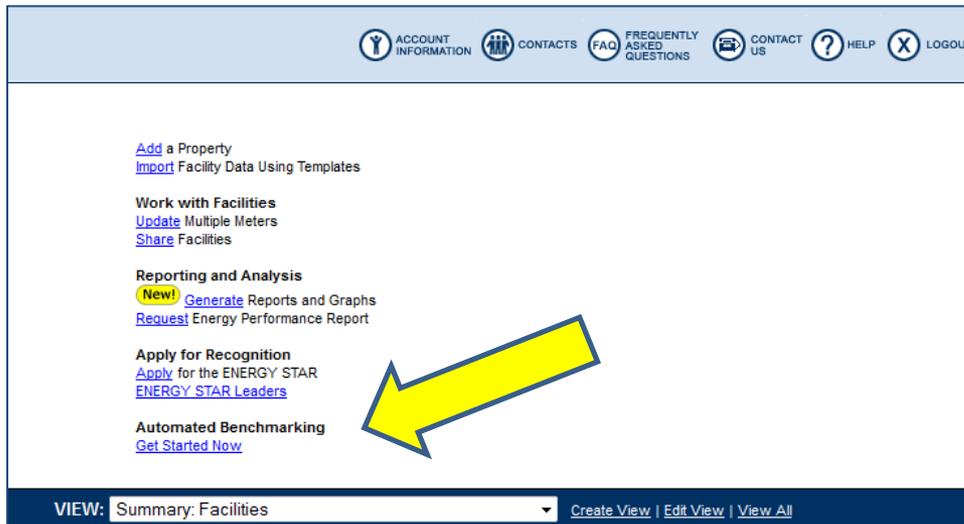
- On My Portfolio page, find "Automated Benchmarking "

- Click "Get Started Now"

Step 2 – 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 3 – 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

Step 4 – 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 5 – Enter Your Building Identifiers

- Visit www.nyc.gov/buildings to lookup your BBL number

- 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

Step 6 – 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

Step 7 – 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

Step 8 – 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

STOP

You must give DEP read/write privileges for each WATER METER if you want to receive water data from DEP
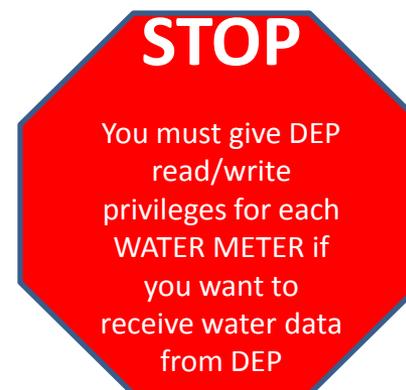
Select All	Authorized Energy Service Provider	Date Authorized (Authorized By)
☑ Test Lefrak City		
Energy Meter (Sunny) ◉ None ○ Read/Write ○ Read Only		
Water Meter2 (Indoor) ○ None ◉ Read/Write ○ Read Only	• NYC Department of Environmental Protection (Read/Write) - Authorization Pending	• 01/09/2012 (AKRAMERDEP3)

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Step 9 – 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 **at least a month** for DEP to process your request

- If you have any questions regarding the status of you upload, email DEP at customerservice@dep.nyc.gov with "**BENCHMARK**" in the subject line

- For other questions, concerns, or assistance with meeting the compliance for LL84, you may also contact the Benchmark Help Center by dialing 3-1-1 or calling (212) 442-7901

**CONGRATULATIONS!
You have met the
benchmarking requirement
for water consumption**