

NYC LL84 Benchmarking 2010 Compliance Report Instructions

Local Law 84 of 2009 of the City of New York has requested a report of your buildings' energy use data. Please report this data using EPA's ENERGY STAR Portfolio Manager tool ([Learn more about Portfolio Manager](#)). A report template called "**NYC LL84 Benchmarking 2010 Compliance Report**" has been created for this purpose and is available at the following link. The new template will be saved within your account and you can access it at any time.

<https://www.energystar.gov/istar/pmpam/index.cfm?fuseaction=login.loginExtRpt&reportuuiid=7C0E6911-188B-3746-B3B889E0AE008744&permtpe=REQ>

Specific Instructions from Local Law 84 of 2009:

This custom reporting template is to be used for compliance with New York City's benchmarking law, Local Law 84 of 2009.

STEP 1: Complete the benchmarking of your property(ies)

Prior to submitting this report, you must enter all information required by Portfolio Manager for each property covered by the law to ensure it has been completely benchmarked.* Energy data for this reporting period must include all fuel sources used in your property(ies) from January 1 - December 31 2010.

STEP 2: Identify your property(ies)

IMPORTANT: For each property being benchmarked, the "Notes" field in Portfolio Manager must include the building's borough, block and lot number (BBL), written in the following format:

- A ten digit number, where the first digit represents the borough number, then a dash, the next five digits are the block number, then a dash, and the last four digits are the lot number.
- Borough numbers are as follows:
 - * Manhattan = 1
 - * Bronx = 2
 - * Brooklyn = 3
 - * Queens = 4
 - * Staten Island = 5
- If the block is less than five digits, fill in zeros before the actual block number so there are five digits in total
- If the lot is less than four digits, fill in zeros before the actual lot number so there are four digits in total
- Example, a building in Brooklyn, with a block number of 845, and a lot number of 27, would enter the BBL as: 3-00845-0027
- If you are separately benchmarking multiple buildings on a lot, enter the address for each building, and the same BBL for each building with the word "multiple" following the BBL.
- Please do not use the "Notes" field for anything else - only input the BBL in the correct format.

STEP 3: Submit your completed benchmarking to the City

Please populate a report(s) for all covered properties you are submitting to the City and select "Release Data" on or prior to **May 1st, 2011**.

Please be aware the report has many data collection fields. Many of them will not apply to your property, therefore, do not be alarmed if many spaces include "N/A," indicating that field is not applicable. Also be aware this City will not be making this information public, it is for data analysis only.

***For more detailed instructions on how to benchmark and comply with New York City's law please visit www.nyc.gov/ggbbp.**

NOTE: 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 energy data in your account today, you will have to wait until tomorrow to include it in a report. To meet the May 1, 2011 reporting deadline, all information required to benchmark your property(ies) must be completely and correctly entered into Portfolio Manager prior to or on April 30, 2011."

New to Portfolio Manager?

The above link will take you to a page where you can register as a new user. Once your account is set up, 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 2010 Compliance Report" and use it to report your data.

How to Access "NYC LL84 Benchmarking 2010 Compliance Report" at Any Time:

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

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 2010 Compliance Report"

Questions? Contact Local Law 84 of 2009 at sustainability@buildings.nyc.gov or 311.

