LL84 Data Quality Errors – BEAM Labels

The whole building's energy and water consumption benchmarking data is reviewed by the Department for completeness and accuracy. Buildings that do not meet the Department's standards will receive data quality error label(s) in the BEAM Inventory. The Department recommends running Energy Star Portfolio [Manager's Data Quality Checker](#), available in the property summary tab, to help find potential errors and unusual data within a given year.

Please visit Energy Star [Portfolio Manager FAQs](#) for more information on how to navigate and update the property.

If you need help navigating ESPM Energy Star Portfolio Manager or have questions on how to fix the issue(s) below, please contact NYC Sustainability Help Center at [Help@NYCsustainability.org](#) or (212) 566–5584, Monday through Friday from 9:00 am to 5:00 pm.

If you believe that this report data submission is complete even though it is missing one (or more) of the metrics, please contact us at [BEAM_LL97@buildings.nyc.gov](#) and complete [ESPM Property Notes](#).

All the possible BEAM labels and ESPM instructions to correct the error are as follows:

Single Building/Standalone Properties

In BEAM, standalone properties are viewable under the "View by Property" section.

1. Incorrect Number of Building

Data must be equal to one (1) building.
   a. **Column name in BEAM**: Building Count (ESPM)
   b. **Metric name in ESPM**: Number of Buildings
      i. In ESPM, navigate into your property ID's "Details" tab.
      ii. Under the "Basic Information" box, click on "Edit" to update the "Property Details" question "How many physical buildings do you consider part of your property?"

If reporting for multiple buildings, please setup as a campus in ESPM:
- [How to Benchmark a Campus in Portfolio Manager](#) – EPA
- [Best Practices: Reporting NYC Campus Properties Benchmarking Webinar](#) – NYC Sustainability Help Center

2. Incorrect Site EUI

Data is either missing, entered as zero, or in a range indicating confirmation is needed.
   a. **Column/Metric name in BEAM/ESPM**: Site EUI (kBtu/ft^2) and Site Energy Use (kBtu)
      i. In ESPM, navigate into your property ID's "Energy" tab

1. Click on each active meter and ensure that the whole building energy consumption data is accurately reported
2. In the "Basic Meter Information" section check the "Date Meter became Active" to ensure that f calendar year of data must be uploaded/entered <u>in the "Monthly Entries" section check that there aren't</u> any gaps (missing days) or "blank" fields within the 12–month period

ii. In ESPM, navigate into your property ID's "Details" tab
1. Click each Property Uses and Use Details and confirm that each property use's "Current as of" date is within the 12-month period you are reporting for.

b. Please contact the utilities to inquiry on the data uploads.
   i. Con Edison: citybenchmarking@coned.com
   ii. National Grid: energyefficiency@nationalgrid.com
   iii. PSEG Long Island: PSEGLI–BenchmarkingLI@pseg.com

c. For other reasons, please provide an explanation in the "Property Notes" section.

3. Did not Report Whole Building Energy Data

Data does not account for the total energy consumption for the whole property.

a. **Column/Metric name in BEAM/ESPM**: Metered Areas (Energy)
   i. In ESPM, navigate into your property ID's "Energy" tab
   ii. Under the "Meters – Used to Compute Metric names", click on "Change Meter Selections"
   iii. Review the selected Energy Meters, select "These meter(s) account for the total energy consumption for [property name] (a single building)." and click "Apply Selections"

4. Incorrect Number of Meters

"Number of Active Energy Meters – Total" is greater than "Number of Active Energy Meters – Used to Compute Metric names"; "Number of Active Energy Meters <u>Not Used to Compute Metrics</u>" should be 0.

a. **Column/Metric name in ESPM/BEAM:** "Number of Active Energy Meters – Total" and "Number of Active Energy Meters – Used to Compute Metrics"
   i. In ESPM, navigate into your property ID's "Energy" tab
   ii. Under the "Meters – Used to Compute Metric names", click on "Change Meter Selections"
      1. All active energy meters must be checked and click "Apply Selections"

All energy must be accounted for in your report. For example, diesel can be reported manually and entered as deliveries by setting up a Fuel Oil meter and selecting "Diesel" as the fuel type.

- **For an active meter with 2024 data listed under "Number of Active Energy Meters – Not Used to Compute Metric names" on your Energy tab:**

- To include such meter in your energy Metric names, click the "Change Meter Selections" link located directly above your list of meters
- Select the active meter to be included and indicate that this meter represents your Total Energy Consumption
- Apply Selections
- **Meters that can be excluded from the report:**
  - Sub metered cell towers
  - Sub metered electric vehicle charging stations
  - Sub metered outdoor heated pools
  - Sub metered large billboard or projection screen on a building (or in a parking lot) when the sign is not related to the use of the building (A sign displaying the company's name or anything related to the business <u>must be included</u>)

Ineligible Property Type – LL84

"**Other**" property use type is not acceptable as a valid property use type.

a. **Column name in BEAM:** List of All Property Use Types (GFA) (ft^2) (ESPM)

b. **Metric name in ESPM:** List of All Property Use Types (GFA) (ft^2)

    i. In ESPM, navigate into your property ID's "Details" tab.

    ii. Under "Property Uses and Use Details", please follow instructions on Energy Star FAQ page <u>Can I change a Property Type</u> to remove "Other" Property Use Type.

c. Please email <u>Help@NYCsustainability.org</u> if you have trouble matching the building's use to one of the property types listed in Portfolio Manager.

ESPM Property Notes

In ESPM, please utilize the **Property Notes** field:

- Building vacancies or on-going major constructions
  - *Occupancy* must be zero (0)
- Unusual low/high energy consumption usage
- National Grid multiple service addresses
- Whenever a description of the building's use can clarify the entry in the **Primary Property Type** field
- Any **excluded meters**