

Energy Benchmarking and Reporting Checklist

Montgomery County passed a Building Energy Benchmarking Law in April 2014. To comply with the Law, building owners can refer to this reporting checklist, a step-by-step summary of how to benchmark, report data to the County annually, and comply with the Benchmarking Law.

For more information, visit the County's Benchmarking website bit.ly/bbmontco or contact DEP at energy@montgomerycountymd.gov.

- Identify and assign a point person** who will be responsible for compliance with the Benchmarking Law.
- Collect data on the building's energy use for the most recent calendar year.** This may include electricity, natural gas, steam, chilled water, fuel oil, or other fuel sources. Your utility company may provide whole-building energy data (tenant authorization may be required, so **plan ahead**).
 - *Tip:* Make sure energy use data cover the full calendar year: January 1 – December 31.
 - *Note:* Water and waste data and utility costs are not required.
- Create an account and properties in EPA's Portfolio Manager** (a free, online tool to measure, track, and report your energy use). Go to: energystar.gov/PortfolioManager.
- In Portfolio Manager, add your property**, and follow the prompts to enter information on building characteristics, such as gross square footage and operating hours. If you don't have this information, you may need to request it from your tenants. Use EPA's Benchmarking Starter Kit: bit.ly/EPAstart.
- Add your energy data in Portfolio Manager** by creating the appropriate meters and entering fuel data.
 - *Tip:* You can enter your utility bills manually, upload a spreadsheet provided by your utility company, or an energy management tool may upload data directly to Portfolio Manager.
- Enter and/or verify your building's 8-digit Parcel/Property Tax ID** as your Montgomery County Building ID (MBID) in the Unique Identifiers sections of your Portfolio Manager property record.
- Run Portfolio Manager's built-in tool to check for possible data errors** for the year ending on December 31 for the year of data that will be reported to the County and resolve any alerts. Ignore alerts associated with water and waste meters.
- Required the 1st year of reporting and every 3rd year thereafter: Complete data verification of your building characteristics and energy data** by having a "recognized data verifier" use EPA's Data Verification Checklist as a guide. Enter the recognized data verifier credentials in Property Details field, including full name, credentials, credential ID, and contact information.
 - *Tip:* See DEP's How-to Guide for Data Verification document for more details.
- Submit covered building data by June 1st annually** using DEP's Data Request through Portfolio Manager. New Data Request links for each reporting year are available on DEP's Benchmarking website: bit.ly/bbmontco. Follow the step-by-step instructions, preview your report, e-sign the data submission, and then click "Send Response" to submit data to the County.
- Retain the auto-generated confirmation email** you'll receive from EPA, the signed Data Verification Checklist from your recognized data verifier, and other records related to the energy reporting process.
 - *Tip:* Sign up for the Montgomery County Commercial Energy News for reminders and alerts related to the Benchmarking Law requirements.



Sign up for the Montgomery County Commercial Energy News:
bit.ly/MoCoBBNews

