



HOW-TO GUIDE: Energy Benchmarking



Owners of buildings that are 25,000 gross ft² or greater must provide energy usage data to the Department of Environmental Protection (DEP) each year, under the Montgomery County Building Energy Benchmarking Law.

BEFORE YOU BEGIN... Identify a contact person and claim your building:

Please identify a point person to receive email updates and reminders about benchmarking. Enter this person's contact information on the Claim My Building form so we know who to contact: bit.ly/ClaimMyBuilding

Review exemption and waiver criteria. You may not need to report IF:

Your building is less than 25k gross ft², vacant, or the majority of energy is consumed for industrial uses. Review building definition, exemption and waiver criteria at bit.ly/MoCo_Benchmarking or scan the QR code below.

1: If you are required to benchmark your property, YOU MAY:

DO IT YOURSELF
Resources available at bit.ly/PortfolioManagerHelp

OR

FIND A COMPANY TO HELP
Find assistance at bit.ly/benchmarking_ambassadors

2: CREATE an ENERGY STAR Portfolio Manager account

- Create a free **EPA ENERGY STAR Portfolio Manager Account** at PortfolioManager.energystar.gov/PM
- Add a property.
- Enter all inputs required for your building type and create meters for all the fuels in your building as prompted by Portfolio Manager.

3: GATHER & INPUT INFORMATION about your building & its energy use

Portfolio Manager Will Ask You to Enter:

- Your property's **Montgomery County Building ID (MBID) Number**. Enter it in the *Unique Identifiers* section on the Details tab of your *Portfolio Manager property record*.
- Building information** (e.g., address, gross floor area, occupancy and space types within the building, and others like operating hours or hotel rooms, depending on the space type.)
- 12 consecutive months, covering January 1 through December 31, of **energy data for all fuels** used in the building (e.g., electric, gas, steam, chilled water, generator power)

Note: Water consumption, waste data, and utility costs do not need to be reported.

4: GET DATA VERIFIED the first year of reporting & every third year thereafter

DEP accepts a wide range of professional credentials that qualify someone to be a Recognized Data Verifier* and review your benchmarking inputs.

** You, an employee of your company, or the company helping you benchmark can verify data if holding one of these credentials.*

- Enter verifier's name, credential, credential ID #, and date of verification in the *Verification* fields on the Details tab in Portfolio Manager.

5: REPORT DATA to the County each year by June 1st

- Use the reporting link on DEP's benchmarking website to disclose data to the County bit.ly/MoCo_Benchmarking



Questions? We are here to help. Contact our Benchmarking Help Desk at Energy@MontgomeryCountyMD.gov or (240) 777-7707