



Preparing for Compliance with BERDO Workshop & Discussion

- 8:30 am** Opening remarks
- 8:35 am** BERDO Requirements — Carl Spector
- 8:45 am** EPA Portfolio Manager — Cynthia Veit
- 9:00 am** Data Services & Utilities — Ezra McCarthy
- 9:10 am** Data Services & Utilities — James Cater
- 9:10 am** Submitting Report — Nikhil Nadkarni
- 9:40 am** CRE Compliance — Al Scaramelli
- 9:45 am** Q & A

Presentation Panel

Carl Spector

Director of Climate & Environmental Planning, City of Boston

Cynthia Veit

Environmental Scientist, Energy and Climate Unit, EPA Region 1

James Cater

Renew Boston Utility Program Liaison, NSTAR

Ezra McCarthy

Lead Analyst, C&I Program Strategy, National Grid

Nikhil Nadkarni

Climate and Buildings Program Manager, City of Boston

Al Scaramelli

Managing Director, Beacon Capital Partners LLC

Building Energy Reporting and Disclosure Ordinance

- Ordinance enacted May 2013
- Owners of large buildings required to annually report their energy and water use and greenhouse gas emissions
- Annual reporting deadline of May 15

2013	City of Boston buildings
2014	Nonresidential buildings over 50,000 square feet
2015	Residential buildings over 50,000 square feet or 50 units
2016	Nonresidential buildings over 35,000 square feet
2017	Residential buildings over 35,000 square feet or 35 units

- Buildings required to conduct assessment or action every five years, with exemptions for highly efficient buildings and buildings making significant progress



Resources

**Step-by-step guide and report submission link:
boston.gov/eeos/reporting**

Email questions to energyreporting@boston.gov





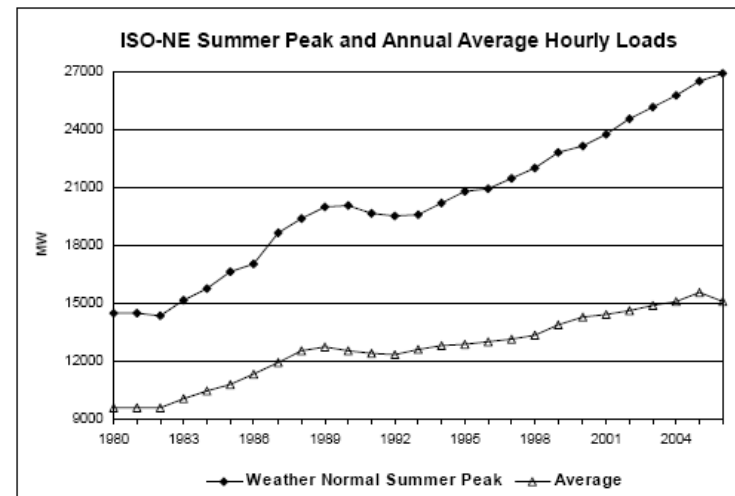
ENERGY STAR[®] Portfolio Manager

*Cynthia Veit
US Environmental Protection Agency
Region 1 (New England)*

Energy and Climate Change in New England



- Energy production and use is the largest source of air pollution and greenhouse gas emissions in New England (and the nation)
- Electricity rates – 40% higher than national average
- Demand for energy is increasing
- Strong need to slow increase in demand for energy and to provide cleaner sources of power
 - Energy Efficiency
 - Renewable Power



Do You Know How Well Your Facilities Perform?



- You can't manage what you don't measure
- Until recently, a standardized, comparable metric of whole building energy performance **did not exist**
- EPA's **Energy Performance Rating System** was developed to meet this need

Performance Rating Systems



**Fuel Efficiency
Rating: MPG**



Is 10 MPG high or low for an automobile?

Common knowledge.

Is 80 kBtu/sf/yr high or low for a building?

**Even many
building experts
don't know.**

**EPA Energy
Performance
Rating**

STATEMENT OF ENERGY PERFORMANCE
Margrave High School
 Building ID: 1021125
 For 12-month Period Ending January 31, 2004
 Date SEP Generated: March 30, 2004

Margrave High School
 2008 Hwy 96
 Longmont CO 80501
 Gross Building Area: 361,366 sq ft
 Year Built: 1982

Owner:
 Catholic Group
 Contact: John Doe
 1001 North Fort Meade Drive
 Suite 100
 Arlington VA 22206
 (703) 247-0000

Facility Space Use Summary

Space Type	Area (sq ft)	Number of Students	Number of PCs	Cooling Percent
Computer Data Center	154	N/A	N/A	N/A
K-12 Schools	361,221	1,721	420	100

Site Energy Use Summary

Energy (kBtu)	Electricity (kBtu)	Propane (kBtu)	Natural Gas (kBtu)	Total Energy (kBtu)
5,649,801	5,649,801	320,419	0	5,970,220

Professional Verification
 John Doe
 1001 North Fort Meade Drive
 Arlington VA 22206
 (703) 247-0000
 Licensed Number: 123456789
 State: VA

Results

Energy Performance Rating* (1-100) 94

Energy Intensity*
 Site (kBtu/sf/yr) 17
 Source (kBtu/sf/yr) 49.4

Emissions

CO ₂ (1000 Btu)	SO ₂ (1000 Btu)	NO _x (1000 Btu)
6,291	365	21

Energy Cost
 Cost (\$/yr) \$254,485
 Intensity (\$/sf/yr) \$0.72

Indoor Environment Criteria*

Indoor air pollutants controlled?	Adequate ventilation provided?	Thermal conditions met?	Adequate illumination provided?
Yes	Yes	Yes	Yes

*Based on ENERGY STAR v1.0 and ASHRAE 90.1-1999. A seal of ENERGY STAR is not valid until approval is received.
 SEP-03-081
 All comfort and EISA Lighting Handbook for lighting quality.
 Tracking Number: SEP20040300001004542



What is Portfolio Manager?



CBEC Survey



Building Type	Average Energy Use Intensity (kBtu/sq ft/yr)
Office (General)	214.8
Office (Bank Branch)	173
Office (Financial Center)	229.7
Office (Courthouse)	205
K-12 School	112.5
Residence Hall	155.2
Refrigerated Warehouse	56.8
Unrefrigerated Warehouse	25.9
Medical Office	177
Supermarket	339
Hospital	441.4
Upper Upscale Hotel	186.5
Upscale Hotel	183.2
Midscale w/food and bev.	192.9
Midscale w/o food and bev.	162.7
Economy/Budget	112.9

ALL buildings can be benchmarked



Benchmarking through Portfolio Manager enables you to:

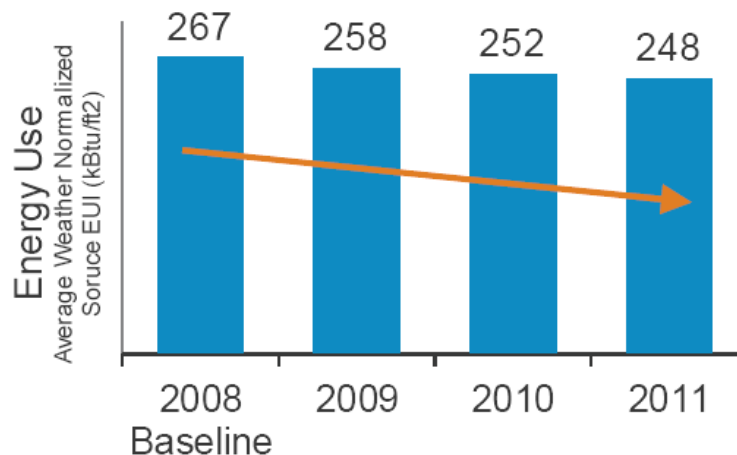
- Compare one building against a national sample of similar buildings
- Compare all of your buildings of a similar type to each other
- Set priorities and targets for the use of limited staff time and/or investment capital
- Track performance over time and gain recognition

Value of Benchmarking

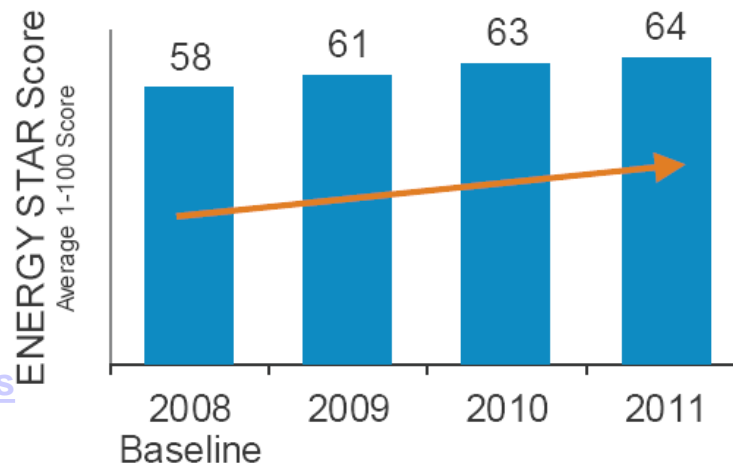


Consistent benchmarking in buildings results in energy savings and improved performance

Energy Savings in Portfolio Manager



7%
Savings



6 point
increase

Source:

www.energystar.gov/datatrends

ENERGY STAR Score – Eligible Building Types



Hotels



Wastewater Treatment



Office Buildings



Courthouse



Schools



Medical Offices



Hospitals



Dormitories



Grocery Stores



Retail



Warehouses

ENERGY STAR Score – Eligible Building Types



- Bank branch
- Financial office
- K-12 school
- Supermarket/grocery store
- Wholesale club/supercenter
- Hospital (general medical and surgical)
- Medical office
- Senior care community
- Hotel
- Residence hall/dormitory
- Office
- Courthouse
- Wastewater treatment plant
- Worship facility
- Retail store
- Data Center
- Distribution center
- Non-refrigerated warehouse
- Refrigerated warehouse

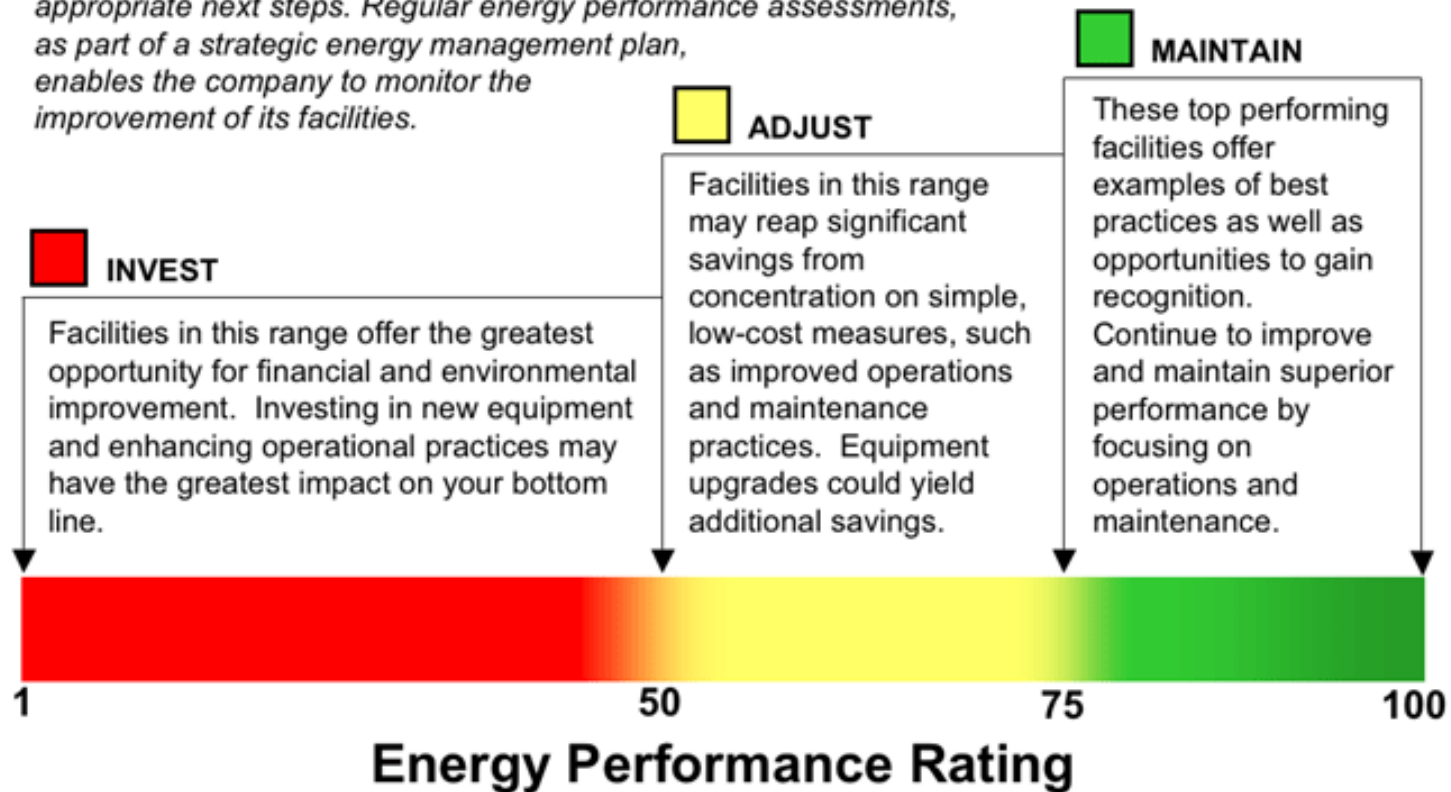
50 = median energy
performance

75+ = top energy
performer

Determining a Course of Action



Establish an energy performance baseline for all facilities in the company's portfolio, then set performance goals and create an action plan. The guide below can help determine the appropriate next steps. Regular energy performance assessments, as part of a strategic energy management plan, enables the company to monitor the improvement of its facilities.



Mixed-use Buildings



You can always benchmark, track trends, get the EUI.

To get a score:

More than 50% of your gross floor area (minus parking lots/garages) must be defined as one of the eligible property types. (See list)

The remainder of your building may house other property types, and you can still get an ENERGY STAR score, subject to a few restrictions:

1. Your parking garage can't be bigger than your building. (The total floor area of all enclosed and unenclosed parking structures can't exceed the total gross floor area of the building.)
2. You can't have more than 25 percent of your floor space be ineligible to receive a score, based on the eligibility list.

Information needed to get started



FUEL

Gather monthly energy bills (one year/13 months), including:

- Electricity
- Natural gas
- Steam
- Propane
- Liquid propane
- Fuel oil (No. 2),
- Diesel oil (No.2)
- Chilled water
- Wood
- Coal
- Renewables

Other Data Needed



Mandatory Data Needs

- Zip code of building (to normalize data for weather)
- Gross square footage of facility (includes secondary spaces)
- 1 year of energy data (all fuel types)
- 1 year of water data if you are tracking that

Helpful Data

(defaults may be used in lieu of this info to generate a rating)

- Number of occupants
- Number of PCs
- Weekly operating hours
- Others (depending on space type)

How to navigate the new PM...



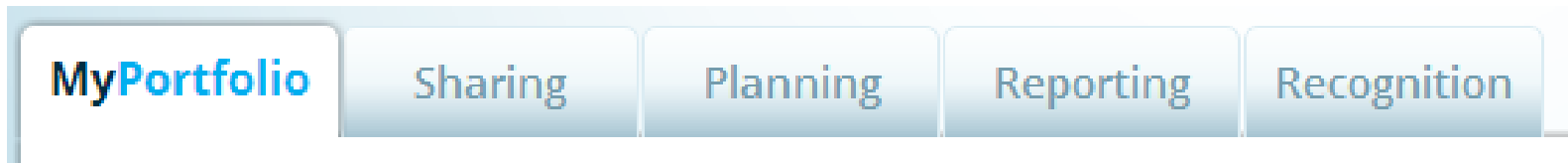
- Add a property (enter details about it)
- Add building space types
- Enter energy and water consumption data (meter data)
- Generate reports – standard templates or create your own

www.energystar.gov/benchmark

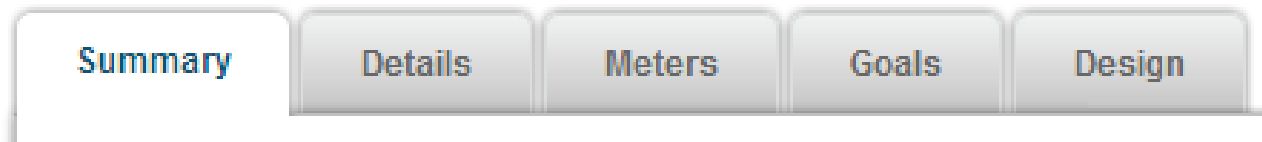
Navigate the New Portfolio Manager



Five portfolio level tabs



Five property tabs



Intuitive navigation – multiple ways to get to the same place

Your portfolio of buildings



Portfolio
level

Portfolio level →

ENERGY STAR® PortfolioManager™

Welcome : [Account Settings](#) | [Contacts](#) | [Help](#) | [Sign Out](#)
Language: [English](#) | [Français](#)

MyPortfolio | [Sharing](#) | [Planning](#) | [Reporting](#) | [Recognition](#)

Properties (5)
[Add a Property](#)

Notifications (0)
You have no new notifications.

Source EUI Trend

Year	Source EUI
2002	500
2003	480
2004	480
2005	480
2006	450
2007	420
2008	850
2009	150
2010	400
2011	150
2012	250

Total GHG Emissions Trend

Year	Total GHG Emissions (k)
2002	15
2003	14
2004	15
2005	15
2006	15
2007	15
2008	35
2009	1
2010	15
2011	1
2012	1

My Properties (5) [Add a Property](#)

Filter by: Search

[Create Group](#) | [Manage Groups](#)

Name	Action
Federal Building	I want to... <input type="text"/>
Higher Campus	I want to... <input type="text"/>
Hill Store	I want to... <input type="text"/>
Insurance Office	I want to... <input type="text"/>
Sunnyside Elementary	I want to... <input type="text"/>

Page 1 of 1 View 1 - 5 of 5

If you're a pro, you may want to [upload and/or update multiple properties](#) at once using an Excel spreadsheet. This can be done to create new properties, add use details, create meters and add meter consumption data.

Individual properties



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Insurance Office

5201 Blue Lagoon Dr, Arlington, VA 20221 | [Map It](#) EXISTING
Portfolio Manager Property ID: 5000003 | Primarily: [Office](#)
Year Built: 1995 EXISTING

[Finish your application for ENERGY STAR Certification](#)

ENERGY STAR Score
Current Score: 94
Baseline Score: 83

[Summary](#) | [Details](#) | [Meters](#) | [Goals](#) | [Design](#)

Source EUI Trend

Year	Source EUI
2007	240
2008	235
2009	225
2010	220
2011	230
2012	210

Notifications

You have no new notifications.

Sharing this Property

Shared with: 1 [Contacts](#) ([ABS](#)) [Share](#)

Name	Permissions	Action
Miller, Clara	Full Access	<input type="text" value="I want to..."/> Edit Multiple Permissions

Property level



Meter information



Summary

Details

Meters

Goals

Design

Energy & Water Consumption

Manage/Enter My Bills

Meters for Performance Metrics

View/Edit Configuration

Utility & Weather

Electric Distribution Utility (EDU):
NSTAR Electric Co

Regional Power Grid:
New England

Weather Station:
BOSTON/LOGAN INTL (725090)

Your electric distribution utility (EDU) and weather station selections affect the calculation of your energy metrics.

Edit

Energy Meters (3)

[View as a Diagram](#)

Add Another Meter

Name	Energy Type	Most Recent Bill Date	Action
Retail Elec (acct 111)	Electric - Grid	12/31/2013	<div>I want to...<div>I want to... Edit Basic Meter Information View/Add Bills (i.e., meter consumption) Delete Meter</div></div>
Fuel Oil (No. 2)	Fuel Oil (No. 2)	09/30/2013	
Office Electric (acct 999)	Electric - Grid	12/31/2013	<div>I want to...</div>

Water Meters (2)

[View as a Diagram](#)

Add Another Meter

Name	Water Meter	Most Recent Bill Date	Action
Office Water	Potable Indoor	12/31/2013	<div>I want to...</div>
Retail Water	Potable Indoor	12/31/2013	<div>I want to...</div>

Data entry



Manage Bills (Meter Entries) for [Mixed Use Bldg](#)

You may select one of your meters to get started. Or, if you are coming here from your meter list, a meter may already be selected.

Tell us which meter you would like to enter or manage bill information for:

Retail Elec (acct 111) ▼

Select Meter



These are your already created meters. Do you need to [Add another meter](#)

Display Year(s):

2013 ✕

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Cost (\$)	Estimation	Green Power	Last Updated
<input type="checkbox"/>	1/1/2013	1/31/2013	50	50	<input type="checkbox"/>	<input type="checkbox"/>	2/19/2014 Boston BERDO
<input type="checkbox"/>	2/1/2013	2/28/2013	50	50	<input type="checkbox"/>	<input type="checkbox"/>	2/19/2014 Boston BERDO
<input type="checkbox"/>	3/1/2013	3/31/2013	50	50	<input type="checkbox"/>	<input type="checkbox"/>	2/19/2014 Boston BERDO
<input type="checkbox"/>	4/1/2013	4/30/2013	50	50	<input type="checkbox"/>	<input type="checkbox"/>	2/19/2014 Boston BERDO
<input type="checkbox"/>	5/1/2013	5/31/2013	50	50	<input type="checkbox"/>	<input type="checkbox"/>	2/19/2014 Boston BERDO
<input type="checkbox"/>	6/1/2013	6/30/2013	50	50	<input type="checkbox"/>	<input type="checkbox"/>	2/19/2014 Boston BERDO
<input type="checkbox"/>	7/1/2013	7/31/2013	50	50	<input type="checkbox"/>	<input type="checkbox"/>	2/19/2014 Boston BERDO
<input type="checkbox"/>	8/1/2013	8/31/2013	50	50	<input type="checkbox"/>	<input type="checkbox"/>	2/19/2014 Boston BERDO
<input type="checkbox"/>	9/1/2013	9/30/2013	50	50	<input type="checkbox"/>	<input type="checkbox"/>	2/19/2014 Boston BERDO

Reports




Welcome BostonBERDO: [Account Settings](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

ENERGY STAR® PortfolioManager®

MyPortfolio | Sharing | Planning | **Reporting** | Recognition

Charts & Graphs



Source EUI

What is the total energy footprint of my properties, including raw fuel associated with generation and transmission?

ENERGY STAR Performance Documents

- [Statement of Energy Performance \(SEP\)](#)
- [Statement of Energy Design Intent \(SEDI\)](#)
- [Data Verification Checklist](#)
- [Progress & Goals Report](#)
- [ENERGY STAR Score Card](#)

Templates & Reports (10)

[Create a New Template](#)

Name	Status	Action
Annual Reporting	Generated: 2/24/2014 9:31 PM	<input type="text" value="I want to..."/>
Performance Highlights	No Report Generated	<input type="text" value="I want to..."/>
Energy Performance	No Report Generated	<input type="text" value="I want to..."/>
Emissions Performance	No Report Generated	<input type="text" value="I want to..."/>
Water Performance	No Report Generated	<input type="text" value="I want to..."/>

Creating your own reporting template



Select Information & Metrics to Include

Selected items: 4 of 50 maximum ([View Selection](#))

Property Information

Property ID Numbers

Property Use Details

Energy Use by Fuel Source

Data Accuracy

Energy Performance Metrics

Cost Performance Metrics

Water Performance Metrics

Greenhouse Gas Emissions

Renewable Energy & Green Power

ENERGY STAR Certification

Property Design

Target Metrics

Sustainable Buildings Checklist

- ☐ Electricity Use - Grid Purchase and Generated from Onsite Renewable Systems (kWh)
- ☐ Electricity Use - Grid Purchase and Generated from Onsite Renewable Systems (kBtu)
- ☐ Electricity Use - Grid Purchase (kWh)
- ☐ Electricity Use - Grid Purchase (kBtu)
- ☐ Electricity Use - Generated from Onsite Renewable Systems and Used Onsite (kWh)
- ☐ Electricity Use - Generated from Onsite Renewable Systems and Used Onsite (kBtu)
- ☐ Natural Gas Use (therms)
- ☐ Natural Gas Use (kBtu)
- ☐ Fuel Oil #1 Use (kBtu)
- ☐ Fuel Oil #2 Use (kBtu)
- ☐ Fuel Oil #4 Use (kBtu)
- ☐ Fuel Oil #5 & 6 Use (kBtu)
- ☐ Diesel #2 Use (kBtu)
- ☐ Kerosene Use (kBtu)
- ☐ Propane Use (kBtu)
- ☐ Liquid Propane Use (kBtu)
- ☐ District Steam Use (kBtu)
- ☐ District Hot Water Use (kBtu)
- ☐ District Chilled Water Use (kBtu)

[Full List of Information & Metrics](#)

Selected items: 4 of 50 maximum ([View Selection](#))

[Apply Selection](#)

[Cancel](#)

Entering Data



- 3 ways to enter data for your property or portfolio:
 1. Enter data manually
 2. Upload data using spreadsheet templates
 3. Work with 3rd party providers that exchange data directly with Portfolio Manager via web services

Savings



- Massachusetts High School:
- 2 years old, scored an “8”
- Energy Audit showed: Energy Management System was improperly set, heat & lights on when no one was in the building.
- Annual savings: \$40-\$60K/yr

Boston ENERGY STAR Partners



Name	Business Sectors	Name	Business Sectors
A Better City	Associations	Harvard University / School of Public Health	Higher Education
Environmental Business Council of NE	Associations	Suffolk University	Higher Education
Beacon Capital Partners, LLC*	Commercial Real Estate	Hoyts Cinemas Corporation	Hospitality & Entertainment
Boston Properties Limited Partnership	Commercial Real Estate	Marriott Custom House	Hospitality & Entertainment
Davis Marcus Management, Inc.	Commercial Real Estate	Saunders Hotel Group*	Hospitality & Entertainment
Portwalk Residential LLC	Commercial Real Estate	The Colonnade Hotel	Hospitality & Entertainment
Spaulding and Slye Company Boston	Commercial Real Estate	Houghton Mifflin Company	Industrial
Winthrop Management, LP.	Commercial Real Estate	Teradyne, Inc.	Industrial
Boston Light and Sound, Inc.	Corporate Real Estate	Boston Public Schools	K-12 Education
John Hancock Financial Services	Corporate Real Estate	City of Boston, Massachusetts	Local Government
Beth Israel Deaconess Medical Center	Healthcare/Sr. Care	Commonwealth of Massachusetts	State Government
Partners HealthCare	Healthcare/Sr. Care	Massachusetts Port Authority	State Government

Assistance



buildings@energystar.gov

Portfolio Manager 101 and 201 webinars and guides

<http://www.energystar.gov/buildings/training>

FAQs

<http://portfoliomanager.supportportal.com>

Contact



Cynthia Veit

U.S. EPA – Region 1

617-918-1666

veit.cynthia@epa.gov

www.energystar.gov/benchmark

Boston BERDO Support – Requesting Usage from National Grid



April 3, 2014



BERDO Support Webpage

nationalgrid

HERE WITH YOU. HERE FOR YOU.



The screenshot shows the National Grid website interface. At the top, the 'nationalgrid' logo is on the left, and navigation links for 'Sign in', 'Register', 'Massachusetts', 'Change region', 'Report a gas emergency', and 'Report a power outage' are on the right. Below the logo is the tagline 'HERE WITH YOU. HERE FOR YOU.' and a search bar with the placeholder 'Type your question here' and a 'GO' button. A horizontal menu contains several categories: 'Massachusetts gas service', 'Bills and payments', 'Products and services for home', 'Products and services for business' (which is highlighted in blue), 'Energy efficiency services', 'For business partners', and 'Customer support'. Below the menu is a large banner image of the Boston skyline with the text 'Boston Building Energy Reporting and Disclosure Ordinance Support'. Underneath the banner, there are three columns of content. The first column, titled 'National Grid's Boston Building Energy Reporting and Disclosure Ordinance support provides Boston building owners the building usage information they need to comply with BERDO.', contains a 'Learn more' link with a document icon. The second column, titled 'Requesting Gas Usage Data', describes the steps to request building gas usage data and includes a 'Learn more' link. The third column, titled 'Review the ordinance', instructs users to check the City of Boston's latest BERDO news and training opportunities, also with a 'Learn more' link. Below this, a section titled 'Important information' provides helpful links and resources for compliance, including a link to 'EnergyStar Portfolio Manager Trainings'. Finally, a section titled 'Other energy efficiency solutions' states National Grid's commitment to improving energy performance and offers a link to 'View energy efficiency solutions'.

nationalgrid
HERE WITH YOU. HERE FOR YOU.

Sign in | Register | Massachusetts | Change region | Report a gas emergency | Report a power outage

Type your question here GO

Massachusetts gas service | Bills and payments | Products and services for home | **Products and services for business** | Energy efficiency services | For business partners | Customer support

Boston Building Energy Reporting and Disclosure Ordinance Support

National Grid's Boston Building Energy Reporting and Disclosure Ordinance support provides Boston building owners the building usage information they need to comply with BERDO.

[Learn more](#)

Requesting Gas Usage Data

Follow these simple steps to request your building's gas usage data

[Learn more](#)

Important information

Helpful links and resources to help you comply with BERDO.

[EnergyStar Portfolio Manager Trainings](#)

Review the ordinance

Check the City of Boston's latest BERDO news and training opportunities.

[Learn more](#)

Other energy efficiency solutions

National Grid is committed to improving the energy performance of Massachusetts homes and businesses. View a list of the other energy efficiency solutions that we offer to our residential, commercial, and industrial customers.

[View energy efficiency solutions](#)

<http://www2.nationalgridus.com/psbusiness/berdosupport.jsp>

BERDO Usage Request Options

1. Email: BERDOSupport@nationalgrid.com
 - In subject line put BERDO Usage Request
 - In the email, please be sure to include:
 - Your Name & Building Owner Name
 - The Service Address and 10 digit National Grid Account Number of each account being requested
 - Number of Tenants
 - A signed copy of Tenant Authorization Form(if required)
 - A signed copy of the Property Owner Verification From
 - Contact Telephone Number
 - File Format requested (.xls or .csv)
 - Email address you would like the file sent
2. Call National Grid's Customer Assistance at: **1-800-732-3400**
 - Please let the Representative know you are calling regarding BERDO
 - Be prepared to provide the same information as listed above.

Ezra McCarthy

Lead Analyst, C&I Program Strategy, MA

ezra.mccarthy@nationalgrid.com

or

BERDOSupport@nationalgrid.com

Whole Building Energy Portal

Whole Building Energy Portal

- Web portal set up by NSTAR.
- Developed for building owners to more easily comply with city energy disclosure ordinances.
- Usage data provided for upload into EPAs Portfolio Manager

Welcome to the Energy Reporting and Disclosure Portal

LOGIN

Please login to use our secure,
interactive services.

[Forgot your UserId?](#)
[Forgot your Password?](#)

Log In

FAQ's

FORMS & DOCS

ABOUT US

New User? [Login](#) and [Registration](#) Help

To create new User ID and
Password, please register.

Register Here

Register

By completing this registration process, you will establish a User ID and password that will provide you access to our services. Need more [registration information](#)?

User ID Information

First Name

Last Name

Email

Confirm Email

User ID ([What is a User ID?](#))

 (3-20 characters)

Password ([What is password strength?](#))

Confirm Password

If you forget your password, we will use the following information to confirm your identity.

Secret Question

Secret Answer

Terms and Conditions:

☐ I accept the Terms and Conditions

These Terms and Conditions cover Web sites for the Northeast Utilities affiliated companies (referred to as "NU," "we" or "our"). These Web sites include [www.ci-p.com](#), [www.nu.com](#), [www.psnh.com](#), [www.transmission-nu.com](#), [www.wmeco.com](#), and [www.yankeegas.com](#).

All information received by you from your use of our Web sites is in accordance with our [Privacy Policy](#).

Acceptance of Terms:

Register

Search Building Location Data

1 SEARCH **2 VERIFY** **3 APPROVAL** **4 CONFIRM**

Fields marked with '*' are Mandatory

Verification Information

Please have your NSTAR Account Number and Meter Number for this building location so we can verify you are the building owner or designee.

Please Select your Location

Zip Code:*

[Click for list of Zip Codes and Towns](#)[Search Location](#)[Reset](#)[View Existing Location](#)

Search Building Location Data

1 SEARCH 2 VERIFY 3 APPROVAL 4 CONFIRM

Fields marked with '*' are Mandatory

Verification Information

Please have your NSTAR Account Number and Meter Number for this building location so we can verify you are the building owner or designee.

Please Select your Location

Zip Code:* 02139 [Select a new Zip Code](#)

City:* CAMBRIDGE

Street Number:* 1

Street Name:* UNION ST

Usage Duration

Usage From Date: 01/01/2013 

Usage To Date: 12/31/2013 

Get Apt/Suite Location

Reset

Search Building Location Data

1 SEARCH  2 VERIFY 3 APPROVAL 4 CONFIRM

Current Building Location

Building Street Address: 1 UNION ST CAMBRIDGE MA 02139

[Frequently Asked Questions](#)

Total Number of Units Returned: 5

Apt/Suite No.	Address	
1R	1 UNION ST CAMBRIDGE MA 02139	Delete Location
2	1 UNION ST CAMBRIDGE MA 02139	Delete Location
3	1 UNION ST CAMBRIDGE MA 02139	Delete Location
PUBLIC	1 UNION ST CAMBRIDGE MA 02139	Delete Location
	1 UNION ST CAMBRIDGE MA 02139	Delete Location

Have you missed any Apartment/Suite in the above list for getting usage?

Click **Add Units** to add more units for the current location.[Add Units](#)[Continue](#)

Search Building Location Data

1 SEARCH  **2** VERIFY  **3** APPROVAL **4** CONFIRM

Building Location

Building Street Address: 1 UNION ST CAMBRIDGE MA 02139

Verify Information

Account Number:* (as shown on your bill)

Meter Number:* (as shown on your bill)

[Validate](#)[Cancel](#)

Exception Processing

- Buildings that have 3 or less tenants or have a tenant with the majority of energy use in the building (>50%).
- Building owners that do not have a common meter in their buildings.
- The utilities have provided a joint form for both of these exceptions.

1

SEARCH

2

VERIFY

3

APPROVAL

4

CONFIRM

Building Location

Building Street Address: 1 UNION ST CAMBRIDGE MA 02139

Further

We require
from NSTAR
email and
business

If you
NSTAR

- Name
- Building
- Account
- Meter
- Telephone
- Business

Someone
call.

Please
saved, a

Thank y

Account Meter Mismatch Verification

Tenant Authorization

 Download PDF

We require all building owners verify their ownership status for each building, even if you do not receive a monthly utility bill from NSTAR. Please download a Property Owner Verification Form. Fill out the information on the form, and email an electronic copy to NSTAREnergyDisclosure@nu.com. In most cases, you will receive verification within the next 2 business days.

Thank you for your patience and participation.

Continue

Cancel

Search Building Location Data



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Tenant Authorization

 Download PDF

Account Meter Mismatch Verification

Tenant Authorization

Because of potential privacy concerns for tenant energy usage data disclosure, you will need to obtain authorization from each of the tenants in your space to allow release of their energy usage data. Please download a Tenant Authorization Form.

Instructions

- Please have each tenant fill out 1 copy of the form and have it returned to you.
- Scan and submit an electronic copy of the tenant authorization form (s) to: NSTAREnergyDisclosure@nu.com.

Once we have received authorization forms from each tenant, we will be able to release the building energy usage data to you. In most cases, this will occur within 2 business days.

Thank you for your patience and participation.

Continue

Cancel

Exception Forms

NSTAR and National Grid¹ Tenant Authorization to Release Energy Information Boston Building Energy Reporting Disclosure Ordinance

To promote energy efficiency, the Boston Building Energy Reporting Disclosure Ordinance (*City of Boston Code, Ordinances, Chapter VII, Section 7-2.2*) ("Ordinance") requires that commercial and residential building owners disclose the annual energy usage of their buildings to the Air Pollution Control Commission (Commission) for the previous calendar year. Under the Ordinance, building owners may request tenants of their buildings with separate utility meters to provide energy usage information or to authorize the tenant's utility to release this information to the building owner. The Ordinance requires the building owner to aggregate and report the building data and not disclose individual energy use data. The Ordinance requires the Commission to annually post energy use information for buildings (not individual tenants) on the City of Boston website by each October 1st, beginning 2014.

Utility and Energy Supplier Information (check monthly utility bill for required information) Please fill out as applicable

NSTAR Electric Company - Utility Account#:	National Grid - Utility Account #:
NSTAR Electric Company - Utility Meter #:	National Grid - Utility Meter #:

Utility Energy Information Release

ENERGY USAGE INFORMATION RELEASE – As the account holder or duly authorized agent of the account holder, I hereby authorize and give permission to the utilities named above to release account and energy usage information specific to the accounts listed above to the building owner or its representative or designee for the limited purpose of complying with the requirements of Boston Building Energy Reporting Disclosure Ordinance (*City of Boston Code, Ordinances, Chapter VII, Section 7-2.2*).

RELEASE PERIOD – This authorization covers the period starting a full calendar year before the date below through December 31 of the calendar year following the year I vacate the Utility Service Address below. I may revoke this authorization by written notice to the building owner and Customer Service department of the utilities named above.

As the account holder or duly authorized agent of the account holder, I hereby agree to release, indemnify and hold harmless the above-named utilities of which I am a customer, and their affiliates, employees, officers and agents from any and all liability, claims, demands, damages or expenses associated with the dissemination and use of such account and energy usage information and this authorization. An electronic copy of this authorization or electronic signature may be accepted with the same authority as the original. I have read the foregoing complete authorization form and fully understand the contents hereof. I represent that I am of legal age and have the right to contract in my own name. I hereby consent to the foregoing.

Utility Account Holder: _____ (As it appears on your bill)

Signature: _____ Date: _____

Printed Name: _____

Email Address: _____

Phone Number: _____

Mailing Address: _____

Utility Service Address (if different): _____

Building Owner or Property Manager (if known): _____

**Please return the completed form with the subject line "Tenant Authorization" to:

NSTAREnergyDisclosure@nu.com and/or

BERDOSupport@nationalgrid.com

Thank You

NSTAR and National Grid¹ Property Owner Verification and Authorization Form Boston Building Energy Reporting Disclosure Ordinance

Dear Sir / Madam:

I represent and warrant that:

- I am the owner or the duly authorized representative of the owner of the property located at the Property Street Address set forth below ("Property");
- I agree to access the NSTAR Property Owner Energy Usage Database or National Grid Property Owner Energy Usage Database (as applicable) to obtain the historical energy usage of the Property for the sole purpose of satisfying the requirements of Boston's Building Energy Reporting and Disclosure Ordinance program as set forth in City of Boston Code, Ordinances, Chapter VII, Section 7-2.2 ("Ordinance").
- I agree to maintain the confidentiality of any tenant information including, without limitation, tenant utility account and energy usage information ("Tenant Information") accessed through the above mentioned databases and will not disclose such information to a third party except to the extent strictly required to comply with the Ordinance.

As the owner or the duly authorized representative of the owner of the Property, I hereby agree to release, indemnify and hold harmless the above-named utilities which provide service to the Property, and their affiliates, employees, officers and agents from any and all liability, claims, demands, damages or expenses arising from or associated with the dissemination and/or use of the Tenant Information and/or this authorization form. An electronic copy of this completed authorization form or electronic signature may be accepted with the same authority as the original.

I have read the foregoing complete authorization form and fully understand the contents hereof. I represent that I am of legal age and have the right to contract in my own name. I hereby consent to the foregoing.

Building Owner Information

Building Owner: _____

Authorized Representative (if applicable): _____

Signature: _____ Date: _____

Printed Name and Title: _____

Signatory's email address: _____

Telephone number: _____

Property Street Address: _____

Please return the completed form with the subject line "Owner Verification" to your utility:

NSTAREnergyDisclosure@nu.com; and/or

BERDOSupport@nationalgrid.com

Thank You



¹ [Boston Gas Company] d/b/a National Grid
Form (Use for less than 4 tenants per Property or single tenant usage exceeds 50% of Property annual energy usage)

¹ [Boston Gas Company] d/b/a National Grid
Property Owner Verification Form

Uploading to Portfolio Manager

Download from Web Portal

- Data file (.xls format)

Start Date	End Date	Usage	Cost	Estimated Value
1/1/2013	1/31/2013	5600		FALSE
2/1/2013	2/28/2013	5570		FALSE
3/1/2013	3/31/2013	4900		FALSE
4/1/2013	4/30/2013	4700		FALSE
5/1/2013	5/31/2013	4029		FALSE
6/1/2013	6/30/2013	3900		FALSE
7/1/2013	7/31/2013	4502		FALSE
8/1/2013	8/31/2013	5000		FALSE
9/1/2013	9/30/2013	4100		FALSE
10/1/2013	10/31/2013	3800		FALSE
11/1/2013	11/30/2013	3925		FALSE
12/1/2013	12/31/2013	4660		FALSE

Interface with Portfolio Manager

Use Portfolio Manager | EN... ENERGY STAR Portfolio Man... EnergyStar Buildings Support |

https://portfoliomanager.energystar.gov/pm/meterSetup/3959765?execution=e6s2

PortfolioManager

About Your Meters for Building# 12345

Enter the information below about your new meters. The meter's **Units** and **Date Meter became Active** are required. You can also change the meter's name.

1 Energy Meter for Building# 12345 (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?
<input checked="" type="checkbox"/>	Electric Grid Me	Electric - Grid				<input checked="" type="checkbox"/>		<input type="checkbox"/>

[Delete Selected Entries](#)
[Add Another Entry](#)

0 Water Meter for Building# 12345 (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive
--------------------------	------------	------	------------	-------	--------------------------	---------	----------------------------

[Delete Selected Entries](#)
[Add Another Entry](#)

[Cancel](#)

Start | U... S... G... E... Eli... EN... W D... G... Mi... 11:43 AM

Interface with Portfolio Manager

Use Portfolio Manager | ENERGY STAR Portfolio Manager

https://portfoliomanager.energystar.gov/pm/meterSetup/3959765?execution=e8s3

Welcome wooddm0482: [Account Settings](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

ENERGY STAR® PortfolioManager®

Your Meter Entries for Building# 12345

Now we need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!

1 Energy Meter(s) for Building# 12345

▼ **Building Aggregate Info** [Edit](#)

Start Date	End Date	Usage kWh (thousand Watt-hours)	Cost (\$)	Estimation	Green Power
Click to add an entry					

[Delete Selected Entries](#) [Add Another Entry](#)

You can upload an excel spreadsheet with your basic bill information using our [spreadsheet template](#).

NSTAR Buil... Usage.xls

[Cancel](#)

MeterConsumptionData...xls

Show all downloads...

Start | Taskbar icons | 12:50 PM

Interface with Portfolio Manager

Use Portfolio Manager | ENE | ENERGY STAR Portfolio Manager |

← → ↻ <https://portfoliomanager.energystar.gov/pm/meterSetup/3959765?execution=e8s3> ☆ ☰

1 Energy Meter(s) for Building# 12345

▼ Building Aggregate Info [Edit](#)

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Cost (\$)	Estimation	Green Power
<input type="checkbox"/>	01/01/2013	02/01/2013	5600	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	02/01/2013	03/01/2013	5570	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	03/01/2013	04/01/2013	4900	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	04/01/2013	05/01/2013	4700	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	05/01/2013	06/01/2013	4029	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	06/01/2013	07/01/2013	3900	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	07/01/2013	08/01/2013	4502	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	08/01/2013	09/01/2013	5000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	09/01/2013	10/01/2013	4100	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10/01/2013	11/01/2013	3800	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	11/01/2013	12/01/2013	3925	0	<input type="checkbox"/>	<input type="checkbox"/>

MeterConsumptionData....xls Show all downloads...

Start | | | | | | | | | | | | | | | 12:51 PM

Interface with Portfolio Manager

Use Portfolio Manager | ENE... ENERGY STAR Portfolio Man...

← → ↻ <https://portfoliomanager.energystar.gov/pm/meter/associate/3959765> ☆ ≡

Property Totals

Energy Meters

Check the boxes for the meters that should be included in the energy metrics:

<input checked="" type="checkbox"/>	Meter Name
<input checked="" type="checkbox"/>	Building Aggregate Info

Total of 1 energy meter(s). Tell us what these meter(s) measure:

☒ These meter(s) account for the total energy consumption for this property.
☐ These meter(s) do not account for the total energy consumption for this property.

Water Meters

There are currently no water meters entered for this property/building. [Enter information about your water meters](#) to begin tracking water usage alongside your energy usage.

Because of the wide variety of ways that people meter their properties, after you create meters for your property in Portfolio Manager, you must indicate which meters to use for your property metrics. In some cases, you will not want a meter to count for your metrics. For example, if you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of those meters would double count your consumption and skew your metrics (e.g., artificially increase your Site Energy Use Intensity). [Learn More about configuring meters for performance metrics.](#)

Apply Selections [Cancel](#)

MeterConsumptionData...xls Show all downloads...

Start | [Icons] | NU ... | G:\... | W Ene... | ENE... | W Ho... | G:\... | Met... | Acct... | 12:53 PM

James Cater

Renew Boston Utility Program Liaison

Northeast Utilities

james.cater@nu.com



Submitting Your Report

- **Link posted on City's website and within How-To Guide**
- **Clicking on link imports the reporting template into your Portfolio Manager account**
- **Generate, preview, and send your report through Portfolio Manager**



Submitting Your Report

Boston.gov/eeos/reporting

Home Online Services Residents Businesses Visitors Students Government Text size: A A A

Environmental & Energy Services

- Home
- Climate Action
- Energy
- Alternative Transportation
- Green Buildings
- Greenovate Awards
- Newsletter
- RFP's
- Waste Reduction

Building Energy Reporting and Disclosure Ordinance

In 2013, the City of Boston enacted the Building Energy Reporting and Disclosure Ordinance (BERDO). This Ordinance requires Boston's large- and medium-sized buildings to report their annual energy and water use to the City of Boston, after which the City makes the information publicly available. Additionally, every five years, buildings need to complete an energy assessment or energy action; exemptions are provided for buildings that are already efficient or are making significant progress on energy efficiency.

As a key component of Boston's plan to reduce greenhouse gas emissions 25 percent by 2020, energy reporting and disclosure is intended to provide information and encourage building owners and tenants to increase energy efficiency, reduce energy costs, and utilize incentives such as Renew Boston.

Compliance Information:
Reporting Deadline: May 15, 2014

Search: Go!

Training & Events

Energy Star Online Trainings
ENERGY STAR offers free online training to help you improve the energy performance of your organization.
[Portfolio Manager Training \(General\)](#)

Energy Efficiency Incentives and Programs
Renew Boston is an innovative public-private partnership that provides Boston businesses and large condo

- **Reporting Template:** Once all required data have been entered into Portfolio Manager, this Boston-specific reporting template will enable building owners to generate, preview, and submit their reports. You will be required to log into the Portfolio Manager in order to use this template.



Submitting Your Report

Respond to Data Request: Boston Energy Reporting Template for Calendar Year 2013 Data

from City of Boston Environment Department (City of Boston)

About this Data Request

Data Requested By: City of Boston Environment Department

Instructions:

This is the reporting template for submitting your energy and water report to the City of Boston, as required by the Building Energy Reporting and Disclosure Ordinance. Non-residential buildings over 50,000 square feet must submit a report on their 2013 energy and water use by May 15, 2014.

Please make sure all of your data is entered prior to submission (this reporting template is the last step in Portfolio Manager). A step-by-step guide to obtaining and entering data is available at www.boston.gov/environmentalandenergy/reporting/.

Make sure you've completed all of the following steps in Portfolio Manager:

- Added your building and its use details.
- Entered your energy and water use data.
- Added any contextual information in the "Property Notes" box.
- In the "Unique Identifiers (IDs)" box, selected "Boston Energy Reporting ID" and entered your Assessing Parcel ID.

When you are ready to submit your report:

1. In the "About Your Response" box below, select "myself," or "someone else" on whose behalf you are submitting the report.
2. Choose the properties to report.
3. Click "Generate Response Preview." This produces your energy and water report and returns you to the main "Reporting" page, where your report will be highlighted in green. To preview your report, use the dropdown box under "Action" and select "Download Preview in Excel."
4. To submit your report to the City of Boston, use the Action dropdown box and select "Send Response."
5. Sign the response electronically and click "E-Sign Response." Then, click "Send Data."

This completes your 2014 reporting requirements.

Responding to Data Requests

You are viewing this screen because someone has asked you to provide data to them in the form of a data request. To respond, simply fill out the information on this screen and select what properties you wish to include (some decisions may have been made by the data requestor.)




Submitting Your Report


Your Response

Select Information to Include:

Timeframe: *

 If the data requestor has specified a timeframe for the request, you will not be able to change it.

Properties: *


 The data requestor may have asked for one or more [standard IDs](#) to be included with the property information. Make sure you have entered the requested standard IDs for each property before sending your response.






[Generate Response Preview](#) [Cancel](#)



Submitting Your Report

Templates & Reports (20) [Create a New Template](#)

 Your new response preview(s) has been generated.

	Name	Status	Action
	Boston Energy Reporting Template for Calendar Year 2013 Data (Request from City of Boston Environment Department)	 Response Preview Generated: 2/20/2014 10:57 AM	<div>I want to...<ul style="list-style-type: none">I want to...Edit Properties and TimeframePreview ResponseDownload Preview in ExcelGenerate an Updated ResponseSend ResponseDelete Response</div>
			
			
			



Submitting Your Report

1 Who (besides you) should we send a confirmation email to?

Select contacts from your contacts book:

To select multiple contacts, hold down your Control (CTRL) key and click on each selection.

Only your [connected contacts](#) appear in the list.

2 What format would you like your data in for the email attachment?

☒ Excel

☐ XML

3 E-Sign your Data Response

☐ I hereby certify that I am releasing data about my properties, or on behalf of someone else, to City of Boston Environment Department with City of Boston.

Your username:

Your password:

E-Sign Response

Send Data

[Cancel](#)



Presentation Panel

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Cynthia Veit

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