FACT SHEET – WATER USE BENCHMARKING

Introduction

Energy use in buildings accounts for about 80% of GHG emissions in Cambridge, with two-thirds of the total related to commercial, institutional, and large multifamily buildings. The Building Energy Use Disclosure Ordinance (BEUDO), enacted by the Cambridge City Council on July 28, 2014, is a key step in efforts to reduce Cambridge's greenhouse gas (GHG) emissions. For more information, visit the Cambridge Building Energy Use Disclosure Ordinance website, linked here.

As part of this process, Cambridge requires building owners to benchmark their energy use and water use. The data will help Cambridge buildings improve efficiency of water use, as well as provide the information for the City of Cambridge to help develop programs pertaining to water use.

Follow the steps below to correctly benchmark a property's water data to an account in U.S. Environmental Protection Agency (EPA)'s Portfolio Manager®:

Accessing information from the Cambridge Water Department Website
Step 1: Access Cambridge's on-line water payment system by clicking this link. Use the account number provided by your utility to sign in.	**Search Tips:** For best search results, please enter the **EXACT** account number as it appears on your bill. **Account Number** is located below Service Address on your printed bill. Account Number *(Must be an exact match.)* ⇨ [Account Number] REQUIRED Submit ✔
Step 2: In the list of bills that are generated, click on "View" for the last four bills (representing billing information from the last four quarters).	<table><tr><td>**Due Date**</td><td>**Bill Total**</td><td>**Balance Due**</td><td>**Bill Year**</td><td>**View**</td></tr><tr><td>1/16/2014</td><td>$4,927.39</td><td>$0.00</td><td>2014</td><td>View</td></tr><tr><td>4/14/2014</td><td>$4,367.62</td><td>$0.00</td><td>2014</td><td>View</td></tr><tr><td>7/16/2014</td><td>$4,772.56</td><td>$0.00</td><td>2014</td><td>View</td></tr><tr><td>10/15/2014</td><td>$4,620.84</td><td>$0.00</td><td>2015</td><td>View</td></tr><tr><td>1/14/2015</td><td>$7,735.56</td><td>$0.00</td><td>2015</td><td>View</td></tr></table>

In order to comply with BEUDO, water data needs to cover the entire 12-month period between January 1 and December 31 of the reporting year. Bills from the Water Department are invoiced quarterly and do not fit the exact January 1-December 31 parameters. This means you may need to provide bills that extend beyond the 12-month

reporting period. For example, if you are reporting 2020 data, you may provide bills that cover a period from the end of 2019 to the beginning to 2021.

Step 3: Collect water bill usage details in columns titled "Usage" and "Total Due" for the bills that cover the entire 2020 12-month period.							

Current Read Date	Previous Read Date	Current Meter Reading	Previous Meter Reading	Read Code*	Usage	Charge
11/30/2013	08/31/2013	556	509	A	47	384.93 141.94

Adjusts	Interest	Current Charges	Total Due
	0.00	526.87	$526.87

Your bill, by default, shows consumption in 100 cubic feet (ccf) units; Portfolio Manager accepts this unit so you do not have to make any conversions. Simply note the ccf usage and costs in order to later enter into Portfolio Manager.

Entering Water Data into Portfolio Manager

Step 4:
For each building, in the "Meters" tab in Portfolio Manager, go to the "Water Meters" section, and click on "Add Another Meter"

Water Meters (1)

View as a Diagram   Add Another Meter

Name	Water Meter	Most Recent Bill Date	Action
Potable: Combined Indoor/Outdoor or Other Meter	Potable: Combined Indoor/Outdoor or Other		I want to...

Step 5:
Select the appropriate options that apply to your property and click "Get Started"

In this example, we are indicating to Portfolio Manager that our test property has 1 Municipally Supplied Potable Water Meter that caters to both indoor and outdoor facilities at this property.

Your Property's Water Usage
What kind of water do you want to track? Please select all that apply.
- ☑ Municipally Supplied Potable Water
  - ☐ Indoor
  - ☐ Outdoor
  - ☑ Combined Indoor/Outdoor or Other
    - How Many Meters? 1
- ☐ Municipally Supplied Reclaimed Water
- ☐ Alternative Water Generated On-Site:
- ☐ Other:

Get Started!   Cancel

Step 6:	
Click anywhere on the table to make edits. Under the "Units" column, choose "ccf (hundred cubic feet)" from the drop-down menu. Then, choose the appropriate date under "Date Meter became Active" column.	

(Hint: You could also type in MM/DD/YYYY format if you don't wish to toggle through the calendar that pops up)
Click the box under "In Use?" if appropriate. Finally, click on "Create Meters"!

Step 7 (final step):	
Take the water meter readings you had noted from the Cambridge Water Department website, and add them into this table. Ensure that the end date of each billing period coincides with the start date of the next billing period. **Ensure the billing dates exactly match the dates as shown on your City of Cambridge Water Bill.** You must provide at least 12 months of water consumption data Click "Save Bills" once you've inputted all the necessary information. **Congratulations, you have successfully benchmarked your water data!**	

Contact Information

The City of Cambridge is providing a help desk to assist building owners and their agents in complying with the ordinance; the help desk is operated by ICF. Questions related to benchmarking in Portfolio Manager, or accessing energy data and building attribute information can be directed to the help desk by contacting:

- energyhelpdesk@cambridgema.gov
- (617) 250-4205