

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: http://www.cambridgema.gov/CDD/zoninganddevelopment/sustainablebldgs/buildingenergydisclosure ordinance.aspx

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®:

PART 1 Accessing information from the Cambridge Water Department Website Step 1: Search Tips: Access Cambridge's on-line For best search results, please enter the **EXACT** account number as it appears on your bill. water payment system by Account Number is located below Service Address on your printed bill. clicking this link. Account Number REQUIRED Account Number Use the account number (Must be an exact match.) provided by your utility to Submit 🗸 sign in. Step 2: In the list of bills that are Due Date Bill Total **Balance Due** Bill Year View generated, click on "View" 1/16/2014 \$4,927.39 \$0.00 2014 View for the last four bills View 4/14/2014 \$0.00 \$4.367.62 2014 (representing billing information from the last 7/16/2014 \$4,772.56 \$0.00 2014 View four quarters). View 10/15/2014 \$4.620.84 \$0.00 2015 View 1/14/2015 \$7,735.56 \$0.00 2015

You need billing information that covers the entire 12 month period between January 1, 2015 and December 31, 2015 to comply with BEUDO. (You will end up needing bills that cover part of 2014 and part of 2016, as the bills are invoiced quarterly and do not exactly fit the January 1 – December 31 schedule.)



Step 3:

Collect water bill usage details in columns "Usage" and "Total Due" for the bills that cover the entire 2015 12-month period.

Curre Read D		Previous Read Date	Current Meter Reading	Previous Meter Reading	Read Code*	Usage	Charge
11/30/20	013	08/31/2013	556	509	A	47	384.93 141.94
Adjusts		Interest 0.00		t Charges 26.87		Total Due \$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 on a piece of paper/Excel/etc.

PART II Taking your utility information and entering it into Portfolio Manager Step 4: Water Meters (1) For each building, in the "Meters" tab in Portfolio View as a Diagram **Add Another Meter** Manager, go to the "Water Meters" section, and click on "Add Another Meter" Most Recent **Action** Name **Water Meter Bill Date** Potable: Combined Potable: Combined Indoor/Outdoor or Indoor/Outdoor or I want to... ٠ Other Meter Other Step 5: Select the appropriate options that apply to your Your Property's Water Usage property and click "Get What kind of water do you want to track? Please select all that apply Municipally Supplied Potable Water Started" Indoor Outdoor Combined Indoor/Outdoor or Other In this example, we are How Many Meters? 1 indicating to Portfolio Municipally Supplied Reclaimed Water Manager that our test Alternative Water Generated On-Site: Other: property has 1 Municipally Supplied Potable Water Meter that caters to both Get Started! indoor and outdoor facilities at this property.



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"!

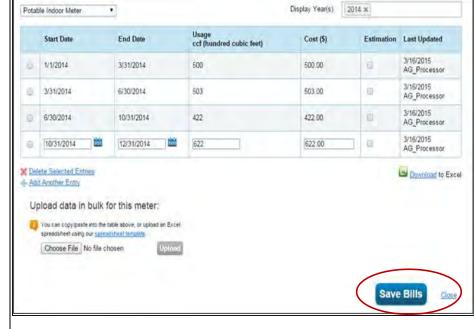
Step 7 (final step):

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 International. 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

