



SF Environment

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A Department of the City and County of San Francisco

Existing Commercial Buildings Energy Performance Ordinance:

How to Submit a 2017 Benchmark

PG&E's service which transfers energy usage data to ENERGY STAR Portfolio Manager suffered from a software glitch that replaced electricity and natural gas use for some billing cycles in 2017 and 2018 with an erroneous value of zero ("0"). San Francisco Department of Environment delayed collection of 2017 benchmarks to provide Pacific Gas & Electric Company time to diagnose and correct the issue. PG&E notified SF Environment the glitch has been fixed and all data in PG&E's database has been corrected. We appreciate PG&E's support for benchmarking, and their commitment to provide accurate data.

However, PG&E has not been able to correct a portion of the incorrect data that was transferred to Portfolio Manager before the fix. Building owners are required by law to submit accurate and complete energy benchmark data. Therefore SF Environment is requiring building owners to check for and correct any incorrect data — though the building owner is always responsible for accuracy of benchmark reports, the process is slightly more detailed this year in order to help you carefully screen for incorrect energy use data before submitting a 2017 Annual Energy Benchmark Summary.

This guide is for building owners or representatives with an existing ENERGY STAR Portfolio Manager account. If you do not have an ENERGY STAR Portfolio Manager account please [setup your account](#) before proceeding.

The process required in 2017 is:

Step 1: Check for Incorrect Data

Step 2: Report & Update Incorrect Data

Step 3: Confirm Data & Add Parcel Number

Step 4: Submit the 2017 Benchmark

Benchmark reports that have not followed all of the steps in this guide will be rejected and required to resubmit.

For more information visit [SFEnvironment.org/ecb](https://sfenvironment.org/ecb) or email benchmark@sfenvironment.org

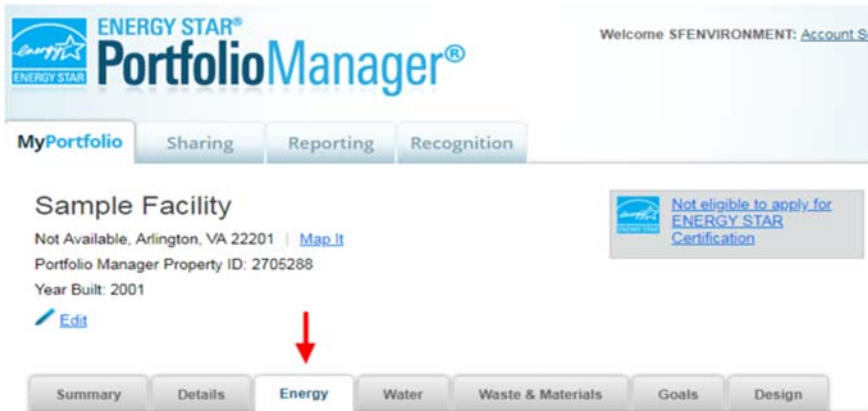
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Step 1: Check for Incorrect Data

Incorrect energy usage data can be identified by reviewing each month's energy usage. In Portfolio Manager, look under the "Energy" tab of the building profile, and inspect each entry for every meter. If the energy cost for a given month is similar to other months, but energy use is reported as "0", a correction is needed.

1. Login into Portfolio Manager:

- Log into www.energystar.gov/portfoliomanager.
- Click on the Property.
- Click on the Energy Tab.



2. Review Data for Each Meter in 2017:

- Click on the first meter. (Be sure to add 2017 to the "Display years".)
- Check each entry for each month in 2017. If the total cost of energy used in a given month is similar to other months, but energy use is reported as "0", a correction is needed. For example:

The screenshot shows the 'Basic Meter Information' and 'Monthly Entries' sections. The 'Monthly Entries' table is displayed with the following data:

| | Start Date | End Date | Usage kWh (thousand Watt-hours) | Total Cost (\$) | Estimation | Green Power | Demand (kW) | Demand Cost (\$) | Last Updated |
|--------------------------|------------|-----------|---------------------------------|-----------------|--------------------------|--------------------------|-------------|------------------|--|
| <input type="checkbox"/> | 12/31/2016 | 1/31/2017 | 786,968 | 115,526.47 | <input type="checkbox"/> | <input type="checkbox"/> | | | 3/4/2017 Pacific Gas and Electric Company |
| <input type="checkbox"/> | 1/31/2017 | 2/28/2017 | 0 | 116,048.09 | <input type="checkbox"/> | <input type="checkbox"/> | | | 3/4/2017 Pacific Gas and Electric Company |

It is possible for both gas and electric usage to correctly be "0". In these cases, the Total Cost is trivial—usually below \$20. In the example above, there is a high cost associated with "0" gas utilization.

Step 2: Report & Update Incorrect Data

If there is an incorrect "0" value for any given meter, there are three options to correct the problem. If all meter entries have been verified and there are no incorrect zero "0" values proceed to step 3.

Option 1 - Email PG&E to Update Meter Entry (RECOMMENDED):

This method will ensure that the usage values are updated with the correct information.

Email the PG&E Helpdesk (benchmarking@pge.com) and cc the ECB Helpdesk (Benchmark@sfenvironment.org) with the following information:

Subject: ENERGY STAR Portfolio Manager Data Correction

Information to include: Property Name/Address

Portfolio Manager Property ID

Portfolio Manager Meter ID for the affected meter (found below the meter name)

If possible, the PG&E Meter #

PG&E will manually correct the data for the affected account information. This may take a few days. You must verify that the data has been corrected before submitting the benchmark.

The screenshot displays the MyPortfolio interface for a building named "Test Building" at 123 Main Street, San Francisco, CA 94103. The Portfolio Manager Building ID is 3945319. The interface shows the "Energy" tab with a "Meters - Used to Compute Metrics (2)" table. The table lists two meters: "Electric Grid Meter" with ID 6635074 and "Natural Gas" with ID 40965936. Red arrows point from the text labels to the corresponding IDs in the screenshot.

| Name | Meter ID | Energy Type | Most Recent Bill Date | In Use? (Inactive Date) |
|---------------------|----------|-----------------|-----------------------|-------------------------|
| Electric Grid Meter | 6635074 | Electric - Grid | | Yes |
| Natural Gas | 40965936 | Natural Gas | | Yes |

Option 2 - Unshare & Reshare Meters with PG&E:

This method is suitable for experts, such as benchmark consultants. It requires a few days for data to transfer.

- 1) Open the meter(s) with the incorrect "0" value(s) and select "2018" and "2017" as the "Display Year(s)".
- 2) Click the "Download to Excel" link and select "All Meter Entries" then Download Excel. This will download an excel file of all meter entries as a back-up so no data will be lost.
- 3) Select all meter entries from the most recent (Feb/March 2018) to the first zero value in 2017. (Make sure to include all zero values in the selection)
- 4) Click "Delete Selected Entries" and then "Save Bills"
- 5) Use the following guide to perform the unshare/reshare: tinyurl.com/unshare-reshare

Information: SFEnvironment.org/ecb • benchmark@sfenvironment.org • (415) 355-3750

Option 3 - Manually Update the Missing Energy Use Value:

This method is only possible if you have a copy of each monthly PG&E bill for every meter for every month. It is not recommended.

Be sure that each PG&E bill corresponds to the correct billing cycle and the cost for meter matches the “total cost” reported in Portfolio Manager. Manually correct each inaccurate zero “0” value.

Step 3: Confirm Data & Add Parcel Number

For the 2017 benchmark to be accepted, benchmarks must contain a confirmation that the data has been verified. Additionally, we will also be requiring the San Francisco Assessors Parcel Number (APN) to be included with each building submission.

The screenshot shows the 'Details' tab in the Portfolio Manager interface. It includes sections for Basic Information, Unique Identifiers (IDs), Additional Information, and Property Uses and Use Details. A table lists property uses: Sample Space Name (Office, 35,000 ft²), Office with Data (Office, 10,000 ft²), and Parking Use (Parking, 10,000 ft²). A pie chart shows 'Property GFA by Use' with 'Office' at 100%. The Property Notes section contains the text '2017 Energy Data Verified'. Red boxes and numbers 1, 2, and 3 highlight the 'Edit' button in Unique Identifiers, the 'Save Notes' button, and the 'Edit' button in Basic Information, respectively.

- 1) Click on the “Details” tab. Scroll down Property Notes and write: “2017 Energy Data Verified”.
- 2) Click “Save Notes”
- 3) Under the “Unique Identifiers (IDs)” box on the left side of the page, click “Edit”

The screenshot shows the 'Standard IDs' section. It explains that Standard IDs are used for data requests and provides a dropdown menu for 'San Francisco Building ID' with the ID '1111/001'. A red box highlights the 'San Francisco Building ID' dropdown.

- 4) In the Standard IDs Box on the bottom of the page, select “San Francisco Building ID”
- 5) Input the building’s APN number (ex: 1234/001 or 1234A/001B). To look up Assessor Parcel Number(s), use the City’s [Property Information Map \(SF Planning\)](#)

Step 4: Submit the 2017 Benchmark

Once the missing data for each meter has been corrected and verified, submit a 2017 benchmark report—tinyurl.com/SFBenchmarking2017


Step 1:

- Open the link: tinyurl.com/sfbenchmarking2017
- Login to ENERGY STAR Portfolio Manager. Confirm the response is for the 2017 Data Request
- Scroll down to “Your Response” and select the property(ies).
- Click “Generate Response Preview”


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.






Step 2:

- Scroll to the green highlighted row under Templates and Reports
- Click the "I want to..." on the row labeled with the 2017 Annual Energy Benchmark Summary
- Click "Send Response"

Templates & Reports (31)

 Your new response preview(s) has been generated.

| Name | Status | Action |
|--|---|---|
|  2013 Annual Energy Benchmark Summary - San Francisco (Request from San Francisco Department of Environment) |  Closed: 2/04/2014 2:05 PM | <input type="text" value="I want to..."/> |
|  2017 Annual Energy Benchmark Summary - San Francisco (Due 5/1/2018) (Request from San Francisco Department of Environment) |  Response Preview Generated: 4/04/2018 7:53 PM | <input type="text" value="I want to..."/> |

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Step 3:

- Scroll to "3. E-Sign the Data Response".
- Check the box that says "I hereby certify..."
- Sign with your username and password
- Click the box that says "E-Sign Response"
- Click "Send Data"

(A popup will ask to confirm the data request, click continue)

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

- Excel
- XML

3 E-Sign your Data Response

¹ hereby certify that I am releasing data about my properties, or on behalf of someone else, to San Francisco Department of Environment with Green Building Program.

Your username:

²

Your password:

³

⁴

[Cancel](#)

You will receive a confirmation email from the ECB Helpdesk once the benchmark has been approved, it may take up to two weeks for the 2017 benchmark to be processed.