

Boston's Building Energy Reporting and Disclosure Ordinance

Instructions on Compliance for Buildings That Began Reporting in Previous Years

Deadline to Report 2015 Data: **May 15, 2016**

1. Collect your energy and water use data for 2015. You can obtain whole-building utility data through the same processes as last year:
 - Eversource (Formerly NSTAR): Visit the [Energy Reporting and Disclosure Portal](#)
 - National Grid: Email BERDOSupport@nationalgrid.com
 - Veolia: Email us.energy.boston.berdo@veolia.com
 - Boston Water and Sewer: Access your water account at the [BWSC Accounts Page](#)
2. Log into [Portfolio Manager](#) and click on your building.
3. Go to the 'Meters' tab, and click on each meter name one at a time. You can upload your utility-provided data here, using the 'Browse' and 'Upload' buttons at the bottom. Always click 'Save Bills' when done.
 - If you are typing in your own bill amounts, click on 'Add Entry' to add in new data. You must enter bills **through December 31, 2015** to avoid reporting errors.
4. Once all meters are up to date, click on the 'Details' tab for your building. Check each use to make that the details are up to date, such as occupancy and operating hours – you can click on the arrow to expand each use. To update any information, use the dropdown box under 'Action' and click on 'Update with New Information.'
5. Staying on the 'Details' tab, scroll down to 'Property Notes.' Add any contextual information that you wish to be part of your building's public disclosure. Click 'Save Notes.'
6. Run a data quality check (optional). Click on the 'Summary' tab, and then click on 'Check Data Quality.' Run the checker for the year ending 'December 31 2015.'
7. Click on the [Boston Energy Reporting Template for Calendar Year 2015 Data](#). You can also find this link on our reporting webpage. Select the properties you want to report, and click on 'Generate Response Preview.'
 - A pink box will appear if any critical metrics have been left incomplete. If this message appears, click on "Read More" to fix these errors.
8. Back on the 'Reporting' tab, you'll see your report highlighted in green. Click on 'Send Data' in the 'Action' column to send your report. You'll need to E-Sign it, then click 'Send Response.' You'll receive a confirmation email from EPA, and you can also see a "Response Receipt" on the Reporting page.

Other Resources

More information on Boston's energy reporting requirements, including a how-to guide on compliance, is available at: <http://www.boston.gov/eeos/reporting>

Training and help with Portfolio Manager, with a help desk for user questions, are provided by EPA at portfoliomanager.energystar.gov/pm/help

Questions about energy reporting in Boston can be sent to EnergyReporting@Boston.gov.