



# Benchmarking Guide

## Maryland Building Energy Performance Standards

Version 2.0  
February 2026



Maryland  
Department of  
the Environment

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# Introduction

If you own a commercial or multifamily building in the State of Maryland that's 35,000 square feet or larger, or own multiple smaller connected commercial or multifamily buildings, then you may own a "covered building" and need to meet the requirements of Maryland's Building Energy Performance Standards (BEPS).

These program requirements include:

1. Starting in 2025, sharing an annual benchmarking report with the Maryland Department of the Environment (MDE)
2. Starting in 2030 and beyond, achieving annual performance standards

The instructions and resources in this guide will assist you with the annual benchmarking report for 2026.

[Code of Maryland Regulations \(COMAR 26.28\) BEPS](#) outlines the requirements for covered buildings. During the 2025 Maryland Legislative Session, the Maryland General Assembly passed [House Bill \(HB\) 49 – Building Energy Performance Standards - Alterations and Analysis](#), which introduced additional exemptions, exceptions, special provisions, and an annual reporting fee to the Maryland BEPS program. This benchmarking guide provides instructions for these program alterations, which MDE will add to the COMAR 26.28 BEPS regulations in 2027.

## Benchmarking Report Deadline – 2026

Covered building owners must submit a benchmarking report to MDE by  
**June 1, 2026**

This benchmarking process is completed in ENERGY STAR Portfolio Manager® ("Portfolio Manager") using monthly energy usage data and information about your building such as property type and square footage. Portfolio Manager is a free and safe tool for tracking your building's energy use and greenhouse gas emissions. For most first-time users, once you have all the data on hand, the ENERGY STAR team [estimates](#) it will take about one to two hours to benchmark a building, but less time in following years.

After reading this guide, if you have questions about using Portfolio Manager in general, please refer to the Environmental Protection Agency's (EPA) dedicated [help service](#). If you have questions about the requirements of Maryland's BEPS program, please email MDE at [beeps.mde@maryland.gov](mailto:beeps.mde@maryland.gov).

## Third-Party Verification – 2026

Important guidance for 2026: This year, building owners must get their data verified by a third-party. See [Section A, Step Five: Third-Party Verification of Benchmarking Reports](#), for details and instructions.

## Exemptions

Certain building types are eligible for exemption, and building owners should view the [BEPS Portal](#) and the [Portal User Guide](#) for their next steps.

- A building, or space within a building, individually designated as a historic property under federal, State, or local law, separate and apart from a building's inclusion in a historic district;
- A public or nonpublic elementary or secondary school building;
- A manufacturing building;
- An agricultural building;
- A building owned by the federal government;
- A hospital; or
- A demolished building.

Buildings located in Montgomery County aren't required to participate in this program and should consult the Montgomery County Department of Environmental Protection (DEP) regarding the [county-level BEPS program](#).

The Department will consider buildings that have submitted legitimate exemption requests to be in compliance with the 2026 reporting deadline while the exemption is under review. If the building is determined not to be exempt, building owners will be required to provide any prior year benchmarking reports.

## Sections in the Benchmarking Guide

This guide is divided into four sections described in detail below. There are also several appendices for your reference.

### Section A: General Benchmarking

Section A details the basics of benchmarking in Portfolio Manager, including how to set up an account, create a property, enter meter data, and share the data with MDE. It also highlights the third-party verification process, which takes place every 5 years starting in 2026.

Are you more of a visual learner? Supplement your reading of Section A with this helpful YouTube video: [Learn to Benchmark in ENERGY STAR Portfolio Manager \(2025\)](#)

### Section B: Campus Compliance

This section addresses the campus compliance pathway, an alternative benchmarking and compliance option that's helpful for multiple buildings with interconnected energy systems, or eligible building types such as college campuses.

## Section C: Exclusions & Special Cases

Section C provides instructions for entering data for energy exclusions in Portfolio Manager and handling certain special cases you may encounter.

## Section D: District Energy Systems

This section explains how to benchmark covered buildings connected to a district energy system.

## What's Changed in Version 2.0

The Maryland Department of the Environment (MDE) updated the BEPS benchmarking guide in February 2026. A list of updates can be found below:

- Updated Guidance
  - New Sections
    - Understanding the process flowchart
    - Annual reporting fee (House Bill 49)
    - Sensitive Compartmented Information Facility (SCIF) exclusion (House Bill 49)
    - Steam sterilization equipment (Exclusion) (House Bill 49)
    - Required combustion equipment and backup generators (Exclusion) (House Bill 49)
    - On-site use of renewables (Credits) (House Bill 49)
    - On-site use of biomethane (Credits) (House Bill 49)
    - Data backup
    - Common unique building ID (UBID) difficulties and solutions
    - Building status and performance metrics
  - Updated Sections
    - Third-party verification – Important for 2026.
    - Using and recording energy exclusions
    - Data request process flowchart and provider appendix
    - Connect and share process
    - Data quality checker
    - Campus compliance
  - Removed
    - Montgomery County exclusion comparison
- Exemptions
  - Hospitals added to the exempt building type list (House Bill 49)
  - Buildings in Montgomery County exempted (House Bill 49)

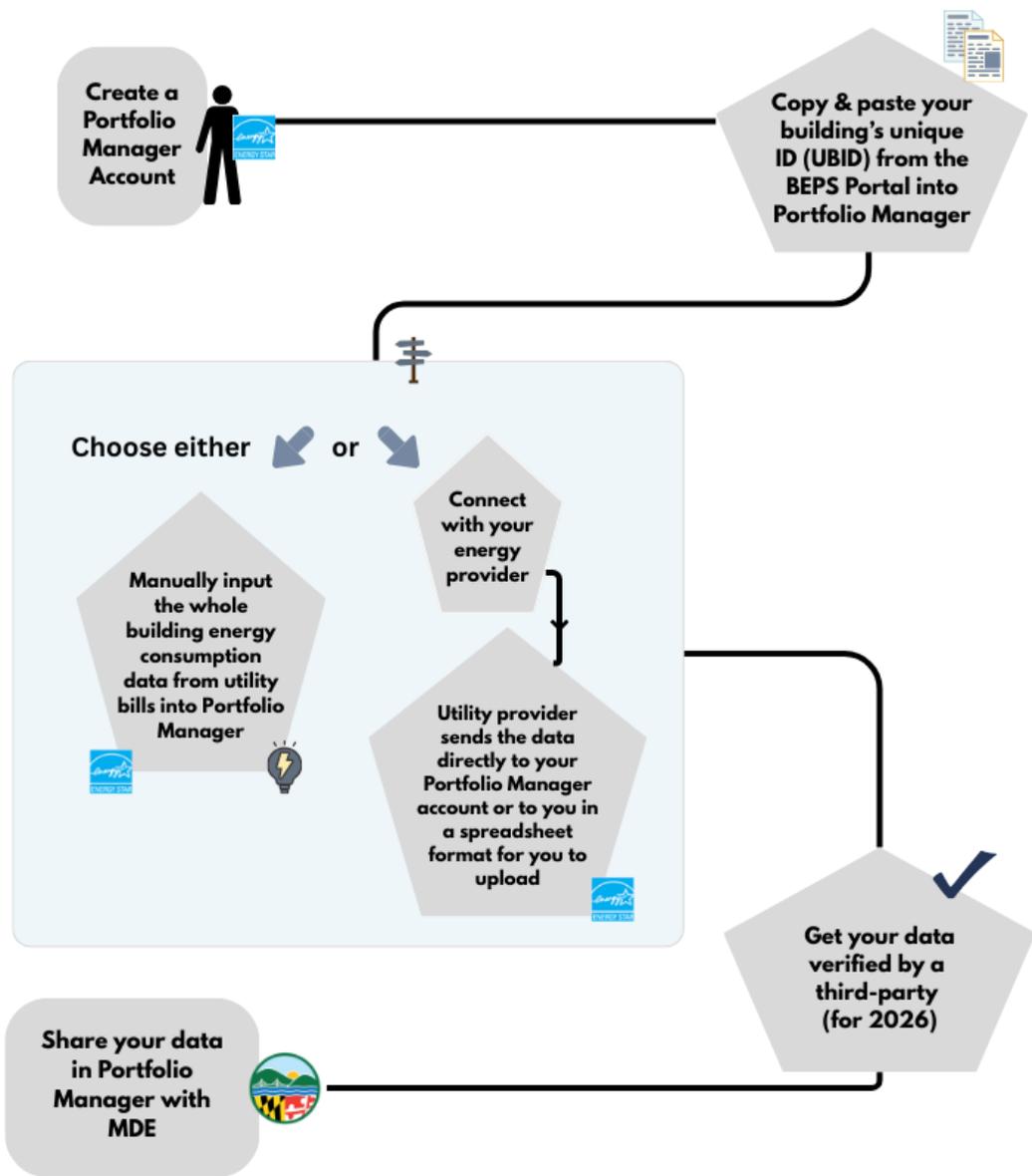
### Tips & Tricks

Keep an eye out for these new, helpful boxes throughout the guide.

# Section A: General Benchmarking

To better understand the benchmarking process, read through the overview diagram below. Each step is further explained in the following section.

**A full benchmarking report requires monthly, whole-building energy consumption data from the previous calendar year.**



Building owners must submit whole building energy consumption data for each covered building in the State of Maryland by June 1 of each year. As stated above, this benchmarking report is completed in Portfolio Manager. Portfolio Manager is a federally-run tool, so to share the benchmarking report with MDE, building owners will need to connect their account with MDE's Portfolio Manager account.

MDE has identified buildings that are potentially covered and created the [BEPS Portal](#) that has the list and map of covered buildings. In the BEPS Portal, you can find or request your Unique Building Identifier (UBID) and submit forms, such as applications for exemption or campus compliance. View the [BEPS Portal User Guide](#) for guidance on using the BEPS Portal.

**Note:** If you're submitting forms on the BEPS Portal, you'll need to create and verify an account, which is separate from your Portfolio Manager account.

See the box below for information about why it's important to have your UBID on hand and how to get it.

## WHAT'S A UBID?

A unique building identifier, or UBID, is the reference number assigned to a covered building. UBIDs are generated by MDE and are based on the building's location and footprint.

## Have Your UBID On Hand

You'll need your building's UBID to complete the benchmarking report. You can find the UBID(s) on either the notice you received in the mail or the [BEPS Portal](#).

To find your UBID on the [BEPS Portal](#), it's easiest to search in the map function by navigating to the "Covered Buildings Map" tab. Once in-hand, copy and paste it as needed. See the [BEPS Portal User Guide](#) for help.

If your building isn't listed on the covered building list or map, but meets the definition of a covered building, create an account on the [BEPS Portal](#) and click the blue "Request a UBID" button. Complete the form and continue creating your benchmarking report. You will receive an email notification from MDE when your UBID is generated.

# Step One: Create an Account in Portfolio Manager

Read the steps below on how to create an account in Portfolio Manager.

Step One: **Navigate** to Portfolio Manager’s [login page](#).

Step Two: **Click** “Create Account.” (See Image 1.)

Step Three: **Fill in** an account information form, providing the requested information.



Image 1: “Create Account” on the Portfolio Manager login page.

Step Four: **Click** “Create my Account.”

After creating your account, a green banner will appear. (See Image 2.)

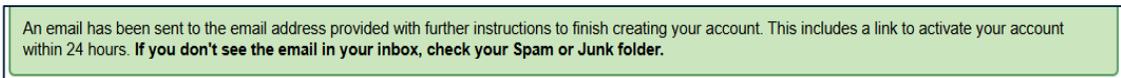


Image 2: Confirmation box and notification to check for Portfolio Manager account activation email.

**Warning:** Your account won’t be fully activated until you click the activation link in your email and login. (Check your spam folder if you don’t see the activation email.)

## Adding a UBID to a Pre-Existing Portfolio Manager Property?

Read the directions below to learn how to add a BEPS UBID to your pre-existing Portfolio Manager property.

- Step 1. **Click** on your property to view its profile.
- Step 2. **Navigate** to the details tab.
- Step 3. **Click** on the “Edit” button under the Unique Identifiers (IDs) box. (See Image 3.)

From the “Edit [Property Name]’s Property Identifiers (IDs)” page, Under the Standard IDs section (See Image 8.)

- a. **Click** the dropdown under “Standard ID – Other.”
- b. **Select** Unique Building Identifier (UBID) from the list.
- c. **Enter** your UBID in the ID field to the right.

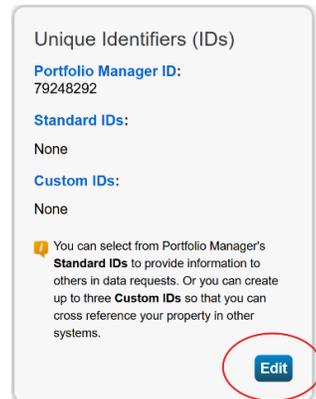


Image 3. Adding a UBID to a pre-existing Portfolio Manager property.

# Common UBID Difficulties and Solutions

## UBID Entered Incorrectly

To ensure you enter the UBID correctly, copy and paste it from the [BEPS Portal](#). Your UBID should look something like this: 87F6P44J+R4V-14-25-10-32. Make sure there are no commas, quotation marks, periods, or spaces before or after the UBID. Be sure to include the “+” and “-” characters. (See Image 4.)

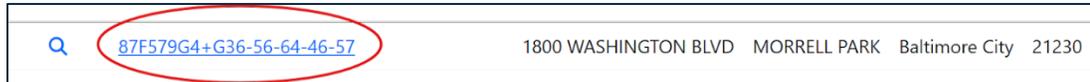


Image 4. UBIDs can be copy/pasted directly from the [BEPS Portal](#) to reduce the chances of error.

## Two or More UBIDS Combined Together

You should only be entering one UBID into Portfolio Manager per Portfolio Manager property. Just because you see two UBIDs with the same street address in the [BEPS Portal](#) doesn't necessarily mean they are duplicates. Click on the hyperlink for each one in the [BEPS Portal](#) and then press enter to pan and view a satellite image of the building.

On the satellite image you'll see a yellow square containing all or some of the building footprint. Ensure you use the UBID that most accurately matches your physical building footprint, regardless of the street address. (See Image 5.)

If there are duplicate UBIDs for your building footprint, email our team at [beeps.mde@maryland.gov](mailto:beeps.mde@maryland.gov) with both UBIDs, identifying the most accurate one.

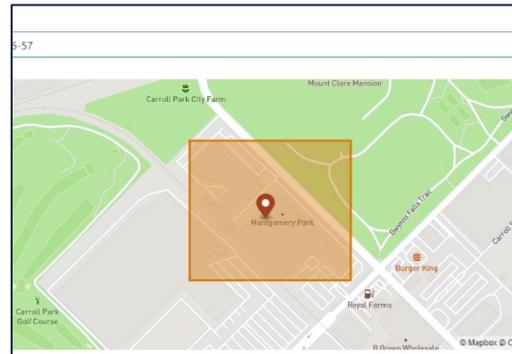


Image 5. A yellow square overlaps most of the building on the building's map. Whichever yellow square has the better fit should be the UBID you move forward with.

## Step Two: Add a Property in Portfolio Manager

Step One: Click “Add a Property” on the MyPortfolio Tab. (See Image 6.)

Step Two: Complete the “Set up a Property” page.

1. Select the “Property Type” that most closely describes the main use type of your building.
2. Input the number of buildings being reported.
3. Input the building(s) construction status(es)
4. Click “Get Started.”

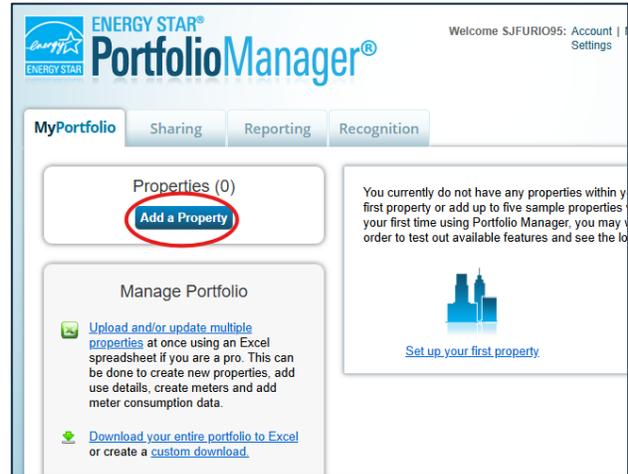


Image 6: “Add a Property” button on the MyPortfolio Tab.

Step Three: Complete the “About your Property” page. (See Image 7.)

1. Enter basic property information (required, and County).

**Note:** Enter “Baltimore” for Baltimore County, and “Baltimore City” for Baltimore City.

2. Enter your UBID in the Standard IDs section. (See Image 8.)

**Note:** Only enter one UBID here. See the [Common UBID Questions and Solutions](#) section above for more details.

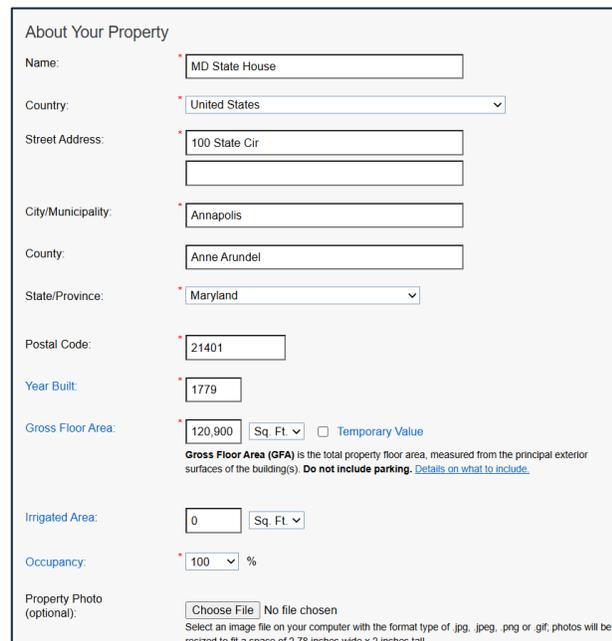


Image 7: On the “About Your Property” page, fill in basic property information.

Image 8: Standard IDs section, showing where to enter a building UBID.

3. Select the boxes next to the statements that apply to your property on the “Do any of these apply?” section. (See Image 9.)

4. Click “Continue.”

5. Enter the building use details on the page, “Set Up a Property, How is it Used?” (See Image 10.)

- Select the “use a default” box if you’re unsure about any nonrequired fields.
- Hover over the highlighted section names to see definitions.

Image 9: “Do any of these apply?” section. Check the boxes that apply.

**Note:** Many of these details aren’t required, but please fill them in to the best of your ability. The nonrequired details don’t affect performance calculations, but they’re helpful for understanding the full picture of the building’s performance.

6. Select a “Current As Of” date that is either January 1, 2024, or earlier if your building was constructed prior to 2024. If your building was constructed after 2024, enter January 1<sup>st</sup> of the building’s first required benchmarking year.

7. Click “Add Property.”

| Property Use Detail               | Value   | Current As Of | Temporary Value          |
|-----------------------------------|---|---------------|--------------------------|
| ★ Gross Floor Area                | 100,000 Sq. Ft.                                     | 1/1/1999      | <input type="checkbox"/> |
| ★ Weekly Operating Hours          | 60 <input type="checkbox"/> Use a default           | 1/1/1999      | <input type="checkbox"/> |
| ★ Number of Workers on Main Shift | 250 <input type="checkbox"/> Use a default          | 1/1/1999      | <input type="checkbox"/> |
| ★ Number of Computers             | 200 <input type="checkbox"/> Use a default          | 1/1/1999      | <input type="checkbox"/> |
| ★ Percent That Can Be Cooled      | 50 % or more <input type="checkbox"/> Use a default | 1/1/1999      | <input type="checkbox"/> |
| ★ Percent That Can Be Heated      | 50 % or more <input type="checkbox"/> Use a default | 1/1/1999      | <input type="checkbox"/> |

Image 10: “Set Up a Property, How is it Used?”

Once you’ve added your property, you’ll see the property’s summary tab.

## Do you have multiple, adjacent buildings?

| If   | Then  |
|--|---|
| You have two (or more) physically adjacent buildings that share a building envelope, energy metering, and/or heating, cooling or hot water systems | <p><b>Benchmark</b> it as one building. (By definition, it is considered one covered building.)</p> <p>If you have multiple UBIDs, you'll need to have them combined into one.<sup>1</sup></p>  |
| You have multiple covered buildings that aren't connected by a building envelope, energy metering, and/or heating, cooling or hot water systems    | <p><b>Repeat</b> the instructions in <i>Step Two: Add a Property to Portfolio Manager</i> for each covered building</p> <p>- or -</p> <p><b>benchmark</b> as a campus, if eligible. (See <a href="#">Section B: Campus Compliance</a>.)</p> |

## WHAT ARE BUILDINGS WITH A SHARED ENVELOPE?

A shared envelope means that you cannot demolish one part of the building and the other part remains structurally sound and weathertight. For example, a strip mall may have multiple tenants, each with their own entrance or even address, but often the dividing walls between tenants are not structural nor weathertight on their own, so it's one covered building.

## Properties with More Than One Use Type

Some properties have multiple uses, such as gyms in apartment buildings and salons in senior living communities. Generally, if a certain use commonly occurs in the property type being benchmarked, don't break it out as a separate property use type.

If the energy usage is excludable, such as a food service facility, or it accounts for a substantial amount of gross floor area or energy use, you can break it out so that your performance standards are area-weighted to reflect the floor area proportion of the property types within your building.

To break out your property into additional types of uses, follow these directions:

- Step 1. **Click** the property's "Details" tab.
- Step 2. **Select** a property use type from the "Add Another Type of Use" dropdown menu.
- Step 3. **Click** add.
- Step 4. **Enter** the property use details.
- Step 5. **Click** "Save Use."

<sup>1</sup> To combine multiple UBIDs into one, submit a **Campus Compliance Pathway Selection** form in the [BEPS Portal](#). **Note:** Submitting the campus compliance pathway selection form for this purpose doesn't mean you're applying for campus compliance.

## Step Three: Add Meters and Enter Utility Data

There are multiple ways to include your whole building energy consumption in Portfolio Manager: you can request it from your electric company, gas company, and/or delivered fuel provider (MDE recommends this option to streamline future benchmarking), upload the data via the Portfolio Manager spreadsheet template, or manually enter the usage from your utility bills. (See Image 11.)

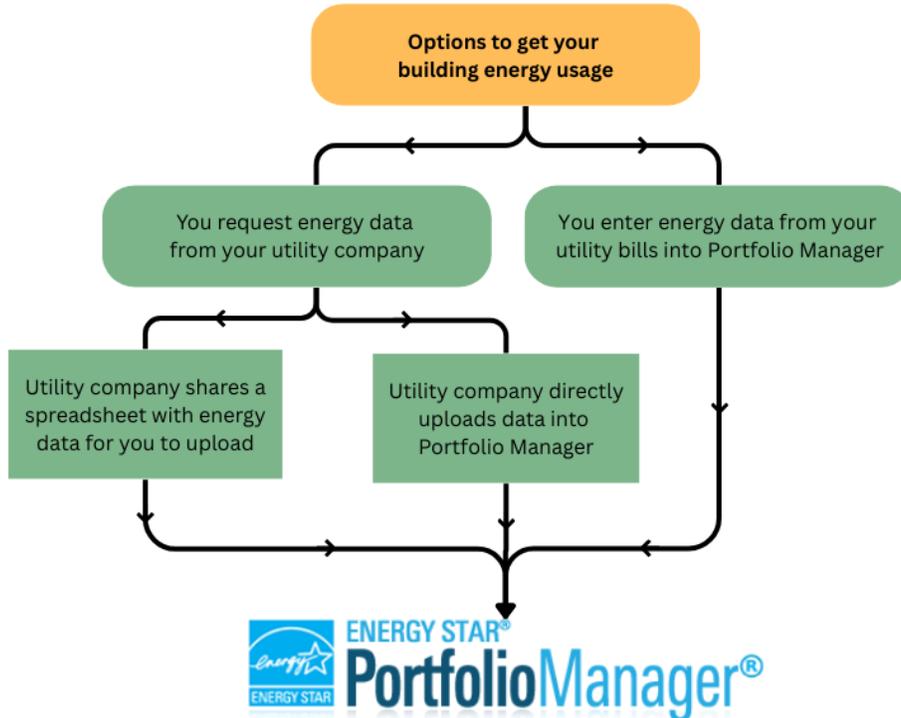


Image 11: Diagram showing the options to get your building energy usage.

## Requesting Data from Your Electric or Gas Provider

Electric and gas companies in Maryland must provide you with your aggregate whole building energy consumption data within 30 days of your request. Electric and gas companies will provide this data either 1) by directly uploading it to your Portfolio Manager account, or 2) by providing a spreadsheet for you to upload to Portfolio Manager.

### Get Your Data

See [Appendix 5. Connecting With Your Energy Data Provider](#) to view your electric and/or gas company's unique data request process.

**Note:** Calling or emailing your providers general customer service won't likely be the appropriate data request process.

Once the electric and/or gas company provides you with your data you'll need to confirm that all energy meters for your building, including tenant energy meters, are included. It's your responsibility to ensure the data is accurate and represents the entirety of your building. If you find an error in the data provided to you, please work with the utility company to fix the error. For example, if your building has four meters but only two meters are included in the report. If a tenant or metering situation changes at your building, you'll need to work with the company to receive updated data.

**Note:** If you receive fuel deliveries that aren't gas or electric then be sure to add a meter to report this separately.

For buildings with tenants, see the guidelines for requesting data from tenants below:

| <b>Guidelines for Requesting Data from Tenants</b>                   |  |
|--|--|
| <b>If</b>  | <b>Then</b>  |
| Your building has <b>five or more</b> tenants or condo unit owners,  | You can request aggregated whole building energy consumption data without needing authorization from each tenant or condo unit owner.      |
| Your building has <b>four or fewer</b> tenants or condo unit owners, | You'll need each tenant or condo unit owner to give permission to share the data via an authorization form or as a provision in the lease. |

## TENANT DATA ACCESS ISSUES

If a tenant or condo unit owner refuses to authorize the electric and/or gas company to release the data to you or provide the data/utility bills directly to you, then you will need to inform them of their legal requirements to do so and communicate the situation to MDE.

If you are experiencing this issue, please reach out to MDE for guidance by emailing [beeps.mde@maryland.gov](mailto:beeps.mde@maryland.gov).

### Utility Uploads Data Directly into Portfolio Manager

If your utility provides building data directly into Portfolio Manager, you'll need to connect with them and review the data for accuracy.

Like sending a "friend request", you can connect with your provider in Portfolio Manager and receive your energy data automatically. Many of the electric and gas companies in Maryland are either required to or have opted to provide energy data in this way. (See [Appendix 5. Connecting With Your Energy Data Provider](#) to view your electric and/or gas company's unique data request process.)

How to review the uploaded data for accuracy:

Step 1: **Click** on your property on the “MyPortfolio” tab.

Step 2: **Select** the “Energy” tab. (See Image 12.)

Step 3: **Click** on the meter to review the data. (See Image 13.)

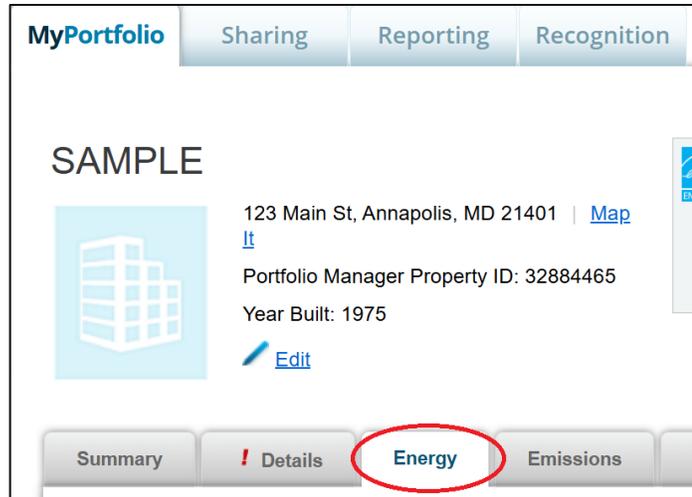


Image 12. Select the “Energy” tab on the “MyPortfolio” tab.

Meters - Used to Compute Metrics (1) Add A Meter

[Change Meter Selections](#)  
[View as a Diagram](#)

| Meter Name<br>Portfolio Manager Meter ID          | Energy Type     | Most Recent<br>Bill Date | In Use?<br>(Inactive Date) |
|---|-----------------|--------------------------|----------------------------|
| <a href="#">Electric Grid Meter<br/>270963974</a> | Electric - Grid | 01/24/2025               | Yes                        |

Image 13. Click on the meter to review the data your utility provider sent.

## Buildings with On-Site Renewables

For buildings with on-site renewables (such as solar), the energy produced by this generation needs to be properly accounted for. See [Section C: Exclusions and Special Cases](#) for directions on how to benchmark on-site renewables.

### Utility Sends a Spreadsheet to Building Owner

If your utility is unable to automatically upload your energy data to Portfolio Manager, they will need to send it to you in a spreadsheet, which you’ll then upload to Portfolio Manager. Your utility provider must send you a spreadsheet that it matches the format as required by Portfolio Manager. To upload an energy usage spreadsheet, follow the steps below and see Portfolio Manager’s related [guidance](#) on using a spreadsheet upload.

Step 1: **Confirm** that the spreadsheet you received matches the same format as the single-meter spreadsheet. (See Image 14.)

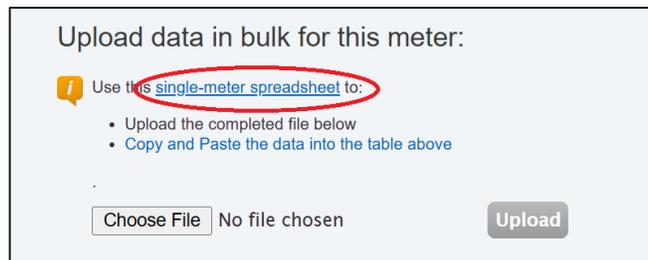


Image 14. Click the single-meter spreadsheet link to confirm your spreadsheet format matches.

Step 2: **Click** on your property on the “MyPortfolio” tab.

Step 3: **Select** the “Energy” tab.

Step 3: **Click** “Add a Meter.”

Step 4: On the “Sources of your Property’s Energy” page.

- 1) **Select** the type of energy used such as electricity, natural gas, etc. More than one energy type can be added at once. All energy types used in your building must be entered. For example, if you have diesel fuel delivered, then you’ll need to record this as an additional meter to track your deliveries. See this [guidance](#).
- 2) If applicable, **select** the source of energy (grid or renewables).
- 3) **Enter** the number of meters per energy type.

Step 5: **Click** “Get Started!”

Step 6: On the “About Your Meters” page, **click** to select the type of units your meter uses and the date the meter became active.

**Note:** If you don't know the date your meter became active, please select January 1, 2024. (This is the first date of the first calendar year for BEPS benchmarking.)

**Note:** If your building is new and/or became occupied after January 1, 2024, then select the date the meters were turned on in the new building or the date the building became occupied.

Step 7: **Click** “Create Meters.”

Step 8: On the “Select Meters to Include in Metrics” page,

- 1) **Select** the meters that you would like to be included in your BEPS performance calculations. (The only time you should have a meter not selected for metrics is if it’s no longer active or it’s devoted to an excludable energy use, per the directions in [Section C](#) of this guide.)
- 2) **Specify** whether the selected meters account for the total energy consumption of the building or not, and if not, which space of the building to which these meters apply.

- 3) Click “Apply Selections.”

Step 9: To upload the spreadsheet data, **select** the meter to which the data corresponds.

Step 10: On the “Manage Bills (Meter Entries)” page,

- 1) Click “Choose File.”
- 2) **Select** the file you would like to upload from your computer library.
- 3) Click “Upload.”

The table will populate with the data from your spreadsheet. Confirm that start and end dates, usage values, and units are correct.

## Manually Enter Your Utility Bills

Your other option for inputting data for your benchmarking report is to manually enter data from your utility bills. Follow the directions below.

Step 1: **Navigate** to the “Energy” tab.

- 1) Click on your property on the “MyPortfolio” tab.
- 2) **Select** the “Energy” tab.

Step 2: Add meters.

- 1) Click “Add a Meter.”
- 2) On the “Sources of Your Property’s Energy” page, (See Image 15.)
  - a) **Select** the type of energy used, such as electricity, natural gas, etc. More than one energy type can be added at once.

**Note:** Enter all energy types used in your building. For example, if you have diesel fuel delivered, then record this as an additional meter to track your deliveries.

- b) If applicable, **select** the source of energy (grid or renewables).
  - c) **Enter** the number of meters per energy type.
- 3) On the “About Your Meters” page, **select** the type of units your meter uses and the date the meter became active.

## GOT BULK FUEL DELIVERIES?

If your building gets bulk fuel delivered – such as propane or diesel – you’ll need to enter the delivered fuel consumption.

If the meter you’re entering reflects a bulk fuel purchase, **select** the “Enter as Delivery” checkbox.

View Portfolio Manager’s [Guidance](#) for more details.

**Note:** If you don't know the date your meter became active, please select January 1, 2024. (This is the first date of the first calendar year for BEPS benchmarking.)

**Note:** If your building is new and/or became occupied after January 1, 2024, then select the date the meters were turned on in the new building or the date the building became occupied.

4) Click “Create Meters.”

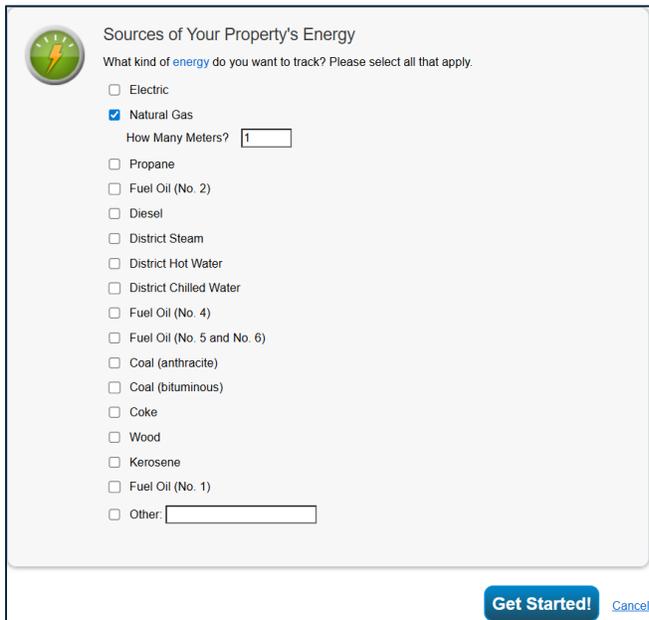


Image 15. Sources of Your Property's Energy page.

5) On the “Select Meters to Include in Metrics” page,

- a. **Select** the meters that you'd like to include in your BEPS performance calculations. (The only time you should have a meter not selected for metrics is if it's either no longer active or it's devoted to an excludable energy use, per the directions in [Section C](#) of this guide.)
- b. **Specify** whether the selected meters account for the total energy consumption of the building or not, and if not, which space of the building the meters apply.
- c. **Click** “Apply Selections.”

6) **Click** on your property on the “MyPortfolio” tab.

7) **Select** the “Energy” tab.

8) **Click** on the meter you would like to manually add data for.

9) On the “Manage Bills (Meter Entries)” page, **open** the “Monthly Entries” dropdown.

a) **Click** “Add Another Entry” and **enter** the start date, end date, and usage.

b) **Click** “Continue.”

10) **Select** the boxes of the meters that total your property's energy use on the “Select Meters” to “Include in Metrics” page.

11) **Click** “Apply Selections.”

# Step Four: Benchmarking Report Pre-Submission Data Review

There are two main steps to reviewing your benchmarking report before submitting: reviewing the data manually and running the data quality checker.

## Manual Data Review

Please read the following notes and reminders about your data to help you ensure its accuracy:

- Your data must cover January 1 to December 31 of the benchmarking report calendar year, in monthly entries.
- If the data you have doesn't exactly line up with the 12 months, that's acceptable.
- You may need up to 14 "billing cycles" to capture a whole calendar year. (Portfolio Manager will automatically select just the energy used in the benchmarking report calendar year.)
- For reporting delivered fuel: you can report it using the delivery dates.

## Run the Data Quality Checker

Ahead of the annual benchmarking report deadline, the building owner must use the data quality checker built into Portfolio Manager.

Step 1: **Navigate** to your building's "Summary" tab.

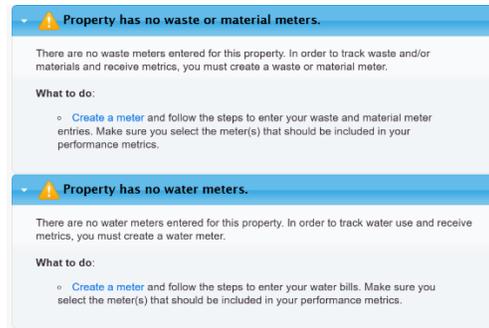
Step 2: **Click** "Check for Possible Errors." (See Image 17.)

Step 3: **Select** December 31 for "Year Ending" and the benchmarking report calendar year.

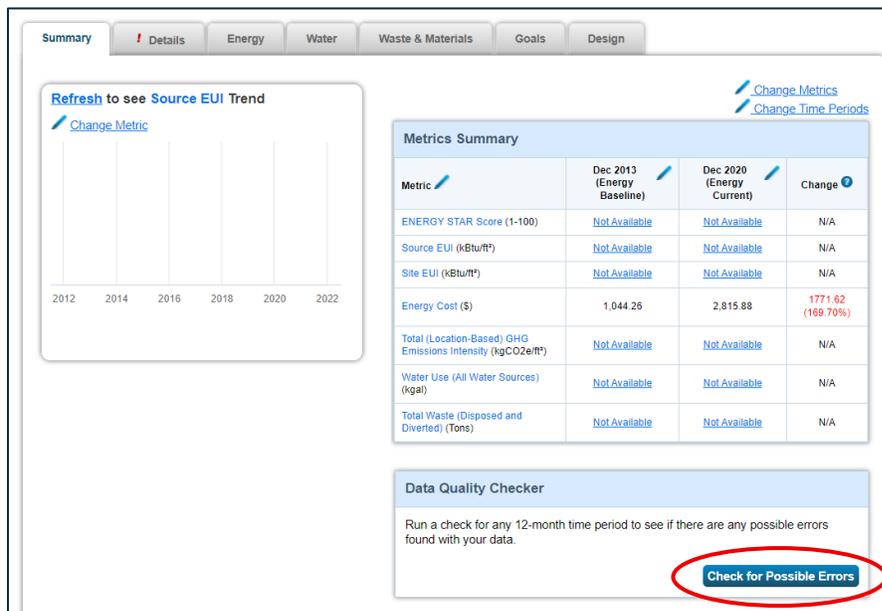
Step 4: **Run** the data quality checker.

| <b>Warning:</b> After running the data quality checker, a list of data issues could appear. |   |
|---|---|
| Errors marked with a red stop sign need to be fixed.  |  |
| Errors marked with a yellow caution sign should be addressed, if possible.                  |  |

**Note:** You'll receive two yellow errors that say your building doesn't have any water, waste, or material meters. You can ignore these errors because the BEPS program doesn't require this information. (See Image 16.)



*Image 16. Ignore these two yellow errors "Property has no waste or material meters/water meters." The BEPS program doesn't require this data.*



*Image 17. To run the data quality checker, go to your building's summary page and click "Check for Possible Errors."*

Unsure what your alert or error means? See this [list of possible alert messages](#).

| Making Changes to Your Data  |   |
|--|---|
| If   | Then  |
| You or a third party find a data error before the June 1 deadline,           | Fix the error before the June 1 deadline. If the fix pushes you beyond June 1, submit a <b>Data Correction Request form</b> on the <a href="#">BEPS Portal</a> , which tells MDE to redownload your data. For guidance on submitting this form, please see the <a href="#">BEPS Portal User Guide</a> . |
| A third party or MDE notifies you of a data error after the June 1 deadline, | You have 30 days to make the correction in Portfolio Manager and submit the <b>Data Correction Request form</b> .   |

## Step Five: Third-Party Verification of Benchmarking Reports (Every Five Years)

In 2026 and every 5 years after, you must have a third party verify the accuracy of your data in Portfolio Manager. (For example, in 2026, a third party will verify calendar year 2025 data; in 2031, a third party will verify calendar year 2030 data.)

This section details the third-party verification schedule, key details, how to find a third-party verification professional, how to complete the verification process, and lastly, which information needs to be verified.

### Third-Party Verification Key Details

| Third-Party Verification Schedule     |                              |
|---------------------------------------|------------------------------|
| Calendar Year Data Being Verified     | Verification Deadline to MDE |
| 2025                                  | June 1, 2026                 |
| 2030                                  | June 1, 2031                 |
| 2035                                  | June 1, 2036                 |
| 2040                                  | June 1, 2041                 |
| Following this schedule every 5 years |                              |

Third party verification must be completed by an external party; it cannot be carried out by in-house staff. A third party that's already completing the benchmarking report for you can also act as the third-party verifier if they have one of the accepted credentials. (View the table below for a list of these accepted credentials.)

You don't necessarily need to seek out a paid professional for the verification process. The idea is data quality. Regardless of how you seek your verification, MDE expects the same level of ethics as if a paid professional was consulted.

**Note:** A third-party verifier reviews only one year at a time. For example, for June 1, 2026, they are required to review only the 2025 calendar year data. The verification scope can be expanded if they determine that they need to review additional benchmarking years to complete the process.

## WHY DO I NEED A THIRD-PARTY VERIFIER?

The end goal of third-party verification is to check for errors and have a second set of eyes on the benchmarking report.

This process helps building owners accurately and efficiently assess any needed building improvements.

## Finding a Benchmarking or Verification Professional

View the below list of BEPS third-party verifier accepted credentials.

| BEPS Third-Party Verifier Accepted Credentials             |  |  |  |
|--|--|--|--|
| Professional Engineer (PE) issued within the United States | Building Performance Institute – Multifamily Building Analyst (BPI MFBA) | AEE Certified Energy Manager (CEM) or Certified Energy Auditor (CEA) | Energy Management Professional (EMP)                           |
| Licensed Architect issued within the United States         | ASHRAE Certified Decarbonization Professional (CDP)                      | ASHRAE Building Energy Assessment Professional (BEAP)                | LEED Accredited Professional Operations & Maintenance (AP O&M) |

MDE is unable to recommend specific third-party verification professionals to building owners. If you need assistance in finding a professional, please feel free to reference these provider lists below:

- ENERGY STAR [Service and Product and Provider Directory](#)
- IMT Building Innovation Hub [Find-A-Vendor Portal](#)

[IMT Building Innovation Hub](#) and [MEA Clean Buildings Hub](#) developed a sample [request for proposal and scope of work](#) as an optional reference for covered building owners.

**ENERGY STAR Certifications:** If you're applying for ENERGY STAR certification for your building, you can have the Professional Engineer or Licensed Architect conducting the certification complete the third-party data verification.

## New Construction Verification Timeline

Owners of newly constructed buildings will be required to begin reporting in the first calendar year after it's occupied. The first benchmarking report for new construction needs to be verified by a third party, regardless of the 5-year schedule. See [Section C, sub-section Special Cases](#), for more details on new construction reporting deadlines.

## Completing the Verification Process

Once you find a verifier, follow the steps below to complete the process. The steps below are broken down by responsibility, either the building owner or the verifier.

**Please note:** MDE doesn't require site visits.

Step 1: Grant the verifier access to the building data/benchmarking report

**Building Owner:** Just like you give MDE access to your building in Portfolio Manager, you'll need to give access to your selected verifier so that they can access your building's energy usage data in Portfolio Manager. Please see "[Section A, Step Six: How to Submit Your Benchmarking Report – Connect and Share](#)."

Step 2: Verify the building characteristics and data

**Verifier:** Complete, download, and send the [Portfolio Manager Data Verification Checklist](#) to the building owner as proof of verification. **Note:** The Indoor Environmental Standards section doesn't need to be completed.

**Building Owner:** Provide any necessary documentation to the verifier upon request. This can include all utility bills, delivered fuel receipts, and other documentation needed by the verifier for the calendar year covered by the benchmarking report.

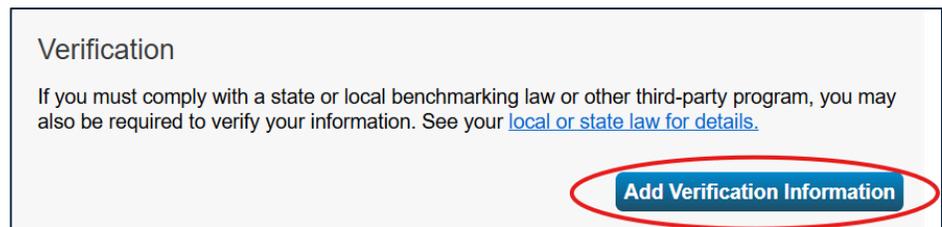
Step 3: Recordkeeping

**Building Owner:** Retain the Portfolio Manager Verification Checklist for your records.

Step 4: Finalize the verification

**Verifier:** Mark the building as verified in Portfolio Manager by completing the steps below:

1. **To add** the verification professional’s information to a property,
  - a. **Navigate** to the property’s “Details” tab in Portfolio Manager,
  - b. **Scroll** to the “Verification” section at the bottom of the page.
2. **Click** “Add Verification Information.” (See Image 18.)
3. **Enter** the information for the verifying individual, including the license number.
4. **Click** “Save.”



*Image 18. To add the verification professional’s information to a property, navigate to the property’s Details tab in Portfolio Manager and scroll to the Verification section at the bottom of the page.*

## Information to be Verified

MDE is using the data verification checklist available through Portfolio Manager for the Maryland BEPS third party verification process. For reference, you can [view this sample data verification checklist](#).

The following building characteristics and energy data that are listed in the checklist are required to be verified for Maryland’s BEPS:

- Review of Whole Property Characteristics
  - Basic Property Information
    - Property Name
    - Primary Function or Use Type
    - Location
    - Gross Floor Area
    - Annual Occupancy
    - Number of Buildings

You don't need to complete the Indoor Environmental Standards section.

- Review of Property Use Details
  - Building Use
    - Gross Floor Area
    - Weekly Operating Hours
    - Number of Computers
    - Number of Workers on Main Shift
    - Percent That Can Be Heated
    - Percent That Can Be Cooled
  - Parking Use
    - Open Parking Lot Size
    - Partially Enclosed Parking Garage Size
    - Completely Enclosed Parking Garage Size
    - Supplemental Heating
- Review of Energy Consumption
  - Summary of All Associated Meters
    - Total Energy Use
    - Additional Fuels
    - On-Site Solar and Wind Energy
  - Each additional fuel type/meter
    - Total Energy Consumption for this Meter
  - All exclusions, including confirmation of exemption form submissions where applicable
- Signature & Stamp of Verifying Licensed Professional

## Verifying Gross Floor Area (GFA)

Under Maryland BEPS regulations, gross floor area (GFA) is “measured between the principal exterior surfaces of the enclosing fixed walls of a building.” When determining and verifying GFA for benchmarking reports, MDE recommends using the following types of documents:

- Report based on BOMA Floor Measurement Standard or International Property Measurement Standards (IPMS), accompanied with architectural drawings, plats, or site surveys as required by the standards,
- Architectural drawings that are dimensioned or have a scale bar,
- Survey documents with actual measurement intended to show actual building measurement,
- On-site measurement or drawings calibrated with on-site measurement.

## How to Download the Data Verification Checklist

Download the data verification checklist for the covered building you're verifying with these steps:

1. Navigate to the "Reporting" tab.
2. Click "Data Verification Checklist" under "ENERGY STAR Performance Documents" listed on the right-hand side of the screen. (Image 19)
3. On the "Generate and Download Reports" screen. (Image 20)

Step 1: Select "ENERGY STAR Data Verification Checklist (energy data only)."

Step 2: Select the property you're verifying.

Step 3: Select single year, ending on December 31 of the calendar year being verified.

Step 4: Select the appropriate contacts.

Step 5: Click "Generate & Download Report(s)."

### ENERGY STAR Performance Documents

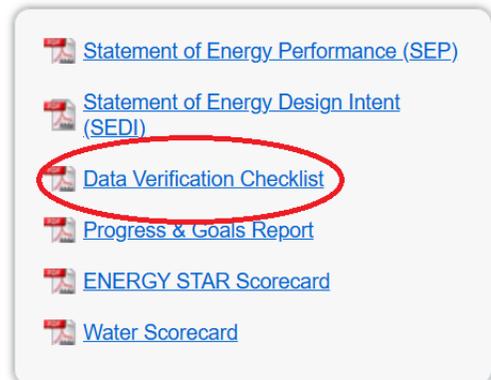


Image 19. Click "Data Verification Checklist" under "ENERGY STAR Performance Documents", listed on the right-hand side of the screen.

The image shows a form titled "Generate and Download Reports". It has four main sections: 1. Select Report(s) to Download (with checkboxes for SEP, ENERGY STAR Data Verification Checklist (energy data only), ENERGY STAR Scorecard, Progress and Goals Report, SEDI, and Water Scorecard (Multifamily only)); 2. Select Property for Report(s) (with a dropdown menu for Property); 3. Select Timeframe for Report(s) (with dropdowns for Timeframe, Ending, and Year); 4. Select Contacts for Report(s) (with dropdowns for Primary Contact, Property Owner, and Verifying Professional, each with an "Add Contact" link). At the bottom, there is a "Generate & Download Report(s)" button circled in red and a "Cancel" button.

Image 20. Follow these directions to generate and download the data verification checklist.

## Step Six: How to Submit Your Benchmarking Report – Connect and Share

To complete your BEPS benchmarking report, you need to make sure three actions are taken by June 1:

1. Connect your Portfolio Manager account with MD-BEPS on Portfolio Manager.
2. Share your individual buildings (Portfolio Manager properties) with MD-BEPS.
3. Pay the annual benchmarking fee to MDE.  
(See Section A, [Step Seven: Annual Reporting Fee](#))

Follow the steps below.

### Let's Connect

Step 1: Click the “Contacts” page in the upper right-hand corner of Portfolio Manager.  
(See Image 21.)

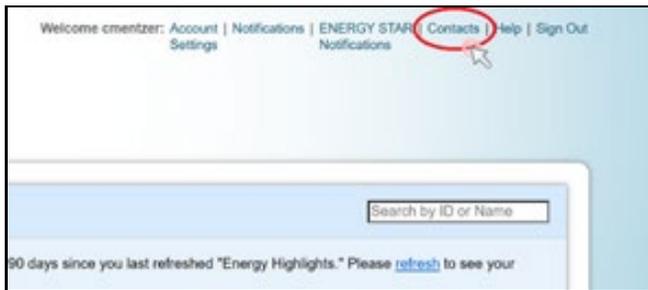


Image 21. Click on the Contacts page in the upper right-hand corner of Portfolio Manager.

Step 2: Click “Add New Contacts/Connections.”

Step 3: Input MD-BEPS in the username bar.

Step 4: Click “Search.” (See Image 22.)

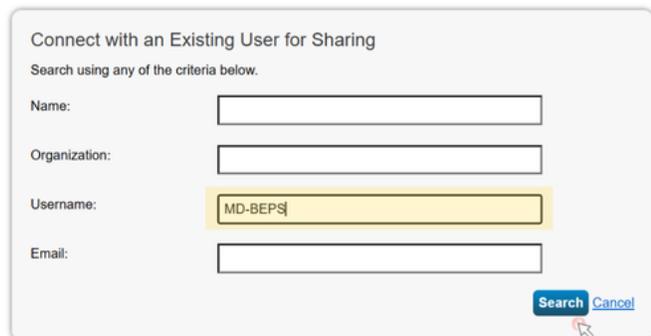
A screenshot of a web form titled 'Connect with an Existing User for Sharing'. The form has a search bar and four input fields: 'Name', 'Organization', 'Username', and 'Email'. The 'Username' field contains the text 'MD-BEPS' and is highlighted with a yellow background. At the bottom right of the form, there are 'Search' and 'Cancel' buttons. A mouse cursor is pointing at the 'Search' button.

Image 22. To find MDE's account and connect, input MD-BEPS in the username bar and click "Search."

### ALREADY CONNECTED TO MDE?

Like sending a friend request, this is a one-time process. If you've already connected with MDE and shared a benchmarking report, confirm the connection is active and skip ahead to [Give MDE Access to Your Building's Benchmarking Report](#).

Step 5: Click “Connect” on the result that says “Maryland MDE (MD-BEPS) Air and Radiation Administration with the Maryland Department of the Environment.”

Step 6: Click “Send Connection Request” on the “Send a Connection Request to Maryland MDE to Begin Exchanging Data” page.

## Notification of Successful Connection

**Caution:** Receiving the notice of successful connection doesn’t mean the benchmarking report is submitted and complete.

When you send a connection request to MDE, you’ll need to wait for MDE to accept the request. Once MDE accepts the connection request, you’ll get a notification.

To view the notification,

1. Click on “Notifications” at the top right-hand corner of your Portfolio Manager home.
2. Click on “Notices.” (See Image 23.)

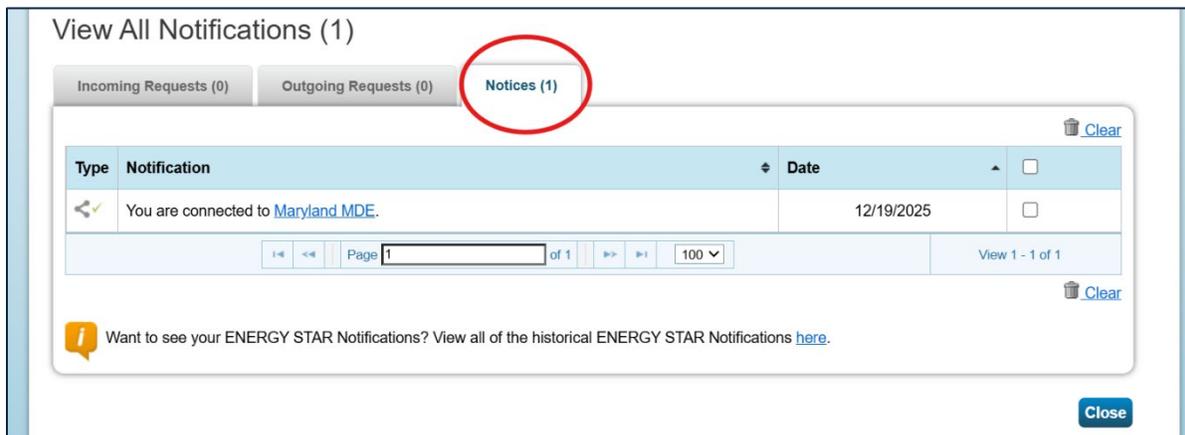


Image 23. Click on Notifications at the top of your Portfolio Manager home screen and then click on Notices.

## Give MDE Access to Your Building’s Benchmarking Report

Once your account is connected with MDE’s account, you can share your property or properties with MDE.

Follow the steps below to give MDE access to your building’s benchmarking report.

Step 1: On the “Sharing” tab of the main Portfolio Manager page, click “Share with your Utility or Service Provider for Exchanging Data.” (See Image 24.)



Image 24. Click "Share with your Utility or Service Provider for exchanging data"

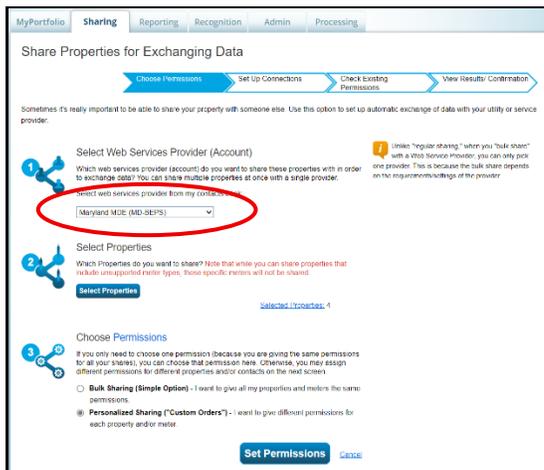


Image 25. In the Select Web Services Provider (Account), find MD-BEPS in the dropdown.

Step 2: On the page called “Share Properties for Exchanging Data,” >> from the “Choose Permissions” menu, >> in the Select Web Services Provider (Account) section,

1. Select the MD-BEPS contact. (See Image 25.)

**Note:** If you don’t see MD-BEPS listed in the dropdown menu, go to the “Contacts” page to confirm that you’ve connected with MDE.

2. Select the properties you want to share by clicking the “Select Properties” button. You can select a single property, multiple properties, a group of properties or all properties in your account.

3. Click “Apply Selection.” (See Image 26.)

4. Under the “Choose Permissions” section, select the “Personalized Sharing & Exchange Data (“Custom Orders”)” option

5. Click “Set Permissions.”

You’ll arrive on a page called “Share your Property(ies).”

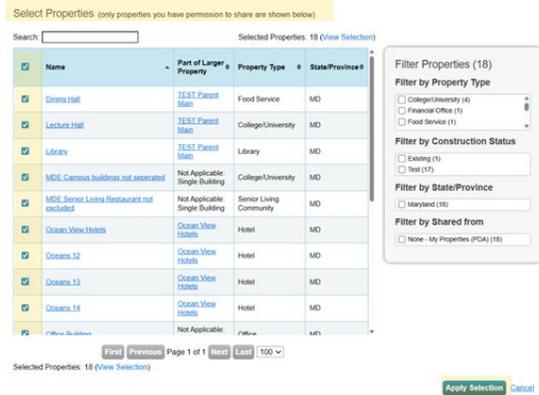


Image 26. In the “Select Properties” page, click all the properties to share, then click “Apply Selection.”

Step 3: On the “Share Your Property(ies) page in the “Sharing” Tab,

1. Check the Exchange Data button. (See Image 27.)

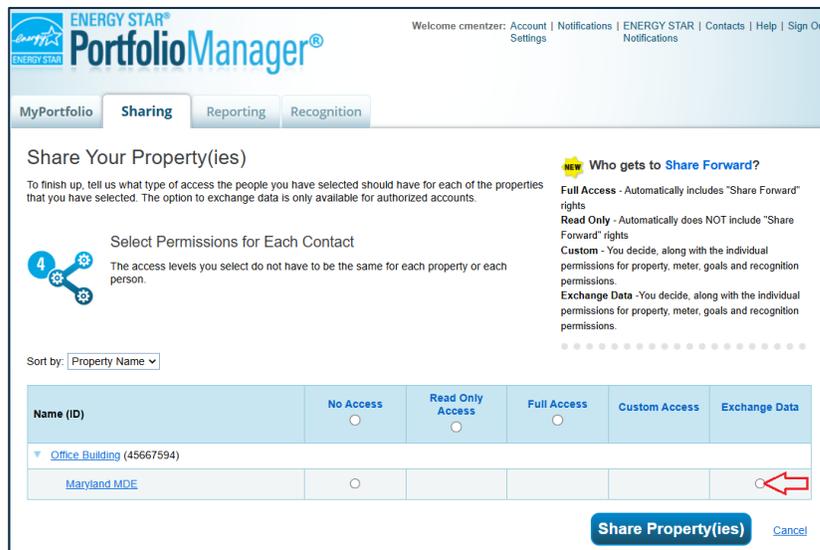


Image 27. On the Share Your Property(ies) section of the Sharing tab, check the Exchange Data button.

2. When you click both buttons, a pop-up window will appear.
  - a. Select “Read Only Access” for every option. (Image 28)
  - b. Select “None” for Recognition. (Image 28)
  - c. Select “No” in the “Share Forward” box. (Image 29)
  - d. Click “Apply Selections & Authorize Exchange.” (Image 29)

Select Access Permissions to [Office Building for Maryland MDE](#).  
 The following information is required by [Maryland MDE](#) in order to provide service to your property(ies). If you have any questions about how to complete this information, please contact them directly.

Select the permission level below that you would like to grant [Maryland MDE](#) for each category.

| Item                              | None                             | Read Only Access                 | Full Access           |
|-----------------------------------|----------------------------------|----------------------------------|-----------------------|
| Property Information              | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> |
| ▼ All Meter Information           |                                  |                                  |                       |
| ▼ Energy Meters                   |                                  |                                  |                       |
| Electric Grid Meter               | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> |
| Goals, Improvements, & Checklists | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> |
| Recognition                       | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |

Additional Options:

Image 28. Select Read Only Access for every option. For recognition, select none.

| Item   | Yes                   | No                               |
|--|-----------------------|----------------------------------|
| <p><b>Share Forward</b><br/>           Allow Maryland MDE to share this property with others and give them any permissions that he/she has, including the right to share with more people.</p> | <input type="radio"/> | <input checked="" type="radio"/> |

Image 29. In the Share Forward box, select no.

3. Back on the “Sharing” tab, click Share Property(ies). (See Image 30.)

Image 30. Back on the “Sharing” tab, click Share Property(ies).

You’ll know you successfully shared your benchmarking report with MDE when you see a confirmation message. (See Image 31.)

You’ve successfully shared/edited access to your property(ies). If you shared properties, you’ll receive a notification when your contact has accepted the share. If you edited access to current permissions, the edits have been made, no acceptance is required.

If you edited web services Custom ID fields, [read this](#).

Image 31. A confirmation message that you’ve successfully shared your property with MDE. In other words, you submitted your benchmarking report.

## Notification of Sharing

After you share your property,

- You'll get a notification alert at the top of your Portfolio Manager screen when a share request is sent to MDE. (Image 32)
- You'll get a notification when the MDE account has accepted your sharing request. (Image 33)

**Note:** You won't receive an email from MDE regarding successful sharing in Portfolio Manager.

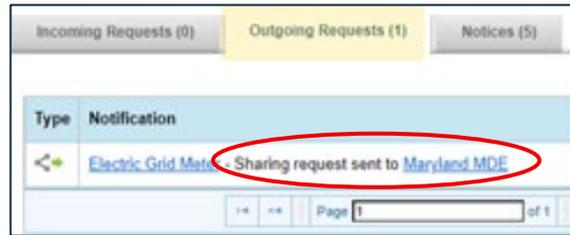


Image 32. In the "Outgoing Requests" tab, there's a notification alert that you sent a sharing request to MDE.



Image 33. When MDE accepts your sharing request, go to the "Notices" tab to view the notification.

## Back Up Your Data

After you've completed your benchmarking report and shared it with MDE, download the data to back it up for your records. Maintaining a backup of the data will mitigate issues, such as the possibility of data overwriting, and assist with any future data adjustments.

In the "MyPortfolio" tab, click "Download your entire portfolio to Excel" or "create a custom download." These links are on the right side of the screen.

**Note:** If you create a custom download, download the Basic Property Information, Property IDs, Uses, Use Details, Meters and Meter data at a minimum.

## How to Check You've Done it All Correctly?

To view if you've successfully connected and shared your building in Portfolio Manager,

Step 1: Click on the "Sharing" tab.

Step 2: Under "Overview of Shared Properties," look for "Maryland MDE" under "Name." Click on "Properties We Share," and it will list the "Properties Maryland and I Both have Access to." (See Image 34.) These buildings are shared with MDE.

Overview of Shared Properties [Learn more about Sharing Properties](#)

By Contact  By Property

Filter By: All Sharing Contacts

| Name                                   | Organization                           | Properties We Share | Action       |
|--|--|---------------------|--------------|
| <a href="#">Maryland MDE (MD-BEPS)</a> | Maryland Department of the Environment | 8                   | I want to... |

Page 1 of 1  View 1 - 1 of 1

*Image 34. This is how you double check that you shared your benchmarking report with MDE. Click on the "Sharing" tab and look under "Properties We Share."*

After the June 1 deadline, you will also be able to see a building status in the [BEPS Portal](#). View the [BEPS Portal User Guide](#) for instructions on how to find your building and where to find your building status. Due to a large volume of benchmarking reports, it may take some time to update your building status.

A Data Received status means that MDE has received a benchmarking report for that UBID. After the data is received MDE will review the data for completion and ensure the reporting fee is paid. If you've skipped a step or made an error along the way, MDE may contact you by email with the adjustment you need to make.

## Managing the Properties You've Shared

On the "Sharing" tab,

- View sharing requests in the "Sharing Notifications" section.
- Ensure that all data shared with MDE has "Read Only Access."

View your sharing contacts and properties shared in the table at the bottom of the page.

- Click on a contact's name to view their account information and the list of properties you can access.
- Click on the property name to go to its "Summary" tab.
- At the bottom of the "Summary" tab, the "Sharing this Property" table lists all users with access to the property. **Everyone with access to a property will be able to see the names of all others who have access, regardless of their permission levels.**

### How to View Performance Metrics

Once MDE completes its review of your benchmarking report and changes your Building Status to In Compliance on the BEPS Portal, the performance metrics for your building will be posted on the [BEPS Portal](#).

Building owners can then use these performance metrics to assess their building's progress towards the performance standards that start in 2030. For a list of the performance standards, please see [page 8 of the regulation text](#).

Need to find your building's performance now? See [Appendix 3](#).

## Step Seven: Annual Reporting Fee

House Bill (HB) 49 of 2025 requires building owners to pay a \$100 annual reporting fee for each covered building they report. This fee will be adjusted for inflation annually. The fee must be paid per covered building.

If you're reporting as a campus (e.g. multiple covered buildings through one UBID), the reporting fee is calculated by multiplying \$100 by the number of buildings that are 35,000 ft<sup>2</sup> or larger on that campus.

**Additional guidance on how to pay this reporting fee will be provided through the [BEPS email list](#), [website](#), and this guide, when available.**

# Section B:

## Campus Compliance Pathway



This section is considered more advanced.  
Additional guidance from an experienced professional may be helpful.

The **Campus Compliance Pathway** is a benchmarking option that allows you to achieve compliance at the campus level instead of the individual-building level. Building owners that may be best suited for the campus compliance pathway are universities, medical & research facilities, and other large properties where energy use is shared between buildings in a complex manner which makes it difficult to know each building's accurate energy use.

If you don't want to benchmark as a campus, there's no need to read this section. If you want to benchmark as a campus, please keep reading to learn about the pathway's eligibility requirements. You may want to seek advice from an experienced professional who can assist with Portfolio Manager. Please see the section, [Finding a Benchmarking or Verification Professional](#) in Section A of this guide for options.



### What are the Requirements to Benchmark as a Campus?

You may opt to meet the BEPS requirements at the campus level instead of the individual building level when two or more covered buildings are

- Connected to a district energy system,
- Served by the same electric or gas meter, or
- Served by the same heating or cooling system(s), which isn't a district energy system.

If your covered buildings are co-located and share the same primary function (for example, a university) but are separately metered and have no shared systems, you can individually benchmark and report them. Follow [Section A](#) of this guide to complete individual benchmarking.

### WHAT'S A BEPS CAMPUS?

A campus is a group of two or more adjacent covered buildings with shared energy systems or utilities, benchmarked as a single property in Portfolio Manager. Campuses have the same compliance deadlines and reporting requirements as individual buildings.

MDE allows co-located buildings that fall under the following types to opt into campus compliance whether they meet the eligibility requirements or not:

- [Multifamily Housing](#)
- [Hotel](#)
- [Senior Living Community](#)
- [College/University](#)
- [Data Center](#)

For more information, see the Portfolio Manager FAQ on campuses [here](#).

**Note:** When pursuing campus compliance, building owners must include all energy use and square footage for all campus buildings, including those under 35,000 ft<sup>2</sup>; however, the annual benchmarking fee is paid only per building that's 35,000 ft<sup>2</sup> or larger.

## Campus Benchmarking: What You'll Need

If you've been approved for campus compliance, then your benchmarking report will need

- A campus-wide UBID that comprises all buildings. (MDE will email this to you after being approved for campus compliance.)
- One campus entry in Portfolio Manager that includes
  - Energy consumption and fuel use for all buildings,
  - Gross floor area and property type(s) for all buildings on the campus,
  - Energy consumption and fuel use for all stationary equipment that serves one or more buildings on the campus, including central plants and district energy plants, even if those plants are combined heat and power facilities,
  - Any energy exclusions relevant to the campus. For the full list of exclusions, please see [Section C](#) of this guide.

**Note:** You don't need to separate each building's energy usage in Portfolio Manager.

## Already Benchmarking Individual Buildings on a Campus?

If you're already benchmarking individual buildings on a campus, the individual buildings can be benchmarked separately as "child properties" and linked to a "parent property" campus for reporting to MDE.

Only share the parent property with MDE and include all child energy meters. You'll need to manually put the gross floor area breakdown by property type into the parent property reported to MDE.

- If you're using a single "campus/university" property type, add up all the gross floor area across your campus.
- If you're benchmarking a campus with two or more property types, provide a gross floor area breakdown by property type into the parent property reported to MDE.

See [Appendix 2](#) and EPA's [How to Benchmark a Campus | ENERGY STAR guide](#) to learn more about this optional approach.

## Step One: Submit your Campus Compliance Pathway Selection Application

If you'd like to benchmark as a campus, then you must submit a **Campus Compliance Pathway Selection form** on the [BEPS Portal](#) to confirm your eligibility. For guidance on submitting forms, please see the [Portal User Guide](#). Completing this form will begin a process to identify the buildings on the campus and develop campus-level performance standards.

## Have a lot of Campus Buildings to Add to the Form?

Because you'll need to enter each building and its coordinates or UBID (if one exists) into the campus compliance pathway selection form. For larger campuses, it may be easier to upload all campus buildings to the form via spreadsheet. Download the spreadsheet from the campus form and close out of the tab. You can come back and fill out the form later but will need to upload the spreadsheet you filled out and re-enter the contact information.

## Step Two: Setup and Share the Campus in Portfolio Manager

Set up and share a property in Portfolio Manager as you would for an individual building (see [Section A](#) of this guide), however, you'll need to make the few tweaks below:

1. On “Set up a Property: Let’s Get Started!” (See Image 35.)
  - a. Select your overall main purpose of the campus.
  - b. Select the “More than One” option.
  - c. Enter the number of campus buildings.

Image 35. Select your overall main purpose of the campus and then select the *More than One* option and enter the number of campus buildings.

2. Under the Standard IDs section (See Image 36.)
  - a. Click the dropdown under “Standard ID – Other.”
  - b. Select Unique Building Identifier (UBID) from the list.
  - c. Enter your campus UBID in the ID field to the right.

Image 36. Under the Standard IDs section, click the dropdown under *Standard ID – Other*. Select *Unique Building Identifier (UBID)* from the list. Then, enter your campus UBID in the ID field to the right.

## When You Must Submit an Additional Campus Form

The following two scenarios require building owners to submit additional campus forms:

- When a building owner makes changes to covered buildings under the campus compliance pathway, and
- When a building owner is benchmarking a building on a campus not owned by the primary campus owner.

## Making Changes to Buildings Covered Under MDE's Campus Compliance Pathway

If any characteristics of your campus change after the campus compliance application was approved, please submit to MDE the **Changes to Campus Buildings Reporting** form on the [BEPS Portal](#). For guidance on submitting forms, please see the [Portal User Guide](#). This form can also be used to request to revert a campus back to individual-building level compliance.

## Benchmarking Buildings on a Campus Not Owned by the Principal Campus Owner

If the campus contains buildings that aren't owned by the principal campus owner, but the owner of these buildings and the campus owner determine it best to benchmark the buildings as part of the campus, both parties may agree to sign and submit one **BEPS Request to Benchmark as a Campus for Buildings on a Campus not Owned by the Principal Campus Owner** form. This form can be submitted to MDE on the [BEPS Portal](#). For guidance on submitting forms, please see the [Portal User Guide](#).

# Section C: Exclusions & Special Cases



This section is considered more advanced.  
Additional guidance from an experienced professional may be helpful.

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This section explains how to exclude certain energy uses from benchmarking reports, and what to do if you encounter special scenarios while benchmarking.

**Note:** If you are benchmarking in Portfolio Manager for other purposes or programs, be mindful that the exclusions below may only apply to Maryland's BEPS.

This section doesn't apply to most buildings. If any of these exclusions or special cases apply to your building, you may want to seek advice from an experienced professional who can assist with Portfolio Manager. Please see the above guidance in Section A, [Finding a Benchmarking or Verification Professional](#) for search options.

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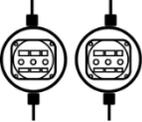
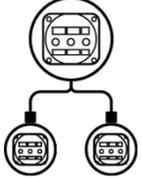
## Exclusions

The following energy uses and/or emissions are eligible for exclusion from a building's benchmarking report:

- Electric vehicle charging
- Parking garages
- Outdoor heated pools
- Food service facilities
- Emissions and energy use from steam sterilization equipment used in health care facilities, laboratories, assisted living and nursing facilities, military buildings, and buildings used in life sciences (*form required*)
- Emissions from combustion equipment if a federal or state regulation requires a covered building to use equipment that must run on combustible fuels (*form required*)
- Emissions from the generation of emergency backup power at health care facilities, laboratories, assisted living and nursing facilities, military buildings, and critical infrastructure (*form required*)
- Other electricity uses excluded by Portfolio Manager:
  - Cell towers

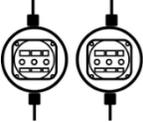
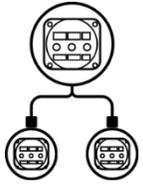
- A large billboard or projection screen on a building or its parking lot when the sign isn't related to the use of the building (A sign displaying the company's name or anything related to the building itself must be counted.)
- Rooftop broadcast antennas when the antennas aren't related to the use of the building (A broadcast antenna on a TV Studio must be counted.)
- Trash compactors
- Well pumps
- Aeration fountains in retention ponds (used to prevent algae growth)

Depending on the following metering set up that applies to you, please follow the relevant guidance for your energy use exclusion(s):

|  |  |
|--|--|
| <p><b>Separately metered</b></p>  | <p>Excludable energy use has its own dedicated energy meter from the utility. For example, the meter <b>only</b> tracks parking lot lighting electricity usage.</p>  |
| <p><b>Submetered</b></p>         | <p>The excludable energy use shares a utility meter with another energy use, but a submeter has been added upstream of the excludable energy and thus an exact consumption value is able to be produced. For example, parking lot lighting shares a meter with a building's electric space heating equipment but a submeter has been added to the parking lot lighting circuit so that its exact electric use is known.</p> <p><b>Note:</b> private submeters installed to facilitate exemptions should have an accuracy of +/- 5% to align with industry standards.</p> |
| <p><b>Neither</b></p>  | <p>Excludable energy use shares a meter with other energy uses and no submetering is present. For example, parking lot lighting shares a meter with a building's electric space heating equipment but the energy usage is combined and not able to be separated.</p>   |

**Note:** If you have separate or submetered energy use for an exclusion, please use the actual metered value instead of the estimated values.

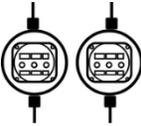
## Electric Vehicle (EV) Charging

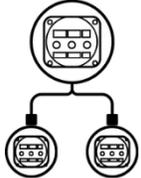
|  |   |
|--|---|
| <p><b>Separately metered</b></p>  | <ol style="list-style-type: none"> <li>1. <b>Omit</b> the EV charging electricity meter.</li> <li>2. <b>Omit</b> the EV charging station as a property type.</li> <li>3. <b>Provide</b> details about the omitted EV chargers in the “<a href="#">Property Notes</a>” section of Portfolio Manager by noting the number and type (Level One, Level Two, or DC Fast) of chargers. Outlets that are specifically dedicated to EV charging may count as a Level One EV charger. If one charging station has multiple plugs that can charge multiple cars simultaneously, then count it as multiple stations.</li> </ol>  |
| <p><b>Submetered</b></p>          | <ol style="list-style-type: none"> <li>1. Deduct EV charging electricity use by creating a negative meter. (Name it “EV Charging Station Excluded Energy.”) <ol style="list-style-type: none"> <li>a. <b>Navigate</b> to the “Energy” tab.</li> <li>b. <b>Click</b> “Add a Meter.”</li> <li>c. On the next page, <b>select</b> the type of energy the space consumes.</li> <li>d. <b>Select</b> the units and the date the meter became active.</li> <li>e. <b>Rename</b> this meter to “EV Charging Station Excluded Energy.”</li> <li>f. On the next page, <b>enter</b> meter entries as negative values. For Portfolio Manager to calculate weather-normalized values, all meters must cover periods no longer than 65 days, hence the requirement for monthly data. All consumption values should be marked with a (-) so the meter(s) function as negative meters. <p>A warning box will appear indicating that negative values have been entered.</p> </li> <li>g. <b>Select</b> the third justification option, “I am subtracting energy that I purchased from a utility...”</li> </ol> <p>Review the <a href="#">ENERGY STAR Portfolio Manager EV Charging Technical Reference</a> for more information.</p> </li> <li>2. <b>Omit</b> the EV charging station as a property type.</li> <li>3. <b>Provide</b> details about the chargers in the “<a href="#">Property Notes</a>” section of Portfolio Manager by noting the number and type (Level One, Level Two, or DC Fast) of chargers. Outlets that are specifically dedicated to EV charging may count as a Level One EV charger. If one charging station has multiple plugs that can charge multiple cars simultaneously, then count it as multiple stations. This information assists third party verifiers</li> </ol> <p>Review the <a href="#">EV Charging technical reference</a> for more information.</p> |

|                       |   |
|-----------------------|---|
| <p><b>Neither</b></p> | <p><b>Enter</b> EV charging as a property use type and fill out the requested information about the number and type of chargers. (See the Portfolio Manager <a href="#">guidance</a> for more details.)</p> <p>Portfolio Manager will generate estimated energy use metrics and MDE will subtract these from your performance metrics when determining compliance, although that won't be reflected in Portfolio Manager.</p> |
|-----------------------|---|

**Parking**

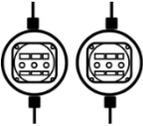
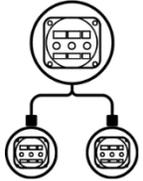
**Note:** Parking of any type (garage, lot, etc.) isn't included in a building's gross-floor area when determining whether it is a covered building. The energy use from parking areas (lot lights, for example) can be excluded in order of metering setup:

|  |   |
|--|---|
| <p><b>Separately metered</b></p>  | <ol style="list-style-type: none"> <li><b>Omit</b> parking energy-use meters.</li> <li><b>Omit</b> the parking lot gross floor area and don't report it as a property type.</li> <li><b>Provide</b> details about the omitted information in the "<a href="#">Property Notes</a>" section of Portfolio Manager such as the number of meters omitted and the purpose of each meter.</li> </ol> |
|--|---|

|  |  |
|--|--|
| <p><b>Submetered</b></p>  | <ol style="list-style-type: none"> <li><b>Deduct</b> parking energy use by creating a negative meter and naming it "Parking Excluded Energy." <ol style="list-style-type: none"> <li><b>Navigate</b> to the "Energy" tab.</li> <li><b>Click</b> "Add a Meter."</li> <li>On the next page, <b>select</b> the type of energy the space consumes.</li> <li><b>Select</b> the units and the date the meter became active.</li> <li><b>Rename</b> this meter to "Parking Excluded Energy."</li> <li>On the next page, <b>enter</b> meter entries as negative values. For Portfolio Manager to calculate weather-normalized values, all meters must cover periods no longer than 65 days, hence the requirement for monthly data. All consumption values should be marked with a (-) so the meter(s) function as negative meters.</li> </ol> <p>A warning box will appear indicating that negative values have been entered.</p> <ol style="list-style-type: none"> <li><b>Select</b> the third justification option, "I am subtracting energy that I produced at my property..."</li> </ol> <p>Review the <a href="#">ENERGY STAR Portfolio Manager Parking and the ENERGY STAR Score Technical Reference</a> for more information.</p> </li> </ol> |
|--|--|

|         |   |
|---------|---|
|         | <ol style="list-style-type: none"> <li>Omit the parking lot gross floor area and don't report it as a property type.</li> <li>Provide details about the parking area in the "<a href="#">Property Notes</a>" section of Portfolio Manager for third party verifiers.</li> </ol>   |
| Neither | <p>Enter parking as a property use type and fill out the requested information in Portfolio Manager. (See the Portfolio Manager <a href="#">guidance</a> for more details.)</p> <p>Portfolio Manager will generate estimated energy use metrics and MDE will subtract these from your performance metrics when determining compliance, although it won't be reflected in Portfolio Manager.</p> |

### Outdoor Heated Pools

|  |   |
|--|---|
| <p>Separately metered</p>  | <ol style="list-style-type: none"> <li>Omit outdoor heated pool energy-use meter.</li> <li>Don't report the outdoor heated pool as a property type.</li> <li>Provide details about the omitted information in the "<a href="#">Property Notes</a>" section of Portfolio Manager such as the number of meters omitted and the purpose of each meter.</li> </ol>  |
| <p>Submetered</p>         | <ol style="list-style-type: none"> <li>Deduct outdoor heated pool energy use by creating a negative meter and naming it "Outdoor Heated Pool Excluded Energy." <ol style="list-style-type: none"> <li>Navigate to the "Energy" tab.</li> <li>Click "Add a Meter."</li> <li>On the next page, select the type of energy the space consumes.</li> <li>Select the units and the date the meter became active.</li> <li>Rename this meter to "Outdoor Heated Pool Excluded Energy."</li> <li>On the next page, enter meter entries as negative values. For Portfolio Manager to calculate weather-normalized values, all meters must cover periods no longer than 65 days, hence the requirement for monthly data. All consumption values should be marked with a (-) so the meter(s) function as negative meters.</li> </ol> <p>A warning box will appear indicating that negative values have been entered.</p> <ol style="list-style-type: none"> <li>Select the third justification option, "I am subtracting energy that I produced at my property..."</li> </ol> </li> <li>Omit the outdoor heated pool as a property type.</li> <li>Provide details about the outdoor heated pool in the "<a href="#">Property Notes</a>" section of Portfolio Manager for third party verifiers.</li> </ol> |

|                       |  |
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| <p><b>Neither</b></p> | <p><b>Enter</b> outdoor heated pool as a property type and fill out the requested information in Portfolio Manager. (See the Portfolio Manager <a href="#">guidance</a> for more details.)</p> <p>Portfolio Manager will generate estimated energy use metrics and MDE will subtract these from your performance metrics when determining compliance, although it won't be reflected in Portfolio Manager.</p> |
|-----------------------|--|

## Food Service Facilities

In BEPS, a food service facility aligns with the definition in COMAR 10.15.03.02B (reproduced unofficially below for reference, emphasis added):

**(a) “Food service facility” means:**

- (i) A place where food or drink is prepared for sale or service on the premises or elsewhere; or*
- (ii) An operation where food is served to or provided for the public with or without charge.*

**(b) “Food service facility” includes:**

- (i) A restaurant, coffee shop, cafeteria, short order cafe, luncheonette, tavern, sandwich stand, soda fountain, retail market, or retail bakery outlet;*
- (ii) A food operation in an industry, institution, health care facility, club, school, camp, church, catering kitchen, commissary, or a similar place in which food or drink is prepared for sale or for service on the premises or elsewhere; and*
- (iii) A micro market licensed under Business Regulation Article, Title 17, Subtitle 17, Annotated Code of Maryland, and meeting the requirements of this chapter as a food service facility.*

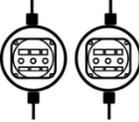
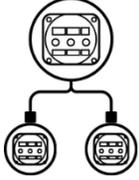
**(c) “Food service facility” does not include a:**

- (i) Facility that offers only prepackaged foods that are not potentially hazardous as specified in §B(55)(c) of [COMAR 10.15];*
- (ii) Kitchen in a private home where food is prepared at no charge for guests in the home, for guests at a social gathering that isn't a public event, or for service to unemployed, homeless, or another disadvantaged population;*
- (iii) Food preparation or serving area where food is prepared or served only by an excluded organization;*
- (iv) Hotel, lodging, or rooming house that serves only a continental breakfast;*

(v) Farmer’s market or a public event where food products as specified in §B(30)(a) of this regulation are sold;

(vi) Bake sale where only non-potentially hazardous bakery goods, including breads and pastries, are sold in conjunction with a fundraising event; or

(vii) Cottage food business.

|  |  |
|--|--|
| <p><b>Separately metered</b></p>  | <ol style="list-style-type: none"> <li>1. <b>Omit</b> food service facility energy use.</li> <li>2. <b>Omit</b> the food service facility gross floor area and don’t report it as a property type.</li> <li>3. <b>Provide</b> details about the omitted information in the “<a href="#">Property Notes</a>” section of Portfolio Manager such as the number of meters omitted and the purpose of each meter.</li> </ol>  |
| <p><b>Submetered</b></p>         | <ol style="list-style-type: none"> <li>1. <b>Deduct</b> food service facility energy use by creating a negative meter(s) and naming it “Food Service Facility Metered Electric Energy Use” and/or “Food Service Facility Metered Fuel Energy Use.” <ol style="list-style-type: none"> <li>a. <b>Navigate</b> to the “Energy” tab.</li> <li>b. <b>Click</b> “Add a Meter.”</li> <li>c. On the next page, <b>select</b> the type of energy that the space consumes.</li> <li>d. <b>Select</b> the units and the date the meter became active.</li> <li>e. <b>Rename</b> this meter to “Food Service Facility Metered Electric Energy Use” and/or “Food Service Facility Metered Fuel Energy Use.”</li> <li>f. On the next page, <b>enter</b> meter entries as negative values. For Portfolio Manager to calculate weather-normalized values, all meters must cover periods no longer than 65 days, hence the requirement for monthly data. All consumption values should be marked with a (-) so the meter(s) function as negative meters.<br/><br/>A warning box will appear indicating that negative values have been entered.</li> <li>g. <b>Select</b> the third justification option, “I am subtracting energy that I produced at my property...”</li> </ol> </li> <li>2. <b>Omit</b> the food service facility as a property type.</li> <li>3. <b>Provide</b> details about the food service facility in the “<a href="#">Property Notes</a>” section of Portfolio Manager for third party verifiers.</li> </ol> |
| <p><b>Neither</b></p>  | <ul style="list-style-type: none"> <li>• <b>Enter</b> food service facility as a property type and fill out the requested information in Portfolio Manager.</li> </ul>   |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• <b>Use the standard deduction formulas for food service facilities listed in Table 1 to calculate the deductions for your food service facility.</b> <ol style="list-style-type: none"> <li>a. <b>If it is an all-electric facility,</b> <ol style="list-style-type: none"> <li>i. <b>Enter</b> the calculated energy use in Custom Use Detail 1 in Portfolio Manager.</li> <li>ii. <b>Name</b> this field “food service facility estimated electric energy use.”</li> <li>iii. <b>Set</b> the units as kWh.</li> </ol> </li> <li>b. <b>If a mixed-fuel facility,</b> <ol style="list-style-type: none"> <li>i. <b>Enter</b> the calculated electric energy in Custom Use Detail 1, naming the field “food service facility estimated electric energy use.”</li> <li>ii. <b>Set</b> the units as kWh.</li> <li>iii. <b>Enter</b> the calculated fuel consumption in Custom Use Detail 2, naming the field “food service facility estimated fuel energy use.”</li> <li>iv. <b>Set</b> the units to therms.</li> </ol> </li> </ol> </li> </ul> <p>MDE will subtract this energy use from your final performance metrics to determine compliance, although it won't be reflected in Portfolio Manager.</p> |
|--|--|

*Table 1. Standard deduction formulas for food service facilities*

| <b>Food Service Facility Type</b>                               | <b>Electric factor<br/>(kWh/ft<sup>2</sup>)</b>                        | <b>Fuel factor<br/>(therms/ ft<sup>2</sup>)</b>                    |
|---|--|--|
| All-electric  | 67.2   | N/A  |
| Mixed-fuel  | 70   | 0.376  |
| Portfolio Manager field (multiply by ft <sup>2</sup> and enter) | Custom Use Detail #1   | Custom Use Detail #2   |
| User-defined title  | Food Service Facility<br>[Metered or Estimated]<br>Electric Energy Use | Food Service Facility<br>[Metered or Estimated]<br>Fuel Energy Use |

**Note:** If you are required to report food service facility energy use to another program, such as the U.S. Housing and Urban Development (HUD) then you should ensure that the gross floor area is entered as one of the “restaurant/bar” property types in Portfolio Manager. This will tell MDE to look for an exclusion.

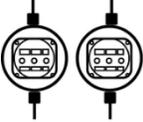
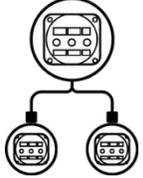
Read the notes below for instructions:

- If all-electric, enter the annual energy use from this submeter or separate meter in Custom Use Detail 1, setting the units to kWh. Name this field: “food service facility metered electric energy use.”
- If mixed-fuel, also enter the fuel use in Custom Use Detail 2, setting the units to therms. Name this second field “food service facility metered fuel energy use.”
- MDE will subtract this energy use from your final performance metrics when determining compliance, although it will not be reflected in Portfolio Manager.

## Steam Sterilization Equipment

To exclude the energy use and emissions related to the production of steam for sterilization in a health care facility, laboratory, assisted living and nursing facility, military building, or building used in life sciences, you must submit a **Steam-Based Sterilization form** on the [BEPS Portal](#). For guidance on submitting forms in the portal, please review the [Portal User Guide](#).

The instructions for excluding the energy use in Portfolio Manager are as follows:

|  |  |
|--|--|
| <p><b>Separately metered</b></p>  | <ol style="list-style-type: none"> <li>1. <b>Omit</b> the steam sterilization equipment energy meter(s).</li> <li>2. <b>Provide</b> details about the omitted information in the “<a href="#">Property Notes</a>” section of Portfolio Manager such as the number of meters omitted and the purpose of each meter.</li> </ol>  |
| <p><b>Submetered</b></p>          | <ol style="list-style-type: none"> <li>1. Deduct steam sterilization equipment energy use by creating a negative meter(s) and naming it “Steam Sterilization Equipment Excluded Energy.” <ol style="list-style-type: none"> <li>a. <b>Navigate</b> to the “Energy” tab.</li> <li>b. <b>Click</b> “Add a Meter.”</li> <li>c. On the next page, <b>select</b> the type of energy that the space consumes.</li> <li>d. <b>Select</b> the units and the date the meter became active.</li> <li>e. <b>Rename</b> this meter to “Steam Sterilization Equipment Excluded Energy.”</li> <li>f. On the next page, <b>enter</b> meter entries as negative values. For Portfolio Manager to calculate weather-normalized values, all meters must cover periods no longer than 65 days, hence the requirement for monthly data. All consumption values should be marked with a (-) so the meter(s) function as negative meters.</li> </ol> <p>A warning box will appear indicating that negative values have been entered.</p> </li> </ol> |

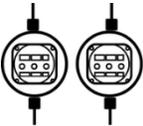
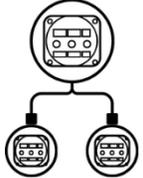
|                |  |
|----------------|--|
|                | <p>g. <b>Select</b> the third justification option, “I am subtracting energy that I produced at my property...”</p> <p>2. <b>Provide</b> details about the excluded equipment in the “<a href="#">Property Notes</a>” section of Portfolio Manager for third party verifiers.</p>      |
| <b>Neither</b> | <p>MDE doesn’t yet have guidance for this situation. Installing submetering is the best method for excluding this energy use. MDE will provide guidance to all those that have submitted the form on the <a href="#">BEPS Portal</a> and selected this option as soon as possible.</p> |

### Required Combustion Equipment and Backup Generators

You must submit a **Fuel Fired Equipment form** on the [BEPS Portal](#) to exclude either of the following:

- Emissions from combustion equipment if a federal or state regulation requires a covered building to use equipment that must run on combustible fuels.
- Emissions from the generation of emergency backup power at health care facilities, laboratories, assisted living and nursing facilities, military buildings, and critical infrastructure.

The instructions for excluding the energy use in Portfolio Manager are as follows:

|  |  |
|--|--|
| <p><b>Separately metered</b></p>  | <ol style="list-style-type: none"> <li>1. <b>Omit</b> combustion or backup equipment meter(s).</li> <li>2. <b>Provide</b> details about the omitted information in the “<a href="#">Property Notes</a>” section of Portfolio Manager such as the number of meters omitted and the purpose of each meter.</li> </ol>  |
| <p><b>Submetered</b></p>          | <ol style="list-style-type: none"> <li>1. Deduct combustion or backup equipment energy use by creating a negative meter(s) and naming it “Combustion [or Backup] Equipment Energy Use.” <ol style="list-style-type: none"> <li>a. <b>Navigate</b> to the “Energy” tab.</li> <li>b. <b>Click</b> “Add a Meter.”</li> <li>c. On the next page, <b>select</b> the type of energy that the space consumes.</li> <li>d. <b>Select</b> the units and the date the meter became active.</li> <li>e. <b>Rename</b> this meter to “Combustion [or Backup] Equipment Excluded Energy Use.”</li> <li>f. On the next page, <b>enter</b> meter entries as negative values. For Portfolio Manager to calculate weather-normalized values, all meters must cover periods no longer than 65 days, hence the</li> </ol> </li> </ol> |

|                       |  |
|-----------------------|--|
|                       | <p>requirement for monthly data. All consumption values should be marked with a (-) so the meter(s) function as negative meters.</p> <p>A warning box will appear indicating that negative values have been entered.</p> <p>g. <b>Select</b> the third justification option, “I am subtracting energy that I produced at my property...”</p> <p>2. <b>Provide</b> details about the excluded equipment in the “<a href="#">Property Notes</a>” section of Portfolio Manager for third party verifiers.</p> |
| <p><b>Neither</b></p> | <p>Installing submetering is the best method for excluding this energy use. However, MDE will work with building owners that submit the exclusion form and don’t have metering to determine an appropriate deduction.</p>  |

## Special Cases

This section details the following special cases that you may encounter:

- Indoor heated pools
- Transferring data upon sale of a covered building
- Reporting deadlines for new construction
- On-site use of renewables
- On-site use of biomethane
- Sensitive Compartmented Information Facilities (SCIFs)

### Indoor Heated Pools

Indoor heated pools must be reported. They have a property type and associated direct emissions standard. Standalone pool buildings (commonly referred to as natatoriums) have a different process than pools included within another building. Portfolio Manager’s best practice is to benchmark natatoriums as an “Other-Recreation” property type.

Below, MDE provides additional guidance to ensure these buildings are evaluated against the indoor heated pool standard—both for standalone pool buildings and non-standalone pool buildings.

**For standalone pool buildings:**

1. **Set** the property type as “Recreation.”
2. Once selected, **select** “Other-Recreation” when asked “more specifically.”
3. **Enter** the property details as required.

4. Click “Add Property,” including other use types as needed within the building (for example, a gym).
5. Once the property has been created, click on the “Details” tab and edit the “property-type - self-selected.”
6. Change the “more specifically” question to “heated swimming pool.”

**Note:** Portfolio Manager’s data quality checker will warn that the self-selected property type doesn’t match the use type. This is acceptable to ignore as it is how MDE obtains the building’s gross floor area (GFA) and knows that it is a pool.

**For non-standalone pool buildings:**

1. Benchmark the building as normal and **add** a use type of “recreation” by selecting “heated swimming pool” under “more specifically?”
2. **Choose** the closest approximate pool size (Olympic, short course, recreational), and note it is indoors.
3. If there are multiple pools, **add** several use types.

MDE will use the standard pool size you select in calculating area-weighted emissions standards.

## Transferring Data Upon Sale of a BEPS Covered Building

The building owner selling the covered building needs to disclose to the prospective buyer that the building is subject to BEPS. The seller must transfer the following:

- A copy of the complete benchmarking record from Portfolio Manager,
- Energy use data for the current calendar year up until the date of sale,
- Documentation of data verification,
- Documentation of any alternative compliance and annual reporting fees made to MDE, and
- Any other records relevant to maintain compliance with the BEPS program.

**Note:** The seller is responsible for the prior calendar year benchmarking.

For example, if a building is sold on May 1, 2026, the seller must submit the calendar year 2025 benchmarking report to MDE by the June 1, 2026, deadline. The seller then provides all necessary benchmarking data to the new owner for the June 1, 2027 submission deadline. This includes providing the whole building energy consumption data from January 1, 2026, to May 1, 2026 (the date of sale).

One way to provide a complete benchmarking record is to transfer a copy of the building in Portfolio Manager to the new owner’s Portfolio Manager account. To transfer a copy of the building into another account, the new owner must work with the previous owner (the property data administrator in Portfolio Manager) to transfer the property into the new account.

## Steps to Transfer Data Upon Sale of a BEPS Covered Building

Step One: Transfer the property in Portfolio Manager.

1. **Create** a copy of the current property.
  - a. From the bottom right of the property's "Summary" tab, select "copy" if you have at least "Read" access to all the meters.

**Note:** You don't have to be the Property Data Administrator (PDA or property owner) to make a copy, but you'll become the PDA of the newly copied property.

2. **Transfer** ownership of the copy.
  - a. Under the "MyPortfolio" tab, click the "Transfer Ownership" link.
  - b. **Select** the building(s) to be transferred.
  - c. **Select** the new account owner (new building owner).
  - d. **Click** the "Transfer Property" button.

Step Two: Submit a form in the [BEPS Portal](#)

1. **Login** to the BEPS Portal.
2. **Submit** a **BEPS Benchmarking: Change of Ownership Form** in the BEPS Portal to notify MDE that a new owner is now responsible for the building and its compliance with BEPS.

For guidance on submitting forms in the [BEPS Portal](#), please review the [Portal User Guide](#).

## New Construction Reporting Deadlines

Owners of newly constructed buildings will be required to begin reporting after the first full calendar year when the newly constructed building is occupied. Occupancy is defined as having a single full-time employee on-site. In cases of buildings designed to have no physical employees present (e.g. self-storage), occupancy is when the building is first used for its intended purpose.

**Example:** A building that's newly constructed and has its first occupant beginning on March 1, 2025, would be required to meet the June 1, 2027, benchmarking deadline with data from January 1 - December 31 of 2026. This is because 2026 is the first full calendar year for which the building is occupied. This building should submit an **Unoccupied Building exemption form** for benchmarking calendar year 2025 in the [BEPS Portal](#), requesting a UBID if necessary first.

## On-Site Use of Renewables

If your building generates or uses renewable energy from on-site solar or wind, then it's important that you enter it properly in Portfolio Manager because these on-site renewables can provide credits against future EUI standards for the on-site renewable energy generated in each compliance year.

To account for the generation and consumption of all electricity at your property, you need to set up at least two physical electricity meters for your building: one “Electric Grid Meter” which tracks electricity usage from the grid and one “Solar/Wind Production Meter” which tracks all the electricity generated from your on-site Solar (or Wind). One common benchmarking error is to enter the "net-metered" electricity consumption as the total grid energy consumed at the building. Information from these two physical meters will be combined into one "virtual" solar/wind meter in Portfolio Manager. [Click here to learn more.](#)

When you first create a Solar/Wind meter, you’ll be asked for the REC Ownership of both the energy you generate and use on-site, and the energy you generate and export to the grid. When you enter the monthly usage into this meter, you’ll enter the amounts for both the energy used on-site and the energy exported to the grid.

For more help entering on-site solar or wind energy, see ENERGY STAR Portfolio Manager’s Guide: "[How to Benchmark Properties with Onsite Renewable Energy](#)"

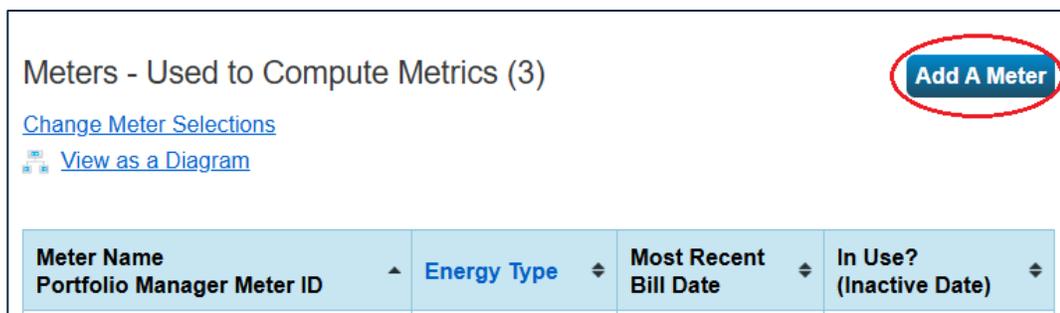
## On-Site Use of Biomethane

If your building uses alternative fuels such as biomethane, then it is important that you enter it in Portfolio Manager. On-site use of biomethane with appropriate REC/RIN retention will provide credit against the net direct emissions standards.

Further details and steps will be provided in a future regulation update, but proper benchmarking now will set building owners up for future success.

To enter biomethane usage:

1. After **clicking** on your property under the “MyPortfolio” tab (See Image 37.)
  - a. **Click** on the “Energy” tab.
  - b. **Click** “Add A Meter.”



*Image 37. After clicking on your property under the MyPortfolio tab, click on the Energy tab, and then click Add A Meter.*

2. For “Sources of Your Property's Energy” **select** natural gas, then **click** “Get Started.” (See Image 38.)

**Sources of Your Property's Energy**

What kind of [energy](#) do you want to track? Please select all that apply.

Electric

Natural Gas

How Many Meters?

**Get Started!** [Cancel](#)

Image 38. For “Sources of Your Property's Energy” select natural gas, then click “Get Started”

3. **Change** the meter name to Biomethane. (See Image 39.)
  - a. **Select** your units.
  - b. **Enter** the date the meter became active.
  - c. **Click** “Save Changes.”
  - d. **Click** “Create Meters.”

1 Energy Meter for SAMPLE TEST (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?       | Custom Meter ID 1 Name |
|--------------------------|------------|-------------|------------|-----------------|--------------------------|-------------------------------------|----------------------------|--------------------------|------------------------|
| <input type="checkbox"/> | Biomethane | Natural Gas |            | cf (cubic feet) | 01/01/2024               | <input checked="" type="checkbox"/> |                            | <input type="checkbox"/> |                        |

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

[Cancel](#)

Image 39. Change the meter name to Biomethane, then select your units, enter the date the meter became active, and click Save Changes then click Create Meters

4. Under Monthly Entries, (See Image 40.)
  - a. **Enter** the usage and Percent Renewable Gas.
  - b. **Click** “Save Bills.”

Monthly Entries

Display Year(s):

|                          | Start Date                              | End Date                                | Usage of (cubic feet)            | Percent Renewable Gas            | Total Cost (\$)      | Estimation               | Last Updated |
|--------------------------|---|---|----------------------------------|----------------------------------|----------------------|--------------------------|--------------|
| <input type="checkbox"/> | <input type="text" value="01/01/2024"/> | <input type="text" value="02/01/2024"/> | <input type="text" value="250"/> | <input type="text" value="100"/> | <input type="text"/> | <input type="checkbox"/> |              |

[Delete Selected Entries](#)  
[Add Another Entry](#)  
[Learn how to copy/paste](#)  
[Delete \\*\\*\\*\\*ALL\\*\\*\\*\\* Meter data for this meter](#)

Upload data in bulk for this meter:

Use this [single-meter spreadsheet](#) to:

- Upload the completed file below
- Copy and Paste the data into the table above

No file chosen

Image 40. Under Monthly Entries enter the usage and Percent Renewable Gas then click “Save Bills.”

**Note:** If you have more than one natural gas meter, you must enter the percent renewable gas (including 0%) for all other gas meters, otherwise Portfolio Manager won’t properly account for your alternative fuel use.

## Buildings with Sensitive Compartmented Information Facilities (SCIF) Inside

House Bill (HB) 49 of 2025 allows buildings with SCIFs inside, or that are SCIFs, to be exempt from the Energy Use Intensity (EUI) targets (which aren’t yet in effect). MDE intends to adopt EUI targets in 2027, which would start alongside the net direct emissions standard in 2030.

With regard to buildings that contain or are SCIFs, if there are four or fewer tenants and the tenants refuse to provide the required whole building monthly energy consumption data, then these buildings are also able to apply for exemption from energy use intensity reporting requirements. However, SCIFs are still required to report annual greenhouse gas emissions and comply with the net direct emissions standards.

MDE is working to release exemption forms for SCIFs on the [BEPS Portal](#) with further instructions. Please subscribe to the [BEPS email lists](#) to receive the latest information and additional guidance.

# Section D: District Energy Systems



This section is considered more advanced.  
Additional guidance from an experienced professional may be helpful.

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This section explains how you can use Portfolio Manager to benchmark properties that receive energy from a district energy system. If you don't receive energy from a district energy system, you can skip this section. If you receive energy from a district energy system, you may want to seek advice from an experienced professional who can assist with Portfolio Manager. Please see the above section, [Finding a Benchmarking or Verification Professional](#) for search options.

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## Benchmarking District Energy Introduction

When benchmarking district energy, first determine if your district energy system supplies multiple buildings or a single building.

Step 1: **Read** through your relevant section below

- Single-building properties
- Properties with multiple buildings
  - Campus benchmarking
  - Individual benchmarking

Step 2: **Complete** the **Building Owner Reporting District Energy Emissions Factors form** on the [BEPS Portal](#). For guidance on accessing and submitting forms please see the [Portal User Guide](#).

## District Energy for Single-Building Properties

To benchmark district energy on a single-building property, follow [Step One: Create an Account](#) and [Step Two: Add a Property](#) in Section A of this guide. Then follow the steps below to add a district energy meter.

1. On the “Energy” tab, **click** “Add a Meter.” (See Image 41.)

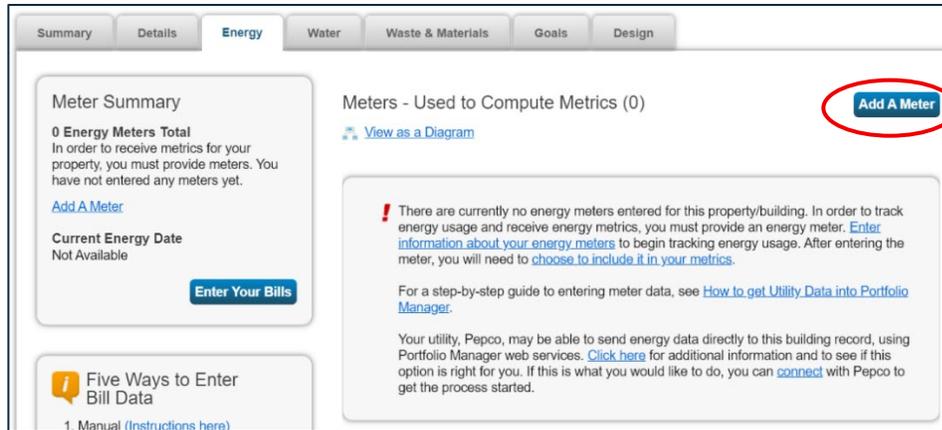


Image 41. To benchmark district energy for an individual building, go to the "Energy" tab and click "Add a Meter."

2. On the next page, select the source(s) of your property's energy.
  - a. Select district steam, district hot water, or district chilled water, depending on the district energy source for your building.
  - b. Click Get Started.

**Get Started!** [Cancel](#)

Image 42. On the page "Sources of Your Property's Energy," select district steam, district hot water, or district chilled water, and click "Get Started."

Proceed with entering meter details and usage data for this district energy meter using one of the outlined methods in Section A, [Step Three: Add Meters and Enter Utility Data](#) – either a spreadsheet upload or manual utility data entry.

**Note: There are different actions depending on if you buy or produce district steam.**

**If you buy** district steam, hot water, or chilled water from a utility company then you should enter these meter types with the units and quantity you see on your bill.

**If you produce** district steam, hot water, or chilled water from your own central plant (for example, from a boiler or chiller at your property) then you don't enter your district steam, hot water, or chilled water. Instead, you enter a meter for the fuel that you purchase to power your plant (such as natural gas or fuel oil).

## District Energy for Properties with Multiple Buildings

If you've determined your district energy system supplies multiple buildings, then you need to determine if you're reporting each building individually or as a campus. For most, the simplest way to benchmark multiple buildings connected to a district energy system would be as a campus, as it allows all energy use for all buildings (including fuel inputs to the district energy plant) to be reported as one entry in Portfolio Manager, so you don't need to allocate district energy to individual buildings.

### Multiple Buildings: Campus Benchmarking

To learn more about benchmarking as a campus with a district energy system please see [Section B](#) and [Appendix 2](#) of this guide.

### Multiple Buildings: Individual Benchmarking

If you're individually benchmarking each building of your multiple building property, then **you need to have metering at the building level** to measure the steam, hot water, chilled water, etc. that's consumed by the building. You'll also need to track any energy inputs into your district plant, such as natural gas or fuel oil, that's used to make steam, hot water, chilled water, etc. These submeters should be accurate to +/-5%, in accordance with industry standards.

#### Example

Let's suppose you have a grouping of three buildings: **Buildings A, B, and C.**

You have a boiler in Building A that takes natural gas as an input fuel and creates steam, which is distributed to all three buildings. Building C is under 35,000 square feet and thus not covered. You'll need to submeter the following:

- Amount of natural gas that goes into your boiler in Building A.
- Amount of steam used by each building (A, B, and C).

**Enter the steam that goes into each building.**

The steam is treated as if you purchased it from your local utility. As a result, campuses taking this approach will need to submit a **District Energy: District Energy Providers' Emission Factors form** on the [BEPS Portal](#) documenting the emissions factors for their district energy system's outputs (e.g. steam or hot/cold water) and the calculations that show this. More detailed requirements can be found in [Appendix 4. Efficiency Method](#).

**Example**

If you purchased 120 kBtu of natural gas for the boiler in Building A for use across Buildings A, B, and C, and it is converted to 100 kBtu of steam:

1) Measure and report the steam usage for each building in Portfolio Manager:

- Building A uses 30 kBtu of steam.
- Building B uses 50 kBtu of steam.
- Building C uses 20 kBtu of steam.

2) In this example, you'd enter a steam meter in the individual Portfolio Manager records for Buildings A and B (since C isn't covered). **You wouldn't** enter the Natural Gas Meter in Portfolio Manager.

3) You'd have to submit a **BEPS Benchmarking: District Energy: Building Owner Reporting District Energy Emissions Factors form** on the [BEPS Portal](#) for each covered building using steam (or another medium) from your district energy plant in addition to the single **BEPS Benchmarking: District Energy: District Energy Providers' Emission Factors form** for the district energy plant on your campus.

# Appendix 1. ENERGY STAR Portfolio Manager Resources

ENERGY STAR offers training on a range of topics, including Portfolio Manager guidance, as listed below.

**Please note:** ENERGY STAR's guidance may differ from MDE's requirements at times. In these situations, MDE's requirements outweigh the guidance.

## Basic Functionality

- [Benchmark Your Building With Portfolio Manager | ENERGY STAR](#)
- [Training | ENERGY STAR](#)
- [An Overview of Portfolio Manager | ENERGY STAR](#)
- [Portfolio Manager Quick Start Guide | ENERGY STAR](#)

## Data Entry

- [How to Get Utility Data into Portfolio Manager | ENERGY STAR](#)
- [Demo Videos | ENERGY STAR](#)
- [Portfolio Manager Data Collection Worksheet | ENERGY STAR](#)
- [How do I benchmark a campus of buildings that receive energy from a shared heating/cooling system?](#)

## Upload Templates

- [How do I use the simple spreadsheet upload? \(site.com\)](#)
- [How do I add properties in bulk using spreadsheet upload templates?](#)

## Sharing Data

- [How to Share Properties with Other Users in Portfolio Manager | ENERGY STAR](#)

## On-site Renewable Energy Tracking

- [How to Benchmark On-site Renewables in Portfolio Manager | ENERGY STAR](#)
- [How do I enter on-site green power \(solar/wind\)? Part 1- Create Meters](#)
- [How do I enter on-site green power \(solar/wind\)? Part 2 - Enter Data](#)
- [How do I enter on-site green power \(solar/wind\)? Part 3 - Net-Metering](#)
- [How do I enter on-site green power \(solar/wind\)? Part 3a - Net-Metering without the needed data](#)

- [How do I enter on-site green power \(solar/wind\)? Part 4 - Net-Metering for utility updated meters](#)

### **Greenhouse Gas Emission Tracking**

- [How Portfolio Manager Calculates Greenhouse Gas Emissions | ENERGY STAR](#)
- [Portfolio Manager Technical Reference: Greenhouse Gas Emissions | ENERGY STAR](#)
- [Tracking Greenhouse Gas Emissions in Portfolio Manager | ENERGY STAR](#)

# Appendix 2. Campus Compliance for Those Already Benchmarking In Portfolio Manager

This appendix explains how those who are already benchmarking at an individual building level in Portfolio Manager can report campus-level data to MDE.

Table 2 below details the ways that benchmarking looks different depending on whether you benchmark a whole campus or individual buildings.

*Table 2. Benchmarking is different whether you benchmark a whole campus or individual buildings.*

|  | <b>Scenario A:<br/>Whole Campus Reporting</b>                    | <b>Scenario B:<br/>Building Level Reporting</b>  |
|--|--|--|
| <b>Buildings Included</b>  | All buildings regardless of size                                 | Only buildings over 35,000 square feet   |
| <b>Portfolio Manager Benchmarking Report</b>   | Share a single property record that represents the entire campus | Share a property record for each building  |
| <b>Treatment of Campus-Owned/Operated District Energy/Central Plants<sup>2</sup></b> | Report plant fuel input(s)                                       | Report district energy consumption by each building  |
| <b>Calculation of District Energy Factors</b>  | Not Needed   | Need to follow same emission factor calculation methodology as other district energy providers |
| <b>District Energy Reporting to MDE</b>  | Not Needed   | District energy emission factors and supporting documentation                                  |
| <b>Performance Standards</b>   | Blended standard at entire campus level                          | Building specific standards based on building type(s)  |

<sup>2</sup> If the district energy/central plant is owned/operated by a third party, you can either report their fuel input(s) or their steam delivery to the campus.

You'll need to add the energy use and property details of the remaining campus buildings that haven't been benchmarked to the parent property or as separate buildings that are then associated with the campus. Follow the steps below to complete this process:

Step 1: **Create** your campus or parent property in Portfolio Manager. Follow the steps outlined in [Section A](#) and [Section B](#) of this guide.

Step 2: **Identify** the individual campus buildings that you'd like to associate with a campus parent property from the MyPortfolio tab in Portfolio Manager.

1. Go to the **Summary** tab of the campus parent property. (See Image 43.)

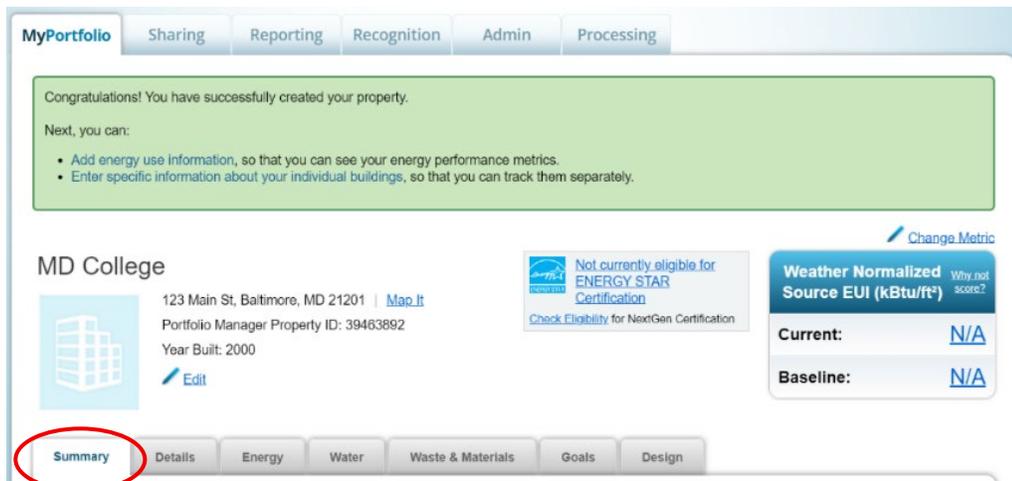


Image 43. To associate a property with a campus parent property, go to the Summary tab of the campus parent property.

2. Scroll to the 'Individual Buildings on this Property' section.
3. Click "Add a Building" (See Image 44.)
4. On the next page, "Add a Building to MD College," go to the "Add Existing Buildings" section and Click "Select Buildings."

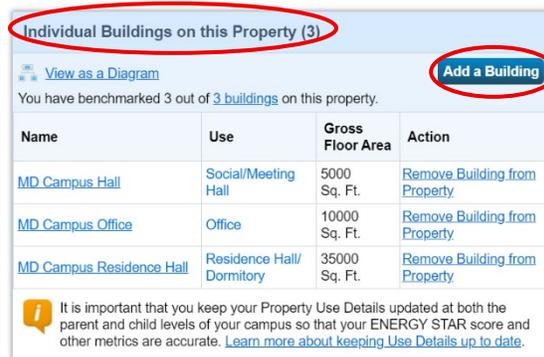


Image 44. Scroll to the "Individual Buildings on this Property" section and click "Add a Building."

- a. In the pop-out window, **select** the existing properties that you'd like to group within the campus.
- b. Click "Apply Selection."
- c. Once you have successfully selected the child properties, **click** "Add Buildings."
- d. **Select** the meters associated with the child properties that you'd like to associate with the parent property. **Confirm** that the selected meters account for the total energy consumption for the campus.

e. Click “Apply Selections.”

A green banner will appear indicating that the individual child meters were successfully associated with the parent property. In addition, the Individual Buildings on this Property section will populate.

f. **Share** the parent property with MDE. (Refer to Section A, [Step Six: Connect and Share](#) for the sharing process.)

Child level property type information and gross floor area don’t “roll up” to a parent property record. As such, you’ll need to make sure that the gross floor area and property type information in the parent property record are accurate and reflect the entire campus.

1. **Navigate** to the “Details” tab of the parent property Portfolio Manager profile. (See Image 45.)
2. **Locate** the “Property Uses and Use Details” table.
3. **Click** the “Add Another Type of Use” dropdown.
4. **Select** the property type that aligns best with the one property type/use on the campus.
5. **Click** “Add.”
6. On the next page, **enter** the property details for the property type/use that you’re adding.
7. **Click** “Save Use.”
8. **Repeat** this process for each property type/use on the campus.

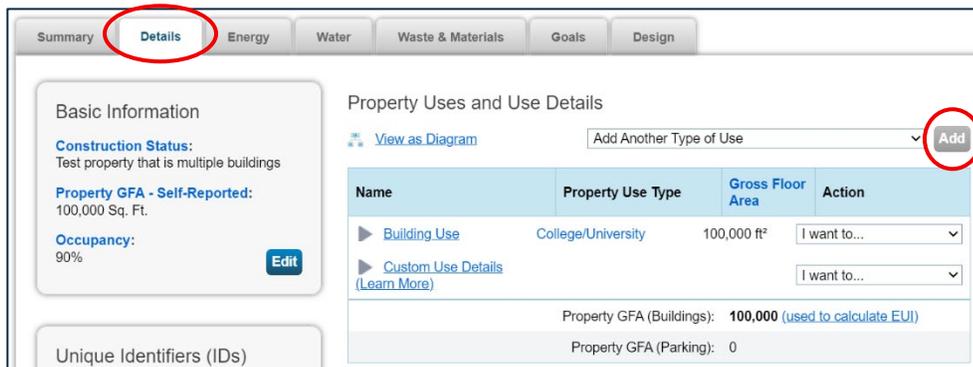


Image 45. Navigate to the “Details” tab of the parent property. Click the “Add Another Type of Use” dropdown, find the property type that best aligns, and click “Add.”

# Appendix 3. How to View the Direct Emissions Metric in ENERGY STAR Portfolio Manager

To view your BEPS performance metrics in Portfolio Manager, you can either add each metric to your property dashboard and/or summary tab or you can use [this reporting template link](#) to download a simple report with all metrics.

**Note:** MDE will be calculating official performance metrics for all buildings after the compliance deadlines to account for exemptions, exclusions, weather normalization, etc. The metrics that you view in Portfolio Manager may not be the finalized metrics for each reporting year.

Follow the steps below to add your metrics to your property dashboard and summary tab.

## Adding Metrics to Your Property Dashboard

1. On the “MyPortfolio” tab, click **Add/Edit/Delete View**. (See Image 46.)
2. Click **Edit** under the Actions column. Or create a new view if desired.
3. You’ll be directed to the “Edit Portfolio View: Energy Highlights” page.
4. Click “Select Information & Metrics” under step 3.

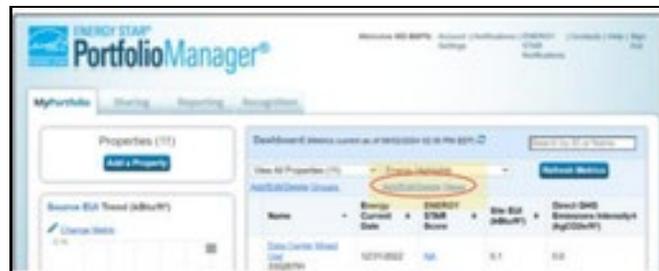


Image 46. On the “MyPortfolio” tab, click Add/Edit/Delete View to begin adding metrics to your property dashboard.

**Note:** Because there’s a maximum of 3 metrics that can be selected at a time, you may need to deselect a metric before selecting any new metrics.

5. Select “Weather Normalized Site EUI (kBtu/ft<sup>2</sup>)” and “Direct GHG Emissions Intensity (kgCO<sub>2</sub>e/ft<sup>2</sup>)” from the navigable sidebar since these are the reporting requirements in BEPS.
  - “Weather Normalized Site EUI (kBtu/ft<sup>2</sup>)” is located under “Energy Performance Metrics.”

- “Direct GHG Emissions Intensity (kgCO<sub>2</sub>e/ft<sup>2</sup>)” is located under “Greenhouse Gas Emissions.”
6. Click “Apply Selection.”
  7. Back on the “Edit Portfolio View: Energy Highlights” page, click “Save View.”
  8. On the “Manage Views” page, click “Save Default View.”

Navigating back to the “MyPortfolio” tab, you should see both the Weather Normalized Site EUI and the Direct GHG Emissions Intensity metrics in your property dashboard. (See Image 47.)

9. Click “Refresh Metrics” to populate the table.

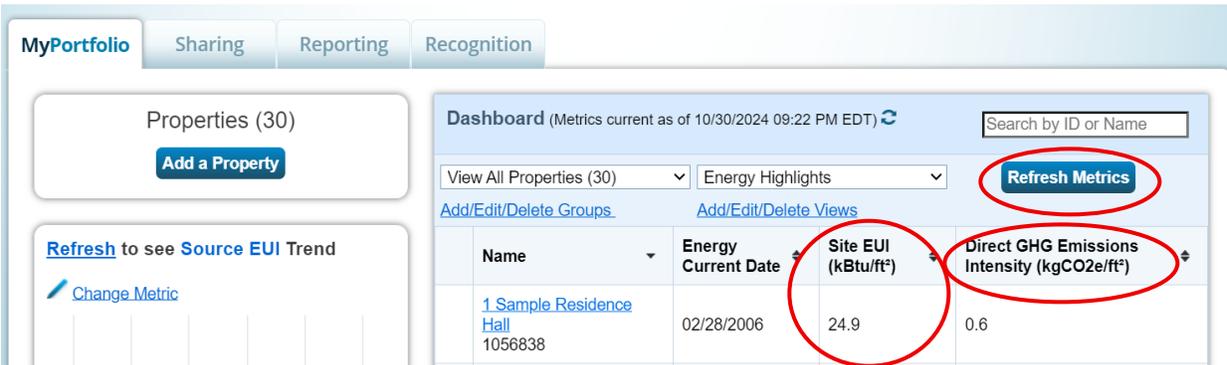


Image 47. Navigating back to the MyPortfolio tab, you should see both the Weather Normalized Site EUI and the Direct GHG Emissions Intensity metrics in your property dashboard. Click Refresh Metrics to populate the table.

## Adding Metrics to an Individual Property’s Page

On the Summary tab of an individual property’s page, locate the Metrics Summary table. If you don’t see “Weather-Normalized Site EUI (kBtu/ft<sup>2</sup>)” and/or “Direct GHG Emissions Intensity (kgCO<sub>2</sub>e/ft<sup>2</sup>)” in the table, add them with the following steps:

1. In the “MyPortfolio” tab, Click “Change Metrics.” (See Image 48.)

**Note:** Because there’s a maximum of 7 metrics that can be selected at a time, you may need to deselect a metric before selecting any new metrics.

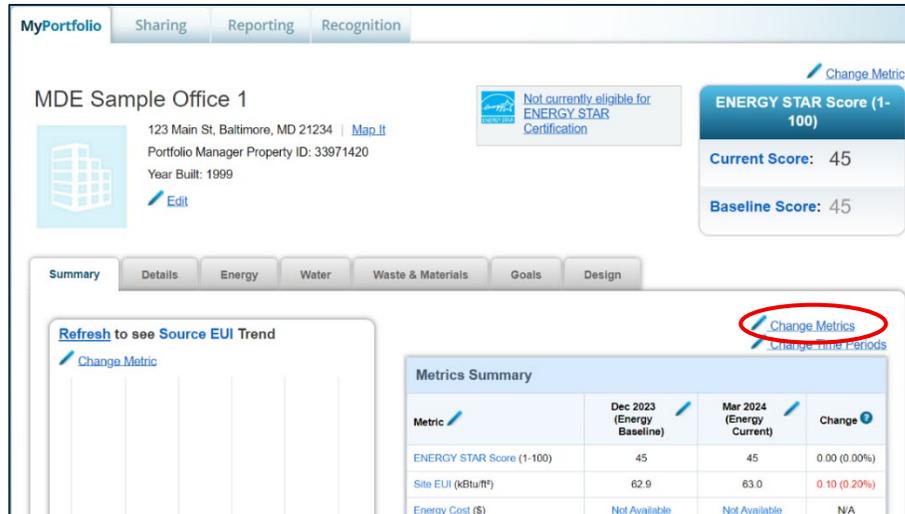


Image 48. In the "MyPortfolio" tab, click "Change Metrics."

2. Select "Weather Normalized Site EUI (kBtu/ft<sup>2</sup>)" and "Direct GHG Emissions Intensity (kgCO<sub>2</sub>e/ft<sup>2</sup>)" from the navigable sidebar called "Select Information & Metrics."
  - "Weather Normalized Site EUI (kBtu/ft<sup>2</sup>)" is located under "Energy Performance Metrics."
  - "Direct GHG Emissions Intensity (kgCO<sub>2</sub>e/ft<sup>2</sup>)" is located under "Greenhouse Gas Emissions."
3. Leave and/or add any other metrics you deem appropriate for your own awareness.
  - a. Additional metrics that might be useful if building owners have exempted energy use: [Electric Vehicle Charging Station - Portfolio Manager-Estimated Site Energy](#) (kBtu), [Parking - Portfolio Manager-Estimated Site Energy](#) (kBtu) and [Heated Swimming Pool - Portfolio Manager-Estimated Site Energy](#) (kBtu). These metrics are located under the Property Use details tab.
4. Click "Apply Selections."

On the "Summary" tab, you should see both the "Site EUI" and the "Direct GHG Emissions Intensity" metrics in the "Metrics Summary" table.

# Appendix 4. Efficiency Method

*This appendix is an excerpt from the Building Energy Performance Standards technical memorandum (TM24-01, D 1.2) that accompanies the regulation.*

If the district energy system has only one output, such as steam, and has only on-site combustion inputs, then the emissions intensity shall be defined as the carbon emissions of all combustion inputs divided by the total energy output.

If the district energy system has two or more inputs (e.g., natural gas and recovered waste heat), or two or more outputs (e.g., steam and electricity), then emissions shall be assigned to the respective energy sources based on the “efficiency method” defined for co-generation systems by the World Resources Institute GHG Protocol.<sup>3</sup> The efficiency method uses plant 2025 specific values for heat and power production efficiency, if available, or generic values when plant-specific information is missing. The following sections describe the steps to the Efficiency Method.

## Step 1: Calculate the Total Direct Greenhouse Gas Emissions for All Combustion Sources Used in the Co-generation

Include all relevant greenhouse gases: carbon dioxide, methane, and nitrous oxide. Use emissions factors appropriate to each fuel consumed by the district energy plant. Sum the total for all greenhouse gases using the same emissions factors used in ENERGY STAR Portfolio Manager.<sup>4</sup>

## Step 2: Calculate the Additional Energy and Emissions for Any Other Inputs Into the District Energy Network

If the district energy system receives additional energy inputs such as waste heat, emissions associated with those inputs must also be accounted for, as applicable. These inputs would add to both total emissions and total heat energy content of the system. Input sources may be considered to be emissions-free if no greenhouse gas emissions were used in the generation of the resource.

Examples of energy inputs into a district plant that aren't emissions-free include: waste heat from industrial processes that use combustion and waste heat from electricity plants including those that burn solid waste.

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<sup>3</sup> Gillenwater, M., Woodfield, M., Simmons, T., McCormick, M., Camobreco, V., Hockstad, L. and Upton, B. 2006. Calculation tool for direct emissions from stationary combustion: Allocation of GHG Emissions from a Combined Heat and Power (CHP) Plant. World Resources Institute. Available at: [https://ghgprotocol.org/sites/default/files/CHP\\_guidance\\_v1.0.pdf](https://ghgprotocol.org/sites/default/files/CHP_guidance_v1.0.pdf).

<sup>4</sup> ENERGY STAR. 2022. “Portfolio Manager Technical Reference: Greenhouse Gas Emissions.” U.S. Environmental Protection Agency. Available at: <https://www.energystar.gov/buildings/tools-and-resources/portfolio-manager-technical-reference-greenhousegas-emissions>.

Examples of non-fuel energy inputs into a district plant that can be considered to be emissions free include sewer/wastewater heat recovery; geothermal energy; ground-source, air-source or water-source energy; and electricity. If the facility that produced the additional heat energy is itself a cogeneration facility, then the efficiency method must be applied a second time for that facility to calculate the emissions intensity of the heat input. For example, if a waste-to-energy incinerator or an industrial facility provides heat to a district energy plant, the efficiency method would be applied first at the incinerator to allocate its emissions between the power generation and the heat generation, and the emissions attributed to the exported heat would be added to the total emissions for the district energy system.

### Step 3: Calculate the Energy Content of Each Output Stream for the District Energy System

Include each output stream of thermal energy (e.g., water/steam at various temperatures and pressures), electricity, and chilled water, if applicable. Convert all outputs to consistent units, such as MMBtu. Use enthalpy tables to determine the energy content (enthalpy) of water/steam at different temperatures and pressures.

### Step 4: Identify the Efficiencies of Production of Each Output Stream From the District Energy System

The efficiencies determine the amount of fuel, and therefore the associated emissions required to generate a unit of energy stream output. The calculations should use plant-specific efficiency factors if available. In absence of plant-specific data, default values can be used. EPA recommends default efficiency values of 0.80 for steam production and 0.35 for electricity production using natural gas or fuel oil, and 3.2 for chilled water production. The use of alternative input fuels, such as wood or solid waste, may result in different efficiencies; plant-specific factors will be needed in those cases. Delivered waste heat, after it leaves the generation source, should be assumed to subsequently have an efficiency of 1.0 at delivery into the district system.

### Step 5: Allocate Total Emissions to Output Streams

Use the following formulas to allocate across multiple output streams, followed by the formula key. The example provided uses heat energy (steam), electricity, and chilled water, but the formulas can be generalized to any two or more output streams.

To calculate the emissions allocated to heat outputs such as steam or hot water (stream 1), use the following equation. Note that the total emissions (ET) and heat energy content (H) must include both energy generated on-site as well as any imported source, subject to the guidance in Step 2.

$$E_H = E_T * \frac{\frac{H}{e_H}}{\frac{H}{e_H} + \frac{P}{e_P} + \left(\frac{C}{e_C}\right)}$$

To calculate the emissions allocated to output electricity from a cogeneration facility (stream 2), use the following equation:

$$E_P = E_T * \frac{\frac{P}{e_P}}{\frac{H}{e_H} + \frac{P}{e_P} + \left(\frac{C}{e_C}\right)}$$

For trigeneration facilities that also generate chilled water, use the following formula to calculate the emissions attributable to the chilled water (stream 3). For separate generation of chilled water, see section D. 1.3 of the technical memorandum.

$$E_C = E_T * \frac{\frac{C}{e_C}}{\frac{H}{e_H} + \frac{P}{e_P} + \frac{C}{e_C}}$$

**Key:**  $E_T$  = total district energy system greenhouse gas emissions from all energy inputs, including waste heat inputs

$E_H$  = emissions allocated to steam or hot water production, in metric tons CO<sub>2</sub>e

$E_P$  = emissions allocated to electricity generation, in metric tons CO<sub>2</sub>e

$E_C$  = emissions allocated to chilled water production, in metric tons CO<sub>2</sub>e, if applicable

$H$  = energy content of steam or hot water outputs in MMBtu

$P$  = delivered electricity generation in MMBtu

$C$  = chilled water output in MMBtu, if applicable

$e_H$  = assumed efficiency of the steam/hot water production

$e_P$  = assumed efficiency of electricity generation

$e_C$  = assumed efficiency of chilled water production, if applicable

## Step 6: Calculate Emission Factors for Each Output Stream

Divide the total emissions from each output stream by the total quantity of that output stream. To the extent possible, divide by the total energy sales or total energy delivered to customers, as opposed to total output at the central plant. This approach is appropriate for building-level emission factors and effectively assigns a pro-rata share of system-level transport and thermal losses to the buildings.

## Further Guidance on the Use of the Efficiency Method

For further guidance on the use of the efficiency method, consult:

- Gillenwater, M., Woodfield, M., Simmons, T., McCormick, M., Camobreco, V., Hockstad, L. and Upton, B. 2006. "Calculation tool for direct emissions from stationary combustion: Allocation of GHG Emissions from a Combined Heat and Power (CHP) Plant." *World Resources Institute*. [https://ghgprotocol.org/sites/default/files/CHP\\_guidance\\_v1.0.pdf](https://ghgprotocol.org/sites/default/files/CHP_guidance_v1.0.pdf)
- Eash-Gates, P. 2022. "Allocation of Emissions from District Energy Systems with Multiple Outputs - Building Performance Standards." *Synapse Energy Economics*. <https://www.synapse-energy.com/emissionsfactors>

## **Appendix 5. Connecting with Your Energy Data Provider**

Please go to the next page.

# Connecting With Your Energy Data Provider



Your provider might send the data directly to your Portfolio Manager account or to you in a spreadsheet format, which you will need to upload to Portfolio Manager. Click on your energy data provider below for more information.

|   |   |
|---|---|
| <br><a href="#">A&amp;N Electric Coop</a>                                  | <br><a href="#">Hagerstown Light Department</a>                      |
| <br><a href="#">Baltimore Gas and Electric</a>                             | <br><a href="#">Pepco (See Pepco Holdings)</a>                       |
| <br><a href="#">Berlin Electric</a>  | <br><a href="#">Potomac Edison</a>                                   |
| <br><a href="#">Chesapeake Utilities Corporation</a>                     | <br><a href="#">Sandpiper Energy (See Chesapeake Utilities)</a>    |
| <br><a href="#">Choptank Electric Cooperative</a>                        | <br><a href="#">Somerset Rural Electric Coop</a>                   |
| <br><a href="#">Columbia Gas of Maryland</a>                             | <br><a href="#">Southern Maryland Electric Cooperative (SMECO)</a> |
| <br><a href="#">Delmarva Power (See Pepco Holdings)</a>                  | <br><a href="#">Town of Thurmont</a>                               |
| <br><a href="#">Eastern Shore Natural Gas (See Chesapeake Utilities)</a> | <br><a href="#">Town of Williamsport</a>                           |
| <br><a href="#">Easton Utilities</a>                                     | <br><a href="#">UGI Utilities, Inc.</a>                            |
| <br><a href="#">Elkton Gas (See Chesapeake Utilities)</a>                | <br><a href="#">Washington Gas</a>                                 |

# A&N Electric COOP

## Data Request Process

For A&N Electric COOP's data request process, please call (757) 787-9750 or complete A&N's contact us webform.

## Contact Information

For inquiries, please call (757) 787-9750 or complete A&N's contact us webform.

## Resources

[A&N Electric COOP Website](#)

[A&N Electric COOP Contact Us](#)



# Baltimore Gas and Electric

## Data Request Process

Building owners will need to use the [Energy Usage Data System \(EUDS\) tool](#). To get started, building owners need to request access to EUDS from the [benchmarking page](#). Building owners will need to add their buildings to their account and submit a request for usage data. During this process, building owners will select the type of service they need and specify a start and end date for the request.

## Contact Information

For inquiries, please contact [support@exelonenergyusagedata.com](mailto:support@exelonenergyusagedata.com).

## Resources

[Overview of the EUDS tool and link to request access](#)

[EUDS Tool Log In](#)

[Building Owner User Guide](#)

[EUDS FAQ page](#)

[BG&E Main Website](#)

[Overview of BGE's Building Performance Tune-up Program program](#)

Program designed to help facilities 35,000 square feet or larger to maximize energy efficiency.



**bge**<sup>SM</sup>

AN EXELON COMPANY

# Berlin Electric

## Data Request Process

For Berlin Electric's data request process, please email [info@berlinmd.gov](mailto:info@berlinmd.gov) or call the Berlin Town Hall at 410-641-2770.

## Contact Information

For inquiries, please contact [info@berlinmd.gov](mailto:info@berlinmd.gov) or call the Berlin Town Hall at 410-641-2770.

## Resources

[Berlin Electric Website](#)



# Chesapeake Utilities Corporation

*Additional Providers: Elkton Gas, Eastern Shore Natural Gas, Sandpiper Energy*

## **Data Request Process**

Building owners will request historical energy consumption via a business customer portal (coming soon). In the meantime, building owners can request their historical energy consumption by either calling Chesapeake's Customer Care, utilizing the request form on Chesapeake's BEPS Reporting webpage, or sending an email to jahart@chpk.com.

## **Contact Information**

Please contact Customer Care at 800.427.2883 or utilize the "Contact Us" section of Chesapeake's website.

## **Resources**

[Chesapeake Utilities Corporation Website](#)

[Chesapeake Utilities BEPS Reporting Webpage](#)



# Choptank Electric Cooperative

## Data Request Process

Building owners can choose from the following options:

- Request information through [ENERGY STAR Portfolio Manager web services, by submitting a connection request to Choptank](#): username: choptankelectric
- Call Choptank with a meter ID number to link their account
- Contact Kayla Coursey via [kaylac@choptankelectric.coop](mailto:kaylac@choptankelectric.coop) or 410-479-8566

## Contact Information

For inquiries, please contact Kayla Coursey, Legal & Regulatory Specialist, [kaylac@choptankelectric.coop](mailto:kaylac@choptankelectric.coop), 410-479-8566.

## Resources

[Choptank Electric Cooperative BEPS Website](#)



# Columbia Gas of Maryland

## Data Request Process

Building owners who are Columbia Gas of Maryland customers and subject to the Maryland Department of Environment's Building Energy Performance Standards (BEPS) Regulations should make requests to obtain gas usage data via the Columbia Gas Maryland's BEPS request webpage at [www.columbiagasmd.com/beps](http://www.columbiagasmd.com/beps).

Building owners should complete the webpage form with the required fields to ensure Columbia Gas has the necessary initial customer information to process the request.

## Contact Information

While the website information listed above is the best process for requesting gas usage data from Columbia Gas of Maryland to meet the BEPS Regulations requirements, customers may email the company at [MDBEPSRequest@nisource.com](mailto:MDBEPSRequest@nisource.com) or call the Customer Care Center at 1-888-460-4332.

## Resources

[Columbia Gas of Maryland BEPS Request Webpage](#)

[Columbia Gas of Maryland Website](#)

[Columbia Gas Help Center](#)



# Easton Utilities

## Data Request Process

For Easton Utilities' data request process, please email [info@eastonutilities.com](mailto:info@eastonutilities.com) or call 410-822-6110.

## Contact Information

For inquires, please contact [ptaylor@eucmail.com](mailto:ptaylor@eucmail.com) or call 410.822.6110, ext. 1408.

## Resources

[Easton Utilities Website](#)



***EASTON UTILITIES***  
Life. Made better.™

# Hagerstown Light Department

## Data Request Process

Building owners will need to send an email requesting their energy consumption data to Hagerstown Light Department staff.

## Contact Information

For inquiries, please contact (301) 790-4160 or [engineering@hagerstownlight.org](mailto:engineering@hagerstownlight.org).

## Resources

[Hagerstown Light Department Website](#)

Additional Information for building owners will be posted to this website.



# Pepco Holdings (Pepco and Delmarva Power)

## Data Request Process

Building owners will enroll in the [Energy Usage Data System \(EUDS\)](#) via the [enrollment form](#) on the Pepco informational webpage. They will receive credentials, login to the EUDS, create their buildings, submit requests for energy usage data, and link their buildings to ENERGY STAR Portfolio Manager.

## Contact Information

For inquiries, please contact the Pepco Energy Usage Data System (EUDS) Support Team at [Support@exelonenergyusagedata.com](mailto:Support@exelonenergyusagedata.com).

## Resources

[Pepco informational webpage](#)

[Pepco Energy Usage Data System \(EUDS\)](#)

Pepco's innovative Energy Usage Data System (EUDS) can help you retrieve the aggregate whole building energy usage data of your single or multi-tenant commercial, residential, and industrial buildings and enable you to connect to and send/receive data with ENERGY STAR® Portfolio Manager®



**pepco holdings**<sup>SM</sup>

AN EXELON COMPANY

# Potomac Edison

## Data Request Process

Building owners will use FirstEnergy's benchmarking portal to request whole building aggregate data. Review the [User Guide](#) to get started.

## Contact Information

Building owners can submit an inquiry to FirstEnergy Supplier Services using the [Contact Us](#) form.

## Resources

[FirstEnergy's Energy Benchmarking website](#)



# Somerset Rural Electric Coop

## Data Request Process

For the Somerset Rural Electric Coop's data request process please call 814-445-4106 or complete Somerset's contact us webform.

## Contact Information

For inquiries, please call 814-445-4106 or complete Somerset's contact us webform.

## Resources

[Somerset Rural Electric Coop Website](#)

[Somerset Rural Electric Coop Contact Us Webform](#)



# Somerset Rural Electric Cooperative, Inc.

A Touchstone Energy® Cooperative 

# Southern Maryland Electric Cooperative (SMECO)

## Data Request Process

Building owners will submit their data request through SMECO's [Benchmarking Tool](#), which can also be found on SMECO's website. The benchmarking tool enables building owners to easily download their energy use data in a format that works seamlessly with the EPA ENERGY STAR® Portfolio Manager®.

## Contact Information

For inquiries, please contact [EnergyAnalysts@SMECO.coop](mailto:EnergyAnalysts@SMECO.coop) or call 877-818-4094.

## Resources

[SMECO Website](#)

[SMECO Benchmarking Tool](#)

[SMECO Benchmarking Tool user guide](#)

[SMECO Benchmarking Tool Frequently Asked Questions](#)



# Town of Thurmont

## Data Request Process

Building owners will need to contact the front desk to be connected with the billing department which can provide the electricity usage history for their building.

## Contact Information

For inquiries, please contact the front desk at 301-271-7313 and ask to be routed to the billing department.

## Resources

[Town of Thurmont Website](#)



# Town of Williamsport

## Data Request Process

Contact Town of Williamsport Town Hall.

## Contact Information

For inquiries, please contact Town of Williamsport Town Hall at (301) 223-7711.

## Resources

[Town of Williamsport Website](#)



# UGI Utilities, Inc.

## Data Request Process

Building owners will submit a request for energy use data through UGI's [request for information landing page](#). Building owners that reach out to the Customer Care Department will be directed to this landing page. Required information will be provided to the owner within 5 to 7 days of their request.

## Contact Information

For inquiries, please contact [billingdept@ugi.com](mailto:billingdept@ugi.com) or call the Customer Care Department at 800-276-2722.

## Resources

[UGI Utilities Request for Information Landing Page](#)



# Washington Gas

## Data Request Process

Building owners will request data by reaching out to **aggregateddata@washgas.com** for support. Building owners will need to provide the property address as well as list of units/addresses on-site in order to receive a list of meters. After a meter list is received, customers will enter meters into Washington Gas' Energy [Benchmarking Portal](#) to receive aggregated data and have energy consumption data sent to ENERGY STAR Portfolio Manager.

## Contact Information

For inquiries and data requests, please contact [aggregateddata@washgas.com](mailto:aggregateddata@washgas.com).

## Resources

[WG Energy Benchmarking Portal link](#)

Customers can go here to create account/profile and manage their aggregated data needs. This is the site where they will need to register and link to ESPM to receive/push aggregated data.

[WG Energy Benchmarking Portal User Manual](#)

Step by step user manual

[WG Energy Benchmarking Home Page](#)



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