Using the BEPS Portal

What is this document telling you?

This document will provide you detailed guidance on navigating and using the Building Energy Performance Standards (BEPS) Portal. The BEPS Portal is the Maryland Department of the Environment's (MDE) in-house tool that helps with benchmarking and meeting the program requirements.

What you need to do.

Verify that your building [meets the definition of a covered building](#). Then read through the document and follow the instructions to navigate the BEPS Portal. No further action is needed if your building does not meet the definition of a covered building <u>and</u> it is not listed on the BEPS Portal. If your building is listed on the BEPS Portal but it does not meet the definition of a covered building, you must submit a form to have it removed. (*See the section Types of Forms for more information on forms.*)

What should you do if you still have questions after reading this whole document?

Please let the Maryland Department of the Environment BEPS Compliance Team know if you have any questions by email at beps.mde@maryland.gov.

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BEPS Portal: Getting Started

Visit the BEPS Portal homepage at mdbeps.mde.state.md.us. There you'll be able to access the following:

- Covered buildings map
- Covered buildings list
- Unique building identifiers (UBIDs)
- Exemption forms

What can be accessed with or without a BEPS Portal registered account

Account registration not needed	Account registration needed
Covered buildings list	Submit exemption forms
Covered buildings map	Request a UBID

Create an account or login by navigating to the top right corner of the BEPS Portal homepage.
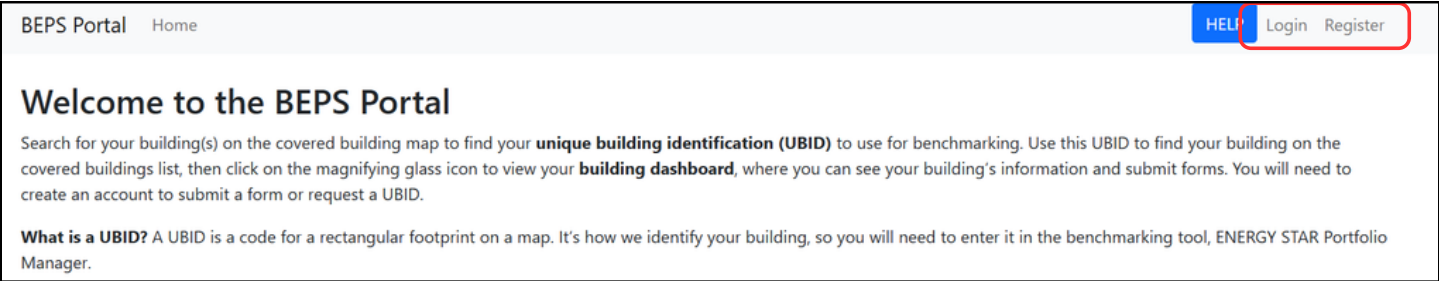
Once you create an account, you'll have full access to the BEPS Portal. Keep reading this document to explore its different offerings.

Covered Buildings Map

The covered buildings map allows you to search by address or manually zoom and pan for your building and find its UBID (even if the address listed in the covered buildings list is incorrect). We recommend using the covered buildings map prior to using the covered buildings list.

> **What is a UBID?**
> The UBID is a unique number chain that is assigned specifically to the footprint of a building. UBIDS are generated based on coordinates and building footprint. A UBID stays the same unless the building's footprint changes or multiple buildings are combined by a metering/HVAC configuration.

To access the map, on the main landing page of the BEPS Portal,

- Click the "Map of Buildings" tab.
- Click "Open Map"

| List of Buildings	Map of Buildings	Submitted Forms								
Action	**UBID**		**Building Name**	**Street Address**	**City**	**County**	**Zip Code**	**Building Status**	**Building Status Date**	**Primary Us**
To filter the list of buildings, type in the desired column, then press "Enter"										

Once in the map view,

- Zoom and pan to find your building's footprint (blue highlight), or
- Search your address by clicking on the magnifying glass in the top right corner of the map. (There are two magnifying glass buttons on the map. You should use the lower of the two with the white background.)

Once you've found your building,
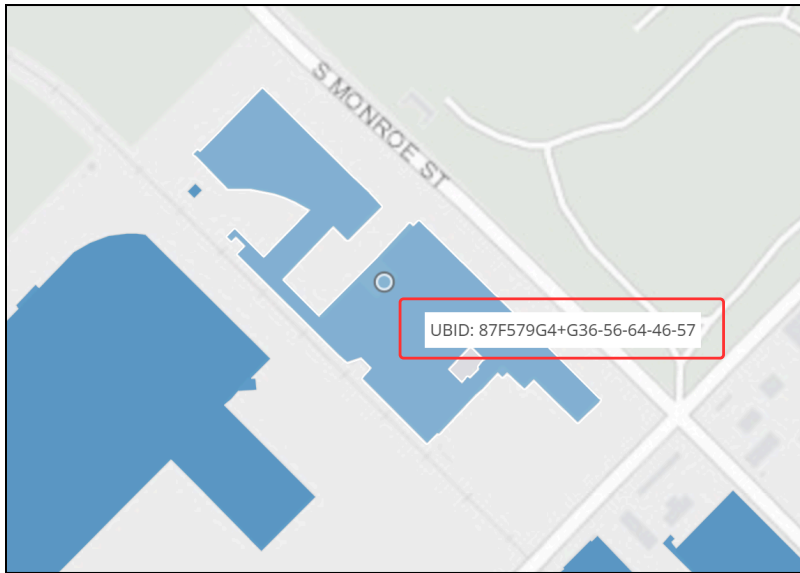
Hover your building's footprint to see its UBID.
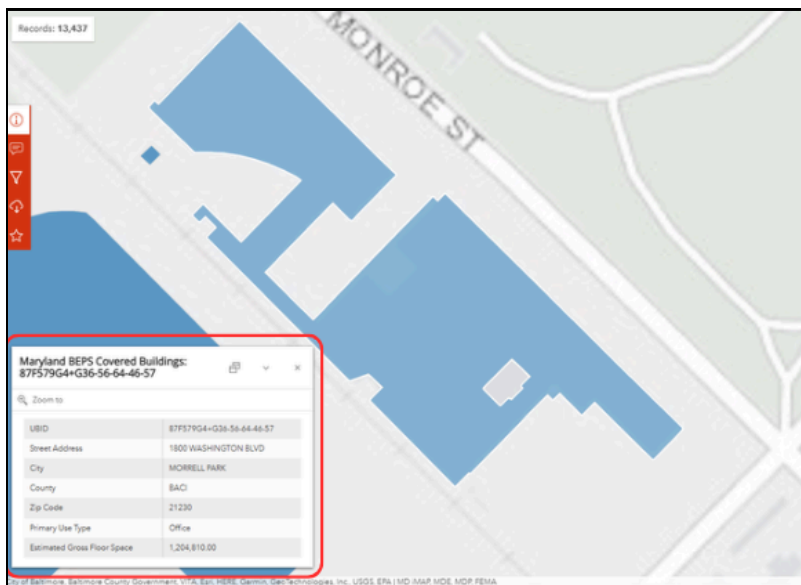
Click on the footprint to copy the UBID and view additional details (address and estimated gross floor area).

⚠️ **Tips & Best Practice**

Double-check and make sure the footprint on the map is associated with your building before using that UBID in ENERGY STAR Portfolio Manager.

⚠️ **Tips & Best Practice**

Don't worry if the street address associated with your building's UBID is incorrect. Information like street address and square footage are based on estimates and will be adjusted based on the information you enter into ENERGY STAR Portfolio Manager.

Covered Buildings List

To access the list, on the main landing page of the BEPS Portal, click on the "List of Buildings" tab.

List of Buildings	Map of Buildings	Submitted Forms							
Action	UBID⬇		Building Name	Street Address	City	County	Zip Code	Building Status	Building Status Date	Primary Us

To filter the list of buildings, type in the desired column, then press "Enter"

To filter the list, enter data in any column and press enter. When entering a street address, avoid using words that may be abbreviated, such as avenue for ave. or road for rd. Example: for "123 Rocky Road", enter "123 Rocky".

Additionally, at the bottom of the list you can control the page display and also the amount of visible entry rows.

The buildings list displays the following characteristics about each building:

○ **UBID:** A specific ID generated for your building; click on the UBID to view a coordinate based mapping of your building

○ **Street Address, City, County, Zip Code:** Estimated street address, city, county, and zip code where the building is located*

○ **Building Status:** The compliance status of the building

○ **Building Status Date:** The date the compliance status of the building changed

○ **Primary Use Type:** The estimated operational use of the building*

○ **Gross Floor Area:** The estimated gross floor area (square footage) of the building*

*Characteristics listed as "estimated" will be updated based on the information you enter into ENERGY STAR Portfolio Manager.

> ⚠ **Tips & Best Practice**
> Do you have multiple UBIDS listed for one building? Click on each UBID and determine which one most accurately represents the footprint of your building. Send the remaining duplicate UBIDS to the BEPS team at BEPS.MDE@maryland.gov and request they be deleted.

Request a UBID Form

If your building doesn't appear in either the buildings list or buildings map, click "Request a UBID" to submit a form and have your building added.

On that form, you must provide the building's coordinates (latitude and longitude). You can find these from Google Maps:

> *Go to the [Google Maps website](#) and enter your building's address in the search bar. Right-click on the building on the map, and in the pop-up menu, the first option will display your building's latitude and longitude, respectively. To copy the coordinates, left-click on them (which automatically copies them) then paste them into the corresponding field in the form.*

After you submit the form, check your inbox for a confirmation email from beps.mde@maryland.gov.

> ⚠️ **Tips & Best Practice**
> If you are submitting a UBID request for multiple buildings, reply to the confirmation email from beps.mde@maryland.gov and provide more details about the covered building's footprint.

When your UBID is generated, you will receive another email from beps.mde@maryland.gov, and then it may take some time before it's on the BEPS Portal. The buildings list will be updated with this new UBID sooner than the buildings map.

> ⚠️ **Tips & Best Practice**
> While waiting for your UBID to be generated, you may still begin benchmarking and submitting your data requests to your utility providers.

Building Dashboard & Submitting Forms

If your building is covered but eligible for exemption, you'll need to submit an exemption form to MDE's Compliance Program. To get started,
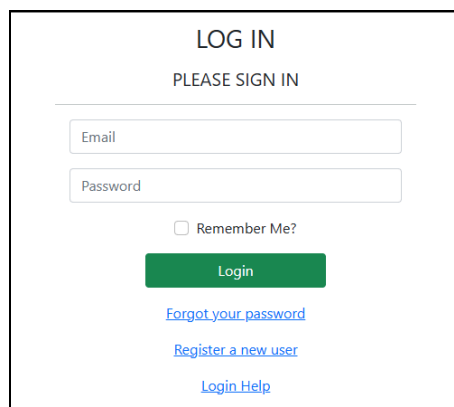
Locate your building in the "List of Buildings"*

Click the blue magnifying glass icon next to the UBID to enter your building's dashboard.
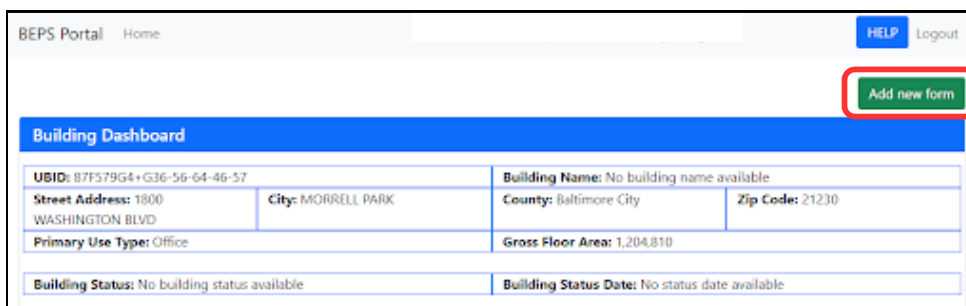
Login using your email and password to view building dashboard.

In the dashboard, to submit a new form, click "Add New Form"

Select the appropriate form from the dropdowns. Submit it with supporting documents; you'll receive email updates from MDE when your form's review status changes.

*You can also search the List of Buildings with the UBID found on the Map of Buildings.

Form Types

The forms available for submission in the BEPS Portal are listed below. *(See the appendix for more details on the forms.)*

- **Categorical Exemption Form Types**
  - Historic Building
  - School Building
  - Manufacturing Building
  - Federal Building
  - Under 35,000 square feet
  - Demolished Building
  - Food Service Facility

- **Annual Exemption Form Types**
  - Financial Distress
  - Reduced Alternative Compliance Payments for Affordable Housing Providers
  - Unoccupied Building
  - Fuel-Fired Equipment

- **Benchmarking Request Form Types**
  - Request for a UBID
  - Data Correction Request
  - Change of Ownership Form
  - Less than 50% Occupancy
  - Request for Target Re-Calculation

- **Campus Compliance Form Types**
  - Campus Compliance Pathway Selection
  - Request to Benchmark as a Campus for Buildings on a Campus not Owned by the Principal Campus Owner
  - Changes to Campus Buildings

- **District Energy Form Types**
  - Building Owner Reporting District Energy Emissions Factors
  - District Energy Providers' Emissions Factors

Next Steps

Great! You've gotten acquainted with the BEPS Portal.

If you have,

- found/requested your UBID,
- submitted an annual (partial) exemption form or another non-categorical exemption form, or
- submitted a categorial (total) exemption form,

please read on for more information:

If you **found/requested your UBID** and/or **submitted an annual exemption (partial) or other non-categorical exemption form**, then you should take a look at the following resources to either finish your upcoming benchmarking report or get ready to benchmark when applicable.

- [MDE Benchmarking Guide](#)
- [Connecting with Your Energy Data Provider](#)

If you **requested a categorical (total) exemption,** then you should wait for the MDE Compliance Program to notify you with their determination. If the program determines that your building is not eligible for total exemption, you will be expected to benchmark the covered building by the next reporting deadline and include previously missed reporting periods.

Appendix

Categorical Exemption Form Types, Definitions, and Notes

- **Historic Building**

    Historic building or space within a building: must be individually designated as a historic property under federal, state, or local law, separate and apart from a building's inclusion in a historic district.

- **School Building**

    A public or nonpublic elementary or secondary school building.

- **Manufacturing Building**

    A building involved in the process of substantially transforming, or a substantial step in the process of substantially transforming, tangible personal property into a new and different article of tangible personal property by the use of labor or machinery, or otherwise designated as a manufacturing building by the Department.

- **Agricultural Building**

    A structure that is used primarily to cultivate, manufacture, process, or produce agricultural crops, raw materials, products, livestock, or commodities, including a greenhouse.

- **Federal Building**

    A building that is owned by the federal government.

- **Under 35,000 square feet**

    A building that is listed on the covered buildings list and/or map and does not meet the definition of a BEPS covered building.

- **Demolished Building**

    A building owner may apply for an exemption from the benchmarking and performance requirements of the BEPS regulation when the building owner can provide documentation showing that the covered building was demolished during the calendar year for which benchmarking is required. Please note: partially demolished buildings or building undergoing renovations do not qualify for this exemption.

- **Food Service Facility**

Food Service Facility: COMAR 26.28 defines a Food Service facilities per 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 café, 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 is not 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."

Annual Exemption Form Types, Definitions, and Notes

- **Financial Distress**

  A building owner may apply for their building to be exempt from complying with the benchmarking and performance standard when the building owner can provide documentation showing that the property is under financial distress. Any exemption approved by MDE will be limited to the benchmarking and performance standard year for which the request was made and shall not extend to past or future submissions. This exemption can be extended each year through re-application if the building still meets the criteria for financial distress. Additionally, a building that was in financial distress and was sold or changed ownership no longer qualifies for this exemption.

- **Reduced Alternative Compliance Payments for Affordable Housing Providers**

  An affordable housing provider* may apply for reduced alternative compliance fees for one calendar year if they can provide documentation that shows an application to a federal or Maryland administered program that would reduce the building's greenhouse gas emissions.

  *Affordable housing provider is defined in COMAR 26.28.01.02: "the owner of a covered building that primarily provides housing to limited income households, where a minimum of 51 percent of households living within the building are at or below 80 percent of the area median income, as defined in the Housing and Community Development Article, §4–1801, Annotated Code of Maryland, or a covered building that is restricted under the Low-Income Housing Tax Credit (LIHTC) program." Note: Application for the reduced alternative compliance payment must be submitted before June 1 of each year, beginning in 2031.

  Note: Any exemption approved by Maryland Department of the Environment (the Department) shall be limited to the alternative compliance fee for the year for which the request was made and shall not extend to past or future years.

  Note: For those who have applied to a federal or Maryland administered program, and have an ongoing, uncompleted project: in order to re-apply for a reduced compliance fee, you must submit a confirmation of the project's active participation status from the program administrator to the Department each year before June 1.

- **Unoccupied Building**

  A building owner may apply for an exemption from Benchmarking and Performance Standard Requirements of the BEPS regulation for one calendar year when the building owner can provide documentation

showing that the covered building was not occupied for the entirety of the calendar year being reported. This application can be resubmitted annually.

Note: Partially unoccupied buildings or buildings with temporary vacancies do not qualify for this exemption. If your building was less than 50% occupied for at least 180 days then submit an "exemption from establishing baseline performance: under 50% floor area occupancy" form.

- **Fuel-Fired Equipment**

  The building owner shall exclude from the benchmarking report submetered and separately metered energy consumption data for emissions from required combustion equipment under the following conditions:

  "Emissions from combustion equipment shall be excluded from the net direct emissions requirements if a federal or State regulation requires a covered building including a health care facility, laboratory, assisted living and nursing facility, military building, critical infrastructure, and a building used in life sciences to use a backup generator or other equipment that shall run on combustible fuel."

Benchmarking Request Form Types, Definitions, and Notes

- **Request for a UBID**

  All buildings in the State of Maryland that meet the definition of a covered building need to meet the BEPS requirements. If you are unable to find your building in the BEPS Portal and it meets the definition of a covered building then you'll need to submit a "Request for UBID" form to have the building added.

- **Data Correction Request**

  This form is only required for covered buildings that have already submitted data through ENERGY STAR Portfolio Manager but need to correct data in their submission after the reporting deadline.

- **Change of Ownership Form**

  This form is only required for a change of ownership of covered buildings. If the use type of the building will also change, please submit a "Request for Target Re-Calculation" after the change of ownership has been completed.

- **Less than 50% Occupancy**

  A building owner may apply for an exemption from establishing baseline performance under the BEPS regulation for one calendar year when the

building owner can provide documentation showing that less than 50% of the floor area of the covered building was occupied for at least 180 days. A covered building may not receive an exemption from the requirement to establish baseline performance for more than 3 years.

Note: building owners must still provide the annual emissions and energy use report to the Department, however it will not be used to establish baseline performance for that building.

Note: completely unoccupied buildings should fill out an exemption request for both the benchmarking and performance standards, "BEPS Benchmarking and Performance Standard Exemption Request: Unoccupied Building."

- **Request for Target Re-Calculation**

    This form is only required for covered buildings that reported during the baseline year but need their targets re-calculated because of a change in the property use type or change in the square footage of a part of the building that will affect an area-weighted target.

Campus Compliance Form Types, Definitions, and Notes

- **Campus Compliance Pathway Selection**

    This form is required for any campus that has a covered building and is choosing to report data as a campus, NOT as separate buildings. Completing this form will begin a process to identify the buildings on the campus and develop campus-level performance standards.

    You may also use this form to identify buildings on a campus that are not owned by the principal campus owner and that will report and comply with the regulations as an individual building.

    Note: Campuses must confirm that all energy data is entered into ENERGY STAR Portfolio Manager for all campus buildings (including those under 35,000 ft2 that are on shared systems and meters with covered buildings). If the principal campus owner agrees to include a campus building they do not own in campus-level compliance, then a separate form "Request to Benchmark as a Campus for Buildings on a Campus not Owned by the Principal Campus Owner" must also be submitted.

    Note: Campuses have the same reporting and compliance deadlines as individual buildings.

    Note: The campus compliance pathway is a flexibility afforded to Maryland buildings that meet the department's definition of a campus. A campus is a collection of two or more buildings of any building type or size that act as a

single cohesive property with a single shared primary function and are owned and operated by the same party. The owner of a covered building may submit an application to meet net direct emissions standards, as specified under the BEPS regulation, at the campus level instead of the individual building level when two or more covered buildings are:

(1) Connected to a district energy system;

(2) Served by the same electric or gas meter; or

(3) Served by the same heating or cooling system(s), which is not a district energy system.

Several building types covered under Maryland's BEPS are allowed to benchmark as a campus when applying for ENERGY STAR certification whether or not they meet the above Maryland definition:

- *Multifamily Housing*
- *Hospital*
- *Hotel*
- *Senior Living Community*

In providing maximum flexibility under MD-BEPS, the Department will allow co-located buildings of the above listed building types that would qualify for campus-level benchmarking for ENERGY STAR 31 certification purposes to benchmark as a campus automatically. Building owners with these buildings will only need to submit the campus compliance pathway forms if their buildings are listed as multiple buildings on the covered buildings list so that the covered building list can be updated. For more information, see the Portfolio Manager FAQ on campuses here.

- **Request to Benchmark as a Campus for Buildings on a Campus not Owned by the Principal Campus Owner**

  This form is intended for buildings on a campus that are not owned by the principal campus owner and want to report and comply with the building energy performance standard at the campus-level.

  Note: Campuses have the same reporting and compliance deadlines as individual buildings.

- **Changes to Campus Buildings**

  This form is intended for campuses that want to report changes in their buildings.

District Energy Form Types, Definitions, and Notes

- **Building Owner Reporting District Energy Emissions Factors**

    This form is only required for buildings in Maryland that are covered buildings and are connected to a district energy system.

    Note: Building owners must report all district energy use to the Department via the ENERGY STAR Portfolio Manager tool. See the benchmarking guide for more specifics on how to do so. This form is for reporting the district energy emissions factors for the district energy products delivered to your building, as provided to you by your district energy provider. This form is required so that the Maryland Department of the Environment can adjust your direct emissions appropriately.

- **District Energy Providers' Emissions Factors**

    This form is required for district energy providers in Maryland that serve covered buildings through a district energy system.

    Per COMAR 26.28.01.02.B, District energy system means a system in which thermal energy generated at one or more central facilities provides heating or cooling through a network of insulated underground pipes to provide hot water, steam, space heating, air conditioning, or chilled water to nearby buildings.

    Note: By March 1st of each calendar year, district energy providers must provide the Maryland Department of the Environment (the Department) with emissions factors and a full and detailed accounting of their calculation.

    In addition to providing this information to the Department, district energy providers must provide greenhouse gas emissions factors per unit of district energy input (steam, hot water, chilled water, etc.) to the covered building owners and to the Department for benchmarking and compliance purposes.

    Before proceeding with completing this form, please download and fill out MDE's spreadsheet for emissions factor calculations to document your efficiency method calculations as required in the TM24-01 and then upload it along with any additional supporting documentation.