The [Building Emissions Saving Ordinance (BESO)](#) requires annual building energy benchmarking through Energy Star Portfolio Manager for all buildings larger than 15,000 sqft as well as an energy assessment for buildings larger than 25,000 sqft every 5 years. For all BESO requirements, please visit the [BESO Large Building Requirements](#) page.

Step 1: Verify Energy Data

Before submitting the 2023 Benchmark, please verify that all energy data for your building has been inputted into ENERGY STAR for the full 2023 calendar year and no months are missing data.

- Log-in to ENERGY STAR Portfolio Manager: https://portfoliomanager.energystar.gov
- Click on the "Energy" tab of your property
- Scroll down to the "Meters—Used to Compute Metrics"
- Click on each meter and confirm that all months for 2023 are accounted for

▶ **Basic Meter Information** (***click on the arrow to the left to expand this section***)

▼ **Monthly Entries**

Display Year(s): 2023 ✕

	Start Date	End Date	Usage kBtu (thousand Btu)	Total Cost ($)	Estimation	Green Power	Demand (kW)	Demand Cost ($)	Last Updated
☐	1/1/2023	2/1/2023	1,000		☐	☐			3/14/2024 BERKELEYPLAN
☐	2/1/2023	3/1/2023	1,000		☐	☐			3/14/2024 BERKELEYPLAN
☐	3/1/2023	4/1/2023	1,000		☐	☐			3/14/2024 BERKELEYPLAN
☐	4/1/2023	5/1/2023	1,000		☐	☐			3/14/2024 BERKELEYPLAN
☐	5/1/2023	6/1/2023	1,000		☐	☐			3/14/2024 BERKELEYPLAN
☐	6/1/2023	7/1/2023	1,000		☐	☐			3/14/2024 BERKELEYPLAN
☐	7/1/2023	8/1/2023	1,000		☐	☐			3/14/2024 BERKELEYPLAN
☐	8/1/2023	9/1/2023	1,000		☐	☐			3/14/2024 BERKELEYPLAN
☐	9/1/2023	10/1/2023	1,000		☐	☐			3/14/2024 BERKELEYPLAN
☐	10/1/2023	11/1/2023	1,000		☐	☐			3/14/2024 BERKELEYPLAN
☐	11/1/2023	12/1/2023	1,000		☐	☐			3/14/2024 BERKELEYPLAN
☐	12/1/2023	1/1/2024	1,000		☐	☐			3/14/2024 BERKELEYPLAN

✕ Delete Selected Entries
╋ Add Another Entry
📋 Learn how to copy/paste
✕ Delete ****ALL**** Meter data for this meter

⬇ Download to Green Button XML   📊 Download to Excel

If you've set up an automatic data transfer from PG&E and are missing 1 or more months of data or have overlapping entries, see the following guide: www.bit.ly/BESO-Correct-Energy-Data-Issues. See the next page for how to resolve a duplicate entry error.

Troubleshooting: Duplicated Monthly Data Error

A data sharing issue may have resulted in the duplication of monthly data for the April 2023 record timeframe. ESPM highlights the issue with an Overlap error message between the duplicated records as shown below:

☐	4/1/2023	4/30/2023	564.4	1,100.7	☐	6/17/2023 Pacific Gas and Electric Whole Building
⚠ Natural Gas has an overlap of 30 days between 04/01/2023 and 04/30/2023. Please confirm this is correct or remove the overlap by adjusting the dates per your meter entries and saving your changes. For more help, see this FAQ.						
☐	4/1/2023	4/30/2023	564.4	1,100.7	☐	6/17/2023 Pacific Gas and Electric Whole Building

The duplicated entry will need to be deleted. To delete a duplicated/overlap entry:
- Select the checkbox to the left of the record that you want to delete
- Scroll to the bottom of the monthly records and select "Delete Selected Entries"
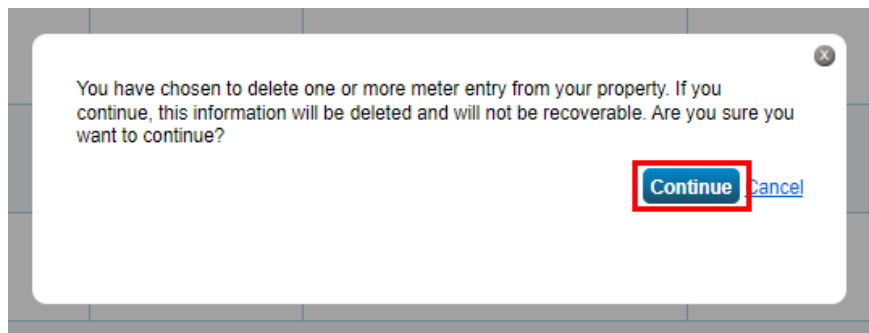- Confirm that you would like to delete
- Select "Save Bills"

☑	04/01/2023 📅	04/30/2023 📅	564.4	1,100.7	☐	6/17/2023 Pacific Gas and Electric Whole Building
⚠ Natural Gas has an overlap of 30 days between 04/01/2023 and 04/30/2023. Please confirm this is correct or remove the overlap by adjusting the dates per your meter entries and saving your changes. For more help, see this FAQ.						
☐	4/1/2023	4/30/2023	564.4	1,100.7	☐	6/17/2023 Pacific Gas and Electric Whole Building

✖ Delete Selected Entries   📄 Download to Excel
➕ Add Another Entry
🖼 Learn how to copy/paste
✖ Delete ****ALL**** Meter data for this meter

You have chosen to delete one or more meter entry from your property. If you continue, this information will be deleted and will not be recoverable. Are you sure you want to continue?

Continue Cancel

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Step 2: Submit the 2023 Benchmark
- Open the **2023 benchmark link**
- Sign-in to ENERGY STAR Portfolio Manager
- Scroll down to the bottom of the page "Your Response"
  - Select "One Property"
- Choose your property
- Click "Generate Response Preview"

About Your Response

Who is this data being submitted on behalf of?

- ● myself
- ○ someone else

Your Response

Select Information to Include:

Timeframe: * [Single Year ▼] [Dec 31 ▼] [2023 ▼]

ℹ If the data requestor has specified a timeframe for the request, you will not be able to change it.

Properties: * [Select Properties] Selected Properties: 1

ℹ The data requestor may have asked for one or more standard IDs to be included with the property information. Make sure you have entered the requested standard IDs for each property before sending your response.

[Generate Response Preview] Cancel

- Click on the "**Data Requests from Others**" tab
- Scroll down to the 2023 Data Request template
- Click the "I want to..." on the row labeled with the "**City of Berkeley - Annual Energy Benchmark Summary for 2023 Data**"
- Click "Send Response"

Charts & Graphs

Weather Normalized Source EUI
How much total primary fuel would be required by my properties, under average weather conditions?

ENERGY STAR Performance Documents

- Statement of Energy Performance (SEP)
- Statement of Energy Design Intent (SEDI)
- Data Verification Checklist
- Progress & Goals Report
- ENERGY STAR Scorecard
- Water Scorecard

| Data Requests from Others | My Reports and Templates | ENERGY STAR Reports | | [Create a New Template] |

✅ Your new response preview(s) has been generated.

◆ Name	◆ Status	▲ Action
▶ Data Request:City of Berkeley - Annual Energy Benchmark Summary for 2023 (Request from BESO Helpdesk)	**Response Preview Generated:** 3/14/2024 6:04 PM No errors found	[I want to... ▼] I want to... Edit Properties and Timeframe Preview Response Download Preview in Excel Generate a New Response **Send Response** Delete Response
▶ Data Request:City of Berkeley - Annual Energy Benchmark Summary for 2022 Data (Request from BESO Helpdesk)	**Response Started:** 10/17/2023 1:27 PM	
Data Request:2022 California Energy Commission - With Energy (Request from California Energy Commission)	**Response Started:** 3/30/2022 11:53 AM	

- Scroll down to "E-Sign your Data Response"
- Check the box next to the line that says "I hereby certify…"
- Sign your username and password
- Click the box that says "E-Sign Response"
- Click "Send Data"

2 What format would you like your data in for the email attachment?
- ◉ Excel
- ○ XML

3 E-Sign your Data Response, then "Send Data"

1 ☑ hereby certify that I am releasing data about my properties, or on behalf of someone else, to BESO Helpdesk with City of Berkeley.

Your username: **2** * BESOHelpdesk

Your password: * •••••••••• **3** E-Sign Response

4 Send Data

By clicking Send Data, you will release data to BESO Helpdesk (City of Berkeley). You will receive a confirmation email with a receipt and a copy of the data attached.

4 Send Data   Cancel

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

The benchmark has now been sent to the City of Berkeley. Please reach out to the BESO Team if you have any questions about the process or the status of your submittal (BESO@BerkeleyCA.gov).