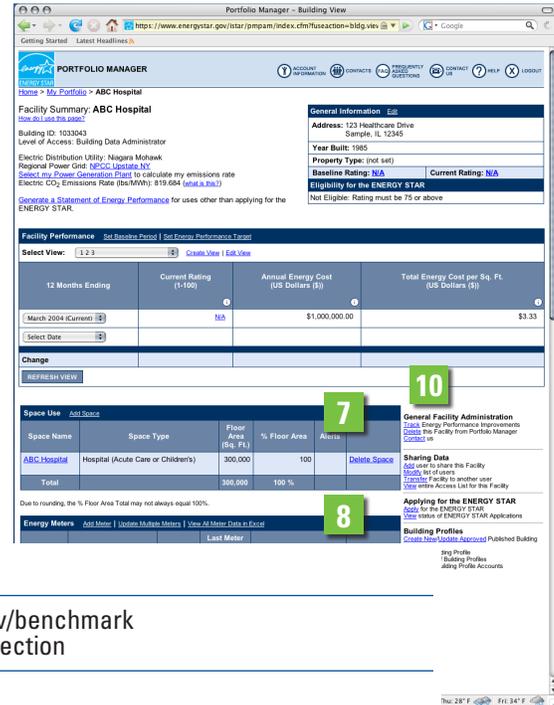


Benchmark and Join E²C

Use the US EPA's energy performance rating system within Portfolio Manager to rate the energy performance of your hospitals on a scale of 1–100 and join the American Society for Healthcare Engineering's energy efficiency commitment initiative (E²C). Set a baseline and target and update the data regularly to gauge progress over time. Portfolio Manager allows you to share your data confidentially with ASHE, track and quantify savings, and apply for recognition.

A USE PORTFOLIO MANAGER STEP-BY-STEP



STEP	ACTIVITY	ACTION										
1	Access Portfolio Manager	http://www.energystar.gov/benchmark Scroll down to the Login section										
2	Access your account <ul style="list-style-type: none"> ■ Create a new account ■ Login to an existing account ■ Get a brief system overview 	<ul style="list-style-type: none"> ■ Click REGISTER ■ Enter user name and password and click LOGIN ■ TAKE THE PORTFOLIO MANAGER TOUR to learn more 										
3	Review system updates and enter into account.	Click ACCESS MY PORTFOLIO										
4	Add a new facility	Click ADD A PROPERTY										
5	Select property type	Select "A hospital composed of a single facility or collection of facilities" and click CONTINUE										
6	Enter general facility information	Enter data and click SAVE										
7	Enter space use data <table border="1" data-bbox="90 1428 609 1512"> <thead> <tr> <th>Space Name</th> <th>Space Type</th> <th>Floor Area (Sq. Ft.)</th> <th>% Floor Area</th> <th>Alerts</th> </tr> </thead> <tbody> <tr> <td colspan="5">No Space Defined</td> </tr> </tbody> </table>	Space Name	Space Type	Floor Area (Sq. Ft.)	% Floor Area	Alerts	No Space Defined					Go to "Space Use" section and click ADD SPACE <ul style="list-style-type: none"> ■ Enter a facility name, select the space type, and enter an effective date. Click CONTINUE ■ Enter space data. Click SAVE <i>Repeat for all space types (e.g., data centers, garage/lots)</i>
Space Name	Space Type	Floor Area (Sq. Ft.)	% Floor Area	Alerts								
No Space Defined												
8	Enter energy use data <table border="1" data-bbox="90 1606 609 1690"> <thead> <tr> <th>Meter Name</th> <th>Energy Type</th> <th>Space(s)</th> <th>Last Meter Entry (End Date)</th> <th>Alerts</th> </tr> </thead> <tbody> <tr> <td colspan="5">No Meter Defined</td> </tr> </tbody> </table>	Meter Name	Energy Type	Space(s)	Last Meter Entry (End Date)	Alerts	No Meter Defined					Go to "Energy Meters" section and click ADD METER <ul style="list-style-type: none"> ■ Enter Meter name, type, and units. Answer Meter Use Activity and Energy Data questions. Click SAVE ■ Enter number of months and start date. Click CONTINUE ■ Enter energy use and cost. Click SAVE <i>Repeat for all fuel types</i>
Meter Name	Energy Type	Space(s)	Last Meter Entry (End Date)	Alerts								
No Meter Defined												
9	Review and interpret results	Go to "Facility Performance" section and review your results. Guidance is provided on page two of this guide.										
10	Manage account and apply for recognition	Share data, generate a Statement of Energy Performance, "Select My Power Generation Plant" to calculate your emissions rate, apply for the ENERGY STAR, create a building profile, and perform other administrative tasks										

B JOIN ASHE²C STEP-BY-STEP



STEP	ACTIVITY	ACTION
1	Share your Facility with ASHE, which is <i>strictly confidential</i> . See the final page of this document for more information on security.	<ul style="list-style-type: none"> From the "My Portfolio" page, click SHARE FACILITIES Use the "Master Account" drop down menu to find "American Society for Healthcare Engineering ASHE_E2C" Click ADD AND MODIFY
2	Select the appropriate role and access level	Under Access Roles, select "Read Only." Keep the other default settings for maximum security
3	Choose the appropriate Facility Group such as ASHE chapters within the ASHE account	Select the group from the pull down menu. Click CONTINUE
4	Select the facility(ies) you would like to share with the ASHE Master Account	Place a check next to the facilities to share and click CONTINUE
5	Confirm access changes are correct.	Review and click SAVE. Then, click RETURN
6	Set a Baseline Period	<ul style="list-style-type: none"> Select the facility under "Facility Name." Then, click SET BASELINE PERIOD next to "Facility Performance" Select the Baseline Period you would like to use, or choose to let Portfolio Manager set it for you. Click SAVE

Note that by going through this process you will be able to compare the average baseline rating for your acute care hospital against your average current rating. ASHE will recognize hospitals that achieve at least a 10% improvement. To apply, see the E²C Web site for more information.

7	Set Energy Performance Target	<ul style="list-style-type: none"> Look next to "Set Baseline Period" Click SET ENERGY PERFORMANCE TARGET Set your target based on a rating goal (left) or by a percent reduction goal (right) Click RECALCULATE Click SAVE when finished
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ASHE E²C recognizes hospitals with 10% improvement over the past five years. This means you can input historical data and set your baseline period back to 2003. Be sure to set your energy performance target to 10% improvement and see what rating is needed to achieve ASHE recognition.

Contacts:

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ELIGIBILITY CRITERIA

- Gross square footage of 20,000–5,000,000
- Maximum of 40 floors
- Between 16 and 1510 licensed beds
- Occupied for at least 11 of the last 12 months
- No more than 10 percent of floor area designated as computer data center space
- 50 percent or more of floor area must consist of any combination of Acute care or Children’s space-types

If a medical office is part of a hospital campus, is separately metered, and meets all eligibility requirements, then it should be entered as part of the hospital campus square footage, and as a stand alone medical office facility to earn a separate rating.

RATING INTERPRETATION

Establish a baseline in your portfolio, set improvement goals, and create an action plan. ASHE will recognize hospitals that achieve at least a 10% improvement at any point along the 1–100 scale. Refer to the E²C Web site for training and education, and use the guidance below for general next steps.

- 1–49** Greatest opportunity for improvement. Investments in new equipment, combined with aggressive low-cost operations and maintenance practices could have the greatest impact on your bottom line.
- 50–74** Significant opportunity to reap savings. Simple, low-cost operations and maintenance practices, combined with equipment upgrades, could yield significant savings.
- 75–100** Opportunity to apply for the ENERGY STAR through EPA and demonstrate best practices. Continue to improve and maintain superior performance by focusing on operations and maintenance.

DATA NEEDED

- Building or campus address including zip code
- Year Built
- Number of licensed beds
- Gross square footage
- Number of buildings on campus
- Number of floors in the tallest building on campus
- At least 12 consecutive months of overlapping energy use and cost for all fuel types
- Presence or absence of a laboratory, tertiary care services, and on-site laundry facility
- Ownership status (Non-profit/For-profit/Governmental)

HELPFUL HINTS

- Enter 12 consecutive months of overlapping energy data without gaps in time.
- When entering data, there’s no need to include commas or other punctuation.
- When updating a facility’s energy use, be sure to select the correct units of measurement.
-  **ACCOUNT INFORMATION** Change your password or user profile.
-  **CONTACTS** Maintain contact information for your energy team.
-  **FREQUENTLY ASKED QUESTIONS** View answers to Frequently Asked Questions.
-  **CONTACT US** Use this option or e-mail buildings@energystar.gov.
-  **HELP** Access user-support information and get answers.

FEATURES

- **Share facilities across accounts.** From the Facility Summary page, go to “Sharing Data,” click **ADD**.
- **Generate a Statement of Energy Performance.** Use it as a management report and as a transactional document. From the Facility Summary page, click **GENERATE A STATEMENT OF ENERGY PERFORMANCE** and select a “Period Ending Date” and click **GENERATE REPORT**. (see **10** page one).
- **Track Current Rating and “Eligibility for ENERGY STAR.”** From the Facility Summary page, in the “General Information” box, check “Eligibility For ENERGY STAR” and click **APPLY** if applicable.
- **Track Water Meters.** From the Facility Summary page, go to the “Water Meters” section below the “Energy Meters” section. Click **ADD METER** and follow steps to get started.

Sharing Data

[Add](#) user to share this Facility
[Modify](#) list of users
[Transfer](#) Facility to another user
[View](#) entire Access List for this Facility



PORTFOLIO MANAGER
[Home](#) > [My Portfolio](#) > **ABC Hospital**

NOT FOR USE WHEN APPLYING FOR THE ENERGY STAR

**Statement of Energy Performance
FACILITY SUMMARY REPORT**
ABC Hospital
For 12-month Period Ending September 30, 2013
Date Generated: February 25, 2014

This document was generated using EPA's Portfolio Manager system. All information shown is based on data provided by the building information system (BEMS). Changes to the data in the Facility Summary report generated automatically on the E2C² Facility Summary for a PC user.
© 2013 Energy Star
Version 3.1.0.0
Year Built: 1995
Campus Code: 000 300 000

Facility Space Use Summary

Facility (Acute Care of Children)	Number of Licensed Beds	Number of Licensed Beds	Number of Licensed Beds	Number of Beds	Number of Beds
ABC Hospital	100	100	100	100	100

Energy Performance Comparison

Category	Actual	Target	Score	Target	Industry Average
Energy Performance Index	88	88	88	88	88
Electricity	100	100	100	100	100
Gas	100	100	100	100	100
Water	100	100	100	100	100
CO ₂ Equivalent	100	100	100	100	100

More than 20% of your building is certified as an Acute Care of Children. This building cannot be rated. You will be ineligible to be included in the national ranking of Acute Care of Children.





LEARN MORE AT
energystar.gov

The ENERGY STAR® guidelines for superior energy management were established by the U.S. Environmental Protection Agency to help organizations reduce their greenhouse gas emissions.
www.energystar.gov.

How Private Accounts are Protected in EPA’s Energy Performance Rating System within Portfolio Manager

Access to the information you enter into Portfolio Manager regarding your buildings’ features and energy use is password-restricted to you and only those individuals you choose. No information in your account will be examined without your expressed written or verbal permission. All building data and messages communicated over the web are secured by Secure Socket Layer (SSL) encryption to protect data transmissions. No information is transferred openly over the web.

The primary account holder (the person who set up the account) can share access to the account with other people, with varying levels of security:

- **Unofficial Sharing Method:** The primary account holder can just give the other person the name and password. We do not recommend this! Doing so will allow the other person to achieve maximum access to the account, enabling data manipulation and sharing rights to other parties that may not have been vetted by you.
- **Official Sharing Method:** Do this instead! Portfolio Manager provides the ability to share multiple facilities from your account with other users of the system. Users with whom access is being shared (or removed) MUST have a Portfolio Manager user account. This is a level one security feature. No one can obtain access to specific accounts unless they are already registered within Portfolio Manager and specifically provided access by another user.

The MAXIMUM SECURITY access role is “Read Only” and No Optional Rights. EPA recommends this maximum security access role to hospitals that share their account with the ASHE master account to join the E²C initiative. ASHE won’t be able to manipulate any data. ASHE would not be able to set a baseline, nor could it provide access of this account to other users, nor delete the shared facility from your account.

Select Access Rights

STEP 2: Select the set of Access Rights you want to provide this User.

Access Role	Access Rights
<input type="radio"/> Facility/Profile Editor	(1) Edit all Data for this Facility; (2) Generate a Statement of Energy Performance; (3) Submit an ENERGY STAR Building Application; (4) Create/Edit a Building Profile
<input type="radio"/> Facility Editor	1) Edit all Data for this Facility; (2) Generate a Statement of Energy Performance; (3) Submit an ENERGY STAR Building Application; May NOT create/edit a Building Profile
<input type="radio"/> Profile Editor	1) Create/Edit a Building Profile; May NOT edit any other data for this facility, generate a Statement of Energy Performance or submit an ENERGY STAR Building Application
<input type="radio"/> Read Only	Read Access only; May NOT edit any data for this facility, generate a Statement of Energy Performance, submit an ENERGY STAR Building Application or create/edit a Building Profile

Optional Rights (rights that are added to the selected access role)

Can this user set a baseline for the shared facilities? Yes No
(Note: There is only one baseline date per facility.)

Can this user provide access to the shared facilities with other users? Yes No
(Note: A user cannot delegate any access role greater than their own. See table above. All users who are given this right will be able to assign this right to other users.)

Can this user delete the shared facilities from your account? Yes No
(Note: This right is reserved only for Facility/Profile Editors or Facility Editors.)

The primary account holder can remove access to their accounts anytime, simply by going into the share feature and removing any party that has previously been granted access rights.