



Energy Tracking Tool Quick Start Guide

EPA’s ENERGY STAR Energy Tracking Tool (ETT) helps manufacturers track and monitor energy use, performance, and energy-related greenhouse gas (GHG) emissions over time, while working toward energy reduction goals.

Use the ETT to organize energy data, establish energy and emissions reduction goals, and track progress toward those goals from a defined baseline with a simple dashboard and selection of pre-formatted reports.

The ETT is designed to support manufacturing companies participating in the ENERGY STAR program, particularly companies that have not invested in custom data tracking systems. The ETT’s flexibility also makes it appropriate for a broad range of organizations.



Using the ETT

- Step 1: *Get Started*
- Step 2: *Establish Your Organization and Locations*
- Step 3: *Enter Your Energy Data*
- Step 4: *Enter Your Production Data*
- Step 5: *Set Your Reduction Goals*
- Step 6: *Generate Reports*
- Step 7: *View Your Progress on the Dashboard*

The ETT has several key features that make it most useful to manufacturing companies.

- ✓ The ETT’s **customizable energy intensity metrics** allow users to specify their own production-based units, such as tons of product or labor hours. These units can be used to normalize energy and emissions to any measure of production and to compare energy and emissions intensities against their baseline values or against similar facilities.
- ✓ A **portfolio-wide dashboard function** provides users with a summary of performance and progress toward goals.
- ✓ **Pre-formatted reports** make it easy for users to analyze data and communicate results.
- ✓ The ETT can generate a **Statement of Energy Improvement** that is used to document the energy intensity reduction of a site for the ENERGY STAR Challenge for Industry.

1 Get Started

The ETT has multiple worksheets for entering data, tracking, and performing a variety of analytical functions. Begin by opening the Excel file and following the instructions below to get started.

1. The ETT opens to the **Welcome** page, which provides information on where to find instructions and tips for each worksheet, and a color-coded guide for entering information.
2. The other worksheets are initially hidden until you click on the **Proceed to Main Menu** arrow to start entering your data.
3. All of the key user-entry worksheets are listed on the **Main Menu** worksheet. The **Main Menu** will also give you the status of your progress toward entering data for each required worksheet.
4. To go to the **Main Menu** or advance to other ETT worksheets, click on the blue arrows.



4 Enter Your Production Data

Entering production data for your organization and facilities enables the ETT to calculate energy intensity metrics. The instructions below will guide you through this process.

1. Click on the **Production Data** arrow to progress to the next worksheet.
2. The ETT allows you to define your own production metric (e.g., tons of cement, number of cars, total hours worked, etc.) for both the organization as a whole, and individual facilities.
3. Production data is necessary in order to use the intensity metrics in the tool's report and the **Reduction Goal** worksheet.

5 Set Your Reduction Goals

The **Reduction Goal** worksheet allows you to set energy and GHG emission reduction goals, in terms of intensity-based or absolute reductions, for your organization as a whole as well as for individual facilities.

1. Goals should be entered as the percentage change from the baseline year, not in annual reductions. In column H, input the *annual* projected percent change in production. This value is used to adjust energy intensity targets to reflect anticipated changes in production.
2. Use the **Goal Assessment Tables** to experiment with different reduction goals. Change the goal year to see what annual reductions are necessary to achieve the overall goal.
3. Click on the **Reduction Goal Tracking** button to see if you are on track to meet your goals. Or, continue on to the **Dashboard** by clicking on the blue arrow. The Dashboard provides a more streamlined, visual look at how your facilities are progressing toward your goals.
4. For more details on how the goals are calculated, click on the **View Background Tables** checkbox at the bottom of the page.

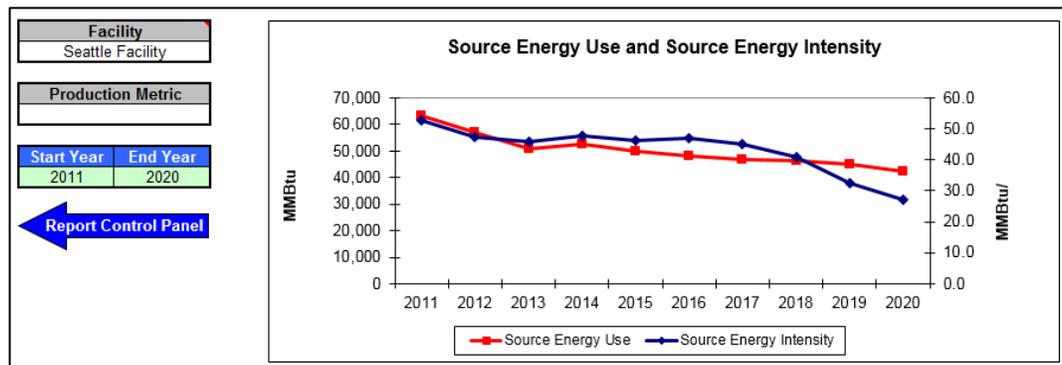
6 Generate Reports

The ETT generates several common reports that can be used to assess the performance of your organization or facility. Follow these steps to generate and view reports.

1. Start by going to the **Report Control Panel** to select which reports to display.
2. Choose the scope of the report (i.e., whole organization or individual facility) from the pull-down menu in the upper left of the sheet.
3. To select a report, click on the checkbox next to each title. Each report includes a brief description. There is also a **Show All** option at the bottom of the list.
4. When you select a report's checkbox, the corresponding report will open as a new worksheet (visible as a tab along the bottom of the window). Simply click on the tab of the report you would like to see. The worksheet **Source-Site Details** will change to correspond to the scope of the **Report Generator**, set from the pull-down menu on the **Report Control Panel**.

Note

If you are completing a **Statement of Energy Improvement** for the ENERGY STAR Challenge for Industry, be sure to check the corresponding box in the **Report Control Panel**.



- To print a complete report, click anywhere on the report (except on a chart) and go to File → Print. To print an individual chart, click on the chart and go to File → Print.

7 View Your Progress on the Dashboard

The **Dashboard** provides a one-page summary of portfolio-wide performance. It offers a snapshot of energy consumption, emissions, and cost data at three specified points in time (baseline year, current year, and goal year) for the organization and individual facilities, thus reflecting progress toward defined reduction goals.

- The **Dashboard** combines the historical data with the goals entered in the **Reduction Goal** worksheet to check progress toward goals. Using a color-coded key, this worksheet will inform you if you are on track, almost on track, or not on track to meet your goal.
- Use pull-down menus to specify the **Current Month** and **Current Year** – or another month and year for evaluation purposes – as an interim check on progress between the baseline year (past) and goal year (future).
- The pull-down menu titled **Select View** allows you to track performance and progress toward goals in five areas: source energy consumption; site energy consumption; energy-related GHG emissions; energy-related CO₂ emissions; and energy costs.
- The **Dashboard** will note whether you’ve chosen an absolute goal or intensity goal in row 11. See comments in row 13 for explanations of how to interpret results for absolute and intensity goals.

Energy Consumption Goal		Percentage Change from Baseline Year		
Goal Year	Type of Goal	Energy Consumption Reduction Goal	GHG Emissions Reduction Goal	Annual Projected % Increase or Decrease in Production
2011	Intensity	10.0%	9.0%	2.0%
2011	Absolute	15.0%	13.0%	3.2%
		12.0%	8.0%	2.8%

NOTE: Users interested in seeing the heat values and emissions factors used in the ETT, as well as understanding the underlying functionality of **Dashboard** and **Reduction Goal** worksheets, should click the “View Reference Tables” checkbox at the bottom of the **Main Menu**. Worksheets will be unhidden to the right of the reports (see gray worksheet tabs).

Learn More!

To learn more about the Energy Tracking Tool, visit <http://www.energystar.gov/ett>.