How to Respond to the 2015 National Building Competition Data Request

EPA will make three data requests over the course of the competition, requesting baseline, midpoint, and final building data. You will access each request via a unique hyperlink (see page 2) that takes you to Portfolio Manager where you can use these instructions to respond to the data request.

Responding to a data request is different from sharing a property with a contact because when you respond to a data request, you release only the information specified by the requestor for the designated time period.

Process for Responding to Data Requests

1. Access the request.
2. Prepare a response.
3. Preview the response.
4. Submit the response.

When you submit building data in response to this request, you will be submitting the following metrics to EPA. EPA may publish the metrics indicated with asterisks and will also calculate and publish water use intensity (kgal/square foot) for those buildings competing in the “Energy and water” portion of the competition.

- Portfolio Manager property ID
- Property Name*
- Energy current date
- ENERGY STAR Score
- Primary Property Type - Self Selected
- Primary Property Type - EPA Calculated*
- Service and Product Provider*
- Address 1
- Address 2
- City*
- State*
- Postal Code
- Year Built*
- Property Floor Area (Building(s)) (ft^2)
- Property Floor Area (Parking) (ft^2)
- ENERGY STAR Certification - Eligibility
- ENERGY STAR Certification - Year(s) Certified
- Site Energy Use (kBtu)
- Site EUI (kBtu/ft^2)
- Weather Normalized Site EUI (kBtu/ft^2)
- Source Energy Use (kBtu)
- Source EUI (kBtu/ft^2)
- Weather Normalized Source EUI (kBtu/ft^2)*
- Total GHG Emissions ($MtCO_2e$) *
- GHG Emissions intensity ($MtCO_2e/ft^2$)
- Water Current Date [if competing]
- Water Use (kgal) [if competing]
- Data Center - PUE
- Weather Normalized Water/Wastewater Source EUI (kBtu/gpd)

1 Access the Request

Click on one of the links below to respond to the EPA data request. You will be directed to login to Portfolio Manager, and then directed to the **Respond to Data Request** page.

Energy and water data request
https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/9a9c41e7-072d-46ec-b2dc-a3c98eb2dc23

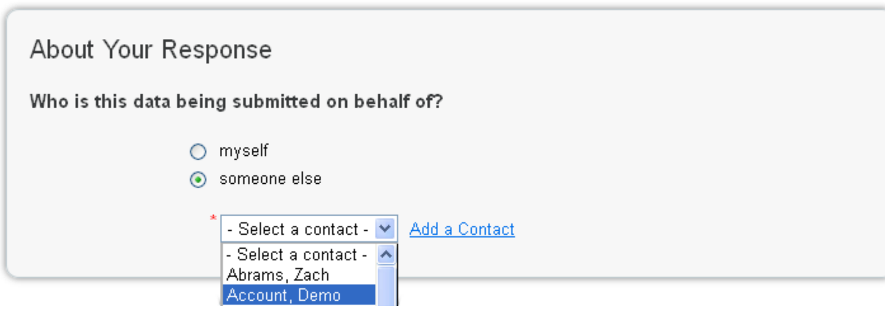
Energy only data request
https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/0e17b63e-e3dd-4345-a3b8-e8b1f48ce424

2 Prepare a Response

On the **Respond to Data Request** page, provide the requested information for each section.

In the **About Your Response** section, select the user whose data is being submitted.

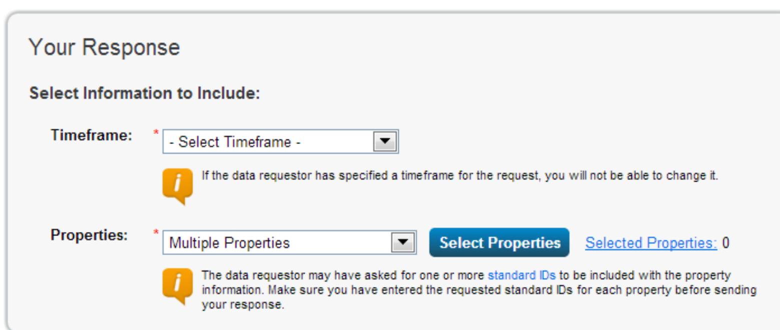
- ✓ Select **myself** to submit the response on your own behalf.

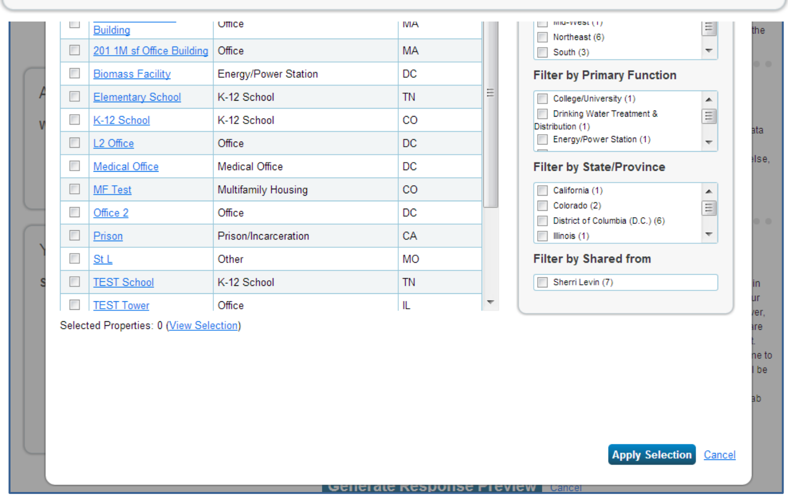


- ✓ Select **someone else** to choose a contact with whom you are associated. Select the contact from the drop-down list or click **Add a Contact** to add a new contact.

In the **Your Response** section, select information to include in the response.

- ✓ **Timeframe:** The baseline period for the 2014 Competition is the year ending 12/31/2013, and you will not be able to change this value.
- ✓ **Properties:** Select the number of properties to include in the response. If you select **Multiple Properties**, you must specify which properties to include. Click **Select Properties** and then choose the properties from the list and click **Apply Selection**. If there are many properties in your account,





you can quickly identify properties to include in your response by sorting them based on group name, primary function, location, or by using the filter function.

Click **Generate Response Preview** after you have selected completed each section of the **Respond to Data Request** page.

3 Preview Response

After you generate the response preview, you can view it in on the **Reporting** tab. You will see a notification in the **Templates & Reports** section when your preview is available.

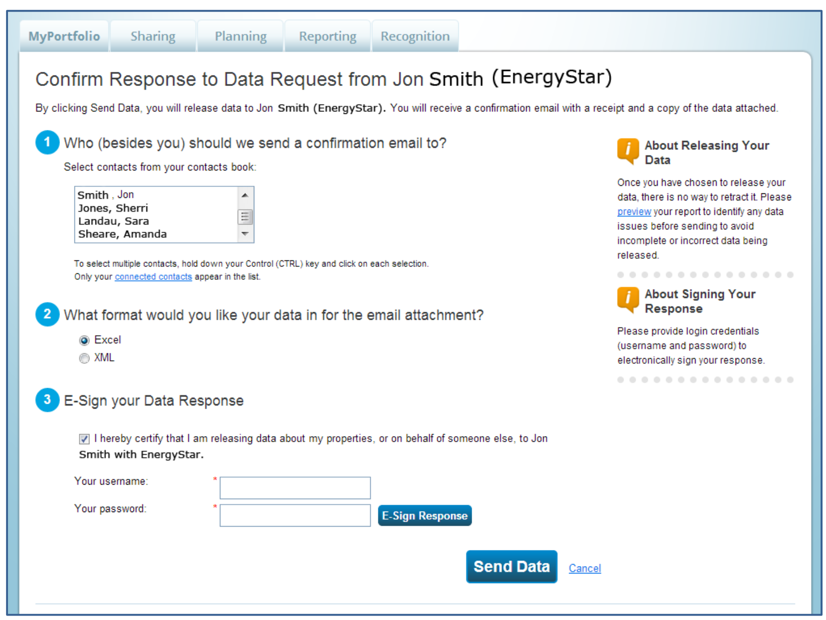
You can preview the response before sending it.

- ✓ Select **Preview Response** from the drop-down menu next to the report name to review the response in your browser window.
- ✓ Select **Download Preview in Excel** to review the information in Excel.

NOTE: If you make changes to property data, select **Generate an Updated Response** from the drop-down menu, and then complete the information on the **Respond to Data Request** page. If you select **Delete Response**, the response will not be released and will be removed from your account. You will need to go back to the Data Request link to access the request and begin a new response.

4 Submit Response

After you have reviewed and confirmed the data in the report, select **Send Response** from the **Action** drop-down menu next to the report name.



Select options on the **Confirm Response to Data Request** page.

- ✓ Select who else you want to receive a confirmation email. To add a contact, click **Contacts** in the upper right-hand corner.
- ✓ Select the format of your data for the email attachment.
- ✓ E-Sign your response by entering your username and password. Then click **E-Sign Response**.

Click **Send Data** to send your data and complete the response. You will receive a confirmation email with a receipt and a copy of the data submitted.