

BESO GUIDE

HOW TO SUBMIT THE 2022 ENERGY BENCHMARK

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 2022 Benchmark, please verify that all energy data for your building has been inputted into ENERGY STAR for the full 2022 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 2022 are accounted for

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

Monthly Entries

Display Year(s): 2022 x | |

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation		Update
<input type="checkbox"/>	1/1/2022	2/1/2022	10,000		<input type="checkbox"/>	<input type="checkbox"/>	4/27/2023 BESOHelpde
<input type="checkbox"/>	2/1/2022	3/1/2022	10,000		<input type="checkbox"/>	<input type="checkbox"/>	4/27/2023 BESOHelpde
<input type="checkbox"/>	3/1/2022	4/1/2022	10,000		<input type="checkbox"/>	<input type="checkbox"/>	4/27/2023 BESOHelpde
<input type="checkbox"/>	4/1/2022	5/1/2022	10,000		<input type="checkbox"/>	<input type="checkbox"/>	4/27/2023 BESOHelpde
<input type="checkbox"/>	5/1/2022	6/1/2022	10,000		<input type="checkbox"/>	<input type="checkbox"/>	4/27/2023 BESOHelpde
<input type="checkbox"/>	6/1/2022	7/1/2022	10,000		<input type="checkbox"/>	<input type="checkbox"/>	4/27/2023 BESOHelpde
<input type="checkbox"/>	7/1/2022	8/1/2022	10,000		<input type="checkbox"/>	<input type="checkbox"/>	4/27/2023 BESOHelpde
<input type="checkbox"/>	8/1/2022	9/1/2022	10,000		<input type="checkbox"/>	<input type="checkbox"/>	4/27/2023 BESOHelpde
<input type="checkbox"/>	9/1/2022	10/1/2022	10,000		<input type="checkbox"/>	<input type="checkbox"/>	4/27/2023 BESOHelpde
<input type="checkbox"/>	10/1/2022	11/1/2022	10,000		<input type="checkbox"/>	<input type="checkbox"/>	4/27/2023 BESOHelpde
<input type="checkbox"/>	11/1/2022	12/1/2022	10,000		<input type="checkbox"/>	<input type="checkbox"/>	4/27/2023 BESOHelpde
<input type="checkbox"/>	12/1/2022	1/1/2023	10,000		<input type="checkbox"/>	<input type="checkbox"/>	4/27/2023 BESOHelpde

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

If you've set up an automatic data transfer from PG&E and are missing 1 or more months of data or have duplicate entries, see the following guide: www.bit.ly/BESO-Correct-Energy-Data-Issues

Step 2: Submit the 2022 Benchmark

- Open the [2022 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

About Your Response

Who is this data being submitted on behalf of?

myself
 someone else

- Click "Generate Response Preview"

Your Response

Select Information to Include:

Timeframe: *

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

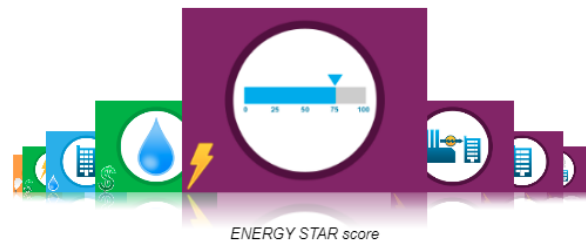
Properties: * Selected Properties: 0

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.

[Cancel](#)

- Click on the Data Requests from Others tab
- Scroll down to the 2022 Data Request template
- Click the "i want to..." on the row labeled with the "City of Berkeley - Annual Energy Benchmark Summary for 2022 Data"
- Click "Send Response"

Charts & Graphs



What are the average ENERGY STAR scores of my properties?

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 2022 Data (Request from BESO Helpdesk)	Response Preview Generated: 5/01/2023 12:51 PM No errors found	<ul style="list-style-type: none"> I want to... Edit Properties and Timeframe Preview Response Download Preview in Excel Generate an Updated Response <input checked="" type="button" value="Send Response"/> Delete Response
Data Request: 2022 California Energy Commission - With Energy (Request from California Energy Commission)	Response Preview Generated: 4/27/2023 7:14 PM Errors found	
Data Request: City of Berkeley - Annual Energy Benchmark Summary for 2017 & 2018 Data (Request from BESO Helpdesk)	In Progress (expand row to see response statuses)	

- 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"

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

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

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](#)

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).