

# Tip Sheet: Quick & Easy Review of Monthly Energy Usage in Largest Facilities

The following EC3 based exercise should be performed around the 2<sup>nd</sup> week of each month.

1. Log in to EC3
2. Go to “Energy Reports” section on navigation bar (tab)
3. Select “Energy Change Report: All Facilities”
4. Select Your Agency
5. Press Button “Export Detail (Excel)”
6. Sort by mmBTUs change, month, largest to smallest (Column H)
7. Identify facilities with the largest absolute increases during the current month compared to same month prior year
  - a) Also check Column I (mmBTUs % change, month): give the most attention to the largest mmBTU change combined with largest % increase
  - b) Number of targeted facilities should depend on the makeup of your agency’s facility portfolio
8. For each targeted facility, identify accounts that caused the increase
  - a) Identify what energy type caused the overall mmBTU increase (electricity – KWH; gas – Therms; or steam - Mlbs) by using data on the same Excel spreadsheet (Columns P, V, AB)
  - b) Identify accounts associated with the facility’s increase by utilizing “Account/Meters by Facility” report under “Energy Reports” or “Other Reports...” tab by searching by OECID, facility name or facility address (can be found in columns A, B, C, respectively of the Excel spreadsheet)
  - c) Check historical usage chart for each account by clicking through account number links or by using “Quick Look Up Window – Monthly Account Cost and Usage” report under “Energy Reports” or “Other Reports...” tab
  - d) Identify spikes and anomalies

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7a

8a

8b

8c

8d

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9. Investigate whether anomalies possibly occurred due to such factors as:
  - A. Utility related
    - i. Estimated meter readings (use “*Estimated Meter Readings*” report under “**Current Review..**” tab, “*Meter Billing History Report*” under “**Other Reports...**” tab
    - ii. Other type of account and meter billing error (use “*Account and Meter Bill Detail Report*” under “**Other Reports...**” tab). Example: a meter reading error.
  - B. Facility related (to be investigated with facility personnel)
    - iii. Operational issues
    - iv. Construction issues
  - C. External factors impacting all accounts
    - v. Changes in weather compared to prior year (use any “*Energy Change Report*” or “*Core Report*” under “**Energy Reports**” tab to view degree days for the current and prior billing periods.
    - vi. Change in number of billing days in the billing period compared to prior year (use “*Deviations...*” report under “**Current Review...**” tab to view number of billing days for the current and prior billing periods.

10. If possible explanation for a billing anomaly is ‘9A’ above or for further questions, please report to DCAS DEM.

Email: [energy@dcas.nyc.gov](mailto:energy@dcas.nyc.gov)

Web: <http://www.nyc.gov/html/dem/html/home/home.shtml>

The screenshots illustrate the navigation path for investigating anomalies:

- Current Review and Alerts:** Shows "Deviations > 25%" and "Estimated Meter Readings Report" (labeled 9A-i).
- Other Reports & Information Lookup:** Shows "Meter Billing History Report" and "Account & Meter Bill Detail Report" (labeled 9A-ii).
- Energy Reports:** Shows "BEST REPORTS FOR PDFs" with "Energy Change Report: All Agencies" (labeled 9C-v).
- Degree Days Table:**

	Degree Days	
	Heating	Cooling
YTD Current FY	4,509	948
YTD Prior FY	4,136	915
March 2014	841	0
March 2013	763	0
- Current Review and Alerts:** Shows "Deviations > 25%" (labeled 9C-vi).
- Usage Comparison Table:**

	March Present Year		March Prior Year		% Increase
	Usage	E = Estimated Billing Days	Usage	E = Estimated Billing Days	
BBL: 1-00167-0001 3 Therms		29	1 Therms	29	200 %
BBL: 1-00169-0001 5,200 KWh		29	4,000 KWh	29	30 %
BBL: 1-00197-0017 62 Therms		29	30 Therms	29	107 %
BBL: 1-00153-0024 1,361 mlbs		31	1,045 mlbs	29	30 %