

Standard Report Templates

EPA’s Portfolio Manager offers you eight standard reports with key metrics and information you can use to easily assess your portfolio’s performance and progress, and thereby make informed business decisions. This document lists the metrics included in each of the six reports applicable in Canada so you can see what each report offers. Note that some of these reports still contain metrics applicable only in the U.S. Reports generated for Canadian properties will display “Not Available” for these metrics.

Standard Reports

- ✓ Performance Highlights
- ✓ Energy Performance
- ✓ Emissions Performance
- ✓ Water Performance
- ✓ Fuel Performance
- ✓ ENERGY STAR Certification Status (not applicable in Canada)
- ✓ Partner of the Year Report (not applicable in Canada)
- ✓ Sustainable Buildings Checklist Report

Metrics Included in Every Report

- ✓ Property ID
- ✓ Property Name
- ✓ Parent Property Name
- ✓ City
- ✓ State/Province
- ✓ Postal Code
- ✓ Year Ending Date
- ✓ Property Floor Area

Performance Highlights
Energy Cost
Site Energy Use Intensity (EUI)
Source EUI
Percent Better than National Median Source EUI
National Median Source EUI
Total GHG Emissions
Total Water Use
Total Water Cost (All Water Sources)
ENERGY STAR Score

Energy Performance
Energy Cost
Site Energy Use Intensity (EUI)
Source EUI
Percent Better than National Median Source EUI
National Median Source EUI
National Median Site EUI
Site EUI – Adjusted to Current Year
Source EUI – Adjusted to Current Year
Weather Normalized Site EUI
Weather Normalized Source EUI

Emissions Performance

Indirect Greenhouse Gas (GHG) Emissions
Direct GHG Emissions
Total GHG Emissions
Avoided GHG Emissions
Net GHG Emissions
Electric Distribution Utility
eGRID Region
eGRID Output Emissions Rate

Timeframe & Properties

You can select timeframes and properties to include in standard reports. You can also generate multiple reports with different dates or groups of properties in order to view changes in your portfolio in detail.

Water Performance

Total Water Use (All Water Sources)
Total Water Cost (All Water Sources)
Indoor Water Use (All Water Sources)
Indoor Water Cost (All Water Sources)
Indoor Water Intensity (All Water Sources)
Indoor Water Cost Intensity (All Water Sources)
Outdoor Water Use (All Water Sources)
Outdoor Water Cost (All Water Sources)

Fuel Performance

Site Energy Use
Energy Cost
Electricity Use – Grid Purchase
Electricity (Grid Purchase) Cost
Natural Gas Use
Natural Gas Cost
District Steam Use
District Steam Cost
Fuel Oil #2 Use
Fuel Oil #2 Cost
Propane Use
Propane Cost

Sustainable Buildings Checklist Report

ID	Guiding Principle I. Integrated
Portfolio Manager Parent Property ID	Team
U.S. Agency Designated Covered Facility ID	Goals
U.S. Federal Real Property Unique Identifier	Plan
Third Party Certification	Occupant Feedback
Third Party Certification Target Date of Compliance	Commissioning
Third Party Certification Actual Date of Compliance	Guiding Principle II. Energy
Portfolio Manager Information	Energy Efficiency (Any Option)
Primary Property Type – EPA Calculated	Energy Efficiency – ENERGY STAR Score
ENERGY STAR Score	Energy Efficiency – Measured 20%
ENERGY STAR Certification – Last Approval Date	Energy Efficiency – Code 20%
Energy Use Metrics	Efficient Products
Site EUI	Measurement & Verification
Source EUI	On-Site Renewable
Weather Normalized Site EUI	Benchmarking
Weather Normalized Source EUI	Guiding Principle III. Water
Site EUI – Adjusted to Current Year	Indoor Water (Any Option)
Source EUI – Adjusted to Current Year	Indoor Water – Code 20%
Onsite Renewable System Generation	Indoor Water – Measured 20%
Onsite Renewable System Electricity Exported	Outdoor Water (Any Option)
Electricity – Onsite Renewable System Electricity Used Onsite/Coincident	Outdoor Water – Measured 50%
Electricity Sourced from Online Renewable Systems (% of Total Electricity, including Grid Purchase and Onsite)	Outdoor Water – Conventional 50%
Total GHG Emissions	Outdoor Water – No Outdoor Water
Water Use Metrics	Stormwater
Indoor Water Use (All Water Sources)	Efficient Products
Indoor Water Intensity (All Water Sources)	Guiding Principle IV. Indoor Environment
Outdoor Water Use (All Water Sources)	Ventilation & Thermal Comfort
Cost Metrics	Moisture Control
Energy Cost	Automated Lighting Controls
Energy Cost Intensity	Daylighting & Occupant Controls
Total Water Cost (All Water Types)	Daylighting
Guiding Principles – Overview	Occupant Controls
Actual Date of Compliance	Low-Emitting Materials
Target Date of Compliance	Integrated Pest Management
Compliance Path	Tobacco Smoke Control
Checklist Manager	Guiding Principle V. Materials
% Complete (Yes or NA)	Recycled Content
% Yes	Biobased Content
% Not Applicable	Environmentally Preferred Products
% In Process	Waste & Materials Management
% No	Ozone Depleting Compounds
% Not Assessed	