

Philip D. Murphy
Governor

Sheila Y. Oliver
Lt. Governor



State of New Jersey
BOARD OF PUBLIC UTILITIES
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Joseph L. Fiordaliso
President

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Commissioner

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Commissioner

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Commissioner

Marian Abdou
Commissioner

Dear <<recipient>>,

According to State records, there is a building larger than 25,000 square feet under your ownership or management. Accordingly, you must comply with the NJ Clean Energy Act's Energy and Water Benchmarking Law by October 1, 2023. Under this law, the owner or operator of a commercial building larger than 25,000 square feet must track and report energy and water usage by using the US Environmental Protection Agency's Energy Star Portfolio Manager tool. To access the Energy Star Portfolio Manager, go to: https://www.energystar.gov/buildings/benchmark/portfolio_manager_login.

To submit your data, please follow the instructions below.

Building Address: <<street address>>, <<Town>>, NJ <<zip code>>

NJ Benchmarking Unique Building ID: <<UBID>>

Instructions:

- 1) Decide if you want to apply for an exemption.
- 2) Assign responsibility to a staff member or a consultant to complete the benchmarking submission. You can hire a NJ Certified Benchmarker to do the benchmarking.
- 3) Create Portfolio Manager Account, add buildings and their profile data. The profile data must include a NJ Unique Building ID (UBID). The UBID for your building is: <<UBID>>. If your building is part of a campus, you can copy and paste the 5th to 12th digits of the UBID into Google Maps, to see the exact location of the specific building.
- 4) Request and upload energy and water data from your utility or enter data from your own billing records.
- 5) Share data with NJBPU.
- 6) Submit

For more details, particularly for how to report buildings on a campus, go to <https://njcleanenergy.com/commercial-industrial/programs/cea-benchmarking>.

If you are not the correct contact for this property or prefer correspondence by e-mail, please contact the NJ Benchmarking Help Center at benchmarking@bpu.nj.gov. Please include the building address and Unique Building ID in your email.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Fiordaliso".

Joseph L. Fiordaliso
President