FAQs for Reporting Energy, Water and Natural Gas Consumption in ENERGY STAR Portfolio Manager

Who is required to report?

All State Agencies and Institutions of Higher Education (regardless of whether the agency is a tenant or providing agency)

When am I required to report?

Annually. Reporting for the previous fiscal year (Sept. 1- Aug. 31) will be due by October 31 of each year.

Where do I report water, electricity and natural gas consumption?

All State Agencies and Institutions of Higher Education must report consumption in ENERGY STAR Portfolio Manager and share consumption data with the SECO Portfolio Manager account (username: SECOTEXAS).

See ENERGY STAR's "How to share properties with other users in Portfolio Manager" for more information on Connect and Sharing features.

Where do I report gasoline consumption?

Gasoline consumption must be documented separately in the Energy and Water Management Plan. This is to be submitted to SECO by email.

How do I set up my agency's account in ENERGY STAR Portfolio Manager?

Download the SECO Guidance Document on "How to Set-up an Account(pdf)" for your agency or university.

My agency is already using ENERGY STAR Portfolio Manager to track energy usage. What do I need to do to report to SECO?

Connect with SECO Portfolio Manager account (username: SECOTEXAS) and share all buildings with this account with READ ONLY access level. Agencies are not required to submit separate reports regarding building energy use.

See ENERGY STAR's "How to share properties with other users in Portfolio Manager" for more information on Connect and Sharing features.

How do I report as a tenant agency?

Tenant agencies are required to report utility usage if they are not in a state-owned building that is otherwise reporting data. If access to utility information is not available, tenant agencies are only required to report on gasoline usage (if applicable) and their energy and water conservation efforts.

My agency leases space from another state agency. Are we required to report?

State agencies and universities that lease space from other state agencies are only required to report their gasoline usage (if applicable) and their energy and water conservation efforts (see the Energy and Water Management Plan template for Tenant Agencies).

What software is compatible for uploading utility data into Portfolio Manager?

The companies listed in the link below use EPA's Portfolio Manager web services to deliver ENERGY STAR energy performance scores and metrics to their customers as part of their commercial energy information tools and services. By exchanging data with the ENERGY STAR measurement and tracking tool, Portfolio Manager, these companies provide streamlined access to ENERGY STAR benchmarking in order to simplify continuous energy management across a portfolio of properties See List of organizations that use web services to exchange data with Portfolio Manager on ENERGY STAR web site.