

Energy Data Management Guide

Take control of your energy data in seven steps!

The Department of Energy's web-based **Energy Data Management Guide** provides public-sector organizations with a step-by-step approach to establish a robust and sustainable energy data management program. By following the proven practices outlined in the guide's seven-step framework, organizations can reduce energy use, save taxpayer dollars, demonstrate leadership, improve the efficiency of operations, and create a culture of accountability and high performance.

STEP-BY-STEP PROCESS

The **Energy Data Management Guide's** seven steps are organized into the following three pillars:

Generate Buy-In

To generate buy-in for your energy data management program, follow these two steps:

- Step 1: Define the Value Proposition** - demonstrates how to develop a concise business case for your energy data management program by articulating the program's energy and cost saving benefits and how it supports more effective goal setting and budgeting.
- Step 2: Align With Organizational Goals** - describes how to align the value proposition of your energy data management program with your organization's mission and established goals.

Build a Solid Foundation

To build a solid foundation for your energy data management program, follow these three steps:

- Step 3: Create a Central Energy Database** - details how to create and maintain a central energy database for your energy data management program by locating and collecting your asset and utility data, developing a standard organizational structure for your central energy database, reconciling and filling data gaps in the database, and establishing protocols to preserve the integrity of the database over time.
- Step 4: Streamline Access to Utility Data** - describes how to streamline access to your utility data by assessing your current process for collecting utility data, investigating options that can streamline access to your utility data, and implementing solutions that improve your access to utility data and further streamline your process over time.
- Step 5: Leverage Data Management Tools** - outlines how to leverage data management tools that can support your energy data management program by conducting an assessment to understand your organization's goals, needs, and conditions and evaluating how the costs, functionalities, and benefits of available tools aligns with your goals and needs.

Hardwire Energy Data Management

To hardwire energy data management into your organization, follow these two steps:

- Step 6: Optimize the Organizational Structure** - explains how to optimize your existing organizational structure for data-driven energy management by centralizing energy data management and bill payment and enacting policies and leveraging federal programs that can help institutionalize the energy data management program in your organization.
- Step 7: Drive Engagement and Communicate Results** - discusses how to develop stakeholder engagement strategies that create and maintain collaboration across various levels within your organization and tailor communication strategies to specific stakeholder groups.

ABOUT THE GUIDE

A growing number of states, local governments, and K-12 school districts are using data-driven energy management to reduce wasted energy and realize cost savings. On average, research shows that these organizations are achieving sustained energy savings of 2% a year. The proven practices identified in the **Energy Data Management Guide** are based on in-depth interviews conducted by the Department of Energy in 2013-2014 with more than 80 individuals from states; local governments; K-12 school districts; and industry experts from the federal government, private sector, and nongovernmental organizations. More recently, the Department of Energy conducted additional research and stakeholder engagement to further inform and refine the guide.

The outcomes from that research and stakeholder engagement resulted in the proven practices outlined in the **Energy Data Management Guide's** seven steps. Each of the guide's seven steps provides strategies with demonstrated, portfolio-wide energy savings, plus tips, tools, resources, examples, and case studies from programs that have been successfully implemented in public-sector organizations. All of these resources provide replicable solutions to help public-sector organizations implement or refine an energy data management program. The organizations featured in the guide represent a variety of sizes, staff and financial resources, and are geographically distributed across the United States, highlighting the applicability of these proven practices to organizations of all types.

AUDIENCE



State Governments



Local Governments



K-12 School Districts

PURPOSE

- Serves as a how-to guide for implementing an energy data management program.
- Assists public-sector organizations in developing the value proposition they can bring to their leadership to invest in data-driven energy management.
- Provides evidence-based solutions for data-driven energy management that are broadly replicable and applicable to other public-sector organizations.
- Helps public-sector organizations chart a feasible energy data management strategy based on these solutions.

To access the web-based **Energy Data Management Guide**, visit: eere.energy.gov/energydataguide.

For questions about the **Energy Data Management Guide**, please contact StateandLocal@ee.doe.gov.

For additional resources related to energy data management and hundreds of other resources to support the energy priorities of states, local governments, and K-12 school districts, visit the State and Local Solution Center: energy.gov/eere/slsc.

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For more information, visit:
eere.energy.gov/energydataguide

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