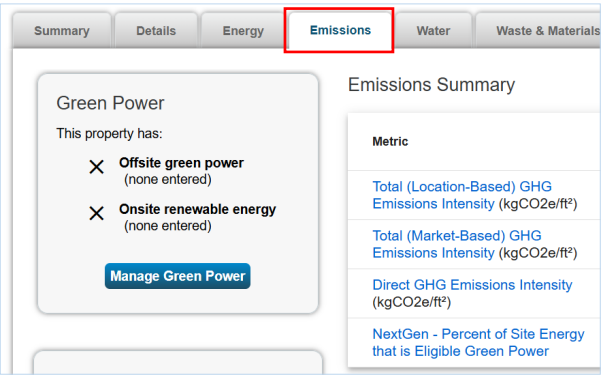
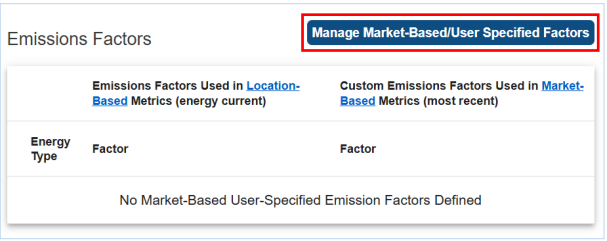
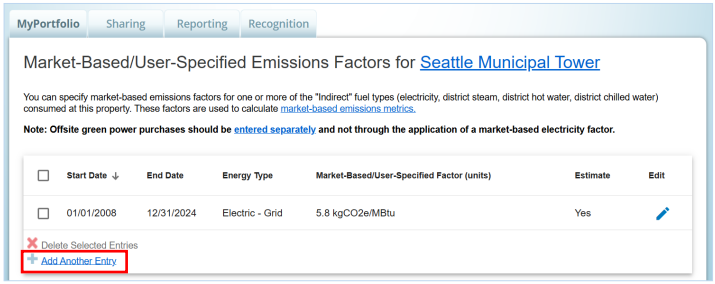
Input Seattle-Specific GHG Emissions Factors

Prior to March 2025, ENERGY STAR® Portfolio Manager® exclusively used regional greenhouse gas (GHG) emissions factors to convert indirect energy consumption (electricity, district stream) to scope 2 GHG emissions. The updated version of Portfolio Manager® allows users to input ***market-based GHG emissions factors*** that are local utility-specific and better reflect the carbon intensity of Seattle City Light electricity and CenTrio district steam. By using this new function, users can more accurately track metrics like GHG intensity in Portfolio Manager®, which are important for estimating a building's future compliance with the Seattle Building Emissions Performance Standard (BEPS).

To Input Seattle-Specific Electricity and District Steam Emissions Factors:

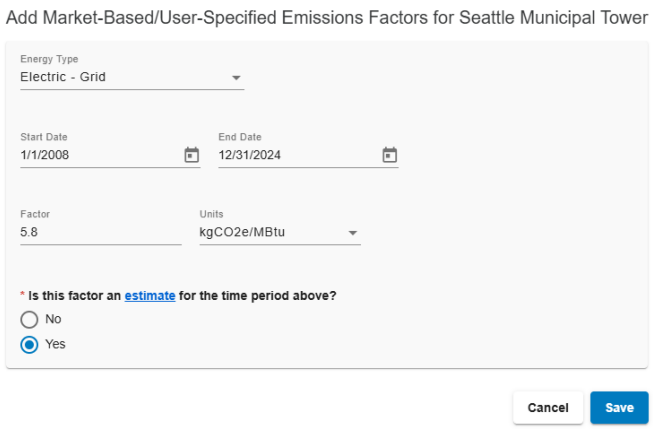






- ☐ Log into your Portfolio Manager® account using your **username** and **password**.
- ☐ Go to the **Emissions** tab for the desired property
- ☐ Scroll down to the Emissions Factors box and click on the "Manage Market-Based/User Specified Factors" button
- ☐ Click "+ Add Another Entry"

This will open a new window where users can input market-based emissions factors for that property. OSE advises using the Seattle-specific emission factors outlined in Table B of OSE's recent BEPS guidance for years 2019-2028.



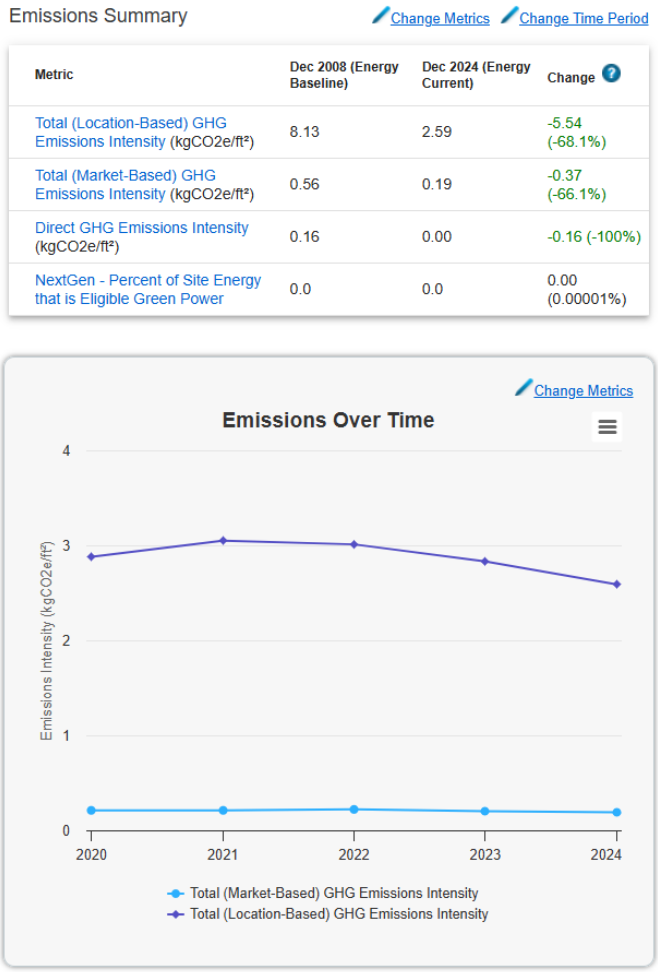
- ☐ Specify "Electric - Grid" or "District Steam"
- ☐ The start date should reflect January 1st of the earliest complete reporting year (i.e. 1/1/2015 for 2015)
- ☐ The end date should be December 31st of the latest complete reporting year (i.e. 12/31/2024)
- ☐ Toggle Units to "kg CO2e/MBtu" [**NOTE** *the units in the BEPS Guidance are kg CO2e/kBtu and the factors must be converted]*
- ☐ Input **5.8 kg CO2e/MBtu** for **electricity** or **81 kg CO2e/MBtu** for **district steam**
- ☐ Check "Yes" for whether the factor is an estimate
- ☐ Click "Save"

NOTES

Users are not required to enter market-based emissions factors into Portfolio Manager®. This is an optional feature that allows users to more accurately track their emissions performance within Portfolio Manager®. Data uploaded by OSE to Seattle Open Data and the Energy Benchmarking Map will use Seattle emissions factors to calculate emissions metrics regardless.

Once the user enters the market-based emissions factors, the Emissions tab will display market-based GHG metrics.

- Market-based Emissions metrics calculated in Portfolio Manager® should only be used for estimating future Building Emissions Performance Standard compliance. They will not be accepted for compliance with BEPS.
- Users must enter market-based emissions factors for each building; there is not currently a portfolio-scale option.
- Seattle City Light publishes year-specific, 3rd party verified emissions factors for electricity, which are used for Seattle's greenhouse gas inventory. For the greatest compatibility with the BEPS law, OSE advises user to input the 2019-2028 BEPS SCL electricity factor specified in the BEPS code.



Additional Resources

⇒ ENERGY STAR® Market-Based Emissions FAQ

⇒ ENERGY STAR® Emissions Metrics FAQ

⇒ Seattle Energy Benchmarking Home

Seattle
Office of Sustainability & Environment

How do I get help?

Email us at energybenchmarking@seattle.gov

Attend our weekly group virtual office hours

Make a virtual appointment for technical assistance