Sustainable Wastewater Infrastructure of the Future (SWIFt)

Getting Started: Energy Use Assessment Tool

The **Energy Use Assessment Tool** from EPA's Region 4 is a publicly available, Excel-based tool to assess wastewater facility baseline energy use and costs through utility bill and equipment analysis. You can compare three publicly available energy data tools in the Data Tool Comparison Matrix, included in DOE's Wastewater Energy Management Toolkit. If you have elected to use this tool for your energy data management, this reference sheet helps you set a baseline, create a record, and find user help from EPA.

How do I add a record in the Energy Use Assessment Tool?

To enter a new record in this tool, you must enter new monthly data for each electricity and natural gas meter in a new row, as well as updated flow data. To do this, once you have downloaded the Excel-based tool file:

1) Open the file
2) Click on the "Plant and Energy Data" tab
3) Fill in all visible columns, starting in row 25

All entries should have the same date, and data must be sorted from oldest to newest, so new entries must be put at the bottom of the list.

How do I choose a baseline year?

You may make any year the baseline year from which to begin tracking your facility's energy consumption. A few things to consider when making this choice:

- For the baseline you choose, you will need to gather and enter energy data for that baseline period forward.
- If you have recently completed energy efficiency retrofits or upgrades, and want to capture the impact of those upgrades, choose a baseline year that begins at least 12 months before the upgrades were installed.

How do I set my baseline period in this tool?

To set a baseline for a property in this tool, follow these steps:

1) Navigate to the "Plant & Energy Data Entry" tab of the document.
2) In cell C11, enter the date of your baseline.

Note that this is the final day of your baseline period, and that this tool requires recording two years of monthly data. For example, if you would like your baseline period to end in December 2015, you would enter 12/31/2015 in cell C11, and then you would enter data from 1/1/2014 through 12/31/2015 to successfully calculate baseline metrics.

How do I calculate my baseline energy use and change from my baseline in this tool?

Determining your baseline energy use in this tool can be easy! Once you set your baseline year, navigate to the "Summary Table" tab. On the "Summary Table" tab, it lists average values for flow and energy use for baseline year, as well as your metrics and savings for the current period. To find the percent change from baseline, refer to the metrics in the "% Change" column on the same tab.

Where can I go if I need additional help?

https://www.epa.gov/sustainable-water-infrastructure/energy-use-assessment-water-and-wastewater-systems