**FAQs: EPA Region 4 Energy Assessment Tool (EAT)**

**How do I add a record in the EAT tool?**
To enter a new record in the EAT 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:

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 for SWIFt?**
For SWIFt purposes, you may choose a baseline year any time beginning in 2013 through the start of the accelerator. A few things to consider when making this choice:

- For whatever 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, those can count towards your SWIFt energy reduction goals. To capture the impact of these upgrades, choose a baseline year that begins at least 24 months before the upgrades were installed.

**How do I set my baseline year in the EAT tool?**
To set a baseline for a property in the EAT tool:

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 the EAT Tool requires 2 years of baseline data. So, for example, if you would like your baseline period to end in December 2015, you would enter 12/31/2015 in cell C11, and would need 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 baseline in the EAT tool?**
Determining your baseline energy use in the EAT tool couldn’t be easier! Once you’ve set your baseline year, simply 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?**
Bob Freeman (404) 562-9244 or (605) 265-1193 or Brendan Held (404) 562-8018 of EPA the tool’s developers.

You may also contact SWIFt support at swift_support@cadmusgroup.com