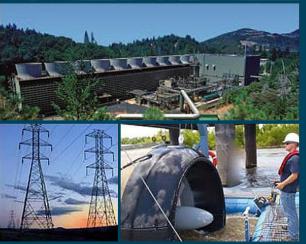
Energy Footprint Tool

Overview and Tour









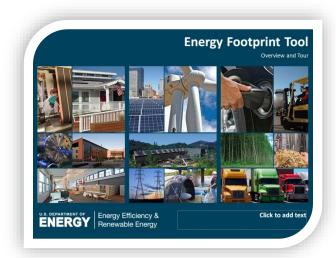




This document is designed to be used as both a comprehensive presentation and a quick reference for the **Energy Footprint Tool**

To use as a quick reference:

- The <u>table of contents</u> provides links to all of the key topics covered.
- Each page also includes a direct link back to the table of contents



How to use the Energy Footprint Tool

The **Energy Footprint Tool** is designed to be easy to use with significant built-in documentation. Detailed labels and pop-up help windows on all sheets allow users quickly begin using all features.

What data needs to be gathered?

Monthly Energy Bills should provide all of the required *Energy Consumption* data.

Depending on the *Relevant Variables*, these may or may not be tracked at the plant (ex. production, operating hours) and might need to be looked up (ex. degree days)

Energy Uses may or may not be individually tracked by the plant and could potentially be estimated based on energy consumption or possibly directly measured









Table of Contents (click links to jump to section)

Introduction to the Energy Footprint Tool Summary of Key Sheets

Key Terms

Spreadsheet Details [description structure]:

Main: <u>Layout Notes</u>

– Energy Consumption: <u>Layout</u> <u>Notes</u>

– EC Charts: Layout Notes

Relevant Variables: Layout Notes

– RV Charts: Layout Notes

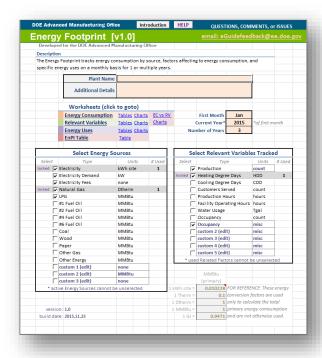
– EC-RV: <u>Layout Notes</u>

– Energy Uses: <u>Layout Notes</u>

– EU Charts: <u>Layout Notes</u>

– EnPI Table: Layout Notes

– Raw Data:
<u>Layout</u> <u>Notes</u>

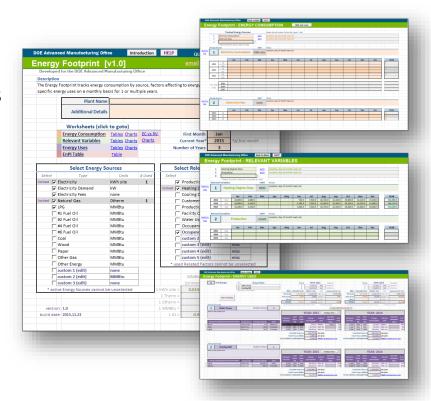




The **Energy Footprint Tool** is designed to allow users to easily track energy consumption, relevant variables, and energy uses.

Key tracking & features include:

- Energy Consumption
 - Up to 20 Tracked Energy Sources
- Relevant Variables
 - Up to 20 Tracked Variables
- Energy Use
 - Up to 10 Energy Use Groups
 - Up to 30 Components Each
- Charts for all tracked data
- Export to the EnPI tool





Summary of Key Sheets

Main — Overview of footprint tool with key settings

Energy Consumption — Monthly energy consumption and cost data

EC Charts — Energy consumption charts

Relevant Variables— Monthly and yearly data for relevant variables

RV Charts – Relevant variable charts

EC-RV — Charts comparing selected energy consumption with relevant variables

Energy Uses — Yearly energy uses tracked by group and specific use

EU Charts — Charts of energy uses

EnPI Table — Exportable data table compatible with EnPI analysis tool

Raw Data — All entered energy consumption and relevant variables data in one large table



Key Terms

Energy Consumption

Defined as the "quantity of energy applied" (source ISO 50001:2011), it is the amount of energy consumed

Energy Source

The type of energy consumed: electricity, natural gas, fuel oil, etc. Electricity is broken into 3 components: electricity consumption, demand, and fees

Relevant Variables

Variables that likely contribute to energy consumption and use: production, operating hours, heating degree days, etc.

Energy Use

Defined as the "manner or kind of application of energy", this often refers to energy use by specific equipment and applications

Load Factor

Average load relative to the full load of the equipment

Duty Factor

Average ratio of run time to operating hours

EnPI

Stands for *Energy Performance Indicator* and is defined as the "quantitative value or measure of energy performance" (source ISO 50001:2011)



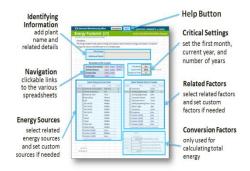
Structure of Sheet Descriptions

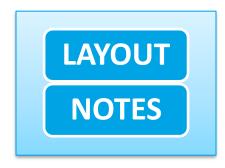
LAYOUT

Screenshot of the sheets provide details about the layout, highlighting key components

NOTES

List of functions, features, and tips related to the sheet





- To enter a new years worth of data, change the Current Year to the new year and increase the Number of Years by 1
- Selected Energy Sources and Related Factors cannot be changed after they have been directly connected with data and will be grayed out and tagged with the word locked.
- The Introduction popup can be stopped from automatically opening by checking the box in the lower left of the popup.
- The links to the Energy Consumption and Related Factors charts only appear if associated data has been entered.
- Changing First Month does not adjust entered data. If the First Month is changed after the data has been entered, the data will be aligned with different months.

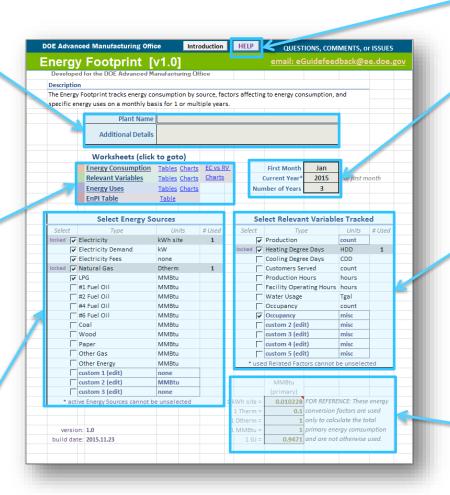


Identifying Information add plant name and related details

Navigation clickable links to the various spreadsheets

Energy Sources

select related energy sources and set custom sources if needed



Help Button

Critical Settings

set the first month, current year, and number of years

Relevant Variables

select relevant variables and set custom variables if needed

Conversion Factors

only used for calculating total energy consumption and by energy use

- To enter a new years worth of data, change the Current Year to the new year and increase the Number of Years by 1
- Selected Energy Sources and Relevant Variables cannot be changed after they have been directly connected with data and will be grayed out and tagged with the word locked.
- The Introduction popup can be stopped from automatically opening by checking the box in the lower left of the popup.
- The links to the **Energy Consumption** and **Relevant Variables** charts only appear if associated data has been entered.
- Changing the First Month does not adjust entered data. If the First Month is changed after the data has been entered, the data will be aligned with different months.





Energy Source Notes

Can include details

like meter location,

utility, building, etc

Yearly Totals

Unit Costs

needed

can be hidden

or displayed as

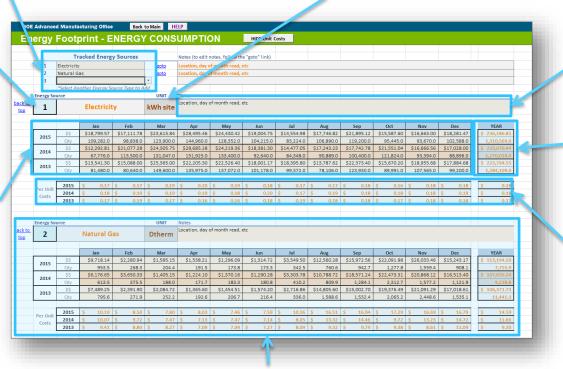
Tracked Energy Sources

includes only selected Energy Source types

Energy Source Units pulled from Main sheet

the ID number for the specific energy source data

Energy Source Cost and Unit Data entered by year and month



Energy Source Format Repeats

unit fields are hidden for unit-less energy sources



- Up to 20 Energy Sources can be tracked
- Units fields only appear for Energy Sources that include units.
 For example, Electricity Fees do not include units
- To add a new Tracked Energy Source, select it from the dropdown menu in the blank space
- Only the last Tracked Energy Source can be removed. This can be done by deleting the Energy Source from the list.
- To add an Energy Source to the dropdown menu, go to the Main sheet and select the additional Energy Source
- Unit Costs can be used to quickly identify data errors
- Even when rows are hidden, the data is not deleted or overwritten



Selected Energy Source

Charts display selected energy source

Energy Source Notes

Notes pulled from Energy Consumption sheet

Monthly Data Charts

Displays monthly costs and energy consumption for each tracked year



Related Data Tables

Tables of charted data

Cost Related

Charts and tables

Energy Consumption Related

Charts and tables. Hidden if unit-less energy source selected

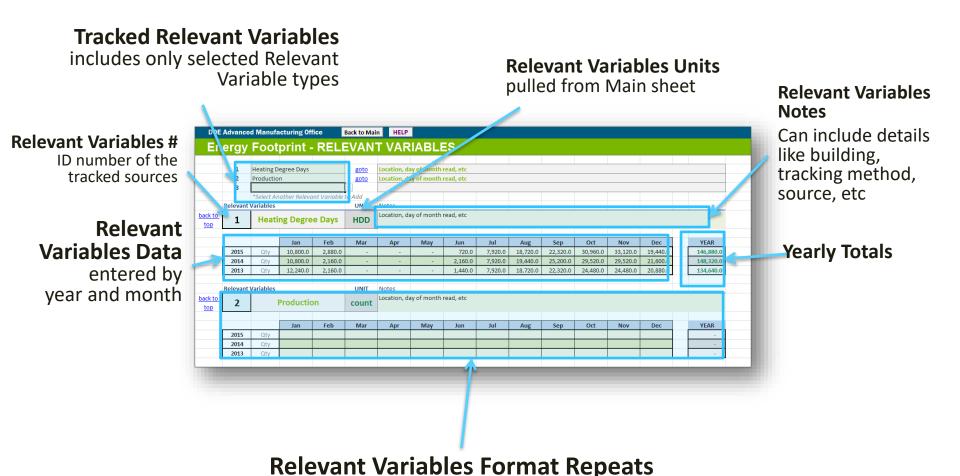
Yearly Data Charts

Displays total yearly costs and energy consumption

- The EC Charts sheet will be hidden until Tracked Energy Sources are added to the Energy Consumption sheet
- Change the selected Energy Source to change the charts
- The notes associated with the Energy Source will also be displayed
- Additional aggregate Energy Consumption data can be charted if applicable including; Total Electricity, Total Natural Gas, Total Other, and overall Total Energy
- The usage charts will be hidden if the selected Energy Source is unit-less
- Changing the selected Energy Source will also update the selected Energy Source on the EC-RV sheet









- Up to 20 Relevant Variables can be tracked
- To add a new Relevant Variables, select it from the dropdown menu in the blank space
- Only the last Relevant Variables can be removed by deleting the Energy Source from the list
- To add a Relevant Variables to the dropdown menu, go to the Main sheet and select the additional Relevant Variables
- Even when rows are hidden, the data is not deleted or overwritten



Selected Relevant Variable

Charts displayed selected relevant variable

Total or Average

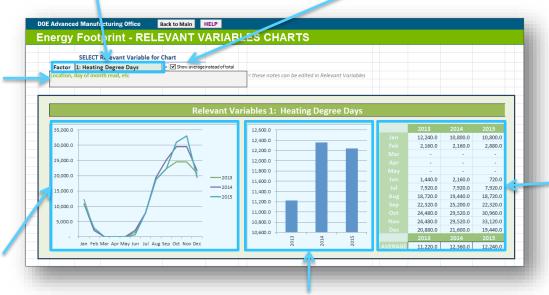
Checkbox toggles between displaying yearly average and total

Relevant Variable Notes

Notes pulled from Relevant Variables sheet

Monthly Data Chart

Displays monthly costs and usage for each tracked year



Yearly Data Charts

Displays yearly total or average for Relevant Variable

Related Data Tables

Table of charted data



- The RV Charts sheet will be hidden until Tracked Relevant Variables are added to the Relevant Variables sheet
- Change the selected Relevant Variables to change the charts
- The notes associated with the Relevant Variables will also be displayed
- Changing the selected Relevant Variable will also update the selected Relevant Variable on the EC-RV sheet
- The Show average instead of total checkbox will change the yearly total to yearly average to better represent Relevant Variables that are not cumulative



Yearly Data

Comparison

source yearly

energy

average

Compares energy

consumption with

Relevant Variable

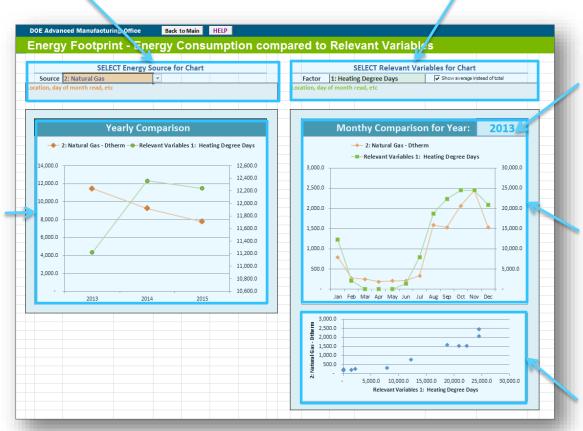
yearly total or

Selected Energy Source

Selected Relevant Variable

Charts display selected energy source

Charts display selected Relevant Variable



Selected Year

Current year used for comparison charts below. Change to update

Monthly Data Comparison

Compares energy source consumption with Relevant Variable by month

Direct Comparison

Energy consumption is directly plotted against the Relevant Variable



- The EC-RV Charts sheet will be hidden until both Energy Consumption and Tracked Relevant Variables have been added
- Change the selected source or factor to update the the charts
- Changing the selected source or factor will also update the selected source or factor on the related sheet
- Changing the Year will update both monthly comparison charts
- The Show average instead of total checkbox will change the yearly total to yearly average to better represent Relevant Variables that are not cumulative



Number # of Groups

The number # selected controls the number of groups displayed below

Number # of Items

This controls the number of items included in this group

Duplicate Previous Year

Copies previous years data to current year

Energy Use Group Total Yearly Energy Consumption

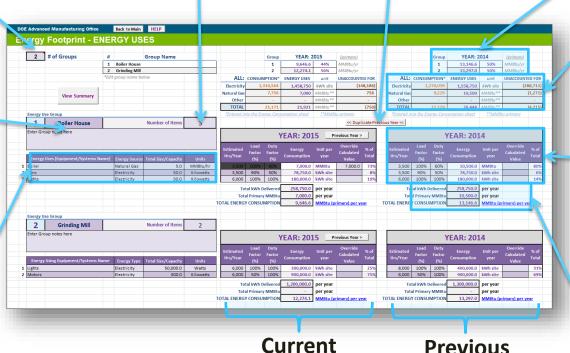
Total for each groups yearly energy end-use

Group Name and Notes

Enter group name and descriptive details about the group

Group Item List

List of equipment and other energy uses that are included in this group



Selected

Year

Yearly Energy Source Breakdown

Yearly energy consumption for each energy use group and overall by energy source

Energy Use

Energy consumption by energy use estimated or directly entered

Group Energy Source Breakdown

Energy use group total energy consumption by energy source

Previous Year

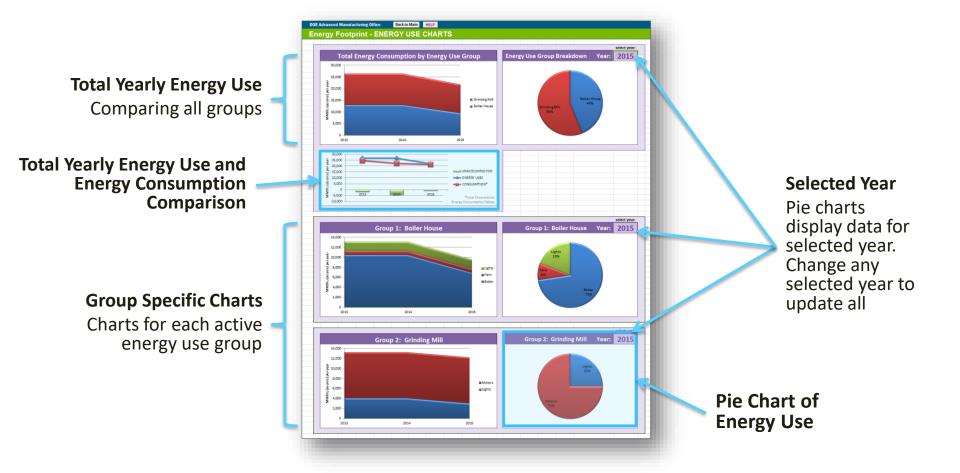


Renewable Energy

Energy Uses sheet

- The Energy Uses sheet uses navigation buttons to switch the current year displayed
- Only 2 years are displayed at a time, the current selected year and the year previous to that
- A previous years Energy End-Use data can be copied to the current selected year by clicking the *Duplication Previous Year* button and typing "confirm" into the confirm popup
- The *Energy Uses* sheet attempts to estimate the equipment energy consumption by using load factor, duty factor, and operating hours. If the actual energy consumption is known, it can be entered in the override field and other will be ignored
- A *Summary* of the equipment, group, and total energy consumption by year can be displayed by clicking the *View Summary* button

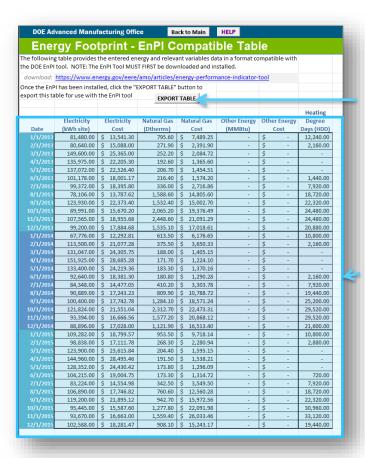
 U.S. DEPARTMENT OF LENERGY Efficiency &





- Changing any of the selected Years will update all select Years and associated pie charts
- The charts display groups and items based on the *number of groups/items* selected on the *Energy Uses* sheet. This means blank rows will still be charted if they are visible. To correct this, adjust the *number of groups/items* on the *Energy Uses* sheet to match the number of groups/items with data.
- The chart comparing Energy Use with Energy Consumption only displays energy consumption for energy use groups and overall by year. To compare energy consumption by energy use in more detail, review the summary tables in the Energy Uses sheet





EXPORT DATA

Generate EnPI tool compatible workbook

Preview Table

This table approximately matches the data and format of the EnPI data input table

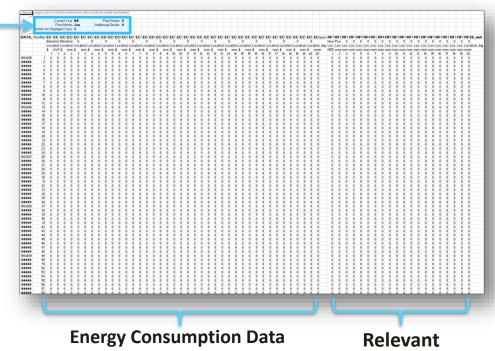


- EnPI stands for Energy Performance Indicator
- The EnPI Table sheet formats the entered data for use with the EnPI tool (v5)
- The EnPI tool establishes a normalized baseline of energy consumption and tracks annual progress of energy intensity improvements.
- To use this table with the EnPI tool, the table must first be exported to a separate workbook. This can be done automatically by clicking the Export Table button
- For more information and to download the EnPI tool, goto: https://www.energy.gov/eere/amo/articles/energy-performance-indicator-tool



General Settings

Current Year, First Month, Number of Years, Plant Name, and Additional Details



Variables Data

- The Raw Data table provides all of the entered Energy
 Consumption and Relevant Variables data in one large table
- This allows advanced users to easily analyze and work with this data outside of the *Footprint Tool* as needed
- All data, including hidden data, is included

