

AUTHORIZATION GUIDELINES

Access to MassEnergyInsight

Anyone seeking access to energy use data in MassEnergyInsight is required to obtain authorization via a **user authorization letter** from the appropriate individual/body (see below). The purpose of the authorization letter is to provide verification to DOER of those persons authorized to access the MassEnergyInsight energy use data.

- For municipal personnel, including staff from public facilities departments, public works departments, water and sewer departments, the municipality is authorizing entity.
- For school department personnel, the authorizing entity is the school department, except in the case where all public facilities are centrally managed.
- For autonomous entities (not part of any city or town and has separate governing board), including regional school districts, water districts and wastewater districts, the authorizing entity is the Executive Officer or Manager.
- The Department of Energy Resources (DOER) recommends that municipal and school departments share energy data, to better coordinate energy planning, by submitting **data sharing authorization letters**.

User Authorization Letter Requirements

- Please submit the user authorization letter on your official municipal / school / water/wastewater district letterhead to your regional coordinator in hard copy and also in pdf electronic format as an email attachment. To find the regional coordinator’s mailing address and email address, please go to the Web link at the end of this guidance.
- The user authorization letter must be signed by the chief elected or appointed official having the authority to designate users of this system (e.g. Town Manager, Mayor, School Superintendent, Chair of Board of Selectmen, or Executive Officer or Manager of a Water or Wastewater District).
- The user authorization letter must state the following:

OFFICIAL LETTERHEAD

Date

Regional Coordinator
Green Communities Division
Region Address

Re: User Authorization - MassEnergyInsight

Dear Regional Coordinator:

I, _____, as the chief elected/appointed official for the Town/City/ School Department/Water/Wastewater Treatment District of _____ hereby authorize:

Name: _____

Title: _____

Email: _____

to receive full access to the energy data of the Town / City / School District / Water/Wastewater Treatment District of _____ that is included in the Massachusetts Department of Energy Resources MassEnergyInsight energy reporting system.

Signature
Title

Data Sharing Authorization

Municipalities and school departments, through their authorized users, will be given access to their entity’s energy data included in the MassEnergyInsight energy reporting system. To enable collaboration on establishing local government-wide energy baselines and reduction plans, DOER encourages these entities to share their energy data from MassEnergyInsight. The data sharing authorization letter allows authorized users of one entity to access the energy use data of the other.

Requirements:

- Please submit the data authorization letter on your official municipal letterhead to your regional coordinator in hard copy and also in pdf electronic format as an email attachment. To find the regional coordinator’s address, please go to the Web link at the end of this guidance.
- The data sharing authorization letter must be signed by the chief elected or appointed official having the authority to allow access to the entity’s energy data included in the MassEnergyInsight energy reporting system. (e.g. Town Manager, Mayor, Chair of Board of Selectmen).
- Although not a requirement, the sharing of data is encouraged.
- **If data is already shared between entities, all that is required is a letter confirming the structure is in place.**
- The data sharing authorization letter must state the following:

OFFICIAL LETTERHEAD
Date
Regional Coordinator Green Communities Division Region Address
Re: Data Sharing Authorization - MassEnergyInsight
Dear Regional Coordinator:
I, _____, as the chief elected/appointed official for the Town/City of _____ grant permission to:
_____ (name of local governmental body)
And it’s authorized users, pursuant to the most recent user authorization letter on file with the Department of Energy Resources (DOER), to access the energy data of the Town / City / School District of _____ that is included in the MassEnergyInsight energy reporting system.
Signature
Title

Please contact your Green Communities Regional Coordinator with any questions regarding this guidance. Follow the link below for your Regional Coordinator’s contact information:

<http://www.mass.gov/?pageID=eoeesubtopic&L=4&L0=Home&L1=Energy%2c+Utilities+%26+Clean+Technologies&L2=Green+Communities&L3=Find+Your+Green+Communities+Regional+Coordinator&sid=Eoeea>