Potential Responsible Parties for Data Collection

***Purpose:*** *Provide a listing of the possible positions to be assigned energy management data collection responsibilities. Assigned responsibilities can be documented in the Data Collection Responsibilities Table.*

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| **Roles** | **Responsibilities** | **Potential Responsible Parties** |
| Identify needed data | Define required data necessary to satisfy energy management system needs. | Energy Management Representative, Energy Team, or Energy Manager  |
| Determine data source and form | After types of data are defined, determine form data is in (paper, electronic) and reliable source for data, i.e. utility bill, production records, etc. | Energy Team; Purchasing, Finance and Operations Departments |
| Determine location of data and frequency of collection | Once data source is determined, identify location of data and frequency of occurrence. | Energy Management Representative, Energy Manager, or Energy Team administrative support personnel |
| Acquire data | Secure data from identified location. | Energy Team administrative support personnel |
| Verify accuracy of data | Validate accuracy of data by examining for correct date, proper units, etc. Note if data is based on estimated instead of actual values. | Energy Team administrative support personnel or assigned Energy Team member(s) |
| Record data in appropriate location | Management system support personnel record energy management data in proper form. Data storage can be paper or electronic depending on management system needs.  | Management System administrative support personnel |
| Check functioning of collection process | Check on function of data collection process, data accuracy and storage of data. | Energy Management Representative; Appointed Energy Team member(s) |
| Study process to determine if something is missing | Study data collection process to find if all needed steps are covered or if more steps need to be added to fit with current organizational needs and structure. | Energy Management Representative |