



Natural Resources
Canada

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50001 ReadyTM

Program Guide Canada

Canada 

50001 Ready Canada Program Guide

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Background

Natural Resources Canada (NRCan), in collaboration with the United States Department of Energy (US DOE), offers the 50001 Ready Canada program (50001 Ready), which is a Canadian version of the American 50001 Ready program.

50001 Ready recognizes Canadian facilities that demonstrate energy management leadership and improved energy performance. Both the American and Canadian programs require that applicants attest to completing a set of tasks that align with the overall structure of the International Organization for Standardization (ISO) 50001:2018 Energy management system standard (ISO 50001). Applicants must measure and report energy performance and improvement to have the facility receive 50001 Ready Canada recognition (Ready recognition or Ready recognized).

50001 Ready provides the framework and tools for facilities to implement a structured energy management system, continuously improve energy performance, and track their progress.

50001 Ready Canada program

NRCan administers 50001 Ready. The Canadian program has the legal right to use the same visual identifiers used by the US DOE for the 50001 Ready designation. NRCan sends a recognition package to Canadian facilities that are designated as *Ready recognized*.

Ready recognition does not indicate that your project conforms to the ISO 50001 standard or that it will pass an ISO 50001 audit. However, a building or facility becoming Ready recognized is good preparation for ISO 50001 certification.

A central element of 50001 Ready is the [50001 Ready Navigator](#) (Navigator tool). The Navigator tool is a free online application that provides step-by-step guidance on how to establish an energy management system to plan, identify, prioritize, and implement projects that will improve facility-level energy performance. The US DOE developed the Navigator tool and adapted a version for Canada in collaboration with NRCan. It includes 25 tasks grouped into seven categories that align with ISO 50001.

The 50001 Ready Canada Program Guide describes the components of 50001 Ready, including how to use the Navigator tool and get Ready recognition for your facility. For more information, access the Navigator tool at <https://www.nrcan.gc.ca/50001-ready-canada>.

50001 Ready Canada program overview

50001 Ready recognizes facilities that self-attest to completing the 25 tasks in the Navigator tool and report on energy performance. Ready recognition is available to industrial facilities and sites; commercial and institutional (C/I) buildings; and medium- and high-rise multiunit residential buildings, referred to as *facilities* and/or *buildings* throughout the remainder of this program guide.

NRCan administers 50001 Ready, and there is no cost to applicants. The recognition program has three requirements:

- Complete the 25 tasks in the Navigator tool
- Report facility-level energy performance:
 - For the initial year of Ready recognition, the applicant must report only baseline energy performance.
 - For subsequent renewal years, the applicant must show the improvement in energy performance.
- Self-attest to completing the first two tasks and request 50001 Ready recognition (see Section 5 for details on the recognition process)

50001 Ready Navigator

The US DOE developed and maintains the Navigator tool. In collaboration with NRCan, they adapted a version for Canadian users. The Canadian Navigator tool is a publicly accessible, bilingual software, free for anyone to use.

The Navigator tool outlines 25 tasks, grouped in the seven sections in the following list. The sections and tasks align with ISO 50001:

1. Context of the organization (tasks 1 to 3)
2. Leadership (tasks 4 to 6)
3. Planning (tasks 7 to 13)
4. Support (tasks 14 to 16)
5. Operation (tasks 17 to 19)
6. Performance evaluation (tasks 20 to 23)
7. Improvement (tasks 24 to 25)

The US DOE clarifies and updates technical content in the Navigator tool to reflect ISO 50001, even when the Navigator tool is hosted on another organization's server. This practice ensures the quality of the guidance. A formal collaboration agreement between NRCan and the US DOE supports a consistent cooperative approach to updating the Canadian Navigator tool. Send suggested edits or clarifications to the NRCan help desk at 50001ready@nrcan-rncan.gc.ca. NRCan will work with the US DOE to address them.

50001 Ready Canada recognition process

Follow the process listed here to request Ready recognition through 50001 Ready:

1. Complete the 25 tasks in the Navigator tool.
2. Submit an Energy Performance Improvement Report (EPIR) through the Navigator tool:
 - Participants must submit an EPIR for either the energy performance for the initial year baseline energy performance or for the improvement in energy performance for subsequent years. The tools listed in Section 6 can be used to collect data for the EPIR.

Note: Although the EPIR is submitted through the Navigator tool, it is NOT uploaded, saved or kept in the Navigator tool. The information is sent to an NRCan email box located and maintained in Canada.

- Participants who use ENERGY STAR® Portfolio Manager® may use the Portfolio Manager report template to extract data for the EPIR. You must have a Portfolio Manager account to access this report.
 - RETScreen® users can use data from the RETScreen application to complete the EPIR.
3. Submit the Self-attestation Form through the Navigator tool and request Ready recognition. See the Navigator recognition requirements page in the Navigator tool or the FAQs for more information.
 - The Self-attestation Form must be signed by both an executive management representative from your facility and your energy management team leader or representative.
 - Requests for recognition are made through the Navigator tool.

After you submit the Self-attestation Form and the EPIR and request Ready recognition, NRCan will acknowledge your request in an email within two business days and schedule a telephone meeting to confirm basic information.

Next, NRCan will review your energy data and will contact you if there are questions.

Your request will be processed within 30 business days of NRCan receiving your last response to questions we have about the information you submitted. The following list is examples of questions you may be asked:

1. Are all the documents complete?
2. Is the energy performance data confirmed?
3. Is the energy data within 23 months of the submission date?
4. Are the personnel and signatories confirmed?
5. Is the facility name confirmed?
6. Is the facility address confirmed?
7. Is the type of industrial facility or type of commercial/institutional building listed?
8. Is the required energy data provided?

After your facility is approved for Ready recognition, the facility status in the Navigator tool is changed to Approved, and your facility is added to NRCan's registry of 50001 Ready Canada facilities.

You will receive a letter of congratulations and a 50001 Ready certificate from NRCan by email.

Follow-up interviews with the staff of facilities that are Ready recognized may be conducted to inform promotional material and activities or to develop case studies. Participation in these follow-up calls is voluntary.

The Ready recognition is valid for one year from the date it was issued. Applicants can renew their designation twice, each time for one year. For the third renewal, applicants need to attest that their facility continues to maintain its energy management system for a new designation.

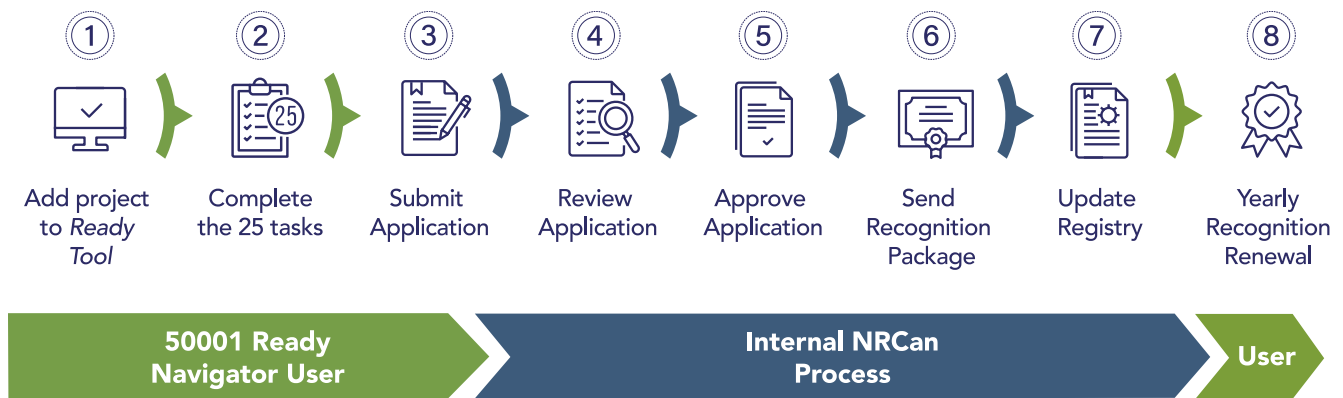
The typical renewal schedule is listed in the following table.

INITIAL 50001 READY RECOGNITION: YEAR 1	Applicants need to submit: • A Self-attestation Form that confirms that the 25 tasks in the Navigator tool are completed • An EPIR that shows the baseline energy consumption for 12 consecutive months before the recognition request. Only two sections of the EPIR must be completed: Section 1 (project information) and Section 2 (energy consumption). The initial recognition period (Year 1) begins on the recognition date listed in the Navigator tool.
SECOND 50001 READY RECOGNITION: YEAR 2	Near the end of the initial recognition period, applicants that want to be designated as 50001 Ready again need to submit: • A new Self-attestation Form that confirms that the facility continues to maintain its energy management system • An EPIR that shows the improvement in energy performance for the 12 months following Year 1. All three sections of the EPIR must be completed: Section 1 (project information), Section 2 (energy consumption), and Section 3 (energy performance improvement). The renewed recognition period (Year 2) begins on the renewal date listed in the Navigator tool.
THIRD 50001 READY RECOGNITION: YEAR 3	Near the end of the second recognition period, applicants that want to be designated as 50001 Ready again need to submit: • A new Self-attestation Form that confirms that the facility continues to maintain its energy management system • An EPIR that shows the improvement in energy performance for the 12 months following Year 2. Use all three sections of the EPIR. The second renewed recognition period (Year 3) begins on the updated renewal date listed in the Navigator tool. After the third renewal, the Navigator tool software automatically changes the task status from <i>complete</i> to <i>in progress</i>. Applicants need to mark the tasks as <i>complete</i>, and the three-year recognition cycle will begin again.

With each designation and renewal, NRCan will issue a new Ready recognition certificate and update the facility's designation on the list of active Ready recognized facilities on the NRCan web site.

If an applicant chooses not to renew, the facility name will remain on the NRCan web site but will move to a lower position on the list because it is organized by the year of most recent recognition or renewal.

Applicants will continue to have full access to the Navigator tool. The facility profile and previous achievements may still be listed publicly in NRCan program archives.



1. **Add the project to the Navigator tool.** Create an account in the Navigator tool, then create a project name, and enter the project in the Navigator tool.
2. **Complete the 25 tasks.** Using the Navigator tool as a guide, complete the 25 tasks. Have both an executive management representative and your energy management team leader or representative sign the Self-attestation Form to confirm the tasks are completed.
3. **Submit the application.** To apply, you must complete the 25 tasks and submit a Self-attestation Form and documentation of your facility's energy usage and improvement in an EPIR through the Navigator tool. After these requirements are met, your project is eligible to receive Ready recognition!
4. **Review the application.** After NRCan receives the Self-attestation Form and the EPIR, NRCan will review the energy data. If there are questions about the application, NRCan will contact the applicant.
5. **Approve the application.** When the required criteria are met, the application will be approved in the Navigator tool.
6. **Send the recognition package.** When a Ready recognition application is approved, NRCan will notify the applicant and send a recognition package that includes a congratulatory letter and a 50001 Ready Canada recognition certificate.
7. **Update the registry.** NRCan adds the approved facility to the 50001 Ready Canada registry on the NRCan web site.
8. **Annual recognition renewal.** The Ready designation is valid for one year from the date issued. Applicants can renew their designation twice, each time for one year. For the third year, applicants need to complete the process again by re-attesting to the 25 tasks and applying for a new designation.

Essential tools and forms

The key tools and forms for preparing for 50001 Ready Canada recognition are provided in this section. Additional resources are provided in Section 7.

ONLINE TOOLS

[50001 Ready Navigator](#)

The Navigator tool is a free online application developed by the US DOE and adapted for Canadian users by NRCan. Content in the Navigator tool was developed to align with the structure and requirements of ISO 50001. Note that although a building or facility becoming Ready recognized is good preparation for ISO 50001 certification, it does not indicate that your building or facility conforms to ISO 50001 or that it will pass an ISO 50001 audit.

FORMS

[Self-attestation Form](#)

This document is the first of the two mandatory documents required for Ready recognition. You use this form to attest that your facility has completed the 25 tasks in the Navigator tool. This form must be signed by both an executive management representative from your facility and your energy management team leader or representative. This form is used for subsequent attestations.

[Energy Performance Improvement Report](#)

The Energy Performance Improvement Report (EPIR) is the second of two mandatory documents required for Ready recognition. You must use the EPIR to report one year of energy consumption to demonstrate your baseline energy performance and the energy performance improvement when you report for subsequent years of recognition. Data for this report can be entered directly into the EPIR or collected from one of the programs listed here for entry into the EPIR.

- [ENERGY STAR Portfolio Manager](#) is an energy benchmarking tool developed by the US Environmental Protection Agency and adapted by NRCan for use by Canadian organizations. Benchmarking allows you to measure and compare your facility's energy use to similar facilities, past consumption, or a reference performance level. You can monitor, rate and optimize your facility's energy use in a secure online environment. The tool was adapted by NRCan to include Canadian weather, postal codes, English and French versions, the metric system and data specific to Canada. Portfolio Manager can be used to collect energy data for entry into the EPIR. You must have a Portfolio Manager account to access this report.
- [RETScreen](#) is a Clean Energy Management Software tool developed by NRCan for a range of applications including the industrial sector and is available online to download. The RETScreen platform enables low-carbon planning, implementation, monitoring and reporting. It can be utilized to calculate energy performance improvements. Users enter site-wide energy consumption and relevant variable data and use the tool to calculate improvement in energy consumption. Data from RETScreen reports can be used to collect energy data for entry into the EPIR. To download the RETScreen software, visit NRCan's web site.

Other supporting tools and resources

The following additional resources support the pursuit of Ready recognition. All resources have been developed by the US DOE and adapted for Canadian use in collaboration with NRCan, with the exception of ISO 50001.

ONLINE TOOLS

[ISO 50001 Energy management system standard](#): ISO 50001 provides the basis for the guidance in the Navigator tool, but buildings and industrial facilities seeking Ready recognition are not required to meet the requirements of the standard.

[Energy conversion factors \(Statistics Canada\)](#): These energy conversion factors enable 50001 Ready participants to calculate the baseline energy consumption required for the EPIR.

[Thermal conversions \(ENERGY STAR\)](#): For consistency and comparability, all energy performance metrics in ENERGY STAR Portfolio Manager reports are expressed in either thousand British thermal units (kBtu) or billion joules (GJ) and are annualized to 12 calendar months. However, in most cases, your energy bills are not presented in these units and are not tied to calendar months. Therefore, a series of procedures are applied to make these conversions.

[Source energy factors](#): C/I buildings and industrial organizations use many mixes of energy, including electricity, natural gas, fuel oil, and district steam. To evaluate energy performance for these buildings, we need to express these different energy types in a common unit. Source energy is the most equitable unit of evaluation and enables a complete assessment of energy efficiency. You must have a Portfolio Manager account to access this page.

Confidentiality

The energy performance data in the EPIR is submitted through the Navigator tool and sent to an NRCan email box (50001Ready@nrcan-rncan.gc.ca) located and maintained in Canada. This information is NOT uploaded, saved or kept in the Navigator tool. NRCan is the administrator for 50001 Ready and maintains the confidentiality of proprietary energy and production-related data. Data that is submitted to 50001 Ready is protected to the fullest extent of Canada's Privacy Act.

Information provided through the Navigator tool and related forms and correspondence are submitted to NRCan. This information will not be released publicly. NRCan makes public only the following information about each Ready recognized facility:

- facility name
- building location (province)
- recognition date (month/year)

NRCan will share aggregate, program-wide metrics publicly, such as the number of Ready recognized facilities and the annual and cumulative 50001 Ready energy savings.

The user's project account information that is contained in the US DOE Ready Navigator tool is protected by the American Freedom of Information Act.

For full privacy and security information details, read the NRCan and the US DOE [security and privacy notices](#).

For more information

For questions about the 50001 Ready Canada program, contact NRCan at 50001Ready@nrcan-rncan.gc.ca.

Definitions

<u>TERM</u>	<u>SHORT FORM</u>	<u>DESCRIPTION</u>
50001 Ready Canada Program Guide	program guide	This downloadable document explains the 50001 Ready Canada program and the process for requesting recognition.
50001 Ready Canada program	50001 Ready	This is the name for the overall program, including the online tool used for completing the program and the process for getting recognized for doing so.
50001 Ready Navigator	Navigator tool	The 50001 Ready Navigator is an online application that provides step-by-step guidance for implementing and maintaining an energy management system in conformance with the ISO 50001 Energy management system standard. The Navigator tool can also used to apply for Ready recognition.
Self-attestation Form	Self-attestation Form	Participants in 50001 Ready must attest to completing the tasks in the Navigator tool by using the Self-attestation Form.
Energy Performance Improvement Report	EPIR	Participants in 50001 Ready must report on energy consumption data by using the EPIR.
50001 Ready Canada recognition	Ready recognition (n.) Ready recognized (adv.)	A participant can request Ready recognition after they complete the tasks in the Navigator tool and submit the Self-attestation Form and the EPIR.
50001 Ready Canada registry web page	Ready registry page	This web page lists the Canadian facilities that have received Ready recognition.
ISO 50001: 2018	ISO 50001	This international standard for energy management systems was created by the International Organization for Standardization. The most recent version was updated in 2018.