

# LMOP Partner Webinar

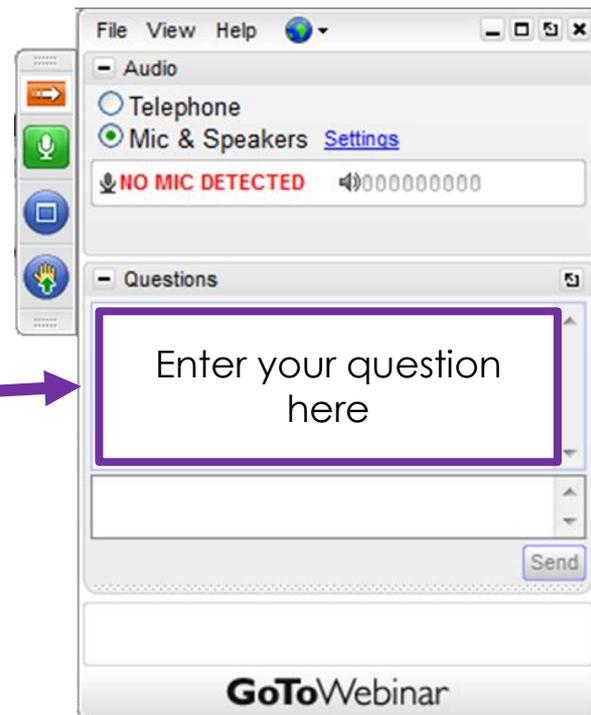
Introduction to the LMOP Module  
in e-GGRT

**August 7, 2018**



# Webinar Reminders

- All participants (except speakers) are in listen-only mode
- Questions submitted during the webinar will be reviewed at the end of the webinar
  - Type a question here
- If you are experiencing technical difficulties, please let us know using the Questions pane on the right side or contact Jay Gallo at 203-687-9432



# Webinar Agenda

- Review of electronic reporting and roles
  - Features of the LMOP Module in e-GGRT
  - Timeline
  - What happens the first week?
  - Where to find help
- Slides will be emailed to all participants and this webinar recording will be available on LMOP's website on the Partner Resources page.

# Review of Changes to LMOP Partner Reporting

- LMOP Partners involved in landfills or LFG energy projects agree to submit data periodically to LMOP
- In the past, we have requested these updates via Excel spreadsheets sent by email
- This summer we are transitioning to the e-GGRT system for this voluntary data collection
  - e-GGRT is already used by many LMOP Partners for regulatory reporting
  - Quicker review for LMOP Partners
  - Will provide accurate and timely data updates for the LMOP Database – a more comprehensive picture of landfill gas energy across the U.S.

# Electronic Reporting Roles

- Primary Partner: the LMOP Partner Organization designated to report data for a specific LFG energy project
- LMOP Data Reporter: a point of contact designated within each Partner Organization
  - This is a role for voluntary data collection
  - This person will receive an invitation to access e-GGRT

*\*\*Thank you to those that have updated this person with LMOP– this will streamline things for you!*
- Delegate: Can be added by the LMOP Data Reporter
  - Given access to report data on specific projects assigned to that Partner organization
  - Can have unlimited Delegates



# LMOP Module Screenshots

Note, these screenshots are from a development environment and are provided for demonstration purposes; some changes in text instructions or data labels may be made by launch of module.

# Invitation Email

Subject: Landfill Methane Outreach Program (LMOP): Accept your role as LMOP Data Reporter for Aepli Landfill Group

A Notice from EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT)

You have been identified as the LMOP Data Reporter for the LMOP Partner organization: Aepli Landfill Group

As part of joining LMOP, select Partners agree to annually provide LMOP with information about landfill gas (LFG) energy projects with which the Partner is involved. Your organization has been selected as the Primary Partner to report data on one or more landfills or LFG energy projects. Beginning in 2018, LMOP will be using the e-GGRT system to collect project information and updates. Please read below about how to access the LMOP module in the e-GGRT system.

\*\*\* Below are instructions for accessing the LMOP section of the e-GGRT system. \*\*\*

NOTE: If you are not a current e-GGRT user you will first need to create a user account. If you do not have an e-GGRT user account, click the **NEW USER REGISTRATION** button on the e-GGRT homepage to start the electronic signature agreement registration process. ESA process is required for registering a new account in the e-GGRT system.

Note the **Invitation Code**  
This is the unique code to access your role in the LMOP module

Once you are a registered e-GGRT user:

- 1) Login to e-GGRT at [www.epa.gov/e-ggrrt](#)
- 2) On the homepage, find the "Accept an Invitation" panel, then copy and paste the following Invitation Code in the field provided. If your Electronic Signature and Use Agreement (ESA) for e-GGRT has not been submitted and approved, you will not be able to view the panel. Once your ESA has been received and approved (you will be notified by email when it is approved), the panel will be visible.

Invitation Code: XB3XFP-QZK6G5

- 3) Click the Go button to open the Accept Assignment screens.
- 4) Follow the instructions on the screen to complete the acceptance process.

If you believe you received this message in error, or have questions, please contact the Help Desk:

Information about your assigned role and Partner organization

e-GGRT login instructions and how to create a new account



# Logging in to e-GGRT and Accepting an Invitation



[? e-GGRT Help](#)

[Login to e-GGRT](#)

[Log In](#)

## Welcome to EPA's electronic Greenhouse Gas Reporting Tool

### About e-GGRT

E-GGRT supports facility and supplier reporting for the [EPA Greenhouse Gas Reporting Program](#). The rule requires electronic reporting of greenhouse gas (GHG) emissions from large sources and suppliers in the United States.

Additional information on [e-GGRT](#).

### Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following: 1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only; 2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action; 3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government; 4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems; 5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems; 6.

### e-GGRT LOGIN

User Name:

Password:

[LOGIN](#)

[FORGOT YOUR USER NAME?](#)  
[FORGOT YOUR PASSWORD?](#)

**New e-GGRT Users Must Register**  
New users must complete a one-time registration process. After establishing a user account you can register your facility.

[NEW USER REGISTRATION](#)

**You are already registered if...**

**You have a CDX Account**  
If you have an existing CDX Web account, log in above with your CDX User Name and Password and complete an abbreviated e-GGRT registration process.

# New e-GGRT User Registration

## About the e-GGRT One-time User Registration Process

### SHOULD YOU REGISTER TO USE E-GGRT?

You will need to create an e-GGRT user account if you plan to register or represent a facility or supplier affected by EPA's Mandatory Greenhouse Gas Reporting Rule.

If you are uncertain, the [Applicability Tool](#) may help you assess whether your facility is required to report greenhouse gas (GHG) emissions. Note that information tailored to Suppliers and other affected entities can also be found there.

### You are already registered if:

**You have a CDX Account.**  
CDX and e-GGRT are integrated so that both will work with your existing CDX account.

[Log in to e-GGRT](#) with your user name and password.

### User Registration Process

- |   |  |
|---|--|
| <b>1</b> Create User Profile            | Enter identifying information (name, address, contact information); set your user name, password, and three security questions.  |
| <b>2</b> Pick Challenge Questions       | Pick and supply answers to five challenge questions. You will be asked one of these questions anytime you certify and sign a submission in e-GGRT.   |
| <b>3</b> Electronic Signature Agreement | Your options are: 1) electronically sign the Electronic Signature Agreement or; 2) print and submit a hard copy of the Electronic Signature Agreement.<br><br>You will not be able to use e-GGRT until EPA has approved your Electronic Signature Agreement. |
| <b>4</b> Print Summary                  | Print the summary of your registration for your records. If you have questions regarding your registration, including the status of your Electronic Signature Agreement, you can refer to this document.   |
| Start Using e-GGRT                      | EPA will not activate your account until your Electronic Signature Agreement has been submitted and approved. An account activation notice will be sent to the email address you used for registration. You will then be able to use e-GGRT.                 |

# Once Logged in to e-GGRT

The screenshot displays the EPA e-GGRT interface. At the top left is the EPA logo and 'United States Environmental Protection Agency'. The top right features the 'e-GGRT' logo and 'Electronic Greenhouse Gas Reporting Tool'. A navigation bar includes 'HOME', 'FACILITY REGISTRATION', 'FACILITY MANAGEMENT', and 'HELP DESK'. A user greeting 'Hello, Lauren Aepli | My Profile | Logout' is visible. A left sidebar contains 'e-GGRT Help' and 'About e-GGRT Home'. The main content area has a 'REGISTER A FACILITY' button and an 'ACCESS YOUR FACILITIES:' table with columns for 'GHGRP ID', 'Facility or Supplier', and 'Your Role'. The table shows 'No Registered Facility'. To the right, the 'ACCEPT AN INVITATION:' section asks 'Use a 1-time Invitation Code?' and provides instructions. A text box with the text 'Invitation Code goes here' has a green arrow pointing to the input field in the 'ACCEPT AN INVITATION:' section. Below this is a folder icon for 'EPA Correspondence Folder' with 'Issues with Message(s) awaiting reply: 0'. A yellow box at the bottom right contains a link to 'Go to e-GGRT for Landfill Methane Outreach Program Reporting'.

**Invitation Code**  
goes here

**ACCEPT AN INVITATION:**  
Use a 1-time Invitation Code?  
Paste an Invitation Code into the field, then click 'GO'. (If you have already used a code to accept a role at a facility, you may access that facility from the list to the left.)

**GO**

**EPA Correspondence Folder**  
Issues with Message(s) awaiting reply: 0

You are also a reporter under EPA's *Landfill Methane Outreach Program (LMOP)*

[Go to e-GGRT for Landfill Methane Outreach Program Reporting](#)

# LMOP e-GGRT Module Homepage



[HOME](#) | [PARTNER MANAGEMENT](#) | [DATA REPORTING](#)

Hello, Lauren Aepli | [My Profile](#) | [Logout](#)

- [LMOP Reporting Homepage](#)
- [LMOP Reporting Help](#)

Thank you for accepting your role in the e-GGRT LMOP module for reviewing and updating landfill and LFG energy project data. One of LMOP's objectives is to ensure that the LMOP Landfill and LFG Energy Project Database (LMOP Database) contains the most up-to-date and accurate information about landfills and LFG energy projects in the country, using data provided by our Partners. By contributing to this effort, you are helping to improve the quality and completeness of LMOP's data, a key resource for the U.S. LFG industry. The LMOP Database is used frequently by the LFG industry, other stakeholders, and the public, and LMOP appreciates your help maintaining a robust database of timely and accurate information. Thank you!

## ACCEPT AN INVITATION:

### Use a 1-time Invitation Code?

Paste an Invitation Code into the field, then click 'GO'. (If you have already used a code to accept a role as a Partner, you may access that Partner from the list to the left.)

### ACCESS YOUR LMOP PARTNER ROLES:

Partner	Your Role		
Aepli Landfill Group	LMOP Data Reporter	<input type="button" value="MANAGE"/>	<input type="button" value="REPORT"/>
Cappel Project Developers	Delegate	<input type="button" value="MANAGE"/>	<input type="button" value="REPORT"/>

Need to register a facility for the Greenhouse Gas Reporting Program (40 CFR Part 98)?

[Go to e-GGRT for GHG Reporting](#)



# Partner Management Page

-  LMOP Reporting Homepage
-  LMOP Reporting Help

## Aepli Landfill Group

[Home](#) » [Partner Summary](#)

### LMOP PARTNER SUMMARY

Below is information for your organization as an LMOP Partner and a table of all projects that your organization has been assigned as Primary Partner for data reporting. If you are the LMOP Data Reporter for this Partner, use this summary page to make changes to the "Partner Profile" information and manage your Delegates. If you would like to change the LMOP Data Reporter for this Partner, please contact LMOP.

### Partner Representatives

**LMOP Data Reporter** Lauren Aepli

### Partner Profile

**Partner Information** Aepli Landfill Group  
1770 Elm St  
Richmond VA 23235

[EDIT](#)

### Delegates (for this Partner)

[K Cappel](#)

[Lana Awesome](#)

- Pending Invitation

[+ Add Delegate](#)

[➔ View Delegate  
Details and  
Remove  
Delegate/Invitation](#)

Below is a table of all projects that your organization has been assigned as Primary Partner for data reporting.

### PARTNER PROJECTS

Project ID	Project Name	Landfill Name	City, State	Project Status	Project Type
1657-0	Project #1	I-95 Landfill	Lorton, VA	Operational	Gas Turbine
1657-1	Project #1, Expansion #1	I-95 Landfill	Lorton, VA	Operational	Reciprocating Engine
1660-0	Combination Project - Project #1	Frederick County - Winchester SLF	Winchester, VA	Operational	Direct Thermal

# Adding Delegates

# Adding a Delegate

Aepli Landfill Group  
Home » **Partner Summary**

## LMOP PARTNER SUMMARY

Below is information for your organization as an LMOP Partner and a table of all projects that your organization has been assigned as Primary Partner for data reporting. If you are the LMOP Data Reporter for this Partner, use this summary page to make changes to the "Partner Profile" information and manage your Delegates. If you would like to change the LMOP Data Reporter for this Partner, please contact LMOP.

### Partner Representatives

<b>LMOP Data Reporter</b>	Lauren Aepli
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### Partner Profile

<b>Partner Information</b>	Aepli Landfill Group 1770 Elm St Richmond VA 23235
----------------------------	--

[EDIT](#)

### Delegates (for this Partner)

[K Cappel](#)

[Lana Awesome](#)  
- Pending Invitation

[+ Add Delegate](#)

[View Delegate  
Details and  
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Below is a table of all projects that your organization has been assigned as Primary Partner for data reporting.

## PARTNER PROJECTS

Project ID	Project Name	Landfill Name	City, State	Project Status	Project Type
------------	--------------	---------------	-------------	----------------	--------------

# Adding a Delegate (continued)

## NEW DELEGATE

First Name \*

Last Name \*

Phone \*

Email \*

Re-enter Email \*

## PARTNER PROJECTS \*

[Select All](#) | [Deselect All](#)

	Project ID	Project Name
<input type="checkbox"/>	1657-0	Project #1
<input type="checkbox"/>	1657-1	Project #1, Expansion #1
<input type="checkbox"/>	1660-0	Combination Project - Project #1
<input checked="" type="checkbox"/>	167139-0	Project #3
<input checked="" type="checkbox"/>	167139-1	Project #3, De-Expansion #1
<input type="checkbox"/>	1673-0	Project #1

CONTINUE

CANCEL

# Entering Data Updates

# LMOP Reporting Page

## Cappel Project Developers

### LMOP Reporting

[Home](#) » [LMOP Data Reporting](#)

#### VOLUNTARY DATA REPORTING FOR LMOP

Below is a table of all projects that your organization has been assigned as Primary Partner for data reporting. Use this page to update and submit detailed landfill and LFG energy project information. This information is used to keep the LMOP Database up to date and accurate. To review and update data for a specific project, click on the REPORT button in the PARTNER PROJECT DATA REPORTING table below. Follow the instructions for reviewing and editing the data on the following page and save.

**Note that each expansion of a project is listed individually** - please [contact LMOP](#) if you believe an expansion is missing or if you need to add another expansion or new project.

#### PARTNER PROJECT DATA REPORTING

Project ID	Project Name	Landfill Name	City, State	Status	Project Type	Review Status	
1653-0	Project #1	Shoosmith SLF	Chester, VA	Shutdown	Reciprocating Engine	REVIEWED	<a href="#">REPORT</a>
1653-1	Project #1, Expansion #1	Shoosmith SLF	Chester, VA	Operational	Reciprocating Engine	NEEDS REVIEW	<a href="#">REPORT</a>
1672-0		Smith Gap Regional Landfill	Salem, VA	Candidate	Unknown	NEEDS REVIEW	
181061-0	Combination Project - Project #2	Frederick County - Winchester SLF	Winchester, VA	Operational	Reciprocating Engine	NEEDS REVIEW	

# Avoiding Duplication of GHGRP Data Collection

## LANDFILL INFORMATION

Last edited by Natalie Tang  
Date: 07/24/2018

⚠ Information for this landfill is reported to the Greenhouse Gas Reporting Program (GHGRP). Grayed cells indicate that this information does not need to be reported for this landfill.

Landfill ID	1580
Landfill Name	<input type="text" value="City Landfill"/>
Landfill City	Lorton
Landfill County	Fairfax
Landfill State	Virginia
Landfill Owner	<input type="text" value="County of Fairfax, VA"/>
Owner Type	<input type="text" value="Public"/> ▾

— Hide All GHGRP, Subpart HH data elements

Year Landfill Opened	<input type="text" value="Reported to GHGRP"/>	(yyyy)
Landfill Closure Year	<input type="text" value="Reported to GHGRP"/>	(yyyy)
Designed Landfill Area	<input type="text" value="Reported to GHGRP"/>	(acres)
Current Landfill Area	<input type="text" value="Reported to GHGRP"/>	(acres)
Designed Landfill Depth	<input type="text" value="Reported to GHGRP"/>	(feet)
Current Landfill Depth	<input type="text" value="Reported to GHGRP"/>	(feet)

- Any element collected by GHGRP is blocked from editing and “Reported to GHGRP” is displayed
- Very similar to how LMOP did this in previous data collections with Excel sheets

# Tracking who Makes Changes

- Timestamps show when last edit was made and who made the edits
- Timestamps are tracked for landfill data and project data separately

## LANDFILL INFORMATION

Last edited by Natalie Tang  
Date: 07/24/2018

 Information for this landfill is reported to the Greenhouse Gas Reporting Program (GHGRP). Grayed cells indicate that this information does not need to be reported for this landfill.

Landfill ID 1580

Landfill Name

Landfill City Lorton

Landfill County Fairfax

Landfill State Virginia

Landfill Owner

Owner Type

# Reviewing and Updating Project Information

## PROJECT INFORMATION

How is the recovered landfill gas used or intended to be used? For example, is the landfill gas burned directly in a boiler or heater, used as fuel for a turbine generating electricity that is sold, etc.

Project Type

LFG Use Details

What is the status of the LFG energy project?

On what date did or will the project become operational?

If the project is shutdown, on what date did it shut down?

Pop up field descriptions

energy is or will be recovered? For direct-use projects, provide the LFG flow.

For electricity generation projects, provide both MW capacity and LFG flow, if known.

LFG flow to project  (mmscf (million standard cubic feet per day))

 Amount of landfill gas flowing to LFG energy project or that will flow to the project when it becomes operational

MW capacity (electricity generation projects only)  (MW (megawatts))

Capacity Type

# Reviewing and Updating Project Information (continued)

Who owns the project?

 Missing Information

Who is or will be the end user of the LFG energy?

Dominion Energy Virginia

List any other parties involved in this project

What federal, state, or local funding resource(s) was or will be used to fund this project?

 Missing Information

Additional Comments

 Errors or missing information exist on this page.

NEXT

CANCEL

# Confirm Data Updates Screen

Aepli Landfill Group, Project #1 ( 1657-0 )

[Home](#) » [LMOP Data Reporting](#) » [Edit Project Reporting Data](#) » **Confirm Project Reporting Data Changes**

## CONFIRM PROJECT REPORTING DATA CHANGES

Use this page to confirm recent changes to project reporting data. If you are satisfied with the changes, click SAVE & EXIT to update your project record. To continue editing information, click BACK to return to the project reporting data. If you select BACK, your changes will remain updated in the reporting form but will not be submitted to LMOP until you click SAVE & EXIT. If a data quality concern is indicated for your updated value, please click BACK to return to project reporting data to view the validation and change your value. Values with data quality concerns will not be saved.

Last edited by Lauren Aepli  
Date: 07/25/2018

Project Data Element Changed	Current Value	Updated Value
LFG flow to project	2 mmscfd	1.656 mmscfd
Capacity	3 megawatts	3.2 megawatts
Capacity Type	Rated	Actual

**SAVE & EXIT**

**BACK**

# Other Important Points

# Planned Timeline for LMOP Reporting

Event	Approximate Timeline
Receive email from LMOP announcing date of LMOP Module launch	1 week before launch
Receive LMOP e-GGRT Invitation email; begin Partner reporting	Mid-August
Webinar on how to use LMOP e-GGRT module	1 week after launch
LMOP Partner reports due	End of September

**LMOP Module will be open for 6 weeks**

# What Happens in the First Week?

- Receive invitation email from [eGGRT@ccdsupport.com](mailto:eGGRT@ccdsupport.com)
- Login to your e-GGRT account
  - Create one if you do not have one yet
  - Process can take up to 7 days, for most users it is less
- Access the LMOP module with your invitation code (from the invitation email)
- See your projects and begin data reporting!

# Where to Find Help

- Contact Lauren at [aepli.lauren@epa.gov](mailto:aepli.lauren@epa.gov) or 202-343-9423
- For assistance with e-GGRT login, password resets, etc. – [GHGreporting@epa.gov](mailto:GHGreporting@epa.gov)
- FAQs available on side bar within LMOP Module
- LMOP Partner Data Reporting User Guide to be available on the LMOP website and from e-GGRT

# Help links within the LMOP Module

-  LMOP Reporting Homepage
-  LMOP Reporting Help

Thank you for accepting your role in the e-GGRT LMOP module for reviewing and updating landfill and LFG energy project data. One of LMOP's objectives is to ensure that the LMOP Landfill and LFG Energy Project Database (LMOP Database) contains the most up-to-date and accurate information about landfills and LFG energy projects in the country, using data provided by our Partners. By contributing to this effort, you are helping to improve the quality and completeness of LMOP's data, a key resource for the U.S. LFG industry. The LMOP Database is used frequently by the LFG industry, other stakeholders, and the public, and LMOP appreciates your help maintaining a robust database of timely and accurate information. Thank you!

#### ACCESS YOUR LMOP PARTNER ROLES:

Partner	Your Role		
Aepli Landfill Group	LMOP Data Reporter	<a href="#">MANAGE</a>	<a href="#">REPORT</a>
Cappel Project Developers	Delegate	<a href="#">MANAGE</a>	<a href="#">REPORT</a>

#### ACCEPT AN INVITATION:

##### Use a 1-time Invitation Code?

Paste an Invitation Code into the field, then click 'GO'. (If you have already used a code to accept a role as a Partner, you may access that Partner from the list to the left.)

Need to register a facility for the Greenhouse Gas Reporting Program (40 CFR Part 98)?

[Go to e-GGRT for GHG Reporting](#)

# Questions

Q&A

Contact information

# Thank you!

Please reach out with any questions or comments

**Lauren Aepli**

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(202) 343-9423