



# Landfill Methane Outreach Program (LMOP) Voluntary Partner Data Reporting User Guide

## Contents

1. Logging in to the e-GGRT Environment .....	2
2. Accepting an Invitation Code .....	3
2.a. Entering the Invitation Code .....	3
2.b. Accepting the LMOP Data Reporter Role .....	4
3. Managing Your Partner Information .....	5
3.a. Editing Partner Information .....	5
3.b. Adding or Removing a Delegate.....	7
4. Reviewing and Updating Data .....	10
4.a. LMOP Data Reporting Page .....	10
4.b. Review and Edit Project Reporting Data .....	12
4.c. Notes on Functionality of the Edit Project Reporting Data Page.....	12
4.d. Submitting Reviewed Data to LMOP .....	14
5. Unit Conversions .....	15

## 1. Logging in to the e-GGRT Environment

1. Access the e-GGRT environment at <https://ghgreporting.epa.gov>.

The screenshot shows the EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT) login page. The header includes the EPA logo and the text 'United States Environmental Protection Agency' and 'e-GGRT Electronic Greenhouse Gas Reporting Tool'. A left sidebar contains 'e-GGRT Help' links. The main content area includes a 'Welcome to EPA's electronic Greenhouse Gas Reporting Tool' message, 'About e-GGRT' information, and a 'Warning Notice'. On the right, there is a login section with 'e-GGRT LOGIN' fields for 'User Name' and 'Password', a 'LOGIN' button, and links for 'FORGOT YOUR USER NAME?' and 'FORGOT YOUR PASSWORD?'. Below these is a 'NEW USER REGISTRATION' button and a section for existing users with a 'CDX Account'.

Figure 1. Login to e-GGRT

2. Enter your user name and password.

*Note:* If you are not a current e-GGRT user you will first need to create a user account. Click the NEW USER REGISTRATION button on the login page to begin. Please note that you will need to sign an electronic signature agreement (ESA); **ESA processing can take up to 7 days, so you are encouraged to begin the process of registering a new account as soon as possible.**

3. Click the LOGIN button. The e-GGRT home page will be displayed. If you have previously accessed the LMOP Module, you will be taken directly to the LMOP Homepage or you will see a link on the right side of the screen for “Go to e-GGRT for Landfill Methane Outreach Program Reporting”.

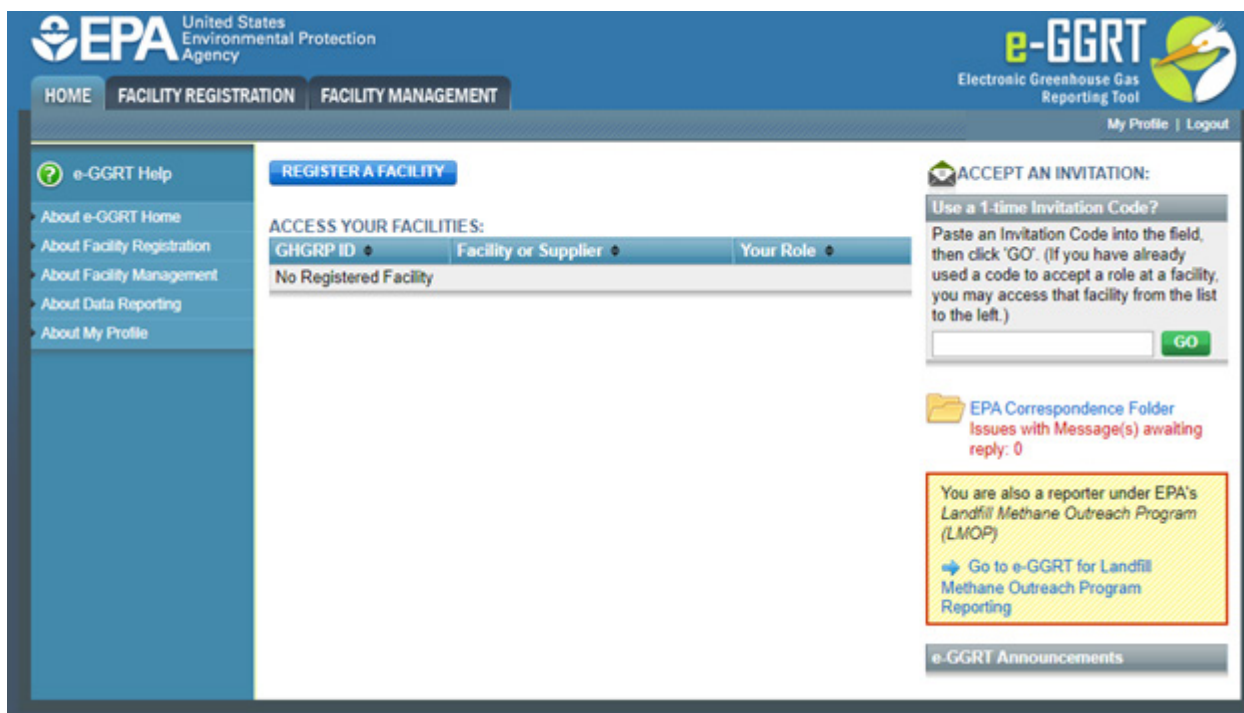


Figure 2. e-GGRT Home Page

## 2. Accepting an Invitation Code

### 2.a. Entering the Invitation Code

If you have not accessed the LMOP Module before (this is your first time participating in LMOP Partner Reporting), you will need to enter an Invitation Code. You will receive an email from [eGGRT@ccdsupport.com](mailto:eGGRT@ccdsupport.com) with information regarding accepting your role as LMOP Data Reporter or Delegate for an LMOP Partner. The email will contain your unique Invitation Code.

Invitation Code: 4802O-4ANBR

Figure 3. Sample Invitation Code in Invitation Email

1. On the e-GGRT home page, locate the “Accept an Invitation” panel.

2. Copy the Invitation Code from the email and paste the code in the field.



Figure 4. Invitation Code

3. Click the GO button. The Accept Invitation page will be displayed.

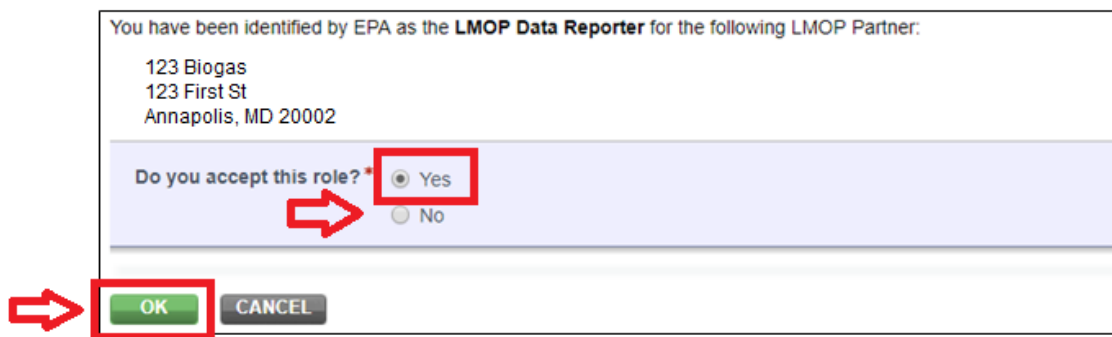


Figure 5. Accept Invitation

## 2.b. Accepting the LMOP Data Reporter Role

1. In the Accept Invitation step, select the “Yes” radio button for the question “Do you accept this role?” then click the OK button. The Home tab will be displayed, and you will be able to access your LMOP Partner and project information.
2. If you select “No”, you may use the same invitation code at a later time to accept the role. If you believe the LMOP Data Reporter should be a different person, please [contact LMOP](#).

*Note:* Only one person can use the unique invitation code to be the LMOP Data Reporter. To allow access to others, including the ability to review and edit project data, see the section “Adding or Removing a Delegate.”

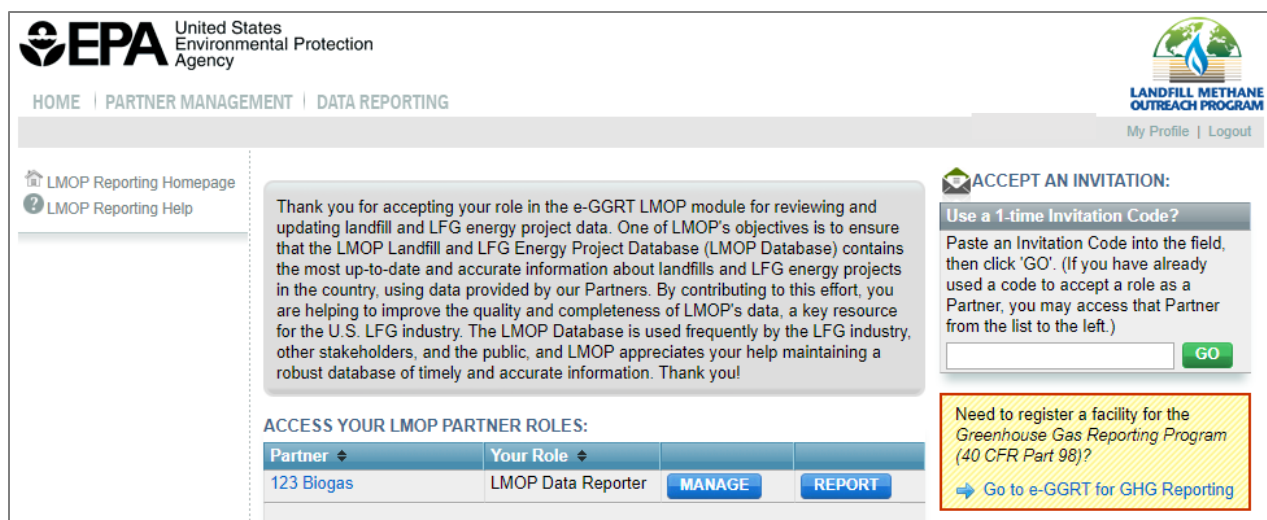


Figure 6. LMOP Reporting Homepage

*Note:* To return to the e-GGRT application click the link “Go to e-GGRT for GHG Reporting.”

### 3. Managing Your Partner Information

#### 3.a. Editing Partner Information

To edit your Partner organization's basic contact information:

1. On the Home tab, click the MANAGE button.

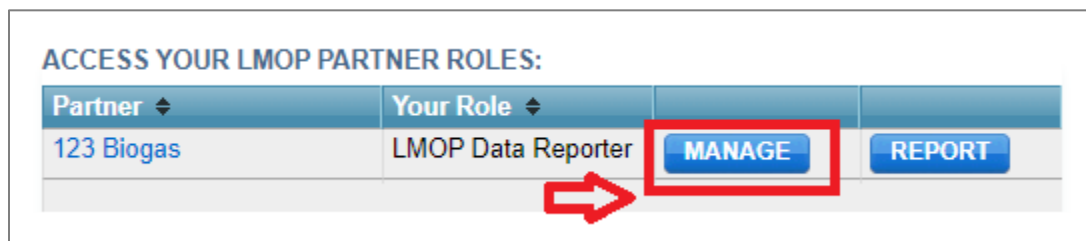


Figure 7. Manage Button

2. The Partner Summary page will be displayed. Click the EDIT button in the Partner Profile section.

**123 Biogas**  
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	

Delegates (for this Partner)	
none appointed	

**Partner Profile**

Partner Information	123 Biogas 123 First St Annapolis MD 20002
	<b>EDIT</b>

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

Figure 8. Edit Button for Updating Basic Contact Information

3. The Edit Partner Profile page will be displayed. Make any necessary changes, then click the SAVE & EXIT button.

**123 Biogas**  
Partner Summary » Edit Partner Profile

**EDIT PARTNER**  
You can make changes to your Partner information here. \* denotes a required field

**ADDRESS INFORMATION**

Partner ID	14145
Partner Name	123 Biogas
Street Address 1 *	123 First St
Street Address 2	
City *	Annapolis
State *	Maryland
Zip/Postal Code *	20002

**SAVE & EXIT** **CANCEL**

Figure 9. Save & Exit Button

### 3.b. Adding or Removing a Delegate

You may elect to add a Delegate to one or more projects. A Delegate has the same privileges as an LMOP Data Reporter, such as reviewing and updating landfill or project data, with the exception that they cannot add or delete other Delegates. To add a Delegate:

1. On the Partner Summary page, select the Add Delegate button:

**123 Biogas**  
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	

Partner Profile	
Partner Information	123 Biogas 123 First St Annapolis MD 20002

[EDIT](#)

**Delegates (for this Partner)**  
none appointed

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

Figure 10. Add a Delegate



2. The Add a Delegate page will be displayed. Enter the name and contact information for the individual.

**ADD A DELEGATE FOR THIS PARTNER**

**Create a new Delegate :** Create a new Delegate for a specific project(s) by entering their name, phone and email address, and selecting the applicable project(s) in the list below. As the LMOP Data Reporter, you may assign one or more Delegates for each Partner project. \* denotes a required field

**COMPLETE THE DELEGATE INVITATION**  
Enter the Delegate's information in the form below, select the applicable project(s) in the list below the form, and click the CONTINUE button. LMOP will send the Delegate an email invitation with instructions on how to login and accept the new role.

Once this person becomes a Delegate, they will have access to LMOP data for this Partner including information for the selected project(s). These data may include sensitive business information.

**NEW DELEGATE**

First Name *	Jane
Last Name *	Smith
Phone *	555-555-5555
Email *	jane.smith@xyz.com
Re-enter Email *	jane.smith@xyz.com

**PARTNER PROJECTS \***

Select All | Deselect All

	Project ID	Project Name	Landfill Names
<input type="checkbox"/>	154678-0	Project #1	Super Landfill 7
<input checked="" type="checkbox"/>	1657-0	Project #1	I-95 Landfill
<input checked="" type="checkbox"/>	1657-1	Project #1, Expansion #1	I-95 Landfill
<input type="checkbox"/>	1660-0	Combination Project - Project #1	Frederick County - Winchester SLF, Frederick County SLF
<input type="checkbox"/>	167139-0	Project #3	WM SPSA Regional LF
<input type="checkbox"/>	167139-1	Project #3, De-Expansion #1	WM SPSA Regional LF
<input type="checkbox"/>	1673-0	Project #1	Stafford County LF

**CONTINUE** **CANCEL**

Figure 11. Entering Delegate Information

3. Below the Delegate information select the appropriate projects to assign to this Delegate. A Delegate can be assigned to one or more projects. There is no limit to the number of Delegates you can add to each project.
4. Select CONTINUE to send an invitation email to the new Delegate.



- On the Partner Management page, the new Delegate will be listed in the Delegate table. To accept their role, a Delegate should follow the same process described in the '2. Accepting an Invitation Code' section above.

*Note:* The LMOP Data Reporter will receive an email confirmation when a Delegate has accepted their role.

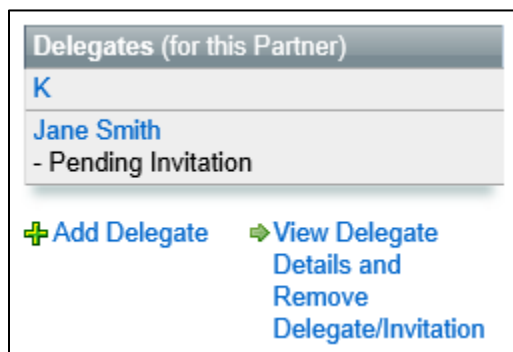


Figure 12. Delegate Table

- Select View Delegate Details and Remove Delegate/Invitation to see a status information for your Delegates. You can RESEND a Delegate's invitation or DELETE a Delegate's invitation by selecting the appropriate button in the table of Delegates.

DELEGATE DETAILS AND STATUS					
Detailed information about Delegates is shown below. To remove a pending Delegate, click on the DELETE button in the invitation column to deactivate the acceptance code. To remove a current Delegate, click on the REMOVE button on the appropriate row. Removing a Delegate removes access to all the projects listed. To add back a Delegate, return to the Partner Summary page and click on the "Add Delegate" link.					
DELEGATES OR PENDING DELEGATES					
Delegate Name	Delegate Email Address	Status	Invitation	Projects	Remove Delegate
Jane Smith	jane.smith@xyz.com	Pending: The appointee must use the 1-time acceptance code which was emailed to them on Aug 13, 2018 9:42 AM	<a href="#">RESEND</a> <a href="#">DELETE</a>	1657-0, 1657-1	

Figure 13. Detailed Delegate Status Information

- To remove a Delegate that has accepted their invitation, find the Delegate in the table and select the REMOVE button at the end of the row.

DELEGATES OR PENDING DELEGATES					
Delegate Name	Delegate Email Address	Status	Invitation	Projects	Remove Delegate
Jane Smith		Active: Status last updated on Jul 19, 2018 9:33 AM		167139-0, 167139-	REMOVE

Figure 14. Removing a Delegate

## 4. Reviewing and Updating Data

### 4.a. LMOP Data Reporting Page

- To begin reviewing and reporting data for LMOP, select the REPORT button on the LMOP Reporting Homepage in the row of the Partner organization you wish to report data for (most users will only have one Partner organization listed).

United States Environmental Protection Agency

HOME | PARTNER MANAGEMENT | DATA REPORTING

LANDFILL METHANE OUTREACH PROGRAM

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.)

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

Go to e-GGRT for GHG Reporting

ACCESS YOUR LMOP PARTNER ROLES:

Partner	Your Role	
123 Biogas	LMOP Data Reporter	<input type="button" value="MANAGE"/> <input type="button" value="REPORT"/>

Figure 15. LMOP Reporting Homepage – REPORT Button

2. The LMOP Data Reporting page shows a table of all project records you have been assigned to review and report data on.

123 Biogas  
**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	
1657-0	Project #1	Super Landfill	Lorton, VA	Shutdown	Reciprocating Engine	REVIEWED	<a href="#">REPORT</a>
1657-1	Project #1, Expansion #1	Super Landfill	Lorton, VA	Shutdown	Reciprocating Engine	REVIEWED	<a href="#">REPORT</a>
1665-0	Combination Project	Turnpike Landfill	Lynchburg, VA	Operational	Boiler	REVIEWED	<a href="#">REPORT</a>
1657-2	Project #1, De-Expansion #1	Super Landfill	Lorton, VA	Shutdown	Reciprocating Engine	REVIEWED	<a href="#">REPORT</a>
1657-3	Project #1, De-Expansion #2	Super Landfill	Lorton, VA	Operational	Reciprocating Engine	NEEDS REVIEW	<a href="#">REPORT</a>

**Figure 16. LMOP Data Reporting Page with Projects List**

3. Important notes about the Data Reporting Page and Project List:
  - a. Each project expansion is listed as its own record. For completeness and accuracy in the LMOP Database, LMOP tracks a new expansion record for each project expansion. For example:
    - i. An electricity generation project started in 2005 with two engines (Project #1). It was expanded in 2009 with a third engine (Project #1, Expansion #1).
    - ii. LMOP would track these as two project records under the same “Parent Project” with separate LFG flows to each project record (i.e. 2.592 mmscfd to Project #1 and 1.15 mmscfd to Project #1, Expansion #1)
  - b. If you need to add a new project or an expansion of a project, please [contact LMOP](#).
4. Each Project has a Review Status of either REVIEWED or NEEDS REVIEW.
  - a. REVIEWED indicates that the LMOP Data Reporter or an authorized Delegate has selected this project, viewed the information, and confirmed submission of the data (with or without changes) to LMOP.
  - b. NEEDS REVIEW indicates that this project has not yet been viewed with confirmed data submission to LMOP by the LMOP Data Reporter or an authorized Delegate.

PARTNER PROJECT DATA REPORTING							
Project ID	Project Name	Landfill Name	City, State	Status	Project Type	Review Status	
1657-0	Project #1	Super Landfill	Lorton, VA	Shutdown	Reciprocating Engine	REVIEWED	REPORT
1657-1	Project #1, Expansion #1	Super Landfill	Lorton, VA	Shutdown	Reciprocating Engine	REVIEWED	REPORT
1665-0	Combination Project	Turnpike Landfill	Lynchburg, VA	Operational	Boiler	REVIEWED	REPORT
1657-2	Project #1, De-Expansion #1	Super Landfill	Lorton, VA	Shutdown	Reciprocating Engine	REVIEWED	REPORT
1657-3	Project #1, De-Expansion #2	Super Landfill	Lorton, VA	Operational	Reciprocating Engine	NEEDS REVIEW	REPORT

Figure 17. Review Status Column


5. A project can be selected, edited, and reviewed as many times as necessary.

#### 4.b. Review and Edit Project Reporting Data

1. Select the REPORT button to review data on a particular project.
2. All data fields are pre-populated with current information from the LMOP Database. Please review all data fields, complete any missing fields, and change any incorrect information.

#### 4.c. Notes on Functionality of the Edit Project Reporting Data Page

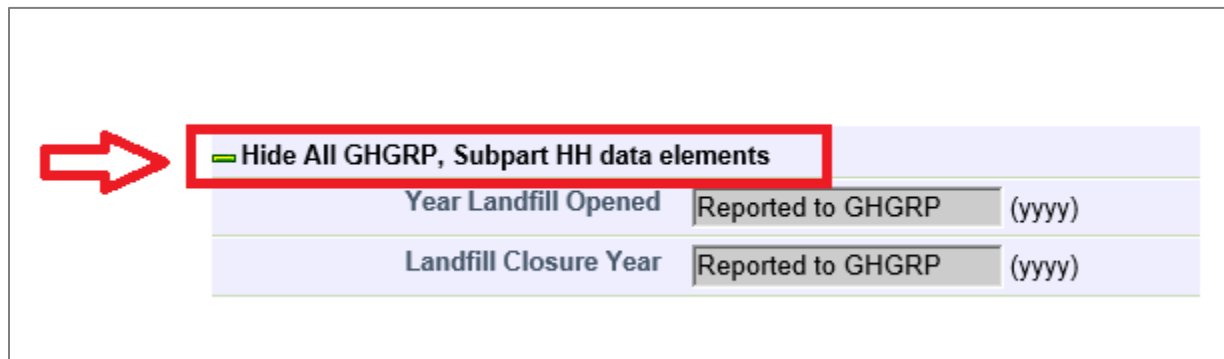
1. Project and Landfill data fields each have a review timestamp to show who edited the data last and on what date.
2. Where the landfill data is reported to the Greenhouse Gas Reporting Program (GHGRP) Subpart HH, the duplicative landfill information will not be collected. In these cases, the landfill data fields will not be editable and will be grayed out.


**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	Super Landfill
Landfill City	Lorton
Landfill County	Fairfax
Landfill State	Virginia
Landfill Owner	County of Fairfax, VA
Owner Type	Public
<b>Hide All GHGRP, Subpart HH data elements</b>	
Year Landfill Opened	Reported to GHGRP (yyyy)
Landfill Closure Year	Reported to GHGRP (yyyy)
Designed Landfill Area	Reported to GHGRP (acres)
Current Landfill Area	Reported to GHGRP (acres)
Designed Landfill Depth	Reported to GHGRP (feet)
Current Landfill Depth	Reported to GHGRP (feet)
Design Capacity	Reported to GHGRP (short tons)

Figure 18. GHGRP Data Fields

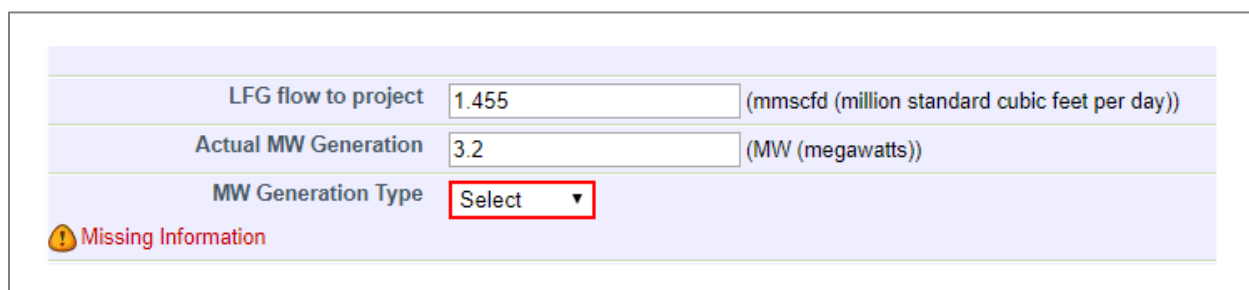
3. The GHGRP landfill data can be collapsed to show less on the Edit Project Reporting Data page by selecting the green dash next to “Hide All GHGRP, Subpart HH data elements”



A screenshot of a web form with a light blue background. At the top, there is a link with a green dash icon and the text "Hide All GHGRP, Subpart HH data elements". A red arrow points to this link. Below the link are two rows of data fields. The first row has the label "Year Landfill Opened" followed by a text input field containing "Reported to GHGRP" and a dropdown menu with "(yyyy)" selected. The second row has the label "Landfill Closure Year" followed by a text input field containing "Reported to GHGRP" and a dropdown menu with "(yyyy)" selected.

Figure 19. Collapsing GHGRP Data Fields

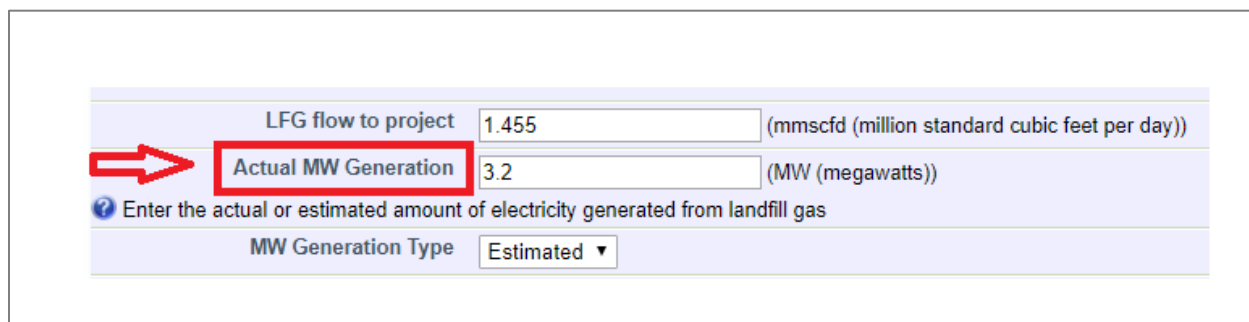
4. The page will alert you when data fields are blank or missing. **You do not have to complete all data fields** in order to move onto the next page. Incomplete data may be submitted.



A screenshot of a web form with a light blue background. It contains three rows of data fields. The first row has the label "LFG flow to project" followed by a text input field containing "1.455" and a dropdown menu with "(mmscfd (million standard cubic feet per day))" selected. The second row has the label "Actual MW Generation" followed by a text input field containing "3.2" and a dropdown menu with "(MW (megawatts))" selected. The third row has the label "MW Generation Type" followed by a dropdown menu with "Select" selected. Below the third row, there is a warning icon (a yellow triangle with an exclamation mark) and the text "Missing Information".

Figure 20. Missing Information Indicators

5. Data field names can be clicked on to reveal more information about that data field.



A screenshot of a web form with a light blue background. It contains three rows of data fields. The first row has the label "LFG flow to project" followed by a text input field containing "1.455" and a dropdown menu with "(mmscfd (million standard cubic feet per day))" selected. The second row has the label "Actual MW Generation" followed by a text input field containing "3.2" and a dropdown menu with "(MW (megawatts))" selected. A red arrow points to the "Actual MW Generation" label. Below the second row, there is a question mark icon and the text "Enter the actual or estimated amount of electricity generated from landfill gas". The third row has the label "MW Generation Type" followed by a dropdown menu with "Estimated" selected.

Figure 21. Clicking on a Data Label Shows More Information About That Field

#### 4.d. Submitting Reviewed Data to LMOP

1. When you are finished reviewing and editing data, select NEXT at the bottom of the page.

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

Figure 22. Select NEXT When Finished Reviewing Data

- a. Selecting CANCEL will send you back to the Data Reporting Page and the list of all projects. You will lose any changes made.
2. When you select NEXT, it will take you to the confirm data changes page.

123 Biogas, 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  
Date: 09/17/2019

Data Element Changed	Current Value	Updated Value
LFG flow to project	1.656 mmscfd	1.455 mmscfd

**SAVE & EXIT** BACK

Figure 23. Confirm Project Reporting Data Changes Page – with Changes

3. Review the changes made in the Updated Value column. If a change is not what you intended, if there is a data error, or if for some other reason you need to return to the Edit Project Reporting Data Page, select BACK. The changes you have made will be saved.
4. If you are ok with the changes, select SAVE & EXIT to submit changes to LMOP.

5. If you made no changes on your data, you will see a page to confirm there were no changes. If this is correct, select SAVE & EXIT. The information that you reviewed the data and confirmed “no changes were necessary” will be submitted to LMOP, and the project’s status will change to REVIEWED.

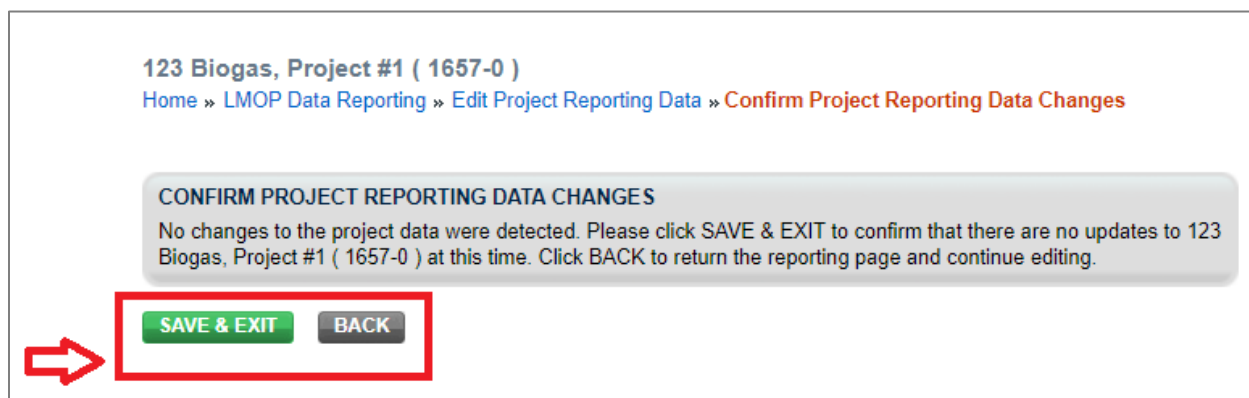


Figure 24. Confirm Project Reporting Data Changes Page – with No Changes

6. Please continue reviewing projects until the Review Status for all rows indicates REVIEWED.

## 5. Unit Conversions

1. The *LMOP Interactive Conversion Tool* is available to download on the LMOP Website at: <https://www.epa.gov/sites/production/files/2016-05/interactiveconversiontool.xls>
2. (amount of gas in **scfm**) x 0.00144 = (amount of gas in **mmscfd**)
3. (amount of waste in **metric tons**) x 1.10229 = (amount of waste in **short tons**)