

Reporting Guidance for Completing Upstream Template

Oil and Gas Methane Partnership 2.0

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Reporting Guidance for completing the Upstream Reporting Template

1. Introduction

This document provides step by step guidance for Partner Companies to use in submitting their Annual Report to the Oil and Gas Methane Partnership 2.0 (OGMP) Secretariat. Each Partner will submit an Annual Report that provides the information in line with the *Mineral Methane Initiative OGMP 2.0 Framework*. Annual reports will be due each year by May 31. Further information on the schedule and procedures for submitting the Annual Report will be made available at the OGMP website. Information on how the data submitted to the Partnership will be handled and on data confidentiality will also be made available at the OGMP 2.0 website. The following instructions for completing the reporting template are organised by table, beginning with the first table.

2. Before You Begin

Before preparing the Annual Report, Partners will want to have the following information available:

- The OGMP 2.0 Reporting Framework;
- The OGMP 2.0 Technical Guidance Documents: [TGDs];
- The latest list of OGMP 2.0 Partner Companies;
- Their latest OGMP 2.0 Gold Standard Implementation Plan for operated and non-operated ventures;
- Their previous year Annual Report submitted to OGMP¹ (for submissions made in 2022 and later).

3. Defining Reporting Unit

The OGMP Framework document refers to “assets / operating unit.” The term does not imply a level of aggregation of operations, but should be a logical business or operating unit (e.g. individual processing plants, gathering facilities, or offshore platforms; producing basins; regional assets; LNG operations, pipeline network with all the components, etc.). Partner companies can determine the appropriate level at which they describe their participating facilities, within the following criteria:

- An operation/asset unit should be defined such that all facilities or sites of the unit are participating in the program (e.g. several production batteries within a sub-region are listed as one operation/asset).
- An operation/asset unit that is defined by geographical bounds should typically be smaller than a country, and could be one site / facility or a group of these.

The OGMP 2.0 Reporting Framework is also using the term “ventures”. This term is used in this document and the reporting template to reflect the fact that some reporting units are ventures.

¹ Note: the OGMP Administrator will maintain Annual Reporting files and make them available if needed (e.g. if the company has a change in personnel managing reporting).

4. Methane Emissions Quantifications – five levels

Companies and individual assets may be at different stages of their methane management and reporting journeys. The OGMP2.0 acknowledges this fact and allows companies to categorize their asset-level reporting into 5 distinct reporting levels.

The five OGMP 2.0 reporting levels are briefly described below:

- Level 1 – Emissions reported for a venture at asset or country level (*i.e. one methane emissions figure for all operations in an asset or all assets within a region or country*)
- Level 2 - Emissions reported in consolidated, simplified sources categories (based on IOGP's 5 emissions categories for upstream, and MARCOGAZ' 3 emissions categories for mid and downstream), using a variety of quantification methodologies, progressively up to the asset level, when available.
- Level 3 – Emissions reported by detailed source type and using generic emission factors (EFs)
- Level 4 – Emissions reported by detailed source type and using specific EFs and activity factors (AFs)
 - Source-level measurement and sampling may be used as the basis for establishing these specific EFs and AFs, though other source type specific quantification methodologies such as simulation tools and detailed engineering calculations (e.g. as referenced in existing OGMP TGDs) may be used where appropriate.
- Level 5 – Emissions reported similarly to Level 4, but with the addition of site-level measurements (measurements that characterize site-level emissions distribution for statistically representative population).

Refer to OGMP 2.0 Reporting Framework and [<https://www.ogmpartnership.com/templates-guidance>] for additional information.

5. Operated vs Non-Operated Assets/Ventures

The OGMP 2.0 Reporting Framework states that “Companies will, where allowed, report emissions for each major asset or venture either on a 100% or equity basis. Giving companies a choice whether or not to report all emissions of the venture is intended to avoid technical complications of defining the applicable equity share, but companies may nevertheless choose to report on an equity basis.” In addition, the framework states that the International Methane Emissions Observatory intends “to publishes aggregated company reporting by core source and by Level (1-5), distinct between operated and non-operated ventures.” The Upstream reporting template has been designed to provide a choice to companies on whether to report its emissions on a 100% or equity basis. In addition, the template allows for separate aggregation of emissions from operated vs non-operated ventures.

6. Reporting Template Instructions

6.1 Setting up The Reporting Template

The reporting template can be downloaded from the following website:

[<https://www.ogmpartnership.com/templates-guidance>]. Companies will only need to complete one Annual Report template that includes the information for all material operated and non-operated “assets”/“operating units” being reported.

6.2 Completing Contact Information

The “Contact Information” section collects information on the person preparing the report and who will be available for contact about the report. Select a contact person that is knowledgeable about the report and who is available to respond to questions regarding the report. Participating companies may provide a second telephone number or email address to facilitate contacting their representative. Participating companies may also identify the preferred means of contacting their representative at the bottom of this table.

6.3 Completing the Summary tab

The “Summary” section in the Annual Report summarises a Partner’s annual methane emissions and provides additional information about changes in the emissions from prior year, for transparency. The tab includes 4 separate tables.

Table 1: Total Company Methane Emissions (in metric tonnes) included in this submission

The purpose of this table is to summarise the annual emissions across all assets/operating units included in the Annual Report for the current and prior year for Levels 1-4. Emissions for the current reporting year for Levels 1-4 will be populated automatically from tabs *L1 and L2 Assets* and *L3 and L4 Assets*. The Partners are asked to add the following information to this table:

- **Prior Year [Year]** emissions – add emissions for the prior reporting year in corresponding columns D and F. If emissions have been restated since the original submission to OGMP 2.0, report updated values here and note that restated values are provided in the ‘comments’ field. If the emissions values for the previous year have not been restated, companies may simply copy the values reported in the previous year’s reporting template. (Note: prior year data is **not** required to be populated if this is your first year submission to OGMP 2.0).
- **Comments** – Partners can provide their commentaries regarding each source, as needed (optional).
- **Total CH4 emissions reported using L5** – add total methane emissions reported using Level 5. Consult Uncertainty and Reconciliation Guidance for additional information on how to report emissions at Level 5.

TABLE 1: TOTAL COMPANY METHANE EMISSIONS (IN METRIC TONNES) INCLUDED IN THIS SUBMISSION					
		CH4 Emissions - Operated Assets/ Ventures		CH4 Emissions - Non-Operated Assets/ Ventures	
		Prior Year [Year]	Current Year [Year]	Prior Year [Year]	Current Year [Year]
Total CH4 Emissions Reported Using L1 - Emissions reported for a venture at asset or country level			0		0
Total CH4 Emissions Reported Using L2 - Emissions reported in consolidated, simplified sources categories	Stationary Combustion		0		0
	Flaring (Incomplete Combustion)		0		0
	Fugitives		0		0
	Venting		0		0
	Others - Specify in the comment section		0		0
	TOTAL		0	0	0
	Stationary Combustion		0		0
	Flaring (Incomplete Combustion)		0		0
	Fugitive Component and Equipment Leaks		0		0
	Natural gas driven pneumatic equipment		0		0

Table 2: Restatements

The purpose of this table to capture restatements of methane emissions for the prior reporting year. The table includes 4 columns:

- **CH4 emissions – Operated Assets/Ventures**

- **Originally reported** – report total company methane emissions at Levels 1-4 as submitted to OGMP 2.0 in the prior reporting year
- **If restated, indicate the updated value** – this cell intends to capture the latest total company methane emissions at Levels 1-4. It should be equal to value in the cell D47 in the table 1.
- **CH4 emissions – Non-Operated Assets/Ventures**
 - **Originally reported** – report total company methane emissions at Levels 1-4 as submitted to OGMP 2.0 in the prior reporting year
 - **If restated, indicate the updated value** – this cell intends to capture the latest total company methane emissions at Levels 1-4. It should be equal to value in the cell F47 in the table 1.

Did your [prior year] emissions get restated?	CH4 Emissions - Operated Assets/ Ventures		CH4 Emissions - Non-Operated Assets/ Ventures	
	Originally reported	If restated, indicate the updated value	Originally reported	If restated, indicate the updated value

Table 3: Total Methane Changes by Category from Prior Year

The purpose of this table is to provide transparency about the main drivers for the changes in methane emissions from year to year, such as impacts of acquisitions and divestments separately from changes in methodologies and improvements. Some of the changes will result in increase in emissions (report them as positive values) and some changes will result in decrease in emissions (report them as negative values).

- **Total emissions reported in [Prior Year]** – provide the originally reported emissions for prior year.
- **Acquisitions** – provide changes in emissions due to impact of acquisitions
- **Divestments** – provide changes in emissions due to impact of divestments. Report it as a negative number.
- **Changes in methodology** – provide changes in emissions due to changes in methodologies for how you calculate methane emissions. Ensure you report it as a negative number if emissions have gone down due to the changes in methodologies.
- **Emissions reductions projects** – provide changes in emissions due to implemented emissions reduction projects. Report it as a negative number.
- **Other (specify in comments)** – use this field to capture other reasons that impacted your emissions (e.g. impact of restatements, start-up of a new facility, shutdowns due to weather etc.). Ensure you report it as a negative number if emissions have gone down due to other reasons included in this field.
- **Total emissions reported in the current year** – this field is automatically calculated as sum of fields above.

A company may not have access to the same level of information for non-operated ventures. Where this is the case, please use the commentary fields to explain.

Note: you do not need to complete this table in your first year of reporting under OGMP 2.0.

TABLE 3: TOTAL METHANE CHANGES BY CATEGORY FROM PRIOR YEAR (IN METRIC TONNES)				
Main Categories	CH4 Emissions - Operated Assets/ Ventures		CH4 Emissions - Non-Operated Assets/ Ventures	
	CH4 Emissions	Comments	CH4 Emissions	Comments
Total Emissions reported in [Prior Year]				
Acquisitions				
Divestments				
Changes in methodology				
Emission reduction projects				
Other (specify in Comments)				
Total Emissions reported in [Current Year]	0		0	

Table 4: Methane Reduction Projects (Optional)

The purpose of this table is for the company to be able to provide details behind the methane reduction projects. The table consists of two columns: list of emission sources (in line with Levels 3 and 4) and the comments column that companies can use to describe projects.

TABLE 4: METHANE REDUCTION PROJECTS (OPTIONAL)	
Detailed Emissions Sources	Describe projects
Stationary Combustion	
Flaring (Incomplete Combustion)	
Fugitive Component and Equipment Leaks	
Natural gas driven pneumatic equipment	
Centrifugal compressor shaft seals	
Reciprocating compressor rod packing	
Glycol dehydrators	
Tanks	
Well liquids unloading	
Well casinghead venting	

6.4 Completing the Methane Targets tab

Use this tab to provide the information about methane targets and progress made in the reporting year against these targets. The target(s) can be absolute or intensity-based. The tab includes two tables to accommodate the two target-setting options.

Table 1: Intensity-based methane targets

The purpose of this table to allow the company to provide the details about its intensity-based target(s). The table includes three rows, which should accommodate most companies. Below is the detailed guidance for each field.

- **General information about the target**
 - **Consolidation basis (operational control, equity)** –specify the consolidation boundary for your target
 - **Target value** – specify the intensity target value (e.g. 0.20)
 - **Units** – specify the units of measure for the intensity target (e.g. %, t/m³)
 - **Denominator** – indicate the unit of activity (e.g. transported gas). Use this field to describe what is included in your denominator.
 - **Target Year** – specify the year your company aspires to meet the target (e.g. 2030)

General Information about the target					
	Consolidation Basis (Operational Control, Equity)	Target Value	Units	Denominator - Indicate the unit of activity (e.g. transported gas)	Target Year (e.g. 2025)

- **Year in which target was set**
 - **Year in which the target was set** – specify when the target was established
 - **Intensity figure** – specify the intensity value the year the target was established

Year in which target was set	
Year in which the target was set (e.g. 2018)	Intensity figure
2018	0.25

- **Reporting Year**
 - **Current reporting year** – enter the year for which the submission is being made
 - **Intensity figure** – provide the final intensity number for the year
 - **Numerator, total value** – provide the total amount of methane emissions included in the intensity in the reporting year
 - **Numerator, units of measure** – specify units of measure (e.g. metric tonnes, m³)
 - **Denominator, total value** – provide the denominator value included in the intensity figure
 - **Denominator, units of measure** – specify the units of measure (e.g. metric tonnes, m³)
 - **Target status in the reporting year** – select from a drop down list:
 - New
 - Underway
 - Achieved
 - Revised
 - Retired
 - Other (explain)

TABLE 1. INTENSITY-BASED METHANE TABLES

Reporting Year						
Current Reporting Year	Intensity figure	Numerator, total value	Numerator, units of measure	Denominator, total value	Denominator, units of measure	Target status in reporting year
2020						Select one

- **Comments** – use this field to provide more information about your targets/ progress against them.

Table 2: Absolute methane targets

The purpose of this table is to enable companies to provide details about their absolute methane targets and progress towards meeting them.

- **General information about the target**

- **Consolidation basis (operational control, equity)** – use this field to specify the consolidation boundary for your target
- **Year in which the target was set** – specify the year in which the target was announced. For example, a company may have decided in 2019 that they would reduce their 2015 emissions by 50% by 2025. In this case, report “2019” in this field.

General Information about the target		
	Consolidation Basis (Operational Control, Equity)	Year in which the target was set
Target 1	Operational control	2019
Target 2		
Target 3		

- **Performance in the Reference or Base Year**

- **Reference/ Base Year** – enter the reference year or the base year here. Note: the term “base year” is a defined term in the GHG Protocol.
- **Total emissions in scope of the target** – report total methane emissions included in the target in the reference or the base year.
- **Units of measure** – this field allows companies to specify units of measure for their absolute methane target. It is expected that a company uses metric tonnes, but in exceptional cases the units may be different; therefore, the intent of this field is to accommodate these exceptions.

Performance in the Reference or Base Year		
Reference / Base Year	Total emissions in scope of the target	Units of measure
2015	50,000	metric tonnes

- **Target Year**

- **Target Year** – enter the year your company aspires to meet the target here
- **Targeted reduction from Reference or Base Year, %** - provide percent reduction from Reference or Base Year here
- **Absolute emissions in Target Year** – provide total expected methane emissions in the target year

Target Year		
Target Year	Targeted reduction from Reference or Base Year, %	Absolute emissions in Target Year
2025	50%	

- **Reporting Year**
 - **Current Reporting Year** - enter the year for which the submission is being made
 - **Total CH4 emissions** – enter the total methane emissions, in scope for the target, for the reporting year
 - **% change from Reference or Base Year** – provide % change in the current reporting year vs Reference or Base Year
 - **Target status in the reporting year** – select from a drop down list:
 - New
 - Underway
 - Achieved
 - Revised
 - Retired
 - Other (explain)

Reporting Year			
Current Reporting Year	Total CH4 emissions	% Change from Reference or Base Year	Target status in reporting year
2020			Select one

- **Comments** – use this field to provide more information about your targets/ progress against them.

6.5 Completing the L1 and L2 Assets Results

The purpose of this tab to capture emissions from assets/ventures that are reporting their methane emissions at Level 1 or Level 2.

The tab consists of two separate tables: the main table designed to capture information about assets/ventures and their emissions and the summary tab.

The summary table will calculate the emissions automatically from the data provided in the main table.

	L1 Totals	L2 Totals					
	Emissions at asset or country level	Stationary Combustion	Flaring (Incomplete Combustion)	Fugitives	Venting	Other	Total
Operated assets/ventures	0	0	0	0	0	0	0
Non-operated assets/ventures	0	0	0	0	0	0	0

The main table is described in more detail below.

Information about an asset/ venture:

- **Asset/ Venture Name** – please provide the name of the asset / venture here.
- **Type of Asset** – Description of the type of asset (e.g. Offshore platform, oil wells over a field, LNG Terminal, etc.)
- **Country** – provide the country name
- **Latitude** – provide more granular information about the location of the asset / venture. For example, use center point latitude for a discrete facility (e.g. a gas processing plant); bounding box coordinates for assets spread over a wider area (e.g. a group of wells). If an asset is mobile (e.g. an LNG tanker) provide other identifying information (e.g. the name of a vessel). Please use WGS84 as coordinate system.
- **Longitude** – provide more granular information about the location of the asset / venture. For example, use center point longitude for a discrete facility (e.g. a gas processing plant); bounding box coordinates for assets spread over a wider area (e.g. a group of wells). If an asset is mobile (e.g. an LNG tanker) provide other identifying information (e.g. the name of a vessel). Please use WGS84 as coordinate system.
- **Operated?** – The drop down list consisting of two options: Yes and No. Select the appropriate option in order for the asset / venture to be correctly included in the operated or non-operated reporting perimeter.
 - Yes -> emissions will be included in the totals under operated assets/ventures
 - No -> emissions will be included in the totals under non-operated assets/ventures
- **Operator** – use this field to provide the name of the operator.
- **% Equity** – use this field to provide the % equity in the asset/venture.
- **Specify how you reported CH4 emissions (100% or equity)** – select from the drop-down list the approach to how you are reporting your methane emissions:
 - On 100%.
 - Operated Assets: we recommend reporting emissions from operated assets on a 100% basis, in line with operational control approach. The emissions in the summary table for operated assets will be summarized at 100%.
 - Non-operated assets: if you select “on 100%”, the totals in the summary table will calculate equity by using the equity % information provided in the column G.
 - Equity:
 - Operated Assets: if you select “equity”, the emissions in the summary table will be converted to 100% using equity % data in the % Equity. For example, if you report 50 tonnes of CH4 emissions and indicate that equity % was 50%, these

emissions will be converted to 100 tonnes in the summary table (50 tonnes divided by 50%).

- Non-operated assets: if you select “equity”, the totals in the summary table will be summed as is, without any further calculations.
- **Highest reporting level** – select from the drop-down list. The drop-down list consists of two options: L1 (= Level 1) and L2 (=Level 2).

Asset/ Venture Name	Type of Asset	Country	Latitude	Longitude	Operated?	Operator	% Equity	Specify how you reported CH4 emissions (100% or equity)	Highest Reporting Level

Actual Emissions reporting:

- **L1 – Emissions reported for a venture at asset or country level** – report total methane emissions in metric tonnes at Level 1 here

The reporting cells only accept three values:

MI: Missing Information.

N/A: Not-Applicable, the source does not exist for the particular assets.

Any numerical value. If the numerical value is zero, please add a note explaining why there are no emissions from the source (e.g. emission already mitigated, the equipment is not in operation, etc.)

PLEASE DO NOT LEAVE EMPTY CELLS or the system will show an error and the excel template will not allow to continue.

- **L2 – Emissions reported in consolidated, simplified sources categories**
 - **Stationary combustion** – report emissions resulting from incomplete combustion from stationary sources in this field
 - **Flaring (incomplete combustion)** – report emissions from flaring in this field
 - **Fugitives** – report emissions from fugitive sources in this field
 - **Venting** – report emissions from all venting sources in this field
 - **Others – specify in the comments** – report emissions from other sources in this field
 - **Total** – the field will automatically calculate the total emissions reported at Level 2.
 - **Comments** – can be used to provide comments about Level 2 sources; note the source of emissions if you report emissions under “Others”.

The reporting cells only accept three values:

MI: Missing Information.

N/A: Not-Applicable, the source does not exist for the particular assets.

Any numerical value. If the numerical value is zero, please add a note explaining why there are no emissions from the source (e.g. emission already mitigated, the equipment is not in operation, etc.)

PLEASE DO NOT LEAVE EMPTY CELLS or the system will show an error and the excel template will not allow to continue.

- **Comments if reported zero emission for one or more sources** – additional information if an applicable source is input as having zero emissions.
- **Comments on variation from prior year** – can be used to provide comments on changes from prior year (optional).

L1 - Emissions reported for a venture at asset or country level	L2 - Emissions reported in consolidated, simplified sources categories								Comments on variation from prior year
Total CH4 emissions, metric tonnes	Stationary Combustion, metric tonnes CH4	Flaring (Incomplete Combustion), metric tonnes CH4	Fugitives, metric tonnes CH4	Venting, metric tonnes CH4	Others - Specify in the comment section	Total, metric tonnes CH4	Comments	Comments if reported zero emission for one or more sources	

It is possible that a company may want to split emissions for a specific asset or venture between two or more levels. The template is able to accommodate this. For example, a company wants to report stationary combustion at Level 2 and the rest of the emissions at Level 1. Please do not leave empty cells and fill in the possible sources at L1/L2 with the abbreviations “NA” or “MI”. In order to do that, the company will need to show the same asset twice in the template – see an example below:

Asset/ Venture Name	Type of Asset	Country	Latitude	Longitude	Operated?	Operator	% Equity	Specify how you reported CH4 emissions (100% or equity)	Highest Reporting Level	L1 - Emissions reported for a venture at asset or country level	L2	
										Total CH4 emissions, metric tonnes	Stationary Combustion, metric tonnes CH4	Flaring (Incomplete Combustion), metric tonnes CH4
Company A	Unconventional Gas	X	4.78	-167.55	Yes	Company A	100%	On 100%	L1	100	NA	NA
Company A	Unconventional Gas	X	4.78	-167.55	Yes	Company A	100%	On 100%	L2	NA	25	MI

Note that the asset’s total methane emissions in this example are 125, of which stationary combustion is 25.

Note: this tab in the template is locked (to prevent an accidental over-writing of formula), but is not password-protected. If you need to unlock it (for example to expand the width of a specific field), right-click on the name of the tab and select “unprotect sheet”.

6.6 Completing the L3 to L4 Assets Results

The purpose of this tab to capture emissions from assets/ventures that are reporting at Level 3 or Level 4.

The tab consists of two separate tables: the main table designed to capture information about assets/ventures and their emissions and the summary tab.

The summary table will calculate the emissions automatically from the data provided in the main table.

Total methane emissions (metric tonnes) reported at L3 and L4														
	Stationary Combustion	Flaring (Incomplete Combustion)	Fugitive Component and Equipment Leaks	Material gas direct pneumatic equipment	Centrifugal compressor shaft seals	Reciprocating compressor rod packing	Glycol dehydrators	Tanks	Well liquids unloading	Well casinghead venting	Hydraulic fracture completions	Venting - Other	Others Sources	Total
Operated Asset/Ventures	L3	0	0	0	0	0	0	0	0	0	0	0	0	0
	L4	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Operated Asset/Ventures	L3	0	0	0	0	0	0	0	0	0	0	0	0	0
	L4	0	0	0	0	0	0	0	0	0	0	0	0	0

The main table is described in more detail below.

Information about an asset/ venture:

- **Asset/ Venture Name** –the name of the asset / venture.
- **Type of Asset** – Description of the type of asset (e.g. Offshore platform, oil wells over a field, LNG Terminal, etc.)

Actual Emissions reporting:

- **Stationary combustion** – report emissions resulting from incomplete combustion from stationary combustion sources in this field
- **Flaring (incomplete combustion)** – report emissions from flaring in this field
- **Fugitives** – report emissions from fugitive sources in this field
- **Venting Sources:**
 - **Natural gas driven pneumatic equipment**
 - **Centrifugal compressor shaft seals**
 - **Reciprocating compressor rod packing**
 - **Glycol dehydrators**
 - **Tanks**
 - **Well liquid unloading**
 - **Well casinghead venting**
 - **Hydraulic fracture completions**
 - **Venting – other.** Use this category to report emissions from other vented sources. It can also be used for reporting emissions from above vented sources if you are unable to split them (e.g. you have one common vent).
- **Others – specify in the comments** – report emissions from other sources in this field; note the source of emissions if you report emissions under “Others”.
- **Total emissions** – the field will automatically calculate the total emissions
- **The reporting cells only accept three values:**
MI: Missing Information.
N/A: Not-Applicable, the source does not exist for the particular assets.
Any numerical value. If the numerical value is zero, please add a note explaining why there are no emissions from the source (e.g. emission already mitigated, the equipment is not in operation, etc.)

PLEASE DO NOT LEAVE EMPTY CELLS or the system will show an Error and the excel template will not allow to continue.

L3 / L4 Reporting Levels Methane emissions in metric tonnes													
Stationary Combustion	Flaring (Incomplete Combustion)	Fugitive Component and Equipment Leaks	Venting Sources									Other Sources	Total emissions
			Natural gas driven pneumatic equipment	Centrifugal compressor shaft seals	Reciprocating compressor rod packing	Glycol dehydrators	Tanks	Well liquids unloading	Well casinghead venting	Hydraulic fracture completions	Venting - Other	Others - Specify in the comment section	

- **Methodology (Level 4 only)** – use this field to provide details about calculations at Level 4.
- **Comments** – can be used to provide additional information about the asset, sources or data or explain sources lumped under the ‘Venting – other’ or ‘Others’ categories if substantial
- **Comments if reported zero emission for one or more sources** – additional information if an applicable source is input as having zero emissions.
- **Comments on variation from prior year** – can be used to provide comments on changes from prior year (optional)

			Comments on variation from prior year
Methodology (Level 4 only)	Comments	Comments if reported zero emission for one or more sources	

It is possible that a company may want to split emissions for a specific asset or venture between two or more levels. The template is able to accommodate this. For example, a company wants to report fugitives at Level 4, while the rest of the emissions continue to be at Level 3. Please do not leave empty cells and fill in the possible sources at L3/L4 with the abbreviations “NA” or “MI”. In order to do that, the company will need to show the same asset twice in the template – see an example below:

Asset/ Venture Name	Type of Asset	Country	Latitude	Longitude	Operated?	Operator	% Equity	Specify how you reported CH4 emissions (100% or equity)	Highest Reporting Level	Stationary Combustion	Firing (Incomplete Combustion)	Fugitive Component and Equipment Leaks	Natural gas driven pneumatic equipment
Company A	Offshore oil platform	Z	50°42'47"	175°52'47"	Yes	Company A	50%	On 100%	L3	5	17	NA	45
Company A	Offshore oil platform	Z	50°42'47"	175°52'47"	Yes	Company A	50%	On 100%	L4	MI	MI	33	MI

Note: this tab in the template is locked (to prevent an accidental over-writing of formula), but is not password-protected. If you need to unlock it (for example to expand the width of a specific field), right-click on the name of the tab and select “unprotect sheet”.

6.7 Completing the L5 Assets tab

This tab is still under development.

6.8 Completing the List of Excluded Entities tab

Use this tab to provide the list of assets and / or ventures that have been excluded from your submission and explain the rationale for exclusion.

- **Asset/ Venture name** – provide the name of the asset or venture excluded from your submission
- **Country** – provide the name of the country where the venture is located
- **Latitude** - more granular information about the location of the asset / venture. For example, use center point Latitude for a discrete facility (e.g. a gas processing plant); bounding box coordinates for assets spread over a wider area (e.g. a group of wells). If an asset is mobile (e.g. an LNG tanker) provide other identifying information (e.g. the name of a vessel). Please use WGS84 as coordinate system.
- **Longitude** - more granular information about the location of the asset / venture. For example, use center point Longitude for a discrete facility (e.g. a gas processing plant); bounding box coordinates for assets spread over a wider area (e.g. a group of wells). If an asset is mobile (e.g. an LNG tanker) provide other identifying information (e.g. the name of a vessel). Please use WGS84 as coordinate system.
- **Operated?** - specify whether the asset or venture operated by your Company or no
- **Operator** – use this column to provide the name of the operator of the excluded asset/ venture
- **% Equity** – specify the consolidated % ownership in the asset/ venture
- **Operated by OGMP 2.0 Member?** – specify if the operator is a member of OGMP 2.0

- Note: Assets/Ventures operated by other OGMP 2.0 member companies should be excluded from your submission to minimise the reporting burden on companies and the risk of reporting potentially misaligned numbers. However, the list of these assets/ventures should be included for completeness.
- **Comment** – explain the rationale for excluding an asset/venture

7. Frequently Asked Questions

	QUESTION	ANSWER
	General	
1	Majority of my assets are Upstream assets, but I also have a few midstream and downstream assets in my portfolio. Should I use the midstream/ downstream template to report these assets?	Our recommendation is that Upstream companies use the Upstream template for reporting all assets in scope of OGMP 2.0 in their portfolio.
	Portfolio Changes	
2	I divested or acquired an asset in the reporting year. How do I account for it?	Include the divested asset in your numbers until the day it was divested from your portfolio. Companies do not require to report emissions from the acquired assets in the year of acquisition. However, emissions from these assets should be included in the company's submission in the subsequent year.
3	My equity in an asset changed from 50% to 30% on August 1 st . How do I report emissions?	You can report it in two different ways: 1) show emissions and the respective % ownership separately for the Jan-Jul and Aug- Dec periods; or 2) calculate annual weighted % equity value and apply it to the full year emissions.
	Reporting emissions from joint operations/ joint ventures	
4	Do I need to report emissions from a venture operated by another OGMP 2.0 member company?	No, if the operator of that venture is an OGMP 2.0 member company and the asset is material, they will report the emissions to OGMP 2.0 as part of their submission. However, if the asset is not material to the operating OGMP company and they have chosen not to report them, you would then have to report. Either way, you need to provide the details about this venture in the tab List of Excluded Entities for transparency and indicate in the notes that the basis of exclusion is that another OGMP 2.0 member company will be providing the data.
5	Do I need to report emissions from a venture operated by a company that is not an OGMP 2.0 member?	With the permission of the venture, yes. However, where confidentiality provisions of relevant joint venture agreements do not allow for disclosure of this data beyond the joint venture, all relevant OGMP2.0 companies will

		demonstrate reasonable endeavours in seeking approval from applicable parties to disclose the data
6	Where do I get the list of the latest OGMP 2.0 member companies?	Contact the OGMP 2.0 secretariat for the latest list of member companies.
7	How do I report emissions from an asset that is wholly owned by my company (i.e. 100%) but is operated by another company?	If this other company is a member of OGMP 2.0, they are expected to report the data directly to OGMP. You should indicate that this asset/venture is excluded from your reporting because it will be reported by the other company. You will need to indicate in the submission that your company's equity in the asset is 100%. The other company (operator) will report emissions on a 100% under operational control, but it will be 0% under equity boundary.
8	COMPANY "A" and COMPANY "B", both members of OGMP 2.0, share a common asset (50:50) under the umbrella of a common owned company (COMPANY "C"). COMPANY "A" is operating the assets of COMPANY "C".	<p>Scenario 1: COMPANY "C" is a member of OGMP 2.0. COMPANY "A" should be reporting the data to OGMP 2.0 and COMPANY "C" indicating in their submission that COMPANY "A" will report. However, if they reach a different agreement, they should indicate this to OGMP/UNEP. COMPANY "A" and COMPANY "B" need to ensure they correctly indicate the equity % that should be applied to their emissions under the equity boundary.</p> <p>Scenario 2: COMPANY "C" is a member of OGMP 2.0. COMPANY "A" will report the data, COMPANY "B" will indicate that these emissions are excluded from its reporting.</p>
9	COMPANY "A" and COMPANY "B" share a common asset (50:50) under the umbrella of a common owned company (COMPANY "C"). COMPANY "C" is operating the assets of COMPANY "C".	<p>Scenario 1: COMPANY "C" is a member of OGMP 2.0. COMPANY "A" and COMPANY "B" will indicate that this venture is excluded from their reporting.</p> <p>Scenario 2: COMPANY "C" is not a member of OGMP 2.0. COMPANY "A" and COMPANY "B" will report the data (see question 4 above).</p>
10	Our equity share in an asset is not the same as our entitlement share (which is dictated by the PSA). Which share % should I used for the reporting?	Report the same % share you use for your equity GHG emissions reporting. The default recommended approach is to report % equity share (working interest). Entitlement share may vary significantly from year to year or even month to month and in some cases may be different for oil versus gas. Confidentiality agreements may also prevent companies from disclosing the entitlement share %.
11	We function as a Technical Service Provider, on behalf of the operator, at some assets.	Discuss and agree the approach to reporting with the asset operator if they are also an OGMP 2.0 member company.

	Should the emissions from these assets be reported using the 100% operated basis, or the equity basis?	If they are not, apply the same approach you do for how you treat these assets in your corporate emissions. Typically, technical service providers consider these assets to be operated by them and would include the emissions from these assets in their inventory under operational control boundary.
Emission sources		
12	I had an unlit flare event. How do I report it?	If you are reporting data at Level 2, report it under Venting category. If you are reporting data at Level 3 or 4, report it under Venting – Other category.
13	We are unable to split venting between centrifugal and reciprocating compressors. How do we report it?	Report it under Venting – Other.
14	How should we account for reduction due to the implementation of LDAR campaigns? This practice can result in emissions reductions both for maintenance and due to a change of methodology (e.g. switch from production-based emission factors to leak/no leak emission factors).	We propose emission reductions due to LDAR campaigns, due either to actual reductions or change in methodology, are reported as reductions for the purposes of Table 3 in the Summary tab.
15	How do we report emissions from mobile combustion (e.g. vehicles, mobile drilling rigs)?	Report these sources under Other category.