



# GUIDANCE FOR COMPLETING REPORTING TEMPLATE

## UPSTREAM

## Table of Contents

1. Introduction .....	3
2. Before You Begin.....	3
3. Defining Reporting Unit .....	4
4. Asset descriptions and size definition.....	4
4.1 Asset types .....	5
4.2 Size definition:.....	6
5. Methane Emissions Quantifications – five levels.....	6
6. Web Application.....	7
7. Reporting Template Instructions .....	8
7.1 Setting up The Reporting Template .....	8
7.2 Completing the L1 and L2 Assets Results.....	8
7.3 Completing the L3, L4 and L5 Assets Results .....	10
7.4 Completing the List of Excluded Entities tab .....	18
8. Frequently Asked Questions .....	18

# 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 OGMP2.0 initiative. Each Partner will submit an Annual Report that provides the information in line with the OGMP 2.0 reporting framework<sup>4</sup>. Annual reports will be due each year no later than May 31 and will contain annual emissions of the previous reporting year. Further information on the procedures for submitting the Annual Report will be made available at the OGMP website. Additional guidance and materials on methane emissions quantification are available on the OGMP3.0 website. The following instructions for completing the reporting template are organised by table, beginning with the first table.

Partner Companies have to report their Scope 1 methane emissions from all assets under operational control and assets within non-operated joint ventures (NOJVs). Framework treats operated and non-operated ventures differently with regards to timing and targets.

In the case of NOJVs in which the operator is a member of the OGMP2.0 initiative, the operator of the asset will be the one responsible of the reporting obligations. The other company(-ies) will report this asset as excluded providing the equity and the name of the operator reporting the asset.

Companies will provide biennially a list of the partners that operate or otherwise have financial control of non-operated joint ventures.

Companies will submit their reporting template via the OGMP2.0 reporting Web Application, with some information being input directly there.

## 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 guidance documents:
  - **Technical Guidance Documents:**
    - General Principles
    - Level 1 and 2 reporting

The following TGDs contain details on quantification methodologies according to level 3 and level 4 reporting:

    - Leaks
    - Pneumatics
    - Leaks and Permeation from Underground Pipes
    - Gas Well Hydraulic Fracturing
    - Oil Well Casinghead
    - Purging and Venting
    - Incidents, emergency stops and malfunctions
    - Liquids Unloading
    - Reciprocating Compressors
    - Centrifugal Compressors
    - Incomplete Combustion
    - Flare Efficiency

- Unstabilized liquid storage tanks
  - Glycol Dehydrators
  - 3 additional TGDs covering the LNG value chain (liquefaction terminals, LNG carriers, regasification terminals) are currently under development.
  - [Guidance on uncertainty and emissions reconciliation](#)– The TGD on Uncertainty and Reconciliation provides guidance on moving from Level 3 to 4 and 5.
- 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 OGMP<sup>1</sup> (for submissions made in 2022 and later).

### 3. Defining Reporting Unit

The OGMP2.0 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<sup>2</sup>, 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.

### 4. Asset descriptions and size definition

Provide a description of the asset, including:

- The number of each type of facility aggregated in the asset.
- The physical location of the asset
  - In cases where an asset is comprised of dispersed facilities, a lat/long using the approximate location that is the most central to all assets/facilities
- Any unique or unusual features that are important to understand the facility should be included as notes

A list of asset types is provided below and each asset should be categorized into one of the following types:

---

<sup>1</sup> 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).

<sup>2</sup> Exceptions are, for example, a multi-country pipeline. Nonetheless, sampling strategy and feasibility should be considered.

## 4.1 Asset types

UPSTREAM	
<b>Asset type</b>	Facility types
<b>Exploration</b>	Wells
<b>Abandoned wells</b>	Abandoned wells
<b>Production per basin: Onshore – Conventional</b>	Wellheads
	Abandoned wells
	Tank batteries
	Gas Processing Unit
	Gathering and boosting facilities
<b>Production per basin: Onshore – Unconventional</b>	Wellheads
	Abandoned wells
	Tank batteries
	Gas Processing Unit
	Gathering and boosting facilities
<b>Production Offshore</b>	Offshore platform
	Dynamic Platform
	Static platform
	FSO (floating storage unit)
	Offshore gas transport hub
<b>Gas Processing Unit</b>	Gas Processing Unit
<b>Gathering and boosting facilities</b>	Gathering and boosting facilities
<b>Tank batteries</b>	Tank batteries

\*Facility types is not an exhaustive list and is illustrative of the types of facilities that may be found in an asset

#### 4.2 Size definition:

- o An asset cannot cover more than a country.
- o An asset cannot cover facilities across multiple segments (e.g. wells and LNG terminals cannot be under the same asset).
- o Production assets cannot cover more than a basin/region and cannot aggregate onshore and offshore production.

## 5. 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. For reference as to what is a valid Level 4 quantification method, please refer to the TGDs.
- Level 5 – Emissions are reported additionally to Level 4 reporting (including the calculation of the uncertainty of the measurement methodologies/technologies used in the construction of the inventory at the Level 4), but with the addition of site-level/asset-level measurements to reconcile the source-level inventory (Level 4) and site-level emission estimates. Level 5 reporting discloses the final estimate at asset-level with its associated uncertainty based on the aforementioned reconciliation. Please refer to the Uncertainty and Reconciliation Guidance for more details. These measurements can be done using sensors mounted to airborne (aircrafts, drones...) or vehicle based (downwind concentration measurement). Satellites could also be used when the granularity and sensitivity is adequate. This quantification of site/facility-wide emissions, which is independent from the source-level quantification, is intended to reconcile source- and site-level emissions estimates, providing improved confidence in reported emissions.

Refer to OGMP 2.0 Reporting Framework and Uncertainty and Reconciliation Guidance for additional information.

## 6. Web Application

The following information will be uploaded and updated on the web application:

- **General information**

Company information, description, and logo.

- **Operated, non-operated and excluded assets/ventures**

Based on the reporting of the company, the web application will automatically create a list of operated, non-operated and excluded assets. It will integrate also the list of the partners that operate or otherwise have financial control of non-operated joint ventures that will be provided biennially by companies.

- **Summary**

The company will not upload a summary of its emissions, as the web application will calculate it directly considering operated and non-operated assets (and excluded assets when they are reported by another OGMP2.0 operator), as well as the equity.

- **Methane targets**

Methane targets will be uploaded directly to the web application.

Member companies will announce their own methane reduction targets, intensity or absolute, to the OGMP and to show the progress they are making against them. Targets are not required for non-operated joint ventures.

GIE, IOGP and MARCOGAZ published in 2020 the guidelines<sup>10</sup> for methane emissions target setting to support companies with the development of their targets.

Companies can review their targets in case of investments, divestments, new assets, changes in the quantification methodology, .... In the case that a target is modified, an explanation is required in the revised implementation plan. Should the quantification methodology change, companies are encouraged to review the emissions related to the reference year considering the new methodologies and learnings during their methane journey. Reduction targets should show actual emissions variations.

It is also recommended to provide information on the evolution and the status of the target during each reporting year. A column on target status has been added (according to the CDP Climate Change 2020 Reporting Guidance):

- New - Select this option for targets that have been set in the reporting year and are still in progress.
- Underway - Select this option for targets that were set before the reporting year, with a target year in the future, that have not been achieved and continue to be pursued.
- Achieved - Select this option for targets that have been achieved or exceeded in the reporting year.
- Expired - Select this option for targets with a target year of the reporting year, that have not been achieved and have therefore expired in the reporting year.
- Revised - Select this option for targets that were set before the reporting year but a revision has been made (e.g., due to a recalculation of the base year emissions or a change to the target year).

- Retired - Select this option for targets with a target year in the future, that have not been achieved, but will no longer be pursued.
- Other – Please explain in the column “Comments.”

With regards to the intensity or absolute emissions reduction targets:

- Methane intensity - Those companies who have announced a methane intensity target will provide information on the parameters (unit of activity/denominator) to calculate the target (i.e. transmitted gas, distributed gas, length of the pipeline, regasified gas, withdrawal gas, etc). It is recommended that the companies indicate the year when the target was set.
- Absolute emissions reduction - Those companies who have announced an absolute reduction target will also report their base/reference year and target year for calculating the absolute reduction in methane emissions.

- **Implementation plan to reach the gold standard**

OGMP members need to declare an explicit and credible path to reach the gold standard for operated assets and non-operated assets included in the submission.

The implementation plan for assets-ventures operated by other OGMP 2.0 member companies should be excluded from the submission because it will be delivered directly by them.

The implementation plan will be uploaded to the web application.

## 7. Reporting Template Instructions

### 7.1 Setting up The Reporting Template

Companies will report total methane emissions (without considering the equity) per asset of the previous year in tonnes/y for all operated and non-operated assets in line with the framework<sup>3</sup>.

Although 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”, it was agreed that, in order to avoid errors in the Web Application, all member companies will report total absolute emissions of the asset and the system will calculate directly considering the equity.

### 7.2 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 the main table designed to capture information about assets/ ventures.

**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.

---

<sup>3</sup> All operated assets and non-operated assets with equity higher than 5% should be reported.

- **Asset id** – Unique identifier for each asset to be provided by UNEP to the company (based on previous submission or pre-submission of the asset list).
- **Type of Asset** – please provide the description of the type of asset amongst the options listed in the drop-down menu.
- **Description of the Asset** – please provide more details about the asset type.
- **Country** –the country where the asset is located.
- **Latitude** – coordinates will be provided. Please use WGS84 as coordinate system. In cases where an asset is comprised of dispersed facilities, a lat/long using the approximate location that is the most central to all assets/facilities.
- **Longitude** – Coordinates will be provided. Please use WGS84 as coordinate system. In cases where an asset is comprised of dispersed facilities, a lat/long using the approximate location that is the most central to all assets/facilities.
- **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 (Note- Ownership of emissions)** – use this field to provide the % equity in the asset/venture. Input the figure that would correctly allocate emissions (e.g. working interest).
- **Specify type of equity** – use this field to prove the nature of the figure input as % equity (e.g., financial equity, working interest, etc.)

Asset/ Venture Name	Asset id	Type of Asset	Description of the Asset	Country	Latitude	Longitude	Operated?	Operator	% Equity (Note- Ownership of emissions)	Specify type of equity
---------------------	----------	---------------	--------------------------	---------	----------	-----------	-----------	----------	---	------------------------

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.
- **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.

The emissions 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.).**

- **Comments** – can be used to provide comments about Level 2 sources; note the source of emissions if you report emissions under “Others”.
- **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	

**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”.

### 7.3 Completing the L3, L4 and L5 Assets Results

The purpose of this tab to capture emissions from assets/ventures that are reporting at Level 3, Level 4, or Level 5.

The tab consists of the main table designed to capture information about assets/ ventures and their emissions.

**The main table** is described in more detail below.

Information about an asset/ venture:

- **Asset/ Venture Name** –the name of the asset / venture.
- **Asset id** – Unique identifier for each asset to be provided by UNEP to the company (based on previous submission or pre-submission of the asset list).
- **Type of Asset** – please provide the description of the type of asset amongst the options listed in the drop-down menu
- **Description of the Asset** – please provide more details about the asset type.
- **Country** –the country where the asset is located.
- **Latitude** – coordinates will be provided. Please use WGS84 as coordinate system. For example, use center point coordinates 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).
- **Longitude** – Coordinates will be provided. Please use WGS84 as coordinate system. For example, use center point coordinates 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).

- **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 (Note- Ownership of emissions)** – use this field to provide the % equity in the asset/venture. Input the figure that would correctly allocate emissions (e.g. working interest).
- **Specify type of equity** – use this field to prove the nature of the figure input as % equity (e.g., financial equity, working interest, etc.)

Asset/ Venture Name	Asset id	Type of Asset	Description of the Asset	Country	Latitude	Longitude	Operated?	Operator	% Equity (Note- Ownership of emissions)	Specify type of equity
---------------------	----------	---------------	--------------------------	---------	----------	-----------	-----------	----------	---	------------------------

Actual Emissions reporting:

- **Stationary combustion** – report emissions resulting from incomplete combustion from stationary combustion sources in this field. This source is divided in multiple columns:
  - Methane emissions in metric tonnes - input figure of yearly methane emissions from this source. Please do not leave empty cells.
  - Reporting level – input the single reporting level for this source amongst the options listed in the drop-down menu.
  - L4 Uncertainty when reporting at L5 – input the uncertainty for the L4 estimate for this source.
  - For Level 4, please provide details of the sampling, measurement, and estimation methodologies – input the methodology for the L4 estimate for this source.

Stationary Combustion			
Methane emissions in metric tonnes	Reporting level	L4 Uncertainty when reporting at L5	For Level 4, please provide details of the sampling, measurement, and estimation methodologies

- **Flaring (incomplete combustion)** – report emissions from flaring in this field. This source is divided in multiple columns:
  - Methane emissions in metric tonnes - input figure of yearly methane emissions from this source. Please do not leave empty cells.

- Reporting level – input the single reporting level for this source amongst the options listed in the drop-down menu.
- L4 Uncertainty when reporting at L5 – input the uncertainty for the L4 estimate for this source.
- For Level 4, please provide details of the sampling, measurement, and estimation methodologies – input the methodology for the L4 estimate for this source.

Flaring (Incomplete Combustion)			
Methane emissions in metric tonnes	Reporting level	L4 Uncertainty when reporting at L5	For Level 4, please provide details of the sampling, measurement, and estimation methodologies

- **Fugitives** – report emissions from fugitive sources in this field. This source is divided in multiple columns:
  - Methane emissions in metric tonnes - input figure of yearly methane emissions from this source. Please do not leave empty cells.
  - Reporting level – input the single reporting level for this source amongst the options listed in the drop-down menu.
  - L4 Uncertainty when reporting at L5 – input the uncertainty for the L4 estimate for this source.
  - For Level 4, please provide details of the sampling, measurement, and estimation methodologies – input the methodology for the L4 estimate for this source.

Fugitive Component and Equipment Leaks			
Methane emissions in metric tonnes	Reporting level	L4 Uncertainty when reporting at L5	For Level 4, please provide details of the sampling, measurement, and estimation methodologies

- **Venting Sources:** report emissions from fugitive sources in this field. There are nine distinct sources.
- **Natural gas driven pneumatic equipment.** This source is divided in multiple columns:
  - Methane emissions in metric tonnes - input figure of yearly methane emissions from this source. Please do not leave empty cells.

- Reporting level – input the single reporting level for this source amongst the options listed in the drop-down menu.
- L4 Uncertainty when reporting at L5 – input the uncertainty for the L4 estimate for this source.
- For Level 4, please provide details of the sampling, measurement, and estimation methodologies – input the methodology for the L4 estimate for this source.

<b>Natural gas driven pneumatic equipment</b>			
<b>Methane emissions in metric tonnes</b>	<b>Reporting level</b>	<b>L4 Uncertainty when reporting at L5</b>	<b>For Level 4, please provide details of the sampling, measurement, and estimation methodologies</b>

- **Centrifugal compressor shaft seals.** This source is divided in multiple columns:
  - Methane emissions in metric tonnes - input figure of yearly methane emissions from this source. Please do not leave empty cells.
  - Reporting level – input the single reporting level for this source amongst the options listed in the drop-down menu.
  - L4 Uncertainty when reporting at L5 – input the uncertainty for the L4 estimate for this source.
  - For Level 4, please provide details of the sampling, measurement, and estimation methodologies – input the methodology for the L4 estimate for this source.

<b>Centrifugal compressor shaft seals</b>			
<b>Methane emissions in metric tonnes</b>	<b>Reporting level</b>	<b>L4 Uncertainty when reporting at L5</b>	<b>For Level 4, please provide details of the sampling, measurement, and estimation methodologies</b>

- **Reciprocating compressor rod packing** This source is divided in multiple columns:
  - Methane emissions in metric tonnes - input figure of yearly methane emissions from this source. Please do not leave empty cells.
  - Reporting level – input the single reporting level for this source amongst the options listed in the drop-down menu.
  - L4 Uncertainty when reporting at L5 – input the uncertainty for the L4 estimate for this source.
  - For Level 4, please provide details of the sampling, measurement, and estimation methodologies – input the methodology for the L4 estimate for this source.

Reciprocating compressor rod packing			
Methane emissions in metric tonnes	Reporting level	L4 Uncertainty when reporting at L5	For Level 4, please provide details of the sampling, measurement, and estimation methodologies

- Glycol dehydrators.** This source is divided in multiple columns:
  - Methane emissions in metric tonnes - input figure of yearly methane emissions from this source. Please do not leave empty cells.
  - Reporting level – input the single reporting level for this source amongst the options listed in the drop-down menu.
  - L4 Uncertainty when reporting at L5 – input the uncertainty for the L4 estimate for this source.
  - For Level 4, please provide details of the sampling, measurement, and estimation methodologies – input the methodology for the L4 estimate for this source.

Glycol dehydrators			
Methane emissions in metric tonnes	Reporting level	L4 Uncertainty when reporting at L5	For Level 4, please provide details of the sampling, measurement, and estimation methodologies

- Tanks.** This source is divided in multiple columns:
  - Methane emissions in metric tonnes - input figure of yearly methane emissions from this source. Please do not leave empty cells.
  - Reporting level – input the single reporting level for this source amongst the options listed in the drop-down menu.
  - L4 Uncertainty when reporting at L5 – input the uncertainty for the L4 estimate for this source.
  - For Level 4, please provide details of the sampling, measurement, and estimation methodologies – input the methodology for the L4 estimate for this source.

Tanks			
Methane emissions in metric tonnes	Reporting level	L4 Uncertainty when reporting at L5	For Level 4, please provide details of the sampling, measurement, and estimation

- **Well liquid unloading.** This source is divided in multiple columns:
  - Methane emissions in metric tonnes - input figure of yearly methane emissions from this source. Please do not leave empty cells.
  - Reporting level – input the single reporting level for this source amongst the options listed in the drop-down menu.
  - L4 Uncertainty when reporting at L5 – input the uncertainty for the L4 estimate for this source.
  - For Level 4, please provide details of the sampling, measurement, and estimation methodologies – input the methodology for the L4 estimate for this source.

<b>Well liquids unloading</b>			
<b>Methane emissions in metric tonnes</b>	<b>Reporting level</b>	<b>L4 Uncertainty when reporting at L5</b>	<b>For Level 4, please provide details of the sampling, measurement, and estimation methodologies</b>

- **Well casinghead venting.** This source is divided in multiple columns:
  - Methane emissions in metric tonnes - input figure of yearly methane emissions from this source. Please do not leave empty cells.
  - Reporting level – input the single reporting level for this source amongst the options listed in the drop-down menu.
  - L4 Uncertainty when reporting at L5 – input the uncertainty for the L4 estimate for this source.
  - For Level 4, please provide details of the sampling, measurement, and estimation methodologies – input the methodology for the L4 estimate for this source.

<b>Well casinghead venting</b>			
<b>Methane emissions in metric tonnes</b>	<b>Reporting level</b>	<b>L4 Uncertainty when reporting at L5</b>	<b>For Level 4, please provide details of the sampling, measurement, and estimation</b>

- **Hydraulic fracture completions.** This source is divided in multiple columns:
  - Methane emissions in metric tonnes - input figure of yearly methane emissions from this source. Please do not leave empty cells.
  - Reporting level – input the single reporting level for this source amongst the options listed in the drop-down menu.
  - L4 Uncertainty when reporting at L5 – input the uncertainty for the L4 estimate for this source.

- For Level 4, please provide details of the sampling, measurement, and estimation methodologies – input the methodology for the L4 estimate for this source.

Hydraulic fracture completions			
Methane emissions in metric tonnes	Reporting level	L4 Uncertainty when reporting at L5	For Level 4, please provide details of the sampling, measurement, and estimation methodologies

- **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). This source is divided in multiple columns:
  - Methane emissions in metric tonnes - input figure of yearly methane emissions from this source. Please do not leave empty cells.
  - Reporting level – input the single reporting level for this source amongst the options listed in the drop-down menu.
  - L4 Uncertainty when reporting at L5 – input the uncertainty for the L4 estimate for this source.
  - For Level 4, please provide details of the sampling, measurement, and estimation methodologies – input the methodology for the L4 estimate for this source.

Venting - Other			
Methane emissions in metric tonnes	Reporting level	L4 Uncertainty when reporting at L5	For Level 4, please provide details of the sampling, measurement, and estimation methodologies

- **Others – specify in the comments** – report emissions from other sources in this field; note the source of emissions if you report emissions under “Others”. This source is divided in multiple columns:
  - Methane emissions in metric tonnes - input figure of yearly methane emissions from this source. Please do not leave empty cells.
  - Reporting level – input the single reporting level for this source amongst the options listed in the drop-down menu.
  - L4 Uncertainty when reporting at L5 – input the uncertainty for the L4 estimate for this source.
  - For Level 4, please provide details of the sampling, measurement, and estimation methodologies – input the methodology for the L4 estimate for this source.
  - Others - Please provide additional information about the other sources – add more details about the source(s) being reported under this category.

Other Sources				
Methane emissions in metric tonnes	Reporting level	L4 Uncertainty when reporting at L5	For Level 4, please provide details of the sampling, measurement, and estimation methodologies	Others - Please provide additional information about the other sources

The emissions 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.).**

- **Total emissions** – the field will automatically calculate the total emissions
- **Uncertainty** – asset-wide aggregate uncertainty from source-level estimates (when reporting at L5)
- **Comments** – can be used to provide additional information about the asset, sources or data or explain sources lumped under the ‘Venting – other’ category if substantial
- **Comments if reported zero emissions 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)

Total emissions	Uncertainty	Comments	Comments if reported zero emissions for one or more sources	Comments on variation from prior year
-----------------	-------------	----------	---	---------------------------------------

- **Level 5 - Total emissions** – report total methane emissions in metric tonnes at Level 5 here. This field is divided in multiple columns:
  - Level 5 - Total emissions – please provide the yearly estimate for asset-wide emissions using L5 estimate.
  - Uncertainty – please provide the uncertainty of the L5 estimate.
  - Please feel free to provide additional information – provide any additional information necessary.

<b>Level 5 - Total emissions</b>		
<b>Level 5 - Total emissions</b>	<b>Uncertainty</b>	<b>Please feel free to provide additional information</b>

#### 7.4 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.
- **Asset Type** – please provide the description of the type of asset (e.g. Offshore platform, oil wells over a field, gas processing plant, etc.)
- **Reason for exclusion** – please provide the rationale behind the decision to exclude the asset from yearly methane emissions reporting amongst the options listed in the drop-down menu.
- **Country** – provide the name of the country where the venture is located.
- **Latitude** – Coordinates will be provided. Please use WGS84 as coordinate system. For example, use center point coordinates 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).
- **Longitude** – Coordinates will be provided. Please use WGS84 as coordinate system. For example, use center point coordinates 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).
- **Operated?** - specify whether the asset or venture operated by your Company or not.
- **Operator** – use this column to provide the name of the operator of the excluded asset/ venture.
- **% Equity (Note- Ownership of emissions)** – 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.
- **Comments** – explain the rationale for excluding an asset/venture or add any additional information.

LIST ASSETS/ VENTURES EXCLUDED FROM THE SUBMISSION										
Asset/ Venture Name	Asset Type	Reason for exclusion	Country	Latitude	Longitude	Operated?	Operator	% Equity	Operated by OGMP 2.0 Member?	Comments

## 8. 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.
<b>Portfolio Changes</b>		
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 <sup>st</sup> . 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.
<b>Reporting emissions from joint operations/ joint ventures</b>		
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><b>Scenario 1:</b> 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><b>Scenario 2:</b> 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><b>Scenario 1:</b> 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><b>Scenario 2:</b> 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?	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. Should the emissions from these assets be reported using the 100% operated basis, or the equity basis?	<p>Discuss and agree the approach to reporting with the asset operator if they are also an OGMP 2.0 member company.</p> <p>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.</p>
<b>Emission sources</b>		
12	I had an unlit flare event. How do I report it?	<p>If you are reporting data at Level 2, report it under Venting category.</p> <p>If you are reporting data at Level 3 or 4, report it under Venting – Other category.</p>
13	We are unable to split venting between centrifugal and	Report it under Venting – Other.

	reciprocating compressors. How do we report it?	
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.
16	I measure my volume of flared gas and I know its composition, however I use an unburnt fraction of 2%, how do I report the emissions L3 or L4?	TO BE ADDRESSED
17	I measure my volume gas used for stationary combustion and I know its composition, however I use generic emission factors per type of engines, how do I report the emissions L3 or L4?	TO BE ADDRESSED
18	I have defined in-house/engineering calculation rules for the gas leak for centrifugal compressor shaft seals, plus I know the gas composition, how do I report the emissions L3 or L4?	TO BE ADDRESSED