



# GUIDANCE FOR COMPLETING REPORTING TEMPLATE

## MID AND DOWNSTREAM

February 2024

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# 1 INTRODUCTION

This document provides 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>1</sup>. Annual reports will be due each year no later than May 31 and will contain annual emissions of the previous reporting year. Companies can only submit one reporting template per segment (upstream and mid/downstream) to report all assets (operated and non-operated) in the same file according to the asset type. Assets should not comprise asset across multiple segments, this guidance is meant to be used for Mid/downstream asset types only. The reporting will be uploaded on the Web Application (<https://ogmp20.azurewebsites.net/>). Additional guidance and materials on methane emissions quantification are available on the OGMP2.0 website.

Partner Companies report according to the requirements of the Reporting Framework.

The asset (reporting unit) is unique. The Web Application accepts only one emissions' report per asset per year:

- 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 for the reporting obligations. The other company(-ies) will report this asset as excluded providing the equity and the name of the operator.
- Likewise, for NOJVs with shared ownership where other OGMP2.0 members are involved, companies should discuss with each other such that only one of them submits the emissions data report, while the remaining members exclude the asset with rationale "Reported by other OGMP2.0 member". All member companies involved in the JV are encouraged to disclose the equity such that emissions are allocated on a 100% basis amongst all shareholders.

Additionally, for the case when a JV is an entire company who is an OGMP2.0 member, companies are expected to list these ventures on a separate section on the OGMP2.0 web application with the name of the JV and the equity disclosed (being the ownership in the entire company).

Emissions from assets/JVs excluded with the justification "Reported by other OGMP2.0 member" will be allocated automatically to the other companies accordingly.

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<sup>1</sup> OGMP2.0 Reporting Framework: [http://oleladesarrollo.es/webun2020/themes/ogmp\\_theme/files/OGMP\\_20\\_Reporting\\_Framework.pdf](http://oleladesarrollo.es/webun2020/themes/ogmp_theme/files/OGMP_20_Reporting_Framework.pdf)

## 2 SCOPE OF THE REPORTING TEMPLATE

The mid and downstream reporting template covers the following type of assets:

- LNG regasification terminals
- LNG liquefaction terminals
- Shipping
- LNG Transport (Truck and Train)
- Underground gas storages
- Distribution Grid (Main lines + Service lines (Note- Meters will be a source of emissions of the asset) + Stations (City Gates; Reducing and/or metering stations; Valve stations; Injection stations; Blending stations)
- Distribution – Compressors
- Distribution - LNG Satellite stations
- Transmission pipelines
- Transmission Compressor stations
- Transmission stations (Reduction & regulating stations / Measurement stations /Valve stations / Consumer supply stations for metering and regulating)
- Transmission LNG Peak Shaving

The characteristics and specificities of each asset were taken into account to develop the reporting template and this guide.

Methane emissions from utilisation/end-users, oil product manufacturing (i.e. refineries and chemical plants), biogas/biomethane production and upgrading plants, CNG/LNG fuelling stations, waste management sites, etc., are not considered in the scope of the OGMP2.0 reporting framework.

## 3 BEFORE YOU BEGIN / SUPPORTING MATERIALS

To prepare the Annual Report, Partners will need the following supporting materials:

- The OGMP 2.0 Reporting Framework;
- The latest list of OGMP 2.0 Partner Companies;
- Their list of operated and non-operated assets, the materiality analysis at portfolio and asset levels, as well as the list of excluded assets (including the reasons for exclusion). [Note - Companies within the financial organization with business out of the scope of the OGMP2.0 initiative are not required to be reported, even not as excluded.]
- Their latest OGMP 2.0 Implementation Plan for operated and non-operated ventures;
- The OGMP guidance documents:

- **Technical Guidance Documents** (<https://www.ogmpartnership.com/templates-guidance>):

- [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](#)
- [LNG liquefaction](#)
- [LNG shipping](#)
- [LNG regasification](#)
- 2 additional TGDs covering well drilling and well interventions are currently under development.

- **Guidance on uncertainty and emissions reconciliation** ([Link](#)) – The TGD on Uncertainty and Reconciliation provides guidance on moving from Level 3 to 4 and 5.

- **Guidance on documentation for Level 4 and level 5 methods** ([Link](#))

- For level 1 and 2, the company will select the generic emission factors to be used. The TGD on Level 1 and 2 reporting contains a non-exhaustive list. E.g. [Here](#) is the list of the IPCC EFs per industry segment/part of the value chain and [here](#) the MARCOGAZ EFs for transmission network, LNG regasification terminals, underground gas storages and distribution networks. Please note that there may be other generic factors to be used.

For level 3 reporting, generic emission factors detailed by source but not specific to the asset will be selected (e.g., US EPA Subpart W, US EPA AP-42, NGSI, GERG, Carbon Limits MIST, MARCOGAZ database).

## 4 DEFINING REPORTING UNIT - ASSETS

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, 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.

## 5 ASSET DESCRIPTIONS AND SIZE DEFINITION:

Asset descriptions need to be provided, 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:

### Asset types:

MIDSTREAM	
<b>Asset type</b>	Facility types
<b>LNG Liquefaction terminals</b>	LNG Liquefaction terminal
<b>LNG Shipping</b>	LNG tanker
<b>LNG Transport</b>	LNG truck or train
<b>LNG regasification terminals</b>	LNG regasification terminal
<b>Transmission - Pipeline main lines</b>	Pipeline segments

<b>(same country/region)</b>		
<b>Transmission Stations (same country/region)</b>	-	Reduction & regulating stations / Measurement stations / Valve stations / Consumer supply stations for metering and regulating
<b>Transmission Compressor station(s)</b>	-	Compressor station
<b>Transmission Peak Shaving</b>	LNG	LNG peak-shaving facilities
<b>Underground storage</b>	gas	Underground storage
<b>DOWNSTREAM</b>		
<b>Asset type</b>		Facility types
<b>Distribution – Lines &amp; Stations</b>		Main lines + services lines, Reducing and/or metering stations; Valve stations; Injection stations
<b>Distribution Satellite stations</b>	- LNG	LNG Satellite stations
<b>Distribution Compressors</b>	-	Compressors

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

## Size definition:

An asset is intended to be a single coherent operating unit/asset *under common asset management*:

- An asset cannot cover more than a country.
- An asset cannot cover facilities across multiple segments.
- Production assets cannot cover more than a basin/region and cannot aggregate onshore and offshore production.
- Facilities managed under different operators cannot be aggregated into a single asset (operated or NOJV).

## 6 TYPE OF METHANE EMISSIONS AND LIST OF SOURCES

Methane emissions for mid/downstream assets are classified in three different categories:

### **Fugitive emissions**

Fugitive emissions occur due to permeation or loss of tightness in some components (e.g. connections, valves, joints,...).

## Vented emissions

Vented emissions include both intentional release of gas related to the operation of the asset and emissions caused by incidents due to integrity failures, third-party damages and emergency situations. Company vented emission due to general maintenance, such as pigging, compressor maintenance, etc.

## Incomplete combustion emissions

Emissions associated to the unburned methane in the exhaust gases from natural gas combustion devices (e.g. gas turbines, gas engines, boilers) or flares. Emissions associated to the combustion of other fuels (e.g. diesel) are not in the scope.

The following table shows the list of sources of methane emissions for mid and downstream:

Type of emissions	Sources of methane emissions	
Fugitives	Leaks from components (loss of tightness)	
	Permeation	
Vented	Operational emissions	Purging & venting (maintenance, process, commissioning & decommissioning)
		(pneumatic devices, gas analysers...)
		Starts & stops
	Incidents / emergency situations	
Incomplete combustion	Gas combustion devices (turbines, engines, boilers...)	
	Flaring	

*Table 1 - Type of CH<sub>4</sub> emissions and list of sources*

### 1 Levels of reporting

The OGMP 2.0 reporting framework recognizes that companies and individual assets may be at different stages of their methane management and reporting journeys. **Companies may have assets with sources in multiple reporting levels.**

The reporting template allows companies to categorize their asset and sources reporting by five different reporting levels:



✓ **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). This reporting level will typically be applicable for assets for which a company has not undertaken any methane emission source mapping or survey activities or where information from the operator is highly limited. Emissions will be quantified using generic Emission Factors.

In the case of transmission and distribution networks located in a region or country, it is necessary for level 1 reporting to report one methane emissions figure, as well as for underground storage facilities.(kg/y) quantifying total emissions of all facilities along the network (e.g. compressors, valve stations, pipelines, reduction & regulating stations, ...).

✓ **Level 2**

Emissions reported according to the 3 types of methane emissions:

- Fugitive emissions
- Vents
- Incomplete combustion

Emissions reported in each of these categories are typically quantified using generic emission factors, though more advance forms of quantification may also be used.

✓ **Level 3**

Emissions reported by detailed emission source type and using generic, but source-specific, emission factors. A complete inventory of methane emissions sources is required.

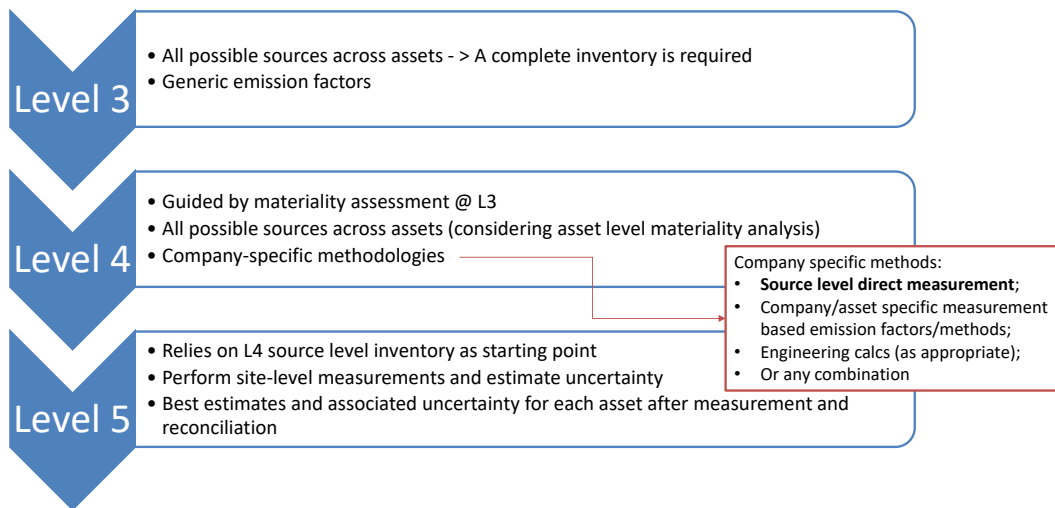


Figure 1 – Levels 3, 4 and 5

#### ✓ 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 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.

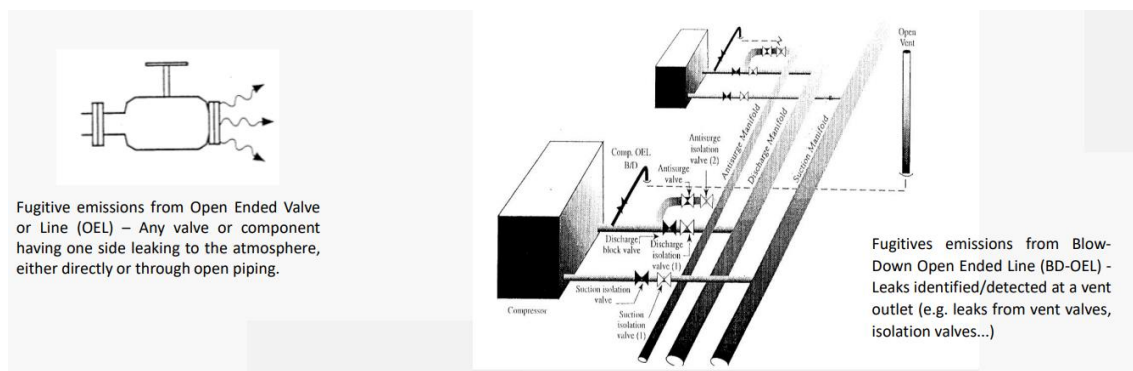
The reporting needs to be done per source of methane emissions.

Some sources (e.g. fugitive emissions, combustion devices,...) can be reported aggregated or disaggregated in sub-sources (e.g. connections, valves and control valves, pressure relief valves, blow-down open-ended lines,...). Companies are encouraged to report sub-sources (in light green in the reporting template), but it is not mandatory to report them.

For example, companies can decide to report "Fugitive emissions" total on its respective cell as a single value or each source of fugitive emissions separately. In case companies have disaggregation from one of the sub-sources (e.g., Connections), but not the remaining ones, they can report the sub-source where they have information on its relevant cell and the remaining under sub-source "others". Companies should not report values in the total cells that are different from the sum of the sub-sources.

- **Fugitive emissions**

- Leaks from components due to loss of tightness. Each type of component will be reported on a voluntary basis separately: connections (flanges, seals, joints), valves and control valves, pressure relief valves<sup>2</sup>, blow-down open-ended lines, open ended lines and others.



<sup>2</sup> Only the fugitive emissions from pressure relief valves are reported in this part. When the pressure relief valves are actuated/opened, there should be reported under vents - Incidents / emergency situations category

In the case that there is permeation and a separate line has not been included, these emissions should be reported in "Others" (e.g. some type of LNG tanks).

- Permeation – In the case of the distribution grids a disaggregation taking into account the (non-metal) materials of the pipelines has been included as well as the pressure range of the pipelines.

- **Vents**

- Operational emissions - Purging & venting

Methane emissions associated to maintenance activities, process, commissioning & decommissioning.

- Pneumatic devices
- Gas analysers
- Seals of the compressor units
- Reciprocating compressor rod packing
- Operational emissions - Starts & stops

Start/stop of the compressors can be reported aggregated or disaggregated.

- Incidents / emergency situations
- Change or removal of gas meters in distribution grids
- Others

Start/stop of the gas combustion devices (turbines, engines, boilers...) and flares will be reported in "Others" as they are very small.

- **Incomplete combustion**

- Gas combustion devices - A disaggregation of the natural gas combustion devices has been included. Companies are encouraged to report according to the sub-sources disaggregation, but it is not mandatory.
- Flaring

The category "Others" have been included in all types of methane emissions to give flexibility in the reporting to the OGMP members and to ensure that all the methane emissions are reported. This can be reviewed in the future.

## ✓ 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), reconciling the source-level inventory (Level 4) and site-level emission measurements. 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.

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.

## 7 WEB APPLICATION

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

- **General information**

Company information, contacts, 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 member), as well as the equity.

- **Methane targets**

Methane targets will be uploaded directly to the web application according to the requirements of the Reporting Framework.

GIE, IOGP and MARCOGAZ published in 2020 the guidelines<sup>3</sup> for methane emissions target setting to support companies with the development of their targets.

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<sup>3</sup> Guidelines for methane emissions target setting:

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.

General Information about the target							Base Year or Year in which target was set	
	Consolidation Basis (Operational Control, Equity)	Target Value	Units	Denominator - Indicate the unit of activity to calculate (e.g. transported gas, regasified gas)	Target Year (e.g. 2025)	Year in which the target was set (e.g. 2018)	Base Year or Year in which the target was set (e.g. 2018)	Intensity figure (%)
Target 1								
Target 2								
Target 3								

Reporting Year							Comments
Current Reporting Year	Intensity figure (%)	Numerator, total value	Numerator, units of measure	Denominator, total value	Denominator, units of measure	Target status in reporting year	
							This target includes ...

Figure 2 – Table for reporting intensity based methane target(s)

- 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.

General Information about the target			Performance in the Reference or Base Year			Target Year		
	Consolidation Basis (Operational Control, Equity)	Year in which the target was set	Reference / Base Year	Total emissions in scope of the target	Units of measure	Target Year (e.g. 2025)	Targeted reduction from Reference or Base Year, %	Absolute emissions in Target Year
Target 1								
Target 2								
Target 3								

Reporting Year				Comments
Current Reporting Year	Total CH4 emissions	% Change from Reference or Base Year	Target status in reporting year	
2020				This target includes ...

Figure 3 – Table for reporting absolute emissions reduction target(s)

- **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.

## 8 GUIDE TO COMPLETE THE REPORTING TEMPLATE

### Annual reporting

Companies will report total methane emissions (without considering the equity) per asset of the previous year in kg/y.

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 WebApp, **all member companies will report total absolute emissions (100%) of the asset and the system will calculate directly considering the equity.**

### Description of the template’s structure

#### Reporting of methane emissions per asset

- Each asset will be reported separately under a single tab. Nonetheless, all assets (operated and non-operated) will be reported on a single file. The template includes different tabs per type of asset:

- LNG regasification terminals
- LNG liquefaction terminals
- Shipping <sup>4</sup>
- LNG Transport
- Underground gas storages
- Transmission pipelines
- Transmission Compressor stations
- Transmission stations (Reduction & regulating stations / Measurement stations / Valve stations / Consumer supply stations for metering and regulating)
- Transmission – LNG Peak Shaving

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<sup>4</sup> It is recommended to report each ship individually as depending on the engine, the capacity, the age and the equipment installed, the emissions will be very different.

- Distribution Grid (Main lines + Service lines (Note- Meters will be a source of emissions of the asset) + Stations (City Gates; Reducing and/or metering stations; Valve stations; Injection stations; Blending stations)
- Distribution – Compressors
- Distribution - LNG Satellite stations

- General information of the asset need to be reported:

**Asset name** - Name/code to identify the asset/venture. Please do not repeat names for different assets/ventures/. Please avoid generic names such "Distribution", "Pipelines", "Permian basin", etc./

**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).

**Asset type** – A drop-down menu is included in the reporting template.

**Country** – A drop-down menu of the Country where the asset/venture is located. If the country is not found within the preloaded list of countries, please select option "Others". Incorrect values will prevent submission to the Web Application.

**Latitude** - Coordinates will be provided. When it is not possible to provide the exact location (e.g., transmission networks), coordinates related to an intermediate point or a polygon that surrounds the facilities will be provided. Please use WGS84 as coordinate system. Values are restricted between decimal degrees -90 and 90, e.g., -50.589. Incorrect values will prevent submission to the Web Application.

**Longitude** - Coordinates will be provided. When it is not possible to provide the exact location (e.g., transmission networks), coordinates related to an intermediate point a polygon that surrounds the facilities will be provided. Please use WGS84 as coordinate system. Values are restricted between decimal degrees -180 and 180, e.g., 0.613. Incorrect values will prevent submission to the Web Application.

**Operated?** - "Yes" or "No" should be indicated (drop-down menu).

**Operator** – Name of the operator. A drop-down menu with current OGMP2.0 members is preloaded, if the operator is not an OGMP2.0 member or not found, companies may type in the option.

**% Equity** - The participation should be reported in the case of joint ventures as a single figure in percentage terms. The format of the cell is on percentage, but values are restricted



between 0 and 1 (hence, it will show as either 0% or 100%). Incorrect values will prevent submission to the Web Application.

**Description of the Asset** [Note- Companies are encouraged to provide a short description of the asset. This information may be very useful to explain variations in the emissions between years and to explain differences related to the benchmarking. In addition, in the case of transmission system operators and distribution system operators a map showing the grid could be provided if available.]

- The template has a colour code according to the 5 levels of reporting:

<b>Level 1</b>	Emissions reported for a venture at asset or country level
<b>Level 2</b>	Emissions reported per type of methane emissions
<b>Level 3</b>	Emissions reported by detailed source type and using generic emission factors
<b>Level 4</b>	Emissions reported by detailed source type and using specific emission factors, measurements, simulation tools and detailed engineering calculations
<b>Level 5</b>	Emissions reported similarly to Level 4, but with the addition of site-level measurements

Figure 4 – Colour code for the 5 levels of reporting

When reporting different types or sources of methane emissions is possible to have different reporting levels. Companies are encouraged to provide the reporting level per source, per type and/or per asset.

Description of the Asset		Activity Factors		Emission Factors		Levels 1, 2, 3, 4					
		Data	Unit	Data	Unit	Methane	Uncertainty	Level	Comments	Comments	Source for own data (please include one or more "X")
<b>1.2</b>	<b>ASSET – TOTAL EMISSIONS</b>					kg/y		Please indicate the Level of the data: 1/2/3/4	L4 method	Please feel free to provide any additional information (e.g. Investments/divestments of facilities in the asset)	Measurements EF: Measurement EF: Literature Calculation Modelling Estimation
<b>1.2.a</b>	<b>Fugitive Emissions</b>										
1.2.a.1.	Connections (flanges, seals, joints)										
1.2.a.2.	Valves and control valves										
1.2.a.3.	Pressure relief valves										
1.2.a.4.	BD-OEL (blow-down open ended line)										
1.2.a.5.	OEL										
1.2.a.6.	Others										
<b>1.2.b</b>	<b>Vents</b>										
1.2.b.1.	Purging & venting (maintenance, process, commissioning&decommissioning)										
1.2.b.2.a	Pneumatic devices										
1.2.b.2.b	Gas analyser										
1.2.b.2.c	Seals of the compressor units										
1.2.b.2.d	Others										
1.2.b.2.e	Reciprocating compressor rod packing										
1.2.b.3.	Start/stop vents										
1.2.b.3.a	Total emission caused by starts										
1.2.b.3.b	Total emission caused by stops										
1.2.b.4.	Incident / Emergency vents										
1.2.b.5.	Others										
<b>1.2.c</b>	<b>Incomplete combustion</b>										
1.2.c.1.	Gas combustion devices										
1.2.c.1.a	Turbines										
1.2.c.1.b	Engines										
1.2.c.1.c	Heaters/pre-heating systems/boilers, gas dehydration units/etc										
1.2.c.1.d	Others										
1.2.c.2.	Flaring										
<b>Level 5</b>	<b>ASSET – TOTAL EMISSIONS LS</b>							<b>Level 5</b>			

Figure 5 – Example of the reporting template showing the colour code

- Methane emissions (kg/y) - Companies need to submit the annual methane per source (level 3 and level 4), per type (level 2) or at asset level (level 1) in kilograms of methane. The emissions reporting cells only accept three values:

- “MI”: Missing Information.
- “N/A”: Not-Applicable, the source does not exist for the particular asset.
- 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.

### “MI” Sources

**When to use:** For sources that where there is not information available on emissions.

**What it means:** There is missing information in regards to emissions estimation. Gold Standard Reporting cannot be awarded with MI sources

**Example:** An operator does not have any LDAR or measurement or detection program for leaks. Leaks are known to occur at the operation, but emissions are not estimated or measured

### “N/A” Sources

**When to use:** For sources that are not applicable to an asset

**What it means:** A sources is not present at an asset. This classification has no impact on Gold Standard standing if correctly classified

**Example:** An operator does not have any natural gas driven pneumatic equipment at an asset. Emissions from natural gas driven pneumatic equipment would be “N/A”

### “0” Sources

**When to use:** For sources that are present and have measurement or operational data that sufficiently and reasonably characterize a source as having 0 emissions. Source with “0” emissions must include a comment explanation.

**What it means:** A source is present with 0 emissions. This classification has no impact on Gold Standard standing if correctly classified.

**Example:** Emissions from a source are captured and rerouted through a close-loop system.

- Companies need to fill up the reporting level whenever there is an emissions value (numeric). If the value is a sum of sub-sources, e.g. venting a sum of Gas analysers and Pneumatic devices, please select the closest option.

Level 1 is only allowed for cell “ASSET – TOTAL EMISSIONS:/

- Uncertainty - Uncertainty will be reported only for Level 4 and Level 5, when companies are reporting at L5. Companies should provide information on the methodology used to quantify uncertainty on a separate document.

- For Level 4, companies need to select the L4 method amongst the options in the drop-down menu (Column K of the template). Incorrect values, or no selection of method when reporting at Level 4 will prevent submission to the Web Application. Additional documentation (such as rationale, sampling, justification, etc.) should be provided on a separate document.

- EF and AF can be reported on a voluntary basis.
- A column to provide comments for each row of the template has been included. Companies can provide explanations and additional information, e.g., investment or divestments of facilities within an asset (Column L).
- With regards to the source of the own data, companies are encouraged to provide information by including an 'X' into the following cells:

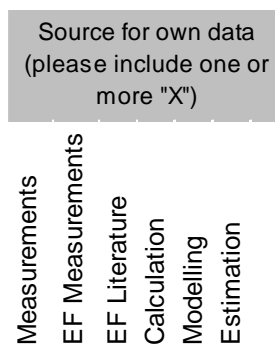


Figure 6 – Sources of own data in template

Source of data	Description
<b>Measurement</b>	Data is based on (in-)direct measurement of emissions (e.g. flowrate, concentration measurement, correlation techniques)
<b>EF Measurement</b>	Data is based on emissions factors derived from field measurements (e.g. measurements for an estimate of a population samples of pneumatic controllers)
<b>EF Literature</b>	Data is based on emission factors taken from academic publications, gas industry R&D research, or equipment supplier data
<b>Calculation</b>	Data is directly derived from physical data of the assets (e.g. in the case of venting, the emission could be derived from the volume of the pipe section and the pressure in that section)
<b>Modelled</b>	Data is based on a combination of physical data of the assets and (semi-)empirical physical correlation (e.g. in case of pipe rupture, the emission

	could be derived from physical data combined with flow resistance factors or even more sophisticated numerical fluid dynamic calculations)
<b>Estimate</b>	Data is based on expert opinion and best guess.

- For L5, in addition to the source level reporting (L4), only one number at asset level will be provided based on the reconciliation of site level measurements and source level quantification. However, companies should provide the information and analysis in a separate document.

## Reporting of divested assets

### Complete asset divested

The asset needs to be reported for the period the member operated/owned it and add a comment/note in the reporting template indicating that it is a partial reporting due to divestment<sup>5</sup>.

Example: If a company divested an asset in March of year 2, emissions associated with this asset should be reported in year 3 at least for the three first 3 months of the year.

In addition, the asset needs to be added as part of the excluded assets, indicating the month when the divestment took place and if it was divested to another OGMP2.0 member or not. Companies are encouraged to report the new operator/owners ("Comments" column).

In the case of immaterial assets (< 5% equity), this information will be reported on a voluntary basis. At least, company will change the reason for exclusion from "Materiality Rule" to "Divested".

### Asset partially divested

Divestments and investments of facilities in an asset (number of wells, km of pipelines, ...) need to be reflected in the reporting sheets considering the number of months the company owns/operates these facilities.

Companies need to indicate if partial investments/divestments took place in the asset in the reported year at least in cases when this has a material impact on the emissions of the asset (>10% variation). This is meant to capture significant changes but exclude tweaks that would imply a few percent updates in holding, for example in the case of routinary changes of wells in a US onshore basin.

## Excluded assets tab

In the case that an asset/venture is excluded from the reporting, the company needs to explain the rationale for excluding it from the submission. A drop-down menu is included.

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<sup>5</sup> Only one report per asset can be submitted. Therefore, when more than one member is involved in the asset, if they do not divest at the same time, the member reporting should be the one not divesting or divesting later (if all divest during the reporting year). The WebApp will allocate emissions to each member considering equity and the month when the asset was divested by each company.

- **Asset/ Venture name** – provide the name of the asset or venture excluded from your submission.
- **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).
- **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: Yes /No
- **Operator** – use this column to provide the name of the operator of the excluded asset/ venture.
- **Reported by another OGMP 2.0 Member?** – Yes/No
- **% Equity (Note- Ownership of emissions)** – specify the consolidated % ownership in the asset/ venture.
- **(Divested assets) Please indicate month/year when the asset was divested** – Format Month/Year
- **(Divested assets) Was the asset divested to an OGMP2.0 member?** – Yes/No. Companies are encouraged to report the new operator/owners (“Comments” column)
- **Comments** – explain the rationale for excluding an asset/venture or add any additional information.

Assets/ventures operated by other OGMP 2.0 member companies are excluded from the submission to minimise reporting burden on companies and the risk of reporting potentially misaligned numbers. However, these assets should be listed (indicating the % equity) for reporting completeness. Likewise, in JVs with multiple OGMP2.0 owners, only one of them will report the emissions and the rest will report is as excluded. In all cases, companies are encouraged to discuss with each other to disclose equity values that allow for a 100% allocation of emissions (equity for an asset should be 100% irrespective of the methodology used for, working interest, financial equity, etc.).

LIST ASSETS/ VENTURES EXCLUDED FROM THE SUBMISSION													
Asset/ Venture Name	Asset id	Asset Type	Reason for exclusion	Country	Latitude	Longitude	Operated?	Operator	Reported by another OGMP 2.0 Member?	% Equity (Note- Ownership of emissions)	(Divested assets) Please indicate month/year when the asset was divested	(Divested assets) Was the asset divested to an OGMP2.0 member? (Y/N)	Comments

Figure 7 – Template for list of excluded assets/ventures

## Upstream sources equivalence

In order to facilitate reporting for companies that had been using the Upstream template to report Midstream asset types, a guidance is provided to describe how to harmonize the sources reported in Upstream into Midstream.

This section is meant to help companies more familiarized with the Upstream template the usage of Midstream and Downstream template.

Mid/downstream template contains space to report EFs and AFs, however this guidance clarifies that these values can be reported on a voluntary basis.

### ✓ Level 1

#### Upstream

L1 - Emissions reported for a venture at asset or country level	
Total CH4 emissions, metric tonnes	

#### Midstream/Downstream

ASSET		Methane
		kgly
ASSET - TOTAL EMISSIONS		

Level 1: Both templates have a cell to report a single value for L1 assets.

### ✓ Level 2

#### Upstream

L2 - Emissions reported in consolidated, simplified				
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

#### Midstream/Downstream

		Methane
		kgly
ASSET - TOTAL EMISSIONS		
Fugitive Emissions		
Vents		
Incomplete combustion		

LEVEL 2 Reporting: Upstream reports in 5 categories, while mid/downstream reports in 3 categories:

Stationary combustion + Flaring = Incomplete combustion

Fugitives = Fugitive emissions

Venting + Others = Vents

### ✓ Levels 3 and 4

Higher granularity in the reporting contributes to having a deeper understanding of the sources of methane emissions. However, only reporting according to sources will be mandatory, sub-sources will be reported on voluntary basis.

Upstream

Stationary Combustion
Flaring (Incomplete Combustion)

Midstream/Downstream

<b>Incomplete combustion</b>
<b>Gas combustion devices</b>
Turbines
Engines
Heaters/pre-heating system/boilers, gas dehydration unit/etc
SCV
Others
Flaring

Fugitive Component and Equipment Leaks
--

<b>ASSET - TOTAL EMISSIONS</b>
<b>Fugitive Emissions</b>
Connections (flanges, seals, joints)
Valves and control valves
Pressure relief valves
BD-OEL (blow-down open ended line)
OEL
Others

Natural gas driven pneumatic equipment
--

<b>Vents</b>
<b>Purging &amp; venting (maintenance, process, commissioning&amp;decommissioning)</b>
<b>Pneumatic devices</b>
Gas analysers
Seals of the compressor units
Others
Reciprocating compressor rod packing
Incident / Emergency vents
Others
Start/stop vents
Total emission caused by starts
Total emission caused by stops
<b>Vents associated to additional services</b>

Centrifugal compressor shaft seals
------------------------------------

Reciprocating compressor rod packing
--------------------------------------

Glycol dehydrators
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Tanks
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Venting - Other
-----------------

LEVEL 3 and LEVEL 4 Reporting – All sources of methane emissions are part of the scope

- “Stationary combustion” = “Gas combustion devices”

(Note – mid/downstream template includes a disaggregation of combustion devices. Reporting according to this disaggregation is not mandatory)

- “Flaring (Incomplete Combustion)” = “Flaring”
- “Fugitive components and Equipment leaks” = “Fugitive emissions”

(Note – mid/downstream template includes a disaggregation per type of component. Reporting according to this disaggregation is not mandatory)

- “Natural gas driven pneumatic equipment” = “Pneumatic devices”
- “Centrifugal compressors shaft seals” = “Seals of the compressor units”
- “Reciprocating compressor rod packing” = “Reciprocating compressor rod packing”
- “Glycol dehydrators” to be reported under “Others”
- “Tanks” to be reported under “Others”
- “Venting – Other” to be reported under “Purging&Venting”

(Note – In the case of “Venting – Other” companies are encourage to differentiate vents associated to maintenance, process and operation (i.e. “Purging & venting” category) from incident / emergency vents as the nature of emissions and quantification approach will be different).



## 9 ANNEX 1 – EXAMPLES FOR REPORTING WHEN THERE IS MORE THAN ONE COMPANY INVOLVED

### EXAMPLE 1

COMPANY "A" is 100% owner of an asset and is operating the asset

- ⇒ COMPANY "A" is providing the data and reporting the methane emissions data

### EXAMPLE 2

COMPANY "A" is 100% owner of an asset but it's operated by COMPANY "B"

- ⇒ If COMPANY "B" is member of OGMP 2.0:

COMPANY "A" will indicate that this asset/venture is excluded from its reporting because it will be reported by COMPANY "B".

COMPANY "A" will indicate in the submission that their equity in the asset is 100%.

COMPANY "B" will report the emissions, but it will indicate the 0% equity boundary.

- ⇒ If COMPANY "B" is not member of OGMP 2.0:

COMPANY "B" will provide the data to COMPANY "A".

COMPANY "A" will indicate in the submission that their equity in the asset is 100%, but it is not operated. COMPANY "A" will report the data.

### EXAMPLE 3

COMPANY "A" and COMPANY "B" share a common asset (50:50) and operate it accordingly (50:50)

- ⇒ The asset will be split in 2 parts:
  - "COMPANY A" will report the part that is operating, indicating 50% equity. While "COMPANY B" will report this part as excluded.
  - "COMPANY B" will report the part that is operating, indicating 50% equity. While "COMPANY A" will report this part as excluded.

#### **EXAMPLE 4**

COMPANY "A" and COMPANY "B" share a common asset (30:70) under the umbrella of a common owned company (COMPANY "C"). COMPANY "A" is operating the assets of COMPANY "C".

⇒ If COMPANY "C" is a member of OGMP 2.0:

COMPANY "A" will be reporting the data to OGMP 2.0.

COMPANY "B" and COMPANY "C" will indicate that this asset/venture is excluded from its reporting because it will be reported by COMPANY "A".

COMPANY "A" and COMPANY "B" will indicate the equity % that should be applied (COMPANY "A" 30% and COMPANY "B" 70%).

⇒ If COMPANY "C" is not a member of OGMP 2.0:

COMPANY "A" will be reporting the data to OGMP 2.0.

COMPANY "B" will indicate that these emissions are excluded from its reporting.

COMPANY "A" and COMPANY "B" will indicate the equity % that should be applied (COMPANY "A" 30% and COMPANY "B" 70%), so the correct share of emissions is calculated under the equity boundary.

#### **EXAMPLE 5**

COMPANY "A" and COMPANY "B" share a common asset (30:70) under the umbrella of a common owned company (COMPANY "C"). COMPANY "C" is operating the assets

⇒ If COMPANY "C" is member of OGMP 2.0:

COMPANY "A" and COMPANY "B" will indicate that this venture is excluded from its reporting because it will be reported by COMPANY "C".

COMPANY "A" and COMPANY "B" will indicate the equity % that should be applied (COMPANY "A" 30% and COMPANY "B" 70%).

COMPANY "C" will be reporting the data to OGMP 2.0.

⇒ If COMPANY "C" isn't member of OGMP 2.0:

There should be an agreement between the companies, one company will report the data and the other will report it as excluded due to being "Reported by OGMP2.0 member", both indicating the equity %.