



GUIDANCE FOR COMPLETING REPORTING TEMPLATE

UPSTREAM

February 2024

Table of Contents

1.	Introduction	3
2.	Scope of the reporting template.....	4
3.	Before you begin/supporting materials.....	4
4.	Defining Reporting Unit - Assets	5
5.	Asset descriptions and size definition.....	6
6.	Methane Emissions Quantifications – five levels.....	7
7.	Web Application.....	7
8.	Reporting Template Instructions	9

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 framework¹. 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.

¹ OGMP2.0 Reporting Framework:
http://oleladesarrollo.es/webun2020/themes/ogmp_theme/files/OGMP_20_Reporting_Framework.pdf

2. Scope of the reporting template

The upstream template covers the following type of assets:

- Exploration
- Abandoned wells
- Production per basin: Onshore – Conventional
- Production per basin: Onshore – Unconventional
- Production Offshore
- Gas Processing Unit
- Gathering and boosting facilities
- Tank batteries

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 country², 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:

UPSTREAM	
Asset type	Facility types
Exploration	Wells
Abandoned wells	Abandoned wells
Production per basin: Onshore – Conventional	Wellheads
	Abandoned wells
	Tank batteries
	Gas Processing Unit
	Gathering and boosting facilities
Production per basin: Onshore – Unconventional	Wellheads
	Abandoned wells
	Tank batteries

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

Production Offshore	Gas Processing Unit
	Gathering and boosting facilities
	Offshore platform
	Dynamic Platform
	Static platform
	FSO (floating storage unit)
	Offshore gas transport hub
Gas Processing Unit	Gas Processing Unit
Gathering and boosting facilities	Gathering and boosting facilities
Tank batteries	Tank batteries

*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. 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 described in the OGMP 2.0 Reporting Framework and in the additional guidance.

7. 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 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 guidelines¹⁰ 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.

8. Reporting Template Instructions

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 framework³.

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. 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).

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

- **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** –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. 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). 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. 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). . Values are restricted between decimal degrees -180 and 180, e.g., 0.613. Incorrect values will prevent submission to the Web Application.
- **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. 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 (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). 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.
- **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
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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.).

“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.

- **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)
- **Investments/divestments of facilities in the asset** – can be used to provide information of divestments within an asset. The reporting of NOJVs assets partially divested will be voluntary in 2024 to understand the challenges and feasibility of the reporting. The reporting TF will revisit the issue after next year’s reporting.

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	Investments/divestments of facilities in the asset (Yes/No)
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
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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, companies need to select the L4 method amongst the options in the drop-down menu. 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

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, companies need to select the L4 method amongst the options in the drop-down menu. 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

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, companies need to select the L4 method amongst the options in the drop-down menu. 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

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, companies need to select the L4 method amongst the options in the drop-down menu. 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

Natural gas driven pneumatic equipment			
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

- **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, companies need to select the L4 method amongst the options in the drop-down menu. 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

Centrifugal compressor shaft seals			
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

- **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, companies need to select the L4 method amongst the options in the drop-down menu. 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

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, companies need to select the L4 method amongst the options in the drop-down menu. 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

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, companies need to select the L4 method amongst the options in the drop-down menu. 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

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, companies need to select the L4 method amongst the options in the drop-down menu. 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

Well liquids unloading			
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

- **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, companies need to select the L4 method amongst the options in the drop-down menu. 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

Well casinghead venting			
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

- **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, companies need to select the L4 method amongst the options in the drop-down menu. 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

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, select the L4 method amongst the options in the drop-down menu. 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.

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, companies need to select the L4 method amongst the options in the drop-down menu. 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. 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)
- **Investments/divestments of facilities in the asset** – can be used to provide information of divestments within an asset. The reporting of NOJVs assets partially divested will be voluntary in 2024 to understand the challenges and feasibility of the reporting. The reporting TF will revisit the issue after next year’s reporting.

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

Level 5 - Total emissions		
Level 5 - Total emissions	Uncertainty	Please feel free to provide additional information

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 divestment⁴.

⁴ 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.

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 routine changes of wells in a US onshore basin.

[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. A drop-down menu is included.

- **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 (example 10/2023)
- **(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.).

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. Please check the guidance of the Midstream and Downstream template.