



Landfill Methane Outreach Program (LMOP) Partner Reporting e-GGRT User Guide

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1. Logging into the e-GGRT Environment

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

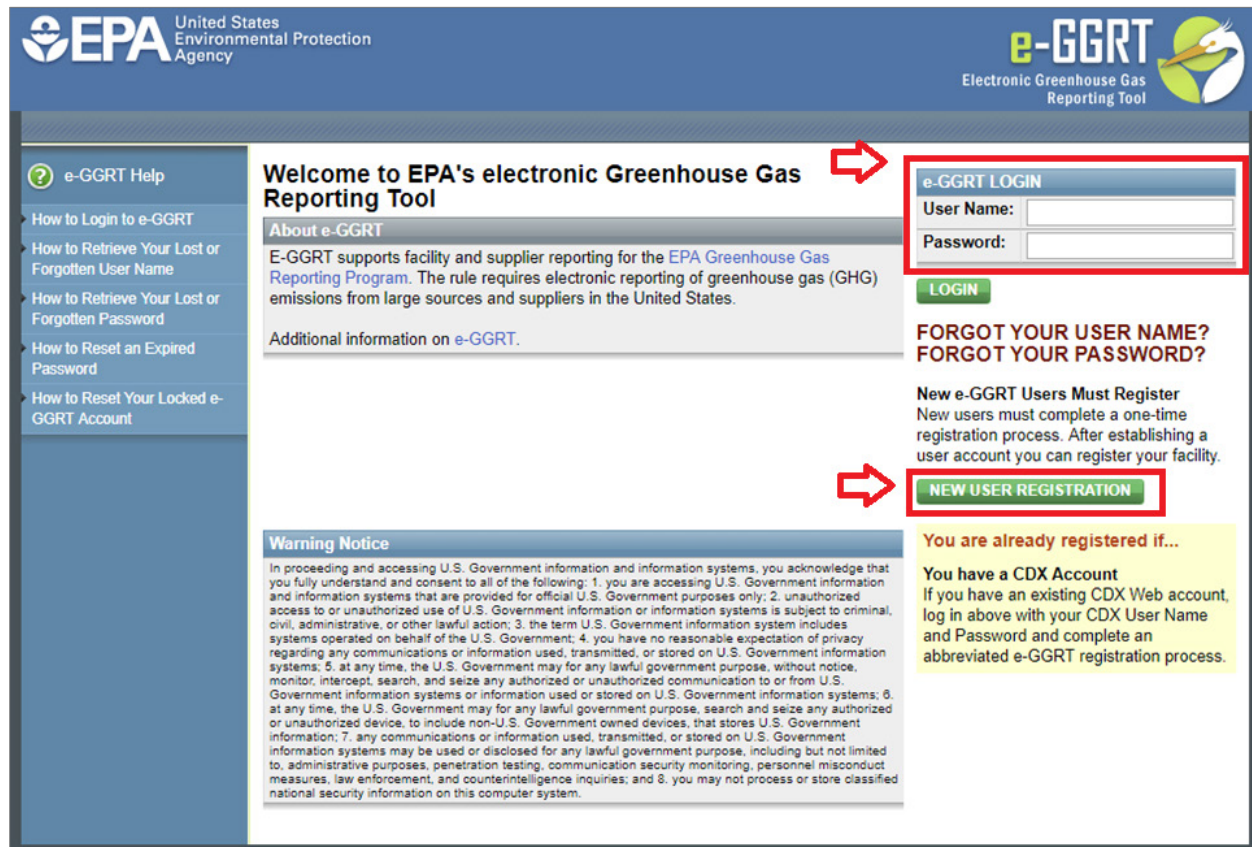


Figure 1. Log into e-GGRT

2. Enter your user name and password.

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

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

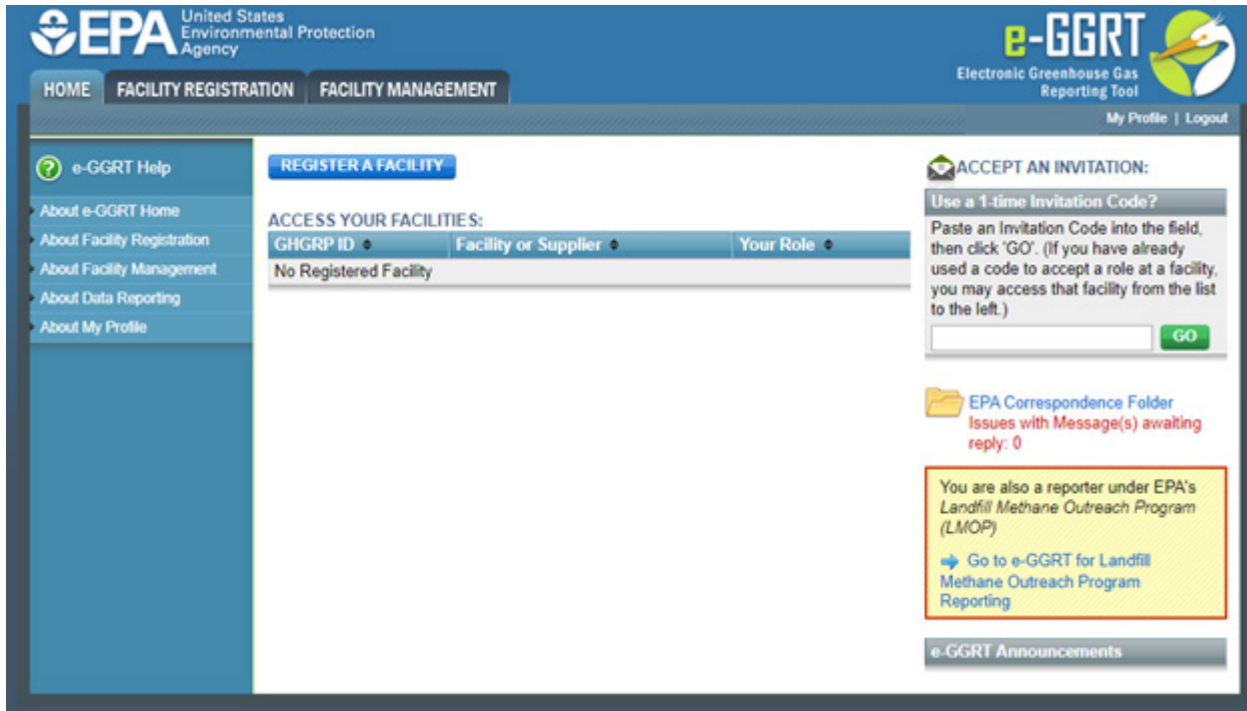


Figure 2. e-GGRT Home Page

2. Accepting an Invitation Code

2.a. Entering the Invitation Code

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

Invitation Code: 48020-4ANBR

Figure 3. Sample Invitation Code in Invitation Email

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

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



Figure 4. Invitation Code

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

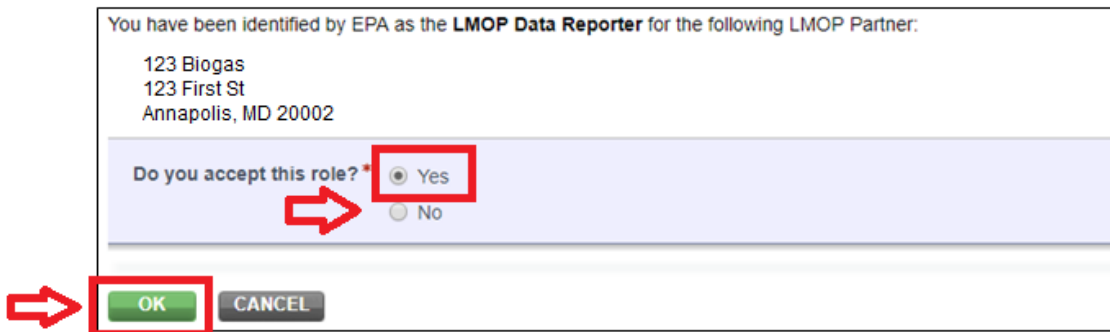


Figure 5. Accept Invitation

2.b. Accepting the LMOP Data Reporter Role

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

Note: Only one person can use the unique invitation code to be the LMOP Data Reporter. To allow access to others, including the ability to review and edit project data, see the section “3.b. Adding or Removing a Delegate.”

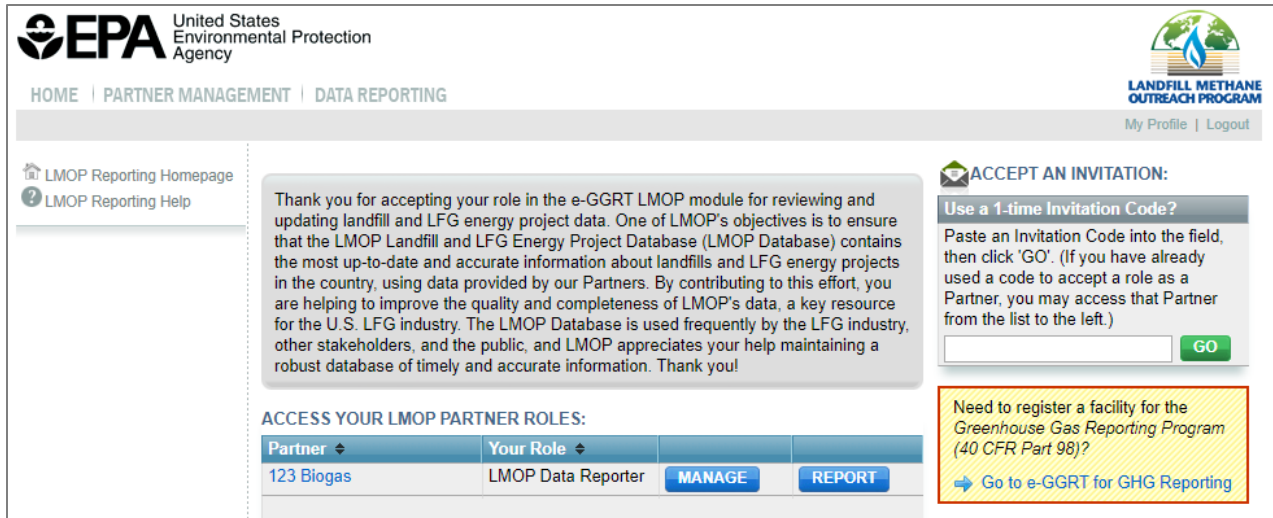


Figure 6. LMOP Reporting Homepage

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

3. Managing Your Partner Information

3.a. Editing Partner Information

To edit your Partner organization’s basic contact information:

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

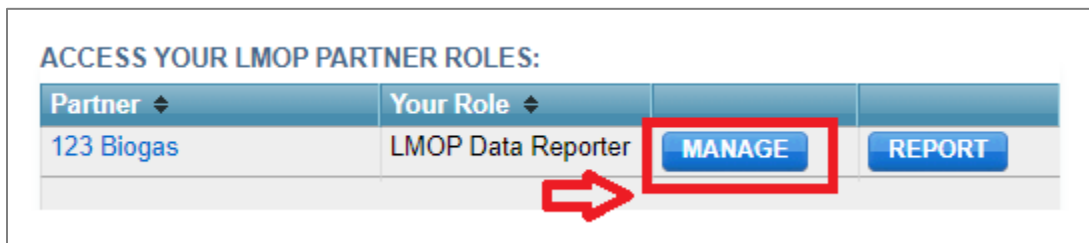


Figure 7. Manage Button

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

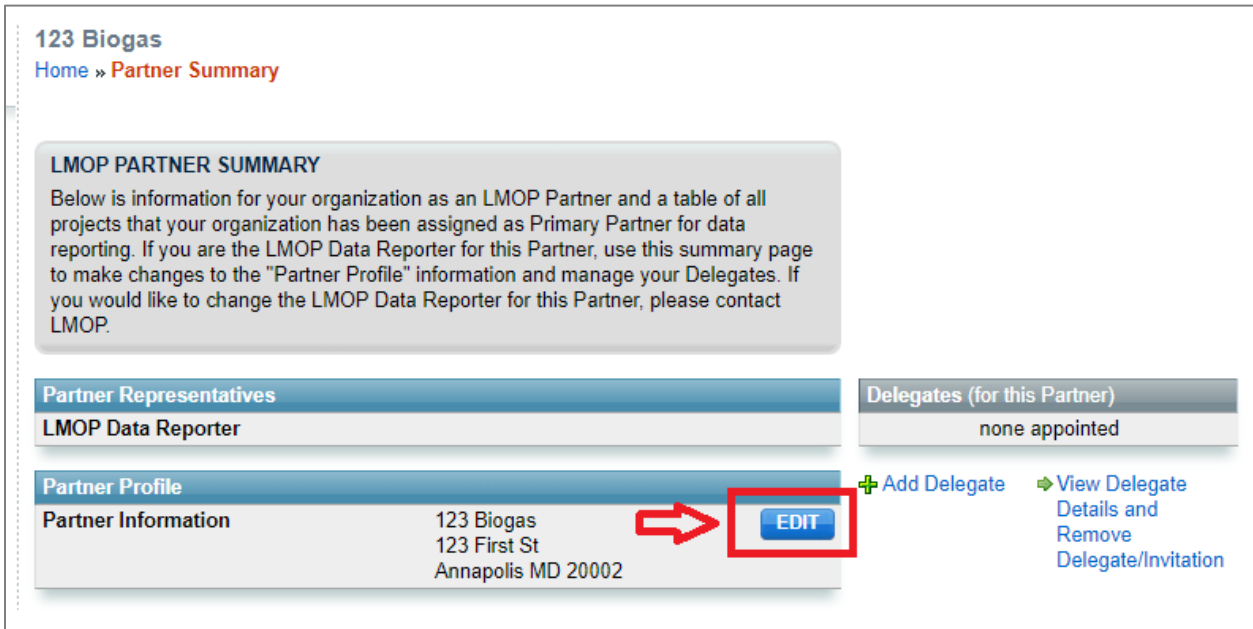


Figure 8. Edit Button for Updating Basic Contact Information

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

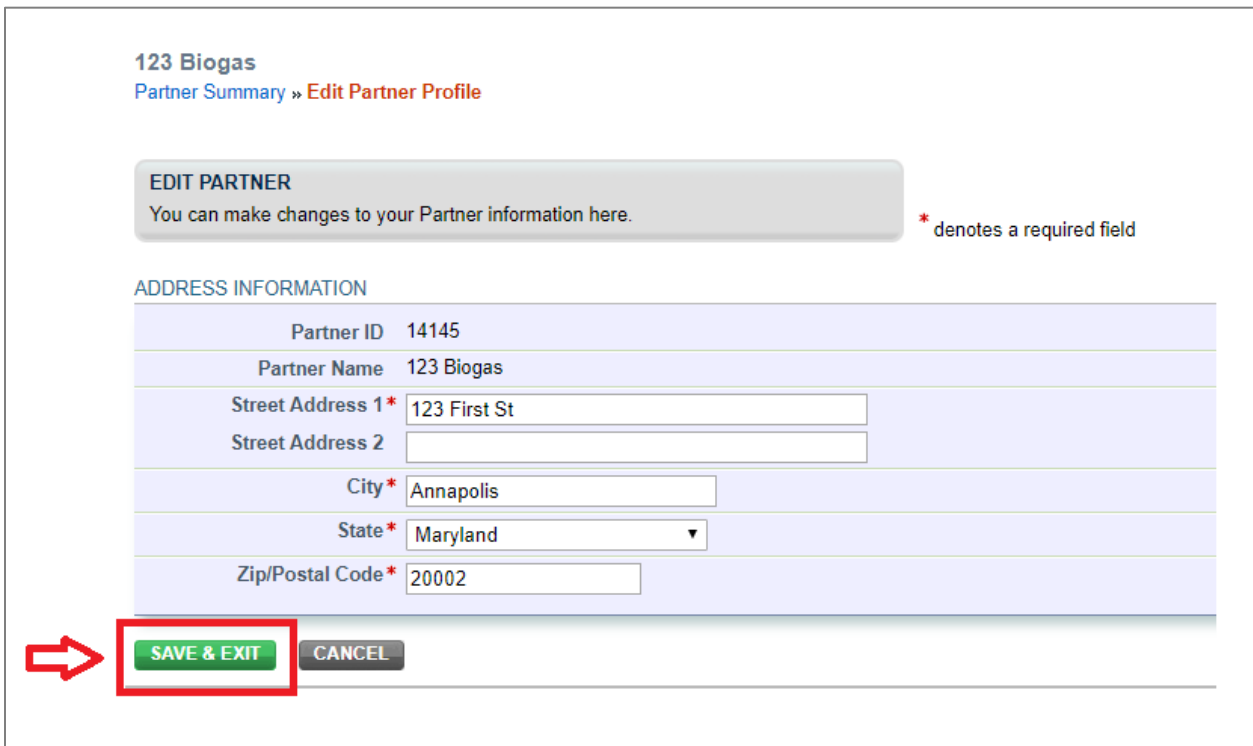


Figure 9. Save & Exit Button

3.b. Adding or Removing a Delegate

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

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

123 Biogas
Home » Partner Summary


LMOP PARTNER SUMMARY
Below is information for your organization as an LMOP Partner and a table of all projects that your organization has been assigned as Primary Partner for data reporting. If you are the LMOP Data Reporter for this Partner, use this summary page to make changes to the "Partner Profile" information and manage your Delegates. If you would like to change the LMOP Data Reporter for this Partner, please contact LMOP.

Partner Representatives		Delegates (for this Partner)	
LMOP Data Reporter		none appointed	
Partner Profile			
Partner Information	123 Biogas 123 First St Annapolis MD 20002	+ Add Delegate	View Delegate Details and Remove Delegate/Invitation

Figure 10. Add a Delegate

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

ADD A DELEGATE FOR THIS PARTNER

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

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

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

NEW DELEGATE

First Name *	<input type="text" value="Jane"/>
Last Name *	<input type="text" value="Smith"/>
Phone *	<input type="text" value="555-555-5555"/>
Email *	<input type="text" value="jane.smith@xyz.com"/>
Re-enter Email *	<input type="text" value="jane.smith@xyz.com"/>

PARTNER PROJECTS *

[Select All](#) | [Deselect All](#)

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

Figure 11. Entering Delegate Information

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

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

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

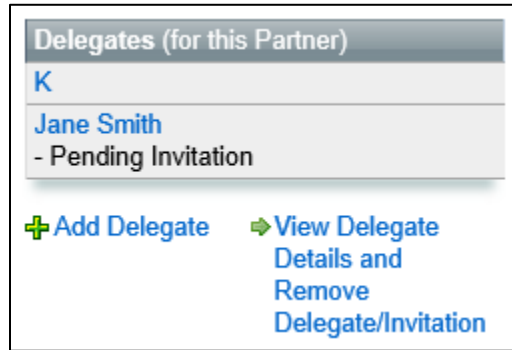


Figure 12. Delegate Table

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

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

Figure 13. Detailed Delegate Status Information

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

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

Figure 14. Removing a Delegate

4. Reviewing and Updating Data

4.a. LMOP Data Reporting Page

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

The screenshot shows the EPA LMOP Reporting Homepage. At the top left is the EPA logo and "United States Environmental Protection Agency". Navigation links include HOME, PARTNER MANAGEMENT, and DATA REPORTING. On the right, there is a "LANDFILL METHANE OUTREACH PROGRAM" logo and "My Profile | Logout" links. A central message box thanks users for accepting their role in the e-GGRT LMOP module. Below this, a table titled "ACCESS YOUR LMOP PARTNER ROLES:" lists a partner "123 Biogas" with the role "LMOP Data Reporter". The "REPORT" button in this row is highlighted with a red box and an arrow. To the right, there is an "ACCEPT AN INVITATION:" section with a "GO" button and a yellow box asking if the user needs to register a facility for the Greenhouse Gas Reporting Program (40 CFR Part 98), with a link to "Go to e-GGRT for GHG Reporting".

Figure 15. LMOP Reporting Homepage – REPORT Button

2. The LMOP Data Reporting page shows a table of all project records you have been assigned to review and report data on. If you need to add a new project, please [contact LMOP](#).

123 Biogas
LMOP Reporting
[Home](#) » [LMOP Data Reporting](#)

VOLUNTARY DATA REPORTING FOR LMOP

Below is a table of all projects that your organization has been assigned for LMOP Partner Data Reporting. Use this page to update and submit detailed landfill and LFG energy project information. This information is used to keep the LMOP Database up to date and accurate.

To review and update data for a specific project, click on the REPORT button in the PARTNER PROJECT DATA REPORTING table below. Follow the instructions for reviewing and editing the data on the following page and save.

Please [contact LMOP](#) if you need to add a new project.

PARTNER PROJECT DATA REPORTING

Project ID	Project Name	Landfill Name	City, State	Status	Project Type	Review Status	
2456	Combination Project	Town Landfill 1	Old Town, NV	Operational	Reciprocating Engine	NEEDS REVIEW	REPORT
2488	Project #1	Dusty Road Landfill	Bellville, MN	Operational	Vehicle Fuel	NEEDS REVIEW	REPORT
2410	Project #1	New Road Landfill	Bellville, MN	Operational	Reciprocating Engine	NEEDS REVIEW	REPORT

Figure 16. LMOP Data Reporting Page with Projects List

3. Each Project has a Review Status of either REVIEWED or NEEDS REVIEW.
 - a. REVIEWED indicates that the LMOP Data Reporter or an authorized Delegate has selected this project, viewed the information, and confirmed submission of the data (with or without changes) to LMOP.
 - b. NEEDS REVIEW indicates that this project has not yet been reviewed and saved by the LMOP Data Reporter or an authorized Delegate.

PARTNER PROJECT DATA REPORTING							
Project ID	Project Name	Landfill Name	City, State	Status	Project Type	Review Status	
2456	Combination Project	Town Landfill 1	Old Town, NV	Operational	Reciprocating Engine	NEEDS REVIEW	REPORT
2488	Project #1	Dusty Road Landfill	Bellville, MN	Operational	Vehicle Fuel	NEEDS REVIEW	REPORT
2410	Project #1	New Road Landfill	Bellville, MN	Operational	Reciprocating Engine	NEEDS REVIEW	REPORT

Figure 17. Review Status Column

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

4.b. Review and Edit Project Reporting Data

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

4.c. Features of the Edit Project Reporting Data Page

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

Information for this landfill is reported to the Greenhouse Gas Reporting Program (GHGRP). Grayed cells indicate that this information does not need to be reported for this landfill.

Landfill ID	1580
Landfill Name	<input type="text" value="Super Landfill"/>
Landfill City	Lorton
Landfill County	Fairfax
Landfill State	Virginia
Landfill Owner	<input type="text" value="County of Fairfax, VA"/>
Owner Type	<input type="text" value="Public"/>
Hide All GHGRP, Subpart HH data elements	
Year Landfill Opened	<input type="text" value="Reported to GHGRP"/> (yyyy)
Landfill Closure Year	<input type="text" value="Reported to GHGRP"/> (yyyy)
Designed Landfill Area	<input type="text" value="Reported to GHGRP"/> (acres)
Current Landfill Area	<input type="text" value="Reported to GHGRP"/> (acres)
Designed Landfill Depth	<input type="text" value="Reported to GHGRP"/> (feet)
Current Landfill Depth	<input type="text" value="Reported to GHGRP"/> (feet)
Design Capacity	<input type="text" value="Reported to GHGRP"/> (short tons)

Figure 18. GHGRP Data Fields

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

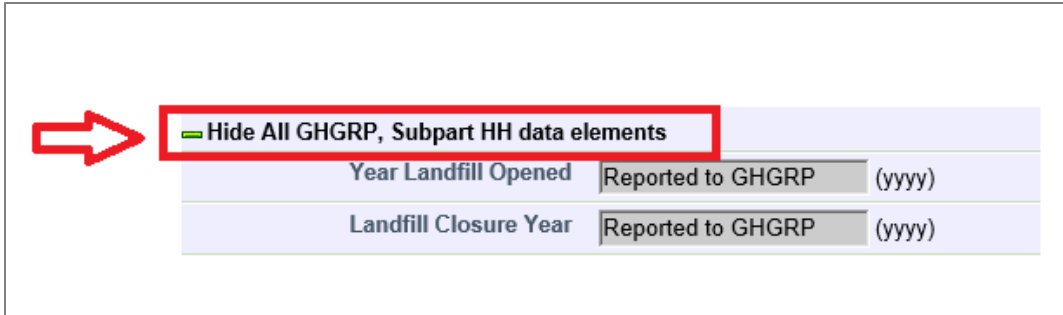


Figure 19. Collapsing GHGRP Data Fields

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

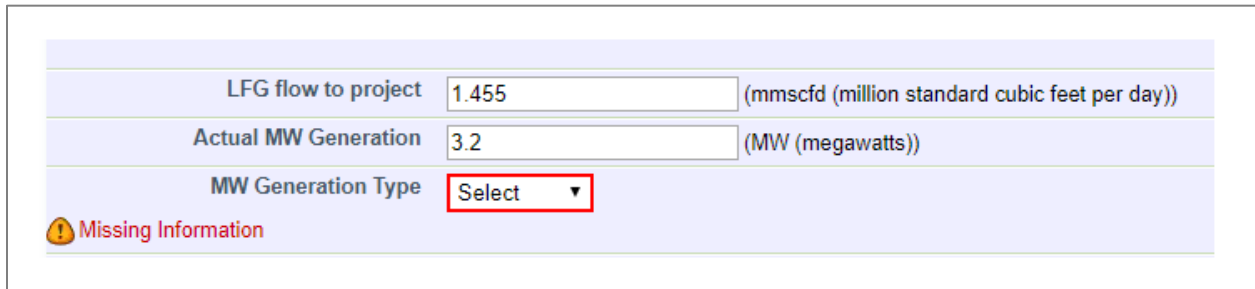


Figure 20. Missing Information Indicators

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

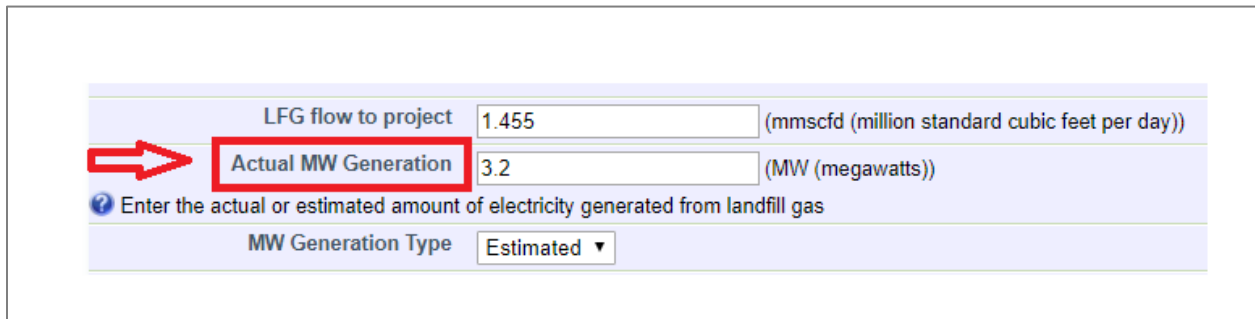


Figure 21. Clicking on a Data Label Shows More Information About That Field

4.d. Submitting Reviewed Data to LMOP

1. When you are finished reviewing and editing data as needed, choose the appropriate button at the bottom of the page to proceed.
 - a. Select NEXT to proceed to confirm changes made to project and landfill data.
 - b. Select NO CHANGES NEEDED if you have reviewed all data points and find no edits necessary. This will allow you to mark the project as REVIEWED.
 - c. Select CANCEL to go back to the Data Reporting page and the list of all projects. You will lose any changes made.

The screenshot shows a web form interface. At the top, there is a text input field with the label "What federal, state, or local funding resource(s) was or will be used to fund this project?". Below this field is a yellow warning icon followed by the text "Missing Information". Underneath is another text input field labeled "Additional Comments". At the bottom of the form, there is a red warning icon followed by the text "Errors or missing information exist on this page.". Below the warning are three buttons: "NEXT" (green), "NO CHANGES NEEDED" (green), and "CANCEL" (grey). A red arrow points to the "NEXT" button.

Figure 22. Bottom of Page Options When Finished Reviewing Data

2. If changes in the data were detected, you will be asked to confirm changes made.
 - a. Review the changes made in the Updated Value column.
 - b. If a change is not what you intended, if there is a data error, or if for some other reason you need to return to the Edit Project Reporting Data page, select BACK. The changes you have made will be saved.
 - c. If you are OK with the changes, select SAVE & EXIT to submit changes to LMOP.
 - d. The project's status will change to REVIEWED.

123 Biogas, Project #1 (2410)
 Home » LMOP Data Reporting » Edit Project Reporting Data » Confirm Project Reporting Data Changes

CONFIRM PROJECT REPORTING DATA CHANGES

Use this page to confirm recent changes to project reporting data. If you are satisfied with the changes, click SAVE & EXIT to update your project record. To continue editing information, click BACK to return to the project reporting data. If you select BACK, your changes will remain updated in the reporting form but will not be submitted to LMOP until you click SAVE & EXIT.

Last edited by LMOP HelpDesk 3
Date: 10/09/2020

Data Element Changed	Current Value	Updated Value
MW Generation Type	Unknown	Estimated
Rated MW Capacity		3.2 megawatts

SAVE & EXIT
BACK




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

3. If no changes were detected, you will be asked to confirm there were no changes.
 - a. If this is correct, select SAVE & EXIT. The information that you reviewed the data and confirmed “no changes were necessary” will be submitted to LMOP.
 - b. The project’s status will change to REVIEWED.
4. Please continue reviewing projects until the Review Status for all rows indicates REVIEWED.

5. Optional – Download a File of REVIEWED Data

1. You may download a pdf file of each landfill and project record once the Review Status changes to REVIEWED.

123 Biogas
LMOP Reporting
 Home » LMOP Data Reporting

VOLUNTARY DATA REPORTING FOR LMOP

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Please [contact LMOP](#) if you need to add a new project.

PARTNER PROJECT DATA REPORTING

Project ID	Project Name	Landfill Name	City, State	Status	Project Type	Review Status		
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2488	Project #1	Dusty Road Landfill	Bellville, MN	Operational	Vehicle Fuel	NEEDS REVIEW	REPORT	
2410	Project #1	New Road Landfill	Bellville, MN	Operational	Reciprocating Engine	REVIEWED	REPORT	Download




Figure 24. Download Button Becomes Available When Project Status is REVIEWED

2. The file is time stamped with the date of last edit and the name of the most recent user. All data fields are populated with the data as they were most recently submitted (with or without changes).

6. Unit Conversions

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