



GUIDANCE FOR COMPLETING REPORTING TEMPLATE

UPSTREAM

April 2025

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1. Introduction

This document provides guidance for OGMP 2.0 member companies (member companies) to use in submitting their Annual Report to the OGMP 2.0 initiative. Each member 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 calendar 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 assets across multiple segments; this guidance is meant to be used for upstream asset types only. Reports will be uploaded on the OGMP 2.0 Web Application.

Member companies report according to the requirements of the Reporting Framework.

The asset (reporting unit) is unique. Assets should not comprise assets across multiple segments. The web application accepts only one emissions report per asset per year:

- In the case of non-operated joint ventures (NOJVs) in which the operator is a member of the OGMP 2.0 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 OGMP 2.0 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 OGMP 2.0 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, where a JV itself is an OGMP 2.0 member, companies are expected to list these ventures in a separate section on the OGMP 2.0 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 OGMP 2.0 member” will be allocated automatically to the other companies accordingly.

2. Scope of the reporting template

The upstream template covers the following types of assets:

- Exploration
- Abandoned wells
- Production per basin: Onshore – Conventional
- Production per basin: Onshore – Unconventional

¹ [OGMP 2.0 Reporting Framework](#)

- Production Offshore
- Gas Processing Unit
- Gathering and boosting facilities
- Tank batteries

Methane emissions from utilization/end-users, oil product manufacturing (i.e. refineries and chemical plants), biogas/biomethane production and upgrading plants, CNG/LNG fueling stations, waste management sites, etc., are not considered in the scope of the OGMP 2.0 Reporting Framework.

3. Before you begin / supporting materials

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

- The OGMP 2.0 Reporting Framework
- The latest list of OGMP 2.0 member 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 OGMP 2.0 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.** Please note that some documents are still under revision and may be updated under the website. Some TGDs shall be aligned as well to match the name of the sources as found on the templates. (<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:

- Combustion sources (incomplete combustion)
- Flaring sources
- Fugitive Component and Equipment Leaks
- Natural Gas Driven Pneumatic Equipment
- Centrifugal compressor shaft seals
- Reciprocating Compressor Rod Packing
- [Glycol Dehydrators](#)

- Tanks
- Well [Liquids Unloading](#)
- [Well Casinghead](#)
- Hydraulic Fracture Completions
- [Well competition](#)
- [Well drilling](#)
- [Well operations](#)
- [Purging and Venting](#)
- [Incidents, emergency stops and malfunctions](#)
- [Leaks and Permeation from Underground Pipes](#)
- [LNG liquefaction](#)
- [LNG shipping](#)
- [LNG regasification](#)
- **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).
- Additional guidance and materials on methane emissions quantification are available on the OGMP 2.0 website.

4. Defining Reporting Unit - Assets

The OGMP 2.0 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.). Member 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

The five OGMP 2.0 reporting levels are described in the OGMP 2.0 Reporting Framework and in 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 also integrate 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 OGMP 2.0 member), as well as the equity.

- **Methane targets**

Methane targets will be uploaded directly by the OGMP2.0 members 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 2.0 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 is not required - it will be uploaded directly by them.

Members are to upload their company implementation plan to the web application.

- **Level 4 and Level 5 Documentation**

OGMP members need to provide supporting documentation for the methods for reporting at Level 4 and 5 including reconciliation.

The documents will be uploaded as attachments in the web application.

- **Emissions from assets reported by other OGMP 2.0 members**

OGMP members may request from - or provide asset-level data to - other OGMP 2.0 members when reporting assets where there is shared ownership.

8. Guide to completing the reporting template

Setting up The Reporting Template

Companies will report total methane emissions (without considering the equity) per asset of the previous year in tonnes/y for all operated and non-operated assets in line with the framework.³ The reporting template is divided into three tabs, each explained below.

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 emissions directly considering the equity.

Completing the L1 and L2 Assets Results

The purpose of this tab is 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.

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

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).
- **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 by the OGMP2.0 member for each asset. Please use WGS84 as coordinate system. For example, use center point coordinates for a discrete facility (e.g., a gas processing plant); centroid 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 by the OGMP2.0 member for each asset. Please use WGS84 as coordinate system. For example, use center point coordinates for a discrete facility (e.g., a gas processing plant); centroid 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 OGMP 2.0 members is preloaded, if the operator is not an OGMP 2.0 member or is not found, companies may type in 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). 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**
 - **Combustion sources (incomplete 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 a 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.).

“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 Task Force 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	Combustion sources (incomplete 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”.

Completing the L3, L4 and L5 Assets Results

The purpose of this tab is 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 by the OGMP2.0 member for each asset. Please use WGS84 as coordinate system. For example, use center point coordinates for a discrete facility (e.g., a gas processing plant); centroid 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 by the OGMP2.0 member for each asset. Please use WGS84 as coordinate system. For example, use center point coordinates for a discrete facility (e.g., a gas processing plant); centroid 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.
- **% 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 provide 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:

- **Combustion sources (incomplete combustion)** – report emissions resulting from incomplete combustion from stationary combustion sources in this field. This source is divided into 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 in a separate document.

Combustion sources (incomplete combustion)			
Methane emissions in metric tonnes	Reporting level	L4 Uncertainty when reporting at L5	L4 method

- **Flaring sources:** Report emissions resulting from flaring and unlit flaring in these fields.
 - **Flaring (incomplete combustion)** – This relates to emissions from flaring, and is divided into 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 in a separate document.

Flaring (Incomplete Combustion)			
Methane emissions in metric tonnes	Reporting level	L4 Uncertainty when reporting at L5	L4 method

- **Unlit Flaring**^{4 5}– This relates to emissions from unlit flaring, and is divided into 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.

Unlit Flaring			
Methane emissions in metric tonnes	Reporting level	L4 Uncertainty when reporting at L5	L4 method

⁴ If companies submit all flaring-related emissions under existing flaring source, it is acceptable to keep submitting as such if it's not feasible to isolate unlit flaring figures while adding a comment that unlit flaring is included under source 'Flaring (Incomplete Combustion)'. Companies that reported unlit flaring under 'Venting - Other' or 'Other Sources' should then use the new source.

⁵ Meant to represent unlit flare phase (0% efficiency), not the inefficient flare phase (<100% efficiency). Additional information will be included in the Flaring TGD.

- **Fugitives:** report emissions from fugitive sources in this field. This source is divided into 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 in a separate document.

Fugitive Component and Equipment Leaks			
Methane emissions in metric tonnes	Reporting level	L4 Uncertainty when reporting at L5	L4 method

- **Venting Sources:** report emissions from fugitive sources in this field. There are nine distinct sources.
- **Natural gas driven pneumatic equipment** - This source is divided into 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	L4 method

- **Centrifugal compressor shaft seals** - This source is divided into 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 in a separate document.

Centrifugal compressor shaft seals			
Methane emissions in metric tonnes	Reporting level	L4 Uncertainty when reporting at L5	L4 method

- **Reciprocating compressor rod packing** - This source is divided into 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 in a separate document.

Reciprocating compressor rod packing			
Methane emissions in metric tonnes	Reporting level	L4 Uncertainty when reporting at L5	L4 method

- **Glycol dehydrators** - This source is divided into 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	L4 method

- **Tanks** - This source is divided into 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	L4 method

- **Well liquid unloading** - This source is divided into 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	L4 method

- **Well casinghead venting** - This source is divided into 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 in a separate document.

Well casinghead venting			
Methane emissions in metric tonnes	Reporting level	L4 Uncertainty when reporting at L5	L4 method

- **Hydraulic fracture completions** - This source is divided into 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 in a separate document.

Hydraulic fracture completions			
Methane emissions in metric tonnes	Reporting level	L4 Uncertainty when reporting at L5	L4 method

- **Crude Oil Loading/Offloading⁶** - This source is divided into multiple columns:

⁶ Transporting petroleum liquids via tank trucks, rail tank cars, and marine vessels, and the loading of petroleum products into these vessels, results in evaporative losses of the hydrocarbons. Hydrocarbon emissions occur during loading operations due to:

- flashing of vapors from crude oil loading into cargo tanks, particularly if loading operations are uncontrolled (no vapour recovery) and if the crude oil is 'live' or 'unstabilized' (flashing from 'weathered' crude is likely to be non-material)
- displacement of organic vapors in the cargo tanks to the atmosphere by the petroleum liquid that is being loaded.
- evaporative hydrocarbon emissions can also occur during marine ballasting operations as crude oil loaded from a marine cargo vessel is replaced by "ballasting" water that can displace hydrocarbon vapors in the marine vessel.

This is not the same source as Well Liquids unloading or Unstabilized liquids storage tank: - source category it's named "Tanks".

- 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 in a separate document.

Crude Oil Loading/Offloading			
Methane emissions in metric tonnes	Reporting level	L4 Uncertainty when reporting at L5	L4 method

- **Venting – Other** - Use this category to report emissions from other vented sources not found above. It can also be used for reporting emissions from above vented sources (please note unlit flaring (0%) efficiency should not be reported here) if you are unable to split them (e.g., you have one common vent). This source is divided into 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 in a separate document.

Venting - Other			
Methane emissions in metric tonnes	Reporting level	L4 Uncertainty when reporting at L5	L4 method

- **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 into 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 in 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	L4 method	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 a 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.).

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

- **Level 5 - Total emissions** – report total methane emissions in metric tonnes at Level 5 here. This field is divided into 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

- **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.

Investments/divestments of facilities in the asset (Yes/No)
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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 partial reporting due to divestment⁷.

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 OGMP 2.0 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.

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 (e.g., Reported by another OGMP 2.0 Member, Materiality Rule, Divested, Non-producing/Non-operational, No permission to report, Subsea tieback, other)
- **Country** – provide the name of the country where the venture is located.
- **Latitude** – Coordinates will be provided by the OGMP2.0 member for each asset. Please use WGS84 as coordinate system. For example, use center point coordinates for a discrete facility (e.g., a gas processing plant); centroid coordinates for assets spread over a wider area (e.g., a

⁷ 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.

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 by the OGMP2.0 member for each asset. Please use WGS84 as coordinate system. For example, use center point coordinates for a discrete facility (e.g., a gas processing plant); centroid 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?** - 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 OGMP 2.0 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 OGMP 2.0 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

To facilitate reporting for companies that had been using the Upstream Template to report Midstream asset types, 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.