



**The U.S. Environmental Protection Agency's Landfill Methane Outreach Program (LMOP) is a voluntary program that encourages project developers, utilities, landfill owner/operators, energy users, and communities to develop new landfill gas use projects.**

Please return: (1) the signed MOU to the following address, and (2) an electronic, high-resolution version of your organization's logo or seal to [ludwig.victoria@epa.gov](mailto:ludwig.victoria@epa.gov).

#### **Landfill Methane Outreach Program**

U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW (6207J)  
Washington, DC 20460  
Fax: (202) 343-2202  
<http://www.epa.gov/lmop>

## **U.S. Environmental Protection Agency's Landfill Methane Outreach Program Memorandum of Understanding for Industry Partners**

This is a voluntary partnership between \_\_\_\_\_ (*organization name*) and the U.S. Environmental Protection Agency's (EPA's) Landfill Methane Outreach Program (LMOP). LMOP's goal is to reduce methane emissions from landfills by encouraging the development of cost-effective and environmentally sound landfill gas (LFG) energy projects. This Memorandum takes effect when signed by both parties. Upon your acceptance as an LMOP Partner, your organization and contact information will be considered publicly-available information.

EPA partners with energy customers, states, project developers, and others crucial to the success of LFG energy project development to help achieve the goals of LMOP. Industry Partners are encouraged to promote landfill methane utilization in the way that most effectively helps them achieve their organization's objectives. The responsibilities of each partner—EPA and the Industry Partner—are summarized below.

### **EPA'S RESPONSIBILITIES**

- Provide information on candidate landfill sites.
- Help the Industry Partner communicate its involvement in LFG energy projects by providing media relations support, and publicly recognize the Partner's public service in protecting the environment, educating the public, and participating in LMOP.
- Create a list of participating LMOP Partners, and provide networking opportunities with experts and peers.
- Evaluate existing and planned policies and programs with an impact on the LFG industry and work with other government agencies at the federal, state, and local levels, as appropriate, to encourage cost-effective project development.
- Where appropriate, evaluate specific project information when requested, and, if warranted, assist in the resolution of project issues or problems.
- Evaluate project(s) technical and economic feasibility.
- Where appropriate, provide technical support for demonstration of innovative LFG technologies.
- Where appropriate, provide energy market analyses and outreach to potential energy buyers.
- Provide publications (e.g., brochures, updates, technical papers) that explain the benefits of LFG energy projects and the activities of LMOP.
- Designate an EPA LMOP liaison and notify Partner of any change in the designated liaison.
- EPA will only release information obtained from the Partner without prior authorization from that organization if required to do so under the Freedom of Information Act, the Agency's regulations at 40 CFR part 2, subpart B, or other applicable law.

### **INDUSTRY PARTNER'S RESPONSIBILITIES**

- Provide LMOP with a list of past and current LFG energy projects that the Partner has been involved in, indicating planned projects where LMOP can focus its efforts, and update this list annually.
- Appoint a representative as LMOP Coordinator and notify EPA of any relevant changes.
- Designate at least one LFG expert to LMOP who is available to answer questions about his or her area(s) of LFG energy development expertise.
- Provide and annually update information on the products and services the Partner offers.
- Where appropriate, work with EPA to prepare case studies of the Partner's successful LFG energy recovery projects and make one or more of the Partner's facilities available as a "showcase project" for informational tours.

### **GENERAL TERMS**

- As a general principle of LMOP, each party to this agreement agrees to assume the good faith of the other party and to notify the other if any issues arise. Either party can terminate this agreement, without cause or penalty, and both will then cease to publicize the Partner's participation in LMOP (must be submitted in writing).
- The Partner agrees that the activities it undertakes connected with this MOU are not intended to provide services to the federal government and that the Partner will not submit a claim for compensation to any federal agency/department.
- The Partner agrees that it will not claim or imply that its participation in LMOP constitutes EPA approval or endorsement of anything other than the Partner's commitment to LMOP (see "LMOP Logo Use Guidelines" on the second page of this MOU).
- The Partner must report the previous year's emission reduction activities annually. If a Partner does not submit an annual report, LMOP will initiate a three step removal process. Details of this process can be provided upon request.

The undersigned officials execute this Memorandum of Understanding (MOU) on behalf of their parties.

Organization's Authorized Representative: \_\_\_\_\_ (printed name)  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dina Kruger: Director, Climate Change Division, U.S. EPA  
EPA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please identify your organization's designated Landfill Methane Outreach Program (LMOP) Coordinator:  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Suite/Floor Number: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Organization Web Site: \_\_\_\_\_  
May we provide a link to your Web site?  Yes  No

Please provide the name(s) of LFG Experts and area(s) of expertise. Experts will be listed on the LMOP Web Site, <<http://www.epa.gov/lmop>> (please photocopy this form as needed for additional experts):  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Suite/Floor Number: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Area(s) of expertise: \_\_\_\_\_

Please provide a brief description (150 words or less) of your organization and its involvement in the LFG industry (i.e., project design/installation, project financing, LFG direct use, project facilitation/development, alternative uses of LFG, and/or other areas as appropriate):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

The public reporting and recordkeeping burden for this collection of information is estimated to average 2 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques, to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

## LMOP LOGO USE GUIDELINES



These LMOP Logo Use Guidelines are designed to provide a clear, easy reference. Please note that the LMOP logo, shown here, should be used only in accordance with these guidelines. A copy of the logo and these guidelines should be forwarded to your marketing support manager or appropriate representative.

### ALLOWABLE USES OF THE LMOP LOGO

LMOP Partners may use the LMOP logo only on materials that promote LMOP or LFG utilization. Such materials include advertisements, brochures, product literature, Web sites, and catalogs.

### LIMITATIONS ON USES OF THE LMOP LOGO

#### Guidelines for the LMOP Logo

The LMOP logo must not be used in any manner that implies EPA endorsement of any LMOP Partner products, services, or systems. Partners must always use the entire LMOP logo.

#### Limitations on LMOP Logo Placement

Materials containing the LMOP logo must conform to the following guidelines:

- The LMOP logo must never be applied directly (as a decal, label, or in any other form) to a product, service, or system or on any materials used in the packaging of this product, service, or system.

- When using the LMOP logo in advertisements or any other promotional materials, Partners must conform to the following guidelines:

- The logo must not be placed in the body of the text or next to or below a photograph or another depiction of the product, service, or system promoted.
- The logo must follow the company name or appear in the bottom left-hand or right-hand corner of the advertisement page or advertisement block separated from text and photographs of the product, service, or system promoted.

### LIMITATIONS ON TEXT MENTIONING LMOP

Text mentioning LMOP must conform to the following guidelines:

- All statements in the text must be factual.
- References to LMOP must be in accordance with the descriptions presented in current program information distributed by EPA.
- Text describing the relationship between the Partner and LMOP must not claim or imply that the Partner's association with LMOP goes beyond the agreement set forth in the MOU.

### EPA LMOP LOGO REVIEW POLICY

The Partner agrees to deliver to EPA any materials developed by the Partner that use the LMOP logo or otherwise mention LMOP before printing copies so that EPA may review such materials for conformance to LMOP standards. EPA ensures a response to the submission within three (3) business days of its receipt. All submissions using the LMOP logo will be evaluated and approved on a case-specific basis and must be submitted before printing via fax or mail to: EPA c/o Landfill Methane Outreach Program (6207J), 1200 Pennsylvania Avenue, NW, Washington, DC 20460, fax: (202) 343-2202