



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

**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.**

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.

EPA partners with energy customers, state agencies, project developers, landfill owners, and others critical to the success of LFG energy projects to help achieve this goal. State Partners are encouraged to promote landfill methane utilization in the way that most effectively helps them achieve their organizations' objectives. The responsibilities of each partner—EPA and the State Partner—are summarized below.

### EPA'S RESPONSIBILITIES

- Assist the State Partner to convene the Landfill Methane Outreach Task Force and develop a state primer.
- Provide materials and technical support to help the Partner develop, organize, and host state-based LMOP LFG energy workshop(s).
- Provide research and hands-on implementation support to help the State Partner initiate innovative policy options to spur LFG energy development.
- Evaluate existing and planned policies and programs with an impact on the LFG industry and work with the Partner, as appropriate, to encourage cost-effective project development.
- Evaluate existing and planned policies and programs with an impact on LFG energy and work with other government agencies at the federal, state, and local levels, as appropriate, to encourage the development of policies that promote cost-effective project development.
- Provide technical and outreach publications (e.g., brochures, updates, technical papers).
- Assist projects by providing relevant information (e.g., a list of Program Partners, a network of experts and peers, candidate landfill sites), project evaluations, and technical assistance, where appropriate.
- Publicly recognize the Partner's participation in LFG energy projects.
- Designate an EPA LMOP liaison and notify Partner of any change in the designated liaison.

### STATE PARTNER'S RESPONSIBILITIES

- Appoint a representative as LMOP Coordinator and notify EPA of any relevant changes.
- Help develop and participate in a state Landfill Methane Outreach Task Force and workshop to encourage information sharing and LFG activity coordination. The first Task Force meeting should be held within 6 months of joining LMOP (or contact LMOP to schedule a more appropriate time).
- Develop a primer for state distribution that provides guidance on state and local regulatory structure, energy policies, project development, and programs related to LFG in the state.
- Work with LMOP to hold a state-based LFG energy workshop (within 2 years of joining LMOP).
- Promote LFG energy project development, outline the progress to date in facilitating project development in the state, and receive input on state-specific issues affecting the development of projects.
- Review state regulations and policies, including permitting processes and standards, to explore opportunities for overcoming barriers to LFG energy recovery projects.
- Work with EPA to consider investigating new policies, mechanisms, and incentives that recognize the full environmental, energy, and economic value of energy recovery and increase the competitiveness of LFG as an energy resource in the state.

### 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).

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>

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

Authorized State 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 a brief description (150 words or less) of your organization and any involvement in LFG energy project development in your state (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The public reporting and recordkeeping burden for this collection of information is estimated to average 1.5 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