



**The U.S. Environmental Protection Agency's Landfill Methane Outreach Program (LMOP) is a voluntary program that works with industry stakeholders to reduce or avoid methane emissions from landfills and encourages the recovery and beneficial use of biogas generated from organic municipal solid waste.**

Please complete and submit a scanned or electronically signed copy of your MOU to [lmop@epa.gov](mailto:lmop@epa.gov).

Please send an electronic, high-resolution version of your organization's logo or seal to [lmop@epa.gov](mailto:lmop@epa.gov).

**Landfill Methane Outreach Program**

U.S. Environmental Protection Agency  
Washington, DC  
<http://www.epa.gov/lmop>

## U.S. Environmental Protection Agency's Landfill Methane Outreach Program Memorandum of Understanding for Community 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 users, providers, and marketers; states; energy recovery developers; and others crucial to the success of LFG energy recovery development to help achieve the goals of LMOP. Community Partners are encouraged to work in partnership with EPA in developing their LFG energy projects and to promote their experiences with landfill methane utilization to other communities. The responsibilities of each partner—EPA and the Community Partner—are summarized below.

### EPA'S RESPONSIBILITIES

- Assist the Partner to facilitate LFG energy project development and help the Partner overcome project barriers by providing information, project evaluations, and technical assistance, where appropriate.
- Conduct an evaluation of the technical and economic feasibility of an LFG energy project.
- Provide an assessment of potential energy users for the LFG.
- Publicly recognize the Partner and take actions to increase the public's knowledge of the Partner's involvement with these beneficial projects.
- Provide and assist the Partner in using marketing tools (e.g., templates for posters, brochures, and press releases) to help the Partner communicate the benefits of LFG utilization to its constituents.
- 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.

### COMMUNITY PARTNER'S RESPONSIBILITIES

- Appoint a representative as LMOP Coordinator and notify EPA of any relevant changes.
- Complete and annually update a project profile focusing on the process the community undertook to develop its project.
- Participate in the LMOP Peer Network to facilitate the exchange of information on various aspects of LFG energy project development by communicating with peers who have already developed projects.
- Where appropriate, promote the LFG energy project(s) and LMOP through case studies, project tours, ribbon-cutting ceremonies, or other events.

NOTE: Partner responsibilities apply only after the Partner has successfully implemented an LFG energy project.

### 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.

Authorized Representative: \_\_\_\_\_ (printed name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Paul M. Gunning: 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: \_\_\_\_\_

Email Address: \_\_\_\_\_

Organization website (if applicable): \_\_\_\_\_

May we provide a link to your website?  Yes  No

Please provide a brief description (150 words or less) of your organization and any involvement in LFG energy projects (if applicable):

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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.

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

### LIMITATIONS ON USES OF 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.

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 email to EPA-LMOP@erg.com.