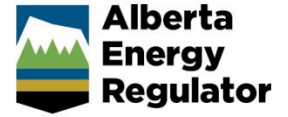


Submitting Annual Methane Emissions Report in OneStop – Facility List Download



Intended User: Individuals seeking to understand which facilities they are required to submit methane data for in OneStop

Overview

Operators are required to submit annual methane emissions reports under Directive 060: Upstream Petroleum Industry Flaring, Incinerating, and Venting. This guide provides guidance for users looking to view and download their company facility compliance lists.

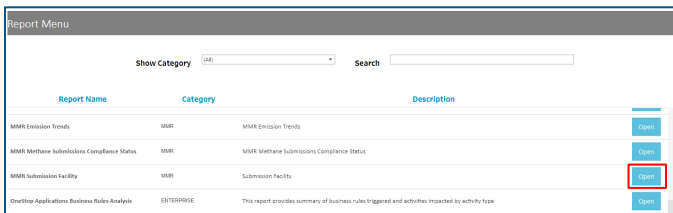
Download List of Facilities

1. Login to OneStop
2. Click > **Reports** on the top right corner of the window.



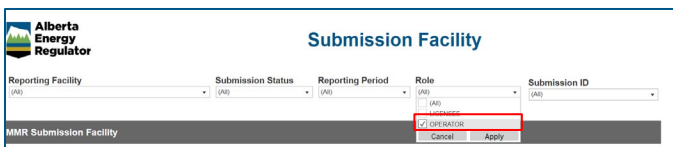
Note: If you do not have certain functionality, such as the ability to see the **Reports** tab, please review the *Submitting Annual Methane Emissions Report in OneStop – User Access & Data Issues* reference guide.

3. Scroll down the list of **Report Name** and find **MMR Submission Facility** click > **Open**.

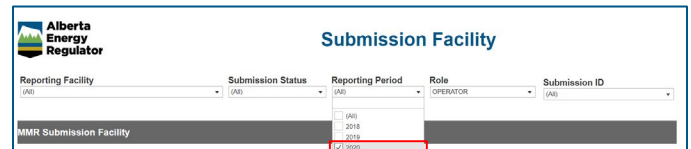


Note: This list will be of all years and all the facilities where the BA_ID is listed as either the operator or the licensee. However, the Operator is responsible for submitting the annual methane report.

4. To filter the list to show Operator data, click the drop-down menu > **Role**. Select **Operator** only from the list. Click > **Apply**.



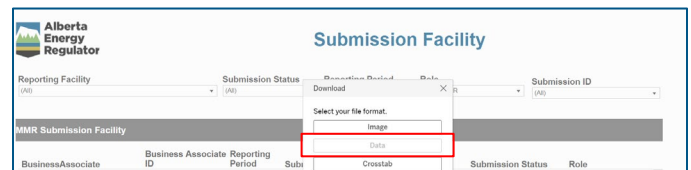
5. This list can also be filtered to show the facilities applicable to the current reporting year. To filter the list to show a specific year, click the drop-down menu > **Reporting Period**. Select the **desired year** [2020] from the list. Click > **Apply**.



6. To download the data, click > **Download** at the bottom right corner of the page.



7. Click > **Data**.



Note: If the Data button is greyed out, you may have to select all rows for it to be shown. Do this by clicking and highlighting the Reporting Period column. This should enable access the Data button.

8. Click > **Download all rows as a text file** to open an excel file of the desired facility list.

