

# U.S. EPA Landfill Methane Outreach Program

## State Partner Program Guide



The U.S. EPA's Landfill Methane Outreach Program (LMOP) is a voluntary assistance and partnership program that helps facilitate and promote the use of landfill gas as a renewable energy source. By controlling landfill gas instead of allowing it to migrate into the air, LMOP helps states, businesses, and communities protect the environment and build a sustainable future.

LMOP fosters a network of State, Energy, Community, and Industry Partners who work with EPA to promote beneficial landfill gas energy project development. Thirty-three State Partners, listed on page 3, have joined LMOP since 1995.

This document provides information about the State Partner Program. It outlines the role and responsibilities of LMOP State Partners and describes the support that LMOP provides to help State Partners meet these responsibilities.

### Key Elements of the State Partner-LMOP Partnership

All LMOP Partners sign a Memorandum of Understanding (MOU) with EPA to voluntarily work in partnership with LMOP to overcome barriers and promote project development. As outlined in the MOU, the three main responsibilities of State Partners are to:

- Participate in a state landfill methane outreach task force
- Develop a primer for state distribution that provides guidance on state and local regulatory structure and project development opportunities in the Partner's state
- Work with LMOP to hold a state-based landfill gas workshop

In addition, the State Partner appoints a liaison who serves as the Partner's primary point of contact to LMOP.

In turn, LMOP provides support to the State Partner in meeting these responsibilities.

### State Landfill Methane Outreach Task Force

The overall purpose of the state task force is to encourage information sharing and increased coordination on landfill gas energy project development among interested parties in the state. The MOU specifies that the State Partner will convene the first task force meeting within six months of joining LMOP. Potential task force members might include representatives from the following organizations:

- Energy office
- Public service commission or public utilities commission
- Department of natural resources
- Department of environmental quality (e.g., division of waste management, division of air quality)
- State chapter of the Solid Waste Association of North America (SWANA)
- Other state agencies with jurisdiction over and/or interest in landfill gas energy issues

The agenda for the first task force meeting might include:

- Discussion of the structure of the state workshop
- Ideas for innovative state options to assist with developing, funding, and permitting landfill gas energy projects
- Identifying candidate landfill projects in the state
- Discussion of elements of the state primer (see the section on page 2 on the state primer)

Subsequent meetings may focus on the continued development and completion of the state primer and planning the state workshop.

**LMOP Support.** LMOP can work with the state to develop a proposed agenda for the task force meetings, using other

states' task force agendas as a guide. LMOP can attend the initial task force meeting to discuss the support that EPA can provide the state in planning and implementing its workshop and developing the primer.

## State Landfill Gas Primer

State Partners develop a landfill gas energy primer. The state primer contains information about the state's policies, permits, and incentive programs for landfill gas energy projects. It also contains information about operational landfill gas energy projects in the state, as well as project opportunities.

**LMOP Support.** LMOP will assist the State Partner in developing the primer, using other states' primers as a guide. This support will include providing a template for the primer, proofreading and copy-editing text prepared by task force members, and preparing a final desktop-published version of the primer, for distribution at the state workshop. LMOP can create a PDF version of the primer for posting on the State Partner's Web site.

## State Landfill Gas Workshop

The overall purpose of the state landfill gas workshop is to present the goals of LMOP, outline the progress to date in facilitating project development in the state, and receive input on state-specific issues affecting the development of landfill gas energy projects. The MOU specifies that the workshop will be held within two years of joining LMOP. Potential workshop attendees might include:

- State agency and local solid waste authority personnel
- Utilities
- Counties/communities interested in landfill gas energy projects
- Landfill gas energy project developers and financiers
- Organizations with interest in renewable fuels
- State SWANA chapter
- Energy companies

**LMOP Support.** LMOP provides extensive support to State Partners in developing and implementing their workshops:

- **Planning**  
LMOP can work with the state to develop a proposed agenda for the workshop. LMOP can also confer with the state to discuss potential speakers for the workshop. In addition, LMOP can help identify a location for the workshop and make the necessary logistical

## Suggested Timeline for Task Force, Primer, and Workshop Development

Meeting	Recommended Date
First Task Force Meeting	6 months after joining LMOP
Second Task Force Meeting	7 months after joining LMOP
First Draft of Primer	9 months after joining LMOP
Third Task Force Meeting	10 months after joining LMOP
Revised Draft of Primer	12 months after joining LMOP
Final Text of Primer	14 months after joining LMOP
Workshop	Within 2 years of joining LMOP

arrangements to secure the facility. LMOP will continue to liaison with the facility and make the necessary arrangements for the workshop meeting (i.e., arrange for audiovisual equipment, work with hotel/facility staff to secure and arrange meeting space, etc.).

- **Workshop Publicity**  
LMOP can prepare and mail an announcement flyer and registration form to advertise the workshop using targeted mailing lists obtained from the state and other sources.
- **Workshop Registration**  
LMOP can conduct preregistration for the workshop via mail, phone, fax, and e-mail. Registrants will receive a confirmation letter and preliminary materials. LMOP can also prepare and deliver attendee handout folders to include a final agenda, list of speakers, list of preregistered attendees, restaurant list, and a nametag.
- **Speakers**  
LMOP can coordinate, with the state, the participation of workshop speakers. If needed, LMOP can prepare a speaker information package that will include guidelines for preparing slides/overheads, due date information, and logistical information.
- **Onsite Logistical Support**  
LMOP can provide onsite logistical support. This may include coordinating with facility staff, welcoming participants to the workshop, conducting registration, operating audiovisual equipment, monitoring meeting rooms, assisting speakers and participants, and providing other assistance as needed.

## For Additional Information

Contact LMOP at 1-888-782-7937, or visit the LMOP Web site at [www.epa.gov/lmop](http://www.epa.gov/lmop).



# Current LMOP State Partners

California Energy Commission  
Connecticut Resources Recovery Authority  
Delaware Solid Waste Authority  
Florida Department of Environmental Protection  
Georgia Environmental Facilities Authority  
Georgia Environmental Protection Division  
Illinois Department of Commerce and Community Affairs  
Illinois Department of Natural Resources  
Illinois Environmental Protection Agency  
Kentucky Natural Resources and Environmental Protection Cabinet  
Maryland Department of the Environment  
Maryland Energy Administration  
Massachusetts Department of Environmental Protection  
Massachusetts Division of Energy Resources  
Minnesota Pollution Control Agency  
Mississippi Department of Environmental Quality  
Mississippi Development Authority  
New Jersey Department of Environmental Protection  
New York State Department of Environmental Conservation  
North Carolina Department of Environment and Natural Resources  
North Carolina Solar Center  
Ohio Air Quality Development Authority  
Ohio Environmental Protection Agency  
Ohio State University, Columbus  
Public Utilities Commission of Ohio  
South Carolina Energy Office  
Tennessee Department of Environment and Conservation  
Texas Commission on Environmental Quality  
Utah Department of Environmental Quality  
Washington Department of Ecology  
Washington State University Cooperative Energy Program  
Wisconsin Department of Natural Resources  
Wisconsin Division of Energy