



LMEpassport – Sustainability User Guide

Revised August 2024

This document contains frequently asked questions relating to sustainability disclosures on LMEpassport. If you cannot find the answer to your question, please do not hesitate to reach out sustainability@LME.com.



Contents

What is LMEpassport?.....	3
How to register to access LMEpassport.....	3
If I am already registered, can I add an additional user from my company?.....	4
Benefits of uploading sustainability information to LMEpassport.....	5
What sustainability information can I add to LMEpassport?.....	5
How is my data viewed once published?.....	6
How to upload a sustainability disclosure, metric or certification to LMEpassport.....	7
How to edit or modify a sustainability credential that has been uploaded.....	8
How to add a logo, sustainability report and update company information on LMEpassport.....	9
How to add my targets, goals and commitments.....	10
Within targets, goals and commitments, what does “on track” mean?.....	11
What happens to my disclosures when they expire?.....	11
Can I use LMEpassport to upload documents for compliance with LME’s responsible sourcing rules?.....	12



What is LMEpassport?

LMEpassport is the electronic certificates of analysis (CoA) and digital credentials register from the London Metal Exchange (LME). A key component of the LME’s sustainability strategy, LMEpassport is designed to provide participants with two key services:

- a digital store for electronic COAs of metal physically delivered into and out of the LME ecosystem, replacing the current paper-based model, and
- a facility for recording information related to metals’ sustainability, across the environmental, social and governance (ESG) spectrum.

How to register to access LMEpassport

To upload your company’s sustainability data onto LMEpassport you will need to be an LME-listed producer and have an account. Once logged in, you can upload your company’s sustainability credentials.

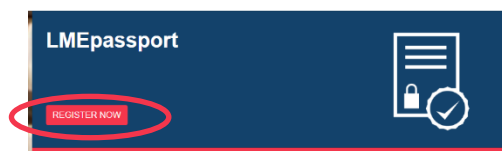
Anyone can view the sustainability data uploaded by LME-listed brand producers, you do not need an account to view this information. You can view the sustainability data by clicking here:

<https://www.lmepassport.com/#/public/live-sustainability-disclosures>.

It is possible to have multiple accounts and registrations for one company, however, our system is unable to accept group email addresses and will block the account if multiple users are trying to access the same account from different locations.

Registration step-by-step:

1. Go to <https://www.lmepassport.com/#/> and click “Register Now”.



2. Fill out the requested fields including company and contact information.



Note: Register your company with LMEpassport. If your company is already registered, contact your Company Administrator or LME Platform Administrator at imepassport.support@lme.com.

Company Information

Stakeholder Type *
Company Legal Name *
LEI/Business Identifier (100 characters allowed) ⓘ
Address *
Country/Territory *
Website
Tax Identification Number/Tax ID
Logo
Browse Choose a File

Contact Information

Main Contact
First Name *
Last Name *
Email Username *
Phone
Submit

3. Once you have completed the registration, you will receive an email confirming this. The LME will then review your registration application and you will receive another notification once your account is approved, rejected, or further information is required.
4. As mentioned before, once your account is approved, you will receive an email where you will be directed to verify your account with an activation code and then requested to set up a password. Once this is done, you will have access to the platform and will be able to upload sustainability disclosures on behalf of your company.

If you have questions about your registration, please reach out to marketaccess@lme.com.

If I am already registered, can I add an additional user from my company?

There are two different user types available: user admin and individual user. Only user admin accounts are able to create additional accounts for those within their company.

1. As a user admin, you can create additional users via Admin Tasks – Manage Users tab. You can then click on Admin Tasks > Manage Users > Create New User.

DASHBOARD MY RECORDS RECORDS MANAGEMENT MANAGE SUSTAINABILITY PROFILE ACTIVITY LOGS ADMIN TASKS HELP & DOWNLOADS PUBLIC SUSTAINABILITY PAGE

Entity Registration **Manage Users** Manage Permissions Manage Records

Filters & Search
Status Search Search Clear

Create New User Actions

2. Fill in the new user's first name, last name, email and user type.



< | Add User

First Name *

Last Name *

Email/Username *

Phone

Company *

User Type

COA

COA - Read COA - Write

Sustainability

Sustainability - Read Sustainability - Write

Export

Export

Create User

3. Once the user is created, the individual user will need to input their email ID on the login screen. The system will send an activation code to the new user via email for verification and they will need to enter the activation code on the login screen prompt.
4. The new individual user will then receive a registration email detailing which type of account they have. The new individual user can also request for their account to be made into a user admin account if required.

Benefits of uploading sustainability information to LMEpassport

The sustainability disclosures aspect of LMEpassport was created to support the metals industry in moving forward the sustainability agenda. The platform does this by increasing transparency and comparability of sustainability information. There are many benefits when producers upload their sustainability credentials to LMEpassport including:

- Making ESG data easily accessible to the wider industry and supply chain, showcasing that the producer is invested in the sustainable transition and keen to share this information in a transparent way.
- Encouraging new business relationships, from new customers to involvement from the investment and buy-side community.
- The number of sustainability-related questionnaires, surveys and information requests being sent to producers is on the rise. Using LMEpassport can help to reduce this administrative workload, as producers can refer these companies to their personalised profile in the [Producer Profile](#) section where all their sustainability information can be found in a simple, clear and easily digestible format.

What sustainability information can I add to LMEpassport?

LMEpassport has a [taxonomy wheel](#) where you can locate all the sustainability credentials that you can disclose against. When accessing this taxonomy wheel, you will find guides on how to navigate the wheel and how to upload certifications and metrics. The wheel can be accessed here: <https://www.lmepassport.com/#/public/disclosures-detail>



There are several defined categories in which your company may have achieved standards, certifications or metrics including:

- **Environmental:** climate change, pollution mitigation, natural resources, biodiversity, circular economy, multi-disciplinary
- **Social:** diversity and inclusion, human rights, community impact, health and safety, multi-disciplinary
- **Governance:** bribery and corruption mitigation, corporate structure and transparency, risk management
- **Multi-dimensional:** self-assessment framework, standards, ratings
 - Those credentials that sit within the “multi-dimensional” category are considered to cover multiple areas across the E, S and G spectrum

If you would like to add an additional standard, certification or metric which is not currently available, please email sustainability@lme.com for the application.

How is my data viewed once published?

Producers are responsible for uploading sustainability credentials to LMEpassport, and if so, which sustainability standards, certifications, or metrics they would like to disclose.

Once a producer has uploaded the relevant information, it is then reviewed by a member of the LME sustainability team before being published on the live, public sustainability pages. Once on these pages, the data can be viewed by any user. There are several different tabs where the sustainability information can be viewed:

- [Producer Profile](#) – shows every LME-listed producer, with each producer having their own “profile” showcasing their LME-listed brands, uploaded ESG credentials, latest sustainability report (if available) and targets, goals and commitments all in one place. This



is a great one-pager that can be shared or sent on to prospective buyers or interested parties.

- [Live sustainability disclosures](#) – shows all sustainability data on LMEpassport, where users can easily filter or search for specific data points such as a particular metal, environmental data, any disclosures and individual certifications such as ISO 14001 or ISO 45001. This information can be exported into Excel with the click of a button.
- [Side-by-side](#) – allows users to easily see LME producers’ sustainability credentials simultaneously and next to each other. You can compare up to five producers on the same page at the entity or asset level. Please note it is not possible to view asset and entity level credentials side by side as this is not a like-for-like comparison.

How to upload a sustainability disclosure, metric or certification to LMEpassport

As a reminder, you will need a registered account to be able to upload a sustainability disclosure.

1. Once you are logged in, click on the “Manage Sustainability Profile” tab, which will direct you to the sustainability side of the platform.



DASHBOARD MY RECORDS RECORDS MANAGEMENT **MANAGE SUSTAINABILITY PROFILE** ACTIVITY LOGS ADMIN TASKS HELP & DOWNLOADS PUBLIC SUSTAINABILITY PAGE

2. Click on “Append Disclosure” and then from the drop-down list, select a theme. If you are not sure, please utilise the LME’s taxonomy wheel where certifications and metrics sit under their respective themes and sub-themes.

As an example:

- ISO 14001 sits under ‘Environmental – multi-disciplinary’.
- ISO 45001 sits under ‘Social – health and safety’.

For a full list of all certifications and metrics available on LMEpassport, [click here](#).

3. You will need to fill in the information detailed below – this will include which brand or entity you would like the certification or metric to apply to alongside the expiry dates, a proof point (eg the ISO certification) and the methodology (eg the framework). If you choose to upload information on a brand level, you can only do one brand at a time.



Examples of some of the “framework employed” links that you could use – again, if you are unsure, you can utilise the link on the taxonomy wheel for the respective disclosure:

- ISO 14001 framework: <https://www.iso.org/standard/60857.html>
- ISO 45001 framework: <https://www.iso.org/standard/63787.html>

4. Publish – once you’re happy with the content, click submit. You will then be able to see all the sustainability disclosures that have been uploaded by yourself and anyone at your company on your “manage sustainability profile” tab. The LME will then check this information before the disclosures are published on the public page and automatically added to your Producer Profile. Typically the information is published within one week of being uploaded by a producer.

If you need any help, the LME can upload the certifications or metric data on your behalf.

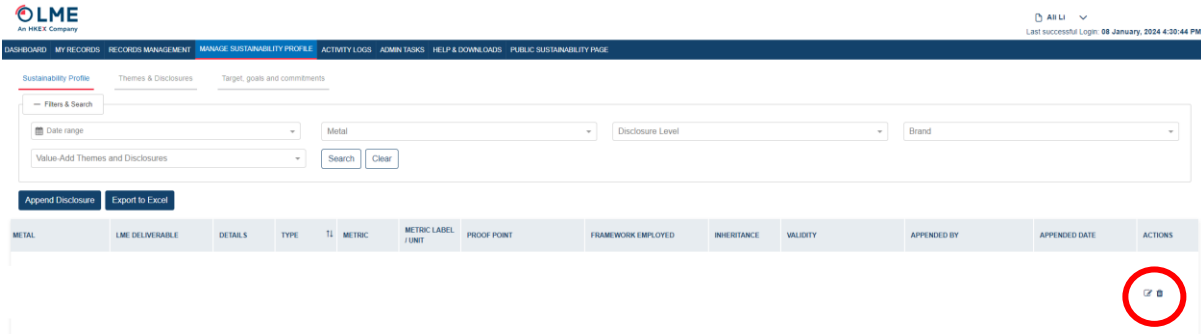
How to edit or modify a sustainability credential that has been uploaded

When a sustainability disclosure is uploaded, you can edit and modify this by following the steps below:

1. Click the “Manage Sustainability Profile” tab
2. Click “Sustainability Profile”
3. Search for the disclosure you would like to edit using the Filters & Search fields available and clicking the search button
4. Once the disclosure is found, scroll to the right-hand side and you will see an edit icon under the “Actions” column as shown in the image below



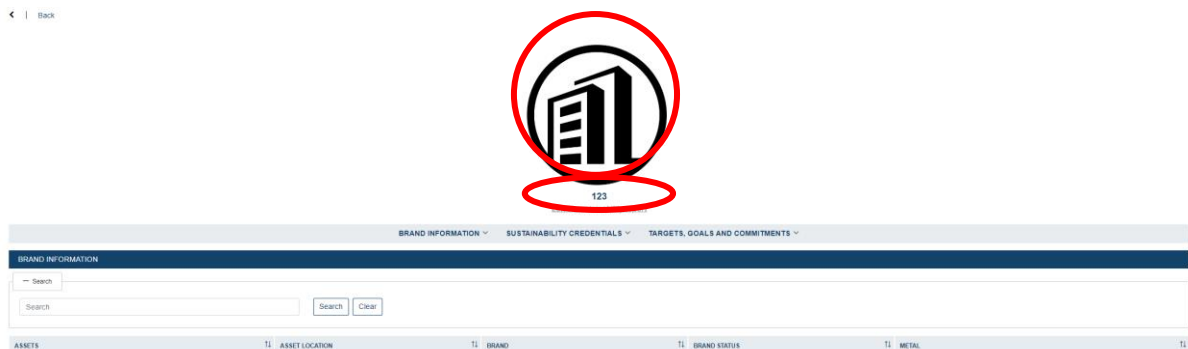
There are certain fields that cannot be edited once submitted and published. This includes validity dates. If you need to upload a newer version of a credential or have made a mistake, please append a new disclosure and delete the old or incorrect version.



How to add a logo, sustainability report and update company information on LMEpassport

Your company logo is shown on your producer profile (a public page). There will be a generic black and white image pre-populated until a company logo is uploaded following the instructions below.

There is a placeholder for your company’s latest sustainability report underneath your logo and company name on your producer profile.



If you’d like to update or add your logo, sustainability report or update any company information, please follow the steps below:

1. Click the “admin tasks” tab
2. Select the sub-tab “entity registration”.
3. On this page, you can update all the aforementioned information and upload a new sustainability report and / or logo.

Alternatively, you can send across your logo (in JPEG, JPG or PNG format), sustainability report (URL or attachment) or any company information requests to sustainability@lme.com to complete upon your behalf.



How to add my targets, goals and commitments

1. To add a target, please click on “Manage Sustainability Profile” tab followed by “Target, Goals and Commitments”.
2. Click on the “Create new target” and select one of the target metrics from the drop-down menu. You will then need to add the amount, the target date and / or a baseline year.

As an example:

Environmental -

- Circular Economy (Waste Recycled)
- Natural Resources (Water Footprint)
- Climate Change (GHG Emissions – Scope 1&2)

Social -

- Diversity & Inclusion (Community Workforce)

If you cannot find the target you are looking for and would like to request a new one, please email sustainability@lme.com.

Once you’ve identified your target, you will then need to input your progress associated with that target. You can use the toggleslider to showcase your company’s progress against that target. The dial will then automatically update to reflect this progress. Below the progress dial, you are also able to provide justification and an explanation for the progress associated with the target.

3. You can also opt to add in a proof point to showcase verification against your target – as an example this could be a sustainability report or an audit report.
4. Publish – once you’re happy with the content, click submit.
5. You will then be able to see all the targets that have been uploaded by yourself and anyone at your company on your “Targets, Goals and Commitments” tab. The LME will then check this information and the targets will then be published on your Producer Profile.

If you need any help, the LME can upload any targets or commitments on your behalf.



Within targets, goals and commitments, what does “on track” mean?

The “on track?” dial is automatically calculated when a producer inputs their progress against a target, taking into account the target year, baseline year, target percentage change and progress. The dial determines if a producer is on schedule or not in achieving their target or goal. Dark blue denotes being slightly behind, while a lighter blue shade indicates exceeding the producer’s stated timeline.

THEME / SUB-THEMES	TARGET	T1	COMPANY	INCREASE / DECREASE	T1	ON TRACK?	TARGET GOAL	BASELINE YEAR	TARGET YEAR	PROOF POINT AND JUSTIFICATION	DATE TARGET ADDED	ACTIONS
				Decrease							04 October 2023	
				Decrease							04 October 2023	

What happens to my disclosures when they expire?

A month before expiry, unless specified otherwise, users will be notified that their disclosure is due for expiry. There will also be pop-ups to remind you upon logging into the platform.

The expiry notification timeframe for each individual disclosure can be customised to 3 months, 1 month (default), or 2 weeks, and it can also be turned off entirely.

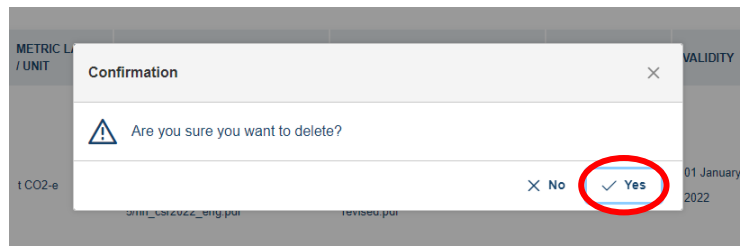
Expiry notifications will be sent to all users who have registered as sustainability users.

How to delete a sustainability credential

1. Click the “Manage Sustainability Profile” tab
2. Click “Sustainability Profile”
3. You can then view all sustainability information that has been uploaded for your company
4. Once you have identified the disclosure you’d like to delete, scroll to the right-hand side and you will see a delete icon under the “Actions” column.

METAL	LME DELIVERABLE	DETAILS	TYPE	T1	METRIC	METRIC LABEL / UNIT	PROOF POINT	FRAMEWORK EMPLOYED	INHERITANCE	VALIDITY	APPENDED BY	APPENDED DATE	ACTIONS
ALUMINIUM ALLOY	Deliverable	FCCS	Certification	N/A	N/A		https://prodpoint.com	https://steelbookings.co.uk	Y	01 January 2022 - 01 January 2025	LME Platform Admin	08 January 2024	

A pop up will appear when you have pressed delete, click “yes”.



Can I use LMEpassport to upload documents for compliance with LME’s responsible sourcing rules?

Yes! LMEpassport can be used to submit information relating to the LME’s responsible sourcing programme. Producers can upload their Track A audit report, ISO 14001, ISO 45001, or equivalent certifications to LMEpassport for the responsible sourcing team to review. This feature is not yet available for Tracks B, C, or D.

Follow the same steps as you would for any disclosure uploaded to the platform, ensuring that this is done at the brand level. The LME will see that these materials have been uploaded and review them against the responsible sourcing requirement. The disclosures relevant to the LME’s responsible sourcing programme can be found on our approved partners page [here](#).