

Accessing Air Emissions Inventory Reporting (AEIR)

Introduction

The Air Emissions Inventory Reporting (AEIR) system is a web-based tool used to submit emissions inventories to NMED. NMED uses this information for compliance assessment and planning purposes, to prepare statewide emissions inventory information, and to report emissions to the U.S. Environmental Protection Agency (EPA). The Air Quality Bureau (AQB) is requiring Major Title V and Minor sources (New Source Reviews, General Construction Permit -2, -3, -5, -6, and Notice of Intents) to report annual emission data. Minor Source emissions will be collected every three years, starting in 2020 (inventory due in 2021).

This document contains instructions on how to gain access to the Secure Extranet Portal (SEP) and AEIR, as well as how to register for facilities and user roles in AEIR.

NOTE: The Electronic Subscriber Application (ESAA) form is no longer required. The Certifier is the only user that will utilize e-Manage. If the Certifier is not approved through this process, then the ESAA form must be submitted.

AEIR User Roles

There are three user roles in AEIR: Facility Administrator, Certifier, and Preparer/Submitter.

- Facility Administrator is a role that approves and disapproves Preparers/Submitters and Certifiers. AQB recommends that the Facility Administrator is someone from the parent company. Facility Administrators can approve themselves as other roles.
- Preparer/Submitter is a role that can submit data but not certify. Companies may employ consultants in this role or direct employees of the company.
- Certifier is a role that can submit data as well as certify the submittal. AEIR Certifiers are considered the owner, operator, responsible official, or company official.

Note: The Certifier must use e-Manage for identification verification. If the Certifier is not approved by Lexus Nexis, then the Electronic Subscriber Application (ESAA) form must be submitted to AQB.

How to Gain Access to AEIR

Complete online registration on the Secure Extranet Portal (SEP) by following the steps below:

- 1) Go to <https://sep.net.env.nm.gov/sep/login-form>

New Mexico ENVIRONMENT Department *Secure Extranet Portal (SEP)*

Register

Please Log In: State Employees should log in with their state email address and password

User ID:

Password:

[Reset Password](#)

Secure Site

NOTICE: Access to the New Mexico Environment Department (NMED) Secure Extranet Portal (SEP) is restricted to authorized personnel only. Any unauthorized access is in violation of federal and/or state laws. *DO NOT PROCEED IF YOU ARE NOT AUTHORIZED.*

WARNING: Any use or activity may be monitored. Files and other information created, stored, transferred or otherwise manipulated may also be monitored.

Registration is required. [Click here to register for an NMED application.](#)

Released 08-23-2018

- 2) Click on the link to register for a new NMED application shown above in the orange banner. The NMED Registration Request page opens.



New Mexico
ENVIRONMENT
Department

NMED Registration Request

Login

Register for an NMED Application

Please provide your email address below so that we may send you a link to begin the registration process.
State employees should click Login to log in with their state email address and password.

Your Email Address:

Confirm Email Address:

Enter code on the right: 

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WARNING: Any use or activity may be monitored. Files and other information created, stored, transferred or otherwise manipulated may also be monitored.

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- 3) Enter and confirm your email address, enter the image code and click Submit button. Below is a snapshot of the confirmation page. You will receive an email notification with a unique link to the registration page (example email is also below).



New Mexico
ENVIRONMENT
Department

SEP Registration Request

SEP Application Registration Request Submitted

Thank you for your request. You should receive an email notification soon with a link to the registration page. Please [contact NMED](#) if you experience a problem.

NMED SEP Registration Link

Inbox x



nmenv-adminsep@stat... 2:36 PM (0 minutes ago)
to me



Thank you for your NMED application registration request.

Please use this link to begin the registration process:

<https://sep.net.env.nm.gov/reg/registration-link?id=20200819143630091>

Note: This link is unique to every application



New Mexico
ENVIRONMENT
Department

Application Registration - New User Profile

Please enter your profile information.

Please complete the following user profile to begin registration for an NMED application.

First Name:* M.I.: Last Name:* Title:*

Organization/Company:* Department: Employment:*

Street Address:* Street Address 2:

City:* State: ZIP Code:*

Primary telephone Number:* -- ext.: Fax Number: --

Email Address:* Confirm Email Address:*

Choose a User ID:*

Create User Profile

- 4) Click the link sent to your email address and fill out your profile information as shown in the snapshot above. When finished, click on the "Create User Profile" button (AQB will issue a temporary password).

Select an NMED Application for Registration

| Application | Description | Access |
|---|--|----------|
| API Security | API Security Portal for NMED applications. | register |
| AQB Compliance Reporting | The Air Quality Bureau Compliance Reporting System | register |
| AQB Regulatory Archives | AQB Regulatory Archives | register |
| Air Cloud ResourceSpace | Air Cloud ResourceSpace for SEP | register |
| Air Emissions Inventory Reporting | Air Quality Bureau Air Emissions Inventory Reporting (AEIR) application to allow facilities to electronically submit an annual emissions inventory report to NMED. | register |
| Corrective Action Fund | PSTB's financial application for managing and tracking of release site cleanup funds. (PSTB STAFF ONLY) | register |
| Drinking Water Bureau Board Training Database | Drinking Water Bureau Board Training Database | register |
| Drinking Water Sample Collection | DWSC supports the capture of drinking Water sample data and the submission of lab results. | register |
| GetBytes | RESTful Services Aggregator Application | register |
| LabTo State (Error Reporting App) | A tool to assist laboratories and other entities with formatting, validating, and submitting water sample data to their primary agency. | register |
| OIT Cloud ResourceSpace | OIT Cloud ResourceSpace For SEP | register |
| OIT Wiki | Office of Information Technology Wiki. | register |
| OSHA Consult | OHSB Request A Free Safety And Health Consultation Report with update/delete option | register |
| OSHA Mail | List of email addresses that will receive an email from consult form | register |

- 5) You will be brought to the above application page. Please register for “Air Emissions Inventory Reporting” by clicking “register”. Your registration request will be received and approved by the AQB. Once approved, an email will be sent to the email address provided.



NMED Application Registration Complete

Thank you for your application registration.

The application approver for **Air Emissions Inventory Reporting**, has been notified of your registration request and you should be contacted soon. Please [contact NMED](#) if you need further assistance.

[You may return to SEP now.](#)

- 6) Click on the link in the email and enter the temporary password. You will be required to choose a new password. A list of security questions will appear. Please enter all requested information before continuing.

The screenshot shows a web browser window with the URL <https://idea.nmenv.state.nm.us/reg/user-cromerr-form>. The page header includes the New Mexico Environment Department logo and the text "CROMERR Registration". The main heading reads "Please complete the following CROMERR information." Below this, a paragraph explains that the application requires CROMERR registration, which was adopted by the EPA for electronic reporting. The form contains five security questions, each with a dropdown menu for selecting a question and a text input field for the answer. A "Submit CROMERR Information" button is located at the bottom of the form. The browser's status bar at the bottom indicates "Trusted sites" and a zoom level of 100%.

New Mexico Environment Department
CROMERR Registration

Please complete the following CROMERR information.

The application you've selected requires CROMERR registration. CROMERR was adopted by the EPA for the purpose of providing a unified framework for electronic reporting under EPA environmental regulations.

Select security question 1: *
Select a question. [dropdown]
Answer: *
[text input]

Select security question 2: *
Select a question. [dropdown]
Answer: *
[text input]

Select security question 3: *
Select a question. [dropdown]
Answer: *
[text input]

Select security question 4: *
Select a question. [dropdown]
Answer: *
[text input]

Select security question 5: *
Select a question. [dropdown]
Answer: *
[text input]

Submit CROMERR Information

Home About AEIR Logout

Welcome to the New Mexico Environment Department Air Quality Bureau Annual Air Emissions Reporting Home Page

News and Information

Important NMED News for Air Emissions Inventory Reporters

Welcome Minor and Major Sources! 2020 Emissions Inventory Submittals are due to the Bureau on **April 1st, 2021**.

Notes:

- AEIR will be available for reporting of 2020 emissions starting on **January 1, 2021**.
- GCP 2, 3, 5, 6, and NOIs can now add equipment
- We recommend using the latest version of Firefox or Chrome for best compatibility with AEIR
- Reminder: Calculations Must be Attached
- For combustion equipment, be sure to fill out the Supplemental Parameters section on Fuel Type
- For questions, please contact Roslyn Higgin (505-476-4319 or roslyn.higgin@state.nm.us) or Sean Leister (505-222-9528 or sean.leister@state.nm.us)

[Click here to register for additional facilities and/or register for additional roles at your existing facilities.](#)

Facility Emissions Reporting

[Click here to register for additional facilities and/or register for additional roles at your existing facilities](#)

[Edit Submittal](#)
[Certify Submittal](#)
[View Certified Submittal](#)
[Delete In Process Submittal](#)

[Get Current XML File](#)

Create New Emissions Inventory

Facility Source Classification:

Facility:

Reporting Year:

[Create New Annual Reporting Year Submittal](#)

OR

XML Data File: No file selected.

[Import an XML Data File For a New Submittal](#)

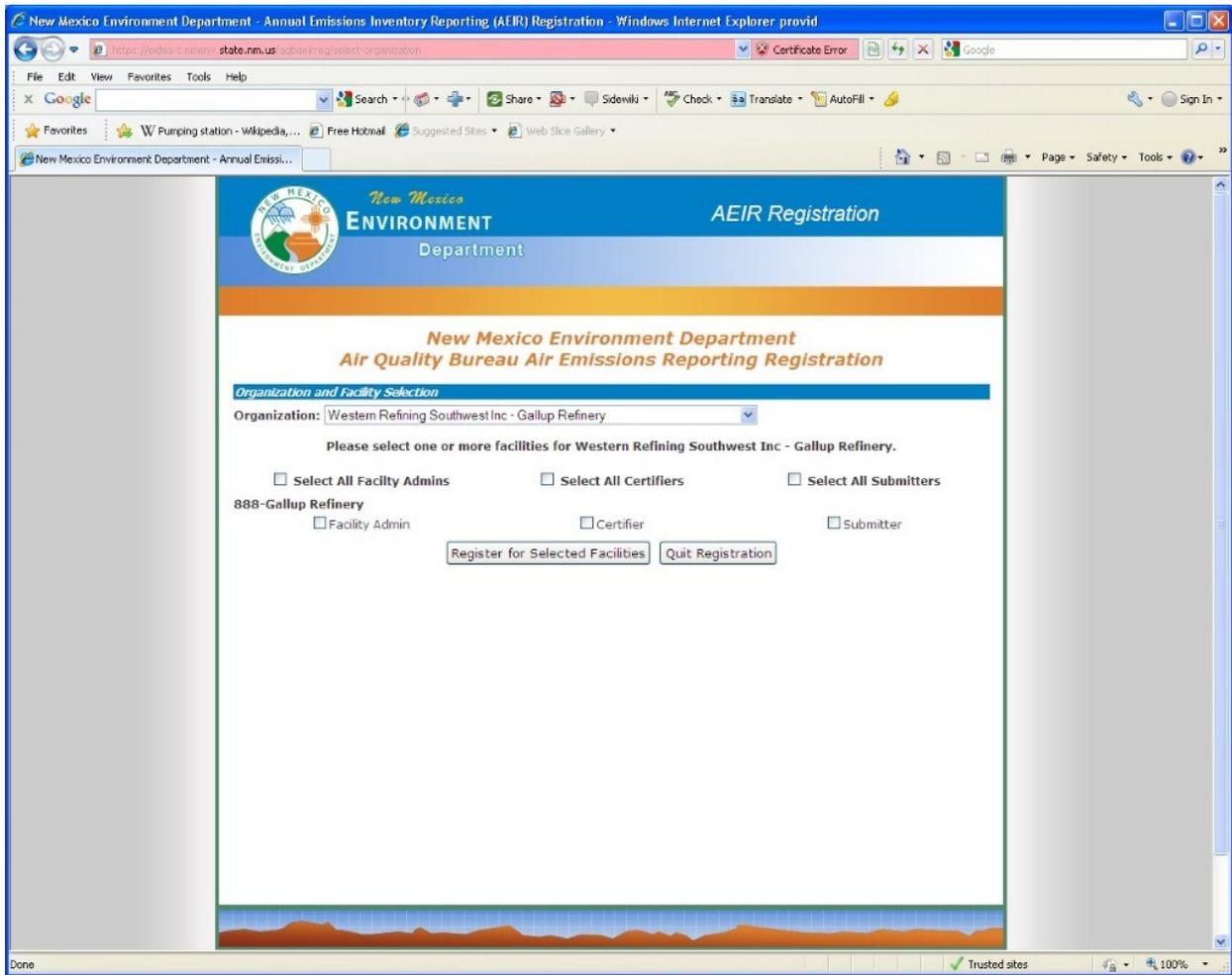
[Click here to download the latest XML Schema file](#)

Application Release 19-December-2019



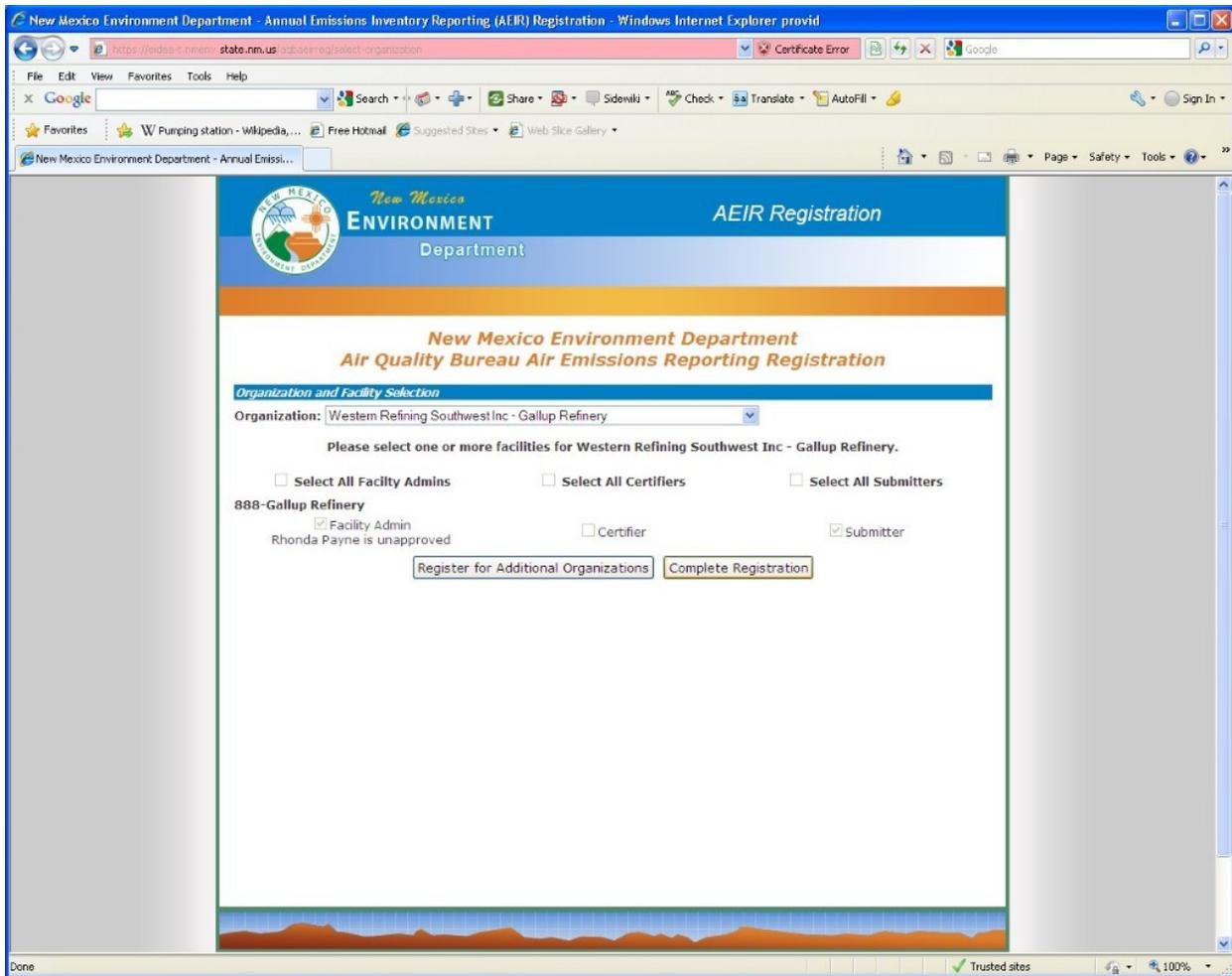
7) The snapshot below is the Home page for AEIR. Be sure to read the News and Information.

8) On the AEIR home page, select the link to register for additional facilities/roles (red arrow above). The page shown below will appear.



9) Select your organization from the drop-down menu and associated facilities will appear. Roles can be checked through the “Select All” button or chosen individually. Select the “Register for Selected Facilities” button when finished.

AQB will review your request and approve you as the Facility Admin for the organization and associated facilities for which you’ve registered.



10) When complete, click the Complete Registration button to confirm registration. You will receive an email notification of your approval.

NOTE: The Emissions Inventory Section will approve the Facility Administrator for facilities, and Submitter/Preparer and Certifier roles requests will be approved by the Facility Administrator for that facility.