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PUBLIC INVOLVEMENT PLAN (PIP)
Air Quality Bureau Air Permit Application

Version P5.09.19

Date: June 26, 2019

Applicant: HollyFrontier Navajo Refining LLC

Facility Name: Artesia Refinery

Air Quality Permit Application Number: NSR 0195-M38

Location: This facility is located on Main Street in Artesia in Eddy County, New Mexico.

Latitude: 32.842611

Longitude: -104.395167

1. Overview of Air Quality Bureau's plan of action for addressing the community's needs and concerns for processing Air Quality Permit Applications:

The New Mexico Environment Department (Department), Air Quality Bureau (AQB) developed this Public Involvement Plan (PIP) for the processing of air quality permit applications in accordance with the requirements at 20.2.72 NMAC for this facility. This air quality regulation does require public participation outreach throughout different stages of the permitting process. The AQB will meet the public participation requirements by following this PIP, which includes all applicable policy, regulatory and statutory public participation requirements.

In developing this PIP, community participation needs for this permitting action were assessed to ensure appropriate promotion of public outreach by identifying whether there is a combination of environmental and demographic factors (i.e., low income community, minority community, limited English proficiency individuals, Linguistically Isolated Households, etc.) that may impact public participation. This assessment identifies community outreach needs and provides for public access opportunities above and beyond statutorily mandated requirements, and underscores the provision of adequate public access to information about this permit application.

As much as possible, public participation and informational activities related to this permit application will be held within the regulatory timelines outlined below.

- a. AQB regulations at 20.2.72 NMAC require that the application must be ruled complete or incomplete no more than 30 days after receipt, and that a public notice for this application must be published in a newspaper of general circulation where the facility is located. See section 4.c below for more information.

The public notice contains a paragraph in Spanish directing Spanish speaking interested parties to call the AQB at (505) 476-5557 to speak to Spanish speaking staff for additional information regarding this permitting action.

- b. The AQB will provide a copy of the public notice, the air quality permit application, and this PIP to the NMED field office at:

Roswell
1914 W. Second
Roswell, NM 88201
Phone (575) 624-6046
Fax (575) 624-2023

- c. AQB regulations require that the public notice be sent to interested parties maintained on a mailing list. See Section 4.b below for more information.
- d. AQB regulations require that the public notice be sent to the “appropriate agency” as defined at 20.2.72 NMAC. See Section 4.e below for more information.
- e. In accordance with the evaluation of the site location and associated demographics, no additional means for disseminating information is required.
- f. Public notice shall be followed by a 30-day public comment period that starts on the day that the notice is published in the newspaper. See Section 4.g below for details.
- g. AQB regulations require that the permit must be issued, issued subject to conditions, or denied within ninety (90) days after the department deems the application administratively complete.

2. Contact list of AQB staff with phone numbers and email addresses:

- a. **AQB contact for questions about this application or PIP (included in public notices and outreach materials):**

Joseph Kimbrell
New Mexico Environment Department
Air Quality Bureau
525 Camino de los Marquez, Suite 1
Santa Fe, New Mexico, 87505
505-476-4347
Joseph.Kimbrell@state.nm.us

Electronic copies will be available at the following link, which will be included in public notices and outreach materials as appropriate: <https://www.env.nm.gov/air-quality/aqb-p-current-permitting-activites/>

- b. **Non-English Language Speaker Assistance and Accommodations**

The AQB may hold public meetings, open houses, stakeholder meetings, and/or a formal hearing depending on the interest in the application. Language assistance services may be arranged for translation of documents for meetings, for translators during meetings and for

obtaining services for persons with disabilities. A phone-based interpretation service may be available for languages other than English.

3. Description of the community/stakeholder groups:

To provide for adequate public participation opportunities and meaningful involvement of persons regarding this permit application and to address potential or existing environmental justice areas, the affected communities must first be identified, informed about proposed environmental actions affecting the community, and invited to share their comments and concerns. The EJSCREEN tool developed by the U.S. Environmental Protection Agency (EPA) helps identify communities that are low income and minority populations that may benefit from a variety of approaches for notification and outreach communication.

Using the 1-mile (due to the facility being located within the city limits) from the facility, the results of the EJScreen ACS Summary Report (attached) are listed in the table below.

Population and Income Data			
Total Population:	4,522	Per capita income of community:	\$22,306
Minority Population, %:	65%	US Per Capita Income*:	\$29,829
Total number of households:	1,717	Total Number (and Percent) of Linguistically Isolated Households:	67 (3.9%)

*US Per Capita Income 2012-2016; <https://www.census.gov/quickfacts/fact/table/US/HSG030210>

Population by Race, %		Population by Ability to Speak English, %	
White	85	Speak Only English	63
Black	1	Non-English at Home	37
American Indian	2	Speak English "very well"	30
Asian	1	Speak English "well"	3
Pacific Islander	0	Speak English "not well"	3
Other Race	11	Speak English "not at all"	1
Two or More Races	0	Speak English "less than very well"	7

Linguistically Isolated Household Details, %		List other Languages (if applicable)
Speak Spanish	100	////////////////////////////////////
Speak Other Indo-European Languages	0	
Speak Asian Pacific Island Languages	0	
Speak Other Languages	0	

In addition, the following community or stakeholder groups have been identified: no additional individuals or groups other than the specific entities listed in 4.e and 4.f.

History of public involvement in air permitting during the last 10 years: since this facility is less than a year old, there has been no public involvement.

It is important for the AQB to incorporate the linguistic and communication needs of this community when conducting public outreach and participation activities. To help accomplish this, the AQB will provide information in English, in public comment notices, public meeting notices (if applicable), and other announcements (radio broadcasts, brochures, signs, postcards, etc.) and strive to make public participation efforts as inclusive as possible within AQB budget and time limitations. The Hobbs NMED field office will serve as access areas for the AQB to leave hard copies of important documents and information about how to comment on this permit application.

4. Detailed actions and outreach activities the AQB Permitting Section will take to reach the affected public:

a. Overview

Based on the demographics report discussed in the PIP, the history of public involvement at the facility and the facility background, basic information about public involvement opportunities will be in in English. This information will include how to request materials in Spanish or to speak with AQB staff through an interpreter. Further details about public participation for this activity are outlined below.

The AQB maintains information regarding this air quality permit application at the following locations:

- i. On the Air Quality Bureau website, see Section 2.a above.**
- ii. At the District Office listed in Section 1.b above.**
- iii. At the main office location:**
New Mexico Environment Department
Air Quality Bureau
525 Camino de los Marquez, Suite 1
Santa Fe, New Mexico, 87505

b. Postal Mailing or E-Mailing of Notices to Persons on the Facility-Specific Mailing List

AQB regulations require notification to persons who have expressed interest in applications. The AQB maintains a mailing list that includes individuals interested in permit applications from particular facilities or geographic areas. Notifications may be sent through physical mail and/or an email.

The list also includes addresses within fifty kilometers of the boundary of other states, Bernalillo county, or a Class I area.

c. Notices in the State Newspaper and Local Newspapers

The public notice for this permit application will be published in English in the Legal Section of the Artesia Daily Press newspaper.

Websites for this publication is listed below:

Artesia Daily Press:

English: <http://www.artesianews.com/>

d. Mailing to the Governor or President of Indian Tribes, Pueblos or Nations

AQB regulations and the evaluation of the facility location and associated demographics, require notification to Tribes, Pueblos or Nations about this permit application for facilities located within a specified distance.

Email notification will be sent to the contacts at the Tribes, Pueblos and/or Nations listed below:

There are no Tribes, Pueblos and/or Nations within 10 miles of this facility.

e. Affected Local, State, or Federal Government Agencies, and Active Land Grants

AQB regulations require identifying and notifying local, state or federal government agencies about this permit application.

The following affected Local, State, or Federal Government Agencies will be notified by email: US EPA Region VI, State of Texas

f. Public Meeting Notices, Public Comment Notices, and Other Notices

AQB may hold public meetings, open houses, stakeholder meetings, and/or a formal hearing depending on the interest in the application. Based on historical information and the results of the initial screening, there is no public meeting planned at this time for this permit application. If it is determined that a public meeting will be required, notice will be provided to the community as follows:

- 1) Via a newspaper of general circulation in the area closest to the location of the facility.
- 2) Locations commonly frequented by the general public, such as a nearby post office, public library, or city hall.
- 3) All persons and organizations that have expressed interest and are on a list maintained by AQB.
- 4) Via a public service announcement to at least one radio or television station which serves the municipality or county in which the source is or is proposed to be located.
- 5) The notices will be translated for non-English speaking participants, if required.
- 6) The notices will include information for requesting accommodations for those with disabilities as listed in item 2b above.

AQB will locate an appropriate venue based on the availability to the community to access the meeting, and the specific needs of the affected community (e.g. size of community, community locations, impacts, etc.).

AQB may reschedule the meeting due to inclement weather. If rescheduled, AQB will provide as much advance notice as possible and reschedule for an appropriate time and date.


Meetings will be scheduled to make them as accessible and user-friendly as practical, considering work schedules, dinner hours and other community commitments. To the extent possible, the meeting will be held at a location that is local and convenient, and meet American with Disabilities Act (ADA) standards. In addition, whenever practical and appropriate,

individuals may be available. Information in public notices for a public meeting will adhere to AQB regulations, statutes and policies.


g. Public Comment Periods

AQB regulations require that all interested persons have thirty (30) days from the date the public notice is published to express an interest in writing in the permit application. If AQB receives written public comment before the end of the thirty (30) day public comment period, the analysis of the application will be made available for review for thirty (30) days on the Air Quality Bureau Website and at the NMED District office (address listed in Section 1.b above).

The PIP has been reviewed and approved by the AQB Bureau Chief.



Liz Bisbey-Kuehn
Bureau Chief
Air Quality Bureau



Date approved

Attachments: EJSCREEN Printout



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Limited English Proficiency (LEP) Services Evaluation

Air Quality Bureau Air Permit Application

Version P05.09.19

Date: June 26, 2019

Applicant: HollyFrontier Navajo Refining LLC

Facility Name: Artesia Refinery

Air Quality Permit Application Number: NSR 0195-M38

Location: This facility is located on Main Street in Artesia in Eddy County, New Mexico.

Latitude: 32.842611

Longitude: -104.395167

Factor 1 – Number and Proportion of LEP Individuals in the Community:

- A. Total Number that Speak English “less than very well”: 272 Proportion, %: 7
- B. Historical participation: The Bureau does not have records indicating any participation by LEP individuals or any member of the public regarding this facility.

Factor 2 – Frequency with Which LEP Individuals Come in Contact with the Program (Frequent, Occasional, Not Frequent):

There is no record of frequent or any contact with LEP individuals regarding this facility.

Factor 3 – Nature and Importance of the Activity (Moderately Important, Important, Very Important):

Important. Permits cannot be issued in accordance with 20.2.72 NMAC unless they demonstrate compliance with all state and federal regulations, including health based New Mexico and National Ambient Air Quality Standards. This requirement protects the health of the residents in the vicinity of this facility.

Bureau regulations require that final action must be taken on this permit application no later than 90 days after the application has been ruled complete.

This Petroleum Refinery constitutes a significant source of revenue for the State. Permitting facilities that are demonstrated to be in compliance with state and federal regulations encourages responsible economic development for New Mexico.

Factor 4 – Resources Available to NMED and Associated Costs:

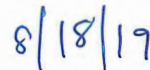
- A. Costs associated with translation: \$300
- Costs associated with providing a translator: \$1000-3000 depending on the length of the proceeding
- Costs associated with hosting a public hearing: \$1500-3000

The Bureau has reviewed the above four factors. This Significant Permit Revision increases emissions and includes the following primary changes to add a Renewable Diesel Unit (RDU) process: The new emission units B-0010 Boiler 10 RDU Receiving; H-2601 Unit 26 RDU Reactor Heater; T-0440, T-0441, T-0442, T-0443, T-0444, and T-0445 Fixed Roof Feed and Product Tanks; RLO-26 RDU Railcar Loading & Off-Loading Rack; Y-0014 RDU Cooling Tower; FUG-26-RDU Renewable Diesel Unit Fugitive Area and modified existing emission unit: FUG-FUEL GAS Fuel Gas Fugitive Area - New RDU Components; Update/Decrease of Cooling Tower PM10 and PM2.5 Emission Limits. Given the importance of this project, the lack of involvement of LEP individuals or any member of the public regarding this facility in the past, and considering the current public notice already contains a paragraph in Spanish regarding how to speak with someone in the Bureau about the proposed project, the Bureau does not plan to provide additional LEP services regarding this permitting action.

The LEP Services Evaluation has been reviewed and approved by the AQB Bureau Chief.



Liz Bisbey-Kuehn
Bureau Chief
Air Quality Bureau



Date approved

Location: User-specified point center at 32.842611, -104.395167
 Ring (buffer): 1-mile radius
 Description: Artesia Refinery- 1 mile

Summary of ACS Estimates		2012 - 2016
Population		4,522
Population Density (per sq. mile)		1,393
Minority Population		2,962
% Minority		65%
Households		1,717
Housing Units		1,962
Housing Units Built Before 1950		428
Per Capita Income		22,306
Land Area (sq. miles) (Source: SF1)		3.25
% Land Area		100%
Water Area (sq. miles) (Source: SF1)		0.01
% Water Area		0%

	2012 - 2016 ACS Estimates	Percent	MOE (±)
Population by Race			
Total	4,522	100%	585
Population Reporting One Race	4,521	100%	1,432
White	3,861	85%	595
Black	52	1%	60
American Indian	100	2%	160
Asian	25	1%	173
Pacific Islander	0	0%	11
Some Other Race	483	11%	433
Population Reporting Two or More Races	2	0%	27
Total Hispanic Population	2,785	62%	492
Total Non-Hispanic Population	1,738		
White Alone	1,561	35%	555
Black Alone	52	1%	60
American Indian Alone	100	2%	160
Non-Hispanic Asian Alone	25	1%	173
Pacific Islander Alone	0	0%	11
Other Race Alone	0	0%	11
Two or More Races Alone	0	0%	11
Population by Sex			
Male	2,335	52%	292
Female	2,187	48%	378
Population by Age			
Age 0-4	534	12%	206
Age 0-17	1,460	32%	245
Age 18+	3,063	68%	300
Age 65+	629	14%	121

Data Note: Detail may not sum to totals due to rounding. Hispanic population can be of any race.
 N/A means not available. Source: U.S. Census Bureau, American Community Survey (ACS) 2012 - 2016 .

Location: User-specified point center at 32.842611, -104.395167

Ring (buffer): 1-mile radius

Description: Artesia Refinery- 1 mile

	2012 - 2016 ACS Estimates	Percent	MOE (±)
Population 25+ by Educational Attainment			
Total	2,689	100%	288
Less than 9th Grade	230	9%	90
9th - 12th Grade, No Diploma	362	13%	147
High School Graduate	1,193	44%	163
Some College, No Degree	655	24%	178
Associate Degree	105	4%	97
Bachelor's Degree or more	250	9%	98
Population Age 5+ Years by Ability to Speak English			
Total	3,988	100%	505
Speak only English	2,504	63%	398
Non-English at Home ¹⁺²⁺³⁺⁴	1,485	37%	350
¹ Speak English "very well"	1,213	30%	329
² Speak English "well"	114	3%	65
³ Speak English "not well"	127	3%	143
⁴ Speak English "not at all"	31	1%	25
³⁺⁴ Speak English "less than well"	158	4%	143
²⁺³⁺⁴ Speak English "less than very well"	272	7%	150
Linguistically Isolated Households*			
Total	67	100%	63
Speak Spanish	67	100%	62
Speak Other Indo-European Languages	0	0%	11
Speak Asian-Pacific Island Languages	0	0%	11
Speak Other Languages	0	0%	11
Households by Household Income			
Household Income Base	1,717	100%	151
< \$15,000	326	19%	109
\$15,000 - \$25,000	215	12%	101
\$25,000 - \$50,000	507	30%	129
\$50,000 - \$75,000	290	17%	144
\$75,000 +	378	22%	124
Occupied Housing Units by Tenure			
Total	1,717	100%	151
Owner Occupied	1,131	66%	138
Renter Occupied	585	34%	115
Employed Population Age 16+ Years			
Total	3,221	100%	457
In Labor Force	1,877	58%	375
Civilian Unemployed in Labor Force	128	4%	89
Not In Labor Force	1,344	42%	217

Data Note: Detail may not sum to totals due to rounding. Hispanic population can be of any race.

N/A means not available. Source: U.S. Census Bureau, American Community Survey (ACS)

*Households in which no one 14 and over speaks English "very well" or speaks English only.

Location: User-specified point center at 32.842611, -104.395167

Ring (buffer): 1-mile radius

Description: Artesia Refinery- 1 mile

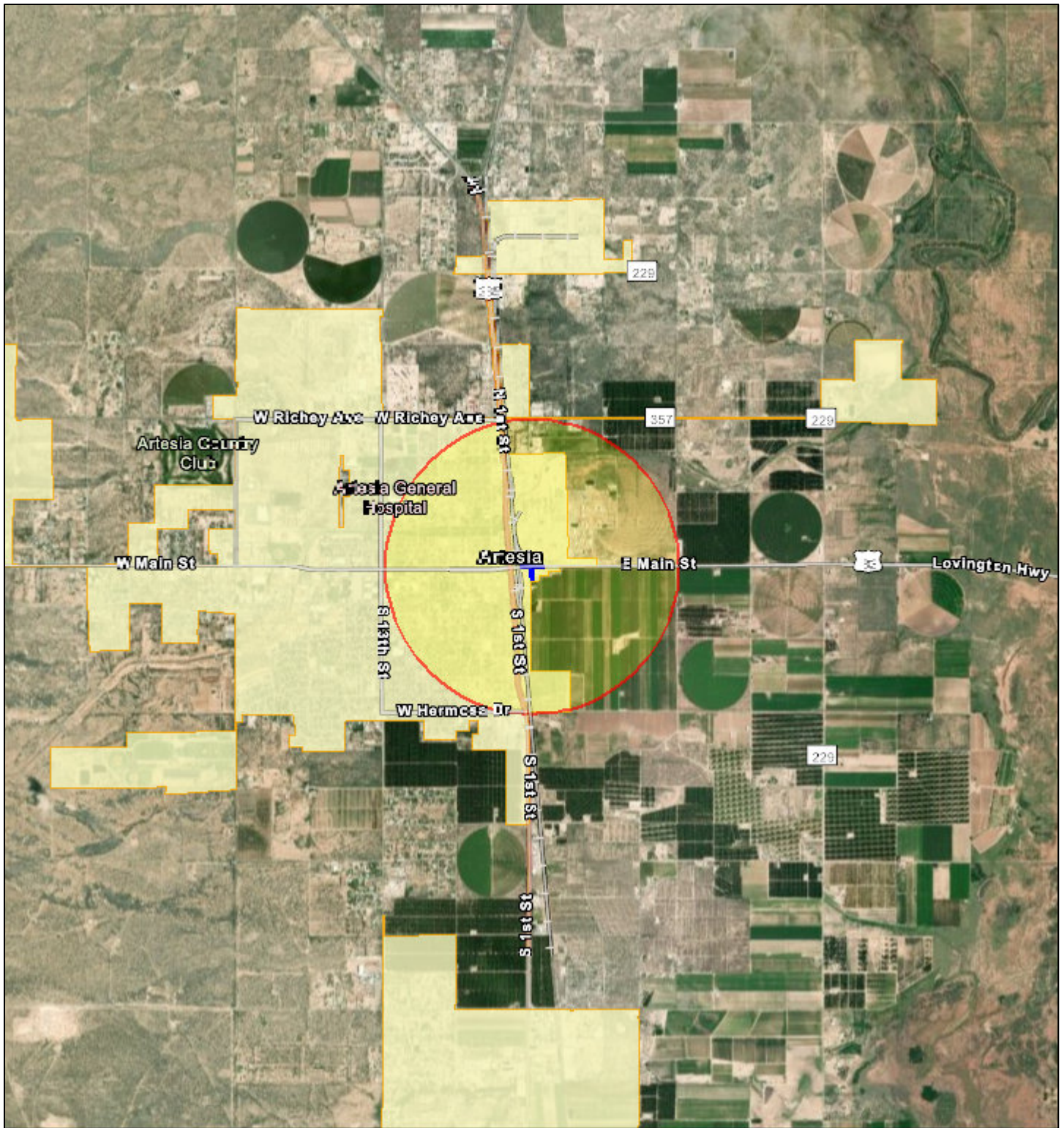
	2012 - 2016 ACS Estimates	Percent	MOE (±)
Population by Language Spoken at Home*			
Total (persons age 5 and above)	3,097	100%	644
English	2,131	69%	626
Spanish	949	31%	517
French	0	0%	16
French Creole	N/A	N/A	N/A
Italian	N/A	N/A	N/A
Portuguese	N/A	N/A	N/A
German	0	0%	16
Yiddish	N/A	N/A	N/A
Other West Germanic	N/A	N/A	N/A
Scandinavian	N/A	N/A	N/A
Greek	N/A	N/A	N/A
Russian	N/A	N/A	N/A
Polish	N/A	N/A	N/A
Serbo-Croatian	N/A	N/A	N/A
Other Slavic	N/A	N/A	N/A
Armenian	N/A	N/A	N/A
Persian	N/A	N/A	N/A
Gujarathi	N/A	N/A	N/A
Hindi	N/A	N/A	N/A
Urdu	N/A	N/A	N/A
Other Indic	N/A	N/A	N/A
Other Indo-European	0	0%	16
Chinese	0	0%	16
Japanese	N/A	N/A	N/A
Korean	0	0%	16
Mon-Khmer, Cambodian	N/A	N/A	N/A
Hmong	N/A	N/A	N/A
Thai	N/A	N/A	N/A
Laotian	N/A	N/A	N/A
Vietnamese	12	0%	98
Other Asian	0	0%	16
Tagalog	0	0%	16
Other Pacific Island	N/A	N/A	N/A
Navajo	N/A	N/A	N/A
Other Native American	N/A	N/A	N/A
Hungarian	N/A	N/A	N/A
Arabic	4	0%	46
Hebrew	N/A	N/A	N/A
African	N/A	N/A	N/A
Other and non-specified	0	0%	16
Total Non-English	966	31%	898

Data Note: Detail may not sum to totals due to rounding. Hispanic population can be of any race.

N/A means not available. Source: U.S. Census Bureau, American Community Survey (ACS) 2012 - 2016.






*Population by Language Spoken at Home is available at the census tract summary level and up.

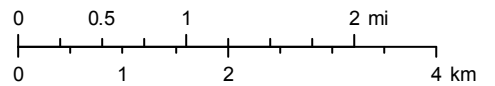
Artesia Refinery- 1 mile



June 25, 2019

1:72,224

-  Buffer Area
-  Digitized Point
-  City Boundary
-  Counties
-  EPA Tribal Areas (1 of 4): Lower 48 States



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community
EPA OEI