

2023 Greenhouse Gas (GHG) AEIR Reporting Instructions

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INTRODUCTION

All major and non-major sources are required to submit a greenhouse gas emissions inventory for the calendar year 2023. Oil and gas business organizations need to report the total GHG for all their facilities within the state of NM. To calculate GHG emissions, use 40 CFR Part 98.

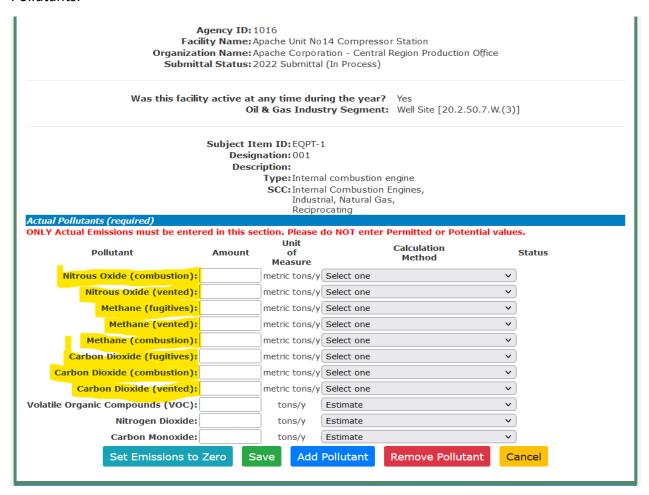
There are two ways to submit greenhouse gases: 1) by facility with criteria pollutants, or 2) by organization. Choose only one option. The submittal process in AEIR is set up by individual facilities or by organization. If your organization has numerous facilities and you are submitting an xml for criteria pollutants, then the greenhouse gas emissions can be submitted in the xml. If the submittal will be by organization, submit the total for all facilities owned by your organization that are in New Mexico. NMED does not collect GHG data by basin.

Use the link below for greenhouse gas emissions calculation instructions and spreadsheets:

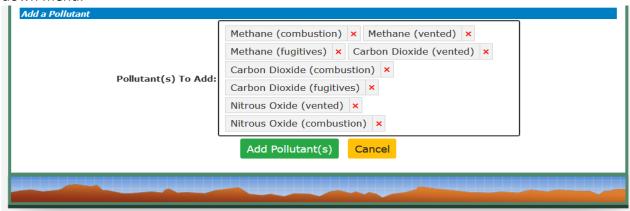
https://ccdsupport.com/confluence/display/help/Optional+Calculation+Spreadsheet+Instructions.

SUBMITTING GREENHOUSE GASES BY FACILITY

To submit GHGs by facility, simply add the gases to the Emissions section in AEIR along with the criteria pollutants for each facility. Include the gases highlighted in the screen shot under Actual Pollutants.



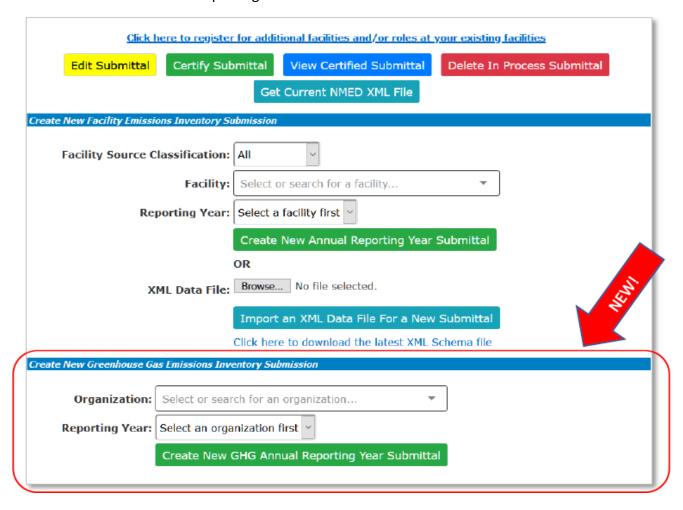
To add pollutants, click on the "Add Pollutant" button, and to remove pollutants, click on the "Remove Pollutant" button. Be sure to select the appropriate calculation method from the drop-down menu.



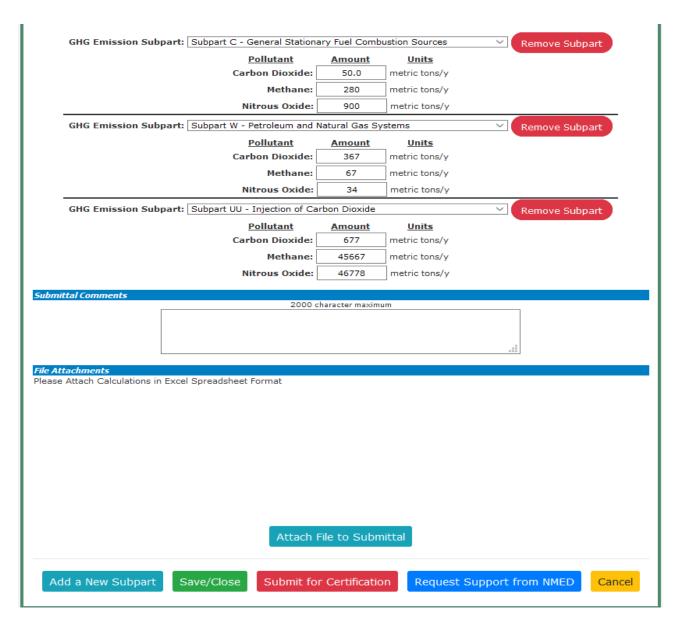
SUBMITTING GREENHOUSE GASES BY ORGANIZATION

Creation of a new GHG submittal by organization is separate from the existing facility submittal creation functionality. Instructions on how to create and fill out a GHG submittal are given below:

1. Begin by selecting your organization in the "Create New Greenhouse Gas Emissions Inventory Submission" section of AEIR as indicated above. Select the reporting year and click the green "Create New GHG Annual Reporting Year Submittal" to create the submittal as shown below.



- 2. Add an appropriate subpart from the dropdown menu and enter in your calculated GHG emissions for that subpart. If additional subparts are relevant to your submission, then select the "Add a New Subpart" button and enter in your information.
- 3. Add any relevant comments into the Submittal Comments box.



- 4. Attach your calculation file as an Excel Spreadsheet Format or, preferably, EPA calculation templates.
- 5. At any time, click the "Save/Close" button to save your inventory for later review or completion. To resume your GHG submittal click on the radio button next to your in process submittal on AEIR's homepage as shown in the figure below and click on the yellow "Edit Submittal" button.

- 6. Once complete, click on "Submit for Certification" to begin the certification process
- 7. Be sure to attach the list of facilities and the calculations to the Attach File section.

