



# EMISSIONS INVENTORY GUIDANCE DOCUMENT

Roslyn Higgin  
Emissions Inventory Specialist

# Table of Contents

<b>Introduction</b> .....	<b>3</b>
<b>How to Access AEIR</b> .....	<b>3</b>
<b>Emissions Inventory Pollutants</b> .....	<b>3</b>
<b>What Must Be Submitted</b> .....	<b>3</b>
Excess Emissions, Malfunctions, and Startup, Shutdown, & Maintenance (SSMs) .....	3
<b>Fugitives</b> .....	<b>4</b>
Actual Emissions vs Permitted Emissions, Potential Emission Rate (PER), and Potential to Emit (PTE) .....	4
<b>Methods of Calculating Actual Emissions</b> .....	<b>5</b>
<b>AQB’s Calculation Tool</b> .....	<b>6</b>
<b>Calculation Spreadsheets Requirements</b> .....	<b>6</b>
<b>Leasing Facilities</b> .....	<b>6</b>
<b>Portables</b> .....	<b>7</b>
<b>Closed or Sold Facilities</b> .....	<b>7</b>
<b>Creating an Emission Inventory Submittal Through AEIR</b> .....	<b>7</b>
<b>New Required Header Information</b> .....	<b>9</b>
<b>Entering Details and Emission Data in AEIR</b> .....	<b>9</b>
<b>Adding New Subject Items (Equipment) to a Submittal in AEIR</b> .....	<b>15</b>
<b>Manage E-Sign</b> .....	<b>19</b>
<b>Extensible Markup Language (XML)</b> .....	<b>25</b>
Retrieving an XML from AEIR.....	25
Uploading an XML to AEIR .....	26

## Introduction

NM Environment Department – Air Quality Bureau (AQB) collects emission inventories from major and minor sources that meet the criteria in 20.2.73.300 (NMAC). AQB requires all major sources to submit a emissions inventory on a yearly basis per 20.2.73.300 (NMAC). Minor sources must submit an emissions inventory if they meet the criteria in 20.2.73.300 (NMAC). AQB requires all permitted or registered major and minor sources submit an emissions inventory triennially. This document contains instructions on how to submit an emissions inventory to AQB.

The Air Emissions Inventory Reporting (AEIR) system is a web-based tool used to submit emission inventories. AQB uses this information for planning purposes, to prepare statewide emissions inventory information, and to report emissions to the U.S. Environmental Protection Agency (EPA).

## How to Access AEIR

The steps to access the Air Emissions Inventory Reporting (AEIR) web-based tool, refer to Appendix G.

## Emissions Inventory Pollutants

Regulated air pollutants are required to be reported to AQB via an emissions inventory (20.2.73 NMAC – Notice of Intent and Emissions Inventory Requirements), including but not limited to, carbon monoxide (CO), nitrogen dioxide (NO<sub>2</sub>), Sulfur dioxide (SO<sub>2</sub>), particulate matter 10 mm and 2.5 mm (PM<sub>2.5</sub> and PM<sub>10</sub>, respectively), particulate matter condensable, lead (Pb), and volatile organic compounds (VOCs).

Total HAPs do not need to be submitted in the emissions inventory. Instead, report HAPs individually, such as benzene, xylene, formaldehyde, etc. (refer to Appendix D). AEIR can accept emission values equal to or greater than 0.001 tons/year.

## What Must Be Submitted

In accordance with 20.2.73.300.C NMAC, owners or operators must include **actual** emissions from all routine operations, fugitive emissions, excess emissions, and emissions from malfunctions, startup, shutdown, and maintenance events. For details of other information needed, please refer to the NMAC cited above.

## Excess Emissions, Malfunctions, and Startup, Shutdown, & Maintenance (SSMs)

All excess emissions, and emissions related to malfunctions and SSM events must be reported in the emission inventory because they are actual emissions. Report these emission events as part of the total emissions from the equipment that released pollutants if your permit does not include SSMs as a line item.

A subject item is defined as any emission unit at a facility under the categories of activity, area,

equipment, discharge location, release point, and treatment. Refer to Appendix A for a list of all Unit Categories and Unit Types.

## **Fugitives**

Fugitive emissions are those emissions which could not reasonably be directed through a stack, chimney, vent, or other functionally equivalent opening (40 CFR Part 70.2 and 71.2). Fugitive emissions can be categorized in two separate ways: 1) emissions that cannot be attributed to a single source (i.e., plant fugitives), and 2) emissions that can be attributed to a single source.

- 1) Plant fugitives are emitted from multiple sources across an entire plant. They include flanges, valves, connectors, seals, pump seals, and other sources. Emissions from these sources cannot be attributed to any single point source and should be reported together in one subject item in AEIR under Category: Release Point and Type: Fugitives (Appendix A).
- 2) Fugitives are also emitted from haul roads, crusher, tank vents, loading/unloading, transfer points, crushers, and other volume sources (a volume source of pollution is a three-dimensional source of pollutant emissions). Fugitive emissions from these sources can be linked to one source and should be reported using the respective Category and Type of the subject item or SI itself.

Under special circumstances, fugitive emissions can be routed through emission control devices, which can affect how they should be reported. For example, if fugitive emissions are controlled using a flare, the flare should be entered as a separate subject item or SI with the total emissions being reported on the flare (i.e., the original emission unit will have zero emissions while the flare contains the total emissions). Another example is the recycling or capturing of emissions using a control device such as a vapor recovery unit (VRU). Since the emissions are not being released into the atmosphere, total emissions released from the subject item or SI should be zeroed out in AEIR. Refer to Appendix A for a list of all Unit Categories and Unit Types.

## **Actual Emissions vs Permitted Emissions, Potential Emission Rate (PER), and Potential to Emit (PTE)**

Actual emissions differ from permitted emissions. Actual emissions refer to the amount of pollutants emitted into the atmosphere from emission sources at facilities based on production, material use, or fuel use. Permitted emissions refer to the maximum allowable amounts detailed in your permit. Permitted emissions, allowable emissions in an air quality permit, as well as PER and PTE are not acceptable values to report in this emissions inventory. Only actual emissions will be accepted.

Actual emissions can be measured or calculated using one of the methods listed below in the Methods of Calculating Actual Emissions section. Maintaining data related to operating hours, production rates, and quantities of materials processed, stored, or combusted over the calendar

year for subject emission units will be useful for these calculations.

## Methods of Calculating Actual Emissions

Actual emissions must be calculated or measured based on the best available method. Do not use a less preferable method if a preferable one is available. When performing calculations, emission factors that are more specific to the equipment are preferable to general industry factors. For example, emission factors based on compliance tests conducted on an engine are preferred to the manufacturer specifications because they relate to that piece of equipment. The tiers below are designed to illustrate which methods are more specific than other methods. However, other calculation methods listed in AEIR are also valid.

### **Methods of Calculating Actual Emissions**

#### **Tier 1 – Preferred**

Actual Compliance Stack Test

Continuous Emissions Monitoring System (CEMS) Compliance Testing

#### **Tier 2**

Process Simulator

Manufacturer

Specification

Vendor Supplied Emission Factors

#### **Tier 3**

EPA – Approved Emission Factor

Gas Analysis (refer to Appendix C for representative criteria)

Liquid/Oil Analysis (refer to Appendix C for representative criteria)

#### **Tier 4**

TANKS 4.09

GRI.HAPCalc 3.0 and

**Compliance Stack Tests** must be performed in accordance with EPA reference methods.

**Continuous Emission Monitoring System (CEMS)** - EPA approved CEMS method and quality assurance protocols should be used. CEMS must operate under governing state/federal regulations.

**Process Simulators**, such as ProMax and Aspen HYSIS, can estimate the emissions of various pollutants from certain processes and emission units.

**EPA-Approved Emission Factors** are the basis for many calculations. These factors represent industry-wide averages and show the relationship between emissions and a measure of

production or heat input. If you encounter problems finding emission factors for an emissions source, you may contact AQB for assistance. When using EPA or other emission factors, you must use the most recent version. Sources of emission factors are listed in the box below.

**Material Balance** can only be used on specific types of emission units. It is mostly used for construction industries.

## **AQB's Calculation Tool**

Calcatenate has been developed to calculate emissions using either equipment-specific factors or general factors. If specific emission factors are not entered, then this tool will default to EPA AP-42 emission factors for that equipment.

For more information and instructions regarding Calcatenate, visit <https://www.env.nm.gov/air-quality/calcatenate/>. A live training session of Calcatenate can be found on the Emission Inventory Submittal webpage: <https://www.youtube.com/watch?v=g-ZO8HWS5Yw>.

## **Calculation Spreadsheets Requirements**

Supporting documentation and calculations must be included with your submittal as an attachment in AEIR. Include the following in your calculations for each type of equipment:

- 1) Emission factors used and their source;
- 2) Calculation method and its source;
- 3) Actual Emission Parameters used in calculations;
- 4) Example calculation for each type of equipment;
- 5) Copy of a recent Representative Liquid or Gas Analysis (refer to Appendix C for Representative Criteria); and
- 6) Copy of stack test results that summarize the operational conditions during the test and average emissions during the test periods.

If you are using Calcatenate (AQB's calculation tool), the calculation export is a valid substitution for the above requirements.

## **Leasing Facilities**

The owner company (lessor) and the operating company (lessee) have different roles when reporting emissions. The owning company that submits and holds the permit/notice is responsible for ensuring that actual emissions are reported for the inventory. For example, if the owner company has a NOI for compressor engines and leases one or more engines to an operating company, then the owner company is held responsible for reporting actual emissions for the emissions inventory.

The owner company must coordinate with the operating company to request information and

supporting documentation for the emissions inventory. The owner company and the operating company can coordinate together in the submittal of the emissions inventory and avoid double reporting. However, the ultimate responsibility of emissions reporting remains with the permit holder.

## Portables

General Construction Permits (GCPs) are permits written to handle the needs of a specific industry. GCP numbers 2, 3 and 5 (for the Aggregate Crushers, Asphalt Plants and Concrete Batch Plants, respectively) are portable, meaning that relocations can be undertaken.

## Closed or Sold Facilities

If your facility was closed prior to the reporting year, but it is appearing in AEIR, please check the NSR Issuance Report on the Current Permitting Activities web page: [https://coda.io/d/Current-Permitting-Actions-Under-Review\\_dw\\_kXh6l1El/Current-Permitting-Actions-Under-Review\\_suKp1](https://coda.io/d/Current-Permitting-Actions-Under-Review_dw_kXh6l1El/Current-Permitting-Actions-Under-Review_suKp1).

- 1) If the facility does not have closure dates listed, then Complete the Permitting Administrative Multi- Form (PAM) which can be found on this website <https://www.env.nm.gov/forms/>.
  - a. This form is used to close any type of permitting action at the Air Quality.
  - b. The dates in the report are the day the closure was processed by NMED. For example, if paperwork was submitted in August 2019 to close a facility and states May 2019 as the actual closure date of the facility, then the date seen in the report will be August 2019.
- 2) If the facility does have closure dates listed but is still appearing in AEIR, then use the “Request Support from NMED” button within AEIR and provide information.

## Creating an Emission Inventory Submittal Through AEIR

The options to create a new annual submittal, edit a submittal, certify a submittal, view a certified submittal, delete an in-process submittal, and retrieve the latest XML file is located at the bottom of the AEIR home page.

To create a new emission inventory submittal, use the following steps:

- 1) Select “ALL” under “Facility Source Classification.”
- 2) Under “Facility” use the drop-down filters at the bottom of the AEIR home page to select your facility.
- 3) Select the reporting year.
- 4) Click the green “Create New Annual Reporting Year Submittal” button.
- 5) If you do not complete the submittal, then click SAVE, and access it later by selecting the radio button located to the left of submittal on the AEIR home page, then click on the yellow “Edit Submittal” button shown below.

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

Edit Submittal

Certify Submittal

View Certified Submittal

Delete In Process Submittal

Get Current NMED XML File

### Create New Emissions Inventory

Facility Source Classification: All

Facility: Select or search for a facility...

Reporting Year: Select a facility first

Create New Annual Reporting Year Submittal

OR

XML Data File: Browse... No file selected.

Import an XML Data File For a New Submittal

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

- 6) The screen below will appear once the submittal has been created for a facility. The example shown below does not have any existing equipment. If there is an issue with the equipment list, then click on "Request Support from NMED" button.

### Facility Annual Emissions - Subject Item List

Agency ID: 35503

Facility Name: Devon - Belloq 2 CTB

Organization Name: Devon Energy Production Company LP

Submittal Status: 2020 Submittal (In Process)

#### Subject Item/Equipment (1 Subject Items)

Type	ID	Designation	Description	Status	Complete
<input type="radio"/>	Oil & Gas	AI -35503	Devon - Belloq 2 CTB	Active 04/09/2015	

Detail

Emissions

Add

Modify

Remove

Print

Export

Total Emissions

Review for Submittal

Request Support from NMED

#### Submittal Comments

2000 character maximum

Save Comments

#### File Attachments

Please Attach Calculations in Excel Spreadsheet Format

NOI and GCP facilities may or may not have existing equipment or subject items, depending on whether data was entered into the AQB database by permitting staff. If you have equipment or subject items that are not listed on the subject item list page, then follow the below instructions

for adding new equipment/subject item. If existing subject items at your facility do not match the listed equipment or is different than the equipment on your permit, please contact NMED through the “Request Support” button to inform us.

## New Required Header Information

Under the Submittal Information blue bar there are general questions about the facility. Respond to all questions then click on ‘Save Submittal Header Information’ to continue.

**Facility Annual Emissions - Subject Item List**

Agency ID: 26315  
Facility Name: Devon - Todd 36 Battery  
Organization Name: null  
Submittal Status: 2023 Submittal (In Process)

\*Facility NAICS Code:

**Submittal Information**

\*Was this facility active at any time during the year?

\*Oil & Gas Industry Segment (Hover over for help):

\*Did this facility run leased/fleet or temporary equipment that is not on the permit during the year?

Submittal Comments (2000 character maximum)

## Entering Details and Emission Data in AEIR

To enter the required details and emissions into a newly created or existing SI in AEIR, follow the steps below:

- 1) Click on the radio button for the subject item of interest and click on the “Detail” button to enter data.

The Facility Annual Emissions Subject Item Detail page (below) will appear requesting General Information, Supplemental Parameters, and Operating Details for the subject item. You may also enter any comments regarding your submittal in the comment field.

**Submittal Information**

\*Was this facility active at any time during the year? Yes

\*Oil & Gas Industry Segment (Hover over for help): Well Site [20.2.50.7.W.(3)]

\*Did this facility run leased/fleet or temporary equipment that is not on the permit during the year? No

Submittal Comments (2000 character maximum)

Save Submittal Header Information

**Subject Item/Equipment (6 Subject Items)**

Type	ID	Designation	Description	Status	Complete
<input type="radio"/> Oil & Gas	AI -32230	5021	Devon Energy - Burton Flat Deep Unit 14	Active 01/26/2013	
<input checked="" type="radio"/> Fugitives	RPNT-1	MSS	MSS_MSS0	Active 01/01/2020	
<input type="radio"/> Fugitives	RPNT-2	Fugitive	Fugitive_Fugitive0	Active 01/01/2020	
<input type="radio"/> Loading/Unloading Rack	EQPT-3	Oil Loading	Oil Loading_Oil Loading1	Active 01/01/2020	
<input type="radio"/> Tank - Above Ground	EQPT-1	Oil Tank_2961	Oil Tank_EQ000012961	Active 01/01/2020	
<input type="radio"/> Unpaved roads	AREA-1	Haul Roads	Haul Roads_Road0	Active 01/01/2020	

Detail

Emissions

Add

Modify

Remove

Export

Total Emissions

Request Support from NMED

## Facility Annual Emissions - Subject Item Detail Form

Please note that this page will expire if inactive for 30 minutes.

**Agency ID:** 35503  
**Facility Name:** Devon - Belloq 2 CTB  
**Organization Name:** null  
**Submittal Status:** 2022 Submittal (In Process)

**Facility NAICS Code:** 21112  
**Was this facility active at any time during the year?** Yes  
**Oil & Gas Industry Segment:** Well Site [20.2.50.7.W.(3)]  
**Leased/fleet/temporary equipment?** No

**Subject Item ID:** EQPT-7  
**Designation:** Engine\_4747  
**Description:** Engine\_EQ000144747  
**Type:** Internal combustion engine  
**SCC:** Internal Combustion Engines,  
Industrial, Natural Gas, 4-cycle  
Rich Burn

### General Information

**\*Was this equipment active at any time during the year?**

### Supplemental Parameters

**\*Fuel Type:**

	Amount	Unit of Measure
<b>*Materials Consumed:</b>	<input type="text"/>	<input type="text" value="Select one"/>
<b>*Fuel Heating Value:</b>	<input type="text"/>	<input type="text" value="Select one"/>
<b>Percent Sulfur of Fuel:</b>	<input type="text"/>	percent
<b>Percent Ash of Fuel:</b>	<input type="text"/>	percent
<b>Percent Carbon Content:</b>	<input type="text"/>	percent

### Operating Detail

Operating Detail Help	Value
<b>*Operating Time in Hours per Day:</b>	<input type="text"/>
<b>*Operating Time in Days per Week:</b>	<input type="text"/>
<b>*Operating Time in Weeks per Year:</b>	<input type="text"/>
<b>*Operating Time in Hours per Year:</b>	<input type="text"/>
<b>*Percent of Operation During Winter:</b>	<input type="text"/>
<b>*Percent of Operation During Spring:</b>	<input type="text"/>
<b>*Percent of Operation During Summer:</b>	<input type="text"/>
<b>*Percent of Operation During Fall:</b>	<input type="text"/>

### Subject Item Comments

2000 character maximum

Save

Cancel

## 2) General Information:

Indicate whether the subject item was active during the submittal year:

- If "Yes" is selected, please complete the information on the Details Form, as well as the

Emissions Form in the next step.

- If “No” is selected, all other fields will be greyed out. Click on “Save” then “Close” on the following Emissions Form to complete the subject item entry.

### 3) Supplemental Parameters

- Fuel Type: Select the fuel type that the subject item used.
- Materials Processed: Select the material that was processed through the subject item.
- Materials Consumed: Indicate how much material was processed through the subject item.
- Fuel Heating Value: Indicate the fuel heating value

## Operating Parameters

AEIR requires the operating details for each piece of equipment. The operating details are listed below with sample scenarios.

- i. Operating Time in Hours per Day: Enter the actual average number of hours the process operated during a normal workday for the reporting year. The number should not exceed 24.
- ii. Operating Time in Days per Week: Enter the actual average number of days the process operated during a normal workweek for the reporting year. The number should not exceed 7.
- iii. Operating Time in Weeks per Year: Enter the actual number of weeks the process operated during the reporting year. The number should not exceed 52.
- iv. Operating Time in Hours per Year: The hours per year should be consistent with the values entered for hours/day, days/week, and weeks/year, as entered. For certain pieces of equipment that do not run on a constant schedule, enter the precise total runtime throughout the year. In general, if equipment does not run at consistent intervals throughout the year, estimate the above three fields and mark an accurate representation of the actual yearly runtime in this field.
- v. Winter - January, February & December (%)
- vi. Spring - March, April & May (%)
- vii. Summer - June, July & August (%)
- viii. Fall - September, October & November (%): For each of the four meteorological seasons, specify the percentage of the total operating time attributable to each season. Estimates are acceptable. The total for all four seasons should equal 100%.

- 4) After clicking “Save” on the Subject Item Detail Form, you will be brought to the Subject Item Emissions Form. Fill out pollutants, emission amounts, and calculation methods used for each subject item during the submittal year. By default, the criteria pollutants are added onto each new subject item.

**Facility Annual Emissions - Subject Item Emissions Form**

Please note that this page will expire in **239** minutes.

**Agency ID:** 35503  
**Facility Name:** Devon - Belloq 2 CTB  
**Organization Name:** Devon Energy Production Company LP  
**Submittal Status:** 2020 Submittal (In Process)

---

**Subject Item ID:** EQPT-1  
**Designation:** Eng 01  
**Description:** Enter Description Here  
**Type:** Internal combustion engine  
**SCC:** Internal Combustion Engines, Industrial, Natural Gas, 4-cycle Rich Burn

Actual Pollutants (required)				
Pollutant	Amount	Unit of Measure	Calculation Method	Status
Volatile Organic Compounds (VOC):	<input type="text"/>	tons/y	Select one <input type="text"/>	Added
Sulfur Dioxide:	<input type="text"/>	tons/y	Select one <input type="text"/>	Added
Particulate Matter (2.5 microns or less):	<input type="text"/>	tons/y	Select one <input type="text"/>	Added
Particulate Matter (10 microns or less):	<input type="text"/>	tons/y	Select one <input type="text"/>	Added
Nitrogen Dioxide:	<input type="text"/>	tons/y	Select one <input type="text"/>	Added
Lead:	<input type="text"/>	tons/y	Select one <input type="text"/>	Added
Carbon Monoxide:	<input type="text"/>	tons/y	Select one <input type="text"/>	Added

To add additional pollutants, click on the “Add Pollutant” button, and to remove pollutants, click on the “Remove Pollutant” button. You can also set all emissions to zero. Be sure to select the appropriate calculation method from the drop-down menu.

By default, the criteria pollutants and VOCs are added onto each new subject item for convenience. For certain pieces of equipment that do not emit a specific pollutant, then simply remove that pollutant in AEIR. For example, tanks do not emit NO<sub>2</sub> but it will appear if this is an added piece of equipment, so use the ‘Remove Pollutant’ button to remove NO<sub>2</sub> for the tanks.

**Add a Pollutant**

Pollutant(s) To Add:

- Nitrogen Dioxide x
- Particulate Matter (10 microns or less) x
- Particulate Matter (2.5 microns or less) x
- Sulfur Dioxide x
- Volatile Organic Compounds (VOC) x

**Add Pollutant(s)** **Cancel**

5) Click on the “Save” button when you are finished filling out your emissions data. An example of a filled out Subject Item Emissions Form is shown below.

### Facility Annual Emissions - Subject Item Emissions Form

Please note that this page will expire in **237** minutes.

**Agency ID:** 35503  
**Facility Name:** Devon - Belloq 2 CTB  
**Organization Name:** Devon Energy Production Company LP  
**Submittal Status:** 2020 Submittal (In Process)

---

**Subject Item ID:** EQPT-1  
**Designation:** Eng 01  
**Description:** Enter Description Here  
**Type:** Internal combustion engine  
**SCC:** Internal Combustion Engines, Industrial, Natural Gas, 4-cycle  
 Rich Burn

**Actual Pollutants (required)**

Pollutant	Amount	Unit of Measure	Calculation Method	Status
<b>Volatile Organic Compounds (VOC):</b>	73.5	tons/y	Continuous Emission Monitoring (CEMS) v	Added
<b>Sulfur Dioxide:</b>	5	tons/y	Continuous Emission Monitoring (CEMS) v	Added
<b>Particulate Matter (2.5 microns or less):</b>	10.3	tons/y	Continuous Emission Monitoring (CEMS) v	Added
<b>Particulate Matter (10 microns or less):</b>	10.3	tons/y	Continuous Emission Monitoring (CEMS) v	Added
<b>Nitrogen Dioxide:</b>	109.6	tons/y	Continuous Emission Monitoring (CEMS) v	Added
<b>Lead:</b>	0.0	tons/y	Continuous Emission Monitoring (CEMS) v	Added
<b>Carbon Monoxide:</b>	58.7	tons/y	Continuous Emission Monitoring (CEMS) v	Added

**Set Emissions to Zero** **Save** **Add Pollutant** **Remove Pollutant** **Cancel**

After clicking “Save” on both the Details and Emissions Forms, a green check mark will appear in the “Complete” column next to your subject item on your submittal page. This indicates that all necessary information has been filled out for that subject item. If the green check mark does not appear, please doublecheck that all your information has been filled out correctly.

## Facility Annual Emissions - Subject Item List

Agency ID: 35503  
Facility Name: Devon - Belloq 2 CTB  
Organization Name: Devon Energy Production Company LP  
Submittal Status: 2020 Submittal (In Process)

Subject Item/Equipment (2 Subject Items)					
Type	ID	Designation	Description	Status	Complete
<input type="radio"/> Oil & Gas	AI -35503		Devon - Belloq 2 CTB	Active 04/09/2015	
<input type="radio"/> Internal combustion engine	EQPT-1	Eng 01	Enter Description Here	NEW 07/27/2020	✓

[Detail](#) [Emissions](#) [Add](#) [Modify](#) [Remove](#) [Print](#) [Export](#) [Total Emissions](#)

[Review for Submittal](#) [Request Support from NMED](#)

### Submittal Comments

2000 character maximum

[Save Comments](#)

### File Attachments

Please Attach Calculations in Excel Spreadsheet Format

At this point, the 'Review for Submittal' button appears, and the submittal is ready for the next level of review and subsequent Certification.

## Adding New Subject Items (Equipment) to a Submittal in AEIR

If equipment does not appear in AEIR, then use the instructions below to add equipment.

If equipment does not appear for your permitted facility (NSR and TV), then use Request Support. Once the permitting section has reviewed the request, then follow the instructions below.

The three buttons that appear if you are adding equipment are: "Add," "Modify," and "Remove," as shown below.

When creating subject items for engines and engine-powered equipment, enter these as separate subject items in AEIR. The engine is a combustion source, while the engine-powered equipment is not. For example, a crusher-engine combination should be entered as two separate subject items: one for the crusher and another for the internal combustion engine. The crusher does not use fuel so it is not considered to be combustion equipment and must be entered separately.

### Facility Annual Emissions - Subject Item List

Agency ID: 35503  
Facility Name: Devon - Belloq 2 CTB  
Organization Name: Devon Energy Production Company LP  
Submittal Status: 2020 Submittal (In Process)

Subject Item/Equipment (2 Subject Items)					
Type	ID	Designation	Description	Status	Complete
<input type="radio"/> Oil & Gas	AI -35503		Devon - Belloq 2 CTB	Active 04/09/2015	
<input type="radio"/> Internal combustion engine	EQPT-1	Eng 01	Enter Description Here	<b>NEW</b> 07/27/2020	

[Detail](#) [Emissions](#) [Add](#) [Modify](#) [Remove](#) [Print](#) [Export](#) [Total Emissions](#)

[Request Support from NMED](#)

#### Submittal Comments

2000 character maximum

[Save Comments](#)

#### File Attachments

Please Attach Calculations in Excel Spreadsheet Format

The figure shown above is an example of a facility with one newly added subject item or equipment.

To add subject items (equipment), follow the below steps:

- 1) When the "Add" button is selected, AEIR will bring you to the following page, where you can fill out information about the subject item you are trying to add. The ones marked by a red asterisk ("\*") are required. These parameters can be edited later by selecting the radio button for the subject item, then clicking on the "Modify" button on the submittal page.

## Facility Annual Emissions - New Equipment (Subject Item)

Please note that this page will expire in 240 minutes.

Agency ID: 35503

Facility Name: Devon - Belloq 2 CTB

Organization Name: Devon Energy Production Company LP

Submittal Status: 2020 Submittal (In Process)

### General Information (\* indicates a required field)

\*Unit Designation:

\*Unit Category:

\*Unit Type:

\*Description:

Manufacturer:

Rated Capacity:  Units:

Construction Date:

\*Source Classification:

(Select items from   
lists or enter   
the SCC)

( Source Classification Code (SCC) )

### Stack Information (\* indicates a required field / + indicates a required field depending on Type selected)

Existing facility stack:

OR

Stack ID	*Description	*Type	*Height Above Ground(ft)	+Temp. (F)	+Flow Rate (acfs)	+Velocity (ft/sec)	+Inside Diameter (ft)	Status
----------	--------------	-------	--------------------------	------------	-------------------	--------------------	-----------------------	--------

- 2) Unit Designation: the name or ID assigned by the company.
- 3) Unit Category: Select the correct category for the subject item or equipment. The categories include Activity, Area, Discharge Location, Equipment, Release Point, and Treatment. See Appendix A.
- 4) Unit Type: Select the Unit Type from the drop-down list, which is dependent on the Unit Category. See Appendix A.
- 5) Source Classification: Select or enter the Source Classification Code (SCC) for the subject item.
- 6) Stack Information: Each piece of equipment must have a stack. A new stack can be created by clicking on "Create New Stack". Please provide the required information for this stack.

*For Fugitive stacks, the description and height above ground (defaulted to 10 ft but can change) are required. For other stack types, all fields are required.*

**Stack Information** (\* indicates a required field / + indicates a required field depending on Type selected)

Existing facility stack:

OR

Stack ID	*Description	*Type	*Height Above Ground(ft)	+Temp. (F)	+Flow Rate (acfs)	+Velocity (ft/sec)	+Inside Diameter (ft)	Status
2	stack 1	Horizontal	60	1000C	90	45	0.5	NEW <input type="button" value="X"/>

An example subject item entry is illustrated below. (Note: These are not real values. This is a fictitious example.)

**Facility Annual Emissions - New Equipment (Subject Item)**

Please note that this page will expire in 239 minutes.

**Agency ID:** 35503  
**Facility Name:** Devon - Belloq 2 CTB  
**Organization Name:** Devon Energy Production Company LP  
**Submittal Status:** 2020 Submittal (In Process)

**General Information** (\* indicates a required field)

\*Unit Designation:

\*Unit Category:

\*Unit Type:

\*Description:

Manufacturer:

Rated Capacity:  Units:

Construction Date:

\*Source Classification:

(Select items from  lists or enter  the SCC)

( Source Classification Code (SCC) )

**Stack Information** (\* indicates a required field / + indicates a required field depending on Type selected)

Existing facility stack:

OR

Stack ID	*Description	*Type	*Height Above Ground(ft)	+Temp. (F)	+Flow Rate (acfs)	+Velocity (ft/sec)	+Inside Diameter (ft)	Status
0	Stack 01	Vertical	10	250	50	35	0.5	NEW <input type="button" value="X"/>

- 7) Click on the “Save” button when you are finished filling out information for the subject item. You will be brought back to the submittal page, and you should see the new subject item created. Repeat these steps for each subject item you need to add to your submittal.

## Facility Annual Emissions - Subject Item List

Agency ID: 35503

Facility Name: Devon - Belloq 2 CTB

Organization Name: Devon Energy Production Company LP

Submittal Status: 2020 Submittal (In Process)

### Subject Item/Equipment (2 Subject Items)

Type	ID	Designation	Description	Status	Complete
<input type="radio"/> Oil & Gas	AI -35503		Devon - Belloq 2 CTB	Active 04/09/2015	
<input type="radio"/> Internal combustion engine	EQPT-1	Eng 01	Enter Description Here	<b>NEW</b> 07/27/2020	

Detail

Emissions

Add

Modify

Remove

Print

Export

Total Emissions

Request Support from NMED

### Submittal Comments

2000 character maximum

Save Comments

### File Attachments

Please Attach Calculations in Excel Spreadsheet Format

Select the “Modify” and “Remove” buttons for new equipment modification or removal. The Remove button cannot be used for permitted and/or already existing equipment in our database.

*Note: Some NOI or GCP 2,3,5,6 facilities may already have subject items or equipment present in the submittal because they were entered into the Air Quality Bureau’s database during the permitting process. If these are incorrect, please contact us through the “Request Support” button.*

## Manage E-Sign

To certify emission inventory submittals, the Certifier must register under Manage E- Sign. Signing up for Manage E-Sign is a requirement for new and existing Certifiers. For new Certifiers, part of the process will involve identity verification. Be careful when entering information to identity proof yourself because only one attempt is possible under the current system. If online identity proofing fails, use an Electronic Subscriber Application and Agreement (ESAA) form to identity proof yourself. Refer to the images below for more information.

Use the resources available on the Emission Inventory Submittal webpage (<https://www.env.nm.gov/air-quality/ei-submittal/>) under the heading “Instructions to Certify Completed Inventory” to successfully sign-up for Manage E-Sign. AQB’s recorded training also demonstrates the Manage E-Sign signup process (<https://www.youtube.com/watch?v=g-ZO8HWS5Yw>).

Certifiers should register for Manage E-Sign as soon as possible. Registration/ is required before certifying emission inventory submittals.

Once information has been successfully entered for every subject item or equipment at a facility, resulting in a green check mark indicating completion, the “Review for Submittal” button will appear. At this time, new subject item or equipment can still be added, modified, or removed as necessary. If the submittal is complete, then select the “Review for Submittal” button to review your data in preparation for certification.

**Facility Annual Emissions - Subject Item List**

Agency ID: 35503  
Facility Name: Devon - Belloq 2 CTB  
Organization Name: Devon Energy Production Company LP  
Submittal Status: 2020 Submittal (In Process)

Subject Item/Equipment (2 Subject Items)					
Type	ID	Designation	Description	Status	Complete
<input type="radio"/> Oil & Gas	AI -35503		Devon - Belloq 2 CTB	Active 04/09/2015	
<input type="radio"/> Internal combustion engine	EQPT-1	Eng 01	Enter Description Here	NEW 07/27/2020	✓

Detail Emissions Add Modify Remove Print Export Total Emissions

Review for Submittal Request Support from NMED

Submittal Comments  
2000 character maximum

Save Comments

File Attachments  
Please Attach Calculations in Excel Spreadsheet Format

After review, you will be brought back to the AEIR home page, where you can select the radio button next to your reviewed facility and select the “Certify Submittal” button at the bottom of the home page.

[35503-Devon - Belloq 2 CTB](#)

2020 Submittal is Awaiting Certification (submitted by Sean Leister on 08/26/2020)

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

Edit Submittal

Certify Submittal

View Certified Submittal

Delete In Process Submittal

Get Current NMED Facility XML File

You will be brought to your emissions inventory submittal. To continue the certification process, select the “Certify All” button and agree to the statement.

**Home** **Admin Tools** **About AEIR** **Manage E-Sign** **Logout**

### Facility Annual Emissions - Subject Item List

**Agency ID:** 35503  
**Facility Name:** Devon - Belloq 2 CTB  
**Organization Name:** Devon Energy Production Company LP  
**Submittal Status:** 2020 Submittal (Submitted, Awaiting Certification)

Subject Item/Equipment (2 Subject Items)					
Type	ID	Designation	Description	Status	Complete
<input type="radio"/> Oil & Gas	AI -35503		Devon - Belloq 2 CTB	Active 04/09/2015	
<input type="radio"/> Internal combustion engine	EQPT-1	Eng 01	Enter Description Here	<b>NEW</b> 07/27/2020	✓

After agreeing to the statement by checking the box, select “I Certify this Submittal” to be transferred to Manage E-Sign. You will then be asked to download a Copy of Record (COR) for your records. In Manage E-Sign, enter your password, challenge question answer, and select the option to certify to officially submit your emissions inventory.

[35503-Devon - Belloq 2 CTB](#)

2020 Submittal is Certified, Awaiting NMED Approval (certified by Sean Leister on 02/22/2021)

After a successful certification, the AEIR home page will appear, and the status next to the certified submittal should read “Certified, Awaiting NMED Approval” as shown above. The submittal has been successfully submitted. If there are any questions with the submittal, the Bureau will be in contact.

Home Admin Tools About AEIR Manage E-Sign Logout

## Facility Annual Air Emissions Inventory Report 2020 Submittal Certification

Facility Name: **Devon - Belloq 2 CTB**  
 Organization Name: **Devon Energy Production Company LP**  
 NMED Agency ID: **35503**

**Certify Submittal**

I certify on behalf of the above identified facility and organization that the information and data submitted in this air emissions inventory report is as complete, true and accurate as possible to the best of my personal knowledge, professional expertise and experience. I have read and understand the NMED Electronic Subscriber Agreement and agree that I will be legally bound by my electronic signature.

Certified by Sean Leister on Monday, February 22, 2021

At this point, you will be taken to the CSI page to complete the Certification process. If you have not registered in CSI through Manage E-Sign, do so now.

Manage  
Electronic Signature Settings

**User Action**

SEP Username \*

Action \*

**New User Registration**

Help

If you are (1) an existing user using our new Electronic Signature system for the first time, or (2) a new user who has not yet registered with the system, select "New User Registration" and click submit.

If you are an existing user and need to (1) reset your password, or (2) reset your challenge questions, or (3) edit your profile, select the appropriate option and click submit.

**Note:** If you need to perform more than one of these

[NMED E-Signature] Registration Request and Electronic Subscriber Agreement (retain for your records)

✕ DELETE ← REPLY ← REPLY ALL → FORWARD ⋮



no-reply@state.nm.us  
Wed 1/27/2021 2:21 PM

Mark as unread

To:

Action Items

+ Get more apps

Please read the terms and click the link below to continue to registration.

By clicking the link below, as the person requesting authorization to prepare or submit electronic documents, you are acknowledging that you understand and agree to all of the following. Note that you **must** retain this e-mail as evidence of your agreement.

- I understand that this Electronic Signature Agreement allows me to submit electronic documents to the New Mexico Environment Department (NMED) Air Quality Bureau (aqb) under authorized programs in lieu of paper submissions.
- I agree to protect my unique electronic signature device from compromise and from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated log-in.
- I agree to contact the NMED AQB online application administrator at [NMENV-aqbeer@state.nm.us](mailto:NMENV-aqbeer@state.nm.us) or [NMENV-aqbaeir@state.nm.us](mailto:NMENV-aqbaeir@state.nm.us) as soon as possible, but no later than 24 hours, after suspecting or determining that my user name or password have become lost, stolen or otherwise compromised.
- I agree that I will review the contents of all electronic submissions prior to submission.
- I understand and agree that I will be held as legally bound, obligated, or responsible by my electronic signature as I would be by my hand-written signature.
- I understand that I will automatically receive an e-mail receipt from the NMED AQB for any submission that contains a valid electronic signature, identifying the document received, the signatory, and the date and time of receipt.
- I agree that I will contact the NMED AQB online application administrator if I do not receive an e-mail receipt as specified above within one business day for any online submission to the NMED AQB.
- I understand that I will have the opportunity to review the document submitted in a human-readable format and an opportunity to repudiate the electronic document based on this review.
- I understand that the NMED AQB online system will automatically reject any electronic document submitted without a valid electronic signature if such signature is required.
- I understand that the NMED AQB may contact the Company Official who authorized me as signatory for the company in order to verify my identity.
- I agree to notify the NMED AQB online application administrator at [NMENV-aqbeer@state.nm.us](mailto:NMENV-aqbeer@state.nm.us) or [NMENV-aqbaeir@state.nm.us](mailto:NMENV-aqbaeir@state.nm.us) if I cease to represent the regulated entity specified above as signatory as soon as this change in relationship occurs.
- I agree to retain a copy of this e-mail agreement as long as I continue to represent the regulated entity specified above as signatory of the company's electronic submissions.

Click [here](#) to register to certify copy-of-record documents, and to indicate your agreement with these requirements.

You are receiving this e-mail because you requested to register for the New Mexico Environment Department's Electronic Signature verification. If you did not request this registration, please contact [Linsey Hurst](mailto:Linsey.Hurst@state.nm.us), 505-476-4371, or [Nicholas Kohnen](mailto:Nicholas.Kohnen@state.nm.us), 505-476-4323 for Compliance Reporting in AQBCR, or [Roslyn Higgin](mailto:Roslyn.Higgin@state.nm.us), 505-476-4319, or [Sean Leister](mailto:Sean.Leister@state.nm.us), 505-222-9528 for Emissions Inventory in AEIR.

# Registration

NMED does not store any of this information except your name and email address. This information is used to attempt to verify your identity. Please enter your personal address and legal name as this will increase the chance of successfully identifying you. You will be notified of the outcome by email and if you are not identified electronically, you will be provided a link to obtain a paper form that must be notarized and received by NMED before you can electronically certify and sign a submittal.

## Identity Information

First Name *	MI	Last Name *
<input type="text" value="Test"/>	<input type="text"/>	<input type="text" value="TestCSI"/>
Birth Date (mm/dd/yyyy) *	Last 4 digits of SSN *	

## Help

Select from the following help topics: [Overview](#), [Identity Information](#), [Contact Information](#), [Password](#), and [Challenge Questions](#)

### Overview:

Use this page to register for signatory rights. After you enter the following information, it will be passed through an EPA database that will attempt to verify your identity. If successful, you will be able to begin certifying reports with your electronic signature immediately. If the automated identity

## Password

Password must contain 8-15 characters, one upper and one lower case letter, at least one number, and no special characters. Example: Nov2020turkey.

Password *	Confirm Password *
<input type="password"/>	<input type="password"/>

topics: [Overview](#), [Identity Information](#), [Contact Information](#), [Password](#), and [Challenge Questions](#)

### Overview:

Use this page to register for signatory rights. After you enter the following information, it will be passed through an EPA database that will attempt to verify your identity. If successful, you will be able to begin certifying

You will enter an answer to one of these challenge questions each time you certify a document.

### Question #1

<input type="text"/>
<input type="text"/>

### Question #2

Select from the following help topics: [Overview](#), [Identity Information](#), [Contact Information](#), [Password](#), and [Challenge Questions](#)

### Overview:

Use this page to register for signatory rights. After you enter the following information, it will be passed through an EPA database that will attempt to verify your identity. If successful, you will be able to begin certifying

<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
---------------------------------------	---------------------------------------

## [NMED E-Signature] Registration Complete

 DELETE  REPLY  REPLY ALL  FORWARD 



no-reply@state.nm.us

Wed 1/27/2021 2:27 PM

Mark as unread

To:

Congratulations! You are receiving this e-mail either because (1) your identity was successfully verified in the online CSI:NM program, or (2) we have processed and accepted your notarized ESAA form.

Your Electronic Signature registration is complete. You may now certify Copy-Of-Record documents for the New Mexico Environment Department (NMED).

If you have any questions about this process, please contact [Linsey Hurst](#), 505-476-4371, or [Nicholas Kohlen](#), 505-476-4323 for Compliance Reporting in AQBCR, or [Roslyn Higgin](#), 505-476-4319, or [Sean Leister](#), 505-222-9528 for Emissions Inventory in AEIR.

## Extensible Markup Language (XML)

XML files can be used to upload emission inventories through AEIR. This enhancement is intended for organizations with numerous facilities to expedite the process, but small companies can also utilize XML for reporting emissions. Calcatenate (refer to Appendix D) can be used to view, calculate, and export as an XML for upload.

When building XML files, refer to Appendices A and B as they contain information required for equipment. Appendix A provides information about valid subject item categories and types for a valid XML submission. Appendix B provides information about required general parameters for different subject item types.

## Retrieving an XML from AEIR

XMLs contain information about existing equipment directly from NMED's database and can be retrieved from AEIR on an individual facility or organizational level after registering for the associated facilities. Information on how to register for facilities in AEIR can be found in NMED's other guidance document titled "How to Access AEIR."

- Facility-level XML: contains existing information for an individual facility.

- Organizational-level XML (aka Bulk XML): contains information for all facilities registered for under an individual company.

The screenshot shows a list of hyperlinks. The first link, "DJR Operating LLC - NM", is circled in red and has a red arrow pointing to a red-bordered callout box that says "Click on an organization hyperlink to be brought to a page containing an organization-level XML (aka Bulk XML)". The link "31930-DJR - Blanco Wash Unit 401H" is circled in green and has a green arrow pointing to a green-bordered callout box that says "Click on a facility hyperlink to be brought to a page containing a facility-level XML".

[DJR Operating LLC - NM](#)

[3420-Bisti Centralized Compressor Site](#)

[31987-DJR - Lybrook A03-2206](#)

[34696-DJR - Escrito L32-2408](#)

[34144-DJR - Betonnie Tsosie Unit 601H](#)

[39032-DJR - Betonnie Tsosie Wash Unit M11-2308](#)

[31930-DJR - Blanco Wash Unit 401H](#)

[19960-DJR - Buena Suerte Compressor Site](#)

[33236-DJR - Corralles Canyon Unit 101H](#)

[39061-DJR - Crow Canyon Unit N19-2408](#)

[33074-DJR - Escrito A31-2409](#)

[32106-DJR - Escrito A36-2407](#)

[32873-DJR - Escrito D30-2408](#)

## Uploading an XML to AEIR

XMLs can be uploaded to AEIR in the “Create New Facility Emissions Inventory Submission” section on the AEIR homepage as shown on the screenshot below. Select “Browse...” to open an XML file from your computer, then select “Import an XML Data File for a New Submittal” to upload the XML to AEIR. AEIR will compare the XML file against its schema and determine if there are any errors within the XML file. Warnings and error messages will be displayed if they exist. Once the XML has been successfully uploaded to AEIR, reload the webpage and enter the submittal to manually review the upload.

Calcatenate can be used to calculate emissions and modify XML files. Refer to Appendix D for Calcatenate resources.

**Create New Facility Emissions Inventory Submission**

**Facility:**

**Reporting Year:**

**OR**

**XML Data File:**  No file selected.

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

**Create New Facility Emissions Inventory Submission**

The XML file has been processed and the results are as follows:

- \* The XML file provided is valid against the XML scheme.
- \* For facility: 326 / and year: 2020
  - Data has been saved in AEIR. Please review your information to ensure accuracy.

The XML import process has completed.

An example message detailing a successful XML upload to AEIR.