



Emission Inventory

Creating a New Submittal
in AEIR



Outline

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Navigating to AEIR Air Emissions Inventory Reporting

The screenshot shows the NMED website with a teal header. The header includes the NMED logo, a language selection for English, and a navigation bar with links to Home, About, Licenses and Permits, Compliance and Enforcement, PFAS in NM, Funding, Online Services, Library, and Public Participation. Below the header is a main content area with a teal background featuring a circular graphic of a landscape. The main title 'Emission Inventory Submittal' is displayed in large, bold, dark blue text. Below the title is a list of links: Air Quality Bureau Home, Air Pollutants, Air Monitoring, Permitting, Planning, Funding Opportunities, Emission Inventory, Modeling, and Compliance and Enforcement. To the right of the main content area is a sidebar with a light orange background. It features a phone icon and the heading 'Air Quality contacts'. It provides a link to a list of contacts and a phone number (505-476-4300). Below this is a section titled 'Register for email updates hosted for us by GovDelivery'. A large blue arrow points upwards from the 'Sign up for emails from NMED' text towards the 'Register for email updates' section.

- Access AEIR from NMED website: env.nm.gov/air-quality/ei-submittal
- Scroll further down page for training materials

Go to AEIR

Emission Inventory Submittal

Air Quality Bureau Home

Air Pollutants

Air Monitoring

Permitting

Planning

Funding Opportunities

Emission Inventory

Modeling

Compliance and Enforcement

2025 Emission Inventory

The New Mexico State Environment Department's Air Quality Bureau (the Bureau) is conducting air Emissions Inventory, excluding facilities in Bernalillo County and on Tribal Lands. This inventory applies to all major and non-major sources with air quality construction permits (20.2.72 NMAC or 20.2.74 NMAC) or operating permits (20.2.70 NMAC), including General Construction Permits (GCP) and sources with Notices of Intent (NOI) (20.2.73.200 NMAC) that meet the requirements in 20.2.73.300.C NMAC listed below.

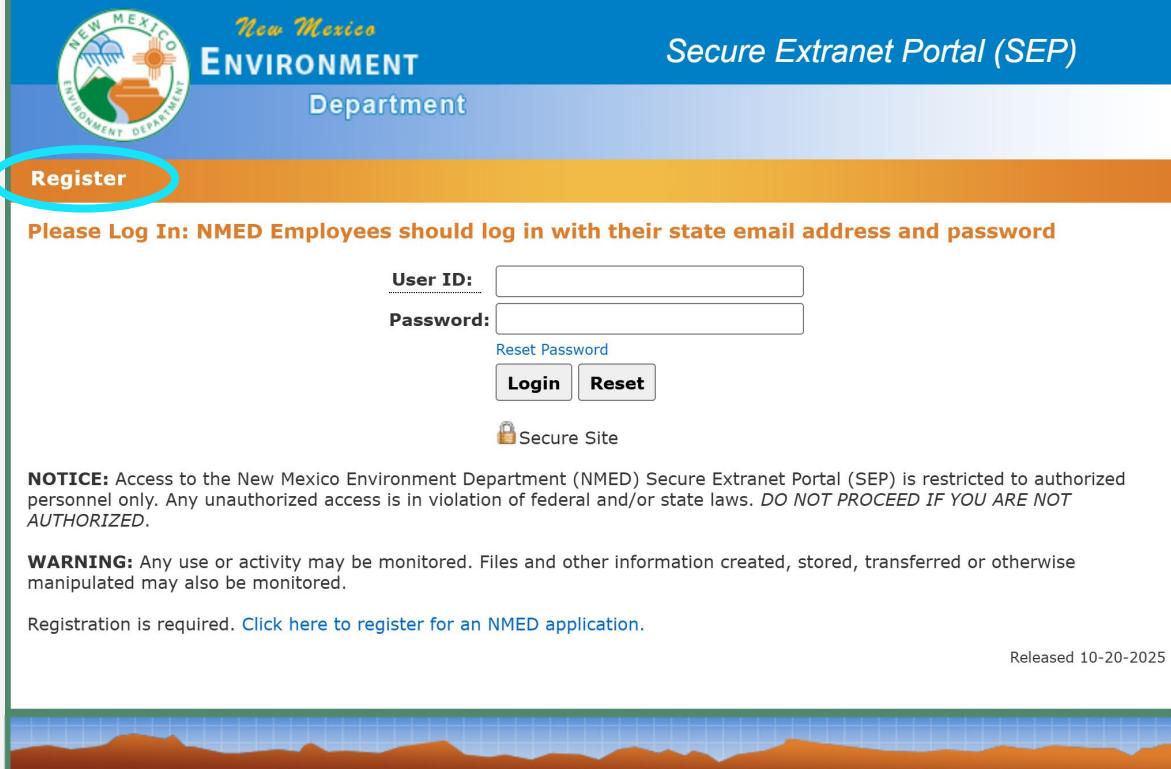
- Any source which emits, or has the potential to emit, 5 tons per year or more of lead or lead compounds, or 100 tons per year or more of PM10, PM2.5, sulfur oxides, nitrogen oxides, carbon monoxide, or volatile organic compounds shall submit an emissions report annually.
- Any source defined as a major source of hazardous air pollutants under 20.2.70 NMAC (Operating Permits) shall submit an emissions report annually.

Actual annual emissions of pollutants in the year 2025 can be reported to the Bureau starting in 2026 and are due by April 1 of 2026. Actual emissions are required to be submitted through the reporting tool, AEIR, provided by the Bureau. The Emission Inventory information can be found in the [2025 Emission Inventory Frequently Asked Questions \(FAQ\)](#).

Interactive Training



Secure Extranet Portal (SEP)



New Mexico
ENVIRONMENT
Department

Secure Extranet Portal (SEP)

Register

Please Log In: NMED 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 10-20-2025

- Sign in to SEP, the Secure Extranet Portal
- Register through link if you do not have an account

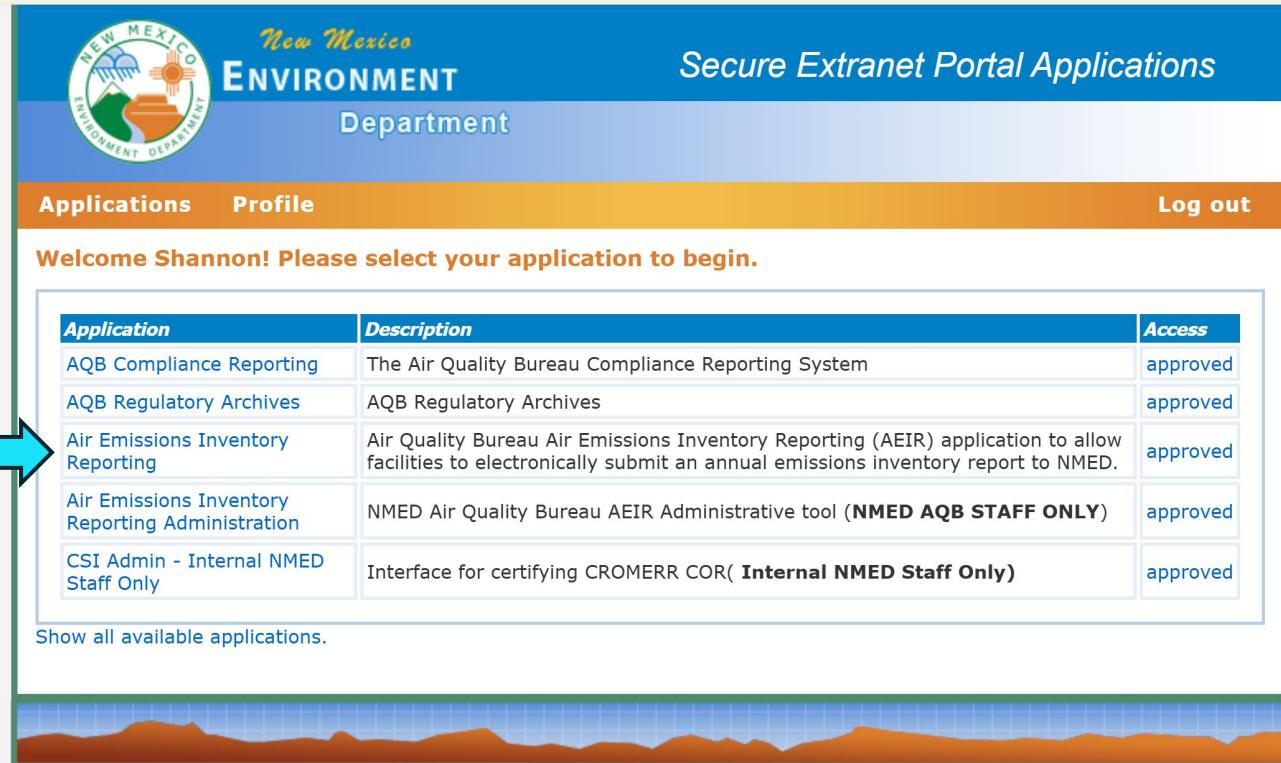


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Accessing AEIR

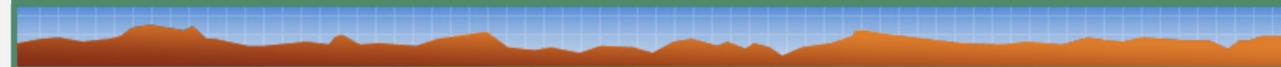
Click on Air
Emissions Inventory
Reporting (AEIR) 



The screenshot shows the login page for the New Mexico Environment Department's Secure Extranet Portal Applications. The header features the NM Environment logo and the text "Secure Extranet Portal Applications". The navigation bar includes "Applications", "Profile", and "Log out". A welcome message says "Welcome Shannon! Please select your application to begin." Below is a table of applications:

Application	Description	Access
AQB Compliance Reporting	The Air Quality Bureau Compliance Reporting System	approved
AQB Regulatory Archives	AQB Regulatory Archives	approved
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.	approved
Air Emissions Inventory Reporting Administration	NMED Air Quality Bureau AEIR Administrative tool (NMED AQB STAFF ONLY)	approved
CSI Admin - Internal NMED Staff Only	Interface for certifying CROMERR COR(Internal NMED Staff Only)	approved

[Show all available applications.](#)





AEIR Homepage



The screenshot shows the homepage of the New Mexico Environment Department's Annual Emissions Inventory Reporting (AEIR) system. The top navigation bar includes the NM Environment logo, "New Mexico ENVIRONMENT Department", "Home", "About AEIR", "Manage E-Sign", and "Logout". The main content area is titled "Annual Emissions Inventory Reporting" and features a welcome message: "Welcome to the New Mexico Environment Department Air Quality Bureau Annual Air Emissions Reporting Home Page". Below this, a "News and Information" section is titled "Important NMED News for Air Emissions Inventory Reporters" and lists the following points:

- AEIR submittals for 2025 are due by April 1, 2026.
- Additional resources and instructions can be found here: [EI Submittal](#)
- We recommend using the latest version of Firefox, Edge, or Chrome for best compatibility with AEIR.
- IMPORTANT NOTE: EXCESS EMISSIONS MUST BE INCLUDED IN YOUR SUBMITTAL**

If you have any questions, please contact Roslyn Higgin at 505-629-7677, Shannon Lopez at 505-629-6283, or Nevil Franco at 505-795-4919. roslyn.higgin@env.nm.gov, shannon.lopez@env.nm.gov, nevil.franco@env.nm.gov

[Register For Additional Facilities and/or Roles at Your Existing Facilities](#)

- Read the News and Information bulletin
- Register for additional facilities or roles if needed
- Scroll down to edit or create new submittals (see next slide)



AEIR Homepage Sections

Facility and Organization Emissions Reporting

Display Options:

Show only facilities that are currently active or were active in the current submittal year

Ameredev II LLC

2023 GHG Submittal is Certified, Awaiting NMED Approval (certified by [REDACTED] on 04/04/2024)

38440-Camellia CTB

2020 Submittal is Certified, Awaiting NMED Approval (certified by [REDACTED] on 03/29/2021)

[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](#)

Create New Facility Emissions Inventory Submission

Facility: Select or search for a facility...

Reporting Year: Select a facility first ▾

[Create New Annual Reporting Year Submittal](#)

OR

XML Data File: Choose File No file chosen

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

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

Create New Organization Greenhouse Gas (GHG) Emissions Inventory Submission

Organization: Select or search for an organization...

Reporting Year: Select an organization first ▾

[Create New GHG Annual Reporting Year Submittal](#)

Choose the correct Section:

- **Facility and Organization Emissions Reporting**
 - May have to scroll through many facilities, or use ctrl-f to search for an AI number
 - Edit, certify, or delete in-process submittals
 - Download current facility xml
- **Create New Facility EI Submission**
 - Select the facility through the drop-down, then select the reporting year
 - Choose to create manually, or import an xml file
- **Create New GHG EI Submission**
 - Select an organization and reporting year



AEIR

[2293-Waukesha F817 G No2440](#)

- 2020 Submittal is Certified, Awaiting NMED Approval (certified by [REDACTED] on 04/01/2021)
- 2023 Submittal is Certified, Awaiting NMED Approval
- 2024 Submittal is Certified, Awaiting NMED Approval (certified by [REDACTED] 10/02/2025)

Register For Additional Facilities and/or Roles at Your Existing Facilities

[Edit Submittal](#)

[Certify Submittal](#)

[View Certified Submittal](#)

[Delete In Process Submittal](#)

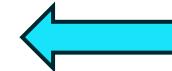
[Get Current NMED Facility XML File](#)

Create New Facility Emissions Inventory Submission

Facility:

Reporting Year:

[Create New Annual Reporting Year Submittal](#)



OR

XML Data File: No file chosen

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

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

Create New Organization Greenhouse Gas (GHG) Emissions Inventory Submission

Organization:

Reporting Year:

[Create New GHG Annual Reporting Year Submittal](#)

- The next pages will go through an example of “Create New Annual Reporting Year Submittal”



Create New Annual Reporting Year Submittal

Facility Annual Emissions - Subject Item List

Agency ID: 1008
Facility Name: [REDACTED]
Organization Name: [REDACTED]
Submittal Status: 2021 Submittal (In Process)
*Facility NAICS Code: 21112 - Crude Petroleum Extraction

Submittal Information

*Was this facility active at any time during the year? Yes [1]
*Oil & Gas Industry Segment (Hover over for help): Select One [2]
*Did this facility run leased/fleet or temporary equipment that is not on the permit during the year? Yes [3]
*Number of Engines: 0 [4]
*Number of Tanks: 0
*Number of Flares: 0
*Number of Heaters: 0
*Number of Other Equipment: 0
Submittal Comments (2000 character maximum): [REDACTED]

Save Submittal Header Information [5]

Subject Item/Equipment (8 Subject Items)

Type	ID	Designation	Description	Status	Complete
<input type="radio"/> Oil & Gas				Active	
<input type="radio"/> Heater	EQPT-7	TH-11 to TH-13	Tank Heaters (6/8/15- removed TH-1 to TH-10)	Active	06/08/2015
<input type="radio"/> Heater	EQPT-8	SH-2 to SH-3	Separator Heaters (6/8/15- removed SH-1)	Active	07/18/2011
<input checked="" type="radio"/> Internal combustion engine	EQPT-5	PJ-1	Arrow C-96	Active	06/05/2001
<input type="radio"/> Internal combustion engine	EQPT-11	E-2	Arrow VRG330 Engine	Active	09/30/2014
<input type="radio"/> Stack/Vent	RPNT-1	SSM	Start up Shut down and Maintenance	Active	07/19/2011
<input type="radio"/> Tank - Above Ground	EQPT-9	BGT-2	Pit Sump Liquids (6/8/15- removed BGT-1)	Active	07/18/2011
<input type="radio"/> Tank - Above Ground	EQPT-10	PWT 11 to 13	Produced Water Tanks (6/8/15- removed PWT-1 to PWT-10)	Active	07/18/2011

Detail Emissions Add Modify Remove Export Total Emissions

Request Support from NMED

File Attachments
Please attach calculations following the requirements in the Emissions Inventory Guidance Document.

Attach File to Submittal

- 1 - Check that the NAICS Code is correct, select correct code if it is not
- 2 - If facility was not active during the year, then no further information will be required
- 3 - Choose an Oil & Gas Industry Segment for the facility from the drop-down menu:

Oil and Gas Segment Choices in AEIR
Production
Gathering and Boosting
Natural Gas Processing Plant
Transmission
Underground Natural Gas Storage and LNG Storage
NA (if company is not oil and gas related)
- 4 - If facility runs on leased or temporary equipment, the number of equipment must be entered, but emissions for that equipment is not collected
- 5 - Save Submittal Header Information before proceeding to Subject Item section



Create New Annual Reporting Year Submittal

Facility Annual Emissions - Subject Item List

Agency ID: 1008
Facility Name:
Organization Name:
Submittal Status: 2022 Submittal (In Process)
*Facility NAICS Code: 21112 - Crude Petroleum Extraction

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 (8 Subject Items)

Type	ID	Designation	Description	Status	Complete
<input type="radio"/> Oil & Gas				Active	06/08/2015
<input checked="" type="radio"/> Heater	EQPT-7	TH-11 to TH-13	Tank Heaters (6/8/15- removed TH-1 to TH-10)	Active	07/18/2011
<input type="radio"/> Heater	EQPT-8	SH-2 to SH-3	Separator Heaters (6/8/15- removed SH-1)	Active	07/18/2011
<input type="radio"/> Internal combustion engine	EQPT-5	PJ-1	Arrow C-96	Active	06/05/2001
<input type="radio"/> Internal combustion engine	EQPT-11	E-2	Arrow VRG330 Engine	Active	09/30/2014
<input type="radio"/> Stack/Vent	RPNT-1	SSM	Start up Shut down and Maintenance	Active	07/19/2011
<input type="radio"/> Tank - Above Ground	EQPT-9	BGT-2	Pit Sump Liquids (6/8/15- removed BGT-1)	Active	07/18/2011
<input type="radio"/> Tank - Above Ground	EQPT-10	PWT 11 to 13	Produced Water Tanks (6/8/15- removed PWT-1 to PWT-10)	Active	07/18/2011

2 Detail Emissions Add Modify Remove 1 Export Total Emissions

3 Request Support from NMED

File Attachments
Please attach calculations following the requirements in the Emissions Inventory Guidance Document.

Attach File to Submittal

- **Subject Item Section**
 - All equipment on the permit will be shown
 - First line can not be edited and tells the permit type
 - 1 - Equipment can be added, modified, and removed for some facilities
 - If the add/modify/remove buttons do not appear, then click on "Request Support from NMED"
 - See "How to Manually Add Equipment in AEIR" pdf for more information
 - From this page, each piece of equipment must have details and emissions entered.
 - 2 - Select equipment
 - 3 - Click "Detail" to begin entering information about that equipment



Subject Item Detail

Facility Annual Emissions - Subject Item Detail Form

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

Agency ID: 1008
Facility Name:
Organization Name:
Submittal Status: 2021 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-5
Designation: PJ-1
Description: Arrow C-96
Type: Internal combustion engine
SCC: Internal Combustion Engines, Industrial, Natural Gas, 4-cycle
Rich Burn

General Information

1. *Was this equipment active at any time during the year? Select one

Supplemental Parameters

2. Fuel Type: Select one
Materials Consumed: Amount Unit of Measure Select one
Fuel Heating Value: Select one percent
Percent Sulfur of Fuel: percent
Percent Ash of Fuel: percent
Percent Carbon Content: percent

Operating Detail

3. Operating Detail Help
Operating Time in Hours per Day: Value
Operating Time in Days per Week:
Operating Time in Weeks per Year:
Operating Time in Hours per Year:
Percent of Operation During Winter:
Percent of Operation During Spring:
Percent of Operation During Summer:
Percent of Operation During Fall:

Subject Item Comments

2000 character maximum

4. Save Cancel

- Must enter all details for the specific type of equipment.
- 1 – General Information
 - If equipment was not active, that is all the information required before clicking “Save”
- 2 – Fill in Supplemental Parameters section
 - This section varies based on the type of equipment
 - This example is for an engine, but a tank would only ask for the type of materials processed
- 3 – Complete Operating Details section
- 4 – Click “Save” to proceed to the Emissions page for this piece of equipment



Subject Item Emissions Form

Facility Annual Emissions - Subject Item Emissions Form

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

Agency ID: 1008
Facility Name: [REDACTED]
Organization Name: [REDACTED]
Submittal Status: 2021 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-5
Designation: PJ-1
Description: Arrow C-96
Type: Internal combustion engine
SCC: Internal Combustion Engines, Industrial, Natural Gas, 4-cycle Rich Burn

Actual Pollutants (required)

ONLY Actual Emissions must be entered in this section. Please do NOT enter Permitted or Potential values.

Pollutant	Amount	Unit of Measure	Calculation Method	Status
Nitrogen Dioxide:		tons/y	Estimate	
Particulate Matter (2.5 microns or less):		tons/y	Select one	Added

Set Emissions to Zero

2

Save

Add Pollutant

Remove Pollutant

Cancel

1

airr.air.net-q.env.nm.gov says

Please note that you should not report GHG emissions for the facility on this submittal if you are also reporting them on an organizational-level GHG submittal. Are you sure that you want to continue?

OK

Cancel

- 1 - User must enter actual emissions for the specific equipment as well as the calculation method used
- Pollutant section is populated with the pollutants from the previous submittal
- Pollutants can be added or removed
- Greenhouse gases can be entered here
 - They should only be entered if not reporting GHG in an organization level submittal
- 2 - Click "Save" to go to next equipment
 - There is a pop-up reminder about GHG before submitting



Subject Item List - Complete

Facility Annual Emissions - Subject Item List

Agency ID: 1008

Facility Name:

Organization Name:

Submittal Status: 2021 Submittal (In Process)

*Facility NAICS Code: 21112 - Crude Petroleum Extraction

Submittal Information

*Was this facility active at any time during the year? Yes No

*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? Yes No

Submittal Comments (2000 character maximum)

Save Submittal Header Information

Subject Item/Equipment (8 Subject Items)

Type	ID	Designation	Description	Status	Complete
<input type="radio"/> Oil & Gas				Active 06/08/2015	
<input type="radio"/> Heater	EQPT-7	TH-11 to TH-13	Tank Heaters (6/8/15- removed TH-1 to TH-10)	Active 07/18/2011	✓
<input type="radio"/> Heater	EQPT-8	SH-2 to SH-3	Separator Heaters (6/8/15- removed SH-1)	Active 07/18/2011	✓
<input type="radio"/> Internal combustion engine	EQPT-5	PJ-1	Arrow C-96	Active 06/05/2001	✓
<input type="radio"/> Internal combustion engine	EQPT-11	E-2	Arrow VRG330 Engine	Active 09/30/2014	✓
<input type="radio"/> Stack/Vent	RPNT-1	SSM	Start up Shut down and Maintenance	Active 07/19/2011	✓
<input type="radio"/> Tank - Above Ground	EQPT-9	BGT-2	Pit Sump Liquids (6/8/15- removed BGT-1)	Active 07/18/2011	✓
<input type="radio"/> Tank - Above Ground	EQPT-10	PWT 11 to 13	Produced Water Tanks (6/8/15- removed PWT-1 to PWT-10)	Active 07/18/2011	✓

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

2

Review for Submittal

Request Support from NMED

File Attachments

Please attach calculations following the requirements in the Emissions Inventory Guidance Document.

1

Attach File to Submittal

- Back at the Subject Item page
 - A green check mark will appear for equipment that has completed the "Detail" and "Emissions" pages
 - Continue with each equipment until all are marked complete
- 1 - Attach files for all emissions calculations
- 2 - Once all equipment are complete, and files are attached, select "Review for Submittal"
- Other options on this page:
 - Total Emissions – click here to see a pop-up with actual total pollutants reported for the facility in this submittal
 - Export – Creates a csv file with all equipment and emissions details in this submittal



Review for Submittal

Facility Annual Emissions - Subject Item Submittal Review

Agency ID: 1008

Facility Name: [REDACTED]

Organization Name: [REDACTED]

Submittal Status: 2021 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: RPNT-1

Designation: SSM

Description: Start up Shut down and Maintenance

Type: Stack/Vent

SCC: Industrial Processes, Oil and Gas Production, Natural Gas Production, Other Not Classified

General Information

Was this equipment active at any time during the year? Yes

Supplemental Parameters

Operating Detail

	Value
Operating Time in Hours per Day:	24
Operating Time in Days per Week:	7
Operating Time in Weeks per Year:	52
Operating Time in Hours per Year:	8760
Percent of Operation During Winter:	25
Percent of Operation During Spring:	25
Percent of Operation During Summer:	25
Percent of Operation During Fall:	25

Edit

Actual Pollutants

Pollutant	Amount	Unit of Measure	Calculation Method
Carbon Monoxide:	10.0	tons/y	Estimate
Methane (vented):	20.0	metric tons/y	40 CFR 98 Subpart W
Volatile Organic Compounds (VOC):	20.0	tons/y	Design calculation

Edit

Subject Item Comments

1

Edit

[Back to List](#)

[<< Previous SI](#)

[Next SI >>](#)

[Print SI](#)

[Print All](#)

[Export All](#)

[Cancel](#)

Subject Item #5 of 7

- After selecting “Review for Submittal,” the first Subject Item details will be shown for review
- Confirm information is correct
- **1** – Select “Next SI”, repeat for each piece of equipment
- **2** - Once all SI have been reviewed, a new button will appear. Select “Submit for Certification” as shown:

Subject Item Comments
6

Edit
2

Back to List
<< Previous SI
Print SI
Print All
Export All
Submit for Certification
Cancel



Submit for Certification

aeir.air.net-q.env.nm.gov says

Have you attached all calculations and other attachments?

OK

Cancel

1

Compressor Station

2020 Submittal is Certified

2023 Submittal is Certified

2024 Submittal is Awaiting Certification

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](#)

Create New Facility Emissions Inventory Submission

Facility: Select or search for a facility...

Reporting Year: Select a facility first

[Create New Annual Reporting Year Submittal](#)

OR

XML Data File: Choose File No file chosen

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

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

Create New Organization Greenhouse Gas (GHG) Emissions Inventory Submission

Organization: Select or search for an organization...

Reporting Year: Select an organization first

[Create New GHG Annual Reporting Year Submittal](#)

- 1 - After submitting for certification, a pop-up will ask for confirmation that all necessary attachments are included
 - See next slide for information on what must be included in attachments
- After selecting “Ok” the system will return to the main page, and the submittal will be “Awaiting Certification”
- If assistance with certification is needed, there is a certification training video and pdf at
<https://www.env.nm.gov/air-quality/ei-submittal/>



Calculation Spreadsheet Requirements

Include the following for each type of equipment:

- ❑ Emission Factors
- ❑ Calculation Method
- ❑ Actual Parameters Used in Calculation
- ❑ Example Calculation for Each Type of Equipment
- ❑ Gas Analysis
- ❑ Stack Test Results

Very important to submit Actual Emissions and not Permitted Emissions

- ❑ Permitted Emissions are the maximum allowable emissions and are outlined in the permit
- ❑ Actual Emissions are measured or calculated
 - Keeping track of operating hours, production rates, and quantities of materials processed, stored, or combusted over the calendar year for each emission unit is useful for these calculations



Methods of Determining Actual Emissions

Tier 1 – Preferred

- Actual Compliance Stack Test
- Continuous Emissions Monitoring (CEMS)

Tier 2

- Process Simulator
- Manufacturer Specification
- Vendor Supplied Emission Factors

Tier 3

- EPA Approved Emission Factor

Tier 4

- TANKS 4.09
- GRI-HAPCalc 3.0 or 4.0
- Vasquez Beggs
- Material Balance (only for construction industry)