New Mexico Environment Department
Air Quality Bureau
525 Camino de los Marquez, Suite 1
Santa Fe, NM 87505
Phone (505) 476-4300
Fax (505) 476-4375

Version 06.07.13

ELECTRONIC SUBSCRIBER APPLICATION AND AGREEMENT (ESAA)

INSTRUCTIONS FOR COMPLETING FORM

SECTION I - GENERAL OWNER AND OPERATOR (OR CONTRACTOR) INFORMATION

A. Owner Information

Required, please fill out all fields.

B. Operator (Or Contractor) Information

Only required if Operator is different from owner, or if a Contractor is requesting authorization to submit electronic reports on behalf of the Owner. Please fill out all fields.

SECTION II.A - PERSON REQUESTING AUTHORIZATION TO SUBMIT ELECTRONIC REPORTS

Required, please fill out all fields.

SECTION II.B - AUTHORIZING COMPANY OFFICIAL

Required, please fill out all fields. The Authorizing Company Official **cannot** be the same as the person Requesting Authorization to Submit Electronic Reports.

PLEASE NOTE – The Authorizing Company Official does NOT need to be a Title V Responsible Official.

SECTION III - ONLINE APPLICATIONS AND ROLES FOR WHICH YOU ARE REQUESTING AUTHORIZATION

You may request authorization to submit electronic reports for more than one NMED Online Application.

A.1 Air Emission Inventory Reporting (AEIR) – If requesting access to submit reports to the AEIR application, you must also select a corresponding role. You may choose (either/or all) Facility Administrator, Submitter or Certifier. Each role has the ability to enter data, however only Certifiers designated by the Facility Admin can certify the submittal.

Facility Administrator – Every organization must designate one Facility Administrator (FA) and at least one alternate. The FA manages the users from your organization by approving/disapproving data Submitters and data Certifiers.

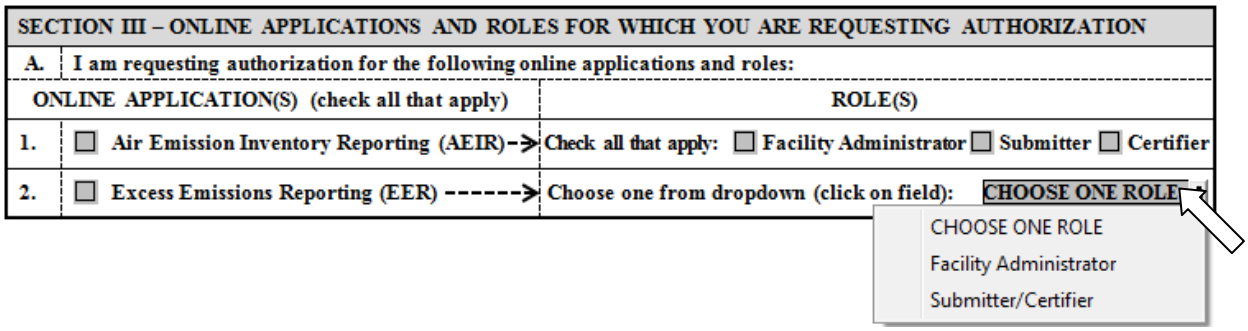
Submitter – Can only enter data for facilities authorized by the FA.

Certifier – The only role, as designated by the FA that can certify a submittal. Certifiers are considered the owner, operator or responsible official as defined in 20.2.70 NMAC.

If you have any additional questions about the roles of Facility Administrator, Submitter or Certifier, contact the NMED AQB AEIR Administrator at:

NMENV-aqbaeir@state.nm.us

A.2 Excess Emissions Reporting (EER) – If requesting access to submit reports to the EER application, you must also select a corresponding role. You may only choose one role from the dropdown (see screenshot below), either Facility Administrator or Submitter/Certifier. Either role is authorized to submit electronic reports.



Facility Administrator – Every organization must designate one Facility Administrator (FA) and at least one alternate. The FA is the primary point of contact between the AQB and your organization. In addition, the FA manages the users from your organization by providing preliminary approval/disapproval of Submitter/Certifiers.

Submitter/Certifier – Can only submit electronic reports for the facilities authorized by the FA.

If you have any additional questions about the roles of Facility Administrator or Submitter/Certifier, please contact the NMED AQB EER Administrator at: NMENV-aqbeer@state.nm.us.

SECTION IV – ELECTRONIC SIGNATURE AGREEMENT

Please type or print your name in the field at the top of the page.

SECTION V.A – CERTIFICATION BY PERSON REQUESTING AUTHORIZATION TO SUBMIT ELECTRONIC REPORTS

V.A.1 – Please type or print your name.
V.A.2 – Please include your job title.
V.A.3 – Date you are having document notarized.
V.A.4 – Please sign in front of notary.
V.A.5 – Choose appropriate response.

PLEASE NOTE – Signature of Person Requesting Authorization to Submit Electronic Reports must be notarized.

SECTION V.B – CERTIFICATION BY AUTHORIZING COMPANY OFFICIAL

V.A.1 – Please type or print your name.
V.A.2 – Please include your job title.
V.A.3 – Date you are having document notarized.
V.A.4 – Please sign in front of notary.
V.A.5 – Please type or print name of your company or organization.
V.A.6 – Choose appropriate response.

PLEASE NOTE – Signature of Authorizing Company Official must be notarized.

MAIL THE ESAA TO:

New Mexico Environment Department
Air Quality Bureau
525 Camino de los Marquez, Suite 1
Santa Fe, NM 87505
Attn: CROMERR ESAA

PLEASE NOTE – The ESAA must be accompanied by a cover letter on the letterhead of the authorizing company. Please indicate in the letter whom to contact if additional information is required. The cover letter must be signed by the authorizing company official.

CHECK FOR COMPLETENESS (Strongly Recommended)			
A.1	ESAA accompanied by cover letter on company letterhead?	☐ Yes	☐ No
A.2	Cover letter signed by authorizing company official?	☐ Yes	☐ No
A.3	Fields in Sections I.A, II.A & II.B filled out completely (Section I.B required only if applicable)?	☐ Yes	☐ No
A.4	Person Requesting Authorization in Section II.A different from Authorizing Company Official in Section II.B?	☐ Yes	☐ No
A.5	At least one online application selected in Section III?	☐ Yes	☐ No
A.6	Roles chosen in Section III for each online application selected?	☐ Yes	☐ No
A.7	Name of person requesting authorization typed or printed in Section IV?	☐ Yes	☐ No
A.8.1	Section V.A.1, 2 & 3: Name of person requesting authorization typed or printed, Title, Date?	☐ Yes	☐ No
A.8.2	Section V.A.4: Signature of person requesting authorization?	☐ Yes	☐ No
A.8.3	Section V.A.1 & 4: Signature of person requesting authorization matches name typed or printed?	☐ Yes	☐ No
A.8.4	Section V.A: Signature of person requesting authorization is notarized?	☐ Yes	☐ No
A.9.1	Section V.B.1, 2 & 3: Name of authorizing company official typed or printed, Title, Date	☐ Yes	☐ No
A.9.2	Section V.B.4: Signature of authorizing company official?	☐ Yes	☐ No
A.9.3	Section V.B.1 & 4: Signature of authorizing company official matches name typed or printed?	☐ Yes	☐ No
A.9.4	Section V.B.5: Name of company or organization is typed or printed?	☐ Yes	☐ No
A.9.5	Section V.B: Signature of authorizing company official is notarized?	☐ Yes	☐ No