



New Mexico Environment Department
Air Quality Bureau
Compliance and Enforcement Section
1301 Siler Road, Building B
Santa Fe, NM 87507
Phone (505) 476-4300
Fax (505) 476-4375



Version 06.23.09

SELF REPORTING FORM INSTRUCTIONS

OVERVIEW

A Self Reporting Form is used to provide detailed information to the Air Quality Bureau (AQB) regarding any exceedence of or deviation from an applicable permit condition or regulation. Submit this form to the AQB with a current Reporting Submittal Form (<http://www.nmenv.state.nm.us/aqb/forms/Submittal%20Form.doc>).

When submitting the Self Reporting Form, be sure to enter the following information in Section II of the Reporting Submittal Form:

1. Check Section II.G, "Requirement of an Enforcement Action or Self Reporting Form."
2. Check "Other" in the adjacent field.
3. Leave the "Section" field blank.
4. Enter "Self Reporting Form" in the description.

If you have any other questions regarding completion of the Reporting Submittal Form, please refer to the instructions (<http://www.nmenv.state.nm.us/aqb/forms/SubmittalFormInstructions.pdf>).

If you have any additional questions, please contact the AQB Compliance and Enforcement Section by email at: submittals.aqb@state.nm.us.

The Self Reporting Form is a Microsoft Word form document that will only allow data entry in text fields. The fields will expand to accommodate text as needed.

SECTION I – GENERAL INFORMATION

1. Company Name: Write or type the name of the company that owns or operates the facility.
2. Facility Name: Write or type the facility name as designated by the current permit (if applicable).
3. Facility Location: Approximate location of facility (i.e.; 9.2 miles southeast of Artesia, Eddy County).
4. NSR Permit Number: Permit number of current state construction permit (i.e.; 9456-M1, GCP-XXX, PSD-NM- 4343).
5. Title V Permit Number: Permit number of current title V permit (i.e.; P456-R2-M1). If you do not have a Title V permit, you may leave this field blank.
6. Today's Date: Date form is mailed to the AQB.

SECTION II – DESCRIPTION OF EXCEEDENCE OR DEVIATION

Description of Exceedence or Deviation from Permit or Regulatory Requirement. Please be as detailed as possible: Describe details of the situation resulting in exceedence of or deviation from the permit condition or regulation.

i.e.; "On January 6, 2008, ABC Company received a report for a stack test conducted on December 8, 2007 by Stack Testing Consulting Company. The test was conducted on emission unit EU-27 for NO_x and CO as required by permit condition 3.4.2. Test results indicated that the NO_x emission rate was 27.2 lbs/hr, in excess of the permitted emission rate of 24.5 lbs/hr as specified by permit condition 3.2."

SECTION III – APPLICABLE REQUIREMENT DETAILS

1. Permit number and condition or specific regulatory citation that was exceeded or deviated from: List the specific permit condition or the specific regulatory citation that is applicable (i.e.; Permit Number P456-R2-M1, Condition 3.2 or 40 CFR 60, Section 60.332(a)(2)).
2. Reproduce text (in its entirety) of permit number and condition or specific regulatory citation: Copy and paste applicable text (or less desirably, re-type it).
i.e.; “No owner or operator subject to the provisions of this subpart shall discharge or cause the discharge into the atmosphere from any fluid catalytic cracking unit catalyst regenerator any gases that contain carbon monoxide (CO) in excess of 500 ppm by volume (dry basis).”
3. Applicability Criteria for State or Federal Regulation (not required for permit condition): If the regulatory citation in III.1 above is a permit condition, you may leave 3.a, 3.b and 3.c blank. If the citation is a state regulation (i.e.; 20.2.33.108.A NMAC) or a federal regulation (i.e.; 40 CFR 60, Section 60.332(a)(2)), complete 3.a, 3.b and 3.c.
 - a. Applicability and designation of affected facility (list specific citation, reproduce text in its entirety): List the specific citation and copy and paste the applicability criteria from the regulation.
i.e.; “40 CFR 60, Section 60.330(a) - The provisions of this subpart are applicable to the following affected facilities: All stationary gas turbines with a heat input at peak load equal to or greater than 10.7 gigajoules (10 million Btu) per hour, based on the lower heating value of the fuel fired.
40 CFR 60, Section 60.330(b) - Any facility under paragraph (a) of this section which commences construction, modification, or reconstruction after October 3, 1977, is subject to the requirements of this part except as provided in paragraphs (e) and (j) of §60.332.”
 - b. Applicable Definitions (list specific citation, reproduce text in its entirety): List the specific citation and copy and paste the applicable definitions from the regulation.
i.e.; “40 CFR 60, Section 60.331(a) -*Stationary gas turbine* means any simple cycle gas turbine, regenerative cycle gas turbine or any gas turbine portion of a combined cycle steam/electric generating system that is not self propelled. It may, however, be mounted on a vehicle for portability.”
 - c. Indicate how the emission unit(s) meet the applicability criteria: Describe how the unit meets the definitions, applicability dates and minimum capacity criteria.
i.e.; Emission unit EU-27 is a stationary gas turbine that commenced construction on March 23, 1996 and has a heat input capacity of 55.6 million BTU/hr.”

SECTION IV – EMISSION UNIT DETAILS

1. Emission unit number (if applicable): List the emission unit number from the permit (i.e.; EU-27). If the unit is not permitted, or is not specifically listed in the permit (i.e; equipment in a process unit), leave blank.
2. Emission unit description: Describe applicable equipment (i.e.; inlet turbine, crude unit pumps P-232, P-233 and P-234).
3. Specific location of Emission Unit at the Facility (not required for equipment specifically identified in the permit): If the emission unit is listed in the permit, leave blank.
If the emission unit is not listed in the permit, or is unpermitted, describe location with respect to nearest permitted unit (i.e.; 500 feet east of EU-27). If facility is unpermitted, describe location of unit with respect to nearest street or road (200 feet southeast of the intersection of New Mexico State Road 233 and Lea County Road 45-A). Include a map or a sketch.

SECTION V – CAUSES AND TIMELINES

1. Please explain how this exceedence or deviation was discovered (i.e.; record review, equipment inventory on-site): Describe how you became aware of this exceedence or deviation (i.e.; “During an internal company audit on April 5, 2008, I discovered an unpermitted turbine.”).
2. Why did this exceedence or deviation occur (i.e.; no records because required monitoring is not being conducted)?: Describe the root cause and/or the contributing cause or causes of the exceedence or deviation (i.e.; “Records required by permit condition 5.b were not being kept because monitoring required by permit condition 3.c was not being conducted).
3. Timeline for Exceedence or Deviation: Indicate specific dates associated with this exceedence or deviation.
 - a. Discovery Date: The date that you first became aware of the exceedence or deviation. Explain how you became aware of the exceedence or deviation (i.e.; “Date that we received the stack testing report from the stack testing contractor.”).
 - b. Start Date: The date that the exceedence or deviation began. Explain why this is the start date (i.e.; “A review of our files indicates that required daily records were kept until this date.”).
 - c. End Date: The date that the exceedence or deviation ended. Explain why this is the end date (i.e.; “A review of our files indicates that the required daily records were not kept from [START DATE] to [END DATE]. These records have been kept from [END DATE + 1] to present.”).

SECTION VI – RECORDS DOCUMENTING EXCEEDENCE OR DEVIATION

Check all categories that apply and attach all appropriate records to the submittal.

1. Facility Records: Describe records and indicate dates.
2. Facility Reports: Describe reports and indicate dates.
3. Photos: Describe photos and indicate dates.
4. Other: Check this box if you are attaching a record that does not meet the criteria of the records described in Section VI.1-3 or Section VI.6-7. Describe records and indicate dates.
5. Other: Check this box if you are attaching a record that does not meet the criteria of the records described in Section VI.1-3 or Section VI.6-7. Describe records and indicate dates.
6. Method 9 Visible Emission Form(s): If you are attaching a Method 9 VE form or forms, check this box and indicate date or dates.
7. Method 22 Visible Emission Form(s): If you are attaching a Method 22 VE form or forms, check this box and indicate date or dates.

SECTION VII – ADDITIONAL COMMENTS (if applicable)

Use this field for any additional information that you feel is pertinent and is not captured by any of the other fields on the form. If not applicable, you may leave blank.