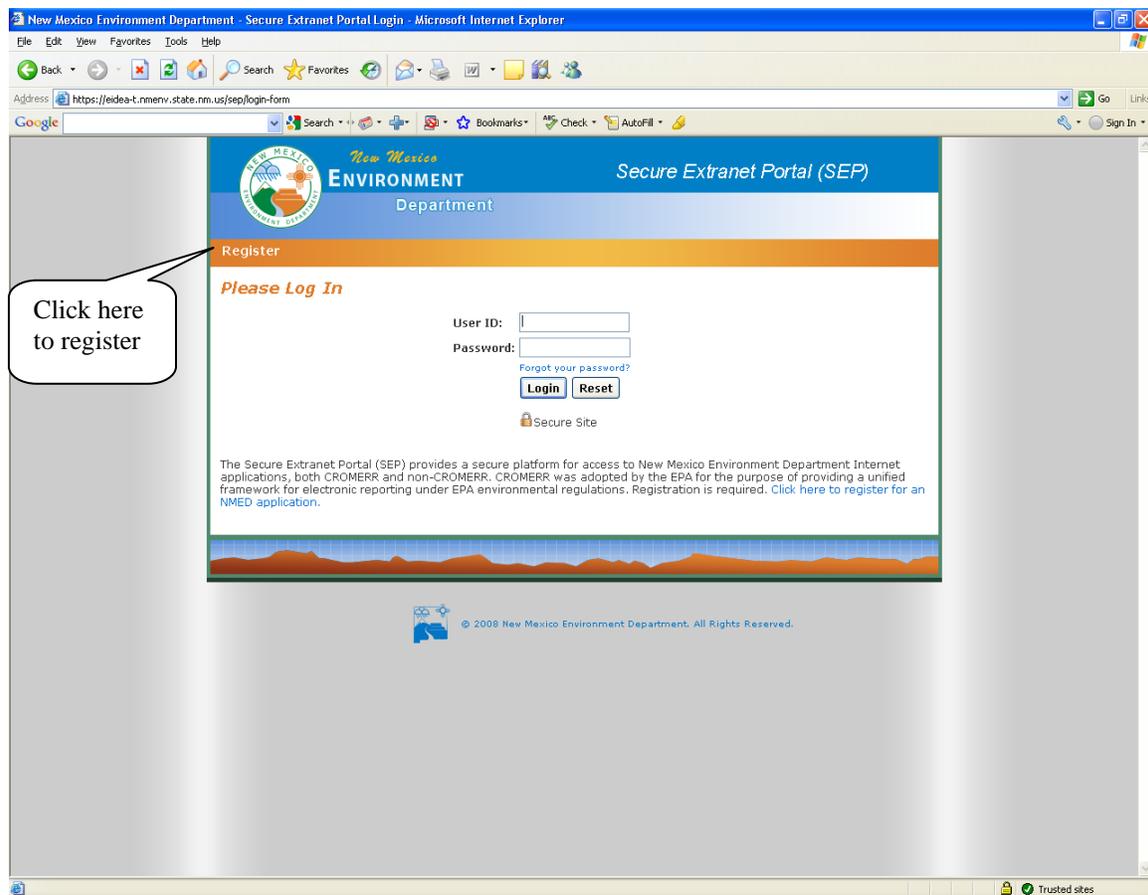


New Mexico Environment Department Air Emissions Inventory Reporting (AEIR) Application User Instructions

Welcome to the new web-based emissions inventory reporting tool developed by the New Mexico Environment Department (NMED)! The application has been designed to accept annual emissions data reported to the NMED Air Quality Bureau. The application allows a user to create, edit, submit and certify a facility inventory completely online. NMED uses this information within its own program activities for compliance assessment and planning purposes, as well as to prepare statewide emissions inventory information, and eventually to report to the U.S. Environmental Protection Agency (EPA). There are three user roles in this application: Administrator, who can submit data but cannot certify data (the Administrator is also the person who approves and disapproves Submitters and Certifiers); Submitter, who can submit data but not certify; Certifier, who can submit data as well as certify the submittal.

To enter the application, go to <https://eidea.nmenv.state.nm.us/sep/>

The New Mexico Environment Department's Secure Extranet Portal (SEP) opens:



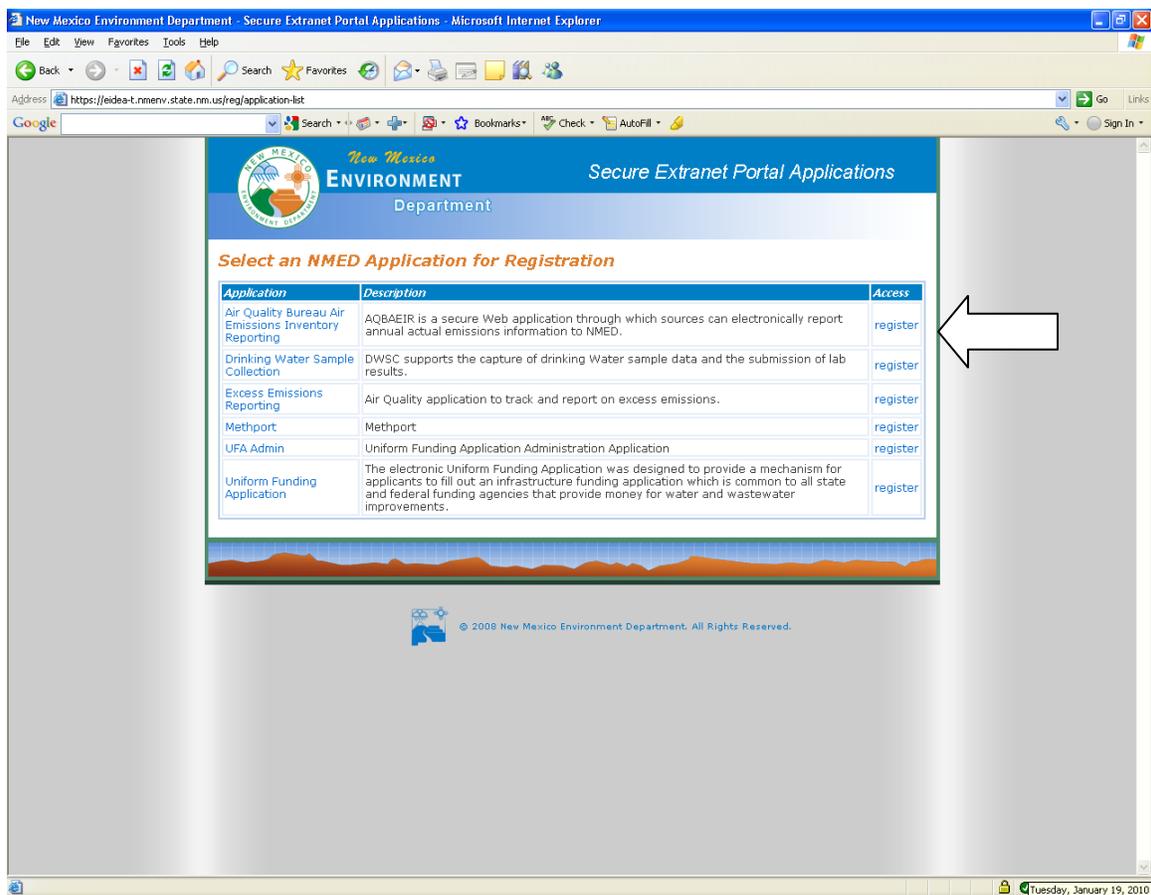
Click on the link to register for a new NMED application.

The NMED Registration Request page opens (<https://eidea.nmenv.state.nm.us/reg/registration-request-form>). Enter and confirm email address, enter image code and click Submit button. This step verifies the email address is valid.

Your request will be submitted. Wait for an email notification from nmenv-adminsep@state.nm.us with a link to the Application Registration page.

Enter profile information including name, address and telephone in the Application Registration - New User Profile form. Choose a user ID and click the Create New User button.

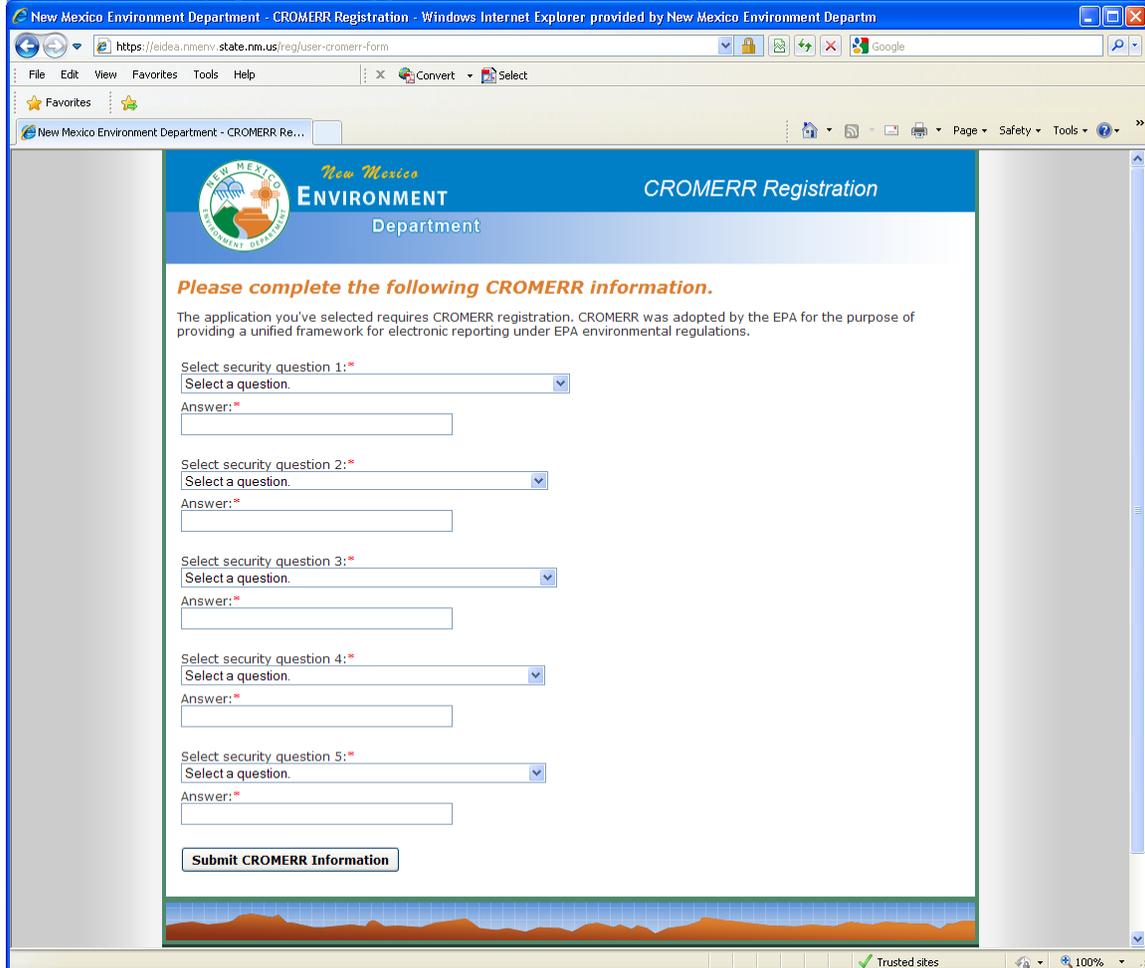
The Secure Extranet Portal Applications home page opens. Select the Air Quality Bureau Air Emissions Inventory Reporting application and click the Register link on the right, under the Access column. This will register you for the AEIR application.



Your registration request will be received and approved by the NMED SEP administrator. Once approved, an email will be sent to the email address you used to register with SEP. The email contains temporary credentials to be used at the first login. Click on the link in the email and enter the temporary password. You will be required to choose a new password.

Once you've logged in using your new password the Secure Extranet Portal Applications page reopens. Again, click on the register link next to the AEIR application. This registration is for the organizations and associated facilities for which you wish to submit data.

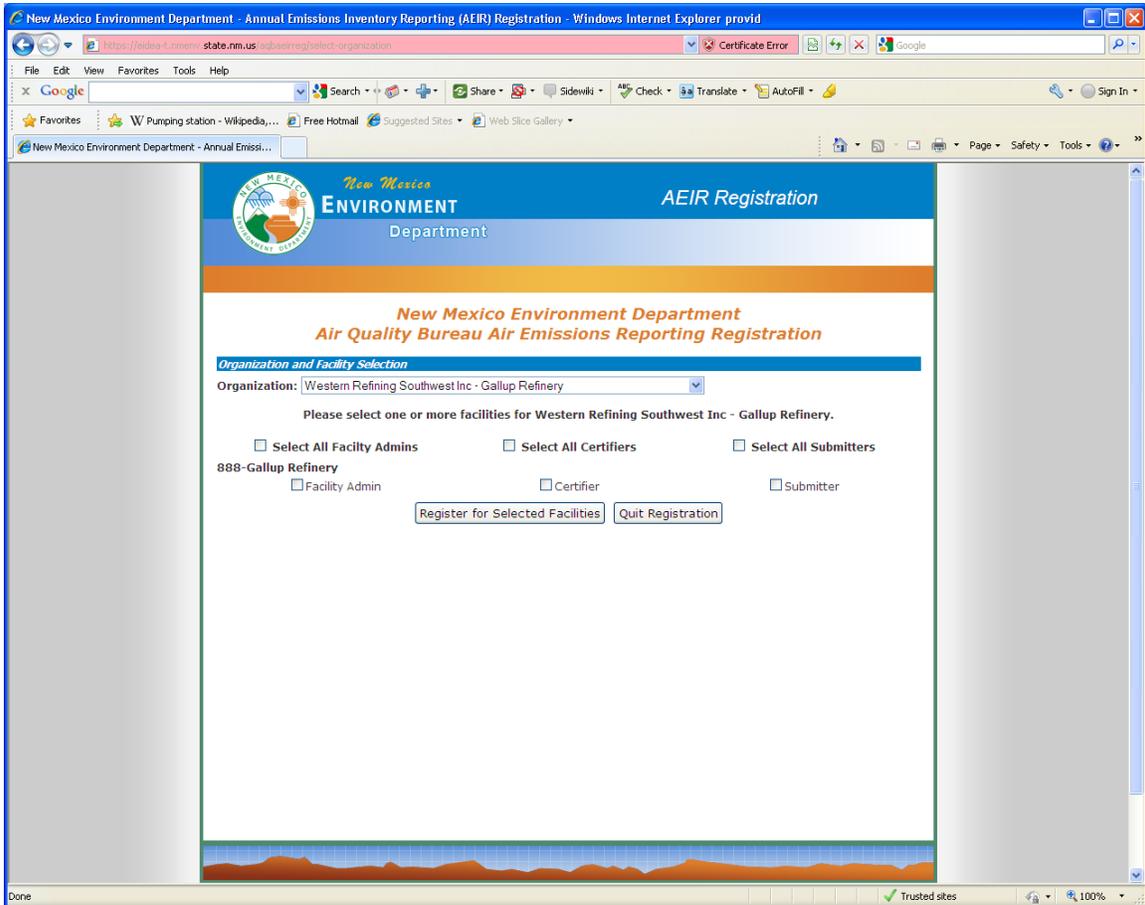
A list of security questions appear. Please enter all request information before continuing.



The screenshot shows a web browser window titled "New Mexico Environment Department - CROMERR Registration". The address bar shows the URL "https://idea.nmenv.state.nm.us/reg/user-cromerr-form". The page header includes the New Mexico Environment Department logo and the text "CROMERR Registration". The main content area contains the following text: "Please complete the following CROMERR information." followed by a paragraph: "The application you've selected requires CROMERR registration. CROMERR was adopted by the EPA for the purpose of providing a unified framework for electronic reporting under EPA environmental regulations." Below this are five security question prompts, each with a dropdown menu for "Select security question" and a text input field for "Answer:". At the bottom of the form is a button labeled "Submit CROMERR Information".

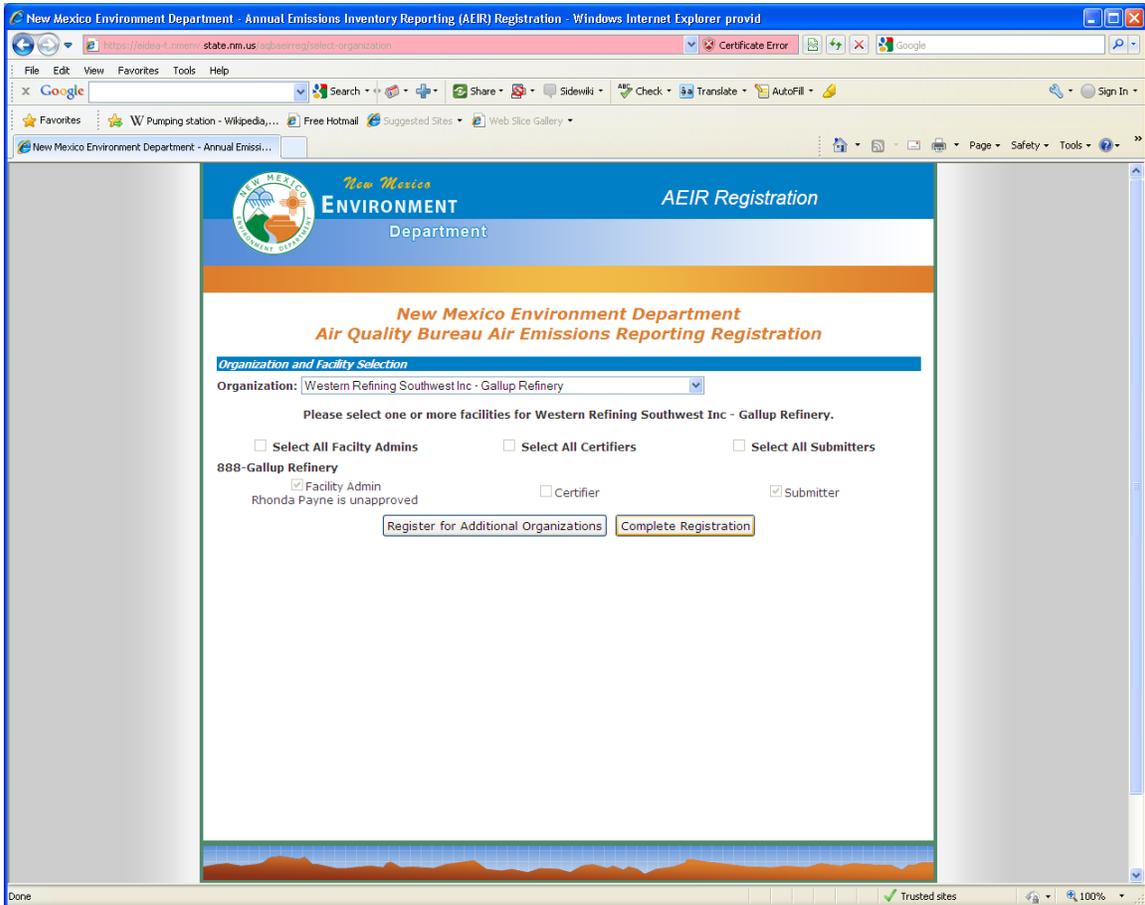
Once all questions are answered, press the Submit CROMERR Information button to continue.

The AEIR Registration page opens. Use the drop down menu to select the organization of interest. You will notice the application designates three roles for each facility. The Facility Administrator role has been designed with the ability to approve/disapprove users for the same facility; therefore, the Administrator will have to approve data Submitters and data Certifiers. Each role has the ability to enter data, however only Certifiers designated by the Facility Admin can certify the submittal. Certifiers are considered the owner, operator or responsible official as defined in 20.2.70 NMAC.



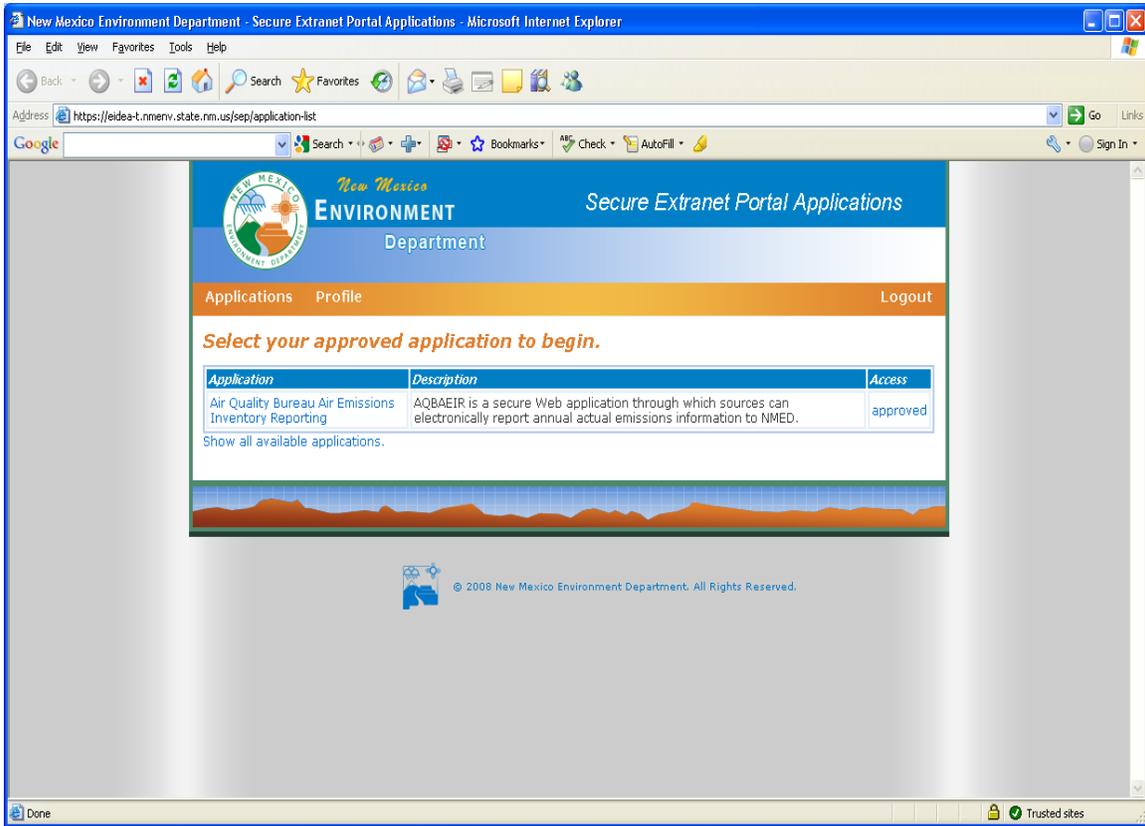
Select your organization. The associated facilities appear in the space below the organization drop down menu. Use either the Select All button to check all the facilities or check facilities individually. Select Facility Admin, Certifier or Submitter and then click the Register for Selected Facilities button.

Your status will change to 'unapproved'. The AEIR application administrator will review your request and approve you as the Facility Admin for the organization and associated facilities for which you've registered. If you need to register for a different organization, repeat the steps above by selecting the Register for Additional Organizations button and select another organization from the drop down list. When complete, click the Complete Registration button to confirm registration.

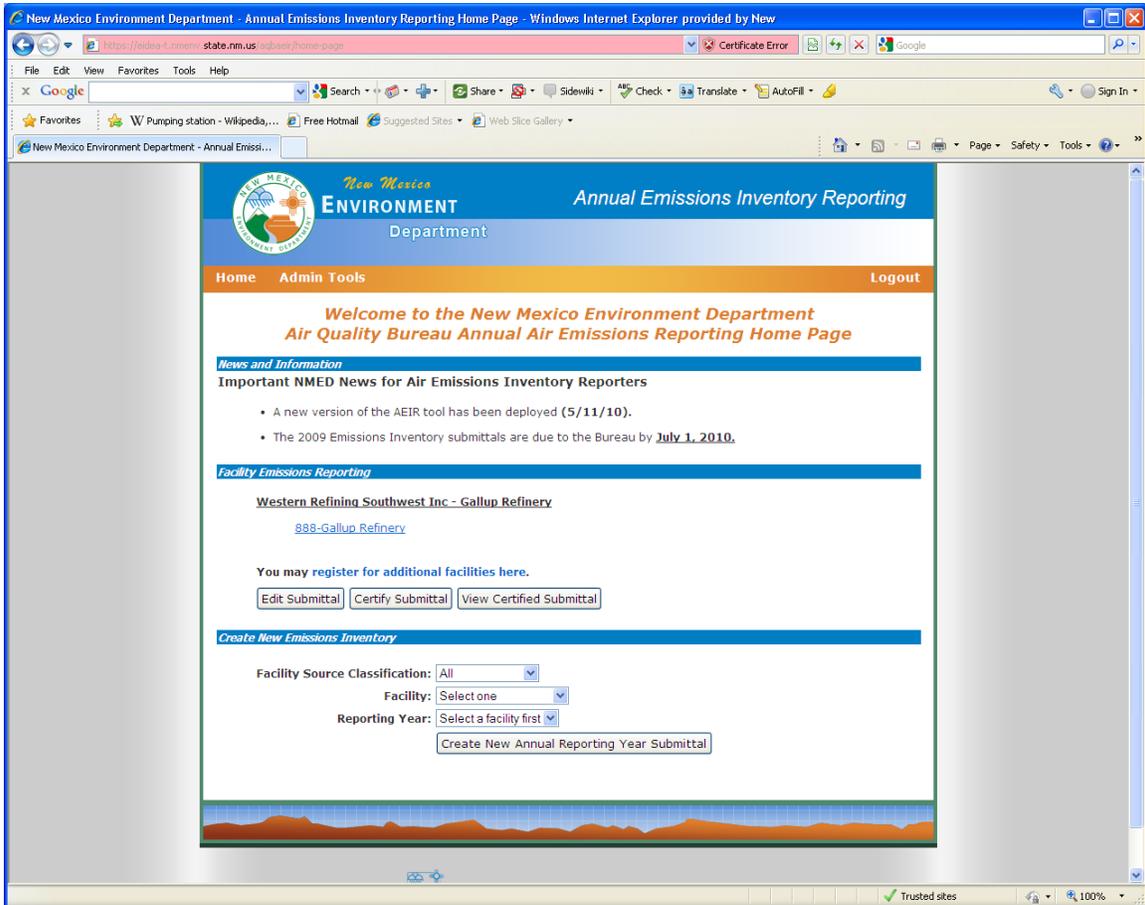


You will receive an email notification of your approval. You may use the link provided in the email to log back into the application. The Secure Extranet Portal Applications home page opens and the Access will now be 'approved'.

The AEIR application is entered by clicking on the hotlink on the 'approved' word or on the Application name itself.



Now that the necessary registrations are complete, you will be taken to the Reporting home page. Use the drop down filters at the bottom of the page to create a new emissions inventory. If your home page has multiple facilities, you may use the Facility Source Classification drop down to limit the list to show only Major Title V, Synthetic Major or Minor sources. At this time the Bureau is requiring only Major Title V sources to report annual emission data.



You will be immediately directed to the Subject Item (SI) List page. Click on the radio button for the SI of interest, scroll to the bottom of the list and click on the Details button. You may also enter any comments regarding your submittal in the Comment field beneath the Detail and Emissions buttons.

New Mexico Environment Department - Annual Emissions Inventory Subject Item List - Windows Internet Explorer provided by New Me

https://eidair.nmem.state.nm.us/isdair/subject-item-list-form

File Edit View Favorites Tools Help

Search Share Sidewiki Check Translate AutoFill Sign In

New Mexico Environment Department - Annual Emiss...

New Mexico ENVIRONMENT Department
Subject Item List

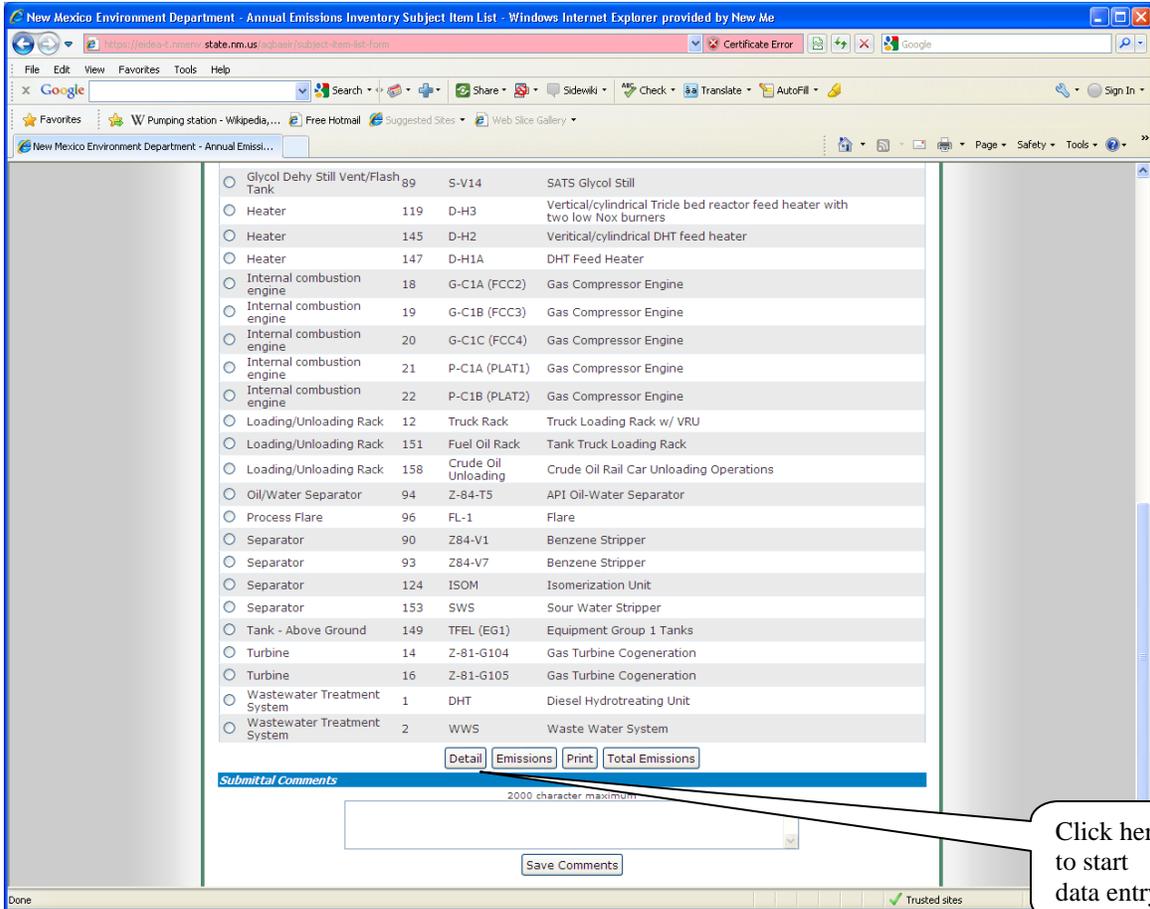
[Home](#) [Admin Tools](#) [Logout](#)

Facility Annual Emissions - Subject Item List

Agency ID: 888
Facility Name: Gallup Refinery
Organization Name: Western Refining Southwest Inc - Gallup Refinery

Subject Item/Equipment				
Type	ID	Designation	Description	Complete
<input type="radio"/> Oil & Gas	888	DC-633M7R2	Gallup Refinery	
<input checked="" type="radio"/> Amine sweetening unit	152	AM	Amine Unit (AM)	
<input type="radio"/> Boiler	11	Z-81-B106	Steam Boiler	
<input type="radio"/> Boiler	15	Z-81-B102	Steam Boiler	
<input type="radio"/> Boiler	17	F-B1 (CO)	CO Boiler	
<input type="radio"/> Boiler	159	F-B1 (gas)	CO Boiler (Refinery Gas)	
<input type="radio"/> Boiler	160	Z-81-B104	Steam Boiler (part of cogen unit)	
<input type="radio"/> Boiler	161	Z-81-B105	Steam Boiler (part of cogen unit)	
<input type="radio"/> Burner	123	Plat	Platformer	
<input type="radio"/> Fluidized Catalytic Cracking Unit	122	FCCU	Fluid Catalytic Cracking Unit	
<input type="radio"/> Freon/Refrig Equipment	131	TV-1 (SWAATS)	(SWAATS) Sour Water Amine Ammonium Thiosulfate Solution Gas Processing Unit	
<input type="radio"/> Fugitives	239	Fugitives	Facility Wide Fugitive Emissions	
<input type="radio"/> Furnace	98	P-H2	Furnace	
<input type="radio"/> Furnace	99	H-F1	Furnace	
<input type="radio"/> Furnace	100	C-H5	Furnace	
<input type="radio"/> Furnace	101	C-H2	Furnace	
<input type="radio"/> Furnace	102	C-H1	Furnace	
<input type="radio"/> Furnace	103	I-H2	Furnace	
<input type="radio"/> Furnace	104	I-H1	Furnace	
<input type="radio"/> Furnace	106	A-H2	Furnace	

Done Trusted sites 100%



The Facility Annual Emissions Subject Item Detail page opens. For fuel burning pieces of equipment, enter the following:

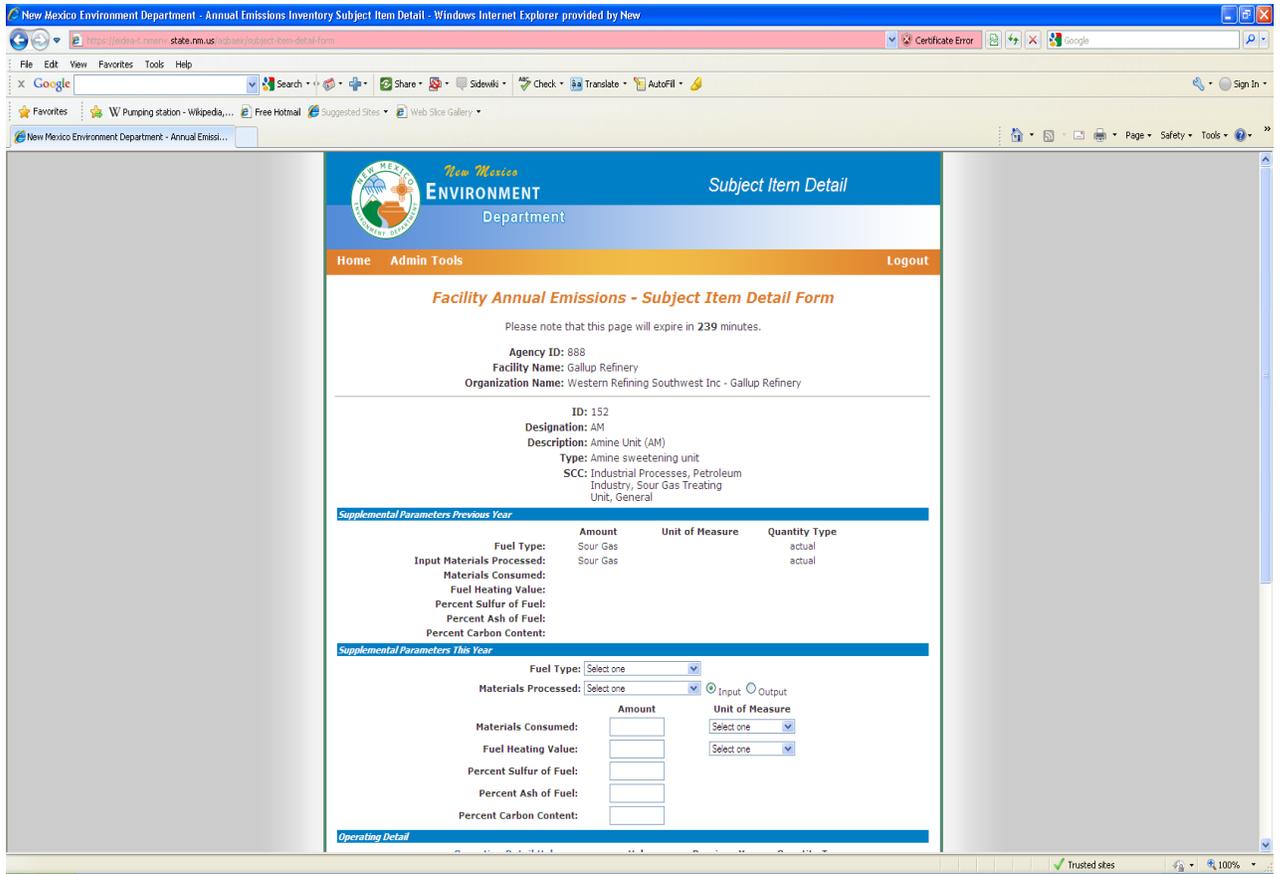
- o Actual Fuel Consumption

Fuel type	Units
Coal	M tons/y
Diesel	M gal/y
Natural Gas	MM SCF/y

- o Actual Fuel Heating Value

Fuel type	Units
Coal	MM BTU/M ton
Diesel	MM BTU/M gal
Natural Gas	MM BTU/MM SCF

- o Actual Fuel Type
- o Actual Percent Sulfur of Fuel
- o Actual Percent Ash of Fuel
- o Percent Carbon Content of Fuel
- o Materials Processed - For Fuel burning equipment, the Actual Input Materials Processed will be the same as Actual Fuel Type.



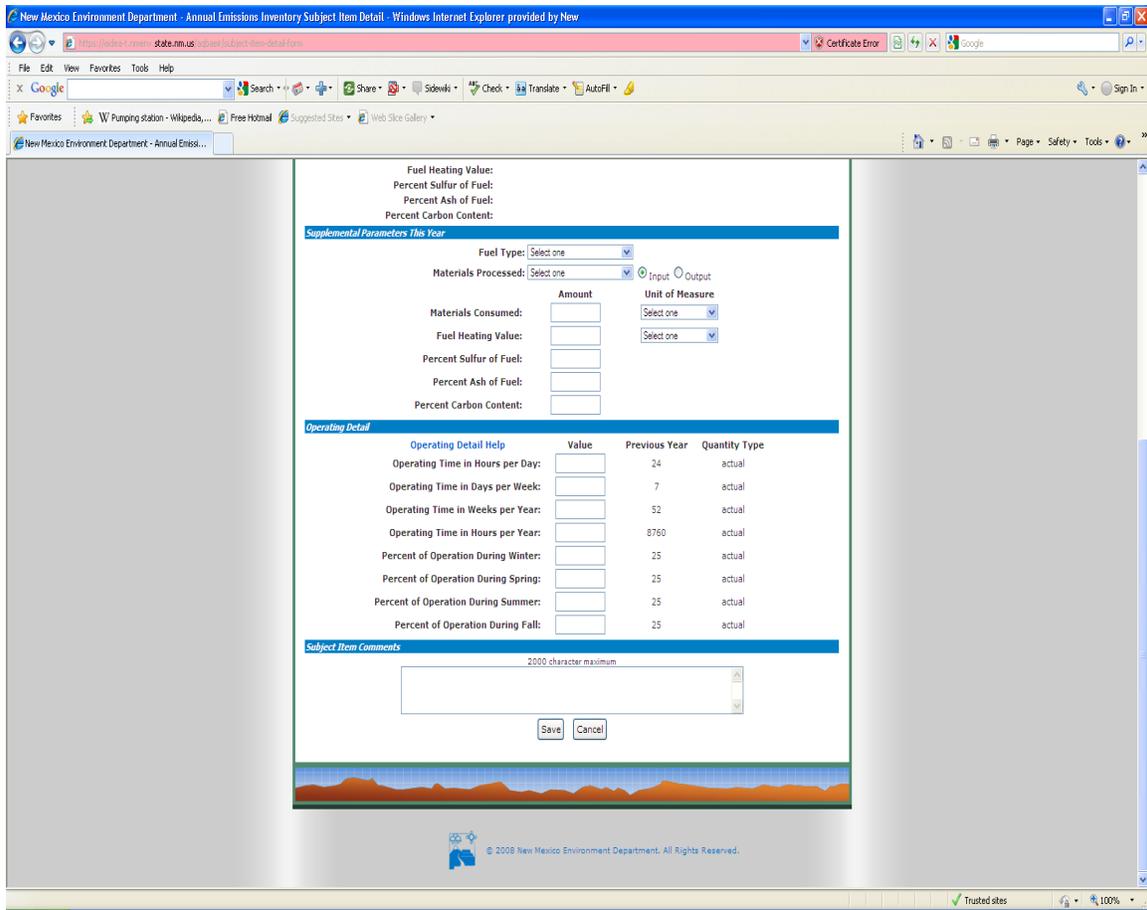
For tanks, enter the following:

- Update the tank throughput in either thousand gallons per year (M Gal/Y) or barrels per year (BBL/Y)
 - Update Actual Fuel Consumption
 - Even though the tank does not in fact consume fuel, this field also accommodates throughput values
- Update Actual Input Materials Processed

For fugitive sources there will be no reportable values for fuel consumption or materials processed however all other sources can be updated.

For landfills, there will be no reportable values for fuel consumption. The remainder of the fields can be updated.

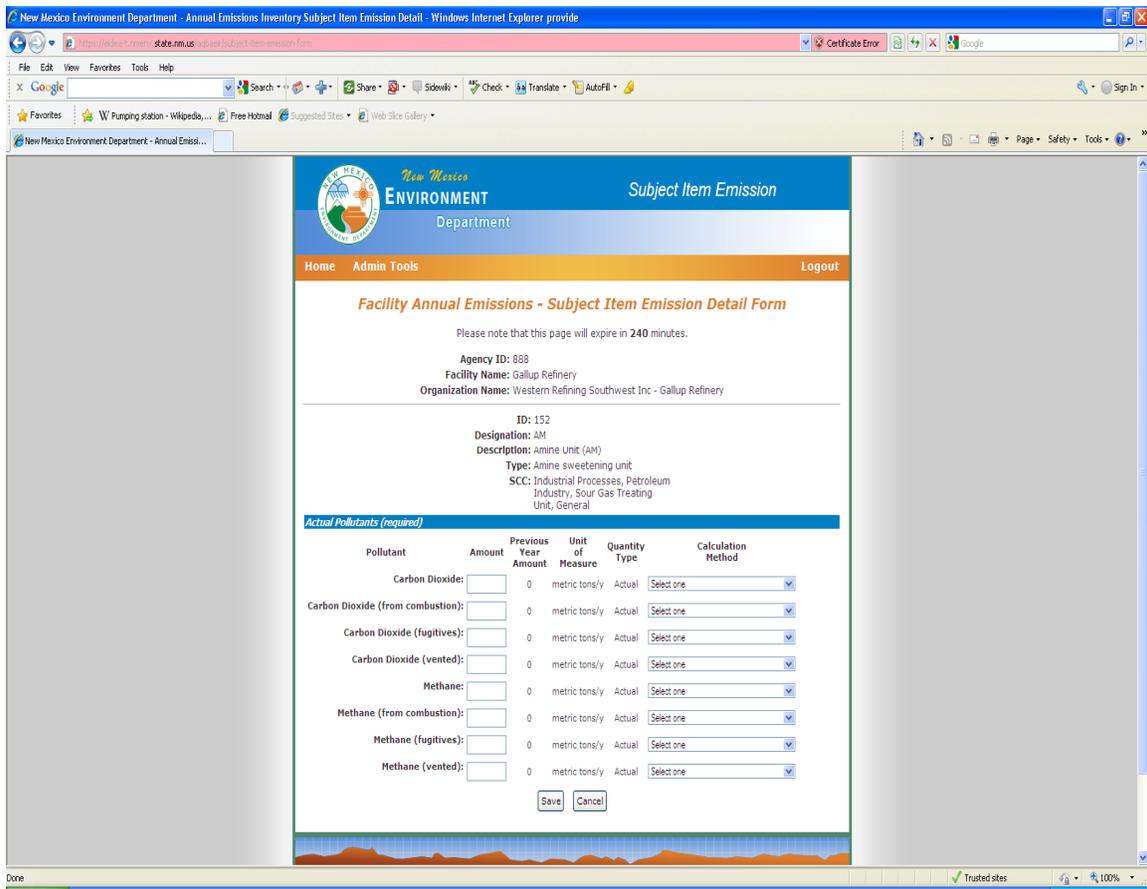
Enter operating time for all SIs. Operating times should not exceed 100%



If there are any comments pertaining to the specific SI, please enter in the Subject Item Comments field.

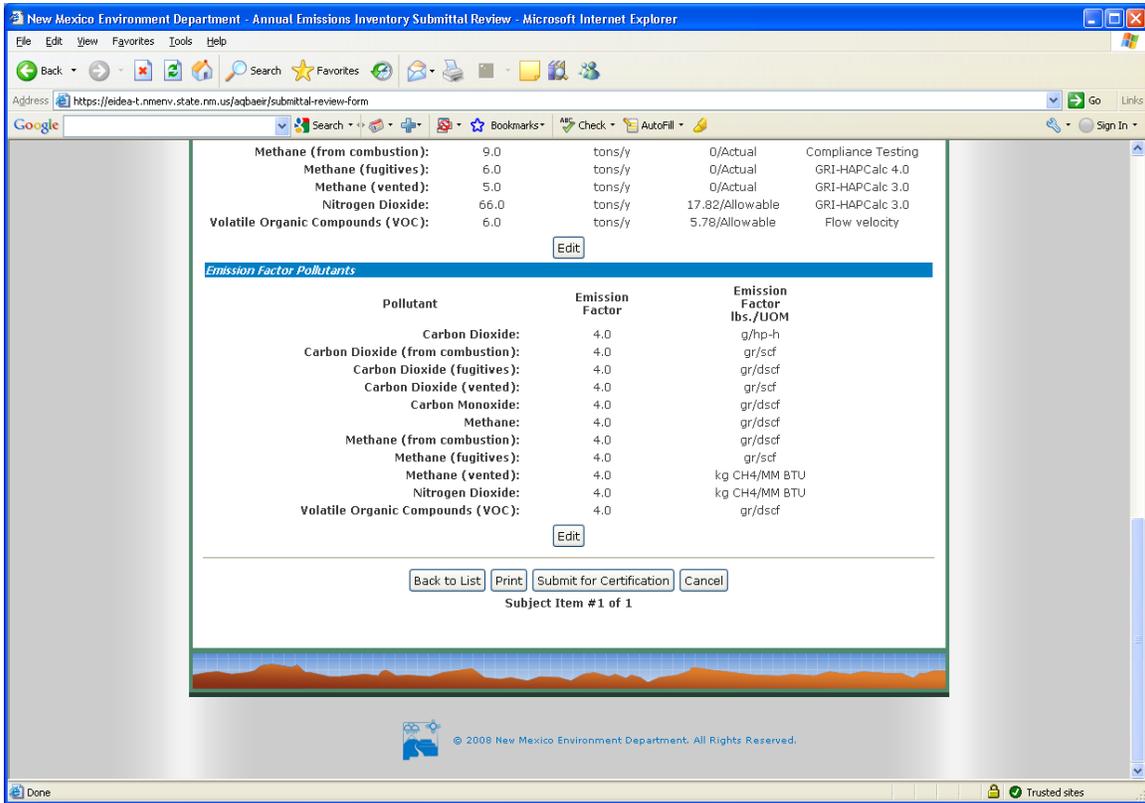
Click the Save button to save entries and move onto the Emissions page. (Note: You need to enter all your data into the page within 4 hrs. If you do not, the page will expire and your data will not be saved.)

The Emissions page opens. Enter amount and use the drop down to select the appropriate calculation method.

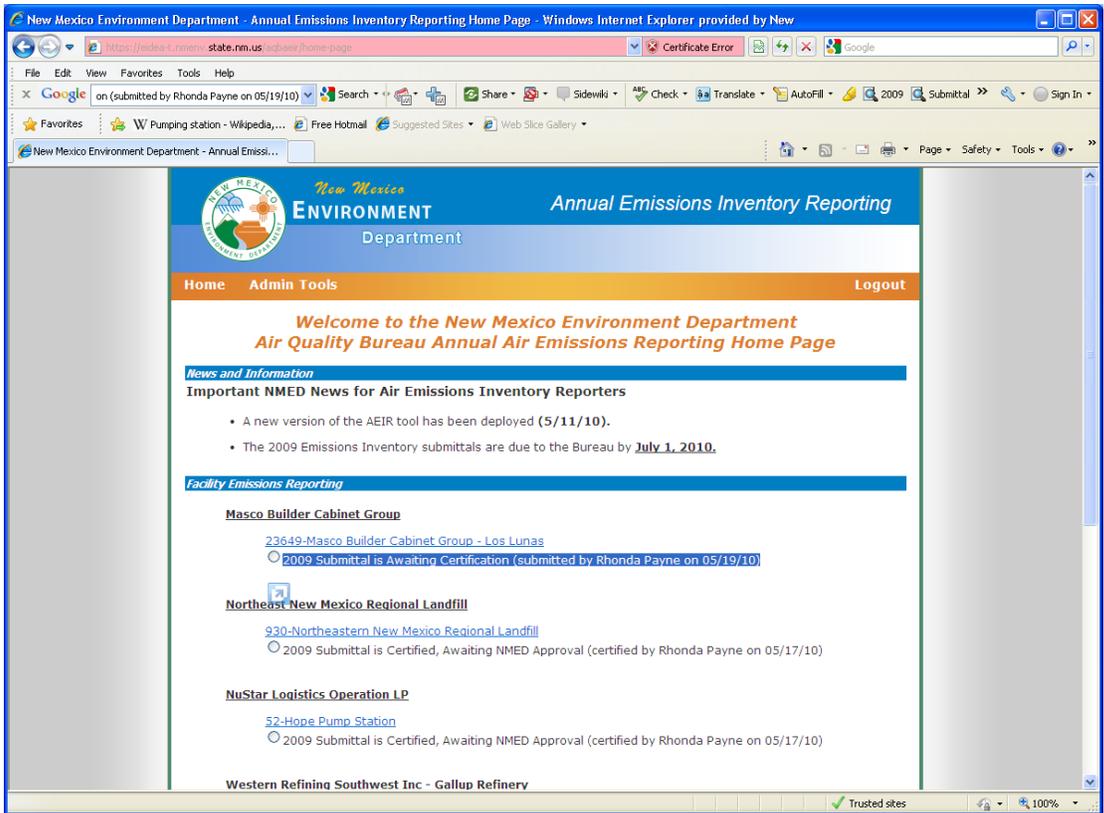


Click the Save button to commit changes and be directed back to the Facility Subject Item List page.

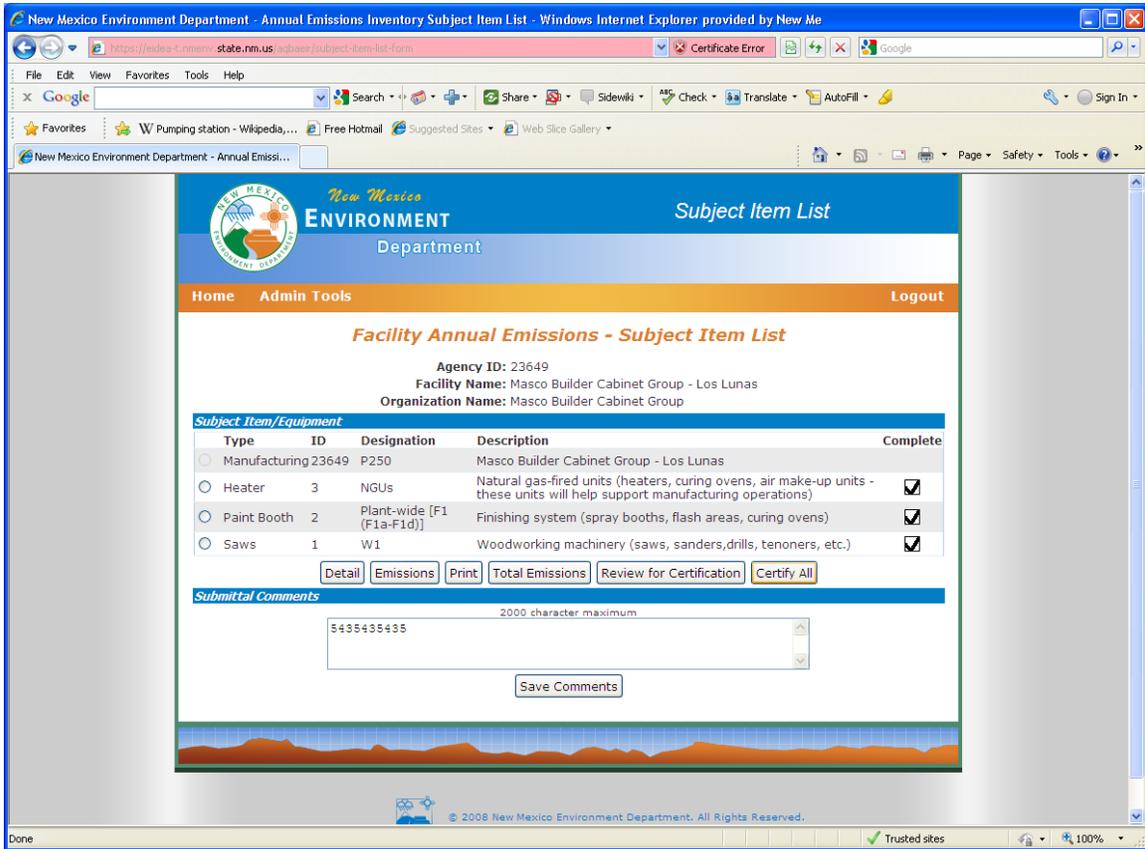
Follow the same steps to complete data entry for each SI. Once data entry on the last SI has been completed, click the Review for Submittal button. Review data entry and edit if necessary. Once review is complete, click on the Submit for Certification button



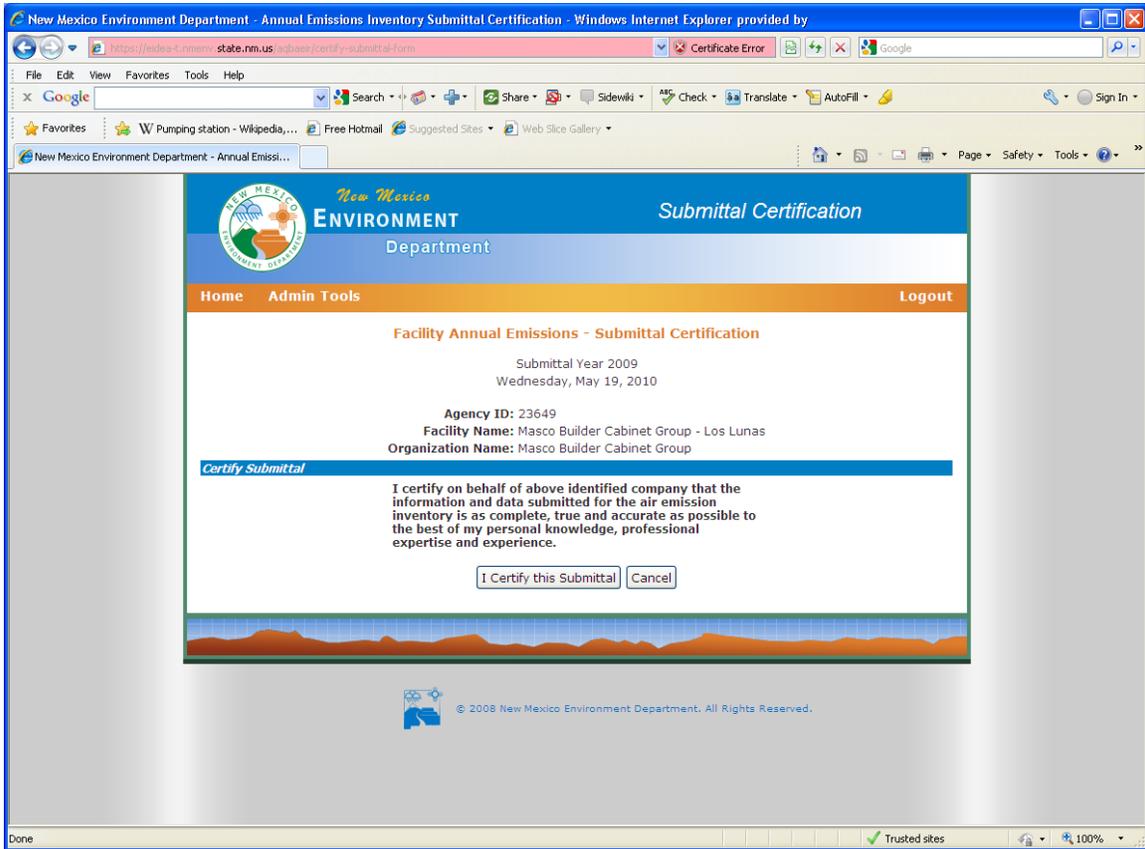
The Home page opens. The status next to the facility name changes to Awaiting Certification. The designated Certifier is the only person who can certify the submittal. Before the Certifier can certify we must have a copy of the Electronic Signature Agreement (ESA) with the handwritten signature of the Certifier. The ESA form can be downloaded at <http://www.nmenv.state.nm.us/aqb/modeling/modelingemissions.html>. Please mail back to the Bureau, attn. Rhonda Payne.



Click on the radio button for the AI and click the Certify Submittal. The Facility Subject Item List page opens. The certifier can either choose the 'Review for Certification' button which allows for a detailed review of all Subject Items or the 'Certify All' button which opens up the Certification page.



The Certification page opens. Click on the ‘I Certify this Submittal’ button to certify and submit your EI data to the Bureau. At this point, the data is pushed to the NMED TEMPO database and the status of the submittal on the home page reads ‘Certified’.



You will still be able to view your submittal from the home page in a read only format; however you will be unable to make any changes. If for some reason the submitted facility data needs to be updated, contact Rhonda Payne (rhonda.payne@state.nm.us) at 505-476-4329.

Additionally, if at any point you notice the data we present to you in the application is in error, contact Rhonda Payne.