

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

Welcome to the AEIR web-based emissions inventory reporting tool designed to accept annual criteria and greenhouse gas (GHG) emissions data reported to the NMED Air Quality Bureau. The application allows a user to create, edit, submit and certify a facility inventory online. NMED uses this information for compliance assessment and planning purposes, to prepare statewide emissions inventory information, and to report emissions 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.

All new AEIR application users must complete an Electronic Subscription Application Agreement (ESAA) prior to registering to use the tool. The application and instructions are available at the following link:

<http://www.nmenv.state.nm.us/aqb/modeling/modelingemissions.html>

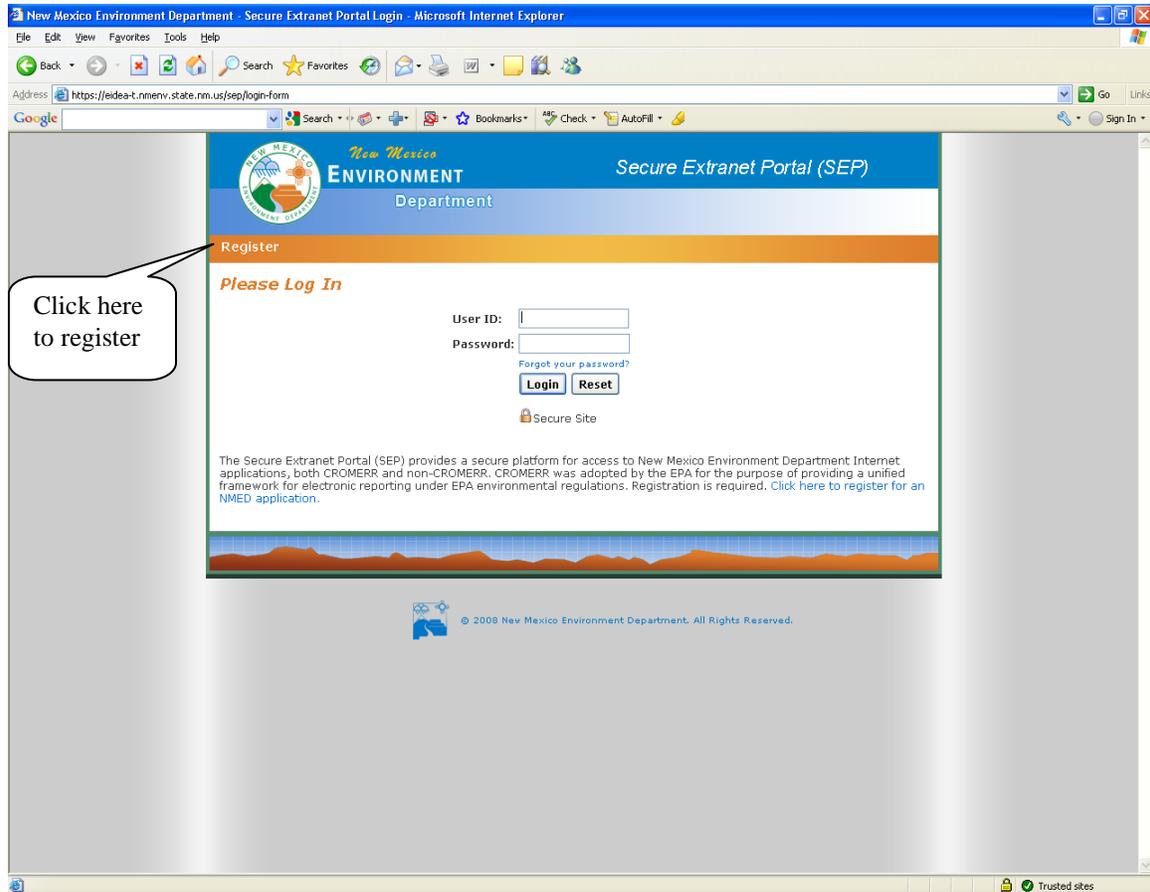
Specifically, please look under Emissions Inventory General Information.

AEIR has been enhanced commencing January 24, 2014, to allow the reporting of oil and gas emissions from unpermitted sources that emit GHGs. Details regarding this feature are included in Appendix A of this document.

When using the AEIR tool, do not use the backspace key unless you are actively in a cell deleting existing data as this will remove you from the page you're working on.

To enter the application, go to <https://sep.net.env.nm.gov/sep/login-form>

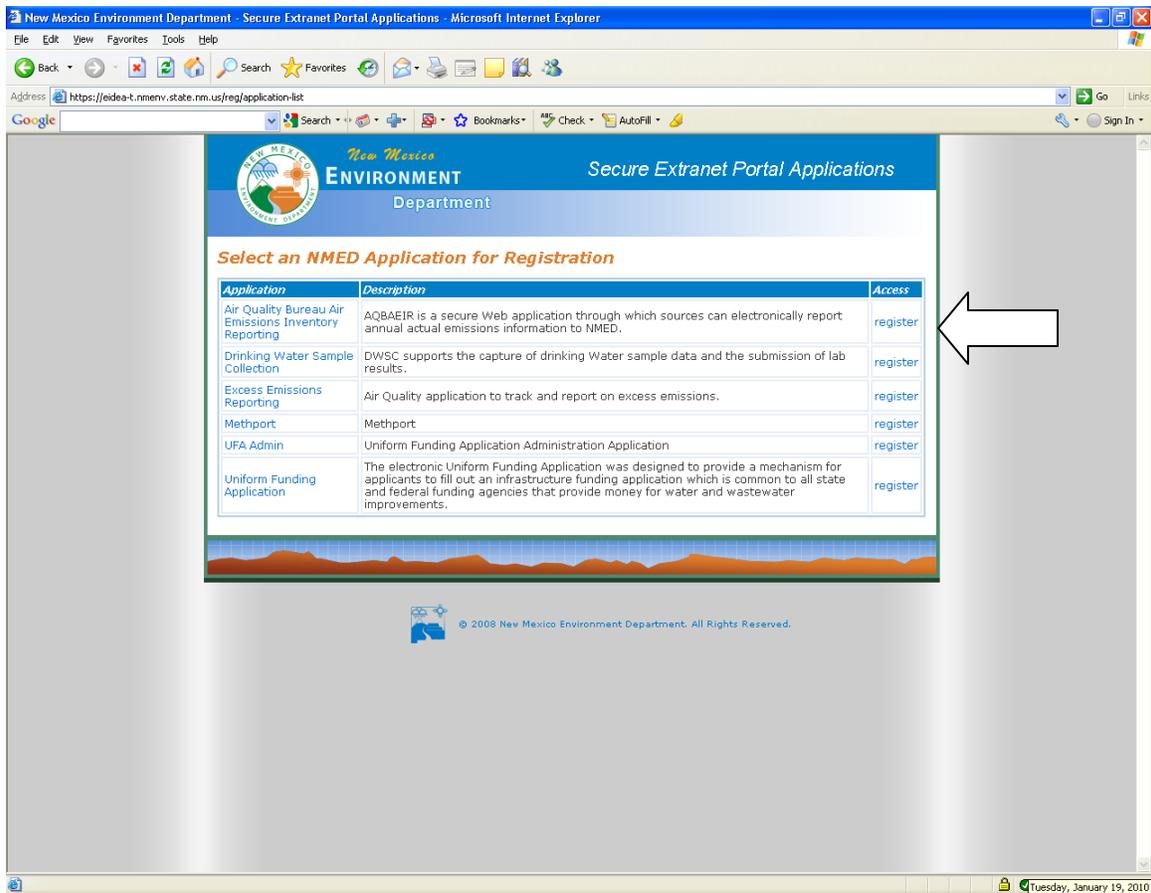
The New Mexico Environment Department's Secure Extranet Portal (SEP) opens:



Click on the link to register for a new NMED application. The NMED Registration Request page opens. 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.

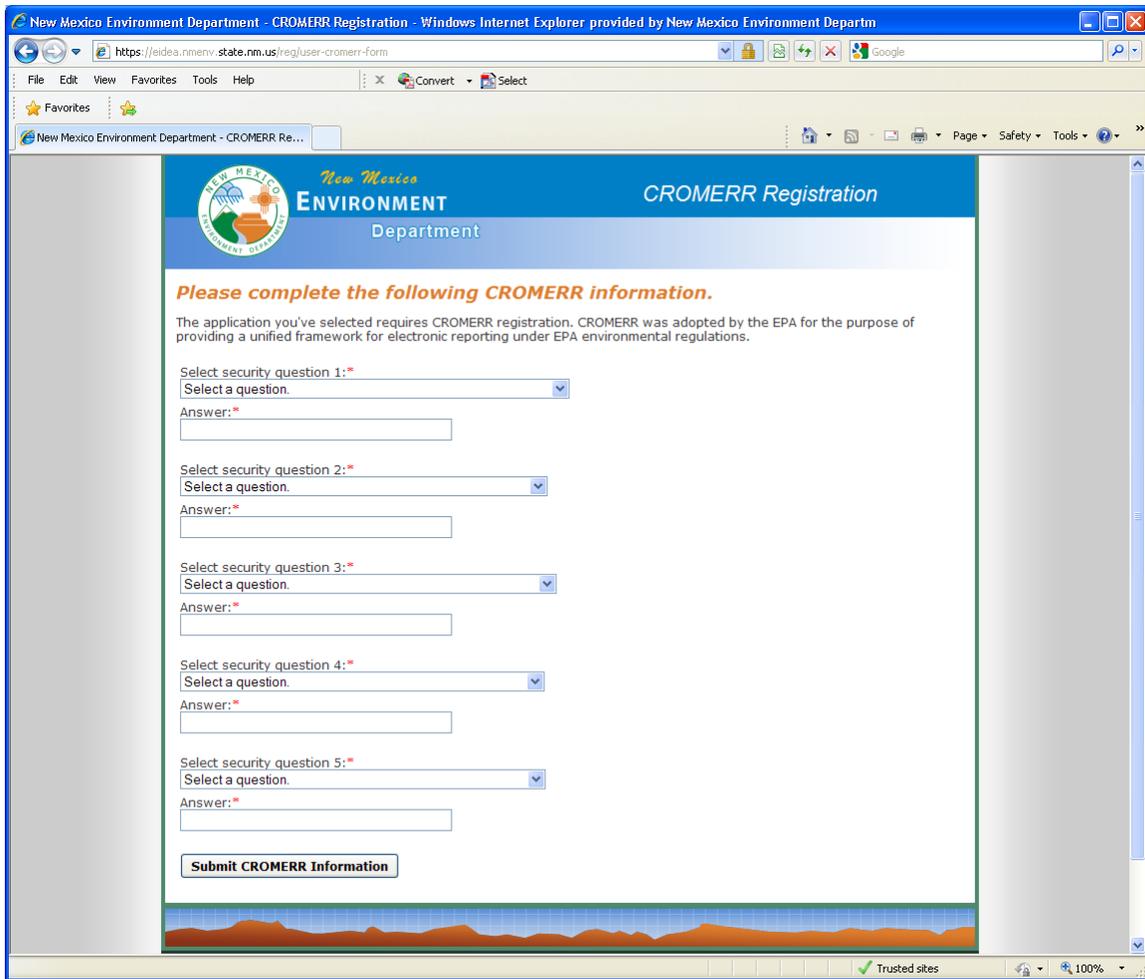
The Secure Extranet Portal Applications home page opens. Select the Air Quality Bureau Air Emissions Inventory Reporting application and click the Register link on the right, under the Access column. This will register you for the AEIR application.



Your registration request will be received, and approved by the NMED SEP administrator only if you have a valid ESAA on file (see link to instructions on page 1 for completing this form). Please note: NMED will review its ESAA files prior to approving a new user request to verify that the user has obtained permission to use the AEIR tool on behalf of reporting facility operator(s) or owner(s). 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.

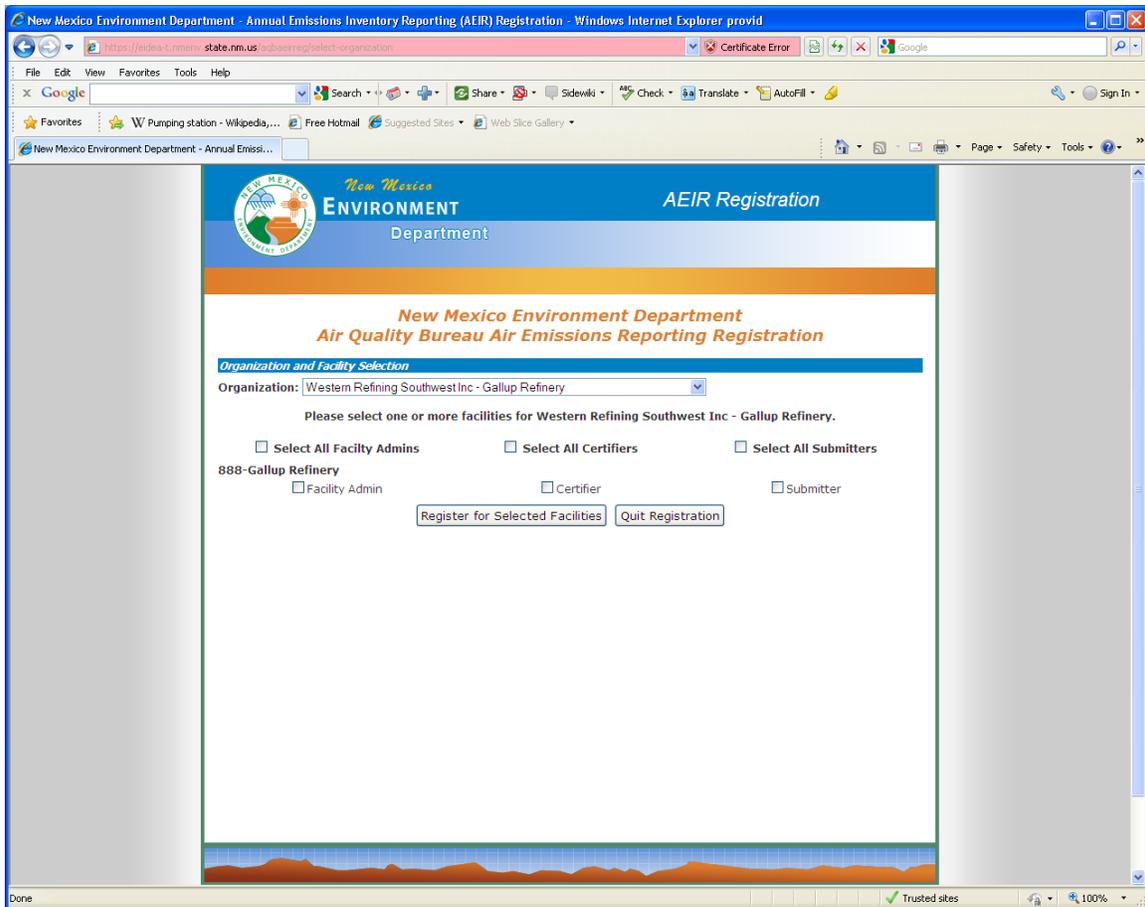
Once you've logged in using your new password the Secure Extranet Portal Applications page reopens. Again, click on the register link next to the AEIR application. This registration is for the organizations and associated facilities for which you wish to submit data.

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



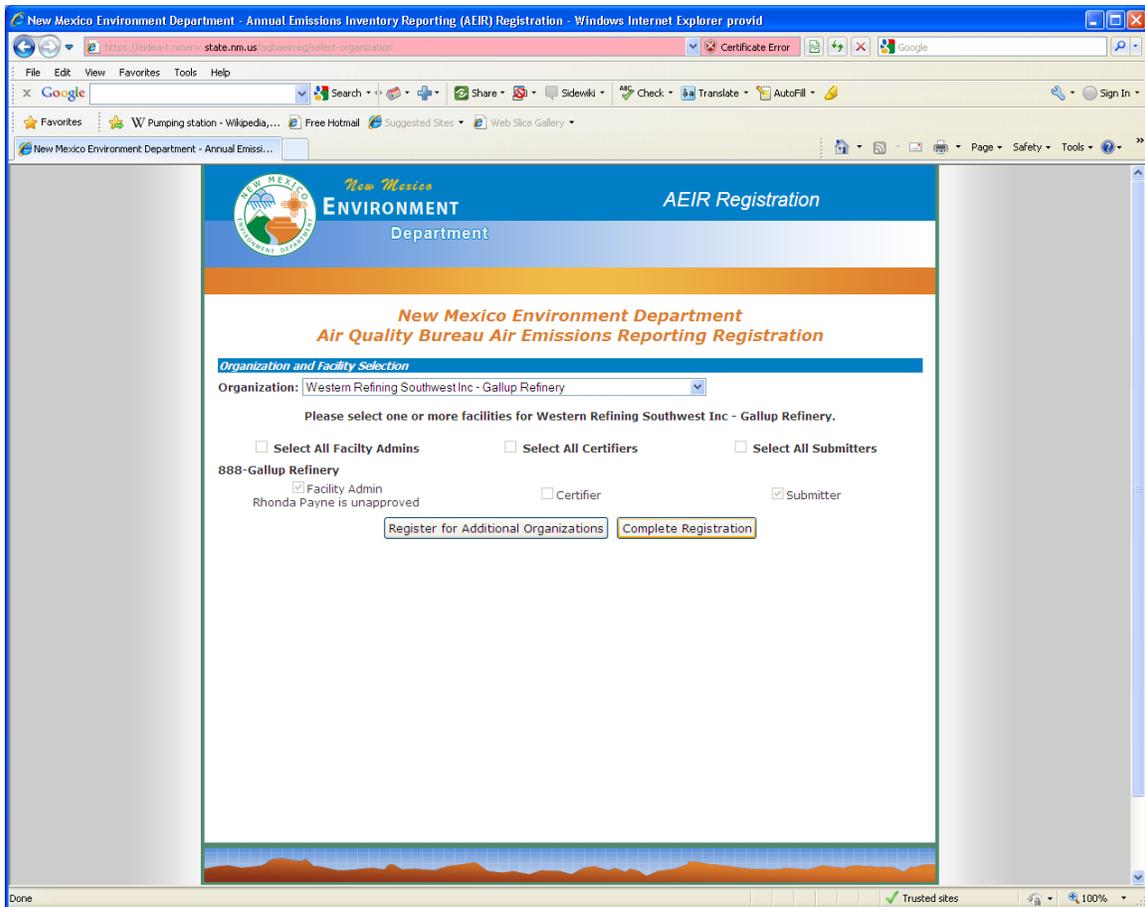
Once all questions are answered, press the Submit CROMERR Information button to continue.

The AEIR Registration page opens. Use the drop down menu to select the organization of interest. Please be sure that your ESAA correctly reflects 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, and must have a valid ESAA on file with NMED to ensure compliance with CROMERR requirements. If you are a facility certifier and have not submitted an ESAA form on or after June 2013, you need to do so prior to certifying and submitting your emissions report as the form has been revised to be compliant with EPA's Cross-Media Electronic Reporting Requirements (CROMERR). Please see page one for ESAA instructions.



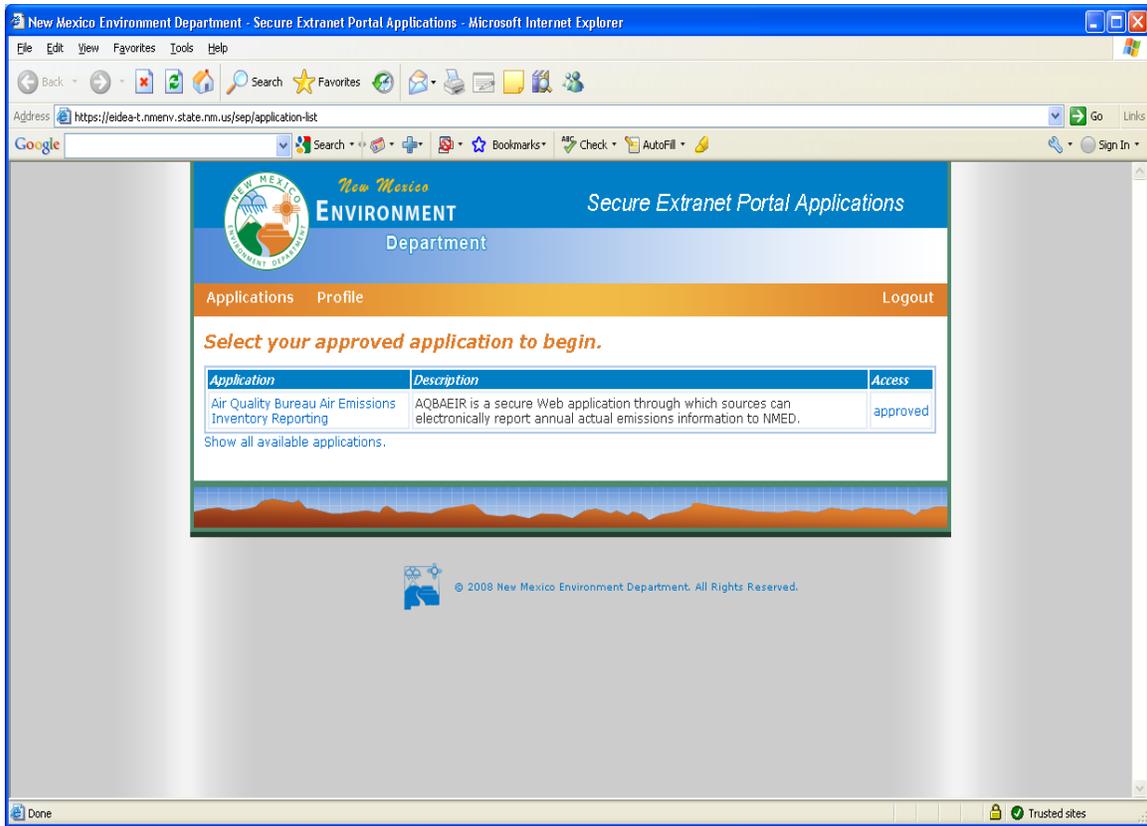
Select your organization. The associated facilities appear in the space below the organization drop down menu. Use either the Select All button to check all the facilities or check facilities individually. Select Facility Admin, Certifier or Submitter and then click the Register for Selected Facilities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

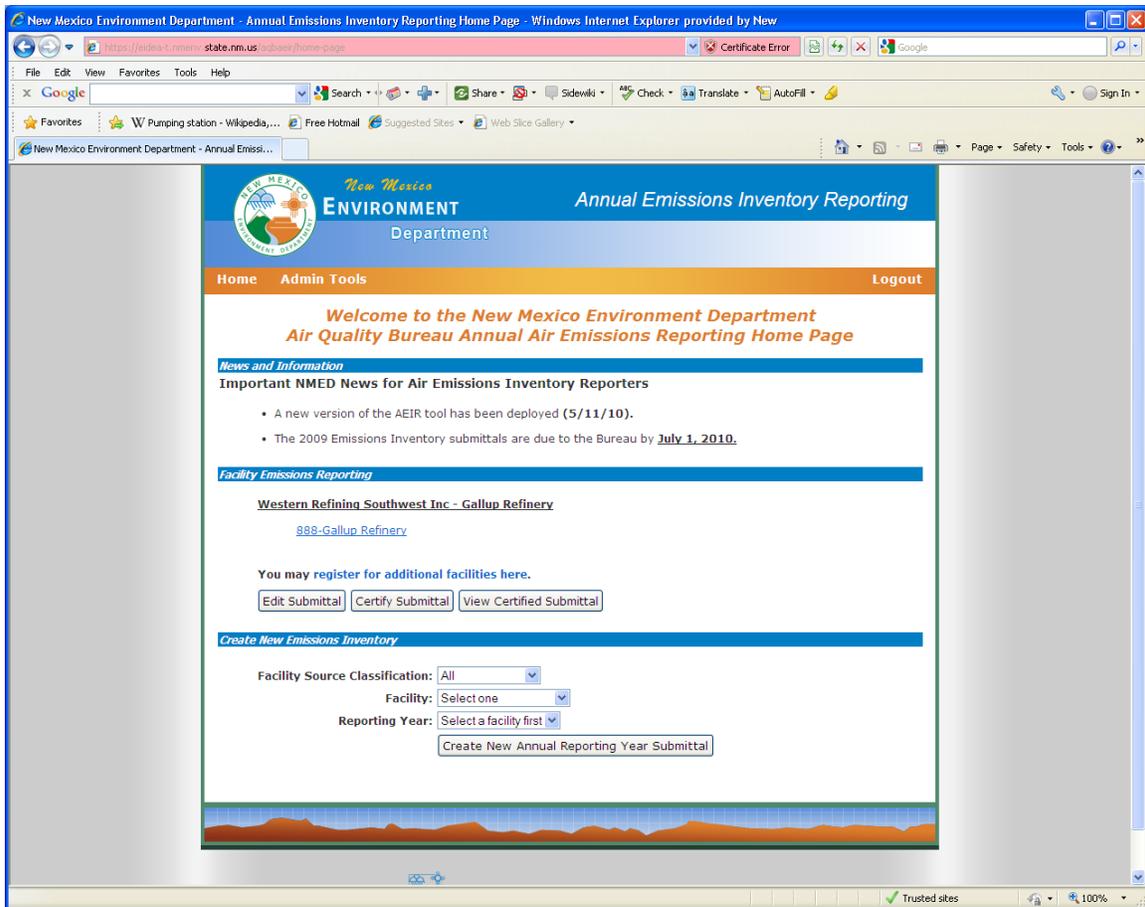


You will receive an email notification of your approval. You may use the link provided in the email to log back into the application. The Secure Extranet Portal Applications home page opens and the Access will now be 'approved'.

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 menu 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://eidsa1.nmenv.state.nm.us/adaaer/subject-item-list-form

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Subject Item List

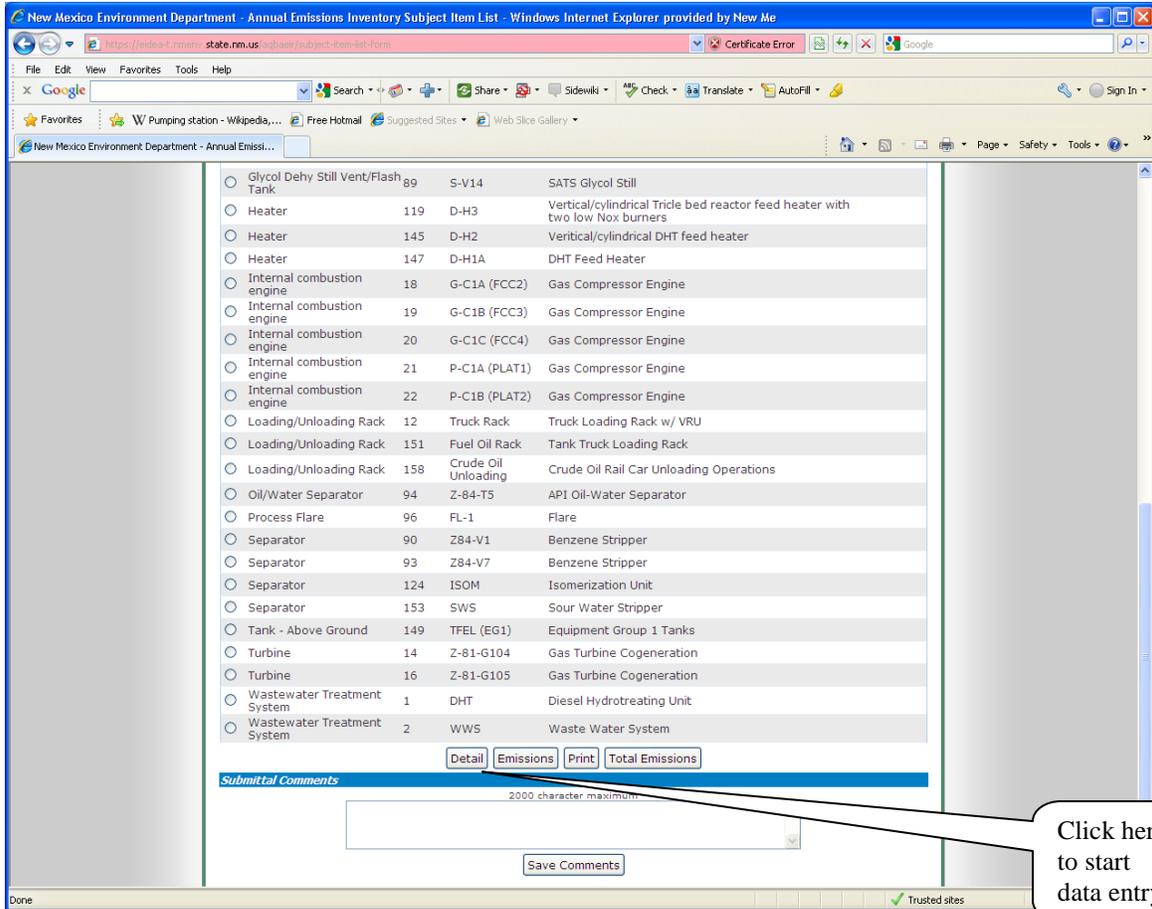
Department

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:

- Actual Fuel Consumption

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

- Actual Fuel Heating Value

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

- Actual Fuel Type
- Actual Percent Sulfur of Fuel
- Actual Percent Ash of Fuel
- Percent Carbon Content of Fuel

- Materials Processed - For Fuel burning equipment, the Actual Input Materials Processed will be the same as Actual Fuel Type.

New Mexico ENVIRONMENT Department Subject Item Detail

Home Admin Tools Logout

Facility Annual Emissions - Subject Item Detail Form

Please note that this page will expire in 239 minutes.

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

ID: 152
 Designation: AM
 Description: Amine Unit (AM)
 Type: Amine sweetening unit
 SCC: Industrial Processes, Petroleum Industry, Sour Gas Treating Unit, General

Supplemental Parameters Previous Year

	Amount	Unit of Measure	Quantity Type
Fuel Type:	Sour Gas		actual
Input Materials Processed:	Sour Gas		actual
Materials Consumed:			
Fuel Heating Value:			
Percent Sulfur of Fuel:			
Percent Ash of Fuel:			
Percent Carbon Content:			

Supplemental Parameters This Year

Fuel Type:

Materials Processed: Input Output

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

Operating Detail

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 excluding unpermitted GHG emission sources. Operating times should not exceed 100%.

Fuel Heating Value:
Percent Sulfur of Fuel:
Percent Ash of Fuel:
Percent Carbon Content:

Supplemental Parameters This Year

Fuel Type:

Materials Processed: Input Output

Materials Consumed: Amount Unit of Measure

Fuel Heating Values:

Percent Sulfur of Fuel:

Percent Ash of Fuel:

Percent Carbon Content:

Operating Detail

Operating Detail Help	Value	Previous Year	Quantity Type
Operating Time in Hours per Day:	<input type="text"/>	24	actual
Operating Time in Days per Week:	<input type="text"/>	7	actual
Operating Time in Weeks per Year:	<input type="text"/>	52	actual
Operating Time in Hours per Year:	<input type="text"/>	8760	actual
Percent of Operation During Winter:	<input type="text"/>	25	actual
Percent of Operation During Spring:	<input type="text"/>	25	actual
Percent of Operation During Summer:	<input type="text"/>	25	actual
Percent of Operation During Fall:	<input type="text"/>	25	actual

Subject Item Comments

2000 character maximum

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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.

New Mexico Environment Department - Annual Emissions Inventory Subject Item Emission Detail - Windows Internet Explorer provide

state.nm.us

New Mexico ENVIRONMENT Department

Subject Item Emission

Home Admin Tools Logout

Facility Annual Emissions - Subject Item Emission Detail Form

Please note that this page will expire in 240 minutes.

Agency ID: 898
 Facility Name: Gallup Refinery
 Organization Name: Western Refining Southwest Inc - Gallup Refinery

ID: 152
 Designation: AM
 Description: Amine Unit (AM)
 Type: Amine sweetening unit
 SCC: Industrial Processes, Petroleum Industry, Sour Gas Treating Unit, General

Actual Pollutants (required)

Pollutant	Amount	Previous Year Amount	Unit of Measure	Quantity Type	Calculation Method
Carbon Dioxide:	<input type="text"/>	<input type="text"/>	metric tons/y	Actual	Select one
Carbon Dioxide (from combustion):	<input type="text"/>	<input type="text"/>	metric tons/y	Actual	Select one
Carbon Dioxide (fugitives):	<input type="text"/>	<input type="text"/>	metric tons/y	Actual	Select one
Carbon Dioxide (vented):	<input type="text"/>	<input type="text"/>	metric tons/y	Actual	Select one
Methane:	<input type="text"/>	<input type="text"/>	metric tons/y	Actual	Select one
Methane (from combustion):	<input type="text"/>	<input type="text"/>	metric tons/y	Actual	Select one
Methane (fugitives):	<input type="text"/>	<input type="text"/>	metric tons/y	Actual	Select one
Methane (vented):	<input type="text"/>	<input type="text"/>	metric tons/y	Actual	Select one

Save Cancel

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. If you're reporting emissions from an unpermitted oil and gas emission source, please refer to the instructions found in Appendix A of this document. 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 screenshot shows a web browser window titled "New Mexico Environment Department - Annual Emissions Inventory Submittal Review - Microsoft Internet Explorer". The address bar shows the URL: <https://eidea-t.nmenv.state.nm.us/aqbaeir/submittal-review-form>. The main content area displays a table of emissions data:

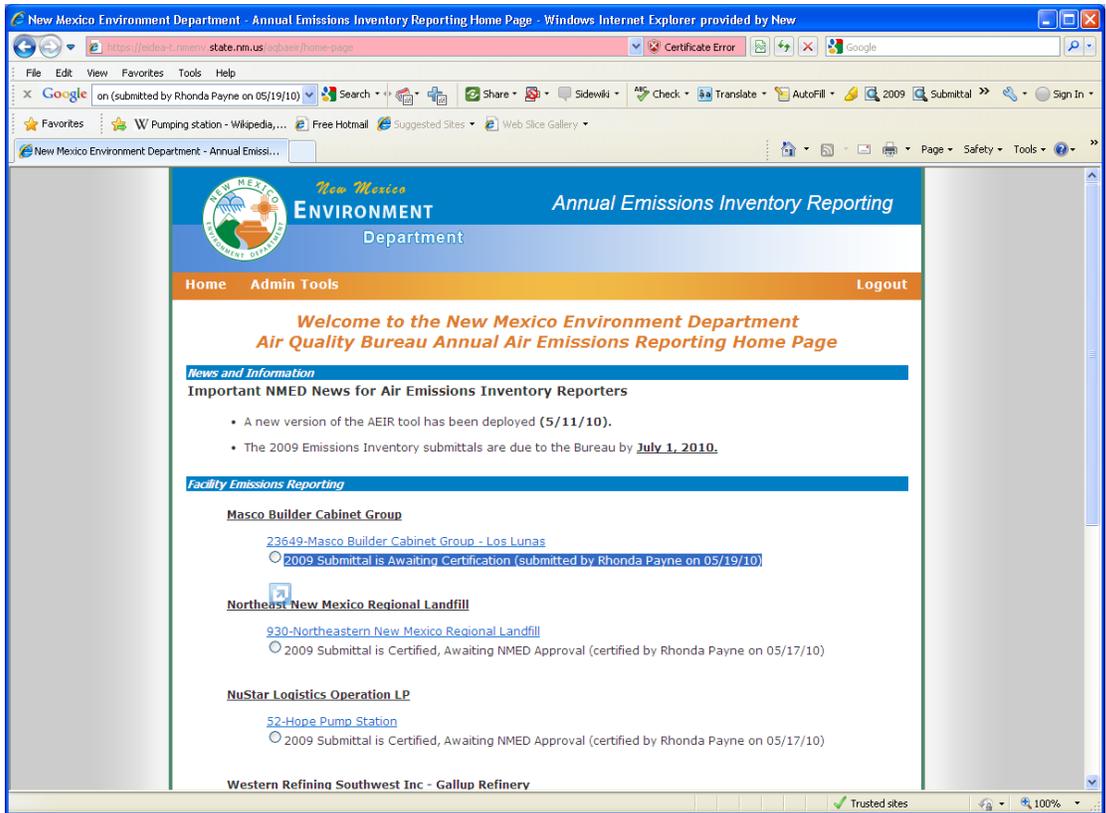
Pollutant	Value	Unit	Compliance	Testing Method
Methane (from combustion):	9.0	tons/y	0/Actual	Compliance Testing
Methane (fugitives):	6.0	tons/y	0/Actual	GRI-HAPCalc 4.0
Methane (vented):	5.0	tons/y	0/Actual	GRI-HAPCalc 3.0
Nitrogen Dioxide:	66.0	tons/y	17.82/Allowable	GRI-HAPCalc 3.0
Volatile Organic Compounds (VOC):	6.0	tons/y	5.78/Allowable	Flow velocity

Below this table is an "Edit" button. The next section is titled "Emission Factor Pollutants" and contains a table:

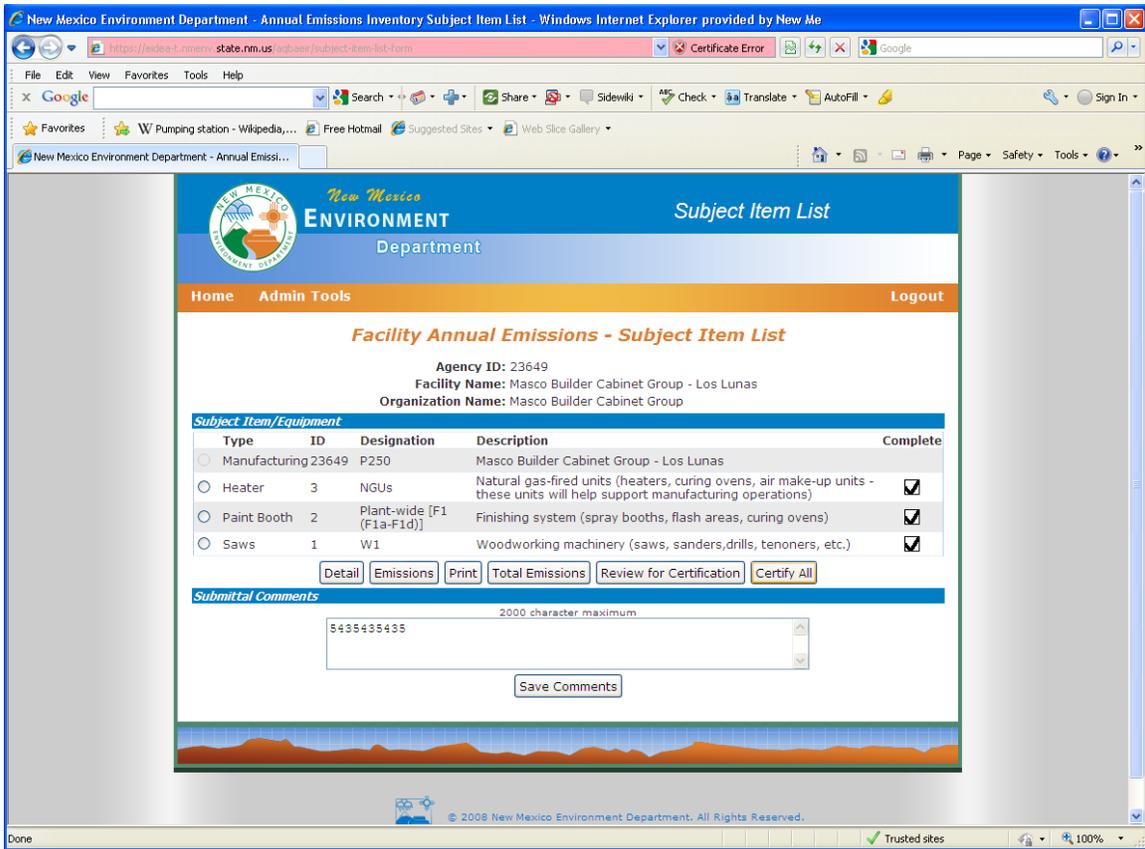
Pollutant	Emission Factor	Emission Factor lbs./UOM
Carbon Dioxide:	4.0	g/hp-h
Carbon Dioxide (from combustion):	4.0	gr/scf
Carbon Dioxide (fugitives):	4.0	gr/dscf
Carbon Dioxide (vented):	4.0	gr/scf
Carbon Monoxide:	4.0	gr/dscf
Methane:	4.0	gr/dscf
Methane (from combustion):	4.0	gr/dscf
Methane (fugitives):	4.0	gr/scf
Methane (vented):	4.0	kg CH4/MM BTU
Nitrogen Dioxide:	4.0	kg CH4/MM BTU
Volatile Organic Compounds (VOC):	4.0	gr/dscf

Below the table is an "Edit" button. At the bottom of the form are buttons for "Back to List", "Print", "Submit for Certification", and "Cancel". Below these buttons is the text "Subject Item #1 of 1". The footer of the page contains a logo and the text "© 2008 New Mexico Environment Department. All Rights Reserved."

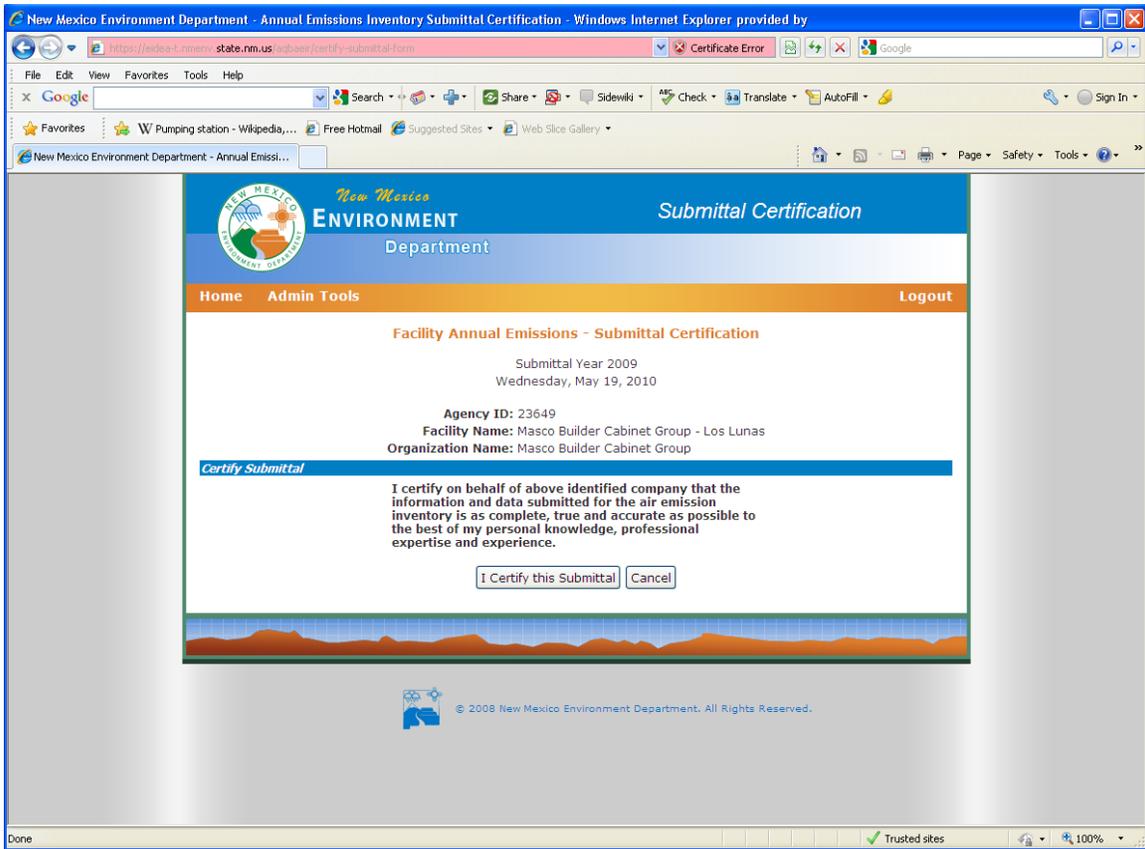
The Home page opens. The status next to the facility name changes to Awaiting Certification. The designated Certifier is the only person who can certify the submittal. Before the Certifier can certify, we must have a copy of the ESAA (see page 1 of these instructions).



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 Michael Schneider (mike.schneider@state.nm.us) at 505-476-4323.

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

APPENDIX A

This section provides instructions on how to add unpermitted GHG emitting SIs (e.g., pneumatic devices, compressor venting etc.) to an oil and gas AEIR submittal. Unlike a permitted SI, you do not have to complete the detail page for an unpermitted SI.

Step 1:

On the facility SI page, click “add an unpermitted source for EPA GHG calculations.”

The screenshot displays the 'Subject Item List' page for the New Mexico Environment Department. The page title is 'Facility Annual Emissions - Subject Item List'. The facility information includes Agency ID: 10, Facility Name: Roswell Compressor Station No9, Organization Name: Transwestern Pipeline Company (Air Quality), and Submittal Status: 2013 Submittal (In Process). The table below lists the following subject items:

Type	ID	Designation	Description	Complete
<input type="radio"/> Oil & Gas	10	P1-4R3	Roswell Compressor Station No9	
<input type="radio"/> Fugitives	2	FUG-1	Piping Component Fugitives	
<input type="radio"/> Fugitives	3	SSM/M1	SSM and Malfunction VOC Emissions	
<input type="radio"/> Internal combustion engine	3	903	Cooper Bessemer LSV-16GG	
<input type="radio"/> Internal combustion engine	4	904	Cooper Bessemer LSV-16GG	
<input type="radio"/> Internal combustion engine	5	921	Ingersoll Rand PSVG-6	
<input type="radio"/> Tank - Above Ground	9	MIST-1	Mist Eliminator, 1440 gal	

Below the table, there is a link: [Add an unpermitted source for EPA GHG calculations](#). Below this link are buttons for 'Detail', 'Emissions', 'Print', 'Export', and 'Total Emissions'. The 'Submittal Comments' section has a text area with a '3000 character maximum' limit and a 'Save Comments' button. The 'File Attachments' section has an 'Attach File to Submittal' button.

Step 2:

Using the equipment drop-down menu, select “Equipment” or “Release Point” and choose the associated “type.” The equipment category allows the addition of the following equipment types: amine sweetening unit, centrifugal compressors, glycol dehydrator still vent/flash tank, natural gas driven pneumatic pump, natural gas pneumatic device venting and reciprocating compressors. Selecting Release point allows the addition of stack/vent.

state.nm.us Certificate error AQ8 Planning Section New Mexico Environment D...

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New Mexico
ENVIRONMENT
Department

Subject Item List

ENVQ

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Facility Annual Emissions - Subject Item List

Agency ID: 10
 Facility Name: Roswell Compressor Station No9
 Organization Name: Transwestern Pipeline Company (Air Quality)
 Submittal Status: 2013 Submittal (In Process)

Subject Item/Equipment					
Type	ID	Designation	Description	Complete	
<input type="radio"/>	Oil & Gas	10	P154R3	Roswell Compressor Station No9	
<input type="radio"/>	Fugitives	2	FUG-1	Piping Component Fugitives	
<input type="radio"/>	Fugitives	3	SSM/M1	SSM and Malfunction VOC Emissions	
<input type="radio"/>	Internal combustion engine	3	903	Cooper Bessemer LSV-165G	
<input type="radio"/>	Internal combustion engine	4	904	Cooper Bessemer LSV-165G	
<input type="radio"/>	Internal combustion engine	5	921	Ingersoll Rand PSVG-6	
<input type="radio"/>	Tank - Above Ground	9	MIST-1	Mist Eliminator, 1440 gal	

Add an Unpermitted GHG Source

Category: Equipment

Type: Select one

Designation:

Description:

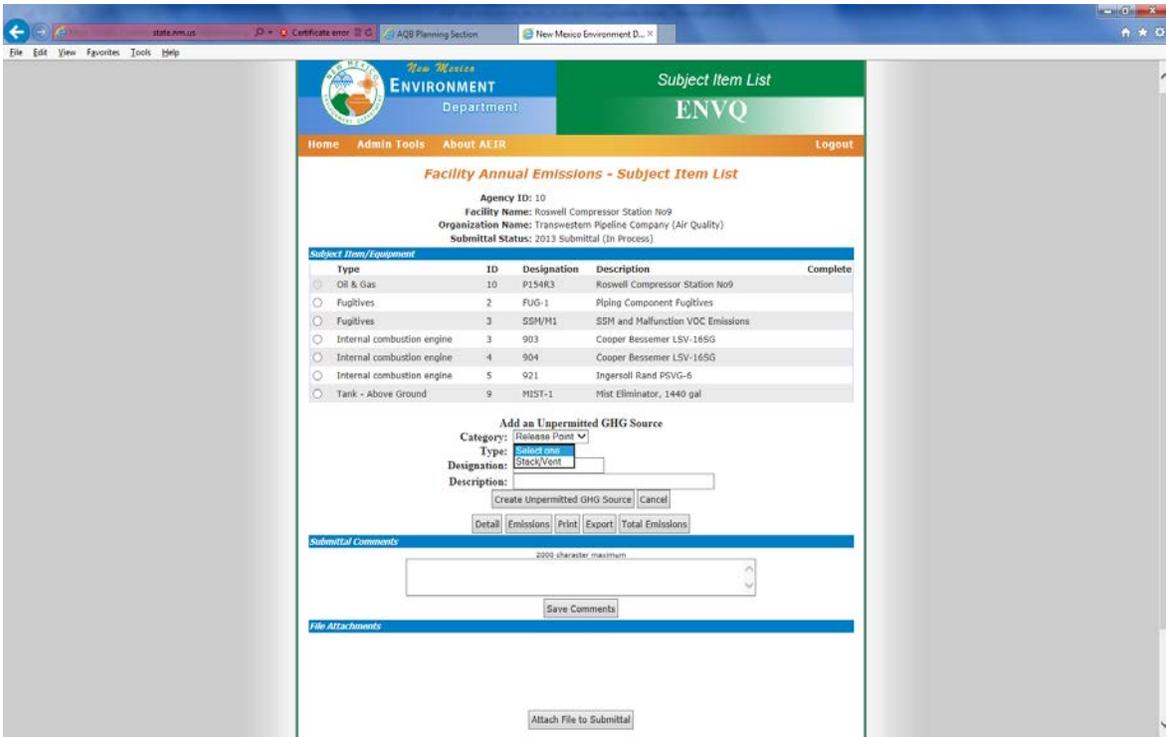
Create
 Reciprocating Compressors

Detail
 Amine sweetening unit
 Centrifugal Compressors
 Glycol Dehy Still Vent/Flash Tank
 Natural Gas Driven Pneumatic Pump
 Natural Gas Pneumatic Device Venting

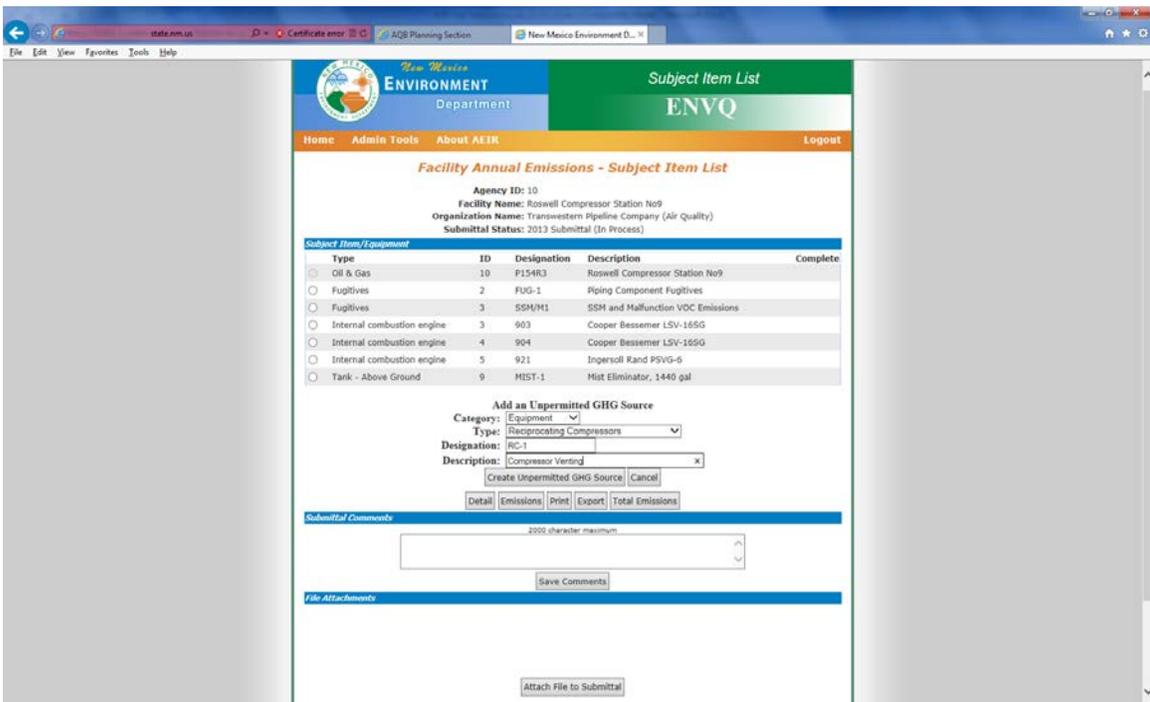
Submittal Comments

2000 character maximum

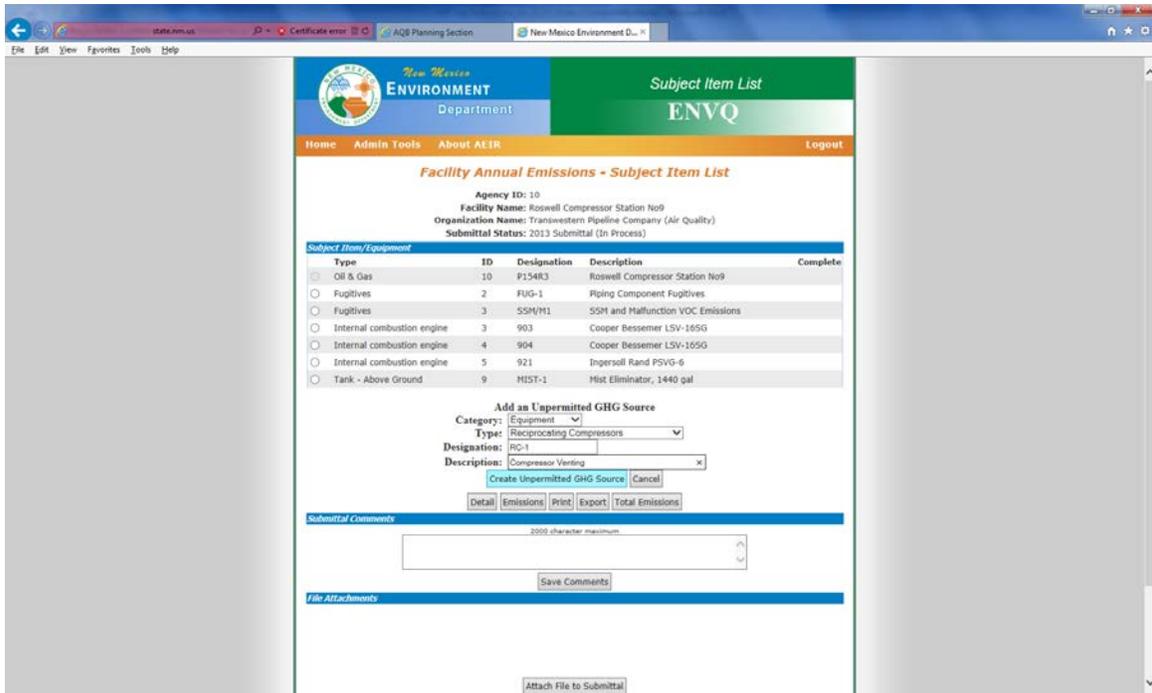
File Attachments



Step 3:
Provide “Designation” and “Description” for the SI

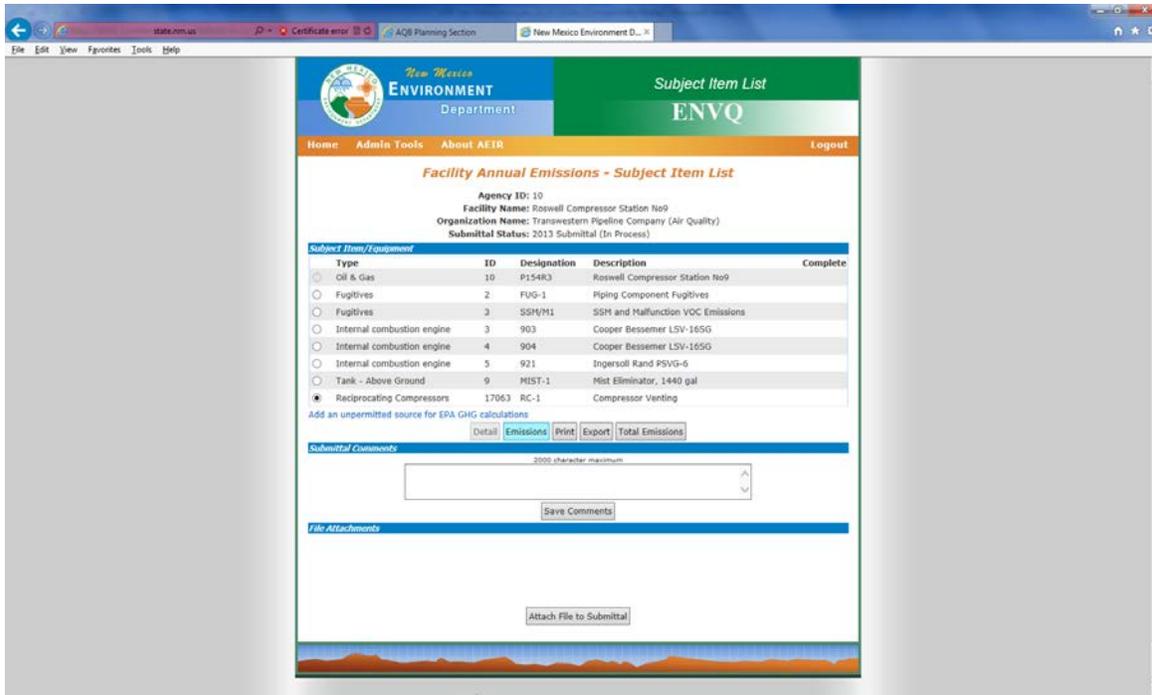


Step 4:
Click on “Create Unpermitted GHG Source.”



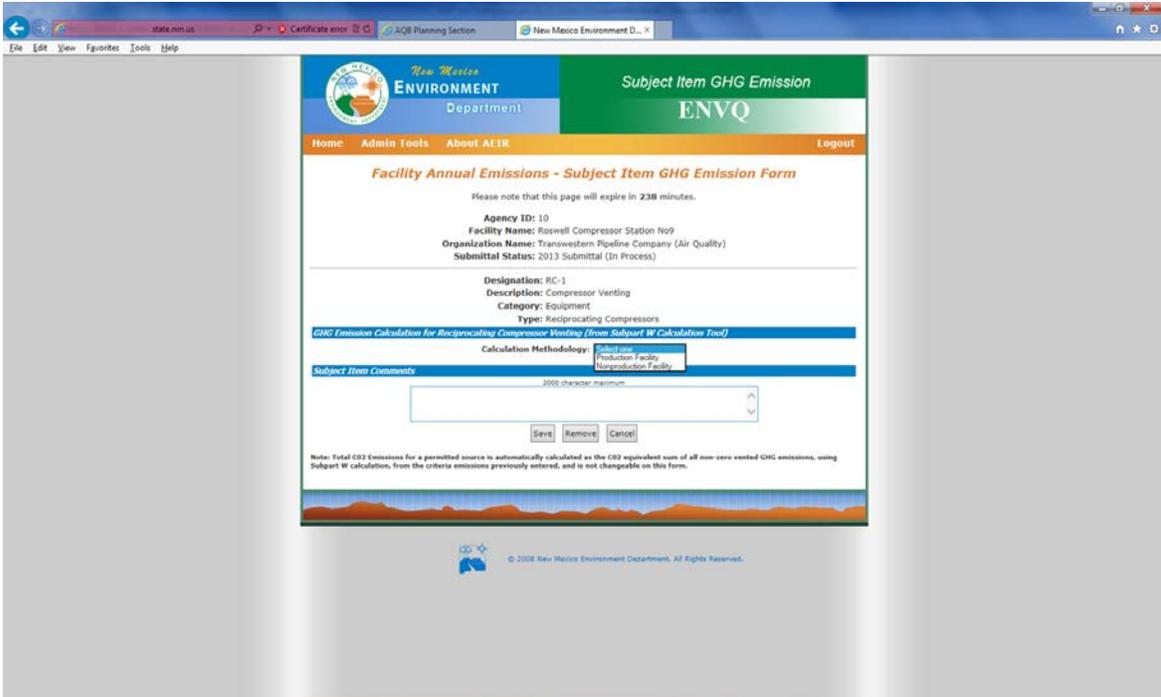
Step 5:

Once created, click on the newly created SI type and add GHG emissions data by clicking on the “Emissions” button. Note: the “Details” button is not accessible or required.



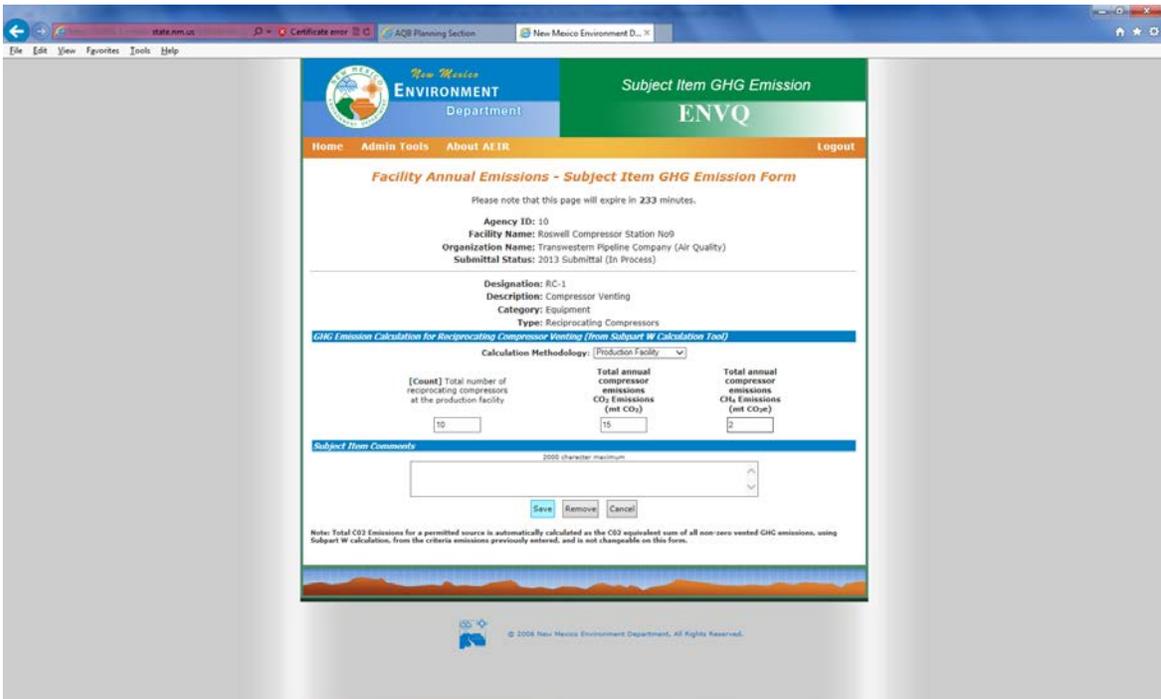
Step 6:

Select the appropriate EPA emissions “Calculation Methodology” for the SI.



Step 7:

Provide the appropriate data for each of the data fields and click on “save.” This will save the data entered on the page and return the user to the Facility SI list where additional unpermitted SIs can be created.



Additional Considerations:

The cells provided on the “Emissions Form” can be cross-referenced with EPA’s Subpart W calculation worksheets. Per NMED’s GHG reporting procedures, sources must use EPA methods for calculating emissions. Please see NMED’s GHG emissions reporting procedures at the following link:

http://www.nmenv.state.nm.us/aqb/GHG/ghgrr_index.html

To remove an unpermitted GHG emissions SI, simply click the “Remove” button on the SI Emission Form.