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:

https://www.env.nm.gov/aqb/modeling/modelingemissions.html

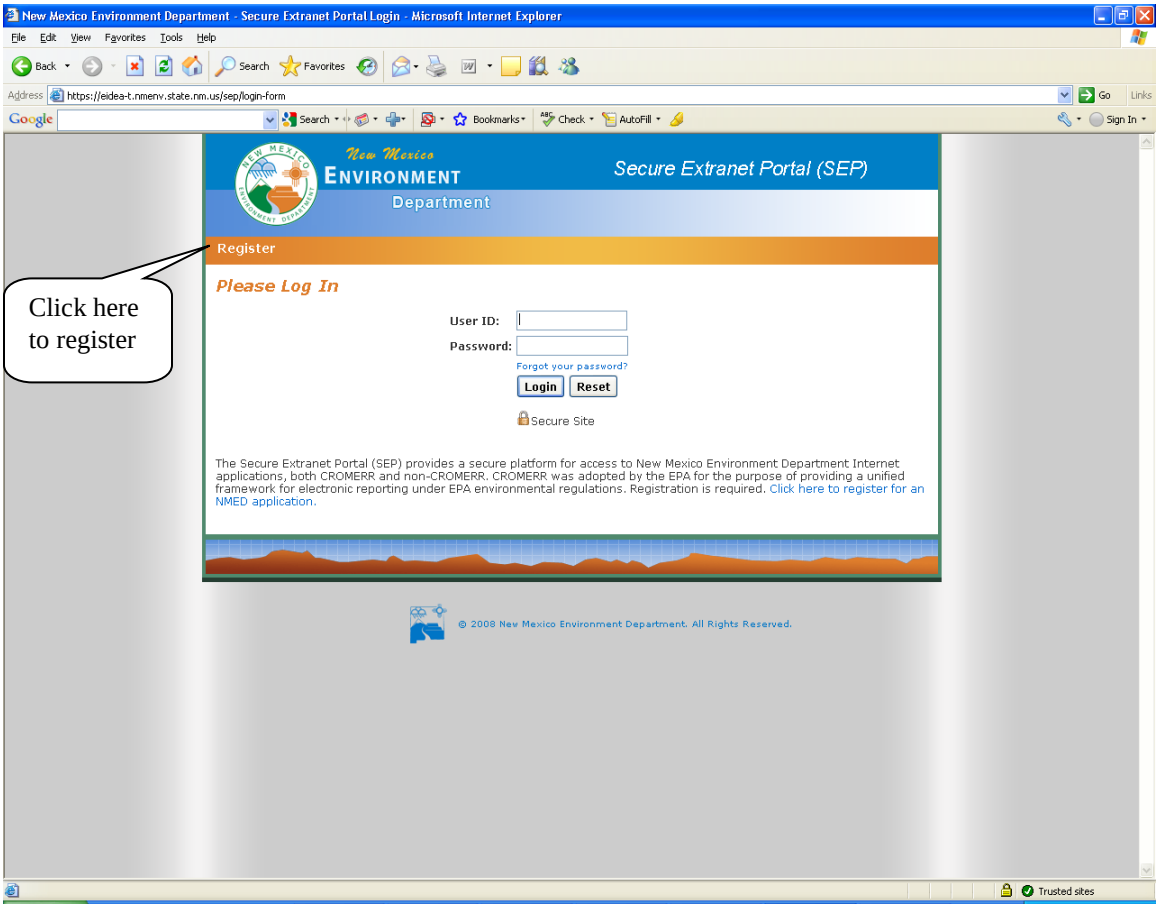
Specifically, please look under Emissions Inventory General Information.

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

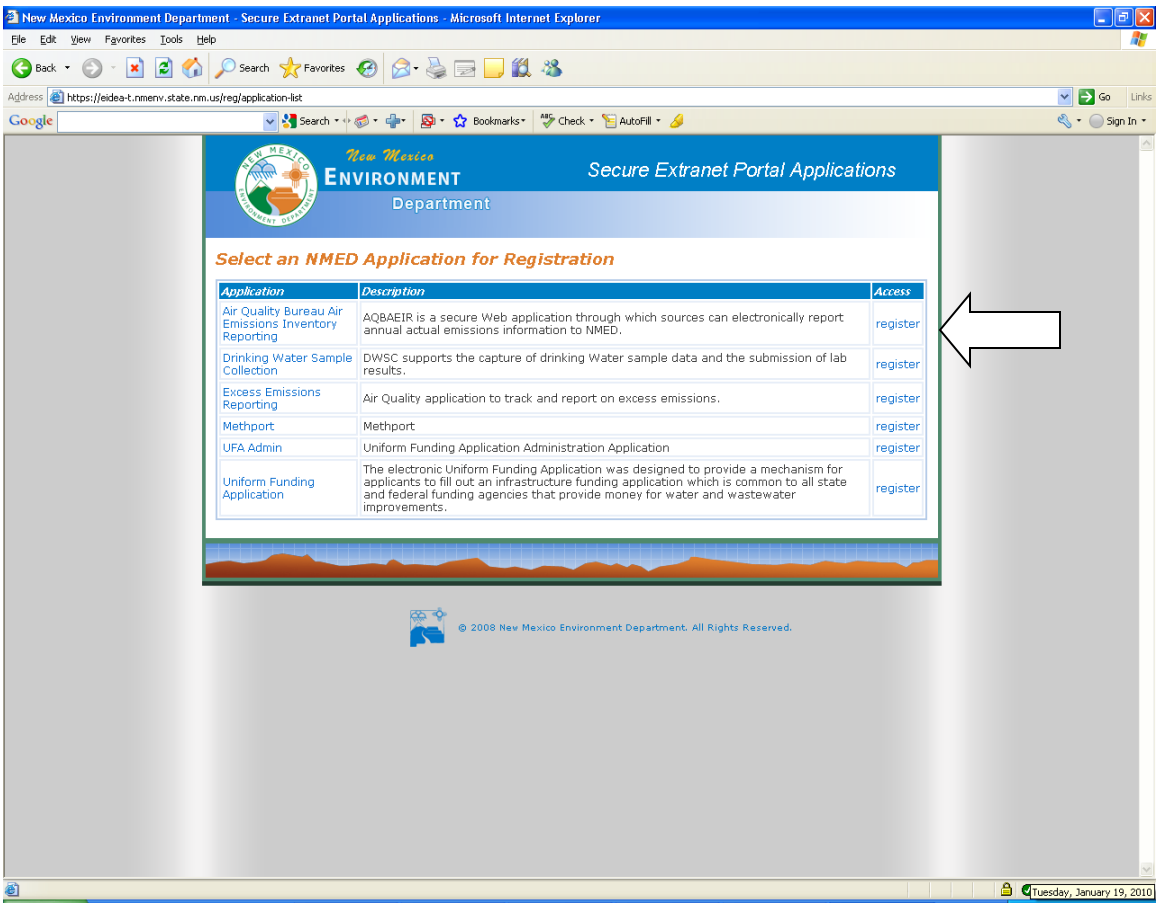
The New Mexico Environment Department's Secure Extranet Portal (SEP) opens:



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.

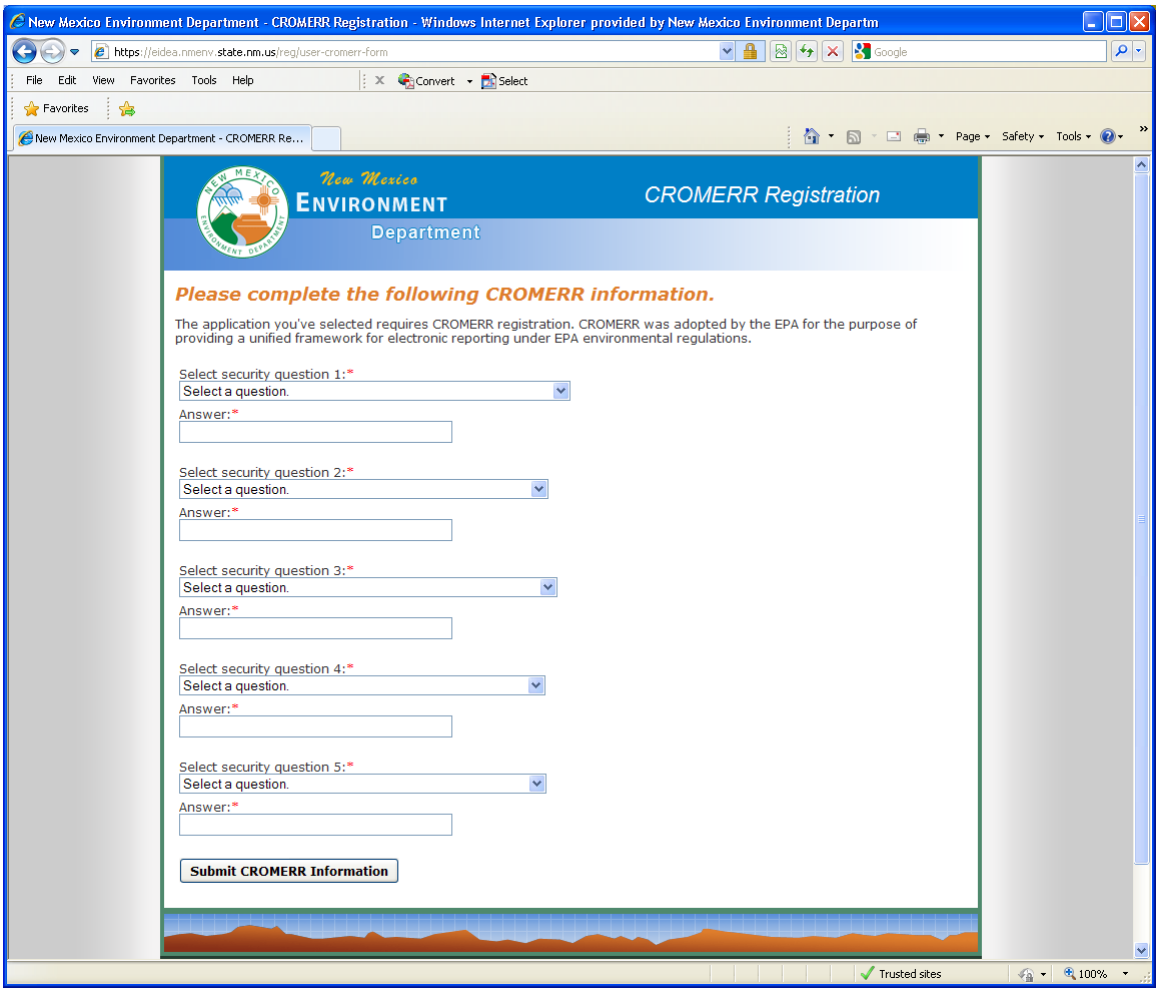
The Secure Extranet Portal Applications home page opens. Select the Air Quality Bureau Air Emissions Inventory Reporting application and click the Register link on the right, under the Access column. This will register you for the AEIR application.



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.

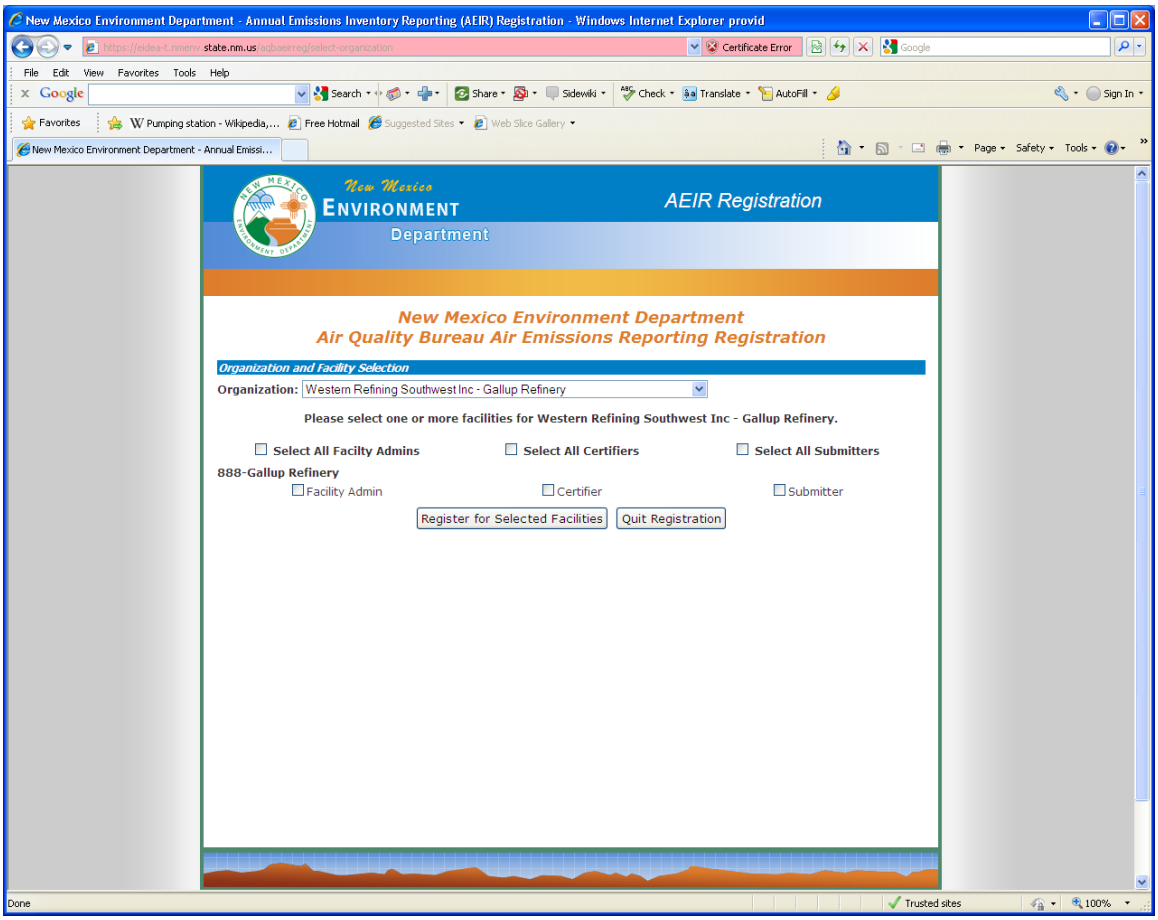
Once you've logged in using your new password the Secure Extranet Portal Applications page reopens. Again, click on the register link next to the AEIR application. This registration is for the organizations and associated facilities for which you wish to submit data.

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



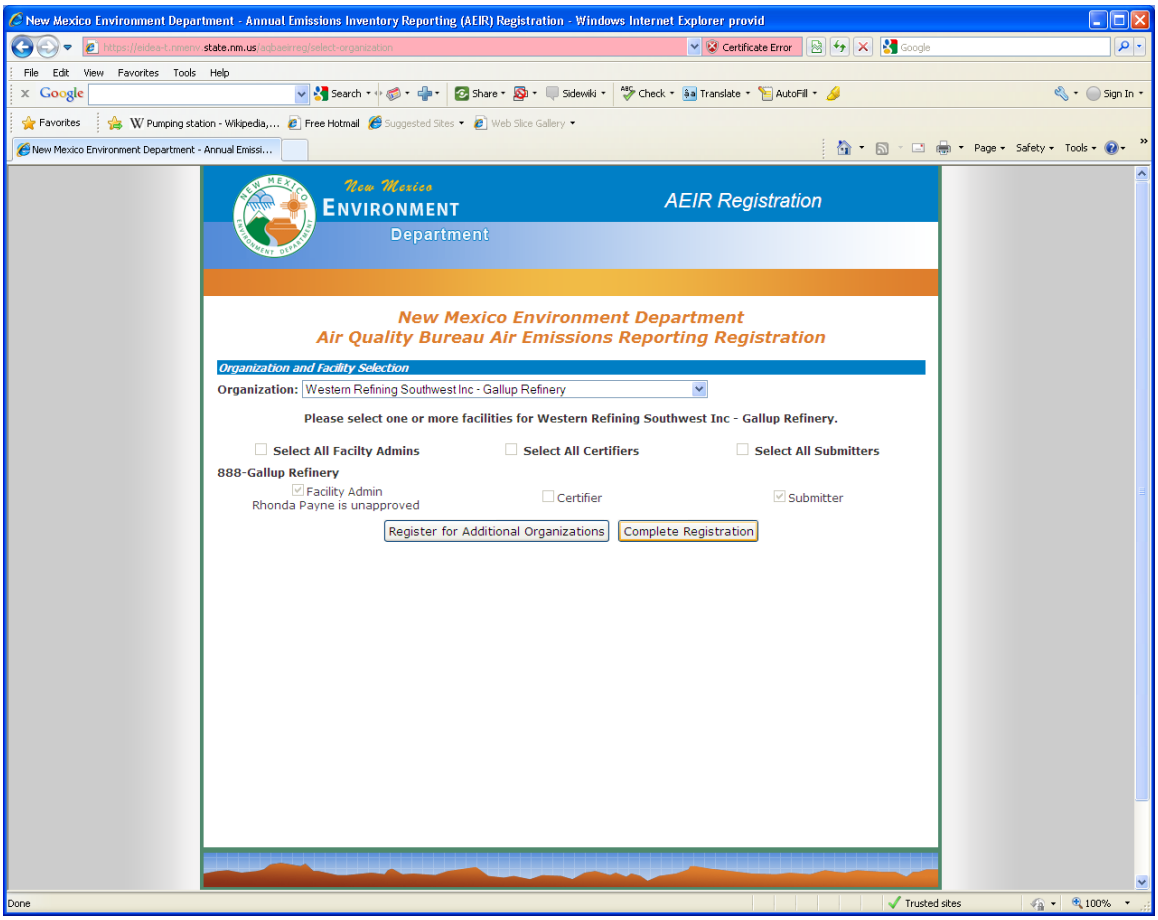
Once all questions are answered, press the Submit CROMERR Information button to continue.

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.



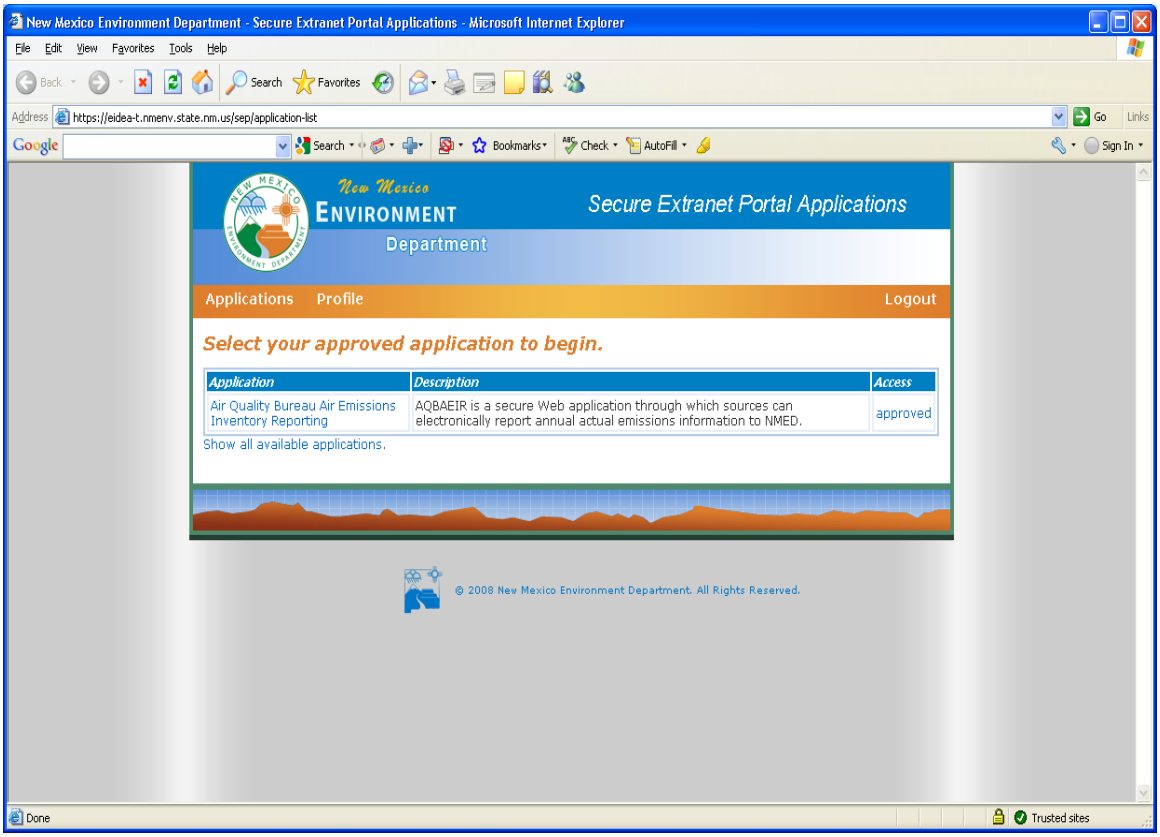
Select your organization. The associated facilities appear in the space below the organization drop down menu. Use either the Select All button to check all the facilities or check facilities individually. Select Facility Admin, Certifier or Submitter and then click the Register for Selected Facilities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

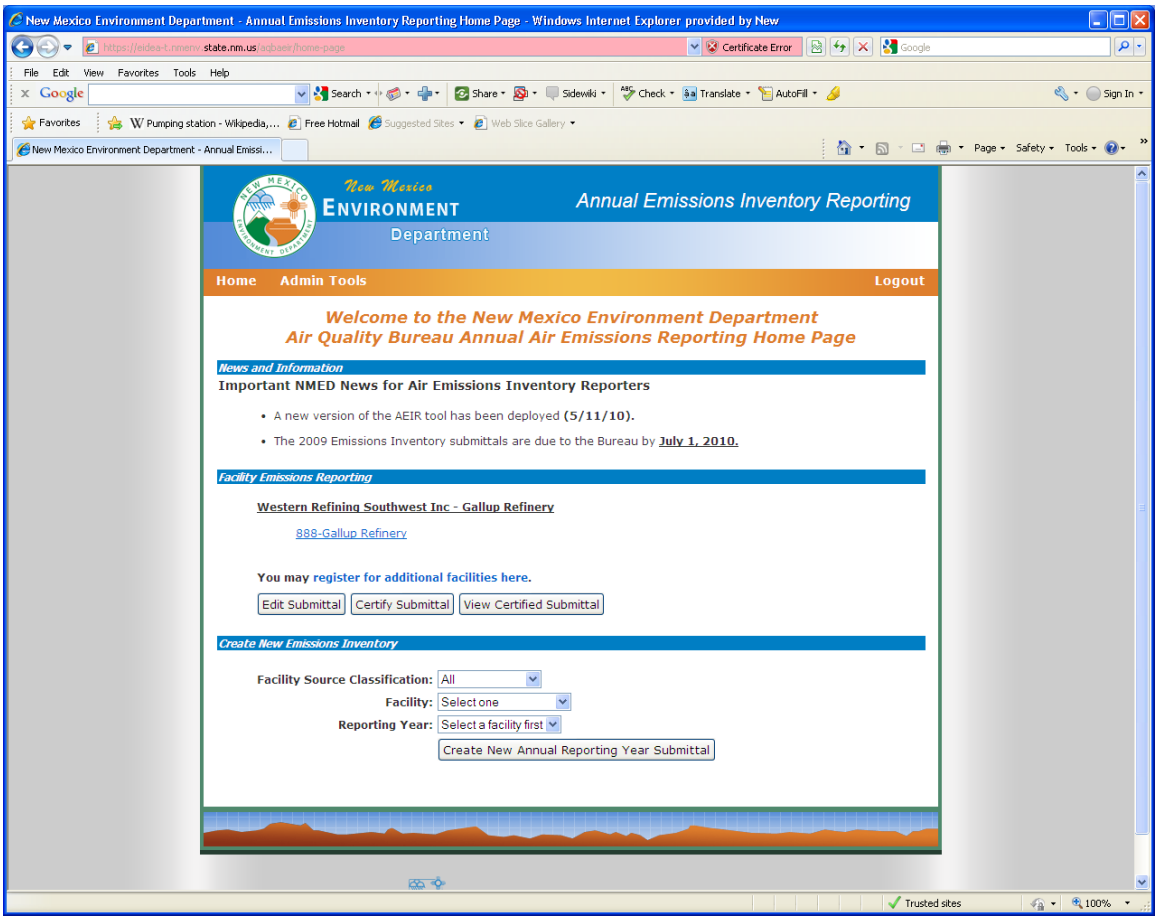


You will receive an email notification of your approval. You may use the link provided in the email to log back into the application. The Secure Extranet Portal Applications home page opens and the Access will now be ‘approved’.

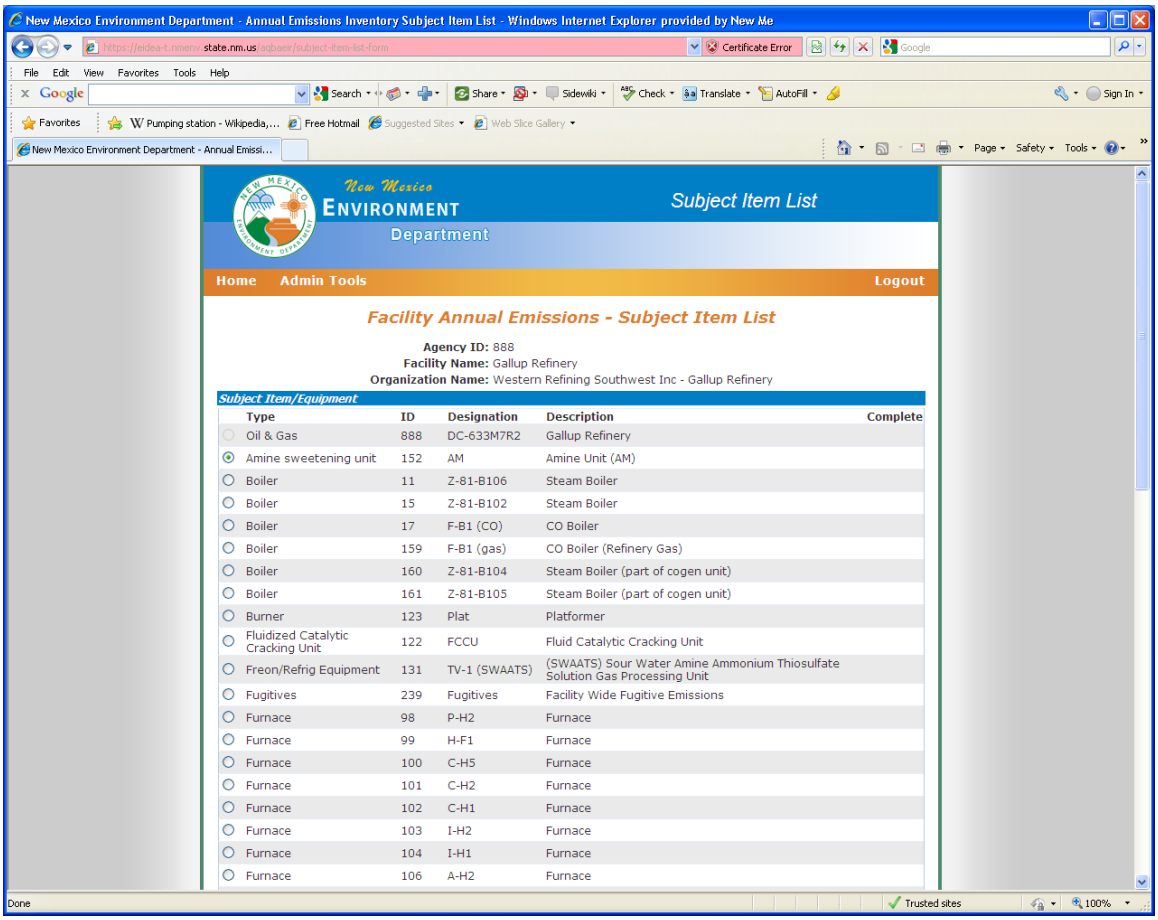
The AEIR application is entered by clicking on the hotlink on the ‘approved’ word or on the Application name itself.

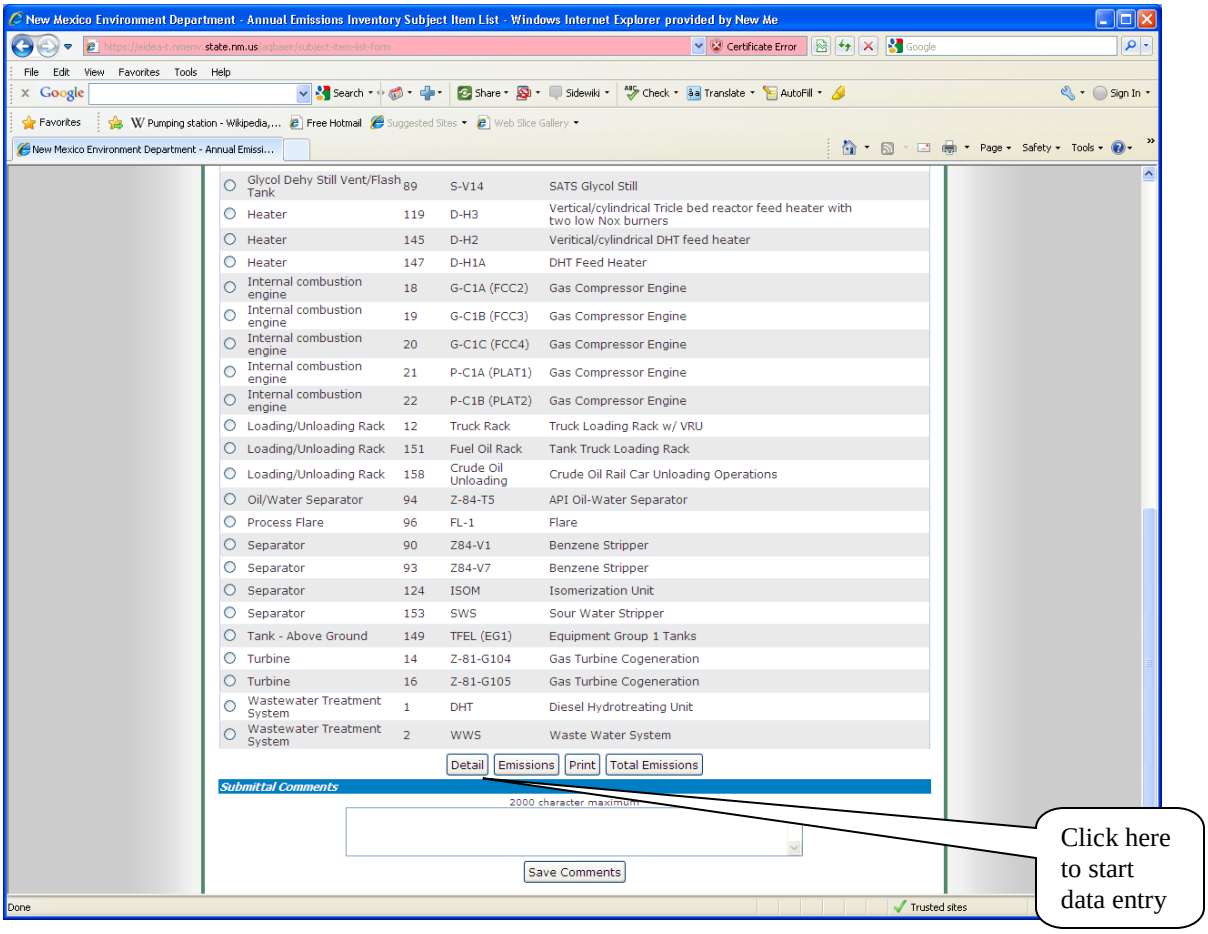


Now that the necessary registrations are complete, you will be taken to the Reporting home page. Use the drop down filters at the bottom of the page to create a new emissions inventory. If your home page has multiple facilities, you may use the Facility Source Classification drop down menu to limit the 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
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
Oil & Gas | 888 | DC-633M7R2 | Gallup Refinery
Amine sweetening unit | 152 | AM | Amine Unit (AM)
Boiler | 11 | Z-81-B106 | Steam Boiler
Boiler | 15 | Z-81-B102 | Steam Boiler
Boiler | 17 | F-B1 (CO) | CO Boiler
Boiler | 159 | F-B1 (gas) | CO Boiler (Refinery Gas)
Boiler | 160 | Z-81-B104 | Steam Boiler (part of cogen unit)
Boiler | 161 | Z-81-B105 | Steam Boiler (part of cogen unit)
Burner | 123 | Plat | Platformer
Fluidized Catalytic Cracking Unit | 122 | FCCU | Fluid Catalytic Cracking Unit
Freon/Refrig Equipment | 131 | TV-1 (SWAATS) | (SWAATS) Sour Water Amine Ammonium Thiosulfate Solution Gas Processing Unit
Fugitives | 239 | Fugitives | Facility Wide Fugitive Emissions
Furnace | 98 | P-H2 | Furnace
Furnace | 99 | H-F1 | Furnace
Furnace | 100 | C-H5 | Furnace
Furnace | 101 | C-H2 | Furnace
Furnace | 102 | C-H1 | Furnace
Furnace | 103 | I-H2 | Furnace
Furnace | 104 | I-H1 | Furnace
Furnace | 106 | A-H2 | Furnace



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

- Actual Fuel Consumption

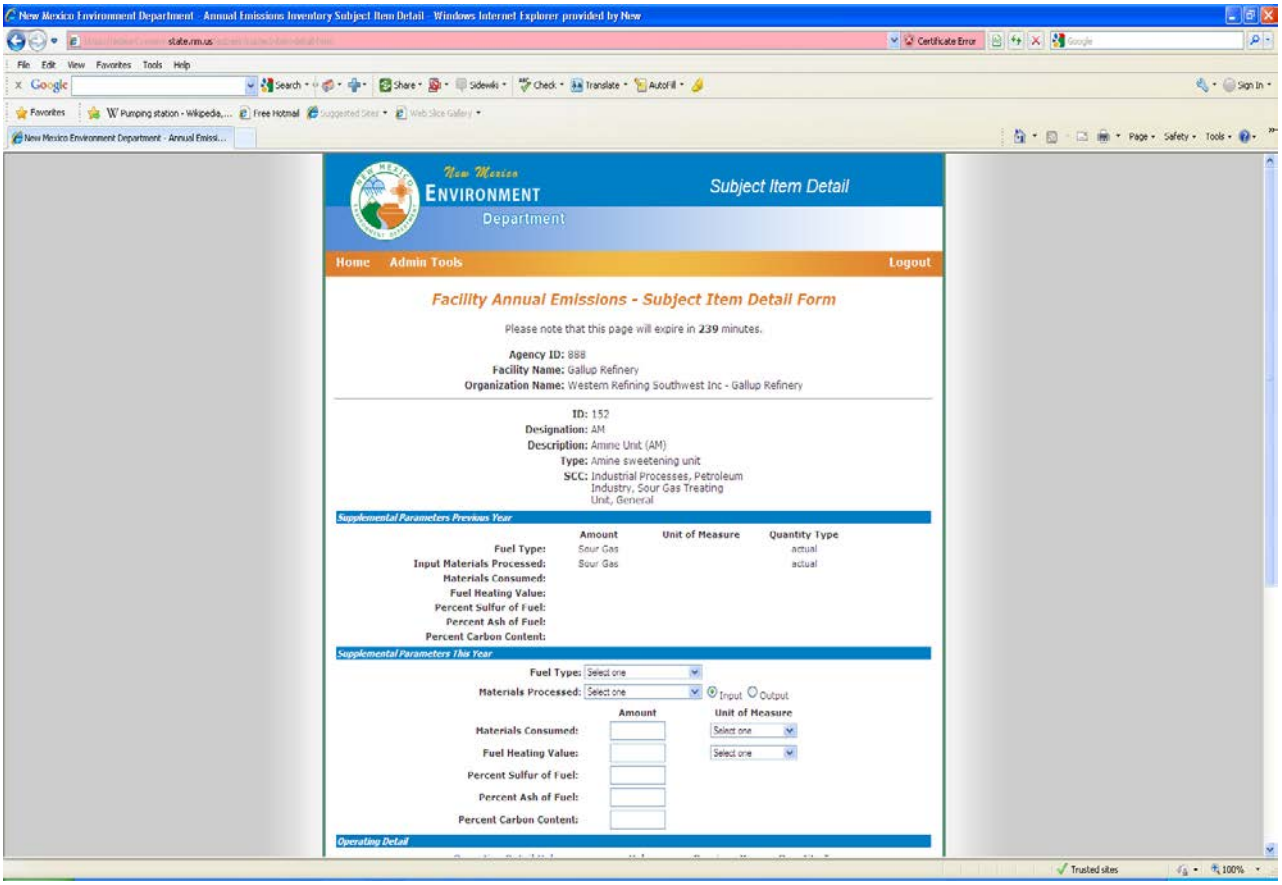
Fuel type	Units
Coal	M tons/y
Diesel	M gal/y
Natural Gas	MM SCF/y

- 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.



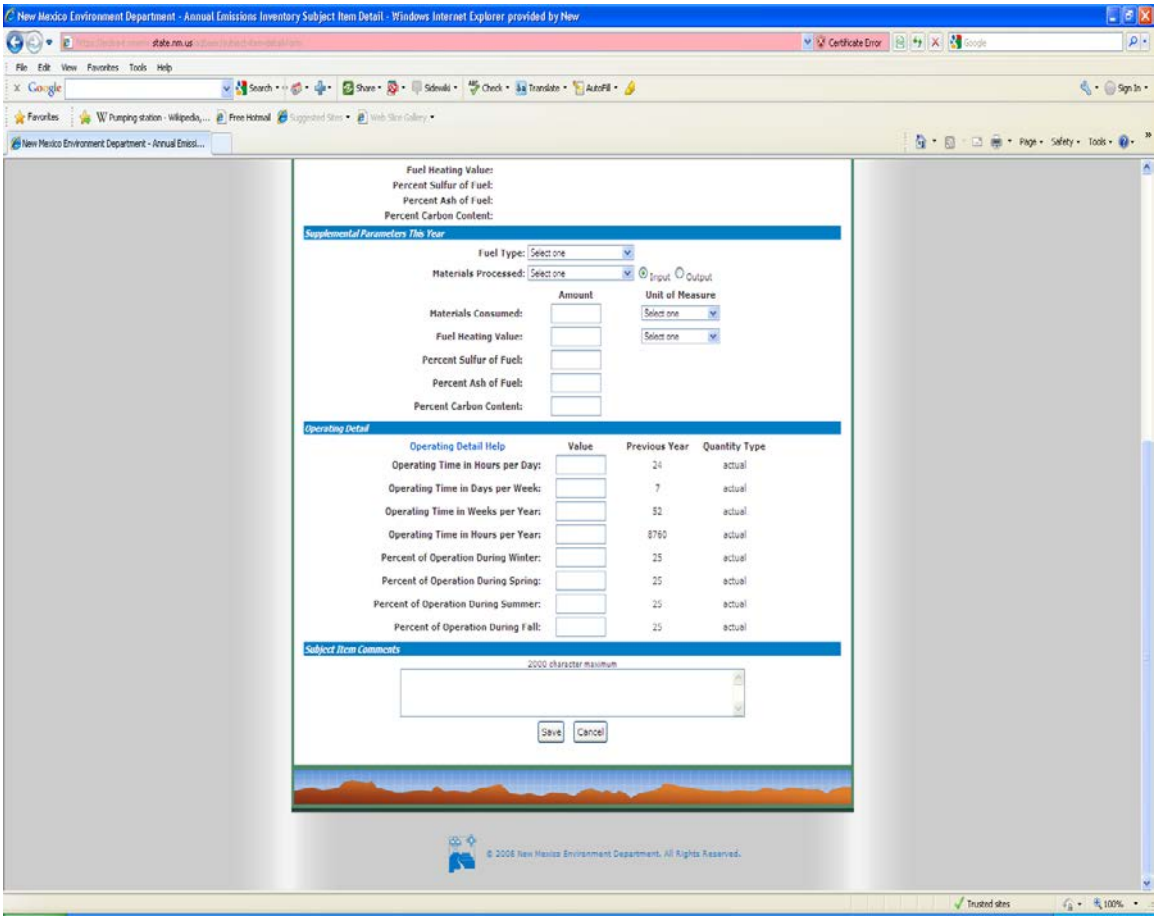
For tanks, enter the following:

- 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.

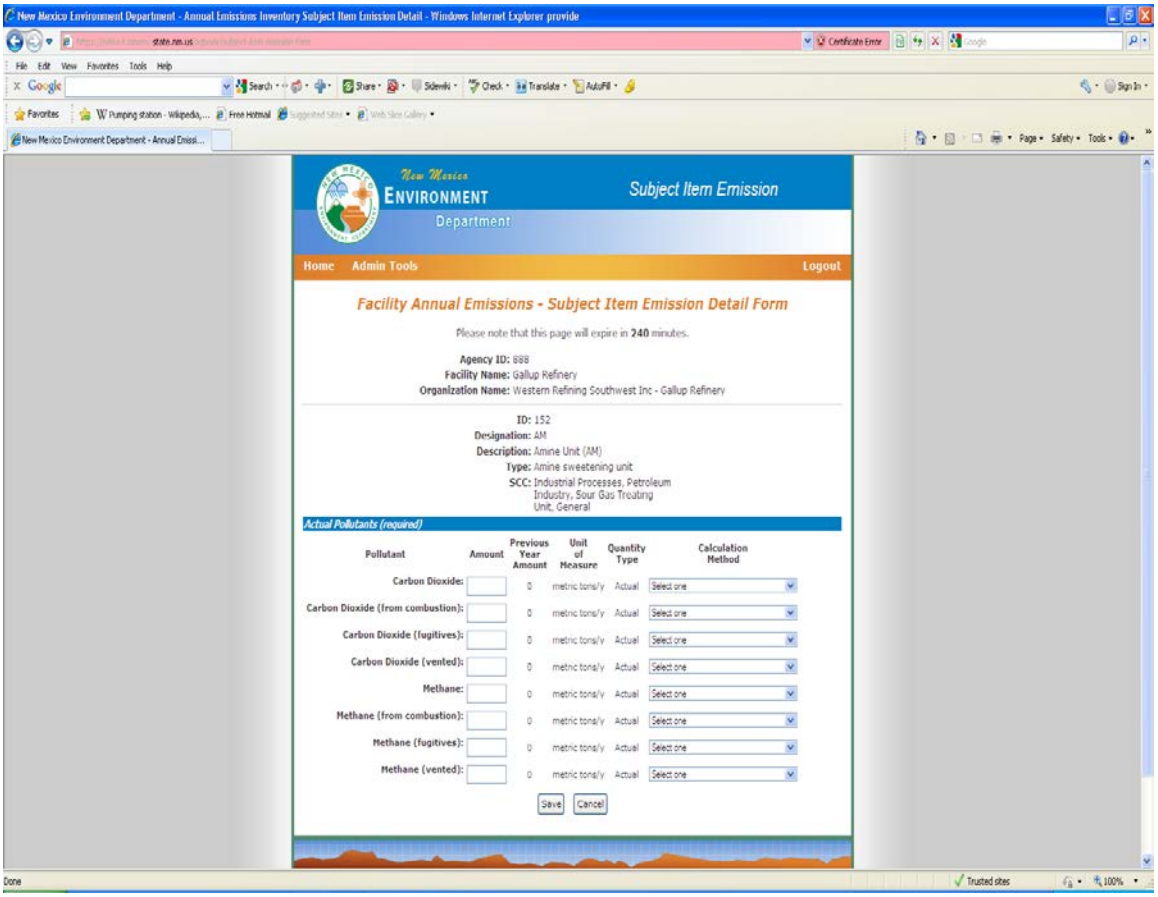
Enter operating time for all SIs excluding unpermitted GHG emission sources. Operating times should not exceed 100%.



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

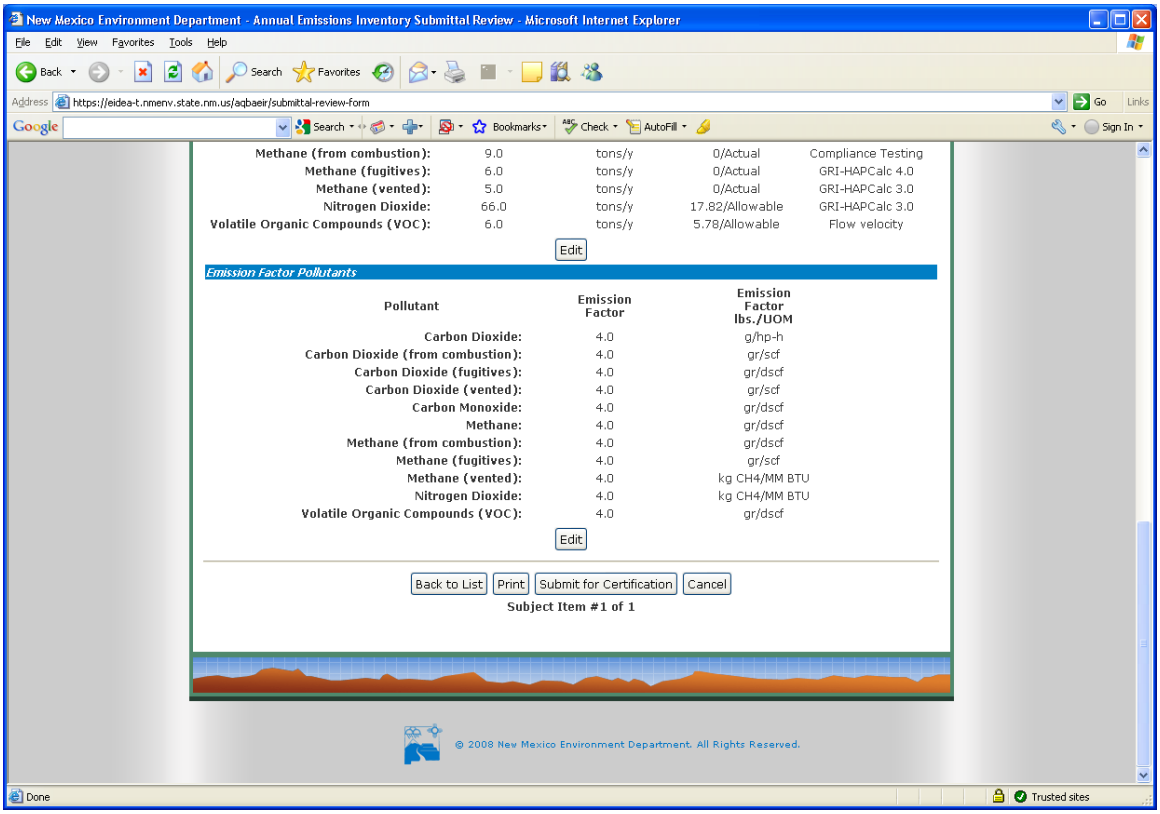
Click the Save button to save entries and move onto the Emissions page. (Note: You need to enter all your data into the page within 4 hrs. If you do not, the page will expire and your data will not be saved.)

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

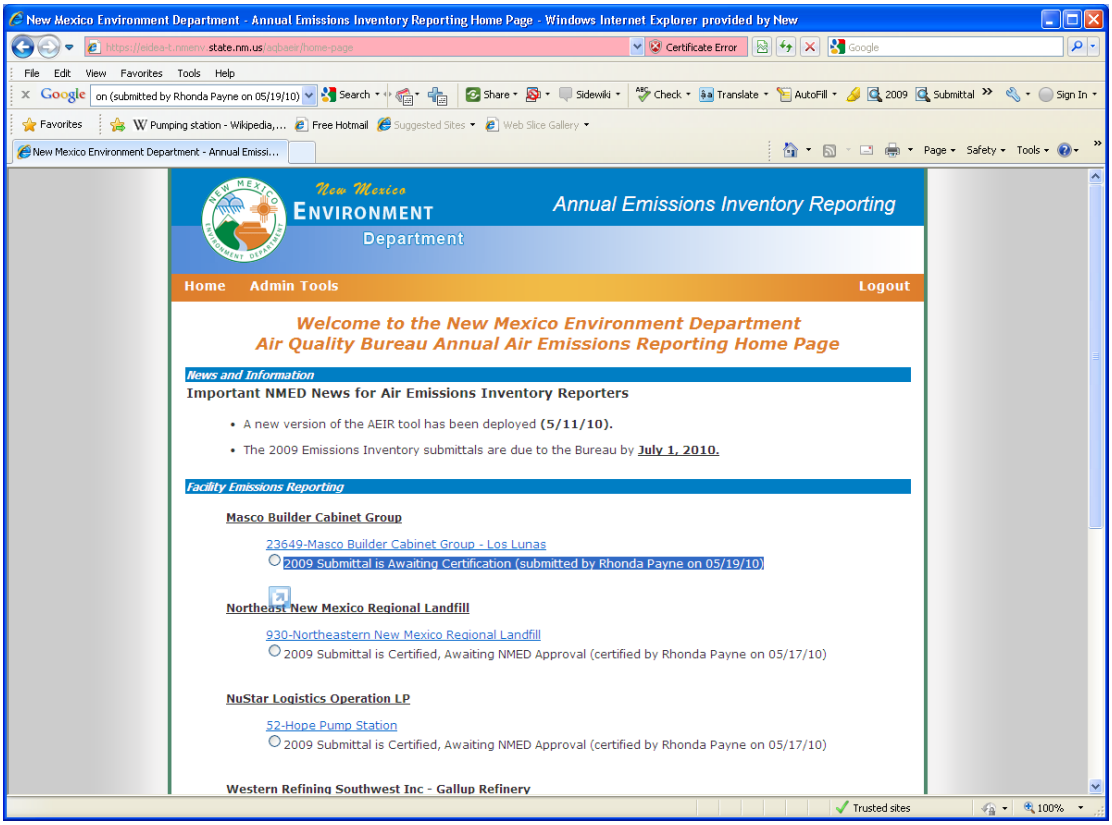


Click the Save button to commit changes and be directed back to the Facility Subject Item List page.

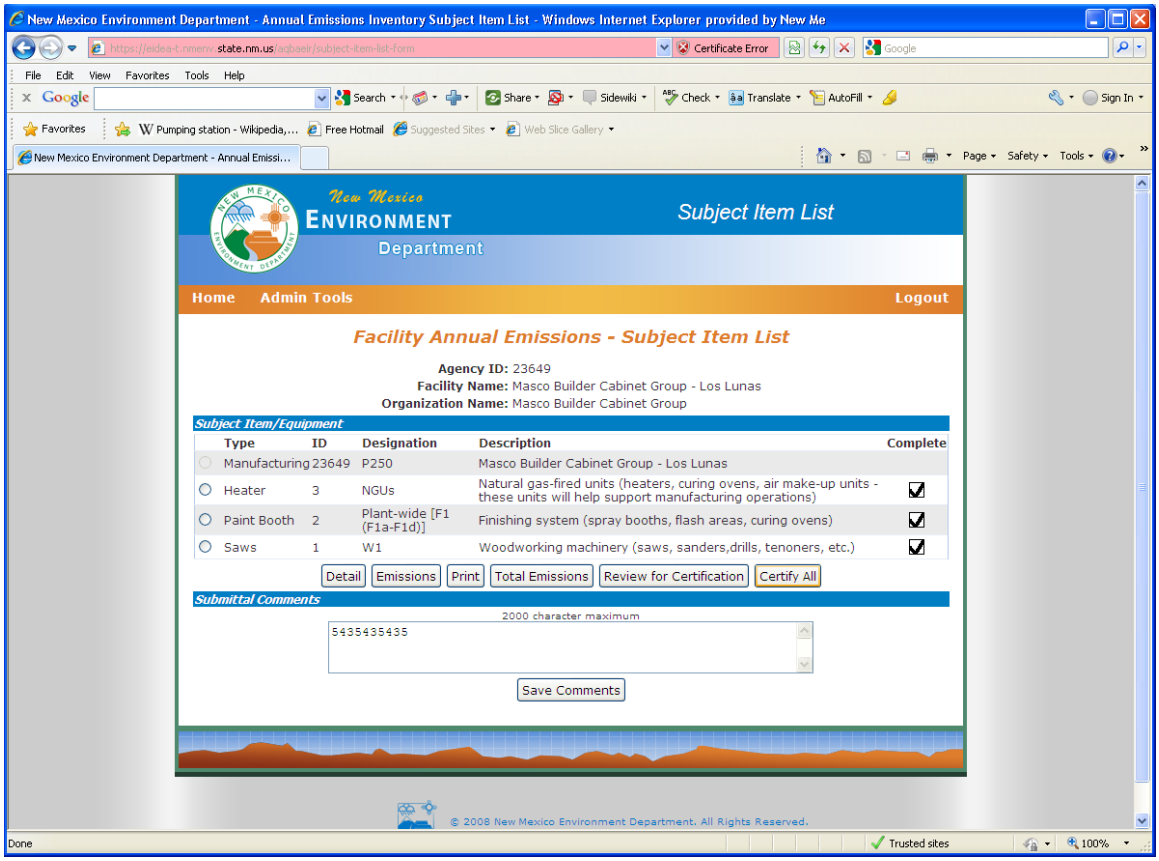
Follow the same steps to complete data entry for each SI. If you're reporting emissions from an unpermitted oil and gas emission source, please refer to the instructions found in Appendix A of this document. Once data entry on the last SI has been completed, click the Review for Submittal button. Review data entry and edit if necessary. Once review is complete, click on the Submit for Certification button.



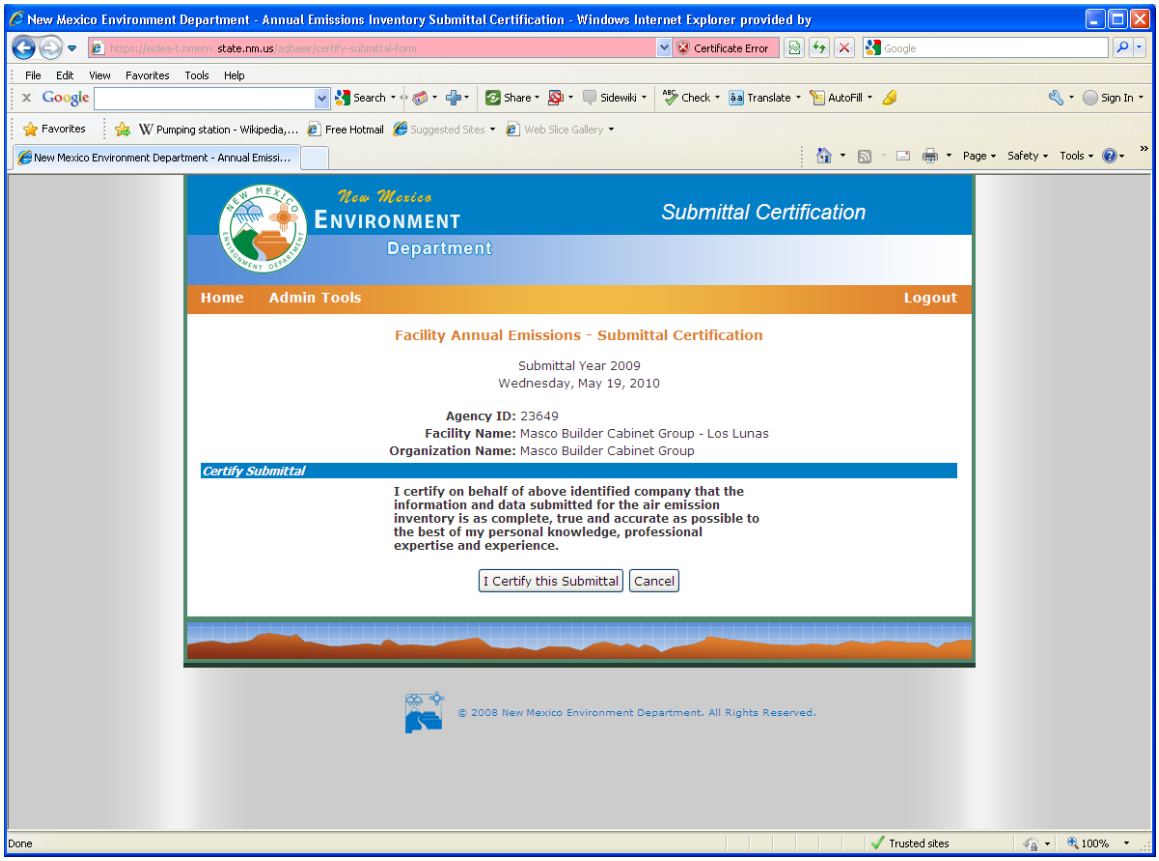
The Home page opens. The status next to the facility name changes to Awaiting Certification. The designated Certifier is the only person who can certify the submittal. Before the Certifier can certify, we must have a copy of the ESAA (see page 1 of these instructions).



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'.



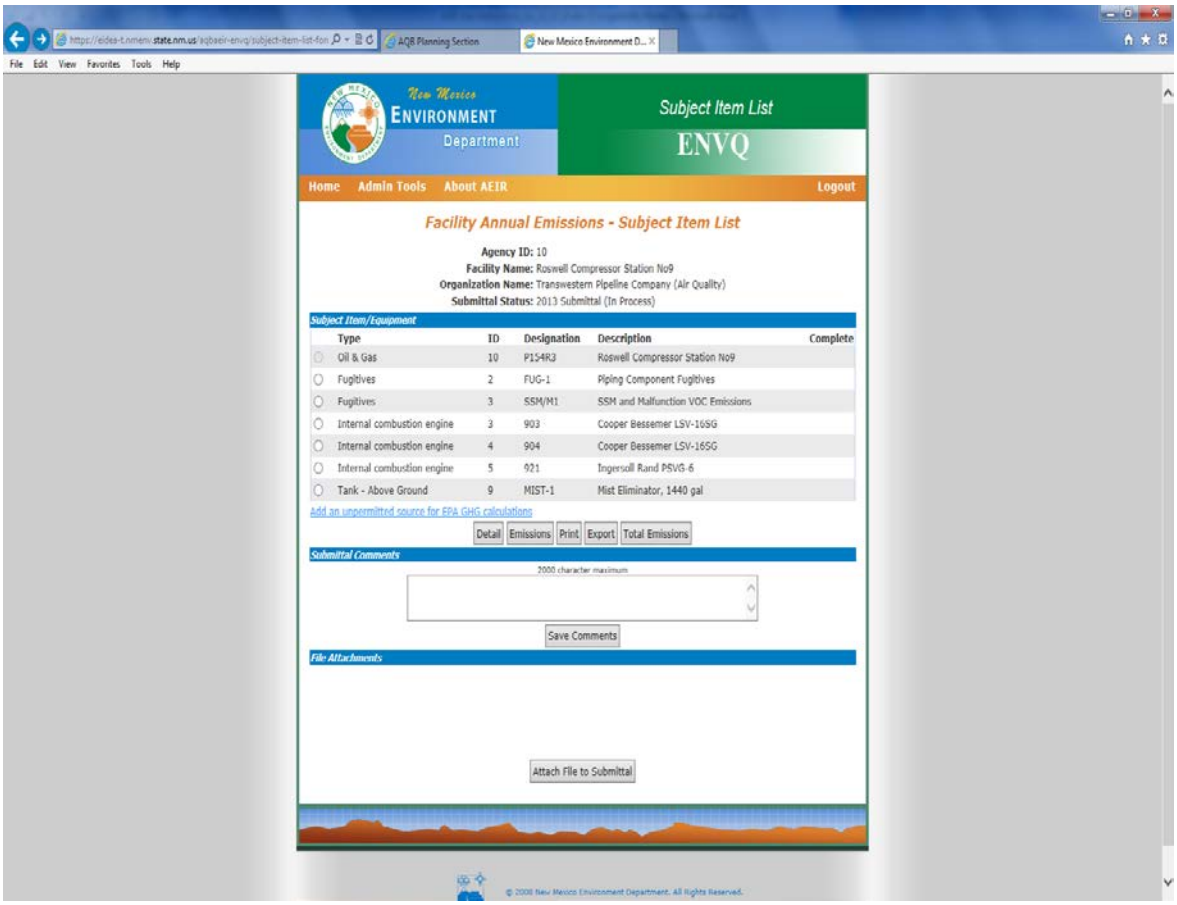
You will still be able to view your submittal from the home page in a read only format; however, you will be unable to make any changes. If for some reason the submitted facility data needs to be updated, contact Michael Schneider (mike.schneider@state.nm.us) at 505-476-4323.

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

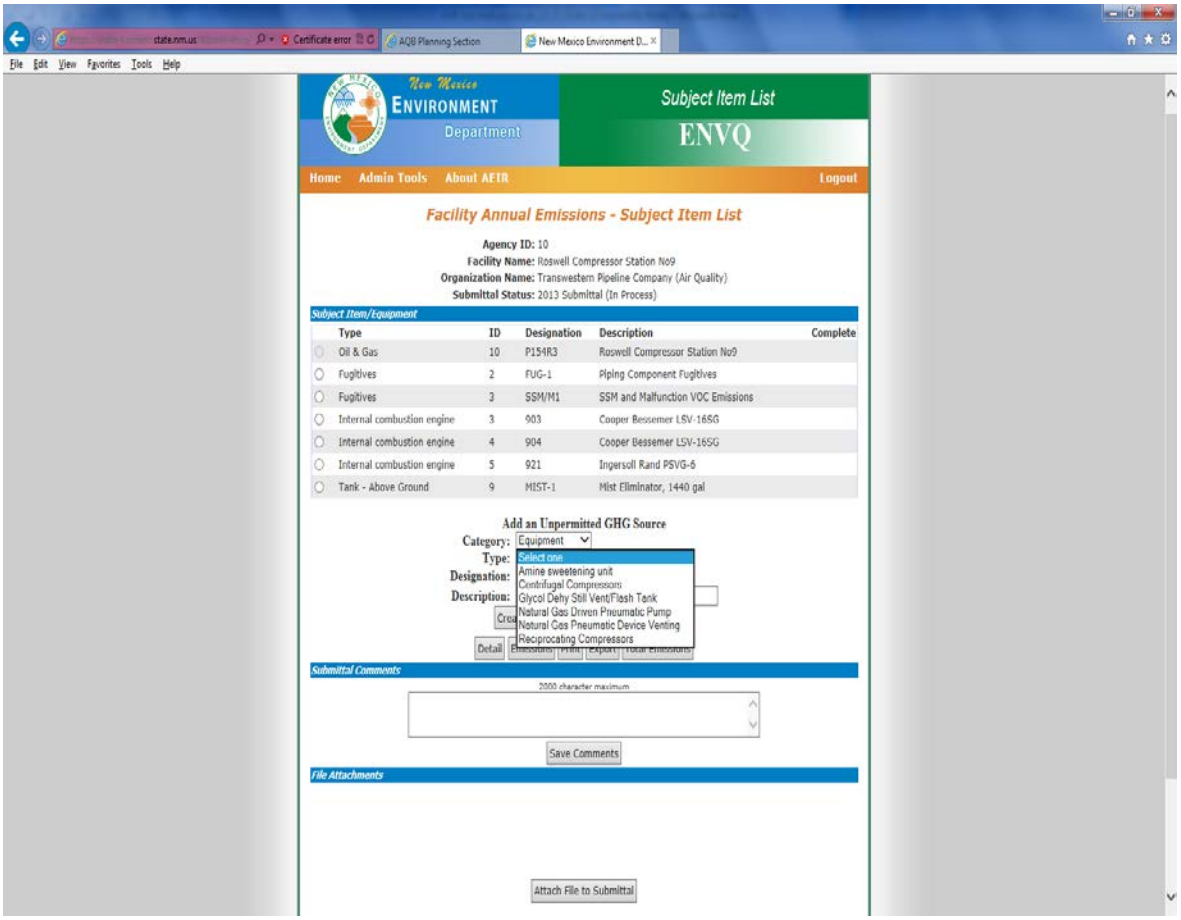
APPENDIX A

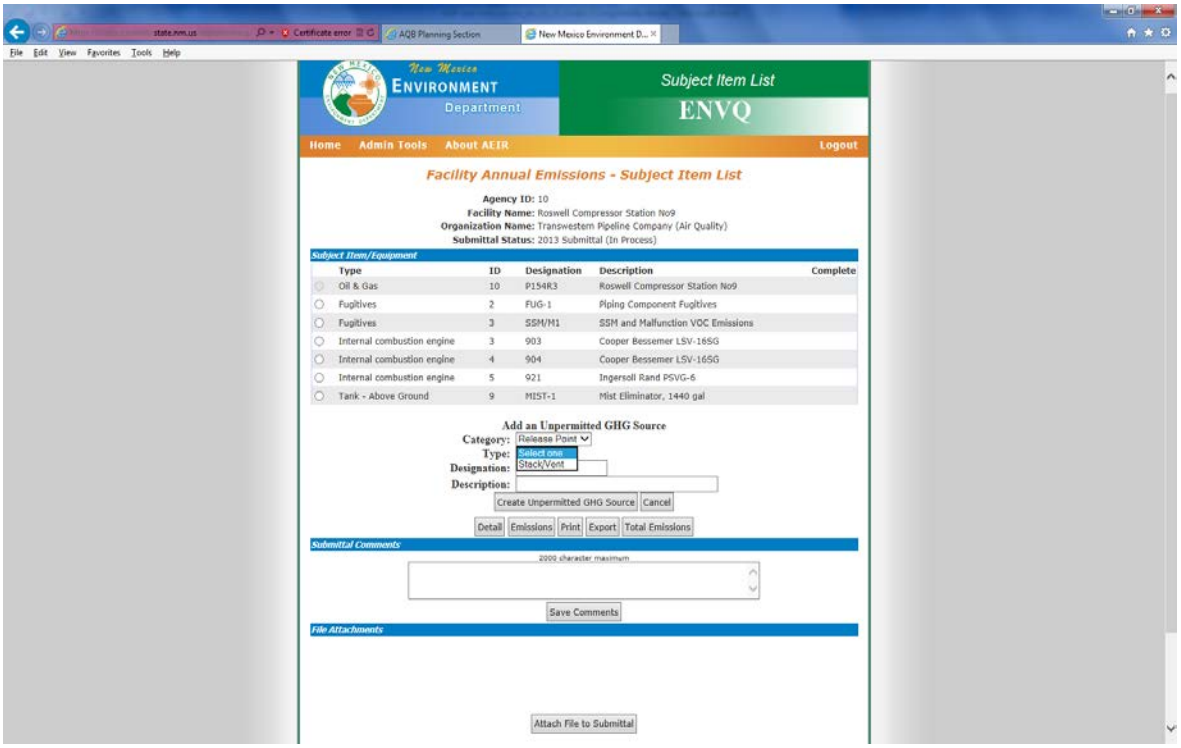
This section provides instructions on how to add unpermitted GHG emitting SIs (e.g., pneumatic devices, compressor venting etc.) to an oil and gas AEIR submittal. Unlike a permitted SI, you do not have to complete the detail page for an unpermitted SI.

Step 1:
On the facility SI page, click "add an unpermitted source for EPA GHG calculations."



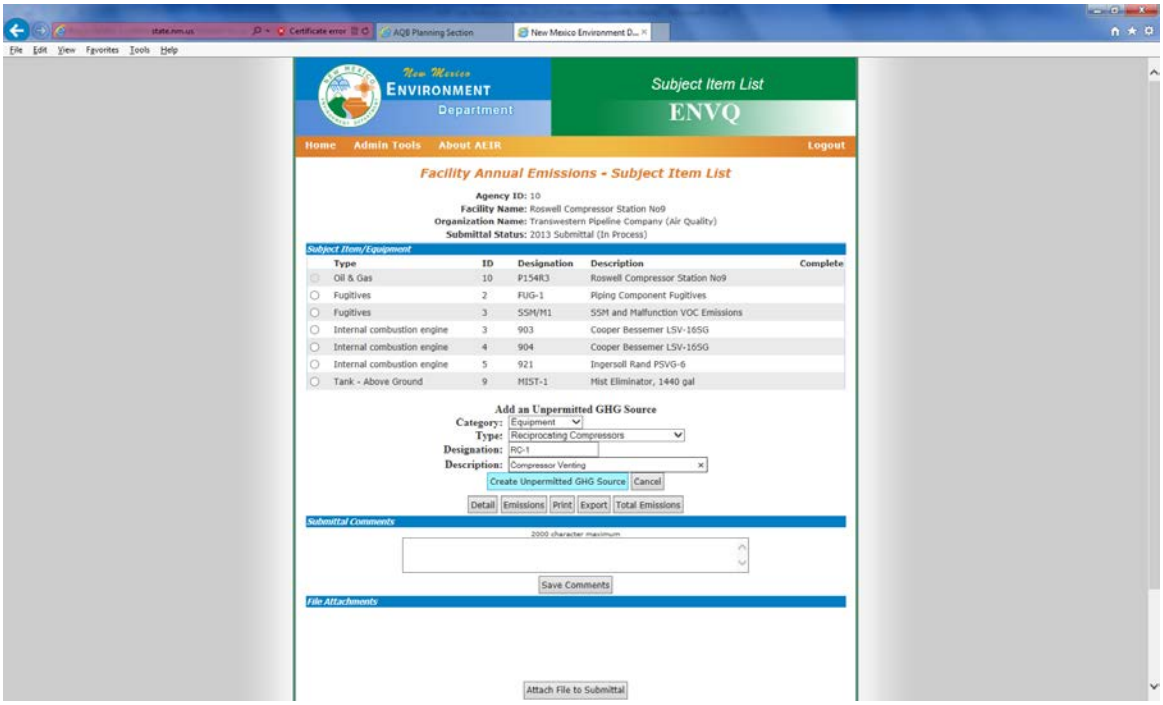
Step 2:
Using the equipment drop-down menu, select "Equipment" or "Release Point" and choose the associated "type." The equipment category allows the addition of the following equipment types: amine sweetening unit, centrifugal compressors, glycol dehydrator still vent/flash tank, natural gas driven pneumatic pump, natural gas pneumatic device venting and reciprocating compressors. Selecting Release point allows the addition of stack/vent.


File Edit View Favorites Tools Help
Certificate error
AQB Planning Section
New Mexico Environment D...
New Mexico
ENVIRONMENT
Department
Subject Item List
ENVQ
Home
Admin Tools
About AEIR
Logout
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
Oil & Gas 10 P154R3 Roswell Compressor Station No9
Fugitives 2 FUG-1 Piping Component Fugitives
Fugitives 3 SSM/M1 SSM and Malfunction VOC Emissions
Internal combustion engine 3 903 Cooper Bessemer LSV-16SG
Internal combustion engine 4 904 Cooper Bessemer LSV-16SG
Internal combustion engine 5 921 Ingersoll Rand PSVG-6
Tank - Above Ground 9 MIST-1 Mist Eliminator, 1440 gal
Add an Unpermitted GHG Source
Category: Equipment
Type:
Designation:
Description:
Select one
Amine sweetening unit
Centrifugal Compressors
Glycol Dehy Still Vent/Flash Tank
Natural Gas Driven Pneumatic Pump
Natural Gas Pneumatic Device Venting
Reciprocating Compressors
Detail
Submittal Comments
2000 character maximum
Save Comments
File Attachments
Attach File to Submittal

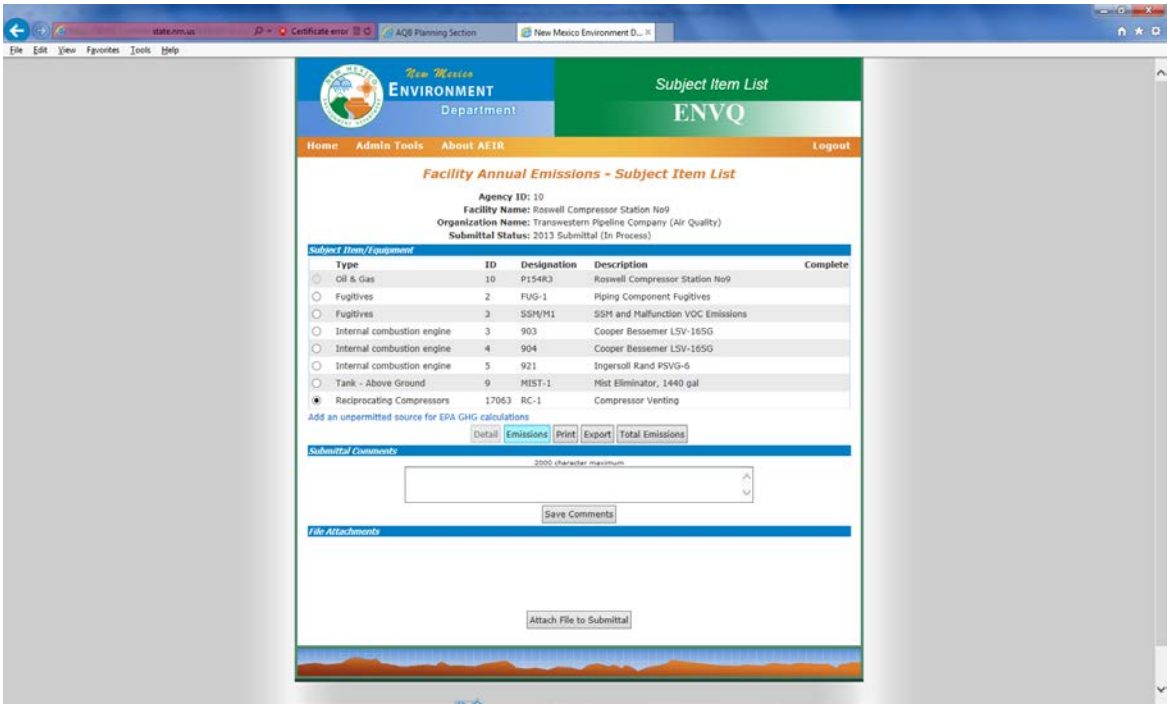


Step 3:
Provide "Designation" and "Description" for the SI

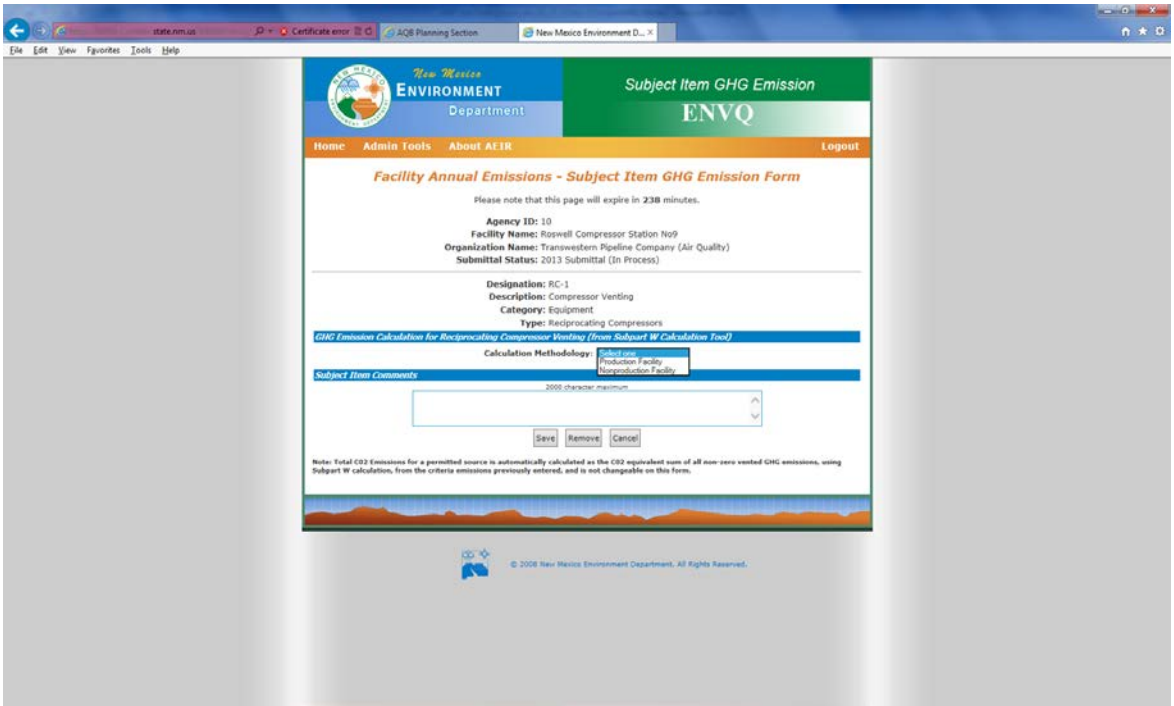
Step 4:
Click on "Create Unpermitted GHG Source."



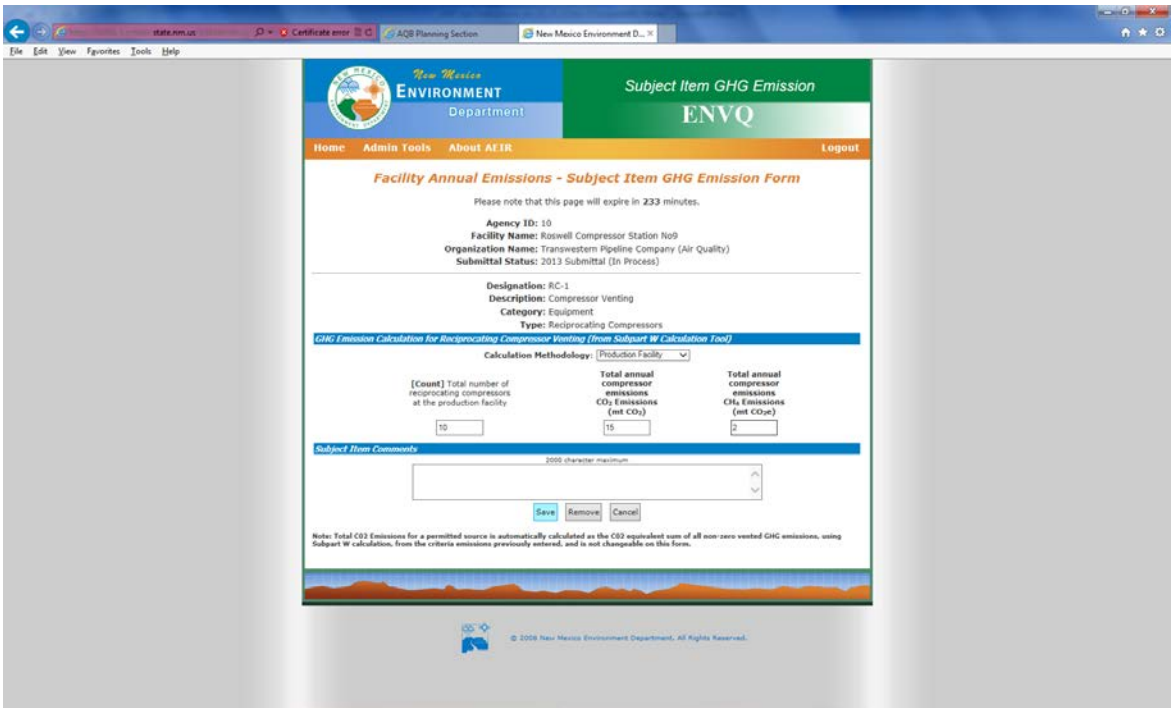
Step 5:
Once created, click on the newly created SI type and add GHG emissions data by clicking on the "Emissions" button. Note: the "Details" button is not accesible or required.



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.