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New Mexico Environment Department  
Air Quality Bureau  
525 Camino de los Marquez, Suite 1  
Santa Fe, NM 87505  
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# **ELECTRONIC SUBSCRIBER APPLICATION AND AGREEMENT (ESAA)**

## **INSTRUCTIONS FOR COMPLETING FORM**

### **SECTION I - GENERAL OWNER AND OPERATOR, SUBSIDIARY OR CONTRACTOR INFORMATION**

#### **A. Owner (Parent Company) Information**

Required, please fill out all fields.

#### **B., C., D. Operator, Subsidiary or Contractor Information (if required)**

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

If the Owner Organization has employees who will be submitting reports for multiple subsidiaries, please list the information for each subsidiary in Sections I.B, C & D, as required.

If the Owner Organization has more than three subsidiaries, please contact the NMED AQB EER Administrator at: [nmenv-aqbeer@state.nm.us](mailto:nmenv-aqbeer@state.nm.us) for a revised form.

### **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](mailto: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/Certifier or Submitter/Certifier. Either role is authorized to submit and certify electronic reports.

SECTION III – ONLINE APPLICATIONS AND ROLES FOR WHICH YOU ARE REQUESTING AUTHORIZATION	
A. I am requesting authorization for the following online applications and roles:	
ONLINE APPLICATION(S) (check all that apply)	ROLE(S)
1. <input type="checkbox"/> Air Emission Inventory Reporting (AEIR) ->	Check all that apply: <input type="checkbox"/> Facility Administrator <input type="checkbox"/> Submitter <input type="checkbox"/> Certifier
2. <input type="checkbox"/> Excess Emissions Reporting (EER) ----->	Choose one from dropdown: <b>CHOOSE ONE ROLE</b>

CHOOSE ONE ROLE

Facility Administrator/Certifier

Submitter/Certifier

*Facility Administrator/Certifier* – 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. The FA can also submit and certify reports.

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

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

[NMENV-aqbeer@state.nm.us](mailto: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.**

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