



The Air Quality Bureau's Small Business Environmental Assistance Program offers assistance to small businesses throughout New Mexico, with the exception of Bernalillo County and Tribal Lands.

For businesses located within Bernalillo County, the City of Albuquerque and their Air Quality Assistance Program (AQAP) may be reached at (505)768-1972 or (505)769-1962.

All businesses located on tribal lands fall under tribal jurisdiction and/or the U.S. Environmental Protection Agency Region 6 and 9.

***Prompt responses by knowledgeable staff at no cost is just one of the benefits to using the Small Business Environmental Assistance Program!***

## Contact Us

### SBEAP Office Location

121 Tijeras Avenue, NE.  
Suite 1000  
Albuquerque, NM 87102-3400

**(505) 222-9500**

(small business air quality staff)

### Visit us on the web:

[www.env.nm.gov/air-quality/small-biz-eap-2/](http://www.env.nm.gov/air-quality/small-biz-eap-2/)

NMED does not discriminate on the basis of race, color, national origin, disability, age or sex in the administration of its programs or activities, as required by applicable laws and regulations. NMED is responsible for coordination of compliance efforts and receipt of inquiries concerning non-discrimination requirements implemented by 40 C.F.R. Partd 5 and 7, including Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and Section 13 of the Federal Water Pollution Control Act Amendments of 1972. If you have any questions about this notice or any of NMED's non-discrimination programs, policies or procedures, or if you believe that you have been discriminated against with respect to a NMED program or activity, you may contact:

Non-Discrimination Coordinator  
NMED, 1190 St. Francis Dr., Suite N4050  
P.O. Box 5469, Santa Fe, NM 87502  
(505) 827-2855  
[nd.coordinator@state.nm.us](mailto:nd.coordinator@state.nm.us)

You may also visit our website at <https://www.env.nm.gov/non-employee-discrimination-complaint-page/> to learn how and where to file a complaint of discrimination.

## Small Business Compliance Assessment Program

**A free service for New Mexico businesses who want help meeting their air quality permit requirements**



*Serving Small Businesses and the Environment*

**New Mexico Environment Department  
Air Quality Bureau**



## Why should you use the program?

All businesses who have an air quality permit must perform certain tasks that are required by the permit. If you are a small business that is not doing this, you may be in violation of your permit.

The compliance assessment program allows a qualifying small business to make corrections before an inspection takes place. And one advantage of doing this is that penalties associated with violations may be reduced or waived for the permit owner.

## Do you qualify as a small business?

### You do, if your business:

- Is owned or operated by a person that employs 100 or fewer individuals\*,
- Is not a major stationary source of air pollutants,
- Does not emit 50 tons or more per year of any regulated pollutant, and
- Emits less than 75 tons per year of all regulated pollutants.

---

*\*If you own more than one business, or are part of a large parent company, all your employees must be counted to determine if you meet the 100 employee limit, regardless of which company is applying for the permit.*

---

## Do you qualify for the program?

### You qualify if none of the following apply:

1. In the past 3 years, your facility has not had any enforcement actions for a violation of the same requirement.
2. In the past 3 years, your facility has not received a reduction in penalties under this program or other similar State programs for a violation of the same or similar requirement.
3. In the past 5 years, your facility has not had two or more enforcement actions for violations of environmental requirements. This includes violations not only related to air quality but also other areas such as solid waste, groundwater, surface water, hazardous waste, etc.
4. The violation(s) was not discovered through any of the following means:
  - Information request, inspection, or field citation
  - Previously reported to a government agency
  - Discovered through an investigation
  - Reported to a government agency by the public or “whistle blower” employee identified in notices for citizen suits.

## How do you get started?

Contact any of the SBEAP staff listed on the brochure and tell them your permit number and any other useful information about your facility. Staff will then make arrangements with you to visit your facility.

### What are the requirements of the program?

The program requires that you:

1. Discover the violation by voluntary methods.
2. Report the violation in writing to the Air Quality Bureau within 21 calendar days after discovery.
3. Correct the violation within a specific timeframe.

After you agree to have a compliance assessment, the SBEAP will review your facility and check to see if you are meeting the requirements of your permit. If any problems are found, staff will inform you.

Additional guidance will be given to you so that you can fix any violations.

Contact us if you have questions and see our webpage for more details.

***If you are a new permit holder the SBEAP can also help review your permit requirements or answer any of your questions.***