**SMP I & II Waiver Request Instructions**

Waivers may be requested for two Smoke Management Program Elements:

Implementation of Emission Reduction Techniques (ERTs) and Evaluation of Smoke Dispersion (SMP I and II). Waivers are to be requested on a case-by-case basis and are not granted until the requestor receives email notification from the AQB. See [Individual Waver Checklist](https://www.env.nm.gov/air-quality/waivers/) prior requesting a waiver.

The [Statewide Waiver](https://www.env.nm.gov/air-quality/waivers/) may be used in place of an individual waiver for ventilation categories if the burner agrees to abide by the conditions of the statewide waivers for broadcast (fair only) or piles (fair and poor).

Waiver requests must be submitted two weeks prior to ignition, except for the Ventilation Category Waiver. The Ventilation Category Waiver must be entered in the [NMED Smoke Management System](https://air.net.env.nm.gov/smoke/reg/edit?3) no later than 10:00 a.m. one business day prior to ignition. This later deadline accommodates weather forecasting. However, the waiver request may be entered into the system at the time of registration and be granted a waiver for the entire project. See [SMP Appendix H](https://www.env.nm.gov/wp-content/uploads/2018/03/SMPAppxH02.23.04.pdf) for more information.

Go to <https://air.net.env.nm.gov/smoke/?0> > login > Dashboard > My Burns > locate burn either by entering burn ID into Identifier or scroll through list > select/click burn ID number. Select Waivers under Page Navigation on right hand side of page > select “+Add” under Actions, an Edit Waiver box will open. Only one selection will be allowed. The waiver selections is limited, make a selection that most meets the needs of the project. To ensure that the waiver request is processed in a timely manor, provide a detailed summary for the waiver request and upload all relevant documents to the system.

**Uploading Documents**

Go to <https://air.net.env.nm.gov/smoke/?0> > login > Dashboard > My Burns > locate burn either by entering burn ID into Identifier or scroll through list > select/click burn ID number. Select Documents under Page Navigation on right hand side of page > select “+Add” under Actions, select file from your source and provide a description of the file and click save. Repeat for each additional document.

When burning under an individual or statewide waiver, the Daily Waiver Form for Ventilation Category Waivers (including Statewide Waiver) form be completed daily and uploaded into the system by 10:00 am on the day following the day that you burned using the waiver

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