

USER GUIDE

for the **Air Quality Bureau**
Compliance Reporting Application



Updated
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1.0 INITIAL REGISTRATION

1.1 AQB Electronic Subscriber Application and Agreement (ESAA)

Before you can register online, you must submit a completed AQB Electronic Subscriber Application and Agreement (ESAA) Form.



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ELECTRONIC SUBSCRIBER APPLICATION AND AGREEMENT (ESAA)

SECTION I - GENERAL OWNER AND OPERATOR, SUBSIDIARY OR CONSULTANT INFORMATION		
A. Owner Information (Parent Company)		
Owner (Parent Company) Name: <input style="width: 95%;" type="text"/>		
Main Telephone Number: <input style="width: 95%;" type="text"/>		
Company Address: <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>		
City: <input style="width: 30%;" type="text"/>	State: <input style="width: 30%;" type="text"/>	Zip: <input style="width: 30%;" type="text"/>
B. Consultant Information (if applicable) (or Operator or Subsidiary if necessary)		
Consultant Company Name (if different from owner): <input style="width: 95%;" type="text"/>		
Main Telephone Number: <input style="width: 95%;" type="text"/>		
Company Address: <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>		
City: <input style="width: 30%;" type="text"/>	State: <input style="width: 30%;" type="text"/>	Zip: <input style="width: 30%;" type="text"/>
C. Operator Company or Subsidiary Company Information (if applicable)		
Company Name (if different from owner): <input style="width: 95%;" type="text"/>		
Main Telephone Number: <input style="width: 95%;" type="text"/>		
Company Address: <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>		
City: <input style="width: 30%;" type="text"/>	State: <input style="width: 30%;" type="text"/>	Zip: <input style="width: 30%;" type="text"/>
D. Operator or Subsidiary or Other Company Information (if applicable)		
Company Name (if different from owner): <input style="width: 95%;" type="text"/>		
Main Telephone Number: <input style="width: 95%;" type="text"/>		
Company Address: <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>		
City: <input style="width: 30%;" type="text"/>	State: <input style="width: 30%;" type="text"/>	Zip: <input style="width: 30%;" type="text"/>

The AQB ESAA Form must be signed by the applicant and the authorizing company official, and both signatures must be notarized. The AQB ESAA Form must be mailed to the AQB as indicated in the Instructions in the beginning of the AQB ESAA Form document.

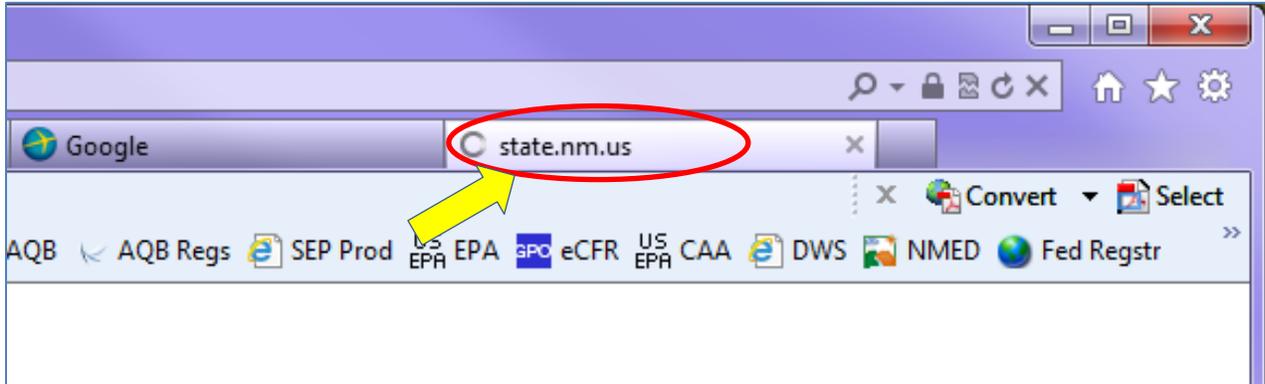
Once a completed AQB ESAA Form has been submitted and approved by the AQBCR Administrator, you may begin the online registration process.

PLEASE NOTE – Your online account will NOT be activated by the AQBCR Administrator unless we have an approved AQB ESAA Form on file at the NMED Air Quality Bureau.

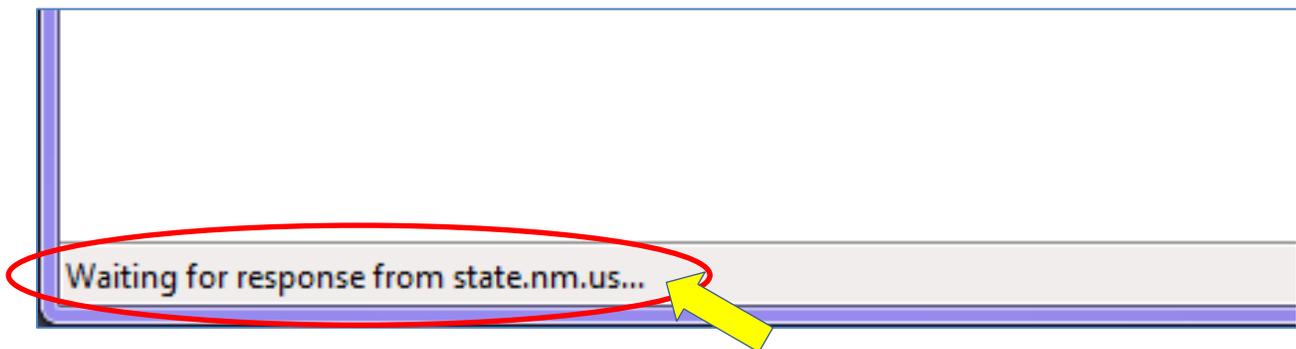
If you do not have a copy of the AQB ESAA Form and Instructions, you can download a copy from:
www.env.nm.gov/air-quality/compliance-submittal-forms/

1.2 NMED Network Speed

After you click on a link (such as the “Register” link on the next page) or a button it may sometimes appear that nothing is happening.



Depending upon any number of factors, the network may be slow. Look up at the tab that you are in. If you see a spinning circle to the left of the “state.nm.us” heading, the network is still processing the request.



Alternatively, look at the lower left corner of the tab that you are in. If you see the message, “Waiting for response from state.nm.us...”, the network is still processing the request. Be patient and wait for the screen to change.

1.3 Creating an Account in the Secure Extranet Portal (SEP)

Go to the Secure Extranet Portal (SEP) login page at:

<https://sep.net.env.nm.gov/sep/login-form>

Click on the “Register” link in the upper left corner of the page, or the “Click here to register for an NMED application” link in the lower middle of the page.



When the network has processed the request, you will see the Register for an NMED Application page.

NEW MEXICO ENVIRONMENT DEPARTMENT *New Mexico* **ENVIRONMENT** Department *NMED Registration Request*

Login

Register for an NMED Application

The Secure Extranet Portal (SEP) provides a secure platform for access to New Mexico Environment Department Internet applications, both CROMERR and non-CROMERR. CROMERR was adopted by the EPA for the purpose of providing a unified framework for electronic reporting under EPA environmental regulations. Registration is required.

Please provide your email address below so that we may send you a link to begin the registration process.

Your Email Address:

Confirm Email Address:

Enter code on the right: 

Enter your email address and the code on your screen then click Submit. You will then see the confirmation below.

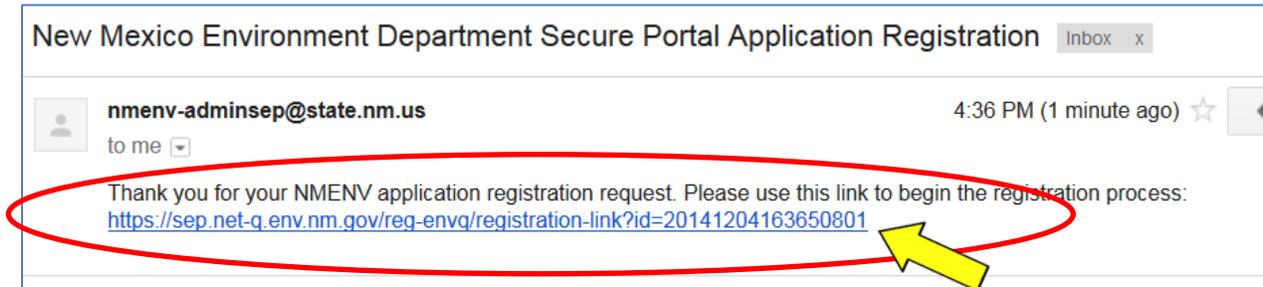
NEW MEXICO ENVIRONMENT DEPARTMENT *New Mexico* **ENVIRONMENT** Department *SEP Registration Request*

SEP Application Registration Request Submitted

Thank you for your request. You should receive an email notification soon with a link to the registration page. [Please contact NMED](#) if you experience a problem.

You will soon receive an email with additional instructions.

You will not be able to continue with the registration process until you receive an email similar to the one in the example below.



PLEASE NOTE – Depending upon network speed or other factors, you may not receive this email immediately. Please be patient and wait for this email before proceeding with your registration request.

Click on the link in the email to continue the registration process. You will see the profile information page.

A screenshot of the "Application Registration - New User Profile" page. The page header includes the New Mexico Environment Department logo and the text "New Mexico ENVIRONMENT Department". The main heading is "Application Registration - New User Profile". Below the heading, it says "Please enter your profile information." and "Please complete the following user profile to begin registration for an NMED application." The form contains several fields: First Name (*), M.I., Last Name (*), Title (*), Street Address (*), Street Address 2, City (*), State, ZIP Code (*), Primary telephone Number (*), Fax Number, Email Address (*), Confirm Email Address (*), and Choose a User ID (*). The "Create User Profile" button is circled in red, and a yellow arrow points to it.

Enter the information and then click on the "Create User Profile" button.

***Note: The application will convert the User ID to all lower case.**

You will see the **Select your approved application to begin or register now** page.

Application	Description	Access
AQB Compliance Reporting	The Air Quality Bureau Compliance Reporting System	register
AQBAEIR Admin	NMED Air Quality Bureau AEIR Administrative tool (AQB STAFF ONLY)	register
Air Cloud ResourceSpace	Air Cloud ResourceSpace for SEP	register

Click on the “register” link for The Air Quality Bureau Compliance Reporting System. You will then see the **Secure Extranet Portal Application Registration Complete** page.

You will see the confirmation below.

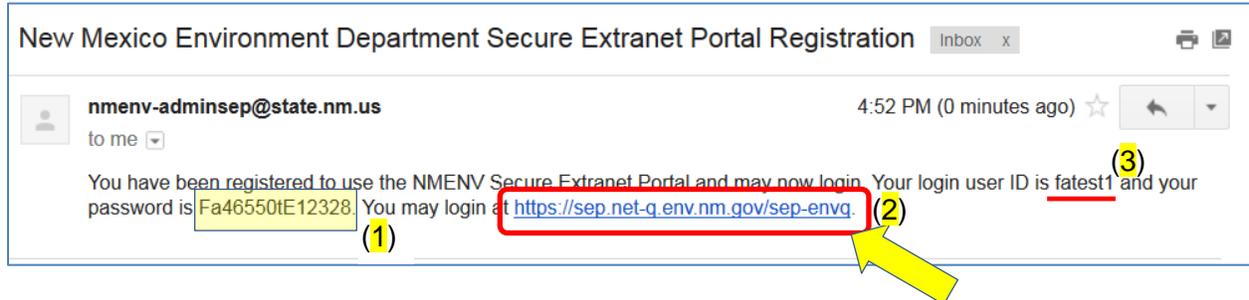
NMED Application Registration Complete

Thank you for your application registration.

The application approver for **AQB Compliance Reporting**, has been notified of your registration request and you should be contacted soon. Please [contact NMED](#) if you need further assistance.

An email notification will now be sent to the AQBCR Administrator for approval. The AQBCR Administrator will confirm you have a valid ESAA Form on file prior to approving your registration request.

You will not be able to continue with the registration process until you receive an email with a temporary password from the AQBCR Administrator similar to the one in the example below.



PLEASE NOTE – Depending upon the availability of the AQBCR Administrator, you may not receive this email immediately. Please be patient and wait for this email before proceeding with your registration request. This temporary password will expire in seven days; be sure to complete your registration before this time or you will need to request another temporary password.

Copy the temporary password **(1)** and then click on the link **(2)** in the email to login to SEP. Please note that the email also contains your User ID **(3)**.

1.4 Initial Login to SEP

Click on the link in the email that you received from nmenv-adminsep@state.nm.us (previous section).

Login to SEP using the User ID and the temporary password that you just received in the email.

PLEASE NOTE – SEP will change your User ID to all lowercase, no matter how you originally typed it in.

We suggest that you copy the temporary password from the email and paste it into the Password field in the login screen.

Register

Please Log In

User ID:

Password:

[Forgot your password?](#)

Secure Site

NOTICE: Access to the New Mexico Environment Department (NMED) Secure Extranet Portal (SEP) is restricted to authorized personnel only. Any unauthorized access is in violation of federal and/or state laws. *DO NOT PROCEED IF YOU ARE NOT AUTHORIZED.*

WARNING: Any use or activity may be monitored. Files and other information created, stored, transferred or otherwise manipulated may also be monitored.

Registration is required. [Click here to register for an NMED application.](#)

Released 09-16-13

Click on the Login button.

You will see the ***Please change your temporary password!*** page. The system requires that you immediately change your password. **Please note that the password must meet the requirements in the underlined text.**

New Mexico ENVIRONMENT Department SEP Password Change

Applications Profile Logout

Please change your temporary password!

For security purposes, please replace your temporary password with a new permanent password. Passwords must contain at least one upper case or lower case letter, one number or special character and be at least 8 characters in length.

Enter your new password:

Confirm your new password:

Change Password

Note: You will be logged out and required to login with your new password.

Click on the Change Password button. You will receive the message below.

If your password meets the security requirements, you will be taken back to the SEP login screen. If not, you will need to choose a different password. After choosing a valid password, you will be taken to the SEP login page.

1.5 Initial Registration for Facilities in the CR Online Application

If you are creating a new account in SEP, the process at this point has taken you back to the SEP login page (below).

If you already have an account in SEP, go the SEP login page at:
<https://sep.net.env.nm.gov/sep/login-form>

New Mexico ENVIRONMENT Department Secure Extranet Portal (SEP)

Register

Please Log In

User ID:

Password:

[forgot your password?](#)

Secure Site

The Secure Extranet Portal (SEP) provides a secure platform for access to New Mexico Environment Department Internet applications, both CROMERR and non-CROMERR. CROMERR was adopted by the EPA for the purpose of providing a unified framework for electronic reporting under EPA environmental regulations. Registration is required. [Click here to register for an NMED application.](#)

Enter your username and password and click on the Login button.

You will see the **Select your approved application to begin or register now** page.

PLEASE NOTE - This will be the second time you see this page if you have just created a new account in SEP.

Application	Description	Access
AQB Compliance Reporting	The Air Quality Bureau Compliance Reporting System	register
AQBAEIR Admin	NMED Air Quality Bureau AEIR Administrative tool (AQB STAFF ONLY)	register
Air Cloud ResourceSpace	Air Cloud ResourceSpace for SEP	register

Click on the “register” link for The Air Quality Bureau Compliance Reporting System.

PLEASE NOTE - This will be the second time you click on the “register” link for Air Quality Bureau Compliance Reporting System if you have just created a new account in SEP.

You will then see the **SEP Application Registration is Required** page.

SEP Application Registration is Required

Would you like to register for AQB Compliance Reporting now?

[Yes, please take me to registration.](#)

[No thank you, please return me to NMEV applications](#)

Click on the “Yes, please take me to registration” link.

If this is the first time you are registering for an AQB Online application, you will see the **Please complete the following CROMERR Information** page. You must select and answer 5 security questions. Please note that you cannot use the same answer for more than one question, and all answers must be at least 5 characters long.

Be sure to write down or remember your answers because one question will be selected at random every time you login to the system going forward. Then click on the Submit CROMERR Information button.

You are now taken to the AQBCR application **Facility Registration Request** page.

The screenshot shows the 'Facility Registration Request' page. At the top, there is a blue header with the New Mexico Environment Department logo and the text 'New Mexico ENVIRONMENT Department' and 'AQB Compliance Reporting'. Below the header is an orange navigation bar with 'Logout' on the right. The main content area is titled 'Facility Registration Request' and contains a 'FACILITY LIST - FILTERS' section. This section has three input fields: 'Facility Name Contains:', 'AI ID:', and 'Owner Organization:'. The 'Owner Organization:' field is a dropdown menu currently showing 'Choose One'. A red circle highlights the dropdown arrow, and a yellow arrow points to it. A list of company names is visible below the dropdown, including 'A & S Construction Co', 'A-1 Quality Redi Mix Inc', 'AG Services Construction Inc', 'APC Southern Construction Co LLC', 'Abengoa Bioenergy Corporation', 'Abiquiu Sand & Gravel', 'Agave Energy Company', 'Ajac Enterprises Inc', 'Alamo Transit Mix Corp', 'Albuquerque Asphalt Inc', 'American Aggregate LLC', 'American Eagle Brick Co', 'American Gypsum Co', 'American Redi-Mix', 'Americrete LLC', 'Apache Corporation', 'Armstrong Construction Co', 'Arriba Concrete and Construction Inc', and 'Associated Asphalt and Materials Company'. To the right of the dropdown is a 'Clear' button with a red 'X' icon.

Click on the down button on the Owner Organization dropdown list and select your company.

The screenshot shows the 'Manage Facility Registrations' page. At the top, there is a blue header with the New Mexico Environment Department logo and the text 'New Mexico ENVIRONMENT Department' and 'AQB Compliance Reporting'. Below the header is an orange navigation bar with 'Home', 'Facility Registrations', 'Internal Users', 'Holidays/Outages', 'Robert Samaniego', and 'Logout'. The main content area is titled 'Manage Facility Registrations' and contains a 'FACILITY LIST - FILTERS' section. This section has four input fields: 'Facility Name Contains:', 'AI ID:', 'Owner Organization:', and 'User ID:'. The 'Owner Organization:' field is a dropdown menu currently showing 'Vulcan Materials Co'. A red circle highlights the 'Search' button, and a yellow arrow points to it. The 'Search' button has a green checkmark icon, and the 'Clear' button has a red 'X' icon.

After selecting your company name, click on the Search button.

You will see a list of all facilities that are operated by your company in New Mexico.

If the facility DOES NOT HAVE a Facility Administrator (FA), it will say “Does Not have a Facility Admin” next to that facility **(1)**.

If you wish to register as a Submitter/Certifier and the AI (Facility) that you wish to register for does not have a FA, the application will not give you that option. A Facility Administrator must be enrolled for that facility before you can proceed. Contact your FA and have him/her go through the registration process. Or if you will be the FA, select the role and click Submit.

If you are unable to find your facility by owner, try clicking Reset and searching by AI number or facility name. If the facility does not have an owner listed, due to some glitch in the TEMPO database, users will not be able to register for a facility but will instead see the error below. Contact AQB to resolve this.

Every AI (facility) will require at least one Facility Administrator. The Facility Administrator approves and manages all Submitter/Certifiers for an organization. See Section 3, Facility Administrator for Details (i.e.; Approve/Disapprove Submitter/Certifiers).

The following sections continue with the steps through the registration process:

1.5.1 – Role Descriptions

1.5.2 – For Facility Administrators

1.5.3 – Registration for Other Roles: EER Submitter/Certifier, Routine Reports Preparer, Certifier and/or Responsible Official.

1.5.1 Role Descriptions

Facility Administrator (FA):

- Authorized person that manages different roles for the different report types.
- The ESAA form must show that this person has been authorized to be a Facility Administrator. Cannot be a third-party consultant.
- Facility Administrators are approved and activated by the Bureau.

EER Submitter/Certifier:

- Authorized person allowed to submit/certify Excess Emissions Reports.
- EER Submitter/Certifiers are approved by Facility Administrators.
- Can be company's staff or a third-party consultant.
- The Bureau will activate EER Submitter/Certifier registration requests after they have been approved by the Facility Administrator.

Routine Reports Preparer:

- Authorized person allowed to preparer Routine Reports.
- The preparer cannot submit the report to the Bureau. It must be reviewed, certified and submitted by the Certifier or Responsible Official.
- The Preparer can be company's staff or a third-party consultant.
- They must be approved by Facility Administrators.
- The Bureau will activate the Preparer registration request after they have been approved by the Facility Administrator.

Routine Reports Certifier:

- Authorized person allowed to certify and submit Routine Reports that do not require a Responsible Official certification after they have been prepared.
- Under Routine Reports, the Certifier may be a Responsible Official but does not have to be for submitting reports that do not require Responsible Official certification. The Certifier cannot be a third-party consultant for the facility.
- Certifiers are approved by Facility Administrators.
- The Bureau will activate Certifiers registration requests after they have been approved by the Facility Administrator.

Routine Reports Responsible Official:

- Authorized person who is a Responsible Official as defined by 20.2.70.7 NMAC and identified as RO to the AQB.
- The Responsible Official role is required to submit Title V reports (ACCs and Semi-Annual Reports).

- The Responsible Official cannot be a third-party consultant for the facility.
- Responsible Officials are approved by Facility Administrators.
- The Bureau will activate the Responsible Official registration request after they have been approved by the Facility Administrator.

Stack Test Certifier and Preparer:

- The Stack Test module of the application is still in development.

1.5.2 Registration for Facility Administrators

Click on the box next to the AI (Facility) that you wish to register and select the “Facility Admin” option.

Facility	Choose A Role	Your Existing Roles
Calmat of New Mexico - 600TPH Sand and Gravel (Does Not have a Facility Admin)		
Rio Rancho RMC Plant No4, GCP5-3517 (Does Not have a Facility Admin)	Facility Admin	

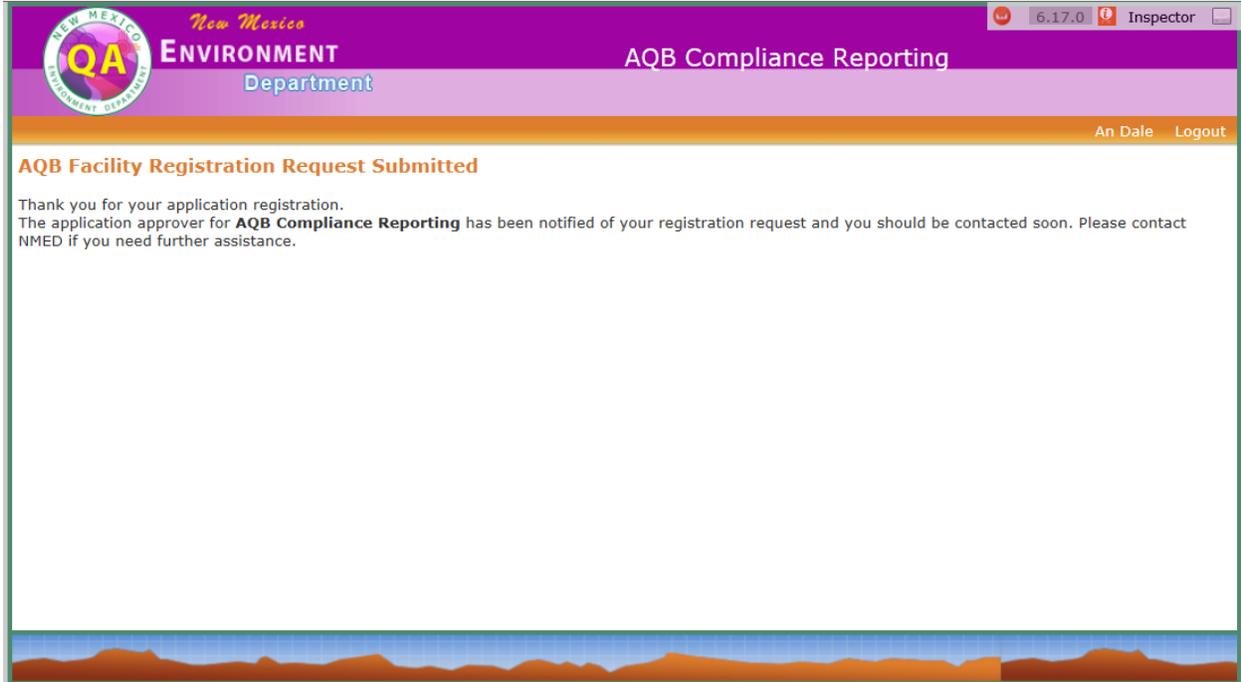
In the screen above you can see that the only role available to that facility is “Facility Admin” because the facility does not have a Facility Administrator yet.

After the Facility Administrator selects the Facility Admin Role, he or she can do the same process for other facilities under the same Owner Name.

After selecting the role for all necessary facilities, click Submit.

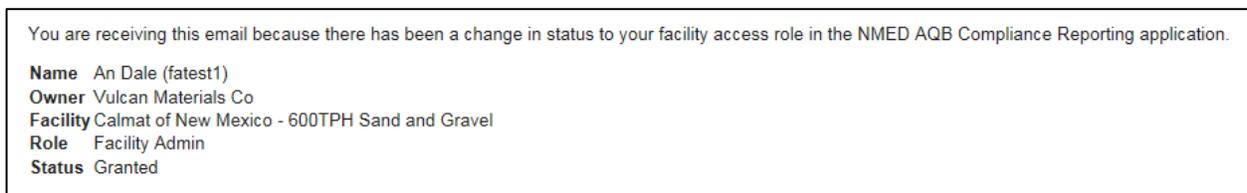
If the network is slow or if the request is for many facilities, it may take a while (a few minutes) for the application to process your request.

Please do NOT log out prior to receiving the confirmation below!



An email will be sent directly to the AQBCR Administrator for approval and account activation.

When a registration request for Facility Administrator has been approved by the AQBCR Administrator, the Facility Administrator will receive an email similar to the one below.



If the Facility Administrator wishes to submit EERs, prepare and/or certify Routine Reports for this facility, he or she will need to register as a Preparer and/or Certifier for the same facility(s) in order to be able to submit EERs and to prepare/certify Routine Reports. To continue the Preparer and Certifier registration process, go to the following Section (1.5.3 Registration for Other Roles: EER Submitter/Certifier, Routine Reports Preparer, Certifier and/or Responsible Official).

1.5.3 Registration for other roles: EER Submitter/Certifier, Routine Reports Preparer, Certifier and/or Responsible Official

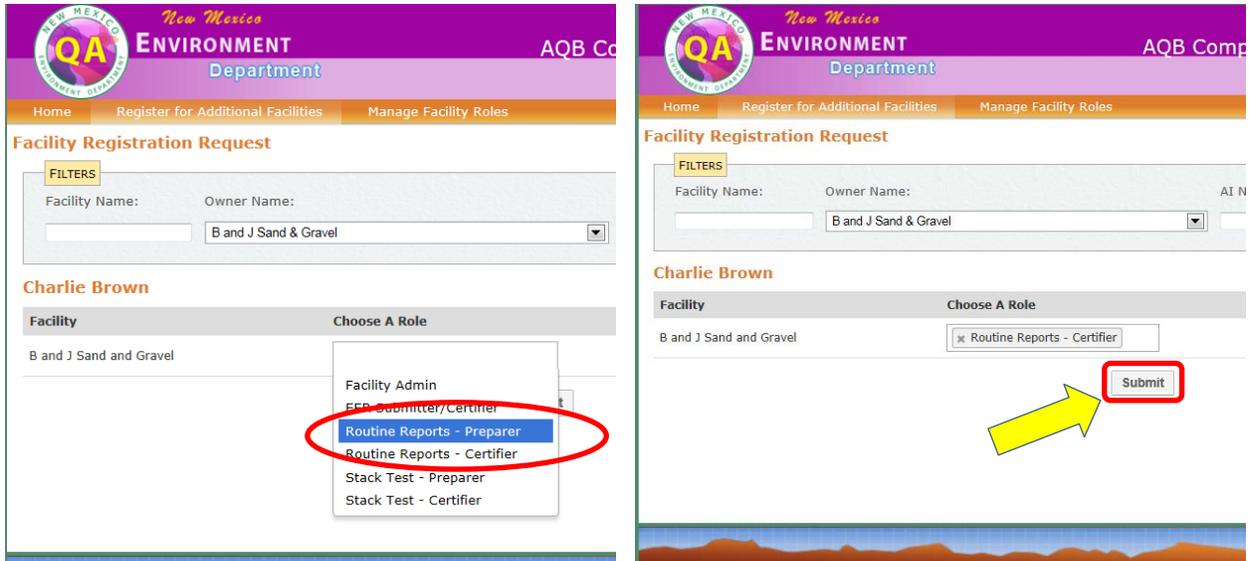
After searching for your owner/organization name, you will see a table similar to the one below:

The screenshot shows the 'AQBCR Compliance Reporting' web application. At the top, there is a navigation bar with the New Mexico Environment Department logo and the text 'New Mexico ENVIRONMENT Department'. The page title is 'AQBCR Compliance Reporting'. Below the navigation bar, there are tabs for 'Home', 'Register for Additional Facilities', and 'Manage Facility Roles'. The user is logged in as 'Charlie Brown' and can click 'Logout'. The main content area is titled 'Facility Registration Request' and contains a 'FILTERS' section with input fields for 'Facility Name', 'Owner Name', and 'AI Number'. The 'Owner Name' field is populated with 'B and J Sand & Gravel'. There are 'Search' and 'Reset' buttons. Below the filters, there is a table with the following structure:

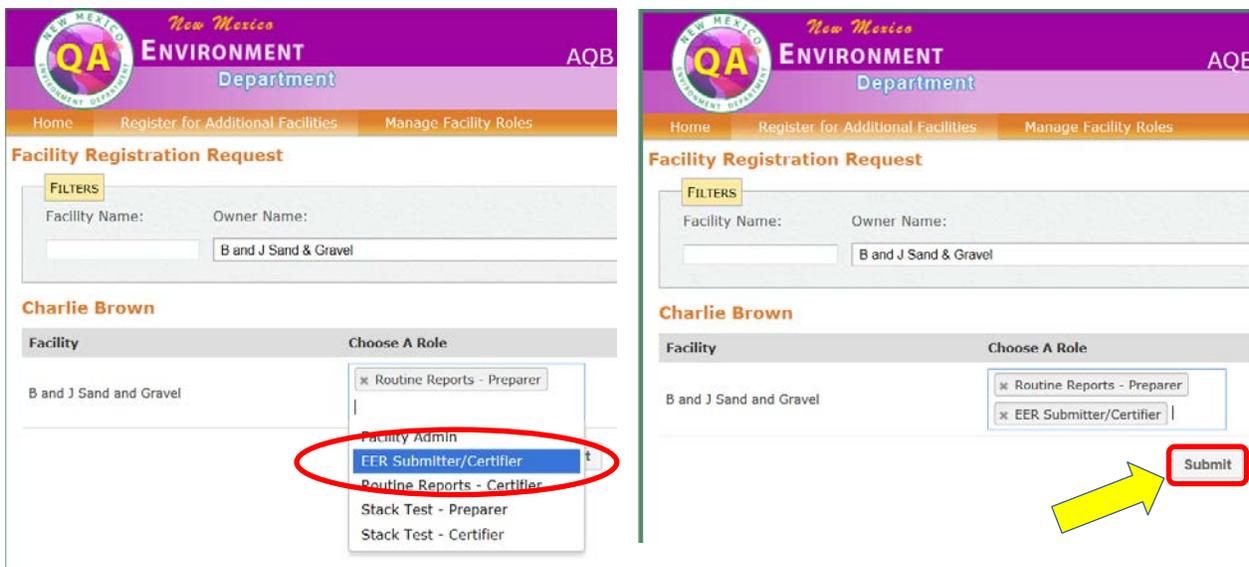
Facility	Choose A Role	Your Existing Roles
B and J Sand and Gravel	<input type="text" value="Click to Select"/>	

A 'Submit' button is located below the table.

Click on the box of the AI (Facility) that you wish to register for and select the role or roles that apply to you, EER Submitter/Certifier, Routine Reports Preparer, Certifier and/or Responsible Official and click Submit. Please note that in this example, B and J Sand and Gravel already has a Facility Administrator, therefore the user can register for any of these roles. Please note that Stack Test Preparer and Certifier are still in development



On this step, you can do two things: 1. Chose the role you wish to register for and click submit, or 2. Register for multiple roles at the same time. After you are done selecting the roles, click Submit.



Please do NOT log out prior to receiving the confirmation below!



AQB Facility Registration Request Submitted

Thank you for your application registration. The application approver for **AQB Compliance Reporting** has been notified of your registration request and you should be contacted soon. Please contact NMED if you need further assistance.

An email will be sent to the Facility Administrator for preliminary approval (See Section 3, Facility Administrator).

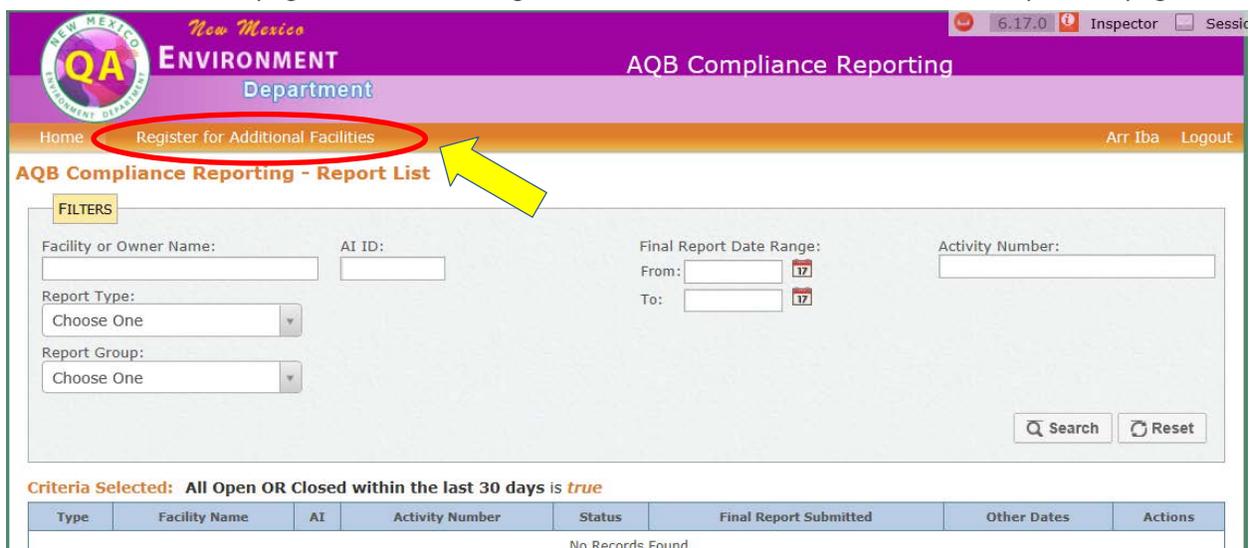
The AQBCR Administrator cannot approve a registration request for any Submitter/Certifier, Certifier or Preparer, unless it has been approved by the Facility Administrator. Please be sure that you know who the Facility Administrator is for your company.

If the network is slow or if the request is for many facilities and/or different roles, it may take a while (a few minutes) for the application to process your request.

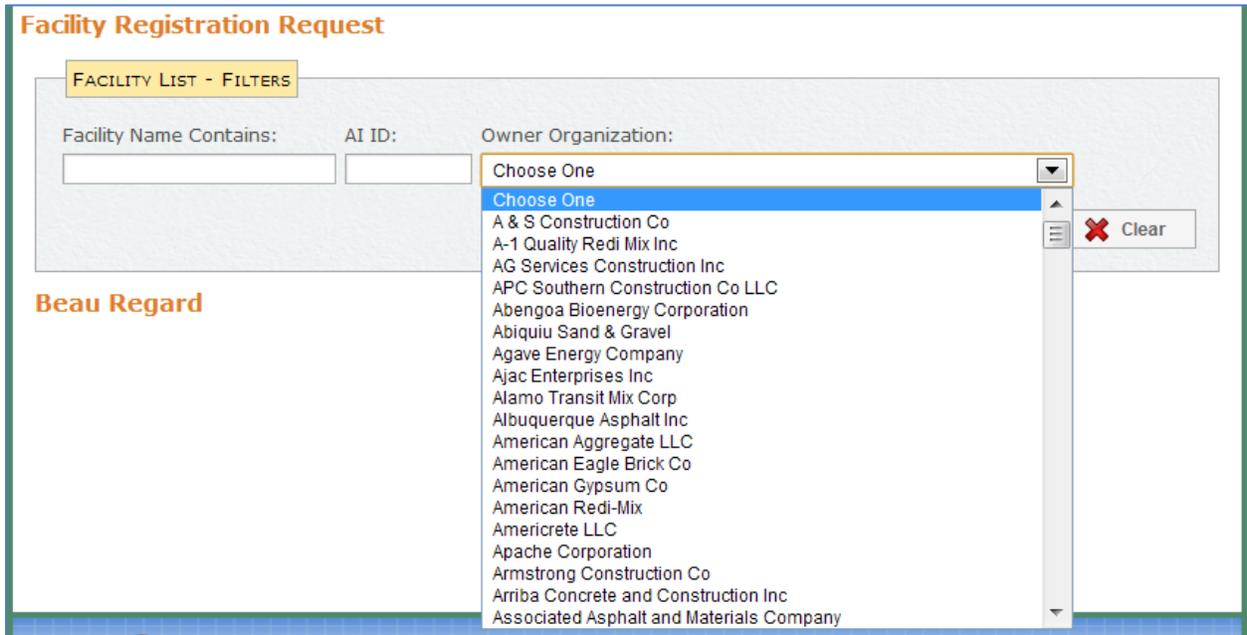
1.6 Subsequent Registration for New Facilities

If you need to register for any additional facilities or new facilities for your organization since your previous registration the steps are very similar.

On the AQBCR Homepage, click on the “Register for Additional Facilities” link at the top of the page.

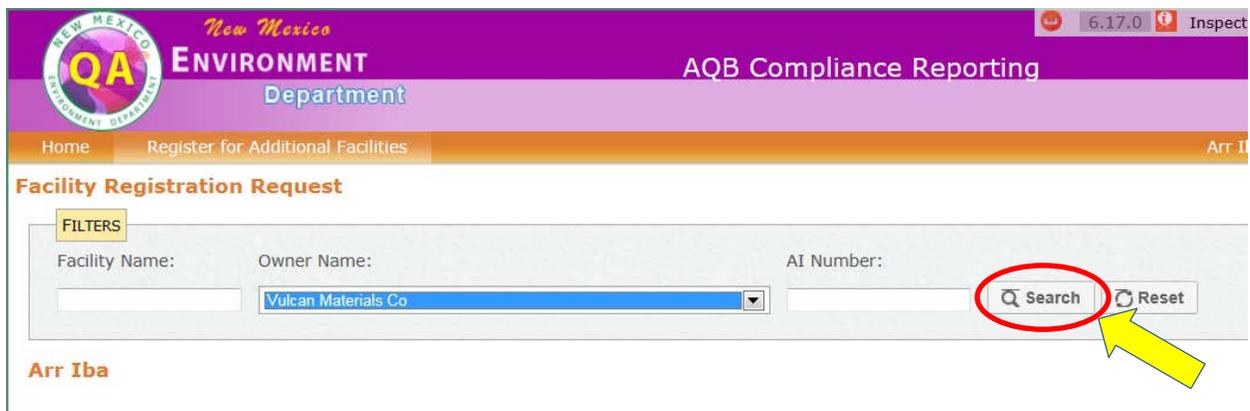


You are now taken to the application **Facility Registration Request** page.



The screenshot shows the "Facility Registration Request" page. At the top, there is a "FACILITY LIST - FILTERS" section. Below this, there are three input fields: "Facility Name Contains:", "AI ID:", and "Owner Organization:". The "Owner Organization:" dropdown menu is open, displaying a list of companies including "A & S Construction Co", "A-1 Quality Redi Mix Inc", "AG Services Construction Inc", "APC Southern Construction Co LLC", "Abengoa Bioenergy Corporation", "Abiquiu Sand & Gravel", "Agave Energy Company", "Ajac Enterprises Inc", "Alamo Transit Mix Corp", "Albuquerque Asphalt Inc", "American Aggregate LLC", "American Eagle Brick Co", "American Gypsum Co", "American Redi-Mix", "Americrete LLC", "Apache Corporation", "Armstrong Construction Co", "Arriba Concrete and Construction Inc", and "Associated Asphalt and Materials Company". A "Clear" button is visible to the right of the dropdown menu.

Click on the down button on the Owner Organization dropdown list and select your company.



The screenshot shows the "Facility Registration Request" page with the "FACILITY LIST - FILTERS" section. The "Owner Organization:" dropdown menu is now set to "Vulcan Materials Co". The "Search" button is highlighted with a red circle and a yellow arrow pointing to it. The "Reset" button is also visible to the right of the "Search" button.

After selecting your company name, click on the Search button.

You will see a list of the facilities that are operated by your company in New Mexico that are in our database.

The screenshot shows the 'Facility Registration Request' page. At the top, there is a navigation bar with the New Mexico Environment Department logo and 'AQBC Compliance Reporting' text. Below this is a breadcrumb trail: 'Home > Register for Additional Facilities > Arr Iba'. The main content area is titled 'Facility Registration Request' and contains a 'FILTERS' section with input fields for 'Facility Name', 'Owner Name' (pre-filled with 'Vulcan Materials Co'), and 'AI Number'. There are 'Search' and 'Reset' buttons. Below the filters is a table with the following structure:

Facility	Choose A Role	Your Existing Roles
Calmat of New Mexico - 600TPH Sand and Gravel	Click to Select	EER Submitter/Certifier (Granted)
Rio Rancho RMC Plant No4, GCP5-3517	Click to Select	

A red box highlights the 'EER Submitter/Certifier (Granted)' role for the first facility. A 'Submit' button is located at the bottom of the table.

Any new or additional facilities that you haven't registered for since your previous registration will be blank under "Your Existing Roles" column.

In this example, the user does not have any role under Rio Rancho RMC Plant No. 4 and it is blank under the "Your Existing Roles" column; therefore, the user cannot submit reports for this AI at this time.

REMEMBER: If you wish to register as a Submitter/Certifier, Certifier or Preparer and the AI (Facility) that you wish to register does not have a Facility Administrator, the application will not give you that option. A Facility Administrator must be enrolled for that facility before you can proceed. Contact your FA and have him/her go through the process or select the role yourself if you are to be the FA.

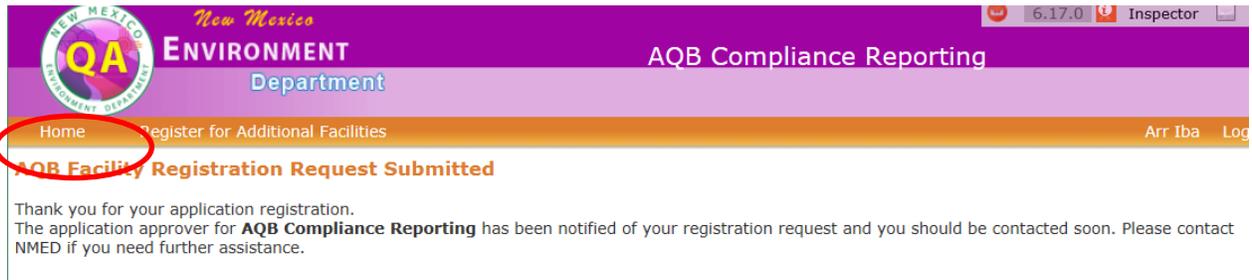
To register for this facility as an EER Submitter/Certifier, the user clicks in the box next to this facility and selects the EER Submitter/Certifier role.

The screenshot shows the 'Facility Registration Request' page. At the top, there is a navigation bar with the New Mexico Environment Department logo and 'AQBC Compliance Reporting'. Below this is a secondary navigation bar with 'Home', 'Register for Additional Facilities', and user information 'Arr Iba Logout'. The main content area has a 'FILTERS' section with input fields for 'Facility Name', 'Owner Name' (set to 'Vulcan Materials Co'), and 'AI Number', along with 'Search' and 'Reset' buttons. Below the filters is a table with three columns: 'Facility', 'Choose A Role', and 'Your Existing Roles'. The table lists two facilities: 'Calmat of New Mexico - 600TPH Sand and Gravel' and 'Rio Rancho RMC Plant No4, GCP5-3517'. For the second facility, a dropdown menu is open, showing options: 'Click to Select', 'Facility Admin', 'EER Submitter/Certifier' (highlighted with a red box), 'Routine Reports - Preparer', and 'Routine Reports - Certifier'.

The user then clicks on the Submit button.

This screenshot shows the same 'Facility Registration Request' page as above. In this view, the dropdown menu for the 'Rio Rancho RMC Plant No4, GCP5-3517' facility is closed, and the 'EER Submitter/Certifier' role is selected and displayed in the 'Choose A Role' column. The 'Submit' button at the bottom of the table is circled in red, and a yellow arrow points to it from the right.

You will see the confirmation dialog box. Click **Home** to return to the Home Page.



This request will have to be approved by the Facility Administrator and then activated by the AQBCR Administrator before you will be able to submit reports.

You are receiving this email because there has been a change in status to your facility access role in the NMED AQBC Compliance Reporting application.

Name Arr Iba (usertest1)
Owner Vulcan Materials Co
Facility Rio Rancho RMC Plant No4, GCP5-3517
Role Report Certifier
Status Granted

An email will be sent when a role is approved by the Facility Administrator and another email similar to the one above will be sent once a role is activated by the AQBCR Administrator. The user will now be able to submit reports for this new/addtional facility.

2.0 LOGGING IN TO THE CR ONLINE APPLICATION

Go the SEP login page at: <https://sep.net.env.nm.gov/sep/login-form>

New Mexico ENVIRONMENT Department *Secure Extranet Portal (SEP)*

Register

Please Log In

User ID:

Password:

[Forgot your password?](#)

Secure Site

The Secure Extranet Portal (SEP) provides a secure platform for access to New Mexico Environment Department Internet applications, both CROMERR and non-CROMERR. CROMERR was adopted by the EPA for the purpose of providing a unified framework for electronic reporting under EPA environmental regulations. Registration is required. [Click here to register for an NMED application.](#)

Enter your username and password and click on the Login button or hit Enter.

You will see the **Secure Extranet Portal Applications** page.

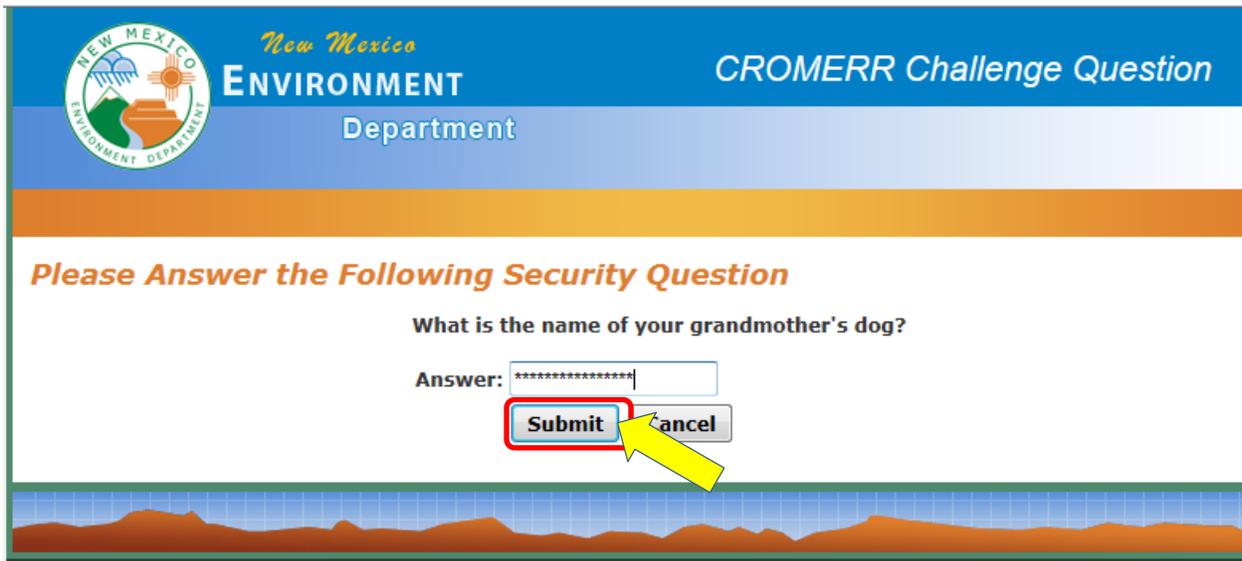


Select your approved application to begin or register now.

Application	Description	Access
AQB Compliance Reporting	The Air Quality Bureau Compliance Reporting System	approved
AQBAEIR Admin	NMED Air Quality Bureau AEIR Administrative tool (AQB STAFF ONLY)	register
Air Cloud ResourceSpace	Air Cloud ResourceSpace for SEP	register

Click on the “approved” link or the application name for The Air Quality Bureau Compliance Reporting System.

You will receive a random security question from the five (5) that you chose at initial registration.



Answer the question and then click on the Submit button or hit Enter.

New Mexico Environment Department
Air Quality Bureau Compliance Reporting (AQBCR) Application User Guide
 2.0 Logging in to the CR Online
 Application

If you answered the security question correctly, you will be taken to the AQBCR application home page (below).

The screenshot shows the AQBCR application home page. At the top, there is a purple header with the New Mexico Environment Department logo and the text "New Mexico ENVIRONMENT Department" and "AQBC Compliance Reporting". Below the header is a navigation bar with links: Home, Register for Additional Facilities, Manage Facility Roles, An Dale, and Logout. The main content area is titled "AQBC Compliance Reporting - Report List". It features a "FILTERS" section with input fields for Facility or Owner Name, AI ID, Final Report Date Range (From and To), and Activity Number. There are also dropdown menus for Report Type and Report Group. A "Search" button and a "Reset" button are located at the bottom right of the filter section. Below the filters, it says "Criteria Selected: All Open OR Closed within the last 30 days is true". A table with columns: Type, Facility Name, AI, Activity Number, Status, Final Report Submitted, Other Dates, and Actions is shown. The table currently displays "No Records Found". Below the table is an "Add New EER" button.

You may now enter new EERs and/or Affirmative Defense forms, new Routine Reports, upload attachments, or view and/or print existing reports in the system (see Sections 5-8).

2.1 Update User Profile Information

If a user's profile information needs to be changed, it can be accomplished by clicking on the Profile button after initial SEP login but prior to selecting the AQBCR application and answering a CROMERR question.



Welcome Joe! Please select your application to begin.

Application	Description	Access
AQB Compliance Reporting	The Air Quality Bureau Compliance Reporting System	approved

[Show all available applications.](#)

The user can then update name, title, organization, email address, etc. Click Update User Profile once all changes are completed. **Note:** User ID cannot be changed once it is initially created.

If a user changes companies and still needs to report via AQBCR, they could come in to the Profile to update their organization, address, phone number, email address to reflect their new company.

Prior to updating this information, the user should inform the AQB of their departure from the old company and addition to the new company. The Facility Administrator or AQBCR Administrator will deactivate the user from all facilities at the old company. The user will also have to submit a new ESAA form (see Section 1.1) that authorizes their access to the new company facilities before they can be activated for roles with the new company.

Edit User Profile Information

Please edit the following information to update your user profile.

First Name:*	M.I.:	Last Name:*	Title:*
<input type="text" value="Joe"/>	<input type="text"/>	<input type="text" value="Johnson"/>	<input style="border: none; border-bottom: 1px solid black; background-color: #f0f0f0; width: 95%;" type="text" value="Budget Analyst"/>
Organization/Company:*	Department:	Employment:*	
<input type="text" value="NMED"/>	<input type="text"/>	<input style="border: none; border-bottom: 1px solid black; background-color: #f0f0f0; width: 95%;" type="text" value="Full-time Employee"/>	
Street Address:*	Street Address 2:		
<input type="text" value="1190 St. Francis Drive, Suite N40"/>	<input type="text"/>		
City:*	State	ZIP Code:*	
<input type="text" value="Santa Fe"/>	<input style="border: none; border-bottom: 1px solid black; background-color: #f0f0f0; width: 95%;" type="text" value="New Mexico"/>	<input type="text" value="87505"/>	
Primary telephone Number:*	Fax Number:		
<input type="text" value="505"/> - <input type="text" value="555"/> - <input type="text" value="5555"/> ext.:	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>		
Email Address:*	Confirm Email Address:*		
<input type="text" value="joejohnson197019701970@gmail"/>	<input type="text" value="joejohnson197019701970@gmail"/>		
User ID:*	Choose a New Password:	Confirm Password:	
<input style="background-color: #f0f0f0; width: 95%;" type="text" value="joe.johnson"/>	<input type="text"/>	<input type="text"/>	

3.0 FACILITY ADMINISTRATOR

The Facility Administrator (FA) manages the Submitter/Certifiers for his or her organization by approving or denying registration requests. In the event that a Submitter/Certifier leaves the organization, the FA should deactivate the account by choosing “Deactivate” and notify AQB of the departure so the user’s ESAA form can be deactivated. The FA should also deny any registration request that is not from a user within their company or from a user who should not have access to a given facility or who is not authorized for the requested role.

Facility Admins will not see any reports on the Home tab unless they have another role for at least one facility. If the FA has an EER role for any facility, they will be able to see EERs for all facilities for which they are Facility Admin. If the FA has a Routine Reports role for any facility, they will be able to see Routine Reports for all facilities for which they are Facility Admin. If the Facility Admin does not have an EER or RR role for a specific facility they will not be able to view the details of the reports. When they click the Pencil or Magnifying Glass icon they will see an error message that says “Access Denied: Sorry, you do not have the necessary rights to access this web page.” Click the Back button on your browser to get back to the Home tab.

3.1 Role Registration Request Approval/Denial

For facility role registration requests, the FA will receive an email similar to the one below. Please note that all requests may or may not come in the same email depending on how the user requested the roles.

For all requests the email will be from NMED AQBCR Administrator <no-reply@state.nm.us> email address.

NMED AQBCR Compliance Reporting - Action Required - Approve Facility Access Inbox x

NMED AQBCR Administrator <no-reply@state.nm.us> Thu, Jun 27, 2:56 PM (1 day ago)
to me ▾

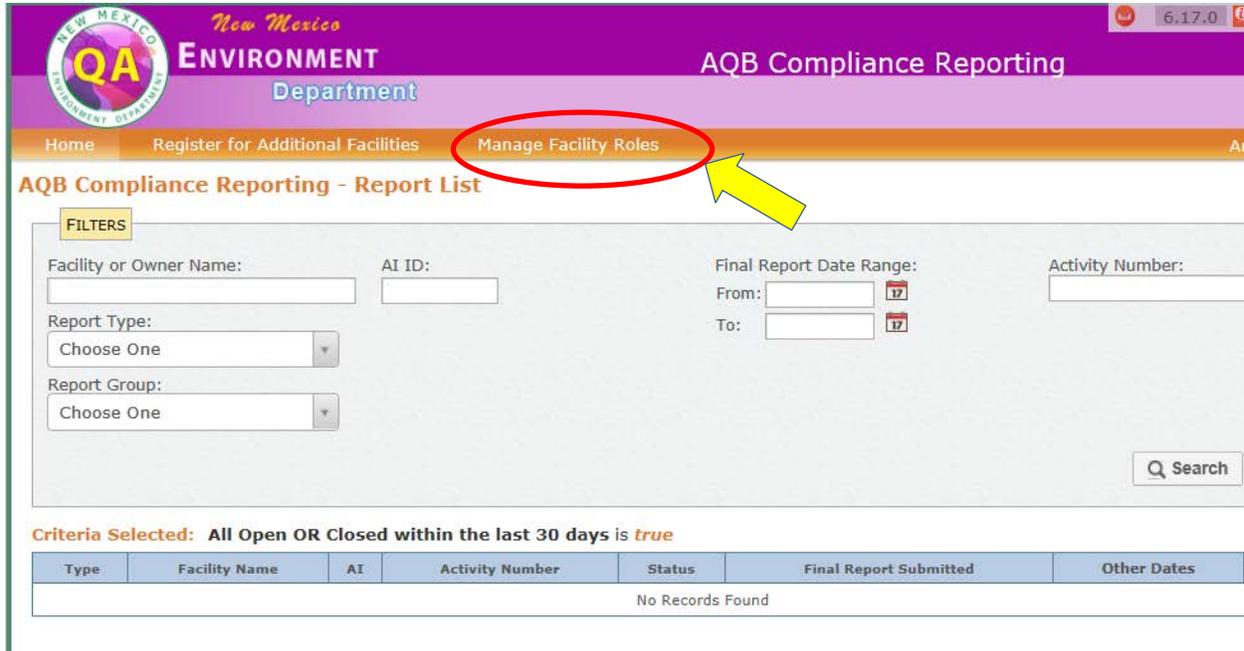
You are receiving this email because your action is needed. The following role(s) needs your approval.

Name Arr Iba (usertest1)
Owner A K Cleaners
Facility A K Cleaners - Rio Rancho
AI 1,135
Role Routine Reports - Report Preparer
Status Pending FA Approval

If the FA requests to be a Submitter/Certifier or other role, he/she will receive an email from this same email address with his/her own name shown in the request.

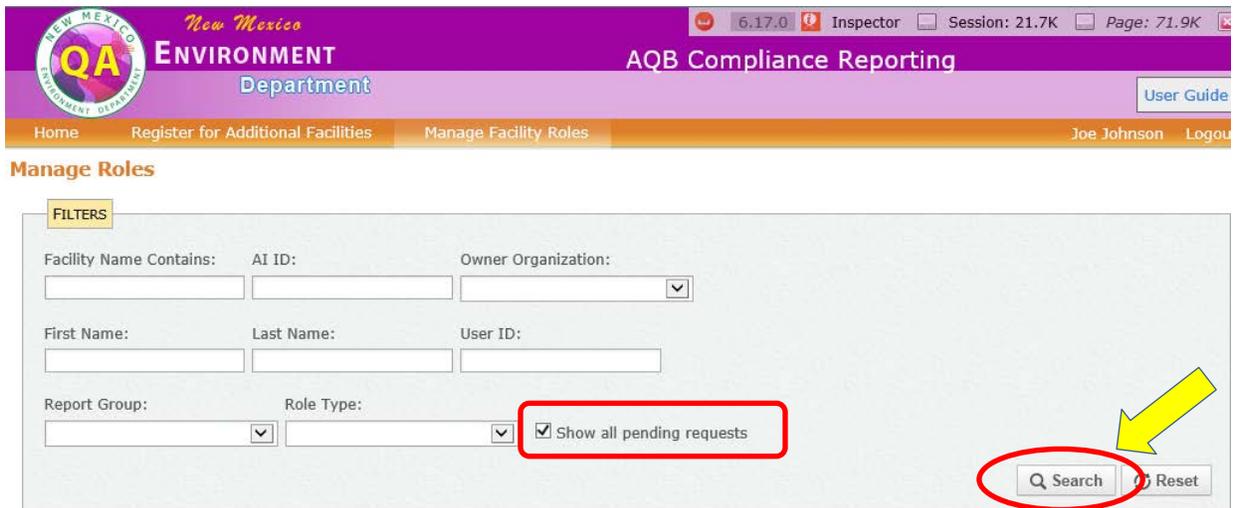
The FA will login to the AQBCR Online Application (see Logging in to the AQBCR Application, Section 2) to Approve/Deny the registration request.

After logging in to the AQBCR Online Application, the FA will see the AQBCR Home page (below).



Click on the “Manage Facility Roles” link at the top of the page.

You will be taken to the **Manage Roles** page.



You can search for registration requests using any combination of Facility Name, AI number, Owner Organization, First Name, Last Name, User ID, Report Group (EER or Routine Reports; Stack Test is in development). This page should show all pending requests by default when it is opened.

You can also limit your search to pending registration requests that have not been acted on yet. Check the “Show all pending requests” check box, then click on the Search button.

The pending registration requests will show Approve and Deny Buttons for each request, which will include the name of the facility and AI number **(1)**, the name of the person requesting role approval **(2)**, the report group and role type for which they are requesting approval **(3)**, and it will say Pending FA approval under the Status Column **(4)**. Hovering the mouse over the facility name will display the facility owner and hovering over the user’s last name will display User ID.

Manage Roles

FILTERS

Facility Name Contains: AI ID: Owner Organization: [Dropdown]

First Name: Last Name: User ID: [Input]

Report Group: [Dropdown] Role Type: [Dropdown] Show all pending requests

[Search] [Reset]

[Export] [Approve All] [Deny All]

Facility	AI Number	First Name	Last Name	Report Group	Role Type	Status	Last Modified	Actions
DCP Midstream - Eunice Gas Plant	595	Jesse	James	RR	Report Preparer	Granted	04/18/2018	Deactivate
DCP Midstream - Eunice Gas Plant	595	Jesse	James	RR	Report Certifier	Not Granted	04/18/2018	Approve
1 Hour Martinizing - Roswell	71	Joe	Johnson		Facility Admin	Granted	12/18/2017	Deactivate
A and S Construction Co - Boeing 250TPH Asphalt (1)	1726	Joe (2)	Johnson	RR (3)	Report Preparer	Pending FA Approval (4)	12/19/2017	Approve Deny
A and S Construction Co - Boeing 250TPH Asphalt	1726	Joe	Johnson	RR	Report Certifier	Pending FA Approval	12/19/2017	Approve Deny

You may approve or deny each request by clicking the Approve or Deny buttons for each request.

Please note that the Facility Administrator will have to approve him/herself if he/she requests any other role as well.

“Approve All” could be used but please be sure you look at all pending requests before clicking this.

After the Facility Administrator approves or denies the request, the action buttons will be grayed out **(4)** and the status will change to Pending AQB Approval **(5)**.

Manage Roles

FILTERS

Facility Name Contains: AI ID: Owner Organization: User ID:

Report Group: Role Type: Show all pending requests

Search Reset

Export

Facility	AI	Name	User ID	Report Group	Role Type	Status	Last Modified	Actions
Alamo Transit Mix Corp - 350TPH Crusher No2283	958	Chet Amborn	chetwindsor	Routine Reports	Report Certifier	Pending FA Approval	03/25/2015 by chetwindsor	Approve Deny
B and J Sand and Gravel	24716	Charlie Brown	aqbfa1	Routine Reports	Report Preparer	Pending AQB Approval (5)	06/16/2015 by fatest1	Approve Deny (4)
B and J Sand and Gravel	24716	Charlie Brown	aqbfa1	Excess Emission Report	Report Certifier	Pending AQB Approval	06/16/2015 by fatest1	Approve Deny

Please note that this is a preliminary approval. Accounts will ultimately be activated by the AQBCR Administrator.

An email is now sent to the AQBCR Administrator requesting activation of the role(s). The AQBCR Administrator will verify that an approved ESAA is on file at the NMED AQB before activating the role(s).

In the event that the AQBCR Administrator cannot locate an approved ESAA, the role(s) will not be activated, and the FA and the registrant will be notified.

4.0 FORGOT/CHANGE PASSWORD

If you have forgotten and/or need to change your password because it expired, you can do this from the login page.

New Mexico ENVIRONMENT Department Secure Extranet Portal (SEP)

Register

Please Log In

User ID:

Password:

[Forgot your password?](#)

Secure Site

The Secure Extranet Portal (SEP) provides a secure platform for access to New Mexico Environment Department Internet applications, both CROMERR and non-CROMERR. CROMERR was adopted by the EPA for the purpose of providing a unified framework for electronic reporting under EPA environmental regulations. Registration is required. [Click here to register for an NMED application.](#)

Click on the “Forgot your password?” link.

You will be taken to the **Forgot your password?** page.

New Mexico
ENVIRONMENT
Department

SEP Password Request

Login Register

Forgot your password?

Enter your User ID and the email address that you provided at registration. We will send a new "temporary" password to your email address. You will be required to create a new "permanent" password when you login. Please contact NMED if you've forgotten your User ID or email address.

User ID:

Email Address:

Enter your User ID and Email Address and click on the Send New Password button.

You will receive an email like the one below.



You will now login to the system using your User ID and the temporary password in the email.



Please Log In

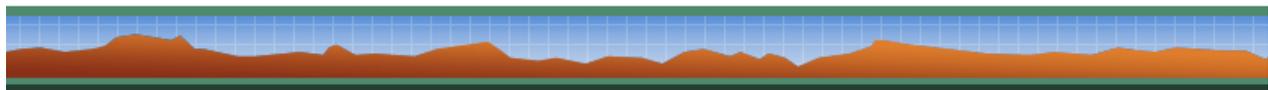
User ID:

Password:

[Forgot your password?](#)

Secure Site

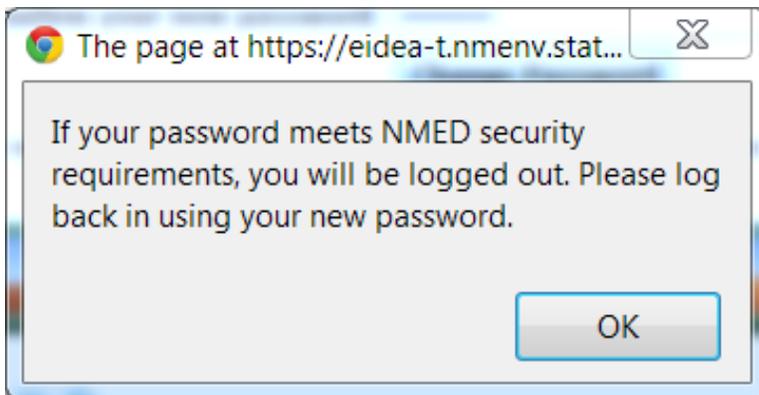
The Secure Extranet Portal (SEP) provides a secure platform for access to New Mexico Environment Department Internet applications, both CROMERR and non-CROMERR. CROMERR was adopted by the EPA for the purpose of providing a unified framework for electronic reporting under EPA environmental regulations. Registration is required. [Click here to register for an NMED application.](#)



After entering your User ID and temporary password, click on the Login button or hit Enter.

You will see the ***Please change your temporary password!*** page. You can now change your password. Please note that the password must meet the requirements in the underlined text (highlighted below).

Click on the Change Password button. You will receive the message below.



If your password meets the security requirements, you will be taken back to the SEP login screen and you will now be able to login to the system with your new password. If not, you will need to choose a different password.

5.0 EXCESS EMISSIONS REPORTS

The Excess Emission Reports (EER) part of the AQBCR application is to report emissions of an air contaminant, including a fugitive emission, in excess of the quantity, rate, opacity or concentration specified by an air quality regulation or permit condition, in an electronic format.

5.1 Submitting Excess Emission Reports (EERs)

After login the user is taken to the AQBCR Home page. The user will see a table that will list reports for the facilities to which they have been given access.

Criteria Selected: All Open OR Closed within the last 30 days is true

Type	Facility Name	AI	Activity Number	Status	Final Report Submitted	Other Dates	Actions
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-03	Entering Final EER		Initial EER Submitted: 12/08/2014	
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-02	Closed	12/08/2014	Initial EER Submitted: 12/08/2014	
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-01	Submitting Affirmative Defense	12/08/2014	Initial EER Submitted: 12/08/2014, Affirmative Defense Due: 01/07/2015	

Showing 1 to 3 of 3

Add New EER **EER Export**

To submit an excess emissions report, click on the Add New EER button.

You will see a table with a list of all the facilities to which you have been granted access:

New Excess Emission Report

Choose a facility from the list below and then click "Select".

Showing 1 to 10 of 10

Select One	Facility Name	Owner	AI Number
<input type="radio"/>	A-1 Quality Redi Mix, GCP5-3610	A-1 Quality Redi Mix Inc	11439
<input type="radio"/>	A-1 Quality Redi-Mix Aggregate Plant No1 GCP2-3775	A-1 Quality Redi Mix Inc	27381
<input type="radio"/>	A-1 Quality Redi-Mix Inc - Aggregate Plant No3 GCP2-3638	A-1 Quality Redi Mix Inc	26797
<input type="radio"/>	A1 Quality Redi Mix - 120TPH Asphalt Plant	A-1 Quality Redi Mix Inc	2337
<input type="radio"/>	A1 Quality Redi Mix - 165TPH Crusher No1645	A-1 Quality Redi Mix Inc	2005
<input type="radio"/>	A1 Quality Redi Mix - 200TPH Screen No1826	A-1 Quality Redi Mix Inc	2073
<input type="radio"/>	A1 Quality Redi Mix - 270TPH Crusher No1991	A-1 Quality Redi Mix Inc	2121
<input type="radio"/>	TG McCauley - Portable Source GCP2-4385	TG McCauley Construction	30136
<input type="radio"/>	TG McCauley Construction - 1A Screening Plant GCP2-3798	TG McCauley Construction	27610
<input type="radio"/>	Tom McCauley and Son Ranch GCP2-3448	TG McCauley Construction	25760

Showing 1 to 10 of 10

Select Cancel

Click on the radio button corresponding to the facility for which you want submit the EER and then click "Select."

You will see the **Excess Emissions Reporting – Entry Form** page. Section I will be prepopulated with the Facility Information. Some of this information can be edited if needed.

The screenshot shows the 'Excess Emissions Reporting - Entry Form' interface. At the top, there is a navigation bar with links for 'Home', 'Register for Additional Facilities', 'Manage Submitter/Certifiers', 'An Dale', and 'Logou'. The main title is 'Excess Emissions Reporting - Entry Form'. A 'Return to List' button is located in the top right corner. The form is divided into sections, with the current section being 'SECTION I - GENERAL INFORMATION'. The form contains several input fields and buttons:

- AI Number: * 2121 (with a 'Change AI' button)
- Activity Number: 002121-08272014-01
- Facility Name: A1 Quality Redi Mix - 270TPH Crusher No1991
- Company Name: A-1 Quality Redi Mix Inc
- Source Is: Stationary Source Portable Source
- Portable Location: UTM: [input], Lat: [input], Long: [input]
- Title V Permit No.: [input]
- NSR Permit No.: [input]
- Emission Unit No.: [input] (with a 'Select Emission Unit' button)
- Emission Unit Desc.: [input]
- Release Point No.: [input] (with a 'Select Release Point' button)
- Release Point Desc.: [input]
- Military Time (HH:MM): [input] Time: [input]:[input]
- Discovery Date/Time: [input] Time: [input]:[input]
- Start Date/Time: [input] Time: [input]:[input]
- End Date/Time: [input] Time: [input]:[input]
- 1st Business Day after Discovery: [input]
- Submission Status: *** Select a submission status *** (dropdown menu)
- First Name / Last Name: An [input] Dale [input]
- Office Phone: 505-476-4300
- Extn.: [input]
- E-mail Address: aqbfatest1@gmail.com
- Cell Phone: [input]

At the bottom of the form, there are four buttons: 'Save', 'Submit to AQB', 'Delete', and 'Return to List'. The 'Save' button is highlighted with a yellow circle containing the number 1, 'Submit to AQB' with a yellow circle containing 2, and 'Delete' with a yellow circle containing 3. These three buttons are enclosed in a red rectangular box.

The user can click on the Save button to save the data in the form without submitting to the AQB **(1)**. You may also submit an initial EER to the AQB after completing Sections I – III **(2)**.

The user can also delete a saved report that **HAS NOT** been submitted to AQB. Click on the Delete button **(3)** to delete a saved report

Click on the Select Emission Unit button **(1)** and on the Select Release Point button **(2)** to enter the emission unit and release point numbers and descriptions.

Department

Home Register for Additional Facilities Manage Submitter/Certifiers An Dale Logout

Excess Emissions Reporting - Entry Form

Return to List

SECTION I - GENERAL INFORMATION

AI Number: * 2121

Activity Number: 002121-08272014-01

Facility Name:

Company Name:

Source Is: Stationary Source Portable Source

Portable Location: UTM: Lat: Long:

Title V Permit No.:

NSR Permit No.:

Emission Unit No.:

Emission Unit Desc.:

Release Point No.:

Release Point Desc.:

Military Time (HH:MM)

Discovery Date/Time: Time: : :

Start Date/Time: Time: : :

End Date/Time: Time: : :

1st Business Day after Discovery:

Submission Status:

First Name / Last Name: An Dale Office Phone: 505-476-4300 Extn.:

E-mail Address: Cell Phone:

When you click the Select Emission Unit:

Click on the radio button corresponding to the emission unit related to this event and then click Select. This will populate the Emission Unit Description.

The screenshot shows a web application interface for reporting excess emissions. A modal dialog box titled "Emission Units for AI" is open, prompting the user to "Choose one Emission Unit from the list below and then click 'Select'". The dialog contains a table with the following data:

Select One	Unit No.	Unit Description
<input type="radio"/>	002	Engine Combined
<input type="radio"/>	001	Plantwide Fugitive Dust
<input type="radio"/>	Other	Cause not due to item on this list

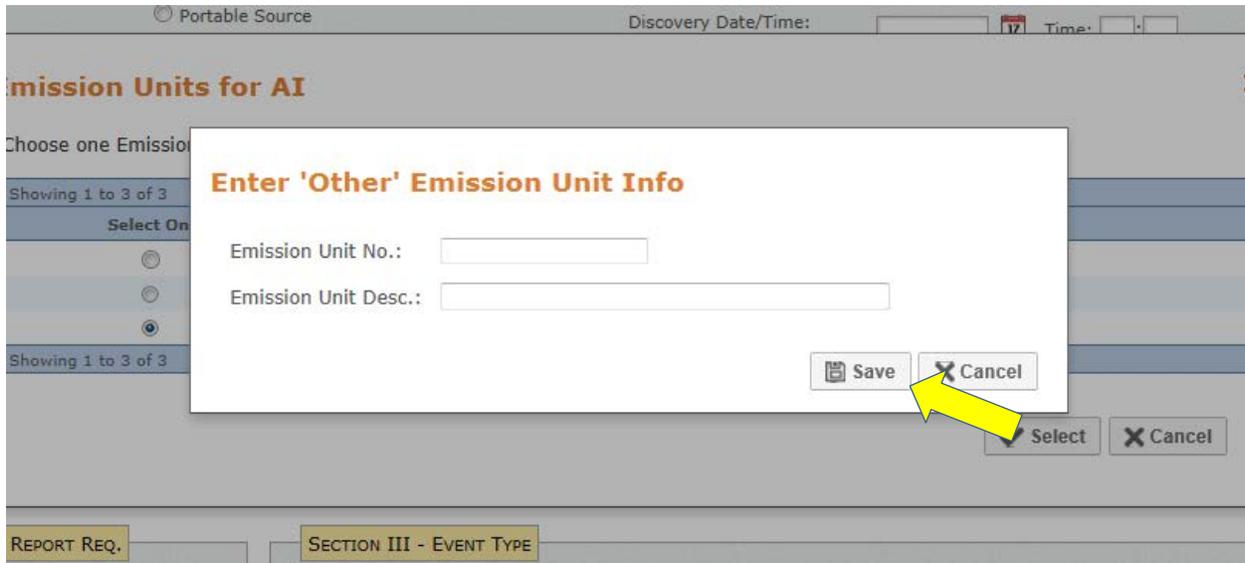
Below the table, there are "Select" and "Cancel" buttons. A red circle highlights the radio button for the "Other" unit, and a yellow arrow points to the "Select" button. A yellow box with the number "1" is placed next to the "Other" unit description.

Select the Emission Unit from the list to keep information consistent. If the emission unit is NOT on the list, click on the radio button that says Other **(1)**, and then click Select.

Note:

If the emission unit/release point information in the table is incorrect, please contact us to make sure we update our database.

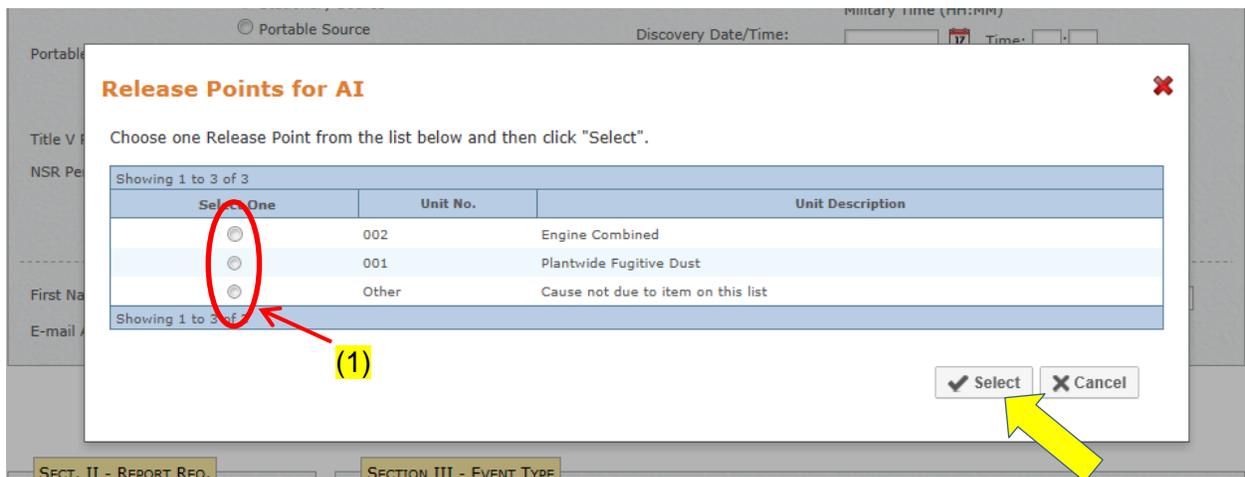
If choosing the Other option, the next box will appear:



The user can type the information. After you do, click Save.

When you click the Select Release Point:

Click on the radio button corresponding to the release point related to this event and then click Select. This will populate the Release Point Description.



Select the Release Point from the list to keep information consistent. If the release point is NOT on the list, click on the radio button that says Other **(1)**, and click Select.

A box similar to the Emissions Unit will appear. Type the release point information and description. Click Save when you are done.

Next, enter the Discovery Date/Time, the Start Date/Time and the End Date/Time for the event. Times must be entered in military, 24 hour, time.

For example, if you enter 5:25 that will be 5:25 am. If you want to enter 5:25 pm, enter 17:25.

The screenshot shows the 'Excess Emissions Reporting - Entry Form' with the following fields and values:

- AI Number: * 2121 (Change AI button)
- Activity Number: 002121-08272014-01
- Facility Name: A1 Quality Redi Mix - 270TPH Crusher No1991
- Company Name: A-1 Quality Redi Mix Inc
- Source Is: Stationary Source Portable Source
- Portable Location: UTM: [], Lat: [], Long: []
- Title V Permit No.: []
- NSR Permit No.: []
- Emission Unit No.: [] (Select Emission Unit button)
- Emission Unit Desc.: []
- Release Point No.: [] (Select Release Point button)
- Release Point Desc.: []
- Military Time (HH:MM): [] [] Time: [] [] (1)
- Discovery Date/Time: [] [] [] [] Time: [] [] (2)
- Start Date/Time: [] [] [] [] Time: [] [] (3)
- End Date/Time: [] [] [] [] Time: [] []
- 1st Business Day after Discovery: []
- Submission Status: *** Select a submission status ***
- First Name / Last Name: An [] Dale []
- Office Phone: 505-476-4300 Extn.: []
- E-mail Address: aqbfatest1@gmail.com
- Cell Phone: []

Buttons at the bottom: Save, Submit to AQB, Delete, Return to List

The 1st Business Day after Discovery is when the Initial EER is due and it is automatically calculated once the Initial EER is submitted.

If an event has been discovered but has not yet ended, fill in the Discovery Date/Time and the Start Date/Time but leave the End Date/Time fields blank. The software will allow this for an Initial EER to handle situations like ongoing events.

Select the Submission Status. Since this is a new event, the only status options available will be Initial EER and Initial/Final EER. If the event has ended and all of the details and data are available, the user could select Initial/Final EER and then only one EER would have to be submitted. In many cases the details and data are not available within the next business day deadline and therefore an Initial EER would be submitted and the Final EER would be submitted within 10 business days after the end of the event.

Submission Status: ***** Select a submission status *****
 Initial EER
 Initial/Final EER

Once an Initial EER has been submitted a user can go back in, edit the report and submit an Updated Initial EER or submit the Final EER.

Submission Status: *** Select a submission status ***
Update Initial
Final EER

In **Section II** of the form, select the reporting requirement that this excess emission applies to.

In **Section III** of the form, select:

- The type of event (according to the definitions in 20.2.7.7 NMAC);
- If this event does not fit into one of the categories, for example if the excess emission happened during normal operation, choose the “Other” event type. This event type would not be eligible for Affirmative Defense, so select No.
- If this is a Start-Up, Shutdown, or Scheduled Maintenance, indicate if a notification was submitted and the date it was submitted; and
- If an Affirmative Defense will be claimed, and if these emissions are part of a settlement agreement. If they are, please type the settlement agreement number.

<p>SECT. II - REPORT REQ.</p> <p><input type="checkbox"/> 20.2.7 NMAC <input type="checkbox"/> 20.2.70 NMAC (Title V) <input type="checkbox"/> 40 CFR 60 (NSPS) <input type="checkbox"/> 40 CFR 63 (MACT) (Check all that apply)</p>	<p>SECTION III - EVENT TYPE</p> <p> <input type="radio"/> Other <input type="radio"/> Malfunction <input type="radio"/> Startup <input type="radio"/> Shutdown <input type="radio"/> Emergency <input type="radio"/> Scheduled Maintenance <input type="checkbox"/> Title V Deviation </p> <p>Start-up, Shutdown, or Scheduled Maintenance Notification: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A </p> <p>Notification Submitted: <input style="width: 100px;" type="text"/></p> <p>Explain Why Notif. Not Submitted or N/A: <input style="width: 200px;" type="text"/></p> <p>Affirmative Defense Claim: Is Excess Emission part of settlement agreement?:</p> <p> <input type="radio"/> Yes <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No </p> <p>Settlement Agreement Number: <input style="width: 100px;" type="text"/></p>
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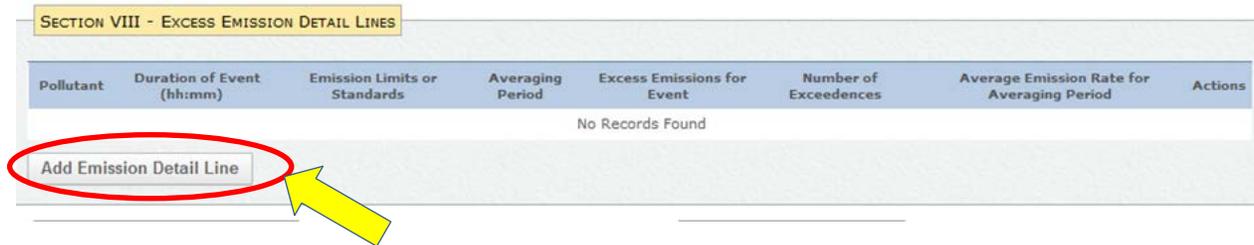
****Note: The information in Sections I through III must be entered/selected to proceed with the Initial EER submittal. This information can be updated when the Final Report is prepared/submitted.***

Descriptive information about the event is entered in Sections IV – VI and Permit or regulatory citations are entered in Section VII. This information can be entered if available at the time of the Initial EER. It can be updated later with an Updated Initial EER or when the Final EER is submitted.

SECTION IV - CAUSE AND NATURE OF EVENT		
Detailed description: <input type="text"/>		
SECTION V - STEPS TAKEN TO LIMIT DURATION OF EXCESS EMISSION		
Detailed description: <input type="text"/>		
SECTION VI - CORRECTIVE MEASURES TAKEN		
Detailed description: <input type="text"/>		
SECTION VII - EMISSIONS ARE IN EXCESS OF THE FOLLOWING REQUIREMENT		
Permit Number <input type="text"/>	 OR 	Regulatory Citation <input type="text"/>
Condition <input type="text"/>		Section <input type="text"/>
Text of stated emissions limits which were exceeded: <input type="text"/>		

The Section numbers on the web form correspond with those historically found on the paper form.

To add pollutant information, click on the Add Emission Detail line in Section VIII.



The Emission Detail Entry pop-up dialog box displays.

Excess Emissions Report - Emission Detail Entry

Emissions Requirement Exceeded

Permit Number P902-R1	 OR 	Regulatory Citation
Condition A106A		Section

Choose One

Text of stated emissions limits which were exceeded:

NOx, SO2, and VOCs

Pollutant: Choose One ▼

Duration of Event: : hours : minutes

Emission Limits or Standards: Choose One ▼

Averaging Period: Choose One ▼

Excess Emissions for Event:

Number of Exceedences: occurrences

Avg Emission Rate for Averaging Period: Choose One ▼

- If you have entered Permit or Regulatory information in Section VII, it will display in the fields at the top of the dialog box by default.
- Duration of Event is also calculated by default, although this can be edited if necessary.
- Data is entered in the dialog box for one pollutant at a time.
- After data is entered for a specific pollutant, click on the Save button. The user will be taken back to the main Excess Emission Form data entry page.

Be aware that permit or regulatory information entered in Section VIII will overwrite any data entered in Section VII and later changes to Section VII will not overwrite what was entered in Section VIII.

To enter data for additional pollutants, the user clicks the Add Emission Detail Line button (1) to display the pop-up dialog box again. In this example, information for one pollutant has been entered. Pollutant information can be edited or deleted if necessary. Click the Pencil Icon to Edit or the Trash Can Icon to Delete.

Pollutant	Duration of Event (hh:mm)	Emission Limits or Standards	Averaging Period	Excess Emissions for Event	Number of Exceedences	Average Emission Rate for Averaging Period	Actions
Nitrogen Dioxide	36:30	5.5 lbs./hour	30.0 daily, daily rolling	15.0 lbs.	2	4.2 lbs./hour	[Edit] [Delete]

(1)

SECTION IX - BASIS OF ESTIMATE
 Compliance Testing
 Continuous Emission Monitor
 Calculation
 Operating Log(s)
 Other (specify):
 (Check all that apply)

SECTION X - CERTIFICATION
 By clicking on the Certify button, I agree to the following:
 After reasonable inquiry, I certify this report as true, accurate and complete.

Reporting Official: Dale An
 Title:
 Date:

Uploaded	Document Title	File Name	Size	Actions
<input type="button" value="Attach New Document"/>				

The permit of regulatory information entered in the first emission detail line in Section VIII will override any changes to this information made in subsequent emission detail lines or in Section VII.

Also, the duration of event for an emission detail line does not automatically recalculate if changes are made to the event start and end time in Section I after the emission detail line is entered. Event duration will need to be modified manually by editing each emission detail line, if necessary.

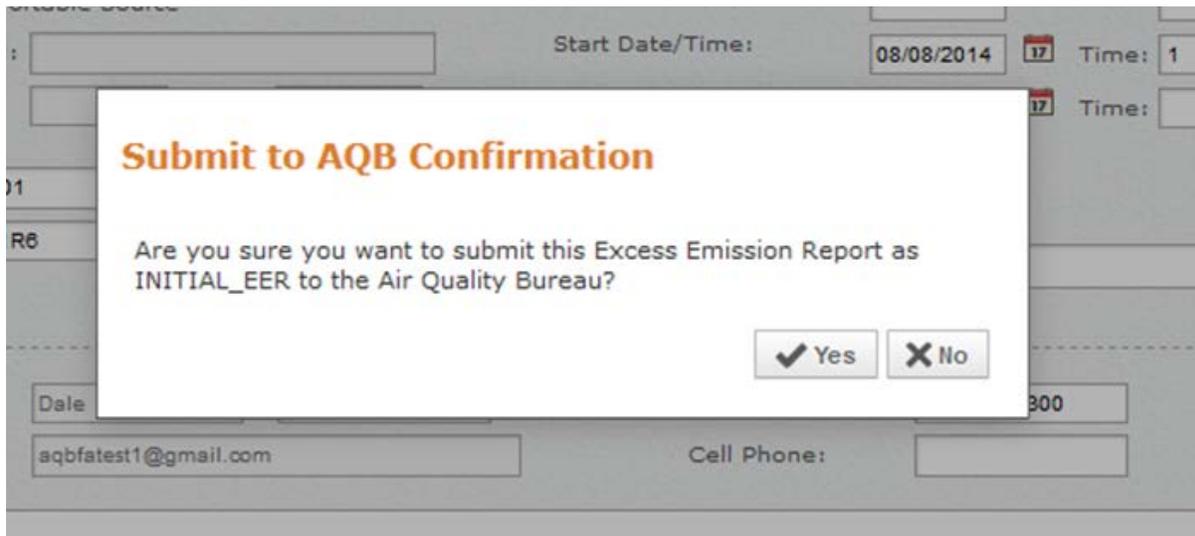
Select one or more Basis of Estimate for the quantity of excess emissions in Section IX. Provide supporting documentation for your Basis of Estimate as a [Facility Attached Document](#). If Calculation is checked, provide calculations; if continuous emission monitor is checked, provide CEMS logs.

When all of the required information has been entered, you will be ready to submit the report by clicking on the Submit to AQB button. The Submit button should also save the data but clicking Save first will ensure the data is saved.

NOTE: If you do not have all the information in Section IV to IX when submitting the Initial Report, these sections can be left blank and populated when the Final Report is prepared.

A dialog box will appear asking for confirmation. Click on the YES button.

For an Initial Report:



If any fields are left blank, you will receive an error message at the top and bottom of the form.

The screenshot shows the 'Excess Emissions Reporting - Entry Form' interface. At the top, there is a navigation bar with 'Home', 'Register for Additional Facilities', 'Miley Aaronson', and 'Logout'. Below this is the title 'Excess Emissions Reporting - Entry Form'. A red box highlights an error message: 'Field 'Affirmative Defense Claim' is required. Please select one or more Basis of Estimate.' The form is divided into 'SECTION I - GENERAL INFORMATION' and contains various input fields for AI Number, Activity Number, Facility Name, Company Name, Source Is (Stationary/Portable), Portable Location (UTM, Lat, Long), Title V Permit No., NSR Permit No., Emission Unit No., Emission Unit Desc., Release Point No., Release Point Desc., Military Time, Discovery Date/Time, Start Date/Time, End Date/Time, 1st Business Day after Discovery, and Submission Status. At the bottom, there are fields for First Name / Last Name, Office Phone, Extn., E-mail Address, and Cell Phone. Three buttons are visible: 'Save', 'Submit to AQB', and 'Return to EER List'.

The user will need to address the errors first, and then click on the Submit to AQB button again.

A dialog box will appear to confirm if you want to submit the report to the Air Quality Bureau. If you are sure, click Yes.

For an Initial Report, the user will see the **Excess Emissions Report Submission** page below.

The user must click on the Download EER Form button **(1)** before the Submit button is enabled. A message box will appear on the screen regarding opening and/or saving the document.

It is recommended that the user opens the document to review the data entry **(2)** prior to submittal. If any corrections are needed, the user can click on the Cancel button **(3)** on the Report Submission page to return to the data entry form.

The following printable version of the report will open after selecting to Open or Save the document.

New Mexico Environment Department - Air Quality Bureau
 Compliance and Enforcement Section
 1301 Siler Road, Building B - Santa Fe, NM 87507
 Phone (505) 476-4300 - Fax (505) 476-4375 - Email: eereports.aqb@state.nm.us

Excess Emissions Reporting Form

SECTION 1 - GENERAL

AI Number:	10	Failure Point No.:	C23
Activity Number:	000010-05152012-01	Failure Point Desc:	Compressor #23
Facility Name:	Transwestern Pipeline Company	Release Point No.:	S12
Company Name:	Roswell Compressor Station No9	Release Point Desc.:	Stack #12
Source Is:	Stationary Source? <input checked="" type="checkbox"/> Yes Portable Source? <input type="checkbox"/> No	Discovery	05/14/2012 12:00 AM
Portable Location:	UTM: <input type="text"/> Lat: <input type="text"/> Long: <input type="text"/>	Failure date/time:	05/14/2012 12:00 AM
Title V Permit No.:	Title V Permit	Corrected	05/14/2012 12:00 AM
NSR Permit No.:	NSR Permit	1st Business Day after Discovery:	05/15/2012
		Submission Status:	Update Initial

Firstname / Lastname:	Chet Amborn	Office Phone:	503-675-7833	Extn.:	235
E-mail Address:	chet_amborn@windsorsolutions.com	Cell Phone:	<input type="text"/>		

After reviewing the form, the user returns to the Excess Emission Report Submission page.

The Submit button will now be enabled.

Department

Home Register for Additional Facilities Manage Submitter/Certifiers An Dale Logout

Excess Emissions Report Submission

1. Click the button below to download this EER form as a PDF to your computer.
2. Review the PDF for accuracy.
3. Click the Submit button to complete submission of this report.

At any time, click Cancel to NOT submit but return to the EER entry form.

Reporting Official: An Dale

Title:

Date:

Click on the Submit button to submit the report.

A confirmation message will appear after you click submit.

3/28/2014

EER Report Submission Confirmation

Your report has been successfully submitted. You should receive a confirmation email soon. If you do not receive a confirmation email in 24 hours, please contact the AQB EER Administrator by email at: nmenv-aqbeer@state.nm.us.

Version: 1.0.1

Click OK. The user should receive the email confirmation shortly after EER submittal. Facility Admins will be copied on all email notifications for a given facility.

For a Final Report, the user will be required to answer another randomly selected security question.
NOTE: All sections, I through IX, of the form must be completed to proceed with the submittal.

New Mexico ENVIRONMENT Department

CROMERR Challenge Question ENVT

Please Answer the Following Security Question

What is your grandmother's first name?

Answer:

After a correct answer, the user is taken to the **Excess Emissions Report Certification** page.
The user must click on the Download EER Form button **(1)** first before the Certify button is enabled.

Home Register for Additional Facilities Manage Submitter/Certifiers Dale An Log

Excess Emissions Report Certification

SECTION X - CERTIFICATION

1. Click the button below to download this EER form as a PDF to your computer.
2. Review the PDF for accuracy.
3. Mark the "I agree" checkbox button to certify this report as true, accurate, and complete.
4. Click the Certify button to complete certification of this report.

At any time, click Cancel to NOT certify but return to the EER entry form.

By clicking on the Certify button, I agree to the following:
After reasonable inquiry, I certify this report as true, accurate and complete.

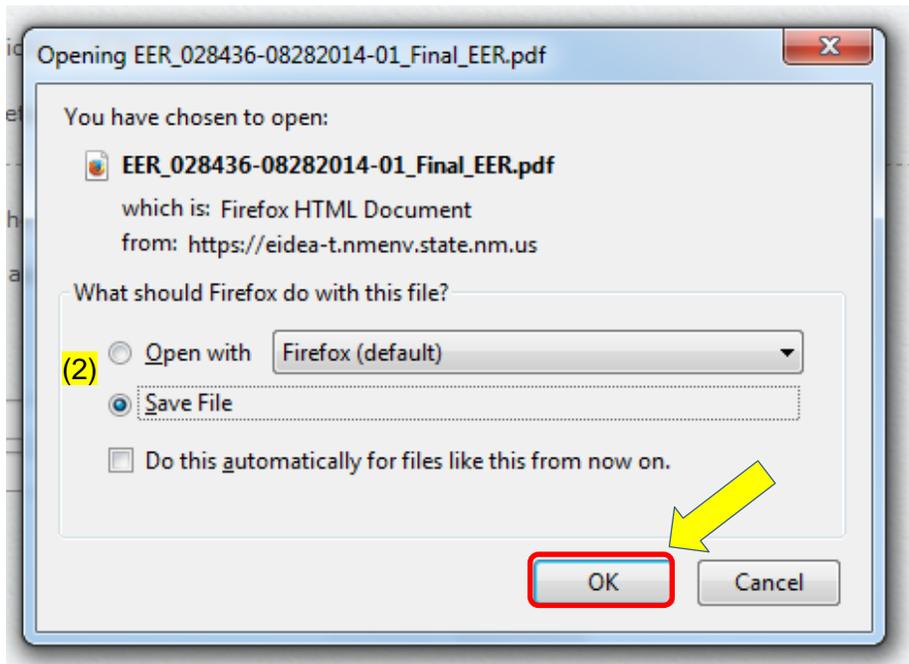
I agree

Reporting Official:

Title:

Date:

A message box will appear on the screen regarding opening and/or saving the document.



It is recommended that the user opens the document, saves it in the computer and reviews the data entry **(2)** prior to submittal. If any corrections are needed, the user can click on the Cancel button **(3)** on the **Excess Emissions Report Certification** page to return to the data entry form.

After selecting to Open or Save the document, click OK

The following printable version of the report will open.



New Mexico Environment Department - Air Quality Bureau
 Compliance and Enforcement Section
 525 Camino de Los Marquez - Suite 1 - Santa Fe, NM 87505
 Phone (505) 476-4300 - Email: nmenv-aqbeer@state.nm.us



Excess Emissions Reporting Form

SECTION 1 - GENERAL INFORMATION			
AI Number:	28436	Emission Unit No.:	
Activity Number:	028436-08282014-01	Emission Unit Desc:	
Facility Name:	Apache Corporation	Release Point No.:	
Company Name:	Apache Corp - Fed 28-1 CS GCP1-	Release Point Desc.:	
Source Is:	Stationary Source? <input checked="" type="checkbox"/> Yes	Discovery Date/Time:	08/28/2014 09:00
	Portable Source? <input type="checkbox"/> No	Start Date/Time:	08/27/2014 17:00
Portable Location:	UTM: <input type="text"/>	End Date/Time:	08/27/2014 19:00
	Lat: <input type="text"/> Long: <input type="text"/>	1st Business Day after Discovery:	08/29/2014
Title V Permit No.:	<input type="text"/>	Submission Status:	Final EER
NSR Permit No.:	GCP1 (3999)		

After reviewing the form, the user returns to the **Excess Emission Report Certification** page.

The User now has to certify that he/she has reviewed the report and the information is correct by checking the "I agree" box (4).

The Certify button will now be enabled. Click on the Certify button (5) to submit the report.

A confirmation message will appear after you click submit.

Click OK.

New Mexico Environment Department
Air Quality Bureau Compliance Reporting (AQBCR) Application User Guide
 5.0 Excess Emissions Reports

After the report has been successfully submitted, the user will be returned to the EER Home page.

Criteria Selected: All Open OR Closed within the last 30 days is true

Type	Facility Name	AI	Activity Number	Status	Final Report Submitted	Other Dates	Actions
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-01	Entering Final EER	12/08/2014 (1)	Initial EER Submitted: 12/08/2014	[Edit] [Magnifying Glass]
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-02	Closed (3)	12/08/2014	Initial EER Submitted: 12/08/2014	[Edit] [Magnifying Glass]
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-03	Submitting Affirmative Defense	12/08/2014	Initial EER Submitted: 12/08/2014, Affirmative Defense Due: 01/07/2015 (2)	[Edit] [Magnifying Glass]

Showing 1 to 3 of 3

Add New EER EER Export

The Final report just submitted will now appear in the list with the submission date listed in the Final Report Submitted column (1). If applicable, please note that there will now be a due date for the Affirmative Defense under the “Other Dates” (2) column and the Status will indicate “Submitting Affirmative Defense” (3); or if the User checked No Affirmative Defense, the EER will be “Closed” under the Status column (3).

To view due dates for Final EERs, click on the Magnifying Glass icon in the Actions column on the far right.

The user will also receive an email confirmation when the final report has been successfully submitted.

NMED EER 000198-12212012-01 Final Submitted.

▲ **NMED AQB EER Administrator [no-reply@state.n...**    [Actions](#) ▾

To: aqb, reportsgroup, NMENV

Tuesday, January 22, 2013 6:07 PM

A final Excess Emission Report has been submitted to NMED Air Quality Bureau:

Facility: **Apache Corp - Fed 28-1 CS GCP1-3999 (AI: 28436)**
Activity No.: **028436-08282014-01**
Date Submitted and Certified: **08/28/2014**
Certified by: **Dale An, Engineer**

Thank you.

5.1.1 Submitting Corrected EERs (formerly EER Cancellations)

There are some cases in which an Initial Excess Emission Report (EER) will be submitted because a facility believes they have or may have exceeded a limit, but it is later determined that the limit was not exceeded and there were no excess emissions to report. In this situation previously, the facility had requested that AQB cancel the EER and provided documentation to support their determination that no excess emission occurred.

In an effort to better track EERs in our database we will no longer be processing EER cancellation requests. The following notice was sent to all Facility Administrators on March 12, 2019 to explain the change. If you have questions, please contact the AQB at nmenv-aqbeer@state.nm.us.

Effective March 19, 2019, the Air Quality Bureau will no longer accept requests to cancel initial or final excess emission report notifications. For each initial excess emission report submitted to the Department, a final excess emission report must be submitted in accordance with 20.2.7.110 NMAC. If, upon review, a permittee determines that an excess emission event reported in an initial excess emission report does not constitute an excess emission, a final excess emission report should be submitted that indicates that zero excess emissions occurred and includes a detailed statement clarifying why the initial emission event reported was not an excess emission. If a permittee determines that there is an error in the final excess emission report, the permittee should contact the Air Quality Bureau in order to submit corrected data.

5.2 Submitting an Affirmative Defense Demonstration Form

To submit an Affirmative Defense form, go to the EER Home page and look for the report for which an Affirmative Defense submittal is due.

The screenshot shows the 'AQBCR Compliance Reporting - Report List' page. It includes a search filter section with fields for Facility or Owner Name, AI ID, Final Report Date Range (From/To), and Activity Number. Below the filters, a table lists reports with columns for Type, Facility Name, AI, Activity Number, Status, Final Report Submitted, Other Dates, and Actions. The 'Other Dates' column for the third report is highlighted with a red box, showing 'Initial EER Submitted: 12/08/2014, Affirmative Defense Due: 01/07/2015'. A yellow arrow points to this box. At the bottom of the table are 'Add New EER' and 'EER Export' buttons.

Type	Facility Name	AI	Activity Number	Status	Final Report Submitted	Other Dates	Actions
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-03	Entering Final EER		Initial EER Submitted: 12/08/2014	[Pencil] [Magnifying Glass]
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-02	Closed	12/08/2014	Initial EER Submitted: 12/08/2014	[Pencil] [Magnifying Glass]
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-01	Submitting Affirmative Defense	12/08/2014	Initial EER Submitted: 12/08/2014, Affirmative Defense Due: 01/07/2015	[Pencil] [Magnifying Glass]

Click on the link for the report in the Affirmative Defense Due/Submitted column or click on the Pencil icon.

The user will now see the **Affirmative Defense Demonstration Entry Form** associated with the EER.

Home
Register for Additional Facilities
Wilson Aabot [Logout](#)

Affirmative Defense Demonstration Entry Form

To be used for malfunction pursuant to 20.2.7.111 NMAC, startup or shutdown pursuant to 20.2.7.112 NMAC or emergency pursuant to 20.2.7.113 NMAC.

The following information must be submitted no later than 30 days after submittal of the final report for the excess emission.

SECTION I - GENERAL INFORMATION

AI Number: <input type="text" value="622"/> Activity Number: 000622-01222013-01 Facility Name: <input type="text" value="Lovington Refinery"/> Company Name: <input type="text" value="Navajo Refining Company LLC"/> Title V Permit No.: <input type="text" value="sadsfdf"/> NSR Permit No.: <input type="text" value="sadsdaf"/> Event Type: <input checked="" type="radio"/> Malfunction <input type="radio"/> Startup <input type="radio"/> Shutdown <input type="radio"/> Emergency <input type="radio"/> Schedule Maintenance <input checked="" type="checkbox"/> Title V Deviation	Emission Unit No.: <input type="text" value="gfdfg"/> Emission Unit Desc.: <input type="text" value="dfsgsdfg"/> Release Point No.: <input type="text" value="jgh"/> Release Point Desc.: <input type="text" value="jmfmj"/> Discovery date/time: <input type="text" value="01/22/2013"/> Time: <input type="text" value="2"/> : <input type="text" value="02"/> Start date/time: <input type="text" value="01/21/2013"/> Time: <input type="text" value="6"/> : <input type="text" value="22"/> End date/time: <input type="text" value="01/22/2013"/> Time: <input type="text" value="2"/> : <input type="text" value="01"/> 1st Business Day after Discovery: <input type="text" value="01/23/2013"/> Submission Status: Final EER Initial EER: <input type="text" value="01/22/2013"/> Final EER Submitted: <input type="text" value="01/22/2013"/>
--	---

Firstname / Lastname: <input type="text" value="Wilson"/> <input type="text" value="Aabot"/>	Office Phone: <input type="text" value="505-438-4300"/>	Extn.: <input type="text"/>
E-mail Address: <input type="text" value="reportsgroup.aqb@state.nm.us"/>	Cell Phone: <input type="text"/>	

The information in Section I is locked and cannot be changed.

Data is entered in Section II for all Affirmative Defense claims.

*** The owner or operator must provide the following information (as applicable) to claim the affirmative defense. Additional pages should be attached if more space is required. Attach all supporting documentation (i.e. contemporaneous logs, charts, maintenance records, calculations, etc.) ***

SECTION II - DETAILED INFORMATION REQUIRED FOR AFFIRMATIVE DEFENSE

Complete all fields in Section II regardless of the type of affirmative defense claimed. Additional information for the affirmative defense of malfunction, startup or shutdown is required by Section III. Additional information for the affirmative defense of malfunction or emergency is required by Section IV. Additional information for the affirmative defense of startup or shutdown is required by Section V.

A. List the direct cause and all contributing causes of the excess emission in the table below (i.e. identify the reasons why the cause (s) in the preceding step existed working back to the direct cause).

Type of Cause	Description	Reason(s)	Edit	Delete
				

Additional Comments (if required)

B. Could this event have been foreseen and avoided or planned for? Yes No

If NO, please explain:

C. Why were your operation and maintenance practices unable to prevent this event? Attach a copy of the facility maintenance program and the manufacturer's recommended maintenance for each emission unit involved in this event (if applicable).

D. For the duration of the event, explain how the air pollution control equipment or process equipment was maintained and operated in a manner consistent with good air pollution control practices for minimizing emissions.

E. Was the owner or operator's actions during this event documented by properly signed, contemporaneous operating logs, or other relevant evidence? Attach documentation. Yes No

If NO, please explain:

Text fields in Sections II.B and II.E are enabled (required) only if No is selected. Otherwise they will be disabled (grayed out).

In Section II.A, information must be added regarding the cause(s) of the event.

*** The owner or operator must provide the following information (as applicable) to claim the affirmative defense. Additional pages should be attached if more space is required. Attach all supporting documentation (i.e. contemporaneous logs, charts, maintenance records, calculations, etc.) ***

SECTION II - DETAILED INFORMATION REQUIRED FOR AFFIRMATIVE DEFENSE

Complete all fields in Section II regardless of the type of affirmative defense claimed. Additional information for the affirmative defense of malfunction, startup or shutdown is required by Section III. Additional information for the affirmative defense of malfunction or emergency is required by Section IV. Additional information for the affirmative defense of startup or shutdown is required by Section V.

A. List the direct cause and all contributing causes of the excess emission in the table below (i.e. identify the reasons why the cause (s) in the preceding step existed working back to the direct cause).

Type of Cause	Description	Reason(s)	Edit	Delete
<input checked="" type="checkbox"/> Add a Cause				

Additional Comments (if required)

Click on the Add a Cause button.

The **Affirmative Defense Demonstration – Detail Entry** dialog box will appear.

Affirmative Defense Demonstration - Detail Entry

ENTER TYPE OF CAUSE, DESCRIPTION, AND REASON

Type of Cause: Direct Contributing (1)

Description: (2)

Reason(s): (2)

(3)

Choose the type of cause (direct or contributing) **(1)**, add information to the description and reason **(2)**, then click on the Save button **(3)**.

The information will now appear in a new line in Section II.A of the main Affirmative Defense form.

SECTION II - DETAILED INFORMATION REQUIRED FOR AFFIRMATIVE DEFENSE

Complete all fields in Section II regardless of the type of affirmative defense claimed. Additional information for the affirmative defense of malfunction, startup or shutdown is required by Section III. Additional information for the affirmative defense of malfunction or emergency is required by Section IV. Additional information for the affirmative defense of startup or shutdown is required by Section V.

A. List the direct cause and all contributing causes of the excess emission in the table below (i.e. identify the reasons why the cause (s) in the preceding step existed working back to the direct cause).

Type of Cause	Description	Reason(s)	Edit	Delete
Direct	ds'ljfdlkjgfdlk;jg	df'p';fa;dkf;lfk		

Add a Cause

To add additional cause information, click on the Add a Cause button as many times as necessary. Note that the information can be edited or deleted as needed.

Section III is enabled (required) only if the claim is for Malfunction, Startup or Shutdown. If the claim is for Emergency the fields will be disabled (grayed out).

SECTION III - DETAILED INFORMATION REQUIRED FOR MALFUNCTION, STARTUP OR SHUTDOWN

PLEASE NOTE - Complete all fields in Section III if you are claiming an affirmative defense for malfunction, startup or shutdown. Do not complete if you are claiming an affirmative defense for emergency.

A. Explain all steps taken to minimize the impact of the excess emission on ambient air quality. Please provide documentation.

B. Were emission monitoring systems (if applicable) kept in operation during this event? Yes No

If NO, please explain:

The text field in Section III.B is enabled (required) only if No is selected. Otherwise it will be disabled (grayed out).

Since this claim is for a Malfunction, the data fields in Section IV are enabled (required).

SECTION IV - DETAILED INFORMATION REQUIRED FOR MALFUNCTION OR EMERGENCY

PLEASE NOTE - Complete all fields in Section IV if you are claiming an affirmative defense for malfunction or emergency. Do not complete if you are claiming an affirmative defense for startup or shutdown.

A. Provide a chronology in the table below including when the event was discovered and when the repairs were commenced and completed.

Date	Time	Action Taken	Comments	Edit	Delete
<div style="border: 1px solid #ccc; display: inline-block; padding: 5px;"> Add an Action Taken </div>					

A.1. Explain why the chronology above indicates that the repairs were made as expeditiously as possible.

A.2. Was off-shift labor or overtime used? Yes No

If NO, please explain:

A.3. Explain how the quantity and duration of the excess emission (including any bypass) were minimized during this event. Why was this quantity and duration the minimum possible for this event?

B. Identify each excess emission event in the preceding 12 months in the table below that involved the same emission unit(s) identified in this excess emission event.

Date	Activity Number	Edit	Delete
<div style="border: 1px solid #ccc; display: inline-block; padding: 5px;"> Add an Activity </div>			

C For each excess emission event described in item B, list those with the same or similar direct or contributing cause for this excess emission event in the table below.

Date	Activity Number	Edit	Delete
<div style="border: 1px solid #ccc; display: inline-block; padding: 5px;"> Add an Activity </div>			

C.1. Explain why the cause(s) for the events listed above was (were) not resolved (if applicable).

The fields in Section IV will also be enabled if an Emergency is claimed.

To enter chronology information in Section IV.A, click on the Add an Action Taken button.

SECTION IV - DETAILED INFORMATION REQUIRED FOR MALFUNCTION OR EMERGENCY

PLEASE NOTE - Complete all fields in Section IV if you are claiming an affirmative defense for malfunction or emergency. Do not complete if you are claiming an affirmative defense for startup or shutdown.

A. Provide a chronology in the table below including when the event was discovered and when the repairs were commenced and completed.

Date	Time	Action Taken	Comments	Edit	Delete
<input checked="" type="button" value="Add an Action Taken"/>					

The **Affirmative Defense Demonstration – Detail Entry** dialog box will appear.

Affirmative Defense Demonstration - Detail Entry

ENTER DATE/TIME, ACTION TAKEN, AND COMMENT

Date: 01/22/2013 Time: 04 : 12 (1)

Action Taken: Called out maintenance tech. (2)

Comment: (2)

(3)

Enter a Date and Time (1), Action Taken and Comment (2), then click on the Save button (3).

The information will now appear as a new line in Section IV.A of the main Affirmative Defense form.

SECTION IV - DETAILED INFORMATION REQUIRED FOR MALFUNCTION OR EMERGENCY

PLEASE NOTE - Complete all fields in Section IV if you are claiming an affirmative defense for malfunction or emergency. Do not complete if you are claiming an affirmative defense for startup or shutdown.

A. Provide a chronology in the table below including when the event was discovered and when the repairs were commenced and completed.

Date	Time	Action Taken	Comments	Edit	Delete
01/22/2013	04:12 AM	Called out maintenance tech.			

 Add an Action Taken

To add additional chronology information, click on the Add an Action Taken button as many times as necessary. Note that the information can be edited or deleted as needed.

In this example, since a Malfunction was claimed, the data entry fields in Section V, Detailed Information Required for Startup or Shutdown, are disabled (grayed out).

SECTION V - DETAILED INFORMATION REQUIRED FOR STARTUP OR SHUTDOWN

PLEASE NOTE - Complete all fields in Section V if you are claiming an affirmative defense for startup or shutdown. Do not complete if you are claiming an affirmative defense for malfunction or for emergency.

A. Was this excess emission caused by an intentional bypass of air pollution control equipment or an intentional bypass of equipment? Yes No

If YES, please explain:

B. Provide a chronology in the table below of all the primary actions taken from when the startup or shutdown procedure commenced until it was successfully completed.

Date	Time	Action Taken	Comments	Edit	Delete
B.1. Explain why the chronology above indicated that the duration of the startup or shutdown procedure was minimized to the maximum extent practicable. Attach a copy of the startup or shutdown procedure for the facility and/or for each emission unit involved in this event.					
<input style="width: 100%; height: 100%;" type="text"/>					

C. Identify each excess emission event due to non-permitted startup or shutdown in the preceding 12 months (including date and activity number) that involved the same emission unit(s) identified in this excess emission event.

Date	Activity Number	Edit	Delete
D. For each excess emission event described in item B, state whether it involved the same or similar direct or contributing cause for this excess emission event, and explain why the cause was not resolved or the excess emission was not permitted.			
<input style="width: 100%; height: 100%;" type="text"/>			

D.1. Explain why the cause(s) for the events listed above was (were) not resolved.

E. Have you submitted or do you intend to submit an application to include this excess emission in your permit? Yes No

E.1. If yes, indicate the date of actual or intended application submittal (mm/dd/yyyy):

E.2. If no, and you do not intend to submit an application, explain why:

If an EER is submitted with a Startup or Shutdown claim, the fields in Section V would be enabled for data entry, and the fields in Section IV would be disabled.

When all data entry has been completed, you will be ready to submit the report by clicking on the Submit Final button.

SECTION VII - CERTIFICATION

I certify, based on information and belief formed after reasonable inquiry, the statements and information in this document and all attachments are true, accurate and complete.

Reporting Official: Date:

Title:

ATTACHED DOCUMENTS

Uploaded	Document Title	File Name	Size	Actions
01/22/2013	EER_000622-01222013-01 Initial-Final EER	EER_000622-01222013-01_Initial-Final_EER.pdf	124 KB	

A dialog box will appear asking for confirmation.

al or intended application submittal (mm/dd/yyyy):

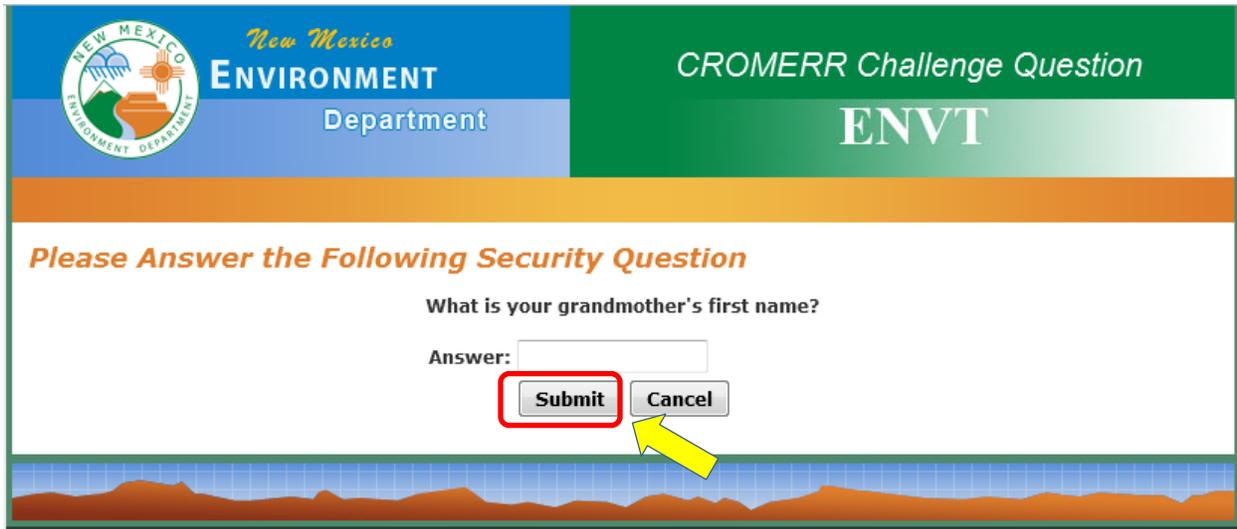
subm

Are you sure you want to submit this Affirmative Defense Demonstration form as Final?

Click on the OK button.

Similar to submitting an Excess Emissions Report, the user will receive an error message at the top of the form if any data fields have been left blank.

If all of the data fields have been populated, the user will see a box with a security question as shown below.



The screenshot shows a web interface for the New Mexico Environment Department. The top left features the department's logo and name. The top right is a green header with the text "CROMERR Challenge Question" and "ENVT". Below this is a white box with the heading "Please Answer the Following Security Question". The question is "What is your grandmother's first name?". Below the question is an "Answer:" label and an empty text input field. Underneath the input field are two buttons: "Submit" and "Cancel". The "Submit" button is highlighted with a red rectangular border, and a yellow arrow points to it from the bottom right.

Answer the security question and click Submit

If the answer is correct, the user will be taken to the **Affirmative Defense Demonstration Certification** page.

The user must click on the Download Affirmative Defense Demonstration Form button **(1)** first before the Certify button is enabled. A message will appear on the screen regarding opening and/or saving the document.

It is recommended that the user open the document to review the data entry **(2)** prior to submittal. If any corrections are needed, the user can click on the Cancel button **(3)** on the Certification page to return to the data entry form.

The following printable version of the **Affirmative Defense Demonstration Form** will open.



New Mexico Environment Department - Air Quality Bureau
 Compliance and Enforcement Section
 1301 Siler Road, Building B - Santa Fe, NM 87507
 Phone (505) 476-4300 - Fax (505) 476-4375 - Email: eereports.aqb@state.nm.us



Affirmative Defense Demonstration Form

SECTION I - GENERAL INFORMATION															
AI Number:	<input type="text" value="622"/>	Failure Point No.:	<input type="text" value="gdfg"/>												
Activity Number:	<input type="text" value="000622-01222013-01"/>	Failure Point Desc.:	<input type="text" value="dfsgsdfg"/>												
Facility Name:	<input type="text" value="Navajo Refining Company LLC"/>	Release Point No.:	<input type="text" value="jgh"/>												
Company Name:	<input type="text" value="Lovington Refinery"/>	Release Point Desc.:	<input type="text" value="jmfmj"/>												
Title V Permit No.:	<input type="text" value="sdfsdf"/>	Discovery date/time:	<input type="text" value="01/22/2013 02:02"/>												
NSR Permit No.:	<input type="text" value="sdfsdf"/>	Failure date/time:	<input type="text" value="01/21/2013 06:22"/>												
Event Type:	<input checked="" type="checkbox"/> Malfunction	Corrected date/time:	<input type="text" value="01/22/2013 02:01"/>												
	<input type="checkbox"/> Startup	1st Business Day after Discovery:	<input type="text" value="01/23/2013"/>												
	<input type="checkbox"/> Shutdown	Submission Status:	<input type="text" value="Submitting Affirmative Defense"/>												
	<input type="checkbox"/> Emergency	Initial EER:	<input type="text" value="01/22/2013"/>												
	<input type="checkbox"/> Schedule Maintenance	Final EER Submitted:	<input type="text" value="01/22/2013"/>												
<input checked="" type="checkbox"/> Title V Deviation															
<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Firstname / Lastname:</td> <td style="width: 30%;"><input type="text" value="Wilson Aabot"/></td> <td style="width: 20%;">Office Phone:</td> <td style="width: 30%;"><input type="text" value="505-438-4300"/></td> <td style="width: 10%;">Extn.:</td> <td><input type="text"/></td> </tr> <tr> <td>E-mail Address:</td> <td><input type="text" value="reportsgroup.aqb@state.nm.us"/></td> <td>Cell Phone:</td> <td colspan="3"><input type="text"/></td> </tr> </table>				Firstname / Lastname:	<input type="text" value="Wilson Aabot"/>	Office Phone:	<input type="text" value="505-438-4300"/>	Extn.:	<input type="text"/>	E-mail Address:	<input type="text" value="reportsgroup.aqb@state.nm.us"/>	Cell Phone:	<input type="text"/>		
Firstname / Lastname:	<input type="text" value="Wilson Aabot"/>	Office Phone:	<input type="text" value="505-438-4300"/>	Extn.:	<input type="text"/>										
E-mail Address:	<input type="text" value="reportsgroup.aqb@state.nm.us"/>	Cell Phone:	<input type="text"/>												

After reviewing the form, the user returns to **Affirmative Defense Demonstration Certification** page.

The User now has to certify that he/she has reviewed the report and the information is correct by checking the “I agree” box **(4)**.

The Certify button will now be enabled.

Home Register for Additional Facilities Manage Submitter/Certifiers Dale An Logout

Affirmative Defense Demonstration Certification

SECTION VII - CERTIFICATION

1. Click the button below to download this Affirmative Defense form as a PDF to your computer.
2. Review the PDF for accuracy.
3. Mark the "I agree" checkbox button to certify this report as true, accurate, and complete.
4. Click the Certify button to complete certification of this report.

At any time, click Cancel to NOT certify but return to the Affirmative Defense entry form.

By clicking on the Certify button, I am agreeing to the following:

By clicking on the Certify button, I agree to the following:

(4) After reasonable inquiry, I certify this report as true, accurate and complete.

I agree

Reporting Official: Dale [] An []
Title: Engineer []
Date: 08/28/2014 []

(5)

Click on the Certify button to submit the report **(5)**.

After the report has been successfully submitted, the user will be returned to the EER Home page.

Facility or Owner Name:

Report Type:

Report Group:

AI ID:

Final Report Date Range:

From:

To:

Activity Number:

Criteria Selected: All Open OR Closed within the last 30 days is true

Type	Facility Name	AI	Activity Number	Status	Final Report Submitted	Other Dates	Action
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-03	Entering Final EER		Initial EER Submitted: 12/08/2014	
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-02	Closed	12/08/2014	Initial EER Submitted: 12/08/2014	
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-01	Closed (1)	12/08/2014	Initial EER Submitted: 12/08/2014, Affirmative Defense Due: 01/07/2015, Affirmative Defense Submitted: 12/09/2014 (2)	

Showing 1 to 3 of 3

The report just submitted will now appear as “Closed” under the Status Column (1) and the submission date will be shown under “Other Dates” column (2).

The user will also receive an email confirmation when the final report has been successfully submitted.

NMED Affirmative Defense 000622-01222013-01 Final Submitted.

✦ **NMED AQB EER Administrator [no-reply@state.n...**



Actions ▾

To: aqb, reportsgroup, NMENV

Wednesday, January 23, 2013 8:17 AM

A final Affirmative Defense Report has been submitted to NMED Air Quality Bureau:

Lovington Refinery (AI: 622)

Activity No.: 000622-01222013-01

Date Submitted and Certified: 01/23/2013

Certified by: Wilson Aabot, Compliance Officer

Thank you.

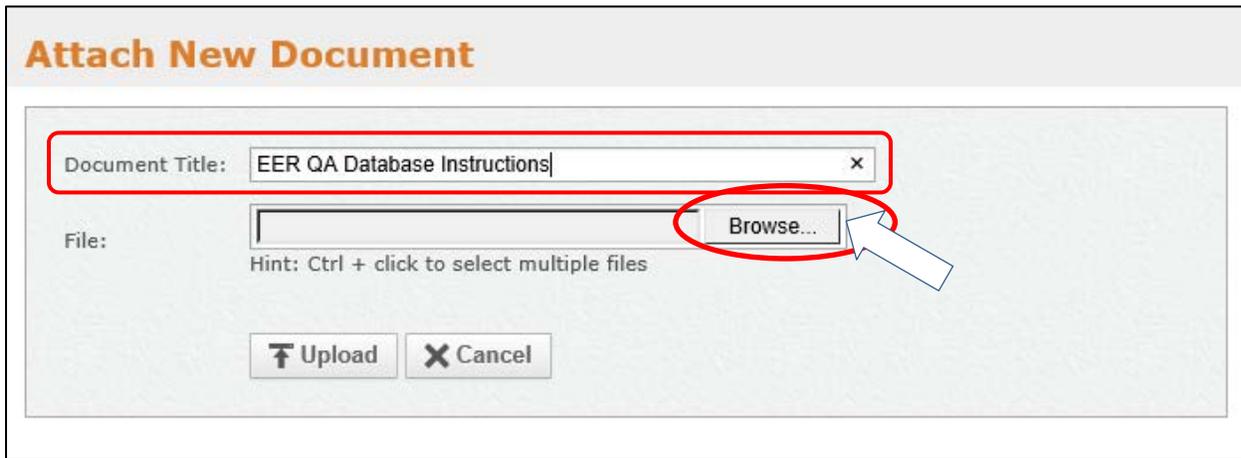
5.3 Upload / Attach Documents

The user may attach documents to both Excess Emissions Reports and Affirmative Defense Forms. At the bottom of each form (both Excess Emissions and Affirmative Defense) you will see an "Attached Documents" section.

The screenshot displays the 'SECTION VII - CERTIFICATION' area of the application. It includes a certification statement, a reporting official name (Joe Johnson), a title (Budget Analyst), and a date (03/11/2019). Below this are buttons for 'Save', 'Submit Final', and 'Return to EER List'. The 'FACILITY ATTACHED DOCUMENTS' section is highlighted with a red box. It features a table with columns for 'Uploaded', 'Document Title', 'File Name', 'Size', and 'Actions'. The table currently shows 'No Records Found'. A red circle highlights the '+ Add' button in the 'Actions' column, with a yellow arrow pointing to it. A 'Download All PDFs' button is located at the bottom left of the table area.

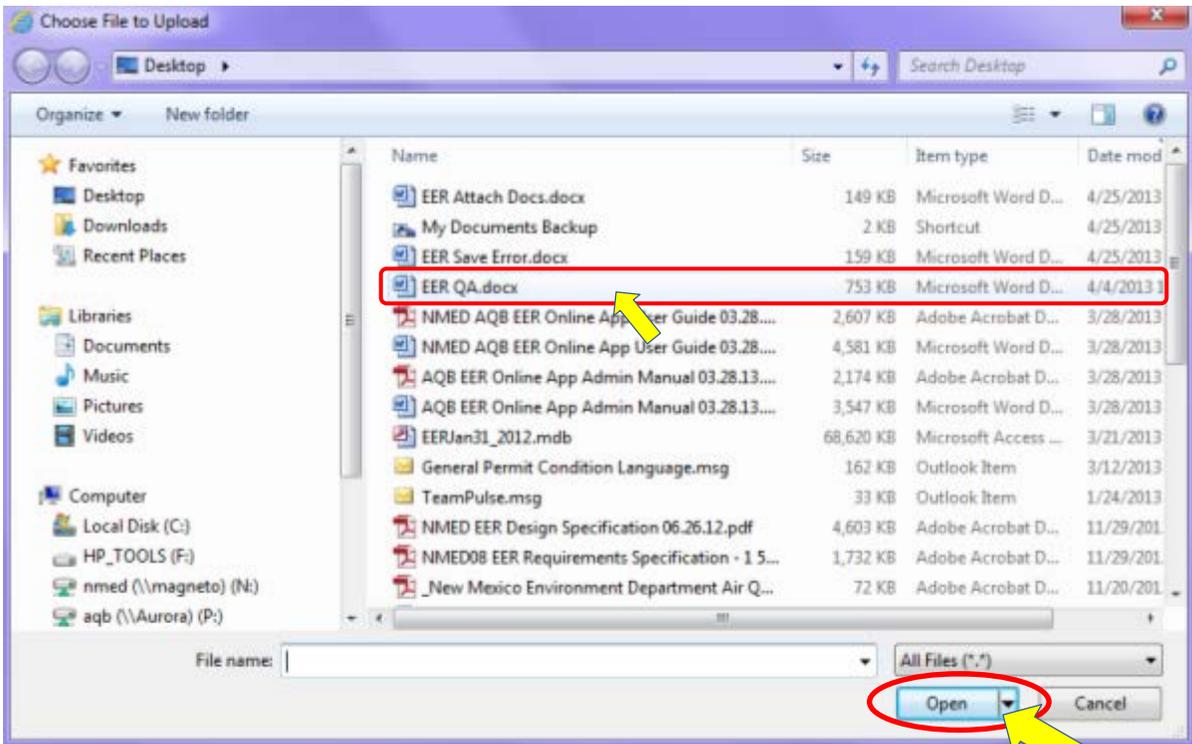
To upload a document from your PC, click on the **Add** button at the bottom right of the page.

The **Attach New Document** dialog box will appear.



Enter a Document Title, and then click on the “Browse...” button to search for the file on your PC.

Next, the Choose File to Upload dialog box will appear.



Select the file that you wish to upload, and then click on the Open button.

If you did not enter one prior to finding the document, you will need to type a name for the document in the “Document Title” field. The file path and name automatically appear in the “File:” field.

Attach New Document

Document Title:

File:

Hint: Ctrl + click to select multiple files

Click on the Upload button.

SECTION IX - BASIS OF ESTIMATE

Compliance Testing
 Continuous Emission Monitor
 Calculation
 Operating Log(s)
 Other (specify):
(Check all that apply)

SECTION X - CERTIFICATION

By clicking on the Certify button, I agree to the following:
 After reasonable inquiry, I certify this report as true, accurate and complete.

Reporting Official:

Title:

Date:

Uploaded	Document Title	File Name	Size	Actions
10/10/2018	EER 000595-10102018-01 Initial EER	EER_000595-10102018-01_Initial_EER.pdf	108 KB	
03/11/2019	EER QA Database Instructions	EER QA.docx	11 KB	

The file now appears in the “Attached Documents” section.

5.4 Downloading Reports and Attachments

The user may download any report associated with an EER from the Home page.

The screenshot displays the 'AQBCR Compliance Reporting - Report List' page. At the top, there is a navigation bar with 'Home', 'Register for Additional Facilities', 'Manage Facility Roles', 'An Dale', and 'Logout'. Below this is a search and filter section with fields for 'Facility or Owner Name', 'AI ID', 'Final Report Date Range' (From and To), and 'Activity Number'. There are also dropdown menus for 'Report Type' and 'Report Group'. A 'Search' button and a 'Reset' button are located at the bottom right of the filter section.

Below the filter section, a message states: 'Criteria Selected: All Open OR Closed within the last 30 days is true'. Below this, a table shows the report list. The table has columns for 'Type', 'Facility Name', 'AI', 'Activity Number', 'Status', 'Final Report Submitted', 'Other Dates', and 'Actions'. There are four rows of data, each representing an EER. The 'Actions' column for each row contains a magnifying glass icon and a pencil icon. A red box highlights the magnifying glass icons for the first three rows, and a yellow arrow points to the magnifying glass icon for the fourth row.

Type	Facility Name	AI	Activity Number	Status	Final Report Submitted	Other Dates	Actions
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-03	Entering Final EER		Initial EER Submitted: 12/08/2014	[Pencil] [Magnifying Glass]
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12092014-01	Submitting Affirmative Defense	12/09/2014	Initial EER Submitted: 12/09/2014, Affirmative Defense Due: 01/08/2015	[Pencil] [Magnifying Glass]
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-02	Closed	12/08/2014	Initial EER Submitted: 12/08/2014	[Pencil] [Magnifying Glass]
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-01	Closed	12/08/2014	Initial EER Submitted: 12/08/2014, Affirmative Defense Due: 01/07/2015, Affirmative Defense Submitted: 12/09/2014	[Pencil] [Magnifying Glass]

At the bottom of the table, there are two buttons: 'Add New EER' and 'EER Export'.

Click on the magnifying glass of the EER that you need to download reports.

You will see the **Report Attached Documents** page.

You may download each report separately by clicking on the down arrow in the Actions column **(1)**. You can also download ALL PDF documents by clicking on the “Download All PDFs” box **(2)**. A message will appear at the bottom of the screen regarding opening and/or saving the document.

To save the document to your computer, click on the Save button down arrow **(3)**, and choose Save As **(4)**.

Follow the standard procedures for saving a document. All PDF reports will be in one single document. **“Download All PDFs” will not download any documents that are not PDFs.**

5.5 Exporting Data

You can export EER form data into a comma-separated-values (CSV) text file by clicking on the EER Export button at the bottom of the page. If you do not filter the reports on your home page, all of the data from all of the reports that are currently in the list will be exported. By default this is all reports opened or closed within the last 30 days. To remove this 30 days filter you either need to search by Facility or Owner Name or by AI, or by a Final Report Date Range.

In this example, we will filter the data first by **FINAL Report*** Date Range **(1)**.

The screenshot shows the 'AQBCR Compliance Reporting - Report List' interface. At the top, there are navigation links: Home, Register for Additional Facilities, Manage Facility Roles, An Dale, and Logout. Below this is the 'FILTERS' section with the following fields:

- Facility or Owner Name:
- AI ID:
- Final Report Date Range: (1) From: 11/01/2014 To: 12/08/2014
- Activity Number:
- Report Type: Choose One (dropdown)
- Report Group: Choose One (dropdown)

At the bottom right of the filter section, there is a 'Search' button (highlighted with a red box and a yellow arrow) and a 'Reset' button.

Below the filters, the 'Criteria Selected' is: All Open OR Closed within the last 30 days is true. The table shows 4 reports:

Type	Facility Name	AI	Activity Number	Status	Final Report Submitted	Other Dates	Actions
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-03	Entering Final EER		Initial EER Submitted: 12/08/2014	[Edit] [Search]
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12092014-01	Submitting Affirmative Defense	12/09/2014	Initial EER Submitted: 12/09/2014, Affirmative Defense Due: 01/08/2015	[Edit] [Search]
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-02	Closed	12/08/2014	Initial EER Submitted: 12/08/2014	[Edit] [Search]
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-01	Closed	12/08/2014	Initial EER Submitted: 12/08/2014, Affirmative Defense Due: 01/07/2015, Affirmative Defense Submitted: 12/09/2014	[Edit] [Search]

At the bottom of the page, there are two buttons: 'Add New EER' and 'EER Export'.

We will filter by Final EER Date, 11/01/2014 to 12/08/2014, and then click on the Search button.

New Mexico Environment Department
Air Quality Bureau Compliance Reporting (AQBCR) Application User Guide
5.0 Excess Emissions Reports

Now the reports listed on the home page are only those with Final EERs submitted in the date range 11/01/2014 to 12/08/2014.

Criteria Selected: Report Group equals *Excess Emission Report* and Report Type equals *Excess Emission Report* and Final Report Submitted between *11/1/2014 and 12/8/2014*

Showing 1 to 3 of 3

Type	Facility Name	AI	Activity Number	Status	Final Report Submitted	Other Dates	Actions
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-03	Entering Final EER		Initial EER Submitted: 12/08/2014	 
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-02	Closed	12/08/2014	Initial EER Submitted: 12/08/2014	 
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-01	Closed	12/08/2014	Initial EER Submitted: 12/08/2014, Affirmative Defense Due: 01/07/2015, Affirmative Defense Submitted: 12/09/2014	 

Showing 1 to 3 of 3

Add New EER

EER Export



Click on the EER Export button at the bottom of the page.

***NOTE: If a Final Report has not been submitted, the system will not display those EERs when a Final Report Date Range is entered.**

The following table will appear.

Export Selected Columns ✕

Select All	Column Name	Explanation
<input checked="" type="checkbox"/> (1)	TEMPO_ACTIVITY_NO	Section I, question B: Activity Number assigned to this EER Submission
<input checked="" type="checkbox"/>	TEMPO_AI	Section I, question A: Agency Interest (AI) Number in Tempo (a unique key for a facility)
<input checked="" type="checkbox"/>	AGENCY_INTEREST_NAME	Name of the Agency Interest
<input checked="" type="checkbox"/>	SOURCE_CLASSIFICATION_DESC	Emission source classification description
<input checked="" type="checkbox"/>	TEMPO_OWNER	Name of the Owner of the Agency Interest (in Tempo)
<input checked="" type="checkbox"/>	TEMPO_COUNTY_NAME	Name of the county where the agency interest is located (in Tempo)
<input checked="" type="checkbox"/>	TV_PERMIT_NO	Title V permit number for the agency interest
<input checked="" type="checkbox"/>	NSR_PERMIT_NO	NSR permit number for the agency interest
<input checked="" type="checkbox"/>	IS_STATIONARY_SOURCE	True if this agency interest (aka facility) is a stationary source of emissions
<input checked="" type="checkbox"/>	IS_PORTABLE_SOURCE	True if this agency interest (aka facility) is a portable or moveable source of emissions
<input checked="" type="checkbox"/> (2)	IS_LAT_LONG	True if the location of the agency interest is based on Latitude and Longitude, False if location is based on UTM data
<input checked="" type="checkbox"/>	LATITUDE	Latitude coordinate of agency interest-- entered if IS_LAT_LONG is true
<input checked="" type="checkbox"/>	LONGITUDE	Longitude coordinate of agency interest-- entered if IS_LAT_LONG is true
<input checked="" type="checkbox"/>	UTM	UTM location of agency interest-- entered if IS_LAT_LONG is false
<input checked="" type="checkbox"/>	IS_ACTIVE	1 = Agency Interest / Facility is Active, 0 = AI / Facility is NOT Active-- entry of new EERs is not allowed.
<input checked="" type="checkbox"/>	TEMPO_FAILURE_PT_NO	Section I, question N: Failure Point code in Tempo
<input checked="" type="checkbox"/>	TEMPO_FAILURE_PT_DESC	Section I, question O: Failure Point description
<input checked="" type="checkbox"/>	TEMPO_RELEASE_PT_NO	Section I, question P: Release Point code in Tempo

The user can customize the fields for export. The default option will select all the information. Uncheck the Select All box (1) and click on the options that you want to export (2)

Do you want to open or save `eer_export_20130712110051.csv` from `eidea-t.nmenv.state.nm.us`? ✕

A ribbon will appear at the bottom of the screen (the example above is for Internet Explorer) asking if you want to open or save the document. Click on the Open button.

The selected options will be saved for the next time the user wants to export information. If the cookies on the user's computer have been deleted, the export will return to the default option.

6.0 ROUTINE REPORTS

The Routine Reports (RR) part of the AQBCR application provides for electronic submittal of routine compliance reports such as annual compliance certifications, monitoring reports, permit requirement reports, and other reports required for submittal to the Department by New Mexico Administrative Code (NMAC) or the Code of Federal Regulations (CFR).

Under this Report Group, the user will be able to submit the Types and Subtypes of reports provided in the following table. Examples on how to submit these types of reports are provided in the section indicated in the table.

Report Type	Report Subtype	Section in Guide
TV ACC		6.1
TV Semi-Annual		6.1
NMAC Report	Quarterly Sulfur Reports (per 20.2.35.112)	6.2
Permit Requirement Reports	Permit Condition	6.2
NSPS	Notification of Construction Date	6.3
	Notification of Initial Startup Date	6.3
	Notification of Physical/Operational Change	6.3
	Notification of Demonstration Date	6.3
	Notification of Opacity/Visible Emissions Observation Date	6.3
	Notification to Determine Compliance with COMS	6.3
	Excess Emissions & Monitoring System Performance Report	6.2
	Monitoring Summary Report	6.2
	Storage Vessel Seal Gap Measurement Notification	6.3
	Storage Vessel Filling or Refilling Notification	6.3
MACT	Initial Notification of Applicability	6.3
	Notification of Special Compliance Requirements	6.3
	Notification of Performance Test Date	6.3
	Notification of Opacity Observation Date	6.3
	Notification of CMS Performance Evaluation Date	6.3
	Notification to Determine Compliance with COMS	6.3
	Notification of Alternative to Relative Accuracy Testing	6.3
	Notification of Compliance Status	6.3

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 6.0 Routine Reports

Report Type	Report Subtype	Section in Guide
	Performance Test Results	6.3
	Opacity/Visible Emissions Test Results	6.3
	Progress Report	6.3
	Periodic Report	6.2
	Immediate Startup/Shutdown/Malfunction Report	6.3
	Continuous Monitoring System Performance Evaluation Results	6.3
	Excess Emissions & Monitoring System Performance Report	6.2
	Summary Report	6.2
	Storage Vessel Seal Gap Measurement Notification	6.3
	Storage Vessel Filling or Refilling Notification	6.3
NESHAP	Notification of Startup	6.3
	Source Reporting	6.3
	Total Annual Benzene Report (per §61.340)	6.2
Notifications	Notification of Anticipated Startup Date (As specified in Permit)	6.3
	Notification of Actual Startup Date (As specified in Permit)	6.3
	Notification of Maximum Production Rate (As specified in Permit)	6.3
	Notification of Actual Shutdown Date (As specified in Permit)	6.3
	General Notification	6.3
	Notification of Actual Startup Date/Maximum Production Rate (As specified in Permit)	6.3

After login the user is taken to the AQB Compliance Reporting Home page. The user will see a table that will list reports for the facilities to which they have been given access.

Criteria Selected: All Open OR Closed within the last 30 days is true

Type	Facility Name	AI	Activity Number	Status	Final Report Submitted	Other Dates	Actions
Summary of Periodic Testing - RATA Test	Bobby Garcia Truck - 550TPH Screening Plant	2021	002021-06172015-04	In Progress			
Test Notification for Summary Reporting - RATA Test	Bobby Garcia Truck - 550TPH Screening Plant	2021	002021-06172015-03	Notification Certified			
Summary of Periodic Testing - Periodic Test	Bartoo Sand and Gravel - Crushing /Screening Facility GCP2 No.2516	2318	002318-06172015-02	Result Prepared			
Summary of Periodic Testing - RATA Test	Caviness Ranch Compressor Station	649	000649-06172015-02	Result Prepared			
Test Notification for Summary Reporting - Periodic Test	Bartoo Sand and Gravel - Crushing /Screening Facility GCP2 No.2516	2318	002318-06172015-01	Notification Certified			

Showing 1 to 5 of 34 Records per page

[Add New EER](#) [Add New Routine Report](#) [Add New Stack Test](#) [EER Export](#)

To submit a Routine Report, click on the Add New Routine Report button.

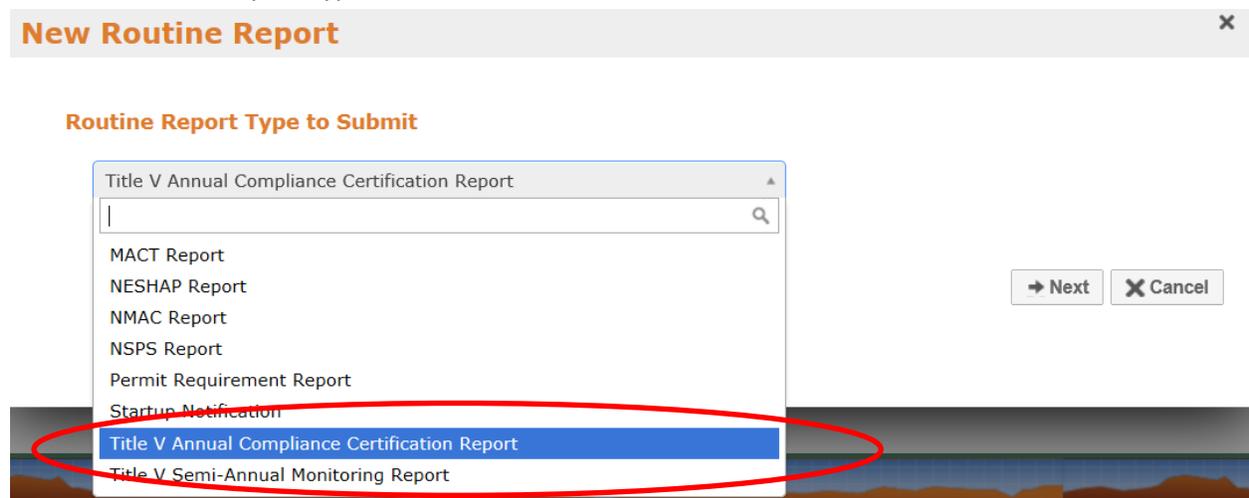
6.1 Submitting Routine Reports for Title V ACCs and Semi-Annual Reports

This section includes examples for Routine Reports that have pre-determined reporting periods and pre-determined reporting due dates that are entered by the Air Quality Bureau.

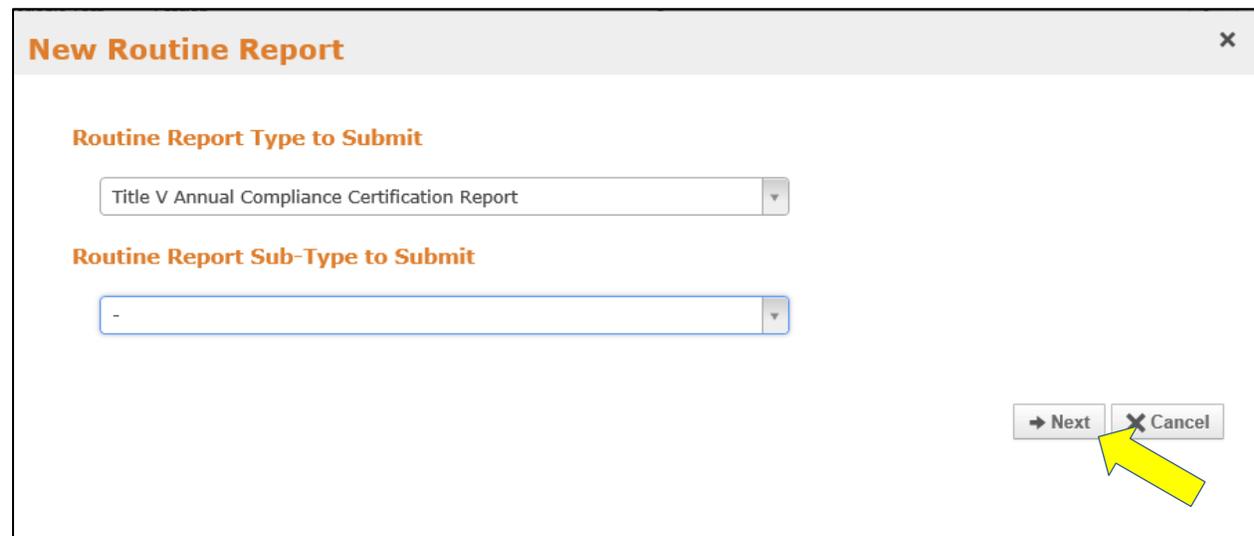
- Title V Annual Certification Compliance Reports
- Title V Semi Annual Reports

6.1.1 Prepare the Routine Report and Upload the Attachments

After clicking “Add New Routine Report” you will see the Screenshot below. Open the dropdown menu from the Routine Report Type to Submit:



Select the type of report you are submitting.



Title V Annual Compliance Certifications and Semi-Annual Reports do not have Routine Report Sub-Type even though a dropdown menu appears. Just leave it as is and click Next.

On the next screen select the Facility for which you are submitting the Routine Report (Note: if you do not see your facility that means that you have not registered for that facility). See [1.5.3 Registration for other roles](#).

Choose a facility from the list below and then click "Select".

Select One	Facility Name	Owner	AI Number
<input type="radio"/>	7 Rivers Draw Compressor Station	Agave Energy Company	335
<input type="radio"/>	Agave - Coyote Compressor Station	Agave Energy Company	29537
<input checked="" type="radio"/>	Agave Dagger Draw Gas Plant	Agave Energy Company	211

Showing 1 to 3 of 3

Showing 1 to 3 of 3

✓ Select ✗ Cancel

Then, click **Select**.

On the next screen, open the dropdown menu and select the monitoring period for which you are submitting a report.

Note: Monitoring periods for reports that have been Certified/Submitted should no longer be visible. If there are previous monitoring periods visible, the user should confirm that the reports for those periods were Certified/Submitted properly. To do this, go to the Home page, filter for Routine Reports and check the Status column to see if those reports say "Certified."

Monitoring Period

Choose One

- 03/01/2015 - 08/31/2015
- 09/01/2015 - 02/29/2016

→ Next ✗ Cancel

Then, click **Next**.

NOTE, If the monitoring period is not in the dropdown, please send an email to nmenv-aqbrr@state.nm.us providing the information, including the Facility ID, monitoring period and Report Type.

The application will take you to the page where you will be able to upload your Routine Report.

Title V Semi-Annual Monitoring Report

[Return to List](#)

REPORT HEADER

AI Number: * 211 Workflow Status: In Progress
Activity Number: 000211-10072015-04 Permit Number: P157-R2M1
Facility Name:
Company Name:
Source Is: Stationary Source Monitoring Period Start:
 Portable Source Monitoring Period End:
Portable Location: UTM: Report Due Date:
Lat: Long:
Title V Permit No.:
NSR Permit No.:

First Name / Last Name: Office Phone: Extn.:
E-mail Address: Cell Phone:

[Incorrect Permit Data](#)

ATTACHMENTS

(1)

Uploaded	Document Title	File Name	Size	Actions
No Records Found				

To attach a report, click **Add** in the Attachments Section (1).

After you do so, the following screen will pop up:

Attach New Document

Document Title: (2)

File: (3)

(4)

Type the title of the document you will upload **(2)** and then click Browse **(3)** to upload the document from your computer. When you are done, click “Upload” **(4)**

When you do, the application will return to the Routine Report submittal page and you will see the uploaded document in the Attachments Section, as shown below:

First Name / Last Name: Office Phone: Extn.:

E-mail Address: Cell Phone:

Incorrect Permit Data

ATTACHMENTS Add

Uploaded	Document Title	File Name	Size	Actions
10/07/2015	211 Semi Annual Report Aug 2015	211 Semi Annual Report.docx	11 KB	

DEVIATIONS

Have any deviations occurred at this facility during this reporting period? Yes No

DEVIATION SUMMARY

You may add other documents you need but the number of uploads is limited so consolidate reports and attachments as much as possible. The application will accept Word, PDF and Excel Documents. **The maximum file size that the application will take for each document is 100 MB.**

The icons under the Actions Column give you the option to:



Edit the document title



Upload a revised document
(over write original)



Download the document



Discard the document

If you are ready to submit the report, please go to section [6.4](#).

6.1.2 TV Semi-Annual and Annual Compliance Certification Reports

In the case of TV Semi-Annual and Annual Compliance Certification (ACC) reports, the application will have a section about deviations as shown below.

6.1.2.1 Semi-Annual and ACC reports with No Deviations

If you do not have any deviations to report, Click **No** under Deviations **(1)** (the application pre-selects Yes as a default and automatically displays EERs submitted during the reporting period).

When you select NO, the screen will change to the following:

At this point, the user has three options:

- Click **Save (2)**, to come back later and complete the submittal, or
- Click **Ready to Certify (3)**, if you have uploaded all the information and it is ready for certification, or
- Click **Delete (4)**, if want to delete the submittal completely.

If you are certifying your Routine Report, please refer to Section [6.4](#)

6.1.2.2 Semi-Annual and ACC reports with Deviations

If you have deviations click YES to the question: “Have any deviations occurred at this facility during this reporting period?” under the DEVIATIONS Section. See below

DEVIATIONS

Have any deviations occurred at this facility during this reporting period? Yes No

The following table will appear:

DEVIATIONS

Have any deviations occurred at this facility during this reporting period? Yes No

DEVIATION INCIDENTS WITH EERS (1)

Deviation Incidents with Excess Emissions.

Tracking Number	Deviation Start	Deviation End
No Records Found		

DEVIATION INCIDENTS WITHOUT EERS

Deviation Incidents without Excess Emissions. (2) + Add Non-EER Deviation

Requirement	Deviation Start Date	Time	Deviation End Date	Time	Unit #	Detailed Description of Deviation Incident	Reported in Semi-Annual?	Actions
No Records Found								

DEVIATION SUMMARY

Summary of Permit Conditions Deviated from. (3) + Add Permit Condition or Rule Citation

No.	Permit Condition or Rule Citation	Actions
No Records Found		

Save
Ready to Certify
Delete

The Deviations Sections consists of three parts: Deviation Incidents with EERs, Deviations Incidents without EERS and the Deviations Summary.

Deviations Incidents with EERs. Any excess emissions reported to the application during the reporting period will automatically be pulled under the Deviation Incidents with EERs (1). **NOTE:** *If you had Excess Emission Events during this reporting period that had not been submitted, please submit those events as new EERs in the AQBCR database prior to completing the Routine Report (for EER instructions refer to Section 5.0 Excess Emission Reports of this User Guide).*

Deviation Incidents without EERs. This section is to provide details of the deviations reported under the Deviations Summary. Click on “Add Non-EER Deviation” (2).

Deviations Summary. Under this section you will list the deviations to the permit conditions and/or rule citations that occurred during this reporting period. Click on “Add Permit Condition or Rule Citation” (3).

When adding Deviations to Permit Condition or Rule Citation. You will see the table below.

Type the condition/citation and deviation information and click **Save**

When adding a Non-EER Deviation, you will see the table below:

Enter the information requested and click **Save**

You may add as many items as needed. Any items will be shown under each table as shown below:

DEVIATIONS

Have any deviations occurred at this facility during this reporting period? Yes No

DEVIATION INCIDENTS WITH EERS

Deviation Incidents with Excess Emissions.

Tracking Number	Deviation Start	Deviation End
No Records Found		

DEVIATION INCIDENTS WITHOUT EERS

Deviation Incidents without Excess Emissions. + Add Non-EER Deviation

Requirement	Deviation Start Date	Time	Deviation End Date	Time	Unit #	Detailed Description of Deviation Incident	Reported in Semi-Annual?	Actions
A107.A	03/20/2015	02:00 AM	03/31/2015	11:59 AM	FL-1	Exceeded the 12-month rolling total of VOC SSM Emission as for March 2015	Yes	

DEVIATION SUMMARY

Summary of Permit Conditions Deviated from. + Add Permit Condition or Rule Citation

No.	Permit Condition or Rule Citation	Actions
1	A107.A SSM Emissions	
2	A201.B Periodic Testing: Failure to conduct 1st quarter periodic testing on Unit 1.	

Save Ready to Certify Delete

Each line item can be Edited () or Discarded ().

If you have completed your deviations continue to section [6.4](#) if you are ready to certify your report.

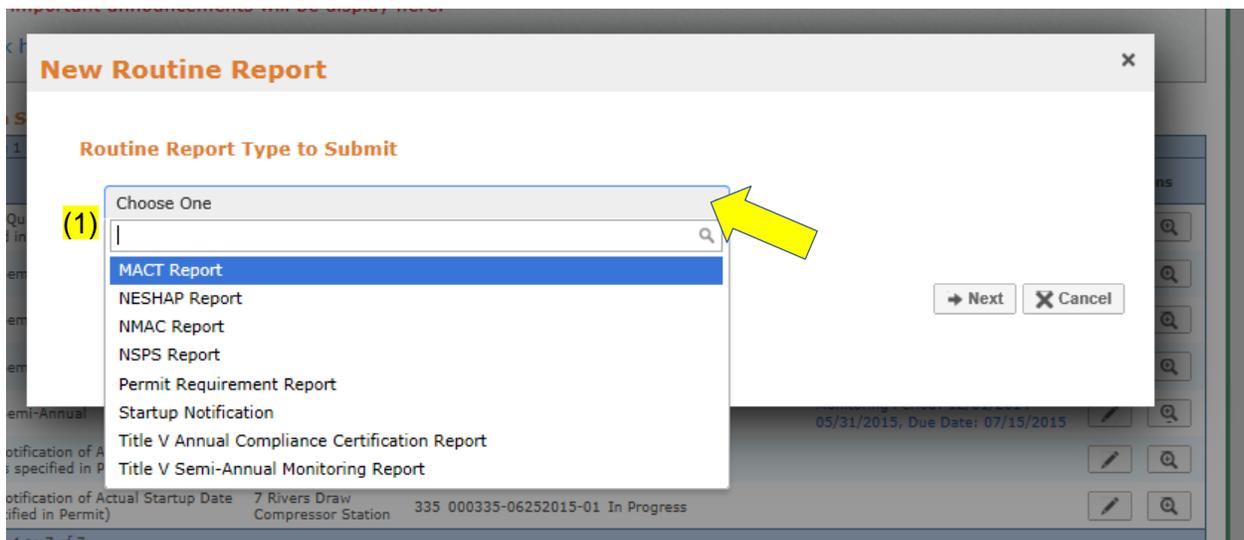
6.2 Submitting Non-Title V Reports with Established Reporting Periods and Due Dates

This section includes examples for Routine Reports that have pre-determined reporting periods and due dates based on regulation or permit, such as:

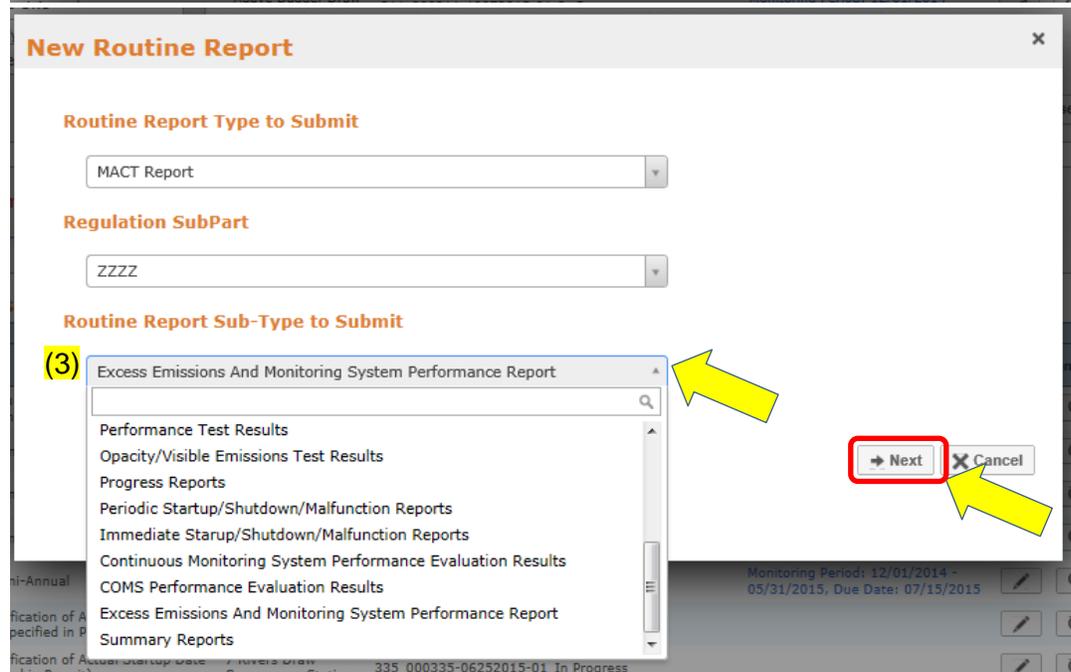
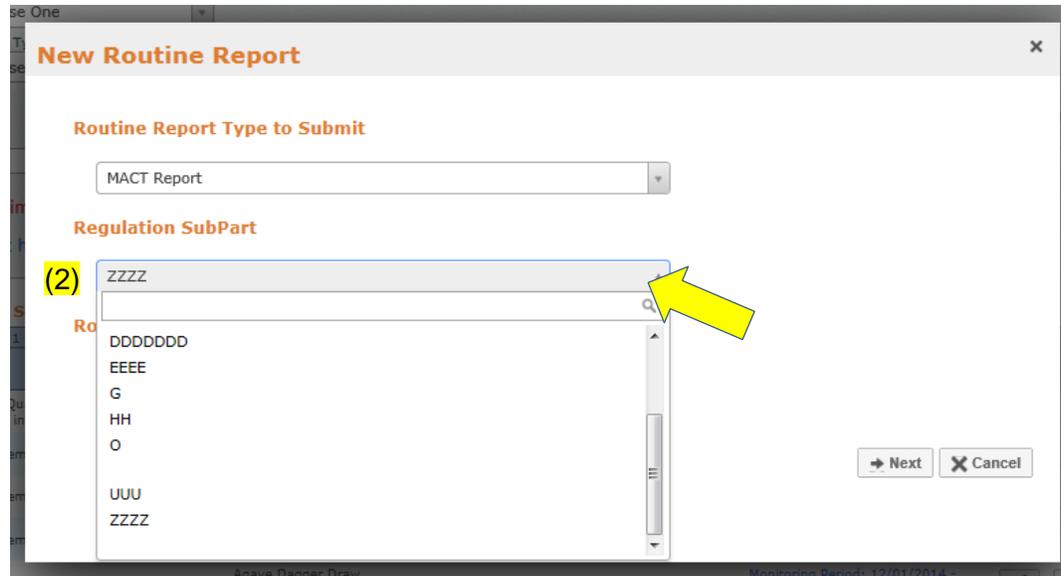
- NMAC Quarterly Sulfur Reports (per 20.2.35.112 and 20.2.36.113) (20.2.36 has been repealed but it remains in the system)
- Permit Condition Requirement Reports
- NSPS and MACT Excess Emission and Monitoring System Performance Reports
- NSPS Monitoring Summary Reports
- MACT Periodic or Summary Reports
- NESHAP Benzene Reports

6.2.1 Prepare the Routine Report and Upload the Attachments

After you click “Add a New Routine Report,” select the Report Type that you need to submit from the dropdown list **(1)**.



After you select the Report type, one or more additional dropdown menus will appear. You will need to select the Regulation Subpart **(2)** and the Report Sub-Type **(3)**, as shown below:



New Routine Report x

Routine Report Type to Submit

Permit Requirement Report

Routine Report Sub-Type to Submit

Permit Condition

→ Next X Cancel

Permit Requirement Reports have a space for the Permit Condition to be entered before the Next button is clicked.

After you have selected or entered the necessary information, click Next.

On the next screen, select the facility for the new Routine Report by clicking on the radio button. Then click **Select**.

New Routine Report [X]

Choose a facility from the list below and then click "Select".

Showing 1 to 3 of 3

Select One	Facility Name	Owner	AI Number
<input type="radio"/>	7 Rivers Draw Compressor Station	Agave Energy Company	335
<input type="radio"/>	Agave - Coyote Compressor Station	Agave Energy Company	29537
<input type="radio"/>	Agave Dagger Draw Gas Plant	Agave Energy Company	211

Showing 1 to 3 of 3

[✓] Select [X] Cancel

The application is now going to ask the user to enter the start and end dates for the monitoring period as well as the due date for the report. Enter the dates either by typing them in or by selecting from the calendar next to each line. Then click Next.

New Routine Report [X]

For one-time submittals with no monitoring period, enter the same date for reporting period start and end.

Reporting Period Start: [17]

Reporting Period End: [17]

Report Due Date: [17]

[→] Next [X] Cancel

The application will take you to the page where you will upload the Routine Report.

MACT Report - Summary Reports (ZZZZ) Return to List

REPORT HEADER

AI Number: * 211 Workflow Status: In Progress
Activity Number: 000211-07072016-01 Permit Number: P157-R2M1
Facility Name: Agave Dagger Draw Gas Plant
Company Name: Agave Energy Company
Source Is: Stationary Source Monitoring Period Start: 07/01/2016
 Portable Source Monitoring Period End: 12/31/2016
Portable Location: UTM: Report Due Date: 01/31/2017
Lat: Long:

First Name / Last Name: Peppermint Patty Office Phone: 505-476-4300 Extn.:
E-mail Address: aqbsc1@gmail.com Cell Phone:

Incorrect Permit Data

ATTACHMENTS (1) Add

Uploaded	Document Title	File Name	Size	Actions
No Records Found				

To attach a report, click **Add** in the Attachments Section **(1)**.

After you do so, the following screen will pop up:

Attach New Document

Document Title: (2)

File: (3)

(4)

Type the title of the document you will upload (2) and then click Browse (3) to upload the document from your computer. When you are done, click "Upload" (4)

When you do, the application will return to the Routine Report submittal page and you will see the uploaded document in the Attachments Section, as shown below:

[Return to List](#)

MACT Report - Excess Emissions And Monitoring System Performance Report (ZZZZ)

REPORT HEADER

AI Number: *	211	Workflow Status: In Progress
Activity Number:	000211-10082015-02	Permit Number: P157-R2M1
Facility Name:	<input type="text" value="Agave Dagger Draw Gas Plant"/>	Monitoring Period Start: <input type="text" value="01/01/2015"/> <input type="button" value="TZ"/>
Company Name:	<input type="text" value="Agave Energy Company"/>	Monitoring Period End: <input type="text" value="06/30/2015"/> <input type="button" value="TZ"/>
Source Is:	<input type="radio"/> Stationary Source <input checked="" type="radio"/> Portable Source	Report Due Date: <input type="text" value="01/01/2020"/> <input type="button" value="TZ"/>
Portable Location:	UTM: <input type="text"/>	
	Lat: <input type="text"/> Long: <input type="text"/>	
Title V Permit No.:	<input type="text"/>	
NSR Permit No.:	<input type="text"/>	

First Name / Last Name:	<input type="text" value="Linus"/> <input type="text" value="Van Pelt"/>	Office Phone: <input type="text" value="505-476-4300"/>
E-mail Address:	<input type="text" value="aqbprep1@gmail.com"/>	Cell Phone: <input type="text"/>

[Incorrect Permit Data](#)

ATTACHMENTS

Uploaded ▼	Document Title	File Name	Size	Actions
10/08/2015	211 ZZZ Report	211 ZZZ Report.docx	11 KB	<input type="button" value="Edit"/> <input type="button" value="Upload"/> <input type="button" value="Download"/> <input type="button" value="Delete"/>

You may add any other documents you need. The application will accept Word, PDF and Excel Documents.

The icons under the Actions Column give you the option to:



Edit the document title



Upload a revised document



Download the document



Discard the document

If you are ready to submit the report, please go to section [6.4](#).

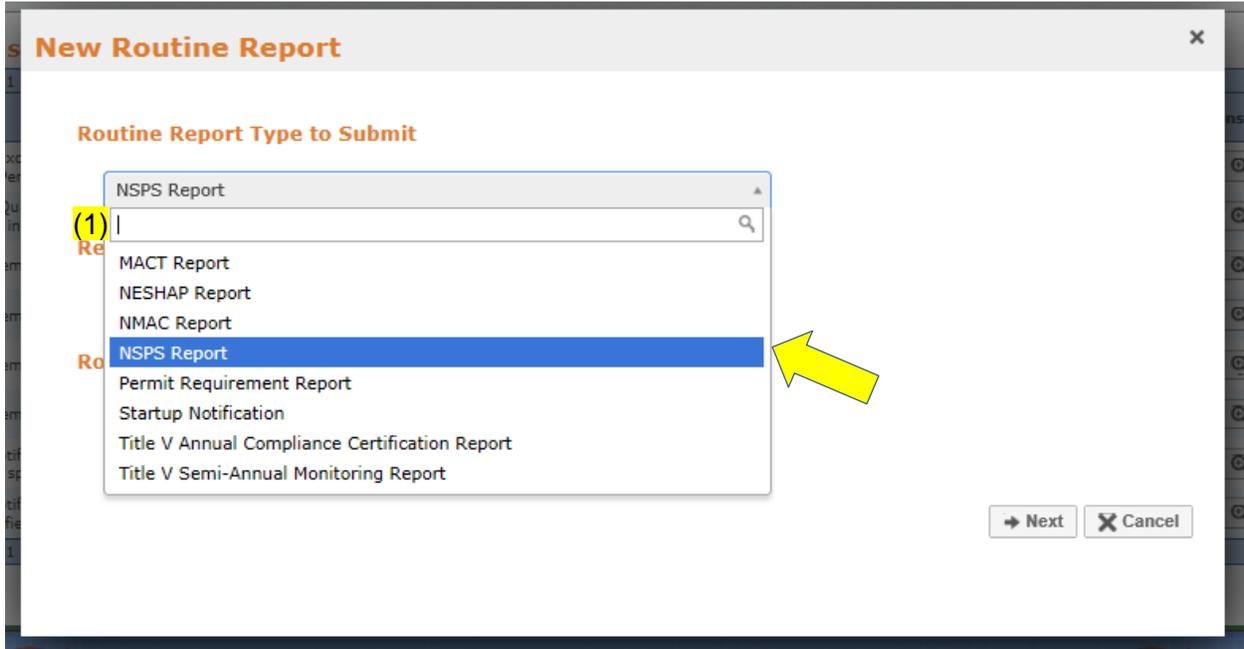
6.3 Submitting Other Routine Reports

This section includes examples for Routine Reports that do not have pre-determined reporting periods but may have due dates. These reports include:

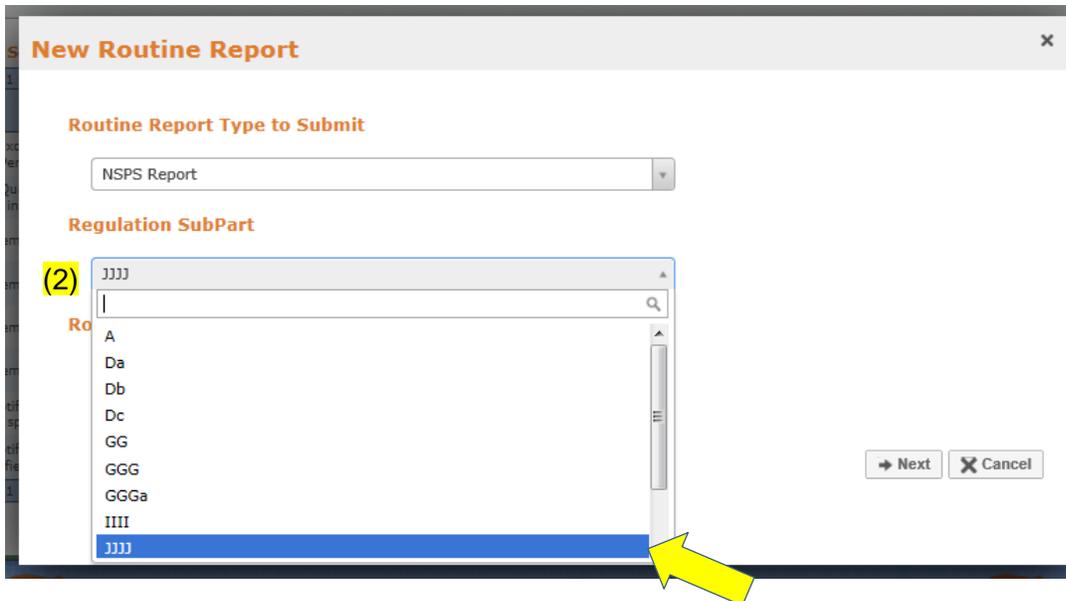
- NSPS Notification of Construction Date
- NSPS Notification of Initial Start-up Date
- NSPS Notification of Physical/Operational Change
- NSPS Notification of Demonstration Date
- NSPS Notification of Opacity/Visible Emissions Observation Date
- NSPS Notification to Determine Compliance with COMS
- MACT Initial Notification of Applicability
- MACT Notification of Special Compliance Requirements
- MACT Notification of Performance Test Date
- Notifications (Startup/Shutdown/Max Production)
- MACT Notification of Opacity Observation Date
- MACT Notification to Determine Compliance with COMS
- MACT Notification of Alternative to Relative Accuracy Testing
- MACT Notification of Compliance Status
- MACT Performance Test Results
- MACT Opacity/Visible Emissions Test Results
- MACT Progress Reports
- MACT Continuous Monitoring System Performance Evaluation Results
- NSPS or MACT Storage Vessel Seal Gap Measurement or Filling Notification

6.3.1 Prepare Routine Report and Upload the Attachments

After you click “Add a New Routine Report,” select the Report Type that needs to be submitted from the dropdown list **(1)**.



After you select the Report type, you will need to select the Regulation Subpart **(2)** and the Report Sub-Type **(3)** of the submittal or just the Report Sub-Type (4), as shown below:



New Routine Report

Routine Report Type to Submit

NSPS Report

Regulation SubPart

JJJJ

Routine Report Sub-Type to Submit

(3) Notification of Construction Date

- Notification of Construction Date
- Notification of Initial Startup Date
- Notification of Physical/Operational Change
- Notification of Demonstration Date
- Notification of Opacity/Visible Emissions Observation Date
- Notification to Determine Compliance with COMS
- Excess Emissions And Monitoring System Performance Report
- Monitoring Summary Report

→ Next X Cancel

New Routine Report

Routine Report Type to Submit

Notifications

Routine Report Sub-Type to Submit

(3) Choose One

- Notification of Anticipated Startup Date (As specified in Permit)
- Notification of Actual Startup Date (As specified in Permit)
- Notification of Maximum Production Rate (As specified in Permit)
- Notification of Actual Shutdown Date (As Specified in Permit)
- General Notification
- Notification of Actual Startup Date/Maximum Production Rate (As specified in Permit)

→ Next X Cancel

After doing so, click **Next**.

On the next screen, select the facility for the new Routine Report by clicking in the radio button. Then click **Select**.

New Routine Report

Choose a facility from the list below and then click "Select".

Showing 1 to 3 of 3

Select One	Facility Name	Owner	AI Number
<input type="radio"/>	7 Rivers Draw Compressor Station	Agave Energy Company	335
<input type="radio"/>	Agave - Coyote Compressor Station	Agave Energy Company	29537
<input checked="" type="radio"/>	Agave Dagger Draw Gas Plant	Agave Energy Company	211

Showing 1 to 3 of 3

The application will take you to the page where you will be able to upload your Routine Report.

Title V Semi-Annual Monitoring Report

[Return to List](#)

REPORT HEADER

AI Number: * 211 Workflow Status: In Progress
Activity Number: 000211-10072015-04 Permit Number: P157-R2M1
Facility Name:
Company Name:
Source Is: Stationary Source Monitoring Period Start:
 Portable Source Monitoring Period End:
Portable Location: UTM: Report Due Date:
Lat: Long:
Title V Permit No.:
NSR Permit No.:

First Name / Last Name: Office Phone: Extn.:
E-mail Address: Cell Phone:

[Incorrect Permit Data](#)

ATTACHMENTS (1)

Uploaded	Document Title	File Name	Size	Actions
No Records Found				

To attach a report, click **Add** in the Attachments Section **(1)**.

After you do so, the following screen will pop up:

Attach New Document

Document Title: (2)

File: (3)

Type the title of the document you will upload (2) and then click Browse (3) to upload the document from your computer. When you are done, click "Upload" (4).

When you do, the application will return to the Routine Report submittal page and you will see the uploaded document in the Attachments Section, as shown below:

NSPS Report - Notification of Construction Date (JJJJ)

REPORT HEADER

AI Number: * 211 Workflow Status: In Progress

Activity Number: 000211-10082015-03

Facility Name:

Company Name:

Source Is:
 Stationary Source
 Portable Source

Portable Location:
 UTM:
 Lat: Long:

Title V Permit No.:

NSR Permit No.:

First Name / Last Name: Office Phone: Extn.:

E-mail Address: Cell Phone:

ATTACHMENTS

Uploaded	Document Title	File Name	Size	Actions
10/08/2015	211 NSPS Notification of Construction Date	211 JJJJ Notification Construction Date.docx	11 KB	<input type="button" value="Edit"/> <input type="button" value="Upload"/> <input type="button" value="Download"/> <input type="button" value="Delete"/>

You may add any other documents you need. The application will accept Word, PDF and Excel Documents.

The icons under the Actions Column, give you the option to:



Edit the document title



Upload a revised document



Download the document



Discard the document

If you are ready to submit the report, please go to section [6.4](#).

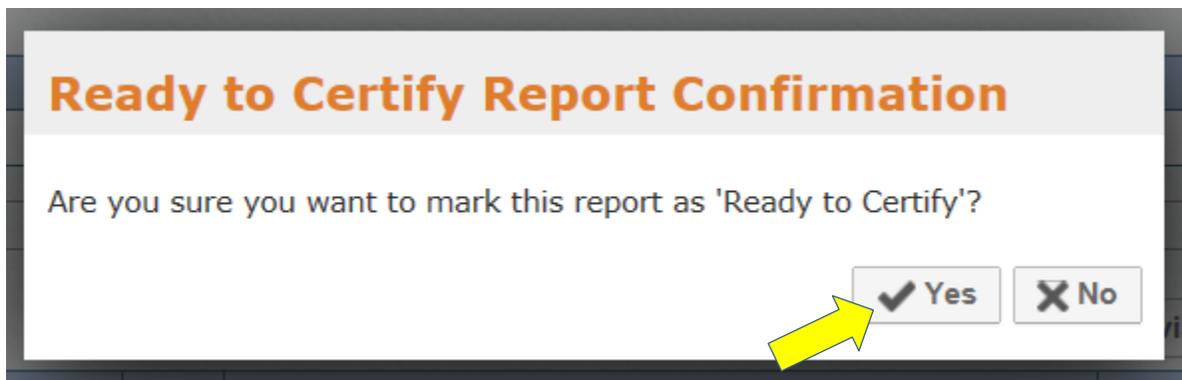
6.4 Ready to Certify Uploaded Routine Reports

After uploading the Routine Reports and Deviations, if applicable, the user has three options:

- Click **Save**, to come back later and complete the submittal, or
- Click **Ready to Certify**, if you have uploaded all the information and it is ready for certification, or
- Click **Delete**, if want to delete the submittal completely.



When you click “Ready to Certify,” the application will ask you if you are sure you want to mark this report as ‘Ready to Certify’ as shown below.



Click **Yes** if you are.

The application will return to the previous screen and it will have a green message on top saying **“Routine Report successfully updated.”**

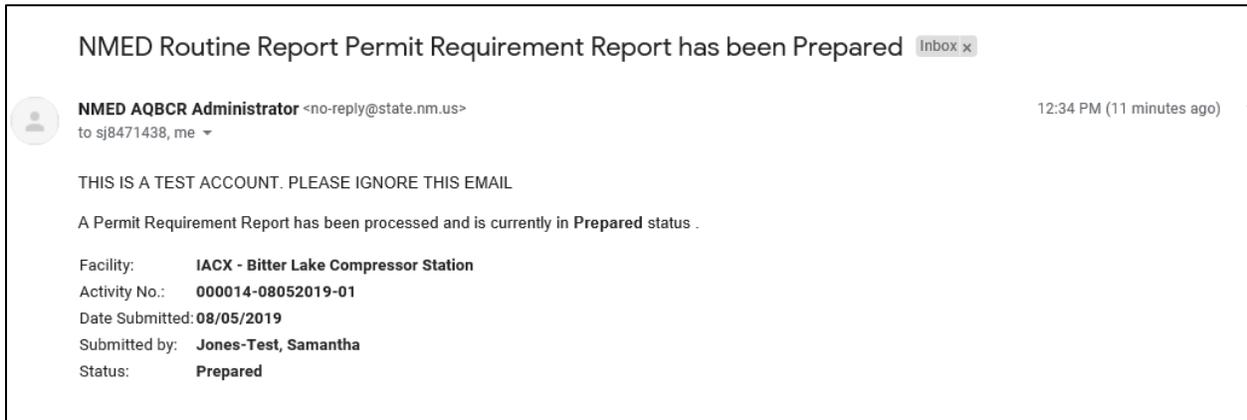
The screenshot shows the 'Title V Semi-Annual Monitoring Report' page. At the top, there is a green notification bar that says 'Routine Report successfully updated.' with a yellow arrow pointing to it. Below this is the 'REPORT HEADER' section containing the following information:

AI Number: *	211	Workflow Status:	Prepared
Activity Number:	000211-10072015-04	Permit Number:	P157-R2M1
Facility Name:	Agave Dagger Draw Gas Plant	Monitoring Period Start:	03/01/2015
Company Name:	Agave Energy Company	Monitoring Period End:	08/31/2015
Source Is:	<input type="radio"/> Stationary Source <input checked="" type="radio"/> Portable Source	Report Due Date:	10/15/2015
Portable Location:	UTM: <input type="text"/> Lat: <input type="text"/> Long: <input type="text"/>		
Title V Permit No.:	<input type="text"/>		
NSR Permit No.:	<input type="text"/>		

At the bottom of the form, there are fields for contact information:

First Name / Last Name:	Linus Van Pelt	Office Phone:	505-476-4300	Extn.:	<input type="text"/>
E-mail Address:	aqbprep1@gmail.com	Cell Phone:	<input type="text"/>		

The person who prepared this report will receive an email confirmation like the one below:

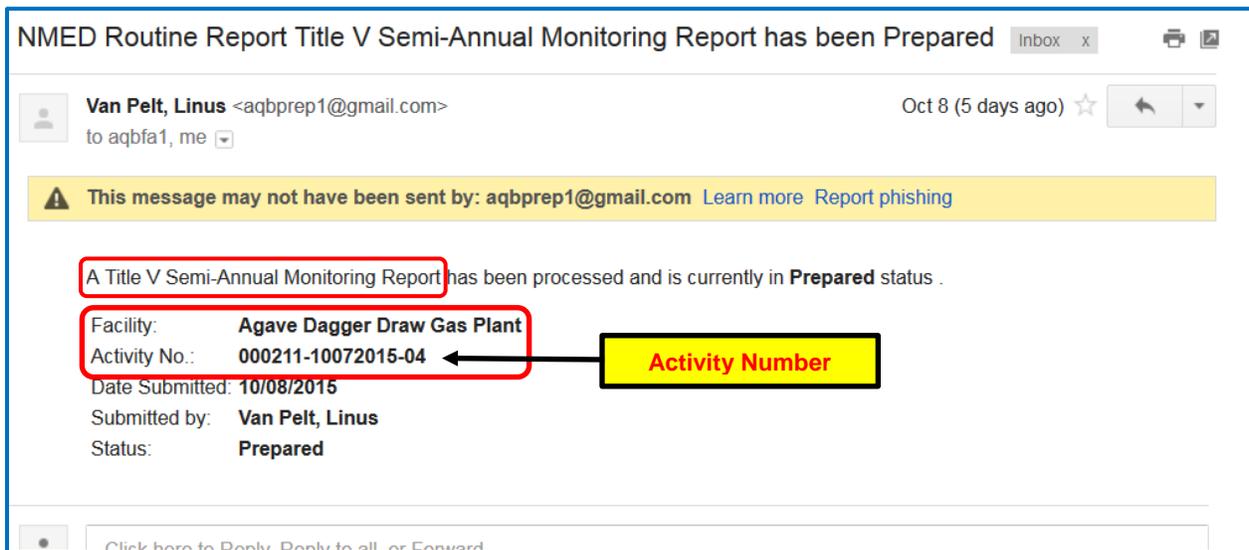


The email will also be sent to the Facility Administrator and the Certifier or Responsible Official, depending on report type, for that facility. **Please NOTE that this report has not been submitted to the Department yet.** The Certifier or Responsible Official has to log in, review the document and certify it. Instructions on how to Certify and Submit a Routine Report are provided in Section [6.5](#).

6.5 Certifying and Submitting a Routine Report

Certification of a report can only be completed by the users with role permission as the Routine Reports Certifier or Responsible Official. If the report consists of a Title V Semi-Annual or ACC report, the certifier shall be the Responsible Official and only the Responsible Official role will be able to certify. All other report types are certified by the Routine Reports Certifier, which could be the same person as the RO if they have both roles in the software. [See Section 1.5 for Role Registration Instructions.](#)

When a Routine Report has been submitted and it is pending certification, the Certifier/Responsible Official will receive an email like the one shown below:



The email the user received specifies the facility and which type of report was prepared, and that it is pending certification. In this example it is a **Title V Semi-Annual** report for the **Agave Dagger Draw Gas Plant, Activity number 211-10072015-04.**

After the Routine Report Certifier/Responsible Official logs into the application, the user will be taken to the Home Page. On the Home Page the Certifier/Responsible Official will see a list of the different reports for the facilities that he/she is registered for. The Certifier/Responsible Official can search for the report by typing the activity number in the Activity Number Box **(1)** and clicking Search. The Activity Number will be provided in the email (see previous page).

Home
Register for Additional Facilities
Peppermint Patty Logout

AQB Compliance Reporting - Report List

FILTERS

Facility or Owner Name:

Report Group:

Report Type:

AI ID:

Final Report Date Range:

From: To:

Activity Number:

Any important announcements will be display here.

[Click here for more information](#)

Criteria Selected: All Open OR Closed within the last 30 days is true

Type	Facility Name	AI	Activity Number	Status	Final Report Submitted	Other Dates	Actions
NSPS - Notification of Construction Date (JJJJ)	Agave Dagger Draw Gas Plant	211	000211-10082015-03	In Progress			<input type="button" value="Edit"/> <input type="button" value="Search"/>
MACT - Excess Emissions And Monitoring System Performance Report (ZZZZ)	Agave Dagger Draw Gas Plant	211	000211-10082015-02	In Progress		Monitoring Period: 01/01/2015 - 06/30/2015, Due Date: 01/01/2020	<input type="button" value="Edit"/> <input type="button" value="Search"/>
NMAC - Quarterly Sulfur Reports (As specified in 20.2.35.112) (20.2.35 NMAC)	Agave Dagger Draw Gas Plant	211	000211-10082015-01	In Progress		Monitoring Period: 07/01/2015 - 09/30/2015, Due Date: 10/30/2015	<input type="button" value="Edit"/> <input type="button" value="Search"/>
Title V Semi-Annual	Agave Dagger Draw Gas Plant	211	000211-10072015-04	Prepared		Monitoring Period: 03/01/2015 - 08/31/2015, Due Date: 10/15/2015	<input type="button" value="Edit"/> <input type="button" value="Search"/>
Title V Semi-Annual	Agave Dagger Draw Gas Plant	211	000211-10072015-03	In Progress		Monitoring Period: 03/01/2015 - 08/31/2015, Due Date: 10/15/2015	<input type="button" value="Edit"/> <input type="button" value="Search"/>
Title V Semi-Annual	Agave Dagger Draw Gas Plant	211	000211-10072015-02	In Progress		Monitoring Period: 12/01/2014 - 05/31/2015, Due Date: 07/15/2015	<input type="button" value="Edit"/> <input type="button" value="Search"/>
Title V Semi-Annual	Agave Dagger Draw Gas Plant	211	000211-10072015-01	In Progress		Monitoring Period: 12/01/2014 - 05/31/2015, Due Date: 07/15/2015	<input type="button" value="Edit"/> <input type="button" value="Search"/>
EER	Bartoo Sand & Gravel - 300TPH DM732 Asphalt Plant No0196	1668	001668-09242015-01	Entering Final EER		Initial EER Submitted: 09/24/2015	<input type="button" value="Edit"/> <input type="button" value="Search"/>
EER	Bartoo Sand & Gravel - 300TPH DM732 Asphalt Plant No0196	1668	001668-08112015-01	Entering Initial EER			<input type="button" value="Edit"/> <input type="button" value="Search"/>
EER	Bartoo Sand and Gravel - Crushing /Screening Facility GCP2 No.2516	2318	002318-08112015-01	Entering Initial EER			<input type="button" value="Edit"/> <input type="button" value="Search"/>

Showing 1 to 10 of 32
10 Records per page
1 2 3 4

After the Certifier/Responsible Official clicks Search, the home page will show the Routine Report on the Home Page as shown below:

The screenshot shows the 'AQBCR Compliance Reporting - Report List' page. At the top, there are navigation links: 'Home', 'Register for Additional Facilities', 'Peppermint Patty', and 'Logout'. Below the title, there is a 'FILTERS' section with input fields for 'Facility or Owner Name', 'AI ID', 'Final Report Date Range' (with 'From' and 'To' date pickers), and 'Activity Number' (containing '211-10072015-04'). There are also dropdown menus for 'Report Group' and 'Report Type'. A 'Search' button and a 'Reset' button are located at the bottom right of the filter section. Below the filters, a message states 'Any important announcements will be display here.' with a link 'Click here for more information'. A criteria summary indicates 'Criteria Selected: Activity Number contains 211-10072015-04'. A table below shows 'Showing 1 to 1 of 1' results. The table has columns: Type, Facility Name, AI, Activity Number, Status, Final Report Submitted, Other Dates, and Actions. The first row contains: 'Title V Semi-Annual', 'Agave Dagger Draw Gas Plant', '211', '000211-10072015-04', 'Prepared (1)', 'Monitoring Period: 03/01/2015 - 08/31/2015, Due Date: 10/15/2015', and 'Actions (2)'. The 'Status' and 'Actions' cells are highlighted with yellow circles. A red box highlights the entire row. Below the table, there are buttons for 'Add New EER', 'Add New Routine Report', 'Add New Stack Test', and 'EER Export'.

Type	Facility Name	AI	Activity Number	Status	Final Report Submitted	Other Dates	Actions
Title V Semi-Annual	Agave Dagger Draw Gas Plant	211	000211-10072015-04	Prepared (1)		Monitoring Period: 03/01/2015 - 08/31/2015, Due Date: 10/15/2015	(2)

The Status of this report says “Prepared” (1), which means it is ready to be certified. To open the report, click on the pencil icon under Actions (2).

When the Certifier/Responsible Official opens the Routine Report, the screen will show the submittal with the uploaded documents under Attachments **(1)** and any deviations will be listed under Deviations **(2)**, otherwise the Deviations tables will not appear. The Certifier/Responsible Official can download each attachment by clicking the downward arrow icon **(3)** or he/she can download all by clicking Download all PDFs **(4)** (**Note: this will not download documents that are not PDFs**). If deviations were reported and listed, the Certifier/Responsible Official can modify these by clicking on the pencil icon **(5)** to edit or on the trash icon **(6)** to delete them.

Home
Register for Additional Facilities
Peppermint Patty
Logout

Title V Semi-Annual Monitoring Report Return to List

REPORT HEADER

AI Number: *	211	Workflow Status: Prepared
Activity Number:	000211-10072015-04	Permit Number: P157-R2M1
Facility Name:	Agave Dagger Draw Gas Plant	Monitoring Period Start: 03/01/2015
Company Name:	Agave Energy Company	Monitoring Period End: 08/31/2015
Source Is:	<input type="radio"/> Stationary Source <input checked="" type="radio"/> Portable Source	Report Due Date: 10/15/2015
Portable Location:	UTM: <input type="text"/> Lat: <input type="text"/> Long: <input type="text"/>	
Title V Permit No.:	<input type="text"/>	
NSR Permit No.:	<input type="text"/>	

First Name / Last Name:	Linus Van Pelt	Office Phone:	505-476-4300	Extn.:	<input type="text"/>
E-mail Address:	aqbprep1@gmail.com	Cell Phone:	<input type="text"/>		

Incorrect Permit Data

ATTACHMENTS **(1)** Add

Uploaded	Document Title	File Name	Size	Actions
10/07/2015	211 Semi Annual Report Aug 2015	211 Semi Annual Report.docx	11 KB	
10/07/2015	Excel Test	Carina Munoz RG June to Nov 2015.xlsx	32 KB	
10/07/2015	PDF Test	034-07232015-01 Cancellation Request.pdf	62 KB	

Download All PDFs **(4)** **(3)**

DEVIATIONS **(2)**

Have any deviations occurred at this facility during this reporting period? Yes No

DEVIATION SUMMARY

Summary of Permit Conditions Deviated from. Add Permit Condition or Rule Citation

No.	Permit Condition or Rule Citation	Actions
1	A201.B Periodic Testing: Failure to conduct 1st quarter periodic testing in Unit 1	(5) (6)

DEVIATION INCIDENTS WITH EERS

Summary of Deviation Incidents with Excess Emissions.

Tracking Number	Deviation Start	Deviation End
No Records Found		

DEVIATION INCIDENTS WITHOUT EERS

Summary of Deviation Incidents without Excess Emissions. Add Non-EER Deviation

Requirement	Deviation Start Date	Time	Deviation End Date	Time	Unit #	Detailed Description of Deviation Incident	Actions
A107.A	03/20/2015	02:00 AM	03/31/2015	11:59 AM	FL-1	Exceeded the 12-month rolling total of VOC SSM Emission as for March 2015	(5) (6)

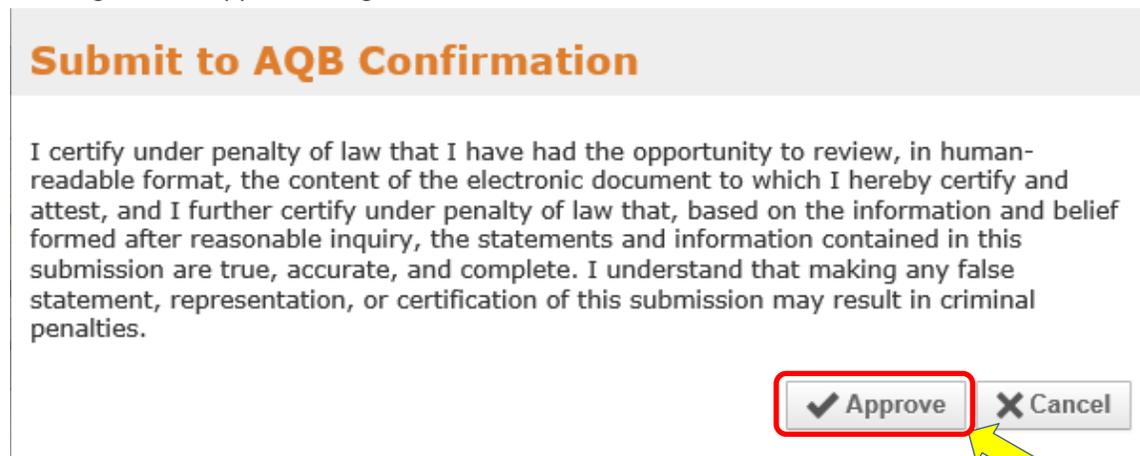
Certify and Submit

Page | 114

NOTE: This is the only time that the Certifier/Responsible Official will be able to review the content of the attachments. It is the certifier’s responsibility to open each attachment and verify that the information provided in the attached reports is accurate.

When the Certifier/Responsible Official has reviewed the Routine Report and is ready to submit it to the Bureau, they shall click “**Certify and Submit**” at the bottom of the page (see screenshot on previous page).

A dialog box will appear asking for a confirmation.



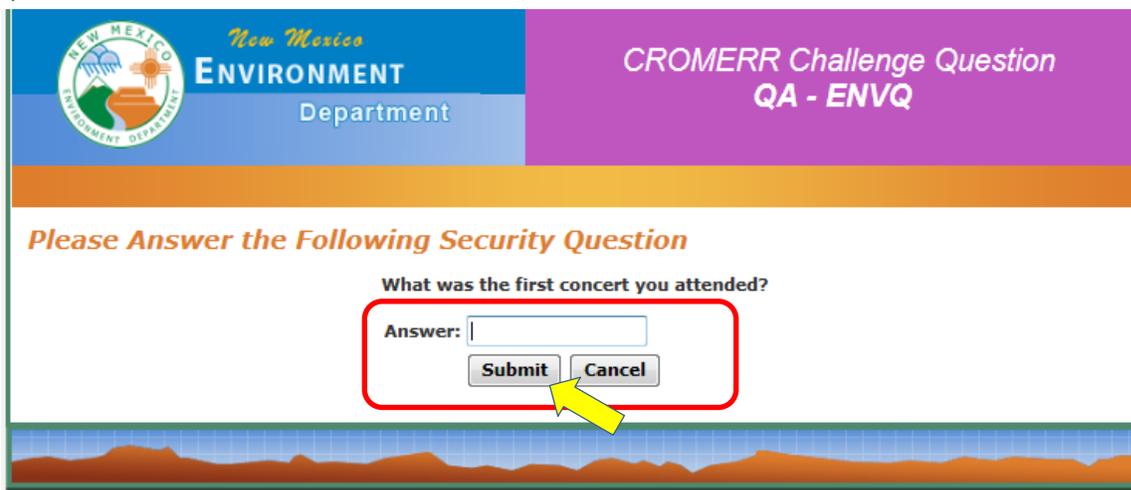
Submit to AQB Confirmation

I certify under penalty of law that I have had the opportunity to review, in human-readable format, the content of the electronic document to which I hereby certify and attest, and I further certify under penalty of law that, based on the information and belief formed after reasonable inquiry, the statements and information contained in this submission are true, accurate, and complete. I understand that making any false statement, representation, or certification of this submission may result in criminal penalties.

Click on the Approve button.

The Certifier/Responsible Official will receive an error message at the top of the form if any data is missing or there is an error with the submittal.

If information is complete and accurate, the Certifier/Responsible Official will see a box with a security question as shown below:



New Mexico ENVIRONMENT Department

CROMERR Challenge Question
QA - ENVQ

Please Answer the Following Security Question

What was the first concert you attended?

Answer:

Answer the security question and click Submit.

If the answer is correct, the Certifier/Responsible Official will be taken to the **AQB Compliance Reporting Certification**.

The Certifier/Responsible Official must click on the Download Form button **(1)** before the Certify button will be enabled.

A message will appear on the screen regarding opening and/or saving the document **(2)**. It is recommended that the user opens the document and reviews the information prior to submittal. If any corrections are needed, the user can click on the Cancel **(3)** button on the Certification page to return to the Routine Report submittal form page.

New Mexico Environment Department
Air Quality Bureau Compliance Reporting (AQBCR) Application User Guide
 6.0 Routine Reports

The following printable PDF version of the Routine Report Submittal Form will open:

	New Mexico Environment Department - Air Quality Bureau Compliance and Enforcement Section 525 Camino de Los Marquez - Suite 1 - Santa Fe, NM 87505 Phone (505) 476-4300 - Email: nmenv-aqbr@state.nm.us		
Reporting Submittal Form			
GENERAL FACILITY AND REPORT INFORMATION			
Owner Name: DCP Operating Company LP-test		Facility Name: DCP - Eunice Gas Plant-test	
AI Number: 595	Activity Number: 000595-06072019-01	Title V Permit Number: P086-R2M1	NSR Permit Number: NSR 44M10R6
Report Type: Title V Semi-Annual Monitoring Report - -			Permit Condition:
Monitoring Start: 03/01/2019	Monitoring End: 08/31/2019	Report Due: 10/15/2019	Report Certified: 06/07/2019
Preparer Name: Jesse James		Status: Certified	
Title: Administrative Assistant			
Office Phone: 505-777-7777	Office Ext:	Cell Phone:	E-mail: jjesse598@gmail.com
Certifier Name Joe Johnson		Title: Budget Analyst	Responsible Official for Title V? Yes
Office Phone: 505-555-5555	Office Ext:	Cell Phone:	E-mail: joejohnson197019701970@gmail.com
DEVIATION INCIDENTS WITH EERS			
Activity Number	Deviation Start	Deviation End	
000595-03112019-01	03/10/2019 08:00 AM	03/10/2019 10:00 AM	
000595-06032019-01	08/03/2019 12:00 AM		
ATTACHMENTS			
Upload Date	Document Title	File Name	
06/07/2019	test	EER-User-Guide-AQBCR-1-2-2018.pdf	
CERTIFICATION OF TRUTH, ACCURACY AND COMPLETENESS			
<p>I certify under penalty of law that I have had the opportunity to review, in human-readable format, the content of the electronic document to which I hereby certify and attest, and I further certify under penalty of law that, based on the information and belief formed after reasonable inquiry, the statements and information contained in this submission are true, accurate, and complete. I understand that making any false statement, representation, or certification of this submission may result in criminal penalties.</p>			
Certifier Name Joe Johnson		Date 06/07/2019	

The submittal form now contains the certification that was previously provided on the Title V Certification Form.

After reviewing the form, the Certifier/Responsible Official should return to their web browser to the **AQB Compliance Reporting Certification** page.

The Certifier/Responsible Official has to certify that he/she has reviewed the submittal form and that the information is correct by checking the "I Agree" box **(4)**.

The Certify button will now be enabled.

The screenshot shows the 'AQBCR Compliance Reporting' interface. At the top, there are navigation links: 'Home', 'Register for Additional Facilities', 'Peppermint Patty', and 'Logout'. The main heading is 'AQBCR Compliance Reporting'. Below this, a 'CERTIFICATION' section contains the following instructions:

1. Click the button below to download Title V Semi-Annual Monitoring Report report as a PDF to your computer.
2. Review the PDF for accuracy.
3. Mark the "I agree" checkbox button to certify this report as true, accurate, and complete.
4. Click the Certify button to complete certification of this report.

At any time, click Cancel to NOT certify but return to the entry form.

By clicking on the Certify button, I agree to the following:

After reasonable inquiry, I certify this report as true, accurate and complete.

I agree **(4)**

Reporting Official:

Title:

Date:

(5)

Click the Certify button **(5)** to submit the report to the Department.

After the user clicks Certify, a dialog box will open that indicates that the report was successfully submitted as shown below:

The dialog box has a title bar that reads 'Routine Report Submission Confirmation'. The main text inside the dialog box says: 'The routine report has been successfully submitted and certified.' In the bottom right corner, there is an 'OK' button with a checkmark icon, which is highlighted with a red box and a yellow arrow pointing to it.

Click OK.

After the report has been submitted, the Certifier/Responsible Official will return to the Home Page

Criteria Selected: All Open OR Closed within the last 30 days is true

Type	Facility Name	AI	Activity Number	Status	Final Report Submitted	Other Dates	Actions
Title V Semi-Annual	Agave Dagger Draw Gas Plant	211	000211-10072015-01	In Progress		Monitoring Period: 12/01/2014 - 05/31/2015, Due Date: 07/15/2015	
Title V Semi-Annual	Agave Dagger Draw Gas Plant	211	000211-10072015-02	In Progress		Monitoring Period: 12/01/2014 - 05/31/2015, Due Date: 07/15/2015	
Title V Semi-Annual	Agave Dagger Draw Gas Plant	211	000211-10072015-03	In Progress		Monitoring Period: 03/01/2015 - 08/31/2015, Due Date: 10/15/2015	
Title V Semi-Annual	Agave Dagger Draw Gas Plant	211	000211-10072015-04	Certified (7)	10/13/2015	Monitoring Period: 03/01/2015 - 08/31/2015, Due Date: 10/15/2015	
NMAC - Quarterly Sulfur Reports (As specified in 20.2.35.112) (20.2.35 NMAC)	Agave Dagger Draw Gas Plant	211	000211-10082015-01	In Progress		Monitoring Period: 07/01/2015 - 09/30/2015, Due Date: 10/30/2015	
MACT - Excess Emissions And Monitoring System Performance Report (ZZZZ)	Agave Dagger Draw Gas Plant	211	000211-10082015-02	In Progress		Monitoring Period: 01/01/2015 - 06/30/2015, Due Date: 01/01/2020	
NSPS - Notification of Construction Date (JJJJ)	Agave Dagger Draw Gas Plant	211	000211-10082015-03	In Progress			
SUN - Notification of Actual Startup Date (As specified in Permit)	7 Rivers Draw Compressor Station	335	000335-06252015-01	In Progress			
SUN - Notification of Anticipated Startup Date (As specified in Permit)	7 Rivers Draw Compressor Station	335	000335-06252015-02	In Progress			
Test Notification for Summary Reporting - RATA Test	Caviness Ranch Compressor Station	649	000649-06172015-01	Notification Certified			

Showing 1 to 10 of 32 Records per page

1 2 3 4

The routine report just submitted will say “Certified” under the Status column and will display the date that it was submitted (7). Note: Depending on the number of reports, the user may need to sort or filter the reports to see Certified reports.

The Certifier/Responsible Official and Facility Administrator(s) will receive a submittal confirmation email when the Routine Report has been successfully submitted.

NMED Routine Report Title V Semi-Annual Monitoring Report has been Certified Inbox x

Patty, Peppermint <aqbsc1@gmail.com> 11:41 AM (8 minutes ago) ☆

to tom.fitzgerald, julie.smith, tcftest103, carina.munoz-o., samantha.anaya, noah.kaiser, aqbfa1

⚠ This message may not have been sent by: aqbsc1@gmail.com [Learn more](#) [Report phishing](#)

A Title V Semi-Annual Monitoring Report has been processed and is currently in **Certified** status .

Facility: **Agave Dagger Draw Gas Plant**
 Activity No.: **000211-10072015-04**
 Date Submitted: **10/13/2015**
 Submitted by: **Patty, Peppermint**
 Status: **Certified**

6.6 Un-locking a Submittal

If an update must be made to an already submitted and certified Routine Report, the Certifier/Responsible Official (only the Certifier/Responsible Official) will need to do the following:

1. Log in to the application;
2. Search for the submittal that needs to be revised by using any of the filters; and
3. Click on the Pencil Icon to open the submittal that the Certifier/Responsible Official wishes to revise.

Home Register for Additional Facilities Bety Test Logout

AQB Compliance Reporting - Report List

FILTERS

Facility or Owner Name: AI ID: Final Report Date Range: From: To: Activity Number:

Report Group: Choose One Affirmative Defense Planned: Choose One

Report Type: Choose One Affirmative Defense Submitted: Choose One

Any important announcements will be display here.
[Click here for more information](#)

Criteria Selected: All Open OR Closed within the last 30 days is *true*

Showing 1 to 2 of 2

Type	Facility Name	AI	Activity Number	Status	Final Report Submitted	Other Dates	Actions
Title V Semi-Annual - Title V Semi-Annual Monitoring Report	Sunny Compressor Station No. 1	165	000165-12062016-02	Certified	12/07/2016	Monitoring Period: 06/01/2016 - 11/30/2016, Due Date: 01/16/2017	<input type="button" value="Edit"/> <input type="button" value="Search"/>
MACT - Notification of Compliance Status (ZZZZ)	Sunny Compressor Station No. 1	165	000165-12062016-01	Certified	12/06/2016		<input type="button" value="Edit"/> <input type="button" value="Search"/>

Showing 1 to 2 of 2

In this example the Certifier/Responsible Official wants to update Routine Report AI 165-12062016-01.

When the Certifier/Responsible Official clicks on the Pencil Icon, the following screen will open.

Home Register for Additional Facilities Bety Test Logout

MACT Report - Notification of Compliance Status (ZZZZ)

Prev Next Return to List

REPORT HEADER

AI Number: * 165 Workflow Status: Certified
Activity Number: 000165-12062016-01
Facility Name: Sunny Compressor Station No. 1
Company Name: Sandias Pipeline, Inc.
Source Is: Stationary Source Portable Source
Portable Location: UTM: [] Lat: [] Long: []

First Name / Last Name: Bety [] Test [] Office Phone: 505-555-0005 Extn.: []
E-mail Address: betytest2@gmail.com Cell Phone: []

Incorrect Permit Data

ATTACHMENTS

Uploaded	Document Title	File Name	Size	Actions
12/06/2016	165 MACT ZZZZ Notification of Compliance Status 12-06-2016	AI 165 - MACT ZZZZ.pdf	7 KB	[] [] [] []
12/06/2016	000165-12062016-01_RR	000165-12062016-01_RR.pdf	102 KB	[] [] [] []

Download All PDFs

Un-Lock

This is a Submittal Page. At the bottom of the screen the Certifier/Responsible Official will see a button that says “Un-lock.”

NOTE: The Un-lock button is not available to the Preparer.

After the Certifier/Responsible Official clicks the Un-lock button a confirmation dialog box will appear:

Un-Lock Report Confirmation

Are you sure you want to un-lock this report?

Yes No

Click Yes to continue.

The Certifier/Responsible Official will be taken to the Submittal Page.

A message in green will appear at the top of the page saying Routine Report successfully unlocked.

Home
Register for Additional Facilities
Bety Test
Logout

MACT Report - Notification of Compliance Status (ZZZZ)
Prev
Next
Return to List

Routine Report successfully unlocked.

REPORT HEADER

AI Number: *	165	Workflow Status: In Progress
Activity Number:	000165-12062016-01	
Facility Name:	<input type="text" value="Sunny Compressor Station No. 1"/>	
Company Name:	<input type="text" value="Sandias Pipeline, Inc."/>	
Source Is:	<input type="radio"/> Stationary Source <input checked="" type="radio"/> Portable Source	
Portable Location:	UTM: <input type="text"/>	
	Lat: <input type="text"/>	Long: <input type="text"/>

First Name / Last Name:	<input type="text" value="Bety"/>	<input type="text" value="Test"/>	Office Phone:	<input type="text" value="505-555-0005"/>	Extn.:	<input type="text"/>
E-mail Address:	<input type="text" value="betytest2@gmail.com"/>		Cell Phone:	<input type="text"/>		

Incorrect Permit Data

ATTACHMENTS

Uploaded	Document Title	File Name	Size	Actions
12/06/2016	165 MACT ZZZZ Notification of Compliance Status 12-06-2016	AI 165 - MACT ZZZZ.pdf	7 KB	
12/06/2016	000165-12062016-01_RR	000165-12062016-01_RR.pdf	102 KB	

Download All PDFs

Save
Certify and Submit

The Certifier/Responsible Official will notice that previously uploaded attachments cannot be deleted. They can only be downloaded.

At this point the Certifier/Responsible Official has two options:

1. Upload new attachments, or
2. Notify the Preparer so that he/she uploads the new attachments.

After un-locking a submittal, the Certifier/Responsible Official and the Preparer will notice that the status of the un-locked report changed on the Home page from **Certified** to **In Progress**.

Criteria Selected: All Open OR Closed within the last 30 days is true

Showing 1 to 3 of 3

Type	Facility Name	AI	Activity Number	Status	Final Report Submitted	Other Dates	Actions
NESHAP - Notification of Startup (FF)	Armadillo Gas Plant	120	000120-12062016-01	Prepared			 
Title V Semi-Annual - Title V Semi-Annual Monitoring Report	Sunny Compressor Station No. 1	165	000165-12062016-02	Certified	12/07/2016	Monitoring Period: 06/01/2016 - 11/30/2016, Due Date: 01/16/2017	 
MACT - Notification of Compliance Status (ZZZZ)	Sunny Compressor Station No. 1	165	000165-12062016-01	In Progress	12/06/2016		 

Showing 1 to 3 of 3

[Add New Routine Report](#)

When the Preparer clicks on the Pencil Icon, he/she will notice, that he/she has the option to **Add** more attachments.

The Preparer cannot delete any of the previously submitted/certified attachments.

When the Preparer is done with the updates, the Preparer clicks the button **Ready to Certify**.

At this point, the Certifier/Responsible Official will review and complete the submittal process as described before.

Home Register for Additional Facilities Beto Test Logout

MACT Report - Notification of Compliance Status (ZZZZ) [Prev](#) [Next](#) [Return to List](#)

REPORT HEADER

AI Number: * 165 Workflow Status: In Progress
 Activity Number: 000165-12062016-01
 Facility Name:
 Company Name:
 Source Is:
 Stationary Source
 Portable Source
 Portable Location: UTM:
 Lat: Long:

First Name / Last Name: Office Phone: Extn.:
 E-mail Address: Cell Phone:

[Incorrect Permit Data](#)

ATTACHMENTS [Add](#)

Uploaded	Document Title	File Name	Size	Actions
12/06/2016	165 MACT ZZZZ Notification of Compliance Status 12-06-2016	AI 165 - MACT ZZZZ.pdf	7 KB	  
12/06/2016	000165-12062016-01_RR	000165-12062016-01_RR.pdf	102 KB	  

[Download All PDFs](#)

[Save](#) [Ready to Certify](#) [Delete](#)

If the Certifier/Responsible Official does the updates, he/she will **Add** any new attachments and click on **Certify and Submit** to complete the submittal process as explained before.

The Certifier/Responsible Official cannot delete any of the previously submitted/certified attachments.

Home
Register for Additional Facilities
Bety Test
Logout

MACT Report - Notification of Compliance Status (ZZZZ)

Prev Next Return to List

REPORT HEADER

AI Number: * 165

Activity Number: 000165-12062016-01

Facility Name:

Company Name:

Source Is:

Stationary Source

Portable Source

Portable Location:

UTM:

Lat: Long:

Workflow Status: In Progress

First Name / Last Name:

E-mail Address:

Office Phone: Extn.:

Cell Phone:

Incorrect Permit Data

ATTACHMENTS

Add

Uploaded	Document Title	File Name	Size	Actions
12/06/2016	165 MACT ZZZZ Notification of Complinance Status 12-06-2016	AI 165 - MACT ZZZZ.pdf	7 KB	
12/06/2016	000165-12062016-01_RR	000165-12062016-01_RR.pdf	102 KB	

Download All PDFs

Save Certify and Submit

7.0 REPORT STATUS DESCRIPTIONS

The Home Page shows a list of all the reports that have been entered to which you are registered as a Facility Administrator, a Certifier, and/or a Preparer. The AQB Compliance Reporting List has a column named “Status” which will show the Status of each EER and Routine Report. The different status descriptions are provided in the definitions below:

7.1 EERs Status Descriptions

Status	Definitions
Entering Initial	The Initial Report has been prepared and saved but NOT submitted
Entering Final	The Initial Report has been submitted and the final has not been submitted or it has only been prepared and saved.
Closed	The Final Report has been submitted (when no Affirmative Defense was claimed); or the Affirmative Defense has been submitted.
Submitting Affirmative Defense	The Final Report has been submitted and the Affirmative Defense is pending. The Affirmative Defense may have been prepared or saved but NOT submitted.
Cancelled	The EER has been cancelled per facility’s request. This is no longer done by AQB. See Section 5.1.1

7.2 Routine Reports Status Descriptions

Status	Definitions
In Progress	A Routine Report has been prepared and saved, but the Preparer has not clicked on “Ready to Certify.”
Prepared	The Routine Report was completed by the Preparer and he/she clicked on “Ready to Certify.” The report is pending review and certification from the Certifier or Responsible Official.
Certified	The report was certified by the Certifier or Responsible Official and submitted to the Air Quality Bureau.
Reviewed	The Air Quality Bureau has reviewed the Routine Report that was submitted.

8.0 LOGGING OUT OF THE SYSTEM

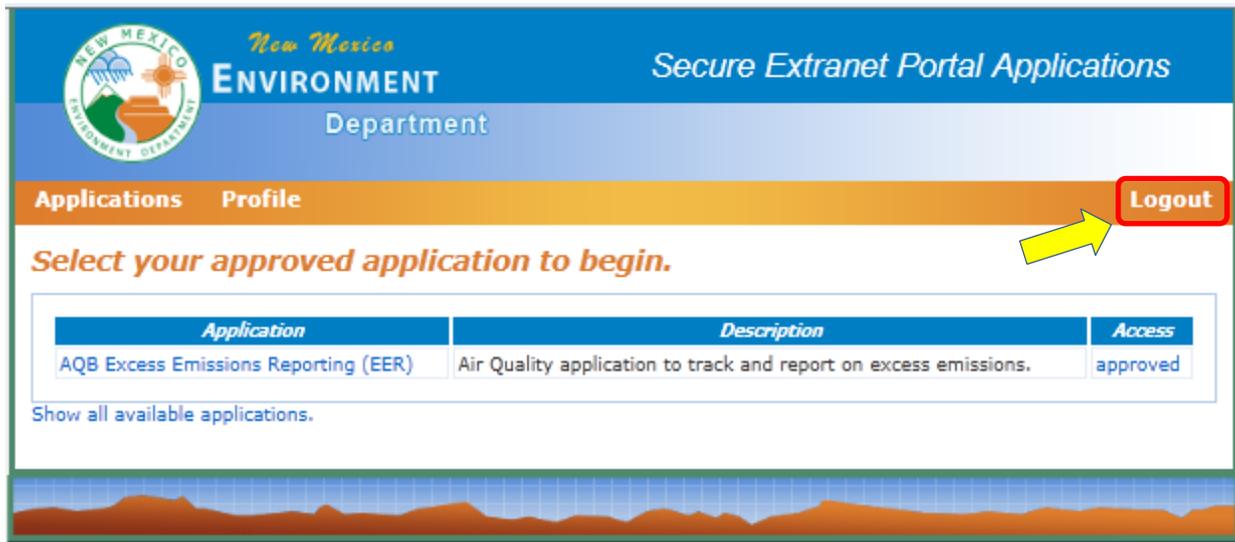
When you have completed your task, please logout of the system.

The screenshot shows the 'AQBC Compliance Reporting - Report List' page. At the top right, there is a navigation bar with 'Home', 'Register for Additional Facilities', 'Arr Iba', and 'Logout'. The 'Logout' button is highlighted with a red box, and a yellow arrow points to it from the right. Below the navigation bar, there is a 'FILTERS' section with input fields for 'Facility or Owner Name', 'AI ID', 'Final Report Date Range' (From and To), and 'Activity Number'. There are also dropdown menus for 'Report Type' and 'Report Group'. Below the filters, there is a 'Criteria Selected' section with the text 'All Open OR Closed within the last 30 days is true'. Below that, there is a table showing 3 rows of data. At the bottom of the page, there are 'Add New EER' and 'EER Export' buttons.

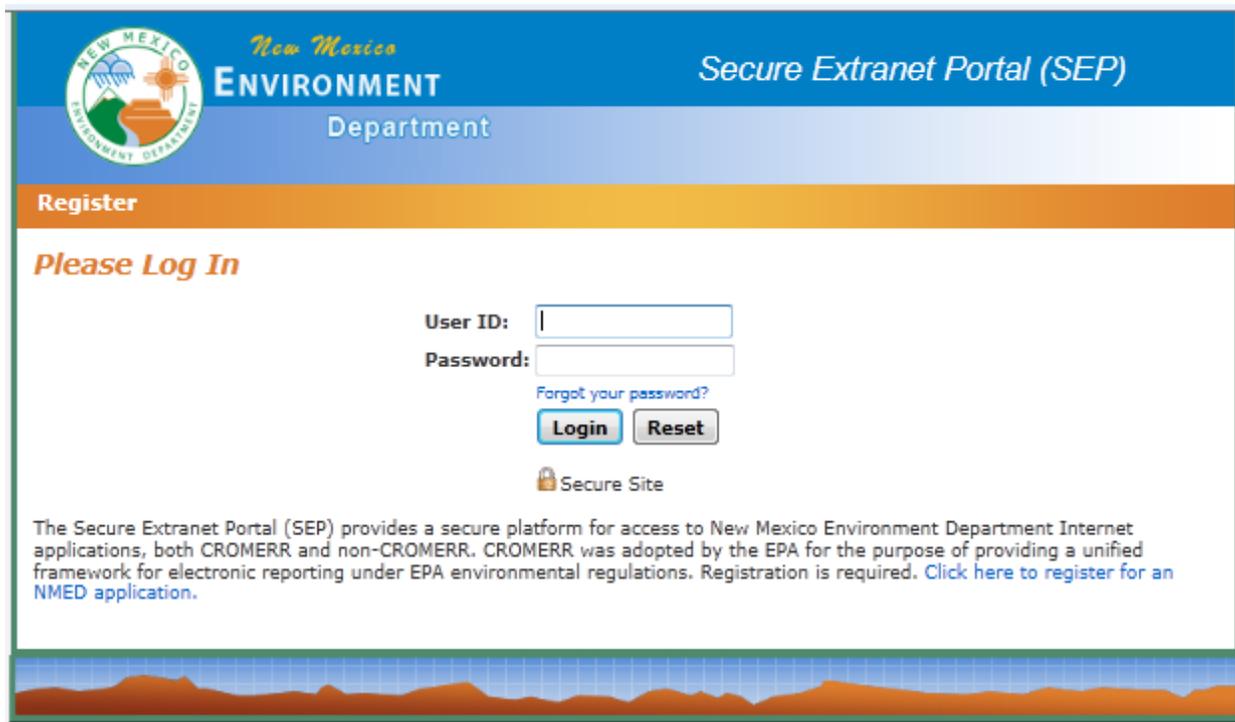
Type	Facility Name	AI	Activity Number	Status	Final Report Submitted	Other Dates	Actions
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-03	Entering Final EER		Initial EER Submitted: 12/08/2014	
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-02	Closed	12/08/2014	Initial EER Submitted: 12/08/2014	
EER	Calmat of New Mexico - 600TPH Sand and Gravel	2097	002097-12082014-01	Closed	12/08/2014	Initial EER Submitted: 12/08/2014, Affirmative Defense Due: 01/07/2015, Affirmative Defense Submitted: 12/09/2014	

The logout button is at the upper right part of the Home page.

The first logout will take you back to the SEP Applications page.



Click logout on this page, also in the upper right corner.



After the final logout, you will see the SEP login page.

9.0 CONTACT US/REPORT ISSUES

If you are reporting an issue, please be sure to include the following:

- A description of the action taken that resulted in the issue (i.e.; “I entered my username and password, clicked on the Login button and received an error message).
- If the issue involves a specific report in the AQBCR Online Application, please be sure to provide the following information:

Information	Example
User ID (and User’s Name and Facility)	jdoe (John Doe, Acme)
Activity Number	610-06062013-01
Workflow step or task being performed: Entering an initial	Enter pollutant detail line for an initial/final EER
Web Page on which issue occurred	EER Entry form
Last Action taken by user (clicked/tapped on link/button)	Click Save on Detail Line pop-up dialog box???
Error Message received	Unable to save EER, a server error occurred. Could not execute JDBC batch update: SQL [insert into EER.chemical_submission_detail ...
What happened (or what didn’t happen) when the last action was taken?	Not putting anything in the “averaging period”, number of exceedances or average emission rate for averaging period”. Chemical detail line was not saved. Could not submit EER to AQB. What were the values entered on the chemical detail line pop-up dialog box?
What should have happened?	Chemical detail line saved correctly so EER could be submitted to AQB.

- A screenshot of the issue encountered. This will help the developers in troubleshooting the issue (see example below).

Excess Emissions Reporting - Entry Form

Unable to save EER, a server error occurred. Unable to find us.nm.state.nmenv.eer.domain.security.User with id 7; nested exception is javax.persistence.EntityNotFoundException: Unable to find us.nm.state.nmenv.eer.domain.security.User with id 7

SECTION I - GENERAL INFORMATION

9.1 Contact/Report Issues for EER

If you have any questions, or any issues about the Excess Emissions Reporting program in AQBCR, please send an email to: nmenv-aqbeer@state.nm.us.

You may also contact the AQBCR EER Administrator directly:
at (505) 476-4300

9.2 Contact/Report Issues for RR

If you have any question or issues with Routine Reports in AQBCR, please send an email to: nmenv-aqbrr@state.nm.us.

You may also contact the AQBCR RR Administrator directly:
at (505) 476-4300