

# **USER GUIDE**

## for the Air Quality Bureau

# **Compliance Reporting Application**



Updated August 2019

## TABLE OF CONTENTS

1.0	INITIAL REGISTRATION1
1.1	AQB Electronic Subscriber Application and Agreement (ESAA)1
1.2	NMED Network Speed3
1.3	Creating an Account in the Secure Extranet Portal (SEP)4
1.4	Initial Login to SEP9
1.5	Initial Registration for Facilities in the CR Online Application11
1.5.1	Role Descriptions
1.5.2	Registration for Facility Administrators
1.5.3	Registration for other roles: EER Submitter/Certifier, Routine Reports Preparer, Certifier and/or Responsible Official
1.6	Subsequent Registration for New Facilities
2.0	LOGGING IN TO THE CR ONLINE APPLICATION
2.1	Update User Profile Information
3.0	FACILITY ADMINISTRATOR
3.1	Role Registration Request Approval/Denial
4.0	FORGOT/CHANGE PASSWORD35
5.0	EXCESS EMISSIONS REPORTS
5.1	Submitting Excess Emission Reports (EERs)
5.1.1	Submitting Corrected EERs (formerly EER Cancellations)61
5.2	Submitting an Affirmative Defense Demonstration Form
5.3	Upload / Attach Documents
5.4	Downloading Reports and Attachments
5.5	Exporting Data
6.0	ROUTINE REPORTS
6.1	Submitting Routine Reports for Title V ACCs and Semi-Annual Reports90
6.1.1	Prepare the Routine Report and Upload the Attachments90
6.1.2	TV Semi-Annual and Annual Compliance Certification Reports94

## New Mexico Environment Department Air Quality Bureau Compliance Reporting (AQBCR) Application User Guide Table of Contents

6.2	Submitting Non-Title V Reports with Established Reporting Periods and Due Dates	.97
6.2.1	Prepare the Routine Report and Upload the Attachments	.97
6.3	Submitting Other Routine Reports	103
6.3.1	Prepare Routine Report and Upload the Attachments	104
6.4	Ready to Certify Uploaded Routine Reports	109
6.5	Certifying and Submitting a Routine Report	111
6.6	Un-locking a Submittal	120
7.0	REPORT STATUS DESCRIPTIONS	125
<b>7.0</b> 7.1	REPORT STATUS DESCRIPTIONS	<b>125</b> 125
<b>7.0</b> 7.1 7.2	REPORT STATUS DESCRIPTIONS       2         EERs Status Descriptions       2         Routine Reports Status Descriptions       2	<b>125</b> 125 125
<ul><li>7.0</li><li>7.1</li><li>7.2</li><li>8.0</li></ul>	REPORT STATUS DESCRIPTIONS       2         EERs Status Descriptions       2         Routine Reports Status Descriptions       2         LOGGING OUT OF THE SYSTEM       2	<b>125</b> 125 125 <b>126</b>
<ul> <li>7.0</li> <li>7.1</li> <li>7.2</li> <li>8.0</li> <li>9.0</li> </ul>	REPORT STATUS DESCRIPTIONS       2         EERs Status Descriptions       2         Routine Reports Status Descriptions       2         LOGGING OUT OF THE SYSTEM       2         CONTACT US/REPORT ISSUES       2	<ol> <li>125</li> <li>125</li> <li>125</li> <li>126</li> <li>128</li> </ol>
<ul> <li>7.0</li> <li>7.1</li> <li>7.2</li> <li>8.0</li> <li>9.0</li> <li>9.1</li> </ul>	REPORT STATUS DESCRIPTIONS       2         EERs Status Descriptions       2         Routine Reports Status Descriptions       2         LOGGING OUT OF THE SYSTEM       2         CONTACT US/REPORT ISSUES       2         Contact/Report Issues for EER       2	<ol> <li>125</li> <li>125</li> <li>125</li> <li>126</li> <li>128</li> <li>129</li> </ol>

## **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.



New Mexico Environment Department 525 Camino de los Marquez, Suite 1 Santa Fe, New Mexico 87505 Ph. (505) 476-4300



#### ELECTRONIC SUBSCRIBER APPLICATION AND AGREEMENT (ESAA)

SECTION I - GENERAL OWNER AND	OPERATOR, SUBSIDIARY OR CONSULTAI	INFORMATION	
A. Owner Information (Parent Co	ompany)		
Owner (Parent Company) Name:			
Main Telephone Number:			
Company Address:			
City:	State:	Zip:	
B. Consultant Information (if app	plicable) (or Operator or Subsidiary if nec	essary)	
Consultant Company Name (if different fro	om owner):		
Main Telephone Number:			
Company Address:			
company Address.			
City:	State:	Zip:	
C. Operator Company or Subsidia	ary Company Information (if applicable)		
Company Name (if different from owner):			
Main Telephone Number:			
Annual Address			
Company Address:			
City:	State:	Zip:	
D. Operator or Subsidiary or Oth	ner Company Information (if applicable)		
Company Name (if different from owner):			
Main Telephone Number:			
Company Address:			
City:	State:	Zip:	
		·	

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 <u>NOT</u> 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: <a href="http://www.env.nm.gov/air-quality/compliance-submittal-forms/">www.env.nm.gov/air-quality/compliance-submittal-forms/</a>

## **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.

			×5⊠ ≞ ÷Q	🔒 🖈 🅸
0	Google	O state.nm.us	×	
			🗙 🍖 Convert	🔻 🛃 Select
AQB	ker 🖌 😡 kegs	EPA	. 🧉 dws 🙀 nmed 🔕 Fe	ed Regstr

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

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.

		Secure Extranet Portal (SEP)
	Department	
$\left( \right)$	Register	
	Please Log In	
	User ID:	
	Password:	
	Fo	Irgot your password?
		Login
	-	Secure Site
	<b>NOTICE:</b> Access to the New Mexico Environment Departu personnel only. Any unauthorized access is in violation of <i>AUTHORIZED</i> .	ment (NMED) Secure Extranet Portal (SEP) is restricted to authorized federal and/or state laws. <i>DO NOT PROCEED IF YOU ARE NOT</i>
	<b>WARNING:</b> Any use or activity may be monitored. Files manipulated may also be monitored.	and other information created, stored, transferred or otherwise
	Registration is required. Click here to register for an NME	D application.
		Released 09-16-13

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

How Mexico ENVIRONMENT	NMED Registration Request
Department	
Login	
Register for an NMED Application	
The Secure Extranet Portal (SEP) provides a secure platfo applications, both CROMERR and non-CROMERR. CROMER framework for electronic reporting under EPA environmen	rm for access to New Mexico Environment Department Internet R was adopted by the EPA for the purpose of providing a unified tal 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:	chet_amborn@windsorsolutions
Confirm Email Address:	chet_amborn@windsorsolutions
Enter code on the right:	AI10 AI10
	Submit

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



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.

New	Mexico Environment Department Secure Portal Application	on Registration Inbox x
•	nmenv-adminsep@state.nm.us to me	4:36 PM (1 minute ago) 📩
$\leq$	Thank you for your NMENV application registration request. Please use this lin https://sep.net-q.env.nm.gov/reg-envq/registration-link?id=2014120416365080	nk to begin the reg <del>istra</del> tion process:

<u>PLEASE NOTE</u> – 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.

	n Moxico RONMENT	Application Registration - New User Profile			
A DULLAR	Department				
Please enter you	r profile informatio	n.			
Please complete the followi	ing user profile to begin regist	ration for an NMED application.			
First Name:* M.	.I.: Last Name:*	Title:*			
Chet	Amborn	Consultant			
Street Address:* 4386 SW Macadam Ave, Suite City:* St Portland	Street Address 2: e 10 cate ZIP Co Dregon 💽 97238	ode:*			
Primary telephone Numbe	Primary telephone Number:*       Fax Number:         503       -       675       -       7833       ext.:       235       -       -       -				
Email Address:* Confirm Email Address:* chet_amborn@windsorsolutions chet_amborn@windsorsolutions					
Choose a User ID:* chetamborn					
Create User Profile	2				

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.

ENVIR	Department	Secure Extranet Portal App ENVQ	plications
pplications Profile			Logout
elect your approv	ed application to	begin or register now.	
elect your approv	ed application to	begin or register now.	Access
elect your approv Application AQB Compliance Reporting	<b>The Air Quality Bureau Con</b>	Description Marcine Reporting System	Access register
elect your approv	The Air Quality Bureau Con	Description Meliance Reporting System AEIR Administrative tool (AQB STAFF ONLY)	Access register register

Click on the "register" link for <u>The Air Quality Bureau Compliance Reporting System</u>. You will then see the **Secure Extranet Portal Application Registration Complete** page.

You will see the confirmation below.

	Nexico DNMENT	Application Registration Complete		
E CONTRACTOR	Department			
NMED Application Registration Complete				
	Thank you for your application reg	istration.		
The application approver for <b>AQB Compliance Reporting</b> , has been notified of your registration request and you should be contacted soon. Please contact NMED if you need further assistance.		Compliance Reporting, has equest and you should be MED if you need further		

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.

New	Mexico Environment Department Secure Extranet F	Portal Registration Inbox x	ē Ø
•	nmenv-adminsep@state.nm.us to me You have been registered to use the NMENV Secure Extranet Portal password is Fa46550tE12328. You may login at <u>https://sep.net-g.env.</u> (1)	4:52 PM (0 minutes ago) ☆	3) and your

<u>PLEASE NOTE</u> – 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 <u>nmenv-adminsep@state.nm.us</u> (previous section).

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

<u>PLEASE NOTE</u> – 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.

<b>New Mexice</b> ENVIRONMENT Department	Secure Extranet Portal (SEP) <b>ENVQ</b>	
Register		
Please Log In		
User ID: fatest1 Password: ••••••• Root your password? Login 2eset		
<b>NOTICE:</b> 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. <i>DO NOT PROCEED IF YOU ARE NOT AUTHORIZED</i> .		
<b>WARNING:</b> 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 a	pplication.	
1	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. <u>Please note that the password must meet the requirements in</u> the underlined text.

Hew Mexico ENVIRONMENT	SEP Password Change
Department	
Applications Profile	Logout
Please change your temporary passwo	rd!
For security purposes, please replace your temporary passworn at least one upper case or lower case letter, one number or sp	d with a new permanent password. <u>Passwords must contain</u> ecial 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 requ	ired 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: <a href="https://sep.net.env.nm.gov/sep/login-form">https://sep.net.env.nm.gov/sep/login-form</a>

New Mexico ENVIRONMENT	Secure Extranet Portal (SEP)
Department	
Register	
Please Log In	
User ID:	chetamborn
Password:	••••••
(	brgot yeur password? Login Reset
The Secure Extranet Portal (SEP) provides a secure p applications, both CROMERR and non-CROMERR. CRO framework for electronic reporting under EPA enviror NMED application.	platform for access to New Mexico Environment Department Internet MERR was adopted by the EPA for the purpose of providing a unified imental regulations. Registration is required. Click here to register for an

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.

New Wester       Secure Extranet Portal App         Department       ENVQ		plications	
Applications Profile			Logout
Select your approv	ed application to	begin or register now.	
Select your approv	ed application to	begin or register now.	Access
Select your approv Application	red application to	Description	Access register
Select your approv	red application to	Description Meliance Reporting System Meliance Administrative tool (AQB STAFF ONLY)	Access register 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.

New Mexico ENVIRONMENT		Application Registration Required			
A DIAN	Department	ENVQ			
Applications	Profile	Logout			
SEP Applica	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.

Here Mester ENVIRONMENT	CROMERR Registration
Department	
Please complete the following CR	COMERR information.
The application you've selected requires CROMERR regi unified framework for electronic reporting under EPA er	istration. CROMERR was adopted by the EPA for the purpose of providing a nvironmental regulations.
Select security question 1:*	
Select a question.	
Answer:*	
Select security question 2:*	
Select a question.	
Select security question 3:* Select a question. Answer:*	▼
Select security question 4:*	
Select a question.	
Answer:*	
Select security question 5:* Select a question	
Answer:*	
Submit CROMERR Information	

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.

Department	AQB Compliance Reporting
Facility Registration Request	Logout
FACILITY LIST - FILTERS         Facility Name Contains:         AI ID:         Choose On         Choose On         AA S Const         A-1 Quality         AG Services         APC Souther         Abengoa Bi         Abengoa Bi </th <th>anization: e P ruction Co Redi Mix Inc : Construction Inc erm Construction Co LLC oenergy Corporation tid &amp; Gravel gy Company rises Inc sit Mix Corp e Asphalt Inc ggregate LLC agle Brick Co ypsum Co tedi-Mix</th>	anization: e P ruction Co Redi Mix Inc : Construction Inc erm Construction Co LLC oenergy Corporation tid & Gravel gy Company rises Inc sit Mix Corp e Asphalt Inc ggregate LLC agle Brick Co ypsum Co tedi-Mix

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

W MERTCO	New Me ENVIRON	zica IMENT	A	QB Compliance Rep	oorting
	D	epartme	ent		
Home	Facility Regis	strations	Internal Users	Holidays/Outages	Robert Samaniego Logou
Facility Na	LIST - FILTERS	AI ID:	Owner Organization:		User ID:
			Vulcan Materials Co		

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

You will see a list of all facilities that are op	perated by your com	pany in New Mexico
---	---------------------	--------------------

cility Registrati	Department		Arr Iba Lo
FILTERS Facility Name:	Owner Name: Vulcan Materials Co	AI Number:	Q Search 💭 Reset
rr Iba		Channel & Dalla	Non Station Ballio
actity almat of New Mexico -	600TPH Sand and Gravel	Click to Select	Tour Existing Roles
io Rancho RMC Plant N	04, GCP5-3517 (Does Not have a Facility Admin) (1)	Click to Select	
	Su	ıbmit	

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.

Home	me Register for Additional Facilities Manage Facility Roles			
Facility R	egistration Request			
	-			
Unable	to submit facility registration request.			

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.

			An Dale Logout
Facility Registrati	on Request		
FILTERS			
Facility Name:	Owner Name:	AI Number:	
	Vulcan Materials Co		Q Search C Reset
An Dale			
Facility		Choose A Role	Your Existing Roles
Calmat of New Mexico -	600TPH Sand and Gravel (Does Not have a Facility Admin)	1	
Rio Rancho RMC Plant N	lo4, GCP5-3517 (Does Not have a Facility Admin)	Facility Admin	
	Subm	iit	

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.

You are receiving this email because there has been a change in status to your facility access role in the NMED AQB Compliance Reporting application. Name An Dale (fatest1) Owner Vulcan Materials Co Facility Calmat of New Mexico - 600TPH Sand and Gravel Role Facility Admin Status Granted

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:

ENMERIC	New Mexico		🥥 6.17.	.0 堡 Inspector 📃 Session: 3.1K 📃 Page: 2	0.9K 🔟
	VIRONMENT		AQB Complian	ice Reporting	
Contraction of the second	Department				
	er for Additional Facilities	Manage Facility Roles		Charlie Brown	Logout
Facility Registrat	tion Request				
FILTERS					
Facility Name:	Owner Name:		AI Number	r:	
	B and J Sand & Gra	vel	•	Q Search O Reset	
Charlie Brown					
Facility		Choose A Role		Your Existing Roles	
B and J Sand and Grav	vel	Click to Select			
			Submit		
			Submit		

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

	teer Mexico VIRONMENT Department	АОВ СС	E	New Mexico NVIRONMENT Department		AQB Co	omp
Home Register Facility Registration FILTERS Facility Name:	for Additional Facilities Manage Facility Roles on Request Owner Name: Band J. Sand & Gravel	Facility Facility Facility	Regist <b>Registra</b> <b>ERS</b> lity Name:	er for Additional Facilities tion Request Owner Name: B and J Sand & Gravel	Manage Facility Roles		AI N
Charlie Brown Facility	Choose A Role	Charli	ie Brown		Choose A Role		
B and J Sand and Gravel	Facility Admin EFR Sounit(Er/Certifier Routine Reports - Prepar Routine Reports - Certifie	er er	Sand and Gra	vel	X Routine Reports - Certifier	ubmit	
	Stack Test - Preparer Stack Test - Certifier						

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.

	lee Mexico VIRONMENT Department		AQB		New Mexico ENVIRONME Depar	NT tment		AQE
Home Register	for Additional Facilities	Manage Facility Roles		Home R	egister for Additional	Facilities	Manage Facility Roles	
Facility Registrati	on Request			Facility Regis	e: Owner Na	t me:		
Charlie Brown Facility	B and J Sand & Grav	Choose A Role		Charlie Brow Facility	B and J S	and & Gravel	ose A Role	
B and J Sand and Grave	1	Routine Reports - Preparer		B and J Sand an	d Gravel	x I	Routine Reports - Preparer EER Submitter/Certifier	)
	<	EER Submitter/Certifier Poutine Reports - Certifier Stack Test - Preparer Stack Test - Certifier	t					Submit

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

EN MER	New Mexico		😊 6.17.0 💟 Inspector 🗔 Session: 3.1K 🗔 Page: 11.3	ЗK
	ENVIRONMENT		AQB Compliance Reporting	
A DENT OF	Department			
Home	Register for Additional Facilities	Manage Facility Roles	Charlie Brown Lu	bg
<b>AQB</b> Facil	ity Registration Request Sul	omitted		

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.

MEXIC Now	Mexico				🕘 6.17.0 🙆 In	spector 📃 🤮
	ONMENT		AC	B Compliance Repo	ortina	
	Departme	nt				
Home Register for A	Additional Facilit	ies d				Arr Iba Log
B Compliance Repo	orting - Rep	ort List				
FILTERS			/			
acility or Owner Name:	A	ID:	Fir	al Report Date Range:	Activity Number:	
a da ana ang ang ang ang ang ang ang ang an			Fre	om: 17		
Choose One	¥		To	:		
eport Group:						
Choose One	*					
					Q Search	👸 Reset
Type Facility Nan	ne AI	Activity Number	S IS true Status	Final Report Submitted	Other Dates	Actions
			No Records F	ound	h	

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

**Facility Registration Request** FACILITY LIST - FILTERS Facility Name Contains: AI ID: Owner Organization: Choose One • . A & S Construction Co 💢 Clear A-1 Quality Redi Mix Inc AG Services Construction Inc APC Southern Construction Co LLC **Beau Regard** 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 Associated Asphalt and Materials Company

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

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

MERICA 1	New Mexico	🥥 6.17.0 🙆 Inspect
	VIRONMENT	AQB Compliance Reporting
	Department	
Home Register	for Additional Facilities	Arr II
Facility Registrati	on Request	
FILTERS		
Facility Name:	Owner Name:	AI Number:
	Vulcan Materials Co	Reset
Arr Iba		
		▼

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.

Men M	exico		😊 6.17.0 🚺 Inspec
	epartment	AQB Complian	ce Reporting
Home Register for Add	itional Facilities		Arr
acility Registration Re	quest		
Facility Name: Ow	mer Name:	AI Number	:
Vi	ulcan Materials Co		Q Search 🖸 Reset
Arr Iba			
Facility		Choose A Role	Your Existing Roles
Calmat of New Mexico - 600TPH	Sand and Gravel	Click to Select	EER Submitter/Certifier (Granted)
tio Rancho RMC Plant No4, GCP5-3517		Click to Select	
		Submit	

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.

CH MEXIC	New Mexico		🙂 6.17.0 일 Inspector 🗔 Sess
E COA	NVIRONMENT	AQB Complia	nce Reporting
CENT OLDER	Department		
Home Regis	ter for Additional Facilities		Arr Iba Logout
Facility Registra	ation Request		
FILTERS			
Facility Name:	Owner Name:	AI Numb	per:
	Vulcan Materials Co		Q Search O Reset
Arr Iba			
Facility		Choose A Role	Your Existing Roles
Calmat of New Mexic	o - 600TPH Sand and Gravel	Click to Select	EER Submitter/Certifier (Granted)
Rio Rancho RMC Plan	Vulcan Materials Co     Arr Iba     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		
		Facility Admin	
		EER Submitter/Certifier	
		Routine Reports - Preparer	
		Routine Reports - Certifier	

#### The user then clicks on the Submit button.

AN MEXICA 1	New Mexico		🙂 6.17.0 🔛 Inspector 🗔 See
	VIRONMENT	AQB Compliance	Reporting
	Department		
	r for Additional Facilities		Arr Iba Logou
Facility Registrati	ion Request		
FILTERS			
Facility Name:	Owner Name:	AI Number:	
	Vulcan Materials Co		Q Search C Reset
Arr Iba 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 N	No4, GCP5-3517	EER Submitter/Certifier	
		Submit	
		· · · · · · · · · · · · · · · · · · ·	·

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



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.

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 AQB 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/additional facility.

## 2.0 LOGGING IN TO THE CR ONLINE APPLICATION

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

New Mexico ENVIRONMENT	Secure Extranet Portal (SEP)
Department	
Register	
Please Log In	
User ID:	chetamborn
Password:	· ·····
(	Grgot your password? Login Reset
The Secure Extranet Portal (SEP) provides a secure p applications, both CROMERR and non-CROMERR. CRC framework for electronic reporting under EPA enviror NMED application.	olatform for access to New Mexico Environment Department Internet DMERR was adopted by the EPA for the purpose of providing a unified nmental regulations. Registration is required. Click here to register for an

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
	the second se	

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.

Were Werter ENVIRONMENT Department Department Department What is the name of your grandmother's dog? Muster:	CROMERR Challenge Question
Department	
Please Answer the Following Security Q	uestion
What is the name of you	ır grandmother's dog?
Answer: ************************************	
Submit	incel

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

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

OA	ENVIRON	MENT		AOB C	ompliance Rer	porting			
	Dej	partment							
lome	Register for Addition	onal Facilities	Manage Facility Role	S			A	n Dale	1
B Comp	liance Reportir	ng - Repor	t List						
FILTERS									_
acility or (	Owner Name:	AI ID		Final Rep	oort Date Range:	Activity	Number:		5
Report Typ	e:			From:					
Choose C	Dne	w.		10.					
leport Gro	up:	<u>.</u>							
Choose C	Dne	*							
							O Search	C.P.	
							Q Search	() Re	150
iteria Sel	ected: All Open O	R Closed wit	hin the last 30 days is ti	ue					
Туре	Facility Name	AI	Activity Number	Status	Final Report Submitted	(	)ther Dates	Acti	ior
			N	o Records Found					
				dd New EEP					
				NA NUM LEN					

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.

	Mexico ONMENT Department	Secure Extranet Portal Applications <b>QA</b>
Applications Profile		Logout
Applications Profile		Logout

#### 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.

Men Mexico ENVIRONMENT Department	Secure Extranet Portal - User Profile <b>QA</b>
Applications Profile	Logout
Edit User Profile Information	

Please edit the following information to update your user profile.

First Name:* M.I.: I Joe	Last Name:* Title:* Johnson Budge	t Analyst	~
Organization/Company:* NMED	Department:		Employment:* Full-time Employee
Street Address:* 1190 St. Francis Drive, Suite N40	Street Address 2:	]	
City:* State Santa Fe New Me	ZIP Code:* exico V 87505		
Primary telephone Number:* 505 - 555 - 5555 ext.:	Fax Number:		
Email Address:* joejohnson197019701970@gmail	Confirm Email Address:* joejohnson197019701970@gmai	]	
User ID:* joe.johnson	Choose a New Password:	Confirm Password	:
Update User Profile			

## 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 FA has a Routine they are Facility Admin. If the FA 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 AQB Compliance Reporting - Action Required - Approve Facility Access
 Inbox ×

 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

 Al
 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).

QA	Now Mex Environi Dej	dee MENT partmen	t	AQ	B Compliance Repor	ting 🔮 6.17
Home B Comp	Register for Additio	onal Facilitiong - Repo	es Manage Facility   ort List	Roles		
Facility or O	wner Name:	AI	ID:	Fina Froi To:	al Report Date Range:	Activity Number:
Choose O Report Grou Choose O	ne ip: ne	*				
						Q, Sea
iteria Sele	ected: All Open O	R Closed v	vithin the last 30 days	is <b>true</b> Status	Final Report Submitted	Other Dates
		22662				

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

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

Merro no	w Mexico		😇 6.17.0 💟 Inspector 🗔 Session: 21	.7K 🛄 Page: 71.9K 🕻
	IRONMENT		AQB Compliance Reporting	
Contraction of the second	Department			User Guide
Home Register fo	or Additional Facilities	Manage Facility Roles		Joe Johnson Logou
Manage Roles				
FILTERS				
Facility Name Contains	: AI ID:	Owner Organization:		
First Name:	Last Name:	User ID:		
Report Group:	Role Type:			
				Q Search Reset

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.

	ONMENT										
	ONMENT				AQB	Complianc	e Reporting	9		_	
Contraction of the second	Debaume	ans								U	ser Guide
ome Register for A	dditional Facili	ities	Manage Fa	cility Roles	1				JC	oe Johnsoi	n Logout
nage Roles											
FILTERS											
TILLERS											
Facility Name Contains:	AI ID:		Owner	Organizati	on:						
					~	•					
First Name:	Last Name		Lisor I	D:							
inse name.	Last manie.		User I								
		25 - 5									
Report Group:	Role Typ	be:									
	<b>~</b>		~	Sho	w all pending	requests					
			~	Sho	w all pending	requests			0.500	rch G	Docot
			~	] 🗌 Sho	w all pending	requests			Q Sear	rch Ø	Reset
			V	Sho	w all pending	requests	-		Q, Sear	rch Ø	Reset
				Sho	w all pending	requests	[	Export	Q Sear	rch Ø	Reset Deny All
				Sho	w all pending	requests	[	Export	Q Sear	ve All	Reset Deny All
owing 1 to 12 of 12				] Sho	w all pending	requests	[	Export	Q Sear	ve All	Reset Deny All
owing 1 to 12 of 12 Facility		AI Number	First Name	Last Name	Report Group	Role Type	Status	Export	Q Sear Appro	ve All	Reset Deny All
owing 1 to 12 of 12 Facility P Midstream - Eunice Gas Pla	ant	AI Number 595	First Name Jesse	Last Name James	RR	Role Type Report Preparer	Status Granted	Export Las Modifi 04/18/20	Q Sear Appro	ve All Actio	Reset Deny All
owing 1 to 12 of 12 Facility P Midstream - Eunice Gas Pl P Midstream - Eunice Gas Pl	ant	AI Number 595 595	First Name Jesse Jesse	James	RR RR	Report Preparer Report Certifier	Status Granted Not Granted	Export Las Modifi 04/18/20 04/18/20	Q Sear Appro	rch O ve All Deactivate Approve	Reset Deny All
owing 1 to 12 of 12 Facility P Midstream - Eunice Gas Pl P Midstream - Eunice Gas Pl Iour Martinizing - Roswell	ant	AI Number 595 595 71	First Name Jesse Joese	Last Name James James Jannes	RR RR	Releasts Releast Type Report Preparer Report Certifier Facility Admin	Status Granted Not Granted Granted	Export Modifi 04/18/20 04/18/20 12/18/20	Q Sear	rch (C) ve All () Actio Deactivate Approve	Reset Deny All
owing 1 to 12 of 12 Facility P Midstream - Eunice Gas Pli 10ur Martinizing - Roswell 10ur Martinizing - Roswell 10ur S Construction Co - Boeii shalt	ant ant (1)	AI Number 595 595 71 1726	First Name Jesse Joe Joe	Last Name James Johnson Johnson	RR RR RR RR RR	requests  Role Type  Report Preparer  Report Certifier  Facility Admin  Report Preparer	Status Granted Not Granted Granted Pending FA Approval (4)	Export Modifi 04/18/20 12/18/20 12/19/20	Q Sear	rch 💭 ve All 1 Actio Deactivate Approve Approve	Reset Deny All

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).

2 0.00	ROBAL CONTRACTOR			AQB	Compliar	се керопп	ng		
Cep	artmer	90							
Home Register for Addition	nal Faciliti	es M	anage Facility	Roles				An Dal	e Log
anage Roles									
FILTERS									
Eacility Name Contains: ALL	D: 01	uner Organi	ization:	Hear ID:					
Tacinty Name Contains. At 1		wher organi							
Report Group: Role	Туре:								
		⊻ sr	now all pending	requests					
							Q	Search	Reset
							Q	Search Ø	Reset
							٩	Search Ø	Reset Expo
							٩	Search O	Reset Expor
acility	AI	Name	User ID	Report Group	Role Type	Status	Q Last Modified	Search O Actions	Reset Expoi
Facility	AI	Name	User ID	Report Group	Role Type	Status	Last Modified 03/25/2015	Search Ø	Expo
F <b>acility</b> Namo Transit Mix Corp - 350TPH Crusher No2283	<b>AI</b> 958	Name Chet Amborn	User ID chetwindsor	Report Group Routine Reports	Role Type Report Certifier	Status Pending FA Approval	Last Modified 03/25/2015 by chetwindsor	Search O Actions Approve	Reset Expol
F <b>acility</b> Alamo Transit Mix Corp - 350TPH Crusher No2283	<b>AI</b> 958	Name Chet Amborn	User ID chetwindsor	Report Group Routine Reports	Role Type Report Certifier	Status Pending FA Approval	Last Modified 03/25/2015 by chetwindsor 06/16/2015	Search O Actions Approve	Reset Expoi
Facility Namo Transit Mix Corp - 350TPH Trusher No2283	AI 958 24716	Name Chet Amborn Charlie Brown	User ID chetwindsor aqbfa1	Report Group Routine Reports Routine Reports	Role Type Report Certifier Report Preparer	Status Pending FA Approval Pending AQB Approval	Last Modified 03/25/2015 by chetwindsor 06/16/2015 by	Search O Actions Approve	Reset Expor
Facility Namo Transit Mix Corp - 350TPH Crusher No2283 8 and J Sand and Gravel	<b>AI</b> 958 24716	Name Chet Amborn Charlie Brown	User ID chetwindsor aqbfa1	Report Group Routine Reports Routine Reports	Role Type Report Certifier Report Preparer	Status Pending FA Approval Pending AQB Approval (5)	Last Modified 03/25/2015 by chetwindsor 06/16/2015 by fatest1	Search O Actions Approve (4	Reset Export Deny Deny
Facility Alamo Transit Mix Corp - 350TPH Crusher No2283 B and J Sand and Gravel B and J Sand and Gravel	AI 958 24716 24716	Name Chet Amborn Charlie Brown	User ID chetwindsor aqbfa1 aqbfa1	Report Group Routine Reports Routine Reports Excess Emission	Role Type Report Certifier Report Preparer Report	Status Pending FA Approval Pending AQB Approval (5) Pending AQB	Last Modified 03/25/2015 by chetwindsor 06/16/2015 by fatest1 06/16/2015 by	Search O Actions Approve (4 Approve	Reset Export Deny 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.

Hen Mexico ENVIRONMENT	Secure Extranet Portal (SEP)
Department	
Register	
Please Log In	
User ID:	chetamborn
Password:	
	Forgot your password?
	Login Reset
	🔓 Secure Site
The Secure Extranet Portal (SEP) provides a secure p applications, both CROMERR and non-CROMERR. CRO framework for electronic reporting under EPA environ NMED application.	platform for access to New Mexico Environment Department Internet MERR was adopted by the EPA for the purpose of providing a unified Imental regulations. Registration is required. Click here to register for an

Click on the "Forgot your password?" link.

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

Hew Mexico ENVIRONMENT	SEP Password Request
Department	
Login Register	
Forgot your password?	
Enter your User ID and the email address that you proviemail address. You will be required to create a new "per forgotten your User ID or email address.	ded at registration. We will send a new " <u>temporary</u> " password to your <u>manent</u> " password when you login. Please contact NMED if you've
User ID: rsama	niego
Email Address: robert	samaniego@state.nm.us d New Password

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.

#### New Mexico Environment Department Air Quality Bureau Compliance Reporting (AQBCR) Application User Guide 4.0 Forgot/Change Password



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).

NE NI ME NI	New Mexico ENVIRONMENT	SEP Password Change
REAL OF DEAL	Department	
Applications	Profile	Logout
Please chai	nge your temporary passwo	rd!
For security purpo at least one uppe	oses, please replace your temporary passwo r case or lower case letter, one number or s	rd with a new permanent password. <u>Passwords must contain</u> pecial character and be at least 8 characters in length.
	Enter your new password:	
	Confirm your new password:	
	$\mathbf{C}$	Change Password
	Note: You will be logged out and requ	ired to login with your new parts to .

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

The page at https://eidea-t.	nmenv.stat 🔀
If your password meets NME requirements, you will be log back in using your new passw	D security ged out. Please log vord.
	ОК

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.

		NMEN epart	IT ment	AQI	3 Complian	ice Reporting	
Home	e Register for Addi	itional F	acilities Mana	age Facility Roles			An Dale L
QB C	ompliance Report	ing - I	Report List				
Fil	TERS ty or Owner Name:		AI ID:	Fina	I Report Date Ran	ige: Activity N	umber:
Repo	rt Type:			To:		17	
Cho	oose One						
Repo	rt Group:	-					
Repo Cho	rt Group: oose One	¥					Q Search C Rese
Repo Cho <b>criteri</b>	rt Group: bose One ia Selected: All Open ig 1 to 3 of 3	OR Clos	sed within the las	st 30 days is <u>true</u>			Q Search 💭 Rese
Repo Cho criteri Showin	rt Group: bose One ia Selected: All Open ig 1 to 3 of 3 Facility Name	OR Clos	sed within the las	st 30 days is <i>true</i> Status	Final Report Submitted	Other Dates	Q Search O Reset
Repo Cho Cho Showin Type EER	rt Group: bose One a Selected: All Open ig 1 to 3 of 3 Facility Name Calmat of New Mexico - 600TPH Sand and Gravel	• • • • • • • • • • • • • • • • • • •	Sed within the las Activity Number 002097-12082014-03	st 30 days is <i>true</i> Status Entering Final EER	Final Report Submitted	Other Dates Initial EER Submitted: 12/08/2	Q Search Resel
Repo Chc riteri Showin Type ER	rt Group: Dose One ia Selected: All Open ig 1 to 3 of 3 Facility Name Calmat of New Mexico - 600TPH Sand and Gravel Calmat of New Mexico - 600TPH Sand and Gravel	•           •	sed within the las Activity Number 002097-12082014-03 002097-12082014-02	st 30 days is <i>true</i> Status Entering Final EER Closed	Final Report Submitted	Other Dates Initial EER Submitted: 12/08/2 Initial EER Submitted: 12/08/2	Q Search () Resel Actions 2014 () () 2014 () ()
Repo Chc Chc Friteri Showin Type EER EER	rt Group: Dose One Dose	• • • • • • • • • • • • • • • • • • •	sed within the las Activity Number 002097-12082014-03 002097-12082014-02	st 30 days is <i>true</i> Status Entering Final EER Closed Submitting Affirmative Defense	Final Report Submitted 12/08/2014 ie 12/08/2014	Other Dates Initial EER Submitted: 12/08/2 Initial EER Submitted: 12/08/2 Initial EER Submitted: 12/08/2 Affirmative Defense Due: 01/0	Q Search C Reset
Repo Cho Criteri Showin Type EER EER EER EER	rt Group: bose One a Selected: All Open ig 1 to 3 of 3 Facility Name Calmat of New Mexico - 600TPH Sand and Gravel Calmat of New Mexico - 600TPH Sand and Gravel Calmat of New Mexico - 600TPH Sand and Gravel ig 1 to 3 of 3	• OR Close AI 2097 2097 2097	sed within the las Activity Number 002097-12082014-03 002097-12082014-02	st 30 days is <i>true</i> Status Entering Final EER Closed Submitting Affirmative Defense	Final Report Submitted 12/08/2014 ie 12/08/2014	Other Dates Initial EER Submitted: 12/08/2 Initial EER Submitted: 12/08/2 Initial EER Submitted: 12/08/2 Affirmative Defense Due: 01/0	Q search () Re: Action 2014 () 2014 ()

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

ew Excess Emission Report						
Showing 1 to 1	0 of 10					
Select Une	Facility Name V	Owner	AI NUMBER			
0	A-1 Quality Redi Mix, GCP5-3610	A-1 Quality Redi Mix Inc	11439			
	A-1 Quality Red-Mix Aggregate Plant No1 GCP2-3775	A-1 Quality Redi Mix Inc	2/381			
	A-1 Quality Red-Mix Inc - Aggregate Plant No3 GCP2-3638	A-1 Quality Redi Mix Inc	26/3/			
0	A1 Quality Redi Mix - 1201PH Asphalt Plant	A-1 Quality Red Mix Inc	2005			
0	A1 Quality Red Mix - 1051PH Crusher No1645	A-1 Quality Redi Mix Inc	2005			
0	A1 Quality Redi Mix - 2001PH Scieen No1020	A-1 Quality Redi Mix Inc	2073			
	TG McCauley - Portable Source GCP2-4295	TG McCaulay Construction	20126			
0	TG McCauley Construction - 14 Screening Plant GCP2-3798	TG McCauley Construction	27610			
0	Tem McCauley and See Panels CCD2-2449	TG McCaulay Construction	25760			
Showing 1 to 10	D of 10	To include Construction	23760			
		Selec	t <b>X</b> Cancel			
		Sciet				

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

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.

			Return to
SECTION I - GENERAL IN	FORMATION		
AI Number: * Activity Number:	2121 Change Al 002121-08272014-01	Emission Unit No.: Emission Unit Desc.;	Select Emission Unit
Facility Name: Company Name:	A1 Quality Redi Mix - 270TPH Crusher No1991 A-1 Quality Redi Mix Inc	Release Point No.: Release Point Desc.:	Select Release Point
Source Is: Portable Location: Title V Permit No.: NSR Permit No.:	Stationary Source     Portable Source UTM: Lat: Long:	Discovery Date/Time: Start Date/Time: End Date/Time: 1st Business Day after Discovery:	Military Time (HH:MM)         Image: Constraint of the second se
		Submission Status:	*** Select a submission status ***
		Office Phone	505_476_4300 Extn.:

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.

ess Emissions Rep	porting - Entry Form		Return to
SECTION I - GENERAL INF	ORMATION		
AI Number: * Activity Number: Facility Name:	2121 Change AI 002121-08272014-01 A1 Quality Redi Mix - 270TPH Crusher No1991	Emission Unit No.: Emission Unit Desc.: Release Point No.:	Select Emission Unit (1)
Company Name:	A-1 Quality Redi Mix Inc	Release Point No.:	Select Release Point (2)
Source Is: Portable Location: Title V Permit No.: NSR Permit No.:	Stationary Source     Portable Source     UTM:     Lat:     Long:	Discovery Date/Time: Start Date/Time: End Date/Time: 1st Business Day after Discovery:	Military Time (HH:MM)         Image: Time:         Image: Time:         Image: Time:         Image: Time:         Image: Time:
		Submission Status:	*** Select a submission status *** 💌
First Name / Last Name: E-mail Address:	An Date aqbfatest1@gmail.com	Office Phone: Cell Phone:	505-476-4300 Extn.:

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.

durity rearres	AT country	Red Mix - 2701PTT Ordaner 1	Release Point No.:	Select Release Point
Company Name:	A-1 Quality	Redi Mix Inc	Release Point Desc.:	
Source Is:	© Stationa	ry Source		Military Time (HH:MM)
Instable Leastion	© Portable	Source	Discovery Date/Time:	Time: :
ortable Location	• UTM:		Start Date/Time:	Time:
	Lat:	Long:	End Date/Time:	17 Time: :
itle V Permit No			1st Business Day after Discovery:	
ok rennic No			Submission Status:	*** Select a submission status ***
<sup>irst Na</sup> Emis -mail /	ssion Units fo	r AI		8
irst Na Emis -mail / Choos	ssion Units fo	r AI from the list below and t	then click "Select".	ж
irst Na Emis -mail / Choos	ssion Units fo se one Emission Unit ing 1 to 3 of 3	r AI	then click "Select".	*
irst Na Emis -mail / Choos	se one Emission Unit ing 1 to 3 of 3 Se One	r AI from the list below and l	then click "Select".	t Description
irst Na Emis	ssion Units fo se one Emission Unit ing 1 to 3 of 3 Sel One	r AI from the list below and l Unit No. 002	then click "Select". Uni Engine Combined	t Description
sect.	se one Emission Units ing 1 to 3 of 3 Sel One ©	r AI from the list below and l Unit No. 002 001	then click "Select". Uni Engine Combined Plantwide Fugitive Dust	t Description
rrst Na Emis -mail Choos SECT.	se one Emission Units fo se one Emission Unit ing 1 to 3 of 3 Self One © © © ©	r AI from the list below and f unit No. 002 001 001 00ther	then click "Select". Uni Engine Combined Plantwide Fugitive Dust Cause not due to item on this list	t Description
rest Na Emis -mail / Choo: SECT. 20.2. 20.2. Show	ssion Units fo se one Emission Unit ing 1 to 3 of 3 Sel One © © 0 0 0 0 0 0 0 0 0	r AI from the list below and l Unit No. 002 001 Other	then click "Select". Uni Engine Combined Plantwide Fugitive Dust Cause not due to item on this list	t Description
secr. 20.2. 20.2. 240 cc 40 cc 4	ssion Units fo se one Emission Unit ing 1 to 3 of 3 Sel One © © 0 0 0 0 0 0 0 0	r AI from the list below and the	then click "Select". Uni Engine Combined Plantwide Fugitive Dust Cause not due to item on this list	t 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:

© Pc	ortable Source	Discovery Date/Time:	Time:
mission Unit	s for AI		
Choose one Emission Shawing 1 to 3 of 3 Select On © © @ Showing 1 to 3 of 3	Enter 'Other' Emission Emission Unit No.: Emission Unit Desc.:	n Unit Info	ve Cancel
REPORT REQ.	SECTION III - EVENT TYPE	E	Select Cancel

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.

Portable	Portable Sou	urce	Discovery Date/Time:	
R	Release Points for A	I		*
Title V F	Choose one Release Point fror	n the list below and the	n click "Select".	
NSR Per	Showing 1 to 3 of 3			
	Selectione	Unit No.	Unit Desc	ription
	$\odot$	002	Engine Combined	
	0	001	Plantwide Fugitive Dust	
First Na	0	Other	Cause not due to item on this list	1
E-mail	Showing 1 to 3 of 2			-
	(	<mark>1)</mark>		Select Cancel
SECT. II -	REPORT REQ.	SECTION III - EVENT T	YPE	

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.

AI Number:       2121       Change AI       Emission Unit No.:       Select Emission Unit         Activity Number:       002121-08272014-01       Emission Unit Desc.:       Select Release Point         Facility Name:       A1 Quality Redi Mix -270TPH Crusher No1991       Release Point No.:       Select Release Point         Company Name:       A-1 Quality Redi Mix Inc       Release Point Desc.:       Select Release Point         Source Is:       © stationary Source       Military Time (HH:MM)         Portable Location:       UTM:       Start Date/Time:       ① Time: [:] (1)         Title V Permit No.:       Ist Business Day after       Discovery:       3)         NSR Permit No.:       Submission Status:       *** Select a submission status *** *         First Name / Last Name:       An       Dale       Office Phone:       505-476-4300       Extr.:       cell Phone:	me Register for	Additional Facilities Manage	Submitter/Certifiers	An Dale L
Ref         SECTION I - GENERAL INFORMATION         AI Number: *       2121       Change AI       Emission Unit No.:       Select Emission Unit         Activity Number:       002121-08272014-01       Emission Unit Desc.:       Image: Company Name:       A1 Quality Redi Mix - 270TPH Crusher No1991       Release Point No.:       Select Release Point         Company Name:       A1 Quality Redi Mix Inc       Release Point Desc.:       Image: Company Name:       A1 Quality Redi Mix Inc       Release Point Desc.:       Image: Company Name:       A1 Quality Redi Mix Inc       Release Point Desc.:       Image: Company Name:       Image: Company Name:       Image: Company Name:       Release Point Desc.:       Image: Company Name:       Image: Company Name:       Image: Company Name:       Release Point Desc.:       Image: Company Name:       Image: Company Name:<	ss Emissions Re	porting - Entry Form		
SECTION I - GENERAL INFORMATION         AI Number:       2121       Change AI       Emission Unit No.:       Select Emission Unit         Activity Number:       002121-08272014-01       Emission Unit Desc.:				Return to L
SECTION 1 - GENERAL INFORMATION         AI Number: *       2121       Change AI       Emission Unit No.:       Select Emission Unit         Activity Number:       002121-08272014-01       Emission Unit Desc.:       Facility Name:       A1 Quality Redi Mix - 270TPH Crusher No1991       Release Point No.:       Select Release Point         Company Name:       A-1 Quality Redi Mix Inc       Release Point Desc.:       Military Time (HH:MM)       Select Release Point         Company Name:       A-1 Quality Redi Mix Inc       Release Point Desc.:       Military Time (HH:MM)       (1)         Source Is:       © Stationary Source       Discovery Date/Time:       Time: :: (1)       (1)         Portable Location:       UTM:       Lat:       Long:       End Date/Time:       Time: :: (2)         Title V Permit No.:       Ist Business Day after       Discovery:       NSR Permit No.:       Submission Status:       *** Select a submission status *** (3)         First Name / Last Name:       An       Date       Office Phone:       505-476-4300       Extn.:       Extn.:	Courses In			L
AI Number: *       2121       Change AI       Emission Unit No.:       Select Emission Unit         Activity Number:       002121-08272014-01       Emission Unit Desc.:       Image: Company Name:       A1 Quality Redi Mix - 270TPH Crusher No1991       Release Point No.:       Select Release Point         Company Name:       A-1 Quality Redi Mix - 270TPH Crusher No1991       Release Point No.:       Select Release Point         Company Name:       A-1 Quality Redi Mix Inc       Release Point Desc.:       Image: Company Name:       Military Time (HH:MM)         Company Name:       O Portable Source       Discovery Date/Time:       Image: Company Time:       (1)         Stationary Source       Discovery Date/Time:       Image: Company Time:       (2)         Portable Location:       UTM:       Lat:       Long:       Ist Business Day after       Image: Company Status:       (3)         Title V Permit No.:       Submission Status:       Ist Business Day after       Image: Company Status:       Ist Select a submission status Ist Image: Company Status:       Ist Select a submission status Ist Image: Company Status:       Ist Select a submission status Ist Image: Company Status:       Ist Select a submission status Ist Image: Company Status Ist Image: Co	SECTION I - GENERAL IN	PORMATION		
AI Number: *       2121       Change AI       Emission Unit No.:       Select Emission Unit         Activity Number:       002121-08272014-01       Emission Unit Desc.:       Facility Name:       A1 Quality Redi Mix -270TPH Crusher No1991       Release Point No.:       Select Release Point         Company Name:       A-1 Quality Redi Mix -270TPH Crusher No1991       Release Point No.:       Select Release Point         Company Name:       A-1 Quality Redi Mix Inc       Release Point Desc.:       Military Time (HH:MM)         Source Is:       © Stationary Source       Military Time:       ①       (1)         Portable Location:       UTM:				
Activity Number:       002121-08272014-01       Emission Unit Desc.:         Facility Name:       A1 Quality Redi Mix -270TPH Crusher No1991       Release Point No.:       Select Release Point         Company Name:       A-1 Quality Redi Mix Inc       Release Point Desc.:       Military Time (HH:MM)         Source Is:       © Stationary Source       Military Time:       []       (1)         Portable Location:       UTM:       Start Date/Time:       []       []       (2)         Itle V Permit No.:       Lat:       Long:       End Date/Time:       []       Time:       []       (3)         NSR Permit No.:       Submission Status:       *** Select a submission status *** *       []         First Name / Last Name:       An       Dale       Office Phone:       505-476-4300       Extn.:       []         Fermail Address:       aqbfatest1@gmail.com       Cell Phone:       []       []       []       []       []	I Number: *	2121 Change Al	Emission Unit No.:	Select Emission Unit
Facility Name:       A1 Quality Redi Mix -270TPH Crusher No1991       Release Point No.:       Select Release Point         Company Name:       A-1 Quality Redi Mix Inc       Release Point Desc.:       Military Time (HH:MM)         Source Is:       © Stationary Source       Military Time:       []         Portable Location:       UTM:       Discovery Date/Time:       []         Lat:       Long:       End Date/Time:       []       []         Title V Permit No.:       []       1st Business Day after       []       []         NSR Permit No.:       []       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:       []       []       []	ctivity Number:	002121-08272014-01	Emission Unit Desc.:	
Company Name:       A-1 Quality Redi Mix Inc       Release Point Desc.:       Military Time (HH:MM)         Source Is:       © Portable Source       Discovery Date/Time:       Image: Time:       (1)         Portable Location:       UTM:       Start Date/Time:       Image: Time:       (2)         Lat:       Long:       End Date/Time:       Image: Time:       (3)         Title V Permit No.:       Ist Business Day after       Discovery:       Start Starts:       Submission Status:       *** Select a submission status *** •         First Name / Last Name:       An       Dale       Office Phone:       505-476-4300       Extn.:       Extn.:	acility Name:	A1 Quality Redi Mix - 270TPH Crush	er No1991 Release Point No.:	Select Release Point
Source Is:          O Stationary Source           Military Time (HH:MM)          Portable Location:          UTM:           Discovery Date/Time:           Time:           (1)          Portable Location:          UTM:           Long:           Discovery Date/Time:           ①         Time:           (2)          Itle V Permit No.:          Lat:           Long:           Ist Business Day after           Discovery:           (3)          NSR Permit No.:          Submission Status:           submission status *** •           Submission Status:           stat:           Extn.:          First Name / Last Name:          An           Dale           Office Phone:           Submission status          First Name / Last Name:          An           Dale           Office Phone:           Submission Status	ompany Name:	A-1 Quality Redi Mix Inc	Release Point Desc.:	
Portable Source       Discovery Date/Time:       Image: Im	ource Is:	Stationary Source		Military Time (HH+MM)
Portable Location:       UTM:       Start Date/Time:       Imme:       <		© Portable Source	Discovery Date/Time:	
Lat:       Long:       End Date/Time:       If Time:	ortable Location:	UTM:	Start Date/Time	
Title V Permit No.:       Ist Business Day after         NSR Permit No.:       Submission Status:         *** Select a submission status *** ▼         First Name / Last Name:       An         Dale       Office Phone:         505-476-4300       Extn.:         E-mail Address:       aqbfatest1@gmail.com		Lat: Long:	End Date/Times	
Title V Permit No.:       1st Business Day after         NSR Permit No.:       Discovery:         Submission Status:       *** Select a submission status *** ▼         First Name / Last Name:       An         Dale       Office Phone:       505-476-4300         E-mail Address:       aqbfatest1@gmail.com       Cell Phone:			End Date/Time:	II Time: []: (3)
NSR Permit No.: 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:	tle V Permit No.:		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	SR Permit No.:			
First Name / Last Name:     An     Dale     Office Phone:     505-476-4300     Extn.:       E-mail Address:     aqbfatest1@gmail.com     Cell Phone:			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:				
First Name?     An     Dale     Office Phone:     505-476-4300     Extn.:       E-mail Address:     aqbfalest1@gmail.com     Cell Phone:				
E-mail Address: Cell Phone:	rst Name / Last Name:	An Dale	Office Phone:	505-476-4300 Extn.:
	-mail Address:	aqbfatest1@gmail.com	Cell Phone:	

The 1<sup>st</sup> 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.

20.2.7 NMAC	O Other	Start-up, Shutdown, o	or Scheduled Mainten	ance Notification:
20.2.70 NMAC (Title V)	O Malfunction	O Yes	Notification Submit	ted:
40 CFR 60 (NSPS)	O Startup	O No	Explain Why Notif	Not Submitted or N/A:
40 CFR 63 (MACT)	O Shutdown	N/A		
(Check all that apply)	O Emergency			
(check on the oppiy)	O Scheduled	Affirmative Defense C	laim: Is Excess E	mission part of settlement agreement?:
	Maintenance	O Yes	O Yes	Settlement Agreement Number:
	Title V Deviation	O No	No	

\*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.

CLORE CHOOL AND HATOKE	F OF EVENT	
Detailed description:		
		*
SECTION V - STEPS TAKEN TO LIM	MIT DURATION OF EXCESS EMISSION	
etailed description:		
SECTION VI - CORRECTIVE MEASU	IRES TAKEN	
CECTION VI CONCENTIVE MEMOU	Shed Triker	
Detailed description:		
etailed description:		*
retailed description:		
etailed description:		
etailed description:		
etailed description:		
etailed description: SECTION VII - EMISSIONS ARE IN	EXCESS OF THE FOLLOWING REQUIREMENT	
SECTION VII - EMISSIONS ARE IN	EXCESS OF THE FOLLOWING REQUIREMENT	
etailed description: SECTION VII - EMISSIONS ARE IN ermit Number	EXCESS OF THE FOLLOWING REQUIREMENT	
SECTION VII - EMISSIONS ARE IN ermit Number	EXCESS OF THE FOLLOWING REQUIREMENT	
SECTION VII - EMISSIONS ARE IN ermit Number	EXCESS OF THE FOLLOWING REQUIREMENT	
SECTION VII - EMISSIONS ARE IN Vermit Number	EXCESS OF THE FOLLOWING REQUIREMENT	
SECTION VII - EMISSIONS ARE IN Permit Number Condition	EXCESS OF THE FOLLOWING REQUIREMENT	-
SECTION VII - EMISSIONS ARE IN Permit Number Condition	EXCESS OF THE FOLLOWING REQUIREMENT	-

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.

(	(hh:mm)	Standards	Period	Event	Exceedences	Averaging Period	Action
				No Records Found			

The Emission Detail Entry pop-up dialog box displays.

	Emissions R	equirement E	xceeded
	Permit Number	Regul	atory Citation
	P902-R1		
	Condition	OR Sectio	n
	A106A		
	Text of stated emissions limits w	nich were exce	eded:
Pollu	utant:	Choose One	2
Pollu	utant: ution of Event:	Choose One 36 : 30	e hours : minutes
Pollu Dura	utant: ution of Event: ution Limits or Standards:	Choose One 38 : 30	hours : minutes Choose One
Pollu Dura Emis	utant: ution of Event: usion Limits or Standards: aging Period:	Choose One 36 : 30	hours : minutes Choose One
Pollu Dura Emis Aver	utant: ution of Event: usion Limits or Standards: aging Period: uss Emissions for Event:	Choose One 36 : 30	hours : minutes Choose One
Pollu Dura Emis Aver Exce	utant: ation of Event: asion Limits or Standards: aging Period: ass Emissions for Event: ber of Exceedences:	Choose One 36 : 30	hours : minutes 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. <u>Pollutant information can be edited or deleted if necessary.</u> Click the Pencil Icon to Edit or the Trash Can Icon to Delete.

Pondtant	Duration of Event (hh:mm)	Emission Limits or Standards	Averaging Period	Excess Emissions for Event	Number of Exceedences	Average Emission Rate fo Averaging Period	or Actions
Nitrogen Dioxide	36:30	5.5 lbs./hour	30.0 daily, daily rolling	15.0 lbs. 2		4.2 lbs./hour	/ 1
Add Emissio	n Detail Line (1)						
SECTION IX	- BASIS OF ESTIMA	те		SECTION X -	CERTIFICATI	ON	
Complianc	e Testing			By clicking on th	e Certify butt	on, I agree to the following	
Continuou	s Emission Monitor			After reasonable	e inquiry, I ce	rtify this report as true, acc	urate and
Calculation	C Servise						
Operating	Log(s)		-	Reporting Offici	ial: Dale	An	
_ Other (spe	cify):			Title:	Engineer		
Sheck all that	apply)			Date:	08/08/201	4	
		Save	Submit to AQB	Delete Return	to List		

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 <u>Facility Attached Document</u>. 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:

		Start Date/Time:		08/08/2014	17	Time:	1
11	Submit to AQB Confi	rmation			17	Time:	
R6	Are you sure you want to subn INITIAL_EER to the Air Quality	nit this Excess Emissi Bureau?	ion Report	as			
		[	✔ Yes	XNo			
Dale					300		
aqbfat	est1@gmail.com	Cell P	hone:				
							_

		Depart	nont							
me Regis	ter for	Additional	Facilities						Miley	Aaronson I
ess Emission	s Re	porting -	Entry	Form						
ield 'Affirmative	Defens	se Claim' is	required							
lease select one	or mo	re Basis of I	-stimate.							
	-									
SECTION I - GENE	RAL INF	ORMATION		and the second		in initiation	No. Star			in second
I Number: *	634				Emiss	ion Unit No.:	sdfk			
ctivity Number	0006	21-0123201	3-01		Emiss	ion Unit Desc.:	d'fidfikids			2.01.2010
acility Name:	Antel	ope Ridge Ga	s Plant		Releas	se Point No.:	dsfk'lsadfk/			
ompany Name:	DCP	Midstream			Releas	se Point Desc.:	disdflk			
ource Is:	() St-	tionary Sour	~a	152028			Military Time	(HH:	(MN	
	O Por	table Source	ue		Discov	very Date/Time:	01/22/2013	17	Time:	12:22
ortable Location:	UTM:		e		Start	Date/Time:	01/22/2013	17	Time	5 :12
	Lat:		Long:		End D	ate/Time:	02/01/2012		Time	02.20
					1st Bi	isiness Dav	01/02/01/2013	1	Time.	02 . 30
itle V Permit No.:	sad;k	lfasdl;jkfj			after I	Discovery:	01/23/2015			
SR Permit No.:	sdalka	adslkf	_		G.1					
					Subm	ission Status:	*** Select a s	submis	sion sta	atus ***
irst Name / Last Na	ame:	Miley	1	Aaronson		Office Phone:	505-476-99	98	E	xtn.:
-mail Address:		reportsarou	p.agb@sta	ate.nm.us		Cell Phone:			-	
							N. I.V.		10	

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.

lome	Register fo	r Additional Facilities	Manage Submitter/Certifiers	An Dale Logo
cess Emi	issions R	eport Submission	n	
1. Click the	e button below	to download this EER for	rm as a PDF to your computer.	
	Download EE	R Form		
2. Review to	the PDF for ac	curacy.		
<ol> <li>Review t.</li> <li>Click the</li> </ol>	the PDF for ac	curacy. on to complete submission	n of this report.	
<ol> <li>Review t</li> <li>Click the</li> </ol>	the PDF for ac	curacy. on to complete submission	n of this report.	
<ol> <li>Review t</li> <li>Click the</li> <li>At any time,</li> </ol>	the PDF for ac e Submit butto , click Cancel	curacy. on to complete submission to NOT submit but return	n of this report. 1 to the EER entry form.	
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<ol> <li>Review t</li> <li>Click the</li> <li>At any time,</li> <li>Reporting O</li> <li>Title:</li> <li>Date:</li> </ol>	the PDF for ac a Submit butto , click Cancel Official:	curacy. on to complete submission to NOT submit but return An Engineer	n of this report. to the EER entry form. Dale (3)	
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<ol> <li>Review t</li> <li>Click the</li> <li>At any time,</li> <li>Reporting O</li> <li>Title:</li> <li>Date:</li> </ol>	the PDF for ac a Submit butto , click Cancel Official:	curacy. on to complete submission to NOT submit but return An Engineer 08/27/2014	n of this report. a to the EER entry form. Dale (3) Cancel	
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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.

_			
ľ	Do you want to open or save EER_002073-08272014-01_Initial_EER.pdf from eidea-t.nmenv.state.nm.us?	Open	ve  Cancel ×

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.

EER_000010-05152012-01_Update_Initial (1).pdf - Adobe Reader	
File Edit View Window Help	×
	Tools Sign Comment
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 Excess Emissions Reporting Form	
SECTION 1 - GENERAL	
Al Number: 10 Failure Point No.: C23	
Activity Number: 000010-05152012-01 Failure Point Desc: Compr	ressor #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? Yes Portable Source? No Discovery 05/14/	/2012 12:00 AM
Portable Location: UTM: Failure date/time: 05/14/	/2012 12:00 AM
Lat: Long: Corrected 05/14/	/2012 12:00 AM
Title V Permit No.:     Title V Permit     1st Business Day after Discovery:       05/15/	/2012
NSR Permit No.: NSR Permit Submission Status: Update	e Initial
Firstname / Lastname: Chet Amborn Office Phone: 503-675	5-7833 Extn.: 235
E-mail Address: chet_amborn@windsorsolutions.com Cell Phone:	

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

The Submit button will now be enabled.

	Register for Ad	ditional Facilities	Manage Submitter/Certifiers	An Dale Log
ess Er	missions Repo	rt Submission		
I. Click t	the button below to d	ownload this EER form	m as a PDF to your computer.	
	Download EER Fo	rm		
2. Review	w the PDF for accura			
2. Review	w the PDF for accurate	complete submission	of this separt	
2. Review 3. Click t	w the PDF for accuration to the Submit button to	cy. complete submission	of this report.	
2. Review 3. Click t At any tin	w the PDF for accurate the Submit button to ne, click Cancel to N(	cy. complete submission )T submit but return t	of this report. to the EER entry form.	
<ol> <li>Review</li> <li>Click t</li> <li>At any tin</li> </ol>	w the PDF for accura the Submit button to ne, click Cancel to No	cy. complete submission JT submit but return t	of this report. to the EER entry form.	
<ol> <li>Review</li> <li>Click t</li> <li>At any tin</li> <li>Reporting</li> </ol>	w the PDF for accura the Submit button to me, click Cancel to No g Official:	sy. complete submission )T submit but return t n	of this report. to the EER entry form.	
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2. Review 3. Click t At any tin Reporting Title: Date:	w the PDF for accura the Submit button to ne, click Cancel to NG g Official:	sy. complete submission DT submit but return t n n ngineer 8/27/2014	of this report. to the EER entry form. Dale	

Click on the Submit button to submit the report.

A confirmation message will appear after you click submit.

3/28	3/2014
	EER Report Submission Confirmation
	Your report has been successfully submitted. You should receive a confirmation email soon. If you do not recieve a confirmation email in 24 hours, please contact the AQB EER Administrator by email at: nmenv-aqbeer@state.nm.us.
	✓ ОК
	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.* 

<b><i>Real Mexico</i></b> <b>ENVIRONMENT</b> Department	CROMERR Challenge Question ENVT
Please Answer the Following Security What is your g Answer: Sub	ity Question randmother's first name? omit Cancel

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.

		nanage or	biliteery conditions	
cess Emissions	Report Certific	ation		
SECTION X - CERTI	FICATION			
1. Click the button be	low to download this E	ER form as a PDF to you	r computer.	
1) Download	EER Form			
2. Review the PDF for	r accuracy.			
3. Mark the "I agree"	checkbox button to ce	ertify this report as true,	accurate, and complete.	
4. Click the Certify b	utton to complete certi	fication of this report.		
At any time, click Can	cel to NOT certify but i	return to the EER entry fo	rm.	
By clicking on the Cer After reasonable inqui I agree	tify button, I agree to ry, I certify this report	the following: as true, accurate and co	mplete.	
Reporting Official:	Dale	An		
Title:	Engineer			
Date:	08/28/2014		(3)	
			Certify Cancel	

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

6	Opening EER_028436-08282014-01_Final_EER.pdf
	You have chosen to open:
	EER_028436-08282014-01_Final_EER.pdf
	which is: Firefox HTML Document
	from: https://eidea-t.nmenv.state.nm.us
	What should Firefox do with this file?
	(2) Open with Firefox (default)
	Save File
	Do this automatically for files like this from now on.
	OK Cancel
L	

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.

G CP1 (3999)

NSR Permit No.:

	New M 525 Can Phone ( <b>Exc</b>	exico Environm Compliance nino de Los Mar (505) 476-4300 Cess Emis	ent Department - Air Quality Bu and Enforcement Section rquez - Suite 1 - Santa Fe, NM - Email: nmenv-aqbeer@state.		
SECTION 1 - GEN	ERAL INFORMATION				
Al Number.	28436		Emission Unit No.:		
Activity Number:	028436-08282014-01		Emission Unit Desa		
Facility Name:	Apache Corporation		Release Point No.:		
Company Name:	Apache Corp - Fed 28	-1 CS GCP1-	Release Point Desc.:		
Source Is:	Stationary Source? Yes		Discovery Date/Time:	08/28/2014 09:00	
	Portable Source? No UTM:		Start Date/Time:	08/27/2014 17:00	
Portable Location:			End Date/Time:	08/27/2014 19:00	
	Lat: Long:		1st Business Day after Discovery.	08/29/2014	
Title V Permit No.:		Submission Status:	Final EER		

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).

Home Register	for Additional Eacili	ties Manage Submitter/Cortifiers	
Home Register			
cess Emissions	Report Certifica	ation	
SECTION X - CERTI	FICATION		
1. Click the button be	low to download this FF	ER form as a PDF to your computer.	
Download	EER Form		
2. Review the PDF for	accuracy.		
3. Mark the "I agree"	checkbox button to cer	rtify this report as true, accurate, and complete.	
4. Click the Certify bu	utton to complete certifi	ication of this report.	
At any time, click Can	cel to NOT certify but re	aturn to the EER entry form.	
By clicking on the Cer	ify button, I agree to th	he following:	
After reasonable inqui	ry, I certify this report	as true, accurate and complete.	
	<u></u>		
🗹 I agree			
I agree			
Reporting Official:	Dale	An	
Reporting Official:	Dale	An	
Reporting Official: Title:	Dale Engineer 08/28/2014	An	

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.

ify	EER Report Certification Confirmation
e gir 28	Your report has been successfully submitted. You should receive a confirmation email soon. If you do not recieve a confirmation email in 24 hours, please contact the AQB EER Administrator by email at: nmenv-aqbeer@state.nm.us.
	Certify Cancel

Click OK.

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

				AQB Compliance Reporting			
No.		epartment					
Home	Register for Addi	itional Facilities	Manage Facility Roles			An Dale Lo	
)B Co	ompliance Report	ting - Report Li	ist				
FILT	ERS						
Facilit	y or Owner Name:	AI ID:		Final Report Date Ran	ge: Activity Numbe	er:	
				From:	17		
Repor	t Type:			To:	17		
Cho	ose One	*					
Repor	t Group:						
Cho	ose One	*					
					Q	Search C Reset	
riteria	Selected: All Open	OR Closed within	the last 30 days is <b>true</b>		٩	Search 💭 Reset	
riteria Showini Type	a <mark>Selected: All Open</mark> a 1 to 3 of 3 Facility Name	OR Closed within	the last 30 days is <b>true</b>	Final Report Submitted	Q Other Dates	Search O Reset	
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riteria Showing Type EER ( EER ( EER (	a Selected: All Open 1 to 3 of 3 Facility Name Calmat of New Mexico - 00TPH Sand and Gravel Calmat of New Mexico - 00TPH Sand and Gravel	OR Closed within           AI         Activity No           2097         002097-1208           2097         002097-1208	the last 30 days is true mber Status 2014-02 Entering Final EER 2014-02 Closed (3)	Final Report Submitted (1) 12/08/2014	Q Other Dates Initial EER Submitted: 12/08/2014 Initial EER Submitted: 12/08/2014	Search © Reset	
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riterii Showin Type ER ( EER ( EER ( Showin	a Selected: All Open a 1 to 3 of 3 Facility Name Calmat of New Mexico - 00TPH Sand and Gravel Calmat of New Mexico - 00TPH Sand and Gravel Calmat of New Mexico - 00TPH Sand and Gravel a 1 to 3 of 3	AI         Activity N           2097         002097-1208           2097         002097-1208           2097         002097-1208           2097         002097-1208	the last 30 days is true mber Status 2014-03 Entering Final EER 2014-02 Closed (3) 2014-01 Submitting Affirmativ	Final Report Submitted (1) 12/08/2014 e Defense 12/08/2014	Q Other Dates Initial EER Submitted: 12/08/2014 Initial EER Submitted: 12/08/2014 Affirmative Defense Due: 01/07/20	Search C Reset	

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.

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

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 <u>nmenv-aqbeer@state.nm.us</u>. *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 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.

10	v Mexico					
COA ENVI	RONMEN	п	AC	DB Complian	ce Reporting	
	Depart	ment				
Home Register fo	r Additional F	<u>acilities</u> Mana	ige Facility Roles			An Dale Logo
OB Compliance Re	porting -	Report List				
FILTERS						
Facility or Owner Name:		AI ID:	Fi	nal Report Date Ran	ge: Activity Number:	
Report Type:			т	D:	17	
Choose One	*					
Report Group:						
itopore oroupt	1					
Choose One	*				0.00	wh C Provid
Choose One	Dpen OR Clo	sed within the las	it 30 days is <i>true</i>	Final Report	Q Sea	irch 🕜 Reset
Choose One Criteria Selected: All o Showing 1 to 3 of 3 Type Facility Name	Dpen OR Close	sed within the las Activity Number	it 30 days is <i>true</i> Status	Final Report Submitted	Q Sea Other Dates	Actions
Criteria Selected: All o Showing 1 to 3 of 3 Type Facility Name EER Calmat of New Mexic 600TPH Sand and Gr	Dpen OR Close	sed within the las Activity Number 002097-12082014-03	t 30 days is true Status Entering Final EER	Final Report Submitted	Q Sea Other Dates Initial EER Submitted: 12/08/2014	Actions
Choose One Criteria Selected: All o Showing 1 to 3 of 3 Type Facility Name EER Calmat of New Mexic 600TPH Sand and Gr EER Calmat of New Mexic 600TPH Sand and Gr	Deen OR Close AI AI AVEL 2097 Avel 2097	sed within the las Activity Number 002097-12082014-03 002097-12082014-02	tt 30 days is true Status Entering Final EER Closed	Final Report Submitted	Q Sea Other Dates Initial EER Submitted: 12/08/2014 Initial EER Submitted: 12/08/2014	Actions
Choose One Criteria Selected: All of Showing 1 to 3 of 3 Type Facility Name EER Calmat of New Mexic 600TPH Sand and Gr Calmat of New Mexic 600TPH Sand and Gr EER Calmat of New Mexic 600TPH Sand and Gr	AI AI AI AI 2097 2097 2097 2097	sed within the las Activity Number 002097-12082014-03 002097-12082014-02 002097-12082014-01	t 30 days is true Status Entering Final EER Closed Submitting Affirmative Defe	Final Report Submitted 12/08/2014 ense 12/08/2014	Q Sea	Actions
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Choose One Criteria Selected: All of Showing 1 to 3 of 3 Type Facility Name EER Calmat of New Mexic 600TPH Sand and Gr EER Calmat of New Mexic 600TPH Sand and Gr EER Calmat of New Mexic 600TPH Sand and Gr Showing 1 to 3 of 3	AI Copen OR Close AI Co- Svel 2097 Co- Svel 2097 Co- Svel 2097	sed within the las Activity Number 002097-12082014-03 002097-12082014-02	t 30 days is true Status Entering Final EER Closed Submitting Affirmative Defe	Final Report Submitted	Q Sea Other Dates Initial EER Submitted: 12/08/2014 Initial EER Submitted: 12/08/2014 Initial EER Submitted: 12/08/2014, Affirmative Defense Due: 01/07/2015	Actions

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.	
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o be used for m	airunction pursuant to 20	pursuant t	to 20.2.7.113 NMAC.	suant to 20.	2.7.112 NMAC of eme	rgi
he following info	rmation must be submitt	ed no later tha	n 30 days after submittal	of the final re	port for the excess en	nis
AI Number:	622		Emission Unit No.:	gfdfg		
Activity Number:	000622-01222013-01		Emission Unit Desc.:	dfsgsdfg		7
Facility Name:	Lovington Refinery		Release Point No.:	jgh		٦
Company Name:	Navajo Refining Company L	LC	Release Point Desc.:	jmfmj		7
Title V Permit No.:	sadfsdf		Discovery date/time:	01/22/2013	Time: 2:02	10
NSR Permit No.:	sadfsdaf		Start date/time:	01/21/2013	Time: 6 : 22	
	(@ Malfunction		End date/time:	01/22/2013	Time: 2 : 01	
	C Startup		1st Business Day after Discovery:	01/23/2013		
Event Type:	Shutdown		Submission Status:	Final EER		
	Schedule Maintenance		Initial EER:	01/22/2013		
	Title V Deviation		Final EER Submitted:	01/22/2013		
						-
	ame: UMPana	Aphot	Office Phone:	505-438-430	Extn.:	_

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

* The owner or operator must provide t see is required. Attach all supporting do	he following information (as applicable) to o cumentation (i.e. contemporaneous logs, d	claim the affirmative defense. Additional p harts, maintenance records, calculations,	pages should be attached if r etc.) ***
SECTION II - DETAILED INFORMA	TION REQUIRED FOR AFFIRMATIVE DEF	FENSE	
Complete all fields in Section II reg defense of malfunction, startup or malfunction or emergency is requir required by Section V.	pardless of the type of affirmative defe shutdown is required by Section III. A red by Section IV. Additional informati	ense claimed. Additional information additional information for the affirmation on for the affirmative defense of star	for the affirmative tive defense of rtup or shutdown is
A. List the direct cause and all con (s) in the preceding step existed w	tributing causes of the excess emissio orking back to the direct cause).	n in the table below (i.e. identify the	e reasons why the cause
Type of Cause	Description	Reason(s)	Edit Delete
	🖋 Add a Cau	ise	
the second se			
Additional Comments			1
Additional Comments (if required)			
Additional Comments (if required) B. Could this event have been fore	seen and avoided or planned for?	C	Yes 🖲 No
Additional Comments (if required) B. Could this event have been fore If NO, please explain:	seen and avoided or planned for?	e	Yes 🖲 No
Additional Comments (if required) B. Could this event have been fore If NO, please explain:	seen and avoided or planned for?	C	Yes 🖲 No
Additional Comments (if required) B. Could this event have been fore If NO, please explain: C. Why were your operation and m program and the manufacturer's re	eseen and avoided or planned for? naintenance practices unable to prever ecommended maintenance for each en	nt this event? Attach a copy of the fan nission unit involved in this event (if	Yes No No scility maintenance applicable).
Additional Comments (if required) B. Could this event have been fore If NO, please explain: C. Why were your operation and m program and the manufacturer's re	eseen and avoided or planned for? naintenance practices unable to prever ecommended maintenance for each en	t this event? Attach a copy of the fanission unit involved in this event (if	Ves @ No acility maintenance applicable),

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

E. Was the owner or operator's actions during this event documented by properly signed, contemporaneous operating logs, or other relevant evidence? Attach documentation.

If NO, please explain:

\* +

\* +

🗇 Yes 🙆 No

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

SECTION II - DETAILED INFORM	ATION REQUIRED FOR AFFIRMATIVE DE	FENSE	
complete all fields in Section II re	gardless of the type of affirmative defe	ense claimed. Additional information f	for the affirmative
efense of malfunction, startup or nalfunction or emergency is requ	r shutdown is required by Section III. A ired by Section IV. Additional informati	Additional information for the affirmat ion for the affirmative defense of star	ive defense of tup or shutdown is
equired by Section V.			
List the direct cause and all co	ntributing causes of the excess emissio	on in the table below (i.e. identify the	reasons why the cause
<ol> <li>List the direct cause and all co s) in the preceding step existed to</li> </ol>	ntributing causes of the excess emissio working back to the direct cause).	on in the table below (i.e. identify the	reasons why the cause
<ul> <li>List the direct cause and all co</li> <li>s) in the preceding step existed to</li> <li>Type of Cause</li> </ul>	ntributing causes of the excess emissio working back to the direct cause). Description	on in the table below (i.e. identify the Reason(s)	reasons why the cause Edit Delete
List the direct cause and all co s) in the preceding step existed of Type of Cause	ntributing causes of the excess emissio working back to the direct cause). Description	on in the table below (i.e. identify the Reason(s)	reasons why the cause Edit Delet
<ol> <li>List the direct cause and all co s) in the preceding step existed to Type of Cause</li> </ol>	ntributing causes of the excess emissio working back to the direct cause). Description	on in the table below (i.e. identify the Reason(s)	reasons why the cause Edit Delet
A. List the direct cause and all co s) in the preceding step existed of Type of Cause Additional Comments	ntributing causes of the excess emissio working back to the direct cause). Description Add a Cau	on in the table below (i.e. identify the Reason(s)	reasons why the cause Edit Delete

Click on the Add a Cause button.

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

Type of Cause:	C Direct Contributing	100
Description:		-
Reason(s):		*

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.

defense of malfunction, startu malfunction or emergency is r required by Section V.	I regulated of the type of animative de ip or shutdown is required by Section III. required by Section IV. Additional information II contributing causes of the excess emiss	Additional information for the affirmation for the affirmation for the affirmative defense of star	tive defense of tup or shutdown is reasons why the cause
(s) in the preceding step exis	ted working back to the direct cause).		
s) in the preceding step exist Type of Cause	ted working back to the direct cause). Description	Reason(s)	Edit Dele

To add additional cause information, click on the Add a Cause button as many times as necessary. <u>Note</u> 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).

.EASE NOTE - Complete all fields in Section III if you are claiming an affirmative defense for r t complete if you are claiming an affirmative defense for emergency.	malfunction, startup or shutdown. D
Explain all steps taken to minimize the impact of the excess emission on ambient air quality.	Please provide documentation.
Were emission monitoring systems (if applicable) kept in operation during this event?	🗇 Yes 🖱 No

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).

PLEASE NOTE	- Complete all fiel are claiming an a	ds in Section IV if you are claiming an a ffirmative defense for startup or shutdo	ffirmative defense for malfunction (	or emergency. Do not
A. Provide a chi completed.	ronology in the tal	ble below including when the event was	discovered and when the repairs w	ere commenced and
Date	Time	Action Taken	Comments	Edit Delete
		Add an Action	Taken	
A.1. Explain wł	ty the chronology	above indicates that the repairs were m	ade as expeditiously as possible.	
A.2. Was off-st	nift labor or overti	me used?	e	Ves 🔿 No
If NO, ple	ase explain:			5
If NO, ple	ease explain:			
If NO, ple	ase explain:			
If NO, ple A.3. Explain ho his quantity an	ease explain: w the quantity an d duration the min	d duration of the excess emission (inclu nimum possible for this event?	ding any bypass) were minimized d	uring this event. Why wa
If NO, ple A.3. Explain ho this quantity an	w the quantity and duration the min	d duration of the excess emission (inclu nimum possible for this event?	ding any bypass) were minimized d	luring this event. Why wa
If NO, ple A.3. Explain ho this quantity an B. Identify each dentified in this	w the quantity an d duration the min excess emission s excess emission	d duration of the excess emission (inclu nimum possible for this event? event in the preceding 12 months in the event.	ding any bypass) were minimized d e table below that involved the sam	luring this event. Why wa
If NO, ple A.3. Explain ho this quantity an B. Identify each dentified in this Date	w the quantity an d duration the min excess emission excess emission	d duration of the excess emission (inclu nimum possible for this event? event in the preceding 12 months in the event. Activity Number	ding any bypass) were minimized o e table below that involved the sam	luring this event. Why was e emission unit(s) Edit Delete
If NO, ple A.3. Explain ho this quantity an B. Identify each dentified in this Date	w the quantity and duration the mines of the	d duration of the excess emission (inclu nimum possible for this event? event in the preceding 12 months in the event. Activity Number	ding any bypass) were minimized o e table below that involved the sam	luring this event. Why was e emission unit(s) Edit Delete
If NO, ple A.3. Explain ho this quantity an B. Identify each dentified in this Date	w the quantity and duration the mine of the duration of the mine of the duration of the mine of the duration of the mine of the duration of th	d duration of the excess emission (inclu nimum possible for this event? event in the preceding 12 months in the event. Activity Number Add an Activity	ding any bypass) were minimized o e table below that involved the sam	luring this event. Why was be emission unit(s) Edit Delete
If NO, ple A.3. Explain ho this quantity an B. Identify each dentified in this Date C For each exce emission event	ease explain:	d duration of the excess emission (inclu nimum possible for this event? event in the preceding 12 months in the event. Activity Number Add an Acti described in item B, list those with the	ding any bypass) were minimized o e table below that involved the sam vity same or similar direct or contributi	luring this event. Why was be emission unit(s) Edit Delete
If NO, ple A.3. Explain ho this quantity an B. Identify each dentified in this Date C For each exce emission event Date	ease explain:	d duration of the excess emission (inclu nimum possible for this event? event in the preceding 12 months in the event. Activity Number c described in item B, list those with the Activity Number	ding any bypass) were minimized of a table below that involved the sam vity same or similar direct or contributi	luring this event. Why was be emission unit(s) Edit Delete ng cause for this excess Edit Delete
If NO, ple A.3. Explain ho this quantity an B. Identify each dentified in this Date C For each exce emission event Date	ease explain:	d duration of the excess emission (inclu nimum possible for this event? event in the preceding 12 months in the event. Activity Number described in item B, list those with the Activity Number	ding any bypass) were minimized of e table below that involved the sam vity same or similar direct or contributi	luring this event. Why was e emission unit(s) Edit Delete ng cause for this excess Edit Delete
If NO, ple A.3. Explain ho this quantity an B. Identify each dentified in this Date C For each exce emission event Date	ease explain:	d duration of the excess emission (inclu nimum possible for this event? event in the preceding 12 months in the event. Activity Number c described in item B, list those with the Activity Number Activity Number	ding any bypass) were minimized of a table below that involved the sam vity same or similar direct or contributi	luring this event. Why was be emission unit(s) Edit Delete ng cause for this excess Edit Delete
If NO, ple A.3. Explain ho this quantity an B. Identify each dentified in this Date C For each exce emission event Date	ease explain:	d duration of the excess emission (inclu nimum possible for this event? event in the preceding 12 months in the event. Activity Number described in item B, list those with the Activity Number	ding any bypass) were minimized of a table below that involved the same vity	luring this event, Why re emission unit(s) Edit Del ng cause for this exces Edit Del

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.

PLEASE NOT complete if yo	rE - Complete all fie ou are claiming an a	lds in Section IV if you are claiming a ffirmative defense for startup or shu	an affirmative defense for malfunction tdown.	or emergency. Do not
A. Provide a completed.	chronology in the ta	ble below including when the event v	was discovered and when the repairs w	vere commenced and

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

Date:	01/22/2013 II Time: 04 : 12 (1)	
Action Taken:	Called out maintnenance tech.	*
		Ŧ
Comment:		^
		-

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.

complete if you ar	e claiming an affirma	Section 1V if you are claiming an amrmative den ative defense for startup or shutdown.	ense for maifunction or eme	ergency. Do not
. Provide a chror ompleted.	nology in the table be	elow including when the event was discovered ar	d when the repairs were co	mmenced and
Date	Time	Action Taken	Comments	Edit Delet
01/22/2013	04:12 AM	Called out maintnenance tech.		<b>1</b>
				+

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

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).

	TE - Complete all field	ds in Section V if you are claiming a	an affirmative defense for startup or	shutdown. Do not co	mplete if
you are clain	ning an affirmative de	efense for malfunction or for emerg	ency.		
A. Was this intentional b	excess emission caus ypass of equipment?	ed by an intentional bypass of air p	collution control equipment or an	O Yes O No	
If VES,	please explain:				
					+
<b>B.</b> Provide a until it was s	chronology in the tab successfully completed	ble below of all the primary actions d.	taken from when the startup or <mark>s</mark> hut	down procedure con	nmenced
Date	Time	Action Taken	Comments	Edit	Delete
<b>B.1.</b> Explain maximum ex involved in t	why the chronology tent practicable. Atta his event.	above indicated that the duration o ach a copy of the startup or shutdo	of the startup or shutdown procedure wn procedure for the facility and/or fo	was minimized to th or each emission uni	t t
					^ -
	-				-
C. Identify e activity num	each excess emission ber) that involved the	event due to non-permitted startup e same emission unit(s) identified ir	o or shutdown in the preceding 12 ma n this excess emission event.	onths (including date	e and
C. Identify e activity num Date	each excess emission ber) that involved the	event due to non-permitted startup e same emission unit(s) identified ir Activity Number	o or shutdown in the preceding 12 mo n this excess emission event.	onths (including date Edit	e and Delete
C. Identify e activity num Date D. For each this excess e	each excess emission ber) that involved the excess emission even emission event, and e	event due to non-permitted startup e same emission unit(s) identified in <b>Activity Number</b> nt described in item B, state whethe explain why the cause was not resol	o or shutdown in the preceding 12 mo n this excess emission event. er it involved the same of similar dire ved or the excess emission was not p	onths (including date Edit ect or contributing ca permitted.	e and Delete use for
C. Identify e activity num Date D. For each this excess e Date	each excess emission ber) that involved the excess emission even emission event, and e	event due to non-permitted startup e same emission unit(s) identified in <b>Activity Number</b> It described in item B, state whethe explain why the cause was not resol <b>Activity Number</b>	o or shutdown in the preceding 12 mo n this excess emission event. er it involved the same of similar dire ved or the excess emission was not p	onths (including date Edit ect or contributing ca permitted. Edit	e and Delete use for Delete
C. Identify e activity num Date D. For each this excess e Date D.1. Explain	excess emission ber) that involved the excess emission even emission event, and e in why the cause(s) for	event due to non-permitted startup e same emission unit(s) identified in <b>Activity Number</b> It described in item B, state whethe explain why the cause was not resol <b>Activity Number</b> r the events listed above was (were	o or shutdown in the preceding 12 mo n this excess emission event. ar it involved the same of similar dire ved or the excess emission was not p e) not resolved.	onths (including date Edit ect or contributing ca permitted. Edit	a and Delete use for Delete
C. Identify e activity num Date D. For each this excess e Date D.1. Explain	each excess emission ber) that involved the excess emission ever emission event, and e n why the cause(s) for	event due to non-permitted startup e same emission unit(s) identified in <b>Activity Number</b> nt described in item B, state whethe explain why the cause was not resol <b>Activity Number</b> r the events listed above was (were	o or shutdown in the preceding 12 m n this excess emission event. er it involved the same of similar dire ved or the excess emission was not p a) not resolved.	onths (including date Edit ect or contributing ca permitted. Edit	e and Delete use for Delete
C. Identify e activity num Date D. For each this excess e Date D.1. Explain	excess emission ber) that involved the excess emission even emission event, and e n why the cause(s) for	event due to non-permitted startup e same emission unit(s) identified in <b>Activity Number</b> It described in item B, state whethe explain why the cause was not resol <b>Activity Number</b> r the events listed above was (were	o or shutdown in the preceding 12 m n this excess emission event. er it involved the same of similar dire ved or the excess emission was not p e) not resolved.	onths (including date Edit ect or contributing ca permitted. Edit	a and Delete use for Delete
C. Identify e activity num Date D. For each this excess e Date D.1. Explain E. Have you permit?	each excess emission ber) that involved the excess emission even emission event, and e in why the cause(s) for submitted or do you	event due to non-permitted startup e same emission unit(s) identified in Activity Number In described in item B, state whethe explain why the cause was not resol Activity Number In the events listed above was (were intend to submit an application to i	o or shutdown in the preceding 12 mo n this excess emission event. er it involved the same of similar dire ved or the excess emission was not p a) not resolved.	onths (including date Edit ect or contributing ca permitted. Edit	a and Delete use for Delete
C. Identify e activity num Date D. For each this excess e Date D.1. Explain E. Have you permit? E.1. If yes,	each excess emission ber) that involved the excess emission even emission event, and e why the cause(s) for submitted or do you indicate the date of a	event due to non-permitted startup e same emission unit(s) identified in Activity Number Int described in item B, state whethe explain why the cause was not resol Activity Number In the events listed above was (were intend to submit an application to in intend to submit an application submit	o or shutdown in the preceding 12 m n this excess emission event. er it involved the same of similar dire ved or the excess emission was not p e) not resolved. include this excess emission in your ittal (mm/dd/yyyy):	onths (including date Edit ect or contributing ca permitted. Edit	a and Delete use for Delete
C. Identify e activity num Date D. For each this excess e Date D.1. Explain E. Have you permit? E.1. If yes, i E.2. If no, a	each excess emission ber) that involved the excess emission even emission event, and e why the cause(s) for submitted or do you indicate the date of a and you do not intend	event due to non-permitted startup e same emission unit(s) identified in Activity Number Int described in item B, state whethe explain why the cause was not resol Activity Number Inter events listed above was (were intend to submit an application to intended application submit to submit an application, explain w	o or shutdown in the preceding 12 m n this excess emission event. er it involved the same of similar dire ved or the excess emission was not p e) not resolved. include this excess emission in your ttal (mm/dd/yyyy):	onths (including date Edit ect or contributing ca permitted. Edit	e and Delete use for Delete

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.

porting Offici	al: Wilson A	kabot		Date	: 01/23/201	13	
:le:	Compliance Officer						
	Save		ubmit Final Return to	FFRlist			
	🖌 Save	🖌 Si	ubmit Final Return to	EER List			
	🖋 Save	SI	ubmit Final Return to	EER List			
ATTACHED DO	CUMENTS	🖋 Si	ubmit Final Return to	EER List			
ATTACHED DO	CUMENTS	SI	ubmit Final Return to	EER List			
ATTACHED DO	CUMENTS Document Title	<b>v</b> 51	ubmit Final Return to	EER List	Size	Action	ns
Ploaded	CUMENTS COMENTS Document Title EER 000622-01222013-01 Init	ial-Final	File Name	EER List	Size	Action	ns 🖡

A dialog box will appear asking for confirmation.

al or in	tended application submittal (mm/dd/yyyy):	
subm	Are you sure you want to submit this Affirmative Defense Demonstration form as Final?	
	OK Cancel	

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.

<b>New Mexico</b> <b>ENVIRONMENT</b> Department	CROMERR Challenge Question ENVT
Please Answer the Following Secur What is your of Answer:	ity Question prandmother's first name?

Answer the security question and click Submit

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

	lew Mexico /IRONMENT		Excess Emissions Reporting
	Department		
Home Register	for Additional Facilities	Manage Submitter/Ce	tifiers
Affirmative Defen	se Demonstration	Certification	
SECTION VII - CERT	IFICATION		
1. Click the button och	ow to download this (1994)	ative Defense form as a PDF to y	our computer.
((1) Download	Affirmative Defense Forr	n	
2. Review the PDF for	accuracy.	States and the second	
3. Mark the "I agree"	checkbox button to certify	this report as true, accurate, and	complete.
4. Click the Certify bu	tton to complete certification	on of this report.	
At any time, click Canc	el to NOT certify but retur	to the Affirmative Defense entr	r form.
By clicking on the Cert	fy button, I am agreeing t	o the following:	
By clicking on the	Certify button, I agree to	the following:	
After reasonable i	nquiry, I certify this report	as true, accurate and complete.	
I agree			
Reporting Official:	Dale	An	
Title:	Engineer		
Date:	08/28/2014		
		(3)	Cancel

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.

Do you want to open o	or save ADD_000622-01222013-0	1_Final.pdf (129 KB) from	eidea-t.nmenv.sta	te.nm.us?	(2)	Open	Save	Cancel	×
								7	

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 - GENE	RAL INFORMATION		
Al Number:	622	Failure Point No.:	gfdfg
Activity Number:	000622-01222013-01	Failure Point Desc:	dfsgsdfg
Facility Name:	Navajo Refining Company LLC	Release Point No.:	jgh
Company Name:	Lovington Refinery	Release Point Desc.:	jmfmj
Title V Permit No.:	sadfsdf	Discovery date/time:	01/22/2013 02:02
NSR Permit No.:	sadfsdaf	Failure date/time:	01/21/2013 06:22
Event Type:	Malfunction	Corrected date/time:	01/22/2013 02:01
	Startup Shutdown	1st Business Day after Discovery:	01/23/2013
	Emergency	Submission Status:	Submitting Affirmative Defense
	Schedule Maintenance file V Deviation	Initial EER:	01/22/2013
		Final EER Submitted:	01/22/2013
Firstname / Lastname:	Wilson Aabot	Office Phone:	505-438-4300 Extn.:
E-mail Address:	reportsgroup.aqb@state.nm.us	Cell Phone:	

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.

	er for Additional Facilit	es Manage Submitter/Certifiers	Dale An Logo
irmative Defe	nse Demonstratio	on Certification	
SECTION VII - CE			
1. Click the button I	below to download this Affi	rmative Defense form as a PDF to your computer.	
Downloa	d Affirmative Defense F	orm	
2. Review the PDF f	or accuracy.		
3. Mark the "I agree	e" checkbox button to cert	fy this report as true, accurate, and complete.	
4. Click the Certify	button to complete certific	ation of this report.	
At any time, click Ca	ancel to NOT certify but ret	urn to the Affirmative Defense entry form.	
By clicking on the Ce	ertify button, I am agreein	g to the following:	
By clicking on the Co By clicking on t After reasonabl	ertify button, I am agreein he Certify button, I agree le inquiry, I certify this rep	g to the following: to the following: ort as true, accurate and complete.	
By clicking on the Co By clicking on t After reasonabl I agree Reporting Official:	ertify button, I am agreein he Certify button, I agree le inquiry, I certify this rep	g to the following: to the following: ort as true, accurate and complete.	
By clicking on the Co By clicking on t After reasonabl I agree Reporting Official: Title:	ertify button, I am agreein he Certify button, I agree le inquiry, I certify this rep Dale Engineer	g to the following: to the following: ort as true, accurate and complete.	
By clicking on the Co By clicking on t After reasonabl I agree Reporting Official: Title: Date:	ertify button, I am agreein he Certify button, I agree le inquiry, I certify this rep Dale Engineer 08/28/2014	g to the following: to the following: ort as true, accurate and complete.	
By clicking on the Co By clicking on t After reasonabl I agree Reporting Official: Title: Date:	ertify button, I am agreein he Certify button, I agree le inquiry, I certify this rep Dale Engineer 08/28/2014	g to the following: to the following: ort as true, accurate and complete.	

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

Facili	ity or Owner Name:		AI ID:		Final R	eport Date Range:	Activity Number	
Repo	ort Type:				To:	17		
Cho	oose One	*			and L			
Repo	ort Group:							
Cho	oose One	*						
							Qs	earch 🛛 🔿 I
riteri howir	ia Selected: All Oper	n OR (	Closed within the I	ast 30 days is I	true			
riteri ihowir Type	ia Selected: All Oper ng 1 to 3 of 3 Facility Name	n OR (	Closed within the l	a <b>st 30 days</b> is <b>i</b> Status	Final Report Submitted	Oth	ier Dates	Ad
riteri ihowir Type ER	ia Selected: All Oper ng 1 to 3 of 3 Facility Name Calmat of New Mexico - 600TPH Sand and Gravel	AI 2097	Closed within the l Activity Number 002097-12082014-03	ast 30 days is t Status Entering Final EER	Final Report Submitted	Oth Initial EER Submitted: 12/0	er Dates	Ac
riteri howir Fype ER ER	ia Selected: All Open ng 1 to 3 of 3 Facility Name Calmat of New Mexico - 600TPH Sand and Gravel Calmat of New Mexico - 600TPH Sand and Gravel	AI 2097 2097	Closed within the I Activity Number 002097-12082014-03 002097-12082014-02	last 30 days is i Status Entering Final EER Closed	Final Report Submitted	Oth Initial EER Submitted: 12/0 Initial EER Submitted: 12/0	ner Dates 8/2014 8/2014	Ac
riteri ihowir Type ER ER ER	ia Selected: All Open ng 1 to 3 of 3 Facility Name Calmat of New Mexico - 600TPH Sand and Gravel Calmat of New Mexico - 600TPH Sand and Gravel Calmat of New Mexico - 600TPH Sand and Gravel	AI 2097 2097 2097	Closed within the l Activity Number 002097-12082014-03 002097-12082014-02 002097-12082014-01	last 30 days is i Status Entering Final EER Closed Closed	Final Report Submitted 12/08/2014 12/08/2014	Oth Initial EER Submitted: 12/0 Initial EER Submitted: 12/0 Initial EER Submitted: 12/0 Due: 01/07/2015, Affirmati 12/09/2014	er Dates 8/2014 8/2014 8/2014, Affirmative Defense ve Defense Submitted:	Ac 7 7 (2)
riteri Showir Type EER EER EER	ia Selected: All Open ng 1 to 3 of 3 Facility Name Calmat of New Mexico - 600TPH Sand and Gravel Calmat of New Mexico - 600TPH Sand and Gravel Calmat of New Mexico - 600TPH Sand and Gravel mg 1 to 3 of 3	AI 2097 2097 2097	Closed within the l Activity Number 002097-12082014-03 002097-12082014-02 002097-12082014-01	last 30 days is i Status Entering Final EER Closed Closed	Final Report Submitted 12/08/2014 12/08/2014	Oth Initial EER Submitted: 12/0 Initial EER Submitted: 12/0 Initial EER Submitted: 12/0 Due: 01/07/2015, Affirmati 12/09/2014	eer Dates 8/2014 8/2014 8/2014, Affirmative Defense ve Defense Submitted:	A 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7

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

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 Submitted.	3-01	Fina	al	
• NMED AQB EER Administrator [no-reply@state.n To: aqb, reportsgroup, NMENV	•		à	Actions -
	Wednes	sday, Janu	Jary 23, 2	013 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

ECTION VII - C	ERTIFICATION					
clicking on th	e Certify button	, I agree to the following	<b>j</b> :			
ter reasonable	inquiry, I certify	y this report as true, acc	curate and complete.			
	ningan ningan sa	10			-	
porting Official:	Joe Dudget Anabust	Johnson			Date: 03/11/201	19
ic.	Dudget Analyst					
		🖌 Save	🖌 Submit Final	Return to EER List		
ACILITY ATTACH	ED DOCUMENTS					<u> </u>
					-	U GA
	loaded V	Doc	ument Title	File Name	Size	Actions
Up				100 M		

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

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

The Attach New Document dialog box will appear.

Document Title:	ER QA Database Instructions ×
File:	nt: Ctrl + click to select multiple files

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

organize • New folder				)H •	
Favorites	*	Name	Size	Item type	Date mo
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📑 Videos		EERJan31_2012.mdb	68,620 KB	Microsoft Access	3/21/201
		General Permit Condition Language.msg	162 KB	Outlook Item	3/12/201
🐺 Computer		🥶 TeamPulse.msg	33 KB	Outlook Item	1/24/201
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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.

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

Document Title:	EER QA Database Instructions	
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File:	Hint: Ctrl + click to select multiple files	

Click on the Upload button.

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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.

K		Dep	partment	A	QB Com	pliance Reporting			
Home	Register for	Additic	nal Facilities	Manage Facility Roles				An Dale	Logo
Facilit Facilit Repor Cho Repor	ters ty or Owner Name: rt Type: lose One rt Group: lose One	ortin	g - Report List	t 	Final Report Da From:	ate Range: Acti	ivity Number:		
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Click on the magnifying glass of the EER that you need to download reports.

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

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

Report Attached Documents         Al Number:       2097       Workflow Step:       Closed         Activity Number:       002097-12082014-01       Discovered:       12/07/2014         Bacility Name:       Calmat of New Mexico - 600TPH Sand and Gravel       Event Start:       12/07/2014         Company Name:       Vulcan Materials Co       Event Start:       12/07/2014         Form to Submit       Due Date       Actual Date       Original Due Date       Extension Request       Actions         Initial EER       12/08/2014       12/08/2014       12/08/2014       Initial EER       12/09/2014       Initial EER       I/09/2014       Initial EER       I/09/2014       I/09/2014       I/09/2014       I/09/2014       I/09/2014       I/09/2014       I/09/2014       I/09/2014-01       I/01/2015       I/01/2014       I/01/2015       I/01/2015       I/01/2015       I/01/2015       I/01/2014       I/01/2015	Home Re	egister for Additional Fac	ilities Ma	anage Facility Roles					An Dale	Logo
Return to Rep         AL Number:       2097       Workflow Step:       Closed         Activity Number:       002097-12082014-01       Discovered:       12/07/2014         Facility Name:       Calmat of New Mexico - 600TPH Sand and Gravel       Event Start:       12/07/2014         Company Name:       Vulcan Materials Co       Event End:       12/07/2014         Form to Submit       Due Date       Actual Date       Original Due Date       Extension Request       Actions         Initial EER       12/08/2014       12/08/2014       12/08/2014       Event End:       E	Report Attack	ned Documents								
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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.

			(3)		
	Do you want to open or save EER_000622-01222013-01_Initial-Final_EER.pdf (124 KB) from eidea-t.nmenv.state.nm.us?	Open	Save 💌	Cancel	×
1			)	$\overline{}$	

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

	Save (4)
	Save as
Do you want to open or save EER_000622-01222013-01_Initial-Final_EER.pdf (124 KB) from eidea-t.nmenv.state.nm.us?	? Open Save  Save and open

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.

FU	TERS	_					
Facili	ty or Owner Name:		AI ID:		Final Report Da	Activity Number:	
Repo	rt Type: oose One				To: 12/08/201		
Repo	rt Group:		_	and the second second		Construction of the second	
Cho	ose One		*				
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itori	a Falactade All Or		D. Clocad within th	a lact 20 daws is true			-13
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In this example, we will filter the data first by **FINAL** Report\* Date Range (1).

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

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.

showing 1 to 3 of 3												
Туре	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	ł	Initial EER Submitted: 12/08/2014	Q					
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	Ø,					
Showi	ng 1 to 3 of 3											
Add New 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.

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

The following table will appear.

#### **Export Selected Columns**

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



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.

×

If your computer is configured for CSV files to automatically open in Microsoft Excel, then Excel will open and display the file as in the example below.

	A1	• (=	f <sub>x</sub>	AGENCY_	INTEREST_	NAME											
	А	В	С	D	E	F	G	н	I.	J	К	L	М	N	0	Р	Q
1	AGENCY_INTE	SOURCE_	TEMPO_A	TEMPO_O	TEMPO_C	TV_PERM	NSR_PERM	IS_STATIO	IS_PORTA	IS_LAT_LO	LATITUDE	LONGITUE	UTM	IS_ACTIVE	TEMPO_A	TEMPO_A	TEMPO_F/
2	Associated Asp	SM	2233	Associate	Santa Fe		9999	Yes	No	No				Yes	2233	002233-07	D2
3	Associated Asp	SM	1659	Associate	Portable S	ource	9788	Yes	No	No				Yes	1659	001659-07	Dryer
4	Associated Asp	SM	1659	Associate	Portable S	ource	9788	Yes	No	No				Yes	1659	001659-07	Dryer
5	APC Southern	SM	3582	APC South	Colfax		7893	Yes	No	No				Yes	3582	003582-06	S1
6	Roswell Comp	TV-Major	10	Transwest	Chaves	Title V Pe	NSR Perm	Yes	No	No				Yes	10	000010-07	Compress
7	Roswell Comp	TV-Major	6	El Paso Na	Chaves	l;klk;j	kljhkljh	Yes	No	No				Yes	6	000006-06	EU1
8																	
9																	
10																	
11																	
12																	

Above is a partial screenshot of the export data. All data fields on the EER form for each report are listed in one row in the spreadsheet. Save the file as a regular Excel file.

If there is no application configured for CSV files, then the data will appear as follows when viewed in a text file application like Notepad:



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

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

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

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.

	NMENT		AQB Complia	ance Report	ing		
	Department						
tome Register for Ad	ditional Facilities					Peppermi	nt Patty Lo
B Compliance Repo	rting - Report List						
FILTERS							
Facility or Owner Name:	AI ID:		Final Report Date F	Range:	Activity Num	nber:	
Report Group:			To:				
Report Type:							
Choose One	*						
iteria Selected: All Oper	n OR Closed within the last 30 days is	s <i>true</i>				Q Search	🕜 Reset
iteria Selected: All Oper	n OR Closed within the last 30 days is Records per page	s <b>true</b>			1 2	<b>Q</b> Search	6 7 M
iteria Selected: All Open nowing 1 to 5 of 34 5 Y Type	n OR Closed within the last 30 days is Records per page Facility Name	s true	Activity Number	Status	1 2 Final Report Submitted	Q Search 3 4 5 Other Dates	G Reset
iteria Selected: All Oper nowing 1 to 5 of 34 5 v Type	n OR Closed within the last 30 days is Records per page Facility Name Bobby Garcia Truck - 550TPH Screening Pla	s true	Activity Number 002021-06172015-04	Status In Progress	1 2 Final Report Submitted	Q Search 3 4 5 Other Dates	6 7 M Actions
iteria Selected: All Oper owing 1 to 5 of 34 5 v Type mmary of Periodic Testing - .TA Test st Notification for Summary porting - RATA Test	n OR Closed within the last 30 days is Records per page Facility Name Bobby Garcia Truck - 550TPH Screening Pla Bobby Garcia Truck - 550TPH Screening Pla	AI AI 2021 ant 2021	Activity Number 002021-06172015-04 002021-06172015-03	Status In Progress Notification Certified	1 2 Final Report Submitted	Q Search	6 7 M Actions
iteria Selected: All Oper nowing 1 to 5 of 34 5 7 Type Immary of Periodic Testing - ATA Test est Notification for Summary sporting - RATA Test Immary of Periodic Testing - criodic Test	n OR Closed within the last 30 days is Records per page Facility Name Bobby Garcia Truck - 550TPH Screening Pla Bobby Garcia Truck - 550TPH Screening Pla Battoo Sand and Gravel - Crushing /Screen Facility GCP2 No.2516	s true AI ant 2021 ant 2021 ing 2318	Activity Number 002021-06172015-04 002021-06172015-03 002318-06172015-02	Status In Progress Notification Certified Result Prepared	1 2 Final Report Submitted	Q Search	6 7 M Actions
iteria Selected: All Oper towing 1 to 5 of 34 5 7 Type Immary of Periodic Testing - ATA Test est Notification for Summary aporting - RATA Test Immary of Periodic Testing - riodic Test Immary of Periodic Testing - ATA Test	n OR Closed within the last 30 days is Records per page Facility Name Bobby Garcia Truck - 550TPH Screening Pla Bobby Garcia Truck - 550TPH Screening Pla Battoo Sand and Gravel - Crushing /Screen Facility GCP2 No.2516 Caviness Ranch Compressor Station	AI 2021 2021 2031 2031 2031 2031 2031 2031	Activity Number 002021-06172015-04 002021-06172015-03 002318-06172015-02 000649-06172015-02	Status In Progress Notification Certified Result Prepared Result Prepared	1 2 Final Report Submitted	Q Search	C Reset           6         7           Actions           /         Q           /         Q           /         Q           /         Q           /         Q
iteria Selected: All Oper nowing 1 to 5 of 34 5 • Type Immary of Periodic Testing - ATA Test ast Notification for Summary aporting - RATA Test Immary of Periodic Testing - vriodic Test Immary of Periodic Testing - ATA Test Ist Notification for Summary sporting - Periodic Test	Records per page     Facility Name     Bobby Garcia Truck - 550TPH Screening Pla     Bobby Garcia Truck - 550TPH Screening Pla     Bobby Garcia Truck - 550TPH Screening Pla     Bartoo Sand and Gravel - Crushing /Screen     Facility GCP2 No.2516     Caviness Ranch Compressor Station     Bartoo Sand and Gravel - Crushing /Screening     Facility GCP2 No.2516	AI AI 2021 ant 2021 ing 2318 649 2318	Activity Number 002021-06172015-04 002021-06172015-03 002318-06172015-02 000649-06172015-02 002318-06172015-01	Status In Progress Notification Certified Result Prepared Result Prepared Notification Certified	1 2 Final Report Submitted	Q Search	6 7 M Actions / Q / Q / Q / Q
iteria Selected: All Oper howing 1 to 5 of 34 5 Type Type ummary of Periodic Testing - ATA Test sts Notification for Summary eporting - RATA Test ummary of Periodic Testing - striodic Test ummary of Periodic Testing - ATA Test st Notification for Summary eporting - Periodic Test st Notification for Summary eporting - Periodic Test	n OR Closed within the last 30 days is Records per page Facility Name Bobby Garcia Truck - 550TPH Screening Pla Bobby Garcia Truck - 550TPH Screening Pla Bartoo Sand and Gravel - Crushing /Screening Facility GCP2 No.2516 Caviness Ranch Compressor Station Bartoo Sand and Gravel - Crushing /Screening Facility GCP2 No.2516 Records per page	AI AI 2021 ant 2021 ant 2021 ant 2021 ang 2318 649 2318	Activity Number 002021-06172015-04 002021-06172015-03 002318-06172015-02 000649-06172015-02	Status In Progress Notification Certified Result Prepared Result Prepared Notification Certified	1 2 Final Report Submitted	Q Search 3 4 5 Other Dates 3 4 5	C Reset         6       7         Actions         /       Q         /       Q         /       Q         /       Q         /       Q         /       Q         /       Q         /       Q         /       Q         /       Q         /       Q         /       Q         /       Q         /       Q         /       Q         6       7

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 predetermined 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:

**New Routine Report** 

#### **Routine Report Type to Submit**

	Q	
MACT Report		
NESHAP Report		→ Next 🗙 Cancel
NMAC Report		
NSPS Report		
Permit Requirement Report		
Startup Netification		
Title V Annual Compliance Certification Report		
Title V Semi-Annual Monitoring Report		

Select the type of report you are submitting.

New Routine Report	×
Routine Report Type to Submit	
Title V Annual Compliance Certification Report	
Routine Report Sub-Type to Submit	
- ×	
	→ Next X Cancel

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 <u>1.5.3 Registration for</u> other roles.



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

Showing 1 to 3 of 3			
Select One	Facility Name 💙	Owner	AI Number
0	7 Rivers Draw Compressor Station	Agave Energy Company	335
O	Agave - Coyote Compressor Station	Agave Energy Company	29537
٥	Agave Dagger Draw Gas Plant	Agave Energy Company	211
Showing 1 to 3 of 3			



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."



Then, click Next.

NOTE, If the monitoring period is not in the dropdown, please send an email to <u>nmenv-</u>

<u>aqbrr@state.nm.us</u> providing the information, including the Facility ID, monitoring period and Report Type.

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

			Return to List
REPORT HEADER			
I Number: * ctivity Number:	211 000211-10072015-04	Workflow Status: In Progress 	
acility Name:	Agave Dagger Draw Gas Plant		
ompany Name:	Agave Energy Company	Monitoring Period Start: 03/01/2015	
ource Is:	<ul> <li>Stationary Source</li> <li>Portable Source</li> </ul>	Monitoring Period End: 08/31/2015	
ortable Location:	UTM:	Report Due Date: 10/15/2015	
	Lat: Long:		
itle V Permit No.:			
SR Permit No.:			
SR Permit No.: irst Name / Last Name:	Linus Van Pelt	Office Phone: 505-476-4300	Extn.:
SR Permit No.: irst Name / Last Name: -mail Address:	Linus Van Pelt aqbprep1@gmail.com	Office Phone: 505-476-4300 Cell Phone:	Extn.:
ISR Permit No.: irst Name / Last Name: -mail Address:	Linus Van Pelt aqbprep1@gmail.com	Office Phone: 505-476-4300 Cell Phone:	Extn.:
ISR Permit No.: irst Name / Last Name: -mail Address:	Linus Van Pelt aqbprep1@gmail.com	Office Phone: 505-476-4300 Cell Phone:	Extn.:

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

After you do so, the following screen will po	op up:
---	--------

Document Title:			(2)
File:		Browse (3)	
	Turing Marine		

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:

	Tedab						
						Inc	orrect Permit D
ATTACHMENTS							
							O Ad
Uploaded 🗸	D	ocument Title		File Name	Size	Action	5
10/07/2015	211 Semi Annual Re	port Aug 2015	211 Semi An	inual Report.docx	11 KB	/ 7	± 🛍

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:



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).

	ICIDENTS WITH EERS								
veviation Inc <sup>i</sup>	idents with Excess Em	nission	s.						
	Tracking Numbe	4 <b>r</b>				Deviation Start		Deviation End	
	, and a second				No Reco	ords Found			
DEVIATION IN		5							_
DEVENION	CIDENTS MILLION EEK								
eviation Inc	idents without Excess	Emise	ione					Add New EED De	viation
Criticion Inc.	GUILD THEFTODE LIGGED		11115					C AUG NOII-EEK DE	10000
	· · · · · · · · · · · · · · · · · · ·	Ennibe	NUTIS.	-	_			O Add Non-EER De	. Thatform
Requirement	Deviation Start Date	Time	Deviation End Date	Time	Unit #	Detailed Description of D	eviation Incident	Reported in Semi-Annual?	Action
Requirement	Deviation Start Date	Time	Deviation End Date	Time	Unit # No Reco	Detailed Description of D	eviation Incident	Reported in Semi-Annual?	Action
Requirement	Deviation Start Date	Time	Deviation End Date	Time	Unit # No Reco	Detailed Description of D ords Found	eviation Incident	Reported in Semi-Annual?	Action
Requirement	Deviation Start Date	Time	Deviation End Date	Time	Unit # No Reco	Detailed Description of D ords Found	eviation Incident	Reported in Semi-Annual?	Action
Requirement	Deviation Start Date	Time	Deviation End Date	Time	Unit # No Reco	Detailed Description of D ords Found	eviation Incident	Reported in Semi-Annual?	Action
Requirement	Deviation Start Date	Time	Deviation End Date	Time	Unit # No Reco	Detailed Description of D ords Found	eviation Incident	Reported in Semi-Annual?	Action
Requirement DEVIATION SU	Deviation Start Date	Time	Deviation End Date	Time	Unit # No Reco	Detailed Description of D ords Found	eviation Incident	Permit Condition or Rule (	Action
Requirement DEVIATION SI ummary of F	Deviation Start Date	Time	peviation End Date	Time	Unit # No Reco	Detailed Description of D ords Found	eviation Incident	Permit Condition or Rule (	Action
Requirement DEVIATION SI ummary of F No.	Deviation Start Date	Time	from.	Time	Unit # No Reco	Detailed Description of D ords Found tule Citation	eviation Incident	Permit Condition or Rule (	Action

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

Have any deviations occurred at this facility during this reporting period? Yes No (4) (2) (3) (4) B Save Ready to Certify Delete	
<mark>(2) (3)</mark> 留 Save Ready to Certify   首 Delete	
Delete	1
	]

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

<u>If you have deviations</u> 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 de	eviations occurred at this facility during this reporting period? Yes $\widehat{oldsymbol{ extsf{e}}}$ No $\mathbb{O}$

#### The following table will appear:

DEVIATION INC	CIDENTS WITH EERS (1)					
veviation Incid	lents with Excess Emission	15.				
	Tracking Number		-	Deviation Start	D	eviation End
			No Red	cords Found		
eviation Incid Requirement	lents without Excess Emis Deviation Start Date Time	sions. Deviation End Date	Time Unit #	Detailed Description of Devia	(2) L	Add Non-EER Deviation
			No Red	cords Found		
DEVIATION SU	MMARY					
ummary of Pe	ermit Conditions Deviated	from.		(3	Add Permit	Condition or Rule Citation
No		Permit	Condition or	Rule Citation		Actions
no.						

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

<u>Deviations Incidents with EERs.</u> 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 <u>5.0 Excess Emission Reports</u> of this User Guide).* 

<u>Deviation Incidents without EERs.</u> This section is to provide details of the deviations reported under the Deviations Summary. Click on "Add Non-EER Deviation" **(2)**.

<u>Deviations Summary.</u> 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).

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

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

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

Add Deviation Summary		
Permit Condition or Rule Citation		
A201.B Periodic Testing: Failure to conduct 1st quarter p Unit 1	eriodic esting i	in A
	🗒 Save	🗙 Cancel

Add Devia	tion Detail
Requirement	A107.A
Deviation Start	03/20/2015 📅 Time: 2:00
Deviation End	03/31/2015 📅 Time: 11:59
Unit #	FL-1 Select Emission Unit
Detail	Exceeded the 12-mont rolling total of VOC SSM Emission as for March 2015
	🖺 Save 🗙 Cancel

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

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:

	CIDENTS WITH EE	RS						
Deviation Inci	idents with Exces	s Emiss	ions.					
	Tracking N	umber				Deviation Start	Deviation End	
					No	Records Found		
DEVIATION IN	ICIDENTS WITHOUT	EERS						
Deviation Inci	idents without Ex	cess En	nissions.				O Add Non-EEF	R 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 S	UMMARY	_			_			
Summary of F	Permit Conditions	Deviate	ed from.			O Add P	ermit Condition or Ru	Ile Citation
the second production of the second			Pe	ermit Cor	idition	or Rule Citation	A	ctions
No.							1	· 💼
No. 1 A107	A SSM Emissions			er period	lic testir	ng on Unit 1.	1	â
No. 1 A107	.A SSM Emissions .B Periodic Testing:	Failure t	o conduct 1st quart				11.00	and finite-term
No. 1 A107. 2 A201.	.A SSM Emissions .B Periodic Testing:	Failure t	o conduct 1st quart					

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

If you have completed your deviations continue to section <u>6.4</u> 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).

New	Routine Report	×
Roi	utine Report Type to Submit	
ſ	Chanse One	ns
<mark>(1)</mark>		
	MACT Report	Q
	NESHAP Report	→ Next 🔀 Cancel
	NMAC Report	Q
	NSPS Report	Q
	Permit Requirement Report	
i-Annual	Startup Notification	05/31/2015, Due Date: 07/15/2015
ication of A	Title V Annual Compliance Certification Report	
ecified in P	Title V Semi-Annual Monitoring Report	
fication of Ac ed in Permit)	ttual Startup Date 7 Rivers Draw Compressor Station 335 000335-06252015-01 In Progress	<ul> <li>Q</li> </ul>

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:

a One		
New	/ Routine Report	×
R	outine Report Type to Submit	
	MACT Report	-
	Пног Корогс	
R	egulation SubPart	
r		
( <u>2</u> )	ZZZZ	
5		
R	DDDDDDD	
	EEEE	
	G	
u. n	нн	
	0	
		■ Next X Cancel
m	UUU	
	ZZZZ	
11		<b>T</b>
	Adave Dadder Draw	Monitoring Period: 12/01/2014 -
Ro	utine Report Type to Submit	
	MACT Report	Ŧ
Re	gulation SubPart	
	ZZZZ	×
Ro	utine Report Sub-Type to Submit	
(2)		
(3)	Excess Emissions And Monitoring System Performance Report	
	Performance Test Results	
	Opacity/Visible Emissions Test Results	→ Next 🔀 Cancel
	Progress Reports	
	Periodic Startup/Shutdown/Malfunction Reports	
	Immediate Starup/Shutdown/Malfunction Reports	
	Continuous Monitoring System Performance Evaluation Results	Monitoring Period: 12/01/2014 -
-Annual	COMS Performance Evaluation Results	E 05/31/2015, Due Date: 07/15/2015
ication of A	Excess Emissions And Monitoring System Performance Report	
ication of A	Summary Reports	<ul> <li>Image: A set of the set of the</li></ul>
ALACION OF M	Ctual Startop Date / Kivels Diaw 225 000225-06252015-01 To Dr	rooress

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

lew Routine Report		×
Routine Report Type to Submit		
Permit Requirement Report	٣	
Routine Report Sub-Type to Submit		
	Y	
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		
Choose a facility	from the list below and then click "Select".		
Showing 1 to 3 of	3		
SelectOne	Facility Name 🌱	Owner	AI Number
•	7 Rivers Draw Compressor Station	Agave Energy Company	335
۲	Agave - Coyote Compressor Station	Agave Energy Company	29537
	Agave Dagger Draw Gas Plant	Agave Energy Company	211
Showing 1 to 5 of	3		
V			Select 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 Rep	oort	×
For one-time submittal	s with no monitoring period, enter the same date for reporting period start and end.	
Reporting Period Start:	17	
Reporting Period End:		
Report Due Date:		
	→ Next X Canc	el

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

T Report - Summ	ary R	eports (ZZZZ	)				Re	eturn to List
REPORT HEADER								
AI Number: * Activity Number: 'acility Name: Company Name:	211 0002 Agave	11-07072016-01 Dagger Draw Gas F	Plant	Workflow Status: In Pr Permit Number: P157 Monitoring Period Start:	rogress 7-R2M1	1		
Gource Is:	O Sta Por	tionary Source table Source		Monitoring Period End:	12/31/2015			
ortable Location:	UTM: Lat:	Long:		Report Due Date:	01/31/2016			
irst Name / Last Name:		Peppermint	Patty	Office Phone	505	-476-4300	Extn.:	
-mail Address:		aqbsc1@gmail.co	m	Cell Phone:				
							Incorrect I	<sup>p</sup> ermit Data
ATTACHMENTS							<mark>(1)</mark>	O Add
Uploaded 🗸			Document Title	File Na	ime	Size	Action	15
								12

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

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

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

Document Title:			<mark>(2)</mark>	
File:		Browse	<mark>(3)</mark>	
	Tillsland Monad			

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 Li
REPORT HEADER							
AI Number: * Activity Number:	211		Workflow Status: In Pr	rogress			
Facility Name:	Agave Dagger Draw Gas P	lant	Permit Number: P157-R2M1				
Company Name:	pany Name: Agave Energy Company		Monitoring Period Start:	01/01/2015	01/01/2015		
Source Is:	© Stationary Source		Monitoring Period End:	06/30/2015	17		
Portable Location:	UTM:		Report Due Date:	01/01/2020	17		
Title V Permit No.:							
Title V Permit No.: NSR Permit No.:							
Title V Permit No.: NSR Permit No.: First Name / Last Name:	Linus	Van Pelt	Office Phone:	505-476-	4300	Extn.:	
Title V Permit No.: NSR Permit No.: First Name / Last Name: E-mail Address:	Linus aqbprep1@gmail.con	Van Pelt	Office Phone: Cell Phone:	505-476-	4300	Extn.:	
Title V Permit No.: NSR Permit No.: First Name / Last Name: E-mail Address:	Linus sqbprep1@gmail.con	Van Pelt	Office Phone: Cell Phone:	505-476-	4300	Extn.: Incorre	ct Permit Da
Title V Permit No.: NSR Permit No.: First Name / Last Name: E-mail Address:	Linus sqbprep1@gmail.con	Van Pelt	Office Phone: Cell Phone:	505-476-	4300	Extn.: Incorre	ct Permit Da
Title V Permit No.: NSR Permit No.: First Name / Last Name: E-mail Address: ATTACHMENTS Uploaded V	Linus sqbprep1@gmail.com	Van Pelt	Office Phone: Cell Phone: sme Size	505-476-	4300	Extn.: Incorre	ct Permit Da

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:



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).

lew	Routine Report		×
Ro	utine Report Type to Submit		
ſ	NSPS Report	*	
(1)	1	С,	
Re	MACT Report		
	NESHAP Report		
	NMAC Report		
Ro	NSPS Report		
	Permit Requirement Report		
	Startup Notification	~	
	Title V Annual Compliance Certification Report		
	Title V Semi-Annual Monitoring Report		
			Nevt Scancel
			- Next Calleer

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:

s Nev	Routine Report		×
1 R	outine Report Type to Submit		
er Ju	NSPS Report	w	
in R	egulation SubPart		
<mark>(2)</mark>	1000	<u>ــــــــــــــــــــــــــــــــــــ</u>	
m R		Q,	
	Da		
tif sp	Dc	Ξ	
tif fie	GG GGG		→ Next X Cancel
1	GGGa		

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

New	Routine Report ×	
Ro	utine Report Type to Submit	
	NSPS Report	
Re	gulation SubPart	
Í	1010 ×	
Ro	utine Report Sub-Type to Submit	
<mark>(ວ)</mark>		
	Notification of Construction Date	
e	Notification of Initial Startup Date	
	Notification of Physical/Operational Change	
	Notification of Dentonsulation Date	
	Notification to Operative Compliance with COMS	
	Excess Emissions And Monitoring System Performance Report	
	Monitoring Summary Report	
	10-A	
New	Routine Report	×
Ro	outine Report Type to Submit	
	Notifications	
Ro	outine Report Sub-Type to Submit	
<mark>(3)</mark>	Choose One	
	٩	
	Notification of Anticipated Startup Date (As specified in Permit)	
	Notification of Actual Startup Date (As specified in Permit)	el
	Notification of Maximum Production Rate (As specified in Permit)	
	Notification of Actual Shutdown Date (As Specified in Permit)	
	Natification of Actual Startup Date/Maximum Dreduction Date (Ac	
	Notification of Actual Startup Date/Maximum Production Rate (As	
	specified in Permit)	

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

lew 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
•	7 Rivers Draw Compressor Station	Agave Energy Company	335
0	Agave - Coyote Compressor Station	Agave Energy Company	29537
	Agave Dagger Draw Gas Plant	Agave Energy Company	211
Showing 1 to 3 of 3	3		
		[	Select Cancel

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

ATTACHMENTS					
					Incorrect Permit Data
-mail Address:	aqbprep1@g	mail.com	Cell Phone:		
irst Name / Last Name:	Linus	Van Pelt	Office Phone:	505-476-4300	Extn.:
ISR Permit No.:					
itle V Permit No.:					
	Lat:	Long:			
ortable Location:	UTM:		Report Due Date: 1	0/15/2015	
	Portable Source		Monitoring Period End:	8/31/2015	
ource Is:	Stationary Sour	ce	Manitaring Daried End.		
Company Name:	Agave Energy Company		Monitoring Period Start:	3/01/2015	
acility Name:	Agave Dagger Dra	w Gas Plant	Permit Number: P157-R2	2M1	
AI Number: *	211		Workflow Status: In Progr	ess	
REPORT HEADER					
					1

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

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

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

Document Title:			(2)	
File:		Browse	<mark>(3)</mark>	
(4) <b>T</b> U	pload X Cancel			

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 Li
REPORT HEADER				
AI Number: *	211	Workflow Status: In Progr	ess	
Activity Number:	000211-10082015-03			
Facility Name:	Agave Dagger Draw Gas Plant			
Company Name:	Agave Energy Company			
Source Is:	© Stationary Source			
Portable Location:	LITM.			
	Lat:			
Title V Permit No.:				
NSR Permit No.:				
First Name / Last Name:	Linus Van Pelt	Office Phone:	505-476-4300	Extn.:
E-mail Address:	aqbprep1@gmail.com	Cell Phone:		
ATTACHMENTS				Incorrect Permit Da
Uploaded V	Document Title	File Name	Size	Q Add
10/08/2015 211 NCD	Matification of Construction Date	211 1111 Matification Construction Date door	11 10	

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."

Deutine Decet aug		Return	LO LI
REPORT HEADER	ully updated.		
AI Number: * Activity Number: Facility Name:	211 000211-10072015-04 Agave Dagger Draw Gas Plant	Workflow Status: Prepared Permit Number: P157-R2M1	
Company Name:	Agave Energy Company	Monitoring Period Start: 03/01/2015	
Source Is:	<ul><li>Stationary Source</li><li>Portable Source</li></ul>	Monitoring Period End: 08/31/2015	
Portable Location:	UTM: Long:	Report Due Date: 10/15/2015	
Title V Permit No.:			
NSR Permit No.:			
First Name / Last Name:	Linus Van Pett	Office Phone: 505-476-4300 Extn.:	7
E-mail Address	adbprep1@gmail.com	Cell Phone:	

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

NMED Ro	outine Report Permit Requirement Report has been Prepared $Into x  imes$					
NMED AQBCR Administrator <no-reply@state.nm.us>       12:34 PM (11 minut         to sj8471438, me ▼</no-reply@state.nm.us>						
THIS IS A TES	T ACCOUNT. PLEASE IGNORE THIS EMAIL					
A Permit Requi	rement Report has been processed and is currently in Prepared status .					
Facility:	IACX - Bitter Lake Compressor Station					
Activity No.:	000014-08052019-01					
Date Submittee	d: 08/05/2019					
Submitted by:	Jones-Test, Samantha					
Status:	Prepared					

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 <u>6.5.</u>

### 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. <u>See Section 1.5 for Role Registration Instructions</u>.

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:

NMED Routine Report Title V Semi-Annual Monitoring Report has been	Prepared Inbox	x 🖷 🗖
■ Van Pelt, Linus <aqbprep1@gmail.com> to aqbfa1, me ▼</aqbprep1@gmail.com>	Oct 8 (5 days ago)	☆ 🔺 🔹
A Title V Semi-Annual Monitoring Report has been processed and is currently in Prepared     A Title V Semi-Annual Monitoring Report has been processed and is currently in Prepared     Facility: Agave Dagger Draw Gas Plant     Activity No.: 000211-10072015-04 ← Activity Number     Date Submitted: 10/08/2015     Submitted by: Van Pelt, Linus     Status: Prepared	phishing status .	
Click boro to Donly, Donly to all, or Conward		

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**.

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

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 Ad	ditional Facilities					Peppermi	nt Patty	Logou
AQB Compliance Repo	rting - Report List							
FILTERS								
Facility or Owner Name:	AI ID:		Final	Report Date Range		Activity Number:		
Peport Group			From	: 17	C	1)		
Choose One	*		10;					
Report Type:								
Choose One	•							
						Q Search	J Ω Re	set
Any important announ	icements will be display he	re.						
Click here for more inf	formation							
Criteria Selected: All Ope	n OR Closed within the last	30 da	ays is true					
Showing 1 to 10 of 32	Records per page					1 2	3 4	H H
Туре	Facility Name	AI	Activity Number	Status	Final Report Submitted	Other Dates	Acti	ons
NSPS - Notification of Construction Date (JJJJ)	Agave Dagger Draw Gas Plant	211	000211-10082015-03	In Progress			7	Q
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	1.	Q
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	1	Q
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	1.	Q
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	1	Q
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	1	Q
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	1	Q
EER	Bartoo Sand & Gravel - 300TPH DM732 Asphalt Plant No0196	1668	001668-09242015-01	Entering Final EER		Initial EER Submitted: 09/24/2015	7	Q
EER	Bartoo Sand & Gravel - 300TPH DM732 Asphalt Plant No0196	1668	001668-08112015-01	Entering Initial EER			1	Q
EER	Bartoo Sand and Gravel - Crushing /Screening Facility GCP2 No.2516	2318	002318-08112015-01	Entering Initial EER			1.	Q
Showing 1 to 10 of 32	Records per page					1 2	3 4	H H
	Add New EER Add	l New	Routine Report A	dd New Stack Tes	EER Exp	port		

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

Home Re	egister for Additional	acilities				Pep	permint Patty Logo
AQB Complia	nce Reporting -	Report List					
FILTERS			Service -				
Facility or Own	er Name:	AI ID:		Final Rep From:	ort Date Range:	Activity Number: 211-10072015-04	
Report Group:				To:	17		
Choose One	*						
Report Type:							
Choose One	*						
						1722	
						Qs	earch O Reset
Any import	ant announcement	s will be displa	av here.				
Click here f	or more informatio	n					
Criteria Selecte	ed: Activity Numbe	r contains 211-	10072015-04				
Showing 1 to 1 of	1		24	P			
Туре	Facility Name	AI Activity	Number Status	Final Report Submitted		Other Dates	(2) Actions
Title V Semi- Annual	Agave Dagger Draw Gas Plant	211 000211-10	072015-04 Prepared	<mark>(1)</mark>	Monitoring Period: 03 10/15/2015	/01/2015 - 08/31/2015, Due	Date: 📝 🔍
Showing 1 to 1 of	1						
	1	Add New EER	Add New Routin	e Report Add I	New Stack Test EE	R Export	
	l			·		•	

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.

												IL H	turn to Li
REPORT MEADER													
AI Number: *	211						Workflow Status: Prep	ared					
Activity Number:	000211	-1007201	15-04				Permit Number: P15	7-R2M1					
acility Name:	Agave D	agger Drav	w Gas Plan	t									
Company Name:	Agave E	nergy Com	npany				Monitoring Period Start:	03/01	/2015				
Source Is:	© Statio	nary Sour	ce				Monitoring Period End:	00/04					
	Portal	ble Source						08/31	12015				
ortable Location:	UTM:					1	Report Due Date:	10/15	/2015				
	Lat:		Long:										
itle v Permit No.:													
ISR Permit No.:													
irst Name / Last N	Name:	IUS	-	Van Pelt			Office Phone	: [	505-476-4300		Extn.:		
-mail Address:	ad	borep1@ar	mail.com	Esection of the		1	Cell Phone:	ľ		-			
											Inco	orrect I	Dermit Da
											mill	arout I	Same Da
ATTACHMENTS	(1)						Net of the State						
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Uploaded ¥	Doci	ument rue					riie Mattie		Size		ACU	ons	
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10/07/2015	PDF Test			0	arina Muno: 34-072320:	z RG Jun 15-01 Ca	e to Nov 2015.xlsx		32 KB 62 KB	1.	Ŧ	± ± (3)	1
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Download All PE	PDF Test			0	arina Muno: 34-072320:	z RG Jun 15-01 Ca	e to Nov 2015.xlsx		32 KB 62 KB	/. /	Ŧ	± (3)	1
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10/07/2015 Download All PE DEVIATIONS DEVIATIONS DEVIATION SUI Summary of Pr	PDF Test DFs (4) 2) mons occurred at th MMARY ermit Conditions D	is facility	during t	C 0: nis repor	arina Muno: 34-072320: ting perio	z RG Jun 15-01 Ca d? Y	e to Nov 2015.xlsx ancellation Request.pdf		32 KB 62 KB	/	T T	± (3)	itation
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IO/07/2015 Download All PE DEVIATIONS DEVIATIONS DEVIATION SUI Summary of Pe No. 1 A201.1 DEVIATION INC Summary of De	PDF Test DFs (4) 2) cons occurred at th MMARY ermit Conditions D B Periodic Testing: Fi citeENTS WITH EERS eviation Incidents	is facility Deviated f allure to co	during tl from. onduct 1st	C 0: his repor quarter p sions.	ting perio	d? Y	e to Nov 2015.xlsx incellation Request.pdf es  No  Citation it 1		32 KB 62 KB	mit Condi	<b>T</b> <b>T</b> <b>T</b>	±     (3)     Rule C(         Actions         (1)	Itation
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<u>NOTE:</u> 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.



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:

<b><i>Rev Wester</i></b> <b>Environment</b> Department	CROMERR Challenge Question <b>QA - ENVQ</b>
Please Answer the Following Securi What was the find the following Security of the following Sec	ity Question irst concert you attended? nit Cancel

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**.

	er for Additional Facilitie					Peppermint Patty	Logou
QB Compliance	Reporting						
CERTIFICATION	Secolul Street						
1. Click the buttor	n below to download Title	e V Semi-Annual Monito	oring Report rep	ort as a PDF to your com	puter.		
(1) Downloa	d Form						
2. Review the PDF	<sup>=</sup> for accuracy.						
3. Mark the "I agr	ee" checkbox button to	certify this report as tru	ie, accurate, an	d complete.			
4. Click the Certify	y button to complete cer	tification of this report.					
At any time, click Ca	ancel to NOT certify but	return to the entry forn	1.				
By clicking on the C	ertify button, I agree to	the following:					
By clicking on the C After reasonable inq	ertify button, I agree to quiry, I certify this report	the following: as true, accurate and	complete.				
By clicking on the C After reasonable inq	ertify button, I agree to Juiry, I certify this report	the following: as true, accurate and	complete.				
By clicking on the C After reasonable inq I agree Reporting Official:	ertify button, I agree to quiry, I certify this report	the following: as true, accurate and Patty	complete.				
By clicking on the C After reasonable inq I agree Reporting Official: Title:	ertify button, I agree to uiry, I certify this report Peppermint Peppermint	the following: as true, accurate and	complete.				
By clicking on the C After reasonable inq I agree Reporting Official: Title: Date:	Peppermint 10/13/2015	the following: as true, accurate and	complete.				

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.

Do you want to open or save 000211-10072015-04_RR.pdf from aqbcr.air.net-q.env.nm.gov	?			×
(2)	Open	Save	•	Cancel

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

	AND RE	PORT INFORM	IATI	ON					
Owner Name:					Facility Name	K.			
DCP Operating C	Company	y LP-test			DCP - Eu	nice Ga	as Plant-test		
Al Number:		Activity Numb	Der:		I	Title V	Permit Number:		NSR Permit Number:
595		000595-06	6072	2019-01		P086	-R2M1		NSR 44M10R6
Report Type:		1						Perm	It Condition:
Title V Semi-Ann	ual Mon	itoring Repo	ort - ·	-					
Monitoring Start:	Monit	toring End:		Report Due:	Report Certifed:		Status:		
03/01/2019	08/3	31/2019		10/15/2019	06/07/2019		Certified		
Preparer Name:					Title:				
Jesse James					Administrativ	e Assis	tant		
Office Phone:	O	fice Ext:	Cel	Phone:	E-mail:				
505-777-7777					jjesse598@g	mail.co	m		
Certifier Name					Title:			Res	ponsible Official for Title V?
Joe Johnson					Budget Analy	/st		Yes	
Office Phone:	0	ffice Ext:	Cel	I Phone:	E-mail:				
505-555-5555					ioeiohnson19	970197	01970@amail	com	
							0,		
		5500							
Activity Number	IS WITH	EERS		Doviation Start			Doviation E	vd.	
000505-03112010-01			_	02/10/2010 08-00 AM	Deviation End			м	
000595-06032019-01				06/03/2019 12:00 AM	4 03/10/2019 10:00 AM			m	
ATTACHMENTS									
Upload Date D	ocument 1	Title					File	Name	
06/07/2019 te	st						EE	R-User-	Guide-AQBCR-1-2-2018.pdf
CERTIFICATION OF	TRUTH,	ACCURACY A	ND C	OMPLETENESS					
I certify under per	alty of la	aw that I hav	/eh:	ad the opportunity	to review, in hu	man-re	adable format	the c	content of the electronic be information and believe
document to whic formed after rease	n i nerei onable ir	by centity an nouiry, the s	d at tate	test, and I further o ments and informa	ertity under per tion contained i	naity of in this s	law that, base ubmission are	ed on t true.	accurate, and complete.
ionnou antor rouo		ny false stat	0000	ant representation	or certification	of this	eubmieeion m	av res	ult in criminal panalties

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.

Home	Register for Additional Facilities	Peppermint Patty	Logout
AQB Com	pliance Reporting		
CERTIFIC			
1. Click	the button below to download Title V Semi-Annual Monitoring Report report as a PDF to your computer.		
	Download Form		
2. Revie	w 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 tim	e, click Cancel to NOT certify but return to the entry form.		
By clicking	on the Certify button, I agree to the following:		
After reas	phable inquiry. I certify this report as true, accurate and complete.		
🗹 I a	gree (4)		
Reporting	Official: Peppermint Patty		
Title:	Peppermint		
Date:	10/13/2015		
	(5) Certify Cancel		

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:

Routine Report Submission Confirmation	
The routine report has been successfully submitted and certified.	
	• ОК

Click OK.

Showing 1 to 10 of 32	cords per page					1 2	3 4 M M
Туре	Facility Name	AI V	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	e Q
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	7 Q
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	<b>7</b>
Title V Semi-Annual	Agave Dagger Draw Gas Plant	211	000211-10072015-04	<sub>Certified</sub> (7)	10/13/2015	Monitoring Period: 03/01/2015 - 08/31/2015, Due Date: 10/15/2015	/ Q
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	Q
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	<b>(</b>
NSPS - Notification of Construction Date (JJJJ)	Agave Dagger Draw Gas Plant	211	000211-10082015-03	In Progress			/ Q
SUN - Notification of Actual Startup Date (As specified in Permit)	7 Rivers Draw Compressor Station	335	000335-06252015-01	In Progress			/ Q
SUN - Notification of Anticipated Startup Date (As specified in Permit)	7 Rivers Draw Compressor Station	335	000335-06252015-02	In Progress			Q
Test Notification for Summary Reporting - RATA Test	Caviness Ranch Compressor Station	649	000649-06172015-01	Notification Certified			7 Q
Showing 1 to 10 of 32	cords per page					1 2	34 M M

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

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.

NME	ED Routine R	eport Title V Semi-Annual Monitoring Report has been Certified Inbox x	7
•	Patty, Pepperm to tom.fitzgerald	nint <aqbsc1@gmail.com> 11:41 AM (8 minutes ago) ☆ 🖌 🖪</aqbsc1@gmail.com>	
A	This message I	may not have been sent by: aqbsc1@gmail.com Learn more Report phishing	
	A Title V Semi-A	Annual Monitoring Report has been processed and is currently in <b>Certified</b> status.	
	Facility:	Agave Dagger Draw Gas Plant	
	Activity No.:	000211-10072015-04	
	Date Submitted	1 10/13/2015	
	Submitted by:	Patty, Peppermint	
	Chatura	Cartiliand	

#### 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 Addition	onal Facilities						Bety Test	Ŀ
B Compliance Reportin	ig - Report List							
Filters Facility or Owner Name:	AI ID:		-	Final Re	port Date Rang	e: Activity Number:		
Report Group:	Affirmative D	efense	Planned:	From:	17			
Choose One	<ul> <li>Choose On</li> </ul>	e	*	10.				
Report Type:	Affirmative D	efense	Submitted:					
Choose One	Choose On	e	*					
						Q Searc	ch Q Re	ese
Any important announcen Click here for more inform riteria Selected: All Open O	nents will be displa nation R Closed within the	e last 3	e. 30 days is <i>true</i>			Q Sear		ese
Any important announcen Click here for more inform riteria Selected: All Open Of howing 1 to 2 of 2	nents will be displa nation R Closed within the	ay here e last 3	e. 30 days is <i>true</i>		Eirol Parant	Q Sear		ese
Any important announcen Click here for more inform iteria Selected: All Open Of howing 1 to 2 of 2 Type	nents will be displa nation R Closed within the Facility Name	e last 3	e. 30 days is <i>true</i> Activity Number	Status	Final Report Submitted	Q Searc	Act	on
Any important announcen Click here for more inform iteria Selected: All Open O howing 1 to 2 of 2 Type the V Semi-Annual - Title V emi-Annual Monitoring Report	nents will be displa nation R Closed within the Facility Name Sunny Compressor Station No. 1	e last 3	e. 30 days is <i>true</i> Activity Number 2000165-12062016-02	Status 2 Certified	Final Report Submitted 12/07/2016	Q Search Other Dates Monitoring Period: 06/01/2016 - 11/30/2016, Due Date: 01/16/2017	Act	on
Any important announcen Click here for more inform riteria Selected: All Open O howing 1 to 2 of 2 Type title V Semi-Annual - Title V emi-Annual Monitoring Report ACT - Notification of Compliance tatus (ZZZZ)	nents will be displa nation R Closed within the Facility Name Sunny Compressor Station No. 1 Sunny Compressor Station No. 1	e last 3 AI 165 0	E. 30 days is <i>true</i> Activity Number 200165-12062016-02 2000165-12062016-01	Status Certified	Final Report Submitted 12/07/2016 12/06/2016	Q Searc Other Dates Monitoring Period: 06/01/2016 - 11/30/2016, Due Date: 01/16/2017	Act	on (

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 c	open.
--	-------

REPORT HEADER					
AI Number: * Activity Number:	165 000165-12062016-01	Workflow Status: Certified			
Facility Name:	Sunny Compressor Station No. 1				
Company Name:	Sandias Pipeline, Inc.				
Source Is:	<ul> <li>Stationary Source</li> <li>Portable Source</li> </ul>				
Portable Location:	UTM: Long: Long:				
first Name / Last Name:	Bety	Office Phone: 505-8	55-0005	Extn	
-mail Address:	betytest2@gmail.com	Cell Phone:			
ATTACHMENTS				Inco	rect Permit D
	Document Title	File Name	Size	A	tions
12/06/2016 165 MACT	ZZZZ Notification of Complinace Status 12-06-	2016 AI 165 - MACT ZZZZ.pdf	7 KB	/ Ŧ	± a
12/06/2016 000165-1	2062016-01_RR	000165-12062016-01_RR.pd	102 KB	/ 7	± i
	I THE CONTRACTOR AND ADDRESS OF THE ADDRE	The second s			

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:

ĺ	Un-Lock Report Confirmation		
	Are you sure you want to un-lock this report?		
te	•	✔ Yes	XNo

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.

Routine Report successfi	ully unl	ocked.									
REPORT HEADER									-		
AI Number: *	165				Work	flow Status: In Progre	22				
Activity Number:	0001	65-12062016	-01								
Facility Name:	Sunn	y Compressor St	tation No.	1							
Company Name:	Sand	ias Pipeline, Inc	2								
Source Is:	SI P	ationary Sou	rce								
Portable Location:	UTM										
First Name / Last Name: E-mail Address:		Bety betytest2@gn	nail.com	Test		Office Phone: Cell Phone:	505-555	0005	Ex	tn.:	
Attachments									In	correct Pe	ermit D
Uploaded 🗸		Doci	ument Tit	le		File Name		Size		Actions	
12/06/2016 165 MACT	ZZZZ N	otification of	Complin	ace Status 12-06-2	016	AI 165 - MACT ZZZZ.p	f	7 KB	1	Ŧ	
12/06/2016 000165-12	06201	5-01_RR				000165-12062016-01_	RR.pdf	102 KB	1	Ŧ	Â

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*.

Showing 1 to 3 of 3								
Туре	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			, O	
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	1	
MACT - Notification of Compliance Status (ZZZZ)	Sunny Compressor Station No. 1	165	000165-12062016-01	In Progress	12/06/2016		1	
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.

REPORT HEADER						
AI Number: *	165	Workflow Status: In Progress				
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:					
E-mail Address:	betytest2@gmail.com	Cell Phone:				
ATTACHMENTS				1	Incorrec	t Permit D
						O Add
Uploaded V	Document Title	File Name	Size		Action	5
12/06/2016 165 MACT	ZZZZ Notification of Complinace Status 12-06-2016	AI 165 - MACT ZZZZ.pdf	7 KB	1	+	ŧ II
12/06/2016 000165-1	2062016-01_RR	000165-12062016-01_RR.pdf 102 K		1	Ŧ	Ł
R54 - 665						

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.

CT Report - Notific	ation	of Con	plianc	e Status (ZZZ	Z)			Pre	ev I	Next	Return	to I
REPORT HEADER												
AI Number: * Activity Number:	165 0001	65-120620	16-01		Wo	rkflow Status: In Progres	s					
Facility Name:	acility Name: Sunny Compressor Station No. 1 ompany Name: Sandias Pipeline. Inc.											
Company Name:												
Source Is:	<ul> <li>Stationary Source</li> <li>Portable Source</li> </ul>											
Portable Location:	UTM: Lat:		Long									
First Name / Last Name:		Bety		Test	]	Office Phone:	505-555-4	0005		Extn.:		
E-mail Address:		betytest2(g	gmail.com			Cell Phone:						
										Incorr	ect Perr	nit C
Attachments											0	Ade
Uploaded 💙		D	ocument T	itle		File Name		Size		Act	ions	
12/06/2016 165 MACT :	ZZZZ N	lotification (	of Compli	nace Status 12-06-	2016	AI 165 - MACT ZZZZ.pd	f	7 KB	1	Ŧ	Ŧ	1
12/06/2016 000165-12	06201	6-01_RR				000165-12062016-01_F	RR.pdf	102 KB	1	Ŧ	Ŧ	8
Download All PDFs		51262		Sec. and U.S.	1.00		2.32					-

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

## 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	The Final Report has been submitted and the Affirmative Defense is pending.
Affirmative Defense	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.

-		NME	INT		AQB	Compliance Rep	oorting	
E.		epa	rtment					
	e Register for Ad	ditiona	l Facilities					Arr Iba Log
BC	Compliance Repor	ting	- Report List					
FI	LTERS							
Facil	ity or Owner Name:		AI ID:		Final R	eport Date Range:	Activity Number:	
Repo	ort Type:				To:	17		
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Repo	ort Group:							
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Che	oose One	*					Q Sea	rch 🔘 Reset
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The logout button is at the upper right part of the Home page.

	New Mexico ENVIRONMENT	Secure Extranet Portal Applications
	Department	
Applications	Profile	Log

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

Applications Profile Logo						
elect your approved app	olication to begin.					
Application	Description	Access				
AQB Excess Emissions Reporting (EER)	Air Quality application to track and report on excess emissions.	approved				

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

	Secure Extranet Portal (SEP)
Department	
Register	
Please Log In	
User ID:	
Password:	
Forgot your pa	ssword?
Login	reset
🔒 Secure Sit	te
The Secure Extranet Portal (SEP) provides a secure platform for acc applications, both CROMERR and non-CROMERR. CROMERR was add framework for electronic reporting under EPA environmental regulat NMED application.	ess to New Mexico Environment Department Internet opted by the EPA for the purpose of providing a unified cions. Registration is required. Click here to register for an

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	jdoe (John Doe, Acme)
Facility)	
Activity Number	610-06062013-01
Workflow step or task being	Enter pollutant detail line for an initial/final EER
performed: Entering an initial	
Web Page on which issue	EER Entry form
occurred	
Last Action taken by user	Click Save on Detail Line pop-up dialog box???
(clicked/tapped on link/button)	
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	Not putting anything in the "averaging period", number of
happen) when the last action	exceedances or average emission rate for averaging
was taken?	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).

#### New Mexico Environment Department Air Quality Bureau Compliance Reporting (AQBCR) Application User Guide 9.0 Contact Us/Report Issues

Excess Emissions Reporting - Entry Form

Unable to save EER, a server error occured. 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: <u>nmenv-aqbeer@state.nm.us</u>.

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: <u>nmenv-aqbrr@state.nm.us</u>.

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