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| **Mail Application To:**  New Mexico Environment Department  Air Quality Bureau  Permits Section  525 Camino de los Marquez, Suite 1  Santa Fe, New Mexico, 87505  Phone: (505) 476-4300  Fax: (505) 476-4375  [www.env.nm.gov/aqb](http://www.env.nm.gov/air-quality/permitting-section-home-page/) | | | |  | | | | | **For Department use only:** | | | |
| **Universal Air Quality Permit Application**  **Use this application for NOI, NSR, or Title V sources.**  Use this application for: the initial application, modifications, technical revisions, and renewals. For technical revisions, complete Sections, 1-A, 1-B, 2-E, 3, 9 and any other sections that are relevant to the requested action; coordination with the Air Quality Bureau permit staff prior to submittal is encouraged to clarify submittal requirements and to determine if more or less than these sections of the application are needed. Use this application for streamline permits as well.  **This application is submitted as** (check all that apply)**:**  Request for a No Permit Required Determination (no fee)  **Updating** an application currently under NMED review. Include this page and all pages that are being updated (no fee required).  **Construction Status:**  Not Constructed  Existing Permitted (or NOI) Facility  Existing Non-permitted (or NOI) Facility  **Minor Source:**   NOI 20.2.73 NMAC  20.2.72 NMAC application or revision  20.2.72.300 NMAC Streamline application  **Title V Source:**  Title V (new)  Title V renewal  TV minor mod.  TV significant mod.  TV Acid Rain:  New Renewal  **PSD Major Source:**  PSD major source (new)  Minor Modification to a PSD source  a PSD major modification | | | | | | | | | | | | |
| Acknowledgements: I acknowledge that a pre-application meeting is available to me upon request.  Title V Operating, Title IV Acid Rain, and NPR applications have no fees. | | | | | | | | | | | | | |
| $500 NSR application Filing Fee enclosed OR The full permit fee associated with 10 fee points (required w/ streamline applications). | | | | | | | | | | | | | |
| Check No.:       in the amount of  I acknowledge the required submittal format for the hard copy application is printed double sided ‘head-to-toe’, 2-hole punched (except the Sect. 2 landscape tables is printed ‘head-to-head’), numbered tab separators. Incl. a copy of the check on a separate page.  I acknowledge there is an annual fee for permits in addition to the permit review fee:[www.env.nm.gov/air-quality/permit-fees-2/](http://www.env.nm.gov/air-quality/permit-fees-2/).  This facility qualifies for the small business fee reduction per 20.2.75.11.C. NMAC. The full $500.00 filing fee is included with this application and I understand the fee reduction will be calculated in the balance due invoice. The Small Business Certification Form has been previously submitted or is included with this application. (Small Business Environmental Assistance Program Information: [www.env.nm.gov/air-quality/small-biz-eap-2/](http://www.env.nm.gov/air-quality/small-biz-eap-2/).) | | | | | | | | | | | | | |
| **Citation:** Please provide the **low level citation** under which this application is being submitted: **20.2.XX.XXX.X.X NMAC**  (e.g. application for a new minor source would be 20.2.72.200.A NMAC, one example for a Technical Permit Revision is 20.2.72.219.B.1.b NMAC, a Title V acid rain application would be: 20.2.70.200.C NMAC) | | | | | | | | | | | | | |
| Section 1 – Facility Information | | | | | | | | | | | | |
| Section 1-A: Company Information | | | | | | | | AI # if known: | | | Updating Permit/NOI #: | |
| 1 | | Facility Name: | | | | | | Plant primary SIC Code (4 digits): | | | | |
| Plant NAIC code (6 digits): | | | | |
| a | | Facility Street Address (If no facility street address, provide directions from a prominent landmark): | | | | | | | | | | |
| 2 | | Plant Operator Company Name: | | | | | | Phone/Fax: | | | | |
| a | | Plant Operator Address: | | | | | | | | | | |
| b | | Plant Operator's New Mexico Corporate ID or Tax ID: | | | | | | | | | | |
| 3 | | Plant Owner(s) name(s): | | | | | | Phone/Fax: | | | | |
| a | | Plant Owner(s) Mailing Address(s): | | | | | | | | | | |
| 4 | | Bill To (Company): | | | | | | Phone/Fax: | | | | |
| a | | Mailing Address: | | | | | | E-mail: | | | | |
| 5 | | Preparer:  Consultant: | | | | | | Phone/Fax: | | | | |
| a | | Mailing Address: | | | | | | E-mail: | | | | |
| 6 | | Plant Operator Contact: | | | | | | Phone/Fax: | | | | |
| a | | Address: | | | | | | E-mail: | | | | |
| 7 | | Air Permit Contact: | | | | | | Title: | | | | |
| a | | E-mail: | | | | | | Phone/Fax: | | | | |
| b | | Mailing Address: | | | | | | | | | | |
| c | | The designated Air permit Contact will receive all official correspondence (i.e. letters, permits) from the Air Quality Bureau. | | | | | | | | | | |
| **Section** 1-B: Current Facility Status | | | | | | | | | | | | |
| 1.a | | Has this facility already been constructed?  Yes  No | | | | | 1.b If yes to question 1.a, is it currently operating in New Mexico?  Yes  No | | | | | |
| 2 | | If yes to question 1.a, was the existing facility subject to a Notice of Intent (NOI) (20.2.73 NMAC) before submittal of this application?  Yes  No | | | | | If yes to question 1.a, was the existing facility subject to a construction permit (20.2.72 NMAC) before submittal of this application?  Yes  No | | | | | |
| 3 | | Is the facility currently shut down?  Yes  No | | | | If yes, give month and year of shut down (MM/YY): | | | | | | |
| 4 | | Was this facility constructed before 8/31/1972 and continuously operated since 1972?  Yes  No | | | | | | | | | | |
| 5 | | If Yes to question 3, has this facility been modified (see 20.2.72.7.P NMAC) or the capacity increased since 8/31/1972?  Yes  No N/A | | | | | | | | | | |
| 6 | | Does this facility have a Title V operating permit (20.2.70 NMAC)?  Yes  No | | | | | | If yes, the permit No. is: P- | | | | |
| 7 | | Has this facility been issued a No Permit Required (NPR)?  Yes  No | | | | | | If yes, the NPR No. is: | | | | |
| 8 | | Has this facility been issued a Notice of Intent (NOI)?  Yes  No | | | | | | If yes, the NOI No. is: | | | | |
| 9 | | Does this facility have a construction permit (20.2.72/20.2.74 NMAC)?  Yes  No | | | | | | If yes, the permit No. is: | | | | |
| 10 | | Is this facility registered under a General permit (GCP-1, GCP-2, etc.)?  Yes  No | | | | | | If yes, the register No. is: | | | | |
| **Section** 1-C: Facility Input Capacity & Production Rate | | | | | | | | | | | | |
| 1 | | What is the facility’s maximum input capacity, specify units (reference here and list capacities in Section 20, if more room is required) | | | | | | | | | | |
| a | | Current | | Hourly: | | Daily: | | | | | Annually: | |
| b | | Proposed | | Hourly: | | Daily: | | | | | Annually: | |
| 2 | | What is the facility’s maximum production rate, specify units (reference here and list capacities in Section 20, if more room is required) | | | | | | | | | | |
| a | | Current | | Hourly: | | Daily: | | | | | Annually: | |
| b | | Proposed | | Hourly: | | Daily: | | | | | Annually: | |

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| **Section** 1-D: Facility Location Information | | | | | | | | | | |
| 1 | Latitude (decimal degrees): | Longitude (decimal degrees): | | | | | County: | | Elevation (ft): | |
| 2 | UTM Zone: 12 or 13 | | | Datum:  NAD 83  WGS 84 | | | | | | |
| a | UTM E (in meters, to nearest 10 meters): | | | UTM N (in meters, to nearest 10 meters): | | | | | | |
| 3 | Name and zip code of nearest New Mexico town: | | | | | | | | | |
| 4 | Detailed Driving Instructions from nearest NM town (attach a road map if necessary): | | | | | | | | | |
| 5 | The facility is       (distance) miles       (direction) of       (nearest town). | | | | | | | | | |
| 6 | Land Status of facility (check one):  Private  Indian/Pueblo  Government  BLM  Forest Service  Military | | | | | | | | | |
| 7 | List all municipalities, Indian tribes, and counties within a ten (10) mile radius (20.2.72.203.B.2 NMAC) of the property on which the facility is proposed to be constructed or operated: | | | | | | | | | |
| 8 | **20.2.72** NMAC applications **only**: Will the property on which the facility is proposed to be constructed or operated be closer than 50 km (31 miles) to other states, Bernalillo County, or a Class I area (see [www.env.nm.gov/air-quality/modeling-publications/](http://www.env.nm.gov/air-quality/modeling-publications/) )?  Yes  No (20.2.72.206.A.7 NMAC) If yes, list all with corresponding distances in kilometers: | | | | | | | | | |
| 9 | Name nearest Class I area: | | | | | | | | | |
| 10 | Shortest distance (in km) from facility boundary to the boundary of the nearest Class I area (to the nearest 10 meters): | | | | | | | | | |
| 11 | Distance (meters) from the perimeter of the Area of Operations (AO is defined as the plant site inclusive of all disturbed lands, including mining overburden removal areas) to nearest residence, school or occupied structure: | | | | | | | | | |
| 12 | Method(s) used to delineate the Restricted Area:  “**Restricted Area**” is an area to which public entry is effectively precluded. Effective barriers include continuous fencing, continuous walls, or other continuous barriers approved by the Department, such as rugged physical terrain with steep grade that would require special equipment to traverse. If a large property is completely enclosed by fencing, a restricted area within the property may be identified with signage only. Public roads cannot be part of a Restricted Area. | | | | | | | | | |
| 13 | Does the owner/operator intend to operate this source as a portable stationary source as defined in 20.2.72.7.X NMAC?  Yes  No  A portable stationary source is not a mobile source, such as an automobile, but a source that can be installed permanently at one location or that can be re-installed at various locations, such as a hot mix asphalt plant that is moved to different job sites. | | | | | | | | | |
| 14 | Will this facility operate in conjunction with other air regulated parties on the same property?  No  Yes  If yes, what is the name and permit number (if known) of the other facility? | | | | | | | | | |
|  | | | | | | | | | | |
| Section 1-E: Proposed Operating Schedule **(The 1-E.1 & 1-E.2 operating schedules may become conditions in the permit.)** | | | | | | | | | | |
| 1 | Facility **maximum** operating (): | | (): | | (): | | | (): | | |
| 2 | Facility’s maximum daily operating schedule (if less than 24 )? Start: | | | | | AM PM | | End: | | AM PM |
| 3 | Month and year of anticipated start of construction: | | | | | | | | | |
| 4 | Month and year of anticipated construction completion: | | | | | | | | | |
| 5 | Month and year of anticipated startup of new or modified facility: | | | | | | | | | |
| 6 | Will this facility operate at this site for more than one year? Yes No | | | | | | | | | |

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| **Section** 1-F: Other Facility Information | | | | | | | |
| 1 | Are there any current Notice of Violations (NOV), compliance orders, or any other compliance or enforcement issues related to this facility? Yes No If yes, specify: | | | | | | |
| a | If yes, NOV date or description of issue: | | | | | | NOV Tracking No: |
| b | Is this application in response to any issue listed in 1-F, 1 or 1a above? Yes No  If Yes, provide the 1c & 1d info below: | | | | | | |
| c | Document  Title: | | Date: | | Requirement # (or  page # and paragraph #): | | |
| d | Provide the required text to be inserted in this permit: | | | | | | |
| 2 | Is air quality dispersion modeling or modeling waiver being submitted with this application? Yes No | | | | | | |
| 3 | Does this facility require an “Air Toxics” permit under 20.2.72.400 NMAC & 20.2.72.502, Tables A and/or B? Yes No | | | | | | |
| 4 | Will this facility be a source of federal Hazardous Air Pollutants (HAP)?  Yes  No | | | | | | |
| a | If Yes, what type of source?    **Major** ( >10 tpy of any single HAP **OR**  >25 tpy of any combination of HAPS)  **OR**  **Minor** ( <10 tpy of any single HAP **AND**  <25 tpy of any combination of HAPS) | | | | | | |
| 5 | Is any unit exempt under 20.2.72.202.B.3 NMAC? Yes No | | | | | | |
| a | If yes, include the name of company providing commercial electric power to the facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Commercial power is purchased from a commercial utility company, which specifically does not include power generated on site for the sole purpose of the user. | | | | | | |
| **Section** 1-G: Streamline Application (This section applies to 20.2.72.300 NMAC Streamline applications only) | | | | | | | | |
| 1 | | I have filled out Section 18, “Addendum for Streamline Applications.”  N/A (This is not a Streamline application.) | | | | | | |
| **Section** 1-H: Current Title V Information - Required for all applications from TV Sources(Title V-source required information for all applications submitted pursuant to 20.2.72 NMAC (Minor Construction Permits), or 20.2.74/20.2.79 NMAC (Major PSD/NNSR applications), and/or 20.2.70 NMAC (Title V)) | | | | | | | |
| 1 | Responsible Official (R.O.)  (20.2.70.300.D.2 NMAC): | | | | | Phone: | |
| a | R.O. Title: | | | R.O. e-mail: | | | |
| b | R. O. Address: | | | | | | |
| 2 | Alternate Responsible Official  (20.2.70.300.D.2 NMAC): | | | | | Phone: | |
| a | A. R.O. Title: | | | A. R.O. e-mail: | | | |
| b | A. R. O. Address: | | | | | | |
| 3 | Company's Corporate or Partnership Relationship to any other Air Quality Permittee (List the names of any companies that have operating (20.2.70 NMAC) permits and with whom the applicant for this permit has a corporate or partnership relationship): | | | | | | |
| 4 | Name of Parent Company ("Parent Company" means the primary name of the organization that owns the company to be permitted wholly or in part.): | | | | | | |
| a | Address of Parent Company: | | | | | | |
| 5 | Names of Subsidiary Companies ("Subsidiary Companies" means organizations, branches, divisions or subsidiaries, which are owned, wholly or in part, by the company to be permitted.): | | | | | | |
| 6 | Telephone numbers & names of the owners’ agents and site contacts familiar with plant operations: | | | | | | |
| 7 | Affected Programs to include Other States, local air pollution control programs (i.e. Bernalillo) and Indian tribes:  Will the property on which the facility is proposed to be constructed or operated be closer than 80 km (50 miles) from other states, local pollution control programs, and Indian tribes and pueblos (20.2.70.402.A.2 and 20.2.70.7.B)? If yes, state which ones and provide the distances in kilometers: | | | | | | |

### Section 1-I – Submittal Requirements

Each 20.2.73 NMAC (**NOI**), a 20.2.70 NMAC (**Title V**), a 20.2.72 NMAC (**NSR** minor source), or 20.2.74 NMAC (**PSD**) application package shall consist of the following:

**Hard Copy Submittal Requirements:**

1. One hard copy **original signed and notarized application package printed double sided ‘head-to-toe’ 2-hole punched** as we bind the document on top, not on the side; except Section 2 (landscape tables), which should be head-to-head. Please use **numbered tab separators** in the hard copy submittal(s) as this facilitates the review process. For NOI submittals only, hard copies of UA1, Tables 2A, 2D & 2F, Section 3 and the signed Certification Page are required. Please include a copy of the check on a separate page.
2. If the application is for a minor NSR, PSD, NNSR, or Title V application, include one working hard **copy** for Department use. This copy should be printed in book form, 3-hole punched, and **must be double sided**. Note that this is in addition to the head-to-to 2-hole punched copy required in 1) above. Minor NSR Technical Permit revisions (20.2.72.219.B NMAC) only need to fill out Sections 1-A, 1-B, 3, and should fill out those portions of other Section(s) relevant to the technical permit revision. TV Minor Modifications need only fill out Sections 1-A, 1-B, 1-H, 3, and those portions of other Section(s) relevant to the minor modification. NMED may require additional portions of the application to be submitted, as needed.
3. The entire NOI or Permit application package, including the full modeling study, should be submitted electronically. Electronic files for applications for NOIs, any type of General Construction Permit (GCP), or technical revisions to NSRs must be submitted with compact disk (CD) or digital versatile disc (DVD). For these permit application submittals, t**wo** CD copies are required (in sleeves, not crystal cases, please), with additional CD copies as specified below. NOI applications require only a single CD submittal. Electronic files for other New Source Review (construction) permits/permit modifications or Title V permits/permit modifications can be submitted on CD/DVD or sent through AQB’s secure file transfer service.

**Electronic files sent by (check one):**

CD/DVD attached to paper application

Secure electronic transfer. Air Permit Contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Email\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number \_\_\_\_\_\_\_\_.

a. If the file transfer service is chosen by the applicant, after receipt of the application, the Bureau will email the applicant with instructions for submitting the electronic files through a secure file transfer service. Submission of the electronic files through the file transfer service needs to be completed within 3 business days after the invitation is received, so the applicant should ensure that the files are ready when sending the hard copy of the application. The applicant will not need a password to complete the transfer. **Do not use the file transfer service for NOIs, any type of GCP, or technical revisions to NSR permits.**

1. Optionally, the applicant may submit the files with the application on compact disk (CD) or digital versatile disc (DVD) following the instructions above and the instructions in 5 for applications subject to PSD review.
2. If **air dispersion modeling** is required by the application type, include the **NMED Modeling Waiver** and/or electronic air dispersion modeling report, input, and output files. The dispersion modeling ***summary report only*** should be submitted as hard copy(ies) unless otherwise indicated by the Bureau.
3. If the applicant submits the electronic files on CD and the application is subject to PSD review under 20.2.74 NMAC (PSD) or NNSR under 20.2.79 NMC include,
   1. one additional CD copy for US EPA,
   2. one additional CD copy for each federal land manager affected (NPS, USFS, FWS, USDI) and,
   3. one additional CD copy for each affected regulatory agency other than the Air Quality Bureau.

If the application is submitted electronically through the secure file transfer service, these extra CDs do not need to be submitted.

**Electronic Submittal Requirements** [in addition to the required hard copy(ies)]:

1. All required electronic documents shall be submitted as 2 separate CDs or submitted through the AQB secure file transfer service. Submit a single PDF document of the entire application as submitted and the individual documents comprising the application.
2. The documents should also be submitted in Microsoft Office compatible file format (Word, Excel, etc.) allowing us to access the text and formulas in the documents (copy & paste). Any documents that cannot be submitted in a Microsoft Office compatible format shall be saved as a PDF file from within the electronic document that created the file. If you are unable to provide Microsoft office compatible electronic files or internally generated PDF files of files (items that were not created electronically: i.e. brochures, maps, graphics, etc,), submit these items in hard copy format. We must be able to review the formulas and inputs that calculated the emissions.
3. It is preferred that this application form be submitted as 4 electronic files (3 MSWord docs: Universal Application section 1 [UA1], Universal Application section 3-19 [UA3], and Universal Application 4, the modeling report [UA4]) and 1 Excel file of the tables (Universal Application section 2 [UA2]). Please include as many of the 3-19 Sections as practical in a single MS Word electronic document. Create separate electronic file(s) if a single file becomes too large or if portions must be saved in a file format other than MS Word.
4. The electronic file names shall be a maximum of 25 characters long (including spaces, if any). The format of the electronic Universal Application shall be in the format: “A-3423-FacilityName”. The “A” distinguishes the file as an application submittal, as opposed to other documents the Department itself puts into the database. Thus, all electronic application submittals should begin with “A-”. Modifications to existing facilities should use the core permit number (i.e. ‘3423’) the Department assigned to the facility as the next 4 digits. Use ‘XXXX’ for new facility applications. The format of any separate electronic submittals (additional submittals such as non-Word attachments, re-submittals, application updates) and Section document shall be in the format: “A-3423-9-description”, where “9” stands for the section # (in this case Section 9-Public Notice). Please refrain, as much as possible, from submitting any scanned documents as this file format is extremely large, which uses up too much storage capacity in our database. Please take the time to fill out the header information throughout all submittals as this will identify any loose pages, including the Application Date (date submitted) & Revision number (0 for original, 1, 2, etc.; which will help keep track of subsequent partial update(s) to the original submittal. Do not use special symbols (#, @, etc.) in file names. The footer information should not be modified by the applicant.

**Table of Contents**

**Section 1: General Facility Information**

**Section 2: Tables**

**Section 3: Application Summary**

**Section 4: Process Flow Sheet**

**Section 5: Plot Plan Drawn to Scale**

**Section 6: All Calculations**

**Section 7: Information Used to Determine Emissions**

**Section 8: Map(s)**

**Section 9: Proof of Public Notice**

**Section 10: Written Description of the Routine Operations of the Facility**

**Section 11: Source Determination**

**Section 12: PSD Applicability Determination for All Sources & Special Requirements for a PSD Application**

**Section 13: Discussion Demonstrating Compliance with Each Applicable State & Federal Regulation**

**Section 14: Operational Plan to Mitigate Emissions**

**Section 15: Alternative Operating Scenarios**

**Section 16: Air Dispersion Modeling**

**Section 17: Compliance Test History**

**Section 18: Addendum for Streamline Applications (streamline applications only)**

**Section 19: Requirements for the Title V (20.2.70 NMAC) Program (Title V applications only)**

**Section 20: Other Relevant Information**

**Section 21: Addendum for Landfill Applications**

**Section 22: Certification Page**

Change Log – Do **not** submit this page with your application.

If you are using a form older than the most current form posted on the website, you are required to incorporate the changes listed. Periodically, AQB will announce when older form versions will no longer be accepted.

|  |  |
| --- | --- |
| Version Date | Changes Incorporated |
| April 1, 2021 | Current version of this form. Older versions are not accepted. |
| July 12, 2023 | Removed Section, Township, Range, and NAD 27, changed font to Calibri, inserted active checkboxes. |
|  |  |