

667 – New Mexico Department of Environment File Plan

This file plan was developed to be a guide for New Mexico Department of Environment employees. This guidance document was created to ensure consistent records classification and to provide agencies with other relevant record information. The final disposition authority resides in the Functional Records Retention and Disposition Schedule (FRRDS), 1.21.2 NMAC.

This file plan only list records series of program's specific to the New Mexico Department of Environment. For records series of a general administrative nature, refer to the General Administrative Records File Plan. For records of a financial nature, refer to the General Financial Records File Plan. For records of a personnel or medical nature, refer to the General Personnel/Medical Records File Plan.

667-001 ATTORNEY FACILITY FILES:

Division/unit: Legal services

Maintenance system: Alphabetically by facility name

Record series content: Litigation records concerning federal and non-federal facility permitting, compliance and enforcement of environmental rules and regulations. File may include research data, regulatory interpretations, pleadings, correspondence, final decision, etc.

Classification: 1.21.2.637 NMAC, Legal Case Files - Historical

File closure: Date of final decision

Confidentiality: Portions of record may contain confidential information per 5 USC, Section 552a (i.e., social security number), per CFR 40 Subsection 53.15 (i.e., trade secrets and confidential or privileged information) and per 20 USC, Section 9573 Confidentiality.

[New - 03/31/2021]

667-002 to 667-010

667-011 INTERNAL AUDITS:

Division/unit: Internal audits

Maintenance system: Alphabetical by program name

Record series content: Records concerning the internal audits of programs within the department. File may contain working papers, examination of grants and contracts, sampling of each program's project file, copies of appropriations, vouchers, reports and notices of payment to the environmental protection agency, policies and procedures, final findings, correspondence, etc.

Classification: 1.21.2.415 NMAC, General - Audits and Compliance

File closure: Date audit report released

[New - 03/31/2021]

667-012 to 667-020

667-021 COST RECOVERY PROJECT FILES:

Division/unit: Financial services

Maintenance system: Numerical by grant number

Record series content: Record concerning the legal cost recovery through the court system for department expenditures to recover the cost of environmental cleanup. File may contain environmental protection agency reports, documentation from superfund files, time sheets, travel authorizations, travel vouchers, carrier bills, local travel vouchers, evidence of payment, interagency agreements, cooperative agreements, legal briefs, judgments, cost worksheets, financial documentation, final approval from the environmental protection agency closing out file, correspondence, etc.

Classification: 1.21.2.637 NMAC, Legal Case Files - Historical

File closure: Date project cost recovered
[New - 03/31/2021]

667-022 to 667-030

667-031 PROJECT FILES:

Division/unit: Construction services

Maintenance system: Alphabetical by project name

Record series content: Records concerning the loaning of monies to communities for water and wastewater projects. Files may contain loan or grant agreement or contract, specifics of agreement, disclosure clause, correspondence, etc.

Classification: 1.21.2.132 NMAC, Construction Project Files - Capital Projects

File closure: Date contract or agreement is terminated
[New - 03/31/2021]

667-032 to 667-040

667-041 PERMIT FILES:

Division/unit: Hazardous and radioactive materials

Maintenance system: Alphachronological by facility name and date and time received

Record series content: Records concerning the state's authority and requirements under the provisions of the Resource Conservation and Recovery Act and the Hazardous and Solid Waste Amendments to approve or deny hazardous waste permits to anyone who owns or operates a facility where hazardous waste is treated, stored or disposed. Files may contain Resource Conservation and Recovery Act permit application environmental protection agency form 8700-23, legal notice, fact sheet, notification of permit, draft permit for public review, notice of public hearings, public comments, results of public hearings, legal documentation, photographs of sites and facilities, test results, reports, transmittal letters, modifications to permits, technical support document for corrective action, closure plans, amendments for facilities, mailing lists, correspondence, etc.

Classification: 1.21.2.412 NMAC, Environmental

File closure: Date file created
[New - 03/31/2021]

667-042 HAZARDOUS AND SOLID WASTE AMENDMENTS FILES:

Division/unit: Hazardous and radioactive materials

Maintenance system: Alphachronological by facility name and year

Record series content: Records concerning the cleanup and corrective action of hazardous and solid waste sites. Files may contain reports, sample data, raw data, maps, drawings, plans, transmittal forms, responses, correspondence, etc.

Classification: 1.21.2.436 NMAC, Air, Land and Water Quality

File closure: Date file created
[New - 03/31/2021]

667-043 LIBRARY FILES:

Division/unit: Hazardous and radioactive materials

Maintenance system: Alphabetical by facility name, project and site

Record series content: Files may contain environmental impact statements, reports, data, maps, photographs, copies of permits, public hearing records and transcripts, responses of the public, monthly and quarterly reports, financial data on companies or individuals, information on patents pending, etc.

Classification: 1.21.2.436 NMAC, Air, Land and Water Quality

File closure: Date no longer needed for reference

[New - 03/31/2021]

667-044 SMALL QUANTITY GENERATOR FILES:

Division/unit: Hazardous and radioactive materials

Maintenance system: Chronological by date of environmental protection agency receipt notification

Record series content: Records concerning notification as requires under the Resource Conservation and Recovery Act for notifying the environmental protection agency and state authorities of regulated waste activities. Files may contain federal environmental protection agency form 8700-12 (notification of regulated waste activity), public regulatory commission corporate documents, inspection reports, recommendations, responses, analytical results, copy of authorization, transport manifest, legal documents, legal opinions, legal actions, court actions, court decisions, enforcement documents, photographs, correspondence, etc.

Classification: 1.21.2.412 NMAC, Environmental

File closure: Date file created

Confidentiality: Portions of record may contain confidential information.

[New - 03/31/2021]

667-045 PERMITTED FACILITY ENFORCEMENT FILES:

Division/unit: Hazardous and radioactive materials

Maintenance system: Alphachronological by abbreviated name of facility and year

Record series content: Records concerning the enforcement actions of facilities for violations of state hazardous and radioactive waste regulations. Files may contain inspection reports, enforcement actions, results, recommendations, contingency plans, environmental impact statements, assessments, photographs, legal documents, legal opinions, complaints, correspondence, etc.

Classification: 1.21.2.822 NMAC, Radioactive Material

File closure: Date file created

Confidentiality: Portions of record may contain confidential information.

[New - 03/31/2021]

667-046 RADIOACTIVE MATERIALS LICENSE FILES:

Division/unit: Hazardous and radioactive materials

Maintenance system: Alphabetical by applicant name

Record series content: Records concerning the license issued to an organization or person for possession and use of radioactive materials and equipment. Files may contain application with attachments, floor plans showing where materials or equipment are placed, copy of license, operational and procedural manuals, sampling data, employee training documentation, complaints, violations, correspondence, etc.

Classification: 1.21.2.668 NMAC, Professional Licenses - Historical

File closure: Date license expires or is terminated

Confidentiality: Portions of record may contain confidential information.

[New - 03/31/2021]

667-047 GENERATOR FEE FILES:

Division/unit: Hazardous and radioactive materials

Maintenance system: Alphabetical by facility name

Record series content: Records concerning the collection of fees from large waste producers for amounts of hazardous waste generated in the previous year. Files may contain copy of environmental protection agency form 8700-12 (notification of regulated waste activity), copy of yearly invoice issued, copies of checks, copy of deposit slips, previous amounts paid, correspondence, etc.

Classification: 1.21.2.303 NMAC, Accounts Receivable

File closure: Date audit report is released

[New - 03/31/2021]

667-048 RESOURCE CONSERVATION AND RECOVERY ACT AUTHORIZATION FILES:

Division/unit: Hazardous and radioactive materials

Maintenance system: Chronological by date received

Record series content: Records concerning federal regulations, updates and changes to existing laws received from the environmental protection agency for hazardous and radioactive waste regulations. Files may contain regulations received from the environmental protection agency, draft with comparisons returned to the environmental protection agency, checklist, correspondence, etc.

Classification: 1.21.2.104 NMAC, Correspondence - Executive Level

File closure: Date file created

[New - 03/31/2021]

667-049 SCHOOL RADON DATABASE:

Division/unit: Hazardous and radioactive materials

Maintenance system: Numerical by primary key

Record series content: System captures and maintains information on the volunteer testing of public and private schools for radon gases. Database may contain name of school, address and results of lab test and is used for tracking information, etc.

Classification: 1.21.2.466 NMAC, Air Quality

File closure: Date of destruction of building or facility

[New - 03/31/2021]

667-050 SCHOOL RADON FILES:

Division/unit: Hazardous and radioactive materials

Maintenance system: Alphabetical by name of school district

Record series content: Record concerns the voluntary testing of public and private schools for radon gases. File may contain test lab results, summary report from the environment department, supportive data, report on corrective action, correspondence, etc.

Classification: 1.21.2.466 NMAC, Air Quality

File closure: Date of destruction of building or facility

[New - 03/31/2021]

667-051 EMERGENCY RESPONSE TRAINING FILES:

Division/unit: Hazardous and radioactive materials.

Maintenance system: Alphabetically by topic or subject (e.g., calibration of instruments, training, procedures, etc.).

Record series content: Records concerning management of resources in case of an emergency or disaster involving hazardous or radioactive waste or spills. Files may contain list of responsible parties, list of participants, procedures, training information, training schedules, calibration files, videos of exercises, updates on procedures, correspondence, etc.

Classification: 1.21.2.821 NMAC, Hazardous Waste

File closure: Close of fiscal year in which created or until all investigations have been concluded, whichever is longer

[New - 03/31/2021]

667-052 RECIPROCAL RADIOACTIVE LICENSE FILES:

Division/unit: Hazardous and radioactive materials

Maintenance system: Alphabetical by name of company

Record series content: Records concerning the reciprocity for out-of-state companies to operate in New Mexico for up to 180 days per calendar year. Files may contain copy of letter requesting reciprocity, letter of approval, notification of work site or location, inspections, standard operating procedures, nuclear regulatory commission agreement or state license, qualifications of radiation safety officer, correspondence, etc.

Classification: 1.21.2.652 NMAC, Business Licenses

File closure: Date license expires or is terminated

[New - 03/31/2021]

667-053 RADIOLOGIC TECHNOLOGY CERTIFICATION PROGRAM FILES:

Division/unit: Hazardous and radioactive materials

Maintenance system: Alphabetical by name of certified individual

Record series content: Records concerning the examination, qualifications and certification of persons who administer ionizing radiation procedures to humans. Files may contain application showing name and address of applicant, types of radioactive materials used and documentation of education and training; examination application; copy of certificate; copies of checks; continuing education credits; copy of renewal form letter; complaints or notice of action; investigative reports; recommendation from attorney general's office; authorization from environmental improvement board to terminate the individual's certification; correspondence; etc.

Classification: 1.21.2.667 NMAC, Professional Licenses

File closure: Date of certification

Confidentiality: Inspection reports are confidential under Section 14-2-1 NMSA 1978.

[New - 03/31/2021]

667-054 CERTIFICATION OF RADIOLOGIC TECHNOLOGY EDUCATION CURRICULUM:

Division/unit: Hazardous and radioactive materials

Maintenance system: Alphabetical by program name

Record series content: Record concerning institutions seeking certification by the environment department to train individuals in the use of radiologic technology. File may contain descriptions of courses offered, lists of textbooks and educational aids, agreements with licensed practitioners for clinical training, qualifications and résumés of instructors, request for certification, approval or disapproval letter, etc.

Classification:

(A) Certified programs: 1.21.2.402 NMAC, Courses and Programs

(B) Rejected programs: 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) Certified programs: Date certification is terminated

(B) Rejected programs: Date of rejection

[New - 03/31/2021]

667-055 GENERAL LICENSES LOG:

Division/unit: Hazardous and radioactive materials

Maintenance system: Alphabetical by material and location

Record series content: Log of any radioactive material that does not require a specific license (e.g., exit signs filled with tritium). Log may contain type of material, who in New Mexico received the material, form or nature of material. Printout notification is received quarterly from manufacturers.

Classification: 1.21.2.822 NMAC, Radioactive Material

File closure: Date of destruction of building or facility

[New - 03/31/2021]

667-056 HAZARDOUS WASTE FILES:

Division/unit: Hazardous and radioactive materials

Maintenance system: Alphabetical by name of facility

Record series content: Record concerning hazardous waste permits. File may contain inspections, application for permit, notification, permit, contingency plans, enforcement actions, reports, complaints, etc.

Classification: 1.21.2.412 NMAC, Environmental

File closure: Date file created

[New - 03/31/2021]

667-057 OTHER DISCHARGE FACILITY FILES:

Division/unit: Hazardous and radioactive materials

Maintenance system: Alphabetical by name of facility

Record series content: Record concerning notice of intent to discharge hazardous materials. File may contain notice of intent to discharge, discharge plans, enforcement actions, disapproved requests, approved but abandoned requests and requests initiated but never carried to completion.

Classification: 1.21.2.412 NMAC, Environmental

File closure: Date file created

[New - 03/31/2021]

667-058 to 667-060

667-061 RADIOACTIVE MATERIAL LICENSE AND INSPECTION FILES:

Division/unit: Radiation protection program

Maintenance system: Alphabetical by licensee name

Record series content: Record concerning radioactive material licenses. File may contain application, license, inspection and enforcement actions, reports of incidents, investigation material, etc.

Classification: 1.21.2.475 NMAC, Hazardous Materials

File closure: Date file created

[New - 03/31/2021]

667-062 X-RAY REGISTRANTS FILES:

Division/unit: Radiation protection program

Maintenance system: Numerical and alphabetical by county number and type of facility

Record series content: Records concerning the registration of and collection of fees for facilities and radiation machines. Files may contain registration form showing registrant name, facility name, address, location of machine, names of practitioners in practice with registrant, type of facility (e.g., hospital, private practice, clinic, etc.), type of practice (e.g., medical, radiologist, dentist, veterinarian, etc.), type of machine (e.g., cabinet x-ray, dental, panoramic, radiography, etc.), machine control manufacturer, machine control model number, machine rating, date manufactured, date installed, inspection forms, lead shielding design, etc.

Classification: 1.21.2.472 NMAC, Equipment - Radioactive

File closure: Date business is closed or individual is no longer in business

[New - 03/31/2021]

667-063 X-RAY SURVEY AND REGISTRATION ROSTER:

Division/unit: Radiation protection program

Maintenance system: Chrononumeric by year and county code

Record series content: Roster of places where x-ray use is licensed. File may contain registration number, name, title, location, registration date, dates of inspections and number of machines and tubes for x-ray vendors, x-ray services, industrial x-ray, medical x-ray and dental x-ray.

Classification: 1.21.2.110 NMAC, Logs

File closure: Date updated

[New - 03/31/2021]

667-064 RADIATION EXPOSURE RECORDS:

Division/unit: Radiation protection program

Maintenance system: Alphabetical by last name

Record series content: Record concerning occupational exposure to radiation. File may contain name of person exposed, dosimetry number, amount of exposure, etc.

Classification: 1.21.2.117 NMAC, Reports - Historical

File closure: Date file created

[New - 03/31/2021]

667-065 MONITORING DATA:

Division/unit: Radiation protection program.

Maintenance system: Alphabetical by licensee name

Record series content: Data derived from monitoring radiation sources in the environment.

Classification: 1.21.2.475 NMAC, Hazardous Materials

File closure: Date file created

[New - 03/31/2021]

667-066 INCIDENT AND ACCIDENT REPORTS:

Division/unit: Radiation protection program

Maintenance system: Alphabetical by licensee name

Record series content: Investigative reports of incidents and accidents involving radioactive material.

Classification: 1.21.2.475 NMAC, Hazardous Materials

File closure: Date file created

[New - 03/31/2021]

667-067 to 667-080

667-081 WASTE WATER DISCHARGE PERMIT FILES:

Division/unit: Ground water quality

Maintenance system: Numerical by permit number

Record series content: Records concerning the issuance of permits to owner or operator of a facility and required compliance with the regulations of waste water discharge. File may include permit application (i.e., name of organization, address, etc.), copy of permit, monitoring reports, applicant and public correspondence, etc.

Classification: 1.21.2.482 NMAC, Water Facilities - Inspections and Monitoring

File closure: Date permit is terminated

Confidentiality: Portions of record may contain confidential information per Section 74-6-15 NMSA 1978 Confidential information, penalties (i.e., business records entitled to protection).

[New - 03/31/2021]

667-082 SITE INVESTIGATION AND CLEAN UP FILES:

Division/unit: Ground water quality

Maintenance system: Alphabetically by name of site

Record series content: Records concerning compliance with environmental restoration of property and resources damaged by spills and discharges not under federal jurisdiction. File may include investigation reports, laboratory data, legal records, correspondence, etc.

Classification: 1.21.2.440 NMAC, Remediation - Superfund

File closure: Date case closed

Confidentiality: Portions of record may contain confidential information per Section 74-6-15 NMSA 1978 Confidential information, penalties (i.e., business records entitled to protection).

[New - 03/31/2021]

667-083 ABATEMENT PLAN FILES:

Division/unit: Ground water quality

Maintenance system: Numerical by issued abatement plan number

Record series content: Records concerning the abatement stage one (investigations to determine site and extent of contamination) and abatement stage two (clean up plan) for site clean up of ground water pollution. Files may include investigation reports, monitoring reports, analytical reports, etc.

Classification: 1.21.2.436 NMAC, Air, Land and Water Quality

File closure: Date of completion of abatement plan

[New - 03/31/2021]

667-084 SUPERFUND COST RECOVERY GRANT FILES:

Division/unit: Ground water quality

Maintenance system: Chronological by year, then alphabetical by name of site

Record series content: Records concerning environment department requests for federal environmental protection agency superfund grant funds that are relevant to cost recovery efforts through the court. Files may include preliminary plans and proposals to and from the environmental protection agency, award letters with documentation, requests and permissions to move funds from one account to another, justification for commitment or spending of funds, financial data for sites and amounts, final approval from the environmental protection agency closing out file, correspondence, etc.

Classification: 1.21.2.440 NMAC, Remediation - Superfund

File closure: Date case closed

Confidentiality: Portions of record may contain confidential information per Section 74-6-15 NMSA 1978 Confidential information, penalties (i.e., business records entitled to protection).

[New - 03/31/2021]

667-085 SUPERFUND TECHNICAL AND RESEARCH FILES:

Division/unit: Ground water quality

Maintenance system: Chronological by year, then alphabetical by name of site

Record series content: Records concerning technical documentation for superfund environmental investigation and cleanup projects. Files may contain records of property ownership; research of county records; determination of locations near pueblos or federal lands; maps; geological data; monitoring data; laboratory results for air, water or soil analysis; data analysis including modeling for environmental site conditions; topographical maps; interviews with former workers and neighbors; reports; superfund scoring summaries; correspondence; etc.

Classification: 1.21.2.440 NMAC, Remediation - Superfund

File closure: Date the environment department is in concurrence with the environmental protection agency approves closing of the case file

Confidentiality: Portions of record may contain confidential information per Section 74-6-15 NMSA 1978 Confidential information, penalties (i.e., business records entitled to protection, health records or enforcement sensitive records).

[New - 03/31/2021]

667-086 LABORATORY DATA FILES:

Division/unit: Ground water quality

Maintenance system: Chronological by year, then alphabetical by name of site

Record series content: Records concerning laboratory data including original environmental protection agency laboratory reports documenting test results for soil, ground water, surface water and air samples. Files may contain biological tissue sample results from plants and animals, etc.

Classification: 1.21.2.436 NMAC, Air, Land and Water Quality

File closure: Date the environment department is in concurrence with the environmental protection agency approves closing of the case file

[New - 03/31/2021]

667-087 to 667-090

667-091 WATER QUALITY MANAGEMENT GRANT FILES:

Division/unit: Surface water quality

Maintenance system: Alphabetical by name of applicant

Record series content: Records concerning the grants issued by the environmental protection agency for creation of plans for compliance with water quality protection planning regulations. File may contain grant application, notice of grant approval or rejection, memorandum of agreement, financial reports, etc.

Classification: 1.21.2.122 NMAC, Grant Administration

File closure: Date audit report is released

[New - 03/31/2021]

667-092 WATER QUALITY MANAGEMENT PLAN FILES:

Division/unit: Surface water quality

Maintenance system: Alphachronological by site name and date received

Record series content: Records concerning plans for compliance with water quality protection planning regulations. File may contain category of work element (e.g., population projections, establishment of boundaries, etc.), notice of hearings, copies of transcripts, findings, records on decisions, updates, comments, correspondence, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date of submission of final financial report

[New - 03/31/2021]

667-093 305B REPORTS:

Division/unit: Surface water quality

Maintenance system: Chronological by year of report

Record series content: Record concerning report prepared for submission to the US congress by the state of New Mexico pursuant to section 305(b) of the Federal Clean Water Act. Report contains information on all water quality and pollution control projects for a two-year period. Report may show statistical information on water quality and water pollution control, ground and surface water quality, the state's role in water quality management, programs for water quality, programs for ground and surface water pollution control, changes in water quality, state enforcement and information on numbers and types of violations, program evaluation, effectiveness, directions and regulatory revisions.

Classification: 1.21.2.445 NMAC, Water Pollution

File closure: Date file created

[New - 03/31/2021]

667-094 CONTINUING PLANNING PROCESS FILES:

Division/unit: Surface water quality

Maintenance system: Chronological by date of development

Record series content: Record concerning documentation of the process used to develop the water quality management plan. Files may contain public hearing documents, public meeting documents,

public comments, process for effluent limitations, process for total maximum daily loads ranking, process for maintaining water quality management plans, regional administrator review, correspondence, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date file created

[New - 03/31/2021]

667-095 TOTAL MAXIMUM DAILY LOADS FILES:

Division/unit: Surface water quality

Maintenance system: Alphabetical by name of site

Record series content: Records concerning the subject or informational files with documentation for water quality assessments made available to staff and to the public. Files may contain field books, photographic documentation, raw data, water quality assessments, etc.

Classification: 1.21.2.436 NMAC, Air, Land and Water Quality

File closure: Date file created

[New - 03/31/2021]

667-096 to 667-100

667-101 WATER QUALITY SURVEILLANCE FILES:

Division/unit: Surveillance and standards

Maintenance system: Geographical and chronological by water quality standards basin and survey date.

Record series content: Records concerning the application of New Mexico water quality control commission regulations for surveys of point source discharges to surface waters and surface water pollution control. Files may contain staff reports, supporting data on field and laboratory measurements, field notes, correspondence, etc.

Classification: 1.21.2.445 NMAC, Water Pollution

File closure: Date of survey

[New - 03/31/2021]

667-102 WATER QUALITY SURVEILLANCE REPORTS:

Division/unit: Surveillance and standards

Maintenance system: Chronological by date of sample

Record series content: Reports concerning water quality for all streams and lakes in New Mexico. Reports may contain individual reports on various streams and lakes, raw data summary, photographs, maps, summary of field notes, etc.

Classification: 1.21.2.117 NMAC, Reports - Historical

File closure: Date file created

[New - 03/31/2021]

667-103 to 667-110

667-111 CERTIFICATION MANAGEMENT (CERTMAN) DATABASE:

Division/unit: Certification

Maintenance system: Numerical by primary key

Record series content: Database used to track the certification of all persons, facilities and systems subject to the Utility Operators Certification Act. Data includes application for examination (i.e., individual or facility name, identifying number, social security number, address, etc), renewal certification status, system classification status, operator survey data, compliance data, etc.

Classification:

(A) **Certification data:** 1.21.2.404 NMAC, Individual Certification

(B) **Examination data:** 1.21.2.672 NMAC, Tests and Examinations

- (C) **Operator credit data:** 1.21.2.404 NMAC, Individual Certification
- (D) **Enforcement data:** 1.21.2.656 NMAC, Discipline and Investigations - General

File closure:

- (A) **Certification data:** Date certification is terminated
- (B) **Examination data:** Date of examination
- (C) **Operator credit data:** Close of calendar year in which created
- (D) **Enforcement data:** Date of resolution

Confidentiality: Portions of record may contain confidential information per 5 USC, Section 552a (i.e., social security number), per CFR 40 Subsection 53.15 (i.e., trade secrets and confidential or privileged information) and per 20 USC, Section 9573 Confidentiality.

[New - 03/31/2021]

667-112 WATER AND WASTEWATER OPERATOR CERTIFICATION FILES:

Division/unit: Certification

Maintenance system: Chronological by date of test session then, alphabetical by name of applicant

Record series content: Records concerning the certification of all persons, facilities and systems subject to the Utility Operators Certification Act (Sections 61-33-1 through 10 NMSA 1978). Files may contain application for examination, examination answer sheet with score, résumé or experience profile, transcripts, application for reciprocity with other states, renewal certification documentation, correspondence, etc.

Classification: 1.21.2.404 NMAC, Individual Certification

File closure: Date of examination

Confidentiality: Portions of record may contain confidential information per 5 USC, Section 552a (i.e., social security number) and per 20 USC, Section 9573 Confidentiality.

[New - 03/31/2021]

667-113 WATER AND WASTEWATER TRAINING CREDIT FILES:

Division/unit: Certification

Maintenance system: Chronoalphabetical by date received and name of training provider

Record series content: Records concerning information on water and wastewater operator certification training being offered and a list provided by training providers showing those persons who attended training and the training credits they received. Files may contain instructor résumé and qualifications; a list showing date of training, location, subject and number of credits for each attendee; correspondence; etc.

Classification: 1.21.2.251 NMAC, Course Management

File closure: Date of credit earned

Confidentiality: Portions of record may contain confidential information per 5 USC, Section 552a (i.e., social security number) and per 20 USC, Section 9573 Confidentiality.

[New - 03/31/2021]

667-114 WATER AND WASTEWATER FACILITY ENFORCEMENT FILES:

Division/unit: Certification

Maintenance system: Alphabetical by operator or company name

Record series content: Records concerning the enforcement actions against operators, facilities and systems for violations of the Utility Operators Certification Act (Sections 61-33-1 through 10 NMSA 1978). Files may contain utility operator survey, plan for compliance, water and wastewater system classification level, newspaper articles, notice of public hearings, legal opinions, correspondence, final disposition, correspondence, etc.

Classification: 1.21.2.444 NMAC, Water Facilities - Environment Management

File closure: Date of resolution

Confidentiality: Portions of record may contain confidential information per 5 USC, Section 552a (i.e., social security number), per CFR 40 Subsection 53.15 (i.e., trade secrets and confidential or privileged information) and per 20 USC, Section 9573 Confidentiality.
[New - 03/31/2021]

667-115 to 667-120

667-121 WASTEWATER TREATMENT PLANT FILES:

Division/unit: Point source regulation

Maintenance system: Alphabetical by name of facility or plant

Record series content: Records concerning the water quality control commission regulations for the permitting process of wastewater treatment plants. Files may contain permit application, plans, specifications, state reports and data, state enforcement documentation, newspaper notices, correspondence, etc.

Classification: 1.21.2.444 NMAC, Water Facilities - Environment Management

File closure: Date file created

[New - 03/31/2021]

667-122 WASTEWATER TREATMENT PLANT FEDERAL NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMIT FILES:

Division/unit: Point source regulation

Maintenance system: Alphabetical by name of facility or plant

Record series content: Records concerning the regulations for the national pollutant discharge elimination system permit process that establishes effluent limitations for discharges into or below the surface of the ground. Files may contain permit application, plans, specifications, national pollutant discharge elimination system permit, monitoring reports, national pollutant discharge elimination system reports and enforcement documentation, correspondence, etc.

Classification: 1.21.2.445 NMAC, Water Pollution

File closure: Date file created

[New - 03/31/2021]

667-123 ANIMAL CONFINEMENT FILES:

Division/unit: Point source regulation

Maintenance system: Alphabetical by name of facility

Record series content: Records concerning the water quality control commission regulations and permits of effluent discharges for animal confinement facilities. Files may contain permit application, plans, specifications, copies of permits, state reports and data, sample results, state enforcement documentation, newspaper notices, correspondence, etc.

Classification: 1.21.2.436 NMAC, Air, Land and Water Quality

File closure: Date file created

[New - 03/31/2021]

667-124 ANIMAL CONFINEMENT NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMIT FILES:

Division/unit: Point source regulation

Maintenance system: Alphabetical by name of facility

Record series content: Records concerning the regulations for the national pollutant discharge elimination system permit process that establishes effluent limitations for discharges into or below the surface of the ground. Files may contain permit application, plans, specifications, national pollutant discharge elimination system permit, monitoring reports, national pollutant discharge elimination system reports and enforcement documentation, correspondence, etc.

Classification: 1.21.2.436 NMAC, Air, Land and Water Quality

File closure: Date file created

[New - 03/31/2021]

667-125 COUNTY AND CITY FILES:

Division/unit: Point source regulation

Maintenance system: Alphabetical by name of city or county

Record series content: Records concerning notification of any discharge of water contaminants from any facility. Files may contain pollution or spill investigation and report detailing facility; duration of the discharge; source and cause of discharge; description of the discharge, including its chemical composition; estimated volume of discharge; corrective actions taken to mitigate damage; operation and maintenance inspection reports; correspondence; etc.

Classification: 1.21.2.445 NMAC, Water Pollution

File closure: Date file created

[New - 03/31/2021]

667-126 PUBLICLY OWNED MUNICIPAL WASTEWATER TREATMENT PLANT FILES:

Division/unit: Point source regulation

Maintenance system: Alphabetical by name of facility or plant

Record series content: Records concerning the water quality control commission regulations for the permitting process of publicly owned municipal wastewater treatment plants. Files may contain permit application, plans, specifications, state reports and data, state enforcement documentation, newspaper notices, correspondence, etc.

Classification: 1.21.2.444 NMAC, Water Facilities - Environment Management

File closure: Date file created

[New - 03/31/2021]

667-127 PUBLICLY OWNED MUNICIPAL WASTEWATER TREATMENT PLANT NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMIT FILES:

Division/unit: Point source regulation

Maintenance system: Alphabetical by name of facility or plant

Record series content: Records concerning the regulations for the national pollutant discharge elimination system permit process that establishes effluent limitations for discharges into or below the surface of the ground. Files may contain permit application, plans, specifications, national pollutant discharge elimination system permit, monitoring and inspection reports, national pollutant discharge elimination system reports and enforcement documentation, pretreatment documentation, correspondence, etc.

Classification: 1.21.2.444 NMAC, Water Facilities - Environment Management

File closure: Date file created

[New - 03/31/2021]

667-128 NON-MUNICIPAL WASTEWATER TREATMENT PLANT FILES:

Division/unit: Point source regulation

Maintenance system: Alphabetical by name of facility or plant

Record series content: Records concerning the water quality control commission regulations for the permitting process for non-municipal wastewater treatment plants. Files may contain permit application, plans, specifications, state reports and data, state enforcement documentation, newspaper notices, correspondence, etc.

Classification: 1.21.2.444 NMAC, Water Facilities - Environment Management

File closure: Date file created

[New - 03/31/2021]

667-129 NON-MUNICIPAL WASTEWATER TREATMENT PLANT NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMIT FILES:

Division/unit: Point source regulation

Maintenance system: Alphabetical by name of facility or plant

Record series content: Records concerning the regulations for the national pollutant discharge elimination system permit process that establishes effluent limitations for discharges into or below the surface of the ground. Files may contain permit application, plans, specifications, national pollutant discharge elimination system permit, monitoring and inspection reports, national pollutant discharge elimination system reports and enforcement documentation, pretreatment documentation, correspondence, etc.

Classification: 1.21.2.445 NMAC, Water Pollution

File closure: Date file created

[New - 03/31/2021]

667-130 to 667-140

667-141 DEPARTMENT OF ENERGY PROJECT FILES:

Division/unit: Department of energy oversight bureau

Maintenance system: Alphabetical by location site

Record series content: Records concern state of New Mexico authorization to operate a hazardous waste management program and enforcement of regulations for federal facilities. Files may contain site description, site assessment for soil erosion, maps, data on samples, data on soil contamination, data on local water, data on habitat, data on monitoring, analysis and testing, copy of final report, correspondence, etc.

Classification: 1.21.2.821 NMAC, Hazardous Waste

File closure: Date of cleanup or final evaluation of project

[New - 03/31/2021]

667-142 DEPARTMENT OF ENERGY PROJECT SYSTEM:

Division/unit: Department of energy oversight bureau

Maintenance system: Numerical by primary number

Record series content: System maintains and tracks information on New Mexico federal projects involving the operation of federal hazardous waste facilities and the management program and enforcement of regulatory data for federal facilities. Database may contain site description, site assessment for soil erosion, maps, data on samples, data on soil contamination, data on local water quality, data on habitat, data on monitoring, analysis and testing, final report, electronic mail, correspondence, etc.

Classification: 1.21.2.821 NMAC, Hazardous Waste

File closure: Date of cleanup or final evaluation of project

[New - 03/31/2021]

667-143 DEPARTMENT OF ENERGY ANNUAL REPORT:

Division/unit: Department of energy oversight program

Maintenance system: Chronological by year of report

Record series content: Annual report regarding oversight and monitoring programs at department of energy facilities in New Mexico. Report may show assessment results of data for New Mexico federal hazardous waste facilities, data on personnel, administration, investigations, restoration, surveillance, public meetings, etc.

Classification: 1.21.2.117 NMAC, Reports - Historical

File closure: Date file created
[New - 03/31/2021]

667-144 DEPARTMENT OF ENERGY TECHNICAL REPORT:

Division/unit: Department of energy oversight bureau

Maintenance system: Chronological by year of report

Record series content: Annual report regarding documentation and information on activities of department of energy oversight staff. File may contain sampling data, lab reports, summarized field notes, maps, correspondence, report excerpts, correspondence, etc.

Classification: 1.21.2.117 NMAC, Reports - Historical

File closure: Date file created
[New - 03/31/2021]

667-145 to 667-150

667-151 SOLID WASTE FACILITY FILES:

Division/unit: Solid waste

Maintenance system: Alphabetical by name of facility

Record series content: Records concerning the establishment of a solid waste management program to plan for and regulate cost-effective and environmentally safe reduction, storage, collection, transportation, separation, processing, recycling and disposal of solid waste. Files may contain research information on facility location, design, permit application, maps, drawings, photographs, hearing transcripts, operation history, ground water monitoring results, enforcement, violations, closure plans, annual reports, financial assurance documents, correspondence, etc.

Classification: 1.21.2.436 NMAC, Air, Land and Water Quality

File closure: Date file created
[New - 03/31/2021]

667-152 TIRE RECYCLING GRANT FILES:

Division/unit: Solid waste

Maintenance system: Alphabetical by name of local government applicant

Record series content: Records concerning allocation of grant funds to counties or municipalities for tire recycling plants to implement the provisions of the Tire Recycling Act. Files may contain application, original grant agreement, reimbursement requests, annual reports, project closing reports, copies of state audits, correspondence, etc.

Classification: 1.21.2.122 NMAC, Grant Administration

File closure: Date of termination of grant agreement or date of closure of facility, whichever is longer
[New - 03/31/2021]

667-153 TIRE RECYCLING FACILITY FILES:

Division/unit: Solid waste

Maintenance system: Alphabetical by name of facility

Record series content: Records concerning the establishment of a program to plan for and regulate cost-effective and environmentally safe reduction, storage, collection, transportation, separation, processing, recycling and disposal of scrap tires. Files may contain research information on facility location, design, permit application, maps, drawings, photographs, hearing transcripts, operation history, enforcement, violations, closure plans, annual reports, financial assurance documents, correspondence, etc.

Classification: 1.21.2.436 NMAC, Air, Land and Water Quality

File closure: Date file created
[New - 03/31/2021]

667-154 URANIUM MINE TAILINGS REMEDIATION ACT FILES:

Division/unit: Solid waste

Maintenance system: Alphabetical by name of facility or mine

Record series content: Records concerning the federally funded monitoring, cleanup and closure of facilities and reclamation of mines and facilities. Files may contain monitoring data; testing and analysis data on soil, water and air; disposal requirements; permits for closure; licenses for closure and disposal; final reports to federal and state agencies; correspondence; etc.

Classification: 1.21.2.440 NMAC, Remediation - Superfund

File closure: Date file created

[New - 03/31/2021]

667-155 HAULER REGISTRATION FILES:

Division/unit: Solid waste

Maintenance system: Alphabetical by name of individual or facility registrant

Record series content: Records concerning the registration and certification of any person transporting solid waste for hire for the purpose of disposing the solid waste in a solid waste facility. File may contain application, registration, copy of certificate, business financial statements, enforcement documentation, correspondence, etc.

Classification: 1.21.2.404 NMAC, Individual Certification

File closure: Date individual or facility is no longer in business

Confidentiality: Portions of record may be confidential.

[New - 03/31/2021]

667-156 OPERATOR CERTIFICATION FILES:

Division/unit: Solid waste

Maintenance system: Alphabetical by name of individual

Record series content: Records concerning the training, testing, certification and professional demeanor of any person operating a landfill, transfer station, transformation facility, recycling facility or compost operation. File may contain application, test papers, copy of certificate, record of interim training, copies of other certificates, record of other training, record of retesting and recertification, correspondence, etc.

Classification: 1.21.2.404 NMAC, Individual Certification

File closure: Date certificate expires

Confidentiality: Portions of record may contain confidential information.

[New - 03/31/2021]

667-157 CBI DISCLOSURE FILES:

Division/unit: Solid waste

Maintenance system: Alphabetical by name of individual or facility

Record series content: Records concerning the financial disclosure as required by Section 74-9-35 NMSA 1978 and as part of the financial responsibility requirements for solid waste generators and operators of solid waste facilities. File may contain financial disclosure statements, background checks, confidential business information, correspondence, etc.

Classification: 1.21.2.652 NMAC, Business Licenses

File closure: Date of closure of facility or business

Confidentiality: Portions of record may contain confidential information (18 USC 1905).

[New - 03/31/2021]

667-158 to 667-160

667-161 COMPLIANCE INSPECTION CASE FILES:

Division/unit: Occupational safety and health

Maintenance system: Alphabetical by company name

Record series content: Records concerning the inspections of businesses and industries for compliance with occupational safety and health administration regulations. Files may contain employee interviews, copy of company safety manuals, violation work sheet, copy of citation, written corrective action plans, copies of checks, letter of acknowledgement for payment received, check transmittal to administrative services division financial services bureau, correspondence, etc.

Classification: 1.21.2.501 NMAC, Inspections and Investigations

File closure: Date case closed

[New - 03/31/2021]

667-162 DISCRIMINATION CASE FILES:

Division/unit: Occupational safety and health

Maintenance system: Chronological by case number

Record series content: Records concerning individuals who exercise their rights under Section 50-9-25 NMSA 1978, which prohibits dismissal of employees who refuse to work in unsafe working conditions. Files may contain investigation case file, interviews with employer, interviews with employee, copies of documentation, correspondence, etc.

Classification: 1.21.2.501 NMAC, Inspections and Investigations

File closure: Date case closed

[New - 03/31/2021]

667-163 SURVEY OF OCCUPATION INJURIES AND ILLNESSES:

Division/unit: Occupational safety and health

Maintenance system: Chronological by year of survey

Record series content: Records concerning occupational safety and health administration and US bureau of labor statistics survey of employers about occupational injuries and illnesses as well as information about the number of employees and hours worked at business establishments. Files may contain office of management and budget form 1220-0045 (survey of occupational injuries and illnesses), which shows name of employer, company name, number of employees, unemployment insurance number, data on average employment, hours worked and summary of work related injuries; copies of case with days away from work form; occupational safety and health administration form 200 (log and summary of occupational injuries and illnesses); workers' compensation report; accident report; insurance form; occupational safety and health administration form 101 (supplementary record of occupational injuries and illnesses); etc.

Classification: 1.21.2.501 NMAC, Inspections and Investigations

File closure: Date of publication of data

Confidentiality: Information is confidential and used only for statistical purposes under Public Law 91-596.

[New - 03/31/2021]

667-164 CENSUS OF FATAL OCCUPATIONAL INJURIES FILES:

Division/unit: Occupational safety and health

Maintenance system: Numerical by case number

Record series content: Record concerning information on fatal occupational injuries. Files may contain name of employee, age, date of birth, ethnicity, place of residence, newspaper clippings, report from medical investigator, autopsy report, toxicology report, copy of death certificate, police accident report, occupational safety and health administration investigation report, occupational safety and health form 36 (fatality or catastrophe report), correspondence, etc.

Classification: 1.21.2.501 NMAC, Inspections and Investigations

File closure: Date file created

Confidentiality: Information is confidential and used only for statistical purposes.

[New - 03/31/2021]

667-165 OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION DATA INITIATIVE COLLECTION SURVEY FILES:

Division/unit: Occupational safety and health

Maintenance system: Numerical by office of management and budget control number

Record series content: Records concerning the US department of labor, occupational safety and health administration and state agencies joint efforts to compile occupational injury and illness data from employers within specific industry and employment size specifications. Information is used to focus occupational safety and health administration activities (i.e., inspections, outreach, consultations, technical assistance, etc.) and to measure the performance of the agency in meeting goals of reducing workplace injuries and illnesses. Files may contain information on the number of employees in the establishment, number of hours employees worked, occupational safety and health administration form 200 (log and summary of occupational injuries and illnesses), which shows the total number of occupational injuries and illnesses that occurred at each establishment, etc.

Classification: 1.21.2.501 NMAC, Inspections and Investigations

File closure: Date of publication of data

[New - 03/31/2021]

667-166 INTEGRATED MANAGEMENT INFORMATION SYSTEM:

Division/unit: Occupational safety and health

Maintenance system: Numerical by primary number

Record series content: Integrated management information system supports word processing, electronic mail and spreadsheet capabilities and maintains database for information on occupational safety and health administration inspections, referrals, interventions, complaints, violations, sampling, catastrophes, accidents and fatalities. Data is transmitted electronically on a daily basis to the national occupational safety and health administration database.

Classification: 1.21.2.501 NMAC, Inspections and Investigations

File closure: Date case closed

Confidentiality: Portions of database may contain confidential information under Occupational Safety and Health Act, Sections 50-9-1 through 25 NMSA 1978.

[New - 03/31/2021]

667-167 COMPLAINTS LOG:

Division/unit: Occupational safety and health

Maintenance system: Alphanumeric by name of company and complaint number

Record series content: Record of telephone, letter, memo or e-mail notifications from concerned citizens or former employees in business or industry about unsafe working conditions.

Classification: 1.21.2.110 NMAC, Logs

File closure: Date data is input and verified

[New - 03/31/2021]

667-168 REFERRALS REPORT (FORM OSHA-26):

Division/unit: Occupational safety and health

Maintenance system: Alphabetical by company name

Record series content: Report shows reporting identification number, establishment information, industry and ownership, source, referral classification, hazard description, referral action, close referral, comments, inspection report, fine or violation, date of employer response, etc.

Classification: 1.21.2.501 NMAC, Inspections and Investigations

File closure: Date case closed

Confidentiality: Portions of record may contain confidential information under Sections 50-9-1 through 25 NMSA 1978.

[New - 03/31/2021]

667-169 CONSULTATION REPORT:

Division/unit: Occupational safety and health

Maintenance system: Chronoalphabetical by date created and company name

Record series content: Report concerns requests for technical service for compliance with occupational safety and health regulations. Report may contain request date, visit date, violations, date of abatement, extensions of abatement, standard industry classification code, type of service, training, program assistance, case closed date, etc.

Classification: 1.21.2.116 NMAC, Reports - General

File closure: Date case closed

Confidentiality: Portions of record may contain confidential information under Sections 50-9-1 through 25 NMSA 1978.

[New - 03/31/2021]

667-170 INTERVENTION ACTIVITY REPORT (FORM OSHA-66):

Division/unit: Occupational safety and health

Maintenance system: Chronoalphabetical by date created and company name

Record series content: Report tracks requests from employers or the public for information of clarification of occupational safety and health regulations. Report shows name of consultant, establishment identification, establishment address, narrative from consultant, etc.

Classification: 1.21.2.116 NMAC, Reports - General

File closure: Date case closed

[New - 03/31/2021]

667-171 COMPLAINTS REPORT:

Division/unit: Occupational safety and health

Maintenance system: Chronoalphabetical by date created and company name

Record series content: Report tracking employee or representative complaints received by department and concerning any alleged violation of a regulation concerning any unsafe or hazardous working condition. Report may contain narrative of formal written and non-formal complaints received by the department; form OSHA-7 (notice of alleged safety or health hazards), which shows date, employer name, site location, type of business, hazard description, hazard location, complainant name, address, complaint evaluation, complaint action, close complaint and comments; responses from company; notice of corrective action; etc.

Classification: 1.21.2.501 NMAC, Inspections and Investigations

File closure: Date case closed

Confidentiality: Portions of record may contain confidential information under Sections 50-9-1 through 25 NMSA 1978.

[New - 03/31/2021]

667-172 VIOLATIONS REPORT:

Division/unit: Occupational safety and health

Maintenance system: Chronoalphabetical by date created and company name

Record series content: Report tracks business and industry violations of occupational safety and health regulations. Report may contain information on the status of violations, classification of violation, penalty, abatement date, etc.

Classification: 1.21.2.501 NMAC, Inspections and Investigations

File closure: Date case closed

Confidentiality: Portions of record may contain confidential information under Sections 50-9-1 through 25 NMSA 1978.

[New - 03/31/2021]

667-173 SAMPLING REPORT:

Division/unit: Occupational safety and health

Maintenance system: Chronoalphabetical by date created and company name

Record series content: Report contains sampling data from inspections for compliance with occupational safety and health regulations. Report may contain information on the type of sample, type of substance sampled for, noted overexposures, noted violations, etc.

Classification: 1.21.2.501 NMAC, Inspections and Investigations

File closure: Date case closed

Confidentiality: Portions of record may contain confidential information under Sections 50-9-1 through 25 NMSA 1978.

[New - 03/31/2021]

667-174 CATASTROPHES REPORT:

Division/unit: Occupational safety and health

Maintenance system: Chronoalphabetical by date created and company name

Record series content: Report tracks business and industry work-related fatalities and catastrophes. Report may contain information on establishment name, location of incident, time of incident, number of fatalities or hospitalized employees, contact person, phone number, brief description of the incident, etc.

Classification: 1.21.2.117 NMAC, Reports - Historical

File closure: Date case closed

Confidentiality: Portions of record may contain confidential information under Sections 50-9-1 through 25 NMSA 1978.

[New - 03/31/2021]

667-175 OCCUPATIONAL SAFETY AND HEALTH DATA INITIATIVE COLLECTION SURVEY (DATCO) DATABASE:

Division/unit: Occupational safety and health

Maintenance system: Numerical by primary number

Record series content: System maintaining and tracking business and industry work-related occupational injury and illness data from employers within specific industry and employment size specifications. Database may contain information on number of employees in establishment, number of hours employees worked, totals of occupational injuries and illnesses that occurred in each establishment, etc.

Classification: 1.21.2.121 NMAC, Tracking

File closure: Date report is issued or date next survey is complete, whichever is longer

[New - 03/31/2021]

667-176 to 667-190

667-191 AIR QUALITY ENFORCEMENT FILES:

Division/unit: Air quality

Maintenance system: Numerical by agency interest number

Record series content: Records concerning the enforcement actions against facilities for violations of state and federal regulations. Files may contain emissions reports, sampling reports, plume readings, stack tests, copies of checks, penalty calculations, return mail receipts, complaints, inspections, correspondence, etc.

Classification: 1.21.2.467 NMAC, Asbestos

File closure: Date file created

Confidentiality: Portions of record may contain confidential information per CFR 40 Subsection 53.15 (i.e., trade secrets and confidential or privileged information).

[New - 03/31/2021]

667-192 ASBESTOS ENFORCEMENT FILES:

Division/unit: Air quality

Maintenance system: Numerical by agency interest number

Record series content: Records concerning the enforcement actions for violations of state and federal national emission standards for hazardous air pollutants regulations. Files may contain notice of demolition or renovation from owners or contractors showing owner of facility, facility location, name of removal contractor; scheduled start and end date of asbestos removal; waste disposal transporter and site; amounts of asbestos; work path and check list; complaints; shipment manifest from approved landfill; legal documents; correspondence; etc.

Classification: 1.21.2.467 NMAC, Asbestos

File closure: Date of removal

Confidentiality: Portions of record may contain confidential information per CFR 40 Subsection 53.15 (i.e., trade secrets and confidential or privileged information)

[New - 03/31/2021]

667-193 AIR QUALITY PERMIT FILES:

Division/unit: Air quality

Maintenance system: Numerical by permit number

Record series content: Records concerning the permitting and operating conditions of facilities regulated by the environment department. Files may contain; applications for facility construction and operation, statements of basis, correspondence, supporting documents, reports and studies showing data on operating conditions of plants, amounts of pollution being emitted, findings, conclusions, recommendations, etc.

Classification:

(A) **Title five permit application files:** 1.21.2.436 NMAC, Air, Land and Water Quality

(B) **New source review permit application files:** 1.21.2.436 NMAC, Air, Land and Water Quality

(C) **Emissions inventory reports:** 1.21.2.117 NMAC, Reports - Historical

File closure:

(A) **Title five permit application files:** Close of calendar year in which last update was created

(B) **New source review permit application files:** Close of calendar year in which last update was created

(C) **Emissions inventory reports:** Close of calendar year in which created

Confidentiality: Portions of record may contain confidential information per CFR 40 Subsection 53.15 (i.e., trade secrets and confidential or privileged information).

[New - 03/31/2021]

667-194 AIR QUALITY HEARING RECORDS:

Division/unit: Air quality

Maintenance system: Chronological by date created

Record series content: Records concerning public hearings for regulations, state implementation plans, facilities requesting permits, modifications to permits or any substantial change in business operations. Files may contain legal notices, transcripts of hearings, public comments, legal opinions, expert testimony, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date file created

Confidentiality: Portions of record may contain confidential information (e.g., attorney and client privilege).

[New - 03/31/2021]

667-195 QUALITY ASSURANCE FILES:

Division/unit: Air quality

Maintenance system: Chronoalphabetical and numerical by year created, name of site and monitor type

Record series content: Records concerning the performance of each monitor, kept as data forms by site operators. Files may contain record of calibrations, audits, out of service periods and other relevant information for each monitor.

Classification: 1.21.2.466 NMAC, Air Quality

File closure: Close of calendar year in which created

[New - 03/31/2021]

667-196 SITE AND MONITOR LOG BOOKS:

Division/unit: Air quality

Maintenance system: Alphanumeric by site name and monitor number

Record series content: Records concerning the operation and maintenance of monitoring equipment. Books may contain description of activities performed on monitor and at site location, calibrations, monitor audits, etc.

Classification: 11.21.2.110 NMAC, Logs

File closure: Date of last entry

[New - 03/31/2021]

667-197 QUARTERLY MONITORING DATA INFORMATION FILES:

Division/unit: Air quality

Maintenance system: Chronoalphabetical by date of report and site name

Record series content: Records concerning the monitoring data from each monitoring site. Files may contain printouts of monitor readings that show hourly pollutant data information, data interruption forms showing times when work is being performed on monitor, carbon copies of site and monitor log book sheets, etc.

Classification: 1.21.2.466 NMAC, Air Quality

File closure: Close of calendar year in which created

[New - 03/31/2021]

667-198 AIR MONITOR FILTERS:

Division/unit: Air quality

Maintenance system: Numerical by air filter number

Record series content: Record containing air filters from monitoring machines used to measure the particulate content of the air. Filters are enclosed in envelopes showing site location, filter number, date collected, etc.

Classification: 1.21.2.466 NMAC, Air Quality

File closure: Close of calendar year in which created

[New - 03/31/2021]

667-199 AIR MONITOR DATABASE:

Division/unit: Air quality

Maintenance system: Numerical by primary key

Record series content: Database captures and maintains data automatically relayed from monitoring sites throughout New Mexico from air monitoring equipment used to measure contaminant levels of the

air content. Data includes the date, time and locations of pollutant concentrations monitored in ambient air, etc.

Classification: 1.21.2.466 NMAC, Air Quality

File closure: Close of calendar year in which data received

[New - 03/31/2021]

667-200 TOOLS FOR ENVIRONMENTAL MANAGEMENT ORGANIZATION (TEMPO) DATABASE:

Division/unit: Environment (air quality, ground water, petroleum, hazardous waste)

Maintenance system: Numerical by primary key

Record series content: Database used to track enforcement actions, compliance reporting, permitting and operating conditions of facilities regulated by the air quality bureau and the ground water bureau of the department. Data includes facility name, facility identifying number, address, permit application data, emissions or discharge report data, complaints data, enforcement data, permit invoicing data, compliance report data, etc.

Classification:

(A) **Air quality enforcement data:** 1.21.2.467 NMAC, Asbestos

(B) **Asbestos enforcement data:** 1.21.2.467 NMAC, Asbestos

(C) **Air quality permit data:** 1.21.2.436 NMAC, Air, Land and Water Quality

(D) **Emissions inventory report data:** 1.21.2.436 NMAC, Air, Land and Water Quality

(E) **Waster water discharge permits data:** 1.21.2.445 NMAC, Water Pollution

File closure: Close of calendar year in which created

Confidentiality: Portions of record may contain confidential information per CFR 40 Subsection 53.15 (i.e., trade secrets and confidential or privileged information).

[New - 03/31/2021]

667-201 to 667-210

667-211 CERTIFIED SCIENTIST EXAMINATIONS:

Division/unit: Underground storage tanks

Maintenance system: Alphabetical by applicant and company name

Record series content: Records concerning the examination and certification of individuals seeking to become certified for remedial action work on leaking underground storage tank sites. File may contain application, application fee log, reservation form, documentation of credentials, result of examination, copy of certificate, continuing education unit hours, approval letter from division offices, documentation of experience requirements, correspondence, etc.

Classification: 1.21.2.404 NMAC, Individual Certification

File closure: Date individual is re-certified or date certification expires

[New - 03/31/2021]

667-212 CERTIFIED SCIENTIST LISTING DATABASE:

Division/unit: Underground storage tanks

Maintenance system: Numerical by primary number

Record series content: System capturing and maintaining information on certified scientists. Database may contain name of company, address, names of certified individuals within the company, continuing education unit hours, information on certified scientists affiliated with employers, certified scientists affiliated with contractors, applications for the certified scientist examination, examination results, etc.

Classification: 1.21.2.121 NMAC, Tracking

File closure: Date superseded by new data

[New - 03/31/2021]

667-213 CERTIFIED TANK INSTALLER LISTING SYSTEM:

Division/unit: Underground storage tanks

Maintenance system: Numerical by primary number

Record series content: System capturing and maintaining information on certified tank installers.

Database may contain company name, address, name of certified individual in company, phone number, certificate number, examination results, continuing education unit hours, field test results, etc.

Classification: 1.21.2.667 NMAC, Professional Licenses

File closure: Date individual is re-certified or date certification expires

[New - 03/31/2021]

667-214 CERTIFIED TANK INSTALLER LISTING:

Division/unit: Underground storage tanks

Maintenance system: Alphanumeric by name of certified installer and certificate number

Record series content: Records concern the testing and certification of individuals for installation of underground storage tanks for petroleum products. File may contain original application, original test, examination results, documentation of payment received, continuing education units, certificate of training, application for renewal, affidavit form, field test results, correspondence, etc.

Classification: 1.21.2.667 NMAC, Professional Licenses

File closure: Date individual is re-certified or date certification expires

[New - 03/31/2021]

667-215 UNDERGROUND STORAGE TANK REGISTRATION DATABASE:

Division/unit: Underground storage tanks

Maintenance system: Numerical by primary number

Record series content: Database tracks underground storage tank registration. Database may include notification and location of ownership, site inspection reports, reports on equipment and monitoring of tanks, data on leaks, notices of violation, information on compliance with federal regulations, financial responsibility insurance policy number, etc.

Classification: 1.21.2.443 NMAC, Storage Tanks

File closure: Date file created

[New - 03/31/2021]

667-216 TANK REGISTRATION FILES:

Division/unit: Underground storage tanks

Maintenance system: Alphabetical by owner or operator name

Record series content: Record concerning the annual registration and collection of fees for underground storage tanks as required under the provisions of the Groundwater Protection Act. Files may contain notification and location of ownership, site inspection reports, reports on equipment and monitoring of tanks, data on leaks, copy of registration certificate, copies of payments received, copies of invoices, notices of violations, compliance with federal regulations, correspondence, financial responsibility insurance policy number, comments, construction and contents of tank, correspondence, etc.

Classification: 1.21.2.443 NMAC, Storage Tanks

File closure: Date file created

[New - 03/31/2021]

667-217 to 667-220

667-221 CORRECTIVE ACTION FUND DATABASE:

Division/unit: Petroleum storage

Maintenance system: Numerical by primary key

Record series content: Database used to manage and maintain information on payments to or expenditures from the corrective action fund. Data may include name and address of contractor, site assessment and work plan information, invoice information, validation of work plan completion data, payment date, warrant number, etc.

Classification: 1.21.2.443 NMAC, Storage Tanks

File closure: Date file created

[New - 03/31/2021]

667-222 to 667-230

667-231 CORRECTIVE ACTION AND REMEDIATION FILES:

Division/unit: Underground storage tanks

Maintenance system: Alphabetical by county and site name

Record series content: Records concerning the status of corrective action on leaking tanks and remediation until the end of a project that would result in no further action necessary. Files may contain reclamation plan, implementation of plan, monitoring of contamination, quarterly reports from environmental consultant, copies of contractual information, bid information, correspondence, etc.

Classification: 1.21.2.443 NMAC, Storage Tanks

File closure: Date file created

[New - 03/31/2021]

667-232 CORRECTIVE ACTION EQUIPMENT DATABASE:

Division/unit: Underground storage tanks

Maintenance system: Numerical by primary number

Record series content: Database tracks inventory of all equipment purchased with corrective action fund monies. Database includes location of equipment, condition of equipment, identification of equipment, serial numbers, purchase information, digital photos of equipment, etc.

Classification: 1.21.2.316 NMAC, Fixed Assets

File closure: Date file created

[New - 03/31/2021]

667-233 to 667-240

667-241 FOOD PROGRAM FILES:

Division/unit: Food quality management and field operations

Maintenance system: Alphabetical by name of facility

Record series content: Records concerning the regulation and issuance of annual new and renewal permits for all food service and food processing establishments. Files may contain application for permit to operate food service establishment form, which shows name and address of establishment, name and address of owner, name and address of manager or operator, narrative on establishment, status of permit (i.e., approved or disapproved with reasons for disapproval), grade awarded, permit number, date, remarks and signature of environment department staff; application for a variance from the requirements of the food service regulations form showing person requesting variance, establishment name and address, environment department permit number, narrative on variance request, narrative on action taken by the division; copy of permit; etc.

Classification: 1.21.2.661 NMAC, Facilities, Establishments and Products

File closure: Date last permit issued

[New - 03/31/2021]

667-242 TEMPORARY FOOD SERVICE PERMIT FILES:

Division/unit: Food quality management and field operations

Maintenance system: Alphabetical by name of facility

Record series content: Records concerning the regulation and issuance of food service temporary (less than 30 days) permits for special events. Files may include temporary food service application, which shows establishment or facility name and address, owner or contact person name and address, event name and location, requested permit start and end dates, food items to be served, location where food items purchased, description of method of compliance with food storage temperature requirements, method of waste disposal, applicant signature, date permit issued, remarks, etc.

Classification: 1.21.2.661 NMAC, Facilities, Establishments and Products

File closure: Date permit expires

[New - 03/31/2021]

667-243 to 667-250

667-251 DRINKING WATER PROGRAM FILES:

Division/unit: Drinking water

Maintenance system: Alphabetical by name of water system, then chronological by calendar year

Record series content: Records concerning the inspection, review, monitoring, and sampling of water systems to determine compliance with the drinking water regulations of the New Mexico environmental improvement board. Files may include compliance reports, enforcement reports, water bacteriological analysis reports, water chemical analysis and reports, source water assessments, plans and specifications showing the number of people served by a water supply system, location of system maps; documentation of loans and other types of funding; sanitary surveys; waivers, correspondence; etc.

Classification:

(A) **Microbiological analysis records, turbidity and disinfectant residual measurement records and chemical analysis reports:** 1.21.2.483 NMAC, Water Quality

(B) **Enforcement files:** 1.21.2.482 NMAC, Water Facilities - Inspections and Monitoring

(C) **State determinations and exceptions:** 1.21.2.482 NMAC, Water Facilities - Inspections and Monitoring

(D) **Compliance plans for systems:** 1.21.2.482 NMAC, Water Facilities - Inspections and Monitoring

(E) **Plans and specifications:** 1.21.2.483 NMAC, Water Quality

File closure:

(A) **Microbiological analysis records, turbidity and disinfectant residual measurement records and chemical analysis reports:** Close of the calendar year in which analysis or report created

(B) **Enforcement files:** Close of the calendar year in which system becomes compliant

(C) **State determinations and exceptions:** Close of the calendar year from date of decision

(D) **Compliance plans for systems:** Close of calendar year in which system becomes inactive

(E) **Plans and specifications:** Date of approval

[New - 03/31/2021]

667-252 LABORATORY CERTIFICATION FILES:

Division/unit: Drinking water

Maintenance system: Chronological by date of certification, then alphabetical by laboratory name

Record series content: Records certifying that contracted laboratory facilities meet the EPA criteria for conducting water analysis. Files may include certification application review, quality assurance manuals and documents, onsite audits, proficiency testing results, certification, correspondence, etc.

Classification: 1.21.2.479 NMAC, Laboratory

File closure: Date of decertification

[New - 03/31/2021]

667-253 to 667-260

667-261 WATER SYSTEM DATABASE:

Division/unit: Food quality management and field operations

Maintenance system: Numerical by primary number

Record series content: System maintains and tracks information on the inspection, review, monitoring, sampling and sanitary surveys of water systems to determine compliance with the drinking water regulations of the New Mexico environmental improvement board. Database may contain information on compliance and enforcement, water analysis reports, water chemical analysis reports, source water assessment, plans and specifications showing number of people served by water supply system, location of system, maps, loan and other funding documentation, sanitary surveys, etc.

Classification: 1.21.2.483 NMAC, Water Quality

File closure: Close of calendar year in which data was entered

[New - 03/31/2021]

667-262 INVENTORY ACTION FORM:

Division/unit: Food quality management and field operations

Maintenance system: Alphabetical by water system name

Record series content: Record establishes entity as a public water supply. File may contain name and location of water supply, description, address, phone number and name of contact persons.

Classification: 1.21.2.483 NMAC, Water Quality

File closure: Date data is input and verified

[New - 03/31/2021]

667-263 SANITARY SURVEY FORM:

Division/unit: Food quality management and field operations

Maintenance system: Chronoalphabetical by date prepared and water system name

Record series content: Record may contain number of wells in system; description of system structure; name, address and phone number of contact persons; etc.

Classification: 1.21.2.483 NMAC, Water Quality

File closure: Date data is input and verified

[New - 03/31/2021]

667-264 CHEMICAL SAMPLING AND ANALYSIS FORM:

Division/unit: Food quality management and field operations

Maintenance system: Chronoalphabetical by date prepared and water system name

Record series content: Record concerns chemical sampling and analysis of water supply.

Classification: 1.21.2.483 NMAC, Water Quality

File closure: Date data is input and verified

667-265 MICROBIOLOGICAL SAMPLING AND ANALYSIS FORM:

Division/unit: Food quality management and field operations

Maintenance system: Chronoalphabetical by date prepared and water system name

Record series content: Record concerns microbiological sampling and analysis of public water supply.

Classification: 1.21.2.483 NMAC, Water Quality

File closure: Date data is input and verified

[New - 03/31/2021]

667-266 SWIMMING POOL PROGRAM FILES:

Division/unit: Food quality management and field operations

Maintenance system: Alphabetical by name of facility

Record series content: Records concerning the regulations governing the annual permit process for all swimming pool and public bath facilities that serve the general public.

Classification: 1.21.2.652 NMAC, Business Licenses

File closure: Date facility becomes inactive or closes

[New - 03/31/2021]

667-267 SWIMMING POOL PERMIT FILES:

Division/unit: Food quality management and field operations

Maintenance system: Alphabetical by name of facility

Record series content: Record concerning the permits issued for swimming pools and public bath facilities that serve the general public. Files may contain permit application, plans and specifications, copies of operating permits, variance petitions, written order for variance decision, review statements, results of inspections, complaints, corrective actions, closures, correspondence, etc.

Classification: 1.21.2.652 NMAC, Business Licenses

File closure: Date facility becomes inactive or closes

Confidentiality: Portions of record may contain confidential information (e.g., name of complainant).

[New - 03/31/2021]

667-268 to 667-280

667-281 ENVIRONMENTAL NOTIFICATION TRACKING SYSTEM (ENTS):

Division/unit: Environment

Maintenance system: Numerical by identification number

Record series content: Database that tracks all environmental concerns, issues, complaints and complaint disposition within the departments' jurisdictional and regulatory authority. Data may include name of complainant, nature of complaint, complaint location, complaint date, complaint disposition, etc.

Classification: 1.21.2.121 NMAC, Tracking

File closure: Date of final disposition of notification

[New - 03/31/2021]

667-282 COMPLAINT FILES:

Division/unit: Environment

Maintenance system: Chronological by calendar year

Record series content: Records concerning complaints reporting possible environmental hazards in New Mexico. File may include complaint, inspection report, final disposition of complaint, correspondence, etc.

Classification: 1.21.2.436 NMAC, Air, Land and Water Quality

File closure: Date of final disposition of complaint

[New - 03/31/2021]

667-283 LIQUID WASTE TECHNOLOGY PLAN FILES:

Division/unit: Environmental health

Maintenance system: Chronological by calendar year, then alphabetical by company name

Record series content: Records concerning liquid waste technologies submitted to design staff for approval or submitted to technical advisory committee for review and recommendations to the cabinet secretary. File may include manufacturer system plans and specifications, test data, product approval or denial letter, actions, correspondence, etc.

Classification:

(A) **Approved liquid waste technologies:** 1.21.2.444 NMAC, Water Facilities - Environment Management

(B) Denied liquid waste technologies: 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) Approved liquid waste technologies: Date file created

(B) Denied liquid waste technologies: Date of final denial

Confidentiality: Portions of record may be confidential pursuant, but not limited to CFR 40 Subsection 53.15 (i.e., trade secrets and confidential or privileged information).

[New - 03/31/2021]

667-284 LIQUID WASTE PERMIT DATABASE:

Division/unit: Environmental health

Maintenance system: Numerical by primary number

Record series content: Database that maintains information concerning the application, registration, permitting, application for variance and compliance of on-site liquid waste systems that do not require ground water discharge plans. Data may include permit number, application date, registration date, inspection date, variance application date, variance approval or denial, compliance order number, effluent data, comments, etc.

Classification: 1.21.2.436 NMAC, Air, Land and Water Quality

File closure: Date file created

[New - 03/31/2021]

667-285 LIQUID WASTE PERMIT FILES:

Division/unit: Environmental health

Maintenance system: Chronological by calendar year, then numerical by permit number

Record series content: Records documenting the application, registration, permitting, application for variance and compliance of on-site liquid waste systems that do not require ground water discharge plans. Files may include permit registration form and attachments (i.e., plat, dwelling floor plan, etc.) permit copy, final inspection, variance application, variance approval or denial, property transfer inspection form, notice of violation, compliance order, settlement agreement, criminal complaint, administrative search warrant, civil court complaint, inspection, correspondence, etc.

Classification: 1.21.2.436 NMAC, Air, Land and Water Quality

File closure: Date file created

[New - 03/31/2021]

667-286 WELL TEST FILES:

Division/unit: Environmental health

Maintenance system: Geographic by community, then chronological by calendar year

Record series content: Chemical and biological test results of private domestic well water. File may include test results, well log, correspondence, etc.

Classification: 1.21.2.436 NMAC, Air, Land and Water Quality

File closure: Date file created

[New - 03/31/2021]