



Mayor Martin J. Chávez

## **Public Information Hearing Protocol**

*CITY OF ALBUQUERQUE*

*Environmental Health Department*

*Air Quality Division*



Alfredo R. Santistevan  
Director

## **Forward**

The Air Quality Division developed the first draft Public Information Hearing Protocol in 2001 to address requests from the community regarding new or modified air quality permit applications. The Protocol has undergone several revisions to simply and streamline the process for engaging the public in discussions regarding their concerns about air quality in their community and how the potential issuance of the permit may affect their quality of life. This Protocol will be reviewed and amended as necessary to improve the Public Information Hearing process.

# Public Information Hearing Protocol

Albuquerque Environmental Health Department (AEHD)  
Air Quality Division (AQD)

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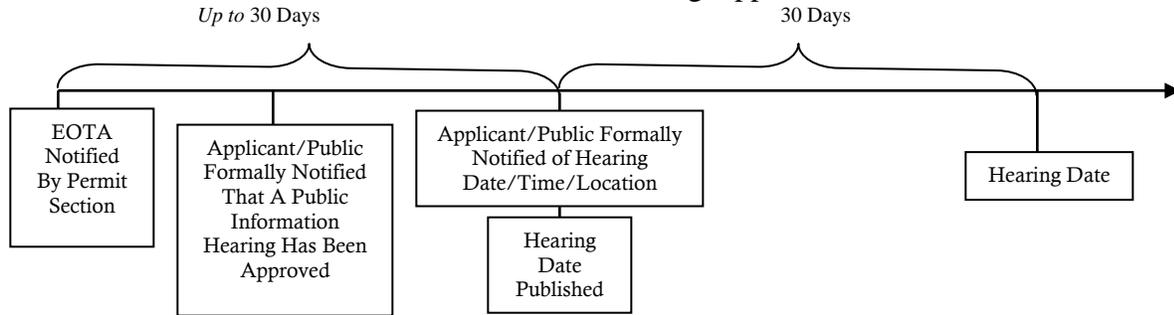
## **Purpose:**

The purpose of this policy is to provide standardized procedures for Air Quality Division (Division) Public Information Hearings (Hearing). Typically, these Hearings arise out of the public’s interest/concern regarding an application for an air quality permit, but Hearings may be held at any time at the discretion of the Director of the Albuquerque Environmental Health Department (AEHD).

## **Public Hearing Initiative:**

1. The Division’s Stationary Sources Program (SSP) publishes public notice for the 45-day public comment period within 15 days of ruling an Air Quality Permit application complete.
2. Based on the public’s response during the public comment period, the SSP will submit a written recommendation to the AEHD Director (Director) through the AQD Environmental Engineering Manager (Manager) recommending that
  - a. a public information hearing be held, or
  - b. a public information hearing be denied.
3. The Director will acknowledge the written recommendation and have final authority to approve the request for a public information hearing.
4. SSP staff shall notify the Education, Outreach, and Technical Assistance (EOTA) Section, in writing, when a request for a public information hearing has been approved.

## Time Line of Events After Public Information Hearing Approval



### **Procedure**

#### EOTA Section Responsibilities

##### **1. Approval of Public Information Hearing Letter**

- A. Upon receipt of written notice from the SSP staff requesting assistance for coordinating a Hearing, EOTA staff shall draft letters in English and Spanish for the Director or Manager's signature to notify the applicant and interested parties that a request for a Hearing has been approved. The letter will be sent "Certified Mail" to the applicant and interested parties.
- B. The letter will request that the interested parties contact EOTA concerning hearing logistics and to request that they submit any additional public notification mailing list(s) to EOTA within five (5) business days upon receipt of letter. See Appendix A, Draft Approval of Public Information Hearing Letter

##### **2. Logistics**

EOTA will coordinate arrangements by phone with Permit staff, interested parties, neighborhood association representatives, and City Legal to arrange logistics including

- location,
- date, and
- time

of the Hearing.

Written requests for English to Spanish (spoken) interpretation support from the community will be evaluated and approved by the Director or Manager.

##### **3. Notification of Public Information Hearing Letter**

EOTA will draft a Notification Letter (Letter) for the SSP Manager's signature to formally notify interested parties of the Hearing. Every effort will be made to translate the notification in English and Spanish for the affected community. Either Division staff or outside professional services will provide translation services for the hearing impaired as budgets allow. See Appendix B, Draft Notification of Public Information Hearing Letters in English and Spanish.

The content of the Letter will include the following:

1. Name of the facility,
2. Assigned Air Quality Permit Number,
3. Name(s) of the business or corporation applying for the permit,
4. Name and address of the Division,
5. Description of the Air Quality Permit application action, e.g. “modification, relocation, authority-to-construct,” (type of equipment or description of operation),
6. EOTA contact for further assistance and information, and
7. Location, brief directions, date, and time of the hearing.

#### **4. Notification of Public Information Hearing Flyer**

EOTA staff will develop a draft Flyer in English and Spanish for posting at the location where the hearing will be held and will provide the Flyer to the interested parties for distribution to others in the community. The Flyer will succinctly display logistics for the Hearing in English and Spanish. See Appendix C, Draft Public Information Hearing Flyer in English and Spanish. The Flyers will also be posted on the Division’s Air Quality Public Information Clearinghouse [http://plaza.cabq.gov/QuickPlace/aqd/PageLibrary8725707400726BEA.nsf/h\\_Toc/92be13faec1b58390525670800167238/?OpenDocument](http://plaza.cabq.gov/QuickPlace/aqd/PageLibrary8725707400726BEA.nsf/h_Toc/92be13faec1b58390525670800167238/?OpenDocument)

The content of the Flyer (in English and Spanish) will include the following:

1. Name of the facility and applicant,
2. Assigned Air Quality Permit Number,
3. Brief description of the Air Quality Permit application action, e.g. “modification, relocation, authority-to-construct,”
4. Location, brief directions, date, and time of the hearing, and
5. Information for the hearing impaired.

#### **5. Public Notification Lists**

If requested, a Hearing mailing list will be developed by EOTA Section staff from information provided by neighborhood association(s), business organization(s), or from interested parties, to assure adequate notice to the affected public. The Division may provide the following resources to any association/organization/interested party in the notification process:

1. Labels (to provide EOTA Section a mailing list of interested parties),
2. First Class mailing services,
3. Copies of the official “Notification of Public Information Hearing Letter” in both English and Spanish, and
4. Hearing Flyers for posting at other sites as desired.

#### **6. Notification of Inter- and Intra-governmental Agencies**

The Division maintains several databases containing agency contacts for various issues for notification and information purposes. When the Hearing has been scheduled, a notification to the appropriate agencies such as City or County Zoning, Public Works, Water/Wastewater, Solid Waste, etc., will be sent encouraging their participation at the Hearing. See Appendix D, Draft Agency Notification of Public Information Hearing Letter. The Division will also follow-up any concerns that are voiced at the Hearing with a report containing the concerned citizens’ names and contact information if available. See Appendix E, Draft Agency Follow-up Letter. This information will be stored with all documents developed for the Hearing in the Public Hearing folder for the permit application.

## **7. Public Notice**

Public notice of the hearing shall be given by publication of a legal advertisement in a newspaper of general circulation. See Appendix F, Draft Legal Advertisement – English and Spanish.

The content of the legal advertisement (in English and Spanish) will include the following:

1. Name of the facility and applicant,
2. Assigned Air Quality Permit Number,
3. Brief description of the Air Quality Permit application action, e.g. “modification, relocation, authority-to-construct,”
4. Location, brief directions, date, and time of the hearing,
5. Name and address of the EOTA Section contact, and
6. Information for the hearing impaired.

See Appendix G, Legal Advertisement Request Forms for publications in general circulation in Bernalillo county. This procedure will expand to include other periodicals that address smaller areas in Bernalillo County as necessary.

Division staff must notify Accounting Section Staff by intra-office electronic mail regarding the date of advertisements submitted to any publisher, for prompt and accurate payment.

## **8. Hearing Officer Protocol**

The Division Legal Counsel is responsible for staff time and costs for contracting with a hearing officer to be present at the Hearing. Counsel is also responsible for providing a written transcript to the hearing officer detailing the purpose of the Hearing, and any associated protocols. A Hearing Officer is responsible for maintaining order and unbiased objectivity in the Hearing.

EOTA Section will provide a chronological file to Legal Counsel including

- An Air Quality Permit application summary,
- All correspondences, notices, concerning the Hearing.

At the Hearing, all interested persons shall be given a reasonable opportunity to voice or submit questions, comments, evidence, or arguments, and to examine witnesses testifying at the hearing. The Division will keep a written record of attendees at the Hearing (See Appendix H, Public Information Hearing Registry). Requests for a recorded or written transcript of the Hearing will be expedited at the cost of the requestor(s). The Division will maintain a recording of the hearing from which a written transcript can be made available.

The Division shall keep records of all correspondence and data received during the public participation process. All such records shall be available to the public prior to, during, and after the Hearing.

## **9. Public Hearing Display**

Copies of all inter- and intra-office documents that involve the Air Quality Permit application shall be displayed at the Hearing. These documents, along with the signed roster of all attendees at the Hearing, and any additional evidence or data received during the Hearing or allowed to be submitted subsequent to the Hearing, will be compiled and transferred to the permit file as part of the Air Quality permit application process.

## **10. Public Hearing Records**

EOTA will take possession of recordings (analog and/or digital), Hearing registries (see Appendix H, Public Information Hearing Registry), and exhibits assembled during the Hearing to be maintained within the permit file.

## **11. Permit Action Notification**

Should the permit be approved, the SSP shall draft a letter for the Manager's signature to notify the interested parties and the permit applicant by certified mail. See Appendix I, Permit Action Notification.

## **12. Appeal Process**

Persons who participated in a permitting action who perceive that they may be adversely affected by the permitting action may file a petition for a hearing before the Air Quality Control Board. The petition shall be made in writing to the Board within thirty days from the date notice is given of the Division's permit action. Unless a timely petition for hearing is made, the decision of the department or the local agency shall be final.

**APPENDIX A**

**DRAFT APPROVAL OF PUBLIC INFORMATION HEARING LETTER**

*Environmental Health*  
Alfredo R. Santistevan, Director

*date*

*interested party*  
*address*

**Re: date of request for Public Hearing for Air Quality Permit # \_\_\_\_\_  
permit *applicant* and *process***

Dear *interested party* :

This letter is in response to the *date* letter you submitted to the City of Albuquerque Environmental Health Department Air Quality Division (Division). This letter is to inform you that the Division has approved the request for a Public Information Hearing (Hearing) for Air Quality Permit # \_\_\_\_.

Environmental Health  
Department

The approved Hearing provides an opportunity for questions, clarifications, and information distribution on air quality related issues pertaining to the application above. Enclosed is a list of contacts for other concerns such as *issues* you may address separately.

Air Quality Division

AQD Community Liaison Therese Martinez-Loner, Education, Outreach and Technical Assistance Section staff, will contact you to coordinate the details of the Hearing (i.e., date, time, location, etc.). Please provide to the Division an electronic mailing list, within five (5) business days upon receipt of this letter, of interested parties who you wish to be notified of this Hearing. You also may contact Ms. Martinez-Loner to obtain mailing labels if you wish to prepare them yourself. She can be reached at telephone (505) 768-1970, fax (505) 768-1977, or email at [loner@cabq.gov](mailto:loner@cabq.gov). If you have any questions regarding this permit or require any additional information, please feel free to contact me at (505) 768-1972.

Sincerely,

Isreal Tavarez, P.E., Environmental Engineering Manager  
Air Quality Programs  
Albuquerque Environmental Health Department

cc: Alfredo Santistevan, Director, City of Albuquerque, Environmental Health Department  
Adelia Kearny, Deputy City Attorney, City of Albuquerque, Legal Department  
Chris Albrecht, Manager, Stationary Source Programs, Air Quality Division  
Fabian Macias, Manager, Operations Programs, Air Quality Division  
Dario Rocha, Supervisor, Permitting & Technical Analysis Section, Air Quality Division

**APPENDIX B**

**DRAFT NOTIFICATION OF PUBLIC INFORMATION HEARING LETTERS  
ENGLISH & SPANISH**

*Environmental Health*  
Alfredo R. Santistevan, Director

**date**

**member**

address

Albuquerque, NM **zipcode**

**Re: Public Information Hearing ~ Authority-to-Construct Air Quality Permit  
Application #\_\_\_\_\_ for applicant**

Dear member of the \_\_\_\_\_ Association,

*applicant* has submitted an Authority-to-Construct Permit Application (#\_\_\_\_\_) to the Air Quality Division (Division) of the City of Albuquerque Environmental Health Department to operate a *operation* facility in your community. The proposed location is *address*, Albuquerque, New Mexico. An air quality permit is required before proposed facilities like these can be built in Bernalillo County.

Environmental Health  
Department

Air Quality Division

Because neighborhood members have shown a significant public interest in the proposed facility, a public information hearing regarding the air quality permit application will be held on:

***day, month date, 20\_\_*, from 6:00 – 8:00 PM  
At the \_\_\_\_\_ Community Center  
Located at *address, directions***

This notification letter and flyer can be mailed to interested parties as you see fit.

*applicant* representatives will be in attendance and the public will have an opportunity to ask questions and testify regarding the proposed permit application. Air Quality Division staff will also be present to answer questions concerning the air quality permit review process and the *applicant* permit application.

Sincerely,

Christopher Albrecht, Manager, Stationary Source Programs  
Albuquerque Environmental Health Department  
Air Quality Division

xc: *applicant*

Enclosure: Public Information Hearing Flyer

*Environmental Health*

Alfredo R. Santistevan, Director

date de month de 20\_\_

member

address

Albuquerque, NM zipcode

Asunto: Audiencia Pública Informativa –Para Un Permiso De Calidad De Aire Para Construcción, Solicitud #\_\_ De *applicant*, Ubicado En *address*, Albuquerque, NM

Estimado Miembro de la Asociación de \_\_\_\_\_:

*applicant*, ha sometido a la División de Calidad del Aire del Departamento de Salud Ambiental de la ciudad de Albuquerque, una solicitud de permiso para construir una planta de *operation* en su comunidad. La ubicación que han propuesto es *address* Albuquerque, NM. En el condado de Bernalillo se requiere un permiso de calidad de aire antes de que se pueda construir una planta.

Environmental Health  
Department

Air Quality Division

Debido al interés expresado por los vecinos sobre la planta que se ha propuesto, se verificará una audiencia pública sobre la solicitud de un permiso de calidad del aire el:

**Day, date de month de 20\_\_ de 6:00 a 8:00 PM**  
**En el \_\_\_\_\_ Community Center**  
Ubicado en el *address*  
*directions*

Este aviso de audiencia, y el volante, pueden enviarse por correo a parte interesada.

Unos representantes de *applicant* estarán presentes, y el público podrá hacerles preguntas y testificar sobre la solicitud de permiso que han propuesto. Asimismo, el personal de la División de Calidad del Aire estará presente para responder a preguntas acerca del proceso de revisión del permiso y de la solicitud de permiso de *applicant*.

Atentamente,

Christopher Albrecht, Manager, Stationary Source Programs  
Depto. de Salud Ambiental, Ciudad de Albuquerque  
División de Calidad del Aire

xc: *applicant*

Incluido: Aviso de Audiencia Pública

**APPENDIX C**

**DRAFT PUBLIC INFORMATION HEARING FLYERS  
ENGLISH & SPANISH**

# PUBLIC HEARING

THE CITY OF ALBUQUERQUE  
ENVIRONMENTAL HEALTH DEPARTMENT  
AIR QUALITY DIVISION  
WILL HOLD A PUBLIC HEARING ON

**day, month date, 20\_\_**  
**FROM 6:00 PM TO 8:00 PM**

AT THE

-----**COMMUNITY CENTER**  
**address**

**FOR THE PROPOSED  
AIR QUALITY PERMIT  
APPLICATION # \_\_\_\_\_  
FOR applicant  
To Be LOCATED AT  
address  
ALBUQUERQUE, NM**



Martin J. Chávez, Mayor

Notice to persons with disabilities: If you have a disability and require special assistance, please call 311 (voice).

TTY users, please call the New Mexico Relay at 1-800-659-8331.



Alfredo R. Santistevan, Director

**Please Feel Free to Copy and Distribute**

# Audiencia Pública

LA DIVISIÓN DE CALIDAD DEL AIRE  
DEL DEPARTAMENTO DE SALUD AMBIENTAL  
DE LA CIUDAD DE ALBUQUERQUE  
ANUNCIA UNA AUDIENCIA PARA EL PÚBLICO  
QUE TENDRÁ LUGAR EL:

day, date de month de 20\_\_  
de 6:00 a 8:00 PM

EN EL  
----- COMMUNITY CENTER  
address

TOCANTE A LA APLICACION DEL  
PERMISO #\_\_\_ DE LA  
CALIDAD DEL AIRE PARA  
applicant  
UBICADO EN address  
ALBUQUERQUE, NM



Martin J. Chávez, Mayor

Las personas discapacitadas que requieran atención especial para ir a la audiencia, llamen a la División de Calidad de Aire al 311 o al 1-800-659-8331 [TTY] lo más pronto posible antes de la audiencia.



Alfredo R. Santistevan, Director

Pueden Hacer Copias de Este Anuncio Para Repartirlas

**APPENDIX D**

**DRAFT AGENCY NOTIFICATION OF PUBLIC INFORMATION HEARING LETTER**

*Environmental Health*

Alfredo R. Santistevan, Director

date

contact

organization

Address

Albuquerque, New Mexico zipcode

**Re: Public Information Hearing ~ Authority-to-Construct Air Quality Permit Application  
#\_\_\_\_\_for permit applicant**

Dear contact/representative:

Environmental Health  
Department

Air Quality Division

The \_\_\_\_\_ neighborhood associations, have expressed concerns about traffic, noise, safety, roads, zoning, and environmental (water, hazardous/solid wastes, and air quality) issues in their community. We strongly encourage your attendance or a representative from your organization to attend this meeting in order to address these specific issues.

*permit applicant* has submitted an Authority-to-Construct Permit Application (#\_\_\_\_) to the Air Quality Division (Division) of the City of Albuquerque Environmental Health Department to construct a *operation description* facility in your community. The proposed location is \_\_\_\_\_, Albuquerque, New Mexico. An air quality permit is required before proposed facilities like these can be built in Bernalillo County.

A public information hearing to address the air quality permit application will be held because the neighborhood has shown a significant public interest in the proposed facility.

**When: day, Month date, 20\_\_, from 6:00 – 8:00 PM**

**Where: \_\_\_\_\_Community Center  
Location and direction**

*permit applicant* representatives will be in attendance and the public will have an opportunity to ask questions and testify regarding the proposed permit application. Division staff will also be present to answer questions concerning the air quality permit review process and the *permit applicant* permit application.

Your attendance is greatly appreciated in order to address their specific concerns.

Sincerely,

Isreal L. Tavarez, P.E., Environmental Engineering Division Manager, Air Quality Programs  
Albuquerque Environmental Health Department

Enclosures: Agency/Contact Information  
Public Information Hearing Flyer

**APPENDIX E**

**DRAFT AGENCY FOLLOW-UP LETTER**

*Environmental Health Department*

Alfredo R. Santistevan, Director

Date

*name*

*organization*

*Address*

Albuquerque, New Mexico *zipcode*

**Re: Public Information Hearing ~ Authority-to-Construct Air Quality Permit  
Application #\_\_\_\_for applicant**

Dear *representative*:

**applicant** submitted an Authority-to-Construct Permit Application (#\_\_\_\_) to the Air Quality Division (Division) of the City of Albuquerque Environmental Health Department to construct **operation** facility in your community. The proposed location is **address**, Albuquerque, New Mexico. An air quality permit is required before proposed facilities like these can be built in Bernalillo County.

Environmental Health  
Department

The \_\_\_\_\_ neighborhood associations, expressed concerns about traffic, noise, safety, roads, zoning, and environmental (water, hazardous/solid wastes, and air quality) issues in their community.

Air Quality Division

Therefore, a public information hearing was held on **hearing date** to provide an opportunity for information exchange. Attached is a sign-up sheet in which they indicated their concerns outside the air quality purview. We are providing it to you for your attention and follow-up.

11850 Sunset Gardens SW

Albuquerque

Sincerely,

NM 87121

Isreal L. Tavarez, P.E., Environmental Engineering Division Manager, Air Quality Programs  
Albuquerque Environmental Health Department

www.cabq.gov

Enclosures:

**APPENDIX F**

**DRAFT LEGAL ADVERTISEMENT – ENGLISH & SPANISH**

NOTICE OF PUBLIC INFORMATION HEARING FOR  
PROPOSED AUTHORITY TO CONSTRUCT  
AIR QUALITY PERMIT APPLICATION # \_\_\_\_\_  
For The **Applicant**

A Public Information Hearing (hearing) will be held on **Month date, 20\_\_** from 6:00p.m. to 8:00 p.m. at the \_\_\_\_\_ Community Center, located at **address**, Albuquerque, NM **Zipcode**.

The **applicant** has submitted an application to the Air Quality Division (Division) of the City of Albuquerque Environmental Health Department, for an AIR QUALITY PERMIT for a \_\_\_\_\_ facility. An air quality permit is required before the **applicant** can commence construction and operation of \_\_\_\_\_ at the site, located at **address** in Albuquerque, NM **Zipcode**.

Air Quality Division staff will be available to answer questions regarding the review process for air quality permits and modifications and the status of the **applicant** AIR QUALITY PERMIT APPLICATION # \_\_\_\_\_. Representatives for the **applicant** will have an opportunity to speak regarding the proposed AIR QUALITY PERMIT. Then, the public will have an opportunity to voice concerns; submit data or arguments ~ orally or in writing, for the public record regarding the application for an AIR QUALITY PERMIT. Community members who wish to testify at the **Month date, 20\_\_** hearing should sign the registry upon their arrival at the \_\_\_\_\_ Community Center. A hearing officer will direct the hearing and is authorized to limit the length of the testimony.

Division staff will consider relevant testimony and documentation submitted at the hearing before reaching a decision on the AIR QUALITY PERMIT APPLICATION.

The hearing is open to the public. A summary of the AIR QUALITY PERMIT APPLICATION file is available for review at the Air Quality Division Technical Services Center at 11850 Sunset Gardens S.W. in Albuquerque, NM. For information regarding the application file, call 768-1972.

NOTICE TO DISABLED PERSONS: If you have a disability and require special assistance to participate at this hearing, please contact the Division at 768-1970 (Voice), 768-1977 (Fax), or 1-800-659-8331 (TTY), as soon as possible prior to the **Month date, 20\_\_** hearing.

NOTICIA DE JUNTA PARA INFORMAR AL  
PUBLICO PARA UN  
PERMISO DE LA CALIDAD DE AIRE # \_\_\_\_\_ PARA **APPLICANT**,

El público está invitado a asistir a la junta de información **date, month, 20** \_\_\_\_\_ desde las 6:00 p.m. a las 8:00 p.m. en \_\_\_\_\_ **Community Center**, localizada en **address**

**applicant**, ha solicitado un CERTIFICADO DE PERMISO de la División de la Calidad del Aire [División] del Departamento de Salud Ambiental de la Ciudad de Albuquerque. **applicant** quiere un CERTIFICADO DE AIRE por una planta para **operation**. Un certificado de permiso se requiere antes que **applicant** pueda empezar la producción localizada a **address**.

En la Junta, representantes de la División contestarán preguntas, concernientes al proceso de dicho permiso, y el estado DEL PERMISO # \_\_\_\_\_, de **applicant**. Representantes de **applicant** tendrán la oportunidad de hablar acerca DEL PERMISO DE CALIDAD DE AIRE. Entonces el público tendrá la oportunidad de alegar y expresar su punto de vista ya sea hablando o por escrito, acerca de la aplicación para este PERMISO. Los que quieran atestiguar en la junta del **date, month, 20** \_\_\_\_\_ tendrán que firmar el registro cuando llegan a \_\_\_\_\_ **Community Center** y antes de que la junta empiece. Un oficial dirigirá la junta y esta autorizado a medir o limitar el tiempo del testimonio.

Empleados de la División considerarán documentación y testimonios antes de llegar a una decisión en la APLICACIÓN DEL PERMISO.

La junta será abierta al público. Un resumen de la aplicación para dicho PERMISO podrá ser revisado en las oficinas de la División de Calidad de Aire en 11850 Sunset Gardens SW en Albuquerque, NM. Para información acerca de la aplicación llame al 768-1972.

Las personas deshabilitadas que quieran atención especial para ir a la junta, llamen a División de Calidad de Aire – 768-1970 [vos], 768-1977 [fax], o 1-800-659-8331 [tty] lo más pronto posible antes de la junta.

## **APPENDIX G**

### **LEGAL ADVERTISEMENT REQUEST FORMS**

The following draft newspaper advertisements are general templates to be used in advertising the Public Information Hearing in newspapers of general circulation. The following tables may be used as either electronic mail text or facsimile text for publication purposes. Legal advertisements may be attached to the electronic mail message as word processed documents or faxed.

**Albuquerque Publishing Company**

The Albuquerque Publishing Company prefers obtaining legal advertisements via **electronic mail** using the following address

**NEWSPAPER LEGAL ADVERTISING INSERTION ORDER**

**City of Albuquerque, Environmental Health Department, Air Quality Division Account #C80520  
Attached is the Microsoft Word Document.**

**Insertion Date:** \_\_\_\_\_

**Ad Description:** Legal Notice

**Contact Person:** AEHD, AQD Fiscal Officer 768-2600

**Physical Address:** City of Albuquerque  
One Civic Plaza, Rm. 3023  
Albuquerque, NM 87102  
Environmental Health Department  
Air Quality Division  
P.O. Box 1293  
Albuquerque, NM 87103

**Additional Instructions:**

Please post this legal advertisement in the Albuquerque Journal on Sunday, **month date**, 20\_\_

**Name of Sender:**

**Phone:**

**Fax #:** 768-1977

**Date:**

**Additional Instructions**

**Legal Rates:** .44¢ per line for first insertion  
.352¢ per line for each subsequent insertion.

- The Journal prefers legal advertisements to be e-mailed
- If faxed, ads must be typed and legible
- Any display advertisements or ads over five pages, need to be submitted at least five (5) days before publication deadline
- Please send your fax number so they can fax you a proof to look at

**Albuquerque Publishing Company Legal Advertising Insertion Schedule**

<b>DAY-TO-RUN</b>	<b>SUBMISSION DEADLINE</b>
<b>Sunday</b>	Prior <b>Thursday</b> 11:00 A.M.
<b>Monday</b>	Prior <b>Friday</b> 9:00 A.M.
<b>Tuesday</b>	Prior <b>Friday</b> 11:00 A.M.
<b>Wednesday</b>	Prior <b>Monday</b> 9:00 A.M.
<b>Thursday</b>	Prior <b>Tuesday</b> 9:00 A.M.
<b>Friday</b>	Prior <b>Wednesday</b> 9:00 A.M.
<b>Saturday</b>	Prior <b>Thursday</b> 9:00 A.M.

For ads running one week before a holiday, submit three (3) days prior to usual deadline!

**El Hispano Newspaper**

Advertisements must be faxed or hand delivered by **Tuesday** prior to **Thursday** publication.

Phone: **243-6161**

Fax: **842-5464**

Attention: **Lizette Collado**

Purchase Order Release No.: **C-669460**

900 Park Blvd. SW (one block south of Central Avenue)

Advertisements that require translation services must be faxed or hand-delivered by the **Friday** prior to **Thursday** publication.

Insertion Date: \_\_\_\_\_

Ad Description: **Legal Notice**

Name of Sender: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Person: AEHD, AQD Fiscal Officer 768-2600

Physical Address

City of Albuquerque

One Civic Plaza, Rm. 3023

Environmental Health Department

Albuquerque, NM 87102

Air Quality Division

P.O. Box 1293

Albuquerque, NM 87103

Additional Instructions:

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**East Mountain Telegraph**

This insertion order must accompany all requests for advertising in the East Mountain Telegraph.

Attention: **Kay Anderson**  
Phone: **281-2300**

Email address: [art@lobo.net](mailto:art@lobo.net)  
Fax: **281-7907**

The East Mountain is a (**Thursday**) weekly publication, the deadline for advertisements is Monday by 12:00 noon for the following Thursday.

Insertion Date: \_\_\_\_\_ Ad Description: **Legal Notice**  
Name of Sender: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date: \_\_\_\_\_

Contact Person: AEHD, AQD Fiscal Officer 768-2600      Physical Address  
City of Albuquerque      One Civic Plaza, Rm. 3023  
Environmental Health Department      Albuquerque, NM 87102  
Air Quality Division  
P.O. Box 1293  
Albuquerque, NM 87103

Additional Instructions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The Independent**

This insertion order must accompany all requests for advertising in the The Independent.

Attention: **Theresa Oderman**  
Phone: **286-2300**

Email address: [wally@lobo.net](mailto:wally@lobo.net)  
Fax: **286-6119**

The Independent is a (**Wednesday**) weekly publication, the deadline for advertisements is every Friday by 12:00 noon for the following Wednesday.

Insertion Date: \_\_\_\_\_ Ad Description: **Legal Notice**  
Name of Sender: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date: \_\_\_\_\_

Contact Person: AEHD, AQD Fiscal Officer 768-2600      Physical Address  
City of Albuquerque      One Civic Plaza, Rm. 3023  
Environmental Health Department      Albuquerque, NM 87102  
Air Quality Division  
P.O. Box 1293  
Albuquerque, NM 87103

Additional Instructions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX H**  
**PUBLIC INFORMATION HEARING REGISTRY**

Public Information Hearing Registry Date  
**Public Information Hearing month date, 20\_\_**  
**Community Center located**  
**Authority to Construct Permit #**

Applicant:  
 Application Number: #  
 Location:

**Attendance Registry**

	Full Name (Please Print)	Mailing Address Please Print & include zipcode  Please complete this part if you wish to receive a written notice of the action taken on the business permit application/modification	I am a member of		Do you wish to testify?		Indicate which type of testimony you wish to give.			How did you find out about this public information meeting?		
			Yes	No	Yes	No	Spoken	Written	Letter	Flyer	Other (legal ad, association...etc.)	
1												
2												
3												
4												
5												
6												
7												

**APPENDIX I**

**PERMIT ACTION NOTIFICATION LETTER**

*Environmental Health*

Alfredo R. Santistevan, Director

*date*

**Re: Air Quality Permit #**

**Certified Mail #**

**Description:**

Dear \_\_\_\_\_

Environmental Health  
Department  
Air Quality Division

On day, month date, 200X, you attended a public information hearing held at the \_\_\_\_\_ Center concerning an air quality permit application received by the Albuquerque Environmental Health Department's Air Quality Division (Division). This application requested \_\_\_\_\_. The operation of the plant involves \_\_\_\_\_ the facility, where it will be \_\_\_\_\_. The location of the plant is at \_\_\_\_\_.

The Division established an administrative record for this permit application consisting of the application, evidence submitted by the applicant, written comments submitted by interested persons, and all evidence and written/verbal comments received at the hearing. As stated by the hearing officer at the hearing, the Division must take formal action on the permit application based on this administrative record. Formal actions include:

1. granting the permit as requested by the applicant, or
2. granting the permit subject to conditions, or
3. denying the permit.

The Division has reviewed the application, air dispersion modeling and the comments submitted by interested persons attending the hearing. The Division's decision is to grant permit # subject to the following conditions,

(Taken from the approval letter from permitting)

- i. This facility is restricted to \_\_\_\_\_.

The Division issued Air Quality Permit # effective **Date**. If you have any questions concerning this permit issuance, or the permitting process, please contact me at ###-####. In accordance with the New Mexico Air Quality Control Act, NMSA 1978, 74-2-7, you may file a petition for a hearing before the Albuquerque/Bernalillo County Air Quality Control Board. The petition must be submitted in writing to Alfredo Santistevan, Director of the Environmental Health Department, to the address on the top of the previous page, within thirty (30) days from the date you receive this letter.

Sincerely,

Isreal L. Tavarez, Environmental Engineering Manager  
Air Quality Division  
City of Albuquerque Environmental Health Department  
cc: File