



Procedure for Receiving Written Comments for the Albuquerque Bernalillo County Air Quality Control Board

Effective Date: June 2021

Last Revised: May 2021

Policy Owner: Environmental Health Department/Air Quality Program

Policy Contact: Mara Elana Burstein, Deputy Director, mburstein@cabq.gov

1. Reason for Policy

The Albuquerque-Bernalillo County Joint Air Quality Program (AQP), administered by the City of Albuquerque's Environmental Health Department (EHD), is authorized to implement and enforce clean air laws within the boundaries of the City of Albuquerque and Bernalillo County.

The Albuquerque-Bernalillo County Joint Air Quality Control Board (Air Board) is an appointed, volunteer citizen board created to carry out duties to prevent or abate air pollution under the New Mexico Air Quality Control Act and the federal Clean Air Act. The Air Board serves as a joint local authority acting on behalf of both the City of Albuquerque and Bernalillo County.

The Air Board's Bylaws state:

"Duties and Powers of the Secretary of the Board. The Director of the City of Albuquerque Environmental Health Department, or designee, shall be the Secretary of the Board.... The Secretary shall supply such staff support, as necessary, to assist the Board in meeting its duties. Support staff for the Board will record all transactions and proceedings of the Board and shall perform duties required by the Air Quality Control Act." (Air Board Bylaws, ARTICLE V-OFFICERS, Section D)

As part of EHD's duty, AQP staff receives written public comments on behalf of the Air Board. This policy identifies the procedure for how staff will manage those comments.

2. Policy Scope

The policy applies to the EHD AQP when written comments are received on behalf of the Air Board.

3. Definitions

Terms specific to this policy.

Department or EHD	City of Albuquerque Environmental Health Department
Air Quality Program or AQP	City of Albuquerque Environmental Health Department Air Quality Program
Air Board or AQCB	Albuquerque-Bernalillo County Air Quality Control Board
AQCB Liaison	Albuquerque-Bernalillo County Air Quality Control Board Liaison

4. Procedures

Procedures outline how the policy's requirements will be met.

4.1 Email Comments for the Air Board	
Acknowledge receipt	AQCB Liaison to email commenter within three (3) business days to confirm AQP has received their written comments and that it will be forwarded to all Board members.
Forward to Air Board	AQCB Liaison to forward comments within three (3) business days to all Board members. All comments received less than three (3) days before an Air Board meeting will be sent to the Board by 5pm the day of the meeting.
Post to the website	AQCB Liaison to post a copy of comments emailed to AQP for the Air Board on the Air Board's website within five (5) business days of receipt: https://www.cabq.gov/airquality/air-quality-control-board
Record via meeting minutes	If comments are received by 5pm the day of an AQCB meeting, AQCB Liaison will include comments in that meeting's minutes. If comments are received after 5pm the day of an AQCB meeting, AQCB Liaison will include comments in meeting minutes for the next Air Board meeting.

4.2 Mail Comments for the Air Board	
Acknowledge receipt	If written comments include an email address, AQCB Liaison will email commenter within three (3) business days to confirm AQP has received their written comments and that it will be scanned and emailed to all Board members. If no email address is included, commenters will not receive confirmation of AQP's receipt.
Forward to Air Board	AQCB Liaison to scan and email comments within three (3) business days to all Board members. All comments received less than three (3) days before an Air Board meeting will be sent to the Board by 5pm the day of the meeting.
Post to the website	AQCB Liaison to post a scanned copy of comments mailed to AQP for the Air Board on the Air Board's website within five (5) business days: https://www.cabq.gov/airquality/air-quality-control-board
Record via meeting minutes	If comments are received by 5pm the day of an AQCB meeting, AQCB Liaison will include comments in that meeting's minutes. If comments are received after 5pm the day of an AQCB meeting, AQCB Liaison will include comments in meeting minutes for the next Air Board meeting.