



**ALBUQUERQUE/BERNALILLO COUNTY
VEHICLE POLLUTION MANAGEMENT DIVISION**



AIR CARE STATION APPLICATION

Instructions for Applying for New or Modifications to an Air Care Station

Applications to be used when:

- Application for New Station (Requires \$200.00 Fee for opening new station)
- Revision of Application to Change Business Name, Station Ownership or Name of Station
- Revision of Application to Approved Gas Analyzer, Relocate Analyzer or Relocate Station to New Location
- Revision of Application to Change Schedule or Inspection Information

Addendums to be used when:

- Changing the status of the Station (Active or Temporary Inactive)
- Closure of Station

VPMD shall be notified within 10 days of change pursuant to 20.11.100.23 NMAC. Failure to do so may result in revocation of station certificate.

Application Type:	<input type="checkbox"/> New Application	<input type="checkbox"/> Revision to Application
Business Information:		
Contact Person:		
Business Phone:		
Message Phone:		
Email Address:		
Owner Name:		
Mailing Address:		
Address Line 2:		
City, County, State, Zip:		
Station Information:		
Station Name		
Station Address:		
Address Line 2:		
City, County, State, Zip:		
How many certified inspectors will be employed at this station?		
How many certified vehicle exhaust gas analyzers will be operated at this station?		
Have you ever had a permit, license, or certificate suspended or revoked in any vehicle inspection program?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If yes, provide dates, agency name and location:		
Inspection Information:		
<input type="checkbox"/> This will be an INSPECTION ONLY site	<input type="checkbox"/> This will be an INSPECTION/REPAIR site	
<input type="checkbox"/> On Demand Station	<input type="checkbox"/> Appointment Only Station	
Hours of Operation:	From: _____ To: _____	
Select Days of Testing:	S M T W T F S	

Sketch Instructions:

Complete sketch on Page 3 for new application or revisions where changes are made to location of analyzer or when existing sketch for station is no longer applicable or does not meet the level of detail or identify all items required in the Required Keys section. Please refer to Example Sketch on below as reference.

Please provide the following:

1. Sketch showing area(s) dedicated to vehicle exhaust testing, include dimensions.
2. Traffic flow and how it will be managed to prevent unsafe conditions.
3. Indicate how and where the customer may safely view the vehicle inspection from start to finish.

Required Keys:

- ① Analyzer (EIS)
- ② Vehicle Test Area
- ③ Customer Viewing Area
- ④ Supply Storage Area
- ⑤ Shop Air compressor supplying 90 psi min
- ⑥ Dedicated Communication Line
- ⑦ Mirror, properly mounted to observe smoke
- ⑧ Location of VPMD provided Street Sign
- Direction of Traffic
- █ Exterior Permanent Wall
- - - Garage Door(s)

Navigation (Direction of North):

Additional Custom Keys:

- ⑨ _____
- ⑩ _____
- ⑪ _____
- ⑫ _____
- ⑬ _____
- ⑭ _____
- ⑮ _____
- ⑯ _____
- ⑰ _____
- ⑱ _____
- ⑲ _____
- ⑳ _____

FACILITY:
 Example test Bay
 Street, Address
 City, State, Zip

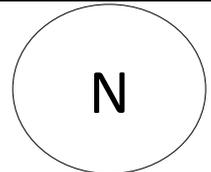
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- Exterior Permanent Wall
-Garage Door(s)

Navigation (Indicate North Arrow):



Additional Custom Keys:

- ⑨ _____
- ⑩ _____
- ⑪ _____
- ⑫ _____
- ⑬ _____
- ⑭ _____
- ⑮ _____
- ⑯ _____
- ⑰ _____
- ⑱ _____
- ⑲ _____
- ⑳ _____

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GENERAL CONDITIONS

Air Care Stations are required to adhere to the following general conditions relating to operating an Air Care Station. In addition to the following conditions, all Air Care Stations shall also comply with all rules, regulations, and instructions established by the Vehicle Pollution Management Division (VPMD) of the Albuquerque Environmental Health Department.

1.0 CERTIFICATION REQUIREMENTS FOR *AIR CARE* STATIONS (20.11.100.21 NMAC):

- 1.A. No person shall solicit, advertise or imply that a facility is an *air care* station certified by the program manager to conduct inspections pursuant to 20.11.100 NMAC without having a current program-issued certificate on display on the premises. Any *air care* inspection station that has its certification permanently or temporarily withdrawn or canceled by the board or the program manager shall immediately remove all inspection related signs and cease to represent the facility as a certified *air care* station.
- 1.B. No *air care* station owner or operator shall allow a person to conduct any part of an inspection pursuant to 20.11.100 NMAC unless the person is an *air care* inspector certified by the program manager and has a current program-issued certificate on display on the premises.
- 1.C. Any person may apply for certification to operate an *air care* station.
- 1.D. Before constructing, installing or renovating a facility or building intended for use as an *air care* station, the owner or operator shall submit an application and receive pre-approval to operate the facility as an *air care* station. The applicant shall also provide information on traffic flow and how it will be managed to prevent unsafe conditions. The applicant shall also indicate how and where the customer may view the vehicle inspection from start to finish.
- 1.E. The program manager may issue a station certificate to a person who applies and demonstrates to the program manager's satisfaction the following minimum conditions shall be in effect and equipment shall be present at the applicant's proposed *air care* station:
 - 1) at least one certified *air care* inspector whose certification is current and listed with the program manager shall be present and shall conduct all the inspections of motor vehicles; no inspection shall be performed in whole or in part by any person who is not a certified *air care* inspector;
 - 2) at least one approved emissions analyzer owned or leased by the station shall be in place and operating within the equipment specification limits;
 - 3) in order to qualify for certification, the facility shall also be equipped and supplied as follows:
 - a) sufficient hand tools and automotive diagnostic equipment for proper performance of the inspections;
 - b) program approved span gas and compatible equipment for performing gas span checks;
 - c) suitable non-reactive tail pipe extenders or probe adapters for inspecting vehicles with screened or baffled exhaust systems;
 - d) the approved emissions analyzer manufacturer's maintenance and calibration manual; and
 - e) gas cap checking adaptors;
 - 4) the *air care* station shall provide the vehicle owner or driver with access to the test area so that observation of the entire official inspection process is possible; access may be limited, but in no way shall prevent full observation of the entire official inspection process from start to finish; and
 - 5) certified *air care* station owners or operators shall be responsible for the general management of facility and the supervision of their *air care* inspectors in accordance with 20.11.100 NMAC.
- 1.F. **"Emissions-inspection-only" stations** may be authorized by the program manager. Emissions-inspection-only stations shall indicate on a sign authorized by the program and placed in a readily visible location that no emissions-related adjustments or repair services are available. Repair-related requirements of Condition 2.B do not apply to "inspection-only" stations.

2.0 PERFORMANCE OF CERTIFIED *AIR CARE* STATIONS (20.11.100.23 NMAC):

- 2.A. A certified *air care* station shall obtain and pay for routine and unscheduled maintenance and replacement parts for the approved exhaust gas analyzer.
- 2.B. A certified *air care* station shall accept and perform emissions inspections on all vehicles presented for inspection and shall have adequate reference manuals and basic emissions information. Emissions inspections shall not be performed on vehicles if the emissions inspection would pose a threat to any person's safety. A motor vehicle shall not be accepted for repair unless the station has adequate information regarding idle speed, idle mixture, timing, dwell, fast idle speed specifications, high altitude specifications and information describing emissions control systems, diagnostic and repair procedures, if normally available in the trade.
- 2.C. The times that a certified *air care* inspector will be available to conduct inspections shall be posted if inspection times do not include all hours the station is open for business.
- 2.D. Each certified *air care* station shall post a sign in a conspicuous location, on the exterior of the station, indicating testing hours and the fee charged for each inspection. The sign shall meet the uniform format and style requirements established by the program manager.
- 2.E. A certified *air care* station shall not refuse any vehicle for inspection based upon the race, color, religion, sex, national origin or ancestry, age or physical handicap or disability of the motorist, nor may the station refuse any vehicle for inspection because of the make, model or year of the vehicle.
- 2.F. Each certified *air care* station shall provide vehicle owners or drivers access to the inspection area so that the owner or driver can observe the official inspection. Access may be limited but in no way shall prevent full observation.
- 2.G. A certified *air care* station shall perform initial emissions inspection on vehicles without repair or adjustment prior to the inspection. This requirement shall not apply to a vehicle if an owner or driver specifically asks for repairs or adjustments prior to an emissions inspection, without prior suggestion or recommendation by the inspector or station owner or operator, and a work order is completed and authorized by the vehicle owner or driver.
- 2.H. Each certified *air care* station shall employ a sufficient number of *air care* inspectors so the station can adequately staff regular testing hours, as set by the *air care* station and approved by the program manager.
- 2.I. Each *air care* station shall ensure that emissions inspections are performed on every vehicle, upon presentation, unless a vehicle test poses a threat to a person's safety. An *air care* station that is not designated as an "inspection only" station may elect to conduct testing "by appointment only," as approved by the program manager, but shall indicate this on the station sign in lieu of posting the testing hours.
- 2.J. A person who owns or operates a certified *air care* station that changes the business name, ownership, official inspection personnel, or approved exhaust gas analyzers, or ceases to operate as an *air care* station, shall notify the program manager in writing within 10 days of the change. A certified *air care* station may have its certification revoked for failure to provide required notice. Relocation of an *air care* station, without prior review and written approval of the program manager as required, shall automatically terminate and invalidate a current station certificate.

AFFIDAVIT

Under oath, I (we) affirm that in consideration of Certification as an Air Care Station, I (we) and my employees agree to comply with all rules, regulations, and instruction established by the Vehicle Pollution Management Division (VPMD) of the Albuquerque Environmental Health Department. I affirm to issue Vehicle Inspection Reports for vehicles **ONLY** after testing them in the manner prescribed by the VPMD. I affirm that I understand that failure to inspect vehicles and maintain premises and equipment according to standards prescribed by the VPMD and as specified by this application may result in enforcement action and/or the revocation and surrender of the certificate.

Dated this _____ day of _____, _____.

Applicant Title

Subscribed and sworn to before me this _____ day of _____, _____.

_____ My commission expires: _____

POST APPROVED APPLICATION IN CONSPICUOUS LOCATION

VPMD Use Only:

<u>Program Manager Approval:</u>	
Reviewed by:	_____
Signature:	_____
Date Approved:	_____

<u>Auditor's Review and Initial Station Setup:</u>	
Date Inspected: _____	Auditor: _____
Analyzer Type: _____	Serial Number: _____
Station #: _____	
Comments: _____	
