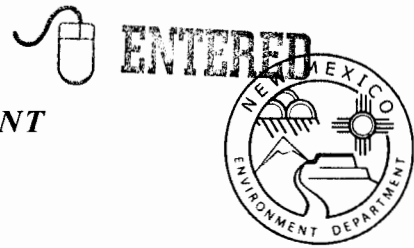




State of New Mexico
ENVIRONMENT DEPARTMENT
Hazardous Waste Bureau



SUSANA MARTINEZ
Governor
JOHN A. SANCHEZ
Lieutenant Governor

2905 Rodeo Park Drive East, Building 1
Santa Fe, New Mexico 87505-6313
Phone (505) 476-6000 Fax (505) 476-6030
www.env.nm.gov

BUTCH TONGATE
Cabinet Secretary
J. C. BORREGO
Deputy Secretary

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

September 7, 2018

Jessica O'Brien
Environmental Supervisor
Western Refining Southwest Inc., Gallup Refinery
92 Giant Crossing Road
Gallup, New Mexico 87301

**RE: DOCUMENT SUBMITTAL REQUIREMENTS
WESTERN REFINING SOUTHWEST INC., GALLUP REFINERY
EPA ID # NMD000333211
WRG-18-MISC**

Dear Ms. O'Brien:

Recently, document submittals received by the New Mexico Environment Department (NMED) from Western Refining Southwest, Inc., Gallup Refinery (Permittee) have not followed the submittal requirements outlined in the facility's Resource Conservation and Recovery Act (RCRA) Permit. Additional submittal issues are also discussed, below.

Permit Section II.C.7 (Submissions to the Environment Department) requires that the Permittee, "shall submit by certified mail or hand delivery all reports, notifications, or other submissions that are required by this Permit to be sent or given to the NMED. The submittals shall be in the form of two paper copies and one copy in electronic or other format acceptable to the NMED." As a courtesy, NMED appreciates two electronic copies, on discs, one for each hard copy submitted. One copy of all submittals is kept as part of the facility's record in the Hazardous Waste Bureau library, the other copy is a working copy used by staff during their review.

When documents are submitted, they are date stamped by NMED staff. This is the official submittal date. Documents received by email are not considered submitted until a hard copy is received and the date stamped. Documents larger than 20 pages must be bound to aid in effectively archiving documents.

Ms. O'Brien
Gallup Refinery
September 7, 2018
Page 2

Revised document submittals must include a red-line strikeout version of all revisions made to the document. The red-line strikeout version should be included as an electronic version on the disc submitted with the revised document.

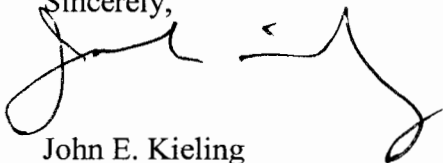
Documents that include laboratory data should include the laboratory data packages on the discs in electronic format. However, all summary data tables must be printed and included with the hard copy of the document.

When NMED requires additional work through submittal of a work plan, the work plan must be submitted as a separate document and not as an attachment to other submittals.

All submittals to NMED must include certification per RCRA Permit Section II.C.6.

If you have questions regarding this letter, please contact Kristen Van Horn at 505-476-4046.

Sincerely,

A handwritten signature in black ink, appearing to read "John E. Kieling". The signature is fluid and cursive, with a large initial "J" and a long horizontal stroke.

John E. Kieling
Chief
Hazardous Waste Bureau

cc: K. Van Horn, NMED HWB
M. Suzuki, NMED HWB
C. Chavez, EMNRD OCD
L. King, EPA

File: Reading File 2018 and WRG-18-MISC