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Michigan Department of Environmental Quality
Air Quality Division

2008 MICHIGAN AIR EMISSIONS REPORTING SYSTEM (MAERS)

Submit Emissions Information by March 16, 2009

SUBMITTAL OF EMISSIONS INFORMATION IS REQUIRED BY STATE LAW
(Article II: Pollution Control, Chapter 1, Point Source Pollution Control,
Part 55 of PA 451 of 1994, the Natural Resource and Environmental Protection Act.
The penalty for non-completion or falsification of MAERS Forms is a misdemeanor.)

UPDATES FOR EI YEAR 2008

- An FTP site is now available as an optional method of submitting your database. See page 7.
- The Saginaw Bay District address has changed. Please see the MAERS cover letter for additional information.
- The NAICS codes must be 6 digits. A completeness check error will indicate if this number is less than 6 digits. These codes are available in the drop down boxes on the S-101 Source form and the EU-101 Emission Unit form.
- Windows Vista has been tested and is now working with the MAERS2008 software. See detailed instructions at www.michigan.gov/deqair. Go to Emissions, Emissions Reporting, MAERS Support Resources or contact the Environmental Assistance Center 800-662-9278.
- The MAERS 2008 CD now contains an updated tutorial that can be viewed at anytime using the Microsoft Windows Media Player. The MAERS tutorial includes several sessions that provide an overview of how to complete and submit a MAERS report. It is intended for those that have completed MAERS reports in the past and need a review. To access the MAERS Tutorial, insert the MAERS 2008 CD into your computer, from the main menu select "Browse CD" then select "MAERS Tutorial".
- MAERS workshops are offered throughout February. You can find more information and register on-line at www.michigan.gov/deqworkshops
- Be sure to check out the MAERS website for additional updates at www.michigan.gov/deqair. Go to "Emissions", then "Emissions Reporting".

As a reminder, sources with Renewable Operating Permits (ROPs) are required to certify their MAERS submittal using the Renewable Operating Permit Report Certification form (EQP 5736), signed by the source's Responsible Official. This is necessary in order to fully comply with the general conditions of the ROP. These sources are still required to complete the MAERS P-101 Signature and Password Form.

The Renewable Operating Permit Report Certification form (EQP 5736) is also available on the internet at www.michigan.gov/deqair. Select Permits; Renewable Operating Permits; ROP Forms & Application Software; Report Certification and Deviation Reporting. Then select "11/2004 Version of ROP Report Certification (EQP 5736)".

Mailing Contents

All sources received the following items:

- ✓ A CD containing the MAERS 2008 software, the MAERS software user's guide, the MAERS tutorial, and the entire MAERS General Instructions booklet. The booklet is broken down into 14 guides: Introduction, General Form Information, Software Installation, and Submittal Instructions, Map and Table I. Each form has its own instructions and examples guide and blank forms. Fact sheets for calculating emissions are included on the MAERS CD or at www.michigan.gov/degair (go to Emissions, then Emissions Reporting, MAERS Support Resources).
- ✓ A "brief" MAERS General Instructions Booklet

Submittal Options

Submittals of the 2008 MAERS information may be made via e-mail, FTP, CD/DVD or by paper copy. Electronic submittal instructions are provided on page 7.

Procedural Clarifications:

- Before loading the 2008 MAERS software, make sure that you have printed a copy of the previous year's summary report, for help in completing the MAERS 2008 emissions data. The Material Throughput amount on the A-101 form and all emission information on the E-101 Emissions form have been removed. The 2007 summary report may help in completing the E-101 Emission forms. Also, for portable sources, the counties and their percentages have been removed. Printing the 2007 summary report from the MAERS 2007 software must be done **before** loading MAERS 2008, as the installation overwrites the previous year's software.
- **The 2008 MAERS software has not been tested on Windows 98 or ME. Running MAERS 2008 on these systems is not supported.** If you are not able to install MAERS 2008 because you have an unsupported system, you can contact your district office (see Table 1, page 8) or contact the Environmental Assistance Center at deg-ead-env-assist@michigan.gov or 800-662-9278, to request that source-specific, partially completed, hard-copy forms be e-mailed or mailed to you. You will need to complete these hard-copy forms and mail them back to the appropriate district office for data entry.

Reporting of T-Butyl Acetate

In the November 29, 2004 Federal Register, EPA modified the federal definition of VOC by excluding tertiary butyl acetate (TBAC) from the definition of VOC, because of its negligible level of reactivity with respect to ozone formation.

EPA requires that TBAC remain subject to all federal recordkeeping, emissions reporting, and inventory requirements which apply to VOCs. EPA believes that the use of TBAC as a substitute for other solvents could increase sharply, and that even “negligibly reactive” materials, when used in sufficient quantities, can contribute significantly to ozone formation. Industry will now be required to track and report TBAC emissions as a distinct class of emissions, separate from non-exempt VOCs. The same de minimus and thresholds used for VOCs should be used for TBAC.

At this time, if T-Butyl Acetate is used in any of the activities listed on the A-101 form, it should be reported as a separate pollutant on the Emissions form. In the pollutant code dropdown field choose "Tert-Butyl Acetate" then enter the annual emissions in the annual emissions field.

GENERAL INSTRUCTIONS

Authority:

The annual emission inventory report is required by the administrative rules of the Michigan Department of Environmental Quality (DEQ) under authority of Article II: Pollution Control, Chapter 1, Point Source Pollution Control, Part 55 of PA 451 of 1994, the Natural Resources and Environmental Protection Act. Section 182 (a) (3) (B) of the Clean Air Act requires the development of an emission statement program by each state containing an Ozone Non-Attainment area. Also, a person who knowingly falsifies a report or fails to respond is guilty of a misdemeanor punishable by a fine of not more than \$10,000 per day, and imprisonment for not more than one year, for each violation. Therefore, this provides for certification to the truth and accuracy based on belief, and to administrative completeness of the submittal by the deadline.

Who must file:

Manufacturing, commercial, and institutional establishments are required to file an annual report for each location with source emissions for criteria pollutants as required per Rule 336.202, and as outlined in Operational Memorandum 13. Renewable Operating Permit (ROP) facilities, and those facilities that have opted out of the ROP program, are also required to report. Reporting should be in accordance with these general instructions and any supplemental instructions available for any specific industrial sector.

Reporting Period:

Information is to be provided for calendar year 2008. This will require reporting of actual data for the period January 1, 2008 to December 31, 2008. If records of actual data are not available, estimates based on information and belief formed after reasonable inquiry are acceptable.

Reporting Requirements for Fugitive and Other Non-Stack Emissions:

The requirement to report annual emissions includes fugitive and other non-stack emissions, as well as emissions from releases where the emissions are quantifiable. Some examples of specific instances where fugitive emissions must be reported are as follows:

- a source operates an emission unit with a permit or emission standard which regulates fugitive emissions.
- a source operates a process or process equipment described in an AQD fact sheet which requires calculation of fugitive emissions. Fugitive emissions shall be reported for the emission unit(s) to which the fact sheet applies.
- a source is listed in a specific source category identified as having fugitive emissions under the definition of potential to emit (Rule 116(m)).*
- a source reports fugitive emissions to the Toxic Release Inventory. *

Further information on fugitive emissions may be obtained from the following EPA websites:

<http://www.epa.gov/ttn/chief/ap42> to search by source category and

<http://www.epa.gov/ttnchie1/le> to search by emission type.

To identify processes with fugitive emissions, select a document of interest on these websites. Select “find” while using the term “fugitive” for the specific emission type or source category.

Fugitive, non-stack, and release emissions must be considered when determining if a company is required to report emissions as specified in Operational Memo 13**. These emissions must also be included when determining whether to report emissions from exempt processes or process equipment under Rule 212(7).

Note that AQD may require reporting of a specific air contaminant if such reporting is considered by the department as necessary (and is specifically requested by the department) for the proper management of the air resources (Rule 2).

* For exempt processes referenced in Rule 212(7), reporting is required if the process is subject to a process-specific emission limitation or standard or if the total emissions from the process exceed 10% of the significance levels*** described in the following table.

Reporting Thresholds

Pollutant	**Operational Memorandum 13 thresholds (per facility)	***Rule 212(7) “10% of significant” thresholds (per process), for fee-subject emissions from specified exempt processes
Carbon monoxide	100 tons/year	10 tons/year
Nitrogen oxides	40 tons/year	4 tons/year
Sulfur dioxide	40 tons/year	4 tons/year
PM	25 tons/year	2.5 tons/year
PM-10	15 tons/year	1.5 tons/year
VOCs	10 tons/year	4 tons/year
Lead	0.6 tons/year	0.06 tons/year

SOFTWARE INSTALLATION INSTRUCTIONS

The MAERS 2008 software is distributed and installed via CD-ROM, which may be obtained from the DEQ, Air Quality Division (AQD). Contact any AQD district office for a copy of the CD-ROM. Follow the steps below to install the software.

1. Insert the MAERS 2008 CD into your CD drive.
2. If the “Auto Play” feature on your CD drive is enabled the computer will detect the presence of the CD in the CD drive and start the installation process automatically. Follow the screen prompts once the initial setup screen appears.
If the “Auto Play” feature is not enabled, use Windows Explorer or File Manager to access your CD drive and locate the directory “\SOFTWARE.” Double click the “SETUP.EXE” file to execute the installation software.
3. Follow the setup software instructions to establish your software and database locations on your PC. If during the software installation you choose a location other than the default, be sure to **remember the drive and directory you choose for the database location**. It will be needed later to properly place your database during its download, or move/copy from another location.

DATABASE INSTALLATION INSTRUCTIONS

Before you can begin working on your MAERS report, you have to download your source's database. When the MAERS software is started for the first time it contains only a PRACTICE database; not your source's database. To receive your database, follow the steps below.

Note: You must have access to the Internet to do this. If you do not have Internet access, contact your Air Quality Division district office to obtain a CD with your database on it.

1. Choose **Tasks** on the menu bar and select **File Transfer Center**. Select the option to **Receive database file from AQD** and click on **Next**.
2. A screen will appear that will allow you to download your database in two different ways. The automatic download method is preferred and should be tried first. If the automatic download does not work, select the manual download option. Read the instructions and click on the **Next** button to continue. Depending on which download option you select you will be provided with further instructions.
3. When you are ready to receive your database, fill in the information dialog box, then, click on the **Receive** button. Your database will begin downloading (receiving your database may take up to 20 minutes or longer if you have dial-up service). You may cancel the download by clicking on the **Cancel** button.

CONNECTING TO YOUR DATABASE

Once you have received your database, you may connect to it using the **Source Explorer**. Follow the steps below to connect to your database:

1. Choose **Tasks** on the menu bar select **Source Explorer**. For most facilities, only your SRN and the PRACTICE database should appear. The practice database may be used if you would like to practice entering information on the forms; however, the **practice database cannot be submitted to the AQD**.
2. Click on your SRN and your database will open. Once connected to a database, the name of the current database is shown in the title bar. If "PRACTICE" is in the window title, it means that you are in the practice database.

SOFTWARE LOCATION

MAERS software is designed to run from local PC disk drives, not network drives. Although alternate local drives are offered, **it is strongly recommended that you use the default drive and directory locations specified in the software setup**. The default drive is C: and the required subdirectory for the software is "AQD_APPS\MAERS." This directory is created for you by the setup routine supplied with the MAERS software.

DATABASE LOCATION

The default recommended database location is "C:\AQD_APPS\MAERS\DATABASE." You can specify a different data directory, but using the default will make it easier to resolve problems should they occur.

SUBMITTAL INSTRUCTIONS

SUBMIT EMISSIONS INFORMATION BY MARCH 16, 2009

More detailed instructions are in the MAERS Workbook located at www.michigan.gov/deqair (select "Clean Air Assistance" then "Michigan Air Emissions Reporting System").

1. Run completeness check and correct all errors. Contact your district office via e-mail or phone (see Table 1, page 8), if unable to resolve the errors.
2. Print a P-101 Signature and Password form from the "File", then "Print Forms" option. This form will be automatically prefilled with some of the information previously keyed. Keep a paper copy of the submittal for your records by either printing the forms or by printing the Source Summary Report.
3. Go to the File Transfer Center under "Tasks" and choose "Prepare the Database in Order to Send it to AQD". Follow the prompts for entering your password if not previously done and for submittal of the database.
 - E-Mail Via Internet: The completed database ("SRN"_2008_SENDTOAQD.SUBMIT) may be sent to DEQ district office assigned to review your submittal by manually initiating your own e-mail account. Attach the completed database located at C:\AQD_APPS\MAERS\DATABASE to the e-mail message, indicating the SRN in the message line. (District e-mail address shown at the bottom of the MAERS printed P-101 Signature and Password form.) Please follow the FTP instructions if submitting via e-mail is unsuccessful.
 - CD/DVD Via US Mail: Another option is that a CD/DVD may be sent as the submittal. Burn the completed database ("SRN"_2008_SENDTOAQD.SUBMIT) located at C:\AQD_APPS\MAERS\DATABASE onto a CD and mail to the appropriate district office along with the P-101 Signature and Password form. This option is available if your e-mail service has size restrictions for attachments, firewall problems, or if you would like a copy of the MAERS database to be sent to another person (e.g., consultants sending a copy to the source).
 - FTP: The database may be posted on the AQD FTP site. Prepare the database by going into the FTP option in the file transfer center. Follow the steps to compress the database. Print the screen for directions on how to get to our FTP address and how to post the database. The address is: <ftp://ftp.deq.state.mi.us/maers>, enter the User Name (deq-maers-public-ftp) and Password (Sw3etenings88), and post the database located at C:\AQD_APPS\MAERS\DATABASE, with the database name "SRN"_2008_SENDTOAQD.SUBMIT to the appropriate district folder. An e-mail to the district MAERS mailbox should follow, indicating that the database has been posted. This option should be used if the E-mail database attachment cannot be sent or if you do not have the capabilities of burning the database onto a CD/DVD.
4. Mail the following to the DEQ district office noted at the bottom of the MAERS printed P-101 Signature and Password form or use Table I, page 8, to find the district office address.
 - Paper copy of the completed P-101 form (and the CD/DVD, if this option was chosen). **This package will not be considered administratively complete or be processed by DEQ-AQD until the P-101 form is received.**
 - If required, attach supporting documentation for emissions reported.
 - Sources with ROPs must also include certification that the submittal is true, accurate and complete by including a Renewable Operating Permit Report Certification (Form EQP 5736, located in the Forms Instructions, Examples and Blank Forms guide), signed by the source's Responsible Official.

TABLE I

Where To Send The Emission Reporting Data:

Use the printed list below to locate the county name in which the source is physically located. For portable sources operating at locations in multiple districts, submit the report to the district office serving the county in which the company's home office is located.

<p>Cadillac District - Air Quality Division (Northwest Lower Peninsula) 120 W Chapin Street Cadillac, MI 49601-2158 231-775-3960; Fax: 231-775-4050 E-Mail : cadmaers@michigan.gov Counties: Benzie, Grand Traverse, Kalkaska, Lake, Leelanau, Manistee, Mason, Missaukee, Osceola, or Wexford</p>	<p>Gaylord District - Air Quality Division (Northeast Lower Peninsula) 2100 West M-32 Gaylord, MI 49735-9282 989-731-4920; Fax: 989-731-6181 E-Mail : gaymaers@michigan.gov Counties: Alcona, Alpena, Antrim, Charlevoix, Cheboygan, Crawford, Emmet, Montmorency, Oscoda, Otsego, Presque Isle, or Roscommon</p>
<p>Grand Rapids District - Air Quality Division (Central West Michigan) 350 Ottawa Ave NW Unit 10 Grand Rapids, MI 49503 616-356-0500; Fax: 616-356-0202 E-Mail : grrmaers@michigan.gov Counties: Barry, Ionia, Kent, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, or Ottawa</p>	<p>Jackson District - Air Quality Division (South Central Michigan) State Office Building, 4th Floor 301 E Louis B Glick Highway Jackson, MI 49201-1556 517-780-7690; Fax: 517-780-7855 E-Mail : jacmaers@michigan.gov Counties: Hillsdale, Jackson, Lenawee, Monroe, or Washtenaw</p>
<p>Kalamazoo District - Air Quality Division (Southwest Michigan) 7953 Adobe Road Kalamazoo, MI 49009-5026 269-567-3500; Fax: 269-567-3555 E-Mail : kalmaers@michigan.gov Counties: Allegan, Berrien, Branch, Calhoun, Cass, Kalamazoo St. Joseph, or Van Buren</p>	<p>Upper Peninsula District - Air Quality Division (Entire Upper Peninsula) 420 Fifth Street Gwinn, MI 49841-3004 906-346-8300; Fax: 906-346-4480 E-Mail : marmaers@michigan.gov</p>
<p>Saginaw Bay District - Air Quality Division (Central East Michigan) Saginaw Bay District Headquarters 503 N. Euclid Avenue Bay City, MI 48706-2965 989-686-8025; Fax: 989-684-9799 Office move scheduled for 2009 401 Ketchum St., Bay City, MI 48708 E-Mail : baymaers@michigan.gov Counties: Arenac, Bay, Clare, Gladwin, Huron, Iosco, Isabella, Midland, Ogemaw, Saginaw, Sanilac, or Tuscola</p>	<p>Lansing District - Air Quality Division (Central Michigan) P.O. Box 30242 Constitution Hall, 525 W. Allegan St. 4N Lansing, MI 48909-7760 517-335-6010; Fax 517-241-3571 E-Mail : lanmaers@michigan.gov Counties: Clinton, Eaton, Genesee, Gratiot, Ingham, Lapeer, Livingston, or Shiawassee</p>
<p>Southeast Michigan District - Air Quality Division (Southeast Michigan) Southeast Michigan District Headquarters 27700 Donald Court Warren, MI 48092-2793 E-Mail : semaers@michigan.gov Counties: Macomb, Oakland, or St. Clair</p>	<p>Detroit Office – Air Quality Division (East Michigan) Cadillac Place, Suite 2-300 3058 West Grand Blvd. Detroit, MI 48202-6058 313-456-4700; Fax: 313-456-4692 E-Mail : detmaers@michigan.gov Counties: Wayne</p>

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Michigan Department of Environmental Quality 