



Jennifer M. Granholm, Governor
Steven E. Chester, Director

**Michigan Department of Environmental Quality
Air Quality Division**

**2008
Michigan Air Emissions
Reporting System (MAERS)
General Instructions and Forms**

**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.)**

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Note: After reading the General Instructions, if you have questions and need assistance, please e-mail or call your local Air Quality district office (See Table I). Have available your source name, AQD Source ID (SRN), and phone number. (Your SRN may be found in the upper right hand corner of the mailing label or on the copy of the MAERS Source Summary Report.) This information will help AQD staff assist you more effectively.

The Michigan Department of Environmental Quality (MDEQ) will not discriminate against any individual or group on the basis of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. Questions or concerns should be directed to the Office of Personnel Services, PO Box 30473, Lansing, MI 48909.
MDEQ Environmental Assistance Center 1-800-662-9278

PRINTED BY 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.

Michigan Department of Environmental Quality 

UPDATES FOR EI YEAR 2008

- An FTP site is now available as an optional method of submitting your database. See page 17.
- 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/deqair (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 17.

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 20) or contact the Environmental Assistance Center at deq-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

BEFORE YOU BEGIN

Before you begin your MAERS report, have all the information needed to fill out the forms available ahead of time. The table below lists some of the items that may be required to complete the MAERS forms.

MAERS CHECK LIST

- MAERS Software - CD ROM (for electronic filing)**
- Computer with Internet access (recommended, but not required, for electronic filing)**
- SRN (State Registration Number) - this is the number that appears on all your permits and correspondence with the AQD**
- Paper copy of last year's submittal**
- 2008 MAERS General Instructions Examples and Reference Tables**
- Calculator**
- Air Use Permits, Consent Orders, or Consent Judgments**
- MSDS, data sheets, specification sheets, etc. for equipment and materials used at facility**
- Year 2008 purchase records**
- Plant layout map**
- List of emission units at facility**
- Any testing or recordkeeping data**
- Material usage logs**
- Other guidance documents (fact sheets, workbooks, etc.)**
- Renewable Operating Permit Report Certification (Form EQP 5736; only sources with a ROP)**

Reporting Options

The Michigan Air Emissions Reporting System (MAERS) is a system that allows emissions inventory information to be submitted electronically or in paper copy format.

A submittal may be prepared using the MAERS software without having access to the internet or having an e-mail provider. A copy of the source database may be requested from the AQD district office, placed on a CD and mailed. This database can then be loaded onto your PC, edited in MAERS and the completed database can be burned onto a CD/DVD and mailed to the district office.

Benefits of Filing MAERS Electronically:

- Database downloading has been automated within the file transfer center, allowing for easier submittal.
- Databases can be submitted via e-mail, attaching the database to an e-mail message. If problems exist in e-mail transfers, an FTP site is now available for posting the database, or a CD/DVD may also be burned and sent to the appropriate DEQ district office.
- Majority of data is prefilled.
- Review of “browse” functions enables an overall view of forms.
- More accurate way to submit data (typographical errors).
- Use of completeness checker improves accuracy and assures that submittal is acceptable.
- Electronic tools to assist sources: calculator, utility reports, etc.
- Paper copies of reports and forms can be printed for future use.
- Faster submittal.
- Notification that the data has been received. **An accurate e-mail address must be entered.**

Electronic Submittals, Installation of Software and Submittal 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\DATABSE." You can specify a different data directory, but using the default will make it easier to resolve problems should they occur.

ELECTRONIC SUBMITTAL INSTRUCTIONS

Submittals may be made by the following options (refer to the MAERS Software Users Guide, File Transfer Center for details):

- 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: A CD/DVD submittal may be sent. 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 for the 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.

For an electronic submittal to be considered administratively complete, a completed Signature and Password form (P-101), along with any required emission/calculation documentation, must be mailed to the district office listed at the bottom of the P-101 form. Sources with ROPs must include certification that the submittal is true, accurate and complete by including a Renewable Operating Permit Report Certification (Form EQP 5736 located in the back of the booklet), signed by the source's Responsible Official.

Paper Submittals:

A copy of the 2007 MAERS Source Summary Report may be helpful in completing the forms. Requests for this report can be made by contacting the appropriate AQD district office (See pages 19-20)

Paper Forms Assembly Flow:

- Source Forms (S-101 and S-102)
- Stack Forms (SV-101)
- Emission Unit Forms (EU-101)
- Reporting Group Forms - optional (RG-101)
- Activity Forms (A-101)
- Supplemental Portable form (SP-101) **For portable sources only
- Emissions Forms (E-101)
- Operator Forms (O-101)
- Signature and Password Form (P-101)
- ROP Certification (Form EQP 5736) **For ROP sources only

Before submitting, review all forms for completeness and accuracy. **SUBMIT ALL PAPER COPY FORMS TO THE APPROPRIATE AIR QUALITY DIVISION DISTRICT OFFICE LISTED in Figure 1 or Table I (pages 19-20).**

Additional forms will be needed to report all required data for paper submittals. Photocopy the original blank forms (located in the back of these instructions) as needed. If additional blank forms are needed, they may be downloaded from the MAERS Homepage at www.michigan.gov/deqair. Go to "Emissions", "Emissions Reporting", and then "MAERS Support Resources". If assistance is needed, contact your Air Quality Division district office by e-mail or phone (see pages 19-20).

For a paper submittal to be considered administratively complete, a completed Signature and Password form (P-101), along with any required emission/calculation documentation, must be mailed to the district office listed at the bottom of the P-101 form. If not using the software, use Figure 1 or Table I (see pages 19-20) to locate the county name in which the source is physically located to determine the appropriate district office. For portable sources operating at locations in multiple districts, submit data to the district office responsible for the county where the S-101 Source form address is located. Portable sources submitting emissions information on paper must submit the SP-101 Supplemental Portable form along with the P-101 Signature and Password form for the submittal to be considered administratively complete. Sources with ROPs must include certification that the submittal is true, accurate and complete by including a Renewable Operating Permit Report Certification (Form EQP 5736 located in the back of this booklet), signed by the source's Responsible Official.

NOTE: Before completing the forms, please review the detailed instructions for each form available as separate files on the CD.

Related Reference Information: The following reference information is available in the MAERS Software or via the Internet at www.michigan.gov/deqair. Go to "Emissions", "Emissions Reporting", and then "MAERS Support Resources". If unable to get the information from these sources, contact your AQD district office (refer to Figure 1 or Table I, pages 19-20) via e-mail or phone. Information may be available in paper form upon request.

Control Device Codes
Emission Calculation Fact Sheets
Horizontal Reference Datum Codes
Horizontal Collection Method Codes
Reference Point Code
MAERS Emission Factors
MAERS Software Users Guide
NAICS Codes
Pollutant/Material Codes
Reference Point Codes
SCC Listing
Fact Sheets

DEQ Environmental Science and Services Division has prepared a MAERS Workbook with examples of how to calculate emissions. You can access the *MAERS Workbook* and the *Calculating Air Emissions for MAERS Guidebook* at www.michigan.gov/deqair (go to "Clean Air Assistance").

DEFINITIONS

AQD SOURCE ID: A system generated ID that the DEQ-AQD uses to identify a stack, an emission unit, or a reporting group.

AQD Source ID (SRN): A source is assigned an AQD Source ID by DEQ-AQD. This number is also called a State Registration Number (SRN).

Criteria Pollutants: Criteria Pollutants are those for which National Ambient Air Quality Standards (NAAQS) are set. The following pollutants must be reported because (1) they are a criteria pollutant or (2) because they result in the formation of a criteria pollutant. The material code is listed in the priority of the most preferable designation and may vary from activity to activity due to available EPA emission factors.

<u>Pollutant</u>	<u>Material Code</u>
Ammonia	AMMONIA
Carbon Monoxide	CO
Lead	LEAD
Oxides of Nitrogen (expressed as NO ₂)	NOX
Nitrogen Dioxide	NO ₂
Particulate Matter less than 10 Microns (Primary)	PM10,PRIMARY
Particulate Matter less than 10 Microns (Total)	PM10,TOTAL
Particulate Matter less than 10 Microns	PM10
Particulate Matter less than 10 Microns (Filterable)	PM10,FLTRBLE
Particulate Matter less than 2.5 Microns (Primary)	PM2.5,PRIMRY
Particulate Matter less than 2.5 Microns (Total)	PM2.5,TOTAL
Particulate Matter less than 2.5 Microns	PM2.5
Particulate Matter less than 2.5 Microns (Filterable)	PM2.5,FLTRBL
Sulfur Dioxide	SO ₂
Oxides of Sulfur (expressed as SO ₂)	SOX
Volatile Organic Compounds	VOC
Non-Methane Organic Compounds *	NMOC
Total Non-Methane Organic Compounds *	TNMOC
Total Organic Compounds *	TOC

* These pollutants can be used as VOC surrogates if a VOC emission factor is not available.

Device: Any process equipment, control equipment, or stack, on or within which, one or more processes can occur or a pollutant is exhausted into ambient air.

Dismantle: To physically remove or render permanently inoperable.

Emission Factor: A factor used to multiply against the material throughput and its unit code to get resultant pollutants emitted.

Emission Unit: An emission unit is a device or group of devices that operate together, with a dependency between devices and emits or has the potential to emit an air contaminant. An emission unit contains at least one process device and may contain control devices and related stacks. Examples of an emission unit would include:

- a single degreaser (degreaser only)
- a topcoat painting line (booths, ovens, incinerator, stacks)
- a chemical manufacturing process (reactors, condensers, dryers, baghouse, stacks)
- a coal fired boiler (boiler, stack, control device)

Emission Unit Activity: The flow of material into and out of processes or between devices that may discharge to the atmosphere. Materials are related to processes by Source Classification Codes (SCCs).

Fee-Subject Facility: As defined in Section 324.5501(k) of Michigan's Natural Resources and Environmental Protection Act, Act 451 of 1994, as amended, certain sources of air pollutants are required to pay fees. In practice, these include major sources subject to the Renewable Operating Permit program; sources subject to federal New Source Performance Standards; and area sources subject to National Emission Standards for Hazardous Air Pollutants.

Grandfathered: With respect to Michigan permitting requirements, an emission unit installed prior to August 15, 1967 and not subsequently modified or reconstructed, is considered "grandfathered".

Material: Any product or substance, including elements, compounds, or a mixture thereof, in any physical state (solid, liquid, gas) including more than one physical state at the same time, that flows through a process (fuel, coating, solvent, metal, grain, chemical, product).

Operator: A source representative that is responsible for the emission report's completeness and accuracy.

Operator's ID: Identification assigned by a source representative. ID's will begin with a two-letter prefix plus a combination of up to 14 letters, numbers or keyboard characters. Any combination of letters, numbers and keyboard characters can be used to create ID's. Spaces are not allowed within the Operator's ID.

<u>Operator's ID Prefix</u>	<u>Represents</u>
EU	MAERS Operator's Emission Unit Prefix
RG	MAERS Operator's Reporting Group ID Prefix
SV	Operator's Stack/Vent ID Prefix

- If you have an ROP (Renewable Operating Permit), verify that your MAERS submittal accurately reflects the organization of your current ROP with regard to emission units (EU's). The naming convention for EU's in your ROP should be carried over to MAERS. This will make your database more accurate for use in PASS-ROP (the ROP electronic application process) and will simplify this process in the future.

Password: A four to eight alphanumeric character code (upper case) created by the source to verify ownership of the data. Air Quality Division staff will check the password against the P-101 Password and Signature form before accepting the database. The password recorded on the P-101 form must be identical to the password entered in the software.

Portable Source: A facility, process or process equipment that commences operation and is located at a geographic site for not more than twelve consecutive months (e.g., asphalt batch plant). These are not devices that are moved around within a stationary source (e.g., forklifts, welding machines).

Remove from MAERS: An activity can be administratively removed from MAERS reporting requirements if activity/emissions fall below established thresholds, and reporting is not otherwise required.

Reporting Group: An optional grouping of emission units created for simplification of reporting emissions. These emission units should have similar emission limits, stack parameters, operational parameters, emission factors, etc. Examples of reporting groupings include:

- A grouping of several emission units (for example, all of the coating lines or boilers) for an overall emission limit.
- A grouping of several emission units (for example, material handling systems or printing lines) with common activities and emission characteristics.

Rule 201 Exempt: With respect to MAERS, an emission unit is considered “Rule 201 exempt” when it is not grandfathered from Rule 201 permitting requirements; is not included in a permit to install, opt out permit, or Renewable Operating permit; is identified in Rules 280 through 290 of the Michigan Air Pollution Control Rules; and is not excluded from exemption per the provisions of Rule 278.

Rule 208a-Registered Source: A stationary source that has opted out of ROP program requirements by limiting the source’s potential to emit pollutants by following the registration process established by Rule 208a.

Source: A facility or plant that contains (an) emission unit(s). A facility is assigned an AQD Source ID (SRN) and has a physical location.

ACRONYMS

AQD	Air Quality Division	PASS-ROP	Permit Application Submittal System for Renewable Operating Permits
CEM	Continuous Emission Monitor	PM	Particulate Matter
CO	Carbon Monoxide	ROP	Renewable Operating Permit
DEQ	Department of Environmental Quality	R208a	Rule 208a (R 336.1208a)
EPA	Environmental Protection Agency	SCC	Source Classification Code
GPS	Global Positioning System	SIC	Standard Industrial Classification
HAP	Hazardous Air Pollutant	SO2	Sulfur Dioxide
MAERS	Michigan Air Emissions Reporting System	SRN	State Registration Number
NAAQS	National Ambient Air Quality Standards	TNMOC	Total Non-Methane Organic Compounds
NAICS	North American Industrial Classification System	TOC	Total Organic Compounds
NMOC	Non-Methane Organic Compounds	VOC	Volatile Organic Compounds
NOX	Oxides of Nitrogen		

FORMS DESCRIPTION

The MAERS Source Summary Report contains all of the activity information reported. When a database is first downloaded, the previous year's summary report information is in the database, minus all information from the E-101 Emissions form and the Material Throughput from the A-101 Activity form. Maintain a copy of electronic submittals/reports for future reference. Blank forms can be found in the back of this booklet, including the ROP Report Certification form EQP 5736.

S-101 Source form. This form records the source location and owner information.

S-102 Contact form. This form records the contact information.

SV-101 Stack form. This form applies to stacks connected to an emission unit reported on the EU-101 Emission Unit Form.

EU-101 Emission Unit form. This form records information concerning the operation of an emission unit.

RG-101 Reporting Group form. This optional form records a grouping of emission units that is created for simplification of reporting emissions.

A-101 Activity form. This form records operating schedules and material information for the emission unit or reporting group.

SP-101 Supplemental Portable form. This form is for portable sources only. This form records throughput information percentages per county for each SCC.

E-101 Emissions form. This form is required for all sources to report their actual annual emissions from an emission unit or reporting group.

O-101 Operator form. This form records the operator information.

P-101 Signature and Password form. The signature box is to certify the paper copy or electronic submitted package. The password provides authorization for AQD to receive the electronic submittal for processing. This form must be completed in order for the package to be considered administratively complete.

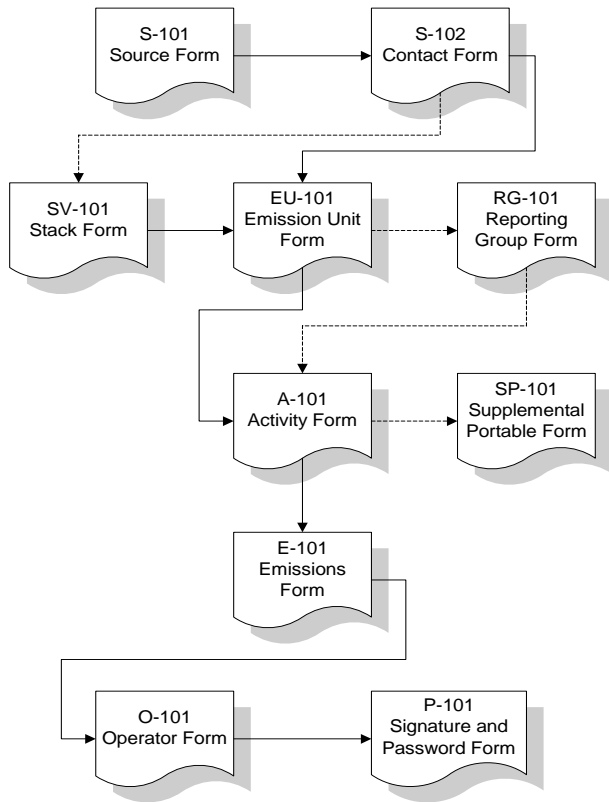
FORM ORDER

Form Completion Flow: (S-101, S-102, SV-101, EU-101, RG-101 (Optional form), A-101, SP-101 (for portable sources only), E-101, O-101, P-101, ROP Certification form (for sources with a ROP).

- For every source, complete one S-101 Source form and one S-102 Contact form.
- For each emission unit (EU-101) complete any required SV-101 Stack form for stacks associated with the emission unit before referencing it on the EU-101.
- RG-101 Reporting Group is an optional form. It may be used to simplify reporting for multiple emission units with common activities. Complete an A-101 Activity form for each emission unit unless it is a part of a reporting group. The activity would then be captured at the reporting group level.
- Portable sources must complete a SP-101 Supplemental Portable form. This form is available in the MAERS 2008 software.
- Complete one Emission form (E-101) for each required pollutant for each SCC.
- Complete at least one O-101 Operator form.
- For every source, complete one P-101 Signature and Password form. A completed paper copy of this form must be submitted to the appropriate district office for a submittal to be considered administratively complete.
- For all sources with a ROP, a Renewable Operating Permit Report Certification (Form EQP 5736) must be completed, signed by the source's Responsible Official, and mailed to the appropriate district office.

Refer to the form flow charts on page 15 for a schematic representation of appropriate form order.

GENERAL FORM FLOW CHART



General Source Information

Equipment Identification

1. Stacks - not all have to be listed
2. Exempt Devices - not all have to be listed
3. Emission units
4. Reporting groups - not required

Process Information

1. SCC - description
2. Material usage schedule and operating schedule
3. Material information
4. Throughput by County (portable sources only)

Emissions Information

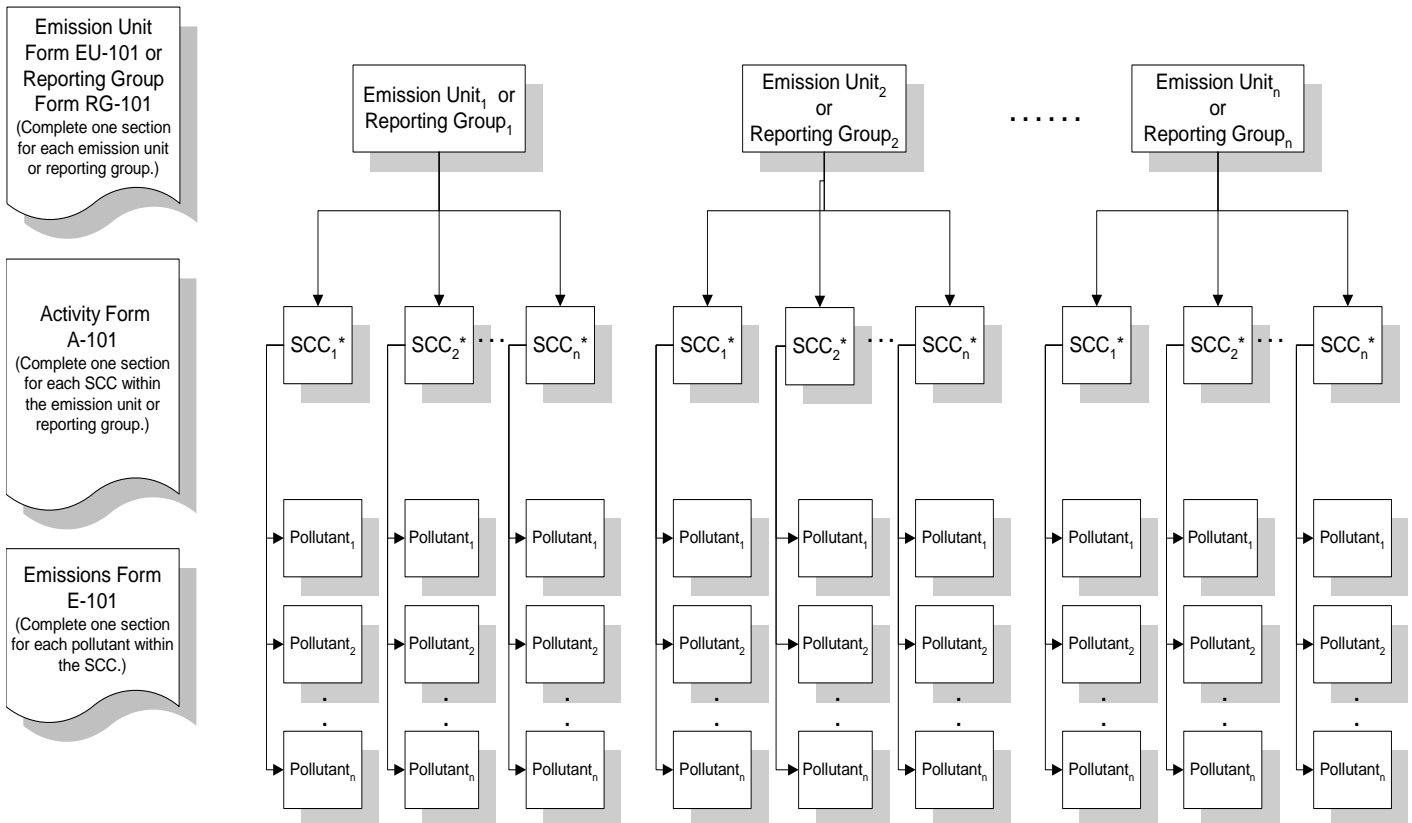
1. Each applicable pollutant
2. Emission basis required
3. Include calculations

Operator Information and Certification

-----> OPTIONAL

—————> REQUIRED

EXPANDED EMISSION UNIT, ACTIVITY AND POLLUTANT FORM FLOW CHART



GENERAL INSTRUCTIONS FOR THE COMPLETION OF ALL FORMS

Most fields are prefilled in MAERS from the previous year's submittal. The Material Throughput field (Field 14B on the A-101 Activity form), and all Emissions information, (Field 6A-10 on the E-101 Emissions form) must be entered. On the A-101 Activity form, the Material and Unit Codes may be different than what was previously reported. The software is now pulling this information from the most current EPA tables and replacing these fields with the new Material and Unit Code in MAERS 2008. Before entering the Material Throughput information, verify that you are reporting in the Material and Unit Code required for that SCC, which are automatically filled in on the A-101 form. In some cases, the A-101 Material and Unit Codes may be blank and these codes will need to be chosen from the drop-down lists. Using these new Material and Unit Codes will ensure that the Emission Calculator will work for all activities that have these codes in the SCC table. For portable sources, the electronic SP-101 Supplemental Portable form county and percentages will need to be completed. **All emissions must be reported in pounds.** Only changes or additions to all other fields need to be entered in the software or on the forms. Certain fields are required for referential integrity. These fields are noted in the following instructions for individual forms with (REQUIRED) boldly noted behind the field name.

USING THE MAERS SOFTWARE:

To obtain your source's database, select Tasks, then File Transfer Center and follow the direction in the dialogue boxes. If assistance is needed, contact the appropriate district office listed on pages 19-20.

NOTE: The MAERS Software Users Guide, available on the MAERS CD, is also located on the MAERS homepage, or can be accessed through the "Help" function in MAERS. The MAERS 2008 workbook is also available at www.michigan.gov/deqair (go to "Clean Air Assistance").

**NEED
HELP?**

MAERS 2008 workshops are available. Register for the training at 800-662-9278 or via the web at <http://www.michigan.gov/deqair/workshops>

Review the information in the MAERS software or on your MAERS Source Summary Report. Source Summary Reports are available electronically in MAERS under Reports/Summary, or paper copies of the forms may be printed from the software using the toolbar FILE, then PRINT FORMS. Correct or add data that is incorrect or missing in the software.

FOR PAPER SUBMITTALS:

Review the information on your past year's forms or from your MAERS Source Summary Report. Make any changes on the blank forms located in the back of this booklet. If you need a copy of the past year's data, contact your district office (see pages 19-20).

Certain fields are **required** on these forms in order to process your MAERS changes and additions. (These are noted in **bold** after the field name). Only changes are required for correction of the last year's MAERS data for the non-required fields.

If this is the first year submitting data to MAERS, all fields are necessary to be submitted unless otherwise noted.

SUBMITTAL INSTRUCTIONS

Electronic Submittals: 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").

1. Run completeness check and correct all errors. Contact your district office via e-mail or phone (see Table 1, page 20), 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 or Figure 1 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 back of this booklet), signed by the source's Responsible Official.

Paper Submittals: Submit emission information by March 16, 2009

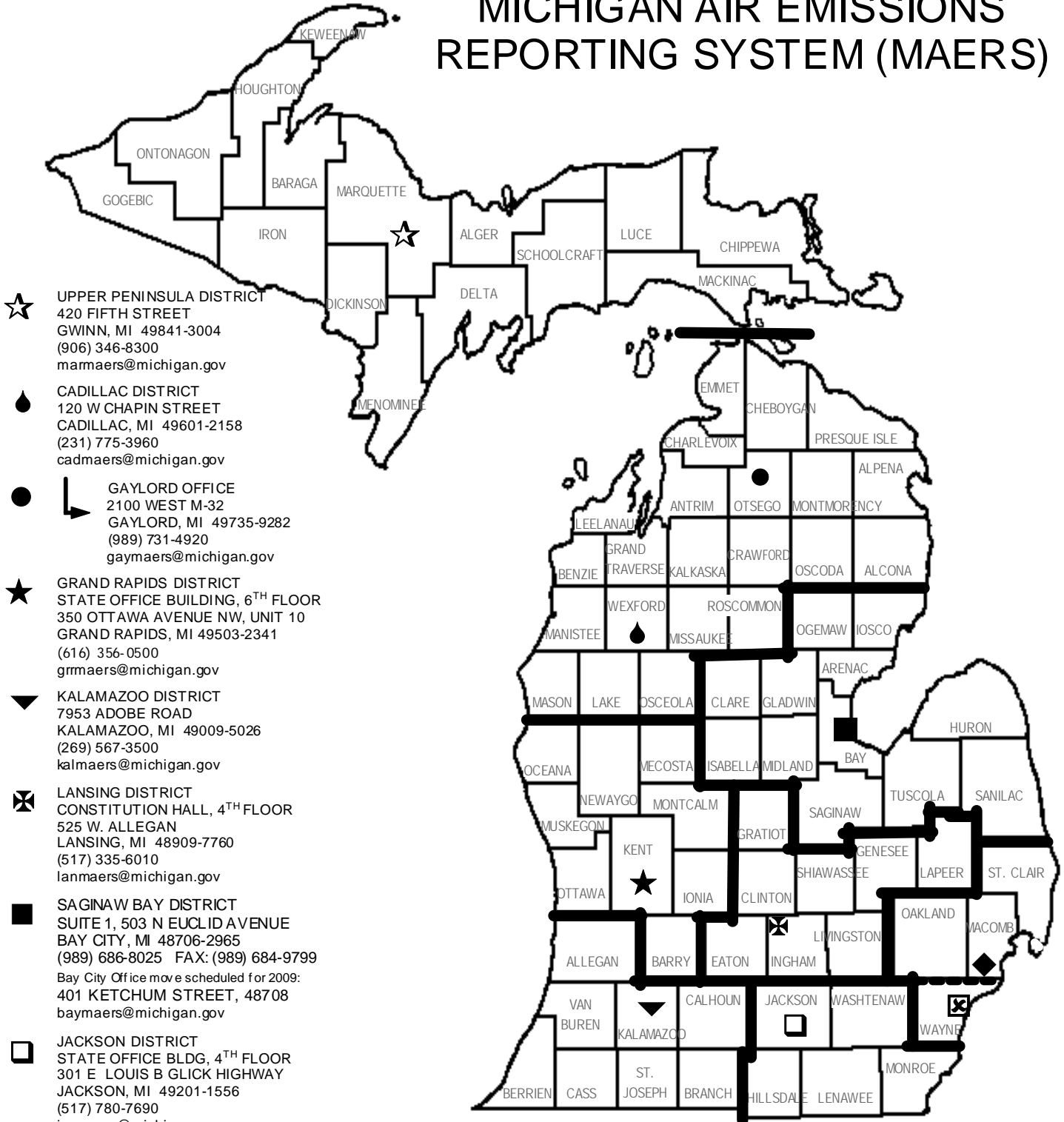
1. Assemble forms in the Forms Order located on page 14. (Keep a copy of all forms for future reference.)
2. Mail the following to the DEQ district office using Table I or Figure 1, pages 19-20 to find the district office address.
 - Paper copy of the forms. (This package will not be considered administratively complete or be processed by DEQ-AQD until the P-101 Signature and Password form is received.)
 - For Portables only, include the required SP-101 Supplemental Portable form.
 - Attach supporting documentation for emissions reported, if required.
 - Sources with ROPs must include certification that the submittal is true, accurate and complete by including a Renewable Operating Permit Report Certification (Form EQP 5736, located in the back of this booklet), signed by the source's Responsible Official.

Corrections/Resubmittals

Before resubmitting any corrections or the entire database, contact the appropriate district office via e-mail or phone for instructions. If the entire package must be resubmitted, a new Signature and Password Form (P-101) must be completed with 'Amended submittal', Field 9 checked, and mailed to the appropriate Air Quality Division district office.

FIGURE 1

MICHIGAN AIR EMISSIONS REPORTING SYSTEM (MAERS)



- ★ UPPER PENINSULA DISTRICT
420 FIFTH STREET
GWINN, MI 49841-3004
(906) 346-8300
marmaers@michigan.gov
- CADILLAC DISTRICT
120 W CHAPIN STREET
CADILLAC, MI 49601-2158
(231) 775-3960
cadmaers@michigan.gov
- ↙ GAYLORD OFFICE
2100 WEST M-32
GAYLORD, MI 49735-9282
(989) 731-4920
gaymaers@michigan.gov
- ★ GRAND RAPIDS DISTRICT
STATE OFFICE BUILDING, 6TH FLOOR
350 OTTAWA AVENUE NW, UNIT 10
GRAND RAPIDS, MI 49503-2341
(616) 356-0500
grmaers@michigan.gov
- ▼ KALAMAZOO DISTRICT
7953 ADOBE ROAD
KALAMAZOO, MI 49009-5026
(269) 567-3500
kalmaers@michigan.gov
- ✠ LANSING DISTRICT
CONSTITUTION HALL, 4TH FLOOR
525 W. ALLEGAN
LANSING, MI 48909-7760
(517) 335-6010
lanmaers@michigan.gov
- SAGINAW BAY DISTRICT
SUITE 1, 503 N EUCLID AVENUE
BAY CITY, MI 48706-2965
(989) 686-8025 FAX: (989) 684-9799
Bay City Office move scheduled for 2009:
401 KETCHUM STREET, 48708
baymaers@michigan.gov
- JACKSON DISTRICT
STATE OFFICE BLDG, 4TH FLOOR
301 E LOUIS B GLICK HIGHWAY
JACKSON, MI 49201-1556
(517) 780-7690
jacmaers@michigan.gov
- ◆ SOUTHEAST MICHIGAN DISTRICT
27700 DONALD COURT
WARREN, MI 48092-2793
(586) 753-3700
semaers@michigan.gov
- ✠ ↙ DETROIT OFFICE
CADILLAC PLACE, SUITE 2-300
3058 WEST GRAND BLVD
DETROIT, MI 48202-6058
(313) 456-4700
detmaers@michigan.gov

AIR QUALITY INTERNET ADDRESS:
www.michigan.gov/deqair

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>



Michigan Department of Environmental Quality - Air Quality Division
Michigan Air Emissions Reporting System (MAERS)
2008 S-101 SOURCE

Authorized under 1994 P.A. 451, as amended. Completion of information is required. Civil and/or criminal penalties possible for providing false information.

GENERAL INSTRUCTIONS: Verify the accuracy of all information on last year's forms or summary report and make any necessary additions or corrections. Refer to the General Instructions Booklet for more detailed instructions.

FORM REFERENCE	
1. Form Type S-101	2. AQD Source ID (SRN)

SOURCE IDENTIFICATION		<input type="checkbox"/> Change	(For AQD Use Only) <input type="checkbox"/> Add
3. Source Name			
4. NAICS Code	5. Portable <input type="checkbox"/> Yes <input type="checkbox"/> No		
6A. Street Number and Name (where emission unit(s) is located)			
6B. Address Continued			
7. County	8. City	9. Zip Code	
10. Latitude ____ ■ _____ Decimal Degrees	11. Longitude ____ ■ _____ Decimal Degrees	12. Horizontal Collection Method	
13. Source Map Scale Number	14. Horizontal Accuracy Measure Meters		
15. Horizontal Reference Datum Code	16. Reference Point Code		
17. Principal Product			18. Number of Employees
19. Employer Federal Identification Number	20A. ROP Subject <input type="checkbox"/> Yes <input type="checkbox"/> No	20B. If Yes, Permit Number	

OWNER INFORMATION		<input type="checkbox"/> Change	<input type="checkbox"/> Add
21. Owner Name			
22A. Mailing Address (Street Number and Name or P.O. Box)			
22B. Address Continued			
23. City	24. State/Province	25. Country	26. Zip or Postal Code



Michigan Department of Environmental Quality - Air Quality Division
Michigan Air Emissions Reporting System (MAERS)
2008 S-102 CONTACT

Authorized under 1994 P.A. 451, as amended. Completion of information is required. Civil and/or criminal penalties possible for providing false information.

GENERAL INSTRUCTIONS: Verify the accuracy of all information on last year's forms or summary report and make any necessary additions or corrections. Refer to the General Instructions Booklet for more detailed instructions.

FORM REFERENCE	
1. Form Type S-102	2. AQD Source ID (SRN)

EMISSION INVENTORY CONTACT INFORMATION		<input type="checkbox"/> Change	<input type="checkbox"/> Add
3. Contact First Name, Middle Initial	4. Contact Last Name	5. Contact Title	
6A. Mailing Address (Street Number and Name or P.O. Box)			
6B. Address Continued			
7. City	8. State/Province	9. Country	10. Zip or Postal Code
11. E-Mail Address (if available)			
12A. Telephone Number ()	12B. Telephone Extension	13. Fax Number ()	

FEE INVOICE CONTACT INFORMATION <i>(Fee Subject Facilities Only)</i>		<input type="checkbox"/> Change	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
3. Contact First Name, Middle Initial	4. Contact Last Name	5. Contact Title		
6A. Mailing Address (Street Number and Name or P.O. Box)				
6B. Address Continued				
7. City	8. State/Province	9. Country	10. Zip or Postal Code	
11. E-Mail Address (if available)				
12A. Telephone Number ()	12B. Telephone Extension	13. Fax Number ()		



Michigan Department of Environmental Quality - Air Quality Division
Michigan Air Emissions Reporting System (MAERS)
2008 SV-101 STACK

Authorized under 1994 P.A. 451, as amended. Completion of information is required. Civil and/or criminal penalties possible for providing false information.

GENERAL INSTRUCTIONS: : Verify the accuracy of all information on last year's forms or summary report and make any necessary additions or corrections. Refer to the General Instructions Booklet for more detailed instructions.

FORM REFERENCE	
1. Form Type SV-101	2. AQD Source ID (SRN)

STACK IDENTIFICATION		<input type="checkbox"/> Change	<input type="checkbox"/> Add
3. AQD Stack ID	4. Operator's Stack ID SV	5. Remove from MAERS <input type="checkbox"/> Yes <input type="checkbox"/> No	6. Dismantle Date (MM/DD/YYYY)
7. Operator's Stack Description			
8. Actual Stack Height Above Ground	feet	9. Inside Stack Diameter	inches
10. Exit Gas Temperature	degrees Fahrenheit	11. Actual Exit Gas Flow Rate	cubic feet per minute
12. Stack Orientation <input type="checkbox"/> Vertical <input type="checkbox"/> Vertical with No Loss Sleeve <input type="checkbox"/> Vertical with Conical Cap <input type="checkbox"/> Horizontal <input type="checkbox"/> Goose Neck Downward			
13. Latitude	14. Longitude	15. Horizontal Collection Method	
___ . ___ Decimal Degrees	___ . ___ Decimal Degrees		
16. Source Map Scale Number	17. Horizontal Accuracy Measure		
	Meters		
18. Horizontal Reference Datum Code	19. Reference Point Code		
20A. Bypass Stack Only <input type="checkbox"/> Yes <input type="checkbox"/> No		20B. If yes, operator ID of main stack	

STACK IDENTIFICATION		<input type="checkbox"/> Change	<input type="checkbox"/> Add
3. AQD Stack ID	5. Operator's Stack ID SV	5. Remove from MAERS <input type="checkbox"/> Yes <input type="checkbox"/> No	6. Dismantle Date (MM/DD/YYYY)
7. Operator's Stack Description			
8. Actual Stack Height Above Ground	feet	9. Inside Stack Diameter	inches
10. Exit Gas Temperature	degrees Fahrenheit	11. Actual Exit Gas Flow Rate	cubic feet per minute
12. Stack Orientation <input type="checkbox"/> Vertical <input type="checkbox"/> Vertical with No Loss Sleeve <input type="checkbox"/> Vertical with Conical Cap <input type="checkbox"/> Horizontal <input type="checkbox"/> Goose Neck Downward			
13. Latitude	14. Longitude	15. Horizontal Collection Method	
___ . ___ Decimal Degrees	___ . ___ Decimal Degrees		
16. Source Map Scale Number	17. Horizontal Accuracy Measure		
	Meters		
18. Horizontal Reference Datum Code	19. Reference Point Code		
20A. Bypass Stack Only <input type="checkbox"/> Yes <input type="checkbox"/> No		20B. If yes, operator ID of main stack	



Michigan Department of Environmental Quality - Air Quality Division
Michigan Air Emissions Reporting System (MAERS)
2008 EU-101 EMISSION UNIT

Authorized under 1994 P.A. 451, as amended. Completion of information is required. Civil and/or criminal penalties possible for providing false information.

GENERAL INSTRUCTIONS: Verify the accuracy of all information on last year's forms or summary report and make any necessary additions or corrections. Refer to the General Instructions Booklet for more detailed instructions.

FORM REFERENCE	
1. Form Type EU-101	2. AQD Source ID (SRN)

OPERATOR'S EMISSION UNIT IDENTIFICATION			<input type="checkbox"/> Change	<input type="checkbox"/> Add
3. AQD Emission Unit ID	4. Operator's ID EU	5. NAICS Code (if different from S-101 #4)		
6. Installation Date MM/DD/YYYY		7. Dismantle Date MM/DD/YYYY		
8. Operator's Emission Unit Description - Include Process Equipment and Control Devices)				
9. Design Capacity		10. Design Capacity Unit Numerator	11. Design Capacity Unit Denominator	
12. Maximum Nameplate Capacity Megawatts				

RULE 201 APPLICABILITY				
13. Grandfathered? <input type="checkbox"/> Yes <input type="checkbox"/> No				
14. Exempt from Rule 201? <input type="checkbox"/> Yes <input type="checkbox"/> No		15. If Yes, Rule Number		
16. If Rule 201 Exempt, Is Throughput Below Reporting Thresholds? <input type="checkbox"/> Yes <input type="checkbox"/> No				
17. Permit? <input type="checkbox"/> Yes <input type="checkbox"/> No		18. If Yes, Enter the Permit Number		
19. Is This Emission Unit Required To Report Emissions To MAERS For This Reporting Year? <input type="checkbox"/> Yes <input type="checkbox"/> No				

CONTROL DEVICE(S)			
20. Control Device Code	<input type="checkbox"/> Add <input type="checkbox"/> Delete	20. Control Device Code	<input type="checkbox"/> Add <input type="checkbox"/> Delete
20. Control Device Code	<input type="checkbox"/> Add <input type="checkbox"/> Delete	20. Control Device Code	<input type="checkbox"/> Add <input type="checkbox"/> Delete
20. Control Device Code	<input type="checkbox"/> Add <input type="checkbox"/> Delete	20. Control Device Code	<input type="checkbox"/> Add <input type="checkbox"/> Delete

EMISSION UNIT STACK(S)			
21. Operator's Stack ID SV	<input type="checkbox"/> Add <input type="checkbox"/> Delete	21. Operator's Stack ID SV	<input type="checkbox"/> Add <input type="checkbox"/> Delete
21. Operator's Stack ID SV	<input type="checkbox"/> Add <input type="checkbox"/> Delete	21. Operator's Stack ID SV	<input type="checkbox"/> Add <input type="checkbox"/> Delete
21. Operator's Stack ID SV	<input type="checkbox"/> Add <input type="checkbox"/> Delete	21. Operator's Stack ID SV	<input type="checkbox"/> Add <input type="checkbox"/> Delete
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21. Operator's Stack ID SV	<input type="checkbox"/> Add <input type="checkbox"/> Delete	21. Operator's Stack ID SV	<input type="checkbox"/> Add <input type="checkbox"/> Delete



Michigan Department of Environmental Quality - Air Quality Division
Michigan Air Emissions Reporting System (MAERS)
2008 A-101 ACTIVITY

Authorized under 1994 P.A. 451, as amended. Completion of information is required. Civil and/or criminal penalties possible for providing false information.

GENERAL INSTRUCTIONS: Verify the accuracy of all information on last year's forms or summary report and make any necessary additions or corrections. Refer to the General Instructions Booklet for more detailed instructions.

FORM REFERENCE		
1. Form Type A-101	2. AQD Source ID (SRN)	3. Operator's ID

ACTIVITY INFORMATION		<input type="checkbox"/> Change	<input type="checkbox"/> Add
4. Source Classification Code (SCC)	5. Operator's SCC Comment	6. Remove from MAERS <input type="checkbox"/> Yes <input type="checkbox"/> No	

SEASONAL MATERIAL USAGE SCHEDULE				OPERATING SCHEDULE		
IF THROUGHPUT IS > 0, THEN SEASONAL PERCENTAGES MUST TOTAL 100%						
7. WINTER (JAN, FEB & DEC)	8. SPRING (MAR - MAY)	9. SUMMER (JUN - AUG)	10. FALL (SEP - NOV)	11. Hours per Day	12. Days per Week	13. Days per Year

MATERIAL INFORMATION						
14A. Material Code			14B. Material Throughput		14C. Unit Code	
15. Operator's Material Description						
16. VOC Content (coatings or solvent)				17. Density		
_____ . _____ Weight Percent				_____ . _____ <input type="checkbox"/> lb / gallon <input type="checkbox"/> lb / ft ³		
18. BTUs (fuel)		19. Sulfur Content (fuel)		20. Ash Content (fuel)		
<input type="checkbox"/> lb <input type="checkbox"/> gallon <input type="checkbox"/> ft ³		_____ . _____ Weight Percent		_____ . _____ Weight Percent		

ACTIVITY INFORMATION		<input type="checkbox"/> Change	<input type="checkbox"/> Add
4. Source Classification Code (SCC)	5. Operator's SCC Comment	6. Remove from MAERS <input type="checkbox"/> Yes <input type="checkbox"/> No	

SEASONAL MATERIAL USAGE SCHEDULE				OPERATING SCHEDULE		
IF THROUGHPUT IS > 0, THEN SEASONAL PERCENTAGES MUST TOTAL 100%						
7. WINTER (JAN, FEB & DEC)	8. SPRING (MAR - MAY)	9. SUMMER (JUN - AUG)	10. FALL (SEP - NOV)	11. Hours per Day	12. Days per Week	13. Days per Year

MATERIAL INFORMATION						
14A. Material Code			14B. Material Throughput		14C. Unit Code	
15. Operator's Material Description						
16. VOC Content (coatings or solvent)				17. Density		
_____ . _____ Weight Percent				_____ . _____ <input type="checkbox"/> lb / gallon <input type="checkbox"/> lb / ft ³		
18. BTUs (fuel)		19. Sulfur Content (fuel)		20. Ash Content (fuel)		
<input type="checkbox"/> lb <input type="checkbox"/> gallon <input type="checkbox"/> ft ³		_____ . _____ Weight Percent		_____ . _____ Weight Percent		



Michigan Department of Environmental Quality - Air Quality Division
Michigan Air Emissions Reporting System (MAERS)
2008 SP-101 SUPPLEMENTAL PORTABLE

Authorized under 1994 P.A. 451, as amended. Completion of this form is required for portable sources.

GENERAL INSTRUCTIONS: Verify the accuracy of all information and make any necessary additions or corrections.
Refer to the General Instructions Booklet for more detailed instructions.

FORM REFERENCE	
1. Form Type SP-101	2. AQD Source ID (SRN)

PORTABLE MATERIAL USAGE SCHEDULE		
3. Operator's ID	4. SCC Code	5. Total Material Throughput
6. County Name		7. Percentage of Throughput
6. County Name		7. Percentage of Throughput
6. County Name		7. Percentage of Throughput
6. County Name		7. Percentage of Throughput
6. County Name		7. Percentage of Throughput
6. County Name		7. Percentage of Throughput
6. County Name		7. Percentage of Throughput
6. County Name		7. Percentage of Throughput
6. County Name		7. Percentage of Throughput
TOTALS MUST EQUAL		100%

PORTABLE MATERIAL USAGE SCHEDULE		
3. Operator's ID	4. SCC Code	5. Total Material Throughput
6. County Name		7. Percentage of Throughput
6. County Name		7. Percentage of Throughput
6. County Name		7. Percentage of Throughput
6. County Name		7. Percentage of Throughput
6. County Name		7. Percentage of Throughput
6. County Name		7. Percentage of Throughput
6. County Name		7. Percentage of Throughput
6. County Name		7. Percentage of Throughput
6. County Name		7. Percentage of Throughput
TOTALS MUST EQUAL		100%



Michigan Department of Environmental Quality - Air Quality Division
Michigan Air Emissions Reporting System (MAERS)
2008 E-101 EMISSIONS

Authorized under 1994 P.A. 451, as amended. Completion of information is required. Civil and/or criminal penalties possible for providing false information.

GENERAL INSTRUCTIONS: Verify the accuracy of all information on last year's forms or summary report and make any necessary additions or corrections. Refer to the General Instructions Booklet for more detailed instructions.

FORM REFERENCE			
1. Form Type E-101	2. AQD Source ID (SRN)	3. Operator's ID	
4. Source Classification Code (SCC)		5. Material Code	

EMISSION INFORMATION			<input type="checkbox"/> Change	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
6A. Pollutant Code			6B. Annual Emissions		
			Pounds		
7. Emission Basis <input type="checkbox"/> CEM <input type="checkbox"/> Stack Test <input type="checkbox"/> PEM <input type="checkbox"/> Mass Balance <input type="checkbox"/> Tank Model <input type="checkbox"/> Landfill Model (Please check one)			<input type="checkbox"/> MAERS Emission Factor <input type="checkbox"/> Other (Attach Description)		
8A. List Emission Factor	8B. Exponent	8C. Emission Factor Unit Code		9. Control Efficiency	
_____	_____	_____		_____ Weight Percent	
10. Comment					

EMISSION INFORMATION			<input type="checkbox"/> Change	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
6A. Pollutant Code			6B. Annual Emissions		
			Pounds		
7. Emission Basis <input type="checkbox"/> CEM <input type="checkbox"/> Stack Test <input type="checkbox"/> PEM <input type="checkbox"/> Mass Balance <input type="checkbox"/> Tank Model <input type="checkbox"/> Landfill Model (Please check one)			<input type="checkbox"/> MAERS Emission Factor <input type="checkbox"/> Other (Attach Description)		
8A. List Emission Factor	8B. Exponent	8C. Emission Factor Unit Code		9. Control Efficiency	
_____	_____	_____		_____ Weight Percent	
10. Comment					

EMISSION INFORMATION			<input type="checkbox"/> Change	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
6A. Pollutant Code			6B. Annual Emissions		
			Pounds		
7. Emission Basis <input type="checkbox"/> CEM <input type="checkbox"/> Stack Test <input type="checkbox"/> PEM <input type="checkbox"/> Mass Balance <input type="checkbox"/> Tank Model <input type="checkbox"/> Landfill Model (Please check one)			<input type="checkbox"/> MAERS Emission Factor <input type="checkbox"/> Other (Attach Description)		
8A. List Emission Factor	8B. Exponent	8C. Emission Factor Unit Code		9. Control Efficiency	
_____	_____	_____		_____ Weight Percent	
10. Comment					

EMISSION INFORMATION			<input type="checkbox"/> Change	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
6A. Pollutant Code			6B. Annual Emissions		
			Pounds		
7. Emission Basis <input type="checkbox"/> CEM <input type="checkbox"/> Stack Test <input type="checkbox"/> PEM <input type="checkbox"/> Mass Balance <input type="checkbox"/> Tank Model <input type="checkbox"/> Landfill Model (Please check one)			<input type="checkbox"/> MAERS Emission Factor <input type="checkbox"/> Other (Attach Description)		
8A. List Emission Factor	8B. Exponent	8C. Emission Factor Unit Code		9. Control Efficiency	
_____	_____	_____		_____ Weight Percent	
10. Comment					



Michigan Department of Environmental Quality - Air Quality Division
Michigan Air Emissions Reporting System (MAERS)
2008 P-101 SIGNATURE AND PASSWORD
(Required Form)

Authorized under 1994 P.A. 451, as amended. Completion of information is required. Civil and/or criminal penalties possible for providing false information.

GENERAL INSTRUCTIONS: Refer to the General Instructions Booklet for more detailed instructions.

FORM REFERENCE	
1. Form Type P-101	2. AQD Source ID (SRN)

SOURCE IDENTIFICATION			
3. Source Name			
4A. Street Number and Name (where emission unit(s) is located)			
4B. Address Continued			
5. County	6. City	7. Zip Code	
8. Submittal Method <input type="checkbox"/> E-Mail <input type="checkbox"/> CD/DVD <input type="checkbox"/> Paper <input type="checkbox"/> FTP		9. Amended Submittal <input type="checkbox"/> Yes <input type="checkbox"/> No	

OPERATOR'S CERTIFICATION		
Based on information and belief formed after reasonable inquiry, the statements and information in this submittal are true, accurate, and complete.		
10A. Clearly print name of Operator	10B. Telephone Number ()	10C. Telephone Extension
11. E-Mail Address (if available)		
12. Signature		13. Date

OPERATOR'S CERTIFICATION		
Based on information and belief formed after reasonable inquiry, the statements and information in this submittal are true, accurate, and complete.		
10A. Clearly print name of Operator	10B. Telephone Number ()	10C. Telephone Extension
11. E-Mail Address (if available)		
12. Signature		13. Date

PASSWORD AUTHORIZATION FOR ELECTRONIC SUBMITTAL	
For electronic submittal, Password authorization is required to confirm that the data is securely available for receipt by the Air Quality Division. Please keep a record of your Password for future reference.	14 Password (length 4 to 8 characters)



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
AIR QUALITY DIVISION

**RENEWABLE OPERATING PERMIT
REPORT CERTIFICATION**

Authorized by 1994 P.A. 451, as amended. Failure to provide this information may result in civil and/or criminal penalties.

Reports submitted pursuant to R 336.1213 (Rule 213), subrules (3)(c) and/or (4)(c), of Michigan's Renewable Operating Permit (ROP) program must be certified by a responsible official. Additional information regarding the reports and documentation listed below must be kept on file for at least 5 years, as specified in Rule 213(3)(b)(ii), and be made available to the Department of Environmental Quality, Air Quality Division upon request.

Source Name _____ County _____

Source Address _____ City _____

AQD Source ID (SRN) _____ ROP No. _____ ROP Section No. _____

Please check the appropriate box(es):

Annual Compliance Certification (Pursuant to Rule 213(4)(c))

Reporting period (provide inclusive dates): From _____ To _____

1. During the entire reporting period, this source was in compliance with **ALL** terms and conditions contained in the ROP, each term and condition of which is identified and included by this reference. The method(s) used to determine compliance is/are the method(s) specified in the ROP.

2. During the entire reporting period this source was in compliance with all terms and conditions contained in the ROP, each term and condition of which is identified and included by this reference, **EXCEPT** for the deviations identified on the enclosed deviation report(s). The method used to determine compliance for each term and condition is the method specified in the ROP, unless otherwise indicated and described on the enclosed deviation report(s).

Semi-Annual (or More Frequent) Report Certification (Pursuant to Rule 213(3)(c))

Reporting period (provide inclusive dates): From _____ To _____

1. During the entire reporting period, **ALL** monitoring and associated recordkeeping requirements in the ROP were met and no deviations from these requirements or any other terms or conditions occurred.

2. During the entire reporting period, all monitoring and associated recordkeeping requirements in the ROP were met and no deviations from these requirements or any other terms or conditions occurred, **EXCEPT** for the deviations identified on the enclosed deviation report(s).

Other Report Certification

Reporting period (provide inclusive dates): From _____ To _____

Additional monitoring reports or other applicable documents required by the ROP are attached as described:

I certify that, based on information and belief formed after reasonable inquiry, the statements and information in this report and the supporting enclosures are true, accurate and complete

Name of Responsible Official (print or type) _____ Title _____ Phone Number _____

Signature of Responsible Official _____ Date _____

* Photocopy this form as needed.