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Air Quality Division

## 2008 MICHIGAN AIR EMISSIONS REPORTING SYSTEM (MAERS) SUBMITTAL INSTRUCTIONS, MAP AND TABLE I

### ELECTRONIC SUBMITTALS – SUBMIT EMISSIONS INFORMATION BY MARCH 16, 2009

More detailed instructions are in the MAERS workbook located at [www.michigan.gov/deqair](http://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 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 (Sw3etening88), 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.

- 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.
5. 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 4, 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><b>Cadillac District - Air Quality Division</b>          (Northwest Lower Peninsula)          120 W Chapin Street          Cadillac, MI 49601-2158          231-775-3960; Fax: 231-775-4050          E-Mail : <a href="mailto:cadmaers@michigan.gov">cadmaers@michigan.gov</a>          Counties: Benzie, Grand Traverse, Kalkaska, Lake, Leelanau, Manistee, Mason, Missaukee, Osceola, or Wexford</p>	<p><b>Gaylord District - Air Quality Division</b>          (Northeast Lower Peninsula)          2100 West M-32          Gaylord, MI 49735-9282          989-731-4920; Fax: 989-731-6181          E-Mail : <a href="mailto:gaymaers@michigan.gov">gaymaers@michigan.gov</a>          Counties: Alcona, Alpena, Antrim, Charlevoix, Cheboygan, Crawford, Emmet, Montmorency, Oscoda, Otsego, Presque Isle, or Roscommon</p>
<p><b>Grand Rapids District - Air Quality Division</b>          (Central West Michigan)          350 Ottawa Ave NW          Unit 10          Grand Rapids, MI 49503          616-356-0500; Fax: 616-356-0202          E-Mail : <a href="mailto:grmaers@michigan.gov">grmaers@michigan.gov</a>          Counties: Barry, Ionia, Kent, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, or Ottawa</p>	<p><b>Jackson District - Air Quality Division</b>          (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 : <a href="mailto:jacmaers@michigan.gov">jacmaers@michigan.gov</a>          Counties: Hillsdale, Jackson, Lenawee, Monroe, or Washtenaw</p>
<p><b>Kalamazoo District - Air Quality Division</b>          (Southwest Michigan)          7953 Adobe Road          Kalamazoo, MI 49009-5026          269-567-3500; Fax: 269-567-3555          E-Mail : <a href="mailto:kalmaers@michigan.gov">kalmaers@michigan.gov</a>          Counties: Allegan, Berrien, Branch, Calhoun, Cass, Kalamazoo St. Joseph, or Van Buren</p>	<p><b>Upper Peninsula District - Air Quality Division</b>          (Entire Upper Peninsula)          420 Fifth Street          Gwinn, MI 49841-3004          906-346-8300; Fax: 906-346-4480          E-Mail : <a href="mailto:marmaers@michigan.gov">marmaers@michigan.gov</a></p>
<p><b>Saginaw Bay District - Air Quality Division</b>          (Central East Michigan)          Saginaw Bay District Headquarters  <b>Office move scheduled for 2009</b>  <b>401 Ketchum St., Suite B, Bay City, MI 48708</b>  <b>989-894-6200</b>          E-Mail : <a href="mailto:baymaers@michigan.gov">baymaers@michigan.gov</a>          Counties: Arenac, Bay, Clare, Gladwin, Huron, Iosco, Isabella, Midland, Ogemaw, Saginaw, Sanilac, or Tuscola</p>	<p><b>Lansing District - Air Quality Division</b>          (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 : <a href="mailto:lanmaers@michigan.gov">lanmaers@michigan.gov</a>          Counties: Clinton, Eaton, Genesee, Gratiot, Ingham, Lapeer, Livingston, or Shiawassee</p>
<p><b>Southeast Michigan District - Air Quality Division</b>          (Southeast Michigan)          Southeast Michigan District Headquarters          27700 Donald Court          Warren, MI 48092-2793          E-Mail : <a href="mailto:semaers@michigan.gov">semaers@michigan.gov</a>          Counties: Macomb, Oakland, or St. Clair</p>	<p><b>Detroit Office – Air Quality Division</b>          (East Michigan)          Cadillac Place, Suite 2-300          3058 West Grand Blvd.          Detroit, MI 48202-6058          313-456-4700; Fax: 313-456-4692          E-Mail : <a href="mailto:detmaers@michigan.gov">detmaers@michigan.gov</a>          Counties: Wayne</p>