



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

Michigan Department of Environmental Quality
Air Quality Division

2008 MICHIGAN AIR EMISSIONS REPORTING SYSTEM (MAERS)

S-101 SOURCE FORM INSTRUCTIONS AND EXAMPLE

FORM REFERENCE SECTION:

1. **Form Type - (S-101)** DEQ Air Quality reference identification for the form.
2. **AQD Source ID (SRN) – (Required)** - AQD Source ID (SRN) is where the SRN must be entered.

SOURCE IDENTIFICATION SECTION:

3. **Source Name – (Required)** Enter the name.
4. **North American Industrial Classification System (NAICS) Code** –Enter the **6 digit** NAICS code that best describes the major product or service produced as your primary code (refer to the dropdown list in the software, the table on our website, or contact the district office for help).
5. **Portable** - Indicate if this source is portable.
- 6.A-B **Street Number and Name** - Enter the address of the source where the equipment is located. DO NOT use a post office box number. For portables, use the address where the main office is located.
7. **County** - Enter the county name where the source is located.
8. **City** - Enter the city name where the source is located.
9. **ZIP Code** - Enter the zip code. The zip code must represent the city where the source is located.

Field 10 through Field 16. (Portable sources should leave these fields blank.) The tables for several of the fields are listed below. New sources can obtain latitude and longitude location information via USGS maps, GPS, or from websites such as Microsoft Terraserver www.terraserver.microsoft.com, Google Earth <http://earth.google.com/index.html>, or the U.S. EPA TRI Facility Siting Tool www.epa.gov/tri/report/siting_tool/index.htm.

10. **Latitude** – Enter the Latitude in decimal degrees. In the MAERS software, if an incorrect Latitude is entered, the completeness checker will indicate the appropriate ranges for your source based on county.

11. Longitude – Enter the Longitude in decimal degrees. In the MAERS software, if an incorrect Longitude is entered, the completeness checker will indicate the appropriate ranges for your source based on county.

12. Horizontal Collection Method – Enter the collection method used to determine the LAT/LONGS listed above. Choose one of the options in the dropdown table in the MAERS software. Horizontal Collection table is listed below. A helpful hint is to assume that they were originally determined by code 001, which indicates “Geographic coordinate determination method based on address matching house number”. **If using the TRI siting tool, select code 30 for this field. If using the Google Earth or Terraserver, select 07 or 27.** If using a hand-held global positioning system (GPS) unit, there are GPS collection methods (codes 12-17) available.

| HORIZONTAL COLLECTION METHOD CODE | HORIZONTAL COLLECTION METHOD CODE DESCRIPTION |
|-----------------------------------|---|
| 001 | The geographic coordinate determination method based on address matching-house number. |
| 002 | The geographic coordinate determination method based on address matching-block face. |
| 003 | The geographic coordinate determination method based on address matching-street centerline. |
| 004 | The geographic coordinate determination method based on address matching-nearest intersection |
| 005 | The geographic coordinate determination method based on address matching-primary name. |
| 006 | The geographic coordinate determination method based on address matching-digitized. |
| 007 | The geographic coordinate determination method based on address matching-other. |
| 008 | The geographic coordinate determination method based on census block-1990-centroid. |
| 009 | The geographic coordinate determination method based on census/group-1990-centroid. |
| 010 | The geographic coordinate determination method based on census/tract-1990-centroid. |
| 011 | The geographic coordinate determination method based on census-other. |
| 012 | The geographic coordinate determination method based on GPS carrier phase static relative positioning technique. |
| 013 | The geographic coordinate determination method based on GPS carrier phase kinematic relative positioning technique. |
| 014 | The geographic coordinate determination method based on GPS code measurements (pseudo range) differential (DGPS). |
| 015 | The geographic coordinate determination method based on GPS code measurements (pseudo range) precise positioning service. |
| 016 | The geographic coordinate determination method based on GPS code measurements (pseudo range) standard positioning service (SA Off). |
| 017 | The geographic coordinate determination method based on GPS code measurements (pseudo range) standard positioning service (SA On). |
| 018 | The geographic coordinate determination method based on interpolation-map. |
| 019 | The geographic coordinate determination method based on interpolation-photo. |
| 020 | The geographic coordinate determination method based on interpolation-satellite. |
| 021 | The geographic coordinate determination method based on interpolation-other. |
| 022 | The geographic coordinate determination method based on Loran C. |
| 023 | The geographic coordinate determination method based on public land survey quarter of a section. |
| 024 | The geographic coordinate determination method based on public land survey section. |
| 025 | The geographic coordinate determination method based on classical surveying techniques. |
| 026 | The geographic coordinate determination method based on zipcode-centroid. |
| 027 | The information is not known. |
| 028 | Global Positioning Method, with unspecified parameters. |
| 029 | GPS Code Measurements (pseudo range) Standard Positioning Service Corrected using Canadian Active Control System. |
| 030 | The geographic coordinate determination method is based on a digital map source (TIGER). |
| 031 | The geographic coordinate determination method uses SPOT (Système Probatoire d |
| 032 | The geographic coordinate determination method is based on the use of a Multi-Spectral Scanner (MSS). |
| 033 | The geographic coordinate determination method is based on the use of a Thematic Mapper (TM). |
| 034 | The geographic coordinate determination method is based on a public land survey, an eighth of a section. |
| 035 | The geographic coordinate determination method is based on a public land survey, a sixteenth of a section. |
| 036 | The geographic coordinate determination method is based on a public land survey footing. |
| 037 | The center of an area defined by the 5-digit ZIP code and its 4-digit geographic segment extension. |
| 038 | The center of an area defined by the 5-digit ZIP code and its 2-digit geographic segment extension. |

- 13. Source Map Scale Number** – Enter the scale of the map used. Only required if code 018, which indicates the Horizontal Collection Method was determined by an interpolation map.
- 14. Horizontal Accuracy Measure** – Enter the accuracy measure of the collection method and report in meters, based on the map or GPS used. **If using any of the websites listed on page 1, enter 25 meters.**
- 15. Horizontal Reference Datum Code** – Enter the Datum Code used to determine the LAT/LONGS. This code should be listed in the instruction booklet from the GPS. **If using any of the websites listed on page 1, select code 002.** See table below.

| HORIZONTAL REFERENCE DATUM CODE | HORIZONTAL REFERENCE DATUM CODE DESCRIPTION |
|---------------------------------|---|
| 001 | North American Datum of 1927 |
| 002 | North American Datum of 1983 |
| 003 | World Geodetic System of 1984 |

- 16. Reference Point Code** – Choose the option that best describes where these LAT/LONGS were taken. For instance, if using code 001 in Field 12 above, which indicated matching house address, reference point code 101 “Entrance of a facility or station” may be used. If using a GPS, wherever you were standing when reading the GPS, such as code 102 “Center of a facility or station” may be selected. Table listed below.

| REFERENCE POINT CODE | REFERENCE POINT CODE DESCRIPTION |
|----------------------|--|
| 101 | Entrance point of a facility or station. |
| 102 | Center of a facility or station. |
| 103 | Facility/monitoring site boundary point. |
| 104 | Point where substance enters facility/monitoring site (can be inside or outside of a facility/site). |
| 105 | Point where substance is processed, treated, settled, or stored. |
| 106 | Point where a substance is released. |
| 107 | Point where a substance is monitored. |
| 108 | Points not represented by 101-107. |

- 17. Number of Employees** - Enter the average number of people employed at this location.
- 18. Principal Product** - Enter the principal product produced at the source (e.g., "Large Appliances").
- 19. Employer Federal Identification Number** - Enter the source’s Federal Employer Identification Number. Do not use Social Security Numbers. For accounting purposes, the Federal Employer Identification Number is required. This number is usually obtained from your payroll office.
- 20A. ROP Subject** - Indicate whether this source is subject to the Renewable Operating Permit (ROP) Program.
- 20B. If Yes, Permit Number** - Enter the permit number. If the facility has applied for an ROP and it has not been issued, use the facility permit application number. If a newly constructed ROP subject source has not yet applied for an ROP, enter “pending” in this field.

OWNER INFORMATION SECTION:

21. Owner Name - Enter the name of owner (i.e., "Joe Schwartz") or parent/holding company (e.g., "Ford Motor Co.").

22A.-26. - Mailing Address (Street Number and Name or P.O. Box) - If the owner address is identical to the source address (Fields 6 through 9) leave this mailing address (Fields 22A through 26) blank. If the owner address is different than the source address, complete Fields 22A through 26. Fill out name and address exactly the way it should appear on all correspondence.



Michigan Department of Environmental Quality - Air Quality Division
Michigan Air Emissions Reporting System (MAERS)
EXAMPLE 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 checked="" type="checkbox"/> Change | (For AQD Use Only) <input type="checkbox"/> Add |
|--|--|--|---|
| 3. Source Name Sample Corp | | | |
| 4. NAICS Code 336360 | 5. Portable <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| 6A. Street Number and Name (where emission unit(s) is located) 555 W. Main St. | | | |
| 6B. Address Continued | | | |
| 7. County Ingham | 8. City Lansing | 9. Zip Code 48933 | |
| 10. Latitude 42.45362145 Decimal Degrees | 11. Longitude -83.12578356 Decimal Degrees | 12. Horizontal Collection Method 001 | |
| 13. Source Map Scale Number | | 14. Horizontal Accuracy Measure 100 Meters | |
| 15. Horizontal Reference Datum Code 002 | | 16. Reference Point Code 101 | |
| 17. Principal Product Metal Widgets | | | 18. Number of Employees 40 |
| 19. Employer Federal Identification Number 38-1234567 | 20A. ROP Subject <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | 20B. If Yes, Permit Number 199600010 |

| OWNER INFORMATION | | <input type="checkbox"/> Change | <input checked="" type="checkbox"/> Add |
|---|---------------------------------|---------------------------------|---|
| 21. Owner Name Joe Schwartz | | | |
| 22A. Mailing Address (Street Number and Name or P.O. Box) 553 W. Main St. | | | |
| 22B. Address Continued | | | |
| 23. City Lansing | 24. State/Province MI | 25. Country USA | 26. Zip or Postal Code 48933 |