

CHAPTER 1

GETTING STARTED

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CHAPTER 1: Getting Started

WHAT IS MAERS?

The federal Clean Air Act requires that each state maintain an inventory of air pollution emissions for certain facilities and update this inventory every year. Michigan's emission inventory is the Michigan Air Emissions Reporting System (MAERS). The Michigan Department of Environmental Quality (DEQ), Air Quality Division (AQD) maintains MAERS reports for commercial, industrial, and governmental sources of air pollution in Michigan. Emissions data is submitted to the United States Environmental Protection Agency (U.S. EPA) to be added to the national data bank. This information is used to track air pollution trends, determine the effectiveness of current air pollution control programs, serve as a basis for future year projections of air quality, track source compliance, provide information for permit review, and calculate the emissions portion of the air quality fee.

WHO MUST REPORT EMISSIONS?

The AQD's Operational Memorandum No. 13 generally explains which Michigan facilities that operate sources of air pollution are required to report their annual emissions under MAERS. They include the following:

- Facilities subject to the Renewable Operating Permit (ROP) Program.
- Facilities that have opted out of the ROP Program by using Michigan Air Pollution Control Rule 208(a) or obtaining an Opt Out Permit to Install.
- Facilities subject to a federal New Source Performance Standard (NSPS).
- Facilities participating in the Emissions Trading Program.
- Facilities whose actual emissions exceed the thresholds listed in Table 1-1 below.
- Any facility receiving notification from the AQD to report.

To obtain a copy of Operational Memorandum No. 13, go to www.michigan.gov/deqair (select "Laws & Rules" then "Air Quality Division Operational Memorandums").

Table 1-1: MAERS Reporting Thresholds

Pollutant	Threshold
Carbon monoxide (CO)	100 tons per year
Nitrogen oxides (NOx)	40 tons per year
Sulfur dioxide (SO ₂)	40 tons per year
Particulate matter (PM)	25 tons per year
Particulate matter (PM-10)	15 tons per year
Volatile organic compounds (VOC)	10 tons per year
Lead (Pb)	0.6 tons per year

Note: These thresholds are based on the significant levels defined in Rule 119(e) of the Michigan Air Pollution Control Rules, with the exception of VOC. The VOC threshold is based on the major source definition for a single hazardous air pollutant in Section 112 of the federal Clean Air Act and the requirement to identify VOC point sources greater than 10 tons per year in the Michigan State Implementation Plan (SIP).

REPORTING SCHEDULE

MAERS reports are due by March 15 each year. The AQD is required to notify each facility at least 45 days prior to the deadline for submitting the report. This notification usually occurs in mid January. For emissions from calendar year 2008, facilities will be notified in January 2009 that the emissions report for calendar year 2008 is due by March 15, 2009.



REPORTING TOXIC POLLUTANTS

Under MAERS, reporting the air emissions of 235 toxic pollutants is optional. The AQD analyzes the emissions data submitted by each company and estimates the toxic air pollutant emissions from the information provided for criteria pollutants. This includes activity information such as source classification codes and material throughput, along with source estimates of particulate matter and volatile organic compounds. A company may preview toxic emissions data for its facility using the MAERS software to calculate them once criteria pollutant emissions data has been completed. If the estimates are felt to be in error, the company may submit corrected estimates, provided they also submit back-up data supporting the changes. As an alternative to the AQD estimating toxic emissions, a company may submit toxic pollutant emissions with its MAERS submittal. For questions regarding the reporting of toxic pollutants, contact your AQD district office (see Appendix D for contact information).

BEFORE YOU BEGIN

Before you begin your MAERS report, it is a good idea to have all the information needed to fill out the electronic forms available ahead of time. The checklist on the following page lists some of the items that may be required to complete the MAERS forms. Make sure you have these items before you begin.



MAERS CHECK LIST

- MAERS Software - CD
- Computer (Internet access is recommended but not required)
- SRN (State Registration Number) - *this is the number that appears on all your permits and correspondence with the AQD*
- Source Summary Report from 2006 MAERS submittal
- Calculator
- Renewable Operating Permit, Permits to Install, Consent Orders, and Consent Judgements
- 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.)

MAERS RESOURCES

In addition to this workbook, there are several other resources you may wish to refer to for guidance in completing and submitting your MAERS report. They include:

The Environmental Assistance Program

The Environmental Assistance Program is located within the Environmental Science and Services Division of the Michigan Department of Environmental Quality. The Environmental Assistance Program helps small and medium-sized businesses understand their obligations under state and federal air quality regulations and identify methods of compliance with those requirements. The types of assistance available from the Environmental Assistance Program include telephone consultations, guidance publications, and training workshops. The Environmental Assistance Program is available to help with your MAERS related questions and can be contacted by calling the Environmental Assistance Center at (800) 662-9278 or on the Internet at www.michigan.gov/deqair (select “Clean Air Assistance”).

MAERS Internet Home Page

The MAERS Internet Home Page serves as a clearinghouse for MAERS information. This site provides an overview of the AQD, Emissions Reporting Program, up-to-date MAERS news, information on where to go for help, as well as access to all the MAERS Forms, Instructions, and other guidance documents. You can access the MAERS Home Page at www.michigan.gov/deqair (select “Emissions” then “Emissions Reporting”).

MAERS General Instruction Book

The *MAERS General Instructions, Examples, and Reference Tables* is included on the MAERS CD that is sent to subject sources. If you did not receive this CD you can access the information via the MAERS Home Page (see above) or contact the Environmental Assistance Program at (800) 662-9278.

MAERS Software Users Guide

The *MAERS Software Users Guide* provides instructions on using the MAERS software and is included with the software under the Help Menu. You can also access the guide via the MAERS Home Page (see above).

Calculating Air Emissions for MAERS Workbook

This document provides an in-depth explanation of all the various approaches to calculating air emissions. These approaches include direct measurement, mass balance, and emission models. You can access the book on the Internet via the MAERS or Environmental Assistance Program Home Pages or by contacting the Environmental Assistance Center at (800) 662-9278.

Emission Calculation Fact Sheets

The DEQ, Environmental Assistance Program has developed the following fact sheets to help certain facilities calculate their emissions:

- Coating Operations
- Electroplating Operations
- Foundries
- Hot Mix Asphalt Plants
- Municipal Solid Waste Landfills
- Mineral Product Processes
- Oil and Gas Production Facilities
- Petroleum Bulk Plants and Terminals
- Plastic Production and Products Manufacturing

All these fact sheets can be accessed via the MAERS or Environmental Assistance Program Home Pages or can be obtained by contacting the Environmental Assistance Center at (800) 662-9278.