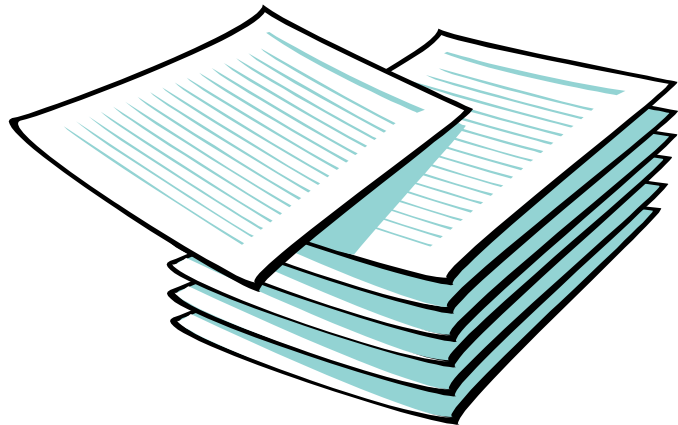


# **CHAPTER 4**

## **The Forms**

### **In This Chapter:**

- General Form Information
- Form Relationships
- Source Summary Report
- Data Entry and Forms Navigation





# CHAPTER 4: The Forms

## GENERAL FORM INFORMATION

### Forms Description

The Michigan Air Emissions Reporting System consists of ten forms, however not every facility will have to submit all ten. The S-101, S-102, EU-101, A-101, E-101, O-101, and P-101 forms must be submitted by everyone. The SV-101 form only needs to be submitted if a facility has stacks that exceed certain reporting thresholds (see Chapter 7). The RG-101 form is an optional form (see Chapter 9). The SP-101 is required only for portable sources (see Chapter 11). Both the SP-101 and P-101 forms are paper copy forms that cannot be submitted electronically; they must be mailed to the appropriate district office.

**S-101 Source form:** This form records the source location and owner information (see Chapter 5).

**S-102 Contact form:** This form records the contact information (see Chapter 6).

**SV-101 Stack form:** This form applies to stacks connected to an emission unit reported on the EU-101 Emission Unit Form (see Chapter 7).

**EU-101 Emission Unit form:** This form records information concerning the operation of an emission unit (see Chapter 8).

**RG-101 Reporting Group form:** This optional form records a grouping of emission units that is created for simplification of reporting emissions (see Chapter 9).

**A-101 Activity form:** This form records operating schedules and material information for the emission unit or reporting group (see Chapter 10).

**SP-101 Supplemental Portable form:** This form is for portable sources only. This form records throughput information percentages per county (see Chapter 11).

**E-101 Emissions form:** This form is required for all sources to report their actual annual emissions from an emission unit or reporting group (see Chapter 12).

**O-101 Operator form:** This form records the operator information (see Chapter 13).

**P-101 Signature and Password form:** The signature box is used to certify the paper copy or electronically submitted package. The password provides authorization for AQD to receive the electronic submittal for processing (see Chapter 15).

### 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).

- Every source must complete one S-101 Source form and one S-102 Contact form.
- For each emission unit that must be reported, complete an EU-101 form.
- For each stack that must be reported, complete a SV-101 Stack Form (see the threshold levels in Chapter 7, Table 7-1 to determine which stacks need to be reported).

- The RG-101 Reporting Group Form is optional. 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.
- For each SCC identified on the A-101 form, complete E-101 Emission form(s). (See the E-101 instructions in Chapter 12 for an explanation of which pollutants must be reported.)
- For each operator, complete one O-101 Operator form.
- Every source must complete one P-101 Signature and Password form. A signed paper copy of this form must be submitted to the appropriate district office for a submittal to be considered administratively complete.

The form flow diagram in Figure 4-1 shows how the forms relate to each other and the type of information required for the forms.

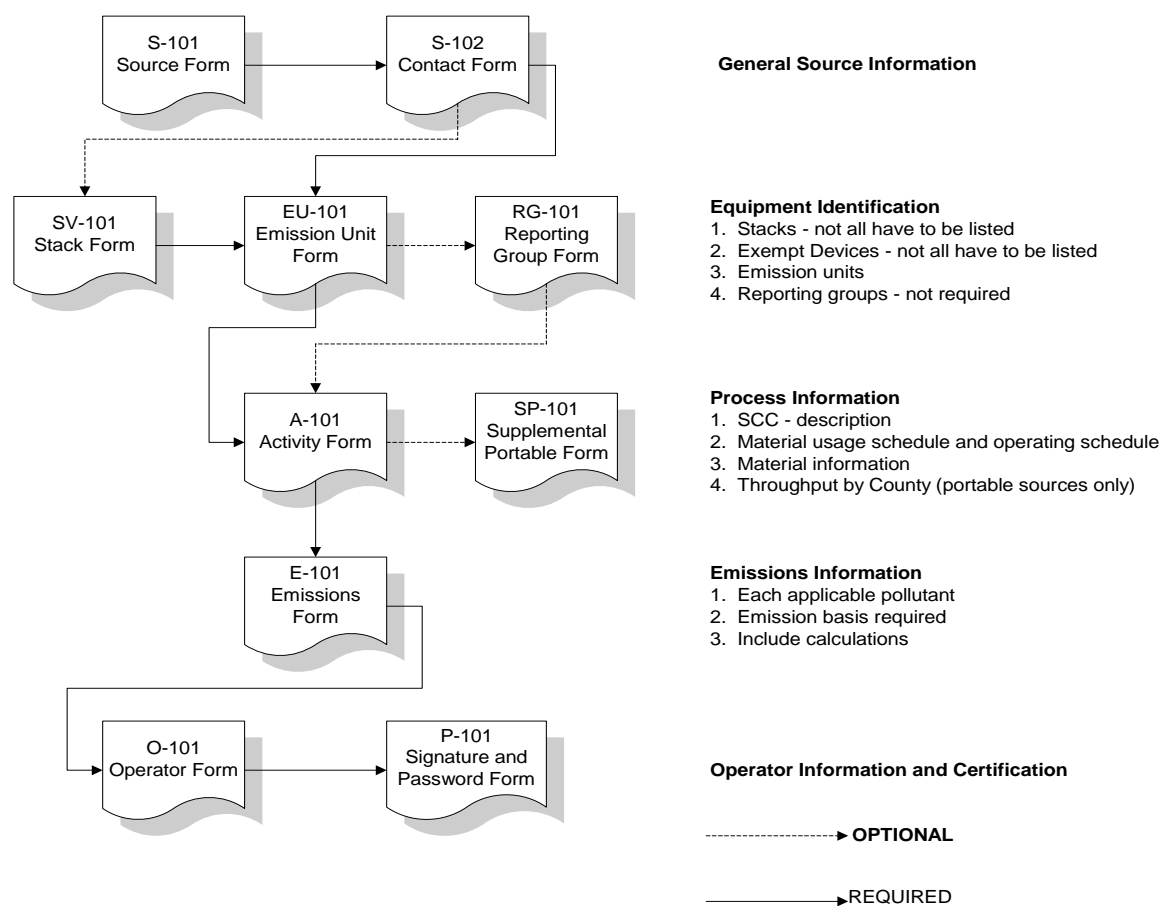


Figure 4-1: Form Flow Diagram and Description

**AQD ID**

An ID is a combination of letters, numbers, and/or keyboard characters used to describe stacks, emission units, and reporting groups. There are two types of IDs in MAERS: AQD IDs and Operator’s IDs. The AQD ID is an important tool for the AQD to link existing data to newly submitted data if the facility changes an Operator’s ID. An AQD ID is generated for each stack, emission unit, and reporting group, and cannot be changed by the facility. The AQD IDs must be written on the forms for paper submittals (electronically the AQD IDs will automatically be filled in).

### Operator's ID

Facilities are required to create an Operator's ID for each stack, emission unit, and reporting group. These IDs begin with a two-letter prefix (see Table 4-1). The prefix is followed by a combination of letters, numbers, or keyboard characters. For example, a facility with ten stacks might create the following stack IDs: SVSTACK#1, SVSTACK#2, SVSTACK#3, etc. Any combination of letters, numbers, and keyboard characters can be used to create IDs; however, blank spaces are not allowed. For example, SV STACK 3 is unacceptable, but SV-STACK3 or SVSTACK#3 would be appropriate. Every operator ID must be unique – do not give the same ID to two different stacks, emission units, or reporting groups.

The Operator ID's you use in MAERS should match the ID's already established in your permits.

**Table 4-1: Summary of Operator's ID prefixes.**

OPERATOR'S ID PREFIX	WHAT IT REPRESENTS
EU	Emission Unit
RG	Reporting Group
SV	Stack/Vent

### FORM RELATIONSHIPS

In order to successfully navigate through the MAERS forms and submit an administratively complete report, it is necessary to understand how the MAERS forms are linked together in the software. By electronically linking the forms together, the MAERS software is able to automatically generate required forms and pre-fill fields using data entered on previous forms. Chapters pertaining to form completion (i.e. Chapters 5 to 13) will contain a form relationship discussion. This brief discussion identifies which forms are linked to the form currently displayed. Table 4-2 below provides a listing of all the MAERS forms and any corresponding form linkages.

**Table 4-2: Form Relationships**

Form	Field	Linked to (Form/Field)
S-101	Portable Source?	SP-101: Generates SP-101 Form
SV-101	Operator's Stack ID	EU-101: Operator's Stack ID Field
EU-101	Operator's ID	RG-101: Operator's ID Field A-101: Generates A-101 Form E-101: Operator's ID Field O-101: Operator's ID Field
RG-101	Operator's Reporting Group ID	A-101: Generates A-101 Form E-101: Operator's ID Field O-101: Operator's ID Field
A-101	SCC Code	E-101: Generates E-101 Form
	Remove from MAERS?	E-101: Remove Date Field
	Material Code	E-101: Material Field
	Material Throughput	E-101: Throughput Field

Figure 4-2 illustrates how items on three of the forms are interrelated. For each emission unit entered on the EU-101 form, you must complete at least one A-101 form, which contains a SCC that describes the activity at the emission unit. For each SCC selected, a material code is selected on the A-101 form to describe the material that is processed, produced, consumed, etc. at the emission unit. For each material selected on the A-101 form, information on each criteria pollutant emitted must be entered on an E-101 form.

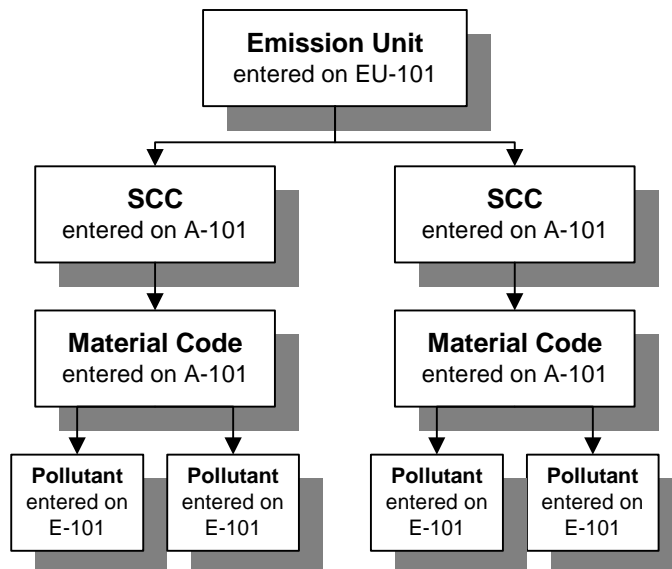


Figure 4-2: Form Relationships

## SOURCE SUMMARY REPORT

The Source Summary Report is a report summarizing all the information that a facility has previously submitted, except material throughput and annual emissions data, which must be updated each year. To access this report in the MAERS software go to **Reports** on the menu bar and select **Summary Report**. You can also request a copy from the appropriate AQD district office. The Source Summary Report is useful because it lists all of the information from the facility database in one document. Therefore, by looking at its Source Summary Report, a facility can easily determine which forms need to be added, changed, or deleted.

If the Source Summary Report contains all of the necessary information for a particular MAERS form and all of the information is correct, that form does not have to be completed. For example, the source forms, stack forms, emission unit forms, and reporting group forms contain information that does not change a lot from year to year. Therefore, these forms probably will not have to be completed each year. However, every year the facility will have to complete the material throughput on the activity form and the annual emissions on the emissions form because the AQD will not carry this information forward from the previous year. If all of the other information on the activity form and the emissions form is the same as previously reported, then it does not have to be re-entered on the forms.

## DATA ENTRY AND FORMS NAVIGATION

Use the **Forms** menu item or tool bar to access the different form types. Select the form you wish to work on. A window for the selected form type will be displayed.

When entering information into a form for the first time, a blank form is presented and the cursor is placed in the first editable field. The Form Type text box and the AQD Source ID (SRN) text box are fields that cannot be changed. They appear with a gray background. In any editable field, enter the appropriate information and press <TAB> or use your mouse to move to the next data entry field.

### Saving Changes



While working on a specific form, the software will automatically save changes made between records. For example, if the user makes changes to one emission unit then switches to another emission unit record, the change will automatically be saved. The user can save changes at any time by pressing the save button on the tool bar.

### Going to Specific Records

Each form window contains a toolbar with buttons used for moving to a specific record within a form. The arrow buttons located on the tool bar can be used to navigate to the first, next, previous, or last records in the database for the particular form you are working with (Figure 4-3). For forms with more than one section (e.g. the A-101 form), first make sure the section title bar is blue (do this by clicking anywhere in the section), then use the arrow buttons to move from record to record within that section.

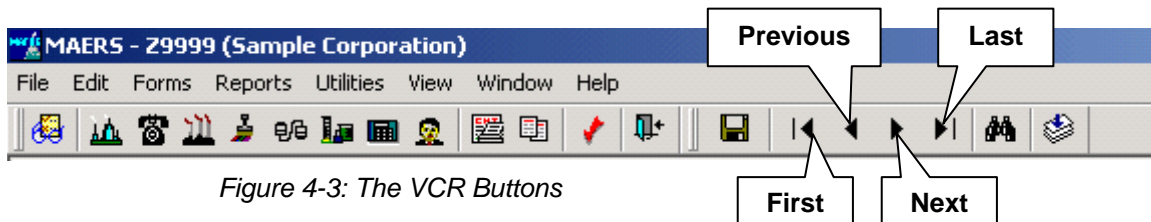


Figure 4-3: The VCR Buttons

### Using Browse



Another way to quickly locate and move through records is by using the **Browse** option, located under the **View** menu. **Browse** provides a tabular listing of all records entered for a given form (Figure 4-4). It provides summary information to let the user quickly identify the records. Move the row identifier (hand) using the mouse or arrow keys. To open a record, move the hand to the record you wish to view and double-click on the row or click on the Return button.

When the Browse window is displayed, it is sorted based on the first column displayed. To change the sort order, select the column to be sorted, choose ascending or descending, sort, and press the "Start" button.

By pressing the "Print" button, the user will get a report containing the information as displayed in the Browse window. If the user would like to change the printer the report is sent to, press the "Print Setup" button and choose the new printer. Figure 4-4 is a screen shot of the Browse window with information from the Practice database. The information in your Browse window will appear differently.

**Browse**

AQD Source ID (SRN) Z9999 Row 1 of 7

SV-101 STACK

<u>Operator's ID</u>	<u>Operator's Stack Description</u>	<u>AQD ID</u>	<u>Removed Date</u>
SVBOILER1	BOILER STACK #1	SV00001	
SVBOILER2	BOILER STACK #2	SV00002	
SVBOILER3	BOILER STACK #3	SV00003	
SVPAINT1-1	PAINT LINE 1 STACK 1	SV00004	
SVPAINT1-2	PAINT LINE 1 STACK 2	SV00005	
SVPAINT1-3	PAINT LINE 1 STACK 3	SV00006	
SVPAINT2	PAINT LINE 2 STACK	SV00007	

Sort by column: 1 | Sort order:  Ascending  Descending | Sort: Start

Print | Print Setup | Return

Figure 4-4: Browse