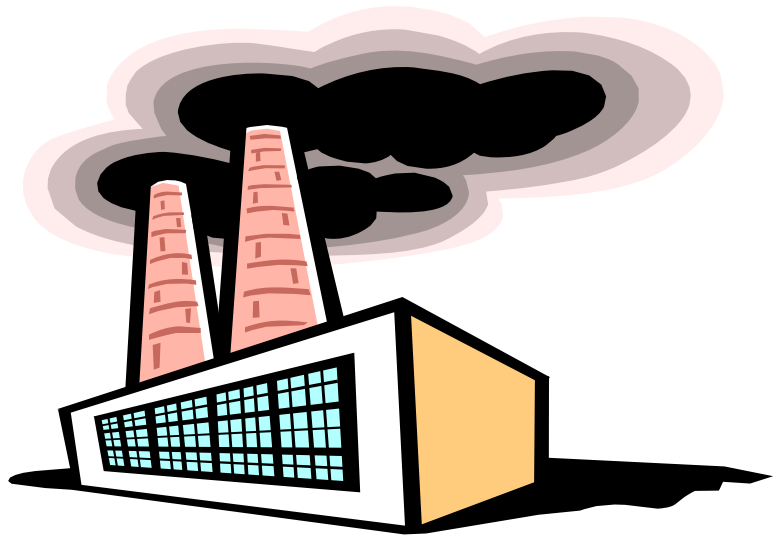


CHAPTER 5

The Source Form: S-101

In This Chapter:

- Form Overview
- Form Relationship
- Form Completion Instructions



CHAPTER 5: The Source Form

(Complete prior to entering data into all other forms)

MAERS - Z9999 (Sample Corporation) - [S-101 SOURCE]

File Edit Forms Reports Utilities Window Help

FORM REFERENCE

Form Type S-101 AQD Source ID (SRN) Z9999

SOURCE IDENTIFICATION

Source Name Sample Corporation NAICS Code 33639 Portable No

Street Number and Name (where emission unit(s) is located) 555 W. Main St

Address Continued

County INGHAM City LANSING Zip Code 48909

Latitude 42.7323 Dec. Degrees Longitude 84.5593 Dec. Degrees Horizontal Collection Method 01

Source Map Scale 50,000 Horizontal Accuracy Measure 100 Meters Horizontal Reference Datum 03

Reference Point Code 102 Principal Product AutoParts

Number of Employees 89 Employer Federal ID Number 12-4567890

Rop Subject Yes If Yes, Permit Number MIROPZ99992004

OWNER INFORMATION

Owner Name John Sample

Mailing Address (Street Number and Name or P.O. Box)

Address Continued

City State/Province Country Zip or Postal Code

Save

FORM OVERVIEW

The Source Form, S-101, collects basic information about the facility including location and owner information. All sources, both stationary and portable, should complete only one S-101 form.

For facilities that submitted a MAERS report during a previous year, this form should be entirely pre-filled. If information has changed or needs to be updated, edit the appropriate fields. If all the information is accurate and no editing is necessary, continue on to the next form – the S-102 form (Chapter 6).

For facilities submitting a MAERS report for the first time, this form will be partially completed. Follow the instructions for completing the required fields on the S-101 Form.

FORM RELATIONSHIP



The Source Name and Address entered on this form will automatically be entered on the P-101 form.

FORM COMPLETION INSTRUCTIONS

This form consists of three sections: the Form Reference section, the Source Information section, and the Owner Information section. Make sure that all the pre-filled information is correct. If all required fields are completed, continue to the S-102 form. You can use the **Source Summary Report** to review all source information (see Chapter 4). If this form needs to be completed or fields need to be edited, follow the instructions below for completing the Source Identification and Owner Information Sections.

Form Reference Section (There are no editable fields in this section)

FORM REFERENCE	
Form Type S-101	AQD Source ID (SRN) Z9999

The form reference section identifies the **Form Type** that is open (S-101) as well as the facility's **AQD Source ID** or State Registration Number (SRN). This information is pre-filled and cannot be edited. Make sure that your SRN appears in the AQD Source ID (SRN) window. If "PRACTI" appears in this window, it means you are currently in the practice database, which is to be used only for practice and cannot be submitted.

Source Identification Section

Complete the required fields in this section if information needs to be updated or new information needs to be entered. Follow the steps below.

SOURCE IDENTIFICATION		
Source Name	NAICS Code	Portable
Sample Corporation	33639	No
Street Number and Name (where emission unit(s) is located)		
555 W. Main St		
Address Continued		
County INGHAM	City LANSING	Zip Code 48909

1. **Source Name:** Enter the name of the source. For portable sources, enter the name of the company that owns the portable source.
2. **NAICS Code:** From the drop-down list, select the North American Industrial Classification System (NAICS) code that best describes the major product produced or service provided by your source (Figure 5-1).



Figure 5-1: NAICS Codes

NAICS code information can be found on the internet at: www.census.gov/epcd/www/naics.html#naics or via the MAERS home page (see address on page 1-4).

3. **Portable:** From the drop-down list, select "Yes" if the source is portable (e.g. asphalt batch plant). Select "No" if this is a stationary source.

4. Source Address

Street Number and Name (where emission unit(s) is located): Enter the address of the source where the equipment is located. DO NOT use a post office box number. For portable sources, enter the address of the home or main office.

County: From the drop-down list, select the county where the source is located. For portable sources, select the county where the home or main office is located.

City: From the drop-down list, select the city where the source is located. For portable sources, select the city where the home or main office is located.

Zip Code: Enter the zip code. The zip code must represent the city where the source is located. For portable sources, enter the zip code of the city selected in the previous field.

Latitude	42.7323	Dec. Degrees	Longitude	84.5593	Dec. Degrees	Horizontal Collection Method	01
Source Map Scale	50,000	Horizontal Accuracy Measure	100	Meters	Horizontal Reference Datum	03	
Reference Point Code	102	Principal Product	AutoParts				
Number of Employees	89	Employer Federal ID Number	12-4567890				
Rop Subject	Yes	If Yes, Permit Number	MIROPZ99992004				

5. Latitude: Enter the source’s latitude in decimal degrees. If you do not know the facility’s latitude refer to the instructions in the box below.

6. Longitude: Enter the source’s Longitude in decimal degrees. If you do not know the facility’s longitude refer to the instructions in the box below.

How Do I Find My Latitude and Longitude?

Latitude and longitude information can be obtained using a U.S. Geological map, a handheld global positioning system (GPS), or web sites such as the Toxic Release Inventory (TRI) Program siting tool at www.epa.gov/tri/report/siting_tool/index.htm, Microsoft’s TerraServer USA at <http://terraserver.microsoft.com/>, or Google Earth at <http://earth.google.com/>.

7. Horizontal Collection Method: From the drop-down list, select the collection method used to determine the latitude and longitude listed. If you are using the TRI siting tool referenced above, select code 30. If you are using a different website select codes 07 or 27. If you are using a hand-held global positioning system (GPS) unit, use codes 12-17 (most GPS users should choose code 16).

8. Source Map Scale: Enter the scale of the map used. This field is only required if the horizontal collection method code entered is “018.”

9. Horizontal Accuracy: Enter the accuracy measure of the collection method and report in meters, based on the map or GPS used. If using a website, enter 25 meters.

10. **Horizontal Reference Datum:** From the drop-down list, select the datum code used to determine the latitude and longitude. If using one of the websites identified on the previous page to determine longitude and latitude, select code 002. If you are using a GPS, the code should be listed in the instruction booklet.

11. **Reference Point Code:** From the drop-down list, select the point that best describes the location where the latitude and longitude were taken. For instance, if using horizontal collection method code “001,” reference point code “*101 Entrance of a facility or station*” may be used. If using a GPS, choose the point closest to wherever you were standing when reading the GPS, such as code “*102 Center of a facility or station.*”

12. **Number of Employees:** Enter the average number of people employed at this location.

13. **Principal Product:** Enter the principal product produced at the source (e.g., “Large Appliances”).

14. **Employer Federal ID 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 at your payroll office.

15. **ROP subject:** From the drop-down list, select “Yes” if your source is subject to Michigan’s Renewable Operating Permit (ROP) Program. Otherwise, select “No.”

16. **If Yes, Permit Number:** Enter the ROP permit number (e.g., 199600999 or MI-ROP-Z9999-2004)). If your source submitted an ROP application and the ROP has not been issued yet, use the ROP application number. If your source has recently become subject to the ROP program and you haven’t applied for an ROP yet, enter “pending” in this field.

Owner Information Section (Complete the required fields in this section if information needs to be updated or new information needs to be entered.)

OWNER INFORMATION							
Owner Name							
<input type="text"/>							
Mailing Address (Street Number and Name or P.O. Box)							
<input type="text"/>							
Address Continued							
<input type="text"/>							
City	<input type="text"/>	State/Province	<input type="text"/>	Country	<input type="text"/>	Zip or Postal Code	<input type="text"/>

17. **Owner Name:** Enter the name of the owner of the source or parent/holding.

18. **Mailing Address:** If the owner’s address is identical to the source address leave these fields blank. If the owner address is different than the source address, complete these fields. Fill out the name and address exactly the way it should appear on all correspondence. **Use two-letter state abbreviations.**

- SAVE THE CHANGES AND CLOSE THE S-101 FORM -

<p>NEED HELP?</p>	<p>For assistance with completing the S-101 form, contact your AQD district office (see Appendix D) or the Environmental Assistance Program at (800) 662-9278.</p>
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