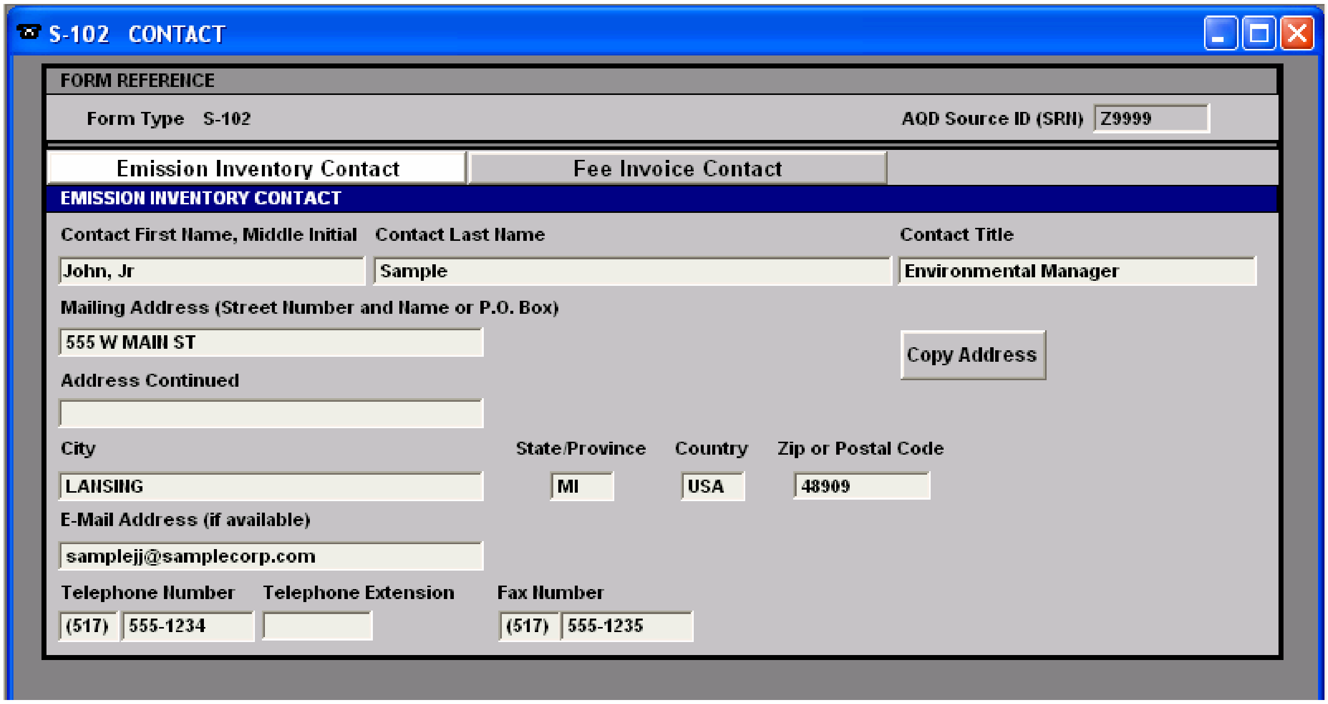
CHAPTER 6
The Contact Form: S-102

In This Chapter:

- Form Overview
- Form Completion Instructions

CHAPTER 6: The Contact Form

(Complete this form at any time)



S-102 CONTACT

FORM REFERENCE

Form Type S-102 AQD Source ID (SRN) Z9999

Emission Inventory Contact | Fee Invoice Contact

EMISSION INVENTORY CONTACT

Contact First Name, Middle Initial: John, Jr
Contact Last Name: Sample
Contact Title: Environmental Manager

Mailing Address (Street Number and Name or P.O. Box): 555 W MAIN ST

Copy Address

Address Continued:

City: LANSING
State/Province: MI
Country: USA
Zip or Postal Code: 48909

E-Mail Address (if available): samplejj@samplecorp.com

Telephone Number: (517) 555-1234
Telephone Extension:
Fax Number: (517) 555-1235

FORM OVERVIEW

The Contact Form, S-102, collects information for the emission inventory contact person and the fee invoice contact person. The emission inventory contact person is whom the Air Quality Division (AQD) will call if they have questions about the submitted MAERS information. In addition, the annual mailing in January will be sent to the emission inventory contact person. The AQD will contact the fee invoice contact person for information relating to fees. Only facilities that are subject to fees are required to include fee invoice contact information.

Facilities should complete only one S-102 form. There can only be one emissions inventory contact person and one fee invoice contact person for each facility. One person can be both the emissions inventory contact and the fee invoice contact and be listed in both sections of the form.

For facilities that submitted a MAERS report in 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 SV-101 form (Chapter 7).

FORM COMPLETION INSTRUCTIONS

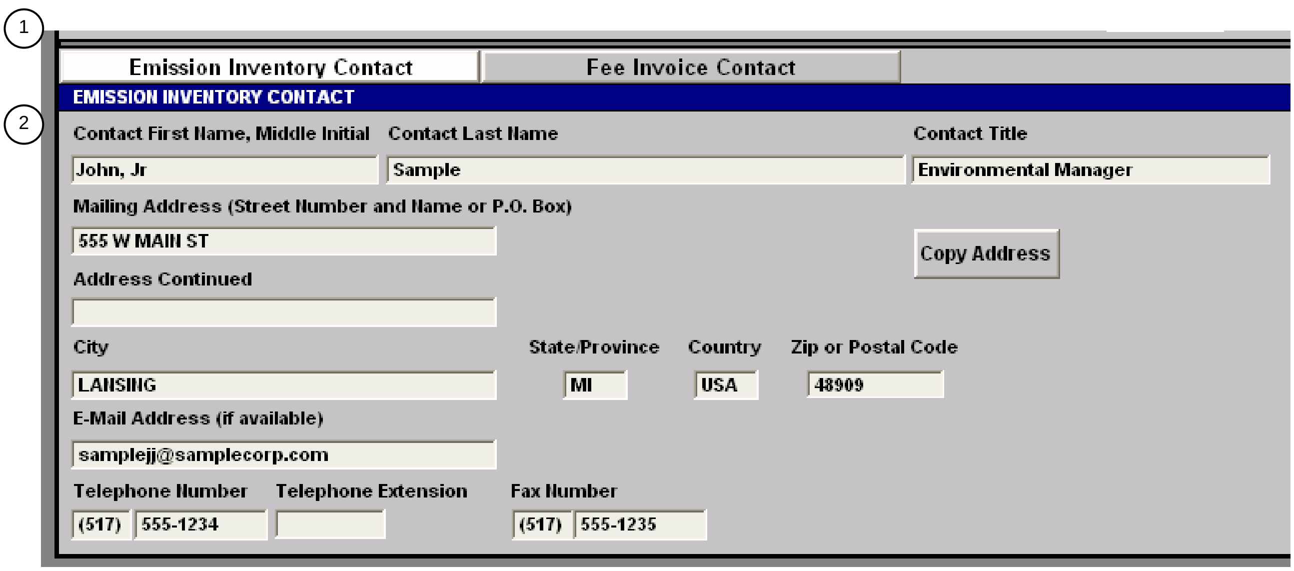
This form consists of three sections: the Form Reference section, the Emission Inventory Contact section, and the Fee Invoice Contact section. Make sure that all the pre-filled information is correct. If all required fields are completed, continue to the SV-101 form (Chapter 7). You can use the **Source 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 Emission Inventory Contact and Fee Invoice Contact Sections.

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

This information is pre-filled and cannot be edited. Make sure that your SRN appears in the AQD Source ID (SRN) window.


FORM REFERENCE
Form Type S-102
AQD Source ID (SRN) Z9999

Emission Inventory Contact Section
If existing information needs to be updated or new information needs to be entered, complete the required fields in this section. Follow the steps below.



Emission Inventory Contact
Fee Invoice Contact
EMISSION INVENTORY CONTACT
Contact First Name, Middle Initial: John, Jr
Contact Last Name: Sample
Contact Title: Environmental Manager
Mailing Address (Street Number and Name or P.O. Box): 555 W MAIN ST
Copy Address
Address Continued:
City: LANSING
State/Province: MI
Country: USA
Zip or Postal Code: 48909
E-Mail Address (if available): sampleji@samplecorp.com
Telephone Number: (517) 555-1234
Telephone Extension:
Fax Number: (517) 555-1235

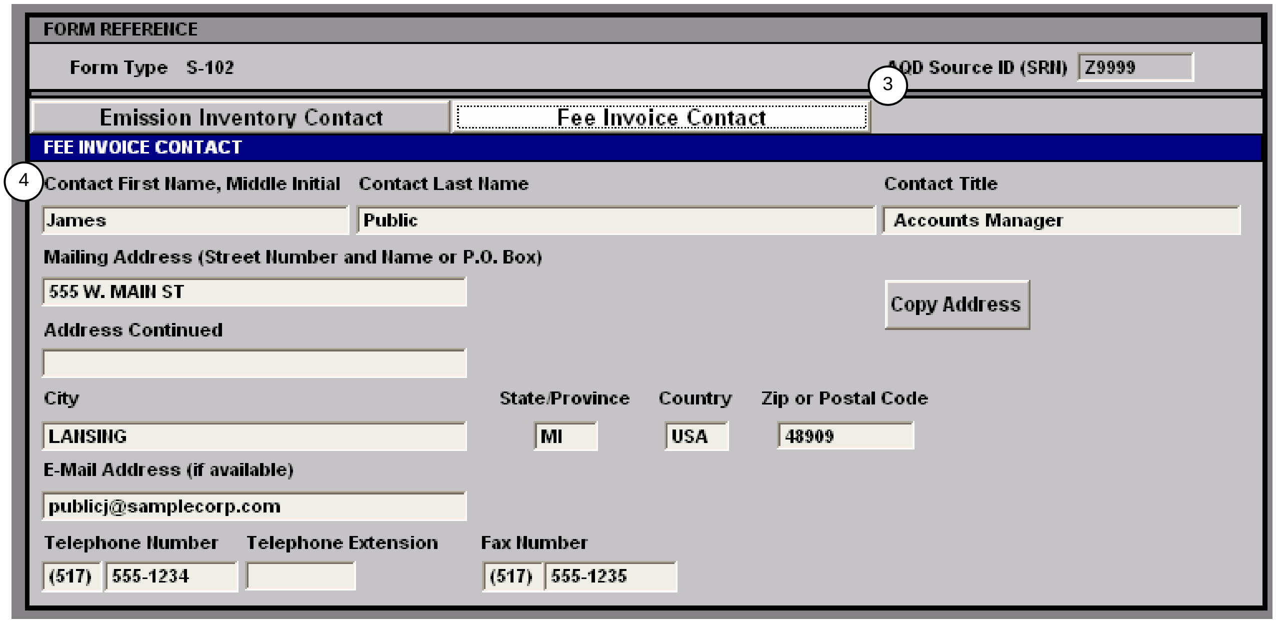
1. To enter information in this section make sure that the **Emission Inventory Contact** tab is highlighted, it will appear white.

2. **Contact Information:** A contact must be identified, and it must be a source contact, not a consultant, law firm, etc. This address is where future MAERS correspondence will be sent.

Enter the name, mailing address, telephone number (including extension and fax number), and e-mail address.

Fee Invoice Contact Section

Fee subject sources must complete this area. If existing information needs to be updated or new information needs to be entered, complete the required fields in this section. Follow the steps below.



3. To enter information in this section make sure that the **Fee Invoice Contact** tab is highlighted, it will appear white.

4. Contact Information
Enter the source contact, mailing address, telephone number (including extension and fax number), and e-mail address. This person should also be only from the facility (i.e. not a consultant, law firm, etc.). This address is where all invoices will be sent for payment processing.

- SAVE THE CHANGES AND CLOSE THE S-102 FORM -

Q: How do I know if I am a fee subject facility?

A: Refer to Appendix B of this Workbook. If your facility is a Category I, II, or III facility, it is "Fee Subject."