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INTRODUCTION

The MAERS 2008 Workbook was developed by the Michigan Department of Environmental Quality (DEQ), Environmental Science and Services Division, Environmental Assistance Program in conjunction with the Air Quality Division. The Workbook is designed to assist those facilities who are submitting their annual Michigan Air Emissions Reporting System (MAERS) Reports electronically using the MAERS software. The Workbook combines information from the *2007 MAERS General Instructions Examples and Reference Tables*, *MAERS Software Users Guide*, and other guidance material into one practical and easy-to-use reference document.

The Workbook takes the reader step-by-step through the submittal process and can be used by anyone submitting an electronic MAERS report. Users who are submitting a MAERS report for the first time will find that this workbook provides detailed instructions on form completion, as well as easy-to-understand software guidance and practical examples. For those readers who have filed a MAERS report in the past, this workbook addresses many of the common errors and pitfalls associated with form completion and submittal, as well as chapter lessons that discuss some of the more complicated matters associated with form completion.

Each chapter of the Workbook leads the reader through a different step of the completion and submittal process. Chapters 1 through 4 examine some of the preliminary issues associated with MAERS. While these chapters do not contain instructions, they do provide important background information pertaining to understanding important terms, using the software, and becoming familiar with the form organization and structure. Chapters 5 through 13 provide an overview and completion instructions for each of the nine MAERS forms. Each of these chapters pertain to a different MAERS form and are arranged in the order in which the forms should be completed. Chapter 14 discusses the different reports that may be generated using the MAERS software. Chapter 15 pertains to submitting the MAERS report. It provides detailed instructions on how to run a completeness check, create a password, complete the P-101 form and ROP Report Certification form, and submit the report electronically.

For questions or concerns regarding this workbook or for any information contained within, please contact the Environmental Assistance Center at (800) 662-9278. This workbook may be accessed on the Internet at www.michigan.gov/degair (click on "Clean Air Assistance" then "Michigan Air Emissions Reporting System").

