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Dan Wyant, Director**

**Michigan Department of Environmental Quality
Air Quality Division**

**2011
Michigan Air Emissions
Reporting System (MAERS)
General Instructions and Forms**

**Submit Emissions Information
by March 15, 2012**

**SUBMITTAL OF EMISSIONS INFORMATION IS REQUIRED BY STATE LAW
(Article II: Pollution Control, Chapter 1, Point Source Pollution Control,
Part 55 of PA 451 of 1994, the Natural Resource and Environmental Protection Act.
The penalty for non-completion or falsification of MAERS Forms is a misdemeanor.)**

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Note: After reading the General Instructions, if you have questions and need assistance, please e-mail or call your local Air Quality Division (AQD) district office (See Table I); please provide your source name, AQD Source ID (SRN), and phone number. (The SRN may be found in the upper right hand corner of the mailing label or on the copy of the MAERS Source Summary Report.) This information will help AQD staff assist you more effectively.

The Michigan Department of Environmental Quality (MDEQ) will not discriminate against any individual or group on the basis of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. Questions or concerns should be directed to the Quality of Life Office of Human Resources, P.O. Box 30473, Lansing, MI 48909.

DEQ Environmental Assistance Center 1-800-662-9278

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Michigan Department of Environmental Quality

UPDATES FOR EI YEAR 2011

- The MAERS web based application can be accessed at <http://maers.state.mi.us/facility>. In order for you to view and edit your MAERS Report, you first must register and be associated with your Facility. To register, click on the Self Registration link at the internet address above. If you are registering as a Primary Preparer, please remember to send in your Electronic Signature Agreement to the Lansing Office for activation of your account. The mailing address is: Michigan Department of Environmental Quality, Air Quality Division, Attn: MAERS Administrator, P.O. Box 30260, Lansing, MI 48909-7760.
- Latitudes and longitudes that have been verified by AQD staff will be grayed out in the MAERS web based application and cannot be modified by the facility. If a verified latitude or longitude is incorrect, please send an e-mail to INFOMAERS@Michigan.gov with the correct information.
- Some emission unit types have been updated by AQD staff, please review each emission unit type and change as appropriate.
- All paper submittal MAERS forms have a new field. The field is the Inventory Year. The inventory year is the time period the facility is required to report emissions inventory; Example: 2011 is the Inventory Year 2011 for the 2011 MAERS report.
- MAERS workshops are offered throughout January and February. To find more information and register on-line go to www.michigan.gov/deqworkshops
- Be sure to check out the MAERS website for additional updates at www.michigan.gov/deqair. Go to "Emissions", then "Emissions Reporting".

As a reminder, sources with Renewable Operating Permits (ROPs) are required to certify their MAERS submittal using the Renewable Operating Permit Report Certification form (EQP 5736), signed by the source's Responsible Official. This is necessary in order to fully comply with the general conditions of the ROP. These sources are still required to complete the MAERS SB-101 Submit Form.

The Renewable Operating Permit Report Certification form (EQP 5736) is also available on the internet at www.michigan.gov/deqair. Select Permits; Renewable Operating Permits; ROP Forms & Application Software; Report Certification and Deviation Reporting. Then select "11/2004 Version of ROP Report Certification (EQP 5736)".

Mailing Contents

New sources and paper submitters received a "brief" MAERS General Instructions Booklet and cover letter.

The entire MAERS General Instructions booklet is available on-line at www.michigan.gov/deqair (go to Emissions, then Emissions Reporting, MAERS Support Resources). The booklet is broken down into guides, e.g. Introduction EI Year 2011, General Form Information, Submittal Instructions, Map and Table I. Fact sheets for calculating emissions are on the MAERS website at www.michigan.gov/deqair (go to Emissions, then Emissions Reporting, MAERS Support Resources).

Submittal Options

Submittals of the 2011 MAERS information can be submitted via web submission or by paper copy.

Procedural Clarifications:

- To request that source-specific, partially completed forms be e-mailed or mailed to you, contact your district office (see Table 1) or contact the Environmental Assistance Center at deq-ead-env-assist@michigan.gov or 800-662-9278. Source-specific, partially completed forms do not have material throughput amounts on the A-101 Activity forms and all emission information on the E-101 Emissions form has been removed. The 2010 summary report/forms may help in completing the E-101 Emissions forms. Also, for portable sources, the counties and their percentages have been removed.
- If submitting in paper format complete the hard-copy forms and mail them to the appropriate district office for data entry.
- To submit in electronic format, the MAERS web based application can be accessed at <http://maers.state.mi.us/facility>. In order for you to view and edit your MAERS Report, you first must register and be associated with your Facility. To register, click on the Self Registration link at the internet address above.

Reporting of T-Butyl Acetate

In the November 29, 2004 Federal Register, the U.S. Environmental Protection Agency (EPA) modified the federal definition of Volatile Organic Compounds (VOC) by excluding tertiary butyl acetate (TBAC) from the definition of VOC, because of its negligible level of reactivity with respect to ozone formation.

EPA requires that TBAC remain subject to all federal recordkeeping, emissions reporting, and inventory requirements which apply to VOCs. EPA believes that the use of TBAC as a substitute for other solvents could increase sharply, and that even “negligibly reactive” materials, when used in sufficient quantities, can contribute significantly to ozone formation. Industry will now be required to track and report TBAC emissions as a distinct class of emissions, separate from non-exempt VOCs. The same de minimus and thresholds used for VOCs should be used for TBAC.

At this time, if T-Butyl Acetate is used in any of the activities listed on the A-101 Activity form, it should be reported as a separate pollutant on the E-101 Emissions form. On the E-101 Emissions form, fill-in TERT-BUTYL ACETATE in the pollutant code field and enter the annual emissions in the annual emissions field.

GENERAL INSTRUCTIONS

Authority:

The annual emission inventory report is required by the administrative rules of the Michigan Department of Environmental Quality (MDEQ) under authority of Article II: Pollution Control, Chapter 1, Point Source Pollution Control, Part 55 of PA 451 of 1994, the Natural Resources and Environmental Protection Act. Section 182 (a) (3) (B) of the Clean Air Act requires the development of an emission statement program by each state containing an Ozone Non-Attainment area. Also, a person who knowingly falsifies a report or fails to respond is guilty of a misdemeanor punishable by a fine of not more than \$10,000 per day, and imprisonment for not more than one year, for each violation. Therefore, by providing an annual emissions inventory report, a person certifies to the truth and accuracy based on belief, and to administrative completeness of the submittal by the deadline.

Who must file:

Manufacturing, commercial, and institutional establishments are required to file an annual report for each location with source emissions for criteria pollutants as required per Rule 336.202, and as outlined in Operational Memorandum 13. Renewable Operating Permit (ROP) facilities, and those facilities that have opted out of the ROP program, are also required to report. Reporting should be in accordance with these general instructions and any supplemental instructions available for any specific industrial sector.

Reporting Period:

Information is to be provided for calendar year 2011. This will require reporting of actual data for the period January 1, 2011 to December 31, 2011. If records of actual data are not available, estimates based on information and belief formed after reasonable inquiry are acceptable.

Reporting Requirements for Fugitive and Other Non-Stack Emissions:

The requirement to report annual emissions includes fugitive and other non-stack emissions, as well as emissions from releases where the emissions are quantifiable. Some examples of specific instances where fugitive emissions must be reported are as follows:

- A source operates an emission unit with a permit or emission standard which regulates fugitive emissions.
- A source operates a process or process equipment described in an AQD fact sheet which requires calculation of fugitive emissions. Fugitive emissions shall be reported for the emission unit(s) to which the fact sheet applies.
- A source is listed in a specific source category identified as having fugitive emissions under the definition of potential to emit (Rule 116(m)).*
- A source reports fugitive emissions to the Toxic Release Inventory. *

Further information on fugitive emissions may be obtained from the following EPA websites:

To search by source category go to <http://www.epa.gov/ttn/chief/ap42>.

To search by emission type go to <http://www.epa.gov/ttnchie1/le>.

To identify processes with fugitive emissions, select a document of interest on these websites. Select “find” while using the term “fugitive” for the specific emission type or source category.

Fugitive, non-stack, and release emissions must be considered when determining if a company is required to report emissions as specified in Operational Memo 13** (described in the Reporting Thresholds table on page 4). These emissions must also be included when determining whether to report emissions from exempt processes or process equipment under Rule 212(7).

Note that AQD may require reporting of a specific air contaminant if such reporting is considered by the department as necessary (and is specifically requested by the department) for the proper management of the air resources (Rule 2).

* For exempt processes referenced in Rule 212(7), reporting is required if the process is subject to a process-specific emission limitation or standard or if the total emissions from the process exceed 10% of the significance levels*** described in the following table.

Reporting Thresholds

Pollutant	**Operational Memorandum 13 thresholds (per facility)	***Rule 212(7) “10% of significant” thresholds (per process), for fee- subject emissions from specified exempt processes
Carbon monoxide	100 tons/year	10 tons/year
Nitrogen oxides	40 tons/year	4 tons/year
Sulfur dioxide	40 tons/year	4 tons/year
PM	25 tons/year	2.5 tons/year
PM-10	15 tons/year	1.5 tons/year
VOCs	10 tons/year	4 tons/year
Lead	0.6 tons/year	0.06 tons/year

BEFORE YOU BEGIN

Before you begin your MAERS report, have all the information needed to fill out the forms available ahead of time. The table below lists some of the items that may be required to complete the MAERS forms.

MAERS CHECK LIST

- Computer with Internet access (required if submitting via the web)
- SRN (State Registration Number) – this is the number that is assigned to the facility or plant and appears on all permits and correspondence from the AQD
- Paper copy of last year’s submittal
- 2011 MAERS General Instructions Examples and Reference Tables
- Calculator
- Air Use Permits, Consent Orders, or Consent Judgments, if applicable
- Material Safety Data Sheets (MSDS), data sheets, specification sheets, etc. for equipment and materials used at facility
- Year 2011 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.)
- Renewable Operating Permit Report Certification (Form EQP 5736; only sources with a ROP)

Reporting Options

The Michigan Air Emissions Reporting System (MAERS) is a web based system that allows emissions inventory information to be submitted by the company's "Primary Preparer". The Primary Preparer will receive a user ID, password and PIN after registering with the DEQ Air Quality Division. The data may be completed by a "Preparer", which may be company personnel, consultant, etc. Secondary preparers and consultants can register at <http://maers.state.mi.us/facility> and will be issued a userid and password. Once a secondary preparer/consultant is registered, the primary preparer can add the secondary preparer/consultants to the facility MAERS Account. (See MAERS Support Resources for additional instructions.) When submitting the report, the Primary Preparer acknowledges that the data is true and accurate to the best of their knowledge.

A submittal may be prepared using the MAERS web based application or a paper report may be submitted for those without internet access.

Benefits of Filing MAERS Electronically:

- Majority of data is prefilled.
- Review of "MAERS Report Site Map" enables an overall view of forms.
- More accurate way to submit data (fewer typographical errors).
- Use of completeness checker improves accuracy and assures that submittal is acceptable.
- Electronic tools to assist sources: calculator, utility reports, etc.
- Paper copies of reports and forms can be printed for future use.
- Faster submittal.

MAERS Web Based Submittals

The MAERS web based application can be accessed at: <http://maers.state.mi.us/facility>. In order for you to view and edit your MAERS Report, you first must register and be associated with your Facility. To register, click on the Self Registration link at the internet address above. If you are registering as a Primary Preparer, please remember to send in your Electronic Signature Agreement to the MAERS Administrator for activation of your account. The mailing address is: Michigan Department of Environmental Quality, Air Quality Division, Attn: MAERS Administrator, P.O. Box 30260, Lansing, MI 48909-7760.

Sources with ROPs must submit a certification that the submittal is true, accurate and complete by including a Renewable Operating Permit Report Certification (Form EQP 5736 located in the back of the booklet), signed by the source's Responsible Official. The EQP 5736 should be sent to your district office.

Paper Submittals:

A copy of the 2010 MAERS Source Summary Report/Forms may be helpful in completing the forms. Requests for this report can be made by contacting the appropriate AQD district office.

Paper Forms Assembly Flow:

- Source Forms (S-101 and S-102)
- Stack Forms (SV-101)
- Emission Unit Forms (EU-101)
- Reporting Group Forms - optional (RG-101)
- Activity Forms (A-101)

- Supplemental Portable form (SP-101) **For portable sources only
- Emissions Forms (E-101)
- Preparer Forms – optional (P-101)
- Submit Form (SB-101)
- ROP Certification (Form EQP 5736) **For ROP sources only

Before submitting, review all forms for completeness and accuracy. **SUBMIT ALL PAPER COPY FORMS TO THE APPROPRIATE AIR QUALITY DIVISION DISTRICT OFFICE LISTED in Figure 1 or Table I.**

Additional forms may be needed to report all required data for paper submittals, photocopy the original blank forms (located in the back of these instructions) as needed. If additional blank forms are needed, they may be downloaded from the MAERS Homepage at www.michigan.gov/deqair. Go to “Emissions”, “Emissions Reporting”, and then “MAERS Support Resources”. If assistance is needed, contact your Air Quality Division district office by e-mail or phone.

For a paper submittal to be considered administratively complete, a completed Submit form (SB-101), along with any required emission/calculation documentation, must be mailed to the district office. If not using the MAERS system, use Figure 1 or Table I (see page 15-16 to locate the county name in which the source is physically located to determine the appropriate district office). For portable sources operating at locations in multiple districts, submit data to the district office responsible for the county where the company’s home office is located. Portable sources submitting emissions information on paper must submit the SP-101 Supplemental Portable form along with the SB-101 Submit form for the submittal to be considered administratively complete. Sources with ROPs must include certification that the submittal is true, accurate and complete by including a Renewable Operating Permit Report Certification (Form EQP 5736 located in the back of this booklet or located on the DEQ’s website), signed by the source’s Responsible Official.

Related Reference Information: The following reference information is available in the MAERS web-based application or via the Internet at www.michigan.gov/deqair. Go to “Emissions”, “Emissions Reporting”, and then “MAERS Support Resources”. If unable to access the information from these sources, contact your AQD district office (refer to Figure 1 or Table I) via e-mail or phone. Information may be available in paper form upon request.

- Control Device Codes
- Emission Calculation Fact Sheets
- Horizontal Reference Datum Codes
- Horizontal Collection Method Codes
- Reference Point Code
- MAERS Emission Factors
- MAERS Users Guide
- NAICS Codes
- Pollutant/Material Codes
- Reference Point Codes
- SCC Listing
- Fact Sheets

DEQ Office of Environmental Assistance has prepared a MAERS Workbook with examples of how to calculate emissions. To access the *MAERS Workbook* and the *Calculating Air Emissions for MAERS Guidebook* go to www.michigan.gov/deqair (go to "Clean Air Assistance", under Compliance Assistance, Michigan Air Emissions Reporting System (MAERS)).

DEFINITIONS

AQD Emission ID: A system generated ID that the DEQ-AQD uses to identify an emission unit. Facilities submitting MAERS reports in paper format for the first time should leave the AQD Emission Unit ID blank, the AQD Emission Unit ID will be generated by the MAERS application.

AQD Reporting Group ID: A system generated ID that the DEQ-AQD uses to identify Reporting Groups. Facilities submitting MAERS reports in paper format for the first time should leave the AQD Reporting Group ID blank, the AQD Reporting Group ID will be generated by the MAERS application.

AQD Source ID (SRN): A source is assigned an AQD Source ID by DEQ-AQD. This number is also called a State Registration Number (SRN).

AQD Stack ID: A system generated ID that the DEQ-AQD uses to identify a stack. Facilities submitting MAERS reports in paper format for the first time should leave the AQD Stack ID blank, the AQD Stack ID will be generated by the MAERS application.

Criteria Pollutants: Criteria Pollutants are those for which National Ambient Air Quality Standards (NAAQS) are set. The following pollutants must be reported because (1) they are a criteria pollutant or (2) because they result in the formation of a criteria pollutant. The material code is listed in the priority of the most preferable designation and may vary from activity to activity due to available EPA emission factors.

<u>Pollutant</u>	<u>Material Code</u>
Ammonia	AMMONIA
Carbon Monoxide	CO
Lead	LEAD
Oxides of Nitrogen (expressed as NO ₂)	NOX
Nitrogen Dioxide	NO ₂
Particulate Matter less than 10 Microns (Primary)	PM10,PRIMARY
Particulate Matter less than 10 Microns (Total)	PM10,TOTAL
Particulate Matter less than 10 Microns	PM10
Particulate Matter less than 10 Microns (Filterable)	PM10,FLTRBLE
Particulate Matter less than 2.5 Microns (Primary)	PM2.5,PRIMRY
Particulate Matter less than 2.5 Microns (Total)	PM2.5,TOTAL
Particulate Matter less than 2.5 Microns	PM2.5
Particulate Matter less than 2.5 Microns (Filterable)	PM2.5,FLTRBL
Sulfur Dioxide	SO ₂
Oxides of Sulfur (expressed as SO ₂)	SOX
Volatile Organic Compounds	VOC
Non-Methane Organic Compounds *	NMOC
Total Non-Methane Organic Compounds *	TNMOC
Total Organic Compounds *	TOC

* These pollutants can be used as VOC surrogates if a VOC emission factor is not available.

Device: Any process equipment, control equipment, or stack, on or within which, one or more processes can occur or a pollutant is exhausted into ambient air.

Dismantle: To physically remove or render permanently inoperable.

Emission Factor: A factor used to multiply against the material throughput and its unit code to get resultant pollutants emitted.

Emission Unit: An emission unit is a device or group of devices that operate together, with a dependency between devices and emits or has the potential to emit an air contaminant. An emission unit contains at least one process device and may contain control devices and related stacks. Examples of an emission unit would include:

- a single degreaser (degreaser only)
- a topcoat painting line (booths, ovens, incinerator, stacks)
- a chemical manufacturing process (reactors, condensers, dryers, baghouse, stacks)
- a coal fired boiler (boiler, stack, control device)

Emission Unit Activity: The flow of material into and out of processes or between devices that may discharge to the atmosphere. Materials are related to processes by Source Classification Codes (SCCs).

EU ID: Emission Unit (EU) Identification assigned by a source representative. EU ID's will begin with a two-letter prefix (**EU**) plus a combination of up to 14 letters, numbers or keyboard characters. Any combination of letters, numbers and keyboard characters can be used to create ID's.

Note: If you have an ROP (Renewable Operating Permit), verify that your MAERS submittal accurately reflects the organization of your current ROP with regard to emission units (EUs). The naming convention for EU's in your ROP should be carried over to MAERS. This will simplify the process in the future.

Fee-Subject Facility: As defined in Section 324.5501(k) of Michigan's Natural Resources and Environmental Protection Act, NREPA Act 451 of 1994, as amended, certain sources of air pollutants are required to pay fees. In practice, these include major sources subject to the Renewable Operating Permit program; sources subject to federal New Source Performance Standards; and area sources subject to National Emission Standards for Hazardous Air Pollutants.

Grandfathered: With respect to Michigan permitting requirements, an emission unit installed prior to August 15, 1967 and not subsequently modified or reconstructed, is considered "grandfathered".

Material: Any product or substance, including elements, compounds, or a mixture thereof, in any physical state (solid, liquid, gas) including more than one physical state at the same time, that flows through a process (fuel, coating, solvent, metal, grain, chemical, product).

Password: An 8 alphanumeric character code created by MAERS System. This password may be changed by going to the "My Account", change password area.

Pin: A 4 to 8 alphanumeric character code created by the MAERS System for electronic submittals. This pin will be assigned when the MAERS Administrator receives the Primary Preparer's electronic signature agreement.

Portable Source: A facility, process or process equipment that commences operation and is located at a geographic site for not more than twelve consecutive months (e.g., asphalt batch plant). These are not devices that are moved around within a stationary source (e.g., forklifts, welding machines).

Preparer: A company employee or consultant that prepares the MAERS report for the Primary Preparer to approve and submit to AQD.

Primary Preparer: A source representative that is responsible for the emission report's completeness and accuracy.

Remove from MAERS: An activity can be administratively removed from MAERS reporting requirements if activity/emissions fall below established thresholds, and reporting is not otherwise required.

Reporting Group: Reporting Group (RG) Identification assigned by a source representative. RG ID's will begin with a two-letter prefix (**RG**) plus a combination of up to 14 letters, numbers or keyboard characters. Any combination of letters, numbers and keyboard characters can be used to create ID's. A reporting group is an optional grouping of emission units created for simplification of reporting emissions. These emission units should have similar emission limits, stack parameters, operational parameters, emission factors, etc. Examples of reporting groupings include:

- A grouping of several emission units (for example, all of the coating lines or boilers) for an overall emission limit.
- A grouping of several emission units (for example, material handling systems or printing lines) with common activities and emission characteristics.

Rule 201 Exempt: With respect to MAERS, an emission unit is considered "Rule 201 exempt" when it is not grandfathered from Rule 201 permitting requirements; is not included in a permit to install, opt out permit, or Renewable Operating permit; is identified in Rules 280 through 290 of the Michigan Air Pollution Control Rules; and is not excluded from exemption per the provisions of Rule 278.

Rule 208a-Registered Source: A stationary source that has opted out of ROP program requirements by limiting the source's potential to emit pollutants by following the registration process established by Rule 208a.

Secondary Preparer: A company employee or consultant that prepares the MAERS report for the Primary Preparer to approve and submit to AQD.

Source: A facility or plant that contains an emission unit(s). A facility is assigned an AQD Source ID (SRN) and has a physical location.

Stack ID: A stack identification assigned by a source representative. Stack ID's will begin with a two-letter prefix (**SV**) plus a combination of up to 14 letters, numbers or keyboard characters. Any combination of letters, numbers and keyboard characters can be used to create ID's.

ACRONYMS

AQD	Air Quality Division	PASS-ROP	Permit Application Submittal System for Renewable Operating Permits
CEM	Continuous Emission Monitor	PM	Particulate Matter
CO	Carbon Monoxide	ROP	Renewable Operating Permit
DEQ	Department of Environmental Quality	R208a	Rule 208a (R 336.1208a)
EPA	Environmental Protection Agency	SCC	Source Classification Code
GPS	Global Positioning System	SIC	Standard Industrial Classification
HAP	Hazardous Air Pollutant	SO2	Sulfur Dioxide
MAERS	Michigan Air Emissions Reporting System	SRN	State Registration Number
NAAQS	National Ambient Air Quality Standards	TNMOC	Total Non-Methane Organic Compounds
NAICS	North American Industrial Classification System	TOC	Total Organic Compounds
NMOC	Non-Methane Organic Compounds	VOC	Volatile Organic Compounds
NOX	Oxides of Nitrogen		

FORMS DESCRIPTION

The MAERS Source Summary Report contains all of the activity information reported. Most fields are prefilled from the previous year's submittal. All information on the E-101 Emissions form, and the A-101 Activity form must be entered. For portable sources the counties and percentages from the SP-101 Supplemental Portable form must be entered. Maintain a copy of the forms/reports for future reference. Blank forms can be found in the Form Instructions, Examples and Blank forms guide, including the ROP Report Certification form EQP 5736.

S-101 Source form. This form records the source location and owner information.

S-102 Contact form. This form records the contact information.

SV-101 Stack form. This form applies to stacks connected to an emission unit reported on the EU-101 Emission Unit Form.

EU-101 Emission Unit form. This form records information concerning the operation of an emission unit.

RG-101 Reporting Group form. This optional form records a grouping of emission units that is created for simplification of reporting emissions.

A-101 Activity form. This form records operating schedules and material information for the emission unit or reporting group.

SP-101 Supplemental Portable form. This form is for portable sources only. This form records throughput information percentages per county for each SCC.

E-101 Emissions form. This form is required for all sources to report their actual annual emissions from an emission unit or reporting group.

P-101 Preparer form. This form records the Preparer information. This form is optional.

SB-101 Submit form. The signature box is to certify the paper copy submitted package. This form must be completed in order for the package to be considered administratively complete.

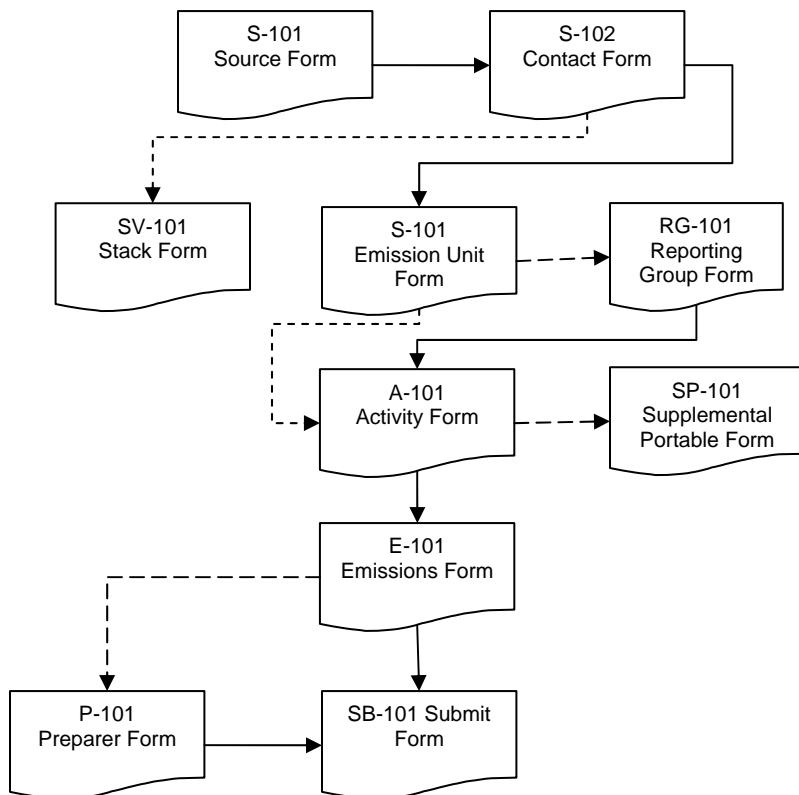
FORM ORDER

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, P-101 (Optional form), SB-101, ROP Certification form (for sources with a ROP)).

- For every source, complete one S-101 Source form and one S-102 Contact form.
- For each emission unit (EU-101) complete any required SV-101 Stack form for stacks associated with the emission unit before referencing it on the EU-101. (See threshold levels on SV-101 instructions – Form Instructions, Examples and Blank forms guide)
- RG-101 Reporting Group is an optional form. 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.
- Complete one Emissions form (E-101) for each required pollutant for each SCC. (See E-101 instructions, Form Instructions, Examples and Blank forms guide)
- The P-101 Preparer form is optional.
- For every source, complete one SB-101 Submit form. A completed paper copy of this form must be submitted to the appropriate district office for a submittal to be considered administratively complete.
- For all sources with a ROP, a Renewable Operating Permit Report Certification (Form EQP 5736) must be completed, signed by the source’s Responsible Official, and mailed to the appropriate district office.

Refer to the form flow charts on page 11 and 12 for a schematic representation of appropriate form order.

GENERAL FORM FLOW CHART



General Source Information

Equipment Identification

1. Stacks – not all have to be listed
2. Exempt Devices – not all have to be listed
3. Emission units
4. Reporting groups – OPTIONAL

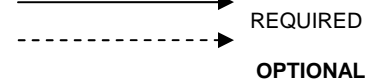
Process Information

1. SCC - description
2. Material usage schedule and operating schedule
3. Material information
4. Throughput by County (portable sources only)

Emissions Information

1. Each applicable pollutant
2. Emission basis required
3. Include calculations

Operator Information and Certification

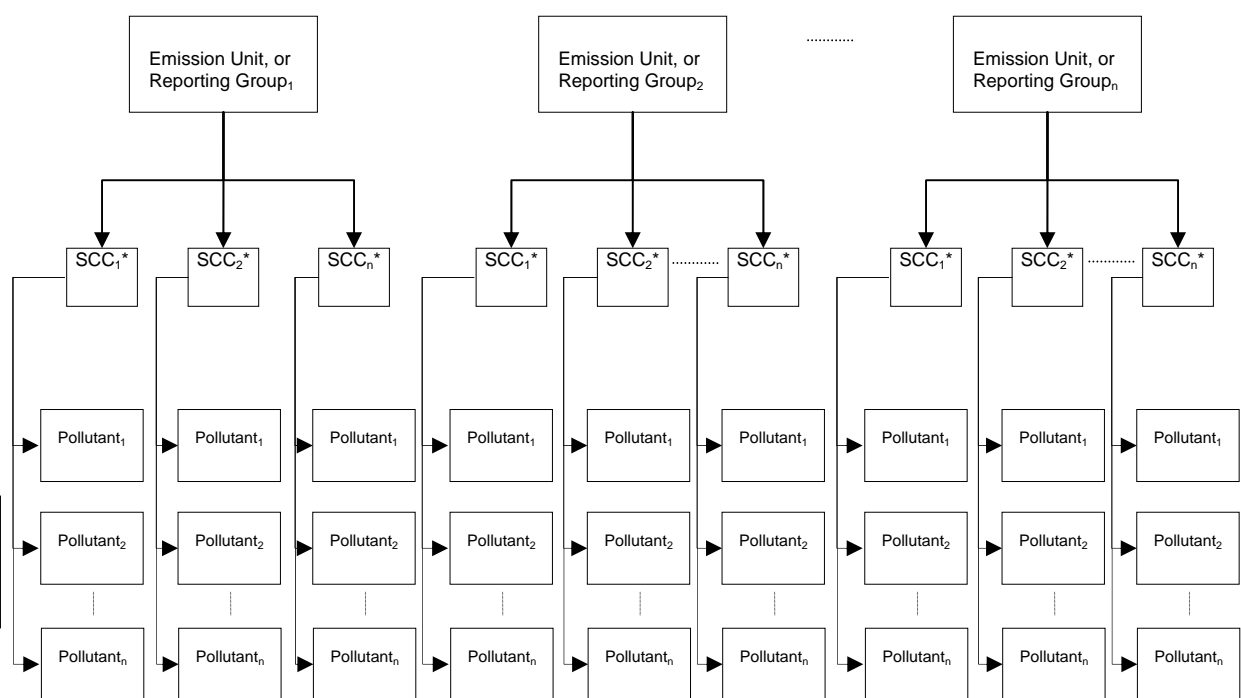


EXPANDED EMISSION UNIT, ACTIVITY AND POLLUTANT FORM FLOW CHART

Emissions Unit Form EU-101 or Reporting Group Form RG-101
(Complete one Section for each emission unit or reporting group.)

Activity Form A-101
(Complete one section for each SCC within the emission unit or reporting group.)

Emissions Form E-101
(Complete one section for each pollutant within SCC.)



GENERAL INSTRUCTIONS FOR THE COMPLETION OF ALL FORMS

All emissions must be reported in pounds. On the A-101 Activity form, the Material and Unit Codes may be different than what was previously reported. Before entering the Material Throughput information, verify that you are reporting in the Material and Unit Code required for that SCC by going to www.michigan.gov/deqair; “Emissions”, “Emissions Reporting”, “MAERS Support Resources” under Reference Tables. Using these new Material and Unit Codes will ensure that the Emission Calculator will work for all activities that have these codes in the SCC table. For portable sources, the SP-101 Supplemental Portable form county and percentages will need to be completed. Blank forms can be found in the Form Instructions, Examples and Blank forms guide, including the ROP Report Certification form EQP 5736. Only changes or additions to all other fields need to be entered on the forms. Maintain a copy of the submittal for future reference.

WEB BASED APPLICATION:

The MAERS web based application can be accessed at <http://maers.state.mi.us/facility>. In order for you to view and edit your MAERS Report, you first must register and be associated with your Facility. To register, click on the Self

Registration link at the internet address above.

If you are registering as a Primary Preparer, please remember to send in your Electronic Signature Agreement to the MAERS

Administrator for activation of your account. The

mailing address is: Michigan Department of Environmental Quality, Air Quality Division, Attn:

MAERS Administrator, P.O. Box 30260, Lansing, MI 48909-7760. If a consultant completes your data, you must first register then associate your consultant/preparer to your data.

**NEED
HELP?**

MAERS workshops are available. Register for the training at 800-662-9278 or via the web at <http://www.michigan.gov/deqair/workshops>

NOTE: The MAERS Users Guide can be accessed through the “Help” function in MAERS. The MAERS 2011 workbook is also available at www.michigan.gov/deqair (go to “Clean Air Assistance”).

FOR PAPER SUBMITTALS:

Review the information on your past year’s forms or from your MAERS Source Summary Report. Complete the blank forms located in the General Instructions and Forms, Blank Forms guide. If you need a copy of the past year’s data, contact your district office (See the Submittal Instructions, Map and Table I guide to determine the district office). Only changes are required for correction of the last year’s MAERS data for the non-required fields.

If this is the first year submitting data to MAERS, all fields are necessary to be submitted unless otherwise noted.

SUBMITTAL INSTRUCTIONS

Web Based Submittals: Submit emissions information by March 15, 2012

More detailed instructions are in the MAERS workbook located at www.michigan.gov/deqair (select "Clean Air Assistance").

Run completeness check and correct all errors. Contact your district office via e-mail or phone (see Table 1, page 16), if unable to resolve the errors. Follow the instructions in the MAERS application or the MAERS workbook for guidance.

Sources with ROPs must also include certification that the submittal is true, accurate and complete by including a Renewable Operating Permit Report Certification (Form EQP 5736, located in the back of this booklet), signed by the source's Responsible Official.

Paper Submittals: Submit emission information by March 15, 2012

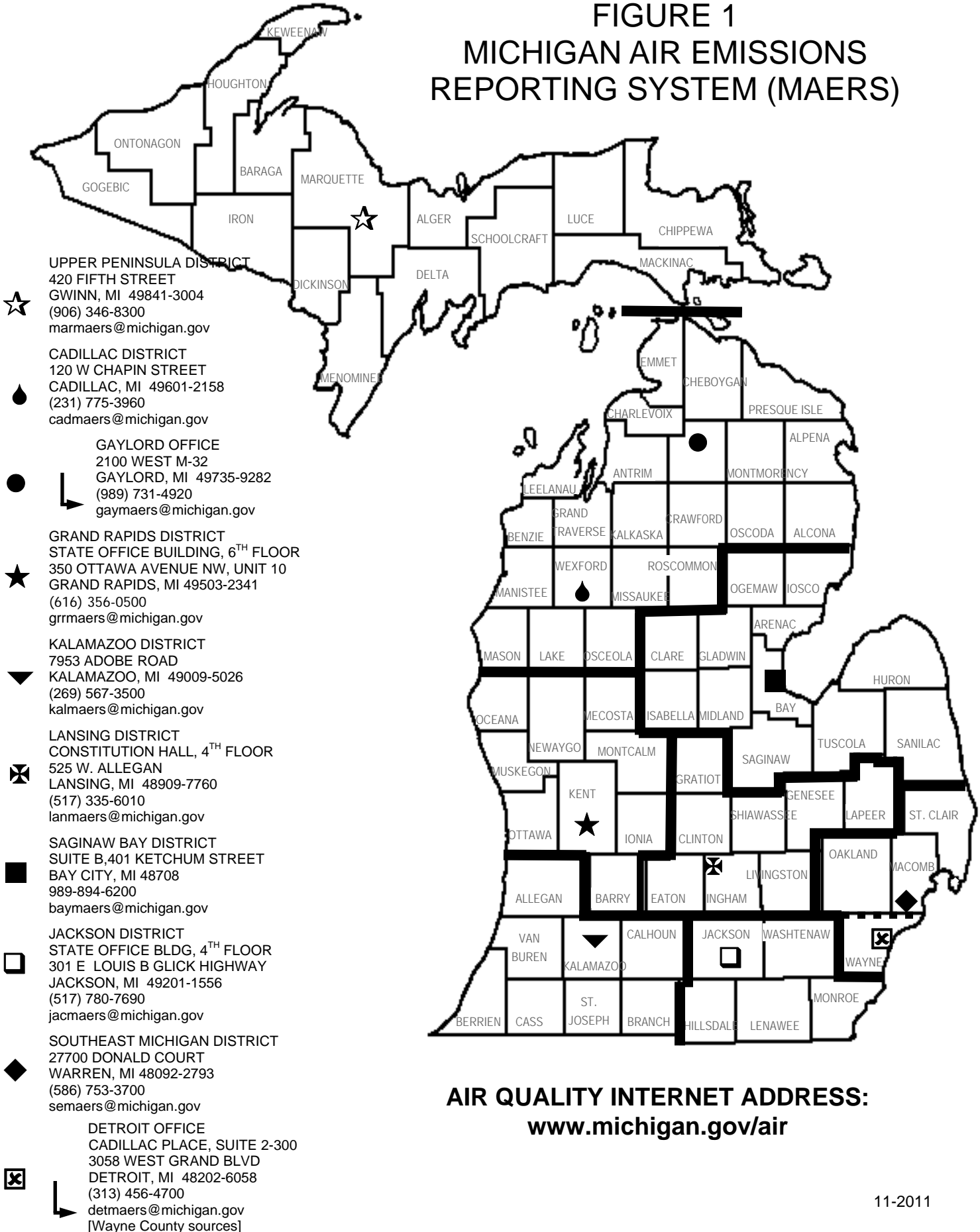
1. Assemble forms in the Forms Order located on page 11. (Keep a copy of all forms for future reference.)
2. Mail the following to the DEQ district office using Table I or Figure 1, pages 15-16 to find the district office address.
 - Paper copy of the forms. (This package will not be considered administratively complete or be processed by DEQ-AQD until the SB-101 Submit form is received.)
 - For Portables only, include the required SP-101 Supplemental Portable form.
 - Attach supporting documentation for emissions reported, if required.
 - Sources with ROPs must include certification that the submittal is true, accurate and complete by including a Renewable Operating Permit Report Certification (Form EQP 5736, located in the back of this booklet), signed by the source's Responsible Official.

Corrections/Resubmittals

Before resubmitting any corrections, contact the appropriate district office via e-mail or phone for instructions. If the entire package must be resubmitted, a new Submit Form (SB-101) must be completed and mailed to the appropriate Air Quality Division district office.



**FIGURE 1
MICHIGAN AIR EMISSIONS
REPORTING SYSTEM (MAERS)**



**AIR QUALITY INTERNET ADDRESS:
www.michigan.gov/air**

TABLE I

Where To Send The Emission Reporting Data:

Use the printed list below to locate the county name in which the source is physically located. For portable sources operating at locations in multiple districts, submit the report to the district office serving the county in which the company's home office is located.

<p>Cadillac District - Air Quality Division (Northwest Lower Peninsula) 120 W Chapin Street Cadillac, MI 49601-2158 231-775-3960; Fax: 231-775-4050 E-Mail : cadmaers@michigan.gov Counties: Benzie, Grand Traverse, Kalkaska, Lake, Leelanau, Manistee, Mason, Missaukee, Osceola, or Wexford</p>	<p>Gaylord District - Air Quality Division (Northeast Lower Peninsula) 2100 West M-32 Gaylord, MI 49735-9282 989-731-4920; Fax: 989-731-6181 E-Mail : gaymaers@michigan.gov Counties: Alcona, Alpena, Antrim, Charlevoix, Cheboygan, Crawford, Emmet, Montmorency, Oscoda, Otsego, Presque Isle, or Roscommon</p>
<p>Grand Rapids District - Air Quality Division (Central West Michigan) 350 Ottawa Ave NW Unit 10 Grand Rapids, MI 49503 616-356-0500; Fax: 616-356-0202 E-Mail : grrmaers@michigan.gov Counties: Barry, Ionia, Kent, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, or Ottawa</p>	<p>Jackson District - Air Quality Division (South Central Michigan) State Office Building, 4th Floor 301 E Louis B Glick Highway Jackson, MI 49201-1556 517-780-7690; Fax: 517-780-7855 E-Mail : jacmaers@michigan.gov Counties: Hillsdale, Jackson, Lenawee, Monroe, or Washtenaw</p>
<p>Kalamazoo District - Air Quality Division (Southwest Michigan) 7953 Adobe Road Kalamazoo, MI 49009-5026 269-567-3500; Fax: 269-567-3555 E-Mail : kalmaers@michigan.gov Counties: Allegan, Berrien, Branch, Calhoun, Cass, Kalamazoo St. Joseph, or Van Buren</p>	<p>Upper Peninsula District - Air Quality Division (Entire Upper Peninsula) 420 Fifth Street Gwinn, MI 49841-3004 906-346-8300; Fax: 906-346-4480 E-Mail : marmaers@michigan.gov</p>
<p>Saginaw Bay District - Air Quality Division (Central East Michigan) Saginaw Bay District Headquarters 401 Ketchum St., Suite B Bay City, MI 48708 989-894-6200; Fax: 989-891-9237 E-Mail : baymaers@michigan.gov Counties: Arenac, Bay, Clare, Gladwin, Huron, Iosco, Isabella, Midland, Ogemaw, Saginaw, Sanilac, or Tuscola</p>	<p>Lansing District - Air Quality Division (Central Michigan) P.O. Box 30242 Constitution Hall, 525 W. Allegan St. 4N Lansing, MI 48909-7760 517-335-6010; Fax 517-241-3571 E-Mail : lanmaers@michigan.gov Counties: Clinton, Eaton, Genesee, Gratiot, Ingham, Lapeer, Livingston, or Shiawassee</p>
<p>Southeast Michigan District - Air Quality Division (Southeast Michigan) Southeast Michigan District Headquarters 27700 Donald Court Warren, MI 48092-2793 E-Mail : semaers@michigan.gov Counties: Macomb, Oakland, or St. Clair</p>	<p>Detroit Office – Air Quality Division (East Michigan) Cadillac Place, Suite 2-300 3058 West Grand Blvd. Detroit, MI 48202-6058 313-456-4700; Fax: 313-456-4692 E-Mail : detmaers@michigan.gov Counties: Wayne</p>



Michigan Department of Environmental Quality - Air Quality Division
Michigan Air Emissions Reporting System (MAERS)

S-101 SOURCE

1. INVENTORY YEAR

Authorized under 1994 P.A. 451, as amended. Completion of information is required. Civil and/or criminal penalties possible for providing false information.

GENERAL INSTRUCTIONS: Refer to last year's MAERS forms or summary report for information previously submitted, and complete this form with additions or corrections as necessary. For more detailed instructions refer to the MAERS General Instructions Booklet. This MAERS form is used to report source information for a specific inventory year. Enter the specific inventory year in field 1.

FORM REFERENCE	
2. Form Type S-101	3. AQD Source ID (SRN)

SOURCE IDENTIFICATION		<input type="checkbox"/> Change	<input type="checkbox"/> Add
4. Source Name			
5. NAICS Code	6. Portable <input type="checkbox"/> Yes <input type="checkbox"/> No		
7A. Street Number and Name (where emission unit(s) is located)			
7B. Address Continued			
8. County	9. City	10. Zip Code	
11. Latitude ____ ■ _____ Decimal Degrees	12. Longitude ____ ■ _____ Decimal Degrees	13. Horizontal Collection Method	
14. Source Map Scale Number		15. Horizontal Accuracy Measure Meters	
16. Horizontal Reference Datum Code		17. Reference Point Code	
18. Principal Product			19. Number of Employees
20. Employer Federal Identification Number			

OWNER INFORMATION		<input type="checkbox"/> Change	<input type="checkbox"/> Add
20. Owner Name			
21A. Mailing Address (Street Number and Name or P.O. Box)			
21B. Address Continued			
22. City	23. State/Province	24. Country	25. Zip or Postal Code



Michigan Department of Environmental Quality - Air Quality Division
Michigan Air Emissions Reporting System (MAERS)

1. INVENTORY YEAR

S-102 CONTACT

Authorized under 1994 P.A. 451, as amended. Completion of information is required. Civil and/or criminal penalties possible for providing false information.

GENERAL INSTRUCTIONS: Refer to last year's MAERS forms or summary report for information previously submitted, and complete this form with additions or corrections as necessary. For more detailed instructions refer to the MAERS General Instructions Booklet. This MAERS form is used to report an emissions contact and a fee contact (if applicable) for a **specific inventory year**. Enter the **specific inventory year** in field 1.

FORM REFERENCE	
2. Form Type S-102	3. AQD Source ID (SRN)

EMISSION INVENTORY CONTACT INFORMATION		<input type="checkbox"/> Change	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
4. Contact First Name, Middle Initial	5. Contact Last Name	6. Contact Title		
7A. Mailing Address (Street Number and Name or P.O. Box)				
7B. Address Continued				
8. City	9. State/Province	10. Country	11. Zip or Postal Code	
12. E-Mail Address (if available)				
13A. Telephone Number ()	13B. Telephone Extension	14. Fax Number ()		

FEE INVOICE CONTACT INFORMATION (Fee Subject Facilities Only)		<input type="checkbox"/> Change	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
15. Contact First Name, Middle Initial	16. Contact Last Name	17. Contact Title		
18A. Mailing Address (Street Number and Name or P.O. Box)				
18B. Address Continued				
19. City	20. State/Province	21. Country	22. Zip or Postal Code	
23. E-Mail Address (if available)				
24A. Telephone Number ()	24B. Telephone Extension	25. Fax Number ()		



Michigan Department of Environmental Quality - Air Quality Division
Michigan Air Emissions Reporting System (MAERS)

1. INVENTORY YEAR

SV-101 STACK

Authorized under 1994 P.A. 451, as amended. Completion of information is required. Civil and/or criminal penalties possible for providing false information.

GENERAL INSTRUCTIONS: Refer to last year's MAERS forms or summary report for information previously submitted, and complete this form with additions or corrections as necessary. For more detailed instructions refer to the MAERS General Instructions Booklet. This MAERS form is used to report stacks for a **specific inventory year**. Enter the **specific inventory year** in field 1.

FORM REFERENCE	
2. Form Type SV-101	3. AQD Source ID (SRN)

STACK IDENTIFICATION		<input type="checkbox"/> Change	<input type="checkbox"/> Add
4. AQD Stack ID	5. Stack ID SV	6. Remove from MAERS <input type="checkbox"/> Yes <input type="checkbox"/> No	7. Dismantle Date (MM/DD/YYYY)
8. Stack Description			
9. Actual Stack Height Above Ground	feet	10. Inside Stack Diameter	inches
11. Exit Gas Temperature	degrees Fahrenheit	12. Actual Exit Gas Flow Rate	cubic feet per minute
13. Stack Orientation <input type="checkbox"/> Vertical <input type="checkbox"/> Vertical with No Loss Sleeve <input type="checkbox"/> Vertical with Conical Cap <input type="checkbox"/> Horizontal <input type="checkbox"/> Goose Neck Downward			
14. Latitude	15. Longitude	16. Horizontal Collection Method	
_____ Decimal Degrees	_____ Decimal Degrees		
17. Source Map Scale Number	18. Horizontal Accuracy Measure		
	Meters		
19. Horizontal Reference Datum Code	20. Reference Point Code		
21A. Bypass Stack Only <input type="checkbox"/> Yes <input type="checkbox"/> No		21B. If yes, operator ID of main stack	

STACK IDENTIFICATION		<input type="checkbox"/> Change	<input type="checkbox"/> Add
4. AQD Stack ID	5. Stack ID SV	6. Remove from MAERS <input type="checkbox"/> Yes <input type="checkbox"/> No	7. Dismantle Date (MM/DD/YYYY)
8. Operator's Stack Description			
9. Actual Stack Height Above Ground	feet	10. Inside Stack Diameter	inches
11. Exit Gas Temperature	degrees Fahrenheit	12. Actual Exit Gas Flow Rate	cubic feet per minute
13. Stack Orientation <input type="checkbox"/> Vertical <input type="checkbox"/> Vertical with No Loss Sleeve <input type="checkbox"/> Vertical with Conical Cap <input type="checkbox"/> Horizontal <input type="checkbox"/> Goose Neck Downward			
14. Latitude	15. Longitude	16. Horizontal Collection Method	
_____ Decimal Degrees	_____ Decimal Degrees		
17. Source Map Scale Number	18. Horizontal Accuracy Measure		
	Meters		
19. Horizontal Reference Datum Code	20. Reference Point Code		
21A. Bypass Stack Only <input type="checkbox"/> Yes <input type="checkbox"/> No		21B. If yes, operator ID of main stack	



Michigan Department of Environmental Quality - Air Quality Division
Michigan Air Emissions Reporting System (MAERS)

1. INVENTORY YEAR

A-101 ACTIVITY

Authorized under 1994 P.A. 451, as amended. Completion of information is required. Civil and/or criminal penalties possible for providing false information.

GENERAL INSTRUCTIONS: Refer to last year's MAERS forms or summary report for information previously submitted, and complete this form as applicable, with additions or corrections as necessary. For more detailed instructions, refer to the MAERS General Instructions Booklet. This MAERS form is used to report emission unit activities for a specific inventory year. Enter the specific inventory year in field 1.

FORM REFERENCE		
2. Form Type	A-101	3. AQD Source ID (SRN)
		4. Emission Unit (EU) OR Reporting Group (RG) ID

ACTIVITY INFORMATION				<input type="checkbox"/> Change		<input type="checkbox"/> Add	
5. Source Classification Code (SCC)		6. SCC Description			7. Remove from MAERS <input type="checkbox"/> Yes <input type="checkbox"/> No		
SEASONAL MATERIAL USAGE SCHEDULE IF THROUGHPUT IS > 0, THEN SEASONAL PERCENTAGES MUST TOTAL 100%				OPERATING SCHEDULE			
8. WINTER (JAN, FEB & DEC)	9. SPRING (MAR - MAY)	10. SUMMER (JUN - AUG)	11. FALL (SEP - NOV)	12. Hours per Day	13. Days per Week	14. Days per Year	
MATERIAL INFORMATION							
15A. Material Code			15B. Material Throughput			15C. Unit Code	
16. Operator's Material Description							
17. VOC Content (coatings or solvent)				18. Density			
_____ . _____ Weight Percent				_____ . _____ <input type="checkbox"/> lb / gallon <input type="checkbox"/> lb / ft ³			
19. BTUs (fuel)		20. Sulfur Content (fuel)		21. Ash Content (fuel)			
<input type="checkbox"/> lb <input type="checkbox"/> gallon <input type="checkbox"/> ft ³		_____ . _____ Weight Percent		_____ . _____ Weight Percent			

ACTIVITY INFORMATION				<input type="checkbox"/> Change		<input type="checkbox"/> Add	
5. Source Classification Code (SCC)		6. SCC Description			7. Remove from MAERS <input type="checkbox"/> Yes <input type="checkbox"/> No		
SEASONAL MATERIAL USAGE SCHEDULE IF THROUGHPUT IS > 0, THEN SEASONAL PERCENTAGES MUST TOTAL 100%				OPERATING SCHEDULE			
8. WINTER (JAN, FEB & DEC)	9. SPRING (MAR - MAY)	10. SUMMER (JUN - AUG)	11. FALL (SEP - NOV)	12. Hours per Day	13. Days per Week	14. Days per Year	
MATERIAL INFORMATION							
15A. Material Code			15B. Material Throughput			15C. Unit Code	
16. Operator's Material Description							
17. VOC Content (coatings or solvent)				18. Density			
_____ . _____ Weight Percent				_____ . _____ <input type="checkbox"/> lb / gallon <input type="checkbox"/> lb / ft ³			
19. BTUs (fuel)		20. Sulfur Content (fuel)		21. Ash Content (fuel)			
<input type="checkbox"/> lb <input type="checkbox"/> gallon <input type="checkbox"/> ft ³		_____ . _____ Weight Percent		_____ . _____ Weight Percent			



Michigan Department of Environmental Quality - Air Quality Division
 Michigan Air Emissions Reporting System (MAERS)
SP-101 SUPPLEMENTAL PORTABLE

1. INVENTORY YEAR

Authorized under 1994 P.A. 451, as amended. Completion of this form is required for portable sources.

GENERAL INSTRUCTIONS: Refer to last year's MAERS forms or summary report for information previously submitted, and complete this form with additions or corrections as necessary. For more detailed instructions refer to the MAERS General Instructions Booklet. This MAERS form is used to report each activity's throughput percentage by county for portable sources for a specific inventory year. Enter the inventory year for which the portable emission units are being reported in field 1.

FORM REFERENCE	
2. Form Type SP-101	3. AQD Source ID (SRN)

PORTABLE MATERIAL USAGE SCHEDULE		
4. Operator's ID	5. SCC Code	6. Total Material Throughput
7. County Name		8. Percentage of Throughput
7. County Name		8. Percentage of Throughput
7. County Name		8. Percentage of Throughput
7. County Name		8. Percentage of Throughput
7. County Name		8. Percentage of Throughput
7. County Name		8. Percentage of Throughput
7. County Name		8. Percentage of Throughput
7. County Name		8. Percentage of Throughput
7. County Name		8. Percentage of Throughput
TOTALS MUST EQUAL		100%

PORTABLE MATERIAL USAGE SCHEDULE		
4. Operator's ID	5. SCC Code	6. Total Material Throughput
7. County Name		8. Percentage of Throughput
7. County Name		8. Percentage of Throughput
7. County Name		8. Percentage of Throughput
7. County Name		8. Percentage of Throughput
7. County Name		8. Percentage of Throughput
7. County Name		8. Percentage of Throughput
7. County Name		8. Percentage of Throughput
7. County Name		8. Percentage of Throughput
7. County Name		8. Percentage of Throughput
TOTALS MUST EQUAL		100%



Michigan Department of Environmental Quality - Air Quality Division
Michigan Air Emissions Reporting System (MAERS)

1. INVENTORY YEAR

E-101 EMISSIONS

Authorized under 1994 P.A. 451, as amended. Completion of information is required. Civil and/or criminal penalties possible for providing false information.

GENERAL INSTRUCTIONS: Refer to last year's MAERS forms or summary report for information previously submitted, and complete this form as applicable with additions or corrections as necessary. For more detailed instructions refer to the MAERS General Instructions Booklet. This MAERS form is used to report each activity's emissions for a specific inventory year. Enter the specific inventory year in field 1.

FORM REFERENCE			
2. Form Type E-101	3. AQD Source ID (SRN)	4. Emission Unit (EU) OR Reporting Group (RG) ID	
5. Source Classification Code (SCC)		6. Material Code	

EMISSION INFORMATION				<input type="checkbox"/> Change	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	
7A. Pollutant Code		7B. Annual Emissions					
Pounds							
8. Emission Basis		<input type="checkbox"/> CEM	<input type="checkbox"/> Stack Test	<input type="checkbox"/> PEM	<input type="checkbox"/> Mass Balance	<input type="checkbox"/> Tank Model	<input type="checkbox"/> Landfill Model
(Please check one)		<input type="checkbox"/> MAERS Emission Factor		<input type="checkbox"/> Other (Attach Description)			
9A. List Emission Factor	9B. Exponent	9C. Emission Factor Unit Code		10. Control Efficiency			
_____	_____	_____		_____ Weight Percent			
11. Comment							

EMISSION INFORMATION				<input type="checkbox"/> Change	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	
7A. Pollutant Code		7B. Annual Emissions					
Pounds							
8. Emission Basis		<input type="checkbox"/> CEM	<input type="checkbox"/> Stack Test	<input type="checkbox"/> PEM	<input type="checkbox"/> Mass Balance	<input type="checkbox"/> Tank Model	<input type="checkbox"/> Landfill Model
(Please check one)		<input type="checkbox"/> MAERS Emission Factor		<input type="checkbox"/> Other (Attach Description)			
9A. List Emission Factor	9B. Exponent	9C. Emission Factor Unit Code		10. Control Efficiency			
_____	_____	_____		_____ Weight Percent			
11. Comment							

EMISSION INFORMATION				<input type="checkbox"/> Change	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	
7A. Pollutant Code		7B. Annual Emissions					
Pounds							
8. Emission Basis		<input type="checkbox"/> CEM	<input type="checkbox"/> Stack Test	<input type="checkbox"/> PEM	<input type="checkbox"/> Mass Balance	<input type="checkbox"/> Tank Model	<input type="checkbox"/> Landfill Model
(Please check one)		<input type="checkbox"/> MAERS Emission Factor		<input type="checkbox"/> Other (Attach Description)			
9A. List Emission Factor	9B. Exponent	9C. Emission Factor Unit Code		10. Control Efficiency			
_____	_____	_____		_____ Weight Percent			
11. Comment							

EMISSION INFORMATION				<input type="checkbox"/> Change	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	
7A. Pollutant Code		7B. Annual Emissions					
Pounds							
8. Emission Basis		<input type="checkbox"/> CEM	<input type="checkbox"/> Stack Test	<input type="checkbox"/> PEM	<input type="checkbox"/> Mass Balance	<input type="checkbox"/> Tank Model	<input type="checkbox"/> Landfill Model
(Please check one)		<input type="checkbox"/> MAERS Emission Factor		<input type="checkbox"/> Other (Attach Description)			
9A. List Emission Factor	9B. Exponent	9C. Emission Factor Unit Code		10. Control Efficiency			
_____	_____	_____		_____ Weight Percent			
11. Comment							



Michigan Department of Environmental Quality - Air Quality Division
Michigan Air Emissions Reporting System (MAERS)

1. INVENTORY YEAR

SB-101 SUBMIT FORM

(Required Form)

Authorized under 1994 P.A. 451, as amended. Completion of information is required. Civil and/or criminal penalties possible for providing false information.

GENERAL INSTRUCTIONS: Complete this form. For detailed instructions refer to the MAERS General Instructions Booklet. This MAERS form is used to submit a completed MAERS Report for a specific inventory year. Enter the specific inventory year in field 1.

FORM REFERENCE	
2. Form Type SB-101	3. AQD Source ID (SRN)

COMPANY CONTACT'S IDENTIFICATION			
4. Source Name			
5. First Name	6. Last Name	7. Title	
8A. Street Number and Name			
8B. Address Continued			
9. City	10. State	11. Zip Code	
12. E-Mail Address			
13A. Telephone Number ()	13B. Telephone Extension	14. Fax Number ()	
15. Submittal Method <input type="checkbox"/> Web submission <input type="checkbox"/> Paper			16. Amended Submittal <input type="checkbox"/> Yes <input type="checkbox"/> No

COMPANY CONTACT'S SIGNATURE	
Based on information and belief formed after reasonable inquiry, the statements and information in this submittal are true, accurate, and complete.	
17. Signature	18. Date



Michigan Department of Environmental Quality - Air Quality Division
Michigan Air Emissions Reporting System (MAERS)

**RENEWABLE OPERATING PERMIT
REPORT CERTIFICATION**

Authorized by 1994 P.A. 451, as amended. Failure to provide this information may result in civil and/or criminal penalties.

Reports submitted pursuant to R 336.1213 (Rule 213), subrules (3)(c) and/or (4)(c), of Michigan's Renewable Operating Permit (ROP) program must be certified by a responsible official. Additional information regarding the reports and documentation listed below must be kept on file for at least 5 years, as specified in Rule 213(3)(b)(ii), and be made available to the Department of Environmental Quality, Air Quality Division upon request.

Source Name _____ County _____

Source Address _____ City _____

AQD Source ID (SRN) _____ ROP No. _____ ROP Section No. _____

Please check the appropriate box(es):

Annual Compliance Certification (Pursuant to Rule 213(4)(c))

Reporting period (provide inclusive dates): From _____ To _____

1. During the entire reporting period, this source was in compliance with **ALL** terms and conditions contained in the ROP, each term and condition of which is identified and included by this reference. The method(s) used to determine compliance is/are the method(s) specified in the ROP.

2. During the entire reporting period this source was in compliance with all terms and conditions contained in the ROP, each term and condition of which is identified and included by this reference, **EXCEPT** for the deviations identified on the enclosed deviation report(s). The method used to determine compliance for each term and condition is the method specified in the ROP, unless otherwise indicated and described on the enclosed deviation report(s).

Semi-Annual (or More Frequent) Report Certification (Pursuant to Rule 213(3)(c))

Reporting period (provide inclusive dates): From _____ To _____

1. During the entire reporting period, **ALL** monitoring and associated recordkeeping requirements in the ROP were met and no deviations from these requirements or any other terms or conditions occurred.

2. During the entire reporting period, all monitoring and associated recordkeeping requirements in the ROP were met and no deviations from these requirements or any other terms or conditions occurred, **EXCEPT** for the deviations identified on the enclosed deviation report(s).

Other Report Certification

Reporting period (provide inclusive dates): From _____ To _____

Additional monitoring reports or other applicable documents required by the ROP are attached as described:

I certify that, based on information and belief formed after reasonable inquiry, the statements and information in this report and the supporting enclosures are true, accurate and complete

Name of Responsible Official (print or type) _____ Title _____ Phone Number _____

Signature of Responsible Official _____ Date _____

* Photocopy this form as needed.

