Michigan Air Emissions Reporting System (MAERS)

Frequently Asked Questions

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MAESRS LOG IN AND REGISTRATION

1. How do I register in MAERS?
From the MAERS homepage (http://maers.state.mi.us/facility) click on "Self-Registration." Instructions for self registration, including online an online tutorial, can be found by clicking on the "contact MAERS" link in the upper right corner then clicking on "MAERS Support Resources."

2. I registered in MAERS last year. Do I need to register again?
No. Once you are registered in MAERS you do not need to register again. The user name and password that was provided to you is still valid. See question 8 if you forgot your username and/or password.

3. How do I change our facility's primary preparer?
It depends:

- If the person that would like to be the new primary preparer is NOT already registered in MAERS under a different role, then go to "Self-Registration" and register as a primary preparer. You will need to mail in the signature agreement form. When the Air Quality Division (AQD) receives this form they may contact you to verify that the primary preparer you have selected will be replacing the previous primary preparer.

- If the person that would like to be the new primary preparer is already registered in MAERS under a different Role (e.g. secondary preparer), then see question 4.

4. How do I change my Role in MAERS (e.g. I was previously registered as a secondary preparer but now would like to be a primary preparer)?
It depends:

- If you would like to change your role to primary preparer: Complete the signature agreement form. Include a note indicating that that you are now the new primary preparer and if you know who it is, identify the previous primary preparer that you are replacing.

- If you are currently a primary preparer and would like to change your role to a different type of preparer (e.g., secondary preparer, consultant), then send a note to infomaers@michigan.gov.

Indicate the new role you would like to take on. If you know who the new primary preparer will be include their name.

5. **I registered as a primary preparer, but cannot log in using the password that was sent to me. What do I do?**
   You will not be granted access to your account until the Air Quality Division receives and approves your e-signature agreement form. You should receive an e-mail from the AQD within 48 hours of submitting your form indication that you now have access to the account as a primary preparer. You will not be able to access your account until you receive that e-mail.

6. **I am registered as a primary preparer, and have logged into my account but do not see my facility's MAERS report, why?**
   - If you are logging in prior to January 15 the MAERS report may not have been posted yet. Check back later.
   - If you are logging in after January 15, send an e-mail to infomaers@michigan.gov.

7. **I am registered as a secondary preparer but cannot access a MAERS report under the MAERS report tab.**
   - If you are logging in prior to January 15 the MAERS report may not have been posted yet. Check back later.
   - If you are logging in after January 15, then it may be because the primary preparer for the facility has not yet associated you with the source. Contact the primary preparer for the source. Instructions and a tutorial for associating users to a source can be found available on the MAERS Support web site. From the MAERS home page click on "Contact MAERS."

8. **I forgot my username and/or password. How do I find it?**
   If you just forgot your password, but know your user name, from the MAERS Home page click on "Forgot Password." You will need to enter your username and e-mail address. A new password will be sent to you via e-mail. If you cannot remember your username or the e-mail address under which you registered send an e-mail to infomaers@michigan.gov or call the Environmental Assistance Center at (800) 662-9278.

9. **I changed my password but it doesn't work when I use it to log into MAERS.**
   Users can change their password in MAERS under the "My Account" tab. When you do this an e-mail will be sent to you indicating that your password has been changed. However, if you try to log on immediately after, you will not be able to because the system server has not updated yet. Log out and then try again. If it still does not work then send an e-mail to infomaers@michigan.gov. In the mean time, you should still be able to log in using your old password.

SOURCE FORM

10. **How do I determine the location coordinates for my facility if it covers a large area?**
    The location coordinates provided must be within the facility boundaries. There are no requirements as to where the reading must be taken; however, it is probably best to give the coordinates as close to the center of the facility as possible. In the MAERS web portal under the MAERS Report tab and the Source form there are a "Get Lat/Lon" and a "Map by Lat/Long" button to help determining the location coordinates for the facility.

11. Where can I find the proper North American Industrial Classification System (NAICS) code for my facility?
Access the NAICS lookup Utility by clicking on the magnifying glass under next to the NAICS field. Follow the steps to identify your sources NAICS Code.

STACK FORM

12. If I do not report a stack, do I still need to report the emissions coming from the stack?
Yes, assuming the emissions come from a reportable emission unit. Emissions are reported at the emission unit level and not the stack level. If you do not report a stack because emissions fall below the stack reporting thresholds identified in the SV-101 Instructions & Examples, you still have to account for those emissions. Therefore, even though you do not report a stack, you do report the emission unit that is connected to the stack and all associated emissions.

Note, it is highly recommended that facilities subject to the ROP program report all stacks with applicable requirements. Stacks with applicable requirements must be reported in the ROP renewal application. If these stacks are reported in MAERS you will not have to include the stack information with your ROP renewal application.

EMISSION UNIT FORM

13. What emission units must be included in MAERS?
Refer to page 32 of the MAERS User Guide and Workbook. The workbook can be accessed on the MAERS Support web site. From the MAERS home page click on “Contact MAERS.”

14. My facility has a collection of space heaters covered under an opt-out permit. Can the collection of space heaters be reported under one emission unit? These space heaters must be reported in MAERS not because they are found in the Rule 201 Exemption List on the Emissions Unit Instructions but because they are in a permit to install.
Yes. Simply be certain to fully describe the equipment in the "Operator's Emission Unit Description" field.

15. If I have multiple emission units that meet one of the Rule 201 Exemption List criterion on Emissions Unit Instructions do I have report them individually?
No. In general, if you have several Rule 201 exempt emission units that must be reported in MAERS, they can be reported together as long as they have similar rated capacities and all units are subject to an identical state or federal regulation (see exception below). It is acceptable to report multiple pieces of equipment (such as space heaters) as one emission unit when the equipment is listed in the Rule 201 Exemption List on Emissions Unit Instructions and there is an aggregate throughput threshold for reporting to MAERS. Be certain to fully describe the equipment on the "Operator's Emission Unit Description" field.

Note: Emissions from other Rule 201 exempt emission units having common activities may be combined and reported at the Reporting Group level.

However, sometimes it may not be a good idea to combine them together. For example, some facilities are tempted to aggregate boilers found in Rule 282(b) into one emission unit. Some of

these boilers could be subject to a federal standard (New Source Performance Standard (NSPS) Subpart DC), and if so, they should be in an individual (separate) emission unit.

16. Rule 285(r)(iv) exempts "cleaning" On the Emissions Unit Instructions implies that this refers to cold cleaners. This seems to conflict with the exemption found in Rule 281(h). For example if I have cold cleaners that have air/vapor interfaces exceeding ten square feet whose total throughput is less than 1000 gallons per year, do I have to include them in my MAERS report?

Both Rule 285(r)(iv) and Rule 281(h) exempt cold cleaners. Rule 281(h) only applies to cold cleaners with an air/vapor interface less than ten square feet. Since your cold cleaners have an air/vapor interface greater than ten square feet, they are exempt under Rule 285(r)(iv) and not Rule 281(h). However, as explained in the Emissions Unit Instructions, your cold cleaners would only have to be reported if together they used more than 1000 gallons of cleaner in a year. Since their total throughput was less than 1000 gallons, you do not have to include them in your MAERS report. However, per the above discussion, if the cold cleaners are located at a facility subject to the ROP program, emissions from the cold cleaners should be reported.

17. Since we don't have to report toxic emissions, do I need to include my chrome-plating tanks in my MAERS report?

Emission units, including chrome-plating tanks, have to be reported to MAERS in accordance with the answer to the first question in this section. Although you do not have to report toxic emissions, criteria pollutant emissions, such as VOCs and particulate matter have to be reported in MAERS. The emission calculation fact sheet for electroplating operations states under the emission factor table that hexavalent chromium emissions may be reported to MAERS, however, they are not required to be reported.

Under the "Who Must File" heading of the MAERS Introduction, the instructions clearly state that sources are required to file an annual report for each location with source emissions for criteria pollutants. Criteria pollutants are identified under the "Definitions" heading in the MAERS Introductions.

18. I'm an ROP facility and I have a grandfathered emission unit below the 10% significant levels in Rule 278, do they need to be included in MAERS?

A grandfathered emission unit is an emission unit that was installed before August 15, 1967 , that is not covered by a permit exemption in Rules 279-290, and that was never modified, reconstructed, or relocated after August 15, 1967. All grandfathered emission units must be included in MAERS.

If the emission unit was installed prior to August 15, 1967 but is covered by one of the permit exemptions and is not excluded from exemption per Rule 278, then it is not considered a grandfathered emission unit with respect to MAERS. This emission unit should be included in MAERS if it meets any of the following: It is located at an ROP subject facility; Its emissions exceed 10% of the significant thresholds; or, it is identified in and meets the criteria in the Rule 201 Exemption List found in the Emissions Unit Instructions.

19. Are there any changes in the Rule 201 Exemption List (Emission Unit Instructions) from last year?

No. The Rule 201 Exemption list is the same as it was last year.

20. The only emission unit at our facility is a boiler that is subject to NSPS Subpart Dc. We are required to submit a MAERS report, but our boiler is Rule 201 exempt and does not have to be included in MAERS (i.e., it is not listed in the Rule 201 Exemption List found in the Emission Unit Instructions). What forms do we fill out to complete our MAERS report?
Complete the Source and Contact Forms.

REPORTING GROUP FORM

21. What is the difference between a flexible group and a reporting group?
A flexible group is used in the renewable operating permit (ROP) program to combine two or more emission units that have common or identical requirements.

A reporting group is used in MAERS to combine two or more emission units with identical activities (SCC's) to simplify reporting emissions for these emission units. Sometimes, but not always, it makes sense to create a reporting group in MAERS for the emission units comprising a flexible group in the ROP.

22. Can I make a reporting group containing a coating booth with a permit to install and a coating booth that is exempt under Rule 287(c)?
Yes, as long as both coating lines have the same SCC.

ACTIVITY AND EMISSIONS FORM

23. Many SCC's have a capacity stated in a range. Should I use the equipment's design capacity or my operating rate to select the proper SCC?
Use the design capacity and not the typical operating rate when selecting your SCC.

24. I understand that I should only provide one material description per SCC. If I have a coating line that uses numerous water-based and solvent-based coatings, should I add the gallons of water-based and solvent-based paints together and report the sum for the material throughput and provide the weighted average of all of these coatings for the VOC content and density on the A-101 form?
No. Since there is an SCC for water-based paints and an SCC for solvent-based paints, report each SCC separately. All of the various water-based paints should be totaled and entered for the material throughput. For the VOC content and density fields, enter the weighted average of the water-based paints. Follow the same procedure for the solvent-based paints.

25. If the SCC corresponds to paint manufacturing, do I need to fill out the VOC content and density fields on the Activity Form?
You will not get errors for not completing the VOC content and density fields on the Activity Form for paint manufacturing.

26. When using mass balance to calculate VOC emission from coating booth, why is it necessary to provide an accurate weighted average of the density and VOC content of the coatings?

An accurate density and VOC content helps the Air Quality Division ensure that the reported emissions are accurate. In addition, the Air Quality Division is required to report density and VOC content of coatings to the U.S. Environmental Protection Agency (EPA).

27. If my emission unit only emits chlorine, do I have to complete an Emissions form since these are toxic emissions and not particulate matter or VOCs?

Even though your emission unit only emits chlorine, you still have to complete an Emissions form. You are not required to report toxic emissions, so you do not have to report your chlorine emissions. However, you do have to report at least one criteria pollutant. Therefore, you still report either particulate matter or VOC on the Emissions form and report the emissions as zero.

Under the "Who Must File" heading (MAERS Introductions), the instructions clearly state that sources are required to file an annual report for each location with source emissions for criteria pollutants. Criteria pollutants are identified under the "Definitions" heading in the Introductions. Currently, reporting of toxic emissions in MAERS is voluntary.

28. How old can my stack test data be?

More important than the age of the test are the following: results should be from the most recent test; the test must have been conducted in accordance with U.S. EPA protocols; and the test must have been conducted under conditions which represent current operations. A test meeting these criteria will be acceptable as the basis for reporting to MAERS.

SUBMITTING MAERS REPORT

29. Where can I find my PIN or the Answer to the security questions?

This information can be found under the “My Account” tab.

30. Why don’t I see the submittal authorization tab when I click the “Submit” link?

You are not registered as a Primary Preparer for the source. Only Primary Preparers have the authority to submit the MAERS report and they are the only ones that will have access to the “Submittal Authorization” tab.

31. Why do I get errors when I run the completeness check before I start working on this year's data?

You will get errors before you start working on the database because some information must be entered this year even though it was entered last year. The material throughput on the Activity form and all Emissions forms have to be completed because the Air Quality Division does not carry these values forward from year to year. Also, any new field requirements since the last MAERS submittal (such as the Supplemental Portable form for portable sources) will need to be addressed.

32. Can I submit data that contains errors?

MAERS will not allow you to submit your data if any required data is missing. These errors will appear in "red" on your browser screen. You can submit your data that is error flagged in "yellow" text if not corrected. If you submit a MAERS Report with errors that can be fixed, the Air Quality Division may send the database back and have you correct the errors.

OTHER

33. If a new owner takes over a facility midway through the reporting year, who should file the MAERS report and who should pay the fees?

The new owner is responsible for filing the MAERS report and paying the applicable fees to the Air Quality Division.

34. How do I Print Reports from MAERS?

Various Reports can be accessed under Report Management in MAERS. Once the report you want to print is displayed you can export it to a PDF document by selecting “Acrobat (PDF) file” from the export drop down menu, then click on the “Export” link, which should be highlighted in blue. After the PDF version of the report has been created you can print it or save it.

35. Do I have to report fugitive emissions?

Guidance on when to report fugitive emission is available at www.michigan.gov/air (click on “Emissions,” “Emissions Reporting,” then “Frequently Asked Questions.”