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2011 MICHIGAN AIR EMISSIONS REPORTING SYSTEM (MAERS)

GENERAL FORM INFORMATION

FORMS DESCRIPTION

The MAERS Source Summary Report contains all of the activity information reported. When a report is first accessed in the MAERS web based system, most of the previous year's summary report information is in the database. All information from the E-101 Emissions form, the Material Throughput from the A-101 Activity form, and the counties and percentages from the 2011 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.

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.

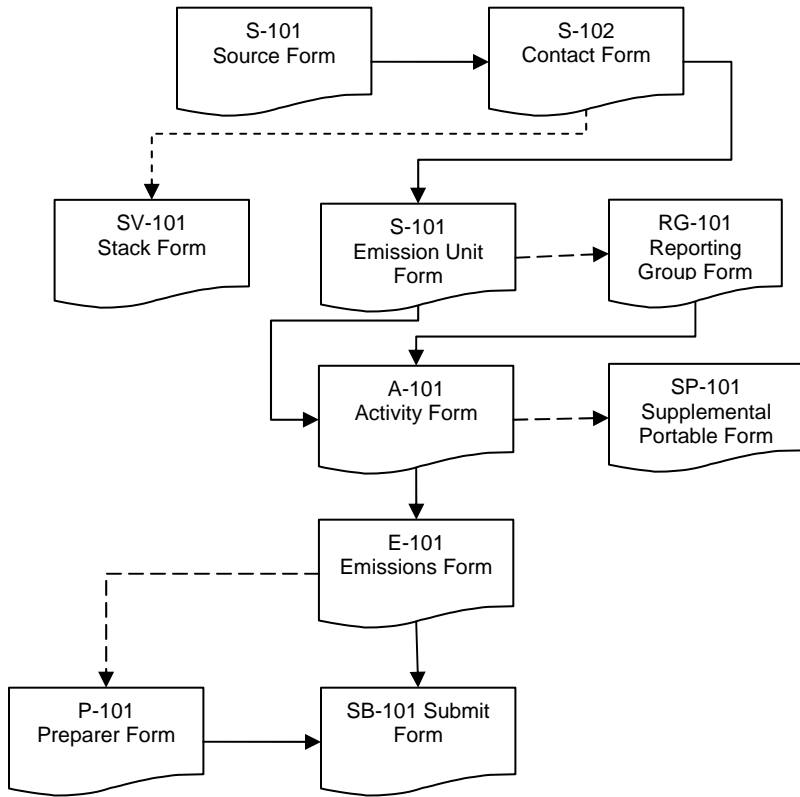
FORM ORDER

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. Note: Portables sources should use the address of the home office on the source 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 Emission 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 3 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

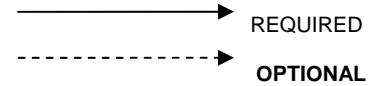
Process Information

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

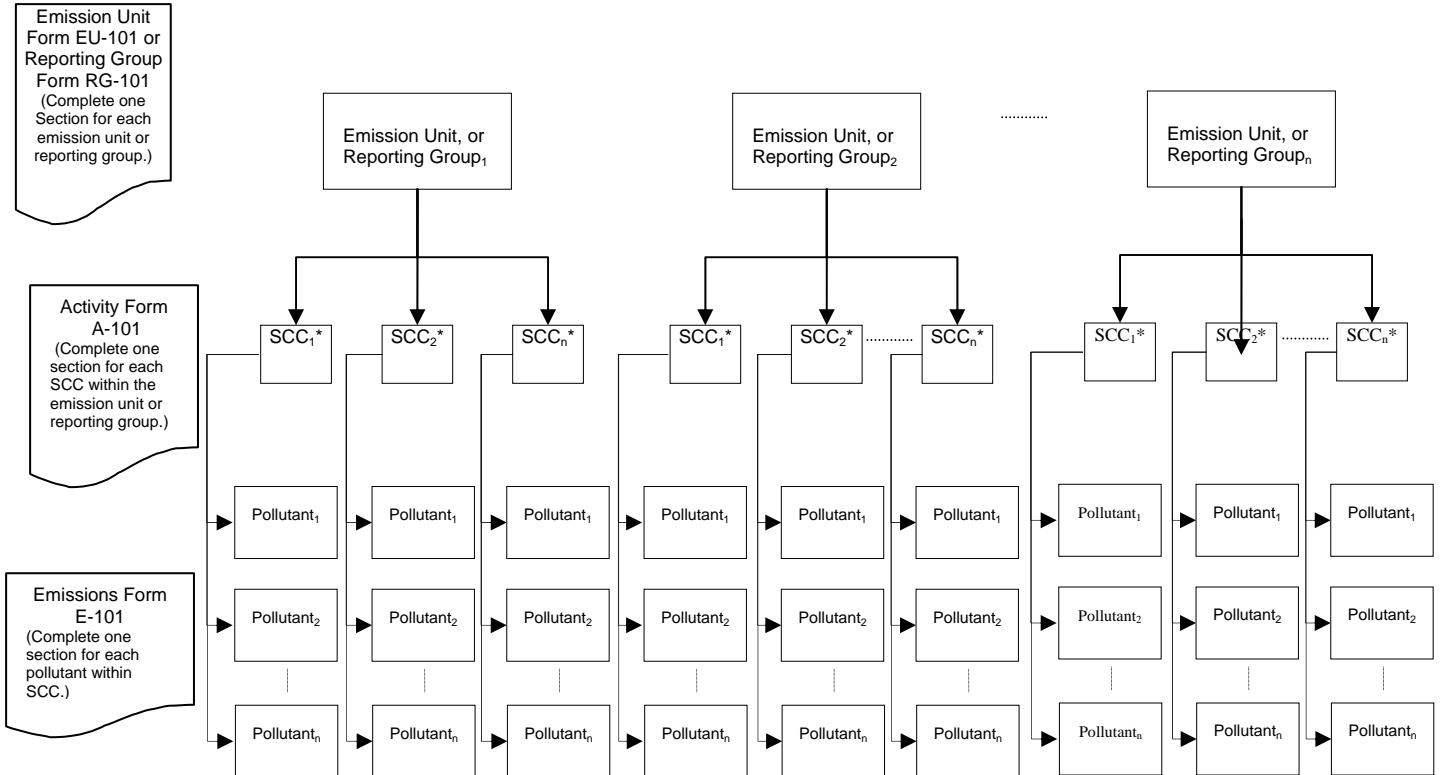
Emissions Information

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

Operator Information and Certification



EXPANDED EMISSION UNIT, ACTIVITY AND POLLUTANT FORM FLOW CHART



GENERAL INSTRUCTIONS FOR THE COMPLETION OF ALL FORMS

Most fields are prefilled in MAERS from the previous year's submittal. The Material Throughput field (Field 15B on the A-101 Activity form), and all Emissions information, (Field 7A-10 on the E-101 Emissions form) must be entered. **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. The database is now pulling this information from the most current EPA tables and replacing these fields with the new Material and Unit Code. Before entering the Material Throughput information, verify that you are reporting in the Material and Unit Code required for that SCC, which are automatically filled in on the A-101 form. In some cases, the A-101 Material and Unit Codes may be blank and these codes will need to be chosen from the drop-down lists. 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 electronic 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 in the database or on the forms. Certain fields are required for referential integrity. These fields are noted in the following instructions for individual forms with (REQUIRED) boldly noted behind the field name. Maintain a copy of electronic submittals/reports for future reference.

**NEED
HELP?**

MAERS 2011 workshops are available. Register for the training at 800-662-9278 or via the web at <http://www.michigan.gov/deqair/workshops>

USING THE MAERS WEB BASED SYSTEM:

The MAERS web based application can be accessed at <http://www.deq.state.mi.us/MAERSFacility>. 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 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.

NOTE: The MAERS web based 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. Make any changes on the blank forms located in the Form Instruction, Examples and Blank Forms guide. If you need a copy of the past year's data, contact your district office (Submittal Instructions, Map and Table I guide).

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