



Rick Snyder, Governor
Dan Wyant, Director

Michigan Department of Environmental Quality
Air Quality Division

2011 MICHIGAN AIR EMISSIONS REPORTING SYSTEM (MAERS) SUBMITTAL INSTRUCTIONS, MAP AND TABLE I

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/air (select "Clean Air Assistance").

Run completeness check and correct all errors. Contact your district office via e-mail or phone (see Table I, page 2), if unable to resolve the errors. Follow the instructions in the MAERS Help or the MAERS User Guide and 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 on our website), 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 of the Paper Reporting Instructions Guide. (Keep a copy of all forms for future reference.)
2. Mail the following to the DEQ district office using Table I, page 2 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 on our website www.michigan.gov/air or in the MAERS General Instructions and Forms 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.

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 : grmaers@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>