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Michigan Department of Environmental Quality
Air Quality Division

MICHIGAN AIR EMISSIONS REPORTING SYSTEM (MAERS)

S-101 SOURCE FORM INSTRUCTIONS AND EXAMPLE

INVENTORY YEAR

1. **Inventory Year** – Enter the specific inventory year. The inventory year is the time period the source is required to track and report emissions inventory. Example - 2011 is the inventory year for the 2011 MAERS report, which is due March 15, 2012.

FORM REFERENCE SECTION:

2. **Form Type - (S-101)** DEQ Air Quality reference identification for the form.
3. **AQD Source ID (SRN) – (Required)** - AQD Source ID (SRN) is where the SRN must be entered. This number is also called a State Registration Number (SRN).

SOURCE IDENTIFICATION SECTION:

4. **Source Name – (Required)** Enter the company name.
5. **North American Industrial Classification System (NAICS) Code** –Enter the **6 digit** NAICS code that best describes the major product or service produced as your primary code. Refer to the link available on our website www.michigan.gov/deqair; go to “Emissions”, “Emissions Reporting”, and then “MAERS Support Resources”, under Reference Tables.
6. **Portable** - Indicate if this source is portable.
- 7.A-B **Street Number and Name** - Enter the address of the source where the equipment is located. DO NOT use a post office box number. For portables, use the address where the main office is located.
8. **County** - Enter the county name where the source is located.

9. **City** - Enter the city name where the source is located.
10. **ZIP Code** - Enter the zip code. The zip code must represent the city where the source is located.

Field 11 through Field 17. (Portable sources should leave these fields blank.)
The tables for several of the fields are listed below. New sources can obtain latitude and longitude location information via USGS maps, GPS, or from websites such as Microsoft Terraserver www.terraservert.microsoft.com, Google Earth <http://earth.google.com/index.html>, or the U.S. EPA TRI Facility Siting Tool www.epa.gov/tri/report/siting_tool/index.htm.

11. **Latitude** – Enter the Latitude in decimal degrees.
12. **Longitude** – Enter the Longitude in decimal degrees.
13. **Horizontal Collection Method** – Enter the collection method used to determine the LAT/LONGS listed above. Horizontal Collection table is listed below. A helpful hint is to assume that they were originally determined by code 001, which indicates “Geographic coordinate determination method based on address matching house number”. **If using the TRI siting tool, select code 030 for this field. If using the Google Earth or Terraserver, select 007 or 027.** If using a hand-held global positioning system (GPS) unit, there are GPS collection methods (codes 012-017) available.

HORIZONTAL COLLECTION METHOD CODE	HORIZONTAL COLLECTION METHOD CODE DESCRIPTION
001	The geographic coordinate determination method based on address matching-house number.
002	The geographic coordinate determination method based on address matching-block face.
003	The geographic coordinate determination method based on address matching-street centerline.
004	The geographic coordinate determination method based on address matching-nearest intersection
005	The geographic coordinate determination method based on address matching-primary name.
006	The geographic coordinate determination method based on address matching-digitized.
007	The geographic coordinate determination method based on address matching-other.
008	The geographic coordinate determination method based on census block-1990-centroid.
009	The geographic coordinate determination method based on census/group-1990-centroid.
010	The geographic coordinate determination method based on census/tract-1990-centroid.
011	The geographic coordinate determination method based on census-other.
012	The geographic coordinate determination method based on GPS carrier phase static relative positioning technique.
013	The geographic coordinate determination method based on GPS carrier phase kinematic relative positioning technique.
014	The geographic coordinate determination method based on GPS code measurements (pseudo range) differential (DGPS).
015	The geographic coordinate determination method based on GPS code measurements (pseudo range) precise positioning service.
016	The geographic coordinate determination method based on GPS code measurements (pseudo range) standard positioning service (SA Off).
017	The geographic coordinate determination method based on GPS code measurements (pseudo range) standard positioning service (SA On).

HORIZONTAL COLLECTION METHOD CODE	HORIZONTAL COLLECTION METHOD CODE DESCRIPTION
018	The geographic coordinate determination method based on interpolation-map.
019	The geographic coordinate determination method based on interpolation-photo.
020	The geographic coordinate determination method based on interpolation-satellite.
021	The geographic coordinate determination method based on interpolation-other.
022	The geographic coordinate determination method based on Loran C.
023	The geographic coordinate determination method based on public land survey quarter of a section.
024	The geographic coordinate determination method based on public land survey section.
025	The geographic coordinate determination method based on classical surveying techniques.
026	The geographic coordinate determination method based on zipcode-centroid.
027	The information is not known.
028	Global Positioning Method, with unspecified parameters.
029	GPS Code Measurements (pseudo range) Standard Positioning Service Corrected using Canadian Active Control System.
030	The geographic coordinate determination method is based on a digital map source (TIGER).
031	The geographic coordinate determination method uses SPOT (Système Probatoire d
032	The geographic coordinate determination method is based on the use of a Multi-Spectral Scanner (MSS).
033	The geographic coordinate determination method is based on the use of a Thematic Mapper (TM).
034	The geographic coordinate determination method is based on a public land survey, an eighth of a section.
035	The geographic coordinate determination method is based on a public land survey, a sixteenth of a section.
036	The geographic coordinate determination method is based on a public land survey footing.
037	The center of an area defined by the 5-digit ZIP code and its 4-digit geographic segment extension.
038	The center of an area defined by the 5-digit ZIP code and its 2-digit geographic segment extension.

- 14. Source Map Scale Number** – Enter the scale of the map used. Only required if code 018, which indicates the Horizontal Collection Method was determined by an interpolation map.
- 15. Horizontal Accuracy Measure** – Enter the accuracy measure of the collection method and report in meters, based on the map or GPS used. **If using any of the websites listed on page 2, enter 25 meters.**
- 16. Horizontal Reference Datum Code** – Enter the Datum Code used to determine the LAT/LONGS. This code should be listed in the instruction booklet from the GPS. **If using any of the websites listed previously, enter code 002.** See table below.

HORIZONTAL REFERENCE DATUM CODE	HORIZONTAL REFERENCE DATUM CODE DESCRIPTION
001	North American Datum of 1927
002	North American Datum of 1983
003	World Geodetic System of 1984

17. **Reference Point Code** – Choose the option that best describes where these LAT/LONGS were taken. For instance, if using code 001 in Field 13 above, which indicated matching house address, reference point code 101 “Entrance of a facility or station” may be used. If using a GPS, wherever you were standing when reading the GPS, such as code 102 “Center of a facility or station” may be selected. Table listed below.

REFERENCE POINT CODE	REFERENCE POINT CODE DESCRIPTION
101	Entrance point of a facility or station.
102	Center of a facility or station.
103	Facility/monitoring site boundary point.
104	Point where substance enters facility/monitoring site (can be inside or outside of a facility/site).
105	Point where substance is processed, treated, settled, or stored.
106	Point where a substance is released.
107	Point where a substance is monitored.
108	Points not represented by 101-107.

18. **Number of Employees** - Enter the average number of people employed at this location.
19. **Principal Product** - Enter the principal product produced at the source (e.g., "Large Appliances").
20. **Employer Federal Identification Number** - Enter the source’s Federal Employer Identification Number. **Do not use Social Security Numbers.** For accounting purposes, the Federal Employer Identification Number is required. This number is usually obtained from your payroll office.

OWNER INFORMATION SECTION:

20. **Owner Name** - Enter the name of owner (i.e., “Joe Schwartz”) or parent/holding company (e.g., “Ford Motor Co.”).
- 21A.-25. **Mailing Address (Street Number and Name or P.O. Box)** - If the owner address is identical to the source address (Fields 7 through 10) leave this mailing address (Fields 21 through 25) blank. If the owner address is different than the source address, complete Fields 21A through 25. Fill out name and address exactly the way it should appear on all correspondence.

The Office of Environmental Assistance is available to help with MAERS related questions and can be contacted by calling the Environmental Assistance Center at (800) 662-9278 or on the Internet at www.michigan.gov/deqair (select “Clean Air Assistance”).



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

S-101 SOURCE

1. INVENTORY YEAR
2011

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) A1234

SOURCE IDENTIFICATION		<input type="checkbox"/> Change	<input type="checkbox"/> Add
4. Source Name Sample Corp			
5. NAICS Code 336360	6. Portable <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
7A. Street Number and Name (where emission unit(s) is located) 555 W. Main St.			
7B. Address Continued			
8. County Ingham	9. City Lansing	10. Zip Code 48933	
11. Latitude 42.45362145 Decimal Degrees	12. Longitude -83.12578356 Decimal Degrees	13. Horizontal Collection Method 001	
14. Source Map Scale Number	15. Horizontal Accuracy Measure 100 Meters		
16. Horizontal Reference Datum Code 002	17. Reference Point Code 101		
18. Principal Product Metal Widgets	19. Number of Employees 40		
20. Employer Federal Identification Number 38-1234567			

OWNER INFORMATION		<input type="checkbox"/> Change	<input type="checkbox"/> Add
20. Owner Name Joe Schwartz			
21A. Mailing Address (Street Number and Name or P.O. Box) 553 W. Main St.			
21B. Address Continued			
22. City Lansing	23. State/Province MI	24. Country USA	25. Zip or Postal Code 48933