



Rick Snyder, Governor
Dan Wyant, Director

Michigan Department of Environmental Quality
Air Quality Division

MICHIGAN AIR EMISSIONS REPORTING SYSTEM (MAERS)

S-102 CONTACT FORM INSTRUCTIONS AND EXAMPLE

FORM REFERENCE SECTION:

1. **Inventory Year** – the inventory year is the time period the facility is required to report emission inventory. Example: 2011 is the inventory year for the 2011 MAERS report, which is due March 15, 2012.
2. **Form Type** - 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).

EMISSION INVENTORY CONTACT INFORMATION SECTION:

A contact must be identified for Emission Inventory and must be a source contact, not a consultant, law firm, etc. The e-mail address for the Emission Inventory Contact is REQUIRED. This will be the e-mail address where all future MAERS correspondence/mailings will be sent. If an e-mail address is not available, enter NA and a paper mailing will be sent for future years.

- 4-14. **Contact Information** - Enter the name, title, mailing address, telephone number including extension and fax number, and e-mail address (REQUIRED). List the company name only if it is different than the source name on the S-101 Source form. You should only enter changes to this form.

FEE INVOICE CONTACT INFORMATION SECTION: *Fee subject sources must complete this area. This address is where all invoices will be sent for payment processing.*

15-25 Contact Information - Enter the name, title, mailing address, telephone number including extension and fax number, and e-mail address (REQUIRED). List the company name only if it is different than the source name on the S-101 Source form.

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)

1. INVENTORY YEAR

2011

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) A1234

EMISSION INVENTORY CONTACT INFORMATION		<input type="checkbox"/> Change	<input type="checkbox"/> Add
4. Contact First Name, Middle Initial Jane C.	5. Contact Last Name Doe	6. Contact Title Environmental Coordinator	
7A. Mailing Address (Street Number and Name or P.O. Box) 553 W. Main St.			
7B. Address Continued P.O. Box 234			
8. City Lansing	9. State/Province MI	10. Country USA	11. Zip or Postal Code 48933
12. E-Mail Address (if available) janedoe@xyz.com			
13A. Telephone Number (517) 555-3333	13B. Telephone Extension 13	14. Fax Number (517) 333-4444	

FEE INVOICE CONTACT INFORMATION <i>(Fee Subject Facilities Only)</i>		<input type="checkbox"/> Change	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
15. Contact First Name, Middle Initial Jane C.	16. Contact Last Name Doe	17. Contact Title Environmental Coordinator		
18A. Mailing Address (Street Number and Name or P.O. Box) 553 W. Main St.				
18B. Address Continued P.O. Box 234				
19. City Lansing	20. State/Province MI	21. Country USA	22. Zip or Postal Code 48933	
23. E-Mail Address (if available) janedoe@xyz.com				
24A. Telephone Number (517) 555-3333	24B. Telephone Extension 13	25. Fax Number (517) 555-4444		