



Rick Snyder, Governor
Dan Wyant, Director

Michigan Department of Environmental Quality
Air Quality Division

MICHIGAN AIR EMISSIONS REPORTING SYSTEM (MAERS)

SB-101 SUBMIT FORM INSTRUCTIONS AND EXAMPLE

This form is required for all paper submittals and for web submissions done by consultants where the company doesn't have internet access. Sources will no longer be allowed to have multiple persons sign the report. However, you will have the ability to identify others that contributed to the MAERS report on a separate optional form called the P-101 Preparer form. For district addresses, please refer to Submittal Instructions, Map and Table I guide. The MAERS report package will not be processed by DEQ-AQD until this form is received. Retain a copy for your records.

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), signed by the source's Responsible Official. This is necessary to fully comply with the general conditions of the ROP.

INVENTORY YEAR

1. **Inventory Year – (Required)** the year in which the emission activities took place. (Example: 2011 is the inventory year for the 2011 MAERS report, which is due March 15, 2012.)

FORM REFERENCE SECTION:

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).

PRIMARY PREPARER IDENTIFICATION:

4. **Source Name – (Required)** Enter the source name from the S-101 Source form.
- 5-14. **Primary Preparer Information** - Enter the Primary Preparer's name, mailing address, telephone number including extension and fax number, and e-mail address (enter NA if no email address). List the company name only if it is different than the source name on the S-101 Source form.
15. **Submittal Method** - Select the appropriate submittal method.
16. **Amended Submittal** – Select “Yes” if submitting an amended submittal; contact the appropriate district office for instructions on submitting amended submittals. See the Map or Table 1 for district contact information.

SIGNATURE:

17. **Signature** - The Primary Preparer signature box is to certify the submitted package. This package will be returned if not signed.
18. **Date** - Date Signed.



Michigan Department of Environmental Quality - Air Quality Division
Michigan Air Emissions Reporting System (MAERS)
SB-101 SUBMIT FORM

1. INVENTORY YEAR

(Required Form)

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: Complete this form. For detailed instructions refer to the MAERS General Instructions Booklet. This MAERS form is used to submit a completed MAERS Report for a specific inventory year. Enter the specific inventory year in field 1.

FORM REFERENCE	
2. Form Type SB-101	3. AQD Source ID (SRN) Z9999

COMPANY CONTACT'S IDENTIFICATION			<input checked="" type="checkbox"/> Change	<input type="checkbox"/> Add
4. Source Name Sample Corp				
5. First Name Joe	6. Last Name Sample	7. Title Manager		
8A. Street Number and Name 555 W. Main Street				
8B. Address Continued				
9. City Lansing	10. State MI	11. Zip Code 48933		
12. E-Mail Address joes@samplecorp.com				
13A. Telephone Number (517) 555-5555	13B. Telephone Extension 123	14. Fax Number ()		
15. Submittal Method <input type="checkbox"/> Web submission <input checked="" type="checkbox"/> Paper			16. Amended Submittal <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

COMPANY CONTACT'S SIGNATURE	
Based on information and belief formed after reasonable inquiry, the statements and information in this submittal are true, accurate, and complete.	
17. Signature <i>Joe Sample</i>	18. Date March 10, 2012