

MAERS

Review Webinar

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Webinar Set Up

- * **All lines will be muted.**
- * **Questions can be sent to us via the question box.**
- * **We will attempt to record webinar.**

Materials

* Quick Guide

* FAQ

* Workbook

Michigan Air Emissions Reporting System (MAERS) User Quick Guide

1. Log in. Go to <http://maers.state.mi.us/facility>.
2. Check MAERS Report Status. Under the MAERS Report tab the screen will list all the reports

Michigan Department of Natural Resources and Environment, Air Quality Division

Michigan Air Emissions Reporting System (MAERS) Frequently Asked Questions

• MAERS Log In and Registration	1
• Source Form	2
• Stack Form	3
• Emission Unit Form	3
• Reporting Group Form	5
• Activity and Emissions Form	5
• Submitting MAERS Report	6
• Other	7

MAERS LOG IN AND REGISTRATION

1. How do I register in MAERS?
From the MAERS homepage (<http://maers.state.mi.us/facility>) click on "Self-Registration." [Instructions](#) for self registration, including online an online [tutorial](#), can be found by clicking on the "contact MAERS" link in the upper right corner then clicking on "MAERS Support Resources."
2. I registered in MAERS last year. Do I need to register again?
No. Once you are registered in MAERS you do not need to register again. The user name and password that was provided to you is still valid. See question 8 if you forgot your username and/or password.
3. How do I change our facility's primary preparer?
It depends:
 - If the person that would like to be the new primary preparer is NOT already registered in MAERS under a different role, then go to "Self-Registration" and register as a primary preparer. You will need to mail in the signature agreement form. When the Air Quality Division (AQD) receives this form they may contact you to verify that the primary preparer you have selected will be replacing the previous primary preparer.
 - If the person that would like to be the new primary preparer is already registered in MAERS under a different Role (e.g. secondary preparer), then see question 4.

Today's Goal

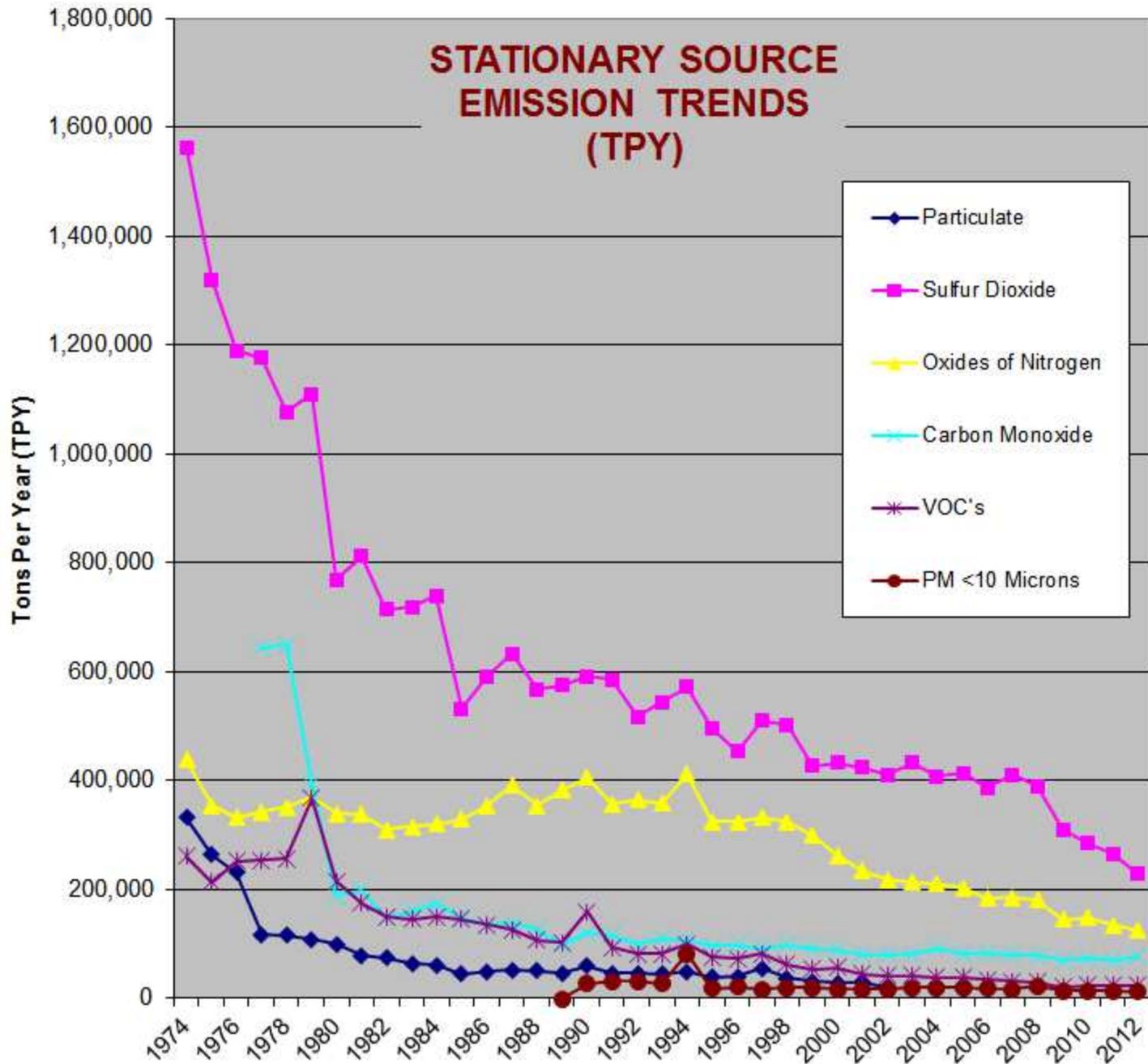
- 1. Provide a broad overview of MAERS functions.**
- 2. Provide access to tools that will improve your MAERS experience.**

Agenda

- * **How MAERS Works**
- * **Log into system**
- * **Navigation/Tools**
- * **Form Completion Highlights**
- * **Submittal**
- * **Frequently Asked Questions**

Why MAERS?

- * Overall Inventory
- * Identify Program Needs
- * Assess Program Effectiveness
- * Permitting
- * Fees



How Does MAERS Work?

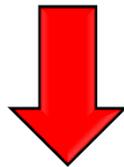


How Does MAERS Work?

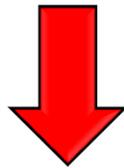
- * **Notifications sent to sources in January**
- * **Primary Preparers log in to MAERS (or register if new to MAERS)**
- * **PP assigns additional users to source**
- * **PP and associated users complete MAERS Report**
- * **MAERS Report Submitted to DEQ by March 16.**

How Does MAERS Work?

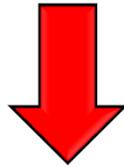
Material Throughput



Emission Factor



Control Efficiency



Emissions (pollutant specific)

Registration

* If you are already registered and do not want to change your information, you do NOT register again.

* User Name

* Password

* If you need to change your information

* FAQ

* infomaers@michigan.gov

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3. How do I change our facility's primary preparer?

It depends:

- If the person that would like to be the new primary preparer is NOT already registered in MAERS under a different role, then go to "Self-Registration" and register as a primary preparer. You will need to mail in the signature agreement form. When the Air Quality Division (AQD) receives this form they may contact you to verify that the primary preparer you have selected will be replacing the previous primary preparer.
- If the person that would like to be the new primary preparer is already registered in MAERS under a different Role (e.g. secondary preparer), then see question 4.

4. How do I change my Role in MAERS (e.g. I was previously registered as a secondary preparer but now would like to be a primary preparer)?

It depends:

- If you would like to change your role to primary preparer: Complete the signature agreement form. Include a note indicating that that you are now the new primary preparer and if you know who it is, identify the previous primary preparer that you are replacing.
- If you are currently a primary preparer and would like to change your role to a different type of preparer (e.g., secondary preparer, consultant), then send a note to infomaers@michigan.gov.

MAERS Roles

**Primary Preparer (submits/coordinates
submittal)**

Secondary Preparer

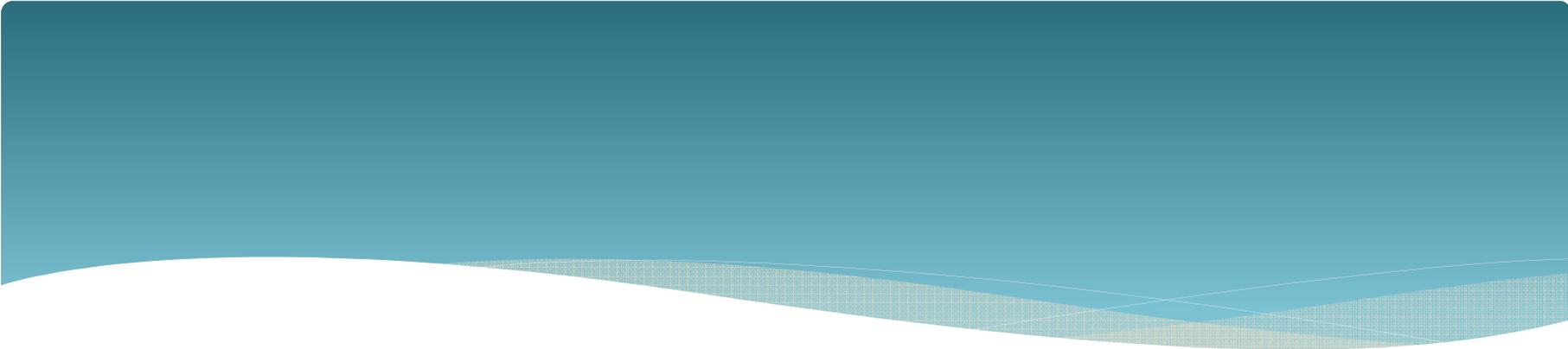
Consultant

Reviewer

Registration

Tools

- * **Registration Instructions and Tutorial**
- * **Adding users to a MAERS account
Instructions and Tutorial**
- * **FAQ document**



Reports



Frequently Asked Questions



Resources

- * **MAERS Assistance Website - Click on “contact MAERS”**
- * **Infomaers@michigan.gov**
- * **Report Issue/Comment Function**
- * **Environmental Assistance Center 800-662-9278**
- * **District Inspector**

Upcoming Events

Intro to MAERS Workshops

- * 2/10 - University Center at M-Tech, Gaylord
- * 2/24 - Eberhard Center at GVSU, Grand Rapids
- * 2/26 - MSU Management Education Center,
Troy
- * 3/5 - Lansing Community College West,
Lansing

Evaluation

- * **An evaluation will be e-mailed to you following the workshop.**
- * **Notified of recording**