

GENERAL INFORMATION

AUTHORITY

The annual emission inventory report is required by the administrative rules of the Michigan Department of Environmental Quality (MDEQ). This authority is granted by Article II: Pollution Control, Chapter 1, Point Source Pollution Control, Part 55 of PA 451 of 1994, of the Natural Resources and Environmental Protection Act. Section 182 (a) (3) (B) of the Clean Air Act requires the development of an emission statement program by each state containing an Ozone Non-Attainment area. Also, a person who knowingly falsifies a report or fails to respond is guilty of a misdemeanor. This is punishable by a fine of not more than \$10,000 per day and imprisonment for not more than one year, for each violation. Therefore, by providing an annual emissions inventory report, a person certifies to the truth and accuracy based on belief, and to administrative completeness of the submittal by the deadline.

WHO MUST FILE

Manufacturing, commercial, and institutional establishments are required to file an annual report for each location with source emissions of criteria pollutants. This is required per Rule 336.202 and as outlined in the Air Quality Division (AQD) Policy and Procedure AQD-013. Renewable Operating Permit (ROP) facilities, and those facilities that have opted out of the ROP program, are also required to report. Reporting should be in accordance with these general instructions and any supplemental instructions available for a specific industrial sector.

REPORTING PERIOD

Information is to be provided for the previous calendar year. This will require reporting of actual data for the period January 1 to December 31. If records of actual data are not available, estimates based on information and belief formed after reasonable inquiry are acceptable. Reports are due by March 15.

REPORTING REQUIREMENTS FOR FUGITIVE AND OTHER NON-STACK EMISSIONS

The requirement to report annual emissions includes fugitive and other non-stack emissions, as well as emissions from releases where the emissions are quantifiable. Some examples of specific instances where fugitive emissions must be reported are as follows:

- A source operates an emission unit with a permit or emission standard which regulates fugitive emissions.
- A source is listed in a specific source category identified as having fugitive emissions under the definition of potential to emit (Rule 116(n)).*
- A source reports fugitive emissions to the Toxic Release Inventory.*

Further information on fugitive emissions may be obtained from the following EPA websites:
 To search by source category go to <https://www.epa.gov/air-emissions-factors-and-quantification/ap-42-compilation-air-emission-factors>

To search by emission type, go to <http://www.epa.gov/ttnchie1/le/>

To identify processes with fugitive emissions, select a document of interest on these websites. Select “find” while using the term “fugitive” for the specific emission type or source category.

Fugitive, non-stack, and release emissions must be considered when determining if a company is required to report emissions as specified in AQD Policy and Procedure AQD-013** (described in the Reporting Thresholds table below). These emissions must also be included when determining whether to report emissions from exempt processes or process equipment under Rule 212(7).

Please note that the AQD may require reporting of a specific air contaminant if such reporting is considered by the MDEQ as necessary (and is specifically requested by the MDEQ) for the proper management of the air resources (Rule 2).

* For exempt processes referenced in Rule 212(7), reporting is required if the process is subject to a process-specific emission limitation or standard OR if the total emissions from the process exceed 10% of the significance levels***, as described in the following table.

REPORTING THRESHOLDS

Pollutant	** AQD Policy and Procedure Thresholds (per facility)	*** Rule 212(7) “10% of significant thresholds (per process), for fee-subject emissions from specified exempt processes
Carbon monoxide	100 tons/year	10 tons/year
Nitrogen oxides	40 tons/year	4 tons/year
Sulfur dioxide	40 tons/year	4 tons/year
PM	25 tons/year	2.5 tons/year
PM-10	15 tons/year	1.5 tons/year
VOCs	10 tons/year	4 tons/year
Lead	0.5 tons/year	0.05 tons/year

REPORTING OPTIONS

The Michigan Air Emissions Reporting System (MAERS) is a web based application that allows emissions inventory information to be electronically entered and submitted to the AQD. To access the MAERS, users can register at <http://maers.state.mi.us/facility>. Please visit www.michigan.gov/deqmaers for additional instructions on registering and completing the MAERS Report.

For sources without internet access, paper forms are available. The paper forms require the identical information that the electronic forms require.

BENEFITS OF FILING ELECTRONICALLY

- Majority of data is prefilled.
- Review of “MAERS Report Site Map” enables an overall view of forms.
- More accurate way to submit data (fewer typographical errors).
- Use of *Completeness Checker* improves accuracy and assures that the submittal is acceptable.
- Electronic tools to assist sources such as emissions calculator, utility reports, etc.
- Paper copies of reports and forms can be printed for future use.
- Faster submittal.

PAPER FORMS

- Paper forms and instructions can be accessed at the [MAERS website](#) or you can request the forms and instructions be emailed or mailed to you. Email InfoMAERS@michigan.gov or call 800-662-9278.
- Copies of your previously submitted paper reports can be requested by contacting the appropriate AQD District Office.
- Paper forms are submitted to the appropriate AQD District Office.

REFERENCE MATERIALS

To access reference materials, go to www.michigan.gov/deqmaers. If you are unable to access the information, please contact your AQD District Office. Some of the documents are listed below:

MAERS User Guide
Frequently Asked Questions
Before you Begin – Checklist and Tips
Pollutant/Material/Unit Codes
Source Classification Codes
MAERS Emission Factors

Emission Calculator Guidance
MAERS Video Tutorials
Workshop and Webinar Information
Laws and Rules
NAICS Codes
Reference Point Codes