



Michigan Department Of Environmental Quality - Air Quality Division

ELECTRONIC SIGNATURE AGREEMENT
MICHIGAN AIR EMISSIONS REPORTING SYSTEM (MAERS)

In order to become the Primary Preparer and receive a Personal Identification Number (PIN) for submittal of your facility's emission inventory (EI) Report, you must print the Electronic Signature Agreement form (this form), sign it, and return the form to the Michigan Department of Environmental Quality (DEQ). Once the Electronic Signature Agreement form is received, DEQ personnel will review your application and approve your Primary Preparer account as appropriate.

I, _____, {name of Authorized individual}

- Have created a MAERS user account.
• Understand that this Electronic Signature Agreement allows me to submit an electronic Emission Inventory (EI) Report to the Michigan Department of Environmental Quality's (DEQ) approved electronic report receiving system, Michigan Air Emissions Reporting System (MAERS), in lieu of a paper submission.
• Agree to the use of a Personal Identification Number (PIN) as my electronic signature.
• Agree that I will review the content of all electronic submissions in MAERS prior to submission.
• Understand and agree that I will be legally bound and be responsible for my use of an electronic signature as I would be using my handwritten signature.
• Understand that I will have an opportunity to review the EI Report submitted in a human-readable format prior to submission.
• Understand that the DEQ may contact the facility official to verify the MAERS Authorized Individual's proper authority.
• Am directly employed by the regulated entity(ies) identified below and am authorized by the regulated entity(ies) to sign and submit the emission reports (MAERS Authorized Individual).
• Agree to retain a copy of this signed agreement as long as I continue to act as the MAERS Authorized Individual for the regulated entity(ies) shown below:

List of Facilities table with columns: Regulated Entity, Address and City, SRN. Includes instruction: List additional regulated entities on the back of this form, as necessary.

This form must be signed and dated by the MAERS Authorized Individual. Fields: Printed Name of Authorized Individual, Title, E-mail address, Signature of MAERS Authorized Individual, Date.

Please mail the original signed Electronic Signature Agreement form to:

U.S. Mail
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
MAERS ADMINISTRATOR
AIR QUALITY DIVISION
PO BOX 30260
LANSING MI 48909-7760

Express Mail
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
MAERS ADMINISTRATOR
AIR QUALITY DIVISION
525 W. ALLEGAN, 2ND FLOOR SOUTH
LANSING, MI 48933

A scanned copy can be e-mailed to INFOMAERS@michigan.gov or faxed to 517-241-7499 to expedite the process; however the original hardcopy signed agreement must still be sent to the MAERS Administrator.