

**Liquid Industrial By-Products EQP-1602 Instructions**

1. The new form is an Adobe Acrobat document. If you do not have Adobe Acrobat Reader, you can download it from <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html> at no charge.
  - a. Select "Download now" for Acrobat Reader DC
  - b. In the next webpage, at the left side, uncheck the option to **Install the Acrobat Reader Chrome Extension** if you do not want that extension.
  - c. At the right side, select **Install now.**
  - d. It will install automatically on your computer, and update it if needed.
2. The form follows this set of instructions and can additionally be found at EGLE's webpage for [Liquid Industrial By-Products \(LIB\) Reporting](#) by selecting the "EQP1602 Form" and saving it to a file location on your computer where you can find it.
3. At your computer, open the copy of the EQP1602 Form that you saved locally.
4. At the top of the form, fill in the facility and contact information.
5. Enter the reporting year this report is being submitted for. Typically the previous year.
6. Enter LIB information below, starting with the Waste Types-Common column, using drop down boxes. Click on the small triangle in the little box, and select one of the options.
7. For columns without drop down boxes, type the appropriate information.
8. Please use the second page if you need more lines.
9. When completed, save the document. It would be helpful if you included your Site ID as part of the filename.
10. Create an e-mail to [EGLE-Part-121-Reporting@michigan.gov](mailto:EGLE-Part-121-Reporting@michigan.gov) and attach the filled-out form, and send it to the EGLE-Part-121-Reporting mailbox.

If you have questions, please contact Krista Hettich via e-mail at [HettichK@Michigan.gov](mailto:HettichK@Michigan.gov) or call 269-370-8527.