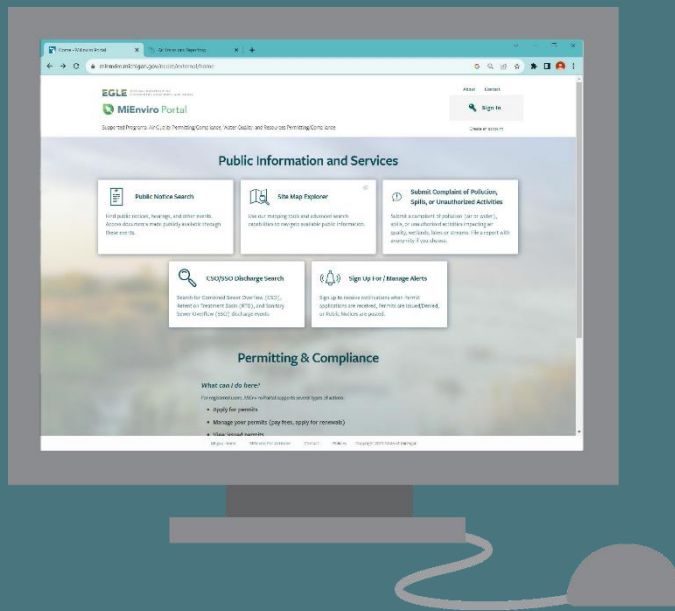




MiEnviro Portal

Air Program COMPLIANCE USER GUIDE



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

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1 Introduction

Overview of MiEnviro Portal

The Michigan Department of Great Lakes, Environment, and Energy (EGLE), Air Quality Division (AQD) is utilizing MiEnviro Portal (MiEnviro) for electronic notifications, permitting, dry cleaning licenses, emissions reporting, and compliance information.

MiEnviro Portal Resources and Contact Information

This guide and other resources can be found at Michigan.gov/MiEnviroPortal. For AQD-specific assistance, please contact EGLE-Air-MiEnviro@Michigan.gov or call 800-662-9278.

EGLE MiEnviro Portal Website

This site provides an overview of the divisions that utilize MiEnviro in addition to the AQD and provides answers to frequently asked questions. You can access the MiEnviro website at Michigan.gov/EGLE/maps-data/MiEnviroPortal.

Contact Email for MiEnviro

The AQD maintains the EGLE-Air-MiEnviro@Michigan.gov email to accept, track and administer MiEnviro related correspondence. Facilities should use this email whenever they need assistance.

2 System Requirements - Browser Information

Participating users must be able to access MiEnviro. The performance of MiEnviro will vary based on the computer's internet connection speed, central processing unit, operating system, and available memory.

EGLE recommends the following system and browser configuration:

- Broadband Internet Connection or higher
- Pentium II processor or higher
- Microsoft Windows XP or higher
- 256 MB of RAM or higher
- The latest version internet browser.
- Turn off auto-fill settings on your browser.
- Do not log into the system more than once in the same browser.
- Clear the cache in your browser if you are experiencing issues.

3 Accessing Public Information and Services

Access the portal at MiEnviro.Michigan.gov and you will see the screen shown below (Figure 3-1).

Public users may use some features of MiEnviro without creating a user account. The options for users who do not have a user account are listed under **Public Information and Services**.



Figure 3-1 – Public Information

Public Notice Search

Users can view all current public notices, or search for a specific one. Search for a specific site by entering data into the filter fields. To comment on a public notice, click the View/Submit Comment button to the right of the public notice. See Figure 3-2. Documents associated with the public notice can be viewed and comments may be submitted by clicking Add Comment.

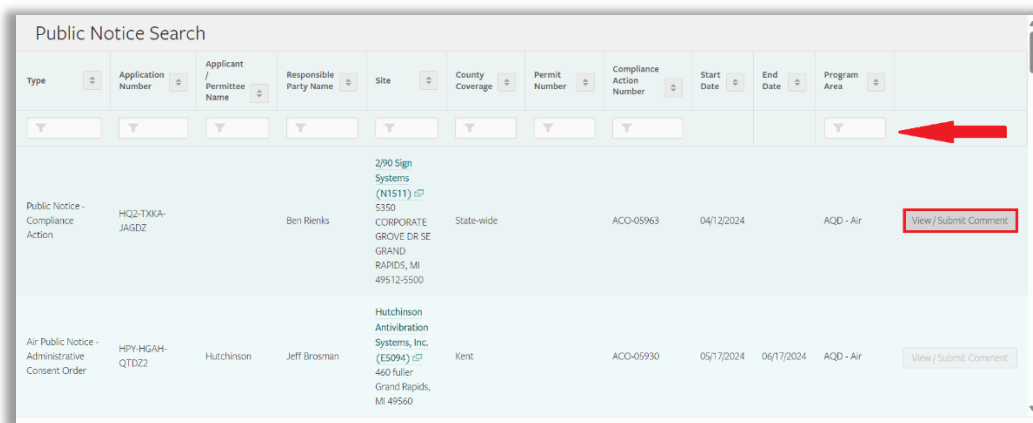


Figure 3-2 View/Submit Comment

Click the **Add Comment** tab at the top/middle. See Figure 3-3 below. At a minimum, you must complete the required fields before you can submit. Required fields are marked with a red dot.

Click Submit at the lower left after your complete the form. The form has two boxes for attachments. Click, drag and drop your documents or click Choose Files and select documents from your computer.

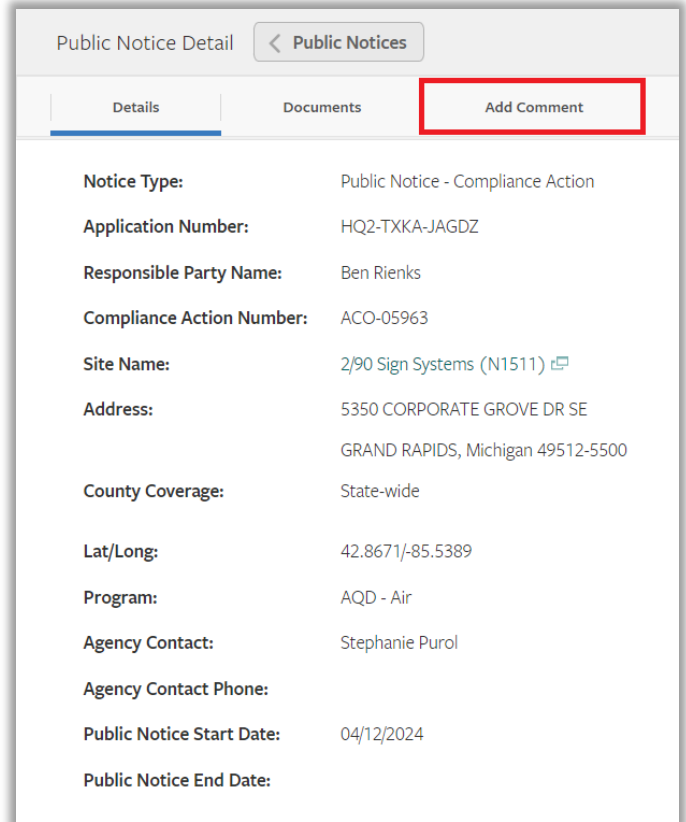


Figure 3-3 Add Comment Tab

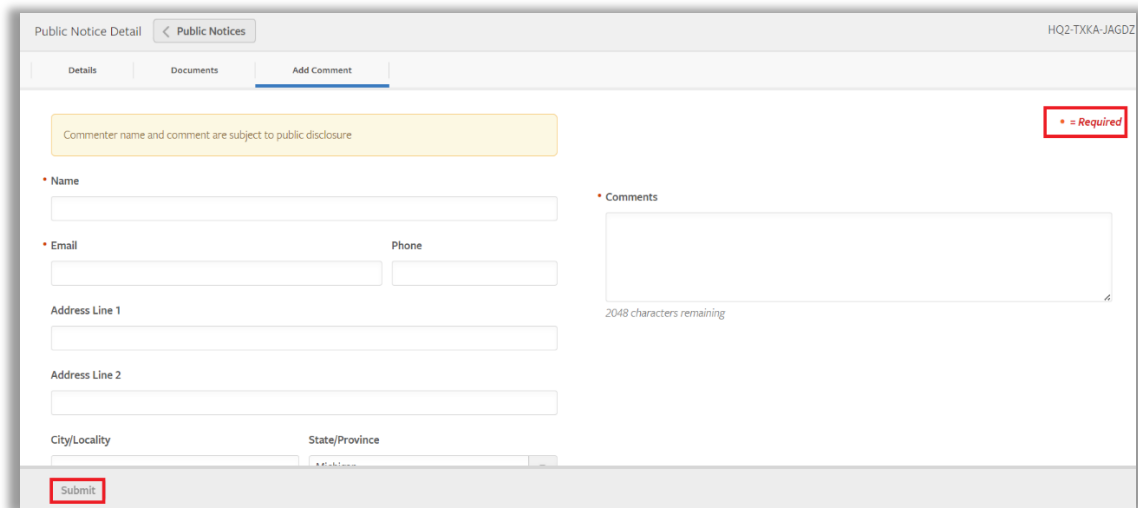


Figure 3-4 Required fields and Submit button

The system will briefly display a message thanking you for submitting your comment and the data on the form will go away.

NESHAP Asbestos Notification Search

Information about asbestos notifications submitted to EGLE.

Site Map Explorer

This is an interactive map for the State of Michigan that displays where permitted sites are located. Users can enter a variety of criteria to search for a specific site or see sites within a specific area.

Beachguard

Information on Michigan beaches.

Submit Complaint of Pollution, Spills, or Unauthorized Activities

Provides the ability to file a complaint online.

CSO/SSO Discharge Search

Provides information on combined Sewer Overflow/Separate Sewer Overflow discharge.

Air Toxics Screening Level

Search regulated air pollutants for information on Initial Threshold/Initial Risk screening levels, as well as those chemicals that are under review and open for public comments about their screening levels and how they were derived.

Sign Up For/Manage Alerts

Sign up to receive notifications when permit applications are received, issued, and denied. Also, to receive notifications when Public Notices are posted.

4 Accessing MiEnviro for Business

To apply for permits or dry-cleaning licenses, pay fees, apply for permit renewals, view issued permits, submit reports required by your permit, submit compliance notifications, view email notifications, or review evaluations (site inspections), you will need to create a user account.

Go to MiEnviro.Michigan.gov to get started. Shared accounts are not authorized within MiEnviro. User accounts must represent an individual and cannot be transferred to another person.

Users who need to access site data already saved in MiEnviro will need to create a user account, then contact the Site Administrator to access site data. To access existing site data, see [Authorized Users](#) in Section 6 *Navigating the System*.

Accessing an existing site

An existing site is a company/site that has done business with the AQD such as having an air Permit to Install.

Access to a site is provided on a per site basis. Sites may have as many users access their site as needed. There are three types of access. See [Authorized Users](#) in Section 6 *Navigating the System*.

In addition to gaining access to a site, if a direct employee of a site needs to submit equipment forms, permit applications and reports, they must be certified to submit. Dry Cleaning and asbestos related business do not require a user to be certified.

- Getting certified to submit for a site is done on a per site basis.
- If you are already certified to submit for a site doing water business, email EGLE-Air-MiEnviro@michigan.gov to request to be certified for the exact same site for air business.

1. Establish a user account (access to the system)
2. Contact the Administrator for a site to provide you with access to the site
3. If there is not an Administrator, email EGLE-Air-MiEnviro@michigan.gov
4. Mail a Certifier Agreement form (become certified to submit).

New Sites (not yet established with AQD)

1. Establish a user account (access to the system).
2. If you are not sure if a site is registered in the system, contact the AQD.
3. For new sites that need to submit a new permit application, access and submit a New Air Site Request form first. Submitting the New Air Site Request form partially creates a new site in the system. You must wait until the AQD emails you before starting any additional applications for the site.

5 Create a User Account

Step 1: Click on **Create an account**.

Step 2: Fill in the required data.

- a. First Name and Last Name
- b. Email address – this must be unique. Enter the email address and then enter again to confirm. They are case sensitive.
- c. Enter the password in the Password field and re-enter it in the Confirm Password field. Passwords must be 8 characters with at least one number, one special character such as !, @, #, one upper case letter, and one lower case letter. Passwords expire every 90 days.
- d. Enter the phone number the AQD should call to contact you.
- e. Enter your organization or Company Name.

Step 3: Click **Create Account** – The pop-up window (Figure 5-1) will state your account has been created.

Step 4: Check your email for a MiEnviro email message. If the message doesn't appear in your inbox, check your junk email folder.

- a. The email will provide your username and a link. Your username is the email address you used for your account.
- b. **Click the link to activate your account.** You will see a pop-up window that states “Account Activated.” (Figure 5-2.)
- c. Click on **Sign In** on the pop-up window to log into MiEnviro or go to the home page and click on **Sign in**.
- d. Enter your username (email address) and password, then press “Enter.”

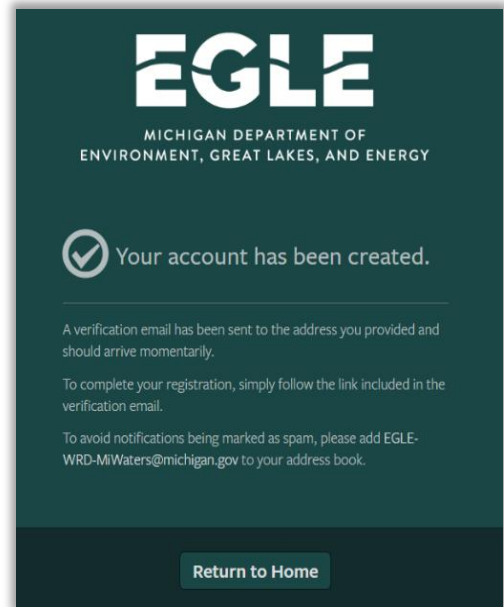


Figure 5-1 – Account Created

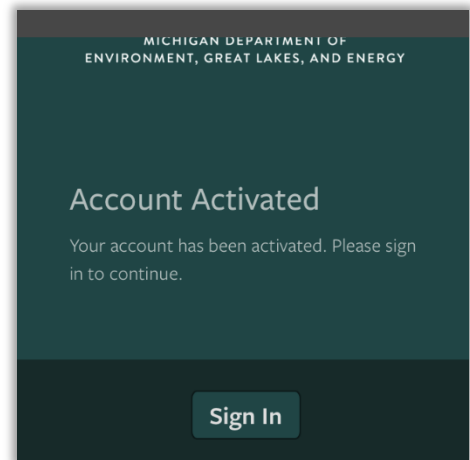


Figure 5-2 – Account Activated

Step 5: First time logging in after the account is activated: the system will prompt you to select and answer five security questions. The security questions will not appear on subsequent log-ins.

Set up Security Questions

Select and answer five security questions. If you forget the answers to your security questions, email EGLE-Air-MiEnviro@michigan.gov to request they be reset. You will be asked to verify your identity.

Subsequent log ins

After you have created a user account, any time you log in you will click on **Sign In** on the log in screen.

A rectangular button with a white background and a thin grey border, containing the text "Sign In" in a dark grey font.A rectangular button with a dark teal background and a thin white border, containing the text "Create Account" in a white font.

Email Address Changes

Send an email request to EGLE-Air-MiEnviro@Michigan.gov including your registered account email, your new email, and the reason for the change. The system will send an email to both email addresses when the change has occurred. **If you changed employers, you'll need to create a new user account with the new email.**

Locked Account

Three failed attempts to log in will lock your user account. Contact EGLE-Air-MiEnviro@Michigan.gov to have your account unlocked.

Certifier Access

After a person has a user account **and** access to a site, if you are a direct employee of the company/site, you will need to become certified to submit.

Most applications and compliance reports require a user to be certified to submit. Dry Cleaning and Asbestos Notification applications do not require a user to have certifier rights. To become a Certifier, mail the Certifier Agreement form to the address listed on the form. The form is on the Signing Authority tab in the user profile (your initials in the upper right corner) or on the **Authorized Users** screen. See [Authorized Users](#) in Section 6 *Navigating the System* for more information. The original form with wet ink signatures must be mailed to EGLE for processing. EGLE cannot accept electronic versions of the form. It can take up to two weeks to receive and process the form.

6 Navigating the System

Getting Started

This screen only displays when the user doesn't have access to any sites.

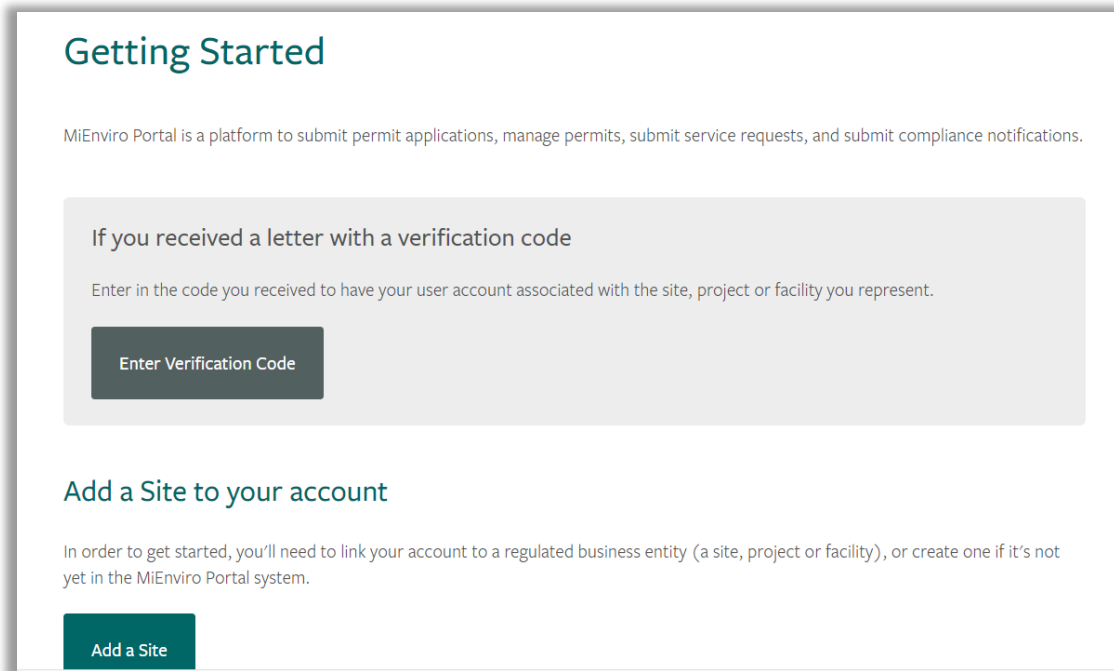


Figure 6-1 – Verification Code

Enter Verification Code

The AQD does not use verification codes. Contact the Administrator for the site. The Administrator is someone who works for the company/site.

Add a Site to your Account

This button provides two options. If you aren't sure if a site is registered with the AQD, email EGLE-Air-MiEnviro@michigan.gov.

1. ***It has been registered with EGLE*** – This is a site that is already in the MiEnviro system. This includes sites with permits, dry cleaning licenses and submittals for asbestos. This may also include dry cleaning sites without licenses. **This option will direct you to contact the Administrator. The Administrator will authorize you access to a site.**
2. ***It has never been registered with EGLE*** – This is a site that has never been permitted, licensed, inspected, or submitted anything to EGLE. Selecting this option will take you to **Start a New Form**. Completing and submitting an application/form adds a site to the system. As the person who submits the application, you become the Administrator for the site. Users who are applying for a permit for a site that has never been registered must **first submit the New Air Site Request Form**.

Welcome Screen

This is the landing screen upon logging into the system. First time users or new sites will see less options prior to submitting an application, form, report or registering a site. After you complete a submittal, more options will automatically be available upon subsequent log-ins.

If you have more than one site associated with your user account, the screen will show **(All)** with a triangle or down arrow. Search for a specific site by entering the name in the **Filter items** box.

1. Click the down arrow to see a list of your sites and click on the site you want to work on or view. See Figure 6-2.
2. Click on **Manage** to view a list of your sites with more information. You can choose to hide or show your sites in the list under **(All)**. The hide/show function can also be accessed by clicking on the display name at the top right corner, which is your User Profile.

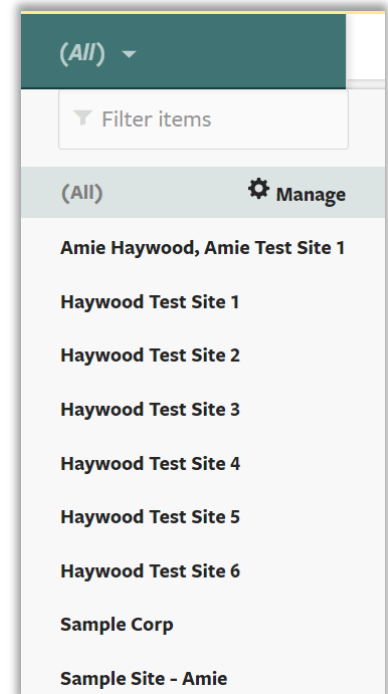


Figure 6-2 – (All) options

Home

Once you have added a site to your account, the Home screen is the landing screen upon logging in if you don't have any items on your Dashboard.

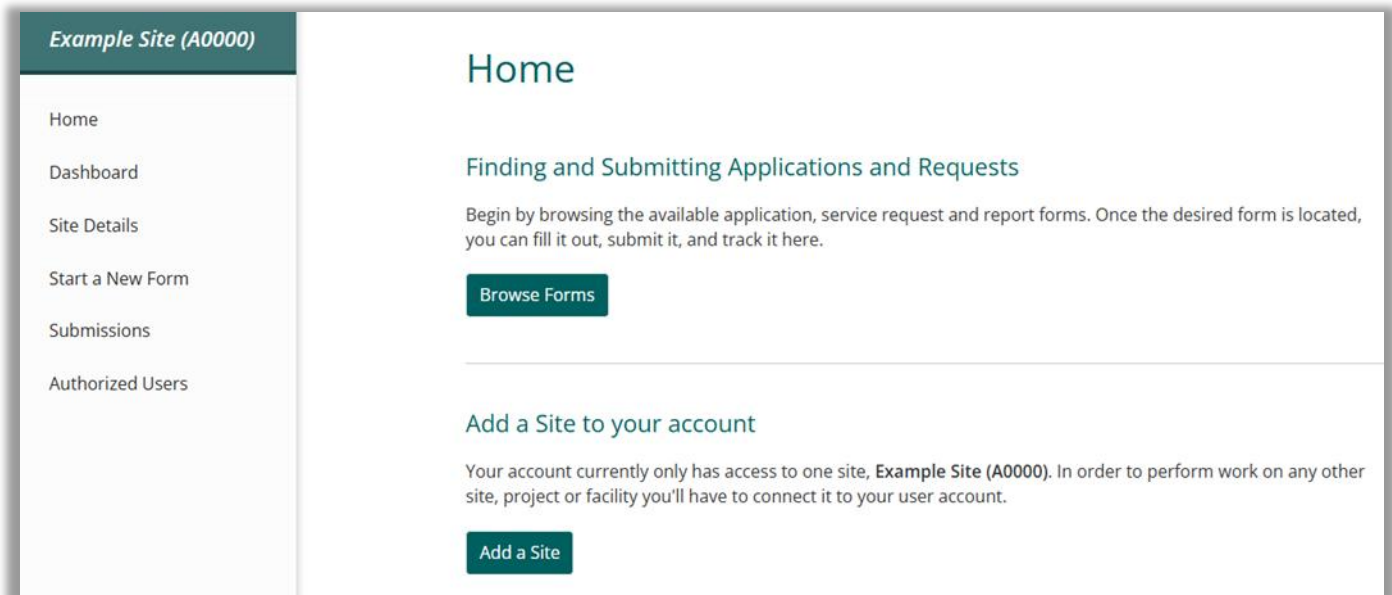


Figure 6-3 – Home, Browse Forms, Add a Site

Browse Forms

Once you are linked to a site, the additional option of **Browse Forms** becomes available on the Home screen. This button provides the same functions as **Start a New Form** on the left. Search for applications and forms by scrolling or entering key words in search or filter fields. See Figure 6-3.

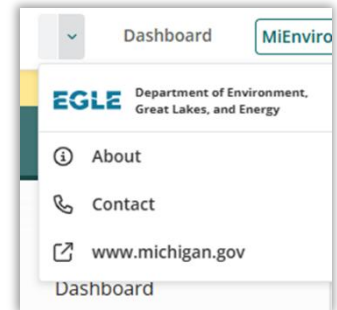
Top Left Dropdown

Click the dropdown to display options

About – Access MiEnviro Portal webpage

Contact – Access contact emails for asking questions about MiEnviro

MI.govHome – Access the State of Michigan Webpage



Dashboard

The dashboard provides a list of active work items. Some examples of what appears on the dashboard are any draft submissions (also accessible on the Submissions tab), outstanding invoices, compliance reports, etc. If there are items on the Dashboard, it will be the landing screen upon logging in.

- When a site user has access to more than one site, the site selection box displays (All).
- When the site selection box is set at (All), the Dashboard will display items for all the sites you have access to.
- Select a specific site to view/access only items for that site.

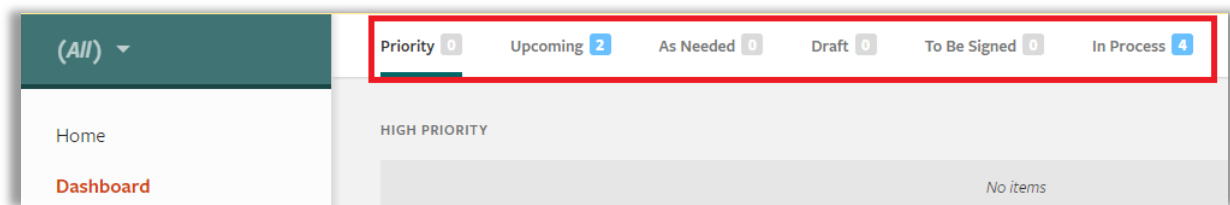


Figure 6-4 Dashboard Categories

Dashboard Categories

The items displayed on the Dashboard are separated by categories. Click on each category title, see Figure 6-4, to view items within the specific category.

Access items that require your attention by clicking on **Begin or Continue** from your Dashboard.

Priority – Items that require your immediate attention or your attention very soon

Upcoming – Items that are coming up soon

As Needed – Access reports, forms, applications here to use “as needed”. As needed items generally do not have due date. The Off permit Equipment Inventory Form is an “as needed” form that is not required but is available if needed.

Draft – Access forms, applications, and reports you have started, but not yet submitted.

To be Signed – The AQD is currently not using this category.

In Process – Allows quick view access to submitted items.

Reminder: The system refers to a form that the AQD has added to your site as a Schedule.

Accessing applications, forms and reports from your Dashboard

Click on **Begin, Manage Package, or Continue** to enter the form. The system will open the form and provide some instructional text and contact information if needed.

Click on **Begin Form Entry** as shown in Figure 6-6.

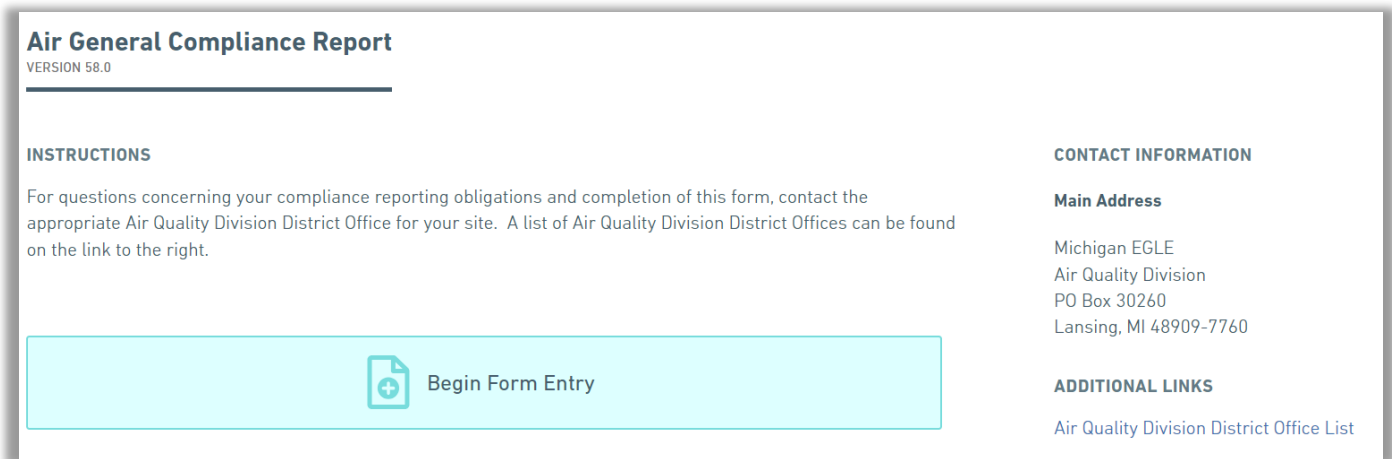


Figure 6-6 Begin Form Entry

All forms will have section names on the left of the form. Complete each section by entering data into all the required fields. Some fields are optional. Filling in optional fields helps reduce questions later. Required fields are marked with a red asterisk (*) as shown below in Figure 6-7. Some questions have drop down lists to select an answer. Depending on the answer, more questions may appear.

The screenshot shows the 'Air Compliance Report' form. On the left, a navigation pane includes 'Report Information' (selected), 'Review', and 'Certify & Submit'. The main content area has a header with 'EXIT FORM', 'Air Compliance Report', and 'Submission HQ4-1E9E-PGCAF Revision 1 Form Version 58.0'. Below the header, there are three sections: 1) A grey box with the text 'Enter the Permit to Install or Renewable Operating Permit number(s) in which this compliance report is required.' followed by a 'Permit Number(s)' text input field. 2) Another grey box with the text 'Indicate the type of document or report you are submitting and then attach the required file(s) using the attachment control.' 3) A blue link 'Briefly describe the files you are attaching' above a text input field. A red square with a white asterisk is positioned at the start of this text input field to indicate it is a required field.

Figure 6-7 Required Field Asterisk

Some forms require you to attach documents. The form will provide a box for you to click, drag and drop your file/document into or you can click **Choose File** and select the file from your computer that you want to upload. The system supports most file types but limits the size to 500MB (Figure 6-8.)

The screenshot shows the 'Attach file(s)' section of a form. It features a red asterisk icon and the text '* Attach file(s)'. Below this, there are two lines of italicized text: 'You can attach more than one file, if necessary.' and 'Please be aware that files exceeding 500 MB in size are not allowed'. A large dashed grey box contains the text 'Drop files here to upload' and a circular icon with a document symbol. Below the dashed box, the word 'OR' is centered. Underneath 'OR' is a blue button labeled 'CHOOSE FILE'. At the bottom of the section is a text input field with the placeholder text 'Comment'.

Figure 6-8 Attach File(s) Box

After the last section of the form, every form will have a Review section. Click **Next Section Review**.

A light blue rectangular button with rounded corners. On the left side, there is a circular icon containing a downward-pointing arrow. To the right of the icon, the text 'NEXT SECTION Review' is displayed in a dark blue font.

Figure 6-9 Review section

Review the data you entered for accuracy. If there are any corrections to make, click on the appropriate section title on the left, then make any corrections. If you click on another section after you click Next Section Review, you must click on **Next Section Review** again. See Figure 6-9.

Forms can be saved and not submitted. Click **Save Progress** in the upper right corner.

Every form has a Certify & Submit section. Most compliance forms require a user to be certified. See the [Certifier Access section](#). Click **Submit Form**. See Figure 6-10.

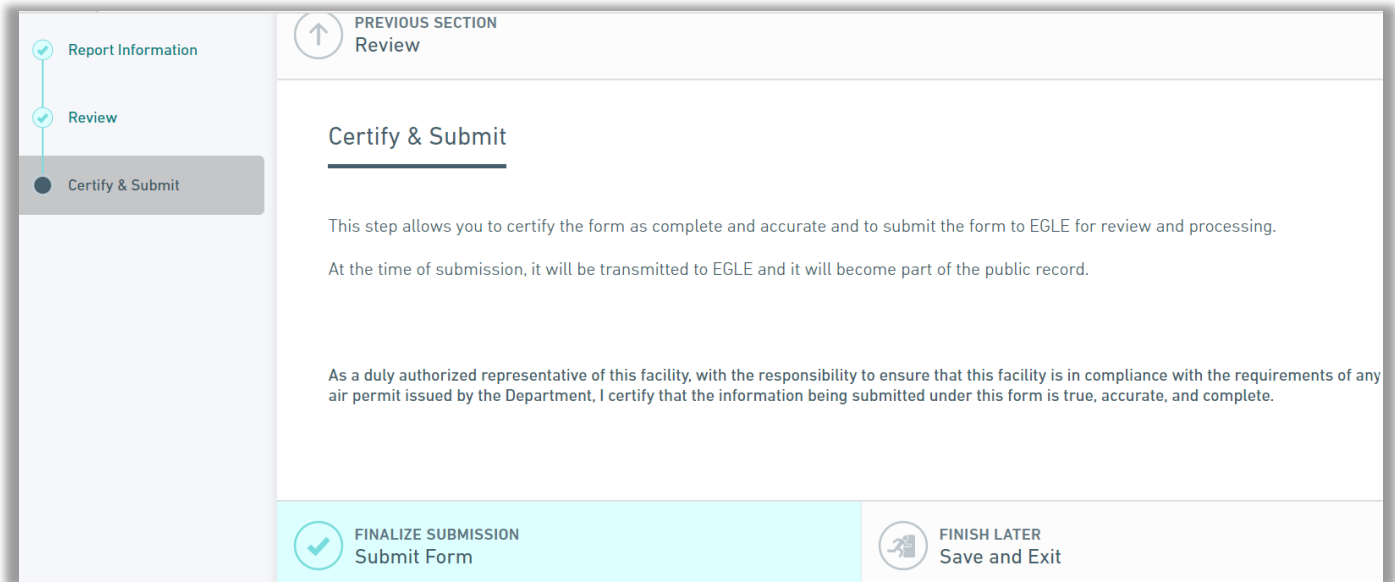


Figure 6-10 Submit Form

The system will display a window stating your submission has been received. See Figure 6-11.

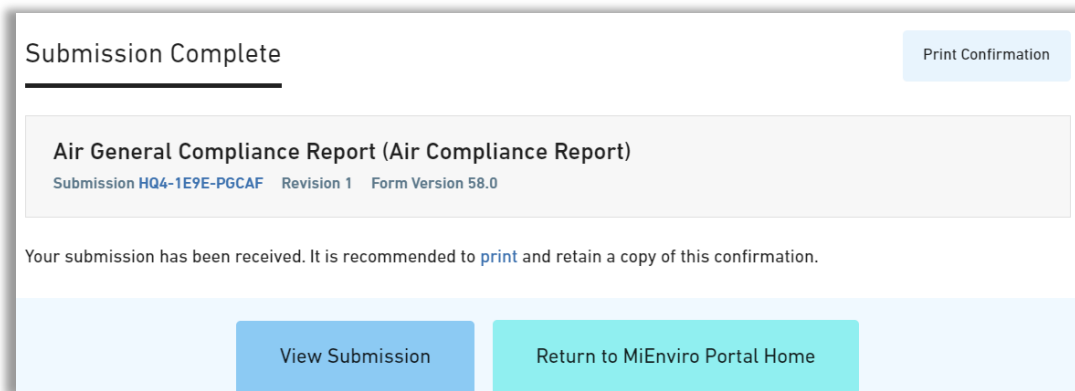
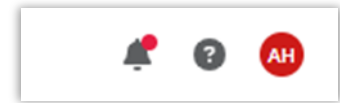


Figure 6-11 Submission Received

Notifications

Check here for system emails for items that may require your response or status notifications, receipts for submittals, and notifications regarding your user account. Access notifications by clicking on the bell icon at the top right of the screen. There will be a dot next to the bell if there are unread notifications.



Details

This screen provides information about your site. For updates needed to data on the Details screen, email the Compliance Manager/District Inspector or EGLE-Air-MiEnviro@michigan.gov.

Details: Provides the Designated Name for the site, Site Type, Address, City, County, State, Postal Code and Country. Includes the Compliance Manager which is your district inspector.

Site Plan: Provides an interactive map of the site location.

Contacts: Provides contacts associated with the site. Changes to the Air Fee Billing Contact should be made using the Update Air Fee Billing Contact form.

- Allows additional contact information to be added by clicking on **Add Contact**.
- Click on the contact record area to edit their information.
- To remove a contact, click the three dot ellipsis on the far right to display the delete button, then click delete.
- Updates to contacts do not update user accounts or people who have access to the site. Site access is managed on the Authorized Users screen.

Relations: Provides a list of additional sites that are related to the site. Provides the Category, Related Entity Name, Relationship with Current Entity, Related Entity Number, Active Permits, and Status.

Start a New Form

This functional area/screen provides numerous searching options to find applications, forms and reports in the system. First, make sure to select a site in the site selection box. Select applications to submit to the AQD. See Figure 6-12.

I want to start a new application – Provides a list of application forms and a filter field (Figure 6-14). Type key words in the filter field to narrow your search. Click **Begin** next to the form you want to open. Examples of key words are dry cleaning, asbestos, permit to install. When entering “air” as the filter word, the system will display every application with the word “air” in it.

*I want to renew, modify or terminate an **existing permit, license or registration*** – Access site specific permit change forms.

*I have a **reporting obligation** to fulfill* – Access any form the AQD has scheduled specifically for your site. These forms are referred to as “schedules”.

*I want to make a **service request*** – The AQD does not currently use this feature.

*I want to file a **complaint** or report an **incident*** - Provides a form to file a complaint with EGLE.

I'm not sure – Access all forms except the Equipment Inventory Review form.

Start New Form

What kind of form are you looking for?

*I want to start a **new application***

Forms used to apply for a New Permit, License, or Entrance into a Program

>

*I want to renew, modify or terminate an **existing permit, license or registration***

Forms used to reissue, modify, transfer or terminate a permit

>

*I have a **reporting obligation** to fulfill*

Reporting forms relating to current permits and active compliance actions

>

*I want to make a **service request***

Forms used to make a service request

>

*I want to file a **complaint**, or report an **incident***

Forms to file a general complaint or to report spills, leaks or discharges

>

I'm not sure

Search all available forms

>

Figure 6-12 – Form Selection

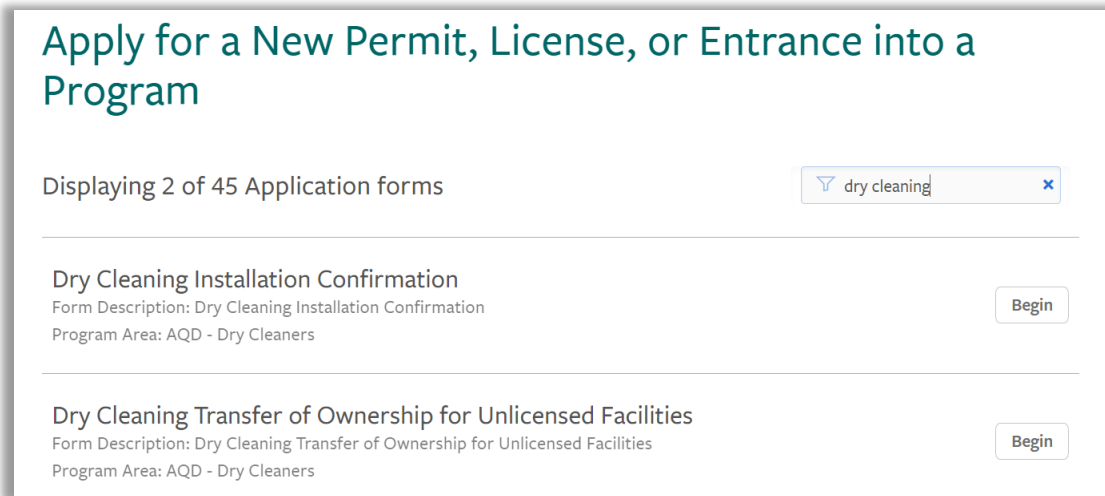


Figure 6-13 – Filter

Submissions

Access draft, In Process, not started and submitted applications, forms and reports. See Figure 6-14 below. Go to **Submissions** to continue working on a draft item; view all submissions; or use filters to view specific types of applications, forms or reports.

- ❖ If the **Filter by Status** selection is changed to a specific status, you may need to change it to “(All)” again to see all submission types.

The **In Process** status means the AQD is in possession of the form/report.

Submissions						
				Filter by status:	All Active (6)	Program Areas:
						Mine All
PKG-00586 Air Permit to Install (PTI) Submission Package - New	Application	Amie Haywooda2@mich.gov (INACTIVE)		PKG-00586	Evan Hamp hampe1@michigan.gov	Draft Open
Application - New Air Site Request Site: Amie Test One	Application	Amie Haywooda2@mich.gov (INACTIVE)	04/01/2024	HQ2-JB6K-F4M7K	Amie Haywood HaywoodA2@michigan.gov	In Process Open
PKG-00671 Air Permit to Install (PTI) Submission Package - New	Application			PKG-00671	Evan Hamp hampe1@michigan.gov	Draft Open

Figure 6-14 – Access Submission

Permits (Dry Cleaning Licenses)

Access permits or dry-cleaning licenses on the Permit screen. The system refers to licenses as permits. The system will display any permits or licenses associated with a site. There are filter options by permit number, permit type, a variety of dates and permit status. Click on the permit status at the far right to view, download or print the permit or license.

Each site will have a permit labeled RPT. This is not a permit. It's a required placeholder in the system which allows the AQD to add forms and reports for sites to submit data.

Evaluations

Access information on completed site inspections.

Violations

Access issued violation notices.

Compliance & Enforcement Actions

Access enforcement and compliance actions for a site.

Financials – Paying a fee or fine

Access fees or invoices, print a copy of the invoice, generate a voucher to mail in payment for an invoice, or pay invoices online. Fees acquired through the enforcement process must be paid by mail.

Step 1: Click Financials.

Step 2: Click **Open** on the line item you want to view.

Paying by Mail

Acceptable payments by mail are checks, cashier's checks or money orders. Make your payment payable to State of Michigan. **The AQD will not issue a dry cleaning license until payment is received in full.**

Step 1: Click Financials.

Step 2: Click **Open** on the line item you want to pay.

Step 3: Click on **Generate Payment Voucher**. See Figure 6-16 below.

Step 4: Click **Open File** to open/view the invoice.

Step 5: Print the voucher.

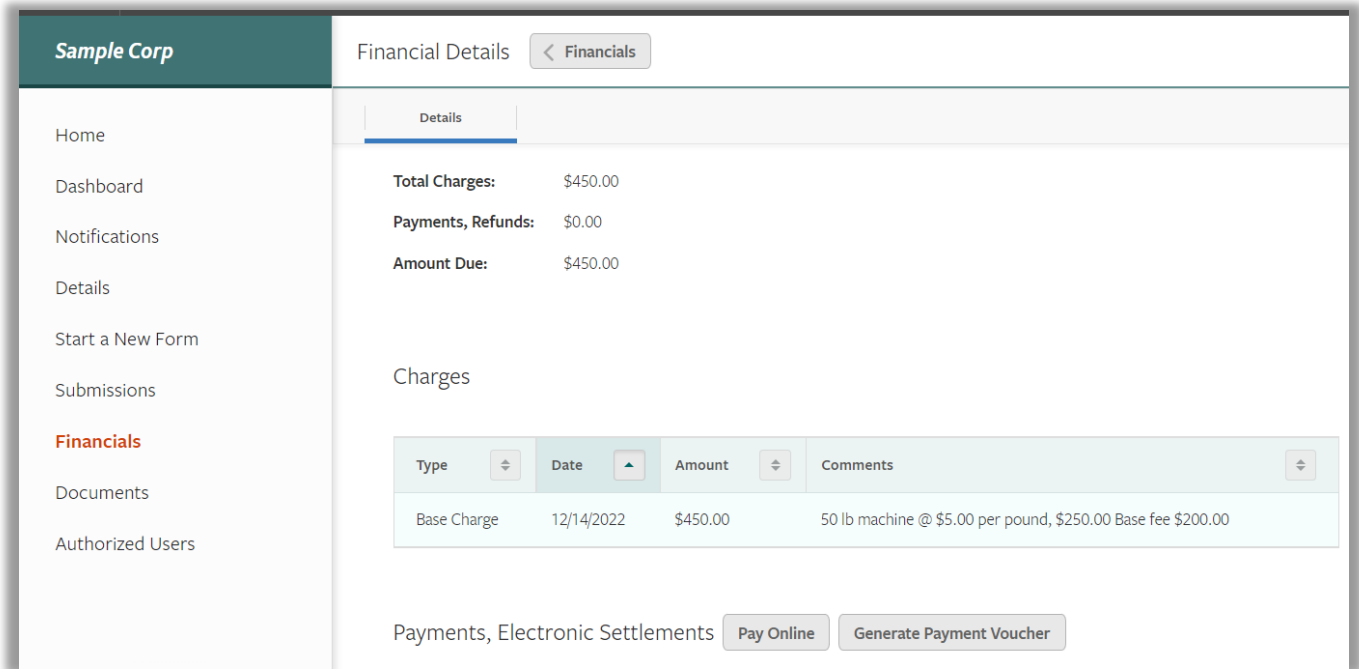


Figure 6-15 – Pay Online or Generate Payment Voucher

As indicated on the invoice, mail the payment and voucher to:

Regular Mail

EGLE - Cashiers Office
 PO BOX 30657
 Lansing, Michigan 48909-8157

Overnight Mail

EGLE – Cashiers Office
 425 West Ottawa Street
 Lansing, Michigan 48933

Paying Online

Acceptable methods of payment online are credit cards or an electronic check. Partial payments are not allowed online. There is a 2% transaction fee if you pay by credit card. Example, if your invoice is \$100, there will be an additional \$2 charged to your credit card. The payment system does not charge a transaction fee when paying by electronic check.

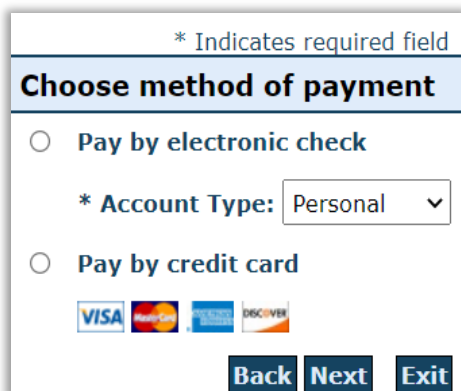


Figure 6-16 – Online Payment Methods

Step 1: Click on the **Financials** screen on the left.

Step 2: Click **Open** on the line item you want to view.

Step 3: Click **Pay Online**.

Step 4: Select **Pay by electronic check** or **Pay by credit card**. When selecting **Pay by electronic check**, select Account type. To choose Personal or Business for the checking account you want the funds to be drawn from. See Figure 6-16.

Step 5: Click **NEXT**.

Step 6: Enter First name, last name, Street Line 1, City, State, Zip, Country, email for the billing address on your credit card.

Step 7a: When paying by credit card, enter the Name on the Card, Card Number, month and year for the expiration date and the Card Verification Value. See Figure 6-17.

Step 7b: When paying by electronic check, select the payment date, enter the name on the account, the account number and the routing number.

Step 8: Click **Next**.

Step 9: Review the information for accuracy. If accurate, click **Pay Now**.

The system will display a Payment Confirmation. See Figure 6-18 below. Click OK.

The screenshot shows a web form titled "Card information form" with three main sections: "Billing Address", "Payment Details", and "Payment Method".

- Billing Address:** Includes fields for *First Name, M.I., *Last Name, *Street Line 1, Street Line 2, *City, *State (dropdown), *Zip, *Country (dropdown, set to UNITED STATES), Phone, and *E-Mail. A checkbox "Use Business Name" is at the top left.
- Payment Details:** Shows *Payment Amount: 450.00 USD and Processing Fee: 9.00 USD.
- Payment Method:** Includes *Name on Card, *Card Number, *Expiration Date (Month and Year dropdowns), and *Card Verification Value (CVV2) with a "What's This?" link.

Navigation buttons "Back", "Next", and "Exit" are located at the bottom right of the form.

Figure 6-17 – Card information form

The screenshot shows a "Financials - Payment Confirmation" screen. It displays "Payment Transaction Details" with the following information:

- Payment Status: Payment Success
- Amount Paid: \$ 450.00
- Payment Date: 12/14/2022
- Confirmation Number: 22121418341000
- Payment Type: Credit Card
- Processing Charge: \$ 9.00

Below this is a section for "Charge Details" which contains a table with the following headers:

Type	Reference #	Submitted On	Amount
------	-------------	--------------	--------

Figure 6-18 – Payment Confirmation

Documents

Provides access to documents associated with the site. To download a document on the list, check the box on the left next to the document, then click *download*. Then open the document.

Previewing the document is an additional option. Click the ellipsis (three dots) to the far right of the document you want to Preview or Download. Click *Preview*. To view all pages of the document selected, click *View Full PDF*. Then use the small arrows at the top of the document to go back and forth through the pages of the document as shown below in Figure 6-19. Use the magnifying glass with the - and + to zoom in and out of the document. Use download to download the document to your computer. To exit, click off the document.



Figure 6-19 – Page arrows, zoom and download in Preview document.

Continue Draft or Delete Draft

Access a saved application, form or report that hasn't been submitted by clicking on **Continue from Dashboard** or **Continue Draft from Submissions**. If the system has any updates to the form since you originally started the draft, the window below will pop up. Click **Promote** to enter the draft application. If there haven't been any system updates to the form, clicking on **Continue** will take you directly to the draft application. Click on **Delete Draft** from the **Dashboard** to delete the draft. See Figure 6-20.

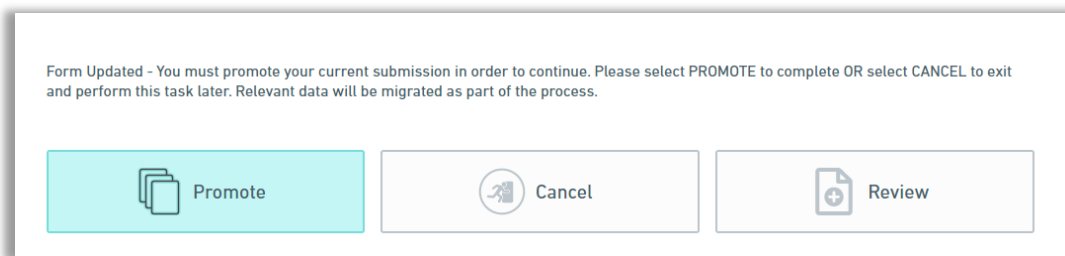


Figure 6-20 – Continue Draft

PROMOTE: Enter the draft to make edits.

CANCEL: Exit.

REVIEW: View the application data.

Equipment and Emissions Inventories

Access the Annual Emissions Reports and Equipment Forms. Click on the button under Actions to enter a specific report or form.

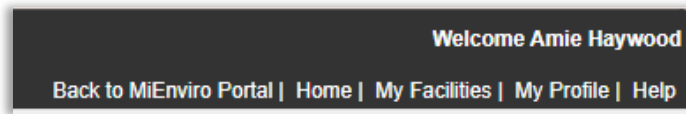


Figure 6-21 Equipment and Emissions Inventories Links

Back to MiEnviro Portal – click here to go back to MiEnviro Home – Access welcome screen and guidance documents.

My Facilities – Displays a list of facilities you have access to.

My Profile – provides some user information. Your profile is not managed in the Equipment and Emissions Inventories portion of the system. Your user profile is managed in MiEnviro.

Authorized Users - Linking a Site to a User Account

- Use this screen to link or authorize other users to site data and to remove user access from a site.
- Each user who needs access to a site will need to have their own user account.
- Access to a site is provided on a per site basis.
- Contact the Administrator if there is one and they will send you an invite to connect you to the site data or contact the AQD if you don't know who your Administrator is.

Administrator

- Administrators are responsible for managing access to the site. This includes adding other users with the Administrator role and removing user access.
- Sites can have more than one Administrator.
- If there is only one Administrator, be sure to provide another person Administrator access in the event of extended leave or upon leaving employment to avoid any lapse in access.

Authorize a User to Access a Site

Step 1: Select the site in the site selection box at the top of the left navigation menu

Step 2: To invite another user to access the source data, click on **Authorized Users**.

Step 3: Click on **Invite User to Join** (Figure 6-22).

- Enter the first and last name.
- Enter the email they used for their MiEnviro user account.
- Select a Role:
 - Viewer – Can view site information but can't make any changes.
 - Editor – Can fill out forms and reports. Administrator – Can edit site information, invite other users to join the site, and inactivate users.

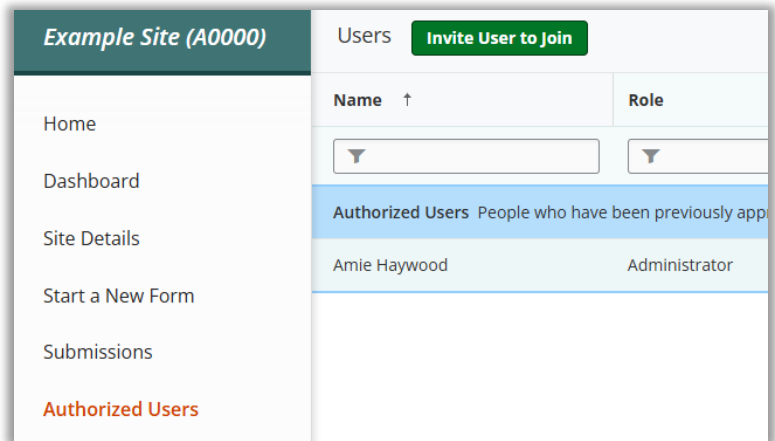


Figure 6-22 – Invite User

Step 3: Click **Send Invitation** -The system will send the user an email with a link. The system will also email the sender of the invitation.

Step 4: The invited user clicks the link in the email and can then access the site.

Remove Access to a site

Step 1: Select the site in the site selection box at the top of the left navigation menu

Step 2: Click Authorize Users

Step 3: Click open to the right of the user you want to remove

Step 4: Click on Inactive on the right panel

Update user information-View sites I have access to

User Profile

Click on your initials (upper right corner) to access the User Profile screen. See Figure 6-23 below. The initials in this example are **AH**.

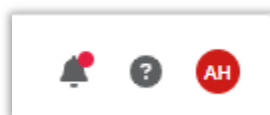


Figure 6-23 – Update Profile Information

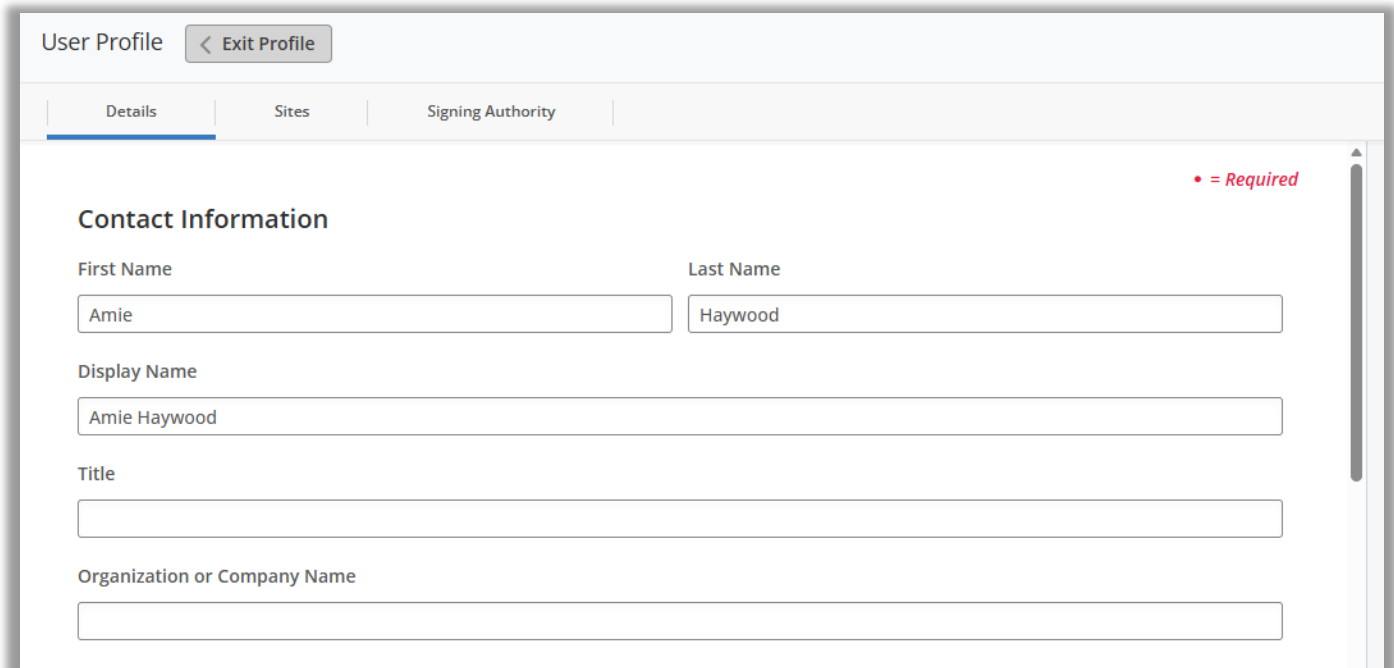


Figure 6-24 User Profile Tabs

Details – Provides your contact information and account settings, and the ability to change your password. Select notification delivery preference for system notifications.

Sites – Provides a list of your sites and allows you to manage which sites show up in your list under (All) by clicking on the Site tab, then click on Hide if you do not want to see the site in your list. Hiding the site from your list will not delete the site. If you hide a site and then later want it to show up in your list again, make sure the *Visibility* filter is at **All or Hidden**, then click on *Show* to see the site listed.

Signing Authority – Access the Certifier Agreement Form for submitting specific applications that require a certifier. Dry Cleaning and Asbestos applications do not require a user to be certified.

7 Air Compliance Reports

Air compliance reports consist of forms and documents submitted by a site to the AQD in order to demonstrate compliance with a permit, rule or standard. In MiEnviro, compliance reports are submitted through a series of forms where the site answers questions, attaches documents and submits the form or report with a certified statement. Depending on your permit, the AQD may have added compliance reports required to be submitted for your site. The system refers to these reports as schedules.

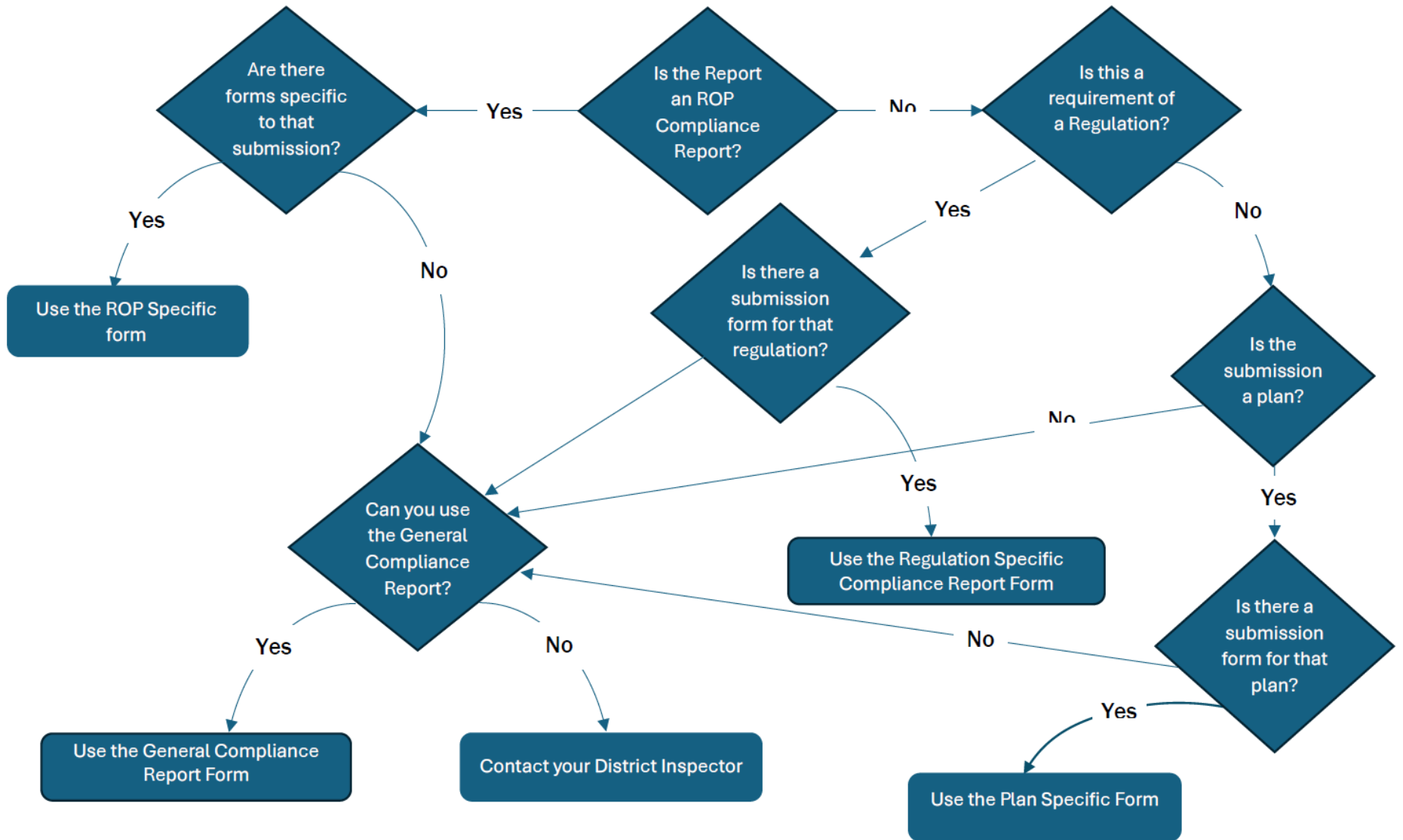
The AQD may also add compliance reports any time throughout the year. When you have a compliance report, it will appear on your Dashboard. Depending on the due date, if there is one, will depend on which Dashboard category the report appears in. For a list of the compliance reports and a brief description, see Appendix A.

It is important to use the forms and reports available on your site. If there isn't the appropriate form, use the Air General Compliance Report. See the process below to determine the proper report form.
Compliance Report Submission Process

I have a compliance report to submit

1. Is the Report an ROP Compliance Report?
 - a. If yes, are there forms specific to that report submission?
 - ii. If yes, Use the ROP Specific form
 - iii. If no, can you use the General Compliance Report?
 1. If yes, Use the General Compliance Report Form.
 2. If no, contact your District Inspector
 - b. If No, Is the submission a requirement of a regulation?
 - i. If yes, is there a submission form for that regulation?
 1. If yes, use the Regulation Specific Compliance Report form.
 2. If no, can you use the General Compliance Report?
 - a) If Yes, Use the General Compliance Report Form.
 - b) If no, contact your District Inspector
 - ii. If no, is the submission a plan?
 3. If yes, is there a submission form for that plan?
 - a) If yes, use the Plan Specific Form.
 - b) If no, can you use the General Compliance Report?
 - i. If yes, Use the General Compliance Report Form.
 - ii. If no, contact your District Inspector

I have a Compliance Report to Submit



8 How to Access and Submit a Compliance Report

There are three ways to access your reports/forms.

1. Dashboard – The system defaults to your Dashboard and your reports and forms can be accessed there.
2. Submissions screen – From the submissions screen, you can see all your submissions, including those that have been reviewed by the AQD, those not started, and those in progress.
3. Start a New Form screen – You can search through all available submissions by using key word search.

Dashboard Screen

If you have access to more than one site, select the site in the site selection box at the top of the left navigation menu.

The Dashboard categories display at the top. The categories are:

- Priorities
- Upcoming
- As Needed
- Draft
- To Be Signed (currently not being used by the AQD)
- In Process

The categories are defined in the [Dashboard section](#) above. The image in Figure 8-1 displays a specific site selected and Priority reports in the center screen. On the right panel, the system displays reports that are upcoming.

In Figure 8-1 the category selected is Priority. All the items that are overdue or are due soon are shown in the middle of the screen. Upcoming items appear on the right side of the screen.

Reminder: The system refers to a form that the AQD has added to your site as a Schedule.

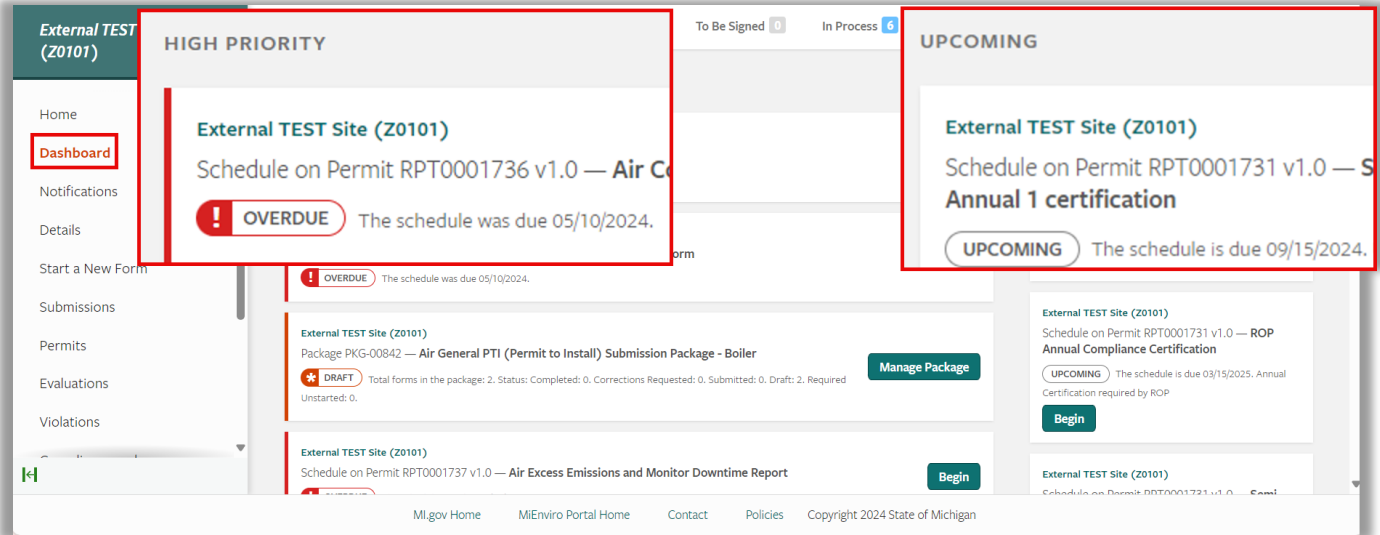


Figure 8-1 Dashboard Priority and Upcoming Forms

Click on **Begin**, **Manage Package**, or **Continue** to enter the form. The system will open the form and provide some instructional text and contact information if needed.

Click on **Begin Form Entry** as shown in Figure 8-2.

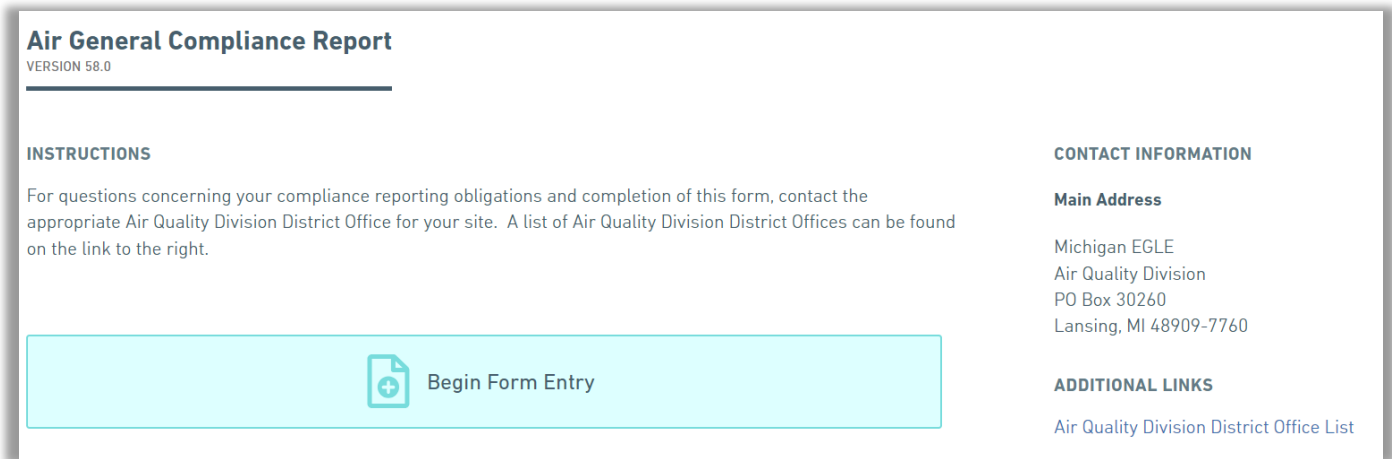


Figure 8-2 Begin Form Entry

All forms will have section names on the left of the form. Complete each section by entering data into all the required fields. Some fields are optional. Filling in optional fields helps reduce questions later. Required fields are marked with a red asterisk (*) as shown below in Figure 8-3. Some questions have drop down lists to select an answer. Depending on the answer, more questions may appear.

The screenshot shows the 'Air Compliance Report' form. On the left is a navigation sidebar with three steps: 'Report Information' (selected), 'Review', and 'Certify & Submit'. The main content area has a grey instruction box: 'Enter the Permit to Install or Renewable Operating Permit number(s) in which this compliance report is required.' Below this is a text input field labeled 'Permit Number(s)'. Another grey instruction box says: 'Indicate the type of document or report you are submitting and then attach the required file(s) using the attachment control.' Below that is a text input field labeled 'Briefly describe the files you are attaching'. A red box highlights an asterisk (*) at the start of this field, indicating it is a required field.

Figure 8-3 – Required Field Asterisk

Some forms require you to attach documents. The form will provide a box for you to click, drag, and drop your file/document into or you can click **Choose File** and select the file you want to upload from your computer. The system supports most file types but limits the size to 500MB. See Figure 8-4.

The screenshot shows a file attachment interface. It starts with a red asterisk and the text '* Attach file(s)'. Below this are two lines of italicized text: 'You can attach more than one file, if necessary.' and 'Please be aware that files exceeding 500 MB in size are not allowed'. The main area is a dashed grey box containing the text 'Drop files here to upload' with a circular arrow icon below it. Below the dashed box is the text 'OR' and a 'CHOOSE FILE' button. At the bottom of the interface is a 'Comment' text input field.

Figure 8-4 – Attach File(s) Box

After the last section of the form, every form will have a Review section. Click **Next Section Review**.

Review the data you entered for accuracy. If there are any corrections to make, click on the appropriate section title on the left, then make any corrections. If you click on another section after you click Next Section Review, you must click on Next Section Review again. See Figure 8-5.

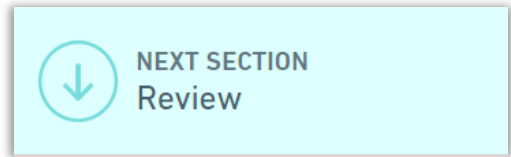


Figure 8-5 – Review section

Forms can be saved and not submitted. Click **Save Progress** in the upper right corner.

Every form has a Certify & Submit section. Most compliance forms require a user to be certified. See the [Certifier Access section](#). Click **Submit Form**. See Figure 8-6.

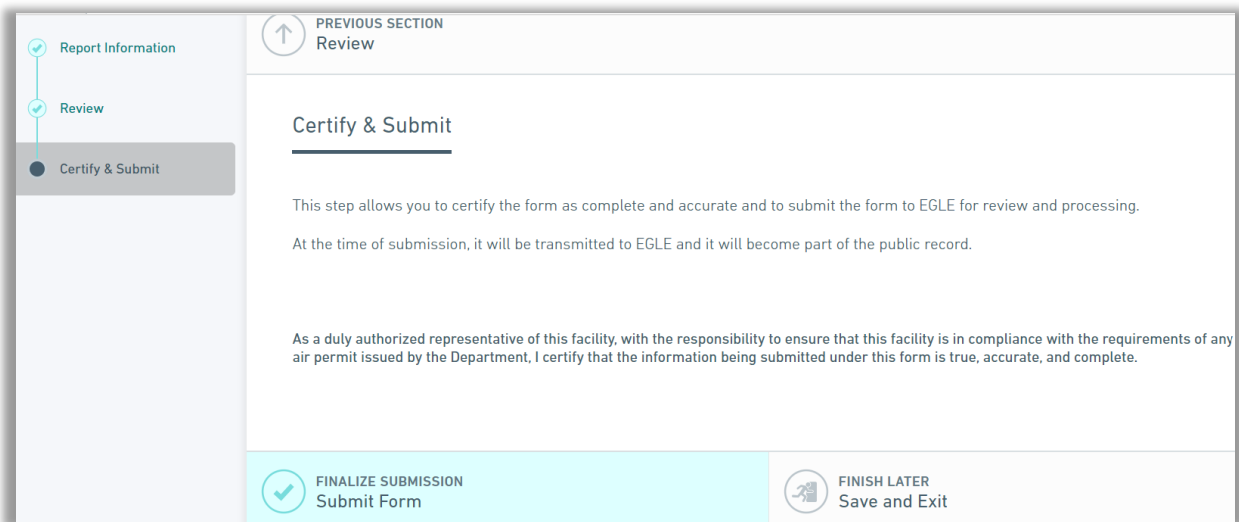


Figure 8-6 – Submit Form

The system will display a window stating your submission has been received. See Figure 8-7.

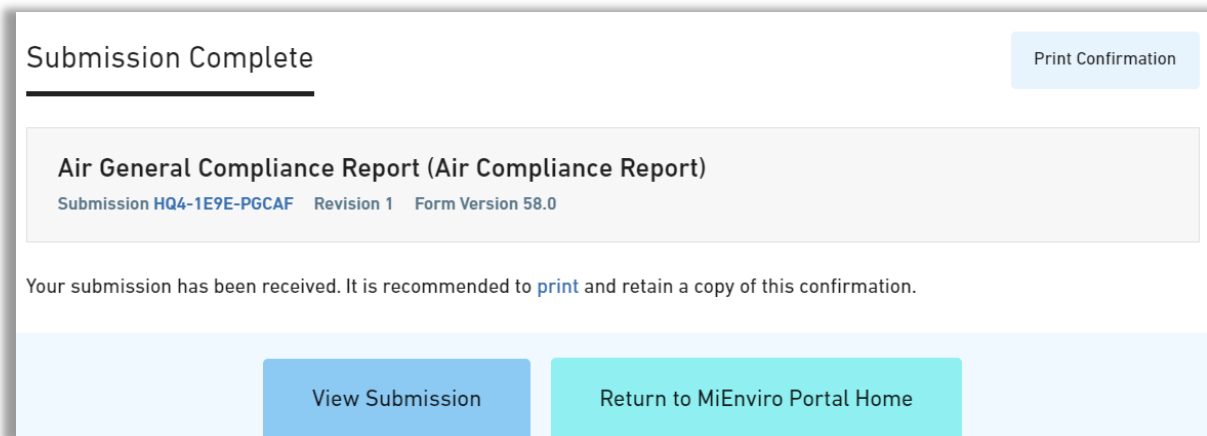


Figure 8-7 – Submission Received

Submissions Screen

Draft, In Process, Not Started and **Submitted** forms can be accessed on the Submissions screen.

Hover your cursor of the “action” buttons to highlight the button. In Figure 8-8, Manage Package is highlighted. You don’t have to hover and highlight. You can click any button to enter the form,

In Process forms and reports mean the AQD is in possession of the form/report but has not yet completed its review.

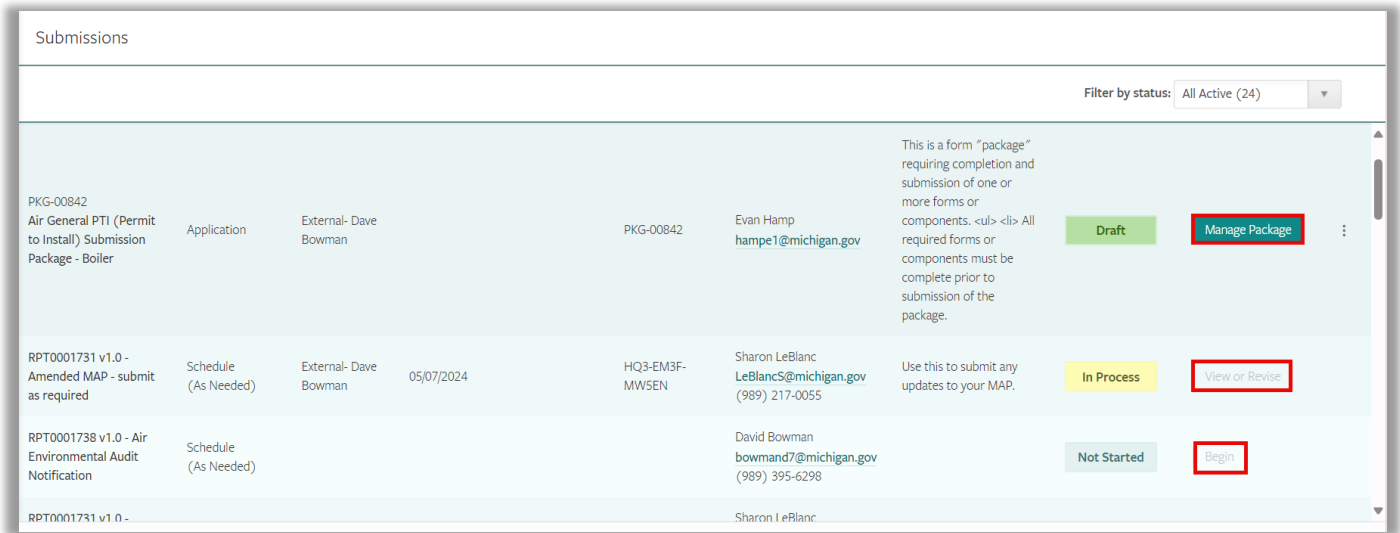


Figure 8-8 – Submission Screen Form Access

Start a New Form Screen

This functional area/screen provides numerous searching options to find applications, forms and reports in the system. First, make sure to select a site in the site selection box.

Compliance reports are forms added to a site by the AQD. The system calls these forms schedules. To access the scheduled reports from the Start a New Form screen, click ***I have a reporting obligation to fulfill***. See Figure 8-9. This selection will provide a list of the forms that are required for the site you’ve selected. Enter key words into the filter to narrow your search. When you enter a key word into the filter field, it will stay there until you change it for a different search.

Other forms and applications are available through the other selections available, however, the ones found in the ***I have a reporting obligation to fulfill*** should always be completed if there is one. If you know of a reporting obligation you have and do not see the appropriate form, you may contact the District Inspector for your site or use the **Air General Compliance Report**.

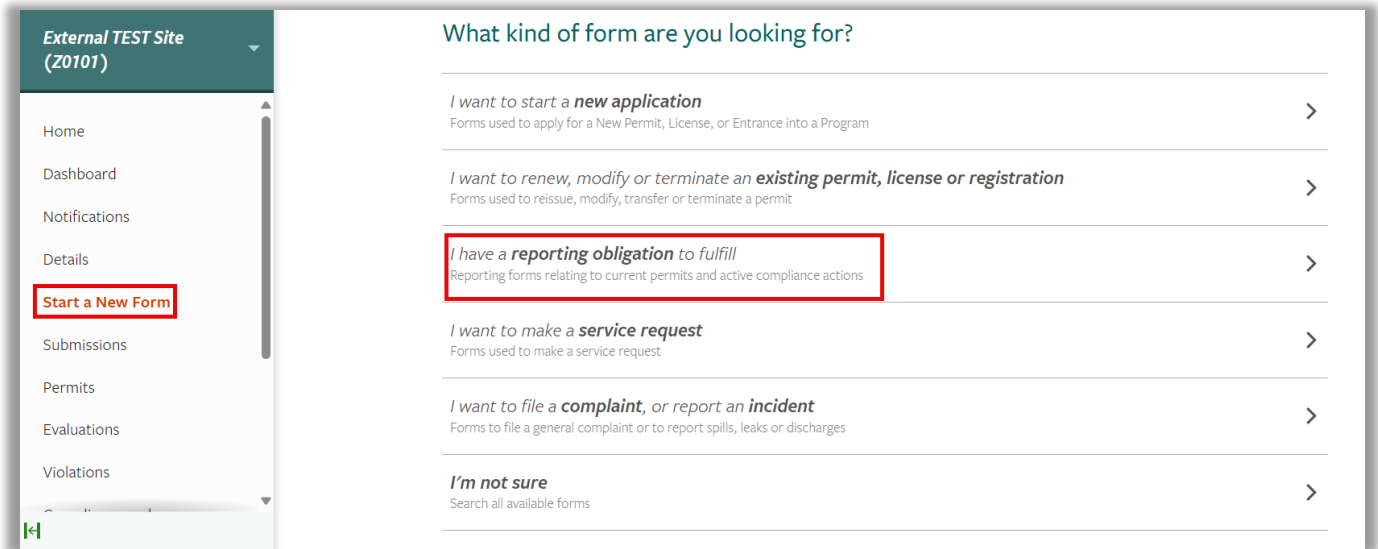


Figure 8-9 – I have a reporting obligation

Click on **Begin** or **Continue Draft** to enter a form.

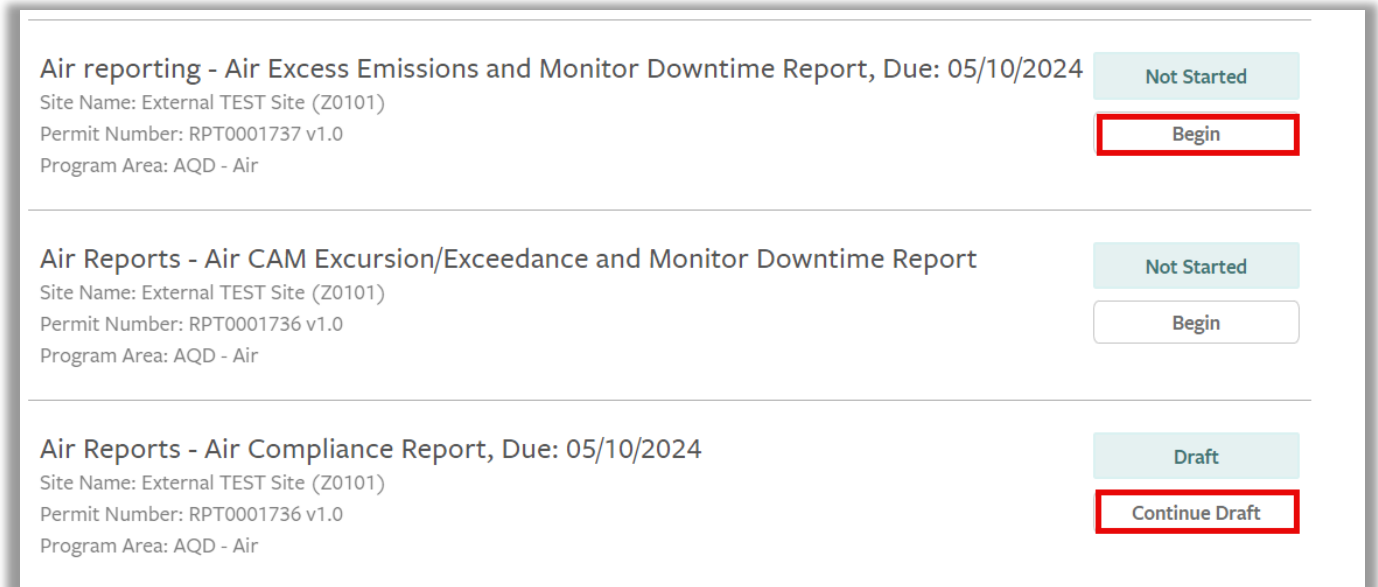


Figure 8-10 – Begin and Continue Draft buttons

Common Status

Not started – Reports you haven't clicked Begin/started yet

Draft – Reports you started but haven't submitted

In Process – Reports you submitted.

On hold – Correction Request - When the AQD returns a report to you for additional information

Locked for Review – The AQD has locked your submittal for their review. You cannot edit a report when it is locked for review.

Completed-Acknowledged – The AQD has completed their review. This is not a compliance determination. The AQD acknowledges that you have submitted the report.

Completed-Approved – The AQD has completed their review. An approval letter has been generated and signed by the district supervisor. The letter is available on the Documents functional area/screen.

What happens after I submit a form?

The submitted form will be routed to your Compliance Manager/District Inspector for their review.

If the AQD requires additional information, they will initiate a correction request. The correction request returns the form to your Dashboard for you to edit and resubmit.

If the AQD does not have any additional questions and there are no corrections needed, the submittal is reviewed. Depending on the type of document submitted, it can be acknowledged or approved as discussed above.

You will receive a system notification that the submittal is Completed-Acknowledged. Any documents/letters generated by the AQD, if applicable, will appear on the Documents screen for your site.

Changes after a submittal

If you submit a form and want to add something prior to the AQD completing its review, go to the Submissions screen. Find your form and click on View or Revise. See Figure 8-11.



Figure 8-11 – View or Revise

- Clicking **View** or **Revise** allows you to do several things. See Figure 8-12.
- Click **View Form** to view the form
- Click **Print** to print the form.
- Click **Download/Export** to download the report.
- Click **View Confirmation** to view the confirmation receipt.
- Click **Revise Submission** to enter the form to edit it. Clicking **Revise Submission** will return the form back to you for editing. The form will need to be submitted again after you complete the edits.

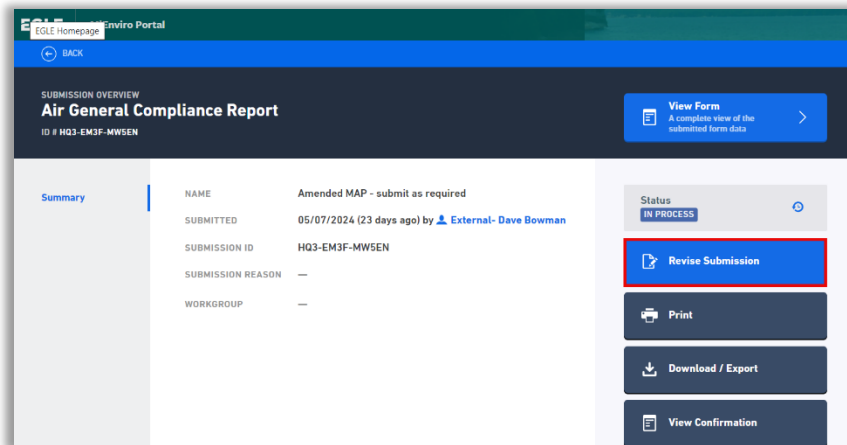


Figure 8-12 – Revise Submission

9 Transfer of Ownership under Rule 219(1).

The terms and conditions of an air permit automatically apply to the new owner or operator. The new owner must obtain access to the site and submit an Air Notification of Transfer of Ownership form. To access and submit the form, follow the steps outlined below. New owners are responsible for compliance reporting.

For sites with a Renewable Operating Permit, submit the Air Renewable Operating Permit (ROP) Application – Modification form.

For all other company name changes, email EGLE-Air-MiEnviro@Michigan.gov.

Step 1: Select a site

Step 2: Click **Start a New Form** on the left navigation menu.

Step 3: Click **I want to make a Service Request**

Step 4: Click **Begin** at the right of

Step 5: The system will display a Select Site window with the site you selected shown. Click Select.

Step 6: **Click Begin Form Entry.**

Step 7: Complete each section of the form by entering data into the required fields.

You need to attach a written and signed agreement between the current owner and the new owner. The document will need to contain the following:

- 1) the legal name and address of the new owner/controller;
- 2) the date on which the transfer of permit responsibility, coverage and liability becomes effective; and
- 3) a certification of the continuity of, or a description of any changes in, operations. The signatures of both parties should appear on this written agreement. The document can be attached in the attachment drobox on the bottom of the form.

Step 8: In the Review section, review the data for accuracy. If any data needs to be corrected, click on the section title on the left and then edit the data as needed. If you make any changes, you'll need to click the Review section again.

Step 9: Submit the form. You must be a certified user to submit this form.

10 Air Quality Test Plan Submittal

Complete this form for a new or revised stack test or relative accuracy test audit (RATA) plan. Submitting a test plan requires information relating to the test to be submitted as well as the test plan.

Access the Air Quality Test Plan Submittal Form

Step 1: Select the site in the site selection box at the top of the left navigation menu.

Step 2: Click on the **As Needed** dashboard category See Figure 10-1

Step 3: Locate the Air Quality Test Plan Submittal and click **Begin**

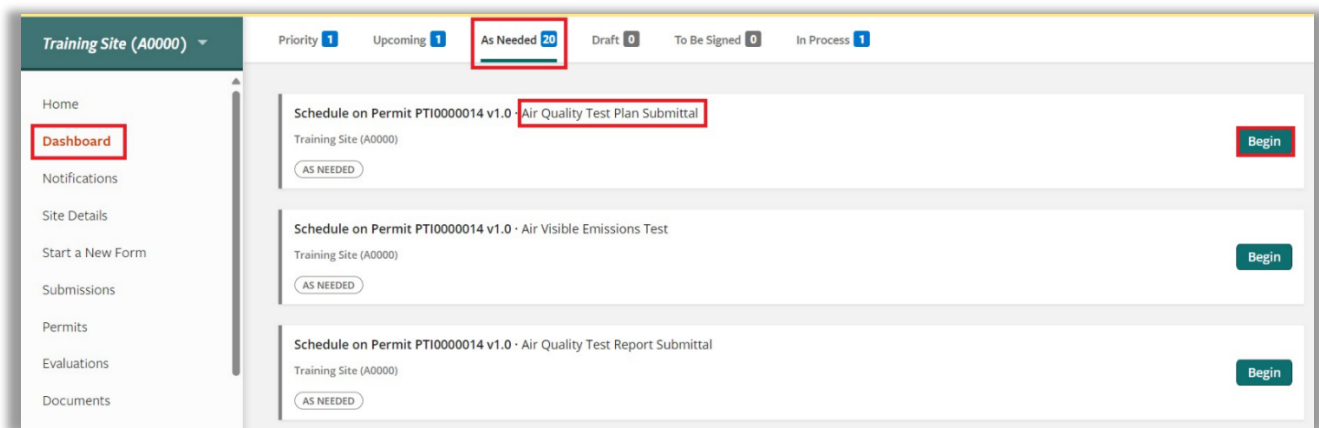


Figure 10-1 – Dashboard As Needed Category

Step 4: To enter the form, click on **Begin Form Entry**. To exit this screen without beginning the form click on Home at the top left of the screen.

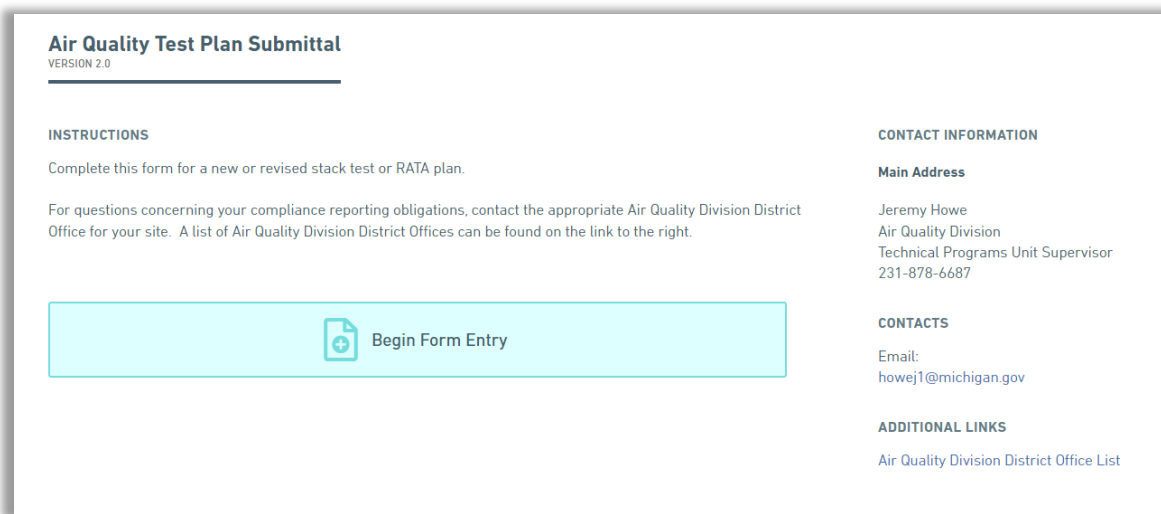


Figure 10-2 Begin Form Entry

If you leave the form without submitting it, the form will be in Draft. To access Draft forms, go to your **Dashboard** and click on the **Draft** category.

Completing the Air Quality Test Plan Submittal

- The specific sections for the form are displayed on the left side of the screen. At the bottom of each section, there is a Next Section button. Click the button to go to the next section or click on the section title on the left side of the screen.
- Complete each section by entering data into all the required fields. Required fields are marked with a red “*” as shown in Figure 10-3.
- Click Save Progress at the top right to save.
- Some fields are optional. Filling in optional fields helps reduce questions later.
- Some questions have drop down lists to select an answer. Depending on the answer, more questions may be displayed with additional required information.
- Click on “**Next Section**” at the bottom of each section to go to the next section or click on the section title on the left.

The screenshot shows the 'Air Quality Test Plan Submittal' form. On the left is a navigation menu with four items: 'Facility & Test Company Information' (selected), 'Test Details', 'Review', and 'Certify & Submit'. The main form area contains several input fields. At the top right, there is a 'SAVE PROGRESS' button. At the bottom left, there is a 'NEXT SECTION Test Details' button. Red boxes highlight the 'SAVE PROGRESS' button, the 'NEXT SECTION Test Details' button, and the 'Facility & Test Company Information' menu item. The form fields include: 'Email', 'TEST COMPANY CONTACT PERSON' (with sub-fields for '* First Name', '* Last Name', '* Test Company Name', '* Phone Number', and '* Email'). The phone number field has an 'Ext.' sub-field. Asterisks (*) indicate required fields.

Figure 10-3 Required Field Asterisk

Facility and Test Company Information Section

This section of the form collects information about the facility and test company contact information. The contact information should be for the person the AQD may contact if they have questions.

Test Details Section

This section collects information about the test and the test plan.

Depending on the answers you select, additional questions and tables will be available on the form.

Example: When you select Stack Test or RATA for the Test Type and indicate if the test is for emission units or flexible groups, a table will be available with additional required fields. You can select a combination of RATA/Stack Test and Emission Group/Flexible Group. See Figures 10-4 and 10-5.

- Click on the box next to Fullscreen to help ensure that all of the form is displaying or scroll left to right to ensure the entire form is filled out. In figure 10-4, there are two additional columns not visible on the screen. **All columns will be displayed in Fullscreen mode.** To exit Fullscreen mode, hover your mouse at the top of the screen and click the “X” when it appears.
- **Section Headers for the table**
 - **Emission Unit**- is a type ahead, drop down box of the emission units for your source, if the FG table is being filled out this is a free text box. If an emission unit is not in the drop down list, then it is either not in the Master Facility Inventory for the site or it is not marked as Operating. To add emissions units to the Master Facility Inventory, submit an equipment form. The AQD will review the form and update the Master Facility Inventory with it. After that, the emission unit(s) will be available in the drop down list.
 - **Flexible Group** – is a free text box that allows you to enter the flexible group name, from your permit, that is being tested.
 - **Methods** – list the numbers for the Federal reference Method specific to the pollutant being tested.
 - **Pollutant** – a type ahead, drop down, that you select the pollutant from. As an example, Abbreviations like NO_x are not available. Spell out Nitrogen Oxides and then select the appropriate pollutant.
 - **Pollutant limit (Stack Test type)** – is a number field that you input from the limit in your permit.
 - **Pollutant unit of measure** – is a type ahead, drop down field that you select the unit of measure from your permit. If you are missing a unit of measure, contact the Technical Programs Unit Supervisor for guidance.
 - **Subject to (Stack Test type)**– is a type ahead, drop down field that you select the regulation that requires the test. For example, is it a Michigan Air Pollution Control Rule (this is not a specific rule reference)? Consent Order? federal Regulation (this is a specific regulation reference)? etc.
 - **Part 60 (RATA test type)** is a yes or no field if it applies.
 - **Part 75 (RATA test type)** is a yes or no field if it applies.

- Click on **+Add** to add additional rows if needed. Ensure that each pollutant is listed for each emission unit or flexible group. For example, if you have an emission unit that is being tested for Volatile Organic Compounds and Nitrogen Oxides you will have two separate rows.

1. Test Type

Stack Test
 RATA

Other

For the stack test, indicate the type of equipment for which you will be reporting results:

Emission Units
 Flexible Groups

Figure 10-4 – Select Emission Units and/or Flexible Groups

Stack Test(s): List the Emission Unit / Methods / Pollutant / Pollutant Limit / Pollutant Unit of Measure / Subject to / Subpart / Run 1/ Run 2/ Run 3/ Three Run Average

Begin typing the pollutant name in the textbox and select the pollutant from the dropdown list.

> Next Error
Upload
Download
+ Add
Delete
Fullscreen

Row ...	Emission Unit	Methods	Pollutant	Pollutant Limit	Pollutant Unit
1	EUTEST: test	test	Particulate Matter 10	100	lb/hr
2					

↑ Add additional rows if needed

Figure 10-5 – Additional Information Table

Download and Upload feature

This optional feature allows users to download the table as a spreadsheet. If you choose this optional feature, you can only enter data in the cells, any other modification to the spreadsheet will make it so it cannot be uploaded. The drop down functionality is maintained but the type ahead functionality is lost in the spreadsheet. When you upload the spreadsheet back into the table any data entry that does not match exactly to the drop downs is flagged as an error. It is not recommended that sources use this feature.

Test Plan

It is advised to make note of the Reference Number of the approved plan. When you submit the final test report you are required to select the approved test plan from a drop down list. The approved test plan selections will be displayed by the system assigned Reference Number along with the submittal date.

The Reference Number can be found on the Submissions functional area of the system (see figure 10-6a to the right), on the record when in Draft on your Dashboard, and within form. The approved Test Plan form can be found in the Documents functional area.

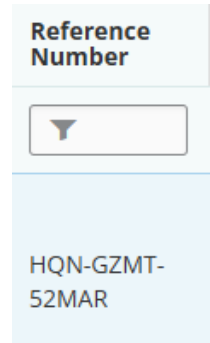


Figure 10-6a Submissions Function Area



Figure 10-6b Reference Number - Submission on Dashboard



Figure 10-6c Reference Number within the form

Review Section

Review the data entered for accuracy. If you click on a section to correct data, you must click on the Review section again. When all required fields are entered and your review is complete, you may submit the form. All sections should have a check mark as shown in Figure 10-7.

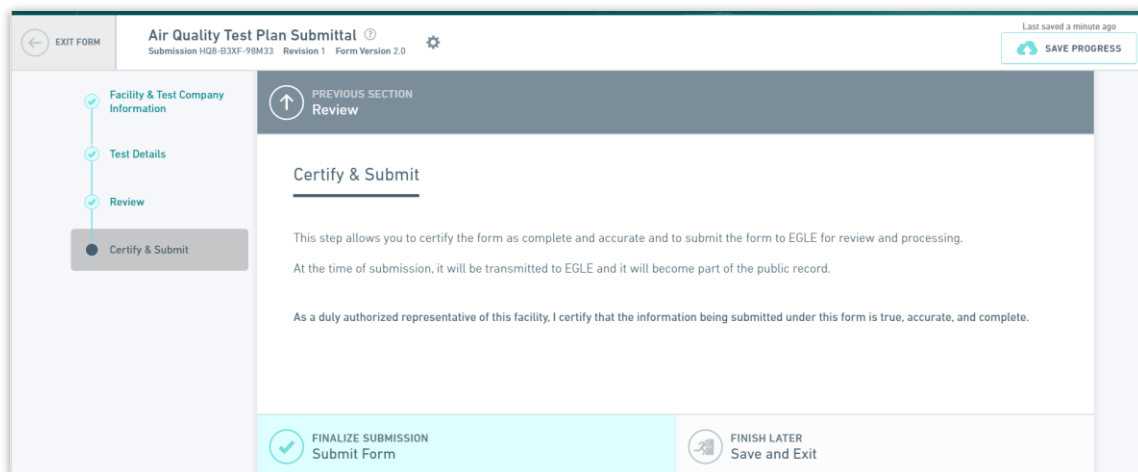


Figure 10-7 – Completed Sections Ready to Submit

Ready to Submit

Click **Submit Form**. Note that for Title V ROP sources the RO is NOT required to submit the test plan. See Figure 10-8.

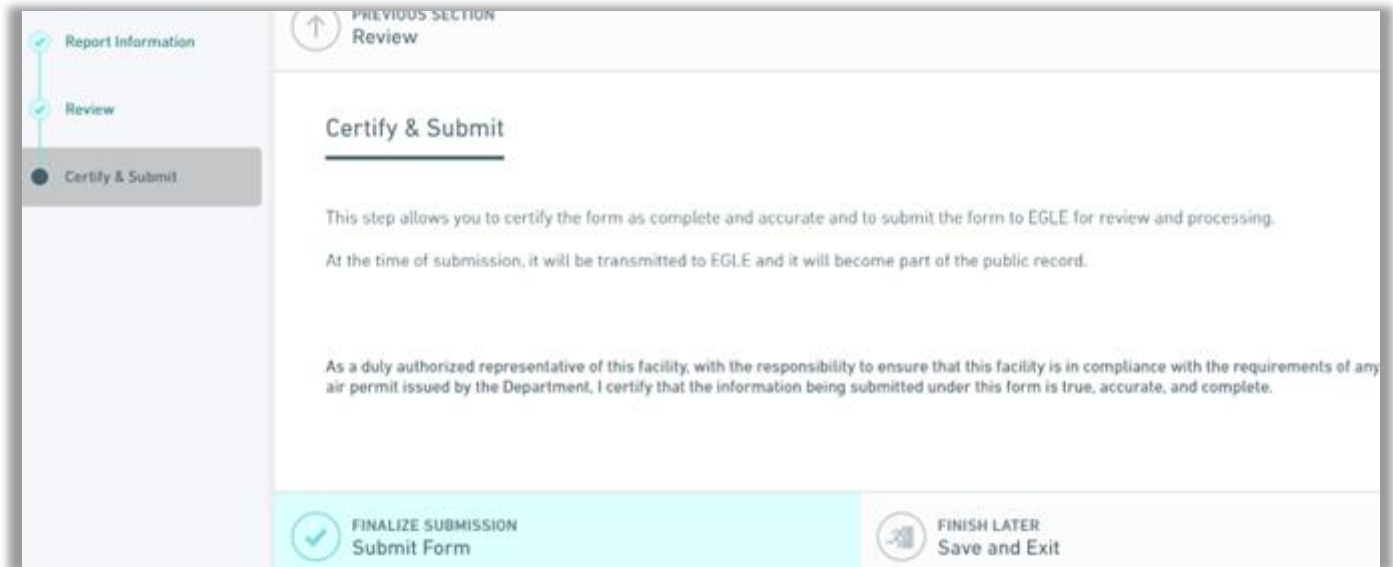


Figure 10-8 – Submit Form

After Submittal

The system will display a window stating your submission has been received.

You receive the test protocol letter via MiEnviro. The letter is available in the Documents functional area for your site.

A system notification email is generated when you complete the final submission. It is recommended that you keep a note of this email to help ensure that you associate the correct test plan submission to the final test report submission. It contains the submission ID and the date of the submission.

11 Air Quality Test Report Submittal

Use this form to submit test results for stack, RATA or other related tests.

Accessing and **completing** this form is the same as section [10 Air Quality Test Plan Submittal](#).

Attachments

You must select the approved Test Plan from the drop-down list provided and attach the Test Report to the Air Quality Test Report Submittal in the appropriate attachment box. The drop-down list contains all approved test plans, so users must select the plan that was used for the test report being submitted. See Figure 11-1

Click, drag and drop your file/document or you can click **Choose File** and select the file from your computer that you want to upload. The system supports most file types but limits the size to 500MB.

Figure 11-1 – Attach File(s) Box

Submittal Requirements for the Air Quality Test Results Submittal

You must be certified to submit this form. If you are a Title V ROP source the final submission must be by the Responsible Official. This takes the place of the EQP5736 ROP certification form. See the [Certifier Access section](#). Click **Submit Form**.

12 CEMS Excess Emissions and Monitor Downtime Report

Complete this form for reporting continuous emission monitor systems (CEMS) excess emissions and monitor down time.

Access the Air CEMS Excess Emissions and Monitor Downtime Report

Step 1: Select the site in the site selection box at the top of the left navigation menu.

Step 2: Click on the **As Needed** dashboard category See Figure 12-1

Step 3: Locate the Air CEMS Excess Emissions and Monitor Downtime Report and click **Begin**

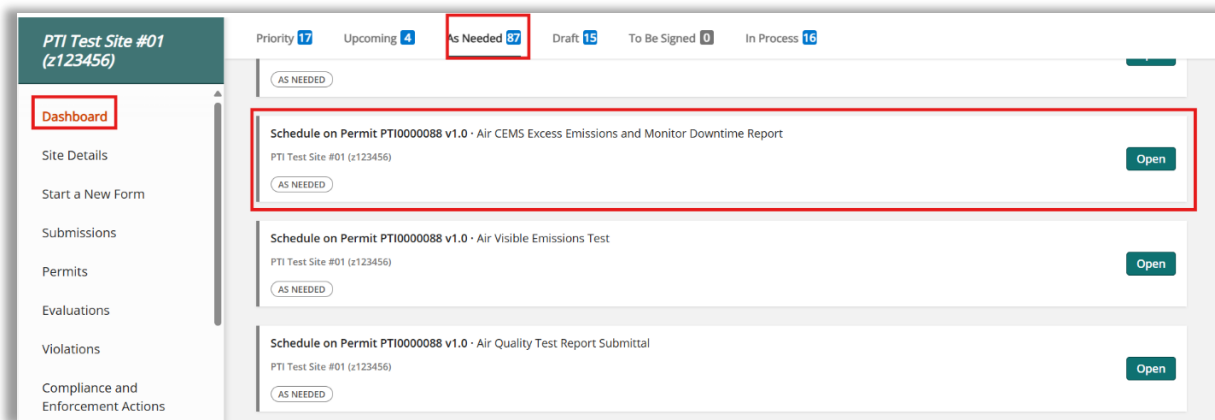
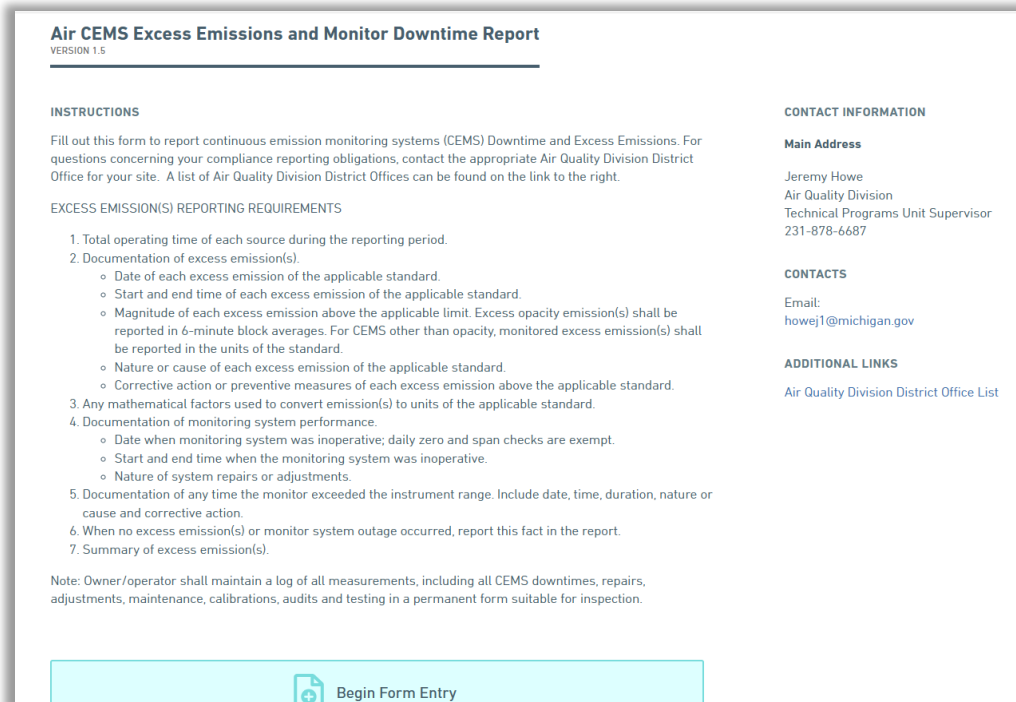


Figure 12-1 – Dashboard As Needed Category

Step 4: To enter the form, click on **Begin Form Entry**. To exit this screen without beginning the form click on Home at the top left of the screen. See Figure 12-2.



Air CEMS Excess Emissions and Monitor Downtime Report
VERSION 1.5

INSTRUCTIONS

Fill out this form to report continuous emission monitoring systems (CEMS) Downtime and Excess Emissions. For questions concerning your compliance reporting obligations, contact the appropriate Air Quality Division District Office for your site. A list of Air Quality Division District Offices can be found on the link to the right.

EXCESS EMISSION(S) REPORTING REQUIREMENTS

- Total operating time of each source during the reporting period.
- Documentation of excess emission(s).
 - Date of each excess emission of the applicable standard.
 - Start and end time of each excess emission of the applicable standard.
 - Magnitude of each excess emission above the applicable limit. Excess opacity emission(s) shall be reported in 6-minute block averages. For CEMS other than opacity, monitored excess emission(s) shall be reported in the units of the standard.
 - Nature or cause of each excess emission of the applicable standard.
 - Corrective action or preventive measures of each excess emission above the applicable standard.
- Any mathematical factors used to convert emission(s) to units of the applicable standard.
- Documentation of monitoring system performance.
 - Date when monitoring system was inoperative; daily zero and span checks are exempt.
 - Start and end time when the monitoring system was inoperative.
 - Nature of system repairs or adjustments.
- Documentation of any time the monitor exceeded the instrument range. Include date, time, duration, nature or cause and corrective action.
- When no excess emission(s) or monitor system outage occurred, report this fact in the report.
- Summary of excess emission(s).

Note: Owner/operator shall maintain a log of all measurements, including all CEMS downtimes, repairs, adjustments, maintenance, calibrations, audits and testing in a permanent form suitable for inspection.

CONTACT INFORMATION

Main Address


Jeremy Howe
Air Quality Division
Technical Programs Unit Supervisor
231-878-6687

CONTACTS

Email:
howej1@michigan.gov

ADDITIONAL LINKS

[Air Quality Division District Office List](#)



If you leave the form without submitting it, the form will be in Draft.

To access Draft forms, go to your **Dashboard** and click on the **Draft** category.

Figure 12-2 Begin Form Entry

Completing the Air CEMS Excess Emissions and Monitor Downtime Report

- The specific sections for the form are displayed on the left side of the screen. At the bottom of each section, there is a Next Section button. Click the button to go to the next section or click on the section title on the left side of the screen as shown in Figure 12-3.
- Complete each section by entering data into all the required fields. Required fields are marked with a red “*”.
- Click Save Progress at the top right to save,
- Select Emission Units or Flexible Groups.
- Click +Add to add rows to the table. Enter information for each emission unit and pollutant measured by your CEMS.
- You can also download the table to your computer. The file downloaded is only usable with Microsoft Excel.
- Click on “Next Section” at the bottom of each section to go to the next section or click on the section title on the left.

Figure 12-3 Sections of the Form

Figure 12-4 Select Emission Units or Flexible Groups

Downloading and uploading the table

The data in the file is tied to the master facility inventory (MFI) and if there are any changes to the MFI the file on your desktop is not updated. When you upload that file the changes can cause errors on the table.

Step by step process:

Step 1 - Press the download button and save the file to your computer. Do not change the name of the file that downloads:

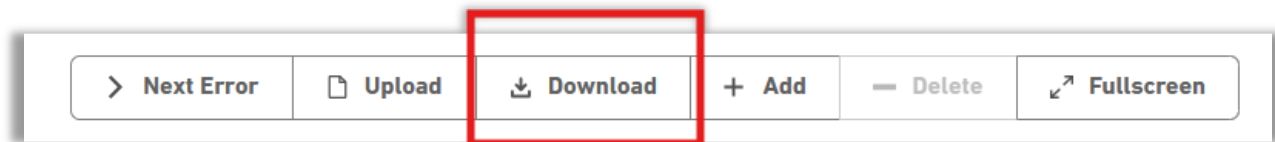


Figure 12-5 Click on Download

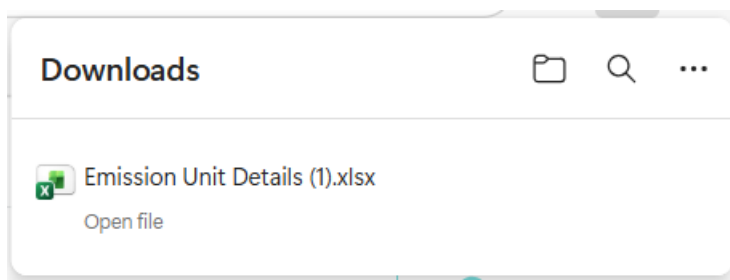


Figure 12-6 downloads dialogue box

You can save the file to any location on your computer, but you will need to know the location when selecting it to upload.

Step 2- Open the file in Microsoft Excel and edit the file:

Do not change the column header names. If these are renamed, they are not going to upload back to MiEnviro Portal. The names are not the same as in the table in the online form, but each column data is imported into the correct columns in the online table based upon the header name. These names are system derived and not editable by the AQD.

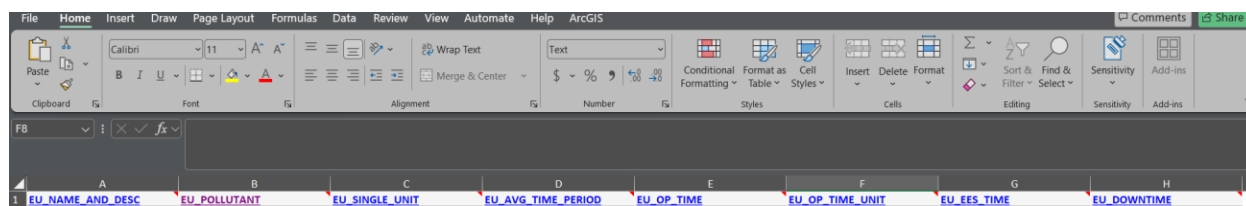


Figure 12-7 column headers

EU_NAME_AND_DESC. This field imports into the Emission Unit field in the form table. Data entry to this field is from the drop-down menu that is populated from the MFI. If you have missing Emission Units, they are either not in the MFI or are not marked as operating in the MFI. To correct this, submit an equipment inventory update form, for information on equipment inventory see the Equipment Inventory Forms guidance document. If you are reporting using the flexible group (FG) table this field is a free text field.

EU_POLLUTANT. This field imports into the Pollutant Field on the form table. This field populates the pollutant, entry to this field is from a drop-down menu. This is a list of pollutants managed by the AQD. If your pollutant is not on the list, contact your inspector to get it added.

EU_SINGLE_UNIT. This field imports into the Pollutant Unit of Measure field in the form table. Data entry to this field is from a drop-down menu. This list of units of measure for pollutants is managed by the AQD. If your unit of measure is not listed contact your inspector to get it added.

EU_AVG_TIME_PERIOD. This field imports into the Avg. Time for Pollutant field on the form table. Data entry to this field is from a drop-down menu. This list is managed by the AQD. If your averaging time is not on the list, contact your inspector to get it added.

EU_OP_TIME. This field imports into the Total Emission Unit Operation Time. This is a free form text box. Place the total time of operations, based upon the operating time units type, into this field. It is required to be a whole number.

EU_OP_TIME_UNIT. This field imports into the Operating Time Units field in the form table. Data entry to this field is from a drop-down menu. This list is managed by the AQD. If your operating time units are not listed contact your inspector to get it added.

EU_EES_TIME. This field imports into the Total Duration of EEs field in the form table. Place the total amount of excess emissions based upon the Operating Time Units type into this field. It is required to be a whole number.

EU_DOWNTIME. This field imports into the Total CEMs System Down Time field in the form table. Place the total amount of down time, based upon the Operating Time Units type into this field. It is required to be a whole number.

When you have completed filling out the fields of the file save it.

NOTE: The data used to fill these fields out should match the data that is uploaded in the next section (Attach Report from the CEMS) of the form.

Step 3 - Upload the form.

On the form click upload to begin the upload of your file.

This opens the dialog box to begin the upload.

Click Choose File box and navigate to your saved file is then select it. Once it is selected click upload.

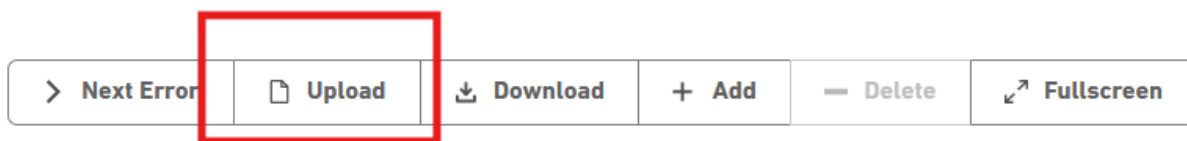


Figure 12-8 Click the upload button

The data uploads into the form table. Verify it imported correctly.

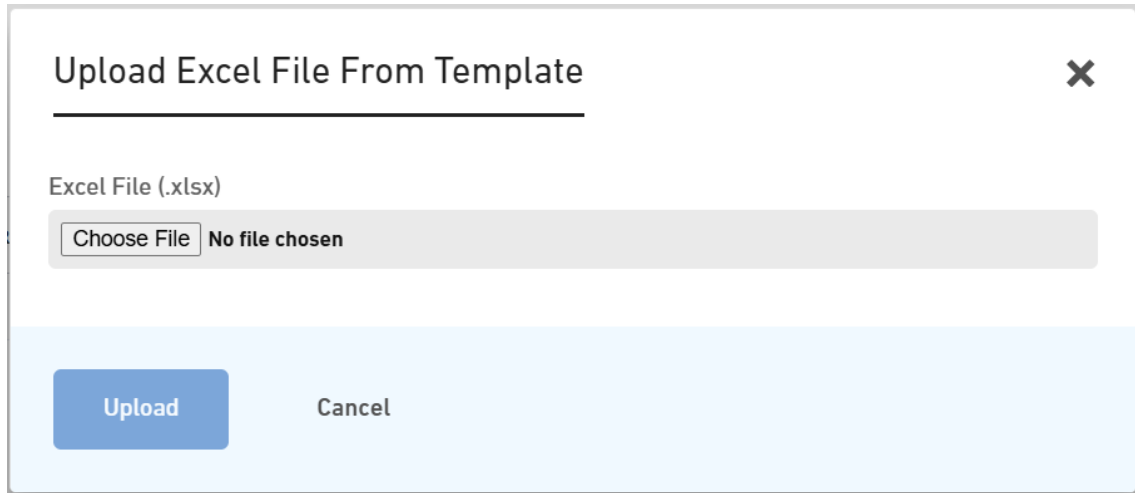


Figure 12-9 select the file to upload

Additional Information

Upload a copy of your data to the form.

Review

Complete a review of all your data to ensure that you are reporting accurate information and that it includes all the required information from your permit.

Certify and Submit

If you are submitting as a Title V ROP site, the Responsible Official must submit the final submission.

13 Environmental Audit Forms

Michigan recognizes the importance of businesses, municipalities and public agencies that take initiative in evaluating their environmental compliance. To encourage self-evaluation, Part 148 of Michigan's Natural Resources and Environmental Protection Act (NREPA) gives organizations incentive to conduct and disclose the results of environmental audits by offering special protections and immunities against violation, fines, and penalties – for more information relating to Environmental Audits visit [Environmental Audit Privilege and Immunity \(michigan.gov\)](https://www.michigan.gov/Environmental-Audit-Privilege-and-Immunity).

Appendix A: Compliance Reports/Schedule names

Schedule Name	Description	Form Name
Air 40 CFR Part 60 NSPS Compliance Form	Initial Notification and Compliance Reporting	Air 40 CFR Part 60 NSPS Compliance Form
Air 40 CFR Part 61 NESHAP Compliance Form	Initial Notification and Compliance Reporting	Air 40 CFR Part 61 NESHAP Compliance Form
Air 40 CFR Part 63 NESHAP Compliance Form	Initial Notification and Compliance Reporting	Air 40 CFR Part 63 NESHAP Compliance Form
Air Asphalt Shingle Recycling Plan	Industry specific plan to minimize process emissions associated with recycling of asphalt shingles.	Air General Compliance Report
Air CAM Excursion/Exceedance and Monitor Downtime Report	Compliance Assurance Monitoring (CAM) reporting for Major Sources in ROP Program	Air CAM Excursion/Exceedance and Monitor Downtime Report
Air Compliance Assurance Monitoring Plan	CAM reporting for Major Sources in ROP Program	Air General Compliance Report
Air Continuous Parameter Monitoring Plan	Compliance Assurance Monitoring (CAM) Plan defining monitoring and operational practices to ensure proper operation of control devices for Major Sources in ROP Program	Air General Compliance Report
Air Construction Deadline Extension Request	Request to extend PTI limit of 180 days for construction.	Air Construction Deadline Extension Report
Air Crushing Plant Relocation Calendar Year List	List of Proposed worksites for Portable Crushers for the calendar year. Is not a replacement for Air General PTI (Permit to Install) Relocation Notice Form	Air Crushing Plant Relocation Calendar Year List
Air Emergency Response Plan	Plan outlining response actions in case of air pollution emergency.	Air General Compliance Report

Schedule Name	Description	Form Name
Air Emission Monitoring Plan	Plan outlining parameters to be monitored, frequency, et al for process equipment and associated control devices.	Air General Compliance Report
Air Enforcement Schedule of Compliance	Schedule of actions to be taken and timeline to bring the Facility back into compliance with State and/or Federal regulations.	Air Enforcement Schedule of Compliance Response
Air Excess Emissions and Monitor Downtime Report	Quarterly report detailing occurrences of excess emissions or monitor downtime during the period.	Air Excess Emissions and Monitor Downtime Report
Air Fuel Procurement & Monitoring Plan	Plan specifying types, quantities, and sources of fuel to be used on site as well as handling and storage practices if applicable.	Air General Compliance Report
Air Fugitive Dust Plan	Plan of actions to be taken to minimize fugitive dust onsite.	Air General Compliance Report
Air Fugitive Emissions Plan	Plan outlining actions to be taken to reduce/minimize fugitive emissions of dust as well as other process emissions not associated with a stack.	Air General Compliance Report
Air Gas Collection Control System Design Plan	Plan identifying specific engineering details of landfill gas collection and control system.	Air General Compliance Report
Air Gas Collection/Management Plan	Plan outlining/identifying steps taken to ensure collection system is designed operated and monitored to ensure compliance.	Air General Compliance Report
Air General Compliance Report	Use this when submitting compliance reports that are not identified by a specific schedule.	Air General Compliance Report
Air General PTI (Permit to Install) Relocation Notice Form	Required notification under General Permit for all Portable Crushers of change in plant location.	Air Permit to Install Relocation Notice - Nonmetallic Mineral Crushing Plants
Air Landfill Design Capacity Plan	Determination of maximum amount of solid waste a landfill can accept based on material already in-place and volumes allowed per the most recent permit.	Air General Compliance Report

Schedule Name	Description	Form Name
Air Landfill Gas Monitoring Plan	Plan outlining the parameters monitored to indicate that the gas collection is performing effectively, as well as any surface emission monitoring (SEM) scans.	Air General Compliance Report
Air Landfill Initial Design Capacity Plan & NMOC Emission Rate	Determination of maximum amount of solid waste a landfill can accept and where the volume exceeds 2.5 million cubic meters or 2.5 megagrams and triggers Federal regulatory applicability. Submittal shall also include a determination of the nonmethane organic compound (NMOC) emission rate for landfill.	Air General Compliance Report
Air Landscape Plan	Program to monitor for landfill cover integrity and implement landfill cover repairs as necessary.	Air General Compliance Report
Air Leachate Evaluation Plan	Program to monitor and manage leachate levels in the landfill.	Air General Compliance Report
Air Leachate Recirculation Plan	Monitoring and operational plan for removal of leachate from gas collection wells to other parts of the landfill.	Air General Compliance Report
Air Leak Detection Plan	Monitoring and operational plan to prevent and correct leaks identified onsite. Example: detection of baghouse leaks or gas leaks at oil and gas facilities.	Air General Compliance Report
Air Malfunction Abatement Plan (MAP)	Plan outlining actions to be taken to properly correct for a malfunction occurrence of process equipment or their associated pollution control devices.	Air - Malfunction Abatement Plan (MAP)
Air Material Processing Plan	Plan describing storage and handling of materials used in processes to minimize emissions.	Air General Compliance Report
Air Monitoring Plan	General plan outlining monitoring activities and schedules.	Air General Compliance Report
Air Notification of Transfer of Ownership	Notifies AQD Staff of change in ownership for permitted facility.	Air General Compliance Report

Schedule Name	Description	Form Name
Air NSR Emissions Report	Compliance report necessary to satisfy Permit to Install condition(s).	Air General Compliance Report
Air Odor Management Plan	Outlines actions to be taken to control/minimize odors from process equipment or other process related sources onsite. Example: settling ponds, composting operations, landfills.	Air General Compliance Report
Air Operation & Maintenance Plan	Outlines proper operation and maintenance activities for process equipment and associated control devices.	Air General Compliance Report
Air Pollution Incident Prevention Plan	Compliance report for pollution incident prevention.	Air General Compliance Report
Air Pressure Differential Monitoring Plan	Outlines the location and monitoring schedule for collection of differential pressures from process or associated pollution control devices.	Air General Compliance Report
Air Preventative Maintenance Plan	Outlines preventative maintenance activities to be conducted by the Facility to ensure proper operation of process equipment and associate control devices.	Air General Compliance Report
Air Quality Assurance & Quality Control Plan	Outlines activities to ensure quality of data from continuous emission monitoring systems and their associated components.	Air General Compliance Report
Air Quality CEM Plan Submittal	Continuous Emission Monitor Information/monitor specifications	Air Quality CEM Plan Submittal
Air Quality Test Plan Submittal	Stack/RATA Performance Test Plan	Air Quality Test Plan Submittal
Air Quality Test Report	Stack/RATA Performance Test Report for results submission	Air Quality Test Report Submittal
Air Renewable Operating Permit Notification of Change	Notification of change as required under Rule 215 for ROP Facilities. Ex. Change in Responsible Party, et al.	Air Renewable Operating Permit (ROP) Notification of Change (Rule 215)

Schedule Name	Description	Form Name
Air Rule 912 Abnormal Condition/Malfunction Report	Required reporting of any Rule 912 abnormal condition or malfunction for permitted process and/or associated control equipment.	Air Rule 912 Abnormal Condition/Malfunction Report
Air Sampling Plan	Outlines proper sample collection techniques, sampling schedule and or shipment protocols. Example: fuel or coating samples for laboratory analysis, colorific tube samples, etc.	Air General Compliance Report
Air Site Specific Monitoring Plan	Site specific monitoring plan for operational parameters for process equipment and/or pollution control devices.	Air General Compliance Report
Air Spill Prevention Control & Countermeasure Plan	Outlines practices to be taken to prevent and control spills onsite, as well as actions that may be taken as a countermeasure to correct for occurrence.	Air General Compliance Report
Air Startup, Shutdown, Malfunction Plan	Outlines proper actions to be taken for proper startup and shut down of process equipment and associated pollution control devices, as well as proper actions to be taken in case of a malfunction of referenced equipment.	Air General Compliance Report
Air Termination Request	Formal request for termination of Administrative Consent Order.	Request to Terminate Administrative Consent Order
Air Treatment System Monitoring Plan	Plan outlining/defining monitoring to be conducted to ensure the proper operation of remediation treatment system with respect to air emissions.	Air General Compliance Report
Air Visible Emissions Test	Performance test for opacity levels by certified readers using EPA Method 9 or Method 22. Required testing for some industry specific processes (example: crushing plants).	Air General Compliance Report
Air Work Practice Plan	Plan outlining work practices to ensure proper operation of process equipment and associated control devices.	Air General Compliance Report

Schedule Name	Description	Form Name
ROP Annual Compliance Certification	Statement of compliance status for a site for calendar year. Due date is March 15 for previous calendar year.	Air Renewable Operating Permit (ROP) Annual Compliance Certification
ROP General Compliance Report	General compliance report submittal required under ROP requirements.	Air General Compliance Report
ROP Semi-Annual Compliance Certification	Semi-annual statement of compliance for a site for 6-month period of January 1 through June 30 or July 1 through December 31, and due September 15 or March 15, respectively.	Air Renewable Operating Permit (ROP) Semi-Annual Compliance Certification
Violation Response	Formal response to Violation Notice issued to the site.	Violation Response