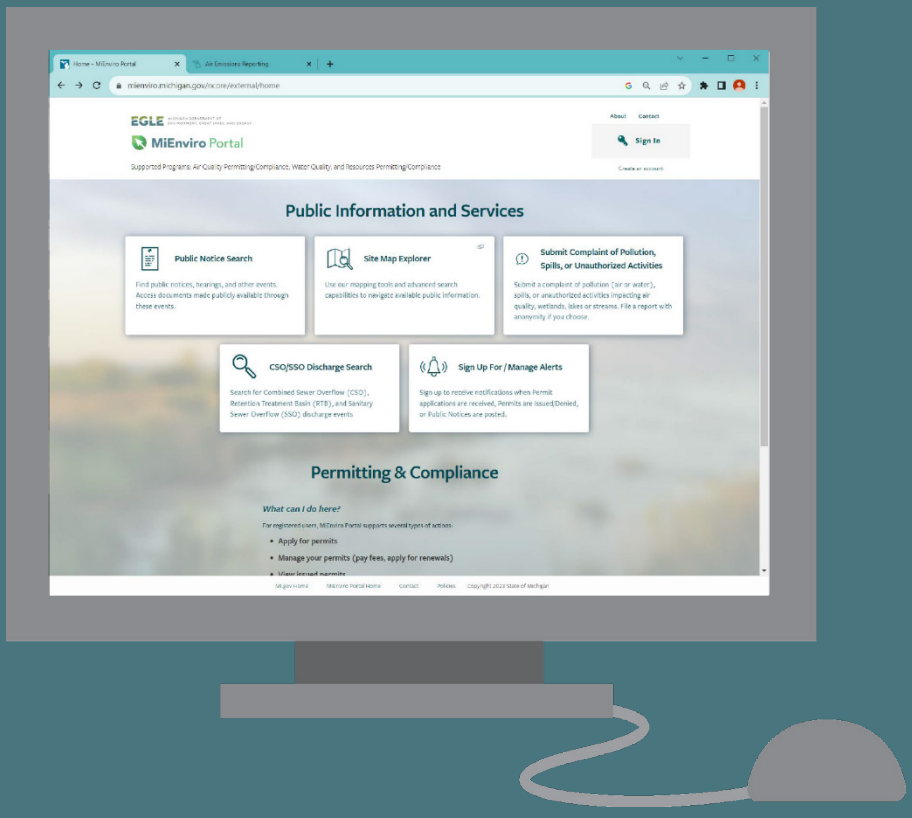
MiEnviro Portal

Annual Equipment Inventory and Annual Emissions Reporting

USER GUIDE



EGLE MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

Michigan.gov/MiEnviro | 800-662-9278

Rev. 8/2025

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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 MiEnviro login at MiEnviro.Michigan.gov. You will be greeted by the screen shown below.

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 on the top of the screen under **Public Information and Services.**

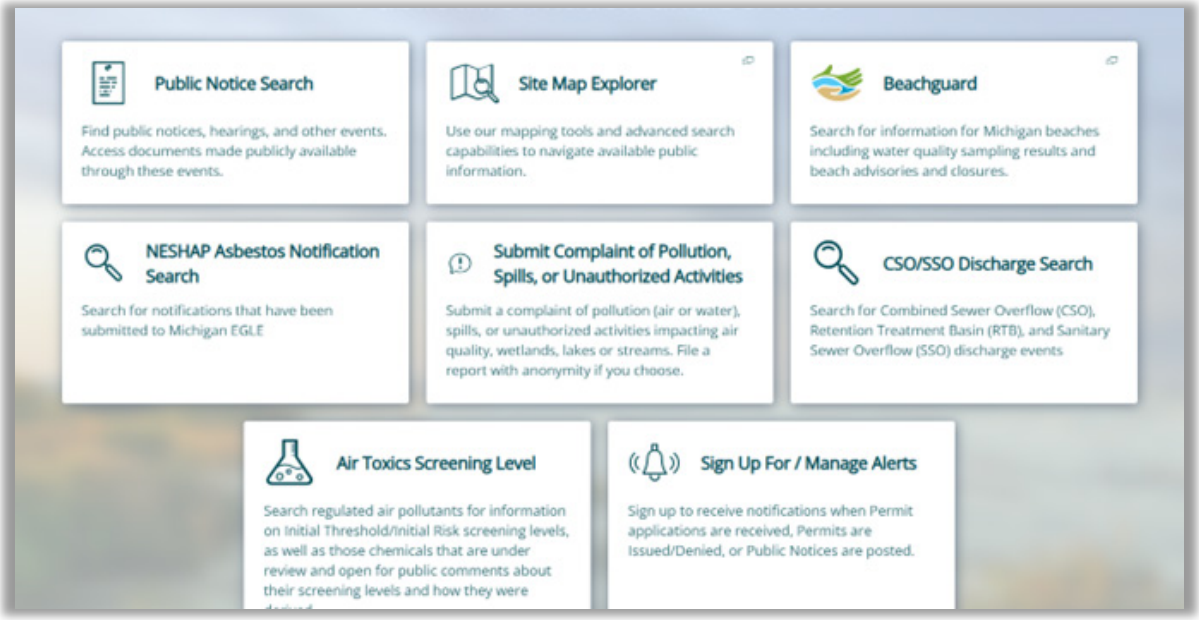


Figure 3-1 – Public Information Screen

Public Notice Search

Users can view all current public notices or search for a specific one. 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 submitted by clicking **Add Comment**.

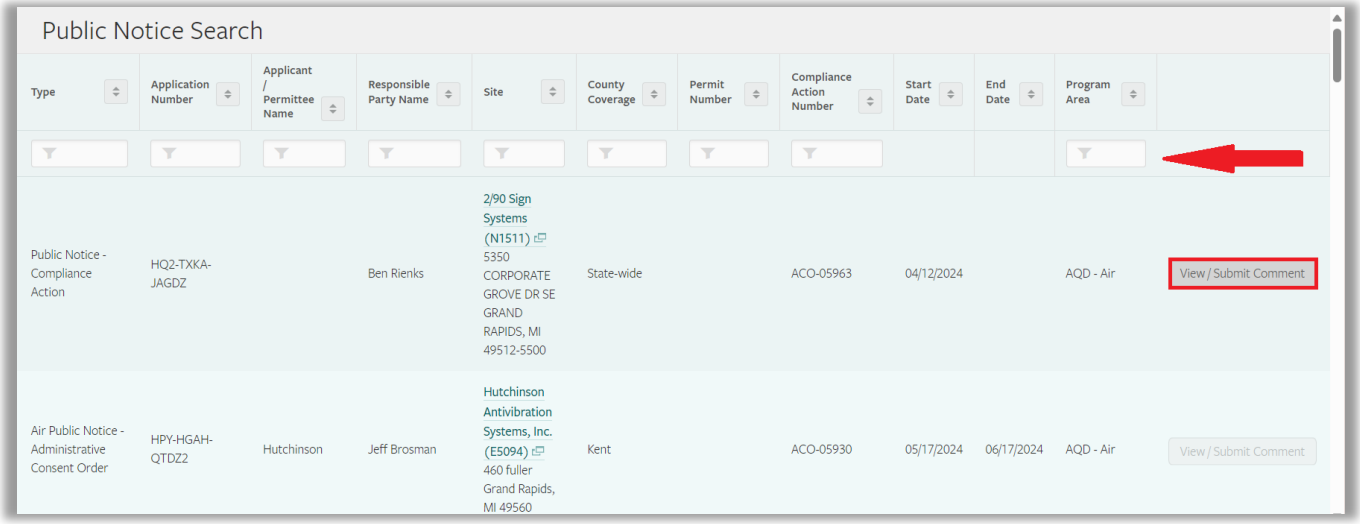


Figure 3-2 – View/Submit Comment

Click the **Add Comment** tab at the top/middle.

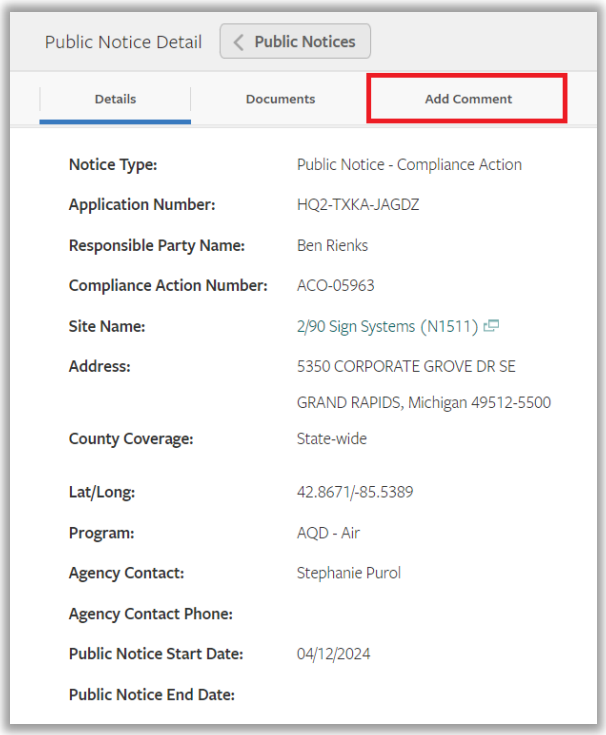


Figure 3-3 – Add Comment Tab

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.

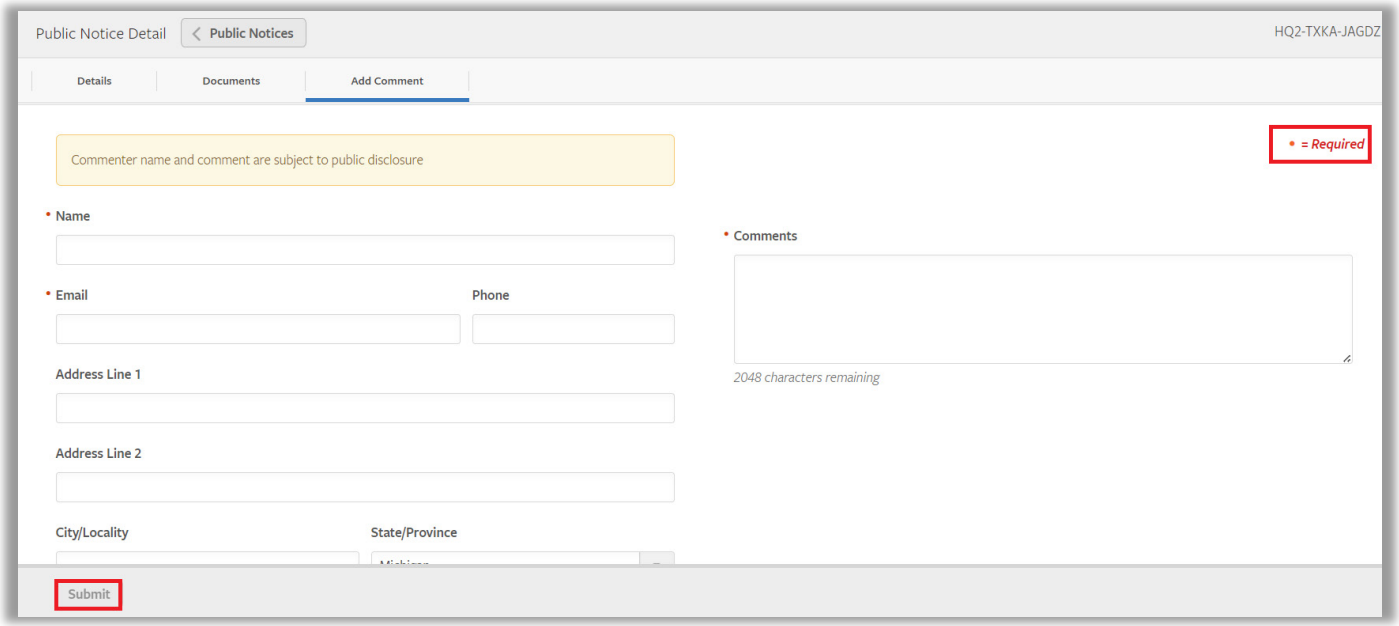


Figure 3-4 Required fields and Submit button

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 permitted site locations. 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. This page also identifies those chemicals that are under review and open for public comments and provide information 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 forms, 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 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. Submit an application. Submitting the first application for a new site creates a site in the system. The person who creates a site in the system, becomes the Administrator for the site. For new sites that need to submit a new permit application, access and submit a New Air Site Request form first.

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.

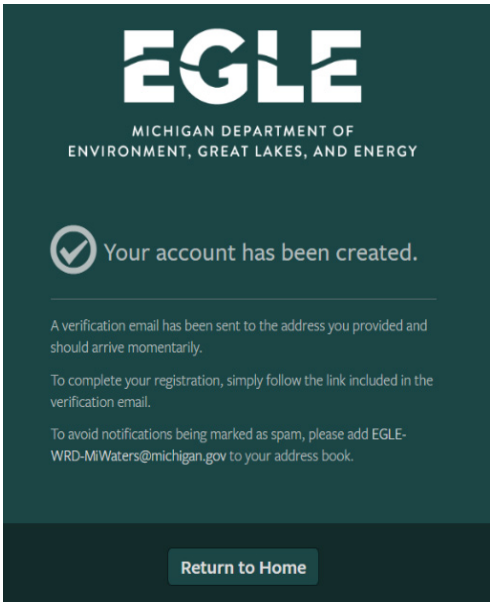


Figure 5-1 – Account Created

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."

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.

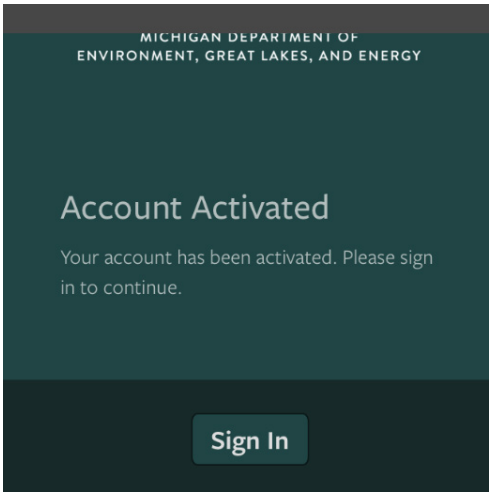


Figure 5-2 – Account Activated

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 c**lick on Sign In on the log in screen. See Figure 5-3**

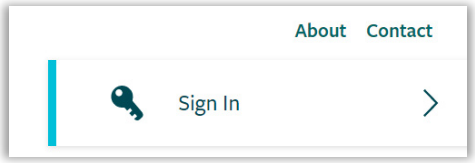


Figure 5-3 – Sign Ins

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. The Annual Equipment Inventory Review form and the Annual Emissions Report require a user to have certifier rights to submit. To become a Certifier, submit the Certifier Agreement form found on the **Authorized Users** tab or under your user profile on the **Signing Authority** tab. See Authorized Users in Section 6 *Navigating the System* for more information. The original form 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.

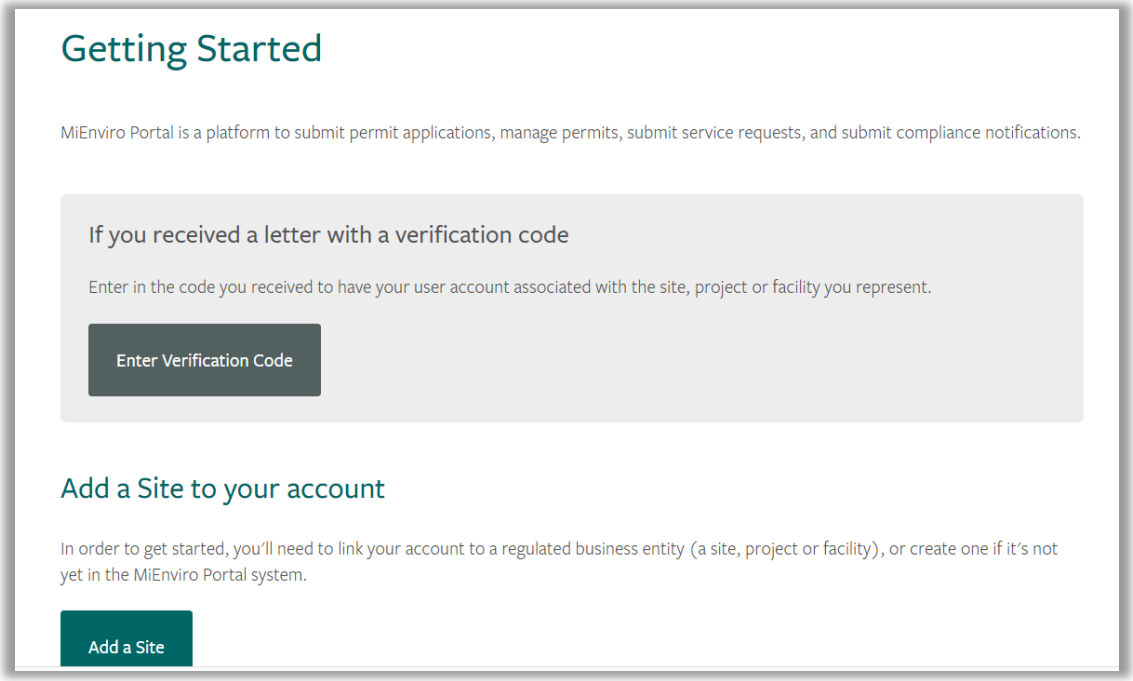


Figure 6-1 – Verification Code

Enter Verification Code

Sites who have previously done business with the AQD will be mailed a letter with a verification code. Click Enter Verification Code, then enter the code to be connected to the site. The site user who enters the code will become the Site Administrator for the 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.

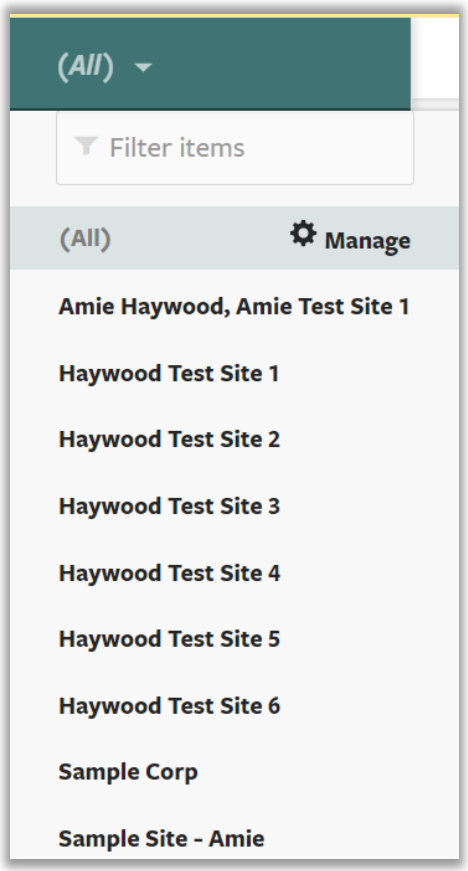


Figure 6-2 – (All) options

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.

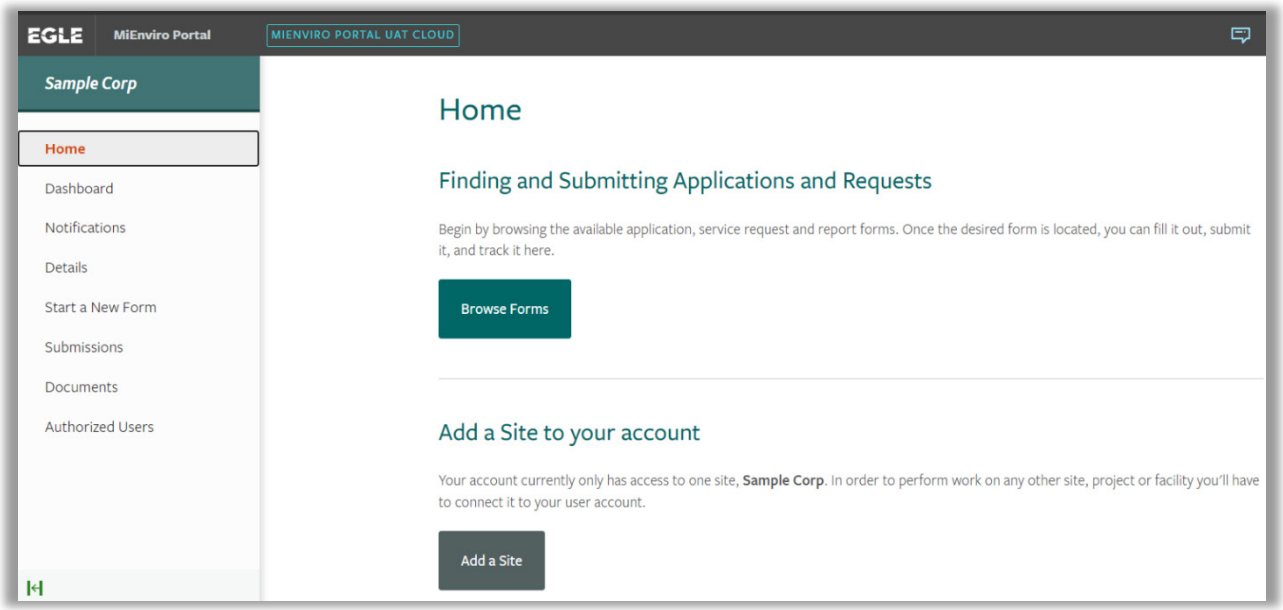


Figure 6-3 – Home, Browse Forms, Add a Site

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 Right Links

Home – Takes you to the Dashboard

About – Access MiEnviro Portal webpage

Contact – Access contact emails for asking questions about MiEnviro

Sign Out – Exit the system

MI.gov/Home – 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.

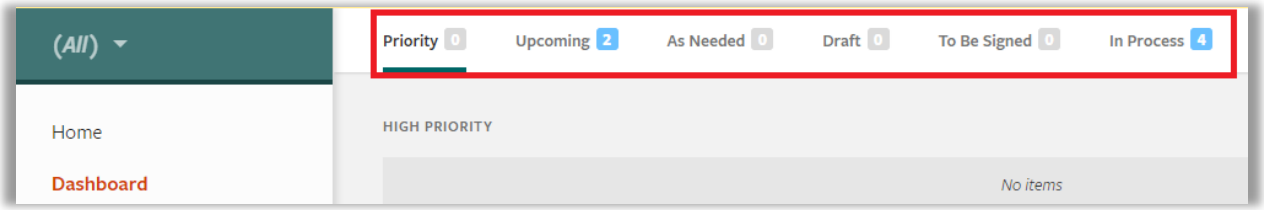


Figure 6-4 – Dashboard Categories

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.

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 a due date. An example of an As Needed item is the ad hoc Off-permit Equipment Inventory Update Form. This form will always be available in the As Needed category on your Dashboard.

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

This allows quick view access to items submitted to the AQD that they are currently working on.

Notifications

Check here for system emails regarding items that may require your response, status notifications, receipts for submittals, and notifications regarding your user account. Access notifications by clicking on **Notifications** on the left or by clicking on Notification 'charm' on the "Charm Bar." See Figure 6-5. The notification charm looks like a speech bubble to the left of the question mark or "help" charm.
If you don't have any notifications, the screen will be blank.

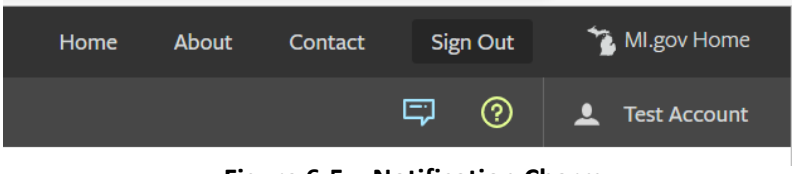


Figure 6-5 – Notification Charm

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. Allows additional contact information to be added by clicking on **Add Contact**. Click **Open** next to a contact to edit their information. Contacts cannot be deleted for historical record purposes. Note: contacts are not necessarily users. Users are people who have created a user account. Updates to contacts do not update users.**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.

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

Select applications to submit to the AQD. See Figure 6-6.

I want to start a new application **–** Provides a list of application forms and a filter field. 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. See Figure 6-7 to view the filter field.

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.

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 the form to file a complaint with EGLE.

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

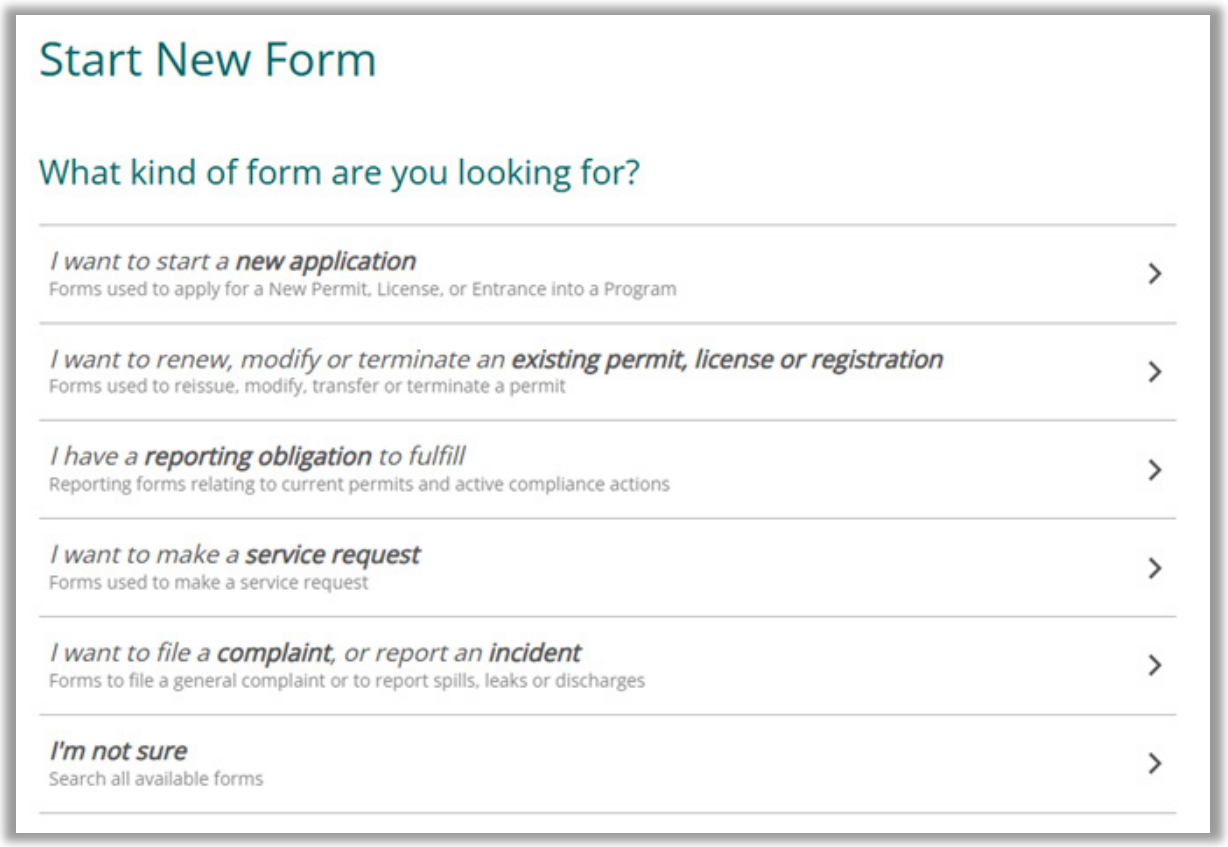


Figure 6-6 – Form Selection

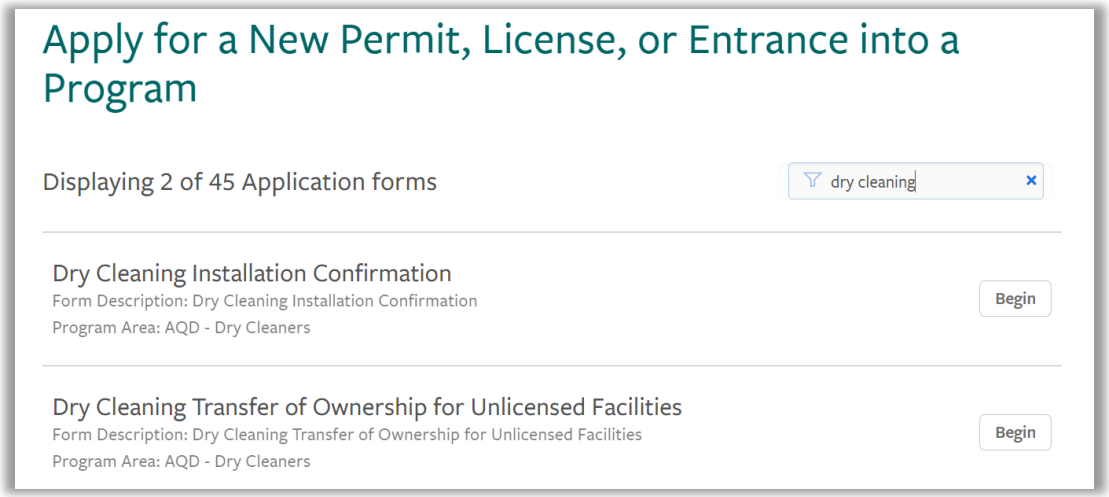


Figure 6-7 – Filter

Submissions

Access draft, In Process, not started and submitted applications, forms and reports. See Figure 6-15 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.

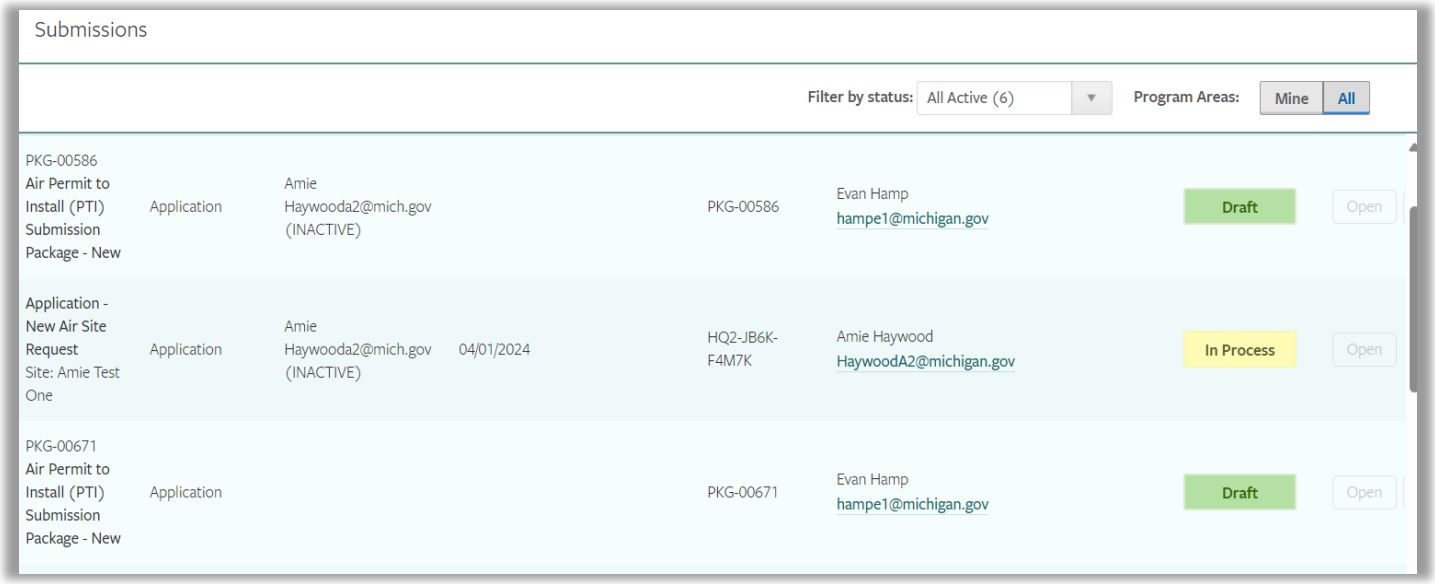


Figure 6-8 – Access Submissions

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 6-9.

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

Step 5: Print the voucher.

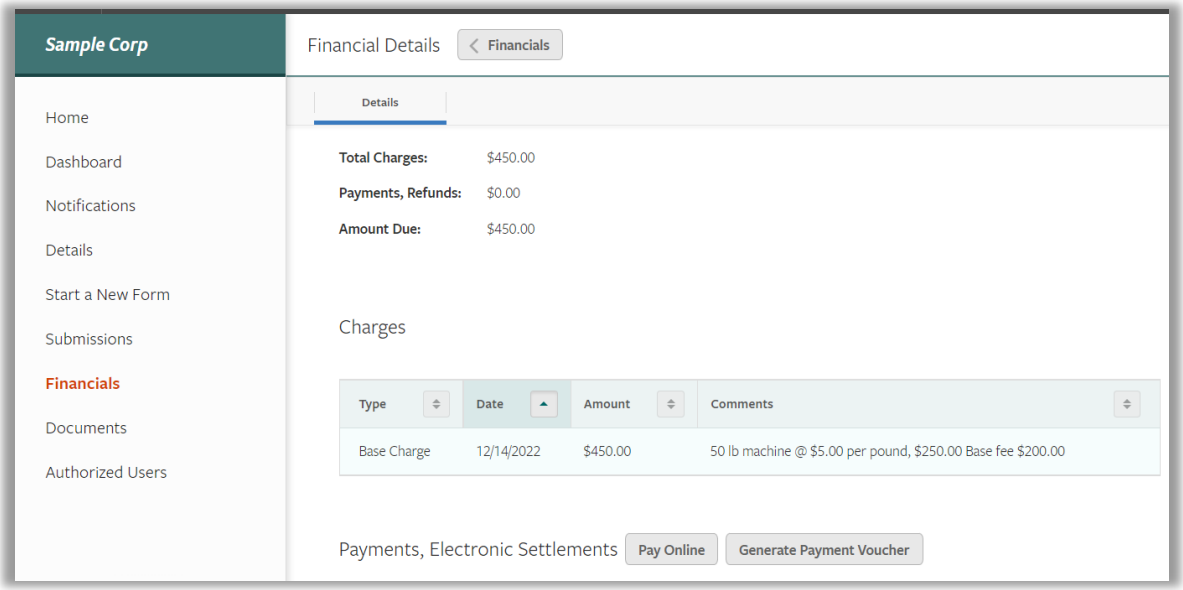


Figure 6-9 – Pay Online or Generate Payment Voucher

Mail the payment and voucher to the address on the invoice which are listed below.

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.

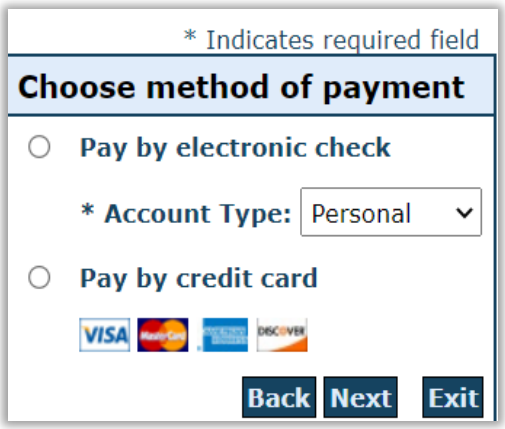


Figure 6-10 – Online Payment Method

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. The selections are Personal or Business depending on which checking account you want the funds to be drawn from. See Figure 6-10.

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 6-11.

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**.

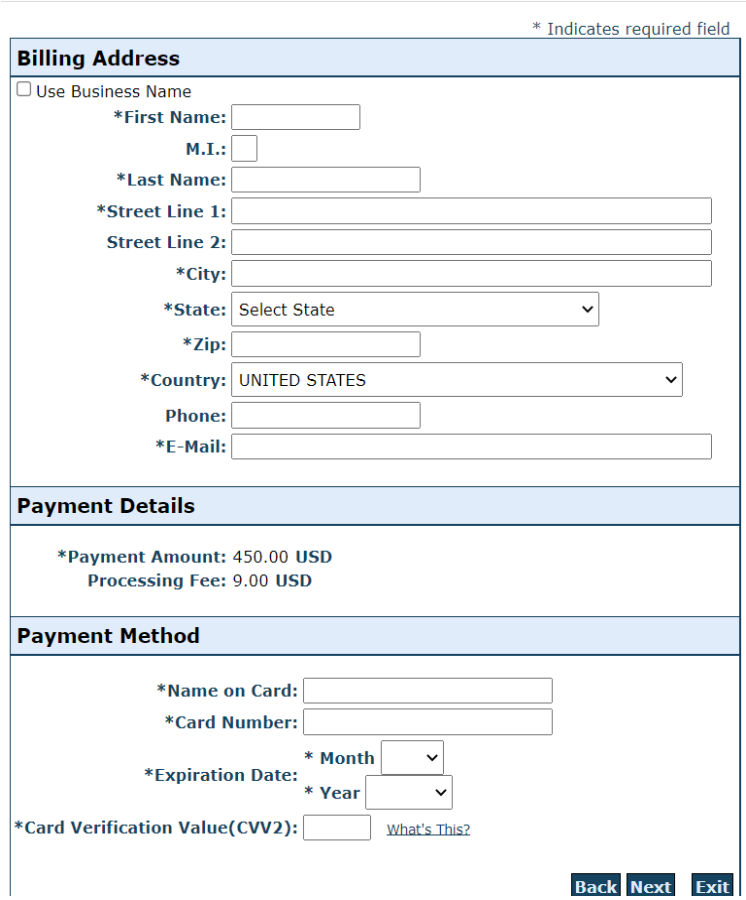


Figure 6-11 – Card information form

The system will display a Payment Confirmation. See Figure 6-12. Click **OK**.

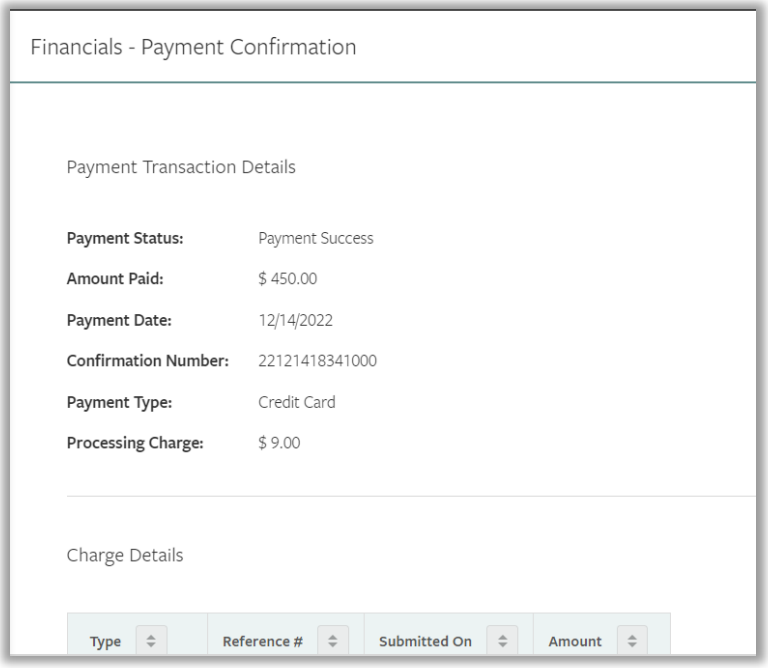


Figure 6-12 – Payment Confirmation

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 in Figure 6-13. 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 6-13 – 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 6-14.

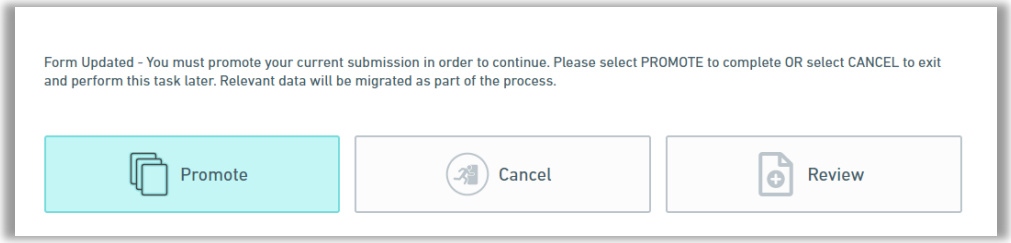


Figure 6-14 – Continue Draft

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.

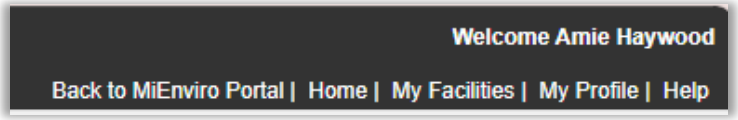


Figure 6-15 Equipment and Emissions Inventories Links

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 is 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 6-16).

- 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 uses to join the site and inactivate users.

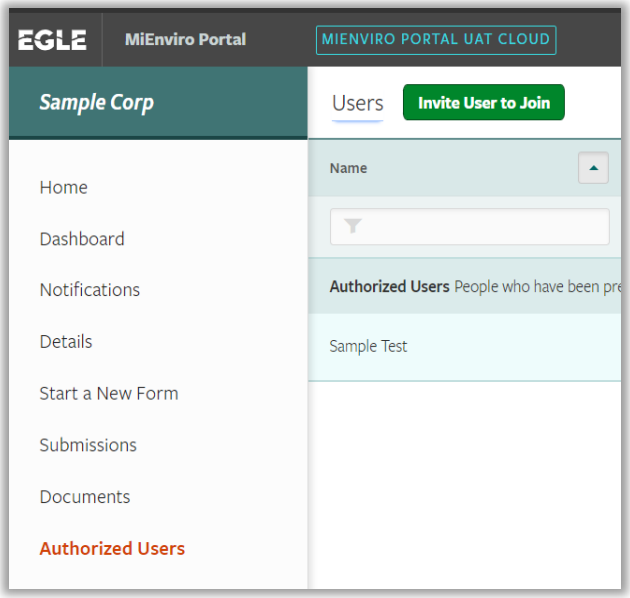


Figure 6-16 – Invite User

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 name (upper right corner, next to the person icon) to access the User Profile screen. See Figure 6-17. The name in this example is ***Test Account.***

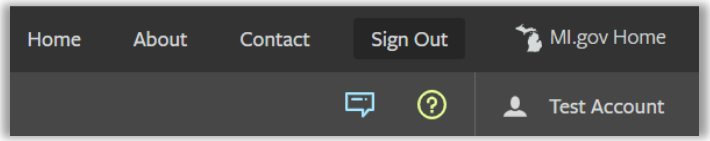


Figure 6-17 – Update Profile Information

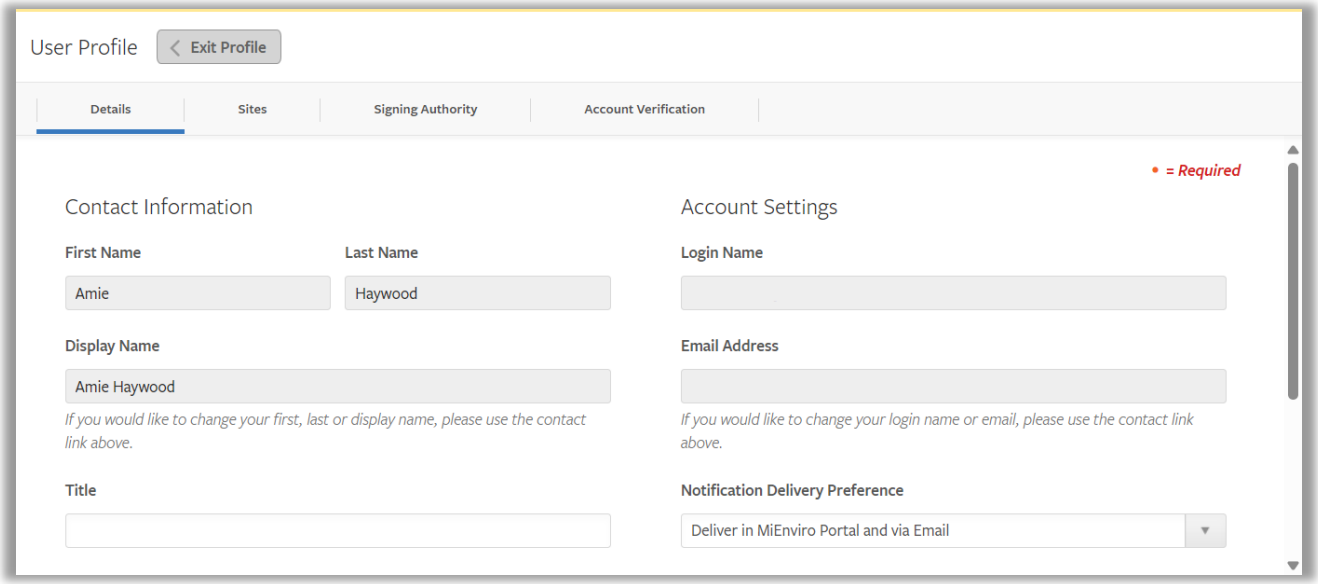


Figure 6-18 User Profile Tabs

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.

Account Verification - The AQD does not issue verification codes.

7 Overview Annual Emissions Report

The federal Clean Air Act (CAA) requires that each state maintain an inventory of air pollution emissions for certain facilities and update this inventory every year.

EGLE maintains Emission Inventory (EI) reports for commercial, industrial, and governmental sources of air pollution in Michigan. Each year, approximately 2,000 facilities report emissions to the AQD. Emissions data is submitted to the U.S. Environmental Protection Agency (USEPA) to be added to the national data bank. This information is used to track air pollution trends, determine the effectiveness of current air pollution control programs, serve as a basis for future year projections of air quality, track source compliance, provide information for permit review, and calculate the emissions portion of the air quality fee.

The AQD's Policy and Procedure AQD-013 generally explains which Michigan facilities, operating sources of air pollution, are required to report their annual emissions. They include the following:

- Facilities subject to the Renewable Operating Permit (ROP) Program.
- Facilities that have opted out of the ROP Program by obtaining an Opt-Out Permit to Install.
- Facilities subject to a federal New Source Performance Standard (NSPS).
- Facilities whose actual emissions exceed the thresholds listed in Table 7-1.
- *Any facility* receiving notification from the AQD to report.

Table 7-1: Reporting Thresholds

Pollutant	Threshold
Carbon monoxide (CO)	100 tons per year
Nitrogen oxides (NOx)	40 tons per year*
Sulfur dioxide (SO_2)	40 tons per year
Particulate matter (PM)	25 tons per year
Particulate matter (PM10)**	15 tons per year
Particulate matter (PM2.5)**	10 tons per year
Volatile organic compounds (VOC)	10 tons per year
Lead (Pb)	0.5 tons per year

*25 TPY for sources in Ozone Nonattainment areas

** These amounts are for PM10 and 2.5 Primary. Primary includes filterable and condensable. For PM2.5, the system displays it as PM25.

Note: These thresholds are based on the AQD Policy and Procedure, AQD-013. The VOC threshold is based on the major source definition for a single hazardous air pollutant in Section 112 of the federal CAA and the requirement to identify VOC point sources greater than 10 tons per year in the Michigan State Implementation Plan.

MiEnviro is an integrated system that contains emissions reporting and other AQD business areas. The equipment inventory for a site may be used by many AQD business areas. To accommodate this, the equipment inventory portion of emissions reporting is in a separate form with a separate due date.

The Annual Equipment Inventory Review form is available every September 1 and due November 1 each year. This allows for a review of the equipment before the Annual Emissions Report is started to ensure that emissions are reported for the correct equipment.

The Annual Emissions Report is available every January and is due March 15 each year. The AQD is required to notify each facility at least 45 days prior to the deadline for submitting the report. This notification usually occurs in early to mid-January.

Companies are responsible for maintaining a current employee with a valid email with access to the site. Notifications to report are sent to users with access to the site with the Administrator role. .

8 Annual Emissions Report Process

Step 1: Log into MiEnviro via the internet with user name and password

Step 2: Complete and submit the Annual Equipment Inventory Review form (September 1 – November 1)

Step 3: AQD reviews equipment form

Step 4: Receive notification that the Annual Equipment Inventory Review is acknowledged

Step 5a: Begin the Annual Emissions Report (no sooner than January 2)

Step 5b: Mark the report ready for submittal if you are not a certifier

Step 6: Submit the Annual Emissions Report by March 15

Step 7: For ROP sources, complete and submit the ROP Annual Compliance Certification form.

Step 8: Fee Sources Only: Review billable emission estimate in June.

9 Master Facility Inventory

The Master Facility Inventory (MFI) is an inventory of the equipment at your site. The MFI is maintained by MiEnviro. Changes to the MFI are done by companies using equipment forms.

The MFI equipment consists of emission units, release points, control devices, control paths and the unit processes (SCCs). It's important to keep the inventory accurate for not only emissions reporting but for completing other compliance reports in the system.

In preparation for submitting the Annual Emissions Report, facilities update their site MFI by completing the Annual Equipment Inventory Review (EIR) form. If there are no changes needed to the equipment inventory, sites can submit the Annual Equipment Inventory as is. When a site submits an EIR form to the AQD, the AQD reviews and promotes the data to the MFI. In January, when a user **begins** their Annual Emissions Report, it pulls the data from the MFI, so the Annual Emissions Report contains the correct equipment inventory. **Equipment data cannot be edited in the Annual Emissions Report**.

It is important to submit the EIR (even if there are no changes) prior to beginning the Annual Emissions Report.

If you begin your Annual Emissions Report without submitting the EIR to update the MFI and need changes to the equipment, follow the directions below:

- Access the EIR, make changes to it and submit it.
- Wait for the AQD to promote the changes in the EIR to the MFI. You should receive a system notification.
- Enter the draft Annual Emissions Report and click Resync Facility Inventory with Master on the right panel.

Request an Amendment – Update the MFI

If you submit the EIR, and begin the Annual Emissions Report and need to make any changes to the equipment data, do the following to access and edit the submitted EIR:

1. Select the site
2. Click **Equipment and Emissions Inventories**
3. Click the **Equipment Form**s tab
4. Click the button under **Actions** to access the form
5. Click **Request Amendment** on the right panel
6. Edit and resubmit the EIR
7. Enter the draft Annual Emissions Report and click Resync with the Master Facility Inventory on the right panel.

10 Equipment and Emissions Inventories Module/SLEIS

SLEIS stands for the State and Local Emissions Inventory System. SLEIS is the equipment and emissions inventory module (Inventory Module) within MiEnviro that collects equipment inventory and emissions data.

Clicking **Begin** or **Continue** for an EIR form or an Annual Emissions Report in MiEnviro navigates you to the Inventory Module.

- The equipment form and the emissions report must first be accessed in MiEnviro. Once you click Begin on the form or the report, then you can access them directly from the Inventory Module.
- Historical equipment forms and emissions reports are located in the Inventory Module.

In MiEnviro, clicking the **Equipment and Emissions Inventories** screen on the left navigation menu will take you to SLEIS/Inventory Module.

Inventory Module Right Panel

Back to MiEnviro Portal: Return to MiEnviro Portal

Home: Takes you to a Welcome message.

My Facilities: Displays a list of facilities you have access to. Use the button under Actions to enter a facility. Once you enter a facility, the system will display two tabs. The Emissions Report tab displays a list of the site emissions report for the current year and historical years. The Equipment Forms tab will display a list of started or submitted equipment forms. Click the button under Actions to enter a specific form. Click the back arrow to return to the list of sites you have access to.
See **Figure 10-2**.

On the home screen that displays the Emissions Report tab and the Equipment Forms tab, to view who has access to the site click the View facility users link on the right panel (not pictured).

My Profile: User Profile updates are made in MiEnviro only.

Help: Click to display a window describing where you are at in the system and what is on the current screen.

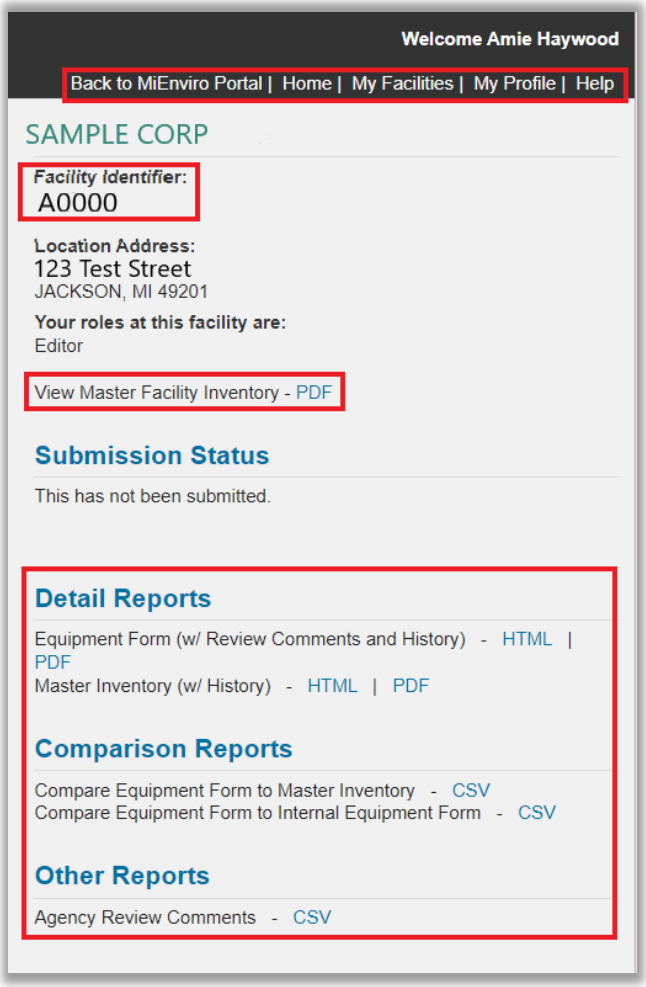


Figure 10-1 – Inventory module right panel

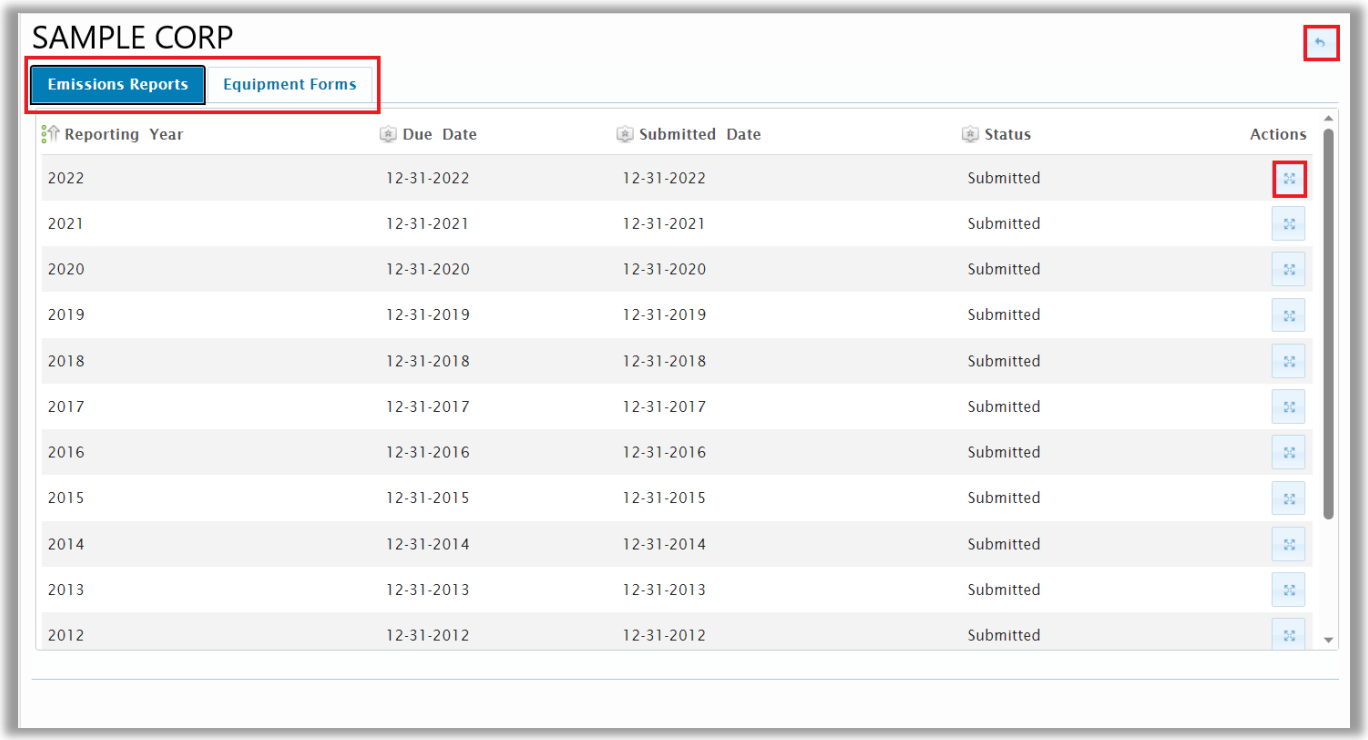
Facility Identifier: State Registration Number (SRN). The SRN is a number the AQD assigns to the facility address. Include the SRN when emailing or calling for assistance.

View Master Facility Inventory: This report downloads a PDF of the current MFI.

Equipment Form (With Review Comments and History): This report provides the information contained in the form. If changes were made to the form, this PDF report will outline the changes and display the person who made them.

Compare Equipment Form to Master Inventory: If you make any edits to the equipment form, this report will compare the current equipment form to the data in the MFI. If you haven't made any changes, the report will be blank. This report is most useful while working on the equipment form. After the equipment form is submitted, the report may change or be blank depending on the status of the submitted form.

Compare Equipment Form to Internal Equipment Form: This report displays a comparison of the equipment form you submitted to the form with any AQD changes. If the AQD hasn't made any changes, the report will be blank.

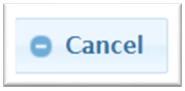
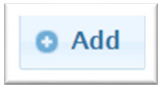
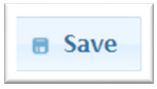
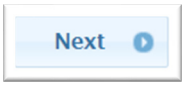
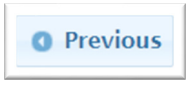
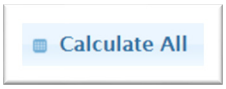


Reporting Year	Due Date	Submitted Date	Status	Actions
2022	12-31-2022	12-31-2022	Submitted	
2021	12-31-2021	12-31-2021	Submitted	
2020	12-31-2020	12-31-2020	Submitted	
2019	12-31-2019	12-31-2019	Submitted	
2018	12-31-2018	12-31-2018	Submitted	
2017	12-31-2017	12-31-2017	Submitted	
2016	12-31-2016	12-31-2016	Submitted	
2015	12-31-2015	12-31-2015	Submitted	
2014	12-31-2014	12-31-2014	Submitted	
2013	12-31-2013	12-31-2013	Submitted	
2012	12-31-2012	12-31-2012	Submitted	

Figure 10-2 – Site emissions reports by year

Use the four arrows button to display all the reporting years for a specific site when on the list of facilities or to enter a specific report by year when in a specific site.

SLEIS Icons/Buttons

Button	Name	Function	Location on the screen
	Back arrow	Takes you to previous screen	Upper right corner
	Magnifying Glass	View a record	Right side, under Actions
	Gear	Edit a record	Right side, under Actions
	Calculator	Calculate emissions for a single pollutant	Emissions tab, right side
	Plus	Add a row	Within the middle
	Trash bin	Delete a record	Middle right side
	Four arrows	Takes you to the next screen when viewing lists	Right side, under Actions
	Cancel	Exit the screen without saving	Bottom right side
	Add	Add a record	Bottom left or right
	Save	Saves changes	Bottom right
	Next	Takes you to the next record in a list	Bottom right
	Previous	Takes you to the previous record in a list	Bottom right
	Calculate All	Calculates emissions for all pollutants at the same time	Emissions tab, Bottom left

11 ANNUAL EQUIPMENT INVENTORY REVIEW FORM

1. Log in to MiEnviro
2. Select a site. The name of the site and SRN will appear with each form or report.
3. Begin the EIR Form in one of the following two ways. **Do not complete the as-needed Off-Permit Equipment Update form in lieu of the EIR.**
   a) From the Dashboard screen, click **Begin** next to the Annual Equipment Inventory Review form on the right panel. See **Figure 11-1**.
   b) Go to the Submissions screen, click **Begin** for the appropriate form.
4. Access *draft* EIR forms by clicking on **Continue.**
5. **You will also see the Annual Emissions Report on the right panel.** The button will say "Not Available" until January 2 or 3. Beginning January 2 or 3, depending on if it is a leap year, the report with have a **Begin** button.

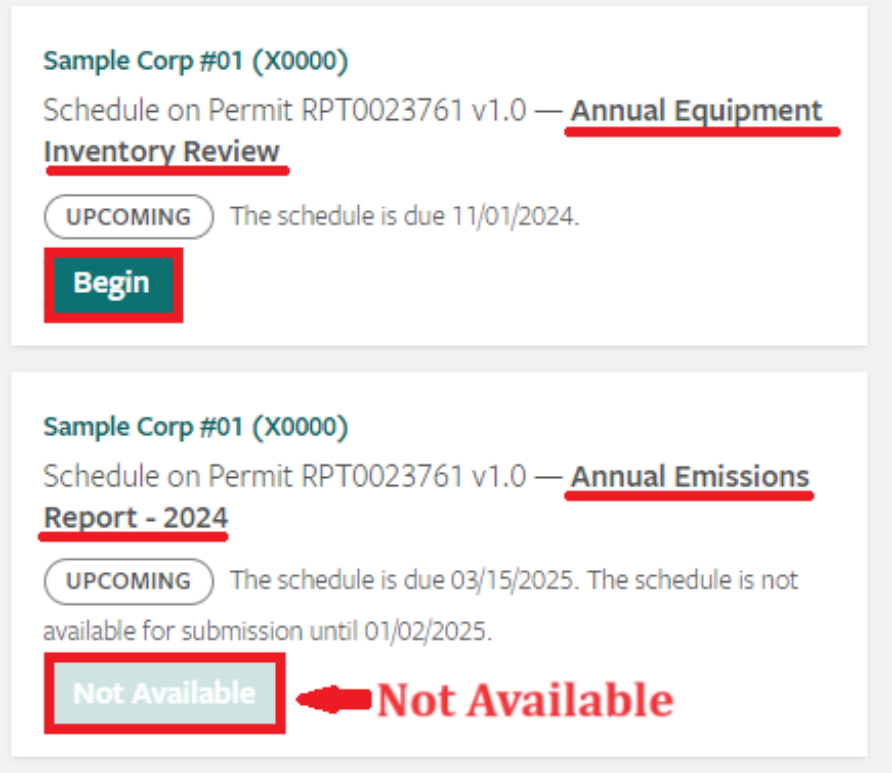


Figure 11-1 – Begin Button

The form consists of the Facility tile, Release Points tile, Control Devices tile, Control Paths tile, Emission Units tile, Unit Processes tile, and the Flexible Groups tile.

- Click on each tile to view data for accuracy.
- Use the Attachments tile to add documents to the form. See **Figure 11-2**.
- Update the tiles from left to right.

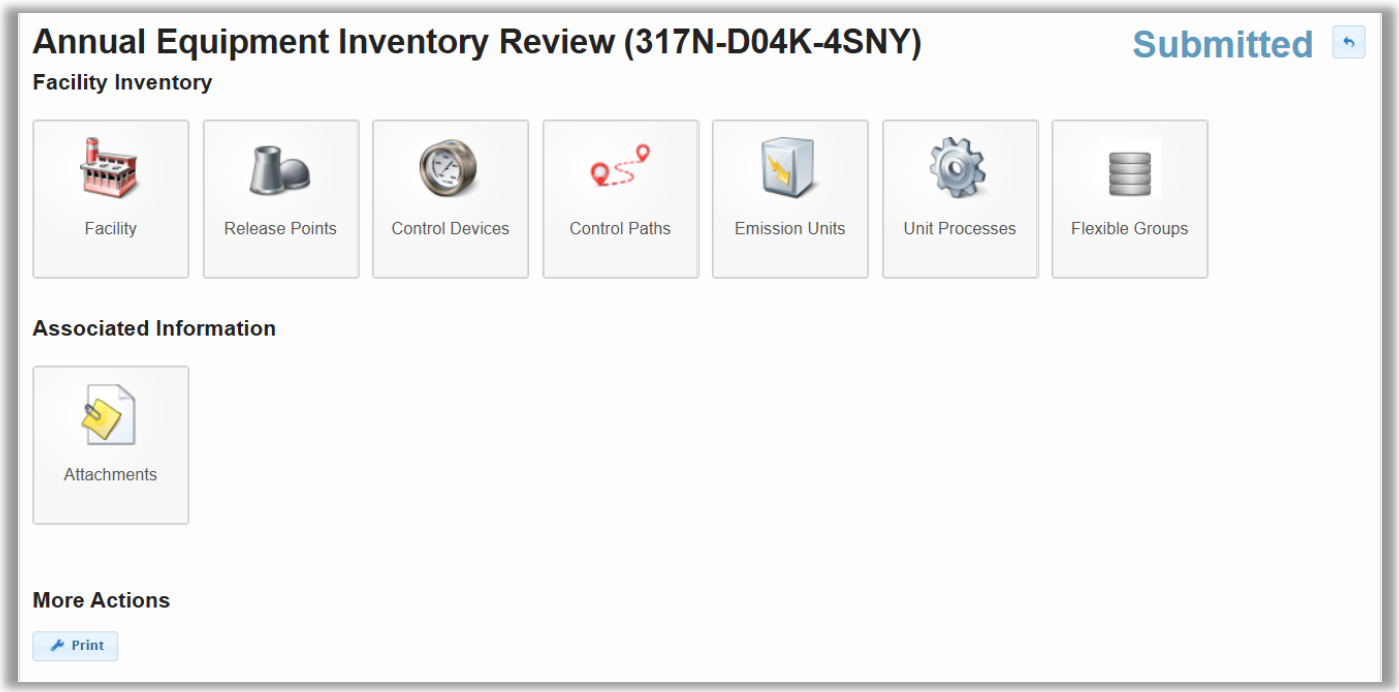


Figure 11-2 – Annual Equipment Inventory Review Form

FACILITY TILE

Facility information includes owner and location information. The information on the facility tab is view only. If any of the view only data needs to be updated, email the updated information to EGLE-Air-MiEnviro@michigan.gov before proceeding to completing and submitting the form.

Facility tab

Facility Identifier - The ID assigned by the AQD. This is the State Registration Number (SRN). Reference this number when calling or emailing the AQD for assistance.

Facility Name: The name of the facility/site.

Company/Owner Name: The owner of the facility. If there is a new owner, submit a Transfer of Ownership form found in Start a New Form, I want to make a service request. If it's the same owner, but a new company name, email EGLE-Air-MiEnviro@michigan.gov.

Description: A brief description of what the company is/does. Example, Automotive parts, build furniture, generate electricity, manufacture machine parts, etc.

Status: The status of the facility should be operating.

Status Year: The year is only used if the facility is permanently or temporarily shut down.

NAICS: See the NAICS reference data. **If the NAICS is missing, email the AQD before proceeding.**

Comments and Review Comments: View only fields.

Addresses Tab

Location section: The location of the site cannot be altered.

Location Tab

Portable Source (current location)? The system will display **Yes** if it is a portable source, or it will display **No** if it is not a portable source.

Latitude (decimal degrees): View only.

Longitude (decimal degrees): View only.

UTM X (meters): View only. The system calculates this based on the Latitude and Longitude.

UTM Y (meters): View only. The system calculates this based on the Latitude and Longitude.

UTM Zone: The system calculates this based on the Latitude and Longitude.

NOTE: To verify the coordinates entered it is recommended that you use an online mapping tool such as Google Maps, which displays latitude and longitude after entering a location.

Collection Method: From the drop-down list, select the collection method used to determine the latitude and longitude listed.

Data Collection Date: Provide the date you determined the latitude and longitude.

Geographic Reference Point: From the drop-down list, select the point that best describes the location where the latitude and longitude were taken. For instance, if you are using GPS, choose the point closest to where you were standing when reading the GPS, such as "Entrance Point of a Facility, System, or Station."

Geodetic Reference System: From the drop-down list select the coordinate system that best describes the method you used. The methods are described below.

- 01 North American Datum of 1927- This was the first data used by mapping and surveying applications in North America.
- 02 North American Datum of 1983 – This is used by mapping and surveying applications in North America. This method updated/replaced the 1927 method.
- 03 World Geodetic System of 1984 – Google Maps and Microsoft Virtual Earth base their data on this datum, this is used by GPS devices.

Additional Information tab

There isn't any additional information currently.

Release Points Tile

The Release Points tile provides a list of release points (stacks) at the facility. The equipment inventory should consist of a complete inventory of all release points at the site. Release points added to the tile will be available in a drop down list on the Unit Processes tile. View the release point data for accuracy, edit the data if needed, add release points, or mark them as shut down.

- Use the magnifying glass button under Actions to enter and view data for a release point.
- Use the gear button under Actions to enter and edit data for a release point.
- Click **+Add** to add additional release points.
- Release points cannot be deleted from the list. To remove a release point from the equipment inventory, click the gear button to edit the release point. Change the status to ***Permanently Shutdown*** and enter the year in the Status Year to indicate the year it was shut down.

Release points get attached to an emission unit process in the Unit Processes tile. Every emission unit process must have a release point attached to it. If there isn't a release point in the Operating status listed for every emission unit process on the Release Points tile, you will need to add one.

Fugitive Release Points

Fugitive release points must appear in the list if you have fugitive release points. You may add additional fugitive release points if needed. If there are numerous fugitive release points throughout the facility, add numerous fugitive release points. Using one fugitive release point indicates all fugitive releases are coming from one place. This is especially important the greater the distance between fugitive releases.

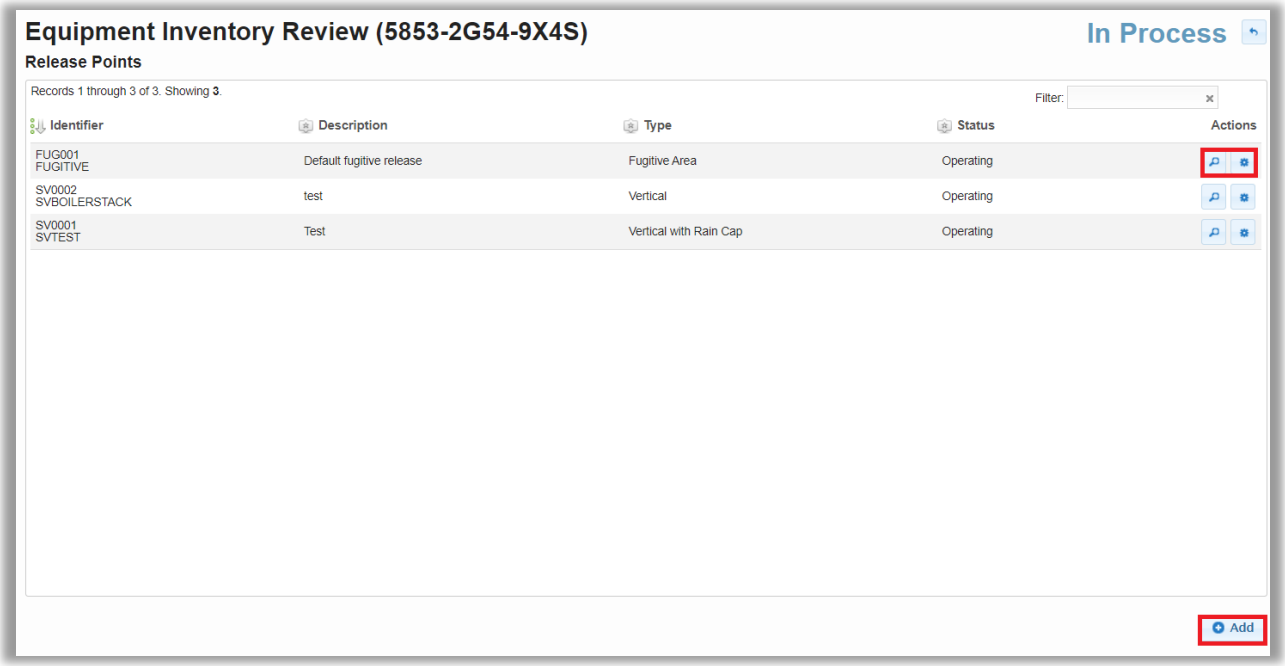


Figure 11-3 – Release Point list

Release Point tab

Identifier: System assigned ID.

Name: Enter the name of the release point using the same name listed in the permit. Non-Fugitive release point names must begin with SV and contain no spaces. Fugitive release points must begin with FUG. **Do not use hyphens.**

Type: From the drop-down list select the option that describes the release point.

Description: Enter a brief description of the release point. This has a 100-character limit, so you may need to modify the description to make it fit.

Status: From the drop-down list select the option that describes the operating status of the release point. **If a release point was used at any point during the reporting year, do not mark it as Permanently Shutdown, leave the status as Operating.**

- Pre-operating = Used only during a Permit to Install application process.
- Operating = The release point operated during the current reporting year.
- Temporarily Shut down = The release point did not operate at all during the current reporting year but may operate again.
- Permanently Shut down = The release point is permanently shut down. If the release point operated at any point during the current reporting year, do NOT mark it as Permanently Shutdown; the status should be Operating. See the example provided under **Status Year**.

If a release point was not used during the reporting year and it is permanently shutdown, then it is appropriate to mark it as Permanently Shutdown.

In addition, if the release point is marked as Permanently Shutdown, you must edit the **Release Point Apportionment tab on the Unit Processes Tile** to make sure the Release Point is not listed. OR the Emission Unit and/or the Unit Process the Release Point is associated with must also be marked as Permanently Shutdown if appropriate.

Status Year: If the status is permanently shut down or temporarily shut down, enter a status year. This is just the year, not a full date. When entering the status year for the Permanently Shutdown status, use the current reporting year as the status year if the status was Operating the previous reporting year.

Example: If SVExample1 operated in 2023 and shut down in 2023, the status would be Operating for the 2023 reporting year. For the 2024 reporting year, mark SVExample1 as Permanently Shutdown and enter 2024 as the status year.

Stack Height: Enter the height in feet.

Stack Shape: Choose circular or rectangular.

Stack Diameter: Enter the diameter of the stack in feet for circular or the length and width of the stack in feet for rectangular. The system will calculate and display the number of inches after the value in feet is entered.

Exit Gas Temp: Enter the temperature of the exhaust gas in degrees Fahrenheit.

Exit Gas Flow Rate: Enter the actual gas flow rate and select the unit for the value entered or enter the velocity. If the flow rate is entered, the velocity will automatically populate.

Exit Gas Velocity: Enter the actual gas velocity and select the unit for the value entered or enter the gas flow rate. If the velocity is entered, the gas flow rate will automatically populate.

Fence Line Distance: Enter the distance of the release point from the fence line in feet.

Related Unit Processes: This is populated from data in the **Unit Processes** tile.

Comments: This is a view only field.

Location tab

Verified Lat/Long – AQD can verify the coordinates provided. This is a view only field.

- Yes = AQD verified the coordinates
- No = AQD has not verified the coordinates

If the coordinates are verified, you cannot edit the latitude or longitude or subsequently the UTM.

Checkbox – Release point utilizes facility coordinates? – Check this box if the release point coordinates are the same as the facility coordinates. If this box is checked, other location fields are **not available for use.**

Latitude (decimal degrees): Enter the release point latitude in decimal degrees.

Longitude (decimal degrees): Enter the release point longitude in decimal degrees.

UTM X (meters): This will auto fill when the latitude and longitude are entered.

UTM Y (meters): This will auto fill when the latitude and longitude are entered.

UTM Zone: This will auto fill when the latitude and longitude are entered.

Collection Method: From the drop-down list, select the collection method used to determine the latitude and longitude listed.

Data Collection Date: Provide the date you determined the latitude and longitude.

Geographic Reference Point: From the drop-down list, select the point that best describes the location where the latitude and longitude were taken. For instance, if you are using GPS, choose the point closest to where you were standing when reading the GPS, such as "Entrance Point of a Facility, System, or Station."

Geodetic Reference System: From the drop-down list select the coordinate system that best describes the method you used. The methods are described below.

- 01 North American Datum of 1927 - This was the first data used by mapping and surveying applications in North America.
- 02 North American Datum of 1983 – This is used by mapping and surveying applications in North America. This method updated/replaced the 1927 method.
- 03 World Geodetic System of 1984 – Google Maps and Microsoft Virtual Earth base their data on this datum, this is used by GPS devices.

Additional Information tab

Dismantle Date: Enter the date the release point was dismantled. Entering a dismantle date does not remove the release point from the inventory.

The year of this date may differ from the Status Year in the Release Point tab and the Status should be Permanently Shutdown only when the release point was not used at all during a reporting year. If the Dismantle Date is June 3, 2024, the Status Year should be 2025, Indicating the status of Permanently Shutdown will remove the release point from the equipment inventory once the AQD has reviewed and promoted the data to the MFI.

Control Devices Tile

Displays a list of all control devices. View the control device data for accuracy, edit the data if needed, add control devices, or mark them temporarily or permanently shut down. The screen displays the Identifier, Control Measure and the Status of the control device. See Figure 11-4.

- Use the magnifying glass button under Actions to enter and view data for a control device.
- Use the gear button under Actions to enter and edit data for a control device.
- Click +Add to add additional control devices.

Enter a key word such as "fabric" or "scrubber" to filter the list if needed.

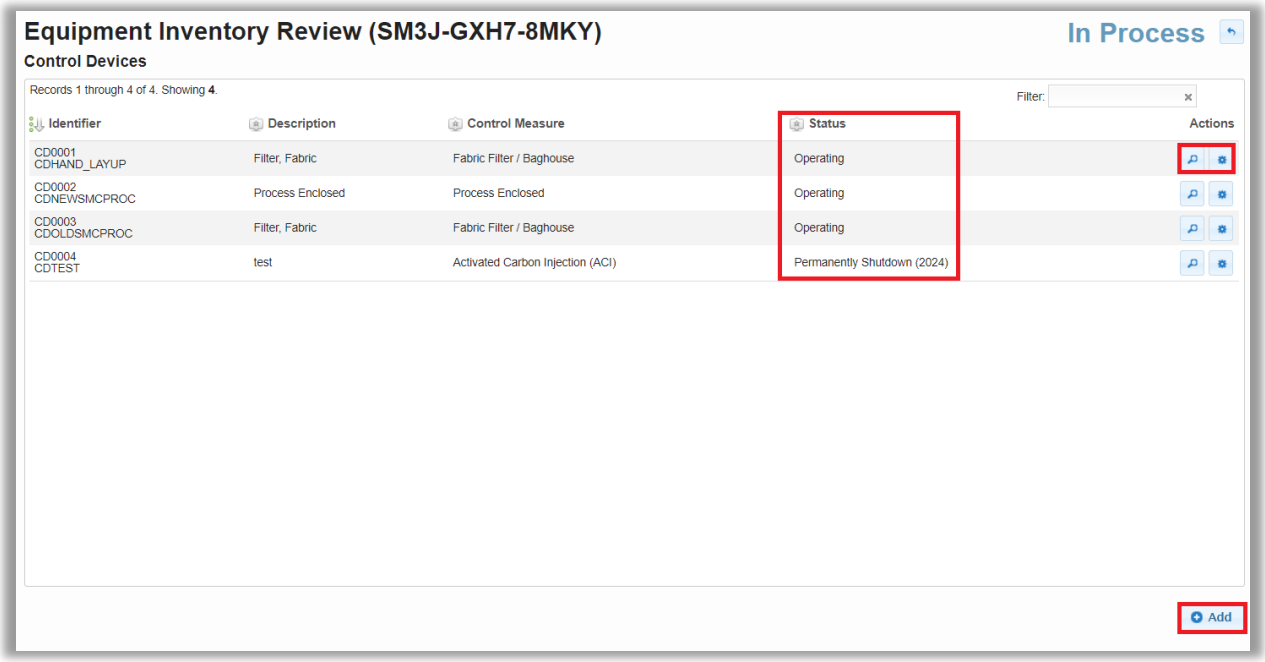


Figure 11-4 – Control Devices List

Control Device tab

Add, edit, or remove control devices. Click Cancel to exit the screen. Click Save after all required fields are entered on **both** tabs. See Figure 11-5 below.

Control devices can't be deleted from the EIR form. To remove a control device from the equipment inventory, click the gear button to edit the control device. Change the status to Permanently Shutdown and enter the year in the Status Year.

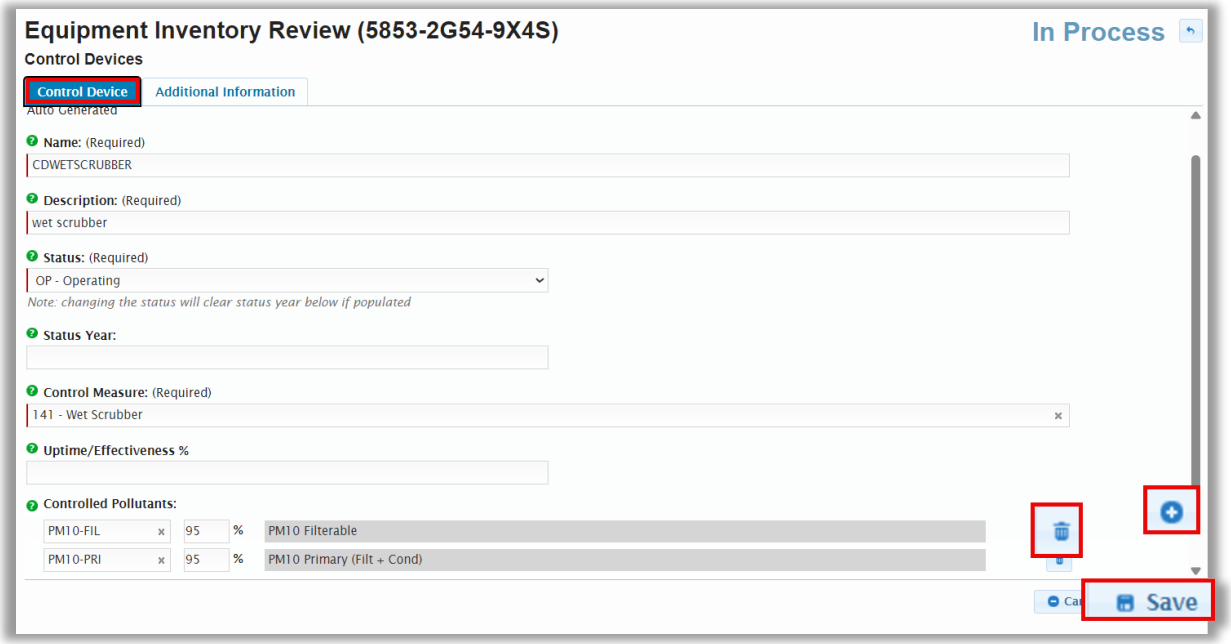


Figure 11-5 – Control Device Tab

Identifier – System assigned ID.

Name: Enter the name of the control device. If the control device is listed in your permit, use the same name. The name must start with CD and have no spaces. **Do not use hyphens.**

Description – Enter a brief description of the control device. This has a 100-character limit, so you may need to modify the description to make it fit.

Status – From the drop-down list select the status. **If a control device was used at any point during the reporting year, do not mark it as Permanently Shutdown, leave the status as Operating. See the Example below under Status Year.**

- Pre-operating = Used only during a Permit to Install application process.
- Operating = The control device operated during the current reporting year.
- Temporarily Shut down = The control device did not operate at all during the current reporting year but may operate again.
- Permanently Shut down = The control device is permanently shut down. If the control device operated at any point during the current reporting year, do NOT mark it as Permanently Shutdown; the status should be Operating. See the example provided under **Status Year**.

Status Year – Leave blank unless marking the control device as permanently or temporarily shut down. This is just a year, not a full date. When entering the status year for the Permanently Shutdown status, use the current reporting year as the status year if the status was Operating the previous reporting year.

Example: If CDExample1 operated in 2023 and was shut down in 2023, the status would be Operating for the 2023 reporting year. For the 2024 reporting year, mark CDExample1 as Permanently Shutdown and enter 2024 as the status year.

Uptime/Effectiveness % - Enter the percentage of the year that the control device is.

Controlled Pollutants – Enter pollutants the control device controls. A pollutant must be listed as a controlled pollutant on the control device or in the associated control path for the system to automatically include the control efficiency when calculating emissions estimates on the Annual Emissions Report.

- Use the + sign to add more pollutants.
- Use the trash bin button to delete/remove a pollutant.
- Enter the percentage for the amount the control device reduces/or controls the pollutant. **The percent value will be used when calculating emissions.** If you enter the same pollutant on both the Control Device and the Control Paths tile, the system will use the value from the Control Path tile entry. See Figure 11-5 above.

If you are adding PM2.5 or PM10 as a controlled pollutant, add primary and filterable and/or condensable as appropriate. The Annual Emissions Report requires PM 2.5 or 10 Primary be reported whenever filterable or condensable is reported. Note that the reduction may not be the same for Filterable and Primary if the control device does not control condensable emissions. If the primary emissions consist of filterable and condensable, and the control device only reduces filterable, then the total control efficiency for primary would be less than that of the filterable.

At least one pollutant is necessary for a control device, so EGLE may add a pollutant if one is not listed. Instead of removing a controlled pollutant, update the percentage controlled to a more accurate value if needed.

Related Control Paths – This is populated from data in the **Control Paths** tile. It lists each control path in which the control device appears as a control path segment. Control devices can be added to or removed from control paths in the Control Path tile.

Comments – View only.

Additional Information tab

There is no additional information currently.

Control Paths Tile

A control device pathway establishes the order in which control devices appear within an emission unit process. It also identifies the percentage of flow of the emissions that go through each control device. A control efficiency for at least one pollutant must be attached to each control pathway or for a control device within a pathway. See **Figure 11-6**.

Control Paths that no longer exist due to equipment being shut down, will remain in the equipment form.

This tile must be completed before the Unit Processes tile if the process is controlled. Uncontrolled processes do not need a control device pathway.

- Use the magnifying glass button under Actions to enter and view data for a control path.
- Use the gear button under Actions to enter and edit data for a control path.
- Click +Add to add additional control paths.

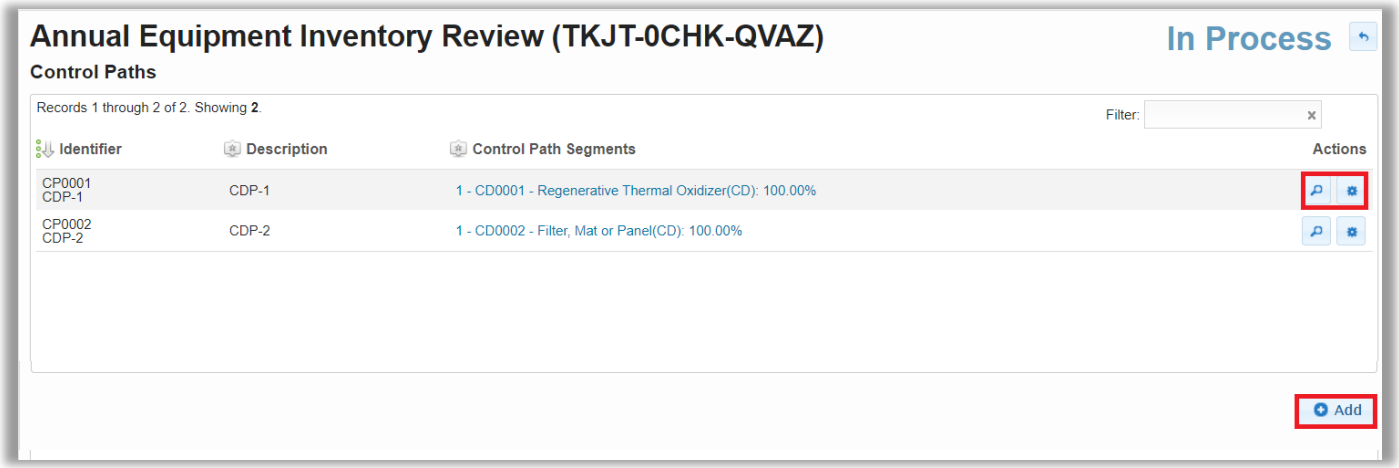


Figure 11-6 – Control Paths List

Control Path tab

Identifier - System assigned ID.

Name –The Control Device Pathway name. It must start with CP (or CDP, but CP is preferred). **Do not use hyphens.**

Description – Enter a description of the pathway. This field has a 100-character limit. Modify the description as necessary to fit.

Control Path Segments:

Sequence # - the order of the control devices the exhaust gas goes through between generation and release.

- Entries with the same sequence number are in parallel, meaning that the exhaust gas could go through either route. See Figure 11-7.

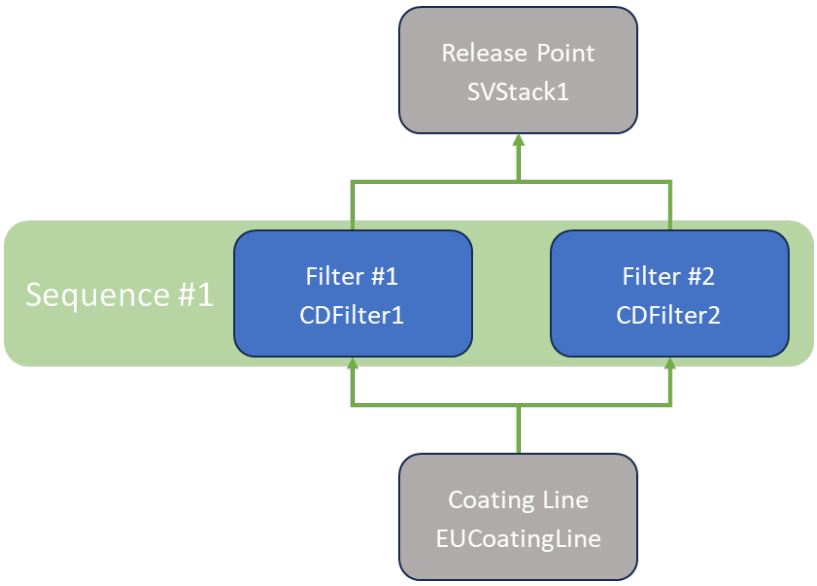


Figure 11-7 Same Sequence Number in Parallel

- Entries with different sequence numbers are in series, meaning that the exhaust gas must go through the lower sequence number before going through the higher sequence number. See Figure 11-8.

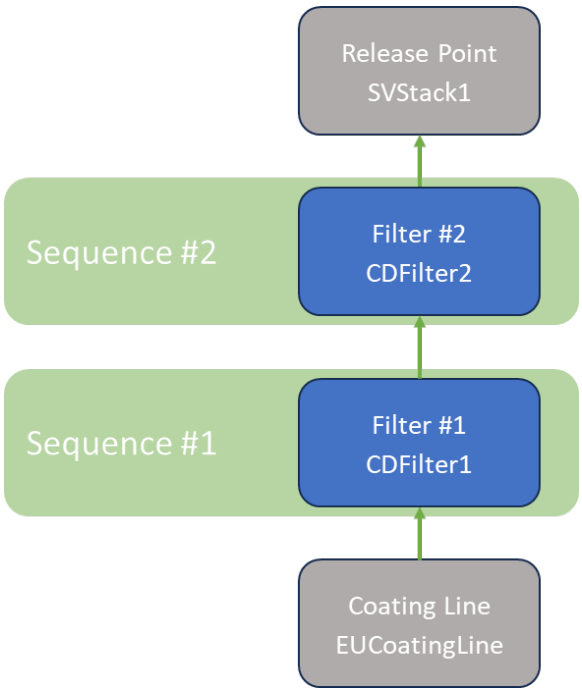


Figure 11-8 Different Sequence Numbers in a Series

Control Device or Control Path (sub path) – select Device or Path. Depending on the selection, the dropdown will change.

- If Device is selected, use the drop-down list to select the correct control device. The list will only show control devices that have been entered into the Control Device tile and are at operating status.
- If Path is selected, use the drop-down list to select the correct control pathway (a pathway that is nested within another pathway). If this option is used, one or more additional segments should be listed.

Avg. % Emission Flow – This defines how much of the flow of emissions are directed for the same sequence number.

- If there is only one entry for a sequence number, then this is 100%.
- If there is more than one entry for a sequence number, then the flow must sum to 100% for all of the entries with the same sequence number.

Controlled Pollutants - Enter pollutants for the entire pathway. A pollutant must be listed as a controlled pollutant on the control device or in the associated control path for the system to automatically include control efficiency when calculating emission estimates on the Annual Emissions Report.

- Use the + sign to add more pollutants.
- Use the trash bin button to delete/remove a pollutant.
- Enter the percentage for the amount the control device reduces/or controls the pollutant. **The percent value will be used when calculating emissions.** If you enter the same pollutant on both the Control Device and the Control Paths tile, the system will use the value from the Control Path tile entry.

Controlled Pollutants (Overall Control Efficiency) - The controlled pollutants listed on the right panel show the overall control efficiency for all controlled pollutants in the pathway. This value is calculated using the control efficiencies on each control device. If a controlled pollutant is listed on both the control device and the control path, the overall control efficiency will default to the value listed on the control path. See Figure 11-9.

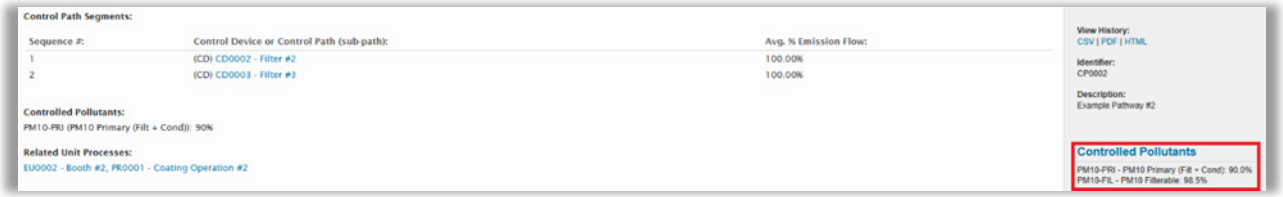


Figure 11-9 Overall Controlled Pollutants

Related Unit Processes: – This is populated from data in the **Unit Processes** tile.

Example Unit Process:

The guidecoat booth generates emissions with the activity code of 40201619, and the emissions travel through two control devices before any are emitted to the ambient air. But some emissions continue to a third control device before being emitted to the ambient air. All emissions are emitted through stacks.

Since a release point will end a Control Device Pathway, you will have a pathway that contains the water curtain and the concentrator. There is also a pathway that contains the water curtain, the concentrator, and the RTO.

The RTO generates emissions with the activity code of 40290013 and are mixed with emissions from the guidecoat booth. Even though the RTO is generating these emissions, it is also a control device that they flow through before being released to the ambient air. A pathway will contain the RTO.

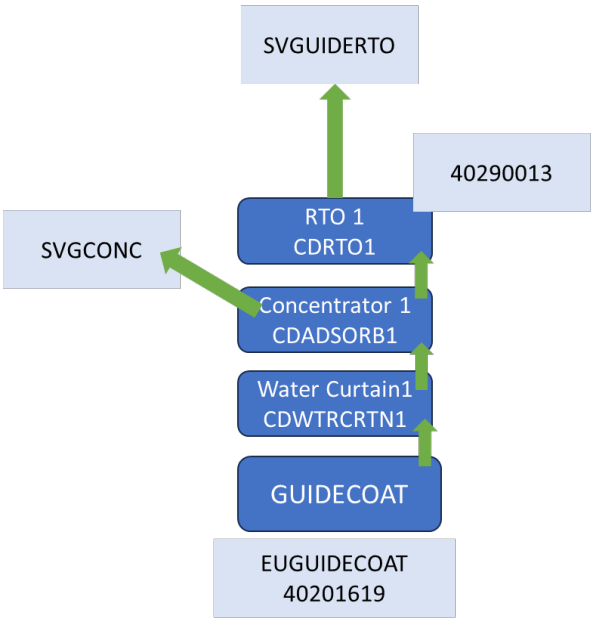
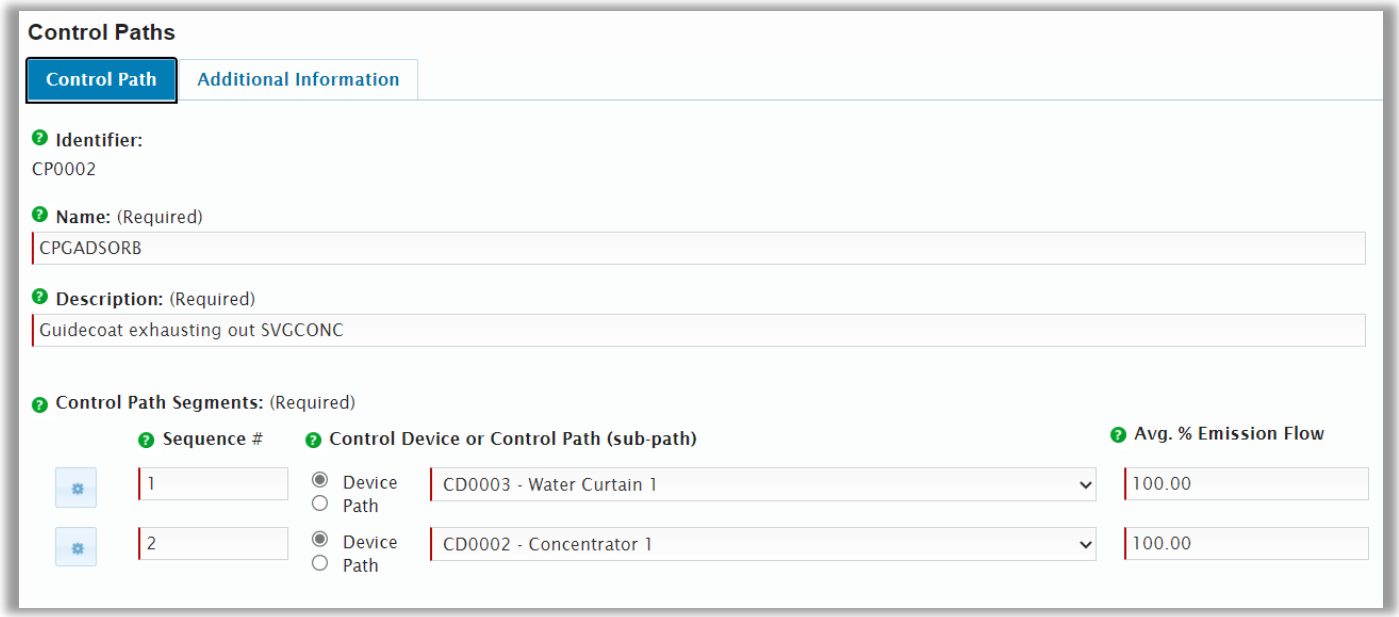


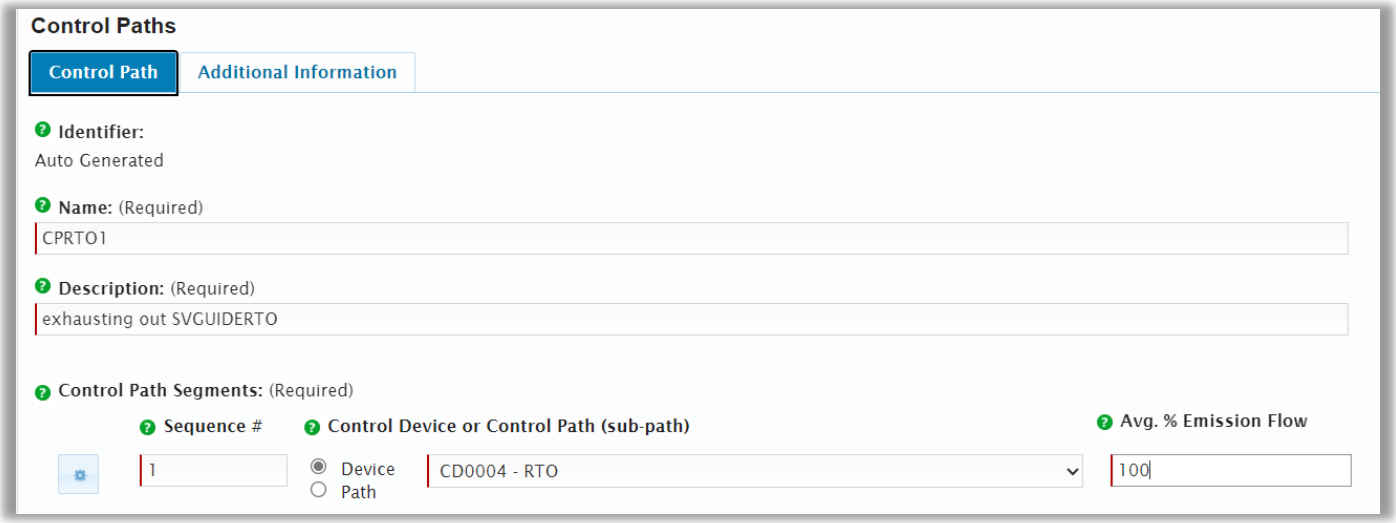
Figure 11-10 Example Unit Process

If one pathway completely encompasses another pathway, then the smaller pathway can be listed instead of its individual control devices. For the guidecoat booth, there are three pathways:

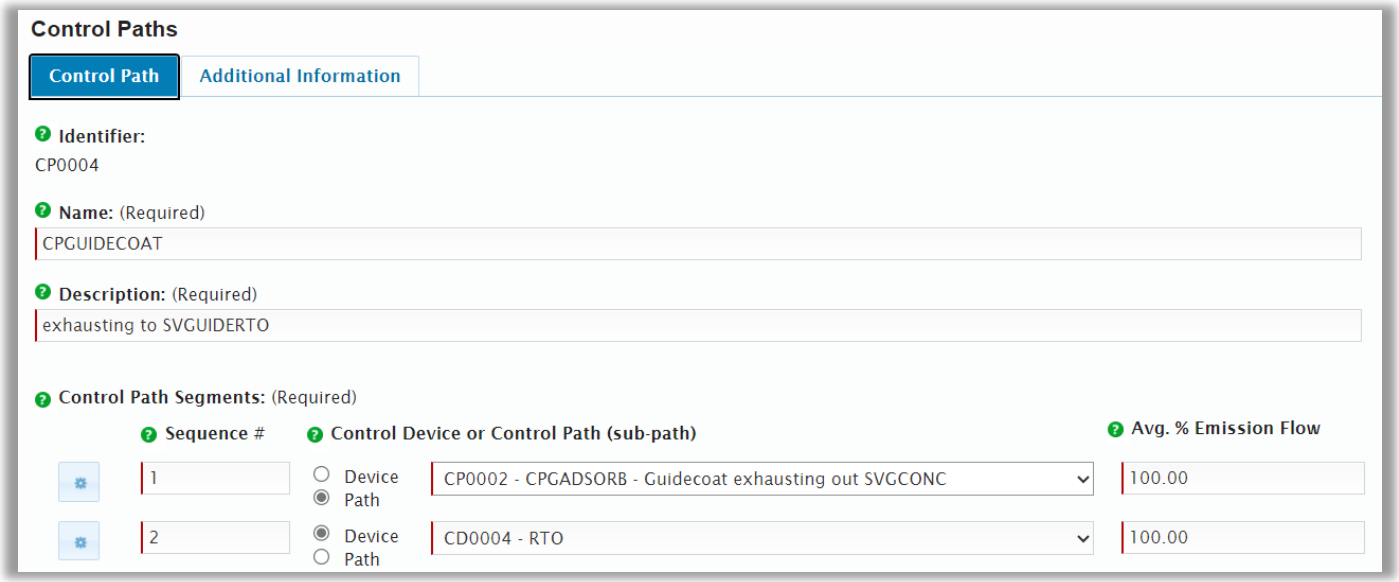
1. CPGADSORB, exhausting out SVGCONC
    a. CDWTRCRTN1, sequence 1 @ 100% Avg.% Emission Flow
    b. CDADSORB1, sequence 2 @ 100% Avg.% Emission Flow



2. CPRTO1, exhausting out SVGUIDERTO
    a. CDRTO1, sequence 1 @ 100% Avg. % Emission Flow



3. CPGUIDECOAT, exhausting out SVGUIDERTO
    a. CPGADSORB, sequence 1 @ 100% Avg. % Emission Flow
    b. CDRTO1, sequence 2 @ 100% Avg. % Emission Flow



Additional Information tab

There isn't any additional information currently.

Emission Units Tile

The Emission Units tile provides a list of emission units at the facility. The equipment inventory should consist of a complete inventory of all emission units at the site. Access and make edits to emission unit data. An Emission Unit is a device or group of devices that operate together with a dependency between devices and emit or have the potential to emit an air contaminant. An emission unit contains at least one process device and may contain control devices and related stacks. See the Michigan Permit to Install Guidebook for more information if needed.

Rule 201 Exempt Emission Unit: An emission unit that is specifically exempted from Rule 201 in Rules 280 –291 of the Michigan Air Pollution Control Rules and not subject to Rule 278.

NOTE: Rule 201 of the Michigan Air Pollution Control Rules requires that a Permit to Install be obtained prior to the installation, construction, or modification of a source of air contaminants or any emission unit. An emission unit is considered "Rule 201 exempt" (i.e., not subject to Rule 201) if it meets *all* the following:

- The emission unit is identified in one of the rules that exempt insignificant sources of air contaminants from having to obtain a Permit to Install (i.e., Rules 280 through 291 of the Michigan Air Pollution Control Rules, see Appendix D).
- The emission unit is not subject to Rule 278 (see Appendix D for the rule). If an emission unit will result in a significant net emission increase as defined in Rule 278, the permit exemptions in Rules 280-291 do not apply. In other words, the facility must apply for a Permit to Install. Contact the Environmental Assistance Program at 800-662-9278 if you need more information about Rule 278.

Examples of an emission unit include:

- a single degreaser (degreaser only)
- a topcoat painting line (booths, ovens, incinerator)
- a chemical manufacturing process (reactors, condensers, dryers, baghouse)
- a coal-fired boiler (boiler)

Edit or View the Emission Unit

- Use the magnifying glass button under Actions to enter and view data for an emission unit.
- Use the gear button under Actions to enter and edit data for an emission unit.
- Click +Add to add additional emission units.

Removing an Emission unit from the Master Facility Inventory

Emission units can't be deleted from the list in the EIR form. To indicate an emission unit needs to be removed from the MFI, change the status of the emission unit to Permanently Shut down and enter the year in the Status Year.

Indicating an emission unit is permanently shutdown will not remove the EU from the other tiles on the **current** form. It will still be listed. Indicating an emission unit is permanently shut down will remove it from being listed on any future form or report.

Emission Unit tab

Identifier – System assigned ID.

Name: Enter the EU ID that is in the permit, example EUBoiler, EUPAPERMACHINE1, etc. **Do not use hyphens in the name.**

Type: Begin to enter the code or name of the type, then select from the list. See the reference data.

Description: Enter the description listed in the permit, example 100 MMBTU/hr natural gas-fired boiler. This field has a 100-character limit. Modify the description as needed to fit.

Status: From the drop down select the appropriate status of the emission unit.

- Pre-operating = Used only during a Permit to Install application process.
- Operating = The emission unit operated at all during the current reporting year.
- Temporarily Shut down = The emission unit did not operate at all during the current reporting year but may operate again.
- Permanently Shut down = The emission unit is permanently shut down. If the emission unit operated at any point during the current reporting year, do NOT mark it as Permanently Shutdown; the status should be Operating. See the example provided under **Status Year**.

Status Year: Leave blank unless marking the emission unit as permanently or temporarily shut down. This is just a year, not a full date. When entering the status year for the Permanently Shutdown status, use the current reporting year as the status year if the status was Operating the previous reporting year.

> *Example:* If EUExample1 operated in 2023 and was shut down in 2023, the status would be Operating for the 2023 reporting year. For the 2024 reporting year, mark EUExample1 as Permanently Shutdown and enter 2024 as the status year.

Operation Start Date: Enter the date the emission unit began operating.

Design Capacity: Enter the design capacity and use the drop down to select the unit of measure that describes the design capacity. This field is required if the Type is a combustion source.

Related Unit Processes: This field will populate the data entered on the Unit Processes tile. It displays the activity for the emission unit.

Comments: View only.

Additional Information tab

The required fields on this tab must be completed before any data can be saved on the Emissions Unit tab.

Emission Unit NAICS: Enter the North American Industrial Classification System (NAICS) code for the emission unit. See the NAICS reference data.

Electric Generation: From the drop-down list select yes if the emission unit is used to generate electricity, select no if the emission unit does not generate electricity. **This is a required field.**

Combustion source: From the drop-down list select yes or no. **This is a required field.**

Install date: Enter the date or use the calendar to select the date the emission unit was installed.

Dismantle date: Enter the date the emission unit was dismantled. Entering a dismantle date does not remove the emission unit from the inventory. This date should be the actual date the emission unit was dismantled and entered at the time when it's appropriate to also mark the emission unit as Permanently Shutdown.

Removed date: Enter the date or use the calendar to select the date the emission unit was physically removed from the site.

Unit Processes Tile

List of emission units and the activities they perform. The USEPA creates Source Classification Codes (SCCs) and may tie specific units of measure, materials and pollutants to the code. It's important to select the SCC that most closely describes the emission unit process. View the material and unit of measure associated with the SCC.

- Use the magnifying glass button under Actions to enter and view data for a unit process.
- Use the gear button under Actions to enter and edit data for a unit process.
- Click **+Add** to add additional unit processes.

Processes can't be deleted from the list. To remove a process from the equipment inventory, click the gear button to edit the process. Change the status to Permanently Shutdown and enter the year in Status Year to indicate.

To go directly to the emission unit in the Emission Unit tile, click the blue EU name under Emission Unit Identifier. The system numbers each unit process for an EU in sequential order beginning with PR0001. If you have three different EUs with a unit process for each, then you will have three Process Identifiers as PR0001. See Figure 11-11.

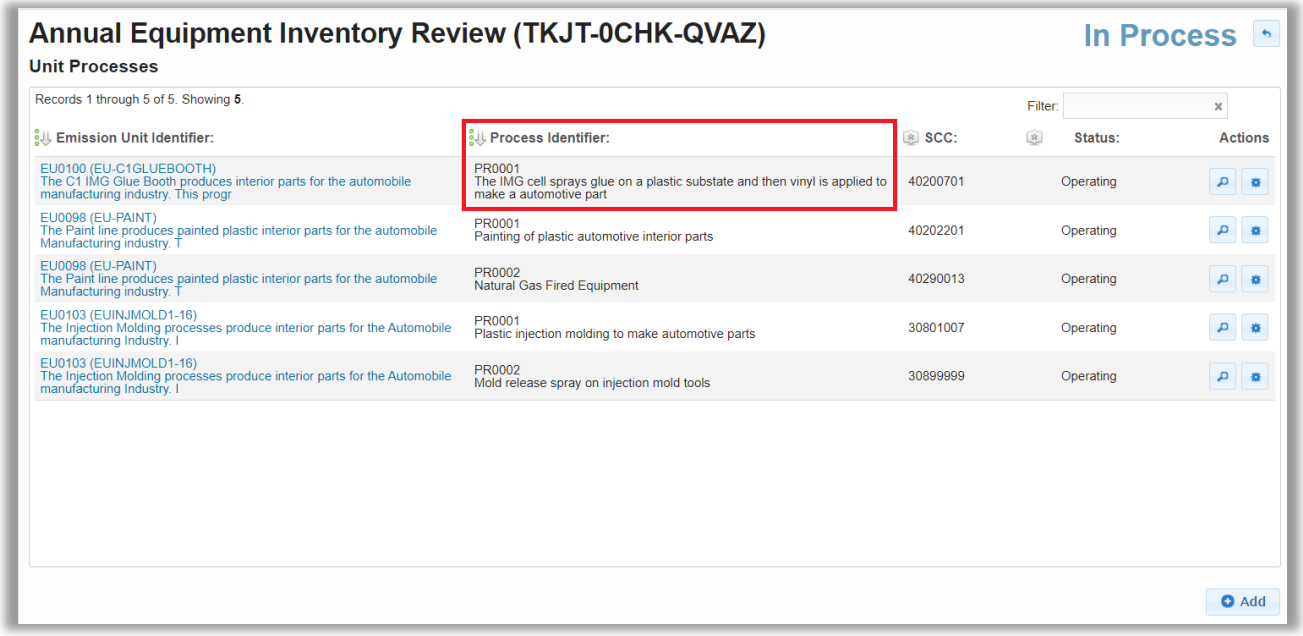


Figure 11-11 – Unit Processes List

Unit Process tab

Process Identifier – System assigned ID.

Emission Unit Identifier – Data is pre-populated based on the Emission Unit tab in the Emission Unit tile. Click the Emission unit identifier link to go to the emission unit in the Emission Unit Tile.

When adding a new unit process, select an emission unit from the drop-down list.

SCC section: The Source Classification Code describes the process, determines the material type and the unit of measure.

Code: Begin typing in the code field to select the appropriate code and the description in the blank drop-down fields will populate. Or, from the drop-down lists, select the description of the activity starting in the top box and moving downward; the SCC will auto populate based on the selections.

Description: Enter a description of the process

Status: From the drop-down list select the status of the activity for the emission unit. If the activity is no longer being performed, select Permanently Shutdown. If the activity was performed at any point during the current reporting year, do not mark it as Permanently Shutdown; the status should be Operating. See the example below under Status Year.

Status Year: Leave blank unless marking the process/activity as permanently or temporarily shut down. This is just a year, not a full date. When entering the status year for the Permanently Shutdown status, use the current reporting year as the status year if the status was Operating the previous reporting year.

Example: If PR0001 operated in 2023 and was shut down in 2023, the status would be Operating for the 2023 reporting year. For the 2024 reporting year, mark PRExample1 as Permanently Shutdown and enter 2024 as the status year.

Comments: This field is view only.

Release Point Apportionment tab

Release Point: From the drop-down list select the release point(s) that are used for the activity for the emission unit. There must be a release point for every unit process. If the correct release point isn't in the drop-down list, go to the Release Points tile and add the correct release point.

On the Release Points tile, if you marked a release point as Permanently Shutdown that was previously operating and you did not mark the emission unit or the unit process it is associated with as Permanently Shutdown, you must remove the release point from this tab.

The Control Paths tile must be completed before the Release Point Apportionment tab if the process is controlled. Uncontrolled processes do not need a control device pathway.

Check the box next to ***Not Controlled*** if there isn't a control.

Control Path: From the drop-down list select the control path associated with the selected release point if its controlled.

Apportionment: This should sum to 100% within this tab.

Additional Information tab

Previous AQD ID: – The system populates the SCC here that was used in MAERS. The process/SCC may be different due to remapping. Remapping occurs when the USEPA retires an SCC. This field may be blank.

Validate the form

1. Navigate to the main screen for the Annual Equipment Inventory Review form.
2. Under **More Actions**, click **Validate**.
3. If there are no errors, the status will be changed from **In Process** to **In Process (Validated)** . If there are no errors Editors can click ***Mark as Ready*** for Submission See **Figure 11-12**. The status will change from In Process (Validated) to In Process (Ready for Submission) see Figure 11-14. Notify the person who is the submitter if they don't regularly log in to check for forms that are ready to be submitted.

Figure 11-12 – Form Validated and Mark as Ready

4. If there are errors, click on **Please click here to download the error report file** within the error message to view an Excel spreadsheet detailing the errors.

Figure 11-13 is an example of the Excel spreadsheet that shows errors on the Release Points tile, the Location tab, for each of the specific release points is listed.

	A	B
1	Error	Context
2	Release Point Location is required	Facility:A0000 Release Point:SV0162
3	Release Point Location is required	Facility:A0000 Release Point:SV0179
4	Release Point Location is required	Facility:A0000 Release Point:SV0137
5	Release Point Location is required	Facility:A0000 Release Point:SV0221
6	Release Point Location is required	Facility:A0000 Release Point:SV0220
7	Release Point Location is required	Facility:A0000 Release Point:SV0207
8	Release Point Location is required	Facility:A0000 Release Point:SV0206

Figure 11-13 Error Report

5. Navigate to the tile(s) where there is an error and make edits/corrections.
6. Click **Validate** to clear the error(s).

Submit the form

1. The form must be Validated before it can be submitted. The status should be In Process (Ready for Submission).
2. You must have certifier rights to be able to submit the form.
3. . Submitters can view which reports are ready for submission on the My Facilities link in SLEIS/equipment and emissions module.
4. Submitters can click **Initiate Submission**. See **Figure 11-14**.

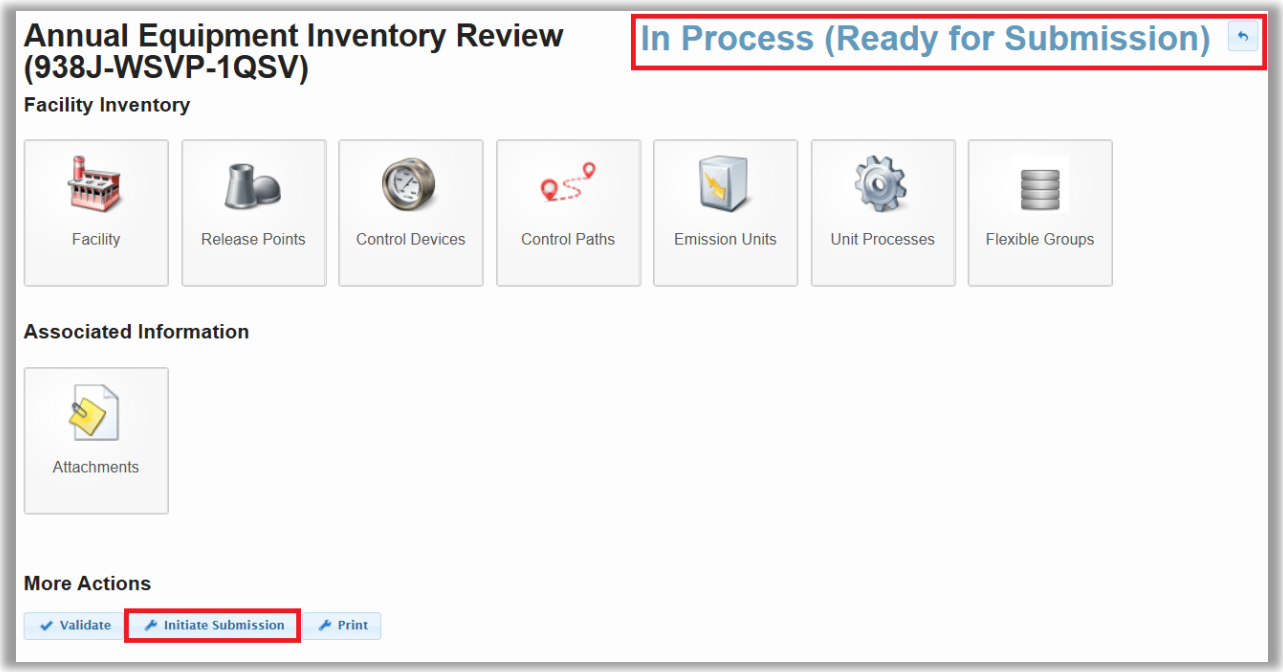


Figure 11-14 – Form Ready for Submission

5. Click **View electronic document** - open the document to view for accuracy and activate the Continue button. See **Figure 11-15**.

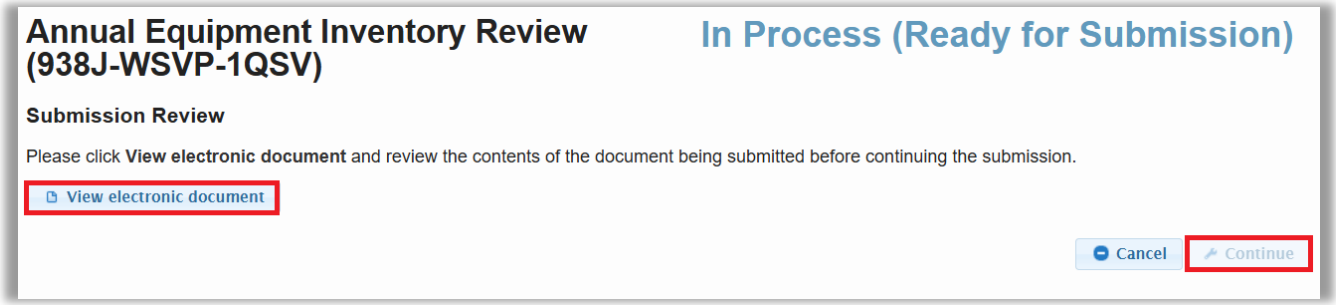


Figure 11-15 – View Electronic Document

6. Click Continue – The Continue button is only available after you click View electronic document.
7. Read the statements thoroughly then check boxes on Submission Agreements. Note: only users with certifier rights may submit. See **Figure 11-16** below.

Figure 11-16 – Submission Agreements

8. Click Continue. The Continue button will be available after all the boxes are checked.
9. Answer the security question and enter the password. If your browser settings are prefilling any data, delete the pre-filled data, then manually enter the answer to the security question and password.
10. Click Continue
11. Click View official copy of record
12. Click done
13. The status of the form is Submitted in the inventory module; the status will be In Process in MiEnviro.

12 After Submission

1. The AQD will review the submitted form. If there are corrections needed, they will return the form to you.
2. If they approve the form, the data on the form will be used to update the MFI.
3. Once the form is approved and the MFI is updated, the status will be Completed in the Inventory Module.
4. Access the submitted form in MiEnviro on the Submissions screen. Click View to enter the Inventory Module to access the form.
5. If you need to make corrections to a form after you submit it, request to amend the form.

13 Request an Amendment

1. Access the submitted form or report in MiEnviro on the Submissions screen. Click **View** to enter the form.
2. Or click on **Equipment and Emissions Inventories** on the left navigation menu, then click the **Equipment forms** tab, then click on the button under **Actions**.
3. On the right panel within the submission, click **Request an Amendment.**
4. The AQD will review your request.
5. You will receive a notification when the AQD approves or denies your request.
6. Access the form or report in MiEnviro
7. Edit
8. Submit

If you are requesting an amendment on the EIR because you already started the Annual Emissions Report and need changes to the equipment, follow the instructions below under Updating the Equipment in the Emissions Report section.

14 Access Annual Emissions Report

Emissions reports will be accessible January 2 or 3 depending on if the year is a leap year.

Do not click begin on the emissions report if you have not submitted the Annual Equipment Inventory Review form or if the AQD hasn't completed their review. The status will be Completed/Acknowledged when the AQD has completed their review.

- When you click Begin from the Dashboard, the system populates the emissions report with your MFI data and opens the Annual Emissions Report.
- If the MFI was not reviewed and corrected, you may import incorrect data to your emissions report.

To enter the Annual Emissions Report, on the Dashboard screen click **Begin.**

If you begin the emissions report, but do not submit it, the button will change from Begin to **Continue**. Enter the draft emissions report on the Dashboard by clicking **Continue**.

Updating the Equipment in the Emissions Report

Equipment cannot be updated/changed in the emissions report and must be updated on the Annual Equipment Inventory Review Form. Do the following to update equipment data in the Annual Emissions Report that you've already started.

- Select your site
- Click Equipment and Emissions Inventories
- Click the Equipment forms tab
- Click the button under Actions on the right of the Annual Equipment Inventory Form you need to edit.
- Click Request Amendment on the right panel
- The AQD will return the equipment form to you to edit and resubmit
- Edit and resubmit the Annual Equipment Inventory Form
- Wait for the AQD to approve the form and update the MFI
- Enter the draft Annual Emissions Report
- Click Resync Facility Inventory with Master on the right panel

15 Completing the Emissions Report

Facility Inventory

The facility inventory section consists of **view only** tiles for the facility, release points, control devices, control paths, emission units and unit processes. This data is updated on the Annual Equipment Inventory Review (EIR) form. The I EIR form must be submitted prior to starting the Annual Emission Report.

The emissions section contains the Process Emissions tile and the Attachments tile. The Process Emissions tile is where you report your annual emissions. The Attachments tile is where you can upload supporting documents.

Download Template

We do not recommend using the download template, which is an alternate option to filling out the tiles. Instead, we recommend entering your data directly on each tile. There are five Excel spreadsheet templates available to download and use for data entry in lieu of completing the fields in the Process Emissions box. However, the cells for data entry do not have any validation, meaning the spreadsheets will let you enter any data in any cells. Some of the spreadsheets provide reference data and some are used to import data to the Process Emissions box.

- Complete the Processes.CSV spreadsheet
- Complete the ProcessEmissions.CSV spreadsheet.
- Complete the ProcessSupplementalParameters.CSV spreadsheet, if needed.
- Save the spreadsheets.

Import Data

Use this button to import the completed spreadsheets. If the data does not match the data validation on the fields within the **Process Emissions** tile, the spreadsheets cannot be imported. The validation errors may be difficult to interpret.

- Click on **Choose File**
- Select the correct spreadsheet
- Click **Continue** – the continue button is available after required fields are completed.
- Click **Cancel** to exit the Select Import Files screen

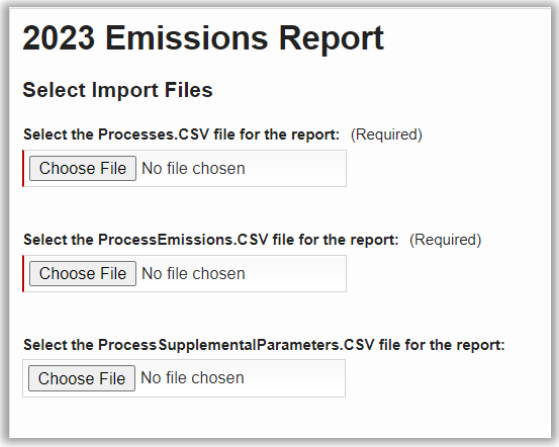


Figure 15-1 Choose File

Process Emissions Tile

The Process Emissions tile opens the list of emission units and activities the facility will report emissions for. This tile is used to enter material throughputs and calculate emissions.

The system is set up to be as easy to report emissions as possible. In the vast majority of situations, all that will be needed is the throughput and operations for the emissions to be calculated. Due to the ease of reporting, it is recommended that all emissions be reported; however, it may be acceptable to not report for smaller emitting emission units. See the Process is Reported section and/or Appendix C for more information.

- Use the magnifying glass under Actions to view.
- Use the gear icon to report emissions for each emission unit process. See Figure 15-2.

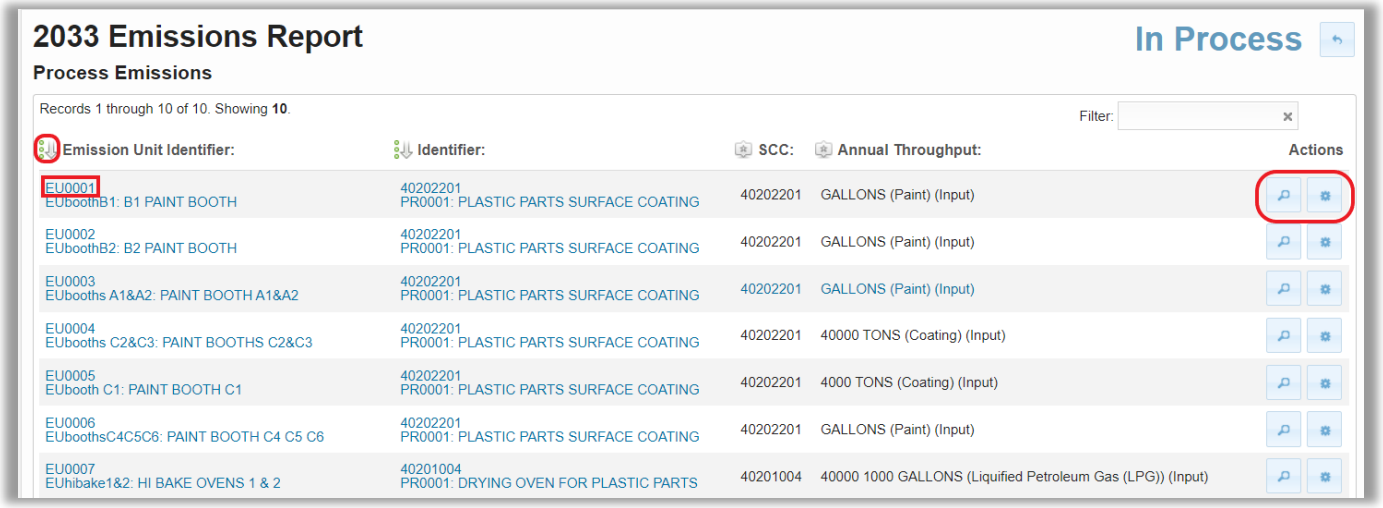


Figure 15-2 Emission Unit List

Use the Previous or Next button to navigate to the previous or next emission unit on the list. Use the Cancel button to exit the screen and use Save to save data you enter.

Figure 15-3 Buttons at bottom of list screens

There are three tabs in the Process Emissions tile for each emission unit process on the list. **All the required data on all three tabs must be completed before the data can be saved.** See tabs in **Figure 15-4.**

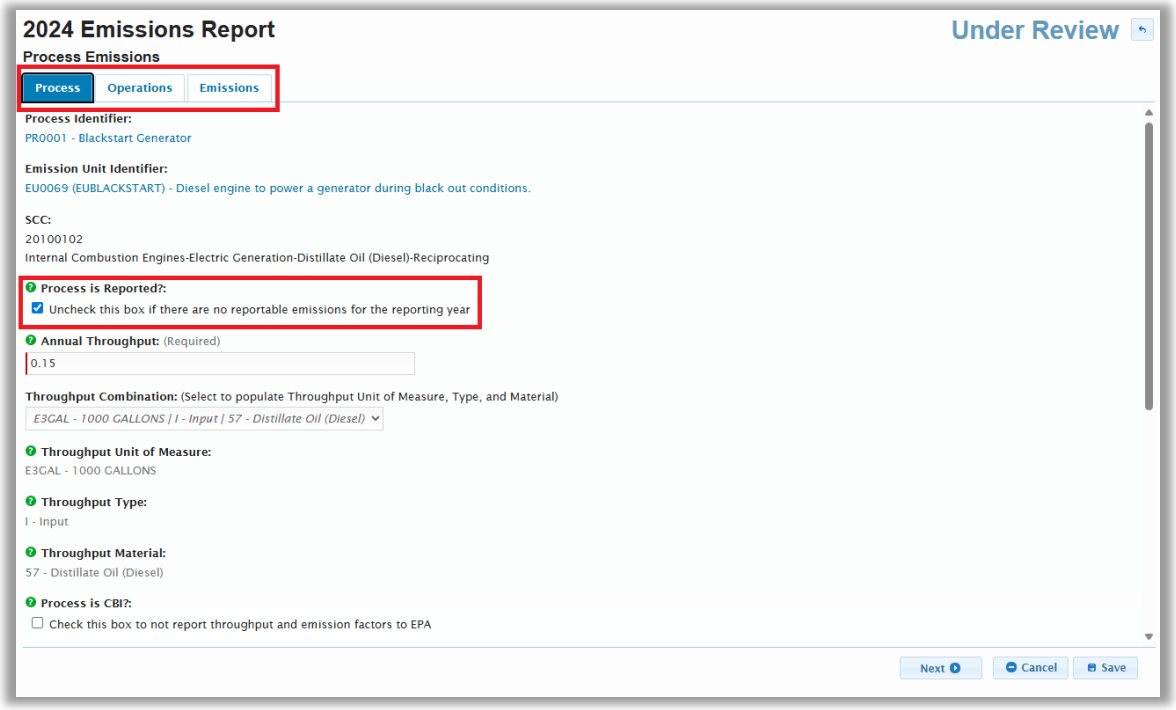


Figure 15-4 Tabs within Process Emissions tile

Process tab

Process Identifier: Displays the process ID

Emission Unit Identifier: Displays the emission unit ID

SCC: Displays the SCC and the SCC description. The SCC cannot be changed on the emissions report. If the material or unit of measure are not what you want, the SCC must be changed on the Annual Equipment Inventory Review form. If the incorrect SCC was added to the current year equipment form, you may edit the SCC. If there were emissions reported on an SCC in a previous reporting year, but you just want to use a different or better SCC, you must mark the SCC Permanently Shutdown, then click +Add to add the correct SCC. See the SCC reference data document on the emissions reporting webpage to view the materials and units of measure associated with SCCs.

- **Process is Reported?** The box defaults to being checked. See Figure 15-4. If the box is checked, the system will require you to report emissions. If you uncheck the box, the system will remove the pollutants and accompanying data on the Emissions tab. They will not repopulate if you change your mind later, or if the district inspector disagrees. Be sure that you do not have to report emissions for the process before unchecking the box. See Appendix C: Which Emission Units Need to Report Emissions.

- If emissions aren't required to be reported for the Emission Unit, uncheck the box.
- For Emission Units required to report emissions, even if it's zero, leave the box checked and report zero emissions.
- If you do not want the unit process listed because it was not used during a reporting year, amend the Annual Equipment Inventory Review form to mark the unit process as Temporarily Shutdown.

Annual Throughput: enter the amount of material used in the emission unit process for the reporting year.

Throughput Combination: If you want to use a **different** throughput than what is displayed under *Throughput Unit of Measure,* select a **new** unit of measure from the drop down list.

> **Caution:** If you select a new unit of measure, it will no longer match the Emission Factor Unit on the Emissions tab and it will cause the existing emission factor to be removed. You will then need to manually enter the emission factor on the Emissions tab. If the emission factor unit does not match the material throughput unit, the system cannot calculate the emissions on your behalf.

Throughput Unit of Measure: Displays the material unit of measure, this unit of measure matches the Emission Factor Unit on the Emissions tab.

Throughput Type: Displays the material throughput type

Throughput Material: Displays the type of material

Process is CBI? Check the box to not report throughput and emission factors to the USEPA. This is used only if sources claim the data is confidential and received approval through a confidentiality review prior to reporting season.

Supplemental Calculation Parameters: Parameters may show up as required after you click Save.

%Ash – the ash content of a compound expressed as a percent of the total mass of the compound

Table 15-1: Ash Content Ranges

Type of Fuel	% Ash (by wt)
Anthracite Coal	0.01-11.00
Bituminous Coal	0.01-25.00
Natural Gas	0.00-0.05
Other Miscellaneous Fuels	0.01-25.00

%Sulfur - the sulfur content of a compound expressed as a percent of the total mass of the compound

Table 15-2: Sulfur Content Ranges

Type of Fuel	% Sulfur (by wt)
Anthracite or Bituminous Coal	0.02-7.00
Distillate	0.01-2.00
Natural Gas	0.00-0.05
Residual Oil	0.01-5.00
Wood or Wood & Bark	0.02-5.00
Other Miscellaneous Fuels	0.01-7.00

Heat (MMBTU/Unit) - heat content or energy value of a fuel in Million British Thermal Units per unit of fuel

Heat (BTU/GAL) - heat content or energy value of a fuel in British Thermal Units per gallon per unit of fuel

Heat (BTU/LB) - heat content or energy value of a fuel in British Thermal Units in pounds per unit of fuel

Heat (BTU/FT3) - heat content or energy value of a fuel in British Thermal Units per cubic foot of fuel

Table 15-3 Typical Fuel Values – SOLID FUELS

Type of Fuel	Heating Value BTU	% Sulfur (by wt.)*	% Ash (by wt.)
Bituminous Coal	13,000/LB	0.6-5.4	4-20
Anthracite Coal	12,300/LB	0.5-1.0	7-16
Lignite (at 35% moisture)	7,200/LB	0.7	6.2
Wood (at 40% moisture)	5,200/LB	N	1-3
Bagasse (at 50% moisture)	4,000/LB	N	1-2
Bark (at 50% moisture)	4,500/LB	N	1-3**
Coke (by product)	13,300/LB	0.5-1.0	0.5-5.0

Table 15-4: Typical Fuel Values – LIQUID FUELS

Type of Fuel	Heating Value BTU	% Sulfur (by wt.)*	% Ash (by wt.)
Residual Oil	150,000/GAL	0.5-4.0	0.05-0.1
Distillate Oil	140,000/GAL	0.2-1.0	N
Diesel	137,000/GAL	0.4	N
Gasoline	130,000/GAL	0.03-0.04	N
Kerosene	135,000/GAL	0.02-0.05	N
Liquid Petroleum Gas	94,000/GAL	N	N

Table 15-5: Typical Fuel Values – GASEOUS FUELS

Type of Fuel	Heating Value BTU	% Sulfur (by wt.)*	% Ash (by wt.)
Natural Gas	1,050/FT3(S)	N	N
Coke Oven Gas	590/FT3(S)	0.5-2.0	N
Blast Furnace Gas	100/FT3(S)	N	N

* N= Negligible (numeric value not required to be reported, leave the field blank)
** Ash content may be considerably higher when sand, dirt, etc. are present.

Fuel Consumption (E3GAL) - fuel consumption in thousands of gallons

Fuel Consumption (E3FT3) - fuel consumption in thousands of cubic feet

Fuel Consumption (TON) - fuel consumption in tons

%VOC – percent VOC is the overall weight of VOC in a coating, solvent, or ink. Enter the weight percent of the VOC contained in the throughput material, "as applied". "As applied" refers to the composition of the throughput material at the point of application. If thinners are added to the throughput material, the VOC content of the thinner must be considered when calculating the weight percent of VOC "as applied".

Weight percentages for all the components in a material may be found on the Safety Data Sheet (SDS).

DENSITY – Enter the density throughput material at standard temperature and pressure. Table 15- 6 lists the densities in some common materials.

Density (LB/Unit) - the mass of a substance in pounds per unit of the substance.

Density (LB/FT3) - the mass of a substance in pounds per cubic foot of the substance.

Density (LB/GAL) - the mass of a substance in pounds per gallon of the substance.

Table 15-6: Common Material Densities

Material	Density
Paint	10-15 LB/GAL
Varnish	7 LB/GAL
Water	8.33 LB/GAL

Material	Density
Southern Pine	40 LB/FT3
White Oak	48 LB/FT3
Sugar Maple	43 LB/FT3
Elm	35 LB/FT3

%Moisture – weight of water in a material divided by total weight of the material

%Silt – the silt content of soil as a percent of the total mass of the sample

Mean Vehicle Speed (MPH) - average vehicle speed from a data set in miles per hour

Mean Vehicle Weight (TON) - average vehicle weight from a data set in tons

Precipitation Days – number of days precipitation is observed

Silt Loading – the mass of silt-size material per unit area of a travel surface (roadway)

% Initial Yeast – the amount of yeast as a percent of total flour (baker's %).

Yeast Hours – Total time the initial yeast is actively fermenting

% Final Yeast – the amount of yeast added

Spiking Time (HR) - the total amount of spike time in hours – if no spiking yeast is added, this is zero

Horiz. Area (FT2) - horizontal area expressed in square feet

Wind Speed (MPH) - wind speed in miles per hour

Drop Height (FT) - the height above the drop zone from which an object is dropped

Sulfur Content (GR/100FT3) - sulfur content in grains per hundred cubic feet

% Carbon - the carbon content of a compound as a percent of the total mass of the compound

% Chlorine in Fuel - the chlorine content of a fuel as a percent of the total mass of the fuel

Molar Calcium/Sulfur Ratio - ratio of total moles of calcium in a sorbent fed to a boiler to total moles of sulfur in a fuel fed to a boiler

Comments and Review Comments: View only fields.

Operations tab

Average Hours/Day: Enter the number of hours per day the emission unit operates in an average work day.

Average Days/Week: Enter the number of days per week the emission unit operates in an average work week.

Average Weeks/Year: Enter the number of weeks per year the emission unit operates in an average annual year.

Actual Days/Year: The system will populate the days based on the entries for the average hours, days and weeks per year. If you alter the data in days/week, hours/day, or weeks/year, manually calculate and enter day/year. Additionally, if the actual value is different from the calculated value, you may manually add the correct value.

Actual Hours/Year: The system will populate the hours based on the entries for the average hours, days and weeks per year. If you alter the data in days/week, hours/day, or weeks/year, manually calculate and enter hours/year. Additionally, if the actual value is different from the calculated value, you may manually add the correct value.

Seasonal Operations: Enter the percentage of time during each of the 3-month time periods that the emission unit operates. Note December-February is January, February and December of the reporting year. If the emission unit operates 24 hour/day, 7 days/week, 52 weeks/year, the system will populate the Seasonal Operations with 25% for each season.

Total Ozone Season Days, Total Summer Season Days, Total CO Season Days – enter the number of days the emission unit operated during the time frames listed. These fields are not required.

Operations by County – Enter the % Operations for each County the equipment operated in for the reporting year. The percentages should sum to 100%. **This is for portable sources.**

Emissions tab

Displays a list of pollutants associated with the unit process activity/SCC selected for the emission unit. If there is not a pollutant associated with the selected activity/SCC, click the +Add button to manually add at least one pollutant.

The system will default to a set of pollutants associated with a Source Classification Code (SCC). Do not delete the default pollutants. Some of the pollutants listed may be HAPS. The AQD is required to report HAPS to the USEPA.

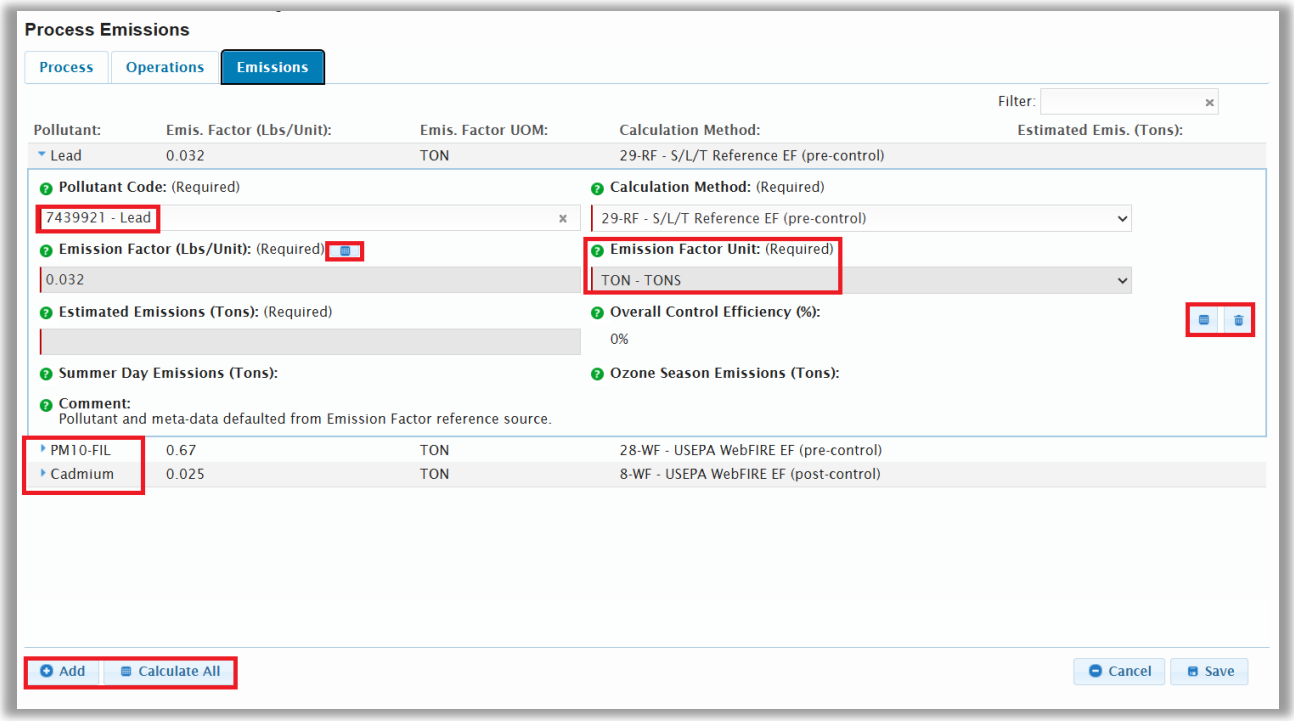


Figure 15-5 Pollutant Expanded

The pollutants and the calculation method that were reported in the previous reporting year will carry forward to the current reporting year.

Calculation methods with RF or WF have reference data in the system which allow the system to perform emission calculations. Calculation methods without an RF or WF allow you to manually enter the emission factor or emissions.

- Click the **down arrow** next to the name of the pollutant to display the screen to edit data, calculate emissions for a single pollutant, or delete the pollutant. In Figure 15-5, Lead is expanded but PM10-FIL and Cadmium are not.
- Click **+Add** to add additional pollutants if needed.
- Click the **Calculate All** button at the bottom to calculate emissions for all the pollutants.
- Click the **calculator icon** (Display Factor/Formula selections) next to the Emission Factor label to pick between available emission factors for the calculation method.
- Click the **calculator button** at the right to calculate emissions for a single pollutant.
- Click the **trash bin button** on the right to delete the pollutant
- Use the back arrow to go to the emission unit process list, use Previous or Next to go to the previous or next emission unit process on the list. Data will be lost if you do not first save the record.

Pollutant Code: When adding a new pollutant, begin entering the pollutant name, then select the pollutant from the list by clicking on it. See Reference List.

Calculation Method: From the drop down list, select the appropriate calculation method. Note that some calculation methods are considered to be more accurate than others. The reference list contains a description of each calculation method and also the preferred order of use. See Reference List.

Emission Factor and Emission Factor Unit: The system will populate or allow for manual entry depending on the Calculation Method selected. If you need assistance with emission factors, contact your district inspector.

Estimated Emissions (Tons): Click the calculator icon or Calculate All button if an emission factor is being used. Some Calculation Methods require direct entry of estimated emissions; for these emissions, an attachment should be included with the Annual Emissions Report through the Attachments tile.

Overall Control Efficiency (%): This is pollutant and control specific and will only be displayed if an emission factor that is designated as "(pre-control)" is used. This is not editable and will be calculated based upon the Control Pollutants section of either the Control Devices or Control Paths screens and the Apportionment % in the Release Point Apportionment tab of the Unit Processes screen.

Summer Day Emissions (Tons): and Ozone Season Emissions (Tons) – the system will populate this data based on entries made on the Operations tab.

Click **Save after making any edits to a pollutant screen.**

Attachments Tile

Use this tile to attach supporting documents if needed.

Step 1: Click **+Add** to add a document. To exit the screen click Cancel or Save when ready.

Step 2: Click **Choose File** and select the document you want to use.

Step 3: Enter a description of the document.

Step 4: Click **Save**.

16 Submitting The Annual Emissions Report

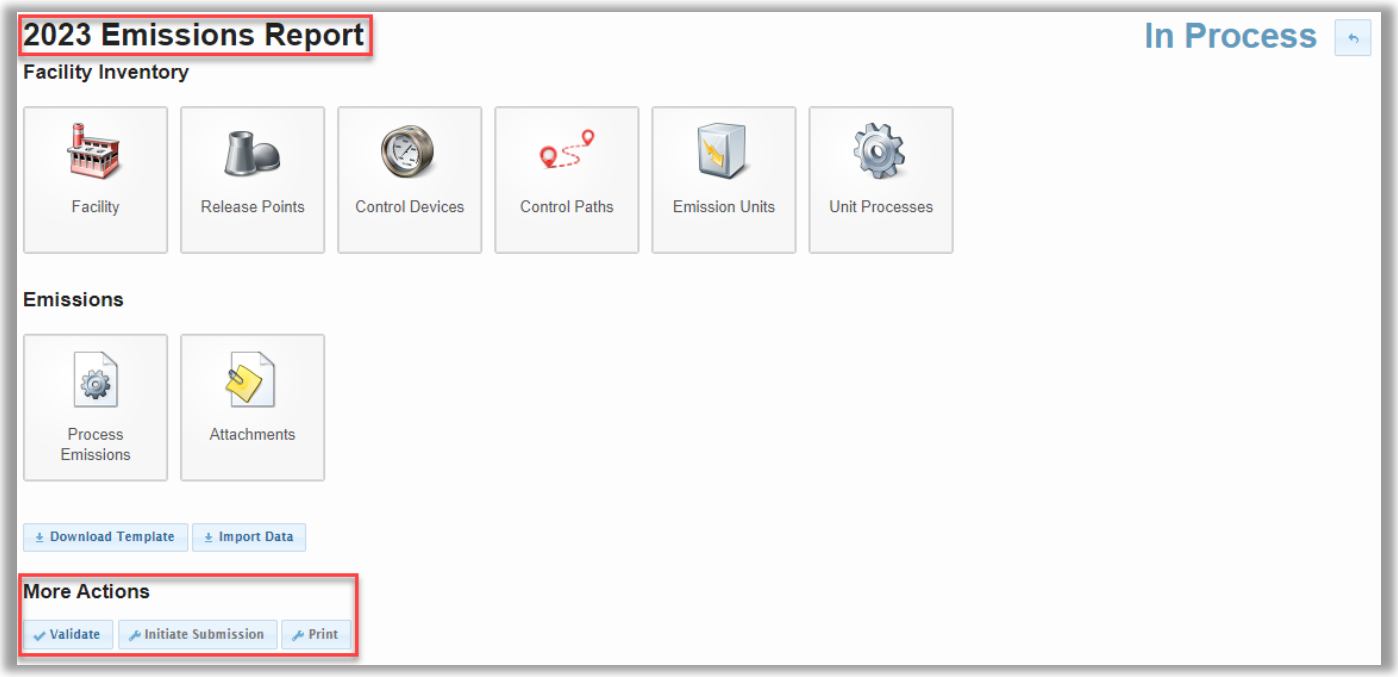


Figure 16-1 Emission Report Screen

Step 1: On the Emissions Report screen, click on **Validate** to prompt the system to scan the report. When the system passes the report for submittal, the status will change from In Process to In Process (Validated). See Figure 16-2.

Step 2: If you are **not a certifier, complete Step 3.** If you are a **certifier, proceed to Step 4**.

Step 3: Check the box on the right screen to indicate the report is ready for submission.

Figure 16-2 Emissions Report Validated Successfully.

Note: Certifiers who don't prepare their own reports can see a list of their reports on the **My Facilities** tab and look under the Ready for Submission column. See **Figure 16-3**.

If Step 3 is completed, the year and emissions report will appear in this column for any reports that are ready to be submitted. Click the button under Actions next to the appropriate site, then again to enter the report.

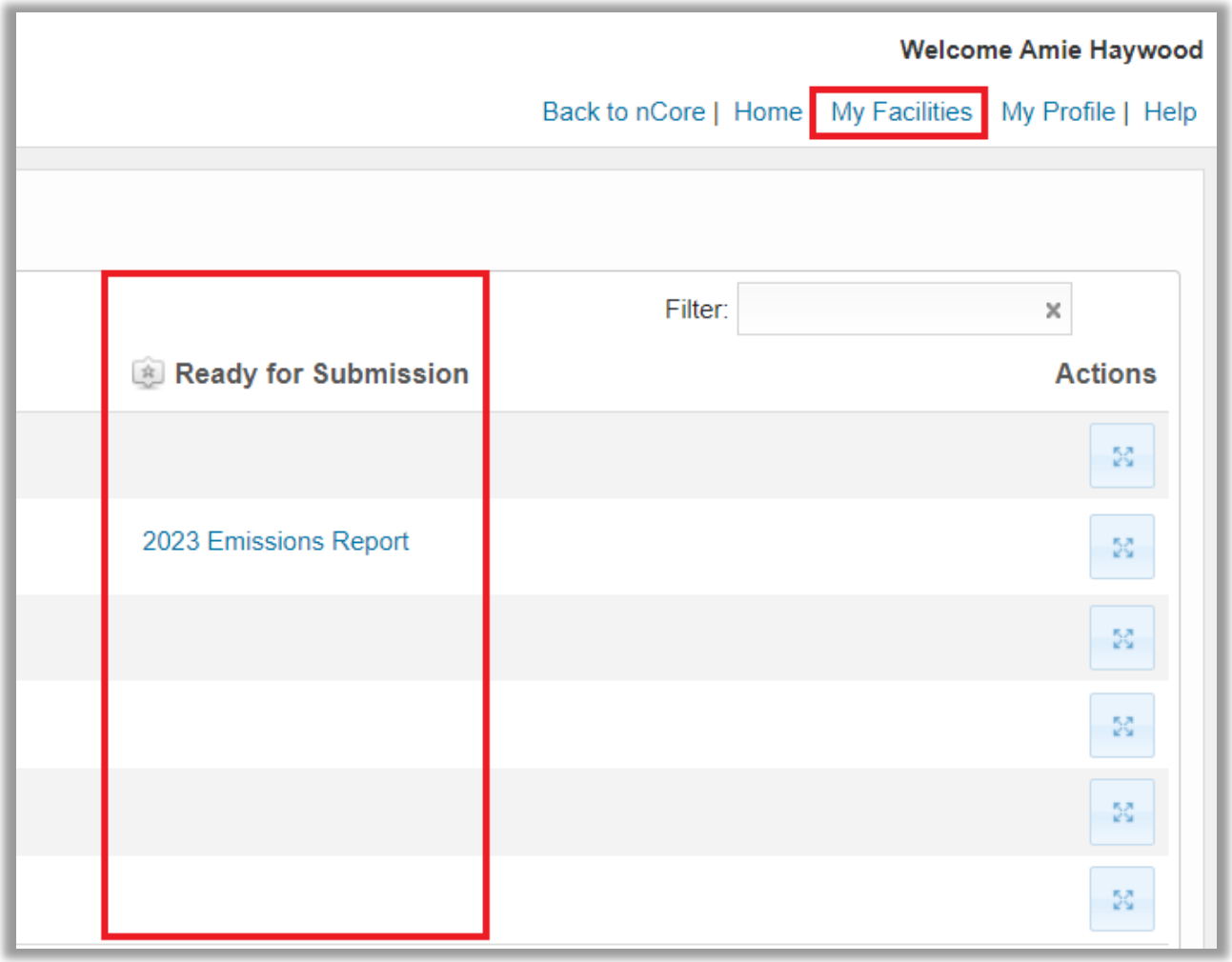


Figure 16-3 Ready for Submission

Step 4: Click **Initiate Submission** at the bottom of the Emission Report Screen shown in Figure 16-4.

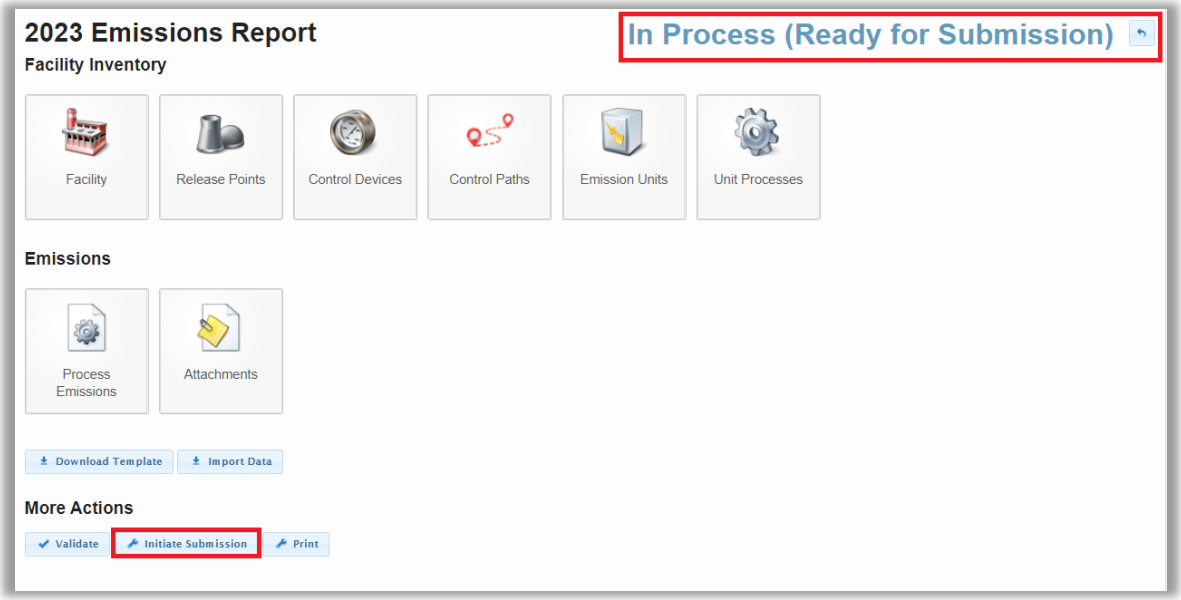


Figure 16-4 Initiate Submission

Step 5: Click **View electronic document.** The Continue button will be available afterwards.

Step 6: Click **Continue.** See **Figure 16-5**.

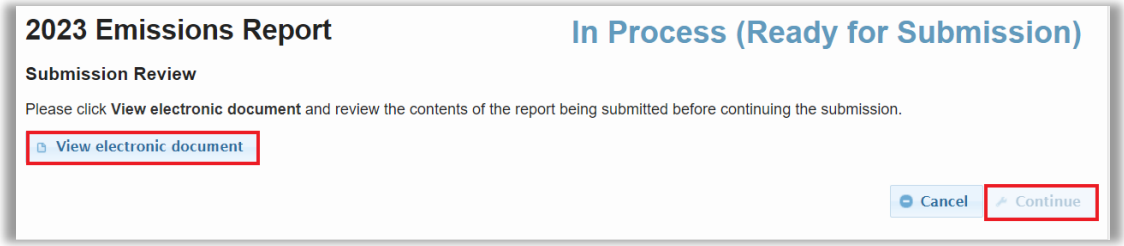


Figure 16-5 View Electronic document

Step 7: Read the statements thoroughly then check boxes on Submission Agreements. Note: only users with certifier rights may submit.

Step 8: Click Continue. The Continue button will be available after all the boxes are checked.

Step 9: Answer the security question and enter the password. If your browser settings pre-fill data, delete the pre-filled data and manually enter the answer to the security question and password.

Step 10: Click Continue

Step 11: Click View official copy of record

Step 12: Click done

The status of the report is Submitted in the inventory module; the status will be In Process in MiEnviro.

For corrections needed after submittal, see sections 12 and 13 of this user guide.

APPENDIX A: ACRONYMS & DEFINITIONS

Acronyms

AQD ..... Air Quality Division

BTU ..... British Thermal Unit

CAA ..... Clean Air Act

CEM..... Continuous Emission Monitor

CO ..... Carbon Monoxide

EGLE ..... Environment, Great Lakes, and Energy (Michigan Department of)

GPS..... Positioning System

HAP..... Hazardous Air Pollutant

NAICS..... North American Industrial Classification System

NOx ..... Nitrogen Oxides

Pb..... Lead

ROP..... Renewable Operating Permit

SCC ..... Source Classification Code

SLEIS..... State and Local Emissions Inventory System

SRN..... State Registration Number

Sox ..... Sulfur Oxides

USEPA..... U.S. Environmental Protection Agency

UTM..... Universal Transverse Mercator *Grid Coordinates*

VOC ..... Volatile Organic Compounds

Definitions

The following definitions are provided to help you better understand the concepts in this user guide. For more information about these terms or for the legal definitions, please consult the Michigan Administrative Rules for Air Pollution Control (herein referred to as the Michigan Rules), specifically Michigan Rules R 336.1101 – R 336.1123.

Actual Emission: Amount of air contaminants emitted from a facility or emission unit over a given period of time, usually expressed as tons of air contaminant emitted per year (tons/yr).

Air Contaminant: A dust, fume, gas, mist, odor, smoke, vapor, or any combination thereof.

AQD Source ID (SRN): The alphanumeric State Registration Number (SRN) assigned by the AQD. AQD Source IDs are unique to a source and are comprised of a letter followed by four numbers, e.g. A1497.

Carbon Monoxide (CO): Colorless, odorless gas that is toxic because of its tendency to reduce the oxygen-carrying capacity of the blood. (See criteria pollutants.)

Control Device: Equipment that captures and/or destroys air contaminants, e.g. scrubber.

Criteria Pollutants: Pollutants for which National Ambient Air Quality Standards (NAAQS) are set. The following pollutants must be reported because 1) they are a criteria pollutant, or 2) they result in the formation of a criteria pollutant:

- Carbon Monoxide (CO)
- Lead (PB)
- Non-Methane Organic Compounds (NMOC)*
- Oxides of Nitrogen - NOx
- Particulate Matter (PM)
- Particulate Matter less than 10 Microns (PM10, Primary)
- Particulate Matter less than 10 Microns, Filterable not water soluble (PM10, FLTRABLE)
- Particulate Matter less than 2.5 Microns (PM2.5), Filterable not water soluble (PM2.5, FLTRBL)
- Particulate Matter less than 2.5 Microns (PM2.5), Sum of Condensable & Filterable (PM2.5, PRIMARY)
- Sulfur Dioxide (SO2)
- Total Non-Methane Organic Compounds (TNMOC)*
- Total Organic Compounds (TOC)*
- Volatile Organic Compounds (VOC) **

  * These pollutants can be used as VOC surrogates if VOC emission factor is not available.

  ** Emissions of VOC contribute to ozone formation, for which a NAAQS has been set.

Device: Any process equipment, control equipment, or stack.

Dismantle: To physically remove or render permanently inoperable.

Emission Factor: A factor that is used to estimate air emissions by multiplying it by the material throughput expressed in the appropriate unit code.

Emission Unit: A device or group of devices that operate together with a dependency between devices and emits or has the potential to emit an air contaminant. An emission unit contains at least one process device and may contain control devices and related stacks. Examples of an emission unit include:

- a single degreaser (degreaser only)
- a topcoat painting line (booths, ovens, incinerator, stacks)
- a chemical manufacturing process (reactors, condensers, dryers, baghouse, stacks)
- a coal-fired boiler (boiler, stack)

Emission Unit Activity: The flow of material into and out of processes or between devices that may discharge to the atmosphere. Materials are related to processes by Source Classification Codes (SCC).

Fee-Subject Facility: As defined in Section 324.5501(k) of Public Act 451 of 1994, as amended, certain sources of air pollutants are required to pay fees. In practice, these include major sources subject to the Renewable Operating Permit Program; sources subject to federal New Source Performance Standards; and area sources subject to National Emission Standards for Hazardous Air Pollutants.

Exempt Emission Unit: *(See Rule 201 Exempt Emission Unit)*

Grandfathered: With respect to Michigan permitting requirements, an emission unit installed prior to August 15, 1967, and not subsequently modified or reconstructed, is considered "grandfathered".

Hazardous Air Pollutant (HAP): The 188 chemicals listed at 112(b) of the Clean Air Act.

Lead: A heavy metal that is hazardous to human health when breathed or swallowed. Its use in gasoline, paints, and plumbing compounds has been sharply restricted or eliminated by federal laws and regulations. (See criteria pollutants.)

Material: Any product or substance, including elements, compounds, or a mixture thereof, in any physical state (solid, liquid, gas) including more than one physical state at the same time, that flows through a process. Examples include fuel, coating, solvent, metal, grain, chemical, product.

NAICS: This code is a numerical indicator of the primary type of activity at a business.

Nitrogen Dioxide (NO_2): An oxide of nitrogen that is regulated because it can cause lung and eye irritation, can contribute to the formation of acid rain, and reacts in the atmosphere to form ozone and smog. (See criteria pollutants.)

Opt-Out Permit: A Permit to Install that limits a facility's emissions to below the major source thresholds, thus avoiding the Renewable Operating Permit (ROP) Program.

Ozone: At ground level, ozone is a noxious pollutant and is the major component of smog. The source of ozone is the chemical reaction of volatile organic compounds (VOC) and nitrogen oxides (NOx). Health effects of ozone are breathing problems, reduced lung function, asthma, eye irritation, stuffy nose, and reduced resistance to colds and other infections. Environmental effects of ozone can damage plants and trees. Smog also causes reduced visibility. Ozone is regulated by the control of VOCs and NOx, which are precursors to ozone. (See criteria pollutants.)

Particulate Matter (PM): Fine liquid or solid particles such as dust, smoke, mist, fumes, or smog found in air emissions. (See Criteria Pollutants.)

PM-10: Standard for measuring the amount of solid or liquid matter suspended in the atmosphere. PM-10 refers to the amount of particulate matter smaller than ten micrometers in diameter. The smaller PM-10 particles penetrate to the deeper portions of the lung, affecting sensitive population groups such as children and people with respiratory diseases.

PM-2.5: Standard for measuring the amount of solid or liquid matter suspended in the atmosphere. PM-2.5 refers to the amount of particulate matter smaller than ten micrometers in diameter. The smaller PM-2.5 particles penetrate to the deeper portions of the lung, affecting sensitive population groups such as children and people with respiratory diseases.

Portable Source: A facility, process, or process equipment that commences operation and is located at a geographic site for not more than twelve consecutive months. These are NOT devices that are moved around within a stationary source (e.g., welding machines).

Process Device: Equipment or activity that generates air contaminants.

Rule 201 Exempt Emission Unit: An emission unit that is specifically exempted from Rule 201 in Rules 280 –291 of the Michigan Air Pollution Control Rules and not subject to Rule 278.

Source: A facility or plant that contains an emission unit(s). A facility is assigned a State Registration Number (SRN) and has a physical location.

Source Classification Code (SCC): An eight-digit numeric code used to describe an activity occurring at an emission unit or reporting group.

Stack: A conduit for air contaminants.

Sulfur Dioxide (SO_2): A heavy, pungent, colorless, gaseous air pollutant formed primarily by industrial fossil fuel combustion processes. (See criteria pollutants.)

Volatile Organic Compound (VOC): Any compound or mixture of compounds of carbon that participates in smog-formation reactions, except for those listed in Rule 122(f) of the Michigan Air Pollution Control Rules that do not contribute appreciably to the formation of ozone.

APPENDIX B: FEE CALCULATION

Air Quality Fee Calculations

The Clean Air Act requires each state to develop a Title V, Renewable Operating Permits (ROPs) / Title V (michigan.gov) (ROP) Program supported by air quality fees. An annual air quality fee program for Michigan, including the specific fee structure, was established by the legislature in 1993. The fee program was reauthorized by Governor Whitmer September 29, 2023.

The Michigan legislation establishes the following formula for calculating the annual air quality fee for each fee-subject facility:

ANNUAL FEE = FACILITY CHARGE + EMISSIONS CHARGE

A **facility charge** is used in the fee formula is and based on the classification, or Category, of the facility. The categories were revised during the fee reauthorization and are as follows:

Category A: Facilities that are "major" under Title III of the Clean Air Act (have the potential to emit 100 tons or more per year of any pollutant) and are also Electric Providers, not including municipally-owned electric generators.

Category B: Facilities that are "major" under Title III of the Clean Air Act (have the potential to emit 100 tons or more per year of any pollutant) and are not Electric Providers, with the exception of municipally-owned electric generators with emissions over 646 tons per year. Municipally-owned electric generators with emissions under 646 tons per year are categorized as ordinary Category B facilities.

Category C: Facilities that are "major" under Title I of the Clean Air Act (have the potential to emit 10 tons of any one hazardous air pollutant or 25 tons of any combination of hazardous air pollutants).

Category D: Facilities that are subject to a federal New Source Performance Standard.

Category E: Facilities that have a Title V Opt-Out Permit.

Category F: Facilities which are subject to a federal Maximum Available Control Technology (MACT) standard but are not "major" under Title I or Title III. Category F facilities are assessed a $250 facility charge with no emissions charge.

ANNUAL FEE = FACILITY CHARGE + EMISSIONS CHARGE

Category Type	Emissions Range (tons)	Facility Charge	Emissions Charge/Ton
A	≥ 6100	$45,000.00	$53.00
A	≥ 1000	$30,000.00	$53.00
A	≥ 100	$15,750.00	$53.00
A	≥ 60	$12,500.00	$53.00
A	≥ 6	$10,500.00	$53.00
A	≥ 0	$5,250.00	$53.00
B	≥ 2000	$21,000.00	$53.00
B	≥ 200	$15,750.00	$53.00
B	≥ 60	$10,500.00	$53.00
B	≥ 6	$7,500.00	$53.00
B	≥ 0	$5,250.00	$53.00
B - Municipal Utility Only	≥ 646	$50,000	N/A
C	≥ 60	$4,500.00	$53.00
C	≥ 6	$3,500.00	$53.00
C	≥ 0	$2,500.00	$53.00
D	≥ 60	$2,500.00	$53.00
D	≥ 6	$2,000.00	$53.00
D	≥ 0	$1,795.00	$53.00
E	≥ 60	$1,795.00	$0.00
E	≥ 0	$250.00	$0.00
F	N/A	$250.00	$0.00

Please note the facility charge may vary from one year to the next depending on the quantity of the actual emissions reported, even within the same fee category.

Standards for which Category F fees are assessed include any of the following:

MACT Source Categories	Code of Federal Regulations
Nonferrous Foundries: Aluminum, Copper and other Area Sources	40 CFR 63 Subpart ZZZZZZ (6Z)
Asbestos	40 CFR 61 Subpart M
Chemical Manufacturing Industry (area sources): CMAS	40 CFR 63 Subpart VVVVVV (6V)
Chromium Electroplating	40 CFR 63 Subpart N
Ethylene Oxide Emissions Standards for Sterilization Facilities	40 CFR 63 Subpart O
Halogenated Solvent Cleaning	40 CFR 63 Subpart T
Iron and Steel Foundries (area sources)	40 CFR 63 Subpart ZZZZZ
Dry Cleaning	40 CFR 63 Subpart M
Primary Nonferrous Metals Area Sources-Zinc, Cadmium and Beryllium (area sources)	40 CFR 63 Subpart GGGGGG (6G)
Secondary Aluminum	40 CFR 63 Subpart RRR

Emissions Charge

Please note the facility charge may vary from one year to the next depending on the actual emissions reported, even within the same fee category.

In addition to the facility charge, an **emissions charge** is calculated per ton of emissions reported for Category A through D facilities. This emissions charge is calculated at $53.00 per ton of actual emissions.

For Category A and B facilities, the following caps limit the quantity of individual and total pollutants which are charged for:

- Category A - Electric Providers is 1,500 tons per pollutant or 6,100 tons total
- Category B - Major Criteria Pollutants is 1,250 tons per pollutant or 4,500 tons total

Fee-subject air pollutants are PM10, NOx, SO_2, VOCs, ozone, lead (Pb), and any air contaminant regulated under Section 111 (Standards of Performance for New Stationary Sources) or Section 112 (Hazardous Air Pollutants) of Part A, Title I of the Clean Air Act, or Title III (Hazardous Air Pollutants) of the Clean Air Act. Carbon monoxide is not a fee-subject air pollutant.

By July 1, the AQD notifies Category A through E facilities that a billable emissions estimate is available in MiEnviro, with a summary of the actual and billable emissions included in the previous calendar year emission reporting submittals. The estimates provide facility owners and operators with an opportunity to review the reported emissions data for accuracy. Any changes must be submitted to the district offices by September 1 to ensure the forthcoming air quality fees are based on the correct information. Fee bills are then mailed in January.

APPENDIX C: Determining Which Emission Units Need to Report Emissions

There are five steps identified below to help you determine if emissions need to be reported for the EU. If after completing Steps 1-5, you are still not certain if the emissions for an EU need to be reported, please contact your district inspector or EGLE-Air-MiEnviro@michigan.gov.

- **Step 1:** Determine if the EU is specifically identified in your Renewable Operating Permit (ROP), Opt-Out permit, or your Permit to Install. Example EU101, EUBoiler, EUTurbine1. If the EU is in one of the permits, report the EU and you do not need to review any further methods for determination.
    - **If the EU is not listed in the permit use Steps 2-5 to determine if the EU should be reported.**
    - Include all EUs that emit the opt-out pollutant listed in the opt-out permit, even if not specifically listed.
- **Step 2:** If the EU is *not* Rule 201 exempt [this includes grandfathered (installed prior to August 1967, and not modified) emission units] it must be reported, and you do not need to review any further methods for determination. If the EU is Rule 201 exempt, proceed to Step 3 for instructions.
- **Step 3:** If the EU is Rule 201 exempt, refer to Table C-1 to determine the exempt EU that must be reported. An EU is Rule 201 exempt if it meets an exemption in Rule 280-Rule 291 and is not subject to Rule 278. If you do not have to report the EU using the methods described in steps 1-3, proceed to review Step 4 and Step 5 to make your determination.
- **Step 4:** If the EU emissions are >10% of the significant level determined in Rule 119(e) (figure amounts shown in Table C-2), you must report it. If the EU emissions are <10% of the significant level you do not have to report the EU due to this step, proceed to Step 5. Note that if the work has already been done to determine the emissions, then it should take little effort to include them in the emissions report.
- **Step 5:** If the EU is subject to a process specific emission limit or standard that has an applicable limit or restriction (e.g.: MACT/NSPS standard) you must report it.

Note: A Synthetic Minor or Opt-Out Permit is a type of permit that sets legally enforceable limits on a facility's potential to emit. Sources that would otherwise be subject to the ROP Program use the Opt-Out Permit to set limits on their emissions and stay below the threshold that would require them to obtain a ROP.

Emissions from all EU are welcome and preferred. The system was designed to make it easy to report for default pollutants. However, if an EU does not meet the criteria in Steps 1-5, then it may be acceptable to not report its emissions. Note that the AQD may request emissions from any process that the AQD considers necessary for the proper management of the air.

Table C-1 specifies the emissions Rule 201 exempt emission units must be reported. Consider the following example: If a non-ROP facility has three cold cleaners that are exempt from the Permit to Install requirement under Rule 281(2)(h), but during the reporting year had an aggregate annual throughput of 1,500 gallons of cleaner, they must be reported, and emissions would be reported separately for each of the three cold cleaners. If the cold cleaners had an annual aggregate throughput of 600 gallons, the emissions **may** not have to be reported.

Table C-1: Rule 201 Exempt Emission Units that must report emissions

RULE 201 EXEMPTION	REPORTING REQUIREMENT
Rule 281(2)(h)	Only report emissions of applicable criteria pollutants for cold cleaners having a total annual throughput greater than 1,000 gallons of cleaner. (aggregate of all cold cleaners combined) *Total annual throughput of cleaner = (cleaner used) – (cleaner reclaimed as waste)*
Rule 282(2)(b)	Only report emissions of applicable criteria pollutants from fuel burning equipment that have a total annual throughput equal to or greater than any of the following: 50,000,000 cubic feet of gases in Rule 282(2)(b)(i), 400,000 gallons of fuel oil in Rule 282(2)(b)(ii), and 1,000 tons of wood in Rule 282(2)(b)(iii).
Rule 283(2)(c)	Report all emissions of applicable criteria pollutants if the testing medium contains a VOC.
Rule 283(2)(d)	Report all emissions of applicable criteria pollutants if the testing medium contains a VOC.
Rule 284(2)(e)	Report all emissions of applicable criteria pollutants.
Rule 284(2)(f)	Report all emissions of applicable criteria pollutants.
Rule 285(2)(g)	Only report emissions of applicable criteria pollutants for engines with 300 horsepower and larger. Exclude emergency generators whose sole function is to provide back-up power when local utility service is interrupted.
Rule 285(2)(l)(vi)(C)	Only report emissions of applicable criteria pollutants for equipment operating at a rate of 30,000 cubic feet per minute or higher.
Rule 285(2)(p)	Only report emissions of applicable criteria pollutants for annual grain throughputs equal to or greater than 4,000,000 bushels.
Rule 285(2)(r)(iv)	Only report emissions of applicable criteria pollutants for cleaners having a total annual throughput greater than 1,000 gallons of cleaner. (aggregate of all cleaners combined) *Total annual throughput of cleaner = (cleaner used) – (cleaner reclaimed as waste)*
Rule 285(2)(aa)	Report all emissions of applicable criteria pollutants.

RULE 201 EXEMPTION	REPORTING REQUIREMENT
Rule 286(2)(b)	Report emissions of applicable criteria pollutants when 3,000 tons or more of plastic is processed annually (aggregate of all plastic processes combined).
Rule 287(2)(c)	Report all emissions of applicable criteria pollutants.
Rule 290	Report all emissions of applicable criteria pollutants.
Rule 291	Report all emissions of applicable criteria pollutants.

*Rules 280 through 291 can be accessed at Michigan.gov/Air (click on "State Air Laws and Rules" then "Part 2 Exemptions").

Table C-2: Significant Levels

Pollutant	Significant Level (Rule 119(e)) tons/year	10% of Significant Level tons/year
Carbon monoxide (CO)	100	10
Nitrogen oxides (NO_x)	40	4
Sulfur dioxide (SO_2)	40	4
Particulate matter (PM)	25	2.5
Particulate matter (PM10)	15	1.5
PM2.5	10	1
Volatile organic compounds (VOC)	40	4
Lead (Pb)	0.6	0.06

APPENDIX D: RULES CITED

Note: Many of the rules provided are at the sub-rule level. You may view the complete rule by accessing the Michigan Air Pollution Control Rules via the Internet at: Michigan.gov/Air.

R 336.202 Annual reports. (11/11/86)

Rule 2. The department shall require an annual report from a commercial, industrial, or governmental source of emission of an air contaminant if, in the judgment of the department, information on the quantity and composition of an air contaminant emitted from the source is considered by the department as necessary for the proper management of the air resources. The information shall be specified by the department and shall be submitted on forms available from the department. The information shall include factors deemed necessary by the department to reasonably estimate quantities of air contaminant discharges and their significance. The report shall be submitted to the department not later than March 15 of each year following notification by the department that the report is required. The notification shall be in writing and shall be mailed to the owner or operator of the source of emission not less than 45 days before the deadline for submitting the report.

R 336.1106 Definitions; F.

Rule 106. As used in these rules

(l) **"Fugitive emissions"** means those emissions which could not reasonably pass through a stack, chimney, vent, or other functionally equivalent opening.

R 336.116 Definitions; P

Rule 116. As used in these rules

(m) **"Potential to Emit"** information can be accessed at Air Permitting - Potential to Emit (PTE) (michigan.gov).

R 336.1119 Definitions; S.

Rule 119. As used in these rules

(e) **"Significant"** means a rate of emissions for the following air contaminants which would equal or exceed any of the following:

(i) Carbon monoxide - 100 tons per year.

(ii) Nitrogen oxides - 40 tons per year.

(iii) Sulfur dioxide - 40 tons per year.

(iv) Particulate matter - 25 tons per year.

(v) PM-10 - 15 tons per year.

(vi) PM 2.5 - 10 tons per year.

(vii) Volatile organic compounds - 40 tons per year.

(viii) Lead - 0.6 tons per year.

R 336.1201 Permits to Install.

Rule 201. (1) Except as allowed in R 336.1202, R 336.1277 to R 336.1291, or R 336.2823(15) a person shall not install, construct, reconstruct, relocate, or modify any process or process equipment, including control equipment pertaining thereto, which may emit any of the following, unless a permit to install that authorizes such action is issued by the department.

(a) Any air pollutant regulated by title I of the clean air act and its associated rules, including 40 C.F.R. §51.165 and §51.166, adopted by reference in R 336.1902.

(b) Any air contaminant.

A person who plans to install, construct, reconstruct, relocate, or modify any such process or process equipment shall apply to the department for a permit to install on an application form approved by the department and shall provide the information required in R 336.1203.

(2) The department may issue a permit to install for any of the following reasons:

(a) To authorize a person to install, construct, reconstruct, relocate, or modify a process or process equipment pursuant to subrule (1)(a) of this rule.

(b) To establish limits on potential to emit. The limits shall comply with the provisions of R 336.1205(1)(a).

(c) To consolidate terms and conditions from existing permits to install within a renewable operating permit pursuant to R 336.1214a.

(d) To authorize a person to install, construct, reconstruct, relocate, or modify process or process equipment solely pursuant to subrule (1)(b) of this rule or to consolidate state-only enforceable conditions within a renewable operating permit when the renewable operating permit is issued pursuant to R 336.1214a. This permit may establish terms and conditions that are legally enforceable solely pursuant to R 336.1224 to R 336.1233, R 336.1901, or other regulations that are not federally enforceable. Each condition in a permit issued pursuant to this subrule shall be identified as state-only enforceable.

(3) A permit to install may be approved subject to any condition, specified in writing, that is reasonably necessary to assure compliance with all applicable requirements.

(4) If a person decides not to install, construct, reconstruct, relocate, or modify the process or process equipment as authorized by a permit to install, then the person, or the authorized agent pursuant to R 336.1204, shall notify the department, in writing, and upon receipt of the notification by the department, the permit to install shall become void.

If the installation, reconstruction, or relocation of the equipment, for which a permit has been issued, has not commenced within, or has been interrupted for, 18 months, then the permit to install shall become void, unless either of the following occurs:

(a) The permit to install specifies a termination date of more than 18 months.

(b) The permit to install is the subject of a formal appeal by a party other than the owner or operator of the process or process equipment that is the subject of the permit, in which case the date of termination is not later than 18 months after the effective date of the permit plus the number of days between the date on which the permit was appealed and the date on which all appeals concerning the permit have been resolved.

(5) Upon issuance of a permit to install, the emissions from the process or process equipment allowed by the permit to install shall be included in the potential to emit of the stationary source. Upon the physical removal of the process or process equipment, or upon a determination by the department that the process or process equipment has been permanently shut down, the permit to install shall become void and the emissions allowed by the permit to install shall no longer be included in the potential to emit of the stationary source.

(6) Except as provided in subrule (8) of this rule and R 336.1216, operation of the process or process equipment is allowed by the permit to install. The department may void a permit to install upon any of the following actions:

(a) A new permit to install authorizing the action is approved by the department in accordance with subrule (2)(a), (b), or (d) of this rule, and the new permit to install renders all portions of the old permit obsolete.

(b) All terms and conditions of the permit to install are incorporated into a renewable operating permit, in accordance with the provisions of R 336.1212(5) and R 336.1213, and a source-wide permit to install is issued pursuant to R 336.1214a.

(c) All of the emission units, processes, or process equipment covered by the permit to install are physically removed from the stationary source or the department makes a determination that the emission units, processes, or process equipment covered by the permit to install have been permanently shut down.

(7) The department may require either or both of the following notification requirements as a condition of a permit to install:

(a) Not more than 30 days after completion of the installation, construction, reconstruction, relocation, or modification authorized by the permit to install, unless a different period is specified in the permit, the person to whom the permit to install was issued, or the authorized agent pursuant to R 336.1204, shall notify the department, in writing, of the completion of the activity. Completion of the installation, construction, reconstruction, relocation, or modification is considered to occur not later than commencement of trial operation of the process or process equipment.

(b) Within 12 months after completion of the installation, construction, reconstruction, relocation, or modification authorized by the permit to install, or 18 months after the effective date of this rule, whichever is later, unless a different period is specified in the permit to install, the person to whom the permit to install was issued, or the authorized agent pursuant to R 336.1204, shall notify the department, in writing, of the status of compliance of the process or process equipment

with the terms and conditions of the permit to install. The notification shall include all of the following:

(i) The results of all testing, monitoring, and recordkeeping performed by the stationary source to determine the actual emissions from the process or process equipment and to demonstrate compliance with the terms and conditions of the permit to install.

(ii) A schedule of compliance for the process or process equipment.

(iii) A statement, signed by the owner or operator, that, based on information and belief formed after reasonable inquiry, the statements and information in the notification are true, accurate, and complete.

(8) If evidence indicates that the process or process equipment is not performing in accordance with the terms and conditions of the permit to install, the department, after notice and opportunity for a hearing, may revoke the permit to install consistent with section 5510 of the act. Upon revocation of the permit to install, operation of the process or process equipment shall be terminated. Revocation of a permit to install is without prejudice and a person may file a new application for a permit to install that addresses the reasons for the revocation.

R 336.1278 Exclusion from exemption.

Rule 278. (1) The exemptions specified in R 336.1280 to R 336.1291 do not apply to either of the following:

(a) Any activity that is subject to prevention of significant deterioration of air quality regulations or new source review for major sources in nonattainment areas regulations.

(b) Any activity that results in an increase in actual emissions greater than the significance levels defined in R 336.1119. For the purpose of this rule, "activity" means the concurrent and related installation, construction, reconstruction, relocation, or modification of any process or process equipment.

(2) The exemptions specified in R 336.1280 to R 336.1291 do not apply to the construction of a new major source of hazardous air pollutants or reconstruction of a major source of hazardous air pollutants, as defined in and subject to 40 C.F.R. §63.2 and subject to §63.5(b)(3), national emission standards for hazardous air pollutants, adopted by reference in R 336.1902.

(3) The exemptions specified in R 336.1280 to R 336.1291 do not apply to a construction or modification as defined in and subject to 40 C.F.R. part 61, national emission standards for hazardous air pollutants, adopted by reference in R 336.1902.

(4) The exemptions in R 336.1280 to R 336.1291 apply to the requirement to obtain a permit to install only and do not exempt any source from complying with any other applicable requirement or existing permit limitation.

R 336.1278a Scope of permit exemptions.

Rule 278a. (1) To be eligible for a specific exemption listed in R 336.1280 to R 336.1291, any owner or operator of an exempt process or exempt process equipment must be able to provide

information demonstrating the applicability of the exemption. The demonstration may include the following information:

(a) A description of the exempt process or process equipment, including the date of installation.

(b) The specific exemption being used by the process or process equipment.

(c) An analysis demonstrating that R 336.1278 does not apply to the process or process equipment.

(2) The demonstration required by this rule shall be provided within 30 days of a written request from the department. Any other records required within a specific exemption shall be provided within timeframes established within that specific exemption.

R 336.1280 – R336.1291

Rules 280 through 291 can be accessed at Michigan.gov/Air (click on "Laws and Rules" then "Air Pollution Control Rules").