

Annual Equipment Inventory and Annual Emissions Reporting USER GUIDE





Michigan.gov/MiEnviro | 800-662-9278



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🐼 MiEnviro Portal _____

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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 <u>EGLE-Air-MiEnviro@Michigan.gov</u> 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 <u>EGLE-Air-MiEnviro@Michigan.gov</u> 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.

NiEnviro Portal

3 Accessing Public Information and Services

Access the MiEnviro login at <u>MiEnviro.Michigan.gov.</u> 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**.

Public Notice Search											
Туре 🗘	Application Number	Applicant / Permittee Name	Responsible Party Name ≑	Site 🜲	County Coverage 🗘	Permit Number	Compliance Action Number	Start Date	End Date 🗘	Program Area	l
T	T	T	T	T	Y	T	T			T	
Public Notice - Compliance Action	HQ2-TXKA- JAGDZ		Ben Rienks	2/90 Sign Systems (N1511) [2] 5350 CORPORATE GROVE DR SE GRAND RAPIDS, MI 49512-5500	State-wide		ACO-05963	04/12/2024		AQD - Air	View/Submit Comment
Air Public Notice - Administrative Consent Order	HPY-HGAH- QTDZ2	Hutchinson	Jeff Brosman	Hutchinson Antivibration Systems, Inc. (E5094) 🗗 460 fuller Grand Rapids, MI 49560	Kent		ACO-05930	05/17/2024	06/17/2024	AQD - Air	View/Submit Comment

Figure 3-2 – View/Submit Comment

NiEnviro Portal

Click the **Add Comment** tab at the top/middle. See Figure 3-3 below.

Public Notice Detail 🛛 🗸 Pu	ublic Notices			
Details Doc	cuments	Add Comment		
Notice Type:	Public Not	ice - Compliance Action		
Application Number:	HQ2-TXKA	-JAGDZ		
Responsible Party Name:	Ben Rienks			
Compliance Action Number:	ACO-0596	ACO-05963		
Site Name:	2/90 Sign S	2/90 Sign Systems (N1511) 🗗		
Address:	5350 COR	5350 CORPORATE GROVE DR SE		
	GRAND RA	GRAND RAPIDS, Michigan 49512-5500		
County Coverage:	State-wide	State-wide 42.8671/-85.5389 AQD - Air Stephanie Purol		
Lat/Long:	42.8671/-8			
Program:	AQD - Air			
Agency Contact:	Stephanie			
Agency Contact Phone:				
Public Notice Start Date:	04/12/2024	ļ.		
Public Notice End Date:				
		MI gov H		

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.



Public Notice Detail < Public Notices			HQ2-TXKA-JAGDZ
Details Documents Add Comment			
Commenter name and comment are subject to public disclosure			• = Required
• Name		Comments	
• Email	Phone		
Address Line 1		2048 characters remaining	le le
Address Line 2			
City/Locality State/Province			
Submit	-		

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

To be added at a later date.

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.

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.

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.

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.

Michigan.gov/MiEnviro

MiEnviro Portal

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 <u>MiEnviro.Michigan.gov</u> 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 <u>Authorized</u> <u>Users</u> in Section 6 *Navigating the System*.

First time MiEnviro Users for Existing Sites in the System

Existing Sites are sites that conducted AQD business prior to MiEnviro Portal

- **1**. Must register for a user account.
- 2. Complete security questions upon activating a user account.
- **3.** Asbestos program users who have submitted any notifications in the Asbestos Notification System (ANS) will automatically be connected to their sites in MiEnviro if they use the same email to register for their user account.
- 4. Existing sites were mailed a letter with a verification code.
- **5.** Users who are not the Site Administrator should contact the Site Administrator for the site to get linked to the site data.

First time MiEnviro Users for Sites not in the System

- 1. Must register for a user account.
- 2. Complete security questions upon activating a user account.
- **3.** If you are not sure if a site is registered in the system, contact the AQD.
- 4. Asbestos program users new contractors need to complete a **New Contractor Registration Form** prior to submitting an **Asbestos Notification of Intent to Renovate/Demolish.**
- **5.** 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, is the Site Administrator. New site users who want to submit a Permit Application must first submit a New Air Site Request form.
- **6.** New users who are not the Site Administrator for a new site, must contact the Site Administrator for the site to get linked to the site data.

MiEnviro Portal

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

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

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

- a. The email will provide your username and a link. Your username is the email address you used for your account.
- b. Click the link to activate your account. You will see a popup 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.



MICHIGAN DEPARTMENT OF



Figure 5-2 – Account Activated

💦 **MiEnviro** Portal

Set up Security Questions

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

Subsequent log ins

After you have created a user account, any time you log in you will click on Sign In on the log in screen. See Figure 5-3



Figure 5-3 – Sign Ins

Email Address Changes

Send an email request to <u>EGLE-Air-MiEnviro@Michigan.gov</u> 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 <u>EGLE-Air-MiEnviro@Michigan.gov</u> to have your account unlocked.

Certifier Access

Some applications or forms require a user to be certified to submit. Dry Cleaning and Asbestos Notification applications do not require a user to have Certifier rights. The 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 <u>Authorized Users</u> 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.

NiEnviro Portal

6 Navigating the System

Getting Started

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

Getting Started
MiEnviro Portal is a platform to submit permit applications, manage permits, submit service requests, and submit compliance notifications.
If you received a letter with a verification code
Enter in the code you received to have your user account associated with the site, project or facility you represent.
Enter Verification Code
Add a Site to your account
In order to get started, you'll need to link your account to a regulated business entity (a site, project or facility), or create one if it's not yet in the MiEnviro Portal system.
Add a Site

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 <u>EGLE-Air-MiEnviro@michigan.gov</u>.

- **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 Site Administrator. The Site 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 have access to the site data and become the Site Administrator. Users who are applying for a permit for a site that has never been registered must first submit the New Air Site Request Form.

USER GUIDE: AIR EMISSIONS

NiEnviro Portal

Welcome Screen

This is the landing screen upon logging into the system. First time users or new facilities 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.
- 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 (AII). The hide/show function can also be accessed by clicking on the display name at the top right corner, which is your User Profile.

(All) 👻
T Filter items
(All) 🌣 Manage
Amie Haywood, Amie Test Site 1
Haywood Test Site 1
Haywood Test Site 2
Haywood Test Site 3
Haywood Test Site 4
Haywood Test Site 5
Haywood Test Site 6
Sample Corp
Sample Site - Amie

Figure 6-2 – (All)

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.

EGLE MiEnviro Portal	MIENVIRO PORTAL UAT CLOUD
Sample Corp	Home
Home	Finding and Submitting Applications and Requests
Notifications	Begin by browsing the available application, service request and report forms. Once the desired form is located, you can fill it out, submit it, and track it here.
Details Start a New Form	Browse Forms
Submissions	
Authorized Users	Add a Site to your account
	Your account currently only has access to one site, Sample Corp . In order to perform work on any other site, project or facility you'll have to connect it to your user account.
	Add a Site
K	

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), documents the AQD needs your signature for, 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 (AII).
- 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.

(All) -	Priority 0	Upcoming 2	As Needed 0	Draft 0	To Be Signed 0	In Process 4
Home	HIGH PRIORITY	,				
Dashboard					No items	

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.

Michigan.gov/MiEnviro



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 Equipment Inventory Review 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.

Home	About	Contact	Sig	n Out	渣 MI.gov Home
			5	?	👤 Test Account



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.

MiEnviro Portal

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 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.

What kind of form are you looking for?	
<i>I want to start a new application Forms used to apply for a New Permit, License, or Entrance into a Program</i>	>
<i>I have a reporting obligation to fulfill</i> Reporting forms relating to current permits and active compliance actions	>
<i>I want to make a service request</i> Forms used to make a service request	>
<i>I want to file a complaint, or report an incident Forms to file a general complaint or to report spills, leaks or discharges</i>	>
I'm not sure Search all available forms	>

Figure 6-6 – Form Selection

MiEnviro Portal

Apply for a New Permit, License, or Entrance into a Program						
Displaying 2 of 45 Application forms	𝒴 dry cleaning	×				
Dry Cleaning Installation Confirmation Form Description: Dry Cleaning Installation Confirmation Program Area: AQD - Dry Cleaners		Begin				
Dry Cleaning Transfer of Ownership for Unlicensed Facilities Form Description: Dry Cleaning Transfer of Ownership for Unlicensed Facilities Program Area: AQD - Dry Cleaners		Begin				

Figure 6-7 – Filter

Submissions

Started and saved (draft) applications, forms and reports or submitted applications, forms and reports will be accessible on the **Submissions** screen (see Figure 6-8). 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. See Figure 6-8. 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.

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



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 schedule forms/applications for sites to submit data to the AQD. Scheduled forms/applications have a due date.

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.



Sample Corp	Financial Details < Financials
Home	Details
Dashboard	Total Charges: \$450.00
Notifications	Payments, Refunds: \$0.00
Details	Amount Due: \$450.00
Start a New Form	
Submissions	Charges
Financials	Type
Documents	
Authorized Users	Base Charge 12/14/2022 \$450.00 50 to machine @ \$5.00 per pound, \$250.00 Base fee \$200.00
	Payments, Electronic Settlements Pay Online Generate Payment 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**.

	*	Indicates required field
Billing Address		
🗆 Use Business Name		
*First Name:		
M.I.:		
*Last Name:		
*Street Line 1:		
Street Line 2:		
*City:		
*State:	Select State	~
*Zip:		
*Country:		~
Dharan		
Phone:	·	
*E-Mail:		
Pavment Details		
*Payment Amount: Processing Fee:	450.00 USD 9.00 USD	
Payment Method		
*Name o	on Card	7
*Card N	lumber	J
Caru N		
*Expiratio	* Month V on Date:	
	* Year V	
*Card Verification Value	(CVV2): What's This?	
		Back Next Ex

Figure 6-11 – Card information form

Financials - Payment C	onfirmation
Payment Transaction	Details
Payment Status:	Payment Success
Amount Paid:	\$ 450.00
Payment Date:	12/14/2022
Confirmation Number:	22121418341000
Payment Type:	Credit Card
Processing Charge:	\$ 9.00
Charge Details	
Type 🗢 Ref	Ference # 🗘 Submitted On 💠 Amount 💠

Figure 6-12 – Payment Confirmation

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

MiEnviro Portal

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.

NiEnviro Portal Nienviro

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.

Back to MiEnviro Portal – click here to go back to MiEnviro Home – Access welcome screen and guidance documents. Welcome Amie Haywood Back to MiEnviro Portal | Home | My Facilities | My Profile | Help

Figure 6-15 Equipment and Emissions Inventories Links

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

Site users with Site Admin access manage who has access to their site. Use this screen to link or authorize other users to site data. After you create a MiEnviro user account, you will not be able to see any existing site data until a Site Administrator sends you an email invitation. Sites can have more than one Site Administrator. Follow **Step 1** or **Step 2** below.

Step 1: Contact the Site Administrator if there is one and they will send you an invite to connect you to the source data.

Step 2: Contact the AQD if you don't know who your Site Administrator is.

Site Administrator

Only a Site Administrator can invite another user to access their source data.

Step 1: To invite another user to access the source data, click on **Authorized Users**.

Step 2: 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. May require certifier permissions to submit, depending on the form.



Figure 6-16 – Invite User

 $\circ~$ Administrator – Can edit site information, invite other uses to join the site, inactivate users, and request certifier permissions for users.

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

Step 4: The invited user can access the source data through the link in the MiEnviro email.

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

Details Sites	Signing Authority Account	t Verification	
		• = Require	
Contact Information		Account Settings	
First Name	Last Name	Login Name	
Amie	Haywood		
Display Name		Email Address	
Amie Haywood			
If you would like to change your first, last or display name, please use the contact link above.		If you would like to change your login name or email, please use the contact link above.	
Title		Notification Delivery Preference	
		Deliver in MiEnviro Dortal and via Email	

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 **(AII)** 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 **AII 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 - If the AQD has provided you a verification code to access additional sites, enter it here and then click **Submit**.

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 <u>AQD-013</u> 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.

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 (PM2.5)**	10 tons per year
Particulate matter (PM10)**	15 tons per year
Volatile organic compounds (VOC)	10 tons per year
Lead (Pb)	0.5 tons per year

Table 7-1: Reporting Thresholds

*25 TPY for sources in Ozone Nonattainment areas

** These amounts are for PM 2.5 and 10 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, except for VOCs. 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.

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The emission reports are due by **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.

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
- 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.

9 MASTER FACILITY INVENTORY

The Master Facility Inventory (MFI) is an inventory of the equipment at your site. The MFI is maintained by MiEnviro.

The MFI equipment consists of emission units, release points, control devices, control paths and the processes (SCCs).

Facilities update their site MFI by completing the Annual Equipment Inventory Review (EIR) form. 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 prior to beginning the Annual Emissions Report.

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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 with the Master Facility Inventory on the right panel.
- If you submit the EIR, and begin the Annual Emissions Report and need to make any changes to the equipment data, do the following:
- Access the submitted EIR
 - 1. Select the site
 - 2. Click Equipment and Emissions Inventories
 - 3. Click the Equipment Forms 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 WHAT IS SLEIS?

SLEIS is the State and Local Emissions Inventory System provided by the same vendor as MiEnviro. SLEIS is the equipment and emissions inventory module within MiEnviro that collects equipment inventory and emissions data.

Clicking **Begin** or **Continue** for an Annual Equipment Inventory Review form or an Annual Emissions Report in MiEnviro navigates you to the inventory module.

Once a form or report is submitted, navigate to the inventory module from the Submissions screen in MiEnviro. Go to a submission and open it. The system will take you to the submission within the inventory module. From here, you can navigate to other areas 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, as well.

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Inventory Module Right Panel

Back to MiEnviro Portal: Return to MiEnviro Portal

Home: Takes you out of your Equipment Inventory Review form to a Welcome message.

My Facilities: Displays a list of facilities you have access to and other users who have access and their role. 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**.

When you enter a specific site by clicking on the button under Actions, the right panel will display users who have access to the site.

My Profile: View your user information. 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.

View Master Facility Inventory: This report displays 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 formform, 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 it's submitted, the report may change or be blank depending on the status of the submitted form.

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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.

SAMPLE CORP				5
Emissions Reports	quipment Forms			
ள Reporting Year	🍺 Due Date	🛞 Submitted Date	🚊 Status	Actions
2022	12-31-2022	12-31-2022	Submitted	50
2021	12-31-2021	12-31-2021	Submitted	- 36
2020	12-31-2020	12-31-2020	Submitted	50
2019	12-31-2019	12-31-2019	Submitted	20
2018	12-31-2018	12-31-2018	Submitted	50
2017	12-31-2017	12-31-2017	Submitted	50
2016	12-31-2016	12-31-2016	Submitted	50
2015	12-31-2015	12-31-2015	Submitted	20
2014	12-31-2014	12-31-2014	Submitted	50
2013	12-31-2013	12-31-2013	Submitted	50
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 or to enter a specific report by year.



SLEIS Icons/Buttons

Button	Name	Function	Location on the screen
•	Back arrow	Takes you to previous screen	Upper right corner
9	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
22	Four arrows	Takes you to the next screen when viewing lists	Right side, under Actions
• Cancel	Cancel	Exit the screen without saving	Bottom right side
O Add	Add	Add a record	Bottom left or right
Save	Save	Saves changes	Bottom right
Next O	Next	Takes you to the next record in a list	Bottom right
Previous	Previous	Takes you to the previous record in a list	Bottom right
Calculate All	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 Annual Equipment Inventory Review (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." Annual Emissions Reports will not be available until January 2 or 3 depending on if it is a leap year. In January, the "Not Available" button will say "Begin."

Sample Corp #01 (X0000) Schedule on Permit RPT0023761 v1.0 — Annual Equipment Inventory Review UPCOMING The schedule is due 11/01/2024. Begin
Sample Corp #01 (X0000) Schedule on Permit RPT0023761 v1.0 — <u>Annual Emissions</u> Report - 2024 UPCOMING The schedule is due 03/15/2025. The schedule is not available for submission until 01/02/2025. Not Available

Figure 11-1 – Begin Button

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

SLEIS Equ Facility Invento	SLEIS Equipment Inventory Review (E422-ACR9-TPN8) Facility Inventory			In Process 🕞		
	b		250	N	Ś	
Associated Info		Control Devices	Control Paths	Emission Units	Unit Processes	
Attachments						
More Actions						

Figure 11-2 – 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 <u>EGLE-Air-MiEnviro@michigan.gov</u>.

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.

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 shut down.

NAICS: See the NAICS reference data.

Comments and Review Comments: View only fields.

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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.

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

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

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.

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Release Points Tile

The Release Points tile provides a list of release points (stacks) at the facility. 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 listed for every emission unit process on the Release Points tile you will need to add one. Fugitive release points must appear in the list if you have fugitive release points. You may add additional fugitive release points if needed. You may use one Fugitive release point for all fugitive emissions.

Equipment Inve Release Points	Equipment Inventory Review (5853-2G54-9X4S) In Process Release Points			
Records 1 through 3 of 3. Showing	g 3.		Filter:	×
읧↓ Identifier	Description	🏟 Туре	i Status	Actions
FUG001 FUGITIVE	Default fugitive release	Fugitive Area	Operating	\$
SV0002 SVBOILERSTACK	test	Vertical	Operating	*
SV0001 SVTEST	Test	Vertical with Rain Cap	Operating	۵ *
				Add



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Which stacks/release points need to be reported?

Release point information must be reported for all stacks/release points that have actual emissions of any pollutant equal to or greater than the threshold levels listed in Table 11-1. These threshold levels refer to the amount of emissions per emission unit, not per stack. For example, if one emission unit has two stacks and individually each stack is below the threshold levels, but combined the threshold levels are exceeded, both the stacks must be reported. Additionally, if more than one emission unit exhausts through one stack/release point and each emission unit is below the threshold levels, but the combined amount exceeds the threshold levels, the stack/release point must be reported.



POLLUTANT	THRESHOLD LEVEL (tons per year)
Carbon monoxide (CO)	100
Nitrogen oxides (NOx)	40*
Sulfur dioxide (SO ₂)	40
Particulate matter (PM)	25
Particulate matter < 2.5 microns (PM2.5)**	10
Particulate matter < 10 microns (PM10)**	15
Volatile organic compounds (VOC)	10
Lead (Pb)	0.5
Volatile organic compounds (VOC) Lead (Pb)	10 0.5

Table 11-1 Release Point Reporting Threshold Levels

*25 TPY for sources in Ozone Nonattainment areas

****PM2.5 and PM10 are Primary. Primary equals the amount of filterable plus condensable.** For PM2.5, the system displays it as PM25.



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.** 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.

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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.

O3 World Geodetic System of 1984 – Google Maps and Microsoft Virtual Earth base their data on this datum, this is used by GPS devices.

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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 should correlate with the Status Year in the Release Point tab and the Status should be Permanently Shutdown. 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 for the emission units. 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.

In Process Equipment Inventory Review (SM3J-GXH7-8MKY) **Control Devices** Records 1 through 4 of 4. Showing 4. Filter × 🙏 Identifier 🛞 Status Actions Description Control Measure CD0001 CDHAND_LAYUP Filter, Fabric Fabric Filter / Baghouse Operating **۵** CD0002 CDNEWSMCPROC Process Enclosed Process Enclosed Operating A * CD0003 CDOLDSMCPROC Filter, Fabric Fabric Filter / Baghouse Operating ۵ 🔹 CD0004 CDTEST Activated Carbon Injection (ACI) test Permanently Shutdown (2024) P # O Add

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


Control Device tab

Add, edit, or remove control devices that are utilized on the emission unit. 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 list. 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.

Equipment Inventory Review (5853-2G54-9X4S)	In Process 🖿
Additional Information	A
Name: (Required)	
CDWETSCRUBBER	
Description: (Required)	
wet scrubber	
Status: (Required)	
OP - Operating	
Control Measure: (Required)	
141 - Wet Scrubber	×
Uptime/Effectiveness %	
Controlled Pollutants:	
PM10-FIL x 95 % PM10 Filterable	ti i i i i i i i i i i i i i i i i i i
PM10-PRI x 95 % PM10 Primary (Filt + Cond)	
	🛛 ca 🛛 🖥 Save

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.

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.

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 operational and performing the control efficiency listed in the Controlled Pollutants area.

Controlled Pollutants – Enter pollutants the control device controls. A pollutant must be listed as a controlled pollutant or in the associated control path for the system to automatically include the percent it's controlled 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 an **identical** pollutant with a reduction efficiency on the Control Paths tile, the system will use the value from the Control Path tile entry and not the amount on the Control Devices tile, Control Device tab. 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.

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.

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.

Annual Ec	Annual Equipment Inventory Review (TKJT-0CHK-QVAZ)				
Records 1 through 2 of	of 2. Showing 2.		Filter: ×		
👯 Identifier	Description	Control Path Segments	Actions		
CP0001 CDP-1	CDP-1	1 - CD0001 - Regenerative Thermal Oxidizer(CD): 100.00%	<i>۵</i>		
CP0002 CDP-2	CDP-2	1 - CD0002 - Filter, Mat or Panel(CD): 100.00%			
			O Add		



Control Path tab

Identifier - System assigned ID.

Name - The Control Device Pathway name. It must start with CP (or CDP, but CP is preferred).

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.
- 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.

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.
- 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.

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.

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 @ Avg. % Emission Flow
 - b. CDADSORB1, sequence 2 @ Avg. % Emission Flow



Control P	aths				
Control Pa	ath Additiona	l Information			
Identifie	r:				
CP0002					
🛛 Name: (R	equired)				
CPGADSOR	В				
Ø Descript	ion: (Required)				
Guidecoat	exhausting out SV	GCONC			
Ontrol I	Path Segments: (R	Required)			
	Sequence #	② Control De	vice or Control Path (sub-path)		Avg. % Emission Flow
	1	 Device Path 	CD0003 - Water Curtain 1	~	100.00
•	2	DevicePath	CD0002 - Concentrator 1	~	100.00

- 2. CPRT01, exhausting out SVGUIDERT0
 - a. CDRT01, sequence 1 @ 100% Avg. % Emission Flow

Control Paths
Control Path Additional Information
ldentifier:
Auto Generated
Name: (Required)
CPRT01
Description: (Required)
exhausting out SVGUIDERTO
Ontrol Path Segments: (Required)
 Sequence # O Control Device or Control Path (sub-path) Avg. % Emission Flow
Image: Market of the second



- 3. CPGUIDECOAT, exhausting out SVGUIDERTO
 - a. CPGADSORB, sequence 1 @ 100% Avg. % Emission Flow
 - b. CDRT01, sequence 2 @ 100% Avg. % Emission Flow

Control	Paths			
Control	Path Additiona	I Information		
Identif	fier:			
CP0004				
8 Name:	(Required)			
CPGUIDE	COAT			
Ø Descri	iption: (Required)			
exhausti	ng to SVGUIDERTO			
Ontro	ol Path Segments: (F ? Sequence #	Required)	evice or Control Path (sub-path)	Avg. % Emission Flow
	1	DevicePath	CP0002 - CPGADSORB - Guidecoat exhausting out SVGCONC	✓ 100.00
	2	DevicePath	CD0004 - RTO	✓ 100.00

Additional Information tab

There isn't any additional information currently.

Emission Units Tile

Access and make edits to emission unit data.

- 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 Equipment Inventory Review 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 shutdown will remove it from being listed on any future form or report.

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Important Terms

Emission Unit: 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.

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)

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 C).
- The emission unit is not subject to Rule 278 (see Appendix C 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.

Which Emission Units Need to be Reported?

The Emission Units tile is used to report information about the emission units at your source; however, not all emission units may need to reportemissions. There are five methods identified below as steps to help you determine if the EU needs to be included in your Annual Emissions Report. If after completing Steps 1-5, you are still not certain if the EU needs 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.

- 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 11-2 to determine the emissions that must be reported for the EU. 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 11-3), 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.
- 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.

Table 11-2 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 would not have to be reported.

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)	(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)(I)(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 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.		

Table 11-2: Rule 201 Exempt Emission Units that must be reported

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



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 (PM2.5)	10	1
PM-10	15	1.5
Volatile organic compounds (VOC)	40	4
Lead (Pb)	0.6	0.06

Table 11-3: Significant Levels

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 <u>reference data</u>.

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 during the current reporting year.
- Temporarily Shut down = The emission unit did not operate 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. <u>See the NAICS reference data.</u>

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 process identifier is the Source Classification Code (SCC). The USEPA creates 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. <u>View the material and unit of measure associated with the SCC</u>.

- 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 in sequential order beginning with PR0001 for each emission unit. See Figure 11-7.

P rocess Identifier: R0001 h IMG cell sprays glue on a plastic substate and then vinyl is applied to take a automotive part R0001 ainting of plastic automotive interior parts	SCC: 40200701 40202201	Status: Operating	Action
R0001 he ING cell sprays glue on a plastic substate and then vinyl is applied to ake a automotive part R0001 ainting of plastic automotive interior parts	40200701 40202201	Operating	٩
R0001 ainting of plastic automotive interior parts	40202201		
		Operating	ب
R0002 atural Gas Fired Equipment	40290013	Operating	<u>۹</u>
R0001 lastic injection molding to make automotive parts	30801007	Operating	P
R0002 lold release spray on injection mold tools	30899999	Operating	P
Fla	itural Gas Fired Equipment 20001 astic injection molding to make automotive parts 20002 Id release spray on injection mold tools	tural Gas Fired Equipment 40290013 x0001 30801007 satic injection molding to make automotive parts 30801007 x0002 30899999 Jid release spray on injection mold tools 30899999	tural Gas Fired Equipment 40290013 Operating 00001 astic injection molding to make automotive parts 30801007 Operating 0002 Id release spray on injection mold tools 30899999 Operating

Figure 11-7 – 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 PRExample1 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)** See **Figure 11-8**.

SLEIS Equipment Inventory Review (E422-ACR9- TPN8)	In Process (Validated) 🕓	SAMPLE CORP Facility Identifier: A0001
Validation Report No errors were encountered while validating your submission. Please click the Mark as Ready for Submission checkbox if this is now ready for submission.		Location Address: 123 TEST STREET LANSING, MI 48933 Your roles at this facility are: Editor View Master Facility Inventory - PDF Mark as Ready for Submission? Mark as Ready for Submission? Indicates to users with the Submitter role that this is ready for submission.

Figure 11-8 – 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 11-9 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.

	А	В
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 11-9 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.
- 2. You must have certifier rights to be able to submit the form.
- 3. Editors can click *Mark as Ready* for Submission See Figure 11-8. The status will change from In Process (Validated) to In Process (Ready for Submission). 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 11-10.

SLEIS Equipment Inventory Review In Process (Ready for Submission) [1]							
Facility Inventory							
	b		259		Ś		
Facility	Release Points	Control Devices	Control Paths	Emission Units	Unit Processes		
Attachments							
More Actions							
🗸 Validate 🎤 Ini	tiate Submission 🥜 Prin	nt					

Figure 11-10 – Form Ready for Submission

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

2023 Emissions Report	In Process (Ready for Submission)
Submission Review	
Please click $\ensuremath{\textit{View electronic document}}$ and review the contents of the report	being submitted before continuing the submission.
D View electronic document	
	Cancel / Continue

Figure 11-11 – View Electronic Document

Cancel

- 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 11-12** below.

Equipment Inventory Review (543M-W4GE-BYM6)	In Process (Ready for Submission)
---	-----------------------------------

Submission Agreements

I acknowledge, understand, and agree as follows:

I certify that I have not violated any term in my Electronic Subscriber Agreement and that I am otherwise without any reason to believe that the confidentiality of my user ID and/or password have been compromised now or at any time prior to this submission. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

I am the owner of the account used to perform the electronic submission and signature.

I have the authority to submit the data on behalf of the facility I am representing.

I agree that providing the account credentials to sign the submission document constitutes an electronic signature equivalent to my written signature.

I have reviewed the electronic report being submitted in its entirety, and agree to the validity and accuracy of the information contained within it to the best of my knowledge.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Figure 11-12 – 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, 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.** To continue working on a draft emissions report, click **Continue.**

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
- 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 with it
- Enter the draft Annual Emissions Report
- Click Resync with the Master Facility Inventory 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.

Emissions

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

This is an alternate option to filling out the tiles. We recommend entering your data directly on each tile and not using this method. 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.

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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

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.

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

2033 Emissions Report Process Emissions				In Proc	ess		۴
Records 1 through 10 of 10. Showing 10.				Filter:	×		
Emission Unit Identifier:	ŝ⊎ Identifier:	🚊 SCC:	Annual Throughput:		A	ction	ıs
EU0001 EUboothB1: B1 PAINT BOOTH	40202201 PR0001: PLASTIC PARTS SURFACE COATING	40202201	GALLONS (Paint) (Input)		م	0)
EU0002 EUboothB2: B2 PAINT BOOTH	40202201 PR0001: PLASTIC PARTS SURFACE COATING	40202201	GALLONS (Paint) (Input)		Q	*	
EU0003 EUbooths A1&A2: PAINT BOOTH A1&A2	40202201 PR0001: PLASTIC PARTS SURFACE COATING	40202201	GALLONS (Paint) (Input)		٩	*	
EU0004 EUbooths C2&C3: PAINT BOOTHS C2&C3	40202201 PR0001: PLASTIC PARTS SURFACE COATING	40202201	40000 TONS (Coating) (Input)		٩	*	
EU0005 EUbooth C1: PAINT BOOTH C1	40202201 PR0001: PLASTIC PARTS SURFACE COATING	40202201	4000 TONS (Coating) (Input)		٩	*	
EU0006 EUboothsC4C5C6: PAINT BOOTH C4 C5 C6	40202201 PR0001: PLASTIC PARTS SURFACE COATING	40202201	GALLONS (Paint) (Input)		٩	0	
EU0007 EUhibake1&2: HI BAKE OVENS 1 & 2	40201004 PR0001: DRYING OVEN FOR PLASTIC PARTS	40201004	40000 1000 GALLONS (Liquified Petrole	eum Gas (LPG)) (Input)	٩	0	

Figure 15-2 Emission Unit List

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2023 Emissions Report Select Import Files

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Select the Processes.CSV file for the report: (Required)

Select the ProcessEmissions.CSV file for the report: (Required)

Select the ProcessSupplementalParameters.CSV file for the report:

USER GUIDE: AIR EMISSIONS

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.

O Previous	Next 🔘	Cancel	Save

There are three tabs in the Process Emissions tile for each emission unit 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**.

2023 Emissions Report	In Process 🕞
Process Emissions	
Process Operations Emissions	
Process Identifier: 30400370 - PR0001: SHELL CORE MACHINE	
Emission Unit Identifier:	
EU0015 - EUFDRYLGMOLD: SHELL MOLD MACH - LARGE CAROUSEL	
SCC:	
30400370	
Industrial Processes-Secondary Metal Production-Grey Iron Foundries-Shell Core Machine	
Annual Throughput: (Required)	
Throughput Combination: (Select to populate Throughput Unit of Measure, Type, and Material)	
Select an option 🗸	
O Throughput Unit of Measure:	
TON - TONS	
O Throughput Type:	
I - Input	
Throughput Material:	•
	Previous Next Cancel Save

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 <u>SCC reference data</u> <u>document</u> 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. If the box is checked, the system will require you to report emissions. If emissions aren't required to be reported, uncheck the box. 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.

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

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

Table 15-1: Ash Content Ranges

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

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

Table 15-2: Sulfur Content Ranges

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	Ν	1-3
Bagasse (at 50% moisture)	4,000/LB	N	1-2
Bark (at 50% moisture)	4,500/LB	Ν	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	Ν
Diesel	137,000/GAL	0.4	Ν
Gasoline	130,000/GAL	0.03-0.04	Ν
Kerosene	135,000/GAL	0.02-0.05	Ν
Liquid Petroleum Gas	94,000/GAL	N	Ν



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

Table 15-5: Typical Fuel Values – GASEOUS FUELS

* 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.

Material	Density	Material	Density
Paint	10-15 LB/GAL	Southern Pine	40 LB/FT3
Varnish	7 LB/GAL	White Oak	48 LB/FT3
Water	8.33 LB/GAL	Sugar Maple	43 LB/FT3
		Elm	35 LB/FT3

Table 15-6: Common Material Densities

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%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.

Pollutant: Emis. Factor (Lbs/Unit): Emis. Factor UOM: Calculation Method: Estimated Emis. (Tons): • PM25-FIL 1.34 TON 9 - S/L/T EF (post-control) 2.68 • Pollutant Code: (Required) • Calculation Method: (Required) • • PM25-FIL • PM2.5 Filterable × 9 - S/L/T EF (post-control) • • PM25-FIL • PM2.5 Filterable × 9 - S/L/T EF (post-control) • • Emission Factor (Lbs/Unit): (Required) • • • • 1.34 TON • TONs • • • • • Emission Factor (Lbs/Unit): (Required) • • • • • 1.34 TON • TONs • • • • • • • Estimated Emissions (Tons): (Required) • • • • • • • • • Summer Day Emissions (Tons): •<					
Pollutant: Emis. Factor (Lbs/Unit): Emis. Factor UOM: Calculation Method: Estimated Emis. (Tons): • PM25-FIL 1.34 TON 9 · S/L/T EF (post-control) 2.68 • Pollutant Code: (Required) 9 · S/L/T EF (post-control) • • PM25-FIL • PM2.5 FIL 9 · S/L/T EF (post-control) • • Emission Factor Ubit: (Required) • • • Emission Factor Unit: • Emission Factor Unit: (Required) • 1.34 TON · TONs • • • Estimated Emissions (Tons): (Required) • • 2.68 • • • • • Summer Day Emissions (Tons): • • • • • Comment: • • • • • • PM10-FIL 2.24 TON 9 · S/L/T EF (post-control) 4.48				Filter:	х
• PM25-FIL 1.34 TON 9 - S/L/T EF (post-control) 2.68 • Pollutant Code: (Required) • Calculation Method: (Required) • • PM25-FIL • PM2.5 Filterable > 9 - S/L/T EF (post-control) • • Emission Factor (Lbs/Unit): (Required) • Emission Factor Unit: (Required) • 1.34 • Emission Factor Unit: (Required) • 1.34 • TON • TONS • • Estimated Emissions (Tons): (Required) • • 2.68 • Ozone Season Emissions (Tons): • • Summer Day Emissions (Tons): • Ozone Season Emissions (Tons): • • Comment: • • • • PM10-FIL 2.24 TON 9 - S/L/T EF (post-control) 4.48	mis. Factor (Lbs/Unit):	Emis. Factor UOM:	Calculation Method:	Estimated Emis.	(Tons):
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	.24	TON	9 - S/L/T EF (post-control)	4.48	
VOC 1.2 TON 9 - S/L/T EF (post-control) 2.4	.2	TON	9 - S/L/T EF (post-control)	2.4	
VOC 1		mis. Factor (Lbs/Unit): .34 Required) terable (Lbs/Unit): (Required) ons (Tons): (Required) ssions (Tons): .24 .2	mis. Factor (Lbs/Unit): Emis. Factor UOM: .34 TON Required) terable terable tops/Unit): (Required) tops/Unit): (Required) ssions (Tons): (Required) .24 TON .2 TON	mis. Factor (Lbs/Unit): Emis. Factor UOM: Calculation Method: .34 TON 9 - S/L/T EF (post-control) Required) • Calculation Method: (Required) terable x 9 - S/L/T EF (post-control) (Lbs/Unit): (Required) • Emission Factor Unit: (Required) TON - TONS ons (Tons): (Required) 	mis. Factor (Lbs/Unit): Emis. Factor UOM: Calculation Method: Estimated Emis. 34 TON 9 - S/L/T EF (post-control) 2.68 Required) terable x 9 - S/L/T EF (post-control) (Lbs/Unit): (Required) 1 0 - TONS ons (Tons): (Required)

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, PM25-FIL is expanded but PM10-FIL and VOC 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 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.

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

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. <u>See</u> <u>Reference List</u>.

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.

2023 Emissions Report	In Process (Validated) 🕞	Sample Corp
Validation Report		A1234
No errors were encountered while validating your report.		Location Address: 123 Example Street
Please click the Mark as Ready for Submission checkbox if this report is now ready for submission.		Lansing, MI 48933 Your roles at this facility are: Editor, Submitter
		Mark as 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.

	Welcome Amie Haywood Back to nCore Home My Facilities My Profile Help
Ready for Submission	Filter: × Actions
2023 Emissions Report	20
	20
	- 88 -

Figure 16-3 Ready for Submission

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

2023 Emis	ssions Repo	ort		In Pr	rocess (R	eady for	Submis	sion) 🖻
Facility	Release Points	Control Devices	Q.S. Control Paths	Emission Units	Unit Processes			
Emissions	Attachments							
Download Templ More Actions Validate	ate ± Import Data	* Print						

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.

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2023 Emissions Report	In Process (Ready for Submission)
Submission Review	
Please click View electronic document and review the contents of the report	t being submitted before continuing the submission.
View electronic document	
	Cancel Z Continue

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 prefill 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
R0P	. 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 (NO₂): 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 – 290 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 (SO₂): 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, <u>Renewable Operating Permits (ROPs) / Title V (michigan.gov)</u> (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 on November 14, 2019.

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.



Category Type	Emissions Range (tons)	Facility Charge	Emissions Charge/Ton
А	≥6100	\$45,000.00	\$53.00
A	≥ 1000	\$30,000.00	\$53.00
А	≥ 100	\$15,750.00	\$53.00
А	≥60	\$12,500.00	\$53.00
А	≥6	\$10,500.00	\$53.00
А	≥0	\$5,250.00	\$53.00
В	≥ 2000	\$21,000.00	\$53.00
В	≥200	\$15,750.00	\$53.00
В	≥60	\$10,500.00	\$53.00
В	≥6	\$7,500.00	\$53.00
В	≥0	\$5,250.00	\$53.00
B - Municipal Utility Only	≥ 646	\$50,000	N/A
С	≥60	\$4,500.00	\$53.00
С	≥6	\$3,500.00	\$53.00
С	≥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

ANNUAL FEE = FACILITY CHARGE + 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.

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, SO₂, 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 sends a copy of the previous calendar year emission inventory information with an estimate of billable pollutants to all Category A through D facilities. 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: 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: <u>Michigan.gov/Air</u>.

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

(I) **"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"** the definition of "potential to emit" can be accessed via the internet at <u>Air Permitting - Potential to Emit (PTE) (michigan.gov)</u>.

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) Volatile organic compounds 40 tons per year.
- (vii) Lead 0.5 tons per year.



R 336.1201 Permits to install.

Rule 201. (1) A person shall not install, construct, reconstruct, relocate, alter, or modify any process or process equipment, including control equipment pertaining thereto, which may emit an air contaminant, unless a permit to install which authorizes such action is issued by the department. A person who plans to install, construct, reconstruct, relocate, alter, 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) If the proposed equipment is of such magnitude that some phases of construction such as site clearing, foundations, and associated structures have to commence before issuance of the permit to install, the person applying for the permit to install may apply to the department for approval of the location of the proposed equipment. The department shall act on such application within a reasonable time and shall not approve the proposed location unless it is reasonably convinced that the equipment, when completed, shall be in compliance with these rules and state law and that the commencement of installation before issuance of the permit to install is not prohibited by the clean air act. Construction shall not commence without approval of the location. If a permit to install has not been requested within 3 years of the date of approval of the location pursuant to this subrule, the location approval shall become void unless otherwise authorized by the department as a condition of the location approval.

(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, alter, or modify the process or process equipment as authorized by a permit to install, 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, relocation, or alteration 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 otherwise authorized by the department as a condition of the permit to install. "Commenced," for purposes of this subrule, means undertaking a continuous program of on-site fabrication, installation, erection, or modification, or having entered into binding agreements or contractual obligations, which cannot be canceled or modified without substantial loss to the owner or operator, to undertake a program of construction of the facility to be completed within a reasonable time.

(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 rendered inoperable, 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, operation of the process or process equipment is allowed by the permit to install until 1 of the following actions is taken:

(a) If the permit to install is issued for a process or process equipment located at a stationary source subject to the renewable operating permit requirements of R 336.1210, trial operation is allowed if the equipment performs in accordance with the terms and conditions of the permit to

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install and until the appropriate terms and conditions of the permit to install have been incorporated into the renewable operating permit as a modification pursuant to R 336.1216 or upon renewal pursuant to R 336.1217. Upon incorporation of the appropriate terms and conditions into the renewable operating permit, the permit to install shall become void.

(b) If the permit to install was issued for a process or process equipment located at a stationary source that is not subject to the renewable operating permit requirements of R 336.1210, then the permit to install remains in effect if the equipment performs in accordance with the terms and conditions of the permit. The permit to install shall become void upon either of the following actions:

(i) The process or process equipment is reconstructed, relocated, altered, or modified pursuant to subrule (1) of this rule and a new permit to install authorizing the action is approved by the department.

(ii) The process or process equipment is physically removed from the stationary source or there is a determination by the department that the process or process equipment has been rendered inoperable.

(7) The department may require as a condition of a permit to install 1 or both of the following notification requirements:

(a) Not more than 30 days after completion of the installation, construction, reconstruction, relocation, alteration, or modification authorized by the permit to install, 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 completion of the activity. Completion of the installation, construction, reconstruction, relocation, alteration, or modification is considered to occur not later than commencement of trial operation of the process or process equipment.

(b) Within 18 months after completion of the installation, construction, reconstruction, relocation, alteration, 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 person owning or operating the process or process equipment, 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 336.1290 do not apply to either of the following:

(a) Any activity that is subject to 40 C.F.R. §52.21, prevention of significant deterioration regulations, or R 336.1220, nonattainment new source review 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 336.1290 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 §63.5(b)(3), national emission standards for hazardous air pollutants.

(3) The exemptions specified in R 336.1280 to R 336.1290 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.

(4) The exemptions in R 336.1280 to R 336.1290 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 through R 336.1290, any person owning or operating an exempt process or exempt process equipment shall be able to provide information demonstrating the applicability of the exemption. The demonstration shall be provided within 30 days of a written request from the department. 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 records required by this rule shall be provided in addition to any other records required within a specific exemption.

R 336.1280 - R336.1291

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