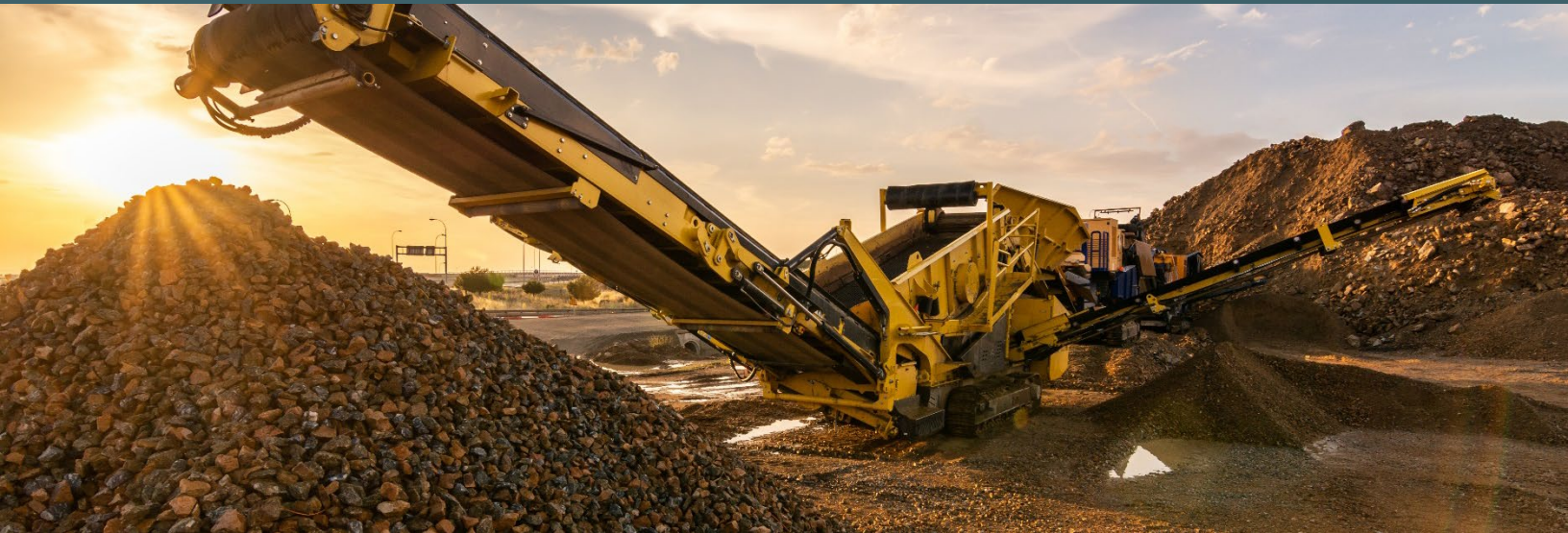


INACTIVE PORTABLE FACILITIES AND SUBPART 000 – STANDARDS OF PERFORMANCE FOR NONMETALLIC MINERAL PROCESSING PLANTS

Emissions Reporting Guidance



The Michigan Department of Environment, Great Lakes, and Energy's (EGLE) Air Quality Division (AQD) requires inactive portable facilities subject to [40 CFR Part 60 Subpart 000—Standards of Performance for Nonmetallic Mineral Processing Plants](#) to submit an Annual Emissions Report (AER).

The submission of the AER by inactive portable plants will verify that the equipment has remained inactive with no activities or emissions. It will also provide notice to the AQD that portable sources have returned to operation, in instances when a relocation notice is not submitted.

Submitting the AER, and the associated Annual Equipment Inventory Review (EIR), also enables the AQD to determine which facilities have been inactive and may qualify for the fee waiver in [AQD Policy & Procedure: Waivers Affecting Fee Assessment; Closures Affecting Fee Applicability \(AQD-035\)](#).

An inactive portable facility can indicate there were no activities or emissions by one of the following methods.

1. Change the Operating Status for all the equipment to "Temporarily Shutdown" within the EIR. When the AER is started, the Process Emissions tile will be blank, and the AER can be submitted without reporting any emissions.
2. Report zero emissions for each process in the AER.

The first method is recommended, particularly if the equipment is expected to remain shut down for more than one year.

Change Operating Status to *Temporarily Shutdown*

This is the preferred method. The equipment changes must be made in the EIR as the equipment cannot be changed in the AER. There are different steps depending on whether the user is:

1. [Preparing the EIR due by November 1.](#)
2. [Requesting an amendment to an existing EIR.](#)
3. [Amending an existing EIR after starting the AER.](#)

Guidance is below for these scenarios.

Preparing the EIR Available Every September 1 and Due by November 1.

1. Select your site.
2. Find the Annual EIR on the Dashboard and click Begin. Access the Draft form from the Dashboard or follow steps 3-5 below. Accessing the form from the Dashboard is recommended.
3. Click Equipment and Emissions Inventories.
4. Click the Equipment Forms tab.
5. Click on the button under Actions next to the appropriate form.
6. Navigate to the following tiles
 - a. Release Points
 - b. Control Devices
 - c. Emission Units
 - d. Unit Processes
7. **At each tile click on the gear icon for each piece of equipment to make edits.** On the default tab for each one, navigate to the **Status** field.
8. **Status:** select **Temporarily Shutdown** from the drop-down list.
9. For **Status Year**, enter the first year in which the equipment was shut down **for the entire year.**
Example: if the equipment operated for part of the 2023 calendar year and did not operate at all in 2024, enter 2024 as the year in which the equipment became Temporarily Shutdown.
10. Repeat for each piece of equipment.
11. Submit.

Requesting an Amendment to an Existing EIR

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 as described above under [Preparing the EIR that is Due by November 1](#).
8. Submit.

If you are requesting an amendment on the EIR because you have already started the AER and need changes to the equipment, follow the instructions below.

Amending an Existing *EIR* after Starting the *AER*

Equipment cannot be updated/changed in the emissions report and must be updated on the EIR. Do the following to update equipment data in an AER that you've already started.

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 as described above under [Preparing the EIR that is Due by November 1](#).
8. Submit.
9. Wait for the AQD to approve the form and update the MFI with it.
10. Enter the draft AER.
11. Click Resync Facility Inventory with Master on the right panel.
12. **Click on the gear icon for each piece of equipment to make edits.**

Once the equipment operating status has been changed to Temporarily Shutdown, per one of the above scenarios, complete the AER as described below. Before clicking Begin on the AER verify the status of the Annual EIR is Completed-Acknowledged.

Completing the AER After Changing the Equipment Operating Status to *Temporarily Shutdown*

1. When the user opens, or resyncs, their AER, the Process Emissions tile will not display any records. This is because there is no active equipment.
2. Click Validate and submit the AER.

This can be done every year for as long as the equipment remains Temporarily Shutdown.

Reporting Zero Activity and Emissions

This is an alternate method to marking all the equipment as Temporarily Shutdown. The equipment in the EIR can be left at Operating, and the facility can report zero activity and emissions in the AER.

1. Select your site.
2. Find the AER on the Dashboard and click **Begin**. After you click **Begin**, you can access the Draft report from the Dashboard or follow steps 3-5 below. Accessing the report from the Dashboard is recommended.
3. Click Equipment and Emissions Inventories.
4. Click the **Emissions Reports** tab.
5. Click on the button under Actions to enter the correct report.
6. Navigate to the **Process Emissions** tile.
7. On the **Process** tab, **enter zero for Annual Throughput**.
8. On the **Operations** tab, enter **zero** for the following fields:
 - a. Average Hours/Day
 - b. Average Days/Week
 - c. Actual Weeks/Year
 - d. Hours/Year (will auto-calculate unless you modify previous entries, in which case enter zero)
 - e. Seasonal Operations
9. Go to the **Emissions** tab.
10. Where available, the system-estimated defaults for each pollutant will display zero emissions.
11. If the calculation method value is a user-entered value, **enter zero**.
12. Click **Save**.
13. Repeat for all processes.
14. Submit.

Please note: Do NOT uncheck the “Process is reported?” box on the Process Emissions form to signify that the equipment is inactive. Doing this will clear the pre-filled data on the Emissions tab; you will have to manually re-enter the pollutants, emission factors and calculation methodologies to report emissions in the future.

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