

Supplemental Control Template (SCT)

Every year, the Air Quality Division (AQD) is required to submit facility and emissions information to the United States Environmental Protection Agency (USEPA). This information is gathered through the Michigan Air Emissions Reporting System (MAERS); however, the USEPA mandated additional information for control equipment be reported, starting in 2021. MAERS does not have the capability to collect this required information.

The AQD is going to send Supplemental Control Templates early in 2023 for the 2022 inventory year. It will be emailed to the facility's Primary Preparer and will be pre-filled with MAERS data and the control data that was submitted for the 2021 inventory year.

Sources identified as needing to report additional information:

Every facility required to report to MAERS in 2023 will be required to review and submit a Supplemental Control Template.

Facilities with completely blank MAERS reports (new reporters) will not receive a blank Supplemental Control Template. A pre-filled Supplemental Control Template will be provided once it is requested after either submitting your MAERS report or filling in the facility structure (stacks, emission units, control codes, and activities) and sharing your draft report.

Submitting the Supplemental Control Template

1. When you receive the pre-filled Supplemental Control Template, verify you have the correct document for your source by opening the spreadsheet and looking at the far-right column on the first tab. You will see the source name, address, and State Registration Number (SRN) listed.
2. DO NOT rename this Excel spreadsheet.
3. Review it and make changes if necessary.
4. If no changes are needed, reply to the email that sent it and state that the spreadsheet is acceptable and no changes are needed. DO NOT change the subject of the email.
5. If changes were made, then include the updated spreadsheet as an attachment to your response.

If you are a new MAERS submitter, either submit your MAERS report or share a draft version of it with all of the stacks, emission units, control codes, and activities filled in, then send an email to InfoMAERS@michigan.gov stating that you need a pre-filled Supplemental Control Template. Fill out Tabs 5 through 8 as needed and submit the completed Excel spreadsheet back to the AQD as a reply without changing the name of the spreadsheet or the subject line for the e-mail.

The Primary Preparer must be the person who emails the SCT to InfoMAERS or be included in the email by the sender.

For Title V sources, a ROP Certification form should be filled out by the Responsible Official and submitted to your District Office. This form can cover both the MAERS submittal and the Supplemental Control Template response.

Example Facility

An example facility was created to help people learn how to think about the new requirements and see how it fits into the Supplemental Control Template. The example is for a facility that filled out a spreadsheet the previous year. Its spreadsheet will be pre-filled with last year's data. The example will focus on the review of the information and how to make updates.

If this were an actual facility, they would have received a pre-filled spreadsheet. Once they realized that updates were needed in the MAERS data, they would have gone through the process to receive an updated spreadsheet. Then they would have made all appropriate edits before submittal. This equates to three separate spreadsheets. To simplify things for this example, we have provided the spreadsheet the AQD would have updated after the MAERS data was updated and the final spreadsheet that would have been submitted by the facility. The write-up walks through the whole process and Tab 4 in both spreadsheets contains a list of the items the facility updated in their MAERS report.

[Write-Up for the Example Facility](#)

[Pre-filled Supplemental Control Template for the Example Source](#)

[Answer Key for the Example Source](#)

Last Updated: 12/20/2022

Training

The MAERS 4 Part Webinar Series will be held on January 17 and 19. The webinars are free and will be recorded. For more information, go to www.michigan.gov/egleevents.

Additional Resources:

The AQD added default control efficiencies into many reports so that the USEPA would accept the control data. We have created a [document](#) that discusses this and provides the default control efficiencies.

There is also information about suggested practices to prepare for the transition to MiEnviro Portal. We highly recommend viewing this [website](#).

Contact Information:

Spreadsheet submittals should be sent to InfoMAERS@michigan.gov.

Questions about the spreadsheet submittals should be directed to [Catherine Asselin](#) at 517-582-3604.

Questions about MAERS submittals should be directed to [Amie Haywood](#) at 517-285-6700 or to the [Environmental Assistance Center](#) at 800-662-9278.