

Changes to Annual Air Emissions Reporting

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 currently have the capability to collect this newly required information.

Last year, the AQD divided the reporters into two categories:

1. Those with data that had multiple interpretations. For example, an emission unit associated with more than one control code, the order of the control devices had to be determined. If an emission unit had a control code and more than one stack, it had to be determined if there were multiple control devices or if some of the emissions out a stack were uncontrolled.
2. Those with data that had one interpretation. For example, an emission unit with no controls and no stacks was assumed to have uncontrolled, fugitive emissions. If an emission unit had one control and one stack, it was assumed that all emissions were controlled and emitted out of the single stack.

Facilities in the first category were asked to submit this additional information. For the second category, the AQD developed the information on their behalf.

The information is collected in the AQD-Excel spreadsheet (Supplemental Control Template). 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 2020 inventory year.

Sources identified as needing to report additional information:

Every facility required to report to MAERS in 2022 will be required to review and submit a Supplemental Control Template.

If you can't remember which category your facility was in, below is a link to a spreadsheet that lists all the facilities that were considered for Category 1 for the 2020 inventory year. Some facilities did not end up receiving a spreadsheet or were not expected to return one after further consideration of their data; those facilities are denoted in the list.

[Universe of Sources](#)

This list was last updated on June 2, 2021 and may not contain the latest information on Supplemental Control Template receipt.

As of 2/16/2022:

- All initial spreadsheets have been sent and now we are working on updating those requested. If you have questions, please contact InfoMAERS@Michigan.gov.

Information sent to facilities about this change and what it might mean to them.

[Generic Version of the Spreadsheet E-Mail – Existing MAERS Sources](#)

[Generic Version of the Spreadsheet E-Mail – New MAERS Sources](#)

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, then fill in the required information and submit the completed Excel spreadsheet back to the AQD as a reply to InfoMAERS@michigan.gov without changing the name of the spreadsheet or the subject line for the e-mail. A revised spreadsheet with pre-filled MAERS data can be provided if your MAERS report is submitted and a new spreadsheet is requested.

If the Supplemental Control Template is submitted via e-mail, it should be provided by the Primary Preparer to make clear that it is an official component of their annual submittal requirements. However, if another party is submitting it on their behalf, then the Primary Preparer must be included on the e-mail to allow them the opportunity to disagree with the submittal.

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 all of 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. [\(These files may be updated for improvements.\)](#)

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

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

[Answer Key for the Example Source](#)

Last Updated: 1/19/2022

Training

[MAERS 4 Part Webinar Series](#)

Additional Resources:

Some individuals requested to see the template before receiving their pre-filled Supplemental Control Template. This is intended to be informational and not to be used for submittal.

[Blank Supplemental Control Template](#)

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 Hartman](#) at 517-285-6700 or to the [Environmental Assistance Center](#) at 800-662-9278.

Michigan's Environmental Justice Policy promotes the fair, non-discriminatory treatment and meaningful involvement of Michigan's residents regarding the development, implementation, and enforcement of environmental laws, regulations, and policies by this state. Fair, non-discriminatory treatment intends that no group of people, including racial, ethnic, or low-income populations, will bear a disproportionately greater burden resulting from environmental laws, regulations, policies, and decision-making. Meaningful involvement of residents ensures an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and/or health.