



Michigan Department of Environmental Quality  
Air Quality Division

**MICHIGAN AIR EMISSIONS REPORTING SYSTEM (MAERS)  
SUBMITTAL INSTRUCTIONS AND TABLE I**

**SUBMITTAL INSTRUCTIONS**

**Web Based Submittals: Submit emissions information by March 15**

More detailed instructions are in the MAERS User Guide & Workbook located at [www.michigan.gov/deqmaers](http://www.michigan.gov/deqmaers).

Run completeness check and correct all errors. Contact your district office via e-mail or phone (see Table I, page 2), if unable to resolve the errors. Follow the instructions in the MAERS Help or the MAERS User Guide and Workbook for guidance.

Sources with ROPs must also include certification that the submittal is true, accurate and complete by including a Renewable Operating Permit Report Certification (Form EQP 5736, located on our website), signed by the source's Responsible Official.

**Paper Submittals: Submit emissions information by March 15**

1. Assemble forms as shown in the Forms Order; this is located on page 11 of the Paper Reporting Instructions Guide. (Keep a copy of all forms for future reference.)
2. Mail the following to the DEQ district office using Table I, page 2 to find the district office address.
  - Paper copy of the forms. (This package will not be considered administratively complete or be processed by DEQ-AQD until the SB-101 Submit form is received.)
  - For Portables only, include the required SP-101 Supplemental Portable form.
  - Attach supporting documentation for emissions reported, if required.
  - Sources with ROPs must include certification that the submittal is true, accurate and complete by including a Renewable Operating Permit Report Certification (Form EQP 5736, located on our website [www.michigan.gov/deqmaers](http://www.michigan.gov/deqmaers) or in the MAERS General Instructions and Forms booklet). This form must be signed by the source's Responsible Official.

**Corrections/Resubmittals**

**Before resubmitting any corrections, contact the appropriate district office via e-mail or phone for instructions.** If the entire package must be resubmitted, a new Submit Form (SB-101) must be completed and mailed to the appropriate Air Quality Division district office.

## TABLE I

### Where To Send The Emission Reporting Data:

Use the printed list below to locate the county name in which the source is physically located. For portable sources operating at locations in multiple districts, please submit the report to the district office serving the county in which the company's home office is located.

<p><b>Cadillac District - Air Quality Division</b>          (Northwest Lower Peninsula)          120 W Chapin Street          Cadillac, MI 49601-2158          231-775-3960; Fax: 231-775-4050          E-Mail : <a href="mailto:cadmaers@michigan.gov">cadmaers@michigan.gov</a>          Counties: Benzie, Grand Traverse, Kalkaska, Lake, Leelanau, Manistee, Mason, Missaukee, Osceola, or Wexford</p>	<p><b>Gaylord District - Air Quality Division</b>          (Northeast Lower Peninsula)          2100 West M-32          Gaylord, MI 49735-9282          989-731-4920; Fax: 989-731-6181          E-Mail : <a href="mailto:gaymaers@michigan.gov">gaymaers@michigan.gov</a>          Counties: Alcona, Alpena, Antrim, Charlevoix, Cheboygan, Crawford, Emmet, Montmorency, Oscoda, Otsego, Presque Isle, or Roscommon</p>
<p><b>Grand Rapids District - Air Quality Division</b>          (Central West Michigan)          350 Ottawa Ave NW          Unit 10          Grand Rapids, MI 49503          616-356-0500; Fax: 616-356-0202          E-Mail : <a href="mailto:grrmaers@michigan.gov">grrmaers@michigan.gov</a>          Counties: Barry, Ionia, Kent, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, or Ottawa</p>	<p><b>Jackson District - Air Quality Division</b>          (South Central Michigan)          State Office Building, 4th Floor          301 E Louis B Glick Highway          Jackson, MI 49201-1556          517-780-7690; Fax: 517-780-7855          E-Mail : <a href="mailto:jacmaers@michigan.gov">jacmaers@michigan.gov</a>          Counties: Hillsdale, Jackson, Lenawee, Monroe, or Washtenaw</p>
<p><b>Kalamazoo District - Air Quality Division</b>          (Southwest Michigan)          7953 Adobe Road          Kalamazoo, MI 49009-5026          269-567-3500; Fax: 269-567-3555          E-Mail : <a href="mailto:kalmaers@michigan.gov">kalmaers@michigan.gov</a>          Counties: Allegan, Berrien, Branch, Calhoun, Cass, Kalamazoo St. Joseph, or Van Buren</p>	<p><b>Upper Peninsula District - Air Quality Division</b>          (Entire Upper Peninsula)          1504 West Washington Street          Marquette, MI 49855          906-346-8300; Fax: 906-346-4480          E-Mail : <a href="mailto:marmaers@michigan.gov">marmaers@michigan.gov</a></p>
<p><b>Saginaw Bay District - Air Quality Division</b>          (Central East Michigan)          Saginaw Bay District Headquarters          401 Ketchum St., Suite B          Bay City, MI 48708          989-894-6200; Fax: 989-891-9237          E-Mail : <a href="mailto:baymaers@michigan.gov">baymaers@michigan.gov</a>          Counties: Arenac, Bay, Clare, Gladwin, Huron, Iosco, Isabella, Midland, Ogemaw, Saginaw, Sanilac, or Tuscola</p>	<p><b>Lansing District - Air Quality Division</b>          (Central Michigan)          P.O. Box 30242          Constitution Hall, 525 W. Allegan St. 1S          Lansing, MI 48909-7760          517-284-6651; Fax 517-241-3571          E-Mail : <a href="mailto:lanmaers@michigan.gov">lanmaers@michigan.gov</a>          Counties: Clinton, Eaton, Genesee, Gratiot, Ingham, Lapeer, Livingston, or Shiawassee</p>
<p><b>Southeast Michigan District - Air Quality Division</b>          (Southeast Michigan)          Southeast Michigan District Headquarters          27700 Donald Court          Warren, MI 48092-2793          586-753-3700; Fax: 586-753-3731          E-Mail : <a href="mailto:semaers@michigan.gov">semaers@michigan.gov</a>          Counties: Macomb, Oakland, or St. Clair</p>	<p><b>Detroit Office – Air Quality Division</b>          (East Michigan)          Cadillac Place, Suite 2-300          3058 West Grand Blvd.          Detroit, MI 48202-6058          313-456-4700; Fax: 313-456-4692          E-Mail : <a href="mailto:detmaers@michigan.gov">detmaers@michigan.gov</a>          Counties: Wayne</p>