

# Michigan Air Emissions Reporting System (MAERS) User Quick Guide

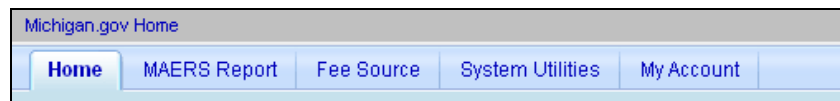
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1. **Log in.** Go to <http://maers.state.mi.us/facility>.

2. **Check MAERS Report Status.** Under the MAERS Report tab the screen will list all the reports you have access to in a list as well as their current status (e.g., when you are working on the report it will say “Draft.” When you have submitted it will say “Submitted”).

View/Edit	SRN	Source Name	County	NAICS Code	Portable?	MAERS Rpt. Notified by	ROP?	MAERS Report Status
	z9999	Sample Corporation	INGHAM	All Other Motor Vehicle Parts Manufacturing	N		Y	Draft

3. **Navigation Tabs.** The different components of MAERS can be accessed by clicking on the Home, MAERS Report, Fee Source, System Utilities, My Account tabs at the top of the screen.



4. **Changing Password.** You can change your password by going to “My Account.” When you change your password an e-mail will be sent to you soon after notifying you of the change that was made.

5. **MAERS Site Map.** This function provides user with a collapsible tree view of MAERS report. After running the completeness check the Site map will identify any errors or warnings.

6. **Historical Records.** You can view MAERS reports from past years by going to MAERS Report History, located under the MAERS Report Management.

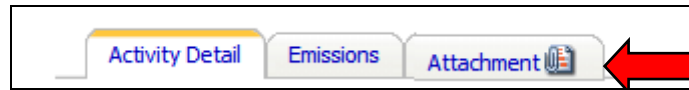
7. **Share a Draft of your Report with the Air Quality Division.** Your MAERS report cannot be viewed by the AQD until it has been submitted. You can share the draft version of your report with AQD by checking the box titled “Share Draft MAERS Report with AQD Staff” located on the Source Form.

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Share Draft MAERS Report with AQD Staff?

8. **On Screen Error/Warning Identification.** After you “Save” changes made to a form, MAERS will display any errors or warning for that form at the top of the screen. Errors (red) must be resolved to submit the report. Warnings (yellow) do not need to be resolved to submit.

9. **Completeness check.** MAERS can review your entire MAERS report for errors and warnings by clicking on “Completeness Check.” Results can be viewed by going to the MAERS Report Site Map or the Completeness Check Report under the “Other Reports” menu. Note: After you run the completeness check any on screen error messages will remain until you run the completeness check again.
  
10. **Associate Additional Users.** A primary preparer can grant other registered users (Secondary Preparers, Consultants, Reviewers) access to MAERS report by going to System Utilities → Manage Users. A [tutorial](#) and [instructions](#) for associating users can be accessed by clicking on “Contact MAERS” in the upper right corner of the screen, then click on the heading MAERS Assistance. Go to [http://www.michigan.gov/deq/0,4561,7-135-3310\\_4103\\_4193-229444--,00.html](http://www.michigan.gov/deq/0,4561,7-135-3310_4103_4193-229444--,00.html) for a complete list of [tutorials](#).
  
11. **Source Summary Report.** You can print a summary report by going to the “Print Reports” Menu. The summary report is a good report to keep as a hard-copy on file or for use when reviewing report with others. This report may include estimated hazardous air pollutants.
  
12. **Upload supporting documents.** From the Activity & Emissions form you can easily upload substantiating information. Note the “attachment Icon” in the site map tree and on attachment tab of Activity form. This icon makes it easier to identify when users have attached information to a particular activity.



13. **Emission Units that Did not Operate.** You can use the “Did Not Operate” option on Activity Lists. If you check this box for an activity the throughput and emissions will automatically be set to “0.”

Did Not Operate This Year	View/Edit	Delete	EU/RG ID	Emission Unit Desc	Installed Date	SCC Code	Activity Desc	Material Code	Throughput
<input checked="" type="checkbox"/>			EU-COAT1	MAIN COATING LINE, 3 SPRAY BOOTHS	05/15/1990	40200101	SOVENT BASED PAINTING COATING	COATING	0

14. **Access MAERS Resources.** You can easily access a number of assistance resources by clicking on the “Help” and “Contact MAERS” links in the upper right corner of the screen.
  
15. **Reporting Issues/Comments.** Users can report issues or comments about MAERS by clicking on the Report Issue/Comment link in the top right corner of the screen. AQD staff will respond to the comment in a timely manner if necessary.

## MAERS Tips

1. **Save data before leaving screen.** Click on the save button at the bottom of each screen. If you make edits and do not save changes a warning message will appear.
2. **Sign up for MAERS listserv.** Subscribe to the MAERS Listserv: DEQ-AQD-MAERS by registering at <https://public.govdelivery.com/accounts/MIDEQ/subscriber/new>. If you subscribe to the listserv, please make sure you add [MIDEQ@govsubscriptions.michigan.gov](mailto:MIDEQ@govsubscriptions.michigan.gov) to your 'safe senders' list to ensure the listserv emails do not get blocked as spam.
3. **Make sure e-mail from MAERS is not going to your spam folder.** Put [InfoMAERS@michigan.gov](mailto:InfoMAERS@michigan.gov) in your safe sender list.
4. **Keep your e-mail address up-to-date.** This is our primary method for contacting you and for Primary Preparers to associate you with their facilities. To change your e-mail address, go to "My Account."
5. **View MAERS Tutorials.** Go to [http://www.michigan.gov/deq/0,4561,7-135-3310\\_4103\\_4193-229444--,00.html](http://www.michigan.gov/deq/0,4561,7-135-3310_4103_4193-229444--,00.html) for a complete list of [tutorials](#).
6. **Send comments to us.** Use [infomaers@michigan.gov](mailto:infomaers@michigan.gov) or click on Report Issue/Comment link in the top right corner of screen.
7. **Re-run comp check to address errors.** After you run the completeness check any on screen error messages will remain until you run the completeness check again.
8. **Instruct Primary Preparer on how to associate users.** Give instructions to client (Primary Preparer) regarding how to associate you with their facility. They will need the e-mail address that you registered under. A [tutorial](#) and [instructions](#) for associating users can be accessed by clicking on "Contact MAERS" in the upper right corner of the screen, then click on the heading MAERS Assistance. Go to [http://www.michigan.gov/deq/0,4561,7-135-3310\\_4103\\_4193-229444--,00.html](http://www.michigan.gov/deq/0,4561,7-135-3310_4103_4193-229444--,00.html) for a complete list of [tutorials](#).