

**INSTRUCTIONS FOR DISCLOSURE OF
A BASELINE ENVIRONMENTAL ASSESSMENT
THAT WAS COMPLETE BEFORE MARCH 11, 1999 (FORM EQP4478)
PURSUANT TO RULE 299.5919(10)**

(Under the authority of Part 201, 1994 Act 451, as amended, and the Rules promulgated thereunder)

NOTE: THIS FORM CANNOT BE USED AFTER SEPTEMBER 11, 1999

*These are the instructions for disclosing a Baseline Environmental Assessment ("BEA") to the Michigan Department of Environmental Quality ("DEQ") in accordance with Section 20126 (1)(c)(ii) and Rule 919(10) of the rules promulgated under Part 201, Environmental Remediation, of the Natural Resources and Environmental Protection Act (hereinafter the "NREPA"), 1994 PA 451, as amended. Pursuant to Rule 919(10), a person who wishes to effectuate the liability protection afforded by Section 20126 (1)(c)(ii) of the NREPA, and who has not previously disclosed to the DEQ the contents of a BEA that was complete before March 11, 1999 (the effective date of the administrative rules regarding BEAs), must complete his or her disclosure no later than September 11, 1999 (6 months after the effective date). **USE THIS FORM FOR DISCLOSING A BEA THAT WAS COMPLETE BEFORE THE EFFECTIVE DATE OF THE PART 9 RULES.** If you want to disclose a BEA that was complete after the effective date of the Part 9 Rules, do not use this form, instead use form EQP4446, Disclosure of a Baseline Environmental Assessment.*

1. One copy of the BEA and related materials should be bound and submitted with separate sections for all materials clearly marked with tabs or dividers.
2. A table of contents listing each section of the disclosure should follow the disclosure form.
3. Any person who intentionally submits false or fraudulent information to the DEQ is guilty of a felony and may be subject to penalties under Section 20139 of the NREPA, including fines of up to \$25,000 per violation.
4. BEAs should be sent directly to the DEQ office which serves the county where the property is located. A list of DEQ offices, their addresses, telephone numbers, and the counties served is on the back of these instructions. The DEQ will not prepare acknowledgement of receipt of a disclosure. The sender is responsible for submitting materials using a method that provides proof of delivery, if such proof is desired.

**ADDRESSES FOR SUBMITTALS
OF BASELINE ENVIRONMENTAL ASSESSMENTS**

All Upper Peninsula counties:

Environmental Response Division
Marquette District Office
1990 U.S. 41 South
Marquette, Michigan 49855-9198
(906) 228-6568

**Benzie, Grand Traverse, Lake, Leelanau,
Manistee, Mason, Osceola, and Wexford
counties:**

Environmental Response Division
Cadillac District Office
120 W. Chapin St.
Cadillac, Michigan 49601
(616) 775-3960

**Alpena, Antrim, Charlevoix, Cheboygan,
Emmet, Montmorency, Otsego, and
Presque Isle counties:**

Environmental Response Division
Gaylord Field Office
1732 West M-32
P.O. Box 667
Gaylord, Michigan 49735-0667
(517) 731-4920

**Alcona, Crawford, Kalkaska, Missaukee,
Oscoda, and Roscommon counties:**

Environmental Response Division
Grayling Field Office
1955 North I-75 BL
Grayling, MI 49738
(517) 348-6381

**Arenac, Bay, Clare, Gladwin, Huron,
Iosco, Isabella, Midland, Ogemaw,
Saginaw, Sanilac, and Tuscola counties:**

Environmental Response Division
Saginaw Bay District Office
503 N. Euclid Ave., Suite 1
Bay City, Michigan 48706-2965
(517) 686-8025

**Barry, Ionia, Kent, Mecosta, Montcalm,
Muskegon, Newaygo, Oceana, and
Ottawa counties:**

Environmental Response Division
Grand Rapids District Office
245 Colrain, SW
Wyoming, Michigan 49548-1013
(616) 246-1720

**Clinton, Eaton, Genesee, Gratiot,
Ingham, Lapeer, Livingston, and
Shiawassee counties:**

Environmental Response Division
Shiawassee District Office
10650 Bennett Drive
Morrice, Michigan 48857-9792
(517) 625-5515

**Macomb, Oakland, St. Clair, and Wayne
counties (except City of Detroit):**

Environmental Response Division
Southeast Michigan District Office
38980 Seven Mile Road
Livonia, Michigan 48152-1006
(734) 953-8905

(City of Detroit Only)

Environmental Response Division
Detroit Office
300 River Place, Suite 3600
Detroit, Michigan 48207
(313) 392-6480

**Hillsdale, Jackson, Lenawee, Monroe,
and Washtenaw counties:**

Environmental Response Division
Jackson District Office
Jackson State Office Building
301 E. Louis Glick Highway
Jackson, Michigan 49201-1556
(517) 780-7690

**Allegan, Berrien, Branch, Calhoun, Cass,
Kalamazoo, St. Joseph, and Van Buren
counties:**

Environmental Response Division
Plainwell District Office
1342 SR 89 West, Suite B
Plainwell, Michigan 49080-1915
(616) 692-2120



FOR DEQ USE ONLY
BEA Disclosure # _____

**DISCLOSURE OF A BASELINE ENVIRONMENTAL ASSESSMENT
 THAT WAS COMPLETE BEFORE MARCH 11, 1999
 PURSUANT TO R299.5919(10) (FORM EQP4478)**

(Under the authority of Part 201, 1994 Act 451, as amended, and the Rules promulgated thereunder)

NOTE: This form is not valid after September 11, 1999. See Instructions for more information.

Use this form if the Baseline Environmental Assessment ("BEA") being disclosed to the Michigan Department of Environmental Quality ("DEQ") was complete before March 11, 1999. DO NOT use this form if the BEA being disclosed to the DEQ was completed after March 11, 1999.

Please answer the following questions as completely as possible.

Name and address of person seeking liability protection (individual or legal entity):	Status relative to the property at the time the BEA was conducted:	Address/location of property where BEA was conducted:
_____	Former Current Prospective	_____
_____	Owner <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
_____	Operator <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____
_____	Lender <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	County _____

Check the appropriate response to each the following questions.

1. **Is it known that the source of contamination at the property is primarily from any of the following?**

	YES	NO
• A leaking underground storage tank (UST) regulated under Part 213, 1994 PA 451, as amended	<input type="checkbox"/>	<input type="checkbox"/>
• A licensed landfill or solid waste management facility	<input type="checkbox"/>	<input type="checkbox"/>
• A licensed hazardous waste treatment, storage, or disposal facility	<input type="checkbox"/>	<input type="checkbox"/>
• Oil and gas development related activities	<input type="checkbox"/>	<input type="checkbox"/>

The source of the release that resulted in this Property becoming a "facility" will determine which DEQ division will maintain a file regarding this BEA.

2. **Based on the DEQ Instructions in effect at the time the BEA was conducted, this BEA is a Category:**

Category A	<input type="checkbox"/>
Category B	<input type="checkbox"/>
Category C	<input type="checkbox"/>

3. **Was the property, at the time the BEA was conducted, a "facility" as defined by in Part 201?** If the answer to this question is NO, do not submit the BEA to the DEQ.

	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>

4. **Did the submitter purchase, occupy, or foreclose on this property on or after June 5, 1995?** If the answer to this question is NO, do not submit the BEA to the DEQ (the BEA process is not applicable).

	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>

5. **Was the BEA conducted prior to or within 45 days after the date of purchase, occupancy, or foreclosure of the property, whichever is earliest?** If the answer to this question is NO, you are not eligible for an exemption from liability based on the BEA.

	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>

6. This BEA was completed on _____. Provide the date the BEA was completed.

With my signature below, I certify that the enclosed BEA and all related materials are complete and accurate to the best of my knowledge and belief. I understand that intentionally submitting false information to the DEQ is a felony and may result in fines up to \$25,000 for each violation.

Signature of Submitter: _____ Date _____
(Person legally authorized to bind the person seeking liability protection)

Name (Typed or Printed) _____

Title (Typed or Printed) _____