



9. Short-Term Air Quality Monitoring

The PG-ENRO can provide one-time assessments or short-term monitoring of ambient air quality at a specific site not included in its regular air quality monitoring

Office or Division:	Provincial Government - Environment and Natural Resources Office/ Environmental Management Section
Classification:	Complex
Type of Transaction:	G2G - Government to Government / G2B - Government to Business
Who may avail:	LGUs; NGAs; Commercial Establishments; Residential Estates; Industrial Plants

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter addressed to: EnP. RAPHAEL C. DE LEON OIC - PG-ENRO Capitol, Balanga City, Bataan (1 copy. If request is made thru e-mail [pgenro@bataan.gov.ph], contact details must be provided.)		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits or sends request letter	1.1 Receives and logs request letter (if walk-in) / Sends acknowledgement, prints and logs request letter (if e-mail)	None	5 minutes (walk-in) / 10 minutes (e-mail)	<i>Administrative Aide II</i> Environmental Management Section
	1.2 Attaches tracking slip and endorses request letter to OIC	None	2 minutes	<i>Administrative Aide II</i> Environmental Management Section



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Reviews and approves request If approved, proceed to step 2. If disapproved, inform client of the reason why the request cannot be	None	5 minutes	<i>Department Head</i>
2. Responds to queries and agrees on a schedule of ocular inspection	2. Coordinates and organizes air quality monitoring	None	4 hours	<i>Senior Environmental Management Specialist I Environmental Management Section</i>
3. Joins ocular inspection	3. Travels on site and conducts ocular inspection	None	4 hours	<i>Environmental Management Specialist II Environmental Management Specialist I Driver I Environmental Management Section</i>
4. Joins deployment/commissioning of air quality monitoring system (AQMS)	4.1 Travels on site and deploys/commissions AQMS	None	4 hours	<i>Environmental Management Specialist II Environmental Management Specialist I Utility Worker I Driver I Environmental Management Section</i>
	4.2 Retrieves and analyzes air quality data, and prepares air quality monitoring report	None	5 days	<i>Environmental Management Specialist I Environmental Management Specialist II Environmental Management</i>
	4.3 Reviews air quality monitoring report	None	4 hours	<i>Senior Environmental Management Specialist Environmental Management Section</i>
	4.4 Finalizes air quality monitoring report based on initial review	None	1 day	<i>Environmental Management Specialist II Environmental Management Section</i>
	4.5 Signs air quality monitoring report	None	1 minute	<i>Environmental Management Specialist II Senior Environmental Management Specialist Environmental Management</i>
	4.6 Reviews, approves and signs air quality monitoring report	None	5 minutes	<i>Department Head</i>



5. Attends exit meeting and receives air quality monitoring report	5.1 Travels on site and decommissions AQMS	None	4 hours	<i>Senior Environmental Management Specialist Environmental Management Specialist II Environmental Management Specialist I Utility Worker I Driver I Environmental Management Section</i>
	5.2 Conducts exit meeting on results of air quality monitoring	None		
	5.3 Releases copy of air quality monitoring report	None		
TOTAL for Walk-in Request		None	6 days, 18 minutes	
TOTAL for Email Request		None	6 days, 23 minutes	