



EMB IX SECSIME PROCESS NO.2. RECEIVING OF SELF-MONITORING REPORTS AND COMPLIANCE MONITORING REPORTS

Service Information

Office or Division:	Environmental Monitoring and Enforcement Division, EMB IX			
Classification:	Complex			
Type of Transaction:	G2C- Government to Citizens			
Who may avail:	External Customers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Self-Monitoring Report (SMR) and/or Compliance Monitoring Report (CMR) online	1. Receives Self-Monitoring Report and/or Compliance Monitoring Report	N/A	Within five (5) minutes	Technical Personnel/ Case handlers <i>PEMU/CEMU</i>
	2. Checks completeness of the report submitted and assigns technical staff for evaluation of SMR/CMR.	N/A	Within one (1) hr.	Technical Personnel/ Case handlers <i>PEMU/CEMU</i>
	3. Evaluates SMR/CMR.	N/A	Within ten (10) days.	Technical Personnel/ Case handlers <i>PEMU/CEMU</i>
	4. If there is no deficiency noted: SMR/CMR submitted online will be noted "Sufficient." *If deficiency is noted: technical Staff returns SMR indicating the need for additional elaboration, clarification and/or information.	N/A	Within one (1) hour	Technical Personnel/ Case handlers <i>PEMU/CEMU</i>