

# **STANDARD OPERATION PROCEDURES**

In Use By

**Polk County Air Quality  
Ambient Air Monitoring Personnel**

**For Calendar Year 2016**

**Revised: March 15, 2016**

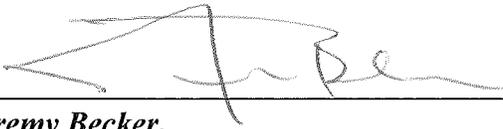
**Signatures and Approvals**



**Robert Rice,  
Polk County Public Works Director**

3-15-2016

**Date**



**Jeremy Becker,  
Polk County Air Quality Manager**

3/15/2016

**Date**



**Brent Blanchard,  
Polk County Air Quality Assurance Manager**

3/14/2016

**Date**

**Catharine Fitzsimmons,  
IDNR Air Quality Bureau Chief**

**Date**

**Brian Hutchins,  
IDNR Air Quality, Quality Assurance Coordinator**

**Date**

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**Introduction:**

This document is intended to be used by Polk County Air Quality Ambient Air Monitoring personnel as a guide to procedures performed for operation of the Polk County air monitoring program. This document should be used by any and all persons who are involved in the collection of air quality data to be submitted to the Environmental Protection Agency's (EPA) database as well as to the Iowa Department of Natural Resources (IDNR). Yearly review of this document shall be performed by Polk County air monitoring personnel to ensure that procedures outlined are accurate and reflect those activities used by field personnel. After reviewing its' contents, Polk County personnel will submit a copy of this document to the IDNR in PDF format. A copy will be distributed to all Polk County personnel, as well as posted in the air monitoring lab.