Annual Progress Report (APR)

**Insert LA Logo Here**

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| **INSTRUCTIONS**  This is the template for the Annual Progress Report (APR) for submission to the Scottish Government by the **30 June** of each calendar year.  **PLEASE NOTE:**  **To increase the visibility of local air quality information for the public on UK-AIR, local authorities are now required to submit the following on the LAQM Portal:**   * [**Diffusion Tube Data**](https://www.laqmportal.co.uk/login/dtdes/dtdes-upload) * [**Top Three Air Quality Actions**](https://www.laqmportal.co.uk/login)   Please note that the Top Three Air Quality Actions requirements align with the information within [Table 2.2 – Progress on Measures to Improve Air Quality](#OLE_LINK1) in the APR. Further instructions have been provided in the instructions box on Page 5.  **Please note that the actions should reflect key air quality improvement measures and align with Air Quality Action Plans (AQAP), and/or relevant strategies that deliver air quality benefits within the local authority.** This submission should be completed once all monitoring data for 2024 has been processed. For help with these processes, please use the following links:   * [Diffusion Tube Data Processing Tool (DTDPT)](https://laqm.defra.gov.uk/air-quality/air-quality-assessment/diffusion-tube-data-processing-tool/) - developed to assist processing these monitoring data and provides output table which can be directly uploaded * [FAQ – Top Three Air Quality Actions](https://laqm.defra.gov.uk/faqs/faq-146-top-three-air-quality-actions/)   If not using the Diffusion Tube Data Processing Tool, [a template](https://laqm.defra.gov.uk/air-quality/annual-reporting/annual-progress-report-templates-scotland/) for submitting the data are available from the LAQM website.  Local authorities are no longer required to submit electronic copies of the APR data tables via the [LAQM Portal](http://www.laqmportal.co.uk/login).  Blue boxes provide instructions and/or further information to help local authorities complete the report. These boxes should be deleted before submitting the report.  <Red text in angle brackets> indicates an example or where the local authority needs to fill in information. Once the required information has been completed the font colour should be amended to match that of the body text.  **Delete this box when the document is finished** |

2025 Air Quality Annual Progress Report (APR) for <Local Authority Name>

In fulfilment of Part IV of the Environment Act 1995, as amended by the Environment Act 2021

Local Air Quality Management

<Date (Month, Year)>

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| **ACCESSIBILTY INSTRUCTIONS**  This 2025 reporting template has been developed to comply with the [Accessibility Regulations (2018)](https://www.legislation.gov.uk/uksi/2018/952/made). Instructions are provided throughout the template as a steer to ensuring that the completed APR remains compliant with Accessibility Regulations, with the key points to adhere to summarised as follows:   * Make hyperlinks accessible - the text used for hyperlinks should describe where people will go if they click that link * Follow the template heading styles - important to define the content hierarchy and use the correct heading style at the right time * Avoid using ‘tab’ or ‘enter’ to create spaces between text/sections, utilise page/section breaks * Use the tables within the template. If any additional tables are required, ensure these are formatted correctly and a summary of the table is provided within the accompanying text (N.B. alt text added to tables does not save if the document is converted to a pdf):   + Ensure the top row is selected as the ‘header row’   + Avoid the use of merged or split cells   + The table should read logically from left to right and top to bottom * When inserting trend graphs/charts ensure that colour combinations relevant to colour blindness are avoided * Add alt text to charts or pictures inserted within the report that do not have a corresponding summary written directly above or below the chart * Text should be aligned to the left and not justified   If saving the document as a PDF it is recommended that the ‘Create bookmarks using’ option with the sub-option of ‘Headings’ is selected. Although not an explicit requirement in terms of accessibility, this will ensure your document is easy to read and navigate.  Further guidance in terms of publishing accessible documents can be found through the following on the [.gov.scot website](https://www.gov.scot/accessibility/). If the APR is to be published on your authority website, it is recommended that the APR is checked by your content team to ensure compliance.  **Delete this box when the document is finished** |

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| --- | --- |
| Information | <Local Authority Name> Details |
| Local Authority Officer | <Enter Name(s) Here> |
| Department | <Enter Department Name> |
| Address | <Enter Address> |
| Telephone | <Enter Telephone> |
| E-mail | <Enter Email Address> |
| Report Reference Number | <Enter Report Reference> |
| Date | <Enter Date of Report> |

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| **INSTRUCTIONS**  The following list is provided to assist local authorities in understanding the most frequent issues noted by the Scottish Government during the APR appraisal process:   * Outdated national bias adjustment factor used – if a national factor is to be used please ensure the relevant factor from the most up to date version of the [National Bias Adjustment Factor Spreadsheet](https://laqm.defra.gov.uk/air-quality/air-quality-assessment/national-bias/) is adopted. * Incorrect methodology used to complete annualisation – the [Diffusion Tube Data Processing Tool](https://laqm.defra.gov.uk/air-quality/air-quality-assessment/diffusion-tube-data-processing-tool/) can be used to complete annualisation to minimise the likelihood of processing errors and can export files suitable for upload to the [LAQM Portal.](https://laqm.defra.gov.uk/review-and-assessment/LAQMPortal.html) The [Annualisation Tool](https://laqm.defra.gov.uk/air-quality/air-quality-assessment/annualisation-tool/) is also still available. * Erroneous monthly diffusion tube data included within annual mean calculations - data should be removed as per Chapter 7: NOX and NO2 Monitoring, NO2 by Diffusion Tubes of [Technical Guidance LAQM.TG22](https://laqm.defra.gov.uk/air-quality/featured/uk-regions-exc-london-technical-guidance/) * Distance correction - should only be completed for monitoring sites where the concentration is greater than 36 µg/m3 and the receptor is not located at a point of relevant exposure. * Insufficient detail provided regarding the progress of action plan measures - insufficient detail provided within Table 2.2. * Monitoring and AQMA maps - these should be clear and accurate.   Adequately addressing the above points will minimise the likelihood of your report being rejected at the appraisal stage.  **Delete this box when the document is finished** |

# Executive Summary: Air Quality in Our Area

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| **INSTRUCTIONS**  Please summarise the main findings and conclusions of the report here. This should include (but is not limited to, as could include other information you consider important):   * Key news/headlines about how you’ve improved air quality in your area. * Actions to improve air quality. * Current challenges/priorities for addressing air quality in your area. * How the public is or can get involved, e.g. walk, don’t drive; anti-idling, car sharing etc. * 1-2 pictures of air quality initiatives in your area, if possible.   This section is designed to provide a summary for those living and working in your local authority area of the state of air quality in the area and progress on the actions that you and others, including the public, are taking or could take to improve air quality. It is also an opportunity to indicate whether any changes are required to your Action Plans.  Any supplementary information related to air quality that the public may find useful can also be included here.  **Delete this box when the document is finished** |

## Air Quality in <Local Authority Name>

<Include a brief summary of the main air quality issues in your local area – what are the main pollutants of concern, what is the latest monitoring saying (levels going up or down), any new major sources of emissions. Include the introduction of any new AQMAs, Action Plans or strategies. Briefly explain how your local authority works to manage local air quality and how you work with your partners e.g. SEPA, Transport Scotland.>

<If there are no air quality issues in your area, please provide a statement to this effect.>

## Actions to Improve Air Quality

<Include a brief summary of core actions (and in particular success stories or lessons learned) to target sources of pollution in your area over the past year, indicate any quantitative improvements from actions taken (if known). >

## Local Priorities and Challenges

<Include here a brief summary of what the priorities are for the local authority in addressing air quality for the coming year and briefly set out any challenges. >

<If your authority has no specific priorities or challenges for the coming year beyond the statutory monitoring and reporting requirements, please provide a statement to this effect.>

## How to Get Involved

<Include a brief statement on how the public can obtain further information on air quality within your local authority area.>

Table of Contents

|  |
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| **INSTRUCTIONS**  This is the start of main body of the APR, which should contain all the detailed technical information.  Please:   * Update Table of Contents, List of Tables and List of Figures on completion of report (select within text below> right click > update field>Update Entire Table) * Include hyperlinks in the PDF version   **Delete this box when the document is finished** |

[Executive Summary: Air Quality in Our Area i](#_Toc191473641)

[Air Quality in <Local Authority Name> i](#_Toc191473642)

[Actions to Improve Air Quality ii](#_Toc191473643)

[Local Priorities and Challenges ii](#_Toc191473644)

[How to Get Involved ii](#_Toc191473645)

[1 Local Air Quality Management 1](#_Toc191473646)

[2 Actions to Improve Air Quality 2](#_Toc191473647)

[2.1 Air Quality Management Areas 2](#_Toc191473648)

[2.3 Implementation of Air Quality Action Plan(s) and/or measures to address air quality 3](#_Toc191473649)

[3 Air Quality Monitoring Data and Comparison with Air Quality Objectives 8](#_Toc191473650)

[3.1 Summary of Monitoring Undertaken 8](#_Toc191473651)

[3.1.1 Automatic Monitoring Sites 8](#_Toc191473652)

[3.1.2 Non-Automatic Monitoring Sites 9](#_Toc191473653)

[3.1.3 Other Monitoring Activities 9](#_Toc191473654)

[3.2 Individual Pollutants 9](#_Toc191473655)

[3.2.1 Nitrogen Dioxide (NO2) 10](#_Toc191473656)

[3.2.2 Particulate Matter (PM10) 12](#_Toc191473657)

[3.2.3 Particulate Matter (PM2.5) 12](#_Toc191473658)

[3.2.4 Sulphur Dioxide (SO2) 13](#_Toc191473659)

[3.2.5 Carbon Monoxide, Lead and 1,3-Butadiene 14](#_Toc191473660)

[4 New Local Developments 15](#_Toc191473661)

[4.1 Road Traffic Sources 15](#_Toc191473662)

[4.2 Other Transport Sources 16](#_Toc191473663)

[4.3 Industrial Sources 16](#_Toc191473664)

[4.4 Commercial and Domestic Sources 17](#_Toc191473665)

[4.5 New Developments with Fugitive or Uncontrolled Sources 17](#_Toc191473666)

[5 Planning Applications 19](#_Toc191473667)

[6 Conclusions and Proposed Actions 20](#_Toc191473668)

[6.1 Conclusions from New Monitoring Data 20](#_Toc191473669)

[6.2 Conclusions relating to New Local Developments 21](#_Toc191473670)

[6.3 Proposed Actions 21](#_Toc191473671)

[Appendix A: Monitoring Results 22](#_Toc191473672)

[Appendix B: Full Monthly Diffusion Tube Results for 2024 34](#_Toc191473673)

[Appendix C: Supporting Technical Information / Air Quality Monitoring Data QA/QC 36](#_Toc191473674)

[New or Changed Sources Identified Within <Local Authority Name> During <Year> 37](#_Toc191473675)

[Additional Air Quality Works Undertaken by <Local Authority Name> During <Year> 37](#_Toc191473676)

[QA/QC of Diffusion Tube Monitoring 37](#_Toc191473677)

[Diffusion Tube Annualisation 38](#_Toc191473678)

[Diffusion Tube Bias Adjustment Factors 38](#_Toc191473679)

[NO2 Fall-off with Distance from the Road 39](#_Toc191473680)

[QA/QC of Automatic Monitoring 40](#_Toc191473681)

[PM10 and PM2.5 Monitoring Adjustment 40](#_Toc191473682)

[Automatic Monitoring Annualisation 41](#_Toc191473683)

[NO2 Fall-off with Distance from the Road 41](#_Toc191473684)

[Glossary of Terms 48](#_Toc191473685)

[References 49](#_Toc191473686)

**List of Tables**

Table 1.1 – Summary of Air Quality Objectives in Scotland 1

Table 2.1 – Declared Air Quality Management Areas 3

Table 2.2 – Progress on Measures to Improve Air Quality 7

[Table A.1 – Details of Automatic Monitoring Sites 22](#_Toc191473687)

[Table A.2 – Details of Non-Automatic Monitoring Sites 23](#_Toc191473688)

[Table A.3 – Annual Mean NO2 Monitoring Results: Automatic Monitoring (µg/m3) 25](#_Toc191473689)

[Table A.4 – Annual Mean NO2 Monitoring Results: Non-Automatic Monitoring (µg/m3) 26](#_Toc191473690)

[Table A.5 – 1-Hour Mean NO2 Monitoring Results, Number of 1-Hour Means > 200µg/m3 29](#_Toc191473691)

[Table A.6 – Annual Mean PM10 Monitoring Results (µg/m3) 30](#_Toc191473692)

[Table A.7 – 24-Hour Mean PM10 Monitoring Results, Number of PM10 24-Hour Means > 50µg/m3 31](#_Toc191473693)

[Table A.8 – Annual Mean PM2.5 Monitoring Results (µg/m3) 32](#_Toc191473694)

[Table A.9 – SO2 2024 Monitoring Results, Number of Relevant Instances 33](#_Toc191473695)

[Table B.1 – NO2 2024 Monthly Diffusion Tube Results (µg/m3) 35](#_Toc185511566)

[Table C.1 – Bias Adjustment Factor 39](#_Toc191473723)

[Table C.2 – Diffusion Tube Annualisation Summary (concentrations presented in µg/m3) 43](#_Toc191473724)

[Table C.3 – Local Bias Adjustment Calculations 44](#_Toc191473725)

[Table C.4 – NO2 Fall off With Distance Calculations (concentrations presented in µg/m3) 46](#_Toc191473726)

List of Figures

<Please insert a list of Figures/Charts here.>

|  |
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| Insert list on Completion of Report:  Select References tab  Insert Table of Figures  Select ‘….’ Tab leader  Select ‘Figure’ Caption Label  **Delete this box after you have inserted the table** |

# Local Air Quality Management

This report provides an overview of air quality in <Local Authority Name> during 2024. It fulfils the requirements of Local Air Quality Management (LAQM) as set out in Part IV of the Environment Act (1995), as amended by the Environment Act (2021), and the relevant Policy and Technical Guidance documents.

The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the air quality objectives are likely to be achieved. Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives. This Annual Progress Report (APR) summarises the work being undertaken by <Local Authority Name> to improve air quality and any progress that has been made.

Table 1.1 – Summary of Air Quality Objectives in Scotland

| **Pollutant** | **Air Quality Objective Concentration** | **Air Quality Objective Measured as** | **Date to be Achieved by** |
| --- | --- | --- | --- |
| Nitrogen dioxide (NO2) | 200 µg/m3 not to be exceeded more than 18 times a year | 1-hour mean | 31.12.2005 |
| Nitrogen dioxide (NO2) | 40 µg/m3 | Annual mean | 31.12.2005 |
| Particulate Matter (PM10) | 50 µg/m3, not to be exceeded more than 7 times a year | 24-hour mean | 31.12.2010 |
| Particulate Matter (PM10) | 18 µg/m3 | Annual mean | 31.12.2010 |
| Particulate Matter (PM2.5) | 10 µg/m3 | Annual mean | 31.12.2021 |
| Sulphur dioxide (SO2) | 350 µg/m3, not to be exceeded more than 24 times a year | 1-hour mean | 31.12.2004 |
| Sulphur dioxide (SO2) | 125 µg/m3, not to be exceeded more than 3 times a year | 24-hour mean | 31.12.2004 |
| Sulphur dioxide (SO2) | 266 µg/m3, not to be exceeded more than 35 times a year | 15-minute mean | 31.12.2005 |
| Benzene | 3.25 µg/m3 | Running annual mean | 31.12.2010 |
| 1,3 Butadiene | 2.25 µg/m3 | Running annual mean | 31.12.2003 |
| Carbon Monoxide | 10.0 mg/m3 | Running 8-Hour mean | 31.12.2003 |

# Actions to Improve Air Quality

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| **INSTRUCTIONS**  If an AQMA has been declared and an AQAP has been published, please provide in this section details on progress made to implement each of the AQAP measures. If no AQMA has been declared or an AQMA has been revoked, and an Air Quality Strategy or other document has been prepared, you should link to the relevant document(s). If action on air quality is being addressed through other plans e.g. Local Transport Plans or climate change strategies, please indicate here with links and any progress.  Please provide further information below the table including:   * Key actions completed, in progress or planned since last year, and outcomes in terms on benefits for air quality * New actions identified since last year, and outcomes in terms of benefits for air quality * Any difficulties encountered / why measures have not been progressed * Forecast progress up to next year’s Annual Progress Report   **Delete this box when the document is finished** |

## 2.1 Air Quality Management Areas

Air Quality Management Areas (AQMAs) are declared when there is an exceedance or likely exceedance of an air quality objective. After declaration, the authority must prepare publish and implement an Air Quality Action Plan (AQAP) within the shortest possible time and no later than 12 months of the date of AQMA Designation Order. The AQAP must set out measures the local authority intends to put in place in pursuit of the objectives within the shortest possible time Measures should be provided with milestones and a final date for completion. The action plan itself should have a timescale for completion and for revocation of the AQMA. Where measures to reduce air pollution may require a longer timescale an action plan shall be reviewed and republished within five years of initial publication and then five-yearly thereafter.

<Amend the following as necessary:>

A summary of AQMAs declared by <Local Authority Name> can be found in Table 2.1 . Further information related to declared or revoked AQMAs, including maps of AQMA boundaries are available online at <insert accessible hyperlink to local authority’s [AQMA webpage](https://uk-air.defra.gov.uk/aqma/list)>.

Or:

<Local Authority Name> currently does not have any AQMAs. <insert reference to air quality strategy or similar document>

<Add text if necessary: >We propose to declare a new AQMA in <x> area (see monitoring section). We propose to amend <AQMA Name> (see monitoring section). We propose to revoke <AQMA Name> (see monitoring section).

Table 2.1 – Declared Air Quality Management Areas

| **AQMA Name** | **Pollutants and Air Quality Objectives** | **City / Town** | **Description** | **Action Plan** |
| --- | --- | --- | --- | --- |
| <AQMA Name 1> | <Pollutants should match the information contained in the Declaration Order > | <Name> | <Descriptions should match the information contained in the Declaration Order.> | <Name and Link to Action Plan> |

## 2.3 Implementation of Air Quality Action Plan(s) and/or measures to address air quality

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| **INSTRUCTIONS**  This section should include an update on progress implementing measures within your Local Authority’s Air Quality Action Plan (AQAP). If your Local Authority does not have an AQAP, this section should present, if relevant, the status of any other strategy or policy document likely to have a beneficial impact on air quality. This may include: Air Quality Strategies, Local Transport Plans (LTPs), Planning Policy documents – (i.e. Supplementary Planning Guidance), Noise Action Plans and Climate Change Strategies and any measures which contribute to reducing air pollution in the local authority area.  For those Local Authorities with Air Quality Action Plans this section is mandatory. **Delete this box when the document is finished** |

In order to ensure that local authorities implement the measures within an action plan by the timescales stated within that plan, the Scottish Government expects authorities to submit updates on progress through the APR process. <Local Authority Name> has taken forward a number of measures within the action plan during the current reporting year of 2024 in pursuit of improving local air quality and meeting the air quality objectives within the shortest possible time. Details of all measures completed, in progress or planned are set out in Table 2.2. More detail on these measures can be found in the air quality Action Plan relating to each AQMA <insert names of other plans or strategies if appropriate>.

Key completed measures for this reporting year are: <set out bullet of main completed measures below and any key outcomes from these – keep text brief>.

<Delete as appropriate:> Progress on the following measures has been slower than expected due to: <insert any explanation>.

<Local Authority Name> expects the following measures to be completed over the course of the next reporting year: <set out measures and brief explanation of expected impact of these measures>.

<Local Authority Name> has identified the following new measures since the last reporting year: <set out any new measures that have been identified or implemented since the last reporting year and a brief explanation of expected impact of these measures>.

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| **INSTRUCTIONS**  Please fill in the table below. The “Category” column should be populated with one of the following options, to be consistent with the UK and Zonal Air Quality Plans:   * Alternatives to private vehicle use * Environmental permits * Freight and delivery management * Policy guidance and development control * Promoting low emission plants * Domestic solid fuel burning * Promoting low emission transport * Promoting travel alternatives * Public information * Transport planning and infrastructure * Traffic management * Vehicle fleet efficiency   Local authorities that do not have an AQMA, and therefore are not required to produce action plans, should complete Table 2.2 providing as much information as possible on measures that can have beneficial impact on air quality. This may include measures in : Local Transport Plans (LTPs), Planning Policy documents, Noise Action Plans and Climate Change Strategies and any measures which contribute to reducing air pollution in the local authority area.  **IMPORTANT NOTE: To help improve the visibility of local authority action to reduce air pollution, the information provided on the top three measures in Table 2.2 will now be fed through to UK-AIR. Within the black outline and coloured section of the table, please include three key measures that your local authority would like to raise awareness of amongst local communities. Please ensure each measure title is succinct and meaningful to the public and includes completion dates. Guidance on how to pitch this information is available** [**here**](https://laqm.defra.gov.uk/faqs/faq-146-top-three-air-quality-actions/)**. You should avoid using acronyms in the description of the action or when listing the organisations involved.**  **You will be asked to copy and paste this information into a form on the** [**LAQM Portal**](https://www.laqmportal.co.uk/login) **during the APR submission process.**  **Delete this box when the document is finished** |

Table 2.2 – Progress on Measures to Improve Air Quality

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Measure No. | Measure | Category | Expected/Actual Completion year | Organisations Involved | Measure Status | Funding Status | Key Milestones | Progress | Barriers to implementation |
| <1> | <Title and brief description of Measure> | <Select from the categories in blue box> | <Insert expected or actual completion year> | <Insert names of organisations involved> | <Insert status e.g. planned/ in progress/ completed/ delayed> | <Insert funding status e.g. fully funded / partially funded / not funded>  <For funded measures detail frequency of funding (e.g. annual/3-yearly) and funding source (for example SG grant funded)> | <Insert key milestones (nature of milestone and date)> | <Insert details of progress to deliver the measure over the reporting year>  <For Scottish Government AQ grant funded measures this must include details of how the funding has been allocated to progress delivery of the measure> | <Insert text here e.g. Lengthy Timescale, no funding and how these can be addressed> |
| <2> |  |  |  |  |  |  |  |  |  |
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| <5> |  |  |  |  |  |  |  |  |  |

# Air Quality Monitoring Data and Comparison with Air Quality Objectives

## 3.1 Summary of Monitoring Undertaken

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| **INSTRUCTIONS**  Please include a brief summary of monitoring data in this section, with an explanation of any changes in the past 12 months and if those changes have led to the declaration of an AQMA, decision to amend or revoke an AQMA, or appropriate local strategy. Also include the level of exceedance in comparison with national objectives where relevant. The tabular details should be supplied in an Appendix and/or link.  If changes have led to a decision to declare an AQMA, please indicate whether you are moving to immediate declaration or whether you have decided to seek additional evidence before declaration; and indicate what that is and timescales (taking into account LAQM guidance).  If any change to your monitoring strategy has been made during the past 12 months or is planned, briefly set out here and explain why.  **Delete this box when the document is finished** |

### Automatic Monitoring Sites

This section sets out what monitoring has taken place and how local concentrations of the main air pollutants compare with the objectives.

<Local Authority Name> undertook automatic (continuous) monitoring at <X> sites during 2024. Table A.1 in [Appendix A](#_Appendix_A:_Monitoring) shows the details of the sites. National monitoring results are available at <please insert link>.

Maps showing the location of the monitoring sites are provided in <Appendix X/ or link>. Further details on how the monitors are calibrated and how the data has been adjusted are included in [Appendix C](#_Appendix_C:_Supporting).

Or:

<Local Authority Name> does not undertake any automatic (continuous) monitoring within the authority’s area. <insert any supporting/relevant information>.

### Non-Automatic Monitoring Sites

<Local Authority Name> undertook non- automatic (passive) monitoring of NO2 at <X> sites during 2024. Table A.2 in [Appendix A](#_Appendix_A:_Monitoring) shows the details of the sites.

Maps showing the location of the monitoring sites are provided in <Appendix X/ or link>. Further details on Quality Assurance/Quality Control (QA/QC) and bias adjustment for the diffusion tubes are included in [Appendix C](#_Appendix_C:_Supporting).

Or:

<Local Authority Name> does not undertake any non-automatic (passive) monitoring of objective pollutants within the authority’s area. <insert any supporting/relevant information>.

### Other Monitoring Activities

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| **INSTRUCTIONS**  Please include a brief summary of any other monitoring activities undertaken. Include details on any low-cost sensor monitoring regimes and the findings from the monitoring/how the data has been used.  **Delete this box when the document is finished** |

## 3.2 Individual Pollutants

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| **INSTRUCTIONS**  You should include any trend data from previous years in an Appendix, showing any increasing or decreasing trends (five years data is usually considered the minimum necessary to identify a significant trend). Charts should be presented using a colour-blind friendly palette and Alt text would need to be added to each chart to ensure compliance with Accessibility Regulations.  Any apparent trends in this data should be discussed.  **Delete this box when the document is finished** |

The air quality monitoring results presented in this section are, where relevant, adjusted for annualisation and bias. Further details on adjustments are provided in [Appendix C](#_Appendix_C:_Supporting).

### 3.2.1 Nitrogen Dioxide (NO2)

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| **INSTRUCTIONS**  Comment on whether there are exceedances or likely exceedances of the air quality objectives for NO2 and whether they occur within or outside AQMAs.  If a concentration is above or within 10% of the annual mean air quality objective for NO2 but was measured at a monitoring site which is not representative of public exposure, please use the procedure specified in Chapter 7: Fall-off in NO2 Concentrations with Distance from the Road of the [Technical Guidance LAQM.TG22](https://laqm.defra.gov.uk/air-quality/featured/uk-regions-exc-london-technical-guidance/)LAQM.TG16 to estimate the concentration at the nearest receptor, and discuss these results.  To help with consistency of approach to processing diffusion tube monitoring data a specific [Diffusion Tube Data Processing Tool](https://laqm.defra.gov.uk/air-quality/air-quality-assessment/diffusion-tube-data-processing-tool/) has been developed which should be used to process all diffusion tube data. The tool has been developed to calculate annual mean concentrations for the diffusion tube monthly data entered and amalgamates the following individual LAQM processing tools:   * Annualisation tool; * Precision and accuracy tool – calculation of local bias; and * NO2 fall off with distance calculator.   In regard to diffusion tube data to include within the APR, the data for following tables can be output from the relevant tabs tool in the same format as within the APR:   * Table A.2 – Tab: Table A.2 * Table A.4 – Tab: Table A.4 * Table B.1 – Tab: Annual Results Summary * Table C.2 – Tab: Annualisation Summary * Table C.1 – Tab: Step 3 - Bias Adjustment * Table C.4 – Tab: Step 4 - Fall off with Distance   Any questions relating to the use of the tool should be directed to the LAQM Helpdesk@ [laqmhelpdesk@bureauveritas.com](mailto:laqmhelpdesk@bureauveritas.com)  Note, there is a requirement for local authorities to submit their NO2 diffusion tube data to the [LAQM Portal](https://www.laqmportal.co.uk/login) via the Diffusion Tube Data Entry System upload facility. [The Diffusion Tube Data Processing Tool](https://laqm.defra.gov.uk/air-quality/air-quality-assessment/diffusion-tube-data-processing-tool/) has been developed to assist local authorities in processing NO2 diffusion tube monitoring data. It provides an output table which can be directly uploaded via the Diffusion Tube Data Entry System.  Monitoring data should be included in Table A.3 and in Table A.4 [Appendix A](#_Appendix_A:_Monitoring). **Ensure the Site IDs match those provided in Table A.1 and Table A.2.**  Note the entered monitored values in Table A.3 should be those at the location of the monitoring site (bias adjusted and annualised, as required), not those following any fall off with distance correction.  You should state whether the information led to the declaration of an AQMA, including the main points/trends coming out of the data – e.g. where are the exceedances or areas of concern?  If you do not monitor NO2, please provide a statement to this effect.  **Delete this box when the document is finished** |

Table A.3 in [Appendix A](#_Appendix_A:_Monitoring) compares the ratified monitored NO2 annual mean concentrations for the past five years with the air quality objective of 40 µg/m3 at automatic monitoring sites.

Table A.4 in [Appendix A](#_Appendix_A:_Monitoring) compares the adjusted monitored NO2 annual mean concentrations for the past five years with the air quality objective of 40 µg/m3 at non automatic monitoring sites.

For diffusion tubes, the full 2024 dataset of monthly mean values is provided in [Appendix B](#_Appendix_B:_Full).

Table A.5 in [Appendix A](#_Appendix_A:_Monitoring) compares the ratified continuous monitored NO2 hourly mean concentrations for the past five years with the air quality objective of 200 µg/m3, not to be exceeded more than 18 times per year.

<Briefly describe the exceedances of the air quality objectives here, considering annual means greater than 60 µg/m3, which indicates that an exceedence of the 1-hour mean objective is also likely at these sites.>

### 3.2.2 Particulate Matter (PM10)

|  |
| --- |
| **INSTRUCTIONS**  If PM10 monitoring is available, then provide tables of results.  Comment on whether there are exceedances of the air quality objectives for PM10 and whether they occur within or outside AQMAs.  Also flag if there are concentrations above the air quality objectives for PM10 measured at monitoring sites which are not representative of public exposure.  Monitoring data should be included in Table A.6 and Table A.7 in [Appendix A](#_Appendix_A:_Monitoring). **Ensure the Site IDs match those provided in Table A.1.**  You should state whether the information led to the declaration of an AQMA, including the main points/trends coming out of the data, e.g. where are the exceedances or areas of concern?  If you do not monitor PM10, please provide a statement to this effect.  **Delete this box when the document is finished** |

Table A.6 in [Appendix A](#_Appendix_A:_Monitoring) compares the ratified and adjusted monitored PM10 annual mean concentrations for the past five years with the air quality objective of 18 µg/m3.

Table A.7 in [Appendix A](#_Appendix_A:_Monitoring) compares the ratified continuous monitored PM10 daily mean concentrations for the past five years with the air quality objective of 50 µg/m3, not to be exceeded more than seven times per year.

<Briefly describe the exceedances of the air quality objectives here.>

### 3.2.3 Particulate Matter (PM2.5)

|  |
| --- |
| **INSTRUCTIONS**  Comment on whether there are exceedances of the air quality objectives for PM2.5 and whether they occur within or outside AQMAs.  Also flag if there are concentrations above the air quality objectives for PM2.5 measured at monitoring sites which are not representative of public exposure.  Monitoring data should be included in Table A.8 in [Appendix A](#_Appendix_A:_Monitoring). **Ensure the Site IDs match those provided in Table A.1.**  You should state whether the information will lead to the declaration of an AQMA, including the main points/trends coming out of the data, e.g. where are the exceedances or areas of concern?  If you do not currently monitor PM2.5 but have plans to do so in the future, please set out the details here.  **Delete this box when the document is finished** |

Table A.8 in [Appendix A](#_Appendix_A:_Monitoring) compares the ratified and adjusted monitored PM2.5 annual mean concentrations for the past five years with the air quality objective of 10 µg/m3.

<Briefly describe the exceedances of the air quality objectives here.>

### 3.2.4 Sulphur Dioxide (SO2)

|  |
| --- |
| **INSTRUCTIONS**  Comment on whether there are exceedances of the air quality objectives for SO2 and whether they occur within or outside AQMAs.  Flag if there are concentrations above the air quality objectives for SO2 measured at monitoring sites which are not representative of public exposure.  Monitoring data should be included in Table A.9 in [Appendix A](#_Appendix_A:_Monitoring). **Ensure the Site IDs match those provided in Table A.1.**  You should state whether the information led to the declaration of an AQMA, including the main points/trends coming out of the data, e.g. where are the exceedances or areas of concern?  If SO2 monitoring is available then provide a table of results.  If you do not monitor SO2, please provide a statement to this effect.  **Delete this box when the document is finished** |

Table A.9 in [Appendix A](#_Appendix_A:_Monitoring) compares the ratified continuous monitored SO2 concentrations for year 2024 with the air quality objectives for SO2.

<Discuss exceedances of the air quality objectives here.>

### 3.2.5 Carbon Monoxide, Lead and 1,3-Butadiene

|  |
| --- |
| **INSTRUCTIONS**  You should confirm whether any monitoring has been undertaken for these pollutants and whether any changes have occurred in their status since submission of the previous report.  **Delete this box when the document is finished** |

# New Local Developments

|  |
| --- |
| **INSTRUCTIONS**  This section should deal with any new developments in the Local Authority area that may affect air quality. Please refer to Chapter 3 of LAQM.TG22 for further information.  If an air quality assessment has been carried out (e.g. as part of an Environmental Statement) for a new development, please summarise the outcome, and provide a reference to the assessment.  If sufficient information is available to clearly identify a risk of exceedance of an AQS objective at this stage, then the Local Authority should take action accordingly.  If there are no such developments, then there is no need to proceed further with this part. Please state this explicitly in the report if this is the case.  **Delete this box when the document is finished** |

<Start writing here…>

## 4.1 Road Traffic Sources

|  |
| --- |
| **INSTRUCTIONS**  Please identify any of the following which are new:   * Narrow congested streets with residential properties close to the kerb. * Busy streets where people may spend one hour or more close to traffic. * Roads with a high flow of buses and/or HGVs. * Junctions. * New roads constructed or proposed * Roads with significantly changed traffic flows. * Roads with new/changed layout * Bus or coach stations.   If there are none of the above, please state this explicitly in the report.  **Delete this box when the document is finished** |

<Start writing your supporting text on new/newly identified road traffic sources here…>

## 4.2 Other Transport Sources

|  |
| --- |
| **INSTRUCTIONS**  Please identify any of the following which are new:   * Airports. * Locations where diesel or steam trains are regularly stationary for periods of 15 minutes or more, with potential for relevant exposure within 15m. * Locations with a large number of movements of diesel locomotives, and potential long-term relevant exposure within 30m. * Ports for shipping.   If there are none of the above, please state this explicitly in the report.  **Delete this box when the document is finished** |

<Start writing here…>

## 4.3 Industrial Sources

|  |
| --- |
| **INSTRUCTIONS**  Please identify any of the following which are new:   * **Industrial installations**: new or proposed installations for which an air quality impact assessment has been carried out. * **Industrial installations**: existing installations where emissions have increased substantially or new relevant exposure has been introduced. * **Industrial installations**: new or significantly changed installations with no previous air quality impact assessment. * Major fuel storage depots storing petrol. * Petrol stations. * Poultry farms.   If there are none of the above, please complete state this explicitly in the report.  A list with all relevant industrial sites which are permitted by SEPA is circulated by SEPA via the Scottish Pollution Control Coordinating Committee (SPCCC). The list can be filtered by Local Authority area.  **Delete this box when the document is finished** |

<Start writing here…>

## 4.4 Commercial and Domestic Sources

|  |
| --- |
| **INSTRUCTIONS**  Please identify any of the following which are new:   * Biomass combustion plant – individual installations. * Areas where the combined impact of several biomass combustion sources may be relevant. * Areas where domestic solid fuel burning may be relevant. * Combined Heat and Power (CHP) plant.   If there are none of the above, please state this explicitly in the report.  **Delete this box when the document is finished** |

<Start writing here…>

## 4.5 New Developments with Fugitive or Uncontrolled Sources

|  |
| --- |
| **INSTRUCTIONS**  Please identify any of the following potential sources of fugitive or uncontrolled particulate matter, which are new:   * Landfill sites. * Quarries. * Unmade haulage roads on industrial sites. * Waste transfer stations, etc. * Other potential sources of fugitive particulate matter emissions.   If there are none of the above, please state this explicitly in the report.  **Delete this box when the document is finished** |

<Start writing here…>

# Planning Applications

|  |
| --- |
| **INSTRUCTIONS**  This section should discuss any major planning applications under consideration that might affect air quality. Please refer to Chapter 3 of LAQM.TG22 for further information.  This should focus on planning applications that have either been approved. However, this section can also be used to highlight planning applications for new developments which have not yet been approved but which could impact upon air quality, if the Local Authority so desires. This will help give a picture of areas where changes may occur and also where combined impacts of several developments may become important.  **Please delete the whole section if not used and delete this box when the document is finished** |

<Start writing here…>

# Conclusions and Proposed Actions

## 6.1 Conclusions from New Monitoring Data

|  |
| --- |
| **INSTRUCTIONS**  For example, exceedances identified, within and outside of existing AQMAs. Cases where exceedances were previously suspected but monitoring has confirmed that the AQS Objective is met. Significant trends.  Has monitoring identified any potential or actual exceedances at relevant locations outside existing AQMAs? Given that LAQM has now been in place for around 20 years, the assumption is that most hotspots will have been identified. However, it is recognised that new issues will from time to time arise that require more detailed investigation. Local authorities are encouraged to incorporate such investigations into their routine review and assessment work and annual progress report as far as possible. If a local authority feels that this is not appropriate or feasible, the option to undertake a separate detailed investigation will still be available. Assessment work should be taken forward in parallel with the development of the action plan, allowing authorities to model the likely effects of particular policy measures.  Are all monitoring results within AQMAs below the air quality objective, such that it may be appropriate to revoke the AQMA? There are no set criteria on which a revocation decision will be based, and the Scottish Government considers each request on a case-by-case basis. A minimum requirement however will normally be at least three consecutive years where the objectives of concern are being achieved with sufficent confidence that further breaches of the objective(s) in question are unlikely.  All available supporting information to justify the amendment or revocation of an AQMA should be provided to the Scottish Government before any changes take effect. A local authority may submit this evidence at any time and does not need to wait until the next annual report.  **Delete this box when the document is finished** |

<Start writing here…>

## 6.2 Conclusions relating to New Local Developments

|  |
| --- |
| **INSTRUCTIONS**  Summary of new local developments that have required consideration.  In particular, do any of these have potential to introduce new exceedances of relevant objectives, or exaserbate existing ones, or introduce new receptors/public exposure?  **Delete this box when the document is finished** |

<Start writing here…>

## 6.3 Proposed Actions

|  |
| --- |
| **INSTRUCTIONS**  This concluding section should clearly summarise how the Local Authority intends to proceed in the future.   * Has the new monitoring data identified any new exceedances of the objectives for any pollutant? If so, which pollutant(s) and objectives, and where? If not, state explicitly that this is the case. * Has the new monitoring data identified any need for additional monitoring, or changes to the existing monitoring programme (e.g. re-location of sites)? * Are changes required to any existing AQMAs – for example should their boundaries be changed or can they be revoked or amended? * Details of proposed dates of completion of any other outstanding LAQM tasks such as outstanding AQMA declarations, publication of action plans/air quality strategies. * What is your next course of action? * Submit next Air Quality Annual Progress Report * New AQMA declaration or AQMA amendment or revocation * Implementation of action plan/air quality strategy measures   **Delete this box when the document is finished** |

<Start writing here…>

# Appendix A: Monitoring Results

Table A.1 – Details of Automatic Monitoring Sites

| **Site ID** | **Site Name** | **Site Type** | **X OS Grid Ref** | **Y OS Grid Ref** | **Pollutants Monitored** | **In AQMA?** | **Which AQMA?** | **Monitoring Technique** | **Distance to Relevant Exposure (m) (1)** | **Distance to kerb of nearest road (m) (2)** | **Inlet Height (m)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| <CM1> | <Name1> | <Roadside> | <332395> | <433175> | <NO2; PM10> | <YES> | <AQMA 1> | <Chemiluminescent; FDMS> | <5> | <3> | <1.5> |
| <CM2> | <Name2> | <Urban background> | <332200> | <433540> | <NO2> | <NO> | <AQMA 2> | <Chemiluminescent> | <0> | <N/A> | <1.5> |
|  |  |  |  |  |  |  |  |  |  |  |  |

**Notes:**

1. 0m if the monitoring site is at a location of exposure (e.g. installed on the façade of a residential property).
2. N/A if not applicable.

Table A.2 – Details of Non-Automatic Monitoring Sites

|  |
| --- |
| **INSTRUCTIONS**  To help with consistency of approach to processing diffusion tube monitoring data a specific [Diffusion Tube Data Processing Tool](https://laqm.defra.gov.uk/air-quality/air-quality-assessment/diffusion-tube-data-processing-tool/) has been developed. It is recommended that this tool is used to process all diffusion tube data.  The tool is available for download from the [LAQM website](https://laqm.defra.gov.uk/tools-monitoring-data/DTDP.html). Any questions relating to the use of the tool should be directed to the LAQM Helpdesk.  The tab ‘Table A.2’ from the Diffusion Tube Data Processing Tool aligns with the diffusion tube data reporting requirements of Table A.2; therefore the data can be easily copied. If the Diffusion Tube Data Processing Tool has not been utilised, please copy across from any alternative calculation spreadsheet or populate manually.  **Delete this box when the document is finished** |

| **Site ID** | **Site Name** | **Site Type** | **X OS Grid Ref** | **Y OS Grid Ref** | **Pollutants Monitored** | **In AQMA? Which AQMA?** | **Distance to Relevant Exposure (m) (1)** | **Distance to kerb of nearest road (m) (2)** | **Tube co-located with a Continuous Analyser?** | **Tube Height (m)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| <DT1> | <Name1> | <Roadside> | <332395> | <433175> | <NO2> | <YES AQMA 1> | <1> | <3> | <Y> | <2.5> |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**Notes:**

1. 0m if the monitoring site is at a location of exposure (e.g. installed on/adjacent to the façade of a residential property).
2. N/A if not applicable.

Table A.3 – Annual Mean NO2 Monitoring Results: Automatic Monitoring (µg/m3)

| **Site ID** | **X OS Grid Ref (Easting)** | **Y OS Grid Ref (Northing)** | **Site Type** | **Valid Data Capture for Monitoring Period (%) (1)** | **Valid Data Capture 2024 (%) (2)** | **2020** | **2021** | **2022** | **2023** | **2024** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| <CM1> | <332395> | <433175> | <Roadside> | <95> | <95> | <**61.0**> | <48.1> | <44.1> | <43.2> | <35.1> |
| <CM2> | <332200> | <433540> | <Urban Background> | <100> | <50> | <27.0> | <28.2> | <31.5> | <27.8> | <30.2> |

**Notes:**

Exceedances of the NO2 annual mean objective of 40 µg/m3 are shown in bold.

NO2 annual means exceeding 60 µg/m3, indicating a potential exceedance of the NO2 1-hour mean objective are shown in **bold and underlined**.

Means for diffusion tubes have been corrected for bias. All means have been “annualised” as per LAQM.TG22 if valid data capture for the full calendar year is less than 75%. See [Appendix C](#_Appendix_C:_Supporting) for details.

1. Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.
2. Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

Table A.4 – Annual Mean NO2 Monitoring Results: Non-Automatic Monitoring (µg/m3)

|  |
| --- |
| **INSTRUCTIONS**  Populate Table A.4 with all diffusion tube (non-automatic) annual mean NO2 monitoring results over the past five years.  It is recommended that the [Diffusion Tube Data Processing Tool](https://laqm.defra.gov.uk/air-quality/air-quality-assessment/diffusion-tube-data-processing-tool/) is used to process all diffusion tube data, the tool is available for download from the [LAQM website.](https://laqm.defra.gov.uk/) The tab ‘Table A.4’ from the Diffusion Tube Data Processing Tool aligns with the diffusion tube data requirements of Table A.4 therefore the data can be easily copied. If the tool has not been utilised, please copy across from any working spreadsheet or populate manually.  Guidance presented in Chapter 7: NOX and NO2 Monitoring of the [Technical Guidance LAQM.TG22](https://laqm.defra.gov.uk/wp-content/uploads/2022/08/LAQM-TG22-August-22-v1.0.pdf) should be followed for the calculation of annual mean concentrations, both automatic and using diffusion tubes.  Concentrations should be annualised (where required) and bias adjusted, but **NOT** distance corrected.  Concentrations should be presented within Table A.4, and throughout the report to one decimal place (1 dp).  Any exceedances of the NO2 annual mean objective of 40 µg/m3 should be presented in **BOLD**.  Any NO2 annual means that exceed 60 µg/m3, indicating a potential exceedance of the NO2 1-hour mean objective are shown in **BOLD** and **UNDERLINED**.  When completing the Data Capture values the following should be adhered to:   * Valid data capture for monitoring period – This should be the data capture for the period within the calendar year for which monitoring was undertaken. In certain cases, monitoring may only have been undertaken for part of the year, e.g. monitoring that began in January and ran until June (six months) before finishing - if results were returned for all six months this would equate to 100% data capture. * Valid data capture 2024 – This is the data capture based upon the calendar year. For the example given above this would result in a 50% data capture within 2024.   **Delete this box when the document is finished** |

| **Diffusion Tube ID** | **X OS Grid Ref (Easting)** | **Y OS Grid Ref (Northing)** | **Site Type** | **Valid Data Capture for Monitoring Period (%) (1)** | **Valid Data Capture 2024 (%) (2)** | **2020** | **2021** | **2022** | **2023** | **2024** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| <DT1> | <666555> | <333444> | <Roadside> | <75> | <75> | <**61.0**> | <48.1> | <44.1> | <43.2> | <35.1> |
|  |  |  |  |  |  |  |  |  |  |  |

**<CLICK HERE THEN PASTE COMPLETED DATA ROWS FROM LAQM DATA PROCESSING TOOL (IF UTILISED)>**

**Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG22 (confirm by selecting in box).**

**Diffusion tube data has been bias adjusted (confirm by selecting in box).**

**Reported concentrations are those at the location of the monitoring site (bias adjusted and annualised, as required), i.e. prior to any fall-off with distance correction (confirm by selecting in box).**

**Notes:**

Exceedances of the NO2 annual mean objective of 40 µg/m3 are shown in bold.

NO2 annual means exceeding 60 µg/m3, indicating a potential exceedance of the NO2 1-hour mean objective are shown in **bold and underlined**.

Means for diffusion tubes have been corrected for bias. All means have been “annualised” as per LAQM.TG(22) if valid data capture for the full calendar year is less than 75%. See [Appendix C](#_Appendix_C:_Supporting) for details.

1. Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.
2. Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

Table A.5 – 1-Hour Mean NO2 Monitoring Results, Number of 1-Hour Means > 200 µg/m3

| **Site ID** | **X OS Grid Ref (Easting)** | **Y OS Grid Ref (Northing)** | **Site Type** | **Valid Data Capture for Monitoring Period (%) (1)** | **Valid Data Capture 2024 (%) (2)** | **2020** | **2021** | **2022** | **2023** | **2024** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| <CM1> | <332395> | <433175> | <Roadside> | <95> | <95> | <**19**> | <11> | <12> | <15> | <20> |
| <CM2> | <332200> | <433540> | <Urban Background> | <80> | <80> | <-> | <-> | <-> | <**22 (235**) > | <16 (185) > |

**Notes:**

Exceedances of the NO2 1-hour mean objective (200 µg/m3 not to be exceeded more than 18 times/year) are shown in bold.

If the period of valid data is less than 85%, the 99.8th percentile of 1-hour means is provided in brackets.

1. Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.
2. Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

Table A.6 – Annual Mean PM10 Monitoring Results (µg/m3)

| **Site ID** | **X OS Grid Ref (Easting)** | **Y OS Grid Ref (Northing)** | **Site Type** | **Valid Data Capture for Monitoring Period (%) (1)** | **Valid Data Capture 2024 (%) (2)** | **2020** | **2021** | **2022** | **2023** | **2024** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| <CM1> | <332395> | <433175> | <Roadside> | <95> | <95> | <**61.0**> | <**48.1**> | <**44.1**> | <**43.2**> | <**35.1**> |
| <CM2> | <332200> | <433540> | <Urban Background> | <100> | <50> | <14.0> | <12.5> | <13.4> | <10.5> | <10.6> |
|  |  |  |  |  |  |  |  |  |  |  |

**Notes:**

Exceedances of the PM10 annual mean objective of 18 µg/m3 are shown in bold.

All means have been “annualised” as per LAQM.TG(22), valid data capture for the full calendar year is less than 75%. See [Appendix C](#_Appendix_C:_Supporting) for details.

1. Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.
2. Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

Table A.7 – 24-Hour Mean PM10 Monitoring Results, Number of PM10 24-Hour Means > 50 µg/m3

| **Site ID** | **X OS Grid Ref (Easting)** | **Y OS Grid Ref (Northing)** | **Site Type** | **Valid Data Capture for Monitoring Period (%) (1)** | **Valid Data Capture 2024 (%) (2)** | **2020** | **2021** | **2022** | **2023** | **2024** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| <CM1> | <332395> | <433175> | <Roadside> | <95> | <95> | <**15**> | <**12**> | <**20**> | <**16**> | <**8**> |
| <CM2> | <332200> | <433540> | <Urban Background> | <100> | <50> | <2> | <0> | <1> | <**2 (55)** > | <8 (35) > |

**Notes:**

Exceedances of the PM10 24-hour mean objective (50 µg/m3 not to be exceeded more than seven times/year) are shown in bold.

If the period of valid data is less than 85%, the 98.1st percentile of 24-hour means is provided in brackets.

1. Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.
2. Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

Table A.8 – Annual Mean PM2.5 Monitoring Results (µg/m3)

| **Site ID** | **X OS Grid Ref (Easting)** | **Y OS Grid Ref (Northing)** | **Site Type** | **Valid Data Capture for Monitoring Period (%) (1)** | **Valid Data Capture 2024 (%) (2)** | **2020** | **2021** | **2022** | **2023** | **2024** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| <CM1> | <332395> | <433175> | <Roadside> | <95> | <95> | <**18.0**> | <**21.8**> | <**17.2**> | <**15.9**> | <9.8> |
| <CM2> | <332200> | <433540> | <Urban Background> | <100> | <50> | <7.6> | <7.8> | <6.5> | <4.5> | <9.2> |
|  |  |  |  |  |  |  |  |  |  |  |

**Notes:**

Exceedances of the PM2.5 annual mean objective of 10 µg/m3 are shown in bold.

All means have been “annualised” as per LAQM.TG(22), valid data capture for the full calendar year is less than 75%. See [Appendix C](#_Appendix_C:_Supporting) for details.

1. Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.
2. Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

Table A.9 – SO2 2024 Monitoring Results, Number of Relevant Instances

| **Site ID** | **Site Type** | **Valid Data Capture for monitoring Period (%) (1)** | **Valid Data Capture 2024 (%) (2)** | **Number of 15-minute Means > 266 µg/m** | **Number of 1-hour Means > 350 µg/m** | **Number of 24-hour Means > 125 µg/m** |
| --- | --- | --- | --- | --- | --- | --- |
| <CM1> | <Roadside> | <98> | <94> | <4> | <1> | <0> |
| <CM2> | <Urban Background> | <100> | <50> | <0> | <0> | <0> |

**Notes:**

Exceedances of the SO2 objectives are shown in bold (15-min mean = 35 allowed a year, 1-hour mean = 24 allowed a year, 24-hour mean = 3 allowed a year)

If the period of valid data is less than 85%, the relevant percentiles are provided in brackets (15-Minute means: 99.9th percentile, 1-hour means: 99.7th percentile, 24-hour means: 99.2nd percentile).

1. Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.
2. Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

# Appendix B: Full Monthly Diffusion Tube Results for 2024

Table B.1 – NO2 2024 Monthly Diffusion Tube Results (µg/m3)

|  |
| --- |
| **INSTRUCTIONS**  Please fill in Table B.1 with details of NO2 diffusion tube monitoring results.  It is recommended that the [Diffusion Tube Data Processing Tool](https://laqm.defra.gov.uk/air-quality/air-quality-assessment/diffusion-tube-data-processing-tool/) is used to process all diffusion tube data. The tab **Annual Results Summary** from the Diffusion Tube Data Processing Tool aligns with the diffusion tube data requirements of Table B.1 therefore the data can be easily copied. If the tool has not been utilised, please copy across from any working spreadsheet or populate manually.  This table should contain:   * Full month by month raw data (state if different exposure periods from the suggested calendar available via the [LAQM website](https://laqm.defra.gov.uk/) * The raw data annual mean * The bias adjusted annual mean – This should also be an annualised annual mean if data capture is below 75% but greater than 25%. * The distance corrected annual mean – If the location is not relevant to public exposure and the concentration is greater than 36 µg/m3. If the monitoring location is relevant to annual mean public exposure, please leave the final column blank or add a dash (-).   The following erroneous data should have been excluded when processing the monthly diffusion tube data for the monitoring year, therefore should not be included within Table B.1:   * Results that have been identified as contaminated during analysis, e.g. insect(s) or dirt contained within the tube * Extreme low or high concentrations as detailed within Chapter 7: NOx and NO2 Monitoring of the [Technical Guidance LAQM.TG22](https://laqm.defra.gov.uk/wp-content/uploads/2022/08/LAQM-TG22-August-22-v1.0.pdf) * Results from tubes that have been exposed past the laboratory’s use by date   **Ensure the Diffusion Tube (DT) IDs and Coordinates match those provided in Table A.2.**  **Please delete this box when the document is finished** |

| **DT ID** | **X OS Grid Ref (Easting)** | **Y OS Grid Ref (Northing)** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Annual Mean: Raw Data** | **Annual Mean: Annualised and Bias Adjusted**  **<(x.x)>** | **Annual Mean: Distance Corrected to Nearest Exposure** | **Comment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| <DT1> | <666555> | <333444> | <26.2> | <42.1> | <-> | <-> | <28.2> | <35.3> | <-> | <26.3> | <31.5> | <38.4> | <45.2> | <41.5> | <35.0> | <40.2> |  |  |
| <DT2> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**<CLICK HERE THEN PASTE COMPLETED DATA ROWS FROM LAQM DATA PROCESSING TOOL (IF UTILISED)>**

**All erroneous data has been removed from the NO2 diffusion tube dataset presented in Table B.1** **(confirm by selecting in box).**

**Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG22 (confirm by selecting in box).**

**Local bias adjustment factor used (confirm by selecting in box).**

**National bias adjustment factor used (confirm by selecting in box).**

**Where applicable, data has been distance corrected for relevant exposure in the final column (confirm by selecting in box).**

**<Local Authority> confirm that all 2024 diffusion tube data has been uploaded to the Diffusion Tube Data Entry System** **(confirm by selecting in box).**

**Notes:**

Exceedances of the NO2 annual mean objective of 40 µg/m3 are shown in **bold**.

NO2 annual means exceeding 60 µg/m3, indicating a potential exceedance of the NO2 1-hour mean objective are shown in **bold and underlined**.

See [Appendix C](#_Appendix_C:_Supporting) for details on bias adjustment and annualisation.

# Appendix C: Supporting Technical Information / Air Quality Monitoring Data QA/QC

|  |
| --- |
| **INSTRUCTIONS**  Please include here any additional information required to support the APR. This may include:   * If necessary, any screening assessment of identified new or changed sources of pollution based on industrial nomograms, biomass tools, etc – see Chapter 7 in LAQM.TG22 * A summary of any additional studies/evidence for support of action plan measures, detailed dispersion modelling of emissions, or results of monitoring campaigns carried out to determine whether an AQMA needs to be declared, amended or revoked. Any additional studies should be included as a further Appendix to the annual report. * QA/QC on monitoring data, including bias adjustments, annualisation and fall-off with distance correction, as appropriate:   + Discussion and justification on the choice of bias adjustment factor applied for diffusion tubes (i.e. local vs national), with reference to previous years’ choices of bias factors, giving due consideration to the discussion in Chapter 7 of [Technical Guidance LAQM.TG22.](https://laqm.defra.gov.uk/air-quality/featured/uk-regions-exc-london-technical-guidance/)   + Discussion on the annualisation process, which is provided in Chapter 7 of [Technical Guidance LAQM.TG22.](https://laqm.defra.gov.uk/air-quality/featured/uk-regions-exc-london-technical-guidance/)   + Details of distance correction using the diffusion tube data processing/ NO2 fall off with distance calculator as discussed in Chapter 7 of [Technical Guidance LAQM.TG22](https://laqm.defra.gov.uk/air-quality/featured/uk-regions-exc-london-technical-guidance/). **Distance correction is an important point to consider if your monitoring sites are not representative of public exposure, e.g. if located at roadside or kerbside, but with façades of nearest properties set back further from the road.** * Please include calculations within the tables provided as found within the relevant LAQM tools; particularly regarding bias adjustments, annualisation and fall-off with distance correction, where appropriate. **Failure to provide clear and auditable details is likely to result in the rejection of the report.**   **Delete this box when the document is finished** |

## New or Changed Sources Identified Within <Local Authority Name> During <Year>

<Detail any new sources within your authority that have been identified with a potential to impact air quality. This may include sources that are operational, have planning permission granted or have been identified at an earlier stage of the planning process. Sources may include additional road traffic, static or standby plant, biomass or industrial processes, etc.>

Or:

<Local Authority Name> has not identified any new sources relating to air quality within the reporting year of <Year>.

## Additional Air Quality Works Undertaken by <Local Authority Name> During <Year>

<Provide a summary of any supporting evidence or additional studies that has been completed during the reporting year relating to the development of action plan measures or the declaration, amendment or revocation of an AQMA. If an additional study has been completed, please provide the report as an additional appendix.>

Or:

<Local Authority Name> has not completed any additional works within the reporting year of <Year>.

## QA/QC of Diffusion Tube Monitoring

<Within this section provide details relating to the following aspects of non-automatic (i.e. passive) monitoring using diffusion tubes:

* The supplier used for diffusion tubes within 2024 and the method of preparation, e.g. 20% TEA in water;
* Information on the diffusion tube supplier; any accreditation held, analysis procedure followed, participation in analysis schemes (e.g. AIR-PT) and most recent results, inclusion in the annual field inter-comparison exercise and associated result;
* If the diffusion tube supplier has been changed part way through the year (if so provide the previous two points for both suppliers);
* State whether or not the monitoring has been completed in adherence with the Diffusion Tube Monitoring Calendar, providing commentary of any divergences as necessary.

The additional subsections should be used to provide QA/QC details of the data processing methodologies applied to diffusion tube monitoring data, specifically in relation to annualisation, bias adjustment and fall-off-with-distance calculations.

If you do not undertake diffusion tube monitoring, please delete this section.>

### Diffusion Tube Annualisation

<If annualisation was required for any non-automatic monitoring sites, the sites requiring annualisation should be clearly defined along with details of the calculation method undertaken provided in Table C.2. Annualisation is required for any site with data capture less than 75% but greater than 25%.>

Or:

All diffusion tube monitoring locations within <Local Authority Name> recorded data capture of 75% therefore it was not required to annualise any monitoring data. In addition, any sites with a data capture below 25% do not require annualisation.

### Diffusion Tube Bias Adjustment Factors

<Local Authority Name> have applied a <national/local> bias adjustment factor of <insert factor> to the <Year> monitoring data. A summary of bias adjustment factors used by <Local Authority Name> over the past five years is presented in Table C.1.

<Provide discussion in relation to the bias adjustment factor chosen; a national factor or a local factor.

* If a national factor has been used, please state as per Table C.1 which version of the national spreadsheet the factor has been taken from and also the number of studies applicable to the factor.
* If a local factor has been used, please advise at which site(s) the co-location study has been completed at and present the details in Table C.2.
* If more than one co-location study has been utilised to derive a local factor, please provide the calculations that have been completed within the body of text. These should be completed in line with guidance provided within LAQM.TG22 Chapter 7: NOX and NO2 Monitoring, NO2 by Diffusion Tubes.>

Table C.1 – Bias Adjustment Factor

|  |
| --- |
| **INSTRUCTIONS**  Please complete the following table detailing the bias adjustment factors used to adjust the diffusion tube monitoring data. If a national factor has been used from the [National Bias Adjustment Factor Spreadsheet](https://laqm.defra.gov.uk/air-quality/air-quality-assessment/national-bias/), please detail the Spreadsheet Version that has been used (detailed in the top-right corner of each revision of the spreadsheet). If a local factor has been derived, please leave this column blank or insert a dash (-).  **Delete this box when the document is finished** |

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Local or National | If National, Version of National Spreadsheet | Adjustment Factor |
| 2024 | <Local> | <-> | <0.88> |
| 2023 | <National> | <03/23> | <1.01> |
| 2022 | <National> | <09/22> | <1.05> |
| 2021 | <National> | <06/21> | <1.07> |
| 2020 | <National> | <09/20> | <1.08> |

### NO2 Fall-off with Distance from the Road

<If fall-off-with-distance calculations were required for any non-automaticmonitoring sites, a summary of the sites should be provided here and the output data from the LAQM NO2 fall-off with distance calculator, or output from the Diffusion Tube Data Processing Tool should be presented in Table C.4. Distance correction should be considered at any monitoring site where the annual mean concentration is greater than 36 µg/m3 and the monitoring site is not located at a point of relevant exposure (taking the limitations of the calculator into account).>

Or:

No diffusion tube NO2 monitoring locations within <Local Authority Name> required distance correction during <Year>.

## QA/QC of Automatic Monitoring

<Within this section details relating to the following should be included:

* Who completes the data management and Local Site Operator (LSO) duties for any automatic monitoring sites within the authority;
* Details on the frequency of calibrations, audit/servicing;
* Ratification process, and if the monitoring data presented within the APR is provisional or ratified;
* If live/historic data is available through a website.>

### PM10 and PM2.5 Monitoring Adjustment

<If PM10/PM2.5 monitoring is completed within your authority, where applicable please detail any correction factors applied to the data before it is published (e.g. using the Volatile Correction Model (VCM) or a specific correction factor). Correction factors as detailed within LAQM.TG22 Chapter 7: Particulate Matter Monitoring. >

Or:

The type of <PM10/PM2.5> monitor(s) utilised within <Local Authority Name> do not required the application of a correction factor.

<Please delete this section if no PM10/PM2.5 monitoring is not completed within your authority.>

### Automatic Monitoring Annualisation

<If annualisation was required for any automatic monitoring sites a summary of the sites should be provided here and the annualisation data should be presented in Table C.2. Annualisation is required for any site with data capture less than 75% but greater than 25%.>

Or:

All automatic monitoring locations within <Local Authority Name> recorded data capture of greater than 75% therefore it was not required to annualise any monitoring data. In addition, any sites with a data capture below 25% do not require annualisation.

<Please delete this section if no automatic monitoring is completed within your authority.>

### NO2 Fall-off with Distance from the Road

<If fall-off-with-distance calculations were required for automaticmonitoring sites, a summary of the sites should be provided here and the output data from the LAQM NO2 fall-off with distance calculator should be presented in Table C.4. Distance correction should be considered at any monitoring site where the annual mean concentration is greater than 36µ g/m3 and the monitoring site is not located at a point of relevant exposure (taking the limitations of the calculator into account).>

Or:

No automatic NO2 monitoring locations within <Local Authority Name> required distance correction during <Year>.

|  |
| --- |
| **INSTRUCTIONS**  If fall-off-with-distance calculations were required for automatic monitoring sites, a summary of the sites should be provided here and the output data from the LAQM NO2 fall-off with distance calculator should be presented in Table C.8. Distance correction should be considered at any monitoring site where the annual mean concentration is greater than 40 µg/m3 and the monitoring site is not located at a point of relevant exposure (taking the limitations of the calculator into account).>  Or:  No automatic NO2 monitoring locations within <Local Authority Name> required distance correction during <Year>.  The structure of the above and following QA/QC tables are consistent with those output by the NO2 Fall-Off with Distance Calculator. It is therefore recommended that this tool is used to aid transparency of calculations and associated QA/QC pertaining to the processing of automatic data.  However, it is acknowledged that not all local authorities will initially use the NO2 Fall-Off with Distance Calculator due to having many years of experience in processing the data within their authority using existing LAQM tools and methods. Therefore, in these instances please align these tables to present equivalent details, text and/or tabulated data, to support any calculations completed.  If you have any queries relating to the data that you should present, please contact the LAQM Helpdesk.  **Delete this box when the document is finished** |

Table C.2 – Diffusion Tube Annualisation Summary (concentrations presented in µg/m3)

|  |
| --- |
| **INSTRUCTIONS**  Non-automatic annualisation results should be included within Table C.2.  For diffusion tube annualisation the [Annualisation Tool](https://laqm.defra.gov.uk/air-quality/air-quality-assessment/annualisation-tool/) or the [Diffusion Tube Data Processing Tool](https://laqm.defra.gov.uk/air-quality/air-quality-assessment/diffusion-tube-data-processing-tool/) can be used to complete annualisation. Either tool should be used to ensure the correct methodology for annualisation is utilised. Table C.2 has the same structure as the **Annualisation Summary** tab within both tools, therefore the required data can easily be copied.  If a LAQM tool has not been used for diffusion tube annualisation, please enter the relevant data into the table below or replace this table with one presenting the relevant details for annualisation.  If less than four background sites have been used to annualise, the relevant boxes can be left blank or a dash added (-). Any relevant comments should be added within the Comments column.  This table should be deleted if annualisation has not been required at any site.  **Delete this box when the document is finished** |

| Site ID | Annualisation Factor <Site 1 Name> | Annualisation Factor <Site 2 Name> | Annualisation Factor <Site 3 Name> | Annualisation Factor <Site 4 Name> | Average Annualisation Factor | Raw Data Annual Mean | Annualised Annual Mean | Comments |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| <DT1> |  |  |  |  |  |  |  |  |
| <DT2> |  |  |  |  |  |  |  |  |

Table C.3 – Local Bias Adjustment Calculations

|  |
| --- |
| **INSTRUCTIONS**  Please complete Table C.3 if a local bias adjustment factor has been calculated.  For the calculation of a local bias adjustment factor the [Diffusion Tube Precision Accuracy Bias Spreadsheet](https://laqm.defra.gov.uk/air-quality/air-quality-assessment/local-bias/) or the [Diffusion Tube Data Processing Tool](https://laqm.defra.gov.uk/air-quality/air-quality-assessment/diffusion-tube-data-processing-tool/) can be used to complete the calculations. Either tool should be used to ensure the correct methodology for bias calculation is utilised. Table C.3 has the same structure as the **Local Bias Adjustment Outputs** tab within the LAQM Diffusion Tube Data Processing Tool, therefore the required data can be easily copied. If the [Diffusion Tube Precision Accuracy Bias Spreadsheet](https://laqm.defra.gov.uk/air-quality/air-quality-assessment/local-bias/) has been utilised, please enter the relevant data into Table C.3. Alternatively, replace this table with one presenting the equivalent data of the local bias calculation and consider adding a screenshot of the completed **Prevision & Accuracy** tab for clarity.  If a local factor from more than one local co-location study has been calculated without utilising the Diffusion Tube Data Processing Tool, guidance to average the bias B values as per Chapter 7: NOX and NO2 Monitoring of the [Technical Guidance LAQM.TG22](https://laqm.defra.gov.uk/guidance/) should be followed.  The table has been set up to take account of a maximum of five local co-location studies. If less than five sites have been utilised the relevant boxes can be left blank or a dash added (-). If more than five sites have been utilised, please add any additional columns to the table.  This table should be deleted if a local bias adjustment factor has not been calculated.  **Delete this box when the document is finished** |

|  | Local Bias Adjustment Input 1 | Local Bias Adjustment Input 2 | Local Bias Adjustment Input 3 | Local Bias Adjustment Input 4 | Local Bias Adjustment Input 5 |
| --- | --- | --- | --- | --- | --- |
| **Periods used to calculate bias** | <12> |  |  |  |  |
| **Bias Factor A** | <1.13 (1.06 – 1.21) > |  |  |  |  |
| **Bias Factor B** | <-12% (-17% - -6%)> |  |  |  |  |
| **Diffusion Tube Mean (µg/m3)** | <30.9> |  |  |  |  |
| **Mean CV (Precision)** | <0.0%> |  |  |  |  |
| **Automatic Mean (µg/m3)** | <35.0> |  |  |  |  |
| **Data Capture** | <100%> |  |  |  |  |
| **Adjusted Tube Mean (µg/m3)** | <35 (33 – 37) > |  |  |  |  |

Notes:

A single local bias adjustment factor has been used to bias adjust the 2024 diffusion tube results.

Or:

A combined local bias adjustment factor of <enter combined factor> has been used to bias adjust the 2024 diffusion tube results.

Table C.4 – NO2 Fall off With Distance Calculations (concentrations presented in µg/m3)

|  |
| --- |
| **INSTRUCTIONS**  Both automatic and non-automatic distance corrected results can be included within Table C.4.  For distance correction of NO2 monitoring the [NO2 Fall-Off with Distance Calculator](https://laqm.defra.gov.uk/air-quality/air-quality-assessment/no2-falloff/) or the [Diffusion Tube Data Processing Tool](https://laqm.defra.gov.uk/air-quality/air-quality-assessment/diffusion-tube-data-processing-tool/) can be used to complete the calculations. Either tool should be used to ensure the correct methodology for NO2 concentration fall off is utilised. Table C.4 has the same structure as the output tabs as follows, therefore the required data can easily be copied:   * NO2 Fall-Off with Distance Calculator – **Calculator – Multiple Tubes** * Diffusion Tube Data Processing Tool – **Step 4 – Fall off with Distance**   The Limitations / Important Notes tab within the calculator should be referred to ensure only relevant sites are included within the calculator. Please ensure the correct distances are utilised within the calculator:  Any comments output from the calculator should be added within the Comments column.  This table should be deleted if distance correction has not been completed at any site.  **Delete this box when the document is finished** |

| Site ID | Distance (m): Monitoring Site to Kerb | Distance (m): Receptor to Kerb | Monitored Concentration (Annualised and Bias Adjusted) | Background Concentration | Concentration Predicted at Receptor | Comments |
| --- | --- | --- | --- | --- | --- | --- |
| <DT1> |  |  |  |  |  |  |
| <DT2> |  |  |  |  |  |  |

# Glossary of Terms

<Please add a description of any abbreviation included in the APR – An example is provided below.>

|  |  |
| --- | --- |
| **Abbreviation** | **Description** |
| AQAP | Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the LA intends to achieve air quality limit values’ |
| AQMA | Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives |
| APR | Annual Progress Report |
| AURN | Automatic Urban and Rural Network (UK air quality monitoring network) |
| Defra | Department for Environment, Food and Rural Affairs |
| DMRB | Design Manual for Roads and Bridges – Air quality screening tool produced by Highways England |
| DT | Diffusion Tube |
| FDMS | Filter Dynamics Measurement System |
| LAQM | Local Air Quality Management |
| NO2 | Nitrogen Dioxide |
| NOX | Nitrogen Oxides |
| PM10 | Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less |
| PM2.5 | Airborne particulate matter with an aerodynamic diameter of 2.5µm or less |
| QA/QC | Quality Assurance and Quality Control |
| SO2 | Sulphur Dioxide |

# References

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| --- |
| Please provide a list of all documents referred to in the report.  Delete this box when the document is finished |

<Start writing here…>