



BUREAU
VERITAS

LAQM SUBMISSION GUIDANCE

Version 2.0

Released: March 2026

Overview

This guidance has been developed to assist Local Authorities in submitting their Annual Reports to the [LAQM Portal](#). The following steps are covered:

- Uploading diffusion tube and automatic monitoring data to the respective data entry systems;
- Report upload and submission requirements;
- The appraisal process.

If you experience any issues using the LAQM Portal, please contact the LAQM Portal Admin Team in the first instance. For any other LAQM queries, please contact the LAQM Helpdesk.

LAQM Portal Admin Team:



Admin.LAQMPortal@bureauveritas.com

LAQM Helpdesk Team:



LAQMHelpdesk@bureauveritas.com



0800 032 7953

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This guide contains individual submission guidance for local authorities in England (excluding London), London, Northern Ireland, Scotland and Wales. The ‘Checking and Appraisal Process’ section at the end of this guide is relevant to all UK local authorities and provides an overview of the reporting process after submission.

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LAQM SUBMISSION GUIDANCE

ENGLAND
(EXCLUDING LONDON)

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USEFUL WEBSITE LINKS:

[LAQM Portal](#)

[ASR Report Template \(England\)](#)

[Diffusion Tube Data Processing Tool](#)

[Automatic Data Processing Tool](#)

LAQM SUBMISSION STEPS

The LAQM submission process was updated for the 2025 reporting year and will apply to all future reporting years.

1. SUBMIT MONITORING DATA AND TOP 3 MEASURES

- Upload of diffusion tube data to the Diffusion Tube Data Entry System (DTDES) on the LAQM Portal is **mandatory**.
- Upload of automatic data to the new Automatic Data Entry System (ADES) is **mandatory**.
- Submission of the Top 3 Measures to the LAQM Portal is **mandatory**: these should be the highlighted top 3 measures from **Table 2.2 – Progress on Measures to Improve Air Quality** in the ASR.

2. SUBMIT THE REPORT

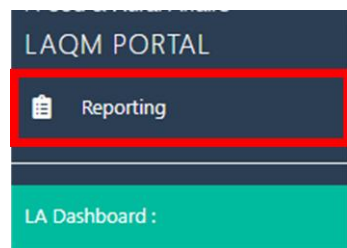
- The ASR must be submitted to the relevant submission slot on the LAQM Portal. Monitoring data must be uploaded before the report submission slot can be accessed. The report can only be submitted once all mandatory data has been uploaded.
- The excel datatables file no longer needs to be submitted alongside the ASR.

3. CHECKING AND APPRAISAL


- The submission will first be checked by the admin team who will contact you if anything is missing. Once it has passed the initial checks it will go for appraisal.
- The report is then sent to Defra for approval.
- Local authorities are contacted via email when the submission has been approved, at which point the appraisal report will be available to view on the Submission page.

THE REPORTING PAGE

After logging in, access the Reporting Page by clicking on 'Reporting' in the tool bar on the left-hand side of the Login page:



The reporting page contains links to the Data Entry Systems for monitoring data and to the Top 3 Measures submission page. Local authorities can upload the data required by clicking on the relevant upload buttons.


 **Status of latest Annual Report**

ANNUAL STATUS REPORT


ASR 2025


Waiting for Submission

Diffusion Tube Data, Top 3 Measures, Automatic Data, must be uploaded prior to upload of the Annual Status Report




Mandatory


Upload 2024 Diffusion Tube Data


Add 2024 Top 3 Measures

Local Authority does not have automatic monitoring data to upload


Upload 2024 Automatic Data

Link to Diffusion Tube Data Entry System (DTDES) for upload of diffusion tube data.

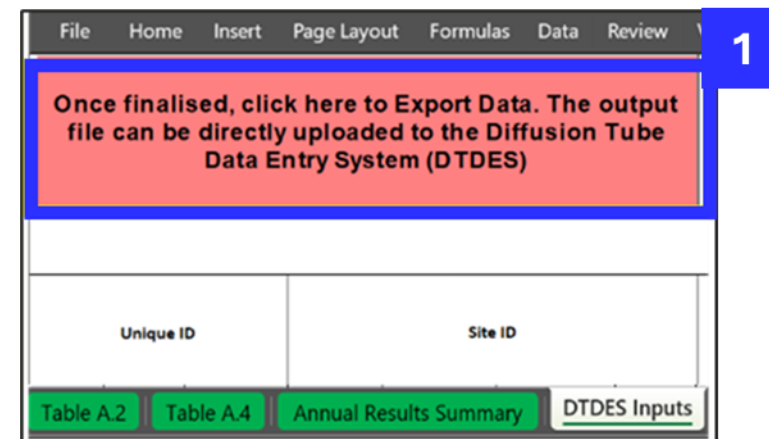
Link to Automatic Data Entry System (ADES) for upload of automatic monitoring data.

Opens pop-up which allows submission of the Top 3 Measures

1. UPLOADING MONITORING DATA – DIFFUSION TUBES

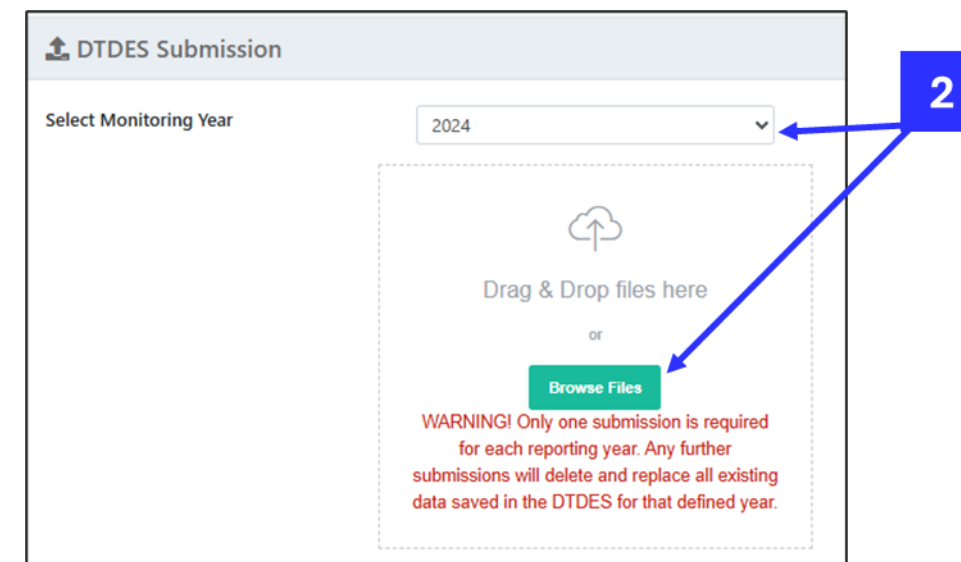
1. EXPORT THE DATA

- i. Diffusion Tube monitoring data should be exported from either the [Diffusion Tube Data Processing Tool \(DTDPT\)](#) or the [DTDES Upload Template](#) by pressing the button at the top left corner of the 'DTDES Inputs' tab (shown across).
- ii. Save the exported .xlsx file to an appropriate location on your computer when prompted. This file can then be uploaded directly to the DTDES.



2. UPLOAD THE DATA

- i. Navigate to the DTDES by clicking the 'Upload 202X Diffusion Tube Data' button on the Reporting page.
- ii. Check the **monitoring year** is correct. Please note this is **not** the same as the reporting year.
- iii. Drag the .xlsx file into the submission box or press 'Browse Files' and locate the exported file.
- iv. The system will indicate if the data has been submitted successfully or if any errors have been detected.




2. UPLOADING MONITORING DATA – AUTOMATIC SITES

FOR LOCAL AUTHORITIES WITH NO AUTOMATIC SITES

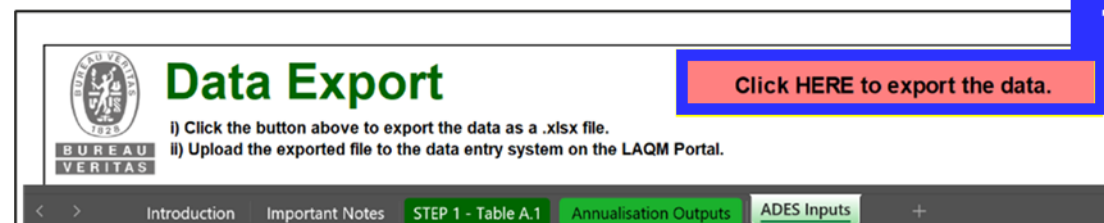
If no automatic monitoring was undertaken, select the ‘Local Authority does not have any monitoring data to upload’ box on the Reporting page:

Local Authority does not have automatic monitoring data to upload

 Upload 2024 Automatic Data

1. EXPORT THE DATA

- i. Automatic monitoring data should be exported from either the [Automatic Data Processing Tool](#) or the [ADES Upload Template](#) by pressing the button at the top left corner of the ‘ADES Inputs’ tab (shown across).
- ii. Save the exported .xlsx file to a sensible location on your computer when prompted. This file can then be uploaded directly to the ADES.



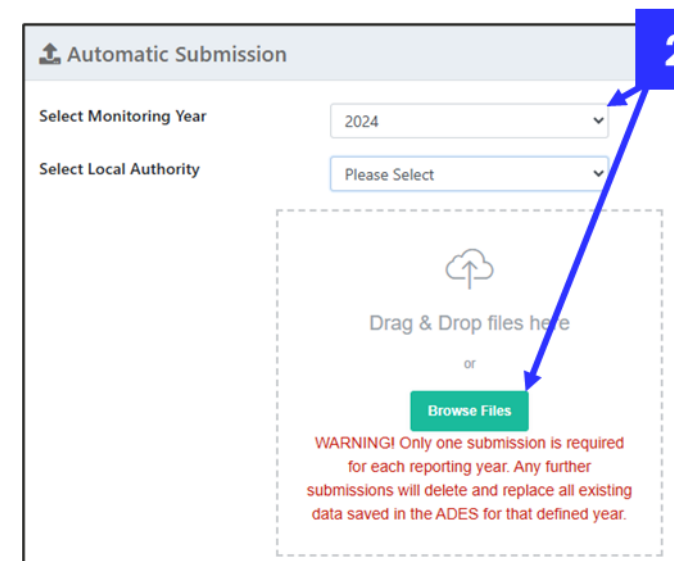
Data Export

i) Click the button above to export the data as a .xlsx file.
ii) Upload the exported file to the data entry system on the LAQM Portal.

Introduction Important Notes **STEP 1 - Table A.1** Annualisation Outputs ADES Inputs +

2. UPLOAD THE DATA

- i. To upload the data, navigate to the ADES by clicking on the ‘Upload 202X Automatic Data’ button on the Reporting page.
- ii. Ensure the monitoring year is correct. Please note this is **not** the same as the reporting year.
- iii. Drag the .xlsx file into the submission box or press ‘Browse Files’ and locate the exported file.
- iv. The system will indicate if the data has been submitted successfully or if any errors have been detected.



Automatic Submission

Select Monitoring Year: 2024

Select Local Authority: Please Select

Drag & Drop files here
or
Browse Files

WARNING! Only one submission is required for each reporting year. Any further submissions will delete and replace all existing data saved in the ADES for that defined year.

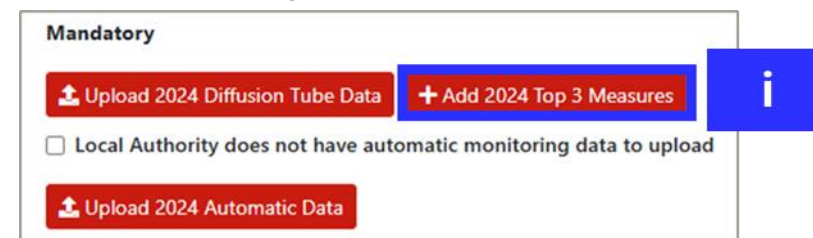
3. SUBMITTING THE TOP 3 MEASURES

1. DETERMINE THE TOP 3 MEASURES

- i. The Top 3 Measures should be the first 3 measures from Table 2.2 – Progress on Measures to Improve Air Quality. These should be the 3 key measures that your local authority would like to raise awareness of amongst local communities.

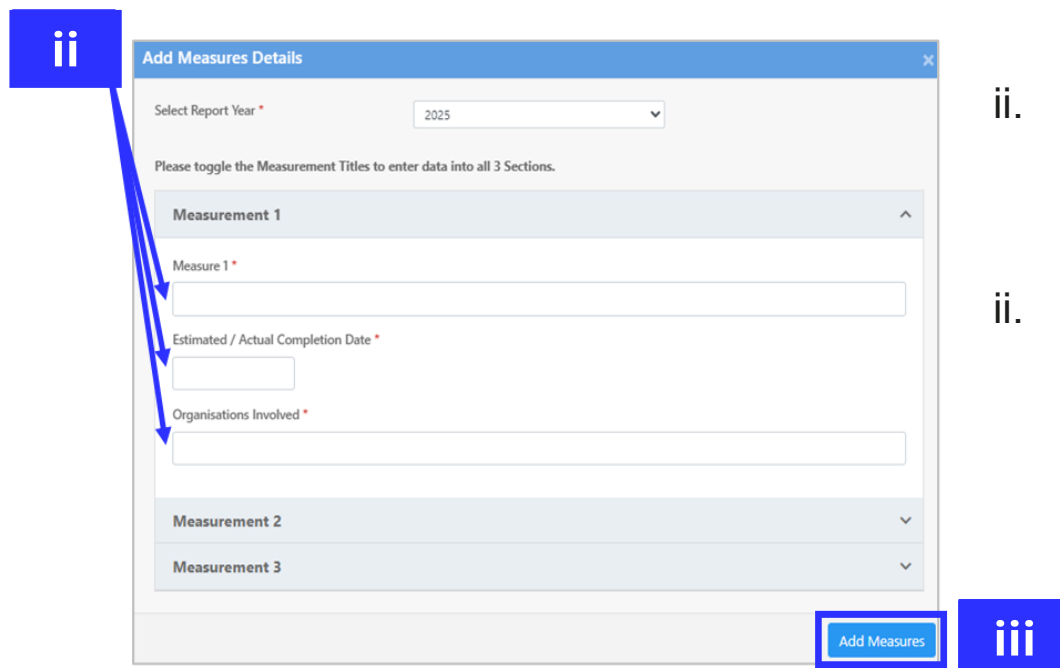
2. SUBMIT THE TOP 3 MEASURES TO THE LAQM PORTAL

- i. Select the ‘Add Top 3 Measures’ button on the LAQM Portal Reporting page.



Mandatory

Local Authority does not have automatic monitoring data to upload



ii

Add Measures Details

Select Report Year * 2025

Please toggle the Measurement Titles to enter data into all 3 Sections.

Measurement 1

Measure 1 *

Estimated / Actual Completion Date *

Organisations Involved *

Measurement 2

Measurement 3

Add Measures

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- ii. For each measure, add the Measure Titles, Estimated/Actual Completion Dates and Organisations Involved into the relevant sections of the pop-up box that appears.
- ii. Once information for all 3 measures has been inputted, click ‘Add Measures’ to submit.

Please do not use acronyms, complex terminology or jargon within the description of the actions or when listing the organisations involved in delivery. Please refer to this [FAQ](#) for further guidance.

4. UPLOADING THE REPORT

- i. On the Reporting page, under the section ‘List of Annual Reports’ click ‘Waiting for Submission’ to open the Update Report page.
- ii. Add the LA Report Reference/Title.
- iii. Upload the ASR by clicking on the ‘Choose Files’ button next the the Main file submission.

List of Annual Reports			
Report Year	Report Type	Report Reference	Report Status
2025	ASR		Waiting for Submission

Please note: The excel datatables file required in previous years’ no longer needs to be uploaded.

ii

Submit report Details

LA Report Reference / Title * (entered by Reporter)

Comments

Add any comments on this report (entered by Reporter)

Add Files Associated with this report

The table below shows the files associated with this report.
Add extra files by Choosing the file and uploading or remove incorrect files using the delete icon. Allowed file types include PDF, DOC, DOCS, XLSX, XLSB

Please ensure you upload the Main Annual report.


Date Uploaded	Type of File	File Reference	File	Actions
	Main	<input style="width: 100%;" type="text" value="File Reference"/>	<input style="width: 100%;" type="text" value="Choose files To Upload"/>	<input style="width: 100%;" type="button" value="Choose Files"/>
	Additional ▼	<input style="width: 100%;" type="text" value="File Reference"/>	<input style="width: 100%;" type="text" value="Choose files To Upload"/>	<input style="width: 100%;" type="button" value="Choose Files"/>

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5. CHECKING THE LOCAL AUTHORITY DETAILS

Before the report can be submitted, the local authority details must be checked. This can be done from the Submission page.

- i. Click on the ‘Check LA Details’ box in the ‘Check Local Authority Details’ section of the Submission page.
- ii. A pop-up box will then appear – check that the details in this box are correct. Red stars mark mandatory inputs (Local Authority Name, Air Quality / Environmental Health / General Enquiries Mailbox and General Air Quality Website).
- iii. To confirm these details as correct, select the tickbox at the bottom right-hand corner of the pop-up.
- iv. Click ‘Save Local Authority Details’ to confirm the details have been checked and return to the Submission page.



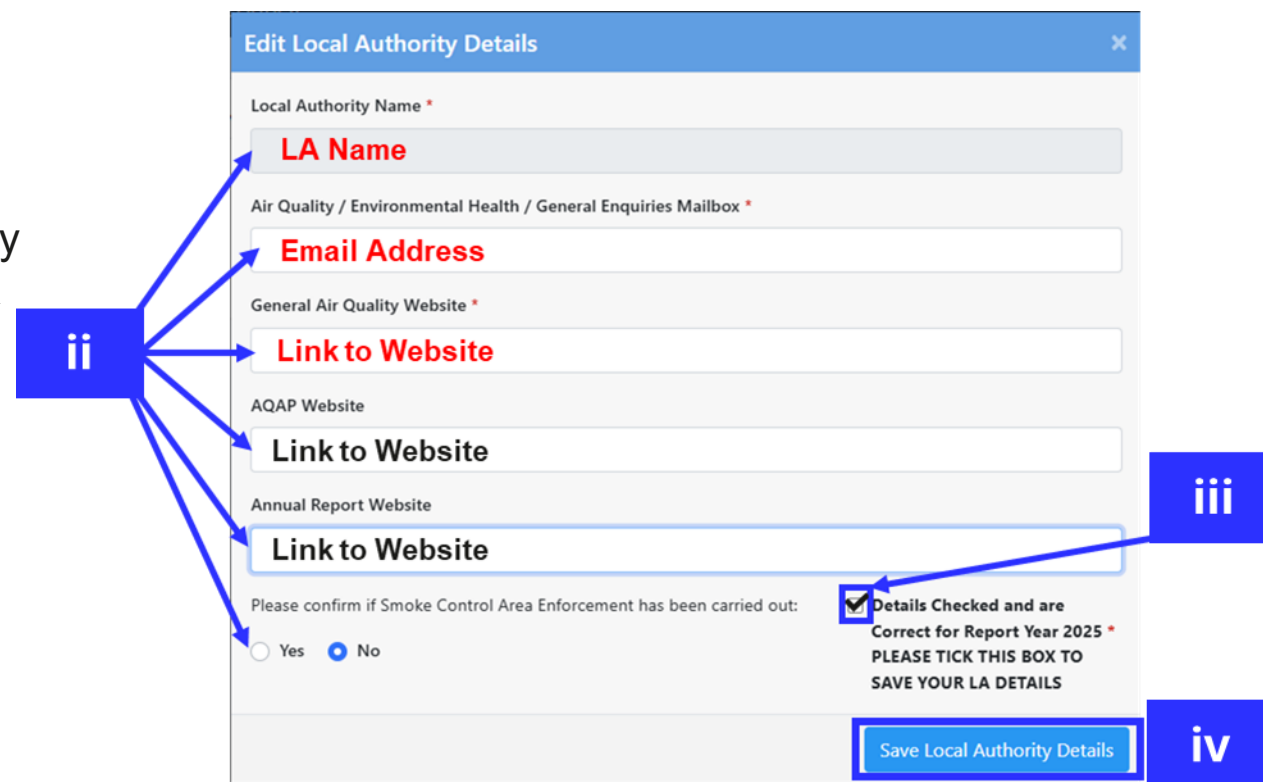
i

Check Local Authority Details

It is now required that you check your Local Authority details are correct and up to date as part of the Submission procedure.

[Check LA Details](#)

Please ensure you have checked these details. You will be unable to progress until this has been completed.



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iv

Edit Local Authority Details

Local Authority Name *

LA Name

Air Quality / Environmental Health / General Enquiries Mailbox *

Email Address

General Air Quality Website *

Link to Website

AQAP Website

Link to Website

Annual Report Website

Link to Website

Please confirm if Smoke Control Area Enforcement has been carried out:

Yes No

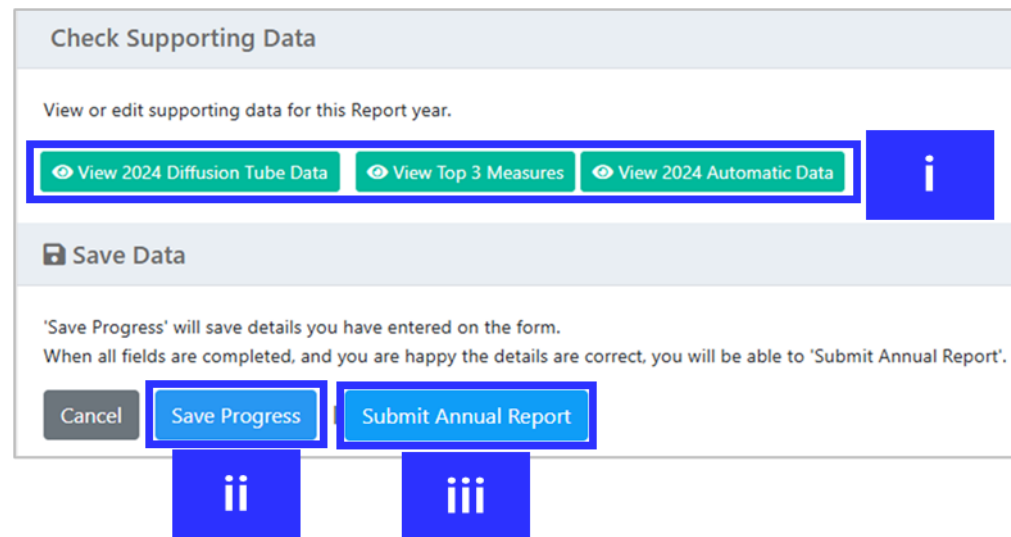
Details Checked and are Correct for Report Year 2025 *

PLEASE TICK THIS BOX TO SAVE YOUR LA DETAILS

[Save Local Authority Details](#)

6. CHECKING THE DATA AND SUBMITTING THE REPORT

- i. On the Submission page, check that all boxes in the ‘Check Supporting Data’ section are green. This indicates that all required supporting data has been successfully uploaded. All required data must be uploaded before the report can be submitted.
- ii. Once you have checked your submission, press ‘Save Progress’.
- iii. The ‘Submit Annual Report’ button will then become visible. Check the details and report version you have uploaded are correct, then click this button to submit the report.
- iv. Go back to the Reporting page - the status of the report should now say ‘Waiting to be Checked by the Appraisal Team’. This indicates that the report has been submitted successfully. If anything is missing from your submission, the LAQM Portal Admin Team will contact you via email.



Check Supporting Data

View or edit supporting data for this Report year.

[View 2024 Diffusion Tube Data](#)
[View Top 3 Measures](#)
[View 2024 Automatic Data](#)

Save Data

'Save Progress' will save details you have entered on the form.
When all fields are completed, and you are happy the details are correct, you will be able to 'Submit Annual Report'.

Report Year	Report Type	Report Reference	Report Status
2025	ASR	ASR 2025	Waiting to be checked by the Appraisal Team



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LAQM SUBMISSION GUIDANCE LONDON

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USEFUL WEBSITE LINKS:

[LAQM Portal](#)

[ASR Report Template \(London\)](#)

[Diffusion Tube Data Processing Tool](#)

[Automatic Data Processing Tool](#)

LAQM SUBMISSION STEPS

The LAQM submission process was updated for the 2026 reporting year and will apply to all future reporting years.

1. SUBMIT MONITORING DATA AND TOP 3 MEASURES

- Upload of diffusion tube data to the Diffusion Tube Data Entry System (DTDES) on the LAQM Portal is **mandatory**.
- Upload of automatic data to the new Automatic Data Entry System (ADES) is **mandatory**.
- Submission of the Top 3 Measures to the LAQM Portal is **mandatory**: these should be the highlighted top 3 measures from **Table M. Delivery of Air Quality Action Plan Measures to Improve Air Quality** in the ASR.

2. SUBMIT THE REPORT


- The ASR must be submitted to the relevant submission slot on the LAQM Portal. Monitoring data must be uploaded before the report submission slot can be accessed. The report can only be submitted once all mandatory data has been uploaded.

3. CHECKING AND APPRAISAL

- The submission will first be checked by the admin team who will contact you if anything is missing. Once it has passed the initial checks it will go for appraisal.
- The report is then sent to Defra/DA for approval.
- Local authorities are contacted via email when the submission has been approved, at which point the appraisal report will be available to view on the Submission page.

THE REPORTING PAGE

The reporting page contains links to the Data Entry Systems for monitoring data and to the Top 3 Measures submission page. Local authorities can upload the data required by clicking on the relevant upload buttons.


 Status of latest Annual Report

ANNUAL STATUS REPORT


ASR 2026


Waiting for Submission

Diffusion Tube Data, Top 3 Measures, Automatic Data, must be uploaded prior to upload of the Annual Status Report




Mandatory

 Upload 2025 Diffusion Tube Data

 Add Top 3 Measures

Local Authority does not have automatic monitoring data to upload

 Upload 2025 Automatic Data

Link to Diffusion Tube Data Entry System (DTDES) for upload of diffusion tube data.

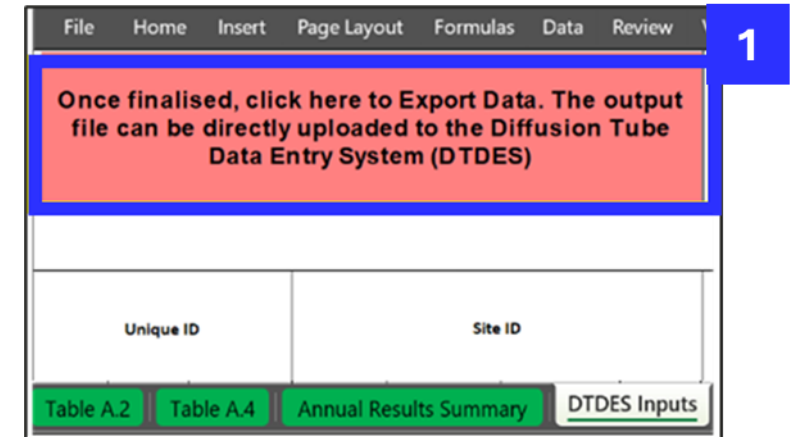
Link to Automatic Data Entry System (ADES) for upload of automatic monitoring data.

Opens pop-up which allows submission of the Top 3 Measures

1. UPLOADING MONITORING DATA – DIFFUSION TUBES

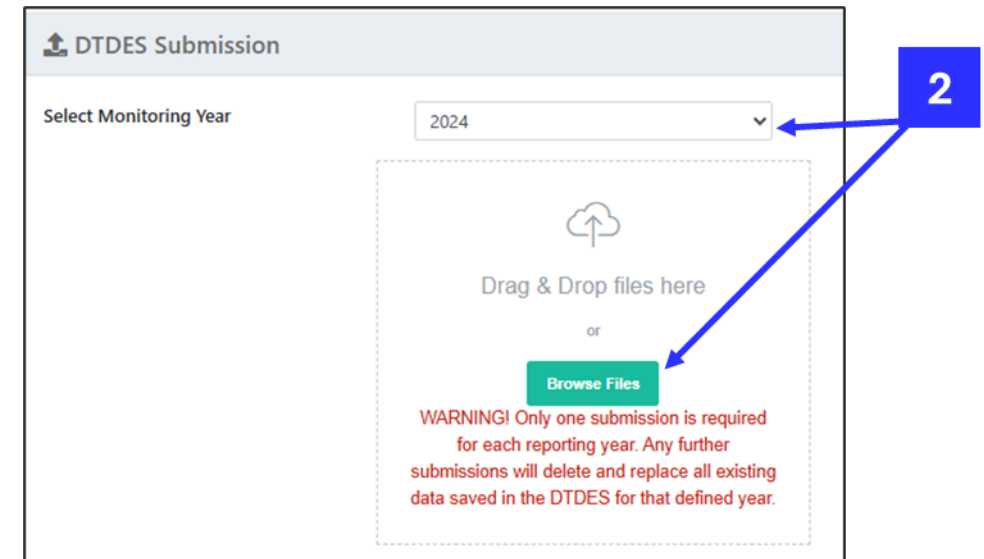
1. EXPORT THE DATA

- i. Diffusion Tube monitoring data should be exported from either the [Diffusion Tube Data Processing Tool \(DTDPT\)](#) or the [DTDES Upload Template](#) by pressing the button at the top left corner of the 'DTDES Inputs' tab (shown across).
- ii. Save the exported .xlsx file to an appropriate location on your computer when prompted. This file can then be uploaded directly to the DTDES.



2. UPLOAD THE DATA

- i. Navigate to the DTDES by clicking the 'Upload 202X Diffusion Tube Data' button on the Reporting page.
- ii. Check the **monitoring year** is correct.
- iii. Drag the .xlsx file into the submission box or press 'Browse Files' and locate the exported file.
- iv. The system will indicate if the data has been submitted successfully or if any errors have been detected.



2. UPLOADING MONITORING DATA – AUTOMATIC SITES

FOR LOCAL AUTHORITIES WITH NO AUTOMATIC SITES

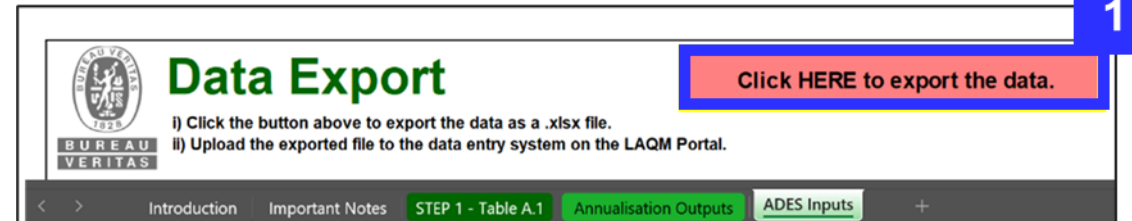
If no automatic monitoring was undertaken, select the ‘Local Authority does not have any monitoring data to upload’ box on the Reporting page:

Local Authority does not have automatic monitoring data to upload

[Upload 2024 Automatic Data](#)

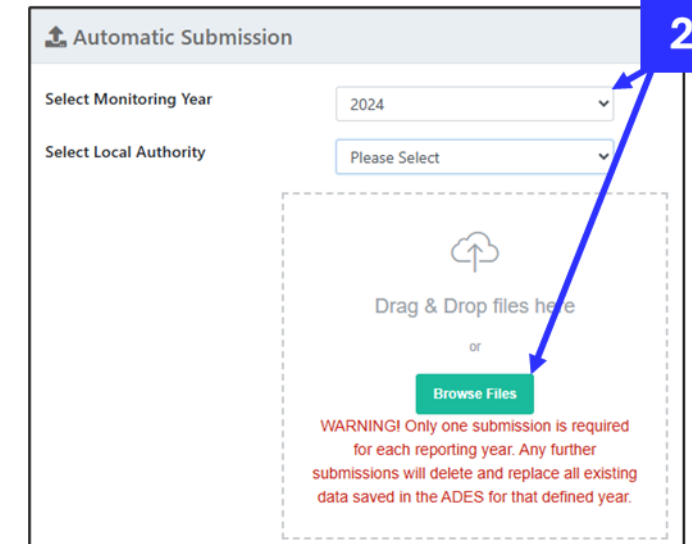
1. EXPORT THE DATA

- i. Automatic monitoring data should be exported from either the [Automatic Data Processing Tool](#) or the [ADES Upload Template](#) by pressing the button at the top left corner of the ‘ADES Inputs’ tab (shown across).
- ii. Save the exported .xlsx file to a sensible location on your computer when prompted. This file can then be uploaded directly to the ADES.



2. UPLOAD THE DATA

- i. To upload the data, navigate to the ADES by clicking on the ‘Upload 202X Automatic Data’ button on the Reporting page.
- ii. Ensure the **monitoring year** is correct.
- iii. Drag the .xlsx file into the submission box or press ‘Browse Files’ and locate the exported file.
- iv. The system will indicate if the data has been submitted successfully or if any errors have been detected.



3. SUBMITTING THE TOP 3 MEASURES (RECOMMENDED)

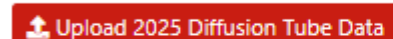
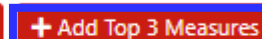
1. DETERMINE THE TOP 3 MEASURES

- i. The Top 3 Measures should be the first 3 measures from **Table M. Delivery of Air Quality Action Plan Measures to Improve Air Quality**. These should be the 3 key measures that your local authority would like to raise awareness of amongst local communities.

2. SUBMIT THE TOP 3 MEASURES TO THE LAQM PORTAL

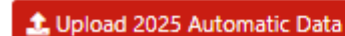
- i. Select the ‘Add Top 3 Measures’ button on the LAQM Portal Reporting page.

Mandatory

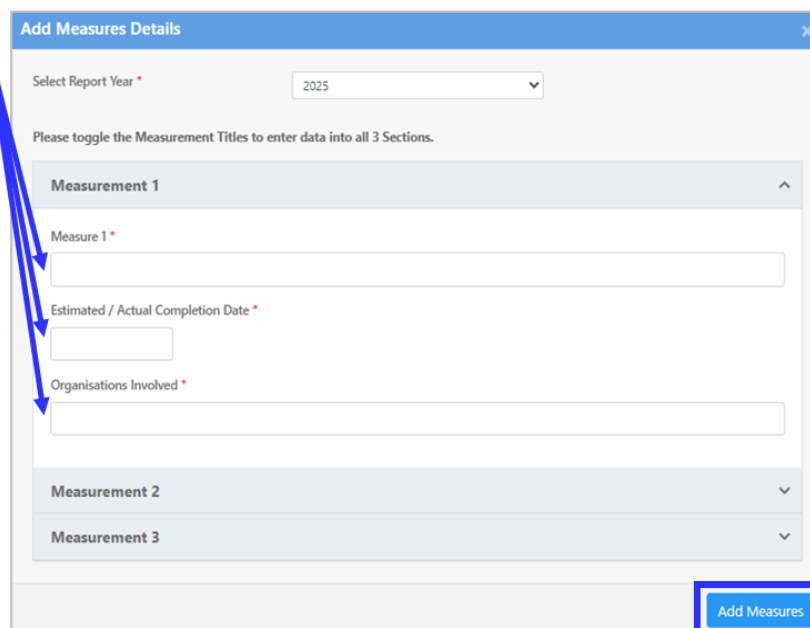



i

 Local Authority does not have automatic monitoring data to upload



ii



iii

- ii. For each measure, add the Measure Titles, Estimated/Actual Completion Dates and Organisations Involved into the relevant sections of the pop-up box that appears.
- ii. Once information for all 3 measures has been inputted, click ‘Add Measures’ to submit.

Do not use acronyms, complex terminology or jargon within the description of the actions or when listing the organisations involved in delivery. Please refer to this [FAQ](#) for further guidance.

4. UPLOADING THE REPORT

- i. On the Reporting page, under the section ‘List of Annual Reports’ click ‘Waiting for Submission’ to open the Update Report page.
- ii. Add the LA Report Reference/Title.
- iii. Upload the ASR by clicking on the ‘Choose Files’ button next the Main file submission.

List of Annual Reports

Report Year	Report Type	Report Reference	Report Status
2025	ASR		Waiting for Submission



Submit report Details

LA Report Reference / Title * (entered by Reporter)

Comments

Add any comments on this report (entered by Reporter)

Add Files Associated with this report

The table below shows the files associated with this report.
Add extra files by Choosing the file and uploading or remove incorrect files using the delete icon. Allowed file types include PDF, DOC, DOCS, XLSX, XLSB

Please ensure you upload the Main Annual report.

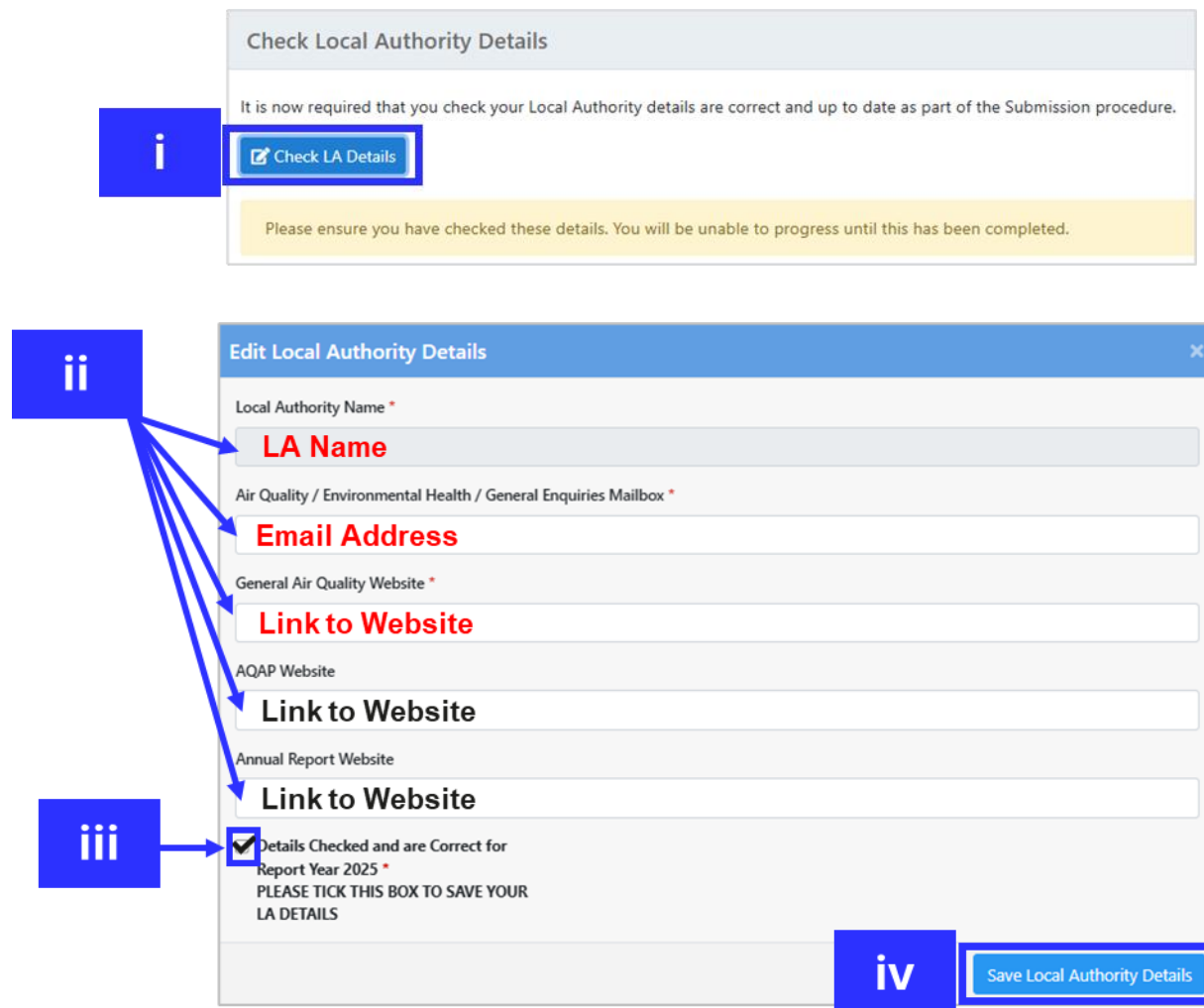
Date Uploaded	Type of File	File Reference	File	Actions
	Main	File Reference	Choose files To Upload	Choose Files
	Additional	File Reference	Choose files To Upload	Choose Files



5. CHECKING THE LOCAL AUTHORITY DETAILS

Before the report can be submitted, the local authority details must be checked. This can be done from the Submission page.

- i. Click on the ‘Check LA Details’ box in the ‘Check Local Authority Details’ section of the Submission page.
- ii. A pop-up box will then appear – check that the details in this box are correct. Red stars mark mandatory inputs (Local Authority Name, Air Quality / Environmental Health / General Enquiries Mailbox / Environmental Health / General Enquires Mailbox and General Air Quality Website).
- iii. To confirm these details as correct, select the tickbox at the bottom left-hand corner of the pop-up.
- iv. Click ‘Save Local Authority Details’ to confirm the details have been checked and return to the Submission page.



The screenshot shows two parts of the submission process:

Top Section: Check Local Authority Details

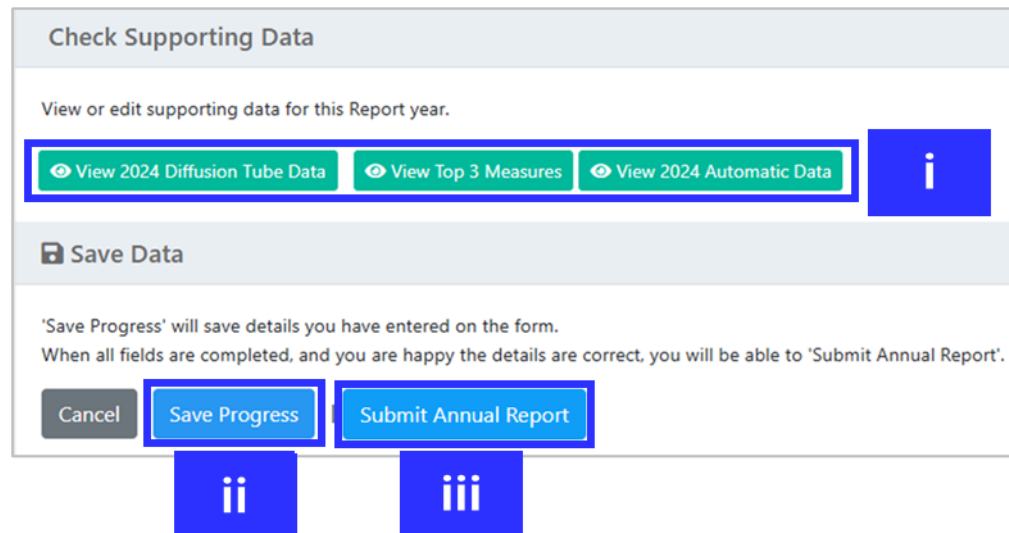
- A blue box with a white 'i' points to the 'Check LA Details' button.
- Below the button is a yellow warning box: "Please ensure you have checked these details. You will be unable to progress until this has been completed."

Bottom Section: Edit Local Authority Details

- A blue box with a white 'ii' points to the 'LA Name' field, which has a red star next to it.
- The 'Email Address' field also has a red star next to it.
- The 'General Air Quality Website' field has a red star next to it.
- A blue box with a white 'iii' points to the 'Details Checked and are Correct for Report Year 2025' checkbox, which is checked.
- A blue box with a white 'iv' points to the 'Save Local Authority Details' button at the bottom right.

6. CHECKING THE DATA AND SUBMITTING THE REPORT

- i. On the submission page, check that all boxes in the ‘Check Supporting Data’ section are green. This indicates that all required supporting data has been successfully uploaded. All required data must be uploaded before the report can be submitted.
- ii. Once you have checked your submission, press ‘Save Progress’.
- iii. The ‘Submit Annual Report’ button will then become visible. Check the details and report version you have uploaded are correct, then click this button to submit the report.
- iv. Go back to the Reporting page - the status of the report should now say ‘Waiting to be Checked by the Appraisal Team’. This indicates that the report has been submitted successfully. If anything is missing from your submission, the LAQM Portal Admin Team will contact you via email.



Report Year	Report Type	Report Reference	Report Status
2025	ASR	ASR 2025	Waiting to be checked by the Appraisal Team

Below the 'Waiting to be checked by the Appraisal Team' status is a blue box with 'iv'.



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LAQM SUBMISSION GUIDANCE NORTHERN IRELAND

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USEFUL WEBSITE LINKS:

[LAQM Portal](#)

[Progress Report/Updating and Screening Assessment Template](#)

[Diffusion Tube Data Processing Tool](#)

[Automatic Data Processing Tool](#)

LAQM SUBMISSION STEPS

The LAQM submission process was updated for the 2025 reporting year and will apply to all future reporting years.

1. SUBMIT MONITORING DATA AND TOP 3 MEASURES

- Uploading Diffusion Tube data to the Diffusion Tube Data Entry System (DTDES) on the LAQM Portal is **recommended**.
- Submission of the Top 3 Measures to the LAQM Portal is **recommended**: these should be the 3 key measures in **Table 9.1 – Action Plan Progress** from the latest Progress Report that your local authority would like to raise awareness of amongst local communities.

2. SUBMIT THE REPORT

- The Progress Report/Updating and Screening Assessment (PR/USA) must be submitted to the relevant submission slot on the LAQM Portal.

3. CHECKING AND APPRAISAL

- The submission will first be checked by the admin team who will contact you if anything is missing. Once it has passed the initial checks it will go for appraisal.
- The report is then sent to Defra/DA for approval.
- District councils are contacted via email when the submission has been approved, at which point the appraisal report will be available to view on the Submission page.

THE REPORTING PAGE

The reporting page contains links to the Data Entry Systems for monitoring data and to the Top 3 Measures submission page. District councils can upload the data required by clicking on the relevant upload buttons.



The screenshot shows a web interface titled "Status of latest Annual Report". It features a prominent red banner for the "PR 2025 Report" with the text "Waiting for Submission" and a document icon. Below the banner are three buttons: a red "Submit Annual Report" button, and two blue buttons under a "Recommended" section: "Upload 2024 Diffusion Tube Data" and "Add 2024 Top 3 Measures".

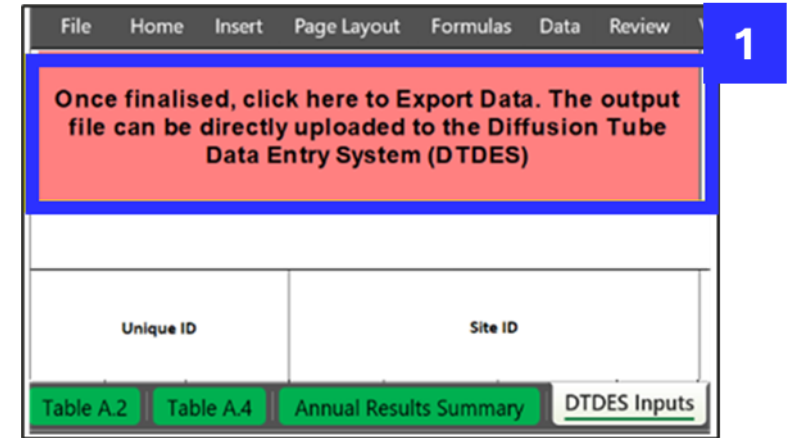
Callout boxes provide the following information:

- Link to Report Submission Page:** Points to the "Submit Annual Report" button.
- Link to Diffusion Tube Data Entry System (DTDES) for upload of diffusion tube data:** Points to the "Upload 2024 Diffusion Tube Data" button.
- Opens pop-up which allows submission of the Top 3 Measures:** Points to the "Add 2024 Top 3 Measures" button.

1. UPLOADING MONITORING DATA – DIFFUSION TUBES (RECOMMENDED)

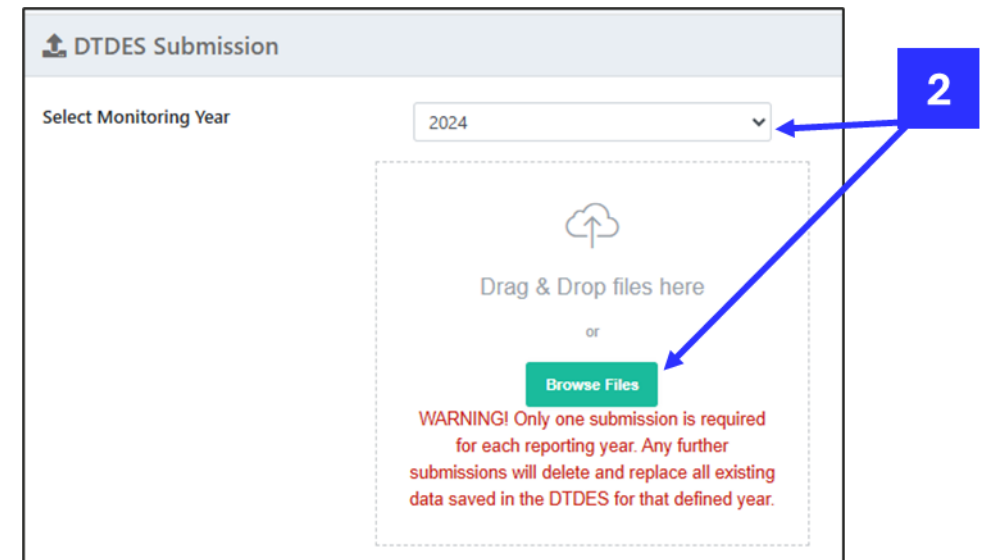
1. EXPORT THE DATA

- i. Diffusion Tube monitoring data should be exported from either the [Diffusion Tube Data Processing Tool \(DTDPT\)](#) or the [DTDES Upload Template](#) by pressing the button at the top left corner of the 'DTDES Inputs' tab (shown across).
- ii. Save the exported .xlsx file to an appropriate location on your computer when prompted. This file can then be uploaded directly to the DTDES.



2. UPLOAD THE DATA

- i. Navigate to the DTDES by clicking the 'Upload 202X Diffusion Tube Data' button on the Reporting page.
- ii. Check the **monitoring year** is correct. Please note this is **not** the same as the reporting year.
- iii. Drag the .xlsx file into the submission box or press 'Browse Files' and locate the exported file.
- iv. The system will indicate if the data has been submitted successfully or if any errors have been detected.



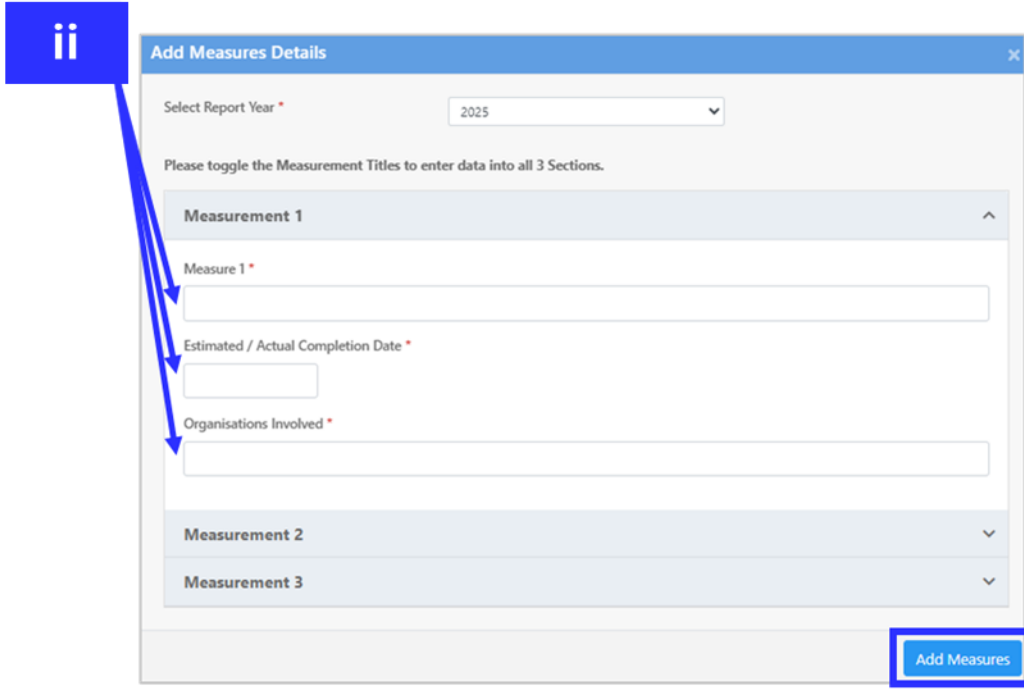
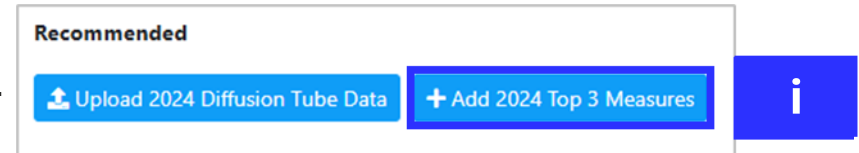
2. SUBMITTING THE TOP 3 MEASURES (RECOMMENDED)

1. DETERMINE THE TOP 3 MEASURES

- i. The Top 3 Measures should be the first 3 measures from **Table 9.1 – Action Plan Progress** from the latest Progress Report. These should be the 3 key measures that your local authority would like to raise awareness of amongst local communities.

2. SUBMIT THE TOP 3 MEASURES TO THE LAQM PORTAL

- i. Select the ‘Add Top 3 Measures’ button on the LAQM Portal Reporting page.

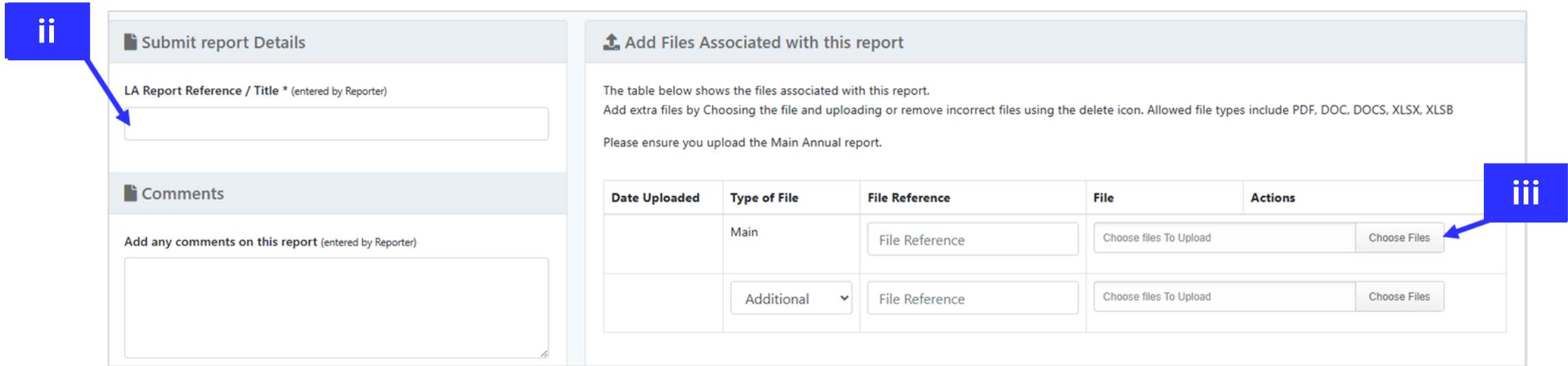
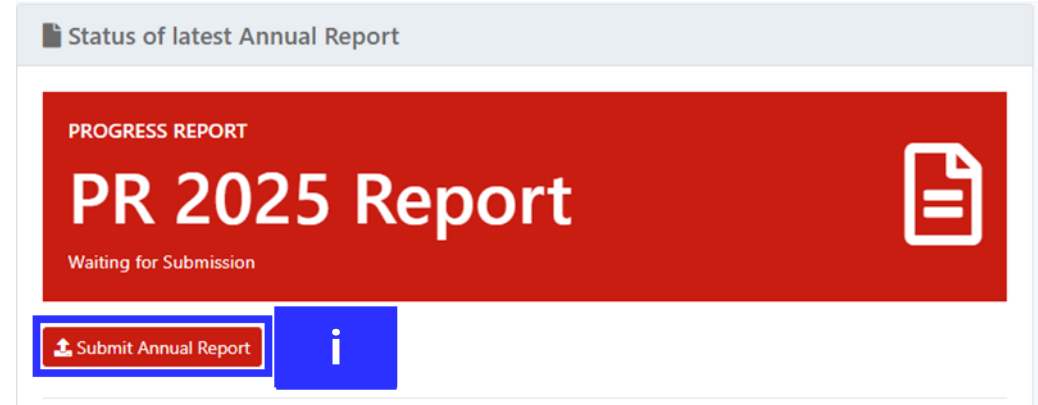


- ii. For each measure, add the Measure Titles, Estimated/Actual Completion Dates and Organisations Involved into the relevant sections of the pop-up box that appears.
- ii. Once information for all 3 measures has been inputted, click ‘Add Measures’ to submit.

Do not use acronyms, complex terminology or jargon within the description of the actions or when listing the organisations involved in delivery. Please refer to this [FAQ](#) for further guidance.

3. UPLOADING THE REPORT

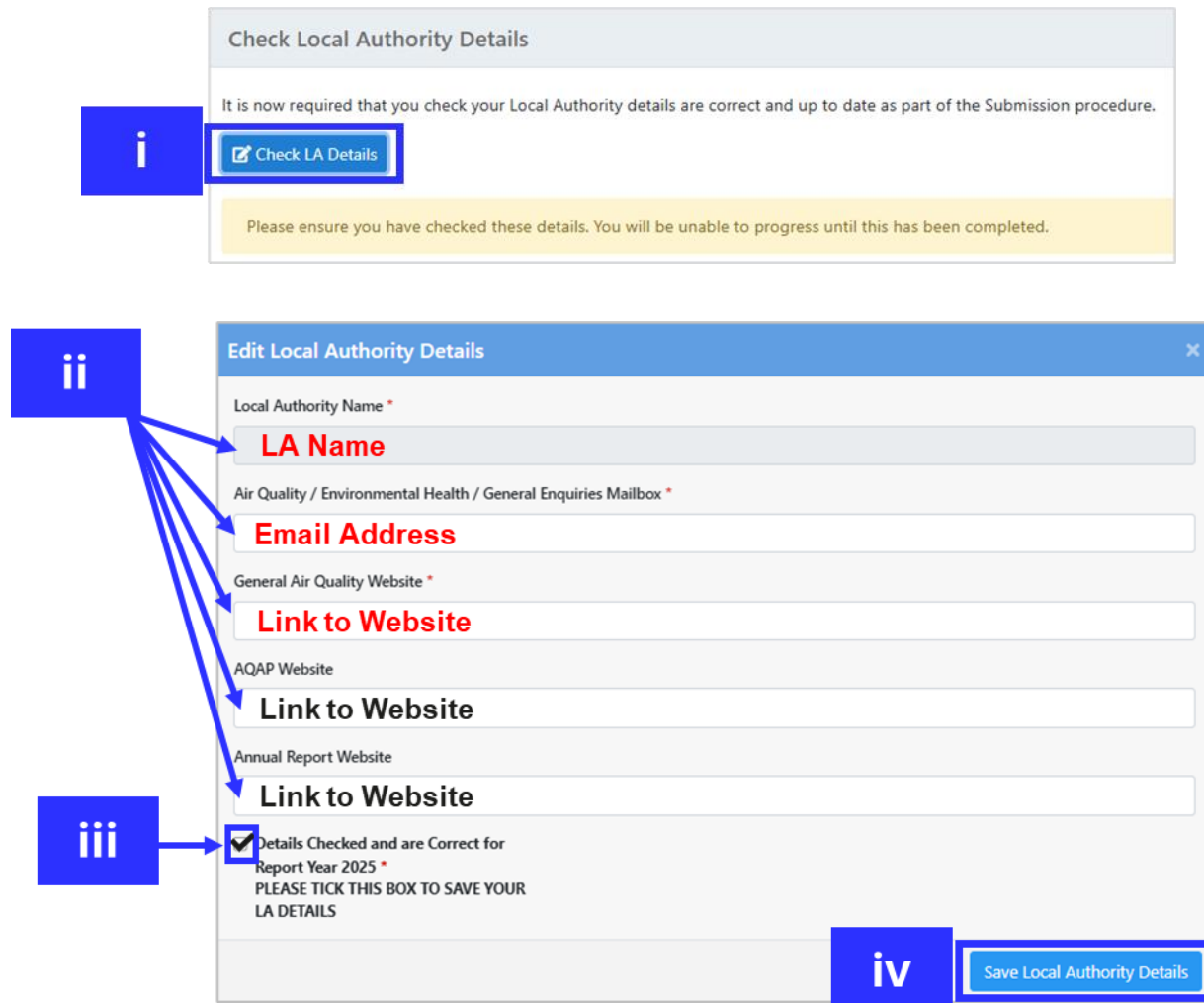
- i. On the Reporting page, click ‘Submit Annual Report’ to open the Update Report page.
- ii. Add the LA Report Reference/Title and the Submit Date.
- iii. Upload the PR/USA by clicking on the ‘Choose Files’ button next to the Main file submission.



4. CHECKING THE LOCAL AUTHORITY DETAILS

Before the report can be submitted, the local authority details must be checked. This can be done from the Submission page.

- i. Click on the ‘Check LA Details’ box in the ‘Check Local Authority Details’ section of the Submission page.
- ii. A pop-up box will then appear – check that the details in this box are correct. Red stars mark mandatory inputs (Local Authority Name, Air Quality / Environmental Health / General Enquiries Mailbox / Environmental Health / General Enquires Mailbox and General Air Quality Website).
- iii. To confirm these details as correct, select the tickbox at the bottom left-hand corner of the pop-up.
- iv. Click ‘Save Local Authority Details’ to confirm the details have been checked and return to the Submission page.



Check Local Authority Details

It is now required that you check your Local Authority details are correct and up to date as part of the Submission procedure.

Check LA Details

Please ensure you have checked these details. You will be unable to progress until this has been completed.

Edit Local Authority Details

Local Authority Name *
LA Name

Air Quality / Environmental Health / General Enquiries Mailbox *
Email Address

General Air Quality Website *
Link to Website

AQAP Website
Link to Website

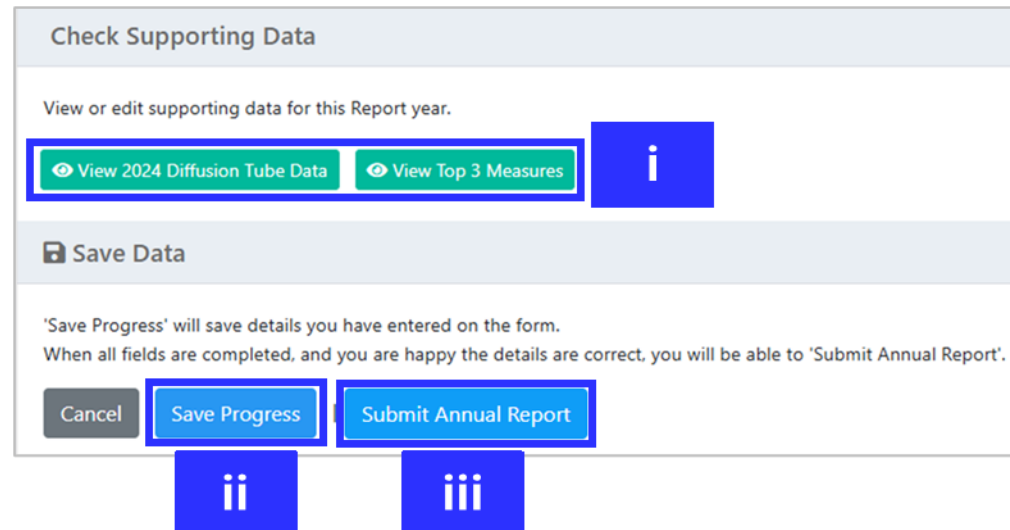
Annual Report Website
Link to Website

Details Checked and are Correct for Report Year 2025 *
 PLEASE TICK THIS BOX TO SAVE YOUR LA DETAILS

Save Local Authority Details

5. CHECKING THE DATA AND SUBMITTING THE REPORT

- i. On the Submission page, check that all boxes in the ‘Check Supporting Data’ section are green. This indicates that all required supporting data has been successfully uploaded. All required data must be uploaded before the report can be submitted. **Please note:** submission of Top 3 Measures is recommended.
- ii. Once you have checked your submission, press ‘Save Progress’.
- iii. The ‘Submit Annual Report’ button will then become visible. Check the details and report version you have uploaded are correct, then click this button to submit the report.
- iv. Go back to the Reporting page - the status of the report should now say ‘Waiting to be Checked by the Appraisal Team’. This indicates that the report has been submitted successfully. If anything is missing from your submission, the LAQM Portal Admin Team will contact you via email.



Report Year	Report Type	Report Reference	Report Status
2025	PR	PR 2025	Waiting to be checked by the Appraisal Team



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LAQM SUBMISSION GUIDANCE SCOTLAND

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USEFUL WEBSITE LINKS:

[LAQM Portal](#)

[APR Template \(Scotland\)](#)

[Diffusion Tube Data Processing Tool](#)

[Automatic Data Processing Tool](#)

LAQM SUBMISSION STEPS

The LAQM submission process was updated for the 2025 reporting year and will apply to all future reporting years.

1. SUBMIT MONITORING DATA AND TOP 3 MEASURES

- Submission of diffusion tube data to the Diffusion Tube Data Entry System (DTDES) on the LAQM Portal is **mandatory**.
- Submission of the Top 3 Measures to the LAQM Portal is **mandatory**: these should be the highlighted top 3 measures from **Table 2.2 – Progress on Measures to Improve Air Quality** in the APR.

2. SUBMIT THE REPORT

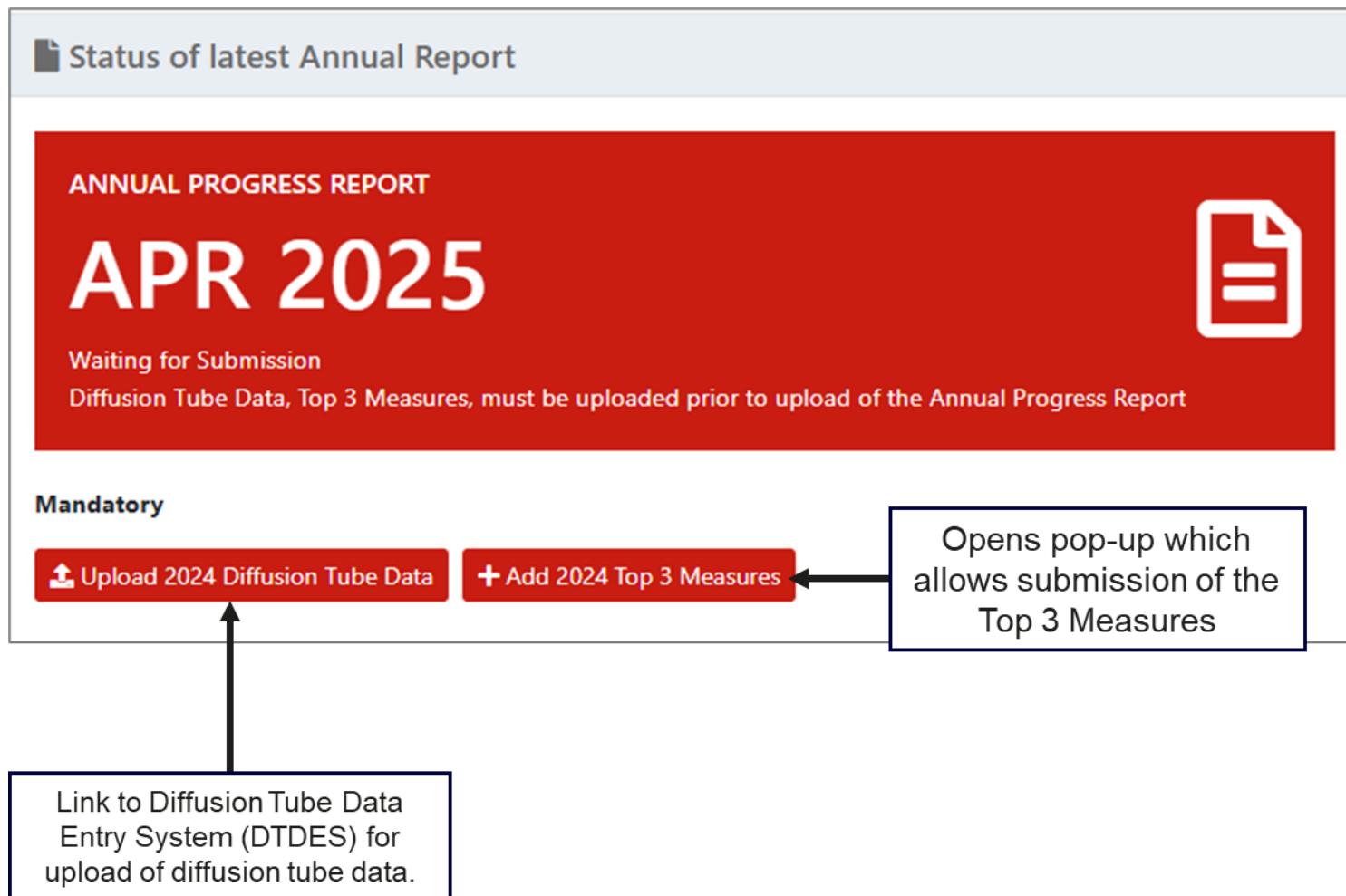
- The APR must be submitted to the relevant submission slot on the LAQM Portal. Monitoring data must be uploaded before the report submission slot can be accessed. The report can only be submitted once all mandatory data has been uploaded.

3. CHECKING AND APPRAISAL

- The submission will first be checked by the admin team who will contact you if anything is missing. Once it has passed the initial checks it will go for appraisal.
- The report is then sent to Defra/DA for approval.
- Local authorities are contacted via email when the submission has been approved, at which point the appraisal report will be available to view on the Submission page.

THE REPORTING PAGE

The reporting page contains links to the Data Entry Systems for monitoring data and to the Top 3 Measures submission page. Local authorities can upload the data required by clicking on the relevant upload buttons.

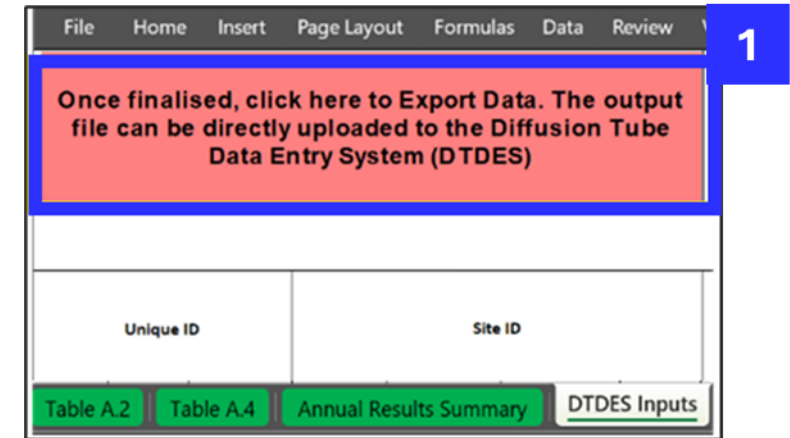


The screenshot shows a web interface for the 'Status of latest Annual Report'. A prominent red banner displays 'ANNUAL PROGRESS REPORT APR 2025' with a document icon and the text 'Waiting for Submission' and 'Diffusion Tube Data, Top 3 Measures, must be uploaded prior to upload of the Annual Progress Report'. Below this, under a 'Mandatory' heading, are two red buttons: 'Upload 2024 Diffusion Tube Data' and '+ Add 2024 Top 3 Measures'. A callout box points to the first button, stating it is a 'Link to Diffusion Tube Data Entry System (DTDES) for upload of diffusion tube data.' Another callout box points to the second button, stating it 'Opens pop-up which allows submission of the Top 3 Measures'.

1. UPLOADING MONITORING DATA – DIFFUSION TUBES

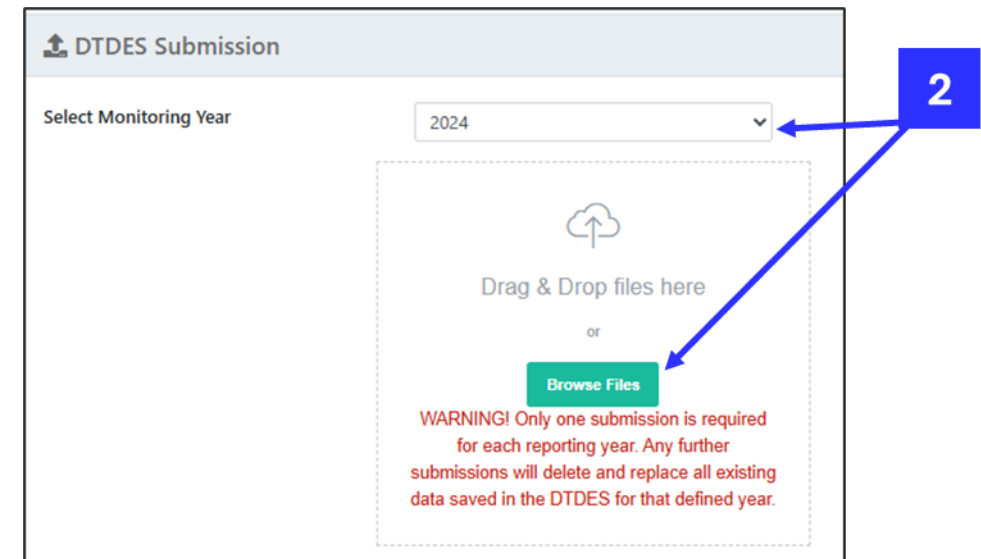
1. EXPORT THE DATA

- i. Diffusion Tube monitoring data should be exported from either the [Diffusion Tube Data Processing Tool \(DTDPT\)](#) or the [DTDES Upload Template](#) by pressing the button at the top left corner of the 'DTDES Inputs' tab (shown across).
- ii. Save the exported .xlsx file to an appropriate location on your computer when prompted. This file can then be uploaded directly to the DTDES.



2. UPLOAD THE DATA

- i. Navigate to the DTDES by clicking the 'Upload 202X Diffusion Tube Data' button on the Reporting page.
- ii. Check the **monitoring year** is correct. Please note this is **not** the same as the reporting year.
- iii. Drag the .xlsx file into the submission box or press 'Browse Files' and locate the exported file.
- iv. The system will indicate if the data has been submitted successfully or if any errors have been detected.



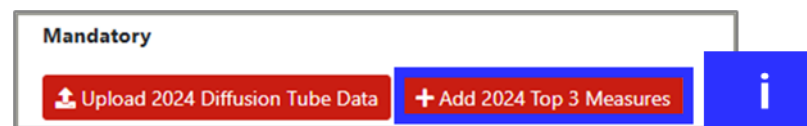
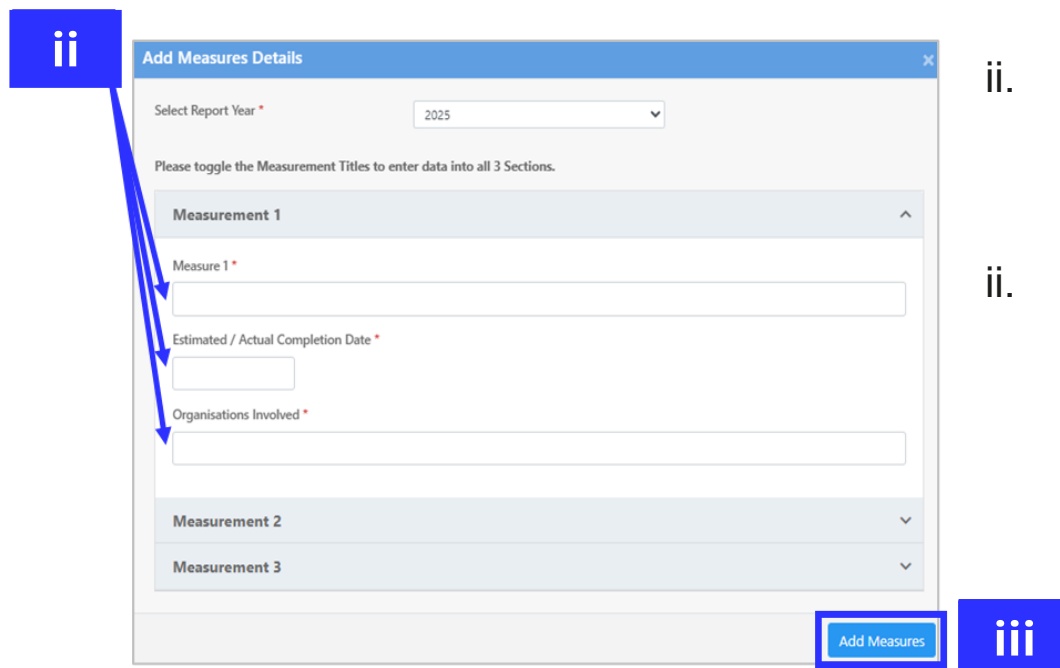
2. SUBMITTING THE TOP 3 MEASURES

1. DETERMINE THE TOP 3 MEASURES

- i. The Top 3 Measures should be the first 3 measures from Table 2.2 – Progress on Measures to Improve Air Quality. These should be the 3 key measures that your local authority would like to raise awareness of amongst local communities.

2. SUBMIT THE TOP 3 MEASURES TO THE LAQM PORTAL

- i. Select the ‘Add Top 3 Measures’ button on the LAQM Portal Reporting page.

- ii. For each measure, add the Measure Titles, Estimated/Actual Completion Dates and Organisations Involved into the relevant sections of the pop-up box that appears.
- ii. Once information for all 3 measures has been inputted, click ‘Add Measures’ to submit.

Do not use acronyms, complex terminology or jargon within the description of the actions or when listing the organisations involved in delivery. Please refer to this [FAQ](#) for further guidance.

3. UPLOADING THE REPORT

- i. On the Reporting page, under the section ‘List of Annual Reports’ click ‘Waiting for Submission’ to open the Update Report page.
- ii. Add the LA Report Reference/Title and the Submit Date.
- iii. Upload the APR by clicking on the ‘Choose Files’ button next the the Main file submission.

List of Annual Reports			
Report Year	Report Type	Report Reference	Report Status
2025	APR		Waiting for Submission



Submit report Details

LA Report Reference / Title * (entered by Reporter)

Comments

Add any comments on this report (entered by Reporter)

Add Files Associated with this report

The table below shows the files associated with this report.
Add extra files by Choosing the file and uploading or remove incorrect files using the delete icon. Allowed file types include PDF, DOC, DOCS, XLSX, XLSB

Please ensure you upload the Main Annual report.

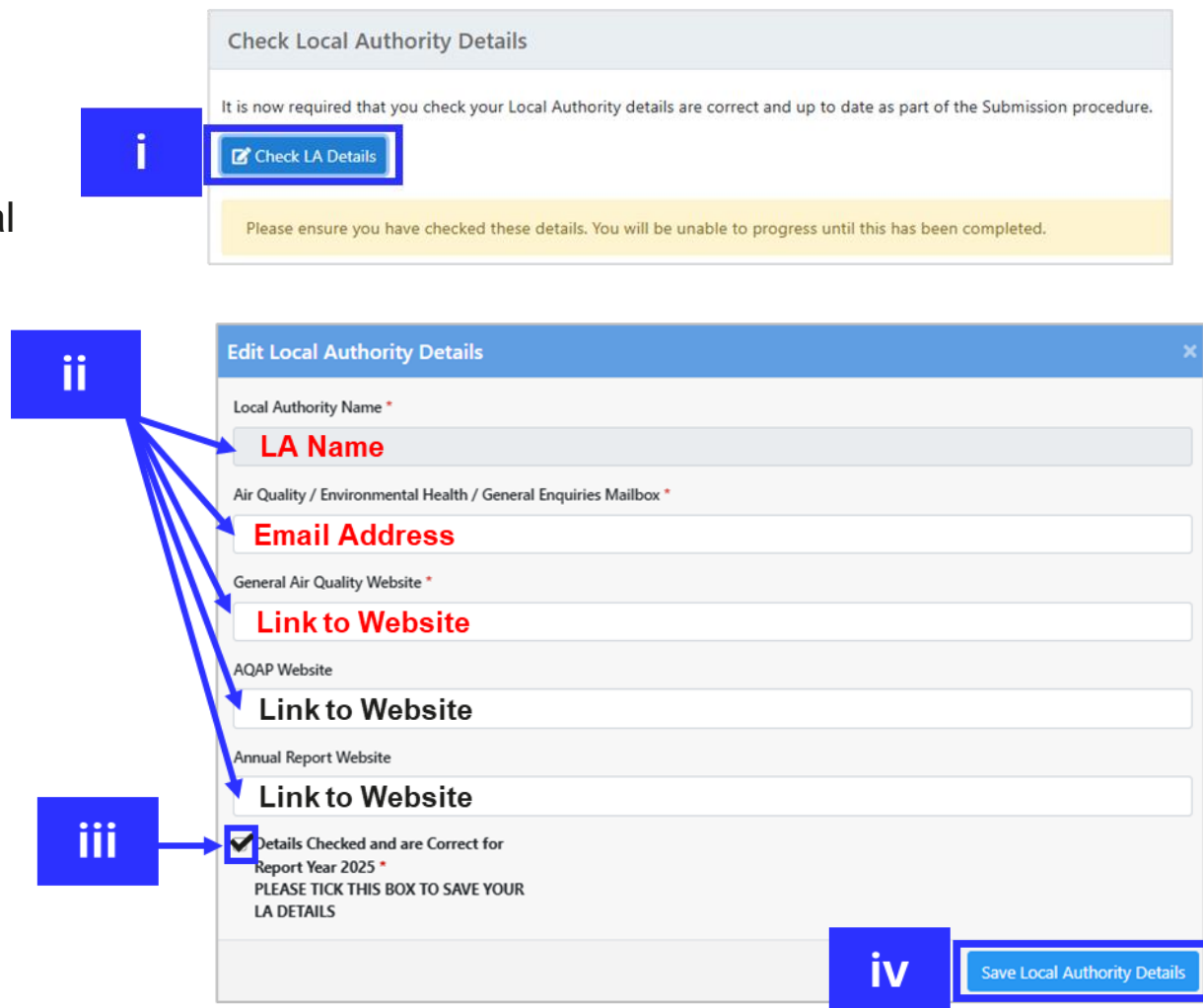
Date Uploaded	Type of File	File Reference	File	Actions
	Main	File Reference	Choose files To Upload	Choose Files
	Additional	File Reference	Choose files To Upload	Choose Files



4. CHECKING THE LOCAL AUTHORITY DETAILS

Before the report can be submitted, the local authority details must be checked. This can be done from the Submission page.

- i. Click on the ‘Check LA Details’ box in the ‘Check Local Authority Details’ section of the Submission page.
- ii. A pop-up box will then appear – check that the details in this box are correct. Red stars mark mandatory inputs (Local Authority Name, Air Quality / Environmental Health / General Enquiries Mailbox and General Air Quality Website).
- iii. To confirm these details as correct, select the tickbox at the bottom left-hand corner of the pop-up.
- iv. Click ‘Save Local Authority Details’ to confirm the details have been checked and return to the Submission page.



i

Check Local Authority Details

It is now required that you check your Local Authority details are correct and up to date as part of the Submission procedure.

Check LA Details

Please ensure you have checked these details. You will be unable to progress until this has been completed.

ii

Edit Local Authority Details

Local Authority Name *

LA Name

Air Quality / Environmental Health / General Enquiries Mailbox *

Email Address

General Air Quality Website *

Link to Website

AQAP Website

Link to Website

Annual Report Website

Link to Website

Details Checked and are Correct for Report Year 2025 *

PLEASE TICK THIS BOX TO SAVE YOUR LA DETAILS

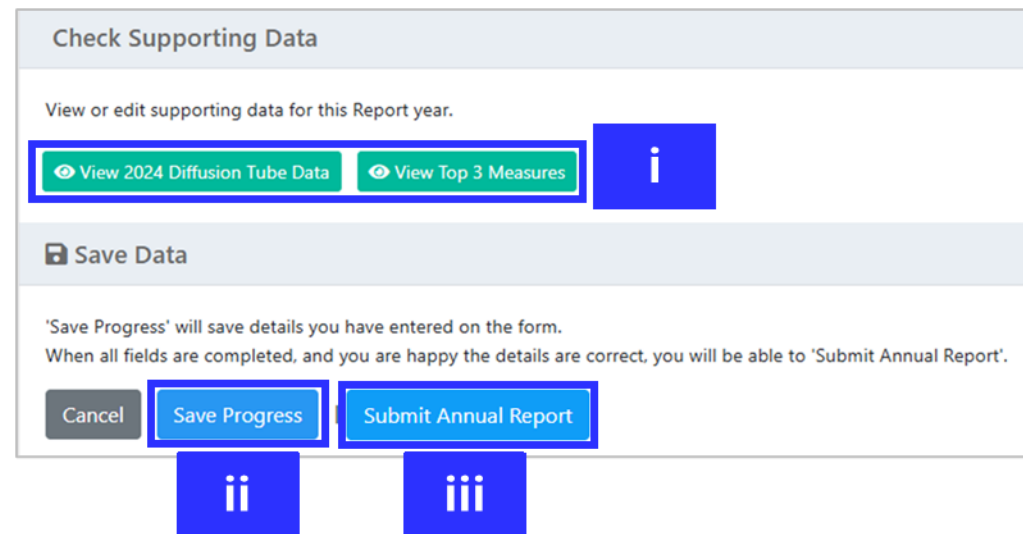
iii

iv

Save Local Authority Details

5. CHECKING THE DATA AND SUBMITTING THE REPORT

- i. On the submission page, check that all boxes in the 'Check Supporting Data' section are green. This indicates that all required supporting data has been successfully uploaded. All required data must be uploaded before the report can be submitted.
- ii. Once you have checked your submission, press 'Save Progress'.
- iii. The 'Submit Annual Report' button will then become visible. Check the details and report version you have uploaded are correct, then click this button to submit the report.
- iv. Go back to the Reporting page - the status of the report should now say 'Waiting to be Checked by the Appraisal Team'. This indicates that the report has been submitted successfully. If anything is missing from your submission, the LAQM Portal Admin Team will contact you via email.



Report Year	Report Type	Report Reference	Report Status
2025	APR	APR 2025	Waiting to be checked by the Appraisal Team



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LAQM SUBMISSION GUIDANCE

WALES

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USEFUL WEBSITE LINKS:

[LAQM Portal](#)

[APR Template \(Wales\)](#)

[Diffusion Tube Data Processing Tool](#)

[Automatic Data Processing Tool](#)

LAQM SUBMISSION STEPS

The LAQM submission process was updated for the 2025 reporting year. The new submission requirements are outlined below and will also apply to future reporting years.

1. SUBMIT MONITORING DATA AND TOP 3 MEASURES

- Upload of diffusion tube data to the Diffusion Tube Data Entry System (DTDES) on the LAQM Portal is **mandatory**.
- Upload of automatic data to the new Automatic Data Entry System (ADES) is **mandatory**.
- Submission of the Top 3 Measures to the LAQM Portal is **mandatory**: these should be the highlighted top 3 measures from **Table 1.2 – Progress on Measures to Improve Air Quality** in the APR.

2. SUBMIT THE REPORT


- The APR must be submitted to the relevant submission slot on the LAQM Portal. Monitoring data must be uploaded before the report submission slot can be accessed. The report can only be submitted once all mandatory data has been uploaded.

3. CHECKING AND APPRAISAL

- The submission will first be checked by the admin team who will contact you if anything is missing. Once it has passed the initial checks it will go for appraisal.
- The report is then sent to Defra/DA for approval.
- Local authorities are contacted via email when the submission has been approved, at which point the appraisal report will be available to view on the Submission page.

THE REPORTING PAGE

The reporting page contains links to the Data Entry Systems for monitoring data and to the Top 3 Measures submission page. Local authorities can upload the data required by clicking on the relevant upload buttons.


 Status of latest Annual Report

ANNUAL PROGRESS REPORT


APR 2025


Waiting for Submission

Diffusion Tube Data, Top 3 Measures, Automatic Data, must be uploaded prior to upload of the Annual Progress Report




Mandatory

 [Upload 2024 Diffusion Tube Data](#)

 [Add 2024 Top 3 Measures](#)

Local Authority does not have automatic monitoring data to upload

 [Upload 2024 Automatic Data](#)

Link to Diffusion Tube Data Entry System (DTDES) for upload of diffusion tube data.

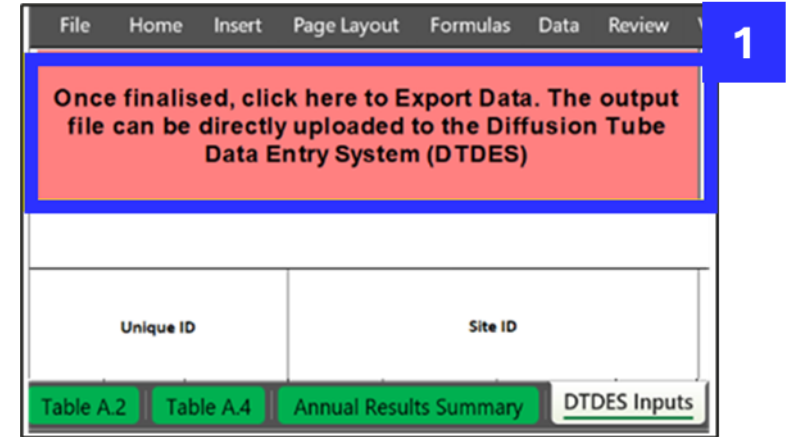
Link to Automatic Data Entry System (ADES) for upload of automatic monitoring data.

Opens pop-up which allows submission of the Top 3 Measures

1. UPLOADING MONITORING DATA – DIFFUSION TUBES

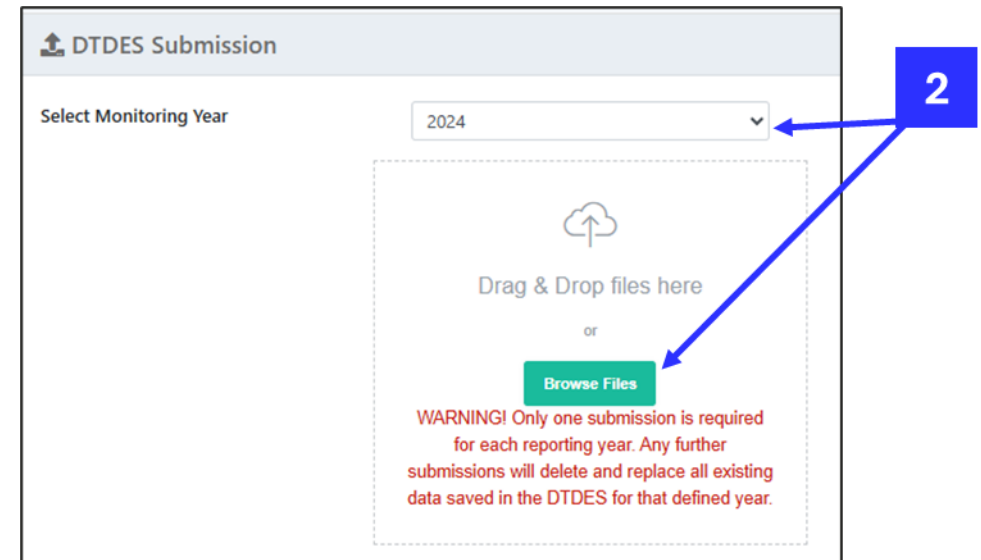
1. EXPORT THE DATA

- i. Diffusion Tube monitoring data should be exported from either the [Diffusion Tube Data Processing Tool \(DTDPT\)](#) or the [DTDES Upload Template](#) by pressing the button at the top left corner of the 'DTDES Inputs' tab (shown across).
- ii. Save the exported .xlsx file to an appropriate location on your computer when prompted. This file can then be uploaded directly to the DTDES.



2. UPLOAD THE DATA

- i. Navigate to the DTDES by clicking the 'Upload 202X Diffusion Tube Data' button on the reporting page.
- ii. Check the **monitoring year** is correct. Please note this is **not** the same as the reporting year.
- iii. Drag the .xlsx file into the submission box or press 'Browse Files' and locate the exported file.
- iv. The system will indicate if the data has been submitted successfully or if any errors have been detected.




2. UPLOADING MONITORING DATA – AUTOMATIC SITES

FOR LOCAL AUTHORITIES WITH NO AUTOMATIC SITES

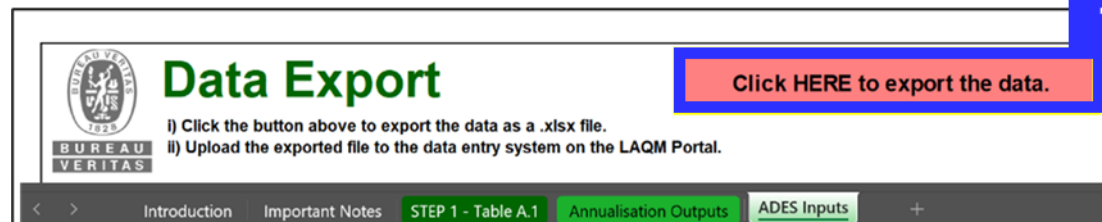
If no automatic monitoring was undertaken, select the ‘Local Authority does not have any monitoring data to upload’ box on the Reporting page:

Local Authority does not have automatic monitoring data to upload

 Upload 2024 Automatic Data

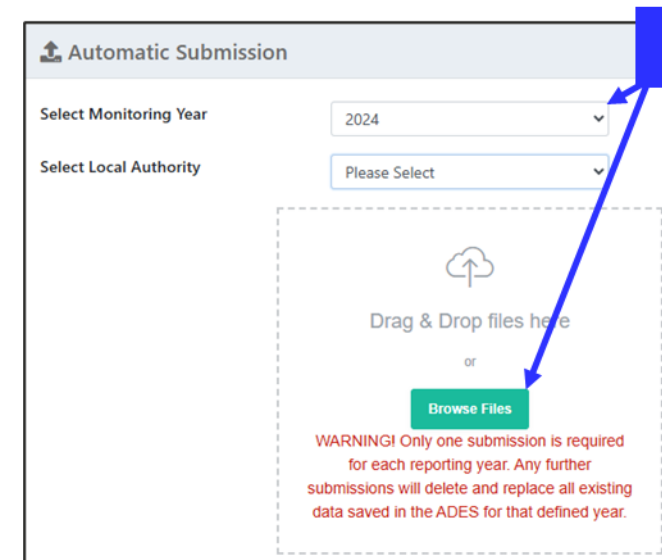
1. EXPORT THE DATA

- i. Automatic monitoring data should be exported from either the [Automatic Data Processing Tool](#) or the [ADES Upload Template](#) by pressing the button at the top left corner of the ‘ADES Inputs’ tab (shown across).
- ii. Save the exported .xlsx file to a sensible location on your computer when prompted. This file can then be uploaded directly to the ADES.



2. UPLOAD THE DATA

- i. To upload the data, navigate to the ADES by clicking on the ‘Upload 202X Automatic Data’ button on the Reporting page.
- ii. Ensure the monitoring year is correct. Please note this is **not** the same as the reporting year.
- iii. Drag the .xlsx file into the submission box or press ‘Browse Files’ and locate the exported file.
- iv. The system will indicate if the data has been submitted successfully or if any errors have been detected.



3. SUBMITTING THE TOP 3 MEASURES

1. DETERMINE THE TOP 3 MEASURES

- i. The Top 3 Measures should be the first 3 measures from Table 1.2 – Progress on Measures to Improve Air Quality. These should be the 3 key measures that your local authority would like to raise awareness of amongst local communities.

2. SUBMIT THE TOP 3 MEASURES TO THE LAQM PORTAL

- i. Select the ‘Add Top 3 Measures’ button on the LAQM Portal Reporting page.

Mandatory

Local Authority does not have automatic monitoring data to upload

ii

Add Measures Details

Select Report Year *

Please toggle the Measurement Titles to enter data into all 3 Sections.

Measurement 1

Measure 1 *

Estimated / Actual Completion Date *

Organisations Involved *

Measurement 2

Measurement 3

iii

- ii. For each measure, add the Measure Titles, Estimated/Actual Completion Dates and Organisations Involved into the relevant sections of the pop-up box that appears.
- ii. Once information for all 3 measures has been inputted, click ‘Add Measures’ to submit.

Do not use acronyms, complex terminology or jargon within the description of the actions or when listing the organisations involved in delivery. Please refer to this [FAQ](#) for further guidance.

4. UPLOADING THE REPORT

- i. On the Reporting page, under the section ‘List of Annual Reports’ click ‘Waiting for Submission’ to open the Update Report page.
- ii. Add the LA Report Reference/Title and the Submit Date.
- iii. Upload the APR by clicking on the ‘Choose Files’ button next the the Main file submission.

List of Annual Reports

Report Year	Report Type	Report Reference	Report Status
2025	APR		Waiting for Submission



Submit report Details

LA Report Reference / Title * (entered by Reporter)

Comments

Add any comments on this report (entered by Reporter)

Add Files Associated with this report

The table below shows the files associated with this report.
Add extra files by Choosing the file and uploading or remove incorrect files using the delete icon. Allowed file types include PDF, DOC, DOCS, XLSX, XLSB

Please ensure you upload the Main Annual report.

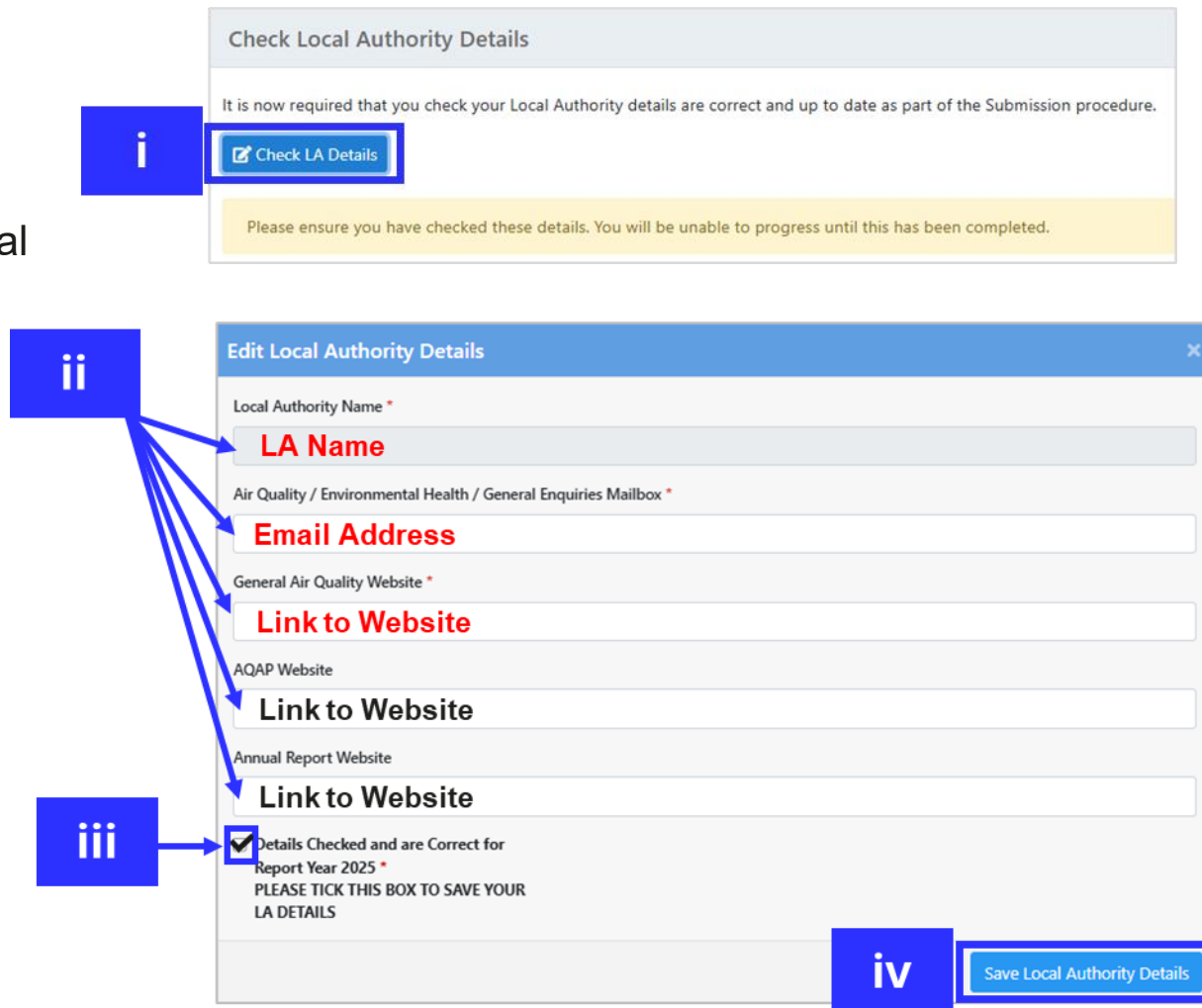
Date Uploaded	Type of File	File Reference	File	Actions
	Main	File Reference	Choose files To Upload	Choose Files
	Additional	File Reference	Choose files To Upload	Choose Files



5. CHECKING THE LOCAL AUTHORITY DETAILS

Before the report can be submitted, the local authority details must be checked. This can be done from the Submission page.

- i. Click on the ‘Check LA Details’ box in the ‘Check Local Authority Details’ section of the Submission page.
- ii. A pop-up box will then appear – check that the details in this box are correct. Red stars mark mandatory inputs (Local Authority Name, Air Quality / Environmental Health / General Enquiries Mailbox and General Air Quality Website).
- iii. To confirm these details as correct, select the tickbox at the bottom left-hand corner of the pop-up.
- iv. Click ‘Save Local Authority Details’ to confirm the details have been checked and return to the Submission page.



i Check Local Authority Details

It is now required that you check your Local Authority details are correct and up to date as part of the Submission procedure.

Check LA Details

Please ensure you have checked these details. You will be unable to progress until this has been completed.

ii Edit Local Authority Details

Local Authority Name *
LA Name

Air Quality / Environmental Health / General Enquiries Mailbox *
Email Address

General Air Quality Website *
Link to Website

AQAP Website
Link to Website

Annual Report Website
Link to Website

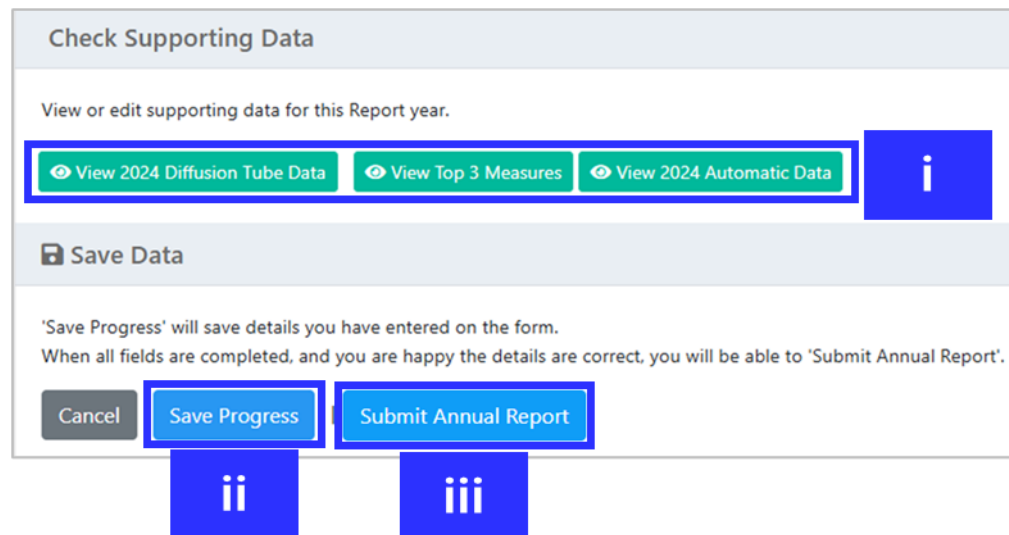
Details Checked and are Correct for Report Year 2025 *
PLEASE TICK THIS BOX TO SAVE YOUR LA DETAILS

iii

iv Save Local Authority Details

6. CHECKING THE DATA AND SUBMITTING THE REPORT

- i. On the submission page, check that all boxes in the 'Check Supporting Data' section are green. This indicates that all required supporting data has been successfully uploaded. All required data must be uploaded before the report can be submitted.
- ii. Once you have checked your submission, press 'Save Progress'.
- iii. The 'Submit Annual Report' button will then become visible. Check the details and report version you have uploaded are correct, then click this button to submit the report.
- iv. Go back to the Reporting page - the status of the report should now say 'Waiting to be Checked by the Appraisal Team'. This indicates that the report has been submitted successfully. If anything is missing from your submission, the LAQM Portal Admin Team will contact you via email.



Report Year	Report Type	Report Reference	Report Status
2025	APR	APR 2025	Waiting to be checked by the Appraisal Team

A blue callout box 'iv' points to the 'Waiting to be checked by the Appraisal Team' status in the table.



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CHECKING AND APPRAISAL

ALL LOCAL AUTHORITIES

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THE CHECKING AND APPRAISAL PROCESS

- 1** **SUBMISSION CHECKED BY THE APPRAISAL TEAM**

The appraisal team will check your submission to ensure that all relevant submission requirements have been uploaded. The Admin Team will contact you via email if anything is missing from your submission.
- 2** **SUBMISSION APPRAISED**

Once your submission has passed the initial checks, the report will be appraised. Reports are appraised within 5 weeks of submission.
- 3** **SUBMISSION SENT FOR APPROVAL**

The report will then be provided to Defra/Devolved Administrations for approval. Once approved, the appraisal report will be available to view on the submission page on the LAQM Portal.

WHAT TO DO IF YOUR REPORT IS NOT ACCEPTED?

- 1** If your report has not been accepted, the appraisal report will highlight points that **must** be addressed **IN BOLD**.
- 2** You will need to amend the report to address these points for your report to be accepted.
- 3** Once the report has been amended, upload it to the new submission slot (a new submission slot will automatically appear on the submission page when a report is not accepted).
- 4** If any of your diffusion tube or continuous monitoring data requires amending, please ensure that the amended data is reuploaded to the relevant Data Entry Systems.
- 5** The amended submission will then go through the appraisal process for a second time.



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FAQs

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[What to do if you have more automatic sites than the ADPT can process](#) 50

4. FAQs

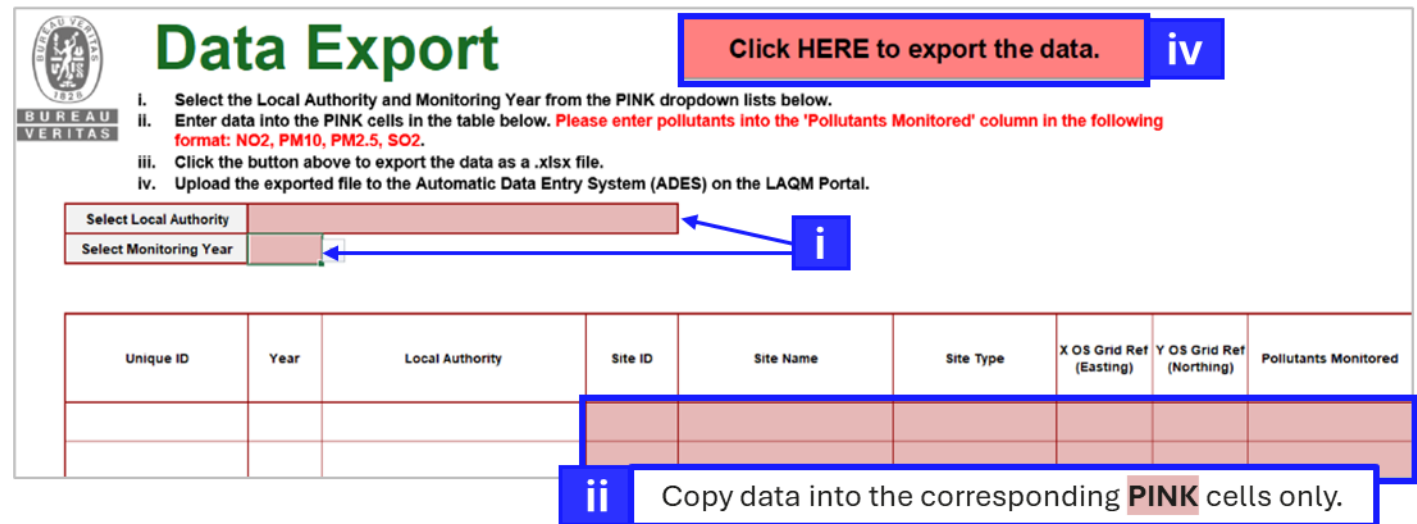
WHAT TO DO IF YOU HAVE MORE AUTOMATIC SITES THAN THE ADPT CAN PROCESS

The ADPT (Automatic Data Processing Tool) is currently capable of processing data for 8 monitoring sites (or 4 for each pollutant). For local authorities with more monitoring sites than the tool is currently able to process in one go, an [Automatic Data Entry System \(ADES\) Upload Template](#) has been developed which can be used in conjunction with the ADPT to process additional site data.

- i. First, download the ADES Upload Template and select the Local Authority and Monitoring Year using the drop-down boxes located at the top of the 'ADES Inputs' Tab.
- ii. In the ADPT, input data for the first set of sites and annualise if required. Paste the final outputs from the ADPT 'ADES Inputs' tab into the corresponding pink cells in the ADES template.

Do not copy over the first three columns (Unique ID, Year and Local Authority) as these are automatically populated in the ADES Upload Template. Data from the pollutant tables tabs should also be pasted into the corresponding tables in your annual report.

- iii. Then, either reset the ADPT or download another version, enter the data for the remaining sites, then paste the new outputs below the first set of outputs in the ADES Upload Template.
- iv. Once all your data is in the ADES Upload Template, press the export button at the top of the 'ADES Inputs' tab. This will generate a .xlsx file which can be uploaded directly to the Automatic Data Entry System on the LAQM Portal.



Data Export

Click **HERE** to export the data. **iv**

- i. Select the Local Authority and Monitoring Year from the PINK dropdown lists below.
- ii. Enter data into the PINK cells in the table below. **Please enter pollutants into the 'Pollutants Monitored' column in the following format: NO2, PM10, PM2.5, SO2.**
- iii. Click the button above to export the data as a .xlsx file.
- iv. Upload the exported file to the Automatic Data Entry System (ADES) on the LAQM Portal.

Select Local Authority

Select Monitoring Year

Unique ID	Year	Local Authority	Site ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored

ii Copy data into the corresponding **PINK** cells only.