



Proposed trial of web-based reporting for Review and Assessment.

Paul Willis

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First Obvious Question – Why?

- Answer – It was a bright idea of the Expert Group working on the (08) update of the Technical and Policy Guidance Documents for LAQM.
- This included representatives of WAG, Defra, the other Devolved Administrations, and the consultants who operate the Air Quality Helpdesks and Appraisal systems on their behalf.



Objectives

- To simplify the appraisal process by providing a uniform template for local authority reports.
- Also making it easier for local authorities to see what is required in each report.
- Providing on-line guidance and checklists to assist local authorities with completing their reports.
- To save having to e-mail or post large documents all round the UK.
- To provide on-line tracking of the appraisal process.
- To enable WAG and Defra to gather and store other related air quality information more easily. (e.g. maps & data).
- To provide a secure storage area where local authorities can access electronic copies of their reports.



Timetable

- Announced at the IAPSC conference in June.
- A demo system has been built to test the feasibility of such a leap into the 21st century.
- Some of the clever ideas worked, others did not.
- The Helpdesk teams are currently discussing exactly how to implement the system.
- Local Authority volunteers are sought to act as “Guinea Pigs” for a six-week trial period in October/November.
- Following feedback and any required modifications the system will be released along with the new LAQM TG(08) (in December 2008).
- Current thinking is that local authorities will be “strongly encouraged” to use it for the next round of USA’s due in April 2009.



So what does it do????

- Here are some screen shots from the Demo (the final version may not look exactly like this.)**

Login



UK Local Authority Air Quality Review and Assessment Reporting System

You are logged on as Paul Willis



Home Page



Manage User Details



Master Content



Questionnaire



Manage LA Report



Report Search



Logoff

Home Page

This website has been set up to assist Local Authorities in preparing and submitting their Local Air Quality Management Review and Assessment reports (i.e. Progress Reports and Updating and Screening Assessment Reports).



Help and tips for getting started

- Complete the questionnaire, by clicking on the "Questionnaire" button. Work through the questionnaire, ticking items which are relevant to your Local Authority. When you are happy with your answers, click on "proceed" then "submit". You can subsequently amend the questionnaire at any stage.
- Download the report template, by clicking on "Manage LA Report" then selecting "Download template". The report template is a Microsoft Word document that we recommend you use as the "skeleton" for your report.
- Write the report, and save it on your local system.
- Upload the completed report to the system, by clicking on "Manage LA report" then selecting "upload/view report", "browse" and selecting the report to be uploaded. Upload the report "meta-data" (Metadata is information about the report, such as details of authors, dates etc.), again by clicking on "Manage LA report" then selecting "Amend report metadata". At any stage, you can use the "Report Search" menu option to monitor your Local Authority's progress with the report submission process, to view your completed questionnaire or report, and report meta-data.
- Check if the report has passed review.
- Click on the "Manage user details" button. Using this option, you can update your contact details, and change your password at any time to something easy to remember.

If you have difficulty at any stage, please contact xingyu.xiao@aeat.co.uk or 0870 190 6631.



-  Home Page
-  Manage User Details
-  Master Content
-  Questionnaire
-  Manage LA Report
-  Report Search
-  Logoff

Managing User Details

Please select a function: [>>ADD](#) [>>AMEND](#) [>>DELETE](#) [>>USERLIST](#)

ADD

LA Region

Please leave it as blank if the user is a report 'Approver' ,
'Appraiser' or 'Data Manager'.

Role type*

Username *

Password * At least 5 characters

Firstname *

Surname *

Other contact e-mail:

Please note that any e-mail, apart from account details, send to
this user will be copied to this e-mail address if this field is filled.

E-mail address *

Please just enter one E-mail address

Telephone *

Fax

Address Line 1 *

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Postcode *

Complete the Questionnaire



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Managing Questionnaire Details

Aberdeen City

Please read the questionnaire and the help text carefully before fill in. There are further [notes](#) in the end of the form.

Please note that you do not need to supply information which has already been supplied for your last Updating & Screening and Progress Reports. Only highlight and supply data where significant changes have occurred since then.

Local Authority Air Quality Progress Report Questionnaire (This will form the basis of your Progress Report)

Index	Title	Reply
2	New Monitoring Data Please tick above if you have carried out any air quality monitoring since the last report. Otherwise, please go to section 3.	<input type="checkbox"/>
2.1.1	Automatic Monitoring Sites Please tick above if you have carried out any automatic air quality monitoring since the last report.	<input type="checkbox"/>
2.1.2	Non-Automatic Monitoring Please tick above if you have carried out any non-automatic air quality monitoring (e.g. diffusion tube monitoring) since the last report.	<input type="checkbox"/>
2.2.1	Nitrogen Dioxide	<input type="checkbox"/>
2.2.2	PM₁₀	<input type="checkbox"/>

UK Local Authority Air Quality Review and Assessment Reporting System

Managing Questionnaire Details

The records have been created for this local authority

Content list of Local Authority Air Quality Progress Report 2008

Index and title	Reply
1 Introduction	Mandatory
2 New Monitoring Data	✓
2.1 Automatic Monitoring Sites	✓
2.2 Non-Automatic Monitoring Sites	✓
2.3 Results	Mandatory
3 New Local Developments: Industrial Processes	✗
3.1 Part A/A1/A2 (IPPC-Permitted) Industrial Processes	✗
3.2 Part B (LAPPC) Industrial Processes	✗
3.3 Petrol Stations	✗
3.4 Other Industrial Processes	✗
4 New Local Developments:Transport	✓
4.1 New Road Developments	✓
4.2 New Relevant Public Exposure - Roads	✗
4.3 New Relevant Public Exposure - Roads: Scotland Only	✗
4.4 Other Transport such as Trains, Airports, Bus Stations, Shipping	✗
5 New Local Developments - Residential, Commercial and Public	✓
5.1 New Housing Developments	✓
5.2 New Commercial Developments	✓
5.3 New Public Developments, such as schools, hospitals, train or bus stations, major car parks	✗
6 Implementation of Action Plans	✗

 Home Page

 Manage User Details

 Master Content

 Questionnaire

 Manage LA Report

 Report Search







 Logoff

Download the Template – USA or PR



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Managing LA report metadata and download template

Following reports are still open for submission:

Aberdeen City

Current Report Schedule

Report Type	Report	Submission Date	Review Date	Actions
Progress Report	2008-Local Authority Air Quality Progress Report	01/09/2008	20/09/2008	Update Report metadata Download template Uploadload/View report
USA	2008-Local Authority Air Quality USA Report	01/04/2009	20/09/2009	This local authority has not filled in the questionnaire yet. Fill Questionnaire Click here to load report without fill questionnaire*

* Please not that this option is only should be used if your local authority generated report without using the template provided by this website.

Report Administration



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Managing LA report metadata and download template

Download templates

- [2008 Progress Report Template 1](#)
- [Pro Rep 2008 4](#)

Click here to confirm that you have finished download templates

Aberdeen City

Report information for Local Authority Air Quality Progress Report 2008

Report Written By	AEA Group
LA reference	AB2008
Authors	
Date Template was Downloaded	28/05/2008
Report Completed	Y
Date Report was submitted	28/05/2008
Any LA comments	We have submitted the report. Hope it is OK.
Report pdf Date	
Date Report reviewed	10/07/2008

Upload the complete report



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Upload Report for Local Authority Air Quality Progress Report 2008

LA Region	City and County of Swansea	
Load the main report:	<input type="text"/>	<input type="button" value="Browse..."/>
	Please note that the max. file size is 20 MB.	
Display Name	<input type="text" value="Report"/>	
Load the additional file:	<input type="text"/>	<input type="button" value="Browse..."/>
	Please note that the max. file size is 20 MB.	
Display Name	<input type="text"/>	
Display order	<input type="text"/>	
	<input type="button" value="Submit"/>	<input type="button" value="Reset"/>

Please note the system will accept files in words document, spreadsheet, images.


View Reporting Progress





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 Search LA reports for review

[<< New search](#)

[Click here to view LA records of all report in Wales](#)

[B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [I](#) [M](#) [N](#) [P](#) [R](#) [S](#) [T](#) [W](#)

Local Authority Air Quality Progress Report 2008 Submission Summary

LA	Actions by LA			Review and Approval Actions	
	Questionnaire	Metadata Entered	File Upload Completed	Appraisal	Approval
Ceredigion County	✓ View	✓ View	✓ 14/07/2008 View	✓ Comment 14/07/2008	
Conwy County Borough	✗ Questionnaire	✗			
Carmarthenshire County	✗ Questionnaire	✗			
City and County of Swansea	✓ View	✓ View	✓ 16/09/2008 View	Appraise report	
Cardiff County Council	✗ Questionnaire	✗			
Caerphilly	✗ Questionnaire	✗			

Other clever ideas for the future

- If it works well then the system could be extended to, for example:
 - Include templates for the more complex DAs and FAs
 - Provide standard Excel templates for reporting and graphing automatic monitoring results.
 - Collect all the detailed site location information which would be useful to assess the validity of measured concentrations. (traffic flows, distance from source, height etc.)
 - Collate GIS files of pollutant contours or AQMAs in a standard format.
- The sky may be the limit (or you might not like it at all!) – please help by providing feedback and using trial system.

Any Questions ?
