

To: Heads of Service and Lead Officers (Food) in all Local Authorities in Scotland

01 February 2017

Ref : FSS/ENF/17/004

Dear Colleague,

### **Local Authority Enforcement Monitoring System (LAEMS)**

The LAEMS database has been updated to accept 2016/17 data which means you are now able to **test your interim data** prior to the final upload which is expected after 31 March 2017. I will write to you again when the 2016/17 return timetable is confirmed.

**Access to LAEMS:** <https://laems.foodapps.co.uk/>

Please refer to the Annex below for important information.

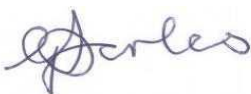
**Guidance:** Please read the short *LAEMS top tips* document available at <http://www.food.gov.uk/sites/default/files/laems-top-tips.pdf>

More detailed advice on preparing monitoring returns and reporting on LAEMS can be found in the *LAEMS Guidance Document* at [www.food.gov.uk/enforcement/monitoring/laems](http://www.food.gov.uk/enforcement/monitoring/laems)

**Further information or questions:** If you experience any problems whilst uploading your test LAEMS data, we are here to help you so please get in touch. The contact detail for the LAEMS team is: e-mail: [laems@foodstandards.gsi.gov.uk](mailto:laems@foodstandards.gsi.gov.uk)

Thank you for your continued support on LAEMS.

Yours sincerely



Graham Forbes  
Auditor  
Audit Branch  
Food Standards Scotland  
Old Ford Road  
Aberdeen  
AB11 5RL  
[Graham.forbes@fss.scot](mailto:Graham.forbes@fss.scot)

Pilgrim House, Old Ford Road, Aberdeen  
AB11 5RL  
T 01224 285192  
E [graham.forbes@fss.scot](mailto:graham.forbes@fss.scot)

## Annex - Important information

### Creating new users/resetting passwords

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Your local authority LAEMS IT user has the facility to create new users or re-set passwords – see the guidance for more information.

Only email the LAEMS team if your IT user is not available, and remember to provide **your user name and local authority (LA) code**.

### NTSB risk assessments for food standards

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Food standards authorities that use the National Trading Standards Board (NTSB) for food standards risk assessments should submit their 'xml' files to [laems@foodstandards.gsi.gov.uk](mailto:laems@foodstandards.gsi.gov.uk) prior to uploading.