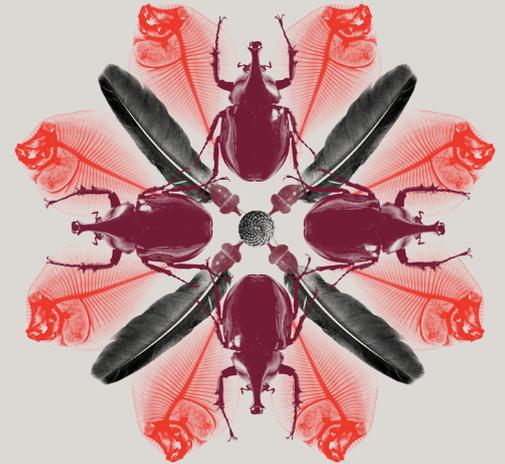




September
2017
QRG 19

Australian Sourced Ballast Application MARS quick reference guide

Biosecurity



Under section 208 of the *Biosecurity Act 2015*, vessels must manage all ballast water taken up and intended for discharge in Australian waters in accordance with the latest version of the Australian Ballast Water Requirements available from agriculture.gov.au/abwmr.

Vessels may be eligible for exemptions from managing Australian sourced ballast water between specific ports, where the ballast transfer is determined to be low risk. This is known as a **low risk exemption**.

What you must do

To apply for a **low risk exemption**, a vessel's Responsible Officer must complete the Australian Sourced Ballast Application in MARS.

When to do it

Apply for a low risk exemption at any time prior to discharge including:

- when planning a voyage path that includes Australian ports
- at the time of arrival in the uptake port or
- prior to entering the intended discharge port.

How to do it

As a Responsible Officer, you have the option of entering data directly into MARS, or you can upload it in PDF format from your computer. Both options are described in the steps below.

For detailed steps on how to submit an Australia Sourced Ballast Application refer to the [MARS User Guide](#).

- 1 Access the department's online web services at online.agriculture.gov.au/selfservice/
- 2 Sign in with the User ID and Password. The MARS **Terms of Use** must be accepted to complete the sign in process.
- 3 Click on the **MARS** icon followed by the **Australian Sourced Ballast Application** icon on the MARS home screen.



Australian Sourced Ballast Application

- 4 Review the **Legal Details** tab, and then go to the **Upload File or Select Vessel** tab.

- 5 Select **Yes** to complete the application with data from a saved offline form (then *go to Step 7*), or select **No** for direct data entry (then *go to Step 11*). The offline form (MARS offline form domestic risk assessment application PDF) can be downloaded from agriculture.gov.au/mars-offline-forms. All fields on the form must be completed prior to submission.
- 6 At the end of the form you will be instructed to click on the **Send to Agency** button. This attaches the form in XML format to an email. You can then send the email to your nominated Agent.
- 7 Once the email has been received, the Agent should save the XML file to their computer.
- 8 The Agent must click on the **Choose File** button, and navigate to the location where the file is saved on the computer. Once the file is selected, the data will be automatically uploaded to MARS.
- 9 The Agent should look at each of the tabs to check that all the fields have been completed correctly (then *go to Step 15*).
- 10 The Responsible Officer will be prompted to either **Search and select a Vessel** already registered in MARS (then *go to Step 11*) or **Complete a DRA for a NEW Domestic Vessel** (then *go to Step 12*).
- 11 Selecting the vessel name from the search field will open the **Vessel Particulars** tab with pre-populated details of the vessel. Be sure to include the vessel's email address so you will receive a copy of the Domestic Risk Assessment Outcome (DRAO) report after the application is assessed by the department. Verify the vessel details are correct (then *go to Step 14*).
- 12 Selecting the **Complete DRA for NEW Domestic Vessel** button will open the **Vessel Particulars** tab without any pre-populated information. Complete the vessel details.
- 13 Ensure the **Vessel Email** field is completed. This is where we send the Domestic Risk Assessment Outcome (DRAO) report after the application is assessed by the department. You can add more than one email address if you would like the DRAO sent to more than one recipient.
- 14 Complete the details in the **Domestic Ballast Water Details** tab by clicking **Add Row**.
- 15 In the **Declaration and Submit** tab, read the privacy notice, check the acknowledgement box and submit the application.

A confirmation message will be displayed if the ballast water report was submitted successfully.

What now?

The application will be assessed by the department and a DRAO will be sent to the nominated email.

The DRAO indicates the risk rating of each ballast movement. The DRAO must be stored in the ballast water records to be a valid low risk exemption.



Vessel



Application/ Service Request

For urgent issues relating to your application, call the **Maritime National Coordination Centre** on 1300 004 605.

The department's service responsibilities and standard of service commitment are detailed in the Client Service Charter available at agriculture.gov.au/about/commitment/client-service-charter.



Contact 1300 004 605
(free call in Australia and is in English)

Outside Australia +61 8 8201 6185



agriculture.gov.au/biosecurity/avm/vessels
agriculture.gov.au/biosecurity/avm/vessels/mars/pilot
maritimencc@agriculture.gov.au

Facebook: Australian biosecurity
Twitter: @DeptAgNews