



How do I submit a new lodgement?

This task card demonstrates how to submit a lodgement for Approved Arrangement Class 14.4 rural tailgate and external container inspection outcomes in the Biosecurity Portal.

NOTE: Refer to “How do I login to the Biosecurity Portal?” on how to register and login to the Portal.

NOTE: The Portal works best with the latest version of Google Chrome, Safari and Microsoft Edge. Internet Explorer and Mozilla Firefox are not supported.

You must allow pop-ups on your browser before proceeding.

New lodgement

Biosecurity Portal Landing Page

Browse to the Biosecurity Portal landing page – <https://biosecurity.awe.gov.au/>

Login using your myGovID digital identity. If you have not registered, refer to “How do I register to use the Biosecurity Portal?” task card.

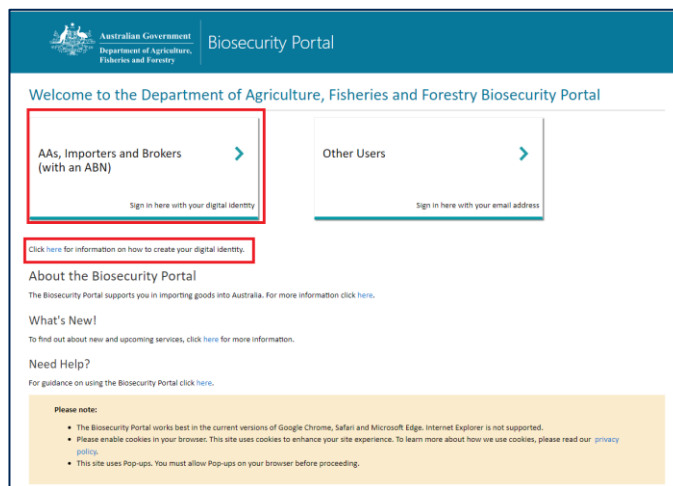


Figure 1: Biosecurity Portal Landing Page

Biosecurity Portal Home Page

Select **Approved Arrangement outcomes**.



Figure 2: Biosecurity Portal Home Page



Note: This tile will only be visible if you are logged in as an Approved Arrangement. Refer to “How do I set up my organisation profile in the Biosecurity Portal?”

Select Class 14.4 inspection outcomes

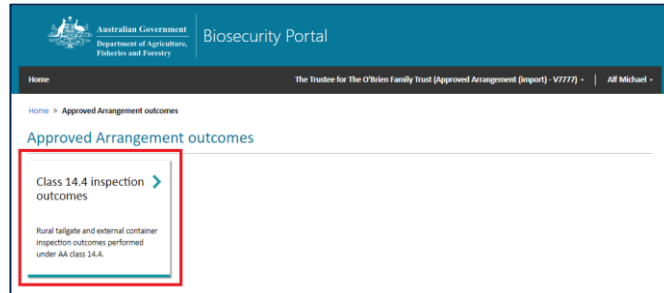


Figure 3: Approved Arrangement outcomes

Entry Id

Select an **Entry ID** or use the search option to find your Entry ID.

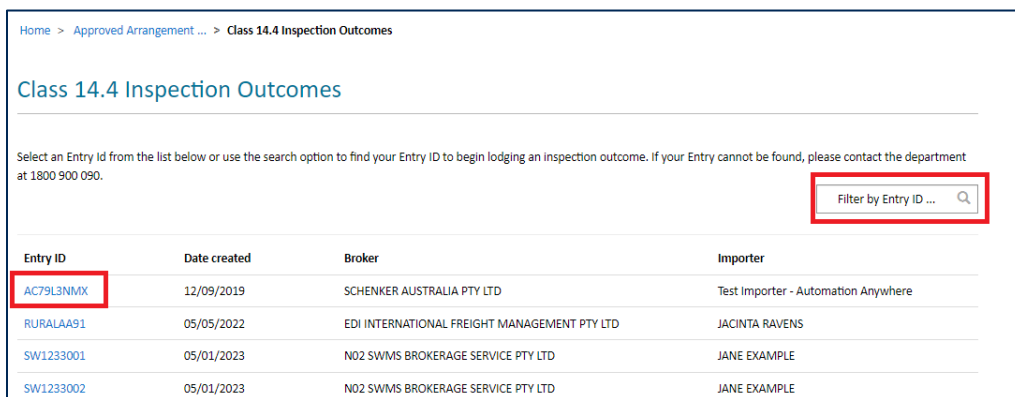


Figure 4: Select an Entry Id to view lines

Note: Only active Entry IDs with an open direction ie: AA Rural Tailgate Inspection and the location specified for that direction matching your AA number in AIMS will be visible for selection.

Outcome selection

Select the required **Line** and click **Start** to begin your outcome submission.

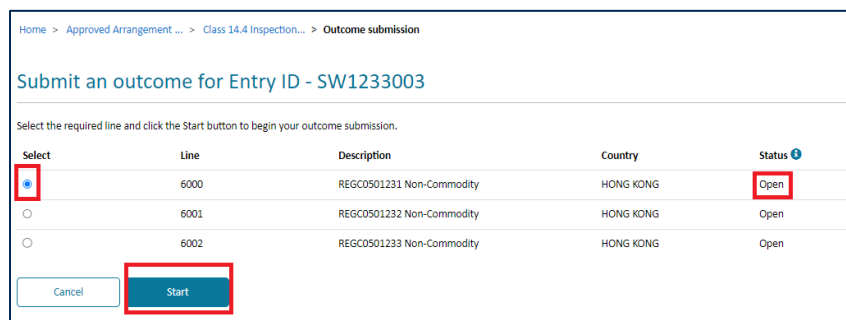


Figure 5: Select a line to commence your outcome submission



Note: Only lines with the status of “Open” can be selected. If a line has a status of “Submitted”, an outcome for this line has already been submitted to the department.

Completing the Outcome Form

The outcome form will display the Entry ID, Line and Container number.

The form is dynamic, with questions displayed dependant on selections made by you. For example, if you select “Nil BRM” to the Inspection outcome question then the BRM section of the form will not appear.

Outcome information

Please complete the required outcome information below and then select the "submit" button to proceed.

Entry ID 51V1233002 | Line 6000 | Description REG00901231 Non-Commodity

Container type *

Date inspected *

DD/MM/YYYY HH:mm

Hazardous goods detected *

Yes
 No

Inspection type *

Internal and External
 External only

Inspection outcome *

Nil BRM
 BRM detected

Container Management

Biosecurity outcome *

Container referred to the department
 Container released from biosecurity control under the AA

Date of notification or release *

DD/MM/YYYY HH:mm

Declaration

I, the authorised industry participant, declare that the activities were completed in accordance with the conditions of the Approved Arrangement Class 14.4 - Rural tailgate inspection, and that the information recorded in this form is accurate and complete, at the time it is submitted to the department.

By clicking submit, you are acknowledging your agreement to the declaration and that you have read and understood the [privacy notice](#) and the [privacy policy](#).

Figure 6: Outcome information – dynamic form selection

Tip: In the Date inspected field, you can only enter a date in the past.

If you select “BRM detected”, the BRM Details section will appear for you to record all relevant biosecurity risk material detected.



Inspection outcome *
 Nil BRM
 BRM detected

BRM Details
 Add all relevant biosecurity risk material that were detected.

Animal
 1 of 1

Type *

External location *

Invertebrates Add

Contamination Add

Other BRM Add

Unacceptable packaging Add

Figure 7: Outcome information – Reporting BRM detected

Tip: You can add multiple categories to report all BRM detected by simply selecting the “Add” button for each occurrence.

NOTE: Mandatory questions are indicated by an Asterix () after the question. You must enter a response to each mandatory question, if not, you will be unable to submit the form. An error message will be displayed noting the mandatory question to be answered.*

Home > Approved Arrangement ... > Class 14.4 Inspection... > Outcome information

Outcome information

Please complete the required outcome information below and then select the "submit" button to proceed.

i The form could not be submitted for the following reasons:
 Hazardous goods detected is a required field.

Figure 8: Outcome information – mandatory field error message

After you have completed all mandatory questions, lodge the form by clicking “Submit”. By submitting the form you are acknowledging your agreement to the declaration and that you have read and understood the privacy notice and the privacy policy. A summary page with a lodgement reference number is displayed. The summary page contains a unique reference number for each lodgement.

NOTE: You can only submit one lodgement at a time. After clicking “Submit” select “Lodge another inspection outcome” or navigate back to the “Class 14.4 Inspections Outcomes”.

Rural tailgate container inspection

Your inspection outcome has been submitted
 Submission Id: RTG-G7YS-VJSP7-VLLDR

You will be notified when your submission has been processed.
 You can use the button below to submit another outcome.

Lodge another inspection outcome >

Figure 9: Outcome summary page