Ballast Water Reporting
MARS quick reference guide

Biosecurity
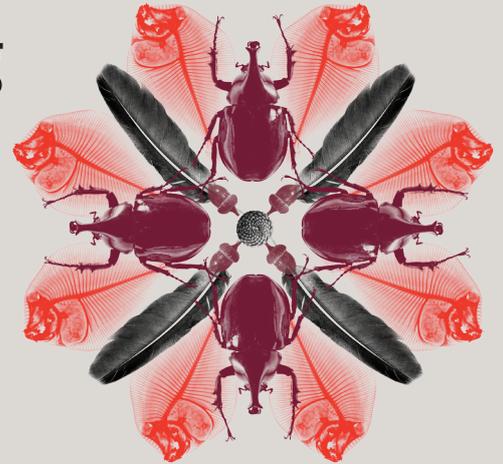
Ballast water must be managed in accordance with the Australian Ballast Water Requirements (available at agriculture.gov.au/biosecurity/avm/vessels/ballast) and International Maritime Organization (IMO) Regulations to ensure that exchange and discharge inside Australian seas is managed in an approved manner.

What must you do

Ballast water reporting informs the biosecurity risk assessment of the vessel's ballast water. Every tank must be reported. Where a tank or tanks have been exchanged after being reported (where vessel ballast status has changed), a revised ballast water report must be submitted.

When to do it

Ballast Water (BW) Reports should be submitted no later than 12 hours before a vessel enters Australia.

How to do it

From the MARS home screen, the BW Report can be accessed either from the **Submit Applications** drop down menu or by clicking on the **Ballast Water Report** shortcut. BW Reports may be completed manually in MARS by direct data entry or by uploading an XML data file. Both options are described in the steps below. *For detailed steps on how to submit a BW Report 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.

3   Click on the MARS icon.

4   Click on the **Ballast Water Report** icon on the MARS home screen.

Ballast Water Report

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

6   Select **Yes** to complete the application with data from a saved offline form (*Go to Step 7*), or a responsible officer may select **No** for direct data entry (*Go to Step 12*).

7   The offline form (a PDF document) can be downloaded from the MARS offline forms website. You must complete all the details on the form.

8   At the end of the form you will be instructed to click on the **Send to Agency** button; this will attach the form in XML format to an email. You can then send the email to your nominated agent.

9   Once the email has been received, the agent should save the XML to their computer.

10   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.

11   The agent should navigate through each of the tabs in sequential order to verify that all the fields have been completed correctly (*Go to Step 19*).

12   If the vessel has ballast tanks or cargo holds being used as ballast tanks then select **Yes** to the question **Does the vessel have Ballast/Heeling tanks or cargo holds being used as ballast tanks**? If **No** is selected the Responsible Officer will be informed that the BW Report does not need to be submitted.

13   The Responsible Officer will be prompted to either **Search and select a Vessel** already registered in MARS (*Go to Step 14*) or **Complete a Ballast Water report for a new vessel** (*Go to Step 15*).

14   Selecting the vessel name from the search field will open the **Vessel Particulars** tab without any pre-populated details of the vessel. Verify the vessel details are correct (*Go to Step 16*).

15   Selecting the **Complete Ballast Water report for new vessel** button will open the **Vessel Particulars** tab without any pre-populated information. Complete the vessel details.

16   Complete the details in the **Arrival Details** tab.

17   Complete all the questions in the **Ballast Water Questions** tab.

18   Complete the ballast water management details in the **Tank Information** tab.

19   In the **Declaration and Submit** tab, read the privacy notice, check the acknowledgement box and submit the application.

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

Note: Any changes in circumstances must be reported to the department as soon as practicable.

What now?

1   The BW Report will be assessed by the department. Where there are no identified risk factors, you will receive a Biosecurity Status Document (BSD) which communicates the department's biosecurity conditions and expectations. The BSD will be emailed to the agent. The vessel's email address must be included in the **Vessel Details** section of the PAR for the master to receive a copy of the BSD.

2   You can search and check the status of your vessel biosecurity clearance in MARS by using one of these information icons.

Vessel   Application/ Service Request

3   For urgent issues, you can follow up on the report by phoning the Maritime National Coordination Centre.

4   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

NOTE: Screenshots provided in these guides are accurate at the time of printing and may look different in MARS.