



Maritime Arrivals Reporting System (MARS)



Vessel Master User Guide

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Chapter 1 – Introduction

User Guide Introduction

Maritime Arrivals Reporting System (MARS)





User Guide Introduction

Scope

This User Guide has been specifically developed for use by Vessel Masters and Officers. The following MARS functionality is in scope for this User Guide:

Chapter 1 - Introduction

Chapter 2 – MARS User Access

Chapter 3 - MARS Reports and Applications

Chapter 4 - MARS Service Requests

Chapter 5 - MARS Information Search

Chapter 6 - MARS Documents and Certificates

Chapter 7 – MARS Offline Forms

Contact

For further assistance please contact the department:

	
Department of Agriculture and Water Resources	maritimenc@agriculture.gov.au
Within Australia 1300 004 605	agriculture.gov.au/biosecurity/avm/vessels
Outside Australia +61 8 8201 6185	

Definitions

The table below outlines the key concepts and definitions in MARS.

Term	Definition
Appointment	In MARS an appointment is used to group one or more inspections together. The inspection process starts with a biosecurity officer creating an appointment with the MARS queued inspections attached. All the inspections in an appointment must be uploaded and processed in MARS before the appointment can be finalised. Appointments must be finalised on the vessel to ensure the Master receives the BSD and electronic certificates.
Billing Agency	The Agency nominated by the Master of the vessel to facilitate payment of accounts for a visit. Billing Agency is mandatory in the PAR for first Australian port. Billing Agencies must have valid COM numbers issued by the department. Any invoices for this visit (except crew change activities) will be billed to this Agency. Billing Agency can be different to Port and Crew Agency. It can also change from port to port.
Biosecurity Status Document (BSD)	A single document to communicate the department's biosecurity conditions and expectations during the period a vessel is on an Australian voyage. It will replace much of the department's documentation such as approval to berth (ATB), Certificate of pratique (PTQ), permission to discharge ballast water, non-proclaimed port arrival approvals and treatment directions. It is auto generated by MARS and will be made available electronically to the Master and Agent. The document will be versioned to reflect any changes to conditions or status during the voyage.
Crew Agency	The Agency nominated by the Master of the vessel to facilitate a crew change in a visit. Any crew change activities in that visit will be billed to this Agency. Crew Agency can be different to Port and Billing Agency. It can also change from port to port.
Master	Person (other than a ship's pilot) in charge or command of the vessel. The Master is legally responsible for pre-arrival reporting to the department and for complying with biosecurity directions.
Non-First Point of Entry (NFP) Application	The NFP application will be used by vessels intending to go to a Non-First Point of Entry. This application will replace and combine the current Sec 20AA (non-proclaimed ports as a first port of entry), Sec 33 (entry to subsequent non-proclaimed ports) and Sec 20D (discharge cargo at a non-proclaimed port) applications into one application.
Pre-arrival Report (PAR)	PAR is the report completed by a vessel Master or Agent to notify the department of impending vessel arrivals. It includes information about the vessel, the itinerary, human health risks, biosecurity risks etc. All commercial vessels must submit a PAR 96 to 12 hours before the estimated time of arrival at the first Australian Point of Entry. The PAR replaces the existing QPAR. The 'Q' which stands for 'Quarantine' was removed in anticipation of the Biosecurity Act which replaces the term 'Quarantine' with 'Biosecurity'.



Term	Definition
Port Agency	<p>The Agency nominated by the Master to represent the vessel in performing functions relating to a visit. This includes submitting and receiving relevant departmental documentation and responding to any queries regarding the vessel for the purposes of the Act. Port Agency is mandatory in the PAR for first Australian port.</p> <p>Port Agency can be different to Crew and Billing Agency. It can also change from port to port.</p>
Service Request	<p>The Master or the Agent of a vessel may request certain services from the department. Service Requests are made through the PAR or through the MARS portal. These services include: Coastal Strip; Waste Removal; Crew Change; Sanitation Certificate.</p>
Offline Forms	<p>Offline Forms are interactive PDF documents that allow the Master to complete a Pre-Arrival Report and a Ballast Water Report and submit the data electronically to the Agent.</p>
Vessel Agent	<p>The Agent representing the Master and the vessel in Australia. Vessel Agents include Port, Billing and Crew Agents as defined in MARS</p>
Visit	<p>Vessel's intended/actual arrival at a single Australian port.</p>
Voyage	<p>The journey a vessel undertakes during their time in Australian waters. A voyage is made up of one or more visits. In MARS, a voyage is identified by a unique voyage number which is mandatory for all reports and applications.</p>
Voyage Number	<p>The voyage number is a unique identifier for each voyage a vessel undertakes to Australia. The voyage number must match the number on the PAR, Ballast Water Report, Human Health Update or NFP application for the current voyage. MARS Rules for the voyage number are:</p> <ul style="list-style-type: none">• A voyage number cannot ever be used by the same vessel more than once• Must not change during a voyage. If the vessel operator does change the number for its own purposes, then the Master/Agent should continue to use the number that was initially provided when communication for the voyage commenced with the department at the start of the voyage.• MARS does not allow embedded spaces in the voyage no.• Only uppercase alphanumeric characters are allowed in the voyage number field i.e. A to Z and 0 to 9
Vessel Compliance Scheme (VCS)	<p>The new reduced intervention scheme based on the principle of capturing the compliant behaviours of Masters and crews. It utilises a demerit point system to improve consistency in decisions and outcomes. Visible to internal and external clients.</p> <p>VCS replaces the PDC (Pratique Documentary Clearance) system.</p>
XML Data file upload	<p>The XML data can be uploaded by Agents into the MARS web application to assist vessel Masters with pre-arrival reporting. An XML Data file is created when the Offline Form is saved as an XML file or the Master selects Send to Agent on the Offline Form. MARS will only accept applications from files saved as XML Data files.</p>

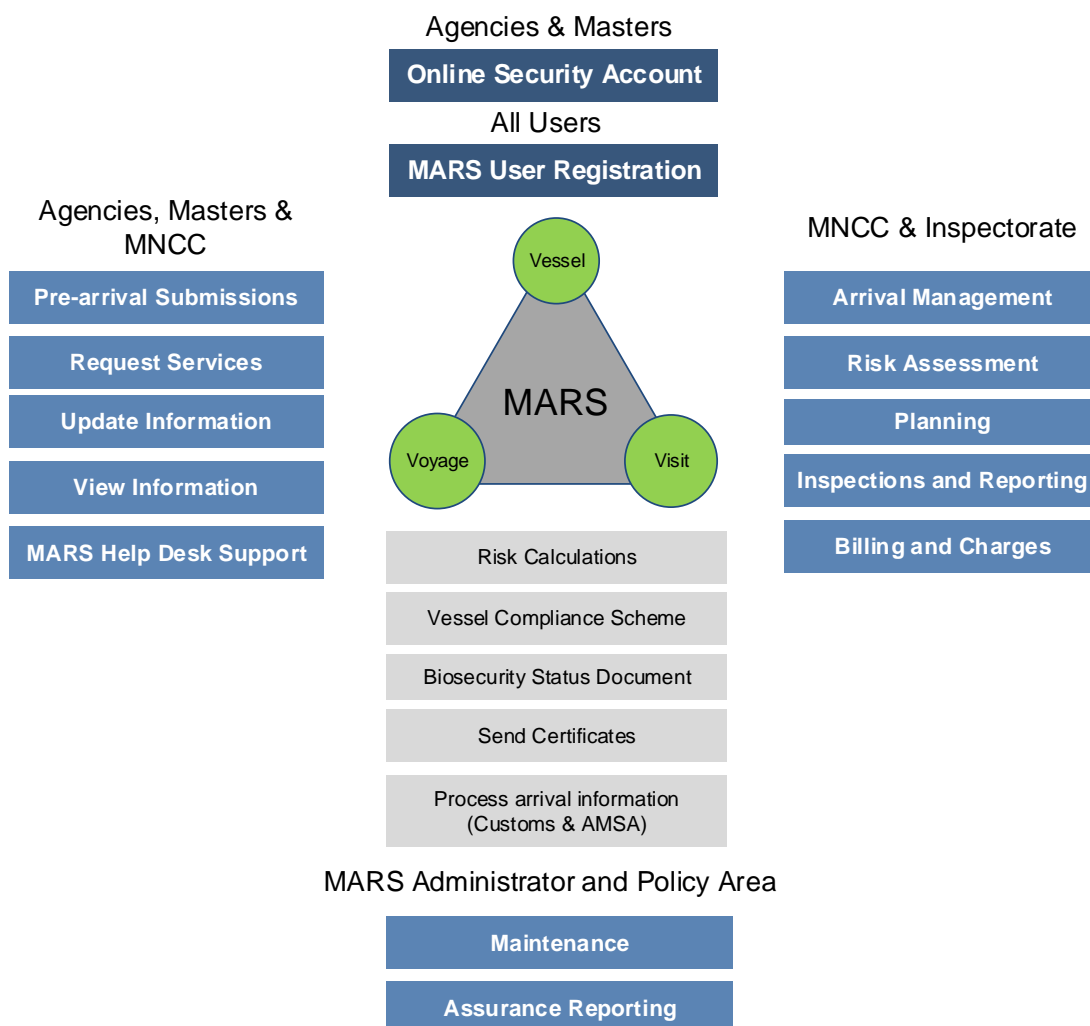
Maritime Arrivals Reporting System

What is MARS?

The MARS system is the establishment of a web portal to facilitate the submission of pre-arrival documentation and service requests as required under the *Biosecurity Act 2015*.

Biosecurity legislation defines the mandatory responsibilities of international vessels to report pre-arrival information to the Department of Agriculture and Water Resources. MARS is the only method of electronically reporting pre-arrival requirements for all international vessels.


Functionality within MARS includes automated processing of pre-arrival information; decision support for risk assessments; client communications and arrival management; automated charging; and detailed reporting. To provide context to the scope of MARS, the following diagram identifies the overarching functionalities of MARS based on users.



Configuring Internet Explorer (IE 11) for MARS Access

The steps below guide users on how to configure IE 11 for MARS access.

Step 1: Configuring Internet Explorer for MARS

1. Use the desktop version of Internet Explorer (Version 11).
2. Click on the Tools icon  and choose Compatibility View Settings,
 - a. Untick “Display intranet sites in Compatibility View” and “Use Microsoft compatibility lists”,
 - b. Click close.
3. Click on the Tools icon again and choose Internet options,
 - a. Click on the Privacy tab,
 - b. Under Pop-Up Blocker click on ‘Settings’,
 - c. Add ‘agriculture.gov.au’ to list of exceptions.

Step 2: Creating a bookmark for MARS

1. Copy the MARS Production URL and paste it into the address bar of Internet Explorer, hit enter.
2. Click on the favourites icon (star) and then ‘Add to favourites’.
3. Change the name of the link to ‘MARS’.
4. Open the favourites list and right-click on the MARS bookmark.
5. Choose ‘Properties’ and delete the text in the URL field.
6. Copy and paste the MARS Production URL into the URL field.
7. Click OK.

Step 3: Create a desktop shortcut for MARS

1. Copy the MARS production URL.
2. On the desktop, right click and then choose New, then Shortcut.
3. Paste the MARS Production URL into the shortcut, click next.
4. Change the name of the shortcut to ‘MARS’.
5. Click ‘Finish’.

NOTE: *If at any stage you log in to MARS from a Bookmark or Shortcut and the ‘blue Oracle’ screen appears follow the steps above to edit the URL fields in the Bookmark and Shortcut. The URL must be as specified in the table in the previous section. Contact the MNCC for further assistance if required.*

Step 4: Allowing Pop-ups in IE 11

eForms require the Pop-up blocker in IE 11 to allow pop-ups from the department’s websites. By default Pop-ups are blocked by the browser.

1. Click on the Tools icon, then select Internet options from the menu.
2. Select the Privacy tab.
3. In the Pop-up blocker section select settings.
4. In the Add field type: *.agriculture.gov.au and click Add.
5. Make sure *.agriculture.gov.au is now in the Allowed sites section.
6. Click Close and then Ok.

Clearing Internet Explorer (IE Browser) Cache

At times it may be necessary to clear the browser history in IE 11.

NOTE: If you are unsure about the steps described below please contact the HP Helpdesk for support.

To delete browsing history in Internet Explorer 11:

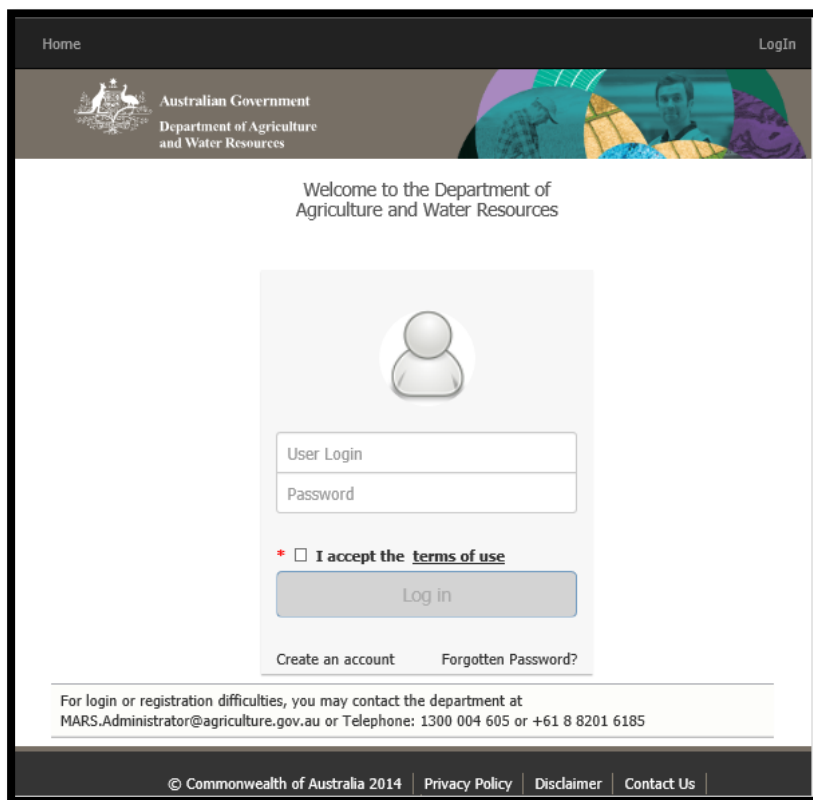
1. In Internet Explorer, select the **Tools** button.
2. Click on Internet options.
3. On the General tab go to Browsing history.
4. Click on Delete.
5. Select all the boxes in the delete Browsing History window.
6. Click on Delete.

MARS Web Address

MARS is a web based application accessed through the department's online customer portal. The customer portal is accessed by entering the following MARS URL in the web browser's address bar:

<https://online.agriculture.gov.au/selfservice>

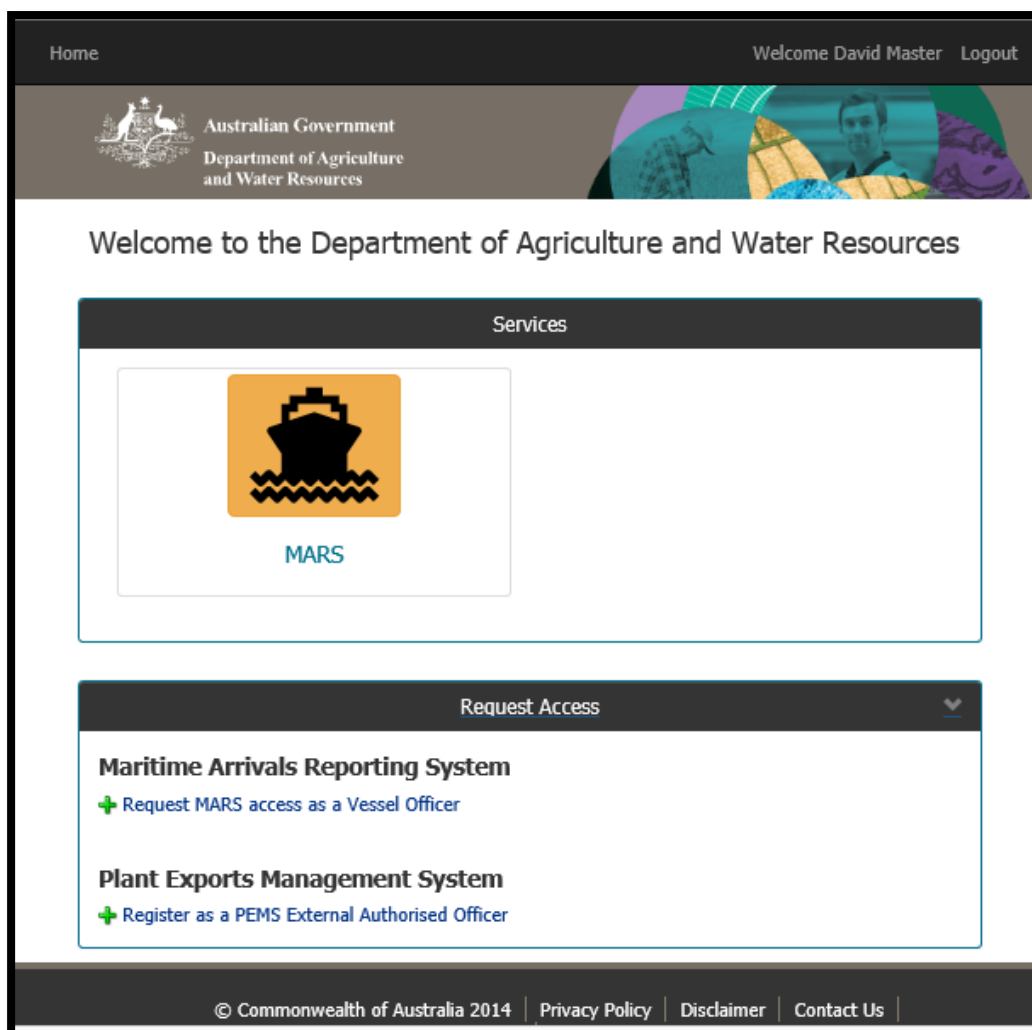
The User login screen will be displayed:

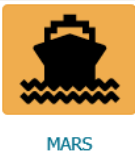
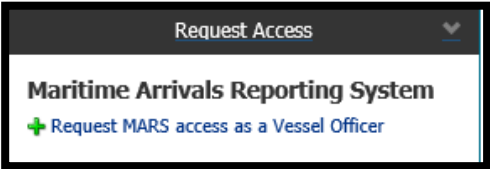


The screenshot shows the MARS User Login screen. At the top, there is a navigation bar with 'Home' on the left and 'LogIn' on the right. Below this is a header section with the Australian Government logo and the text 'Australian Government Department of Agriculture and Water Resources'. The main content area features a large, stylized background image of a person's face. In the center, there is a login form with a placeholder for a user icon. The form includes fields for 'User Login' and 'Password'. Below these fields is a checkbox labeled 'I accept the terms of use' with a red asterisk. A 'Log in' button is positioned below the checkbox. At the bottom of the form, there are links for 'Create an account' and 'Forgotten Password?'. A footer section at the bottom of the page provides contact information: 'For login or registration difficulties, you may contact the department at MARS.Administrator@agriculture.gov.au or Telephone: 1300 004 605 or +61 8 8201 6185'. The very bottom of the page contains a footer with copyright information: '© Commonwealth of Australia 2014' and links for 'Privacy Policy', 'Disclaimer', and 'Contact Us'.

Department's Customer Portal

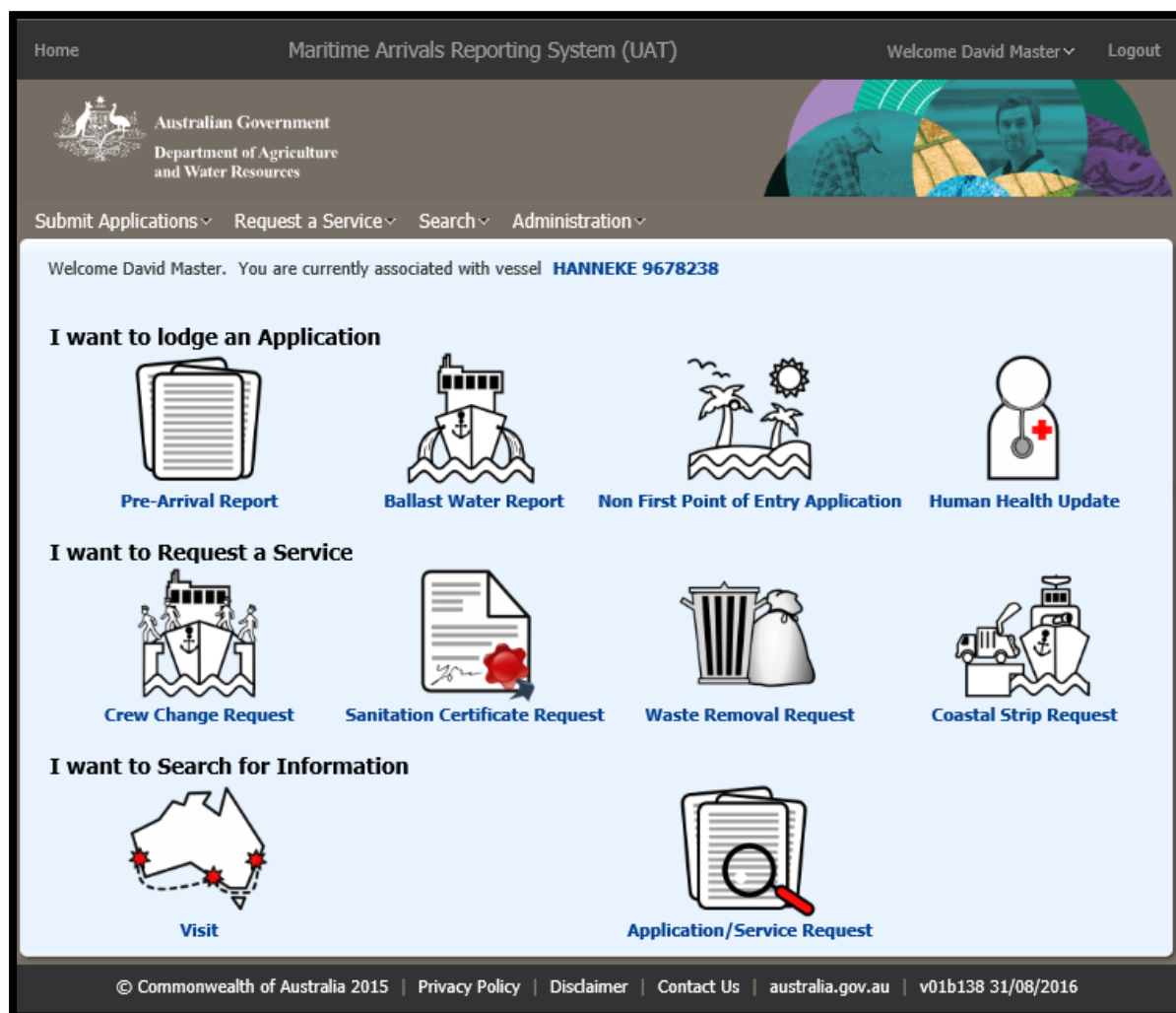
Once a user has created a User Security Account (Chapter 2) and Logs in they will have access to the department's customer portal. The portal hosts all the department's online applications. All potential MARS users are required to request MARS access through the customer portal (Chapter 2). Only after access has been approved will the MARS icon be available for use.



Icon	Details
	<p>Once a user has been approved for MARS access the MARS icon on the left will be visible when they sign on to the department's customer portal. Clicking on this icon opens the MARS application.</p>
	<p>The hyperlink allows the Master of a vessel to request access to MARS.</p>

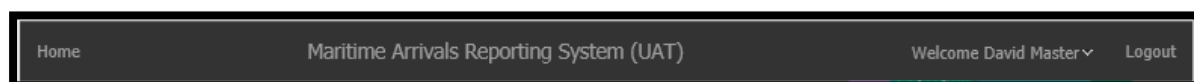
MARS Home Screen

Once a Master has created a Security Account with a User ID and password and logged in to the department's customer portal (Chapter 2) and has approved MARS access MARS will be available for use. Through the icons and menus on the MARS home screen all MARS functions can be accessed.



The MARS home screen has four main sections:

MARS Home Screen - Toolbar



Home – Clicking on Home will return the user back to the home page of the department's customer portal. From here a user can access MARS, access their profile and request MARS access.

Maritime Arrivals Reporting System – Clicking on this [hyperlink](#) will return the user to the MARS home screen. The MARS environment the user is logged in to is displayed in brackets.

Welcome [User ID] – Clicking on this [hyperlink](#) will take a user to the Security Account profile screen where the user's profile and password details can be viewed and updated.

Logout – Click on the logout button to exit the customer portal and return to the department's website.

MARS Home Screen - Menu Bar

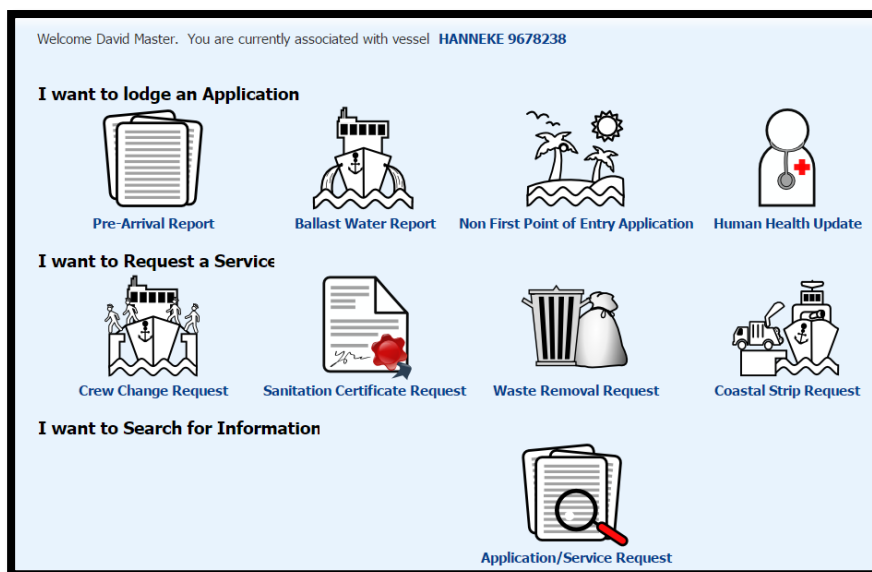


1. **Submit Applications** – From this menu vessel Masters are able to select the report or application they would like to submit. There are four reports/applications that can be completed from this menu.
 - a. Pre-Arrival Report
 - b. Ballast Water Report
 - c. Non First Point of Entry Application
 - d. Human Health Update
2. **Request a Service** – From this menu vessel Masters are able to create service requests for an active voyage in MARS. Masters may select from the following services:
 - a. Crew Change Request
 - b. Sanitation Certificate Request
 - c. Waste Removal Request
 - d. Coastal Strip Request
3. **Search** – Here a Master can search for information regarding the current voyage of the vessel. Masters may search for:
 - a. Visit details
 - b. Reports, Applications and Service Requests that have been submitted
4. **Administration** – Here a Master can view the:
 - a. User details submitted during the Security Account registration process, and
 - b. User security details (Profile entitlements used for troubleshooting purposes)

MARS Home Screen - Shortcuts

Shortcuts on the MARS home screen give a Master direct access to the MARS applications required for electronic reporting to the department. The shortcuts are alternatives to the drop down menus and list the same menu items. The welcome message identifies the user currently logged in and the vessel they are associated with. Clicking on the [\[Vessel Name and IMO\] hyperlink](#) will take the user to the **Vessel Details** screen.

NOTE: *If the vessel name displayed on the MARS home screen is **different** to the vessel the Master wants to submit reports/applications for then the Master must refer to the **MARS Vessel Officer Registration** section in this User Guide on how to request access for the new vessel. A Master can only submit electronic reports/applications for the vessel associated with their Security Account User ID.*



MARS Home Screen - Footer

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The footer contains the department's privacy policy and contact details. It also contains the MARS version number which is important for troubleshooting purposes when contacting the department for assistance.

MARS Common Buttons and Indicators

The following table lists common buttons and indicators that are used in MARS:

Icon	Description	Function
	Cancel	Generally takes the user back to the previous screen
	Red asterisk	Indicates a mandatory field
	Calendar	Allows a user to select a date and time (if applicable)
	Add Row	Click on the Add Row button to enable data entry fields and add additional rows to grids.
	Delete Row	Allows a user to remove any rows that were added
	Print Function	When using this print function in MARS a pdf document will be created. This pdf can then either be sent to a printer or saved as a file.
	Edit	Allows a user to edit the details of a table or grid.



Chapter 2 –MARS User Access

Department Security Account Registration

MARS Vessel Master Registration

Department Security Account Maintenance



Department Security Account Registration

Explanatory Notes

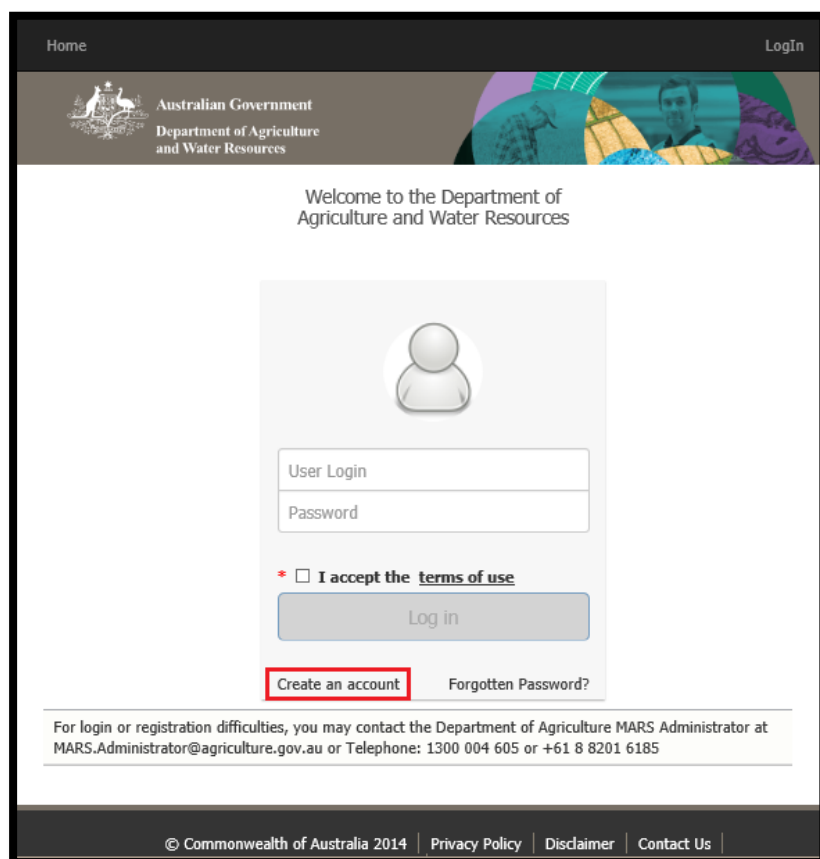
All vessel Masters must first register a departmental Security Account which consists of a User ID and password before any departmental online services or applications like MARS can be accessed. Once a User ID has been registered a Master can request access to MARS. MARS access is requested through signing on to the customer portal on the department's website with the User ID that was created. Once approved the Master's User ID is linked to the vessel selected at the time of requesting MARS access.

The User ID and password remains with the Master and must be used to request MARS access again when the Master is assigned to a new vessel. A Master's User ID can only be associated with one vessel at any given time.

How to do it

The first step to access MARS is to create a departmental Security Account.

1. Access the department's customer portal through the following link:
<https://online.agriculture.gov.au/selfservice>.
2. The Welcome screen will be displayed. To create a new Security Account, click on the **Create an account** link.



Home LogIn

Australian Government
Department of Agriculture
and Water Resources

Welcome to the Department of
Agriculture and Water Resources

User Login
Password

* ☐ I accept the [terms of use](#)

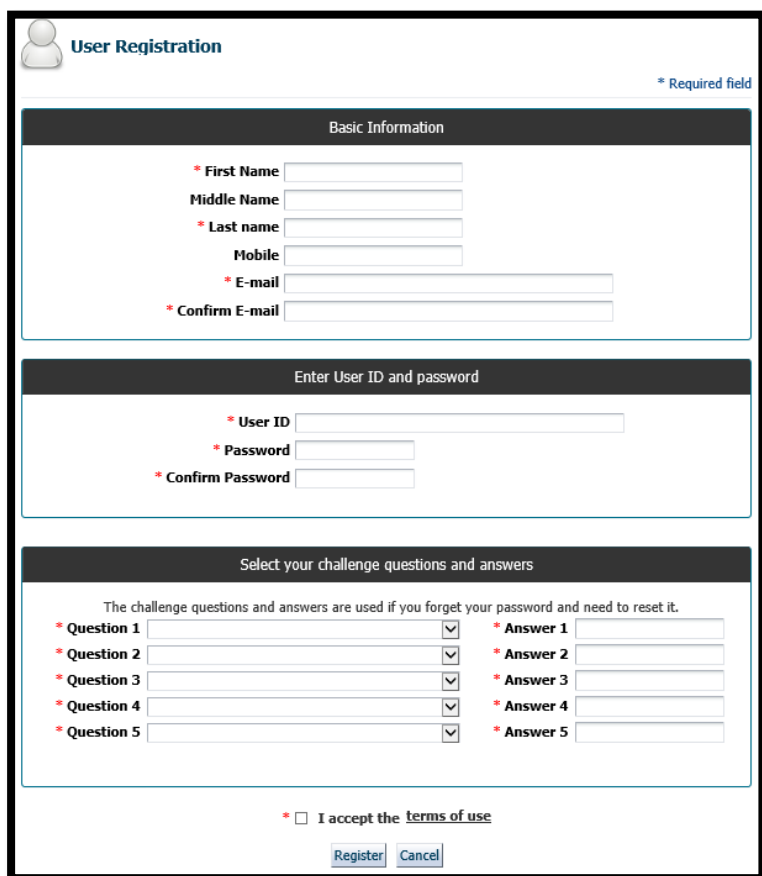
Log in

Create an account Forgotten Password?

For login or registration difficulties, you may contact the Department of Agriculture MARS Administrator at MARS.Administrator@agriculture.gov.au or Telephone: 1300 004 605 or +61 8 8201 6185

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3. The **User Registration** screen will be displayed. Complete all the mandatory fields in this screen. The table below contains specific information for each field. It is important that the guidelines in the table are followed to avoid unnecessary delays in user registration.



User Registration

* Required field

Basic Information

* First Name

Middle Name

* Last name

Mobile

* E-mail

* Confirm E-mail

Enter User ID and password

* User ID

* Password

* Confirm Password

Select your challenge questions and answers

The challenge questions and answers are used if you forget your password and need to reset it.

* Question 1 * Answer 1

* Question 2 * Answer 2


* Question 3 * Answer 3

* Question 4 * Answer 4



* Question 5 * Answer 5

* ☐ I accept the [terms of use](#)

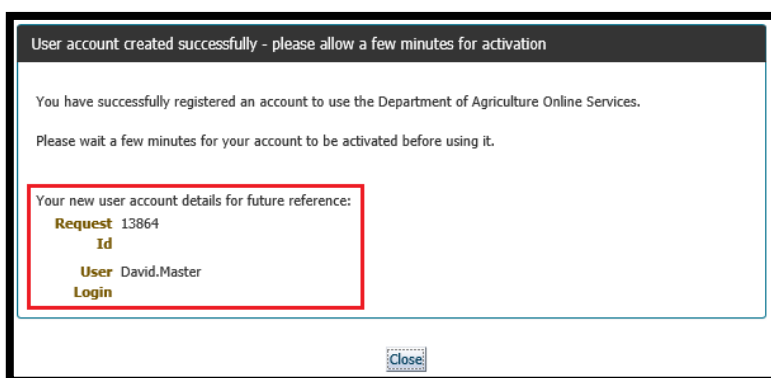
NOTE: The details entered here will be used to create an online Security Account for the user. Please follow the field content guidelines as indicated in the table below!

Field	Content
First Name	The Master's first name is entered here.
Middle Name	Optional field.
Last Name	The Master's last name.
Mobile	It is recommended that the vessel's telephone number or the Shipping Company's telephone number is entered with the international dialling codes.
E-mail	Enter a valid email address to receive confirmation of the registration.
Confirm E-mail	Re-enter the email address.
 The email address used here will be linked to the User ID and cannot be used more than once for registration. It is advisable that the Master use a personal email rather than the vessel's generic email.	
User ID	Masters must create a User ID. The User ID will remain with the Master and must not be passed on to the subsequent Masters.



Field	Content
	User IDs are not case sensitive and must consist of 5 or more characters. The User ID must not contain any spaces. Certain special characters may also be used: <ul style="list-style-type: none">Permissible Special Characters (@ % . / _ -)
 An example of an appropriate User ID: Joe.Blogs	
Password	Passwords are case sensitive and must consist of 10 or more alpha-numeric characters. Passwords must contain a combination of the following characters: <ul style="list-style-type: none">One uppercase letter, andOne lowercase letter, andOne digit. Passwords do not expire; however, it is good practice to change passwords every 30 days.
Confirm Password	Re-enter the password.
 Incorrectly entered passwords will lock the user's account for 1 hour after 5 unsuccessful attempts have been made.	
Challenge Questions	A minimum of 5 challenge questions must be selected. The same challenge question may not be selected more than once. Answers to the challenge questions are not case sensitive. It is recommended to use a single word for the answer to the challenge question.

- Once all the mandatory fields have been completed tick the box to **accept the terms of use**.
- Click on the **Register** button to register the User ID and password with the department.
- When the registration details have been submitted a message will be displayed stating that the user account was created successfully. Account activation will take a few minutes.



NOTE: Write down the Request ID and the User Login. These details are required if the Help desk is contacted to resolve registration issues.

- Click on the **Close** button to return to the **Log In** screen. Enter your User ID and password and click **Log In** to access the customer portal.

What is Next: You have successfully created a Security Account with User Id and Password to access the department's customer portal. However, at this stage you do not have MARS access. The next step will be to request MARS access as a Vessel Officer.

MARS Vessel Master Registration

Explanatory Notes

All vessel representatives (Masters) must have access to the department's customer portal in order to submit reports and applications using MARS. The Master must log in to the department's customer portal with the User ID and password they registered.

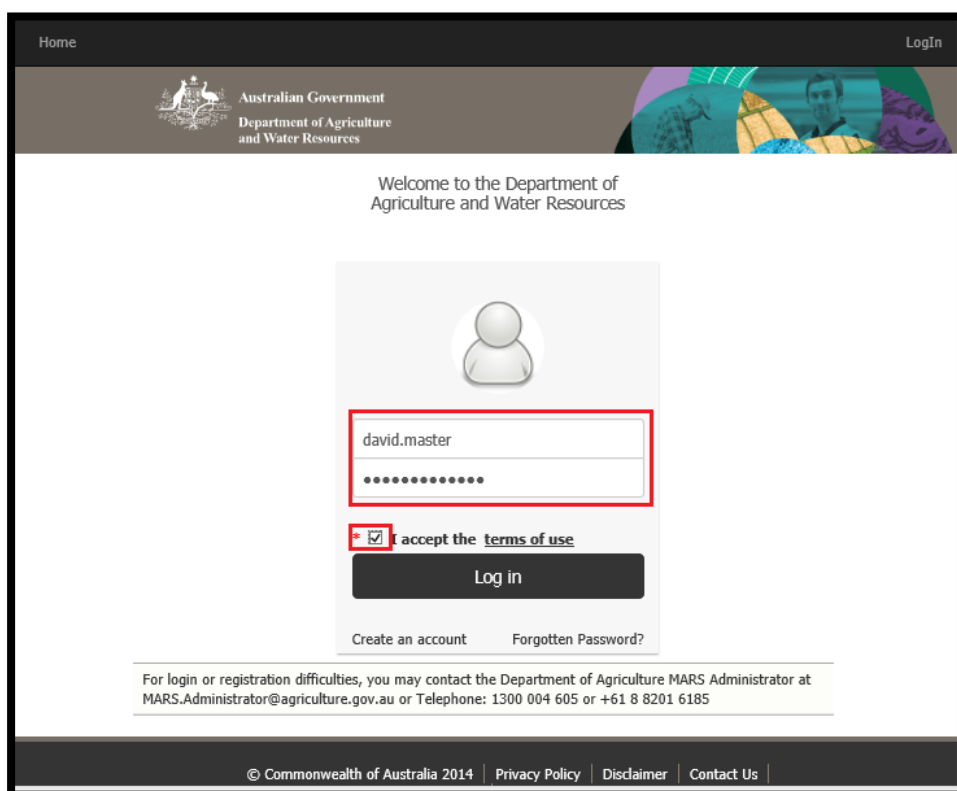
From the customer portal the second step is to request MARS access as a Vessel Officer. Once approved by the nominated port Agency the Master can submit pre-arrival documentation directly into MARS.

MARS access requests in most circumstances will be sent to and approved by the vessel's port Agent. If the Agent isn't known or cannot be found during the request or the vessel will arrive in Australia within 48 hours then the department will action the Master's access request.

How to do it

1. Access the department's customer portal through the following link.

<https://online.agriculture.gov.au/selfservice>



Home LogIn

Australian Government
Department of Agriculture
and Water Resources

Welcome to the Department of
Agriculture and Water Resources

username: david.master
password:

☒ I accept the [terms of use](#)

Log in

[Create an account](#) [Forgotten Password?](#)

For login or registration difficulties, you may contact the Department of Agriculture MARS Administrator at MARS.Administrator@agriculture.gov.au or Telephone: 1300 004 605 or +61 8 8201 6185

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2. Enter the User ID and password.
3. Read and accept the terms of use, and click **Log In**.
4. Expand the **Request Access** section of the customer portal and select **“Request MARS access as a Vessel Officer”**.



Home Welcome David Master Logout

Australian Government
Department of Agriculture
and Water Resources

Welcome to the Department of Agriculture and Water Resources

Services

Request Access

Maritime Arrivals Reporting System

[Request MARS access as a Vessel Officer](#)

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5. Complete all the mandatory fields in the request screen. Detailed descriptions of the field contents are in the table below:

Request MARS access as a Vessel Officer

Vessel Details

* Vessel Name IMO

Country of Registration Registration/Official # Call Sign

Please enter these additional contact details

* Phone number Fax number

Agency details




You must select an agency to approve you to be the Vessel Officer in MARS. Type a few characters and then choose the agency from the resulting list.

Agency Name

☐ I do not have an agency to represent me OR I cannot find the agency that represents me

☐ I will be arriving in Australia in the next 48 hours



Field	Content
Vessel Name	Enter the official full vessel name taken from the Ship's Particulars.
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a 7 digit numeric identifier.
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Registration/Official#	This is a optional field and mainly used for craft without an IMO number or call sign.
Call Sign	Enter the Call Sign for the vessel.
 At least one of the IMO or the Country of Registry or the Registration/Official# or Call Sign must be provided.	
Phone Number	This is the telephone number of the vessel or the shipping company responsible for the vessel. Include all international dialling code.
Fax Number	The fax number is optional. If included ensure the international dialing code is included.
Agency Name	Type the first three letters of the Agency name and then select the correct Agency from the drop down list.
I do not have an Agency to represent me OR I cannot find the Agency that represents me	Tick this box if you cannot find the Agency name or you do not have an Agency or do not know the name of the Agency representing the vessel at the first port of entry to Australia.
 If this box is ticked the request for MARS access will be sent to the department for approval.	
I will be arriving in Australia in the next 48 hours	Tick this box if the vessel will be arriving within the next 48 hours at an Australian port.
 If this box is ticked the request for MARS access will be sent to the department for approval.	

6. Click on **Submit**. The access request will now be sent to the Agency nominated in the request. The message below is displayed if the request was submitted successfully:

Registration request submitted successfully

Your application to access MARS as a vessel officer has been submitted and is available for assessment by the MARS Agency Administrator(s) at Dave Smith Shipping..

You will receive an email once the assessment has been done.

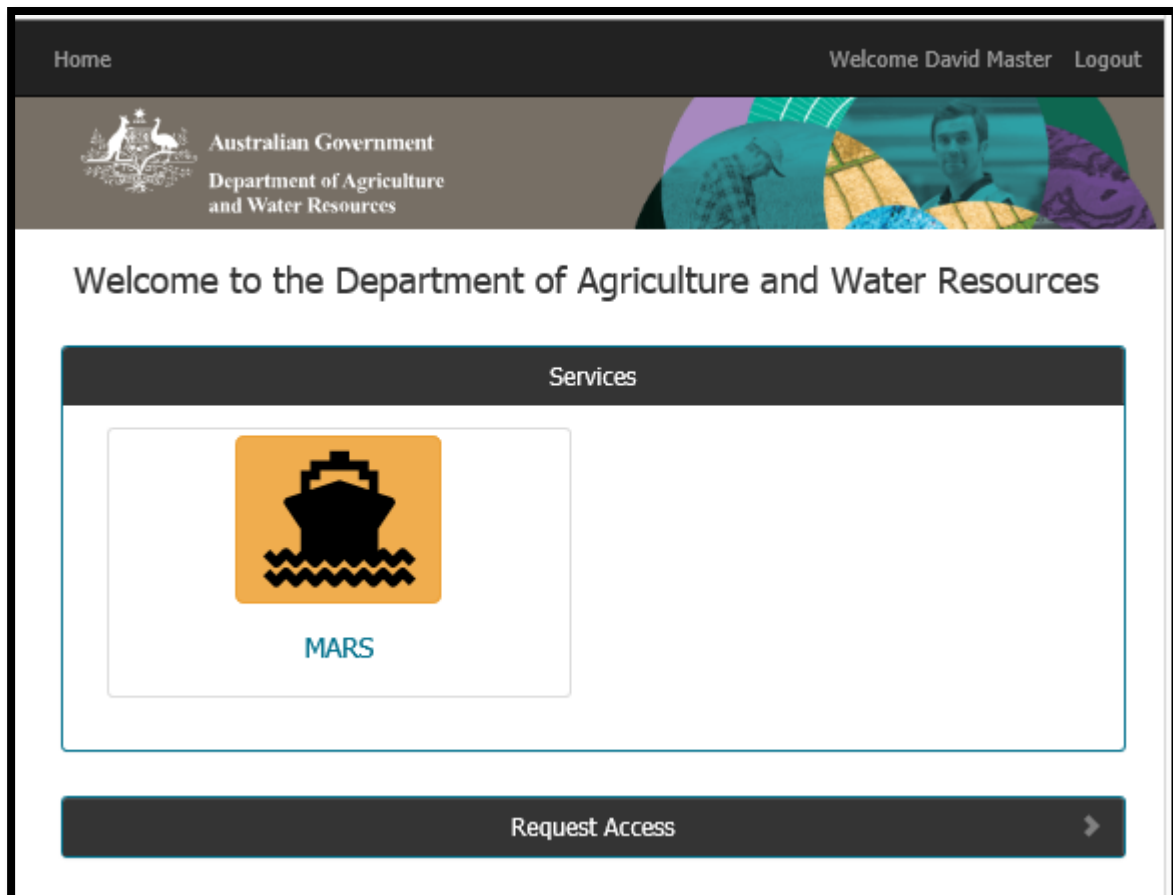
Your Request ID is **13869**

If you have not received a response after 48 hours you may send an email to mars.administrator@agriculture.gov.au.

[Go back to Home](#)



7. Vessel access requests will either be approved or rejected. The Master will receive an email explaining the reasons for rejection or an approval notice.
8. For first time MARS access Log In to the department's customer portal with the User ID and password.
9. If the access request was approved the MARS icon will be available under the **Services** heading



Department Security Account Maintenance

All external users are able to manage their own Security Account details and passwords. This includes re-setting a forgotten password, changing a password and updating security account profile details.

Reset a Forgotten Password

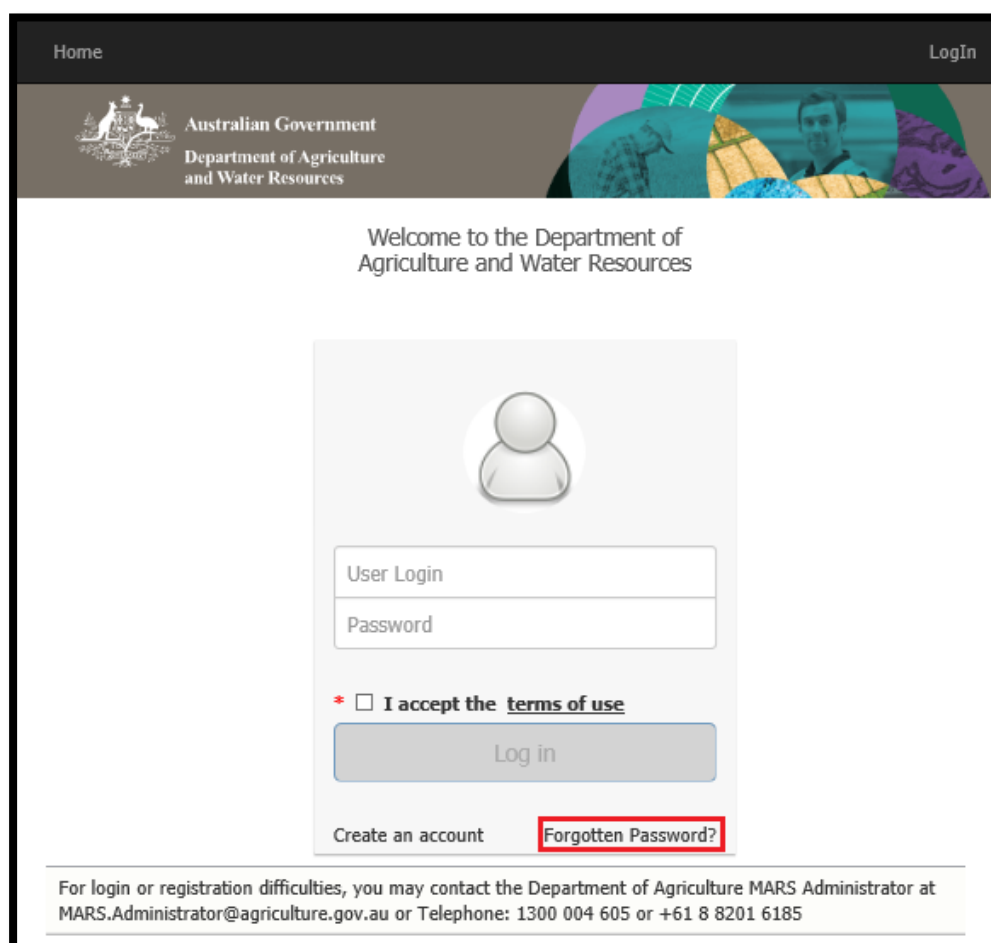
Explanatory Notes

When a user forgets their password they are able to reset their password by following the steps in this section of the User Guide. To reset a password the user must have access to their User ID and the answers to the challenge questions that were configured during the initial security account registration process.

How to do it

When a password has been forgotten then the **“Forgotten Password”** function must be used.

1. Access the department’s customer portal through the following link:
<https://online.agriculture.gov.au/selfservice>.
2. The **Welcome** screen will be displayed. Click on the **Forgotten Password** link.



Home LogIn

Australian Government
Department of Agriculture
and Water Resources

Welcome to the Department of
Agriculture and Water Resources

User Login

Password

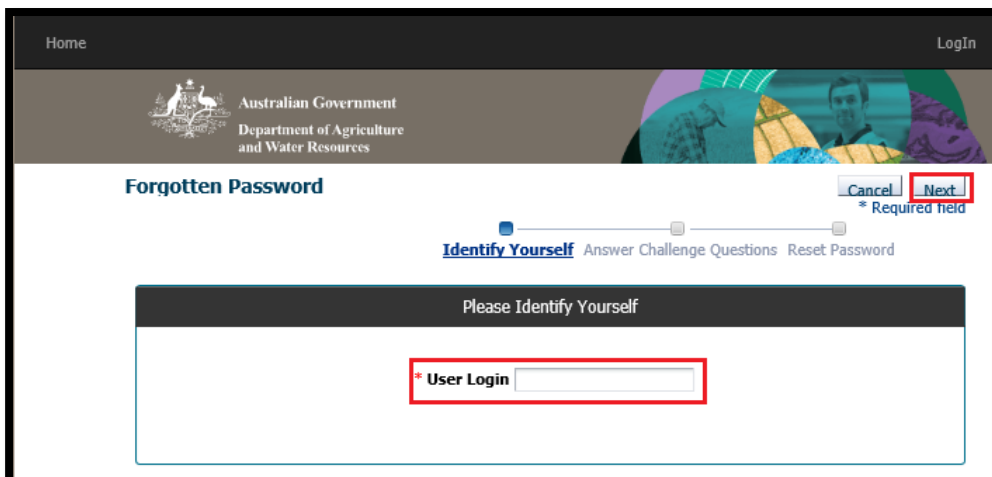
* ☐ I accept the [terms of use](#)

Log in

Create an account **Forgotten Password?**

For login or registration difficulties, you may contact the Department of Agriculture MARS Administrator at
MARS.Administrator@agriculture.gov.au or Telephone: 1300 004 605 or +61 8 8201 6185

3. Enter the **User Login** (User Id), and click on the **Next** button.



Home LogIn

Australian Government
Department of Agriculture
and Water Resources

Forgotten Password

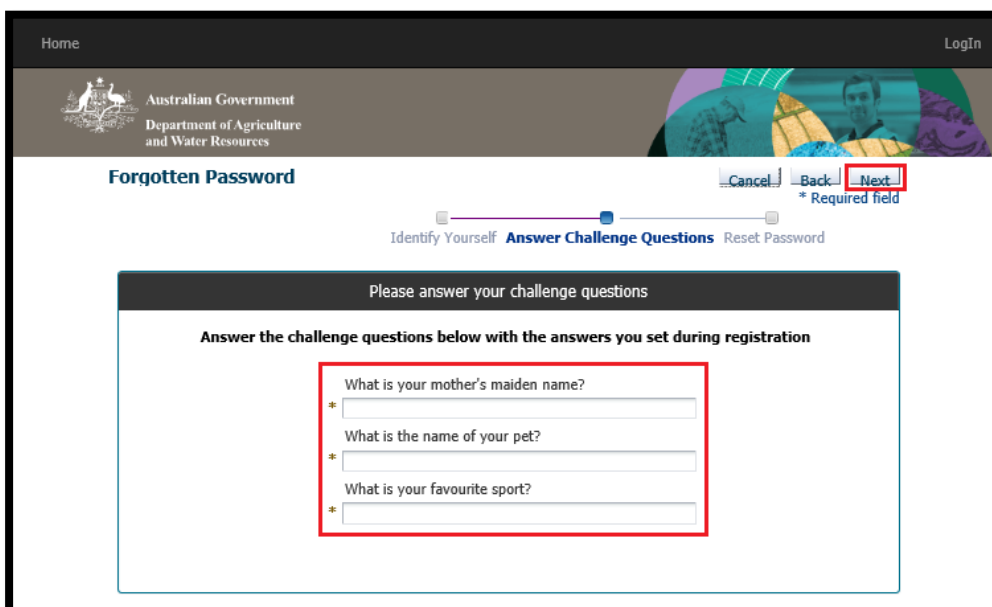
Cancel **Next**
* Required field

[Identify Yourself](#) [Answer Challenge Questions](#) [Reset Password](#)

Please Identify Yourself

* User Login

4. Answer the challenge questions with the answers that were set during the Security Account registration process. Click on the **Next** button.



Home LogIn

Australian Government
Department of Agriculture
and Water Resources

Forgotten Password

Cancel Back **Next**
* Required field

[Identify Yourself](#) [Answer Challenge Questions](#) [Reset Password](#)

Please answer your challenge questions

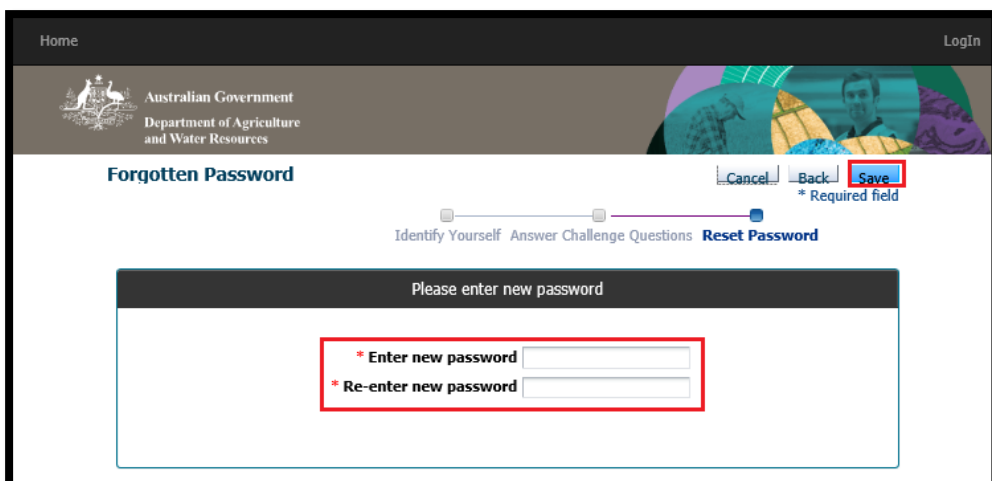
Answer the challenge questions below with the answers you set during registration

* What is your mother's maiden name?

* What is the name of your pet?

* What is your favourite sport?

5. Enter the new password. Click on the **Save** button.



Home LogIn

Australian Government
Department of Agriculture
and Water Resources

Forgotten Password

Cancel Back **Save**
* Required field

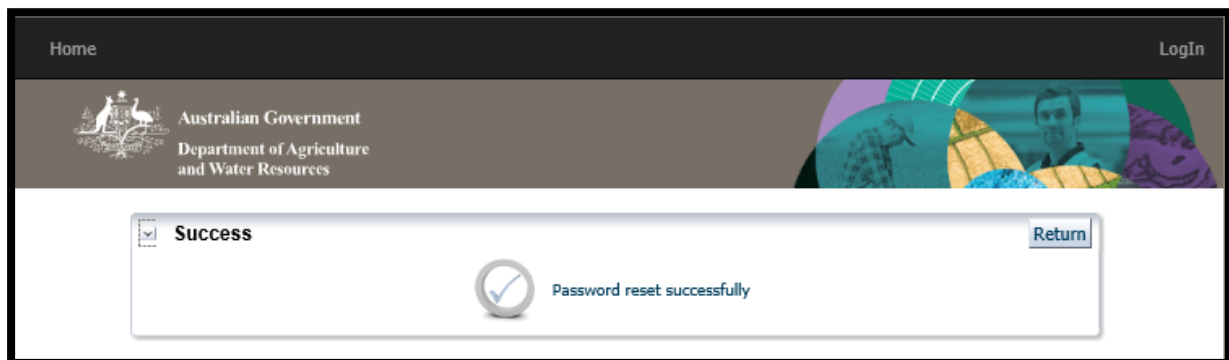
[Identify Yourself](#) [Answer Challenge Questions](#) [Reset Password](#)

Please enter new password

* Enter new password

* Re-enter new password

6. If the process was successful then the **Success** screen will be displayed.



7. The password has now been reset. Click on the **Return** button to return to the **Log In** screen.

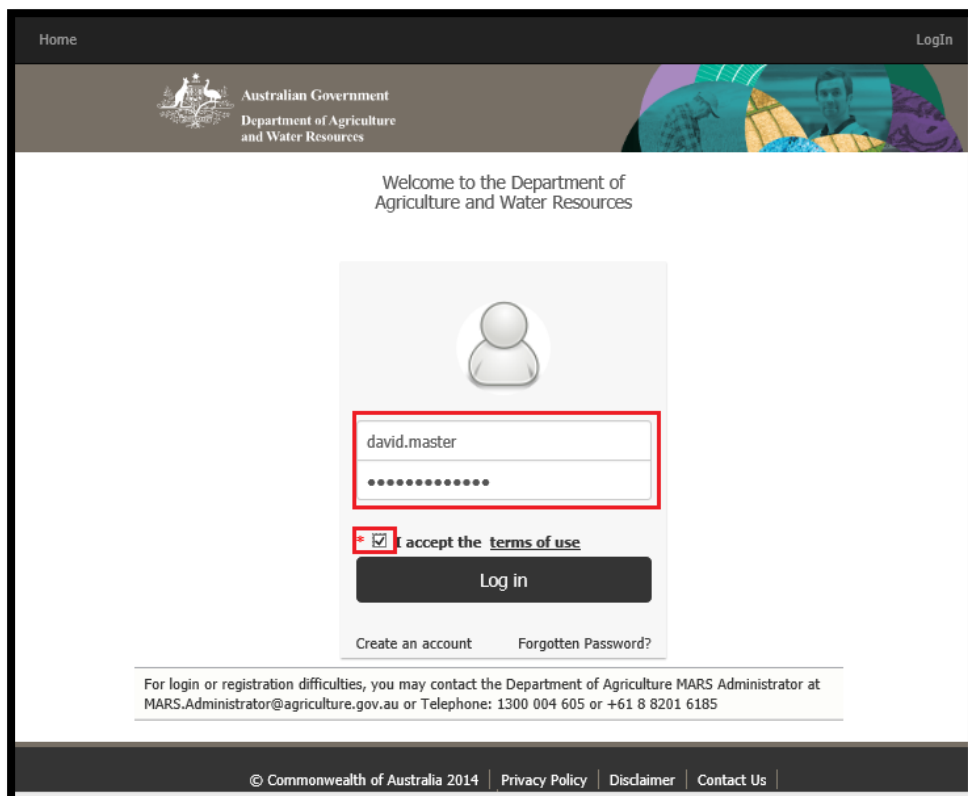
Change a Password

Explanatory Notes

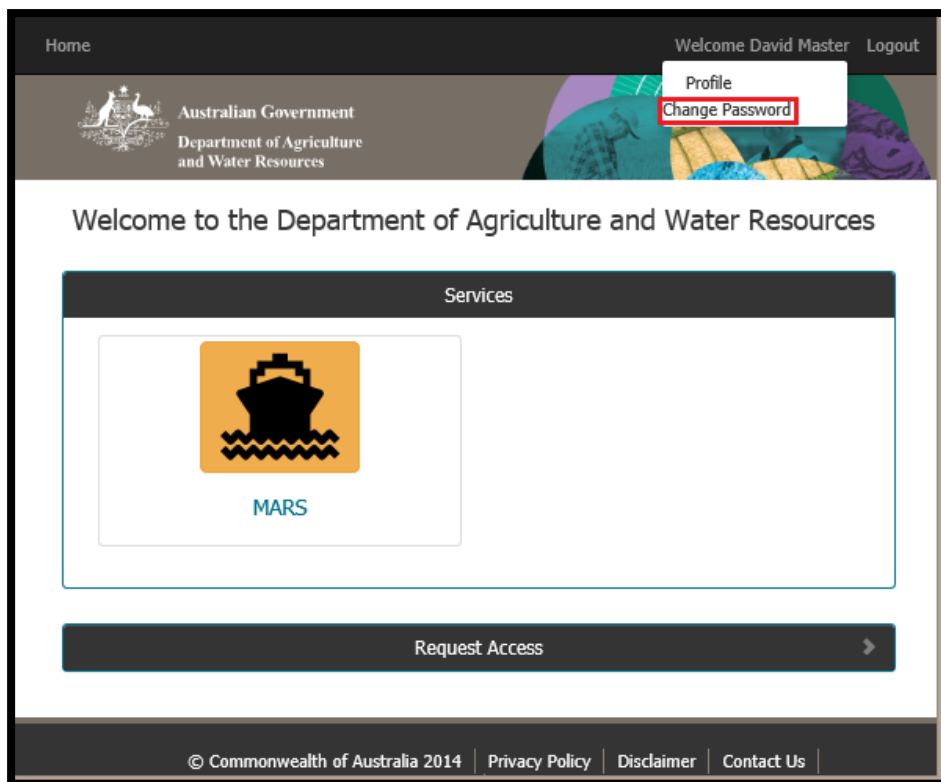
Password changes are not enforced by the department. However, it is good practise to change a password from time to time. The steps below outline the password change process.

How to do it

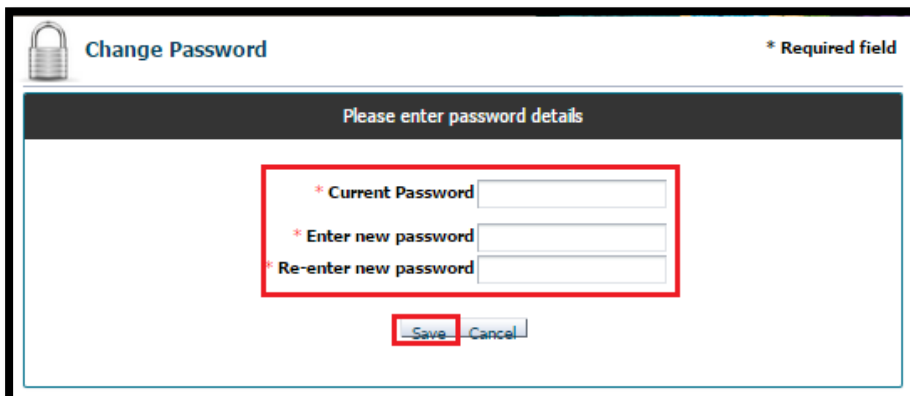
1. Access the department's customer portal through the following link:
<https://online.agriculture.gov.au/selfservice>.
2. The **Welcome** screen will be displayed.
3. Enter the **User ID** and password, read and accept the **terms of use** and click **Log In**.



4. The department's customer portal home page is displayed. Click on the **Welcome [User ID]** link at the top right of the page and select **Change Password**.



5. Enter the current password and then the new password. Click on **Save**



6. The password has now been changed.

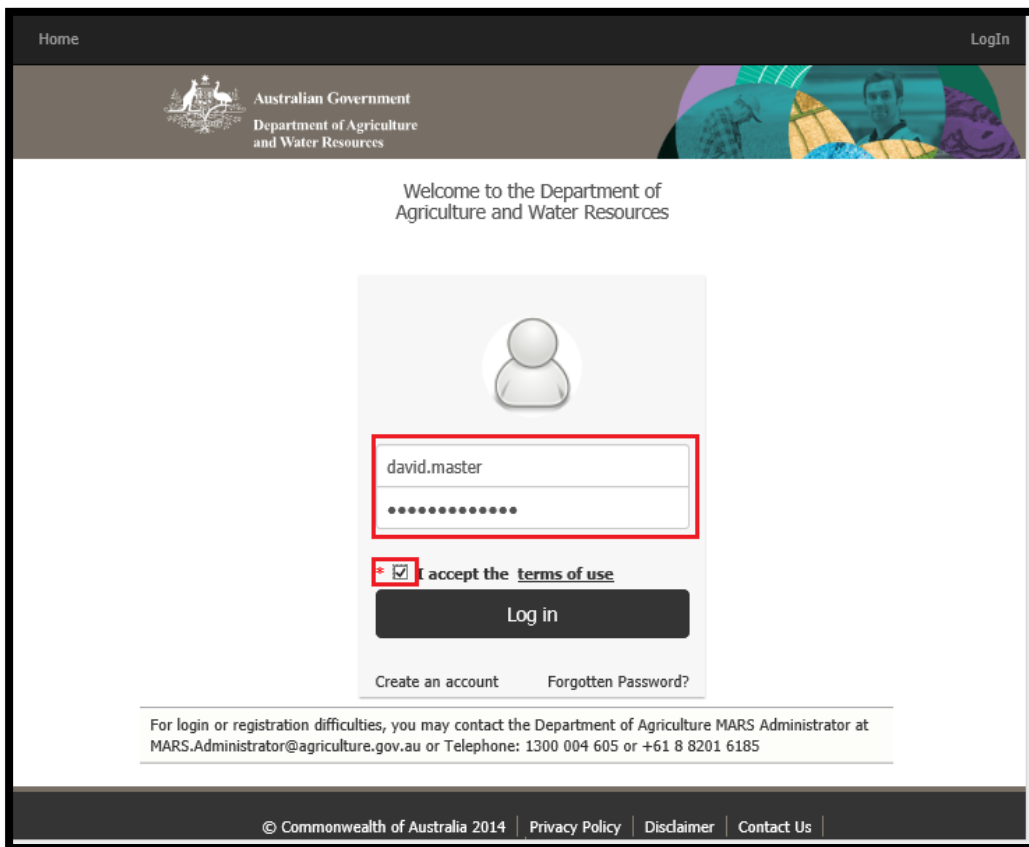
Security Account Profile Update

Explanatory Notes

A user is able to update the Security Account details through the **My Profile** screen accessed from the **Welcome [User ID]** link in the department's customer portal when signed in.

How to do it

1. Access the department's customer portal through the following link:
<https://online.agriculture.gov.au/selfservice>.
2. The **Welcome** screen will be displayed.
3. Enter the **User ID** and password.
4. Read and accept the **terms of use** and click **Log In**.



Home Log In

Australian Government
Department of Agriculture
and Water Resources

Welcome to the Department of
Agriculture and Water Resources

☒ I accept the [terms of use](#)

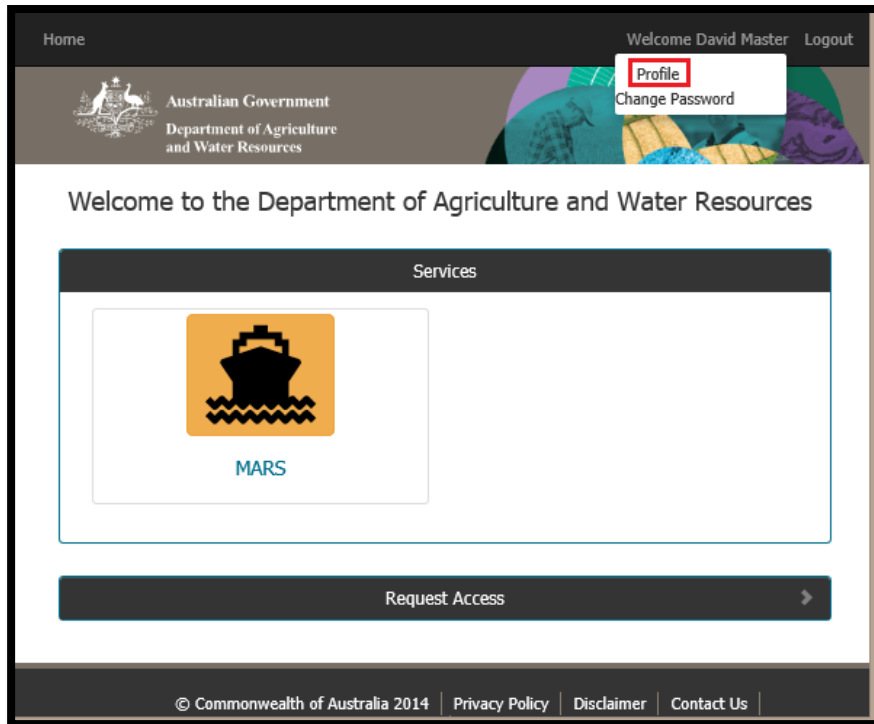
Log in

[Create an account](#) [Forgotten Password?](#)

For login or registration difficulties, you may contact the Department of Agriculture MARS Administrator at
MARS.Administrator@agriculture.gov.au or Telephone: 1300 004 605 or +61 8 8201 6185

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5. Click on the **Welcome [User Name]** link at the top right of the page and select **Profile** from the drop down menu.



6. Update the profile details as required and click on the **Update** button.

The screenshot shows the 'My Profile' form. At the top left is a user icon and the text 'My Profile'. On the top right is a note '* Required field'. Below this is a section 'User Login DAVIDAGENT'. The main form is divided into three sections: 'Basic Information', 'My Access', and 'Select your challenge questions and answers'. The 'Basic Information' section contains fields for First Name (David), Middle Name, Last name (Agent), Mobile, E-mail (davidagent@mail.com), Confirm E-mail (davidagent@mail.com), Phone (0882016187), and Fax. The 'My Access' section shows a table with one row containing 'MARSAgencyRep'. The 'Select your challenge questions and answers' section contains five questions and five corresponding answer fields. The 'Update' button is highlighted with a red box.

Basic Information	
* First Name	David
Middle Name	
* Last name	Agent
Mobile	
* E-mail	davidagent@mail.com
* Confirm E-mail	davidagent@mail.com
* Phone	0882016187
Fax	

My Access	
	MARSAgencyRep

Select your challenge questions and answers	
The challenge questions and answers are used if you forget your password and need to reset it.	
* Question 1	What is your mother's maiden name?
* Question 2	What is the city of your birth?
* Question 3	What is your favorite color?
* Question 4	What is the name of your pet?
* Question 5	What is the name of your favourite teacher?
* Answer 1	name
* Answer 2	birth
* Answer 3	color
* Answer 4	pet
* Answer 5	teacher

Update **Return**

7. The user profile has now been updated with the changes.

Chapter 3 – MARS Reports and Applications

Pre-Arrival Report (PAR)

Ballast Water (BW) Report

Non First Point of Entry (NFP) Application

Human Health Update



Pre-Arrival Report (PAR)

Explanatory Notes

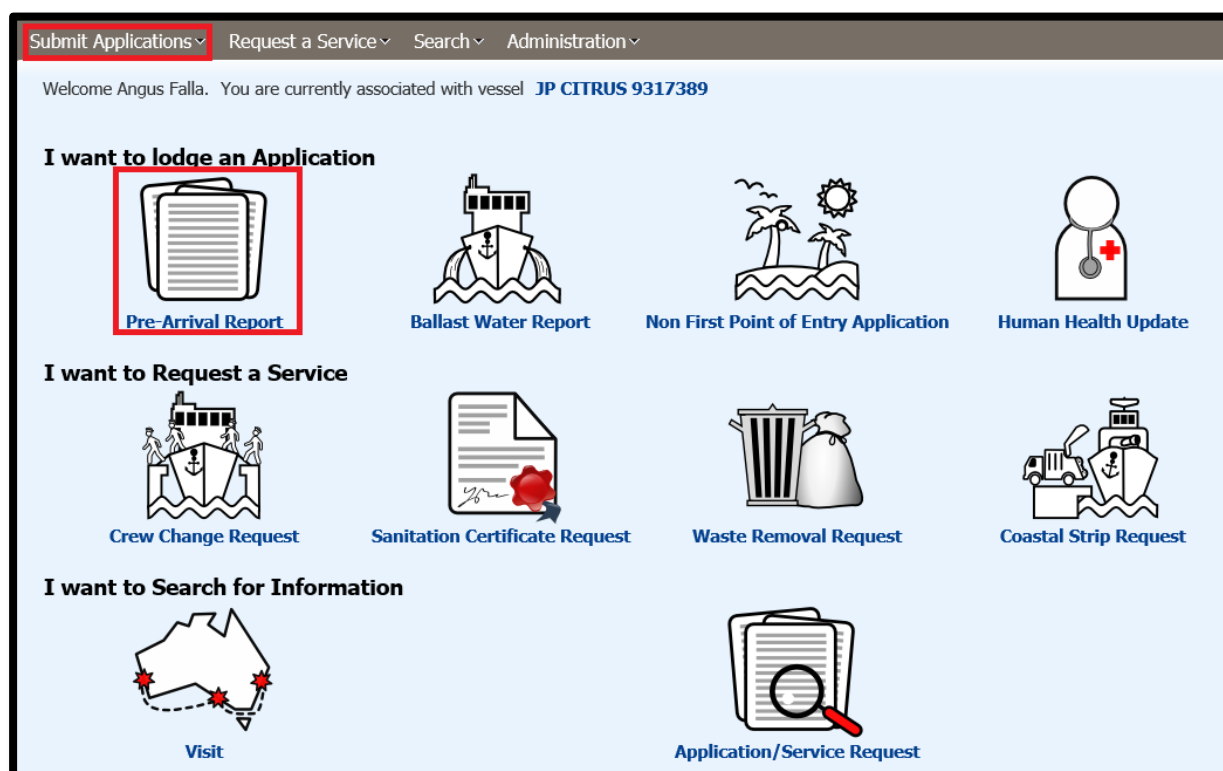
The PAR allows the Master to report pre-arrival information to the department. The PAR includes information about the vessel, the itinerary, sanitation status, human health risks and biosecurity risks on board. All commercial vessels must submit a PAR 96-12 prior to arrival in Australia.

The PAR can be accessed either from the **Submit Applications** drop down menu or by clicking on the **Pre-Arrival Report** shortcut on the MARS home screen. Reports may either be completed manually in MARS by direct data entry or by uploading a saved XML data file. Both options are described in the steps below.

Masters may elect to submit a PAR directly to their port Agent using the department's Offline Forms. Quick Reference Guides on how to complete Offline Forms are available on the department's website www.agriculture.gov.au.

How to do it

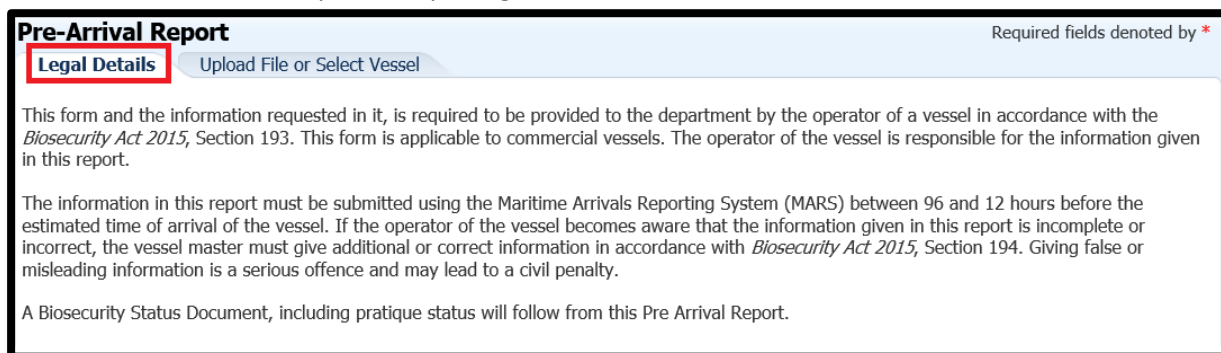
Open the **Pre-Arrival Report** from the MARS home screen. To complete an application each tab must be completed in order of appearance.



Legal Details

The **Legal Details** tab references the relevant sections of the Biosecurity Legislative Framework that relate to the application.

There are no fields that require completing on this tab.



Pre-Arrival Report Required fields denoted by *

Legal Details Upload File or Select Vessel

This form and the information requested in it, is required to be provided to the department by the operator of a vessel in accordance with the *Biosecurity Act 2015*, Section 193. This form is applicable to commercial vessels. The operator of the vessel is responsible for the information given in this report.

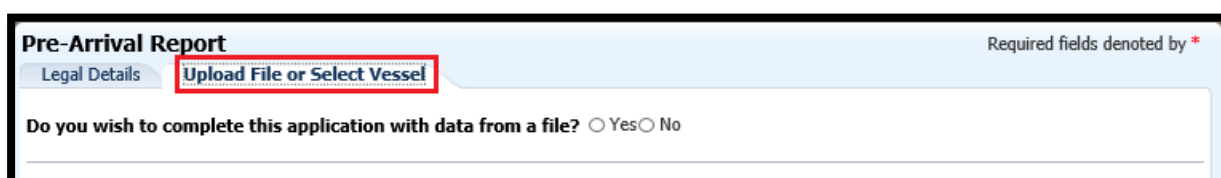
The information in this report must be submitted using the Maritime Arrivals Reporting System (MARS) between 96 and 12 hours before the estimated time of arrival of the vessel. If the operator of the vessel becomes aware that the information given in this report is incomplete or incorrect, the vessel master must give additional or correct information in accordance with *Biosecurity Act 2015*, Section 194. Giving false or misleading information is a serious offence and may lead to a civil penalty.

A Biosecurity Status Document, including pratique status will follow from this Pre Arrival Report.

Upload File or Select Vessel

The 'Upload File or Select Vessel' tab provides the user with an option to complete a PAR using data from a saved XML Data file.

NOTE: XML Data files are created by the Pre-Arrival Report PDF Offline Form.



Pre-Arrival Report Required fields denoted by *

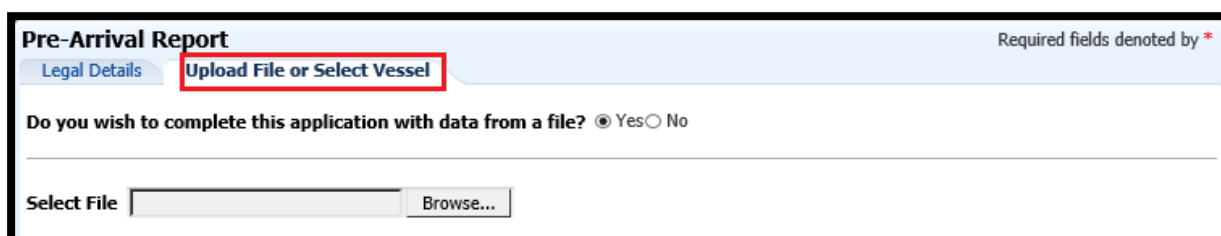
Legal Details **Upload File or Select Vessel**

Do you wish to complete this application with data from a file? ☐ Yes ☐ No

NOTE: To save time in completing a PAR a Master may complete the PAR Offline Form and then save the file for future use. The Offline Form will be saved as an xml file. This xml file is the only file type that can be used in MARS where the option is given to select data from a file.

Upload a PAR to MARS from a Saved XML Data file

1. To complete a PAR using data from an XML file answer 'Yes' to the question 'Do you wish to complete this application with data from a file?' Click on the 'Browse' 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.



Pre-Arrival Report Required fields denoted by *

Legal Details **Upload File or Select Vessel**

Do you wish to complete this application with data from a file? ☒ Yes ☐ No

Select File Browse...

2. Click through each of the tabs in sequential order to verify that there aren't any validation errors and that the correct Agency or Agencies have been nominated in the **Voyage Details** tab.

NOTE: For more detailed descriptions of each tab in the PAR refer to the sections below.

Complete a manual PAR in MARS

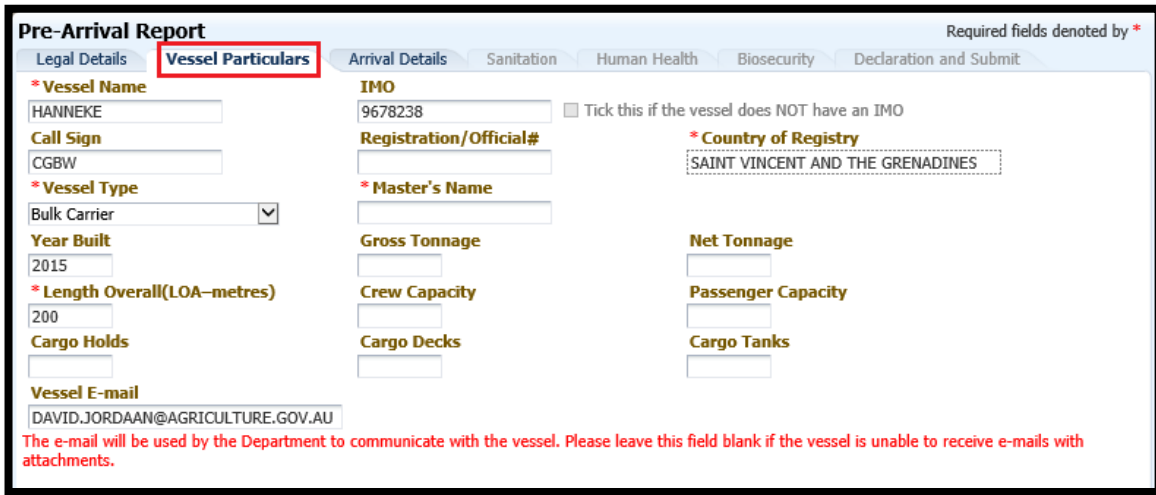
1. If no XML data is available select '**No**' to the question '**Do you wish to complete this application with data from a file?**' and complete a new PAR using the MARS interface.
2. The **Vessel Particulars** tab will be displayed and all the vessel details will be completed as configured in MARS.


NOTE: The Master will only be able to submit a PAR for the vessel associated with their User ID. If the vessel displayed is not the vessel the Master wants to submit a PAR for then the Master must refer to the **MARS Vessel Registration** section of this User Guide on how to register the vessel.

The PAR must be completed in one session. If a timeout occurs the information will not be saved and the user will have to start the application from the beginning.

Vessel Particulars

This tab is used to complete the Vessel Particulars. It contains both mandatory and optional fields. All **mandatory*** fields must be completed before you can navigate away from this tab.

Field	Content
	
Vessel Name	Enter the vessel name as it appears on the Ship's Particulars.
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a numeric identifier. For vessels with an IMO the IMO filed is mandatory.
Tick this if the vessel does NOT have an IMO	Some vessel types may not have an IMO. This box must be selected in those circumstances and one of the Call Sign or Registration/Official# must be supplied.
Call Sign	Enter the Call Sign for the vessel as it appears on the Ship's Particulars.
Registration/Official#	This is a non-mandatory field for vessels without an IMO.
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Vessel Type	Click on the down arrow and choose the appropriate vessel type.

Field	Content
Master's Name	Enter the Master's name.
Year Built	Enter the year the vessel was built.
Gross Tonnage	Enter the vessels gross tonnage. This is a non-mandatory field.
Net Tonnage	Enter the vessels net tonnage. This is a non-mandatory field.
Length Overall (LOA-metres)	Enter the vessels overall length in metres.
Crew Capacity	Enter the total number of crew the vessel can accommodate. This is a non-mandatory field.
Passenger Capacity	Enter the total number of passengers the vessel can accommodate. This is a non-mandatory field.
Cargo Holds	Enter how many cargo holds the vessel has. This is a non-mandatory field.
Cargo Decks	Enter how many cargo decks the vessel has. This is a non-mandatory field.
Cargo Tanks	Enter how many cargo tanks the vessel has. This is a non-mandatory field.
Vessel E-mail	Enter the email used on-board the vessel for communication purposes. This email will be used to communicate with the vessel. This field should be left blank if the vessel is unable to receive emails with attachments. In this case all emails intended for the vessel will be sent to the nominated port Agent. It is the Agent and Master's responsibility to ensure the vessel receives information from the department.
	Clicking on the cancel button on any of the tabs will close the PAR application and all details will be lost.

Arrival Details

This screen allows the user to enter voyage related details including the vessel's itinerary while in Australia. It also allows the user to nominate Agency details. This screen contains both mandatory * and optional fields. Navigation away from this screen can only be done once all the mandatory fields have been completed.

NOTE: Data entry fields are type assisted. At least 3 letters of the full Agency or port name must be entered before a drop down list will appear. If the responsible Agency does not appear contact the Agent.



Field	Content																		
	<div><div>Pre-Arrival Report</div><div>Required fields denoted by *</div><div><div>Legal Details</div><div>Vessel Particulars</div><div>Arrival Details</div><div>Sanitation</div><div>Human Health</div><div>Biosecurity</div><div>Declaration and Submit</div></div><div><div>* Voyage #</div><div>V1000</div><div>* Last Port of Call Name</div><div>KEPPEL WHARVES (SINGAPORE)</div></div><div>Australian Ports of Call</div><div><div>First Port of Call Details</div><div><div>* First Port of Call</div><div>PORT ADELAIDE</div><div>* Estimated Arrival/Anchorage Date/Time</div><div>13/07/2016 13:43</div><div>Estimated Departure Date/Time</div><div></div></div><div><div>Berth name</div><div></div><div>Berth Date/Time</div><div></div></div></div><div><div>Will the vessel berth at the first port of call? *</div><div><input checked="" type="radio"/> Yes <input type="radio"/> No</div><div>(Answer YES if the vessel will berth at the first port of call. Answer No if the vessel will ONLY bunker/refuel or do a ship to ship transfer away from the berth and not come in to berth at all)</div></div><div>Subsequent Australian Ports of Call</div><div><div>+ Add Port</div><table><thead><tr><th>* Port</th><th>* Arrive/Anchorage Date</th><th>Action</th></tr></thead><tbody><tr><td>MELBOURNE</td><td>29/07/2016</td><td></td></tr></tbody></table></div><div>Agency Details For each port of call please provide the agency details. You must provide details of the port and billing agency for the first port of call.</div><table><thead><tr><th>Port</th><th>Port Agency</th><th>Billing Agency</th><th>Crew Agency</th></tr></thead><tbody><tr><td>PORT ADELAIDE-13/07/2016</td><td>Dave Smith Shipping</td><td>Dave Smith Shipping</td><td>Type 3 characters to search...</td></tr><tr><td>MELBOURNE-29/07/2016</td><td>Dave Smith Shipping</td><td>Dave Smith Shipping</td><td>Type 3 characters to search...</td></tr></tbody></table><div> Cancel</div></div>	* Port	* Arrive/Anchorage Date	Action	MELBOURNE	29/07/2016		Port	Port Agency	Billing Agency	Crew Agency	PORT ADELAIDE-13/07/2016	Dave Smith Shipping	Dave Smith Shipping	Type 3 characters to search...	MELBOURNE-29/07/2016	Dave Smith Shipping	Dave Smith Shipping	Type 3 characters to search...
* Port	* Arrive/Anchorage Date	Action																	
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PORT ADELAIDE-13/07/2016	Dave Smith Shipping	Dave Smith Shipping	Type 3 characters to search...																
MELBOURNE-29/07/2016	Dave Smith Shipping	Dave Smith Shipping	Type 3 characters to search...																




Field	Content																		
<p>Will the vessel berth at the first port of call? * <input checked="" type="radio"/> Yes <input type="radio"/> No (Answer YES if the vessel will berth at the first port of call. Answer No if the vessel will ONLY bunker/refuel or do a ship to ship transfer away from the berth and not come in to berth at all)</p> <p>Subsequent Australian Ports of Call</p> <p> Add Port</p> <table border="1"> <thead> <tr> <th>* Port</th><th>* Arrive/Anchorage Date</th><th>Action</th></tr> </thead> <tbody> <tr> <td>MELBOURNE</td><td>29/07/2016 </td><td></td></tr> </tbody> </table> <p>Agency Details For each port of call please provide the agency details. You must provide details of the port and billing agency for the first port of call.</p> <table border="1"> <thead> <tr> <th>Port</th><th>Port Agency</th><th>Billing Agency</th><th>Crew Agency</th></tr> </thead> <tbody> <tr> <td>PORT ADELAIDE-13/07/2016</td><td>Dave Smith Shipping</td><td>Dave Smith Shipping</td><td>Type 3 characters to search...</td></tr> <tr> <td>MELBOURNE-29/07/2016</td><td>Dave Smith Shipping</td><td>Dave Smith Shipping</td><td>Type 3 characters to search...</td></tr> </tbody> </table>		* Port	* Arrive/Anchorage Date	Action	MELBOURNE	29/07/2016		Port	Port Agency	Billing Agency	Crew Agency	PORT ADELAIDE-13/07/2016	Dave Smith Shipping	Dave Smith Shipping	Type 3 characters to search...	MELBOURNE-29/07/2016	Dave Smith Shipping	Dave Smith Shipping	Type 3 characters to search...
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MELBOURNE-29/07/2016	Dave Smith Shipping	Dave Smith Shipping	Type 3 characters to search...																
<p>Will the vessel berth at the first port of call? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Answer 'Yes' if the vessel will berth at the first port of call in Australia. Answer 'No' if the vessel will only bunker/refuel or conduct ship to ship transfer away from the berth and not come in to berth at all.</p>																		
<p> Add Port</p>	<p>Click on the Add Port button to enable the data entry fields. Use this button to add all the subsequent ports the vessel will visit in Australia during the current voyage.</p>																		
Port	Enter the subsequent Australian Port the vessel will visit.																		
Arrive/Anchorage Date	Use the calendar icon to select the estimated date the vessel will arrive/anchor.																		
<p></p>	<p>Use this button to delete any subsequent ports that were added by mistake.</p>																		
<p>Agency Details For each port of call please provide the agency details. You must provide details of the port and billing agency for the first port of call.</p> <table border="1"> <thead> <tr> <th>Port</th><th>Port Agency</th><th>Billing Agency</th><th>Crew Agency</th></tr> </thead> <tbody> <tr> <td>PORT ADELAIDE-13/07/2016</td><td>Dave Smith Shipping</td><td>Dave Smith Shipping</td><td>Type 3 characters to search...</td></tr> <tr> <td>MELBOURNE-29/07/2016</td><td>Dave Smith Shipping</td><td>Dave Smith Shipping</td><td>Type 3 characters to search...</td></tr> </tbody> </table>		Port	Port Agency	Billing Agency	Crew Agency	PORT ADELAIDE-13/07/2016	Dave Smith Shipping	Dave Smith Shipping	Type 3 characters to search...	MELBOURNE-29/07/2016	Dave Smith Shipping	Dave Smith Shipping	Type 3 characters to search...						
Port	Port Agency	Billing Agency	Crew Agency																
PORT ADELAIDE-13/07/2016	Dave Smith Shipping	Dave Smith Shipping	Type 3 characters to search...																
MELBOURNE-29/07/2016	Dave Smith Shipping	Dave Smith Shipping	Type 3 characters to search...																
Port	This field will automatically pre-populate with information entered by the user in the 'First Port of Call' and 'Subsequent Australian Ports of Call' fields.																		
<p> Entering the Port Agency for each Australian Port is mandatory. If the Billing and Crew Agency fields are not completed MARS will assume that the Port Agency is also the Billing and Crew Agency for that port.</p>																			
Port Agency	For each port enter the Port Agency that will represent the vessel at the port.																		
Billing Agency	<p>For each port enter the Agency nominated by the Master of the vessel to facilitate payment of accounts at the listed port.</p> <p>Any invoices for the listed port (except crew change activities) will be billed to this Agency.</p>																		
Crew Agency	<p>For each port enter the Agency nominated by the Master of the vessel to facilitate crew changes at the listed port. Any crew change activities at the listed port will be billed to this Agency.</p>																		

Sanitation

This screen is used to report the vessel's **Ship Sanitation Certificate (SSC)** details. Masters may also attach a copy of the SSC to the application. If a new SSC is required the inspection can be requested in this screen.

Field	Content
	<div> <div> <div>Pre-Arrival Report</div> <div> Legal Details Vessel Particulars Arrival Details Sanitation Human Health Biosecurity Declaration and Submit </div> </div> <div> <div>Required fields denoted by *</div> <div> <div>Sanitation Certificate</div> <div> <div>* Certificate Type</div> <div> <div></div> <div></div> </div> </div> <div> <div>* Port of Issue</div> <div> <div>Type 3 characters to search:</div> <div></div> </div> </div> <div> <div>* Issue Date</div> <div> <div></div> <div></div> </div> </div> <div> <div>Please attach a copy of your sanitation certificate</div> <div>Attach sanitation certificate</div> </div> <div> <div>Will the vessel require a new sanitation certificate? *</div> <div> <input type="radio"/> Yes <input type="radio"/> No </div> </div> </div> </div> </div>
Certificate Type	<p>The certificate type can be selected by clicking on the down arrow and choosing the appropriate type. Four options are displayed:</p> <p>Control Certificate</p> <p>Extension Certificate</p> <p>Exemption Certificate</p> <p>Not applicable</p> <p>If the vessel does not have a sanitation certificate the Master should select the ‘Not applicable’ option. Selecting this option will automatically remove some of the mandatory sanitation screen fields.</p> <p>If the vessel has a Control Certificate in place an additional field will auto-populate. The Master must consult the original Control Certificate to note the reason the certificate was issued for. The Master must provide ‘Control Details’ by clicking on the down arrow and selecting the most applicable option: Documentation; Human Health; Rodents vector; Other; Mosquito Vector.</p>
	<div> <div> <div></div> <div> <div>It is very important the Master ensures the vessel complies with the conditions stated on the Control Certificate to manage the associated risks. Breaches may apply for not following the instructions on the Control Certificate.</div> </div> </div> </div>
Port of Issue	Enter the port where the Ship Sanitation Certificate was issued.
Issue Date	Enter the date the Ship Sanitation Certificate was issued.
	<div> <div> <div>Please attach a copy of your sanitation certificate</div> <div>Attach sanitation certificate</div> </div> </div>
	<div> <div> <div>Please attach a copy of your sanitation certificate</div> <div> <div></div> <div>Browse...</div> </div> </div> </div>

Field	Content
<div> Please attach a copy of your sanitation certificate SANITATION CERTIFICATE.docx Update... View sanitation certificate </div>	
Attaching a sanitation certificate	<p>Sanitation certificates can be attached to the PAR by selecting the 'Attach sanitation certificate' button. Select the 'Browse' button and navigate to the location where the certificate is saved.</p> <p>Once the certificate is attached, additional documents can be added by selecting the 'Update' button and repeating the steps above. Additional documents will need to be attached if the original certificate was not scanned into one document. Attached documents can be viewed by selecting the 'View sanitation certificate' hyperlink.</p>
Will the vessel require a new sanitation certificate?	<p>Answer 'Yes' if the vessel requires a Ship Sanitation Certificate to be issued when it arrives in Australia. This will automatically queue a Ship Sanitation Certificate Inspection for the vessel.</p> <p>Answer 'No' if the vessel has a valid certificate.</p>
<div>  In Australia Ship Sanitation Certificates may only be issued at a Declared Port. Please consult the department's website for a list of Declared Ports. </div>	

Human Health

This screen is used to report on the health status of the passengers and crew on-board the vessel.

Field	Content
<div> Pre-Arrival Report Legal Details Vessel Particulars Arrival Details Sanitation Human Health Biosecurity Declaration and Submit Required fields denoted by * </div> <div> * 1) Have any persons died on board during the current voyage? <input type="radio"/> Yes <input checked="" type="radio"/> No </div> <div> * 2) Have any persons become ill or shown signs of illness in the past 14 days? <input type="radio"/> Yes <input checked="" type="radio"/> No </div>	
Have any persons died on board during the current voyage?	<p>If the users answers 'Yes' additional fields will be displayed.</p> <p>Refer to the section titled 'Question 1 Details' below.</p>
Have any persons become ill or shown signs of illness in the past 14 days?	<p>If the users answers 'Yes' additional fields will be displayed.</p> <p>Refer to the section titled 'Question 2 Details' below.</p>

Question 1 Details

When a death is reported additional information must be provided regarding the death. The user must advise how many deaths occurred during the current voyage and the suspected cause(s) of death.

* 1) Have any persons died on board during the current voyage?
☒ Yes ☐ No

* 1.1) How many persons died?

* 1.2) Cause or suspected cause of death:
☒ Accident
☐ Illness
☐ Other

Question 2 Details

When an illness is reported, the Master must answer all subsequent illness questions. These include illness symptoms. Answering some questions may open up extra text fields requiring additional information. These fields are mandatory and must be completed.

*** 2) Have any persons become ill or shown signs of illness in the past 14 days?** ☒ Yes ☐ No

How many persons

If **Question 2** is answered 'Yes' then additional health questions will be displayed about the ill person's symptoms (**Question 2.1**). For each symptom question that is answered 'Yes' a text box will be displayed where the number of persons affected must be entered. All health questions are mandatory.

2.1) Is any person on board the vessel displaying any of the following symptoms?

2.1.1) Temperature over 38C (if no thermometer is available, any person suspected of having a temperature should be reported) ☒ Yes ☐ No
How many persons

2.1.2) Acute unexplained non-itchy skin rashes or lesions, and non-itchy rashes or lesions caused by illness or exposure to hazardous agents (but not heat rashes, dermatitis, eczema, or similar common skin conditions) ☐ Yes ☐ No

2.1.3) Muscle aches, diarrhoea, severe headaches or vomiting (but not vomiting caused by inebriation or motion sickness) ☐ Yes ☐ No

2.1.4) Severe bruising or bleeding from the nose, ears, eyes, mouth, anus or skin (but not if the person is predisposed to nosebleeds or haemorrhoids, or has cuts and abrasions) ☐ Yes ☐ No

2.1.5) Glandular swelling in the armpits or neck ☐ Yes ☐ No

2.1.6) Prolonged loss of consciousness where a person cannot be roused (but not loss of consciousness caused by consumption of alcohol, drugs or medications, fainting or sleeping) ☐ Yes ☐ No

2.1.7) Persistent coughing and difficulty breathing with no apparent cause and no history or similar symptoms (but not persistent coughing and difficulty breathing caused by asthma, heart disease, obesity, chronic bronchitis or emphysema) ☐ Yes ☐ No

2.1.8) Except in the case of a person with restricted mobility or an otherwise healthy young child- an inability to disembark from a vessel without assistance ☐ Yes ☐ No

2.1.9) Yellowing of the skin/whites of the eyes ☐ Yes ☐ No

Answer **Question 2.2** and all sub questions about the ill person's travel history. For each symptom question that is answered 'Yes' a text box will be displayed where the number of persons affected must be entered. All health questions are mandatory.

2.2) Has the ill person(s) on board:

2.2.1) Been in contact with birds/bird products/someone suspected/confirmed of having Avian Influenza in the last 14 days? ☐ Yes ☐ No

2.2.2) Eaten raw poultry/raw poultry products in the last 14 days? ☐ Yes ☐ No

2.2.3) Handled samples suspected of containing Avian Influenza virus in the last 14 days? ☐ Yes ☐ No

2.2.4) Travelled Africa, South/Central America or the Caribbean in the last 6 days and do not have a valid yellow fever vaccination certificate? ☐ Yes ☐ No

2.2.5) Been in Africa in the last 21 days? ☐ Yes ☐ No

2.2.6) Been in contact with camels or bodily fluids from a camel, including having been coughed or sneezed on by a camel, or drunk raw camel milk or consumed camel meat in a country in the Middle East? ☐ Yes ☐ No



NOTE: In addition to the questions above Cruise vessels must also report any Gastro-intestinal illness. Answer **Question 2.3** and all sub questions about any cases of Gastro-intestinal illness on-board the Cruise Vessel.

2.3) Gastro-intestinal illness

2.3.1) How many cases of diarrhoea and/or gastro-intestinal illness have been recorded in the vessel's medical log during the current voyage and/or the last 21 days?

2.3.2) How many passengers and crew were on board during the current voyage and/or the last 21 days? **Passengers** **Crew**

2.3.3) Was there any situation on board, which may lead, to infection or the spread of disease? ☒ Yes ☐ No

Details

Biosecurity

The questions in this section are used to determine the vessel's biosecurity status. When a question is answered more fields may appear that require additional information. The table below details the requirements of each question.

Pre-Arrival Report

Legal Details Vessel Particulars Arrival Details Sanitation Human Health **Biosecurity** Declaration and Submit

* 3) Are there any animals (including birds and/or fish) as ship's pets on board the vessel? ☐ Yes ☒ No

* 4) Were there any other animals (including birds and/or fish) detected on board the vessel? ☐ Yes ☒ No

* 5) Were any insects, including bees, discovered onboard during current voyage? ☐ Yes ☒ No

* 6) In the past 24 months was the vessel in any Russian Far East Port/s between 40N, 60N and west of 147E during any periods between 1 July and 30 September? ☐ Yes ☒ No

* 7) Since the vessel's last inspection in Australia, has the vessel carried any livestock, bulk seeds (including grain) or bulk meal (being meal that contains plant or animal, including fish or bird, material) in the last 10 cargos? ☐ Yes ☒ No

* 8) Has waste on board the vessel been securely contained in a container or sealed room so that no waste is accessible to animals and there is no leakage? ☒ Yes ☐ No

* 9) Do you intend to discharge waste in port? ☐ Yes ☒ No

* 10) Will the crew sign off while the vessel is at berth or anchorage in Australian waters? ☐ Yes ☒ No

* 11) Do you intend to discharge ballast in Australian waters? ☒ Yes ☐ No

* 12) Are there any live plants on board? ☐ Yes ☒ No

Q	Field	Content								
3		<div><div>* 3) Are there any animals (including birds and/or fish) as ship's pets on board the vessel?<div><div><div></div>Yes<div></div>No</div></div></div><div><div><div><div><div><div></div><div>+ Add Row</div></div></div></div></div><table><tr><th>* Type of animal</th><th>* No. of animals</th><th>Description (including health condition)</th><th>Action</th></tr><tr><td><div>Bird</div></td><td>1</td><td>BLUE BUDGIE</td><td><div><div></div></div></td></tr></table></div></div>	* Type of animal	* No. of animals	Description (including health condition)	Action	<div>Bird</div>	1	BLUE BUDGIE	<div><div></div></div>
* Type of animal	* No. of animals	Description (including health condition)	Action							
<div>Bird</div>	1	BLUE BUDGIE	<div><div></div></div>							
	Answer 'Yes' to this question if the vessel has any ship's pets on board.									



Q	Field	Content								
		Click on the Add Row button to enable the data entry fields. This section is specifically for vessel pet/s. If the vessel does have any pet/s on board, click on the Add Row button to display the additional fields. Add a new row for each type of pet's.								
	Type of Animal	Options are Bird, Cat, Dog, Other. Select the type of pet animal from the list.								
	Number of Animals	Enter the number of pet animals.								
	Description (Including health condition)	Enter a detailed description of the pet including identifying markings. Also include the health status of the pet/s.								
		Use this button to delete any rows that were added.								
3.1	<div> <p>* 3.1) Did Any animals die during the current voyage? Yes No</p> <p>* 3.1.1) How many animals died? <input type="text" value="1"/></p> <p>* 3.1.2) Describe how the dead animals were disposed: <input type="text" value="AT SEA"/></p> </div>									
	Answer ' Yes ' to this question if any of the ship's pets have died during the current voyage.									
	How many animals died?	Enter the total number of all the animals that died.								
	Describe how the dead animals were disposed:	Enter the details of how the dead animals were disposed of. If the animals are still on board include the details in this section.								
4	<div> <p>* 4) Were there any other animals (including birds and/or fish) detected on board the vessel? Yes No</p> <p></p> <table border="1"> <thead> <tr> <th>Type of animal</th><th>No. of animals</th><th>Description (including health condition)</th><th>Action</th></tr> </thead> <tbody> <tr> <td>Dog</td><td>1</td><td>BLACK DOG</td><td></td></tr> </tbody> </table> </div>		Type of animal	No. of animals	Description (including health condition)	Action	Dog	1	BLACK DOG	
Type of animal	No. of animals	Description (including health condition)	Action							
Dog	1	BLACK DOG								
	Answer ' Yes ' to this question if there were any animals on board the vessel during the current voyage. This question does not pertain to livestock or animals being carried as cargo. Animals carried as cargo must be addressed in Question 7 .									
		Click on the Add Row button to enable the data entry fields. This section is specifically for animals other than vessel pets. This may include stray animals or birds which have flown onto and remained on the vessel during the voyage. If the vessel does have any animals on board, click on the Add Row button to display the additional fields. Add a new row for each type of animal.								
	Type of Animal	Options are Bird, Cat, Dog, Other. Select the type of animal from the pick list.								
	Number of Animals	Enter the number of animals.								
	Description (Including health condition)	Enter a detailed description of the animal including identifying markings. Also include the health status of the animal.								
		Use this button to delete any rows that were added.								



Q	Field	Content										
4.1		<div> <p>* 4.1) Did any animals die during current voyage? Yes No</p> <p>* 4.1.1) How many animals died? <input type="text" value="1"/></p> <p>* 4.1.2) Describe how the dead animals were disposed: <input type="text" value="AT SEA"/></p> </div>										
		<p>Answer 'Yes' to this question if any of the animals died during the current voyage.</p> <table border="1"> <tr> <td>How many animals died?</td><td>Enter the total number of all the animals that died.</td></tr> <tr> <td>Describe how the dead animals were disposed:</td><td>Enter the details of how the dead animals were disposed of. If the animals are still on board include the details in this section.</td></tr> </table>	How many animals died?	Enter the total number of all the animals that died.	Describe how the dead animals were disposed:	Enter the details of how the dead animals were disposed of. If the animals are still on board include the details in this section.						
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Describe how the dead animals were disposed:	Enter the details of how the dead animals were disposed of. If the animals are still on board include the details in this section.											
5		<div> <p>* 5) Were any insects, including bees, discovered onboard during current voyage? Yes No</p> <p>* 5.1) Describe the insects and their location when discovered: <input type="text" value="BEES"/></p> </div>										
		<p>Answer 'Yes' to this question if any insects were discovered on board the vessel during the current voyage.</p> <table border="1"> <tr> <td>Describe the insects and their location when discovered:</td><td>Detailed description of the insects and where they were discovered must be entered in this field.</td></tr> </table>	Describe the insects and their location when discovered:	Detailed description of the insects and where they were discovered must be entered in this field.								
Describe the insects and their location when discovered:	Detailed description of the insects and where they were discovered must be entered in this field.											
6.1		<div> <p>* 6) In the past 24 months was the vessel in any Russian Far East Port/s between 40N, 60N and west of 147E during any periods between 1 July and 30 September? Yes No</p> <p>6.1) Please provide the name of the ports and dates visited.</p> <p>+ Add Row</p> <table border="1"> <thead> <tr> <th>* Port</th><th>* Arrival Date</th><th>* Departure Date/Time</th><th>Action</th></tr> </thead> <tbody> <tr> <td>VOSTOCHNIY, PORT (RUSSIAN FEDERATION)</td><td>29/06/2015</td><td>30/06/2015 10:00</td><td></td></tr> </tbody> </table> </div>	* Port	* Arrival Date	* Departure Date/Time	Action	VOSTOCHNIY, PORT (RUSSIAN FEDERATION)	29/06/2015	30/06/2015 10:00			
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VOSTOCHNIY, PORT (RUSSIAN FEDERATION)	29/06/2015	30/06/2015 10:00										
		<p>Answer 'Yes' to this question if the vessel travelled to any Far East Russian ports between the specified latitudes and longitudes and during the dates specified in the previous 24 months.</p> <table border="1"> <tr> <td>+ Add Row</td><td>Click on the Add Row button to enable the data entry fields. Add a row for each port that was visited.</td></tr> <tr> <td>Port</td><td>Enter the Far East Russian port name.</td></tr> <tr> <td>Arrival Date</td><td>Enter the date the vessel arrived at the Far East Russian port.</td></tr> <tr> <td>Departure date and Time</td><td>Enter the date and time that the vessel departed from the Far East Russian port.</td></tr> <tr> <td></td><td>Delete any rows that were added.</td></tr> </table>	+ Add Row	Click on the Add Row button to enable the data entry fields. Add a row for each port that was visited.	Port	Enter the Far East Russian port name.	Arrival Date	Enter the date the vessel arrived at the Far East Russian port.	Departure date and Time	Enter the date and time that the vessel departed from the Far East Russian port.		Delete any rows that were added.
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	Delete any rows that were added.											


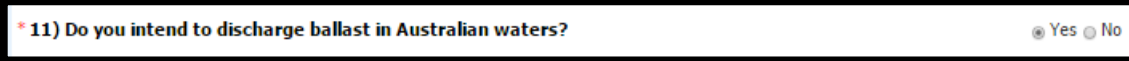
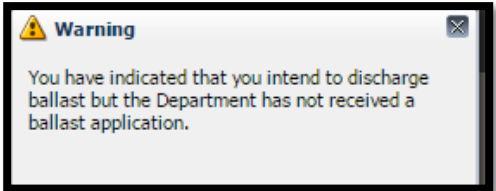

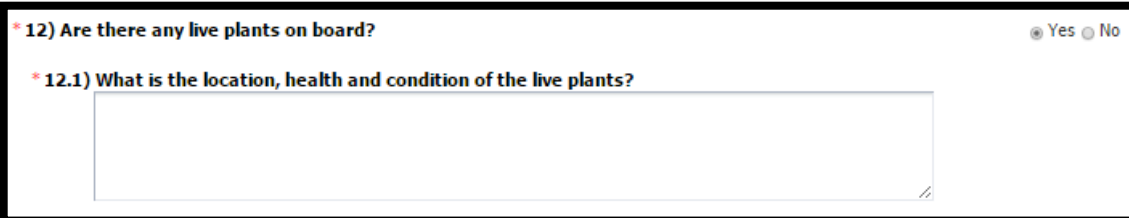



Q	Field	Content												
6.2		<p>* 6.2) Since the last visit to any Russian port was the vessel inspected and cleared by an agriculture authority in Australia, Russia, Canada, New Zealand or the USA as free of Asian Gypsy Moth? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* AGM Certificate No. <input type="text" value="1123456"/> * Country of Issue <input type="text" value="Australia"/> * Issue Date <input type="text" value="31/08/2015"/> </p> <p>Please attach a copy of the relevant certificate Attach AGM certificate</p>												
		<p>Answer 'Yes' to this question if the vessel was inspected in any of the named countries and received an AGM freedom certificate from the local government authorities.</p> <table border="1"> <tr> <td>AGM Certificate Number</td><td>Enter the reference number of the AGM certificate.</td></tr> <tr> <td>Country of Issue</td><td>From the drop down box select the AGM certificate issuing country.</td></tr> <tr> <td>Issue Date</td><td>Enter the date the AGM certificate was issued.</td></tr> </table> <div> <p>AGM certificates must be attached to the PAR by selecting the 'Attach AGM certificate' button. The Master will then need to select the 'Choose File' button and navigate to the location where the certificate is saved.</p> <p>Once the certificate is attached, additional documents can be added by selecting the 'Update' button and following the above directions. Additional documents will need to be attached if the original certificate was not scanned into one document.</p> <p>Attached documents can be viewed by selecting the 'View AGM certificate' hyperlink.</p> </div>	AGM Certificate Number	Enter the reference number of the AGM certificate.	Country of Issue	From the drop down box select the AGM certificate issuing country.	Issue Date	Enter the date the AGM certificate was issued.						
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7		<p>* 7) Since the vessel's last inspection in Australia, has the vessel carried any livestock, bulk seeds (including grain) or bulk meal (being meal that contains plant or animal, including fish or bird, material) in the last 10 cargos? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p></p> <table border="1"> <thead> <tr> <th>* Cargo - Commodity</th><th>* Loading Port</th><th>* Discharging Port</th><th>* Discharge Date</th><th>* Cleaning</th><th>Action</th></tr> </thead> <tbody> <tr> <td><input type="text" value="Grain/Seed - Barley"/></td><td>SINGAPORE</td><td>MALAYSIA</td><td>28/07/2015 </td><td>WASH</td><td></td></tr> </tbody> </table>	* Cargo - Commodity	* Loading Port	* Discharging Port	* Discharge Date	* Cleaning	Action	<input type="text" value="Grain/Seed - Barley"/>	SINGAPORE	MALAYSIA	28/07/2015	WASH	
* Cargo - Commodity	* Loading Port	* Discharging Port	* Discharge Date	* Cleaning	Action									
<input type="text" value="Grain/Seed - Barley"/>	SINGAPORE	MALAYSIA	28/07/2015	WASH										
		<p>Answer 'Yes' to this question if the vessel had carried any commodities as caro listed in the question.</p> <table border="1"> <tr> <td></td><td>Click on the Add Row button to enable the data entry fields. Add a row for each commodity. If the same commodity was loaded and/or discharged at multiple ports add additional rows to reflect this.</td></tr> <tr> <td>Cargo or Commodity</td><td>Select the commodity the vessel carried from the drop down list. Add a new row if multiple commodities were carried.</td></tr> <tr> <td>Loading Port</td><td>Enter the port where the cargo was loaded onto the vessel.</td></tr> <tr> <td>Discharging Port</td><td>Enter the port where the cargo was discharged.</td></tr> <tr> <td>Discharge Date</td><td>Enter the cargo discharge date.</td></tr> <tr> <td>Cleaning</td><td>Enter the details of the cleaning that was done to remove any residual cargo from the vessel.</td></tr> </table>		Click on the Add Row button to enable the data entry fields. Add a row for each commodity. If the same commodity was loaded and/or discharged at multiple ports add additional rows to reflect this.	Cargo or Commodity	Select the commodity the vessel carried from the drop down list. Add a new row if multiple commodities were carried.	Loading Port	Enter the port where the cargo was loaded onto the vessel.	Discharging Port	Enter the port where the cargo was discharged.	Discharge Date	Enter the cargo discharge date.	Cleaning	Enter the details of the cleaning that was done to remove any residual cargo from the vessel.
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Q	Field	Content												
	<div> <div>Action</div> <div>✖</div> </div>	Delete any rows that were added.												
8	<div> <div>* 8) Has waste on board the vessel been securely contained in a container or sealed room so that no waste is accessible to animals and there is no leakage?</div> <div> <input type="radio"/> Yes <input checked="" type="radio"/> No </div> </div>													
	<p>Answer 'No' to this question if the vessel has any issues with regard to maintaining waste securely on board. Especially if the waste facilities are inadequate in dealing with the amount of waste being generated.</p>													
9	<div> <div>* 9) Do you intend to discharge waste in port?</div> <div> <input type="radio"/> Yes <input checked="" type="radio"/> No </div> <div> <div>+ Add Row</div> <table border="1"> <thead> <tr> <th>* Port - Arrival Date</th><th>* Discharge Date</th><th>* Estimated Volume (m3)</th><th>Action</th></tr> </thead> <tbody> <tr> <td>MELBOURNE-01/10/2015</td><td>02/10/2015</td><td>50</td><td>✖</td></tr> </tbody> </table> </div> </div>		* Port - Arrival Date	* Discharge Date	* Estimated Volume (m3)	Action	MELBOURNE-01/10/2015	02/10/2015	50	✖				
* Port - Arrival Date	* Discharge Date	* Estimated Volume (m3)	Action											
MELBOURNE-01/10/2015	02/10/2015	50	✖											
	<p>Answer 'Yes' to this question if the vessel intends to discharge waste during its current voyage.</p>													
	<div> <div>i</div> <div>In Australia vessel waste may only be discharged at certain First Points of Entry. Please consult the department's website for a list of First Points of Entry.</div> </div>													
	<div>+ Add Row</div>	Click on the Add Row button to enable the data entry fields. Add a row for each port where the vessel will be discharging waste.												
	Port and Arrival Date	The drop down box only contains the port and date of arrival that was reported in the Arrival Details. If the port is not available for selection the port arrival details must updated first. Select the port where the waste discharge will take place.												
	Discharge Date	Enter the date the waste discharge is likely to occur.												
	Estimated Volume (m ³)	Enter the estimated volume of waste to be discharged.												
	<div> <div>Action</div> <div>✖</div> </div>	Delete any rows that were added.												
10	<div> <div>* 10) Will the crew sign off while the vessel is at berth or anchorage in Australian waters?</div> <div> <input type="radio"/> Yes <input checked="" type="radio"/> No </div> <div> <div>+ Add Row</div> <table border="1"> <thead> <tr> <th>* Port - Arrival Date</th><th>* Disembark date/time</th><th>* No. of Crew</th><th>* Biosecurity Items to declare</th><th>Item Details</th><th>Action</th></tr> </thead> <tbody> <tr> <td>MELBOURNE-01/10/2015</td><td>02/10/2015 15:00</td><td>2</td><td>Yes</td><td>MEAT</td><td>✖</td></tr> </tbody> </table> </div> </div>		* Port - Arrival Date	* Disembark date/time	* No. of Crew	* Biosecurity Items to declare	Item Details	Action	MELBOURNE-01/10/2015	02/10/2015 15:00	2	Yes	MEAT	✖
* Port - Arrival Date	* Disembark date/time	* No. of Crew	* Biosecurity Items to declare	Item Details	Action									
MELBOURNE-01/10/2015	02/10/2015 15:00	2	Yes	MEAT	✖									
	<p>Answer 'Yes' to this question if any crew will sign off during the vessel's current voyage.</p>													
	<div>+ Add Row</div>	Click on the Add Row button to enable the data entry fields. Add a row for each port where crew will be signing off. If multiple crew will sign off at different times or with different biosecurity items to declare add multiple rows.												



Q	Field	Content
	Port and Arrival Date	The drop down box only contains the port and date of arrival that was reported in the Arrival Details tab. If the port is not available for selection the port arrival details must updated first. Select the port where the crew will sign off.
	Disembark Date and Time	Enter the date and time the crew will be leaving the vessel.
	Number of Crew	Enter the number of crew that will be leaving the vessel.
	Biosecurity Items to Declare	Select ' Yes ' or ' No ' depending on whether the crew have items to declare. The department's website may be consulted to determine the biosecurity status of items. If unsure about the biosecurity status of an item select ' Yes ' and enter the details in the next field.
	Item Details	Enter the details of the items that will be removed from the vessel.
		Delete any rows that were added.
11		
	Answer ' Yes ' to this question if the vessel intends to discharge ballast water in Australia during the current voyage.	
		If a Master has not submitted a ballast water discharge application to the department then a warning message will be displayed.
	 Vessels intending to discharge ballast water in Australia must submit a Ballast Water report. No ballast may be discharged without written permission from the department.	
12		
	Question 12 is only displayed for Cruise Vessels. Answer ' Yes ' to this question if the vessel has any live plants on-board.	
	 A general statement as to the location, health and condition of the plants is required here. Detailed information must still be supplied on the Live Plant Vessel log. This log may be sent as an attachment with the PAR when it is submitted.	

Declaration and Submit

The completed Pre-Arrival Report can now be submitted. The person submitting the PAR must read the legal notice and acknowledge that the information supplied is true and correct prior to submission. Breaches may apply for any omissions or miss-declarations in the PAR.

Pre-Arrival Report

Legal Details

Vessel Particulars

Arrival Details

Sanitation

Human Health

Biosecurity

Declaration and Submit

Required fields denoted by *

Privacy Notice

'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Personal information' that is collected under or in accordance with the *Biosecurity Act 2015* is also 'protected information' under the *Biosecurity Act 2015*. The collection of 'protected information' including personal information by the Department of Agriculture and Water Resources (the department) in relation to this form is being collected under the *Biosecurity Act 2015* for the purposes of assessing and managing the potential biosecurity risks vessels coming to Australia.

If the relevant personal information requested in this form is not provided by you, the department may be unable to assess the biosecurity risk associated with your vessel. Information collected by the department will only be used or disclosed as authorised under the *Biosecurity Act 2015*. The personal information requested on this form may be disclosed to relevant State and Australian Government agencies responsible for administering biosecurity; immigration and border protection; maritime safety; and human health laws, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*. It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the *Biosecurity Act 2015*.



See our Privacy Policy web page (<http://www.agriculture.gov.au/about/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

I warrant that the above information is true and correct. If acting as an agent for the vessel, I warrant that the above information is a true and correct representation of information provided by the operator of the vessel and any changes to the information provided have been confirmed with the operator. I acknowledge that providing false or misleading information to a Commonwealth entity is a serious offence under the *Criminal Code Act 1995*.

Note: Where a Ballast Water Report is being submitted, I confirm that ballast water has not and will not be exchanged in the Australian Great Barrier Reef Marine Park.

☒ I acknowledge that the above information is true and correct

Submit

Field	Content
<input type="checkbox"/> I acknowledge that the above information is true and correct	Tick this box to acknowledge that the information supplied in the PAR is correct and truthful.
<div>Submit</div>	By clicking on the Submit button the PAR will be uploaded into MARS for assessment. Once the assessment has been completed the vessel and Port Agency will receive a Biosecurity Status Document (BSD) with the directions that are applicable to the vessel's current voyage.
<div> <div>  Information  </div> <p>The Pre-Arrival Report has been submitted successfully. The Department will issue a Biosecurity Status Document (BSD) once the application has been assessed.</p> </div>	This message will be displayed if the PAR application was successfully submitted to MARS.



Complete a Livestock Statement in MARS

The Livestock Statement tab will only be available on the PAR when the vessel type is 'Livestock Carrier'.

NOTE: The Master must complete **Question 7** on the Biosecurity tab.

Click on the **Livestock Statement** tab. There are 7 sections to the Statement that must be completed. Complete each section by following the guidelines in the table below:

Section	Details
<div><div>13 Cleaning/Disinfection</div><div><div>Treatment</div><div><div>Disinfectant Chemical Used</div><div>Concentration</div><div>Quantity Applied (Kilograms)</div></div><div><div><div></div></div><div><div></div></div><div><div></div></div></div><div><div>Commenced (Proposed) Date/time</div><div>Completed (Proposed) Date/time</div></div><div><div>General Cleaning</div><div>Fresh Water Wash</div><div>Disinfectant Applied</div></div><div><div><div></div></div><div><div></div></div><div><div></div></div></div><div><div><div></div></div><div><div></div></div><div><div></div></div></div></div><div>Note:<ul style="list-style-type: none">(a) Prior to entering Australian waters, every livestock vessel is required to be thoroughly cleansed. The vessel is then disinfected with a 4% (weight = volume in fresh water) soda ash solution applied with a high-pressure applicator to run off stage. The solution is to be applied to all surfaces in livestock holding areas. A minimum period of 30 minutes must elapse before washing down with water.(b) Disinfection must be completed prior to the commencement of disinsection.(c) Sufficient stocks of disinfectant must be held with a minimum of enough for another voyage.</div></div>	
Disinfectant Chemical Used	After the vessel has been thoroughly cleaned the vessel must be washed down with a Soda Ash Solution or equivalent chemical solution. Enter the product name in this field.
Concentration	The Soda ash applied must be in a 4% solution. This means 4 Kg of soda ash in every 100 Litres of water.
Quantity Applied	Enter the quantity of soda ash applied in kilograms. The amount of water used must also be recorded in the vessel’s log book.
General Cleaning Dates and Times	Enter the dates and times when the general cleaning of the vessel commenced and completed. Vessels may not be cleaned in Australian waters.
Fresh Water Wash Dates and Times	After the soda ash solution had been applied as directed all areas must be washed down with fresh water. This washing down must commence at least 30 minutes after the soda ash solution was applied to a surface. Enter the dates and times when the fresh water wash down commenced.
Disinfectant Applied Dates and Times	Enter the dates and times when the application of soda ash commenced and was completed.



Section	Details
<div>14 Residual disinsection - Permethrin Insecticide Applied <input type="text"/> Concentration <input type="text"/> Commenced (Proposed) Date/time <input type="text"/> Completed (Proposed) Date/time <input type="text"/> Note:<ul style="list-style-type: none">(a) Applied by low-pressure applicator to at least 10% of the surfaces of open deck pennage areas, crew quarters, recreation areas, dining areas, and any areas unlikely to be adequately treated by the knock down insecticide.(b) Protective clothing should be used as per the recommendations of the manufacturer.</div>	
Insecticide Applied	Enter the brand name of the insecticide applied. The active ingredient must be Permethrin.
Concentration	Enter the concentration of residual insecticide used.
Residual Disinsection Dates and Times	Enter the dates and times the disinsection commenced and completed.
<div>15 Knock down disinsection - Pestigas-P and/or Insectigas-D Insecticide Applied <input type="text"/> Amount (grams) <input type="text"/> Commenced (Proposed) Date/time <input type="text"/> Completed (Proposed) Date/time <input type="text"/> Cylinders Applied (Serial Numbers) <input type="text"/> Cylinders Spare (Serial Numbers) <input type="text"/> Spray Gun Nozzle Number <input type="text"/> Note:<ul style="list-style-type: none">(a) Dose rate for pestigas/insectigas is 200gms/300 cubic metres at a rate of 3 grams per second at 800psi.(b) The gas must be applied with a recommended applicator and nozzle size, SS850033 or SS650033 or Tjet730023. A spare applicator and nozzle must be carried by all vessels. The gas must be applied by slowly walking along the access ways, directing the vapour upwards towards the ceiling. The application must be at a rate that enables gas to be applied to all enclosed holding areas at the required concentration.(c) Knockdown insecticide must be applied within 2 to 48 hours prior to entering Australian waters. After application, enclosed deck areas must remain sealed until permission is granted by the Department to ventilate the area.(d) Protective clothing should be used as per the recommendations of the manufacturer.</div>	
Insecticide Applied	Enter the name of the insecticide applied. Either Pestigas or Insectigas may be used.
Amount	Enter the amount of disinsectant used in grams.
Disinsection Dates and Times	Enter dates and times when knock down disinsection commenced and completed.
Cylinders Applied (Serial Numbers)	Enter the serial numbers of all the insecticide cylinders used.
Cylinders Spare (Serial Numbers)	Enter the serial numbers of all the spare insecticide cylinders.
Spray Gun Nozzle Number	Enter the nozzle size used on the insecticide cylinders. The correct nozzle sizes are described in the Notes in section 15 on the Statement.



Section	Details						
<div>16 Insectocutors Activated current voyage Deactivated last voyage Date/time Date/time <input type="text"/> <input type="text"/> Note:<ul style="list-style-type: none">(a) At least one insectocutor per livestock holding deck.(b) Insectocutors to have a light intensity of at least 160 watts UV.(c) Insectocutor trays to be activated 48 hours prior to arrival at an Australian port and remain activated until 24 hours after departure. Insects must be collected when insectocutors are deactivated, stored in vials and supplied to the Department upon the returning visit.</div>							
Activated Current Voyage	Enter the date and time the insectocutors were activated during the current voyage. The insectocutors must be activated 48 hours prior to arrival at an Australian port.						
Deactivated Last Voyage	24 Hours after departure from an Australian port the insectocutors must be de-activated. Enter the date and time the insectocutors were de-activated when the vessel last visited an Australian port.						
<div>17 Fodder Does the vessel have any fodder on board? <input type="radio"/> Yes <input type="radio"/> No What type of fodder: <input type="text"/> Is the fodder of Australian origin? <input type="radio"/> Yes <input type="radio"/> No What country? <input type="text"/> <small>Type 3 characters to search</small> Note:<ul style="list-style-type: none">(a) Fodder of Australian origin if stored above decks must be securely covered and if stored below decks may be uncovered. Fodder of other than Australian origin must be stored securely and covered below decks.</div>							
Does the vessel have fodder on board?	Answer 'Yes' if the vessel has any fodder on board.						
What type of fodder?	If answered 'Yes' then select the type of fodder – Pellets or Hay.						
Is the fodder of Australian origin?	Answer 'Yes' if the fodder is of Australian origin.						
What Country?	If 'No' type the name of the country of origin.						
<div>18 Authority for persons to board The following persons may board the vessel prior to clearance being granted by the Department <input type="button" value="+ Add Row"/><table border="1"><thead><tr><th>Name</th><th>Position/Title/Responsibility</th><th>Action</th></tr></thead><tbody><tr><td></td><td></td><td><input type="button" value="X"/></td></tr></tbody></table></div>		Name	Position/Title/Responsibility	Action			<input type="button" value="X"/>
Name	Position/Title/Responsibility	Action					
		<input type="button" value="X"/>					
Name	Enter the name of any person requiring access to the vessel prior to biosecurity clearance being given.						
Position/Title/Responsibility	Clearly enter the position or title or area of responsibility of the person requiring access to the vessel.						



Section	Details
<div>19 Application for wharf side clearance (optional section to complete) Has the vessel only carried animals of Australia or New Zealand origin on the previous voyage prior to this date? <input type="radio"/> Yes <input checked="" type="radio"/> No Country of origin of the previous cargo <input type="text" value="Type 3 characters to search"/></div>	
Australian or New Zealand Origin	Select 'Yes' if the vessel has only carried animals which originated in Australia or New Zealand during the previous voyage. For all other countries of origin enter 'No'.
Country of origin	If 'No' was selected then this field will be displayed. Enter the name of the country where previous carried livestock originated from.

NOTE: *The Livestock Statement questions are optional, however, incomplete information may delay the vessel's approval to berth.*

MARS Ballast Water (BW) Report

Explanatory Notes

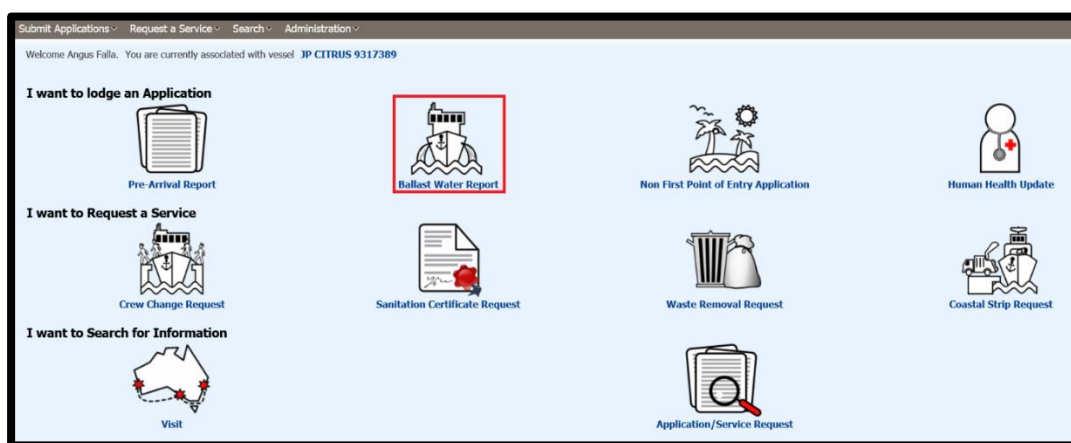
The BW Report must be submitted if the vessel is required to discharge ballast in Australian waters. The BW Report includes information about the vessel, arrival details, ballast water questions and the ballast tank information.

The BW Report can be accessed either from the Submit Applications drop down menu or by clicking on the BW Report shortcut on the MARS Home screen. 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.

Masters may elect to submit a BW Report directly to their port Agent using the department's Offline Forms. Quick Reference Guides on how to complete Offline Forms are available on the department's website www.agriculture.gov.au.

How to do it

Open the **BW Report** from the MARS home screen. To complete a report each tab must be completed in order of appearance.



Legal Details

The **Legal Details** tab references the relevant sections of the Biosecurity Legislative Framework that relate to the application. There are no fields that require completing on this tab.

Ballast Water Report

Legal Details

Upload File or Select Vessel

Required fields denoted by *

Ballast Water Report includes information for the department to assess biosecurity risks. It is mandatory for vessels intending to discharge ballast while in Australian seas to submit the Ballast Water Report.

The operator of a vessel must report in accordance with the *Biosecurity Act 2015*, Chapter 5. A Biosecurity Status Document will follow after this report is assessed and determine which tanks have been managed in accordance with the department's requirements. Giving false or misleading information is a serious offence and may lead to a civil penalty.

Where the operator of a vessel finds the ballast water discharge report was incomplete or incorrect, the operator must give additional or corrected information in accordance with the *Biosecurity Act 2015*, section 268.

The acceptable area for ballast water exchange is waters that are at least 12 nautical miles from the nearest land. Under the BWM Convention, the outer edge of the Great Barrier Reef and part of the Torres Strait region are considered land. Therefore, ballast water must be exchanged at least 12 nautical miles from this area to meet Australian requirements. Regulation A-1.6 of the Annex of the BWM Convention defines the relevant area of the Great Barrier Reef and Torres Strait.

For more information on how to comply with biosecurity requirements for ballast water, refer to the department's Australian Ballast Water Reporting Requirements webpages.

Upload File or Select Vessel

The **'Upload File or Select Vessel'** tab provides the user with an option to complete a BW Report using data from a saved XML Data file.

NOTE: XML Data files are created by the BW Report Adobe PDF Offline Form.

Upload a BW Report to MARS from a Saved XML Data file

1. To complete a BW Report using data from an XML file answer **'Yes'** to the question **'Do you wish to complete this application with data from a file?'** Click on the **'Browse'** 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.



2. Click through each of the tabs in sequential order to verify that all the mandatory fields have been completed.

NOTE: For more detailed descriptions of each tab in the BW Report refer to the sections below.

Complete a manual BW Report in MARS

1. If no XML data is available select **'No'** to the question **'Do you wish to complete this application with data from a file?'** and complete a new BW Report using the MARS interface.
2. 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?'**
3. The **Vessel Particulars** tab will be displayed and the vessel's details as recorded in MARS will be available. All the mandatory fields must be completed.
4. If **'No'** is selected the user will be informed that the BW Report does not need to be submitted. Click **'OK'** to close the BW Report.

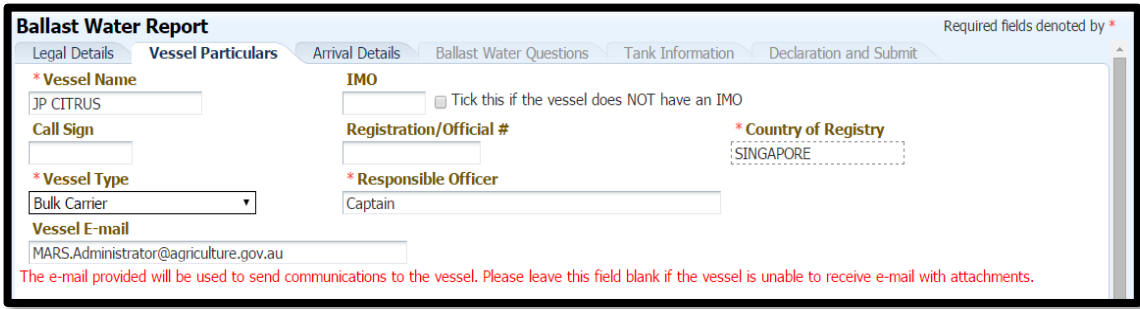

NOTE: The Master will only be able to submit a BW Report for the vessel associated with their User ID. If the vessel displayed is not the vessel the Master wants to submit a BW Report for then the Master must refer to the MARS Vessel Registration section of this User Guide on how to register the vessel.

The BW Report must be completed in one session. If a timeout occurs the information will not be saved and the user will have to start the application from the beginning.

Vessel Particulars

This section is used to record a profile of the vessel's particulars. It is also used to establish the vessel's ballast tank and pump configurations. The Vessel Particulars screen has three sections:

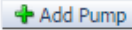












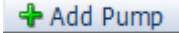
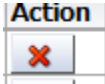
1. **Vessel Details** – Contains the generic vessel profile details.
2. **Ballast Water Tank Details** – This section must contain all the ballast water tanks on board the vessel. Tanks must be included even if they are not used on a regular basis to carry ballast. This includes ballast tanks that are filled with fresh water and empty tanks.
3. **Ballast Pump Details** - This section must contain all the pumps that are used for ballast water management. This includes the fire pumps if they are used to manage the ballast water in certain tanks.

Field	Content
	
Vessel Name	Enter the vessel's name as it appears on the Ship's Particulars.
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a numeric identifier. For vessels with an IMO the IMO filed is mandatory.
Tick this if the vessel does NOT have an IMO	Some vessel types may not have an IMO. This box must be selected in those circumstances and one of the Call Sign or Registration/Official# must be supplied.
Call Sign	Enter the Call Sign for the vessel as it appears on the Ship's Particulars.
Registration/Official#	This is a optional field and mainly used for craft without an IMO number or call sign.
 One of the IMO, Call Sign or Registration numbers must be supplied.	
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Vessel Type	Click on the down arrow and choose the appropriate vessel type.
Responsible Officer	Enter the name of the officer responsible for ballast water management on board the vessel.
Vessel E-mail	Enter the email used on-board the vessel for communication purposes. This email will be used by MARS to communicate with the vessel. This field should be left blank if the vessel is unable to receive emails with attachments. In this case all emails intended for the vessel will be sent to the nominated port Agent. It is the Agent and Master's responsibility to ensure the vessel receives information from the department.



Field	Content																																	
<div> <div>Tank Details</div> <p>BALLAST WATER TANK CODES: Forepeak = FPT, Aftpeak = APT, Double bottom = DB, Bottom tank = BT, Bottom side tank = BST, Deep tank = DT, Wing tank = WT, Top side tank = TST, Cargo hold = CH, Heeling tank = HT, Water ballast tank = WBT, Port = P, Starboard = S, Centre = C, Bilge = BGT, Other = O (specify)</p> <p> (All tanks must be listed, including the empty ones)</p> <table border="1"> <thead> <tr> <th>Tank Name</th><th>Tank Capacity (m³)</th><th>Action</th></tr> </thead> <tbody> <tr><td>FPT</td><td>1390.8</td><td></td></tr> <tr><td>WBT 1P</td><td>3938.2</td><td></td></tr> <tr><td>WBT 1S</td><td>3938.2</td><td></td></tr> <tr><td>WBT 2P</td><td>4296.2</td><td></td></tr> <tr><td>WBT 2S</td><td>4296.2</td><td></td></tr> <tr><td>WBT 3P</td><td>4391.6</td><td></td></tr> <tr><td>WBT 3S</td><td>4391.6</td><td></td></tr> <tr><td>WBT 4P</td><td>4391.6</td><td></td></tr> <tr><td>WBT 4S</td><td>4391.6</td><td></td></tr> <tr><td>APT</td><td>1343.5</td><td></td></tr> </tbody> </table> <p>Total Tank Capacity(m³) 36769.50</p> </div>		Tank Name	Tank Capacity (m³)	Action	FPT	1390.8		WBT 1P	3938.2		WBT 1S	3938.2		WBT 2P	4296.2		WBT 2S	4296.2		WBT 3P	4391.6		WBT 3S	4391.6		WBT 4P	4391.6		WBT 4S	4391.6		APT	1343.5	
Tank Name	Tank Capacity (m³)	Action																																
FPT	1390.8																																	
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APT	1343.5																																	
	<p>The Add Tank button is used to add rows to the grid so that all the vessel's ballast tanks can be listed. All tanks used to store ballast water must be listed even empty tanks and tanks that aren't used often. Cargo holds only need to be listed if they are carrying ballast during the current voyage.</p>																																	
<p>BALLAST WATER TANK Forepeak= FPT Aftpeak = APT Double bottom = DB Bottom tank = BT bottom side tank = BST Deep tank = DT Wing tank = WT Top side tank = TST Cargo hold = CH Heeling tank = HT Water ballast tank = WBT Port = P starboard = S Centre = C Bilge = BGT Other = O (specify)</p>																																		
Tank Name	<p>Enter the name of the ballast water tank in this field. Use the abbreviations above for the tank name. The number of the tank and the location must also be listed. To keep tank names consistent the following format is recommended by the department:</p> <p>[Tank Name][Number][Location] must be entered as</p> <p>[DB 1 S] or [DB 1 P/S]</p> <p>Tank Name is Double bottom tank</p> <p>Number is 1</p> <p>Location is Starboard and Port</p> <p>It isn't necessary to list Portside and Starboardside tanks separately if they are treated as one tank by the vessel for the purpose of ballast water management. Please consult the vessel's Ballast Water Management Plan for this information.</p>																																	
<p> Care must be taken with the vessel's tank names. Tank names must be consistent between BW Reports.</p>																																		
Total Tank Capacity (m³)	MARS will calculate the total BW capacity of the vessel's tanks.																																	
	<p>If a tank row was added by mistake the Action button can be used to remove the row.</p>																																	



Field	Content												
<div>Pump Details <div> (All pumps must be listed)</div><table><thead><tr><th>Pump Name</th><th>Current Delivery Capacity (m³/hr)</th><th>Date Last Verified</th><th>Action</th></tr></thead><tbody><tr><td>PUMP 1</td><td>500</td><td>01/01/2015 </td><td></td></tr><tr><td>PUMP 2</td><td>500</td><td>13/05/2015 </td><td></td></tr></tbody></table></div>		Pump Name	Current Delivery Capacity (m³/hr)	Date Last Verified	Action	PUMP 1	500	01/01/2015 		PUMP 2	500	13/05/2015 	
Pump Name	Current Delivery Capacity (m³/hr)	Date Last Verified	Action										
PUMP 1	500	01/01/2015 											
PUMP 2	500	13/05/2015 											
<div></div>	The Add Pump button is used to add rows to the grid so that all the vessel's ballast pumps can be listed. All pumps used to manage ballast water must be listed. This includes the Fire Pump if used to manage ballast for certain tanks.												
Pump Name	Enter the name of the ballast water pump in this field.												
Pump Capacity (m³/Hr)	Enter the total pump capacity as stipulated in the vessel's ballast documentation. This is the actual pump capacity of each pump. Numerical values between 1 and 999999.99 may be entered.												
Date Last Verified	Enter the date the pumps were last verified to determine the actual pump capacity. The Australian Ballast Water Management Requirements stipulate that the vessel's pumps must be tested at least every 12 months.												
<div></div>	If a pump row was added by mistake the Action button can be used to remove the row.												

Arrival Details

Enter the information for all the fields in the **Arrival Details** screen. The voyage number must be the same as the voyage number that will be used for any other reports or applications for the same voyage. This means that the Pre-Arrival Report (PAR) must have the same voyage number as the BW Report, this is essential for MARS to link the current BW Report to the current PAR.

NOTE: The Port Agency must be known to MARS. If the nominated Port Agency does not appear in the drop down box then the Master must contact the Port Agency and request the details of the Agency's registration. The BW Report cannot be submitted without a valid Port Agency.

Field	Content
<div>Ballast Water Report <div>Legal Details Vessel Particulars Arrival Details Ballast Water Questions Tank Information Declaration and Submit</div><div>Required fields denoted by *</div><div>* Voyage # V01</div><div>* Agency to which approvals/rejections will be sent Dave Smith Shipping</div></div>	
Voyage #	The voyage number is a unique identifier for each voyage a vessel undertakes to Australia. The voyage number must match the number on the PAR, Ballast Water, Human Health



Field	Content
	<div>Ballast Water Report Required fields denoted by *</div> <div><div>Legal Details</div><div>Vessel Particulars</div><div>Arrival Details</div><div>Ballast Water Questions</div><div>Tank Information</div><div>Declaration and Submit</div></div> <div><p>* Voyage # V01</p><p>* Agency to which approvals/rejections will be sent Dave Smith Shipping</p></div>
	Update or NFP application for the current voyage. Alpha-numeric characters and dashes (-) are accepted. Spaces are not allowed.
Agency to which approvals/rejections will be sent	Enter the name of the Agency that will represent the vessel at the first Australian port of call. The Biosecurity Status Document (BSD) with the approval status of the ballast tanks will be sent to the Agency listed here.

Ballast Water Questions

Complete all the ballast water questions, noting they are mandatory. Some questions have additional fields to complete once answered.

Ballast Water Report Required fields denoted by *

Legal Details

Vessel Particulars

Arrival Details

Ballast Water Questions

Tank Information

Declaration and Submit

*** 1. Does the vessel have an approved Ballast Water Management Certificate on board?** ☐ Yes ☐ No ☐ Not applicable

*** 2. Does the vessel have an approved Ballast Water Management plan on board?** ☒ Yes ☐ No

*** 2.1 Has the vessel's ballast water been managed in accordance with the Ballast Water Management plan?** ☒ Yes ☐ No

*** 3. Does the vessel have either a ballast water record system or accurate ballast water records on board?** ☒ Yes ☐ No



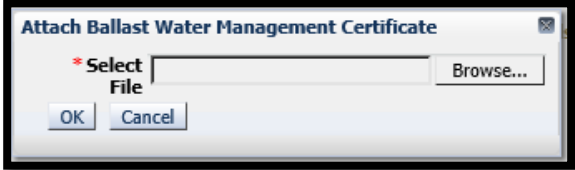

*** 4. Does the vessel intend to dispose ballast tank sediment in Australia?** ☐ Yes ☒ No

*** 5. Is the vessel using a ballast water management system to manage ballast water?** ☐ Yes ☒ No

6. Is the vessel claiming an exception for this voyage? ☐ Yes ☒ No

Q	Field	Content				
1		<div><p>* 1. Does the vessel have an approved Ballast Water Management Certificate on board? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not applicable</p><div><div>* Issue Date 01/07/2016</div><div>* Issuing Authority IMO</div><div>* Issuing Location Singapore</div></div><div>* Expiry Date 01/07/2017</div><div><div> Add Ballast Water Certificate</div><table><tr><th>Name</th><th>Action</th></tr><tr><td colspan="2">No data to display.</td></tr></table></div></div>	Name	Action	No data to display.	
Name	Action					
No data to display.						
		Answer ‘Yes’ to this question if the vessel has an approved Ballast Water Management Certificate on board. Enter all the required details as they appear on the Certificate.				



Q	Field	Content
	 <p>Until it becomes mandatory for vessels to have a Ballast Water Management Certificate, Masters should answer 'Not Applicable' to this question unless they already have a Ballast Water Management Certificate for the vessel.</p>	
		Click on this button to add an electronic copy of the certificate to MARS.
		Browse for the certificate and click on 'Ok' to upload and save the certificate. Once a certificate is uploaded it must be removed before a new certificate can be attached.
2	<p>* 2. Does the vessel have an approved Ballast Water Management plan on board? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* 2.1 Has the vessel's ballast water been managed in accordance with the Ballast Water Management plan? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	
	Answer 'Yes' to this question if the vessel has an approved Ballast Water Management plan on board. Question 2.1 will then be displayed and must be answered.	
3	<p>* 3. Does the vessel have either a ballast water record system or accurate ballast water records on board? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	
	Answer 'Yes' to this question if the vessel has a system for recording ballast water management on board the vessel. The Australian Ballast Water Management Requirements stipulate that a vessel must record the details of all ballast water exchanges.	
4	<p>* 4. Does the vessel intend to dispose ballast tank sediment in Australia? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	
	Answer 'Yes' to this question if the vessel intends to discharge sediment from the ballast tanks in Australia. All ballast sediment discharge requires permission from the department.	
5	<p>* 5. Is the vessel using a ballast water management system to manage ballast water? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* 5.1 Ballast water management system used</p> <p>AquaStar BWMS <input type="text"/></p> <p>If your system is not in the above list of type approved ballast water management systems please contact the department at 1300 004 605</p>	
	Answer 'Yes' to this question if the vessel is using an on board ballast water management system to manage ballast water. Question 5.1 will then be displayed and the correct system must be selected from the drop down list.	
	 <p>The department will only accept ballast water management systems that have been approved by the IMO. It is the Master's responsibility to ensure that the system being used is an approved system. Please refer to the Australian Ballast Water Management Requirements and the IMO regulations for further details.</p>	



Q	Field	Content
6		<div><p>6. Is the vessel claiming an exception for this voyage? Yes No</p><p>* 6.1 Reason for the exception Accidental discharge due to damage</p></div>
		<p>Answer 'Yes' to this question if the Master was not able to manage the ballast water on board the vessel due to an exceptional circumstance. The Master must select the reason for the exception from the list provided. The department must be notified as soon as practicable of the exception.</p> <div><p>Confirm</p><p>You must report to the Australian government as soon as possible, and in any case within 24 hours after the crew becomes aware of the incident.</p><p>OK</p></div> <div><p> Exceptions must be according to the IMO regulations on Ballast Water Exceptions. Please refer to the Australian Ballast Water Management Requirements and the IMO regulations for further details.</p></div>

Tank Information

This screen is used to record and display all the ballast water management details of the ballast water tanks that were listed on the **Vessel Particulars** tab.

Enter information for all the tanks listed as they must have details recorded in this screen. This screen serves as a display grid, for each management method used. A separate pop up screen is used to enter the appropriate ballast management data.

Field	Content																						
	<div><p>Ballast Water Report Required fields denoted by *</p><p>Legal Details Vessel Particulars Arrival Details Ballast Water Questions Tank Information Declaration and Submit</p><p>Please provide details of the management method for each of the ballast water tanks</p><p>+ Add Row</p><table border="1"><thead><tr><th>Tank Name</th><th>Management Method</th><th>Uptake Location</th><th>Uptake Date</th><th>Exchange Start</th><th>Exchange End</th><th>Pumps Used</th><th>Residual Volume</th><th>Final Volume</th><th>Intend to Discharge</th><th>Action</th></tr></thead><tbody><tr><td>TANK1 1000 m³</td><td>Tank Empty</td><td></td><td></td><td></td><td></td><td></td><td></td><td>5 m³</td><td>N</td><td> </td></tr></tbody></table><p>Depth at which exchange occurred (in metres) View Uptake/Exchange Locations on Map</p><p>Min Max Additional Comments</p><p>1000 5000</p><p>Are there any relevant documents that need to be attached? <input type="radio"/> Yes <input type="radio"/> No</p></div>	Tank Name	Management Method	Uptake Location	Uptake Date	Exchange Start	Exchange End	Pumps Used	Residual Volume	Final Volume	Intend to Discharge	Action	TANK1 1000 m ³	Tank Empty							5 m ³	N	
Tank Name	Management Method	Uptake Location	Uptake Date	Exchange Start	Exchange End	Pumps Used	Residual Volume	Final Volume	Intend to Discharge	Action													
TANK1 1000 m ³	Tank Empty							5 m ³	N														
+ Add Row	<p>This button must only be used to add an additional row for tanks where the exchange method is either Empty/Refill or Flow Through. No other management method can be used for the same tank more than once. This is to cater for scenarios where the exchange must be recorded over two lines.</p>																						



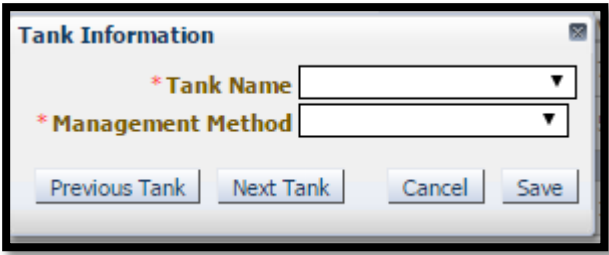
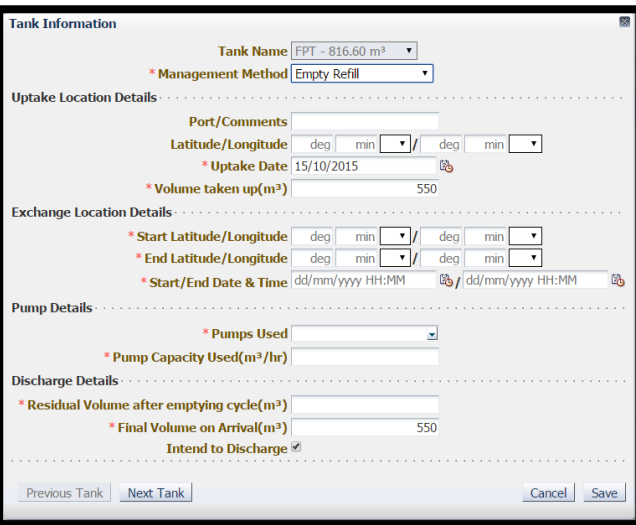
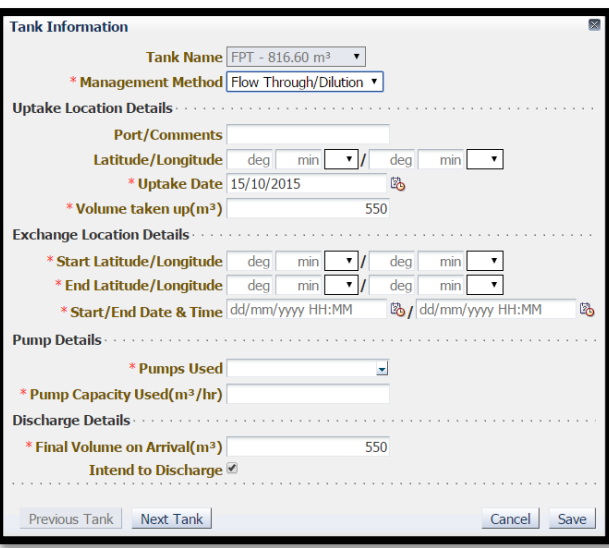
Field		Content
Action		Use this function to edit and enter the tank ballast management details.
		Use this function to add an additional tank row for tanks managed through the Flow Through or Empty/Refill method only.
		Use this function to remove a row that was added manually.
Field		Content
		<div> <div>Depth at which exchange occurred (in metres)</div> <div> <div>Min</div> <div>Max</div> <div>Additional Comments</div> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> Are there any relevant documents that need to be attached? <input type="radio"/> Yes <input type="radio"/> No View Uptake/Exchange Locations on Map </div> </div>
Min - MAX		The minimum and maximum depths the exchange of ballast water took place.
Additional Comments		Add any comments that may clarify the ballast water management process if it cannot be clearly explained by the data entered only.
View Uptake/Exchange Locations on Map		Once all the exchange coordinates have been entered the exchange locations for all tanks can be viewed on a map.
		<div> Are there any relevant documents that need to be attached? <input checked="" type="radio"/> Yes <input type="radio"/> No + Add Attachment </div>
Answer 'Yes' to this question if any documents need to be attached to the Ballast Water report that may be used in assessing the application. Attach any files as necessary i.e. The Ballast Water Management System Certificate.		

For each tank listed in the BW Report data must be entered to show how the ballast water was managed for that tank. Data can be entered by clicking on the **Tank Name hyperlink** or by selecting the edit function .

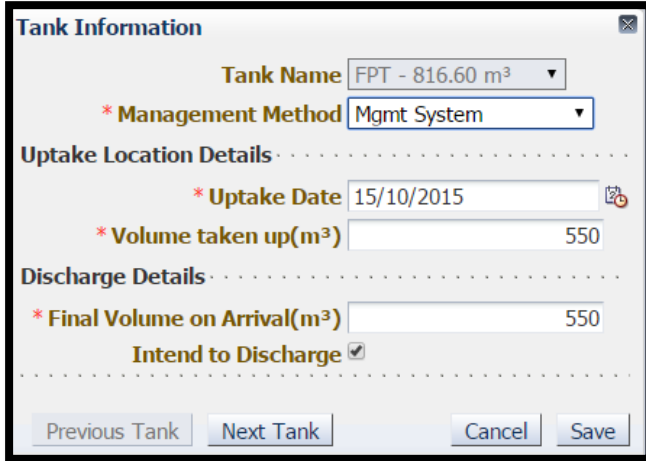
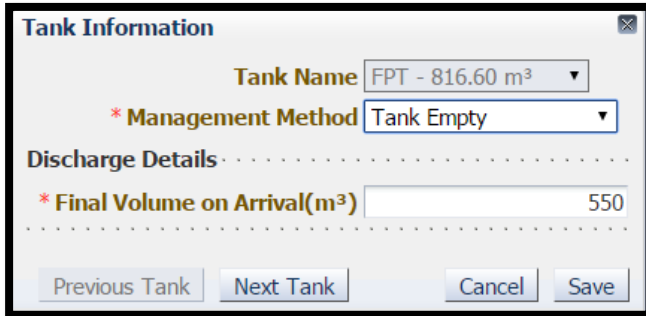
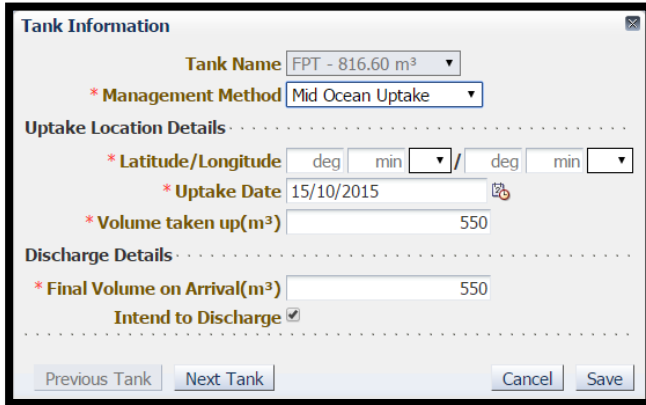
Tank Name	Management Method	Uptake Location	Uptake Date Volume	Exchange Start Exchange End	Pumps Used	Residual Volume	Final Volume	Intend to Discharge	Action
APT 1343.5 m³								N	

This will open a pop up screen where the tank and the management method must be selected from a drop down list. The management method selected will determine the data fields that need to be completed. All mandatory fields are marked with **red *** and must be completed.

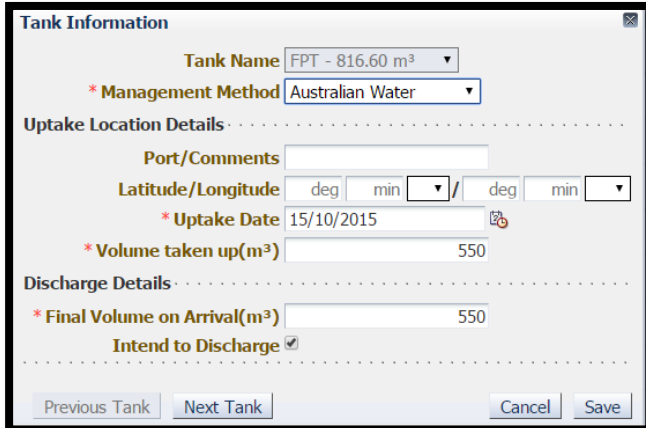
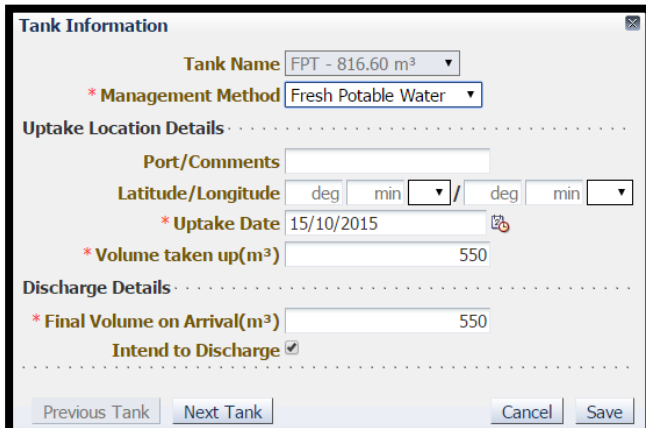
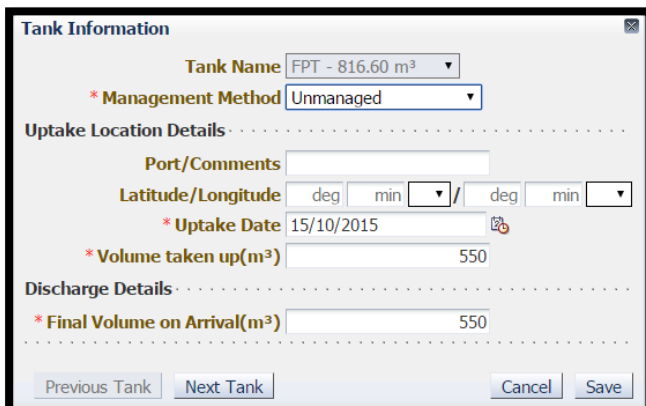


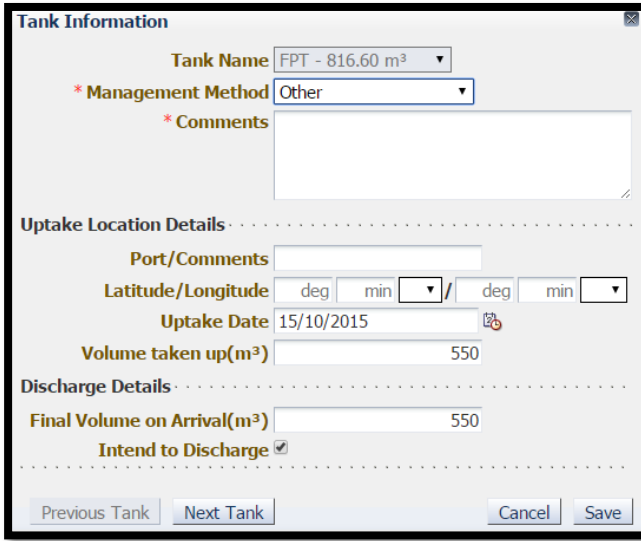
Screen	Details
	<p>Navigate between tanks by using the Previous Tank and Next Tank buttons.</p> <p>Details can be saved after each tank; however this will take the user back to the main tank grid.</p> <p>The entered data will be lost if the session times out and the fields were not saved.</p>
Empty/Refill	
	<p>Tank Information – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p>Uptake Location Details – Enter the name or the coordinates of the place where ballast water was taken up; uptake date and volume of water.</p> <p>Exchange Location Details – Enter all the information of the exchange details.</p> <p>Pump Details – Pumps and pump capacity are taken from the Vessel Particulars tab, and can be amended there.</p> <p>Discharge Details – Enter the residual volume left in the tank after the empty cycle of the exchange is completed. The final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.</p>
Flow Through/Dilution	
	<p>Tank Information – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p>Uptake Location Details – Enter the name or the coordinates of the place where ballast water was taken up.</p> <p>Exchange Location Details – Enter all the information of the exchange details.</p> <p>Pump Details – Pumps and pump capacity are taken from the Vessel Particulars tab, and can be amended there.</p> <p>Discharge Details – Enter the final volume of water in the tank on arrival in Australia and tick the box if there</p>



Screen	Details
	is any intention to discharge the ballast from this tank in Australian waters.
Management System – Vessels using an IMO approved on-board ballast management system	
	<p>Tank Information – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p>Uptake Location Details – Enter the uptake date and the volume of ballast water that was taken up.</p> <p>Discharge Details – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.</p>
Empty Tank	
	<p>Tank Information – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p>Final Volume on Arrival – The soundings on the tank must be accurate and reflect the residual volume of water left in the tank. The Final Volume is the actual amount of water in the tank not the overall volume of the tank.</p>
Mid Ocean Uptake	
	<p>Tank Information – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p>Uptake Location Details – Enter the date, volume of water and the coordinates of the place where ballast water was taken up.</p> <p>Discharge Details – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.</p>

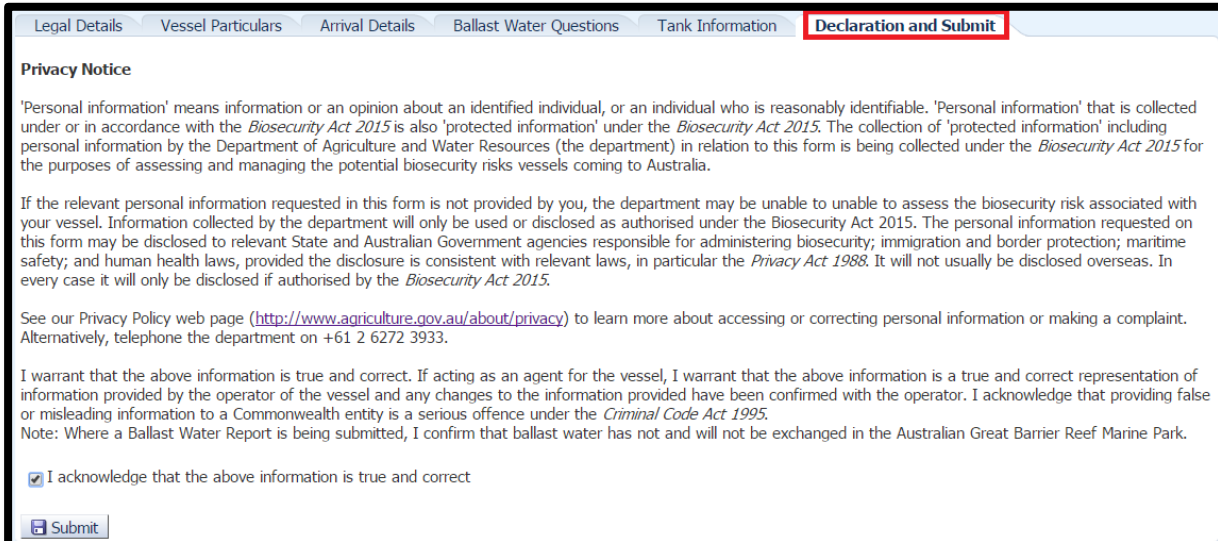


Screen	Details
Australian Water – Water taken up inside the Australian Territorial Sea	
	<p>Tank Information – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p>Uptake Location Details – Enter the date, volume of water and the coordinates or the name of the place where ballast water was taken up.</p> <p>Discharge Details – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.</p>
Fresh Potable Water – Clean fresh water	
	<p>Tank Information – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p>Uptake Location Details – Enter the date, volume of water and the name or coordinates of the place where ballast water was taken up.</p> <p>Discharge Details – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.</p>
Unmanaged	
	<p>Tank Information – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p>Uptake Location Details – Enter the date, volume of water and the coordinates or the name of the place where ballast water was taken up.</p> <p>Discharge Details – Enter the final volume of water in the tank. This tank will not receive permission to discharge ballast in Australian waters.</p>

Screen	Details
Other	
	<p>Tank Information – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p>Comments – Enter the details of why the management method is other and what the status of the ballast water is. The comments will be used to manually assess the risk of this tank.</p> <p>Uptake Location Details – Enter the date, volume of water and the coordinates or the name of the place where ballast water was taken up.</p> <p>Discharge Details – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.</p>

Declaration and Submit

Once the BW Report has been completed it can be submitted. The user must read the legal notice and acknowledge that the information supplied in the report is true and correct prior to submission. Breaches may apply for any omissions or miss-declarations in the BW Report.



Legal Details Vessel Particulars Arrival Details Ballast Water Questions Tank Information **Declaration and Submit**

Privacy Notice

'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Personal information' that is collected under or in accordance with the *Biosecurity Act 2015* is also 'protected information' under the *Biosecurity Act 2015*. The collection of 'protected information' including personal information by the Department of Agriculture and Water Resources (the department) in relation to this form is being collected under the *Biosecurity Act 2015* for the purposes of assessing and managing the potential biosecurity risks vessels coming to Australia.

If the relevant personal information requested in this form is not provided by you, the department may be unable to assess the biosecurity risk associated with your vessel. Information collected by the department will only be used or disclosed as authorised under the *Biosecurity Act 2015*. The personal information requested on this form may be disclosed to relevant State and Australian Government agencies responsible for administering biosecurity; immigration and border protection; maritime safety; and human health laws, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*. It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the *Biosecurity Act 2015*.

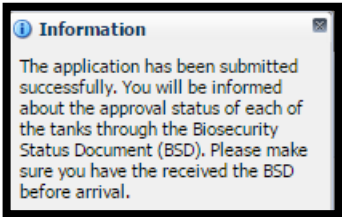
See our Privacy Policy web page (<http://www.agriculture.gov.au/about/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

I warrant that the above information is true and correct. If acting as an agent for the vessel, I warrant that the above information is a true and correct representation of information provided by the operator of the vessel and any changes to the information provided have been confirmed with the operator. I acknowledge that providing false or misleading information to a Commonwealth entity is a serious offence under the *Criminal Code Act 1995*.

Note: Where a Ballast Water Report is being submitted, I confirm that ballast water has not and will not be exchanged in the Australian Great Barrier Reef Marine Park.

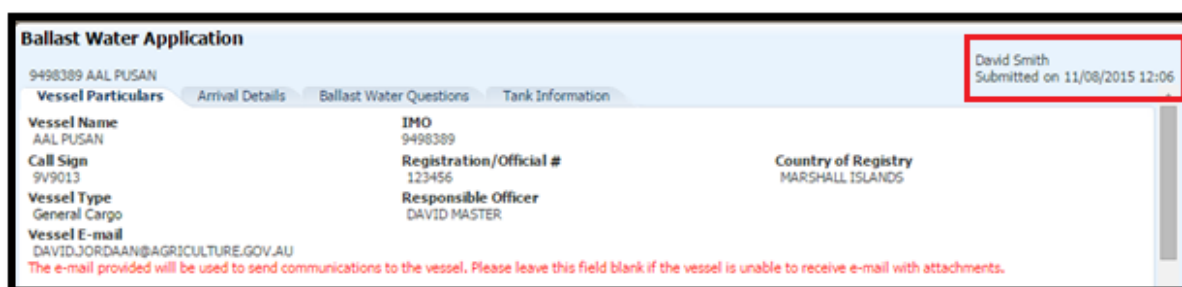
☒ I acknowledge that the above information is true and correct

Field	Content
<input type="checkbox"/> I acknowledge that the above information is true and correct	Tick this box to acknowledge that the information supplied in the Ballast Water report is correct and truthful.
<input type="button" value="Submit"/>	By clicking on the Submit button the BW Report will be uploaded into MARS for assessment. Once the assessment has been completed the Master and Agent will receive a

Field	Content
	Biosecurity Status Document (BSD) with the directions that are applicable to the vessel's current voyage.
	This message will be displayed if the BW Report was successfully submitted to MARS.

NOTE: Once the BW Report has been successfully submitted the submission date and time and the name of the person who submitted the application will be displayed. All fields will be read only and no amendments can be made to the application.

If the vessel's ballast status changes, a new BW Report must be submitted. Every tank must be reported on the new BW Report not just the tank with the changed status. To minimise data entry the MARS Ballast Water Clone function may be used. Refer to the section below '**Clone a BW Report in MARS**' for a detailed explanation on how to use this feature.



Ballast Water Application

9498389 AAL PUSAN

Submitted on 11/08/2015 12:06

David Smith

Vessel Particulars | Arrival Details | Ballast Water Questions | Tank Information

Vessel Name: AAL PUSAN
 IMO: 9498389
 Call Sign: 9V9013
 Registration/Official #: 123456
 Country of Registry: MARSHALL ISLANDS
 Vessel Type: General Cargo
 Responsible Officer: DAVID MASTER
 Vessel E-mail: DAVID.JORDAAN@AGRICULTURE.GOV.AU
 The e-mail provided will be used to send communications to the vessel. Please leave this field blank if the vessel is unable to receive e-mail with attachments.

Clone a BW Report in MARS

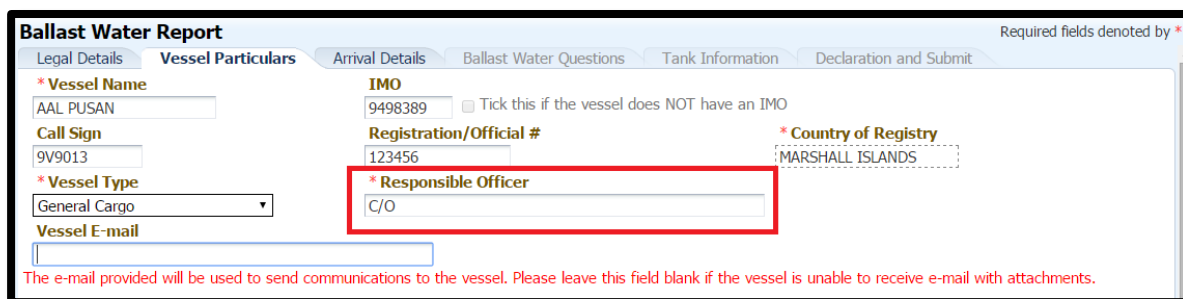
From time to time a vessel may need to submit an updated BW Report for the current voyage. When MARS determines that a previous BW Report already exists for the voyage then a user may choose to pre-fill the new BW Report with the information from the previous report.

1. Click on the Ballast Water Report icon.



2. Read the Legal Details tab.
3. From the **Upload File or Select Vessel** tab select '**No**' to the question '**Do you wish to complete this application with data from a file?**'.

4. Select '**Yes**' to the question '**Does the vessel have Ballast/Heeling tanks or cargo holds being used as ballast tanks?**'.
5. The **Vessel Details** screen will be displayed with the details of the vessel the Master's User ID is associated with.
6. Enter the name of the **Responsible Officer**.



Ballast Water Report Required fields denoted by *

Legal Details Vessel Particulars Arrival Details Ballast Water Questions Tank Information Declaration and Submit

* **Vessel Name**
AAL PUSAN

IMO
9498389 ☐ Tick this if the vessel does NOT have an IMO

Call Sign
9V9013

Registration/Official #
123456

* **Country of Registry**
MARSHALL ISLANDS

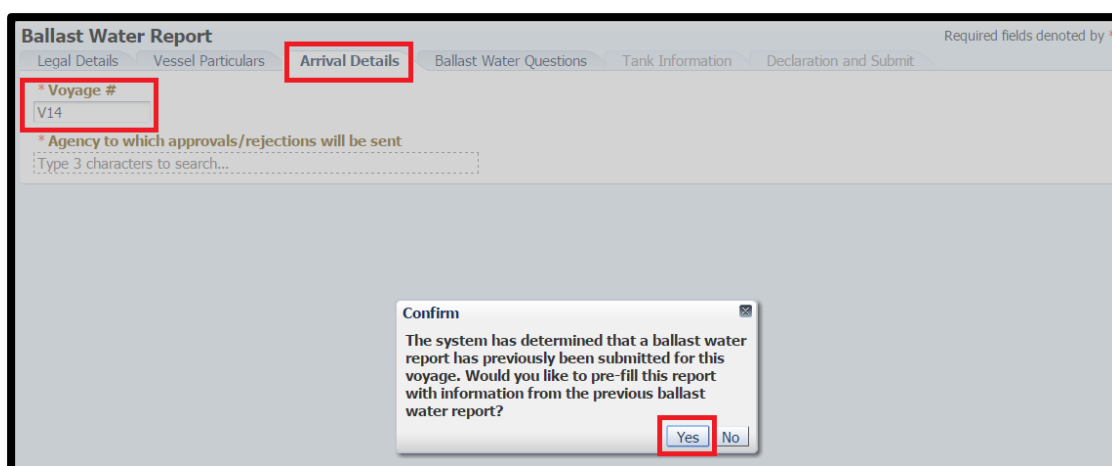
* **Vessel Type**
General Cargo

* **Responsible Officer**
C/O

Vessel E-mail
[Empty field]

The e-mail provided will be used to send communications to the vessel. Please leave this field blank if the vessel is unable to receive e-mail with attachments.

7. Select the **Arrival Details** tab and enter the same voyage number that was used in the BW Report that needs to be re-submitted. A Confirmation dialog box is displayed. Click '**Yes**' to pre-fill the application with the previous BW Report's details.



Ballast Water Report Required fields denoted by *

Legal Details Vessel Particulars **Arrival Details** Ballast Water Questions Tank Information Declaration and Submit


* **Voyage #**
V14

* **Agency to which approvals/rejections will be sent**
Type 3 characters to search...

Confirm

The system has determined that a ballast water report has previously been submitted for this voyage. Would you like to pre-fill this report with information from the previous ballast water report?

Yes **No**

8. Verify the Agency is as displayed on the **Arrival Details** tab.
9. Verify the answers to the questions on the **Ballast Water Details** tab are correct.
10. Update the **Tank Information** tab. Any changes to the BW exchange details must be updated in this tab using the Edit  function or clicking on the **Tank Name** hyperlink.



Ballast Water Report

Legal DetailsVessel ParticularsArrival DetailsBallast Water QuestionsTank InformationDeclaration and Submit

Required fields denoted by *

Please provide details of the management method for each of the ballast water tanks

+ Add Row

Tank Name	Management Method	Uptake Location	Uptake Date Volume	Exchange Start Exchange End	Pumps Used	Residual Volume	Final Volume	Intend to Discharge	Action
TST 1P/S 1000 m ³	Mgmt System		15/01/2016 550 m ³				550 m ³	N	
DB 1P/S 1000 m ³	Mgmt System		15/01/2016 550 m ³				550 m ³	N	
APT 1000 m ³	Mgmt System		15/01/2016 550 m ³				550 m ³	N	

Depth at which exchange occurred (in metres)

View Uptake/Exchange Locations on Map

MinMaxAdditional Comments

Are there any relevant documents that need to be attached? ☐ Yes ☒ No

11. Complete the **Declaration and Submit** tab and click on **Submit**.

Ballast Water Report

Legal DetailsVessel ParticularsArrival DetailsBallast Water QuestionsTank InformationDeclaration and Submit

Required fields denoted by *

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If the relevant personal information requested in this form is not provided by you, the department may be unable to assess the biosecurity risk associated with your vessel. Information collected by the department will only be used or disclosed as authorised under the *Biosecurity Act 2015*. The personal information requested on this form may be disclosed to relevant State and Australian Government agencies responsible for administering biosecurity; immigration and border protection; maritime safety; and human health laws, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*. It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the *Biosecurity Act 2015*.

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I warrant that the above information is true and correct. If acting as an agent for the vessel, I warrant that the above information is a true and correct representation of information provided by the operator of the vessel and any changes to the information provided have been confirmed with the operator. I acknowledge that providing false or misleading information to a Commonwealth entity is a serious offence under the *Criminal Code Act 1995*.

Note: Where a Ballast Water Report is being submitted, I confirm that ballast water has not and will not be exchanged in the Australian Great Barrier Reef Marine Park.

☒ acknowledge that the above information is true and correct

Non-First Point of Entry Port (NFP) Application

Explanatory Notes

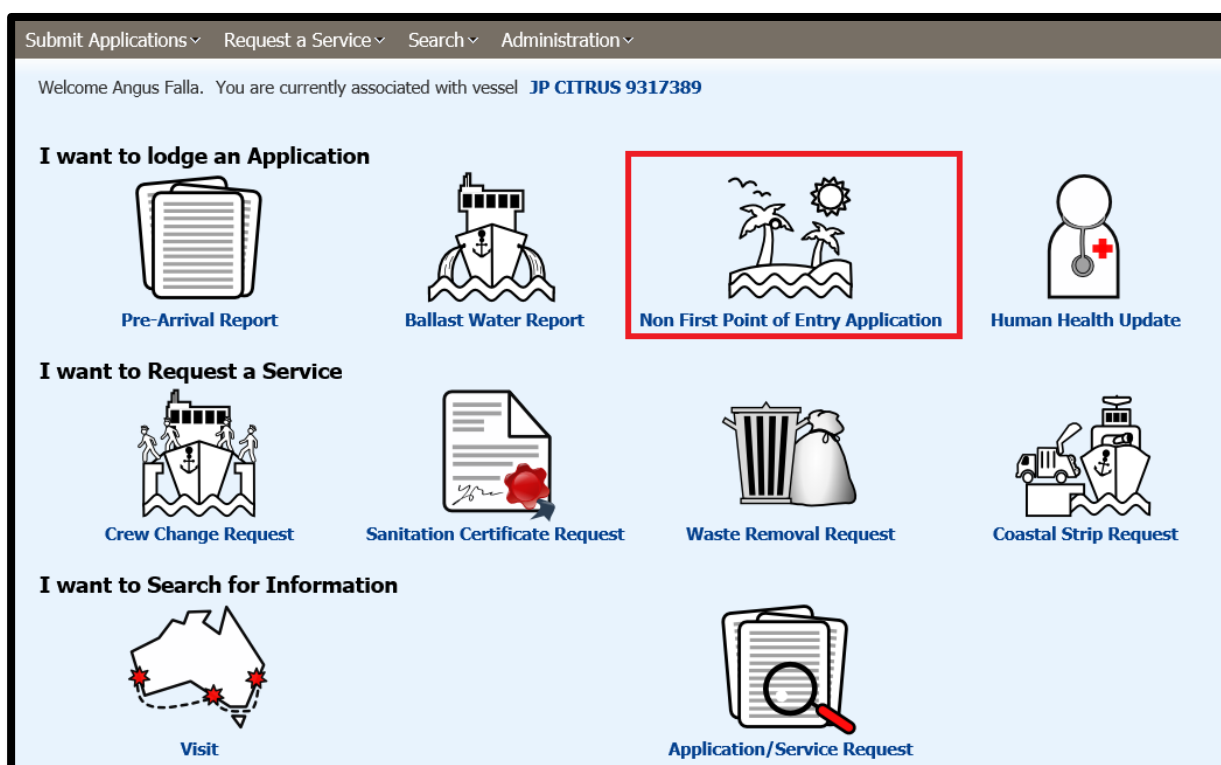
Applications for entering a Non First Point of Entry as either a first port or subsequent port of entry should be made at least 10 days prior to the vessel's arrival at the port. Vessels may not arrive at an Australian Non First Point of Entry without written permission from the department. Use the NFP application for vessel arrivals and/or the discharge of cargo/goods/waste at a Non First Point of Entry. Certain Proclaimed First Ports of Entry may also require an NFP to be submitted for the discharge of certain types of goods or waste. Please refer to the department's website for further details.

Masters may elect to submit an NFP application directly to their port Agent using the department's Offline Forms. Quick Reference Guides on how to complete Offline Forms are available on the department's website www.agriculture.gov.au

NOTE: The NFP application only lists the Non First Points of Entry; the NFP application cannot be used to list the vessel's complete itinerary. The vessel's complete itinerary must be supplied on the PAR.

How to do it

Open the **Non First Point of Entry** application from the MARS home screen. To complete an application each tab must be completed in order of appearance.



Legal Details

The **Legal Details** tab references the relevant sections of the Biosecurity Legislative Framework as it relates to the NFP Application. There are no fields that require completing on this tab.



NFP Application Required fields denoted by *

Legal Details Upload File or Select Vessel

The operator of a vessel must request permission, in writing, from the department for a vessel to berth at a port that is not a first point of entry. This is in accordance with the *Biosecurity Act 2015*, Section 247.

This should be submitted 10 working days prior to arrival in Australia to ensure the department can assess whether it can service the vessel at that port. A Biosecurity Status Document will follow after this application to advise if permission is granted. Giving false or misleading information is a fault-based offence.

Upload File or Select Vessel

The 'Upload File or Select Vessel' tab provides the user with an option to complete an NFP using data from a saved XML Data file.

NOTE: XML Data files are created by Non First Point of Entry PDF Offline Form.

NFP Application Required fields denoted by *

Legal Details **Upload File or Select Vessel**

Do you wish to complete this application with data from a file? ☒ Yes ☐ No

NOTE: To save time in completing an NFP application a Master may complete the NFP Offline Form and then save the file for future use. The Offline Form will be saved as an xml file. This xml file is the only file type that can be used in MARS where the option is given to select data from a file.

Upload an NFP application to MARS from a Saved XML Data file

1. To complete an NFP application using data from an XML file answer 'Yes' to the question 'Do you wish to complete this application with data from a file?' 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.

NFP Application Required fields denoted by *

Legal Details **Upload File or Select Vessel**

Do you wish to complete this application with data from a file? ☒ Yes ☐ No

Select File Browse...

2. Click through each of the tabs in sequential order to verify that there aren't any validation errors and that the correct Agency or Agencies have been nominated in the **Arrival Details** tab.

NOTE: For more detailed descriptions of each tab in the NFP application refer to the sections below.

Complete a manual NFP in MARS

1. If no XML data is available select 'No' to the question 'Do you wish to complete this application with data from a file?' and complete a new NFP application using the MARS interface.
2. The **Vessel Particulars** tab will be displayed and all the vessel details will be completed as configured in MARS.



NOTE: The Master will only be able to submit an NFP application for the vessel associated with their User ID. If the vessel displayed is not the vessel the Master wants to submit an NFP application for then the Master must refer to the MARS Vessel Registration section of this User Guide on how to register the vessel.

The NFP application must be completed in one session. If a timeout occurs the information will not be saved and the user will have to start the application from the beginning.

Vessel Particulars

This tab is used to complete the Vessel Particulars. It contains both mandatory and optional fields. All mandatory fields must be completed before you can navigate away from this tab. Vessels already registered in MARS will have their details pre-populated except for the Master's name.

Field	Content
<div><div>Submit Applications ▾ Request a Service ▾ Search ▾ Administration ▾</div><div>NFP Application Required fields denoted by *</div><div><div>Legal Details</div><div>Vessel Particulars</div><div>Arrival Details Declaration and Submit</div></div><div><div>* Vessel Name JP CITRUS</div><div>IMO 9317389 <input type="checkbox"/> Tick this if the vessel does NOT have an IMO</div></div><div><div>Call Sign </div><div>Registration/Official #</div><div>* Country of Registry BAHAMAS</div></div><div><div>* Vessel Type Bulk Carrier ▾</div><div>* Master's Name Vessel Master</div></div><div><div>* Length Overall (LOA-metres) </div><div>Vessel E-mail Vesselemail@mail.com</div></div><div>The e-mail provided will be used to send communications to the vessel. Please leave this field blank if the vessel is unable to receive e-mails with attachments.</div></div>	
Vessel Name	Enter vessel's name as it appears on the Ship's Particulars.
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a numeric identifier. For vessels with an IMO the IMO filed is mandatory.
Tick this if the vessel does NOT have an IMO	Some vessel types may not have an IMO. This box must be selected in those circumstances and one of the Call Sign or Registration/Official# must be supplied.
Call Sign	Enter the Call Sign for the vessel as it appears on the Sip's Particulars.
Registration/Official#	This is a non-mandatory field. This field is mainly use for vessels which do not have an IMO number.
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Vessel Type	Click on the down arrow and choosing the appropriate vessel type.
Master's Name	Enter the naster's name.
Length Overall (LOA-metres)	Enter the vessel's overall length in metres.



Field	Content
Vessel E-mail	Enter the email used on-board the vessel for communication purposes. This email will be used to communicate with the vessel. This field should be left blank if the vessel is unable to receive emails with attachments. In this case all emails intended for the vessel will be sent to the nominated port Agent. It is the Agent and Master's responsibility to ensure the vessel receives information from the department.

Arrival Details

This screen is used to record the vessel's arrival details as well as the vessel's intentions at the Non First Point of Entry. The sections below will outline the information required based on the vessel's intentions.

NFP Application Required fields denoted by *

Legal Details Vessel Particulars **Arrival Details** Cargo Details Declaration and Submit

Has the vessel already arrived in Australia? * ☐ Yes ☒ No

* Voyage #
V01

* Last International Port of call
CHIBA, CHIBA (JAPAN)

* Agency to which approval/rejections will be sent
Dave Smith Shipping

Intended Australian Non First Point of Entry Ports (Ports marked with a '#' are first points of entry for vessel arrivals but non first points of entry for discharging cargo)

(If the vessel is discharging cargo please select 'Discharge Cargo' as one of the Activity Types. Multiple activities can be selected.)

(If the vessel is going to a port that is not in the list please contact the Department at 1300 004 605)

+ Add Port



* Port	* Arrival Date	First Port of Australian Voyage	* Activity Type
WHYALLA TS1	07/07/2016	<input type="checkbox"/>	Discharging Cargo
KINGSCOTE	08/07/2016	<input type="checkbox"/>	Joint Military Exercises
PENNESHAW	09/07/2016	<input type="checkbox"/>	Other

No. of Crew and Passengers


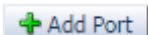









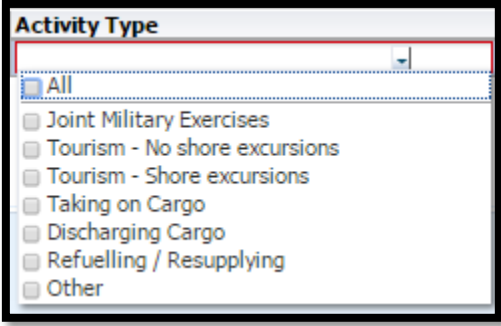
* No. of Crew

No. of passengers


Cancel

Field	Content
Has the vessel already arrived in Australia? * Yes	
	Answer 'Yes' to the question if the vessel has already arrived at an Australian port and has not applied for permission to arrive at a Non First Point of Entry yet.
Has the vessel already arrived in Australia? * No	
	Answer 'No' to the question if the vessel has not yet arrived at an Australian Port. The last International port of call field will be displayed if this answer is selected.



Field	Content																
Voyage Number	Enter the unique voyage number for the current Australian voyage. This number must match the Voyage number of the PAR and Ballast Water Report for the current voyage.																
Last International Port of call	Enter the last International port the vessel called at before departing for Australia. Enter the first three letters of the port name and select the port from the list. This field is only visible if the question was answered 'No'.																
Agency to which approval/rejection will be sent	Enter the first three letters of the Agency name and select the correct Agency from the list provided.																
'Intended Australian Non First Point of Entry Ports (Ports marked with a '#' are proclaimed for vessel arrivals but non-proclaimed for discharging cargo)'.																	
 It is important to note that a port may be proclaimed for vessel arrivals, however, the port may not be proclaimed for cargo discharge.																	
	Use the Add Port button to display the required fields. A separate row must be added for each Non First Point of Entry to be visited.																
<table border="1"><thead><tr><th>* Port</th><th>* Arrival Date</th><th>First Port of Australian Voyage</th><th>* Activity Type</th></tr></thead><tbody><tr><td>WHYALLA TS1</td><td>07/07/2016 </td><td><input type="checkbox"/></td><td>Discharging Cargo</td></tr><tr><td>KINGSCOTE</td><td>08/07/2016 </td><td><input type="checkbox"/></td><td>Joint Military Exercises</td></tr><tr><td>PENNESHAW</td><td>09/07/2016 </td><td><input type="checkbox"/></td><td>Other</td></tr></tbody></table>		* Port	* Arrival Date	First Port of Australian Voyage	* Activity Type	WHYALLA TS1	07/07/2016 	<input type="checkbox"/>	Discharging Cargo	KINGSCOTE	08/07/2016 	<input type="checkbox"/>	Joint Military Exercises	PENNESHAW	09/07/2016 	<input type="checkbox"/>	Other
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Port	Enter the first three letters of the port and select the correct port form the list.																
Arrival Date	Select the arrival date.																
First Port of Australian Voyage	Select the box next to the port if the port will be the first port of call on the current Australian voyage.																
	<p>This field is used to select the activity that will take place at the Non First Point of Entry. More than one activity may be selected.</p> <p>Joint Military Exercises – Vessels taking part in joint military exercises with the Australian Navy must select this option.</p> <p>Tourism – No shore excursions – If the main objective of the visit is for tourism and no crew nor passengers will go onshore this option must be selected.</p> <p>Tourism – Shore excursions - If the main objective of the visit is for tourism and crew or passengers will go onshore this option must be selected.</p> <p>Taking on Cargo – Select this option if the vessel will only take on cargo at the nominated port.</p>																



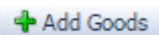



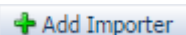
Field	Content
	<p>Discharging Cargo – Select this option if the vessel will be discharging cargo at the nominated port. This option must also be selected when cargo is to be discharged at a Proclaimed Port which is not Proclaimed for the discharge of certain goods or cargo.</p> <p>Refuelling/Resupplying – Select this option if the vessel intends to refuel or take on supplies and the nominated port.</p> <p>Other – Select this option if the reason for the visit to the Non First Point of Entry is not available from the options listed. Enter the details in the text box that will be available when this option is selected.</p>
Action 	Remove any lines added by mistake.
No. Of Crew	Enter the total number of crew on board the vessel.
No. Of Passengers	Enter the total number of passengers on board the vessel.

Cargo Details


This tab only appears when the activity for the Non First Point of Entry includes the discharge of cargo. All the fields are mandatory and must be completed before a user can navigate away from this tab. Waste requiring discharge at a First Point of Entry not proclaimed for the discharge of waste must be included in the Cargo Details.

Field	Content																														
	<div><div>NFP Application</div><div>Legal Details Vessel Particulars Arrival Details Cargo Details Declaration and Submit</div><div>Required fields denoted by *</div><div>Details of animal(s), plant(s) or other goods to be landed at the port</div><div><div>+ Add Goods</div><table><thead><tr><th>* Port of Discharge</th><th>* Commodity/ Goods Description</th><th>* Type of processing/ cleaning performed offshore or applied for</th><th>* Port of Loading</th><th>* Quantity and Units</th><th>* Packing (eg. Bagged, Bulk, Containerised, Timber)</th><th>Import Permit Required</th><th>Permit #</th></tr></thead><tbody><tr><td>WHYALLA TS1-07/07/2016</td><td>Rail Trucks</td><td>Washed</td><td>Chiba</td><td>100</td><td>Timber Wheel Chocks</td><td><input type="checkbox"/></td><td></td></tr></tbody></table><div>Additional comments regarding the consignment, eg End Use</div><div>Details of Australian importer(s) of the above-mentioned animal(s), plant(s) or other goods</div><div><div>+ Add Importer</div><table><thead><tr><th>* Port</th><th>* Name of Importer</th><th>* Company Name</th><th>* Address in Australia</th><th>* Email</th><th>* Phone</th><th>Fax</th></tr></thead><tbody><tr><td>WHYALLA TS1-07/07/2016</td><td>DG Rail</td><td>DG Rail</td><td>Whyalla</td><td>RAIL@MAIL.COM</td><td>0882016054</td><td></td></tr></tbody></table><div>Cancel</div></div></div></div>	* Port of Discharge	* Commodity/ Goods Description	* Type of processing/ cleaning performed offshore or applied for	* Port of Loading	* Quantity and Units	* Packing (eg. Bagged, Bulk, Containerised, Timber)	Import Permit Required	Permit #	WHYALLA TS1-07/07/2016	Rail Trucks	Washed	Chiba	100	Timber Wheel Chocks	<input type="checkbox"/>		* Port	* Name of Importer	* Company Name	* Address in Australia	* Email	* Phone	Fax	WHYALLA TS1-07/07/2016	DG Rail	DG Rail	Whyalla	RAIL@MAIL.COM	0882016054	
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	<p>'Details of animal(s), plant(s) or other goods to be landed at the port.'</p>																														
	<p>i All goods intended for discharge must be recorded here. If any dunnage or other packing material is to be discharged it must also be listed.</p>																														



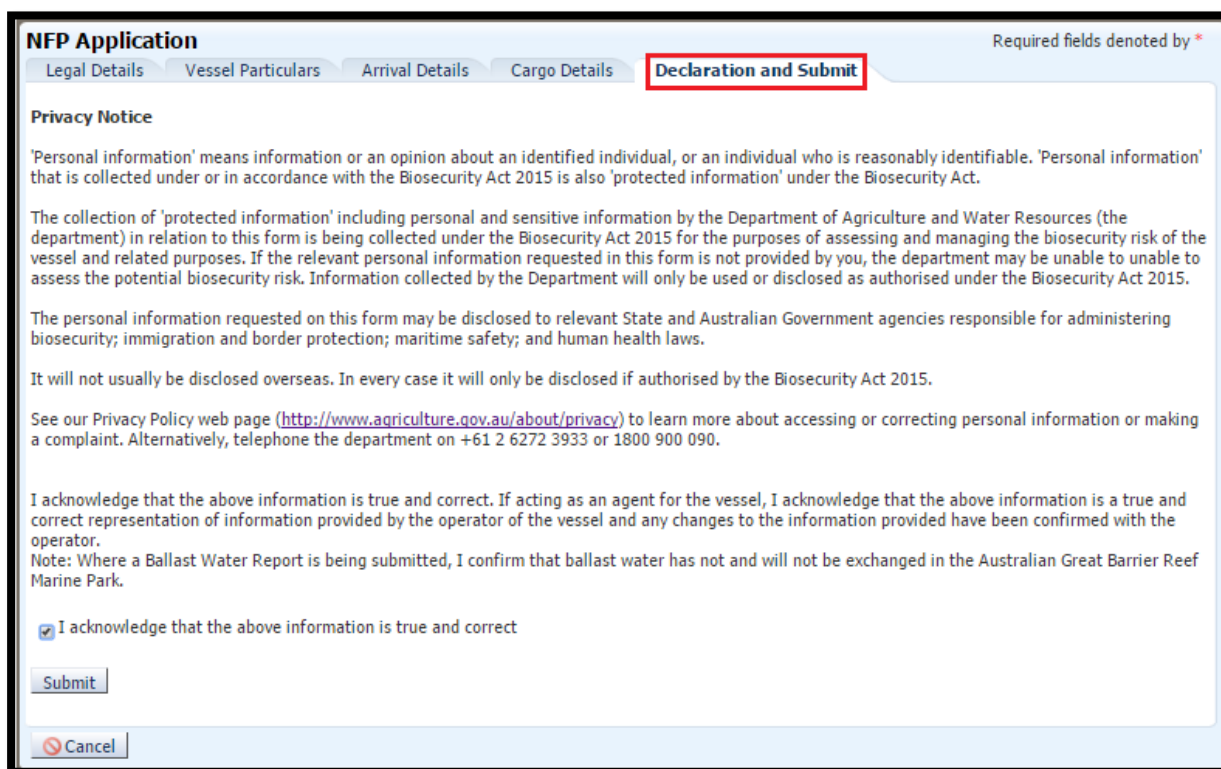
Field	Content
	Use the Add Goods button to display the required fields. A separate row must be added for each type of good to be discharged.
Port of Discharge	Select the port where the goods will be discharged from the list of available ports. Only the ports that were supplied in the Arrivals Details tab will be listed.
 If the correct discharge port cannot be found in the list the port arrival details must be added to the Arrival Details tab in the NFP application.	
Commodity/Goods description	Enter a description of the goods eg. Wooden pallets, stockfeed, mining equipment etc. Be as thorough as possible. A separate line must be used for each commodity.
Type of processing/cleaning performed offshore or applied for	Detailed description of the processing or cleaning of the goods to address any biosecurity concerns. For instance goods were steam cleaned prior to loading and then covered in tarpaulins.
Port of Loading	Enter name of the port where the goods were loaded. Type the first three letters of the port name and then select the correct port from the list.
Quantity and units	Enter the quantity of goods and the number of units. For instance 5 Bags or 100 Kilograms etc.
Packing (eg. Bagged, Bulk, Containerised, Timber)	Describe how the goods have been packed for shipping. In bulk, bags, containers etc. Also include a description of any packing material used eg. Straw and wooden crates.
Import Permit Required	Tick this box if an import permit was required for the goods.
Permit #	Enter the import permit number. This field will only be displayed if the Import permit Required box has been checked.
	Remove any lines added by mistake.
Additional Comments regarding the consignment, eg. End Use	Use this field to record any additional information that may assist in the biosecurity risk assessment of the goods. For instance, End Use etc.
'Details of Australian importer(s) of the above mentioned animal(s), plant(s) or other goods.'	
 List the details of the importer associated with each line of goods	
	Use the Add Importer button to display the required fields. A separate row must be added for each importer.
Port	Select the port where the importer of the goods is located from the list of available ports. Only the ports that were supplied in the Arrivals Details tab will be listed.
Name of Importer	Enter the name of the importer.
Company Name	Enter the Importing Company name.



Field	Content
Address in Australia	Enter the importer's address in Australia.
E-mail	Enter the importer's e-mail address.
Phone	Enter the importer's contact telephone number with all the relevant prefixes.
Fax	Enter the importer's fax number. This is the only optional field in the grid.
Action 	Remove any lines added by mistake.

Declaration and Submit

Once the Master is satisfied that the NFP Application has been completed it can be submitted. The Master must read the legal notice and acknowledge that the information supplied in the NFP application is true and correct prior to submission. Demerit actions may apply for any omissions or miss-declarations in the application.



NFP Application Required fields denoted by *

Legal Details Vessel Particulars Arrival Details Cargo Details **Declaration and Submit**

Privacy Notice

'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Personal information' that is collected under or in accordance with the Biosecurity Act 2015 is also 'protected information' under the Biosecurity Act.

The collection of 'protected information' including personal and sensitive information by the Department of Agriculture and Water Resources (the department) in relation to this form is being collected under the Biosecurity Act 2015 for the purposes of assessing and managing the biosecurity risk of the vessel and related purposes. If the relevant personal information requested in this form is not provided by you, the department may be unable to assess the potential biosecurity risk. Information collected by the Department will only be used or disclosed as authorised under the Biosecurity Act 2015.

The personal information requested on this form may be disclosed to relevant State and Australian Government agencies responsible for administering biosecurity; immigration and border protection; maritime safety; and human health laws.

It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the Biosecurity Act 2015.

See our Privacy Policy web page (<http://www.agriculture.gov.au/about/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933 or 1800 900 090.

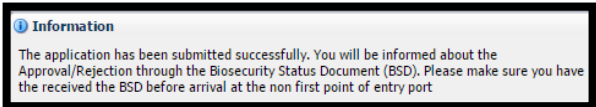
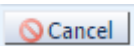
I acknowledge that the above information is true and correct. If acting as an agent for the vessel, I acknowledge that the above information is a true and correct representation of information provided by the operator of the vessel and any changes to the information provided have been confirmed with the operator.

Note: Where a Ballast Water Report is being submitted, I confirm that ballast water has not and will not be exchanged in the Australian Great Barrier Reef Marine Park.

☒ I acknowledge that the above information is true and correct

Field	Content
<input type="checkbox"/> I acknowledge that the above information is true and correct	Tick this box to acknowledge that the information supplied in the NFP Application is correct and truthful.
<input type="button" value="Submit"/>	By clicking on the Submit button the NFP Application will be uploaded into MARS for assessment. Once the assessment has been completed the Master and the Agent will receive a



Field	Content
	Biosecurity Status Document (BSD) with the directions that are applicable to the vessel's current voyage.
	This message will be displayed if the NFP Application was successfully submitted to MARS.
	Use the 'Cancel' button to cancel the NFP application and return to the MARS Home screen.

Human Health Update

Explanatory Notes

The Master must complete this form to report to the department any change in the health status of passengers and crew originally reported on the PAR, prior to the vessel entering the next Australian port of call:

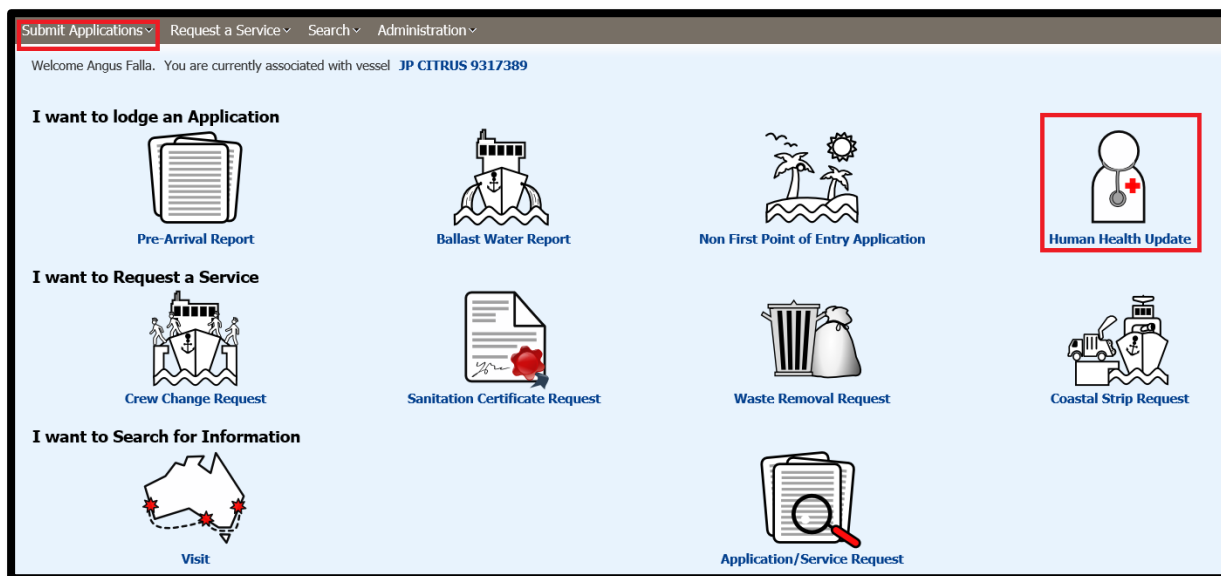
- This form must be submitted 96-12 hours prior to the vessel's arrival at the next Australian port.
- Where illness on board the vessel is reported, the vessel Master will be required to answer additional questions to assess the public health risk associated with the vessel prior to arrival at the port.

In addition Cruise and Naval Vessels must use the Human Health Update form to report any changes to the **human health** and **gastro intestinal illness** status of crew and passengers prior to arriving at each port on their itinerary.

NOTE: *The Human Health Update replaces the current Subsequent Port Notification that Cruise and Naval vessels are required to submit prior to arrival at a subsequent port of call.*

How to do it

Open the **Human Health Update** application from the MARS home screen. To complete an application each tab must be completed in order of appearance.



Legal Details

The **Legal Details** tab references the relevant sections of the Biosecurity Legislative Framework as it relates to the provision of information to the department. There are no fields that require completing on this tab.

Human Health Update

Legal Details

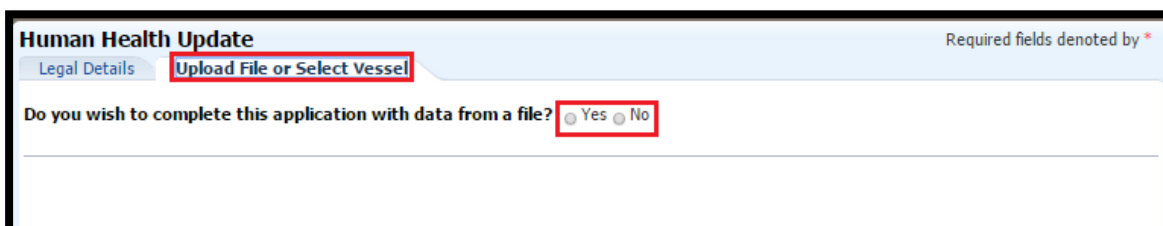
Upload File or Select Vessel

This form and the information requested in it, is required to be provided to the department by the operator of a vessel under the *Biosecurity Act 2015*, Chapter 2.
Please use this form to advise the department of any changes to previously reported human health information.

Upload File or Select Vessel

The 'Upload File or Select Vessel' tab provides the user with an option to complete a Human Health Update using data from a saved XML Data file.

NOTE: XML Data files are created by saving a Human Health Update PDF Offline Form.



Human Health Update Required fields denoted by *

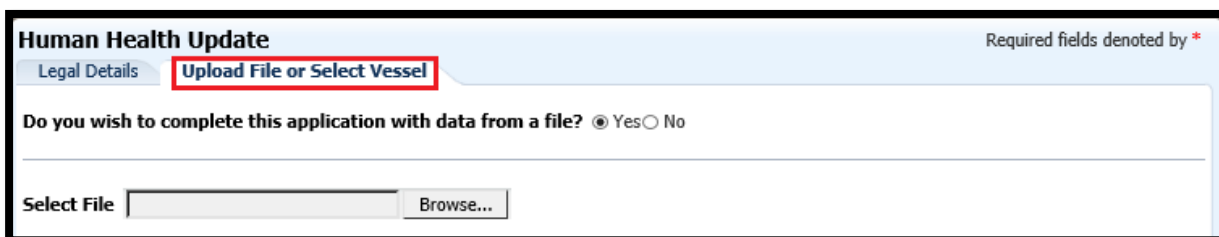
Legal Details Upload File or Select Vessel

Do you wish to complete this application with data from a file? ☒ Yes ☐ No

NOTE: To save time in completing a Human Health Update a Master may complete the Offline Form and then save the file for future use. The Offline Form will be saved as an xml file. This xml file is the only file type that can be used in MARS where the option is given to select data from a file.

Upload a Human Health Update to MARS from a Saved XML Data file

1. To complete the update using data from an XML file answer 'Yes' to the question 'Do you wish to complete this application with data from a file?' Click on the 'Browse' 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.



Human Health Update Required fields denoted by *

Legal Details Upload File or Select Vessel

Do you wish to complete this application with data from a file? ☒ Yes ☐ No

Select File Browse...

2. Click through each of the tabs in sequential order to verify that there aren't any validation errors and that the correct Agency or Agencies have been nominated in the **Arrival Details** tab.

NOTE: For more detailed descriptions of each tab in the Human Health Update application refer to the sections below.

Complete a manual Human Health Update in MARS

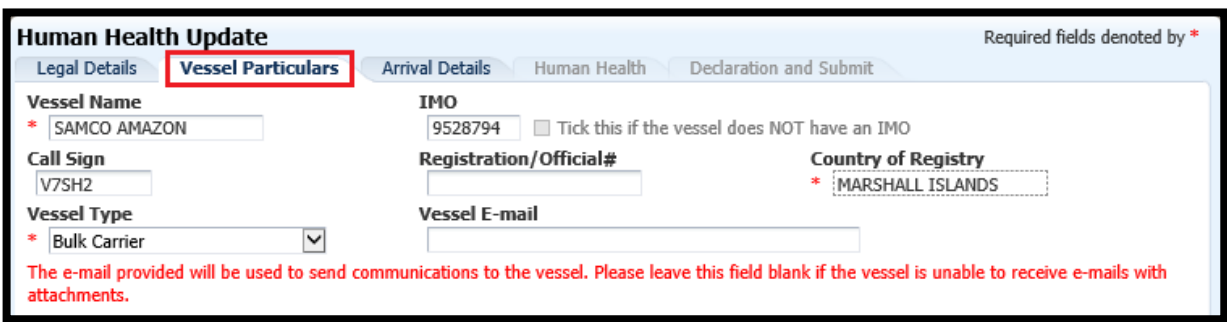
1. If no XML data is available select '**No**' to the question '**Do you wish to complete this application with data from a file?**' and complete a new application using the MARS interface.
2. The **Vessel Particulars** tab will be displayed and the vessel's details as recorded in MARS will be available. All the mandatory fields must be completed.

NOTE: The Master will only be able to submit a Human Health Update for the vessel associated with their User ID. If the vessel displayed is not the vessel the Master wants to submit a Human Health Update for then the Master must refer to the MARS Vessel Registration section of this User Guide on how to register the vessel.

The application must be completed in one session. If a timeout occurs the information will not be saved and the user will have to start the application from the beginning.

Vessel Particulars

This tab is used to enter the Vessel Particulars. It contains both mandatory and optional fields. All mandatory fields must be completed before you can navigate away from this tab.

Field	Content
	
Vessel Name	Enter the vessel name as it appears on the Ship's Particulars.
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a numeric identifier. For vessels with an IMO the IMO filed is mandatory.
Tick this if the vessel does NOT have an IMO	Some vessel types may not have an IMO. This box must be selected in those circumstances and one of the Call Sign or Registration/Official# must be supplied.
Call Sign	Enter the Call Sign for the vessel as it appears on the Ship's Particulars.
Registration/Official #	This is a non-mandatory field. This field is mainly use for vessels which do not have an IMO number.
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Vessel Type	Click on the down arrow and choose the appropriate vessel type.
Vessel E-mail	Enter the email used on-board the vessel for communication purposes. This email will be used to communicate with the vessel. This field should be left blank if the vessel is unable to receive emails with attachments. In this case all emails intended for the vessel will be



Field	Content
	sent to the nominated port Agent. It is the Agent and Master's responsibility to ensure the vessel receives information from the department.

Arrival Details

This screen is used to record the vessel's voyage number and the Agency to which any updated conditions will be sent.

NOTE: The Port Agency must be known to MARS. If the nominated Port Agency does not appear in the drop down box then the Master must contact the Port Agency and request the details of the Agency's registration. The Human Health Update cannot be submitted without a valid Port Agency.

Field	Content
	<div><div>Human Health Update</div><div>Legal Details Vessel Particulars Arrival Details Human Health Declaration and Submit</div><div>Required fields denoted by *</div><div>Voyage # * <input type="text"/></div><div>Agency to which any updated conditions will be sent * <input type="text" value="Type 3 characters to search..."/></div></div>
Voyage #	Enter the unique voyage number for the current Australian voyage. This number must match the Voyage number of the PAR, BW, Human Health Update or NFP application for the current voyage. Alpha-numeric characters and dashes (-) are accepted. Spaces are not allowed.
Agency to which approvals/rejections will be sent	Enter the name of the Agency that will represent the vessel at the intended Australian port of call. The Biosecurity Status Document (BSD) with any conditions pertaining to Human Health will be sent to the Agency listed here.

Human Health

This screen is used to report on the health status of the passengers and crew on board the vessel.

Field	Content
	<div><div>Human Health Update</div><div>Legal Details Vessel Particulars Arrival Details Human Health Declaration and Submit</div><div>Required fields denoted by *</div><div>1) Have any persons died on board during the current voyage? * <input type="radio"/> Yes <input type="radio"/> No</div><div>2) Have any persons become ill or shown signs of illness in the past 14 days? * <input type="radio"/> Yes <input type="radio"/> No</div></div>
Have any persons died on board during the current voyage?	If the users answers 'Yes' additional fields will be displayed. Refer to the section titled 'Question 1 Details' below.
Have any persons become ill or shown signs of illness in the past 14 days?	If the users answers 'Yes' additional fields will be displayed. Refer to the section titled 'Question 2 Details' below.

Question 1 Details

When a death is reported additional information must be provided regarding the death. The user must advise how many deaths occurred during the current voyage and the suspected cause(s) of death.

*** 1) Have any persons died on board during the current voyage?** ☒ Yes ☐ No

*** 1.1) How many persons died?**

*** 1.2) Cause or suspected cause of death:** ☒ Accident ☐ Illness ☐ Other

Question 2 Details

When an illness is reported, the Master must answer all subsequent illness questions. These include illness symptoms. Answering some questions may open up extra text fields requiring additional information. These fields are mandatory and must be completed.

*** 2) Have any persons become ill or shown signs of illness in the past 14 days?** ☒ Yes ☐ No

How many persons

If **Question 2** is answered 'Yes' then additional health questions will be displayed about the ill person's symptoms (**Question 2.1**). For each symptom question that is answered 'Yes' a text box will be displayed where the number of persons affected must be entered. All health questions are mandatory.

2.1) Is any person on board the vessel displaying any of the following symptoms?

2.1.1) Temperature over 38C (if no thermometer is available, any person suspected of having a temperature should be reported) ☒ Yes ☐ No
How many persons

2.1.2) Acute unexplained non-itchy skin rashes or lesions, and non-itchy rashes or lesions caused by illness or exposure to hazardous agents (but not heat rashes, dermatitis, eczema, or similar common skin conditions) ☐ Yes ☐ No

2.1.3) Muscle aches, diarrhoea, severe headaches or vomiting (but not vomiting caused by inebriation or motion sickness) ☐ Yes ☐ No

2.1.4) Severe bruising or bleeding from the nose, ears, eyes, mouth, anus or skin (but not if the person is predisposed to nosebleeds or haemorrhoids, or has cuts and abrasions) ☐ Yes ☐ No

2.1.5) Glandular swelling in the armpits or neck ☐ Yes ☐ No

2.1.6) Prolonged loss of consciousness where a person cannot be roused (but not loss of consciousness caused by consumption of alcohol, drugs or medications, fainting or sleeping) ☐ Yes ☐ No

2.1.7) Persistent coughing and difficulty breathing with no apparent cause and no history or similar symptoms (but not persistent coughing and difficulty breathing caused by asthma, heart disease, obesity, chronic bronchitis or emphysema) ☐ Yes ☐ No

2.1.8) Except in the case of a person with restricted mobility or an otherwise healthy young child- an inability to disembark from a vessel without assistance ☐ Yes ☐ No

2.1.9) Yellowing of the skin/whites of the eyes ☐ Yes ☐ No

Answer **Question 2.2** and all sub questions about the ill person's travel history. For each symptom question that is answered 'Yes' a text box will be displayed where the number of persons affected must be entered. All health questions are mandatory.

2.2) Has the ill person(s) on board:

- 2.2.1) Been in contact with birds/bird products/someone suspected/confirmed of having Avian Influenza in the last 14 days?** ☐ Yes ☐ No
- 2.2.2) Eaten raw poultry/raw poultry products in the last 14 days?** ☐ Yes ☐ No
- 2.2.3) Handled samples suspected of containing Avian Influenza virus in the last 14 days?** ☐ Yes ☐ No
- 2.2.4) Travelled Africa, South/Central America or the Caribbean in the last 6 days and do not have a valid yellow fever vaccination certificate?** ☐ Yes ☐ No
- 2.2.5) Been in Africa in the last 21 days?** ☐ Yes ☐ No
- 2.2.6) Been in contact with camels or bodily fluids from a camel, including having been coughed or sneezed on by a camel, or drunk raw camel milk or consumed camel meat in a country in the Middle East?** ☐ Yes ☐ No

NOTE: In addition to the questions above Cruise vessels must also report any Gastro-intestinal illness. Answer **Question 2.3** and all sub questions about any cases of Gastro-intestinal illness on-board the Cruise Vessel.

2.3) Gastro-intestinal illness

- 2.3.1) How many cases of diarrhoea and/or gastro-intestinal illness have been recorded in the vessel's medical log during the current voyage and/or the last 21 days?**
- 2.3.2) How many passengers and crew were on board during the current voyage and/or the last 21 days?** **Passengers** **Crew**
- 2.3.3) Was there any situation on board, which may lead, to infection or the spread of disease?** ☒ Yes ☐ No
- Details**

Declaration and Submit

Once the Master is satisfied that the Human Health Update has been completed it can be submitted. The Master must read the legal notice and acknowledge that the information supplied in the NFP application is true and correct prior to submission. Demerit actions may apply for any omissions or miss-declarations in the application.

Human Health Update Required fields denoted by *

Legal Details Vessel Particulars Arrival Details Human Health **Declaration and Submit**

Privacy Notice

'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Personal information' that is collected under or in accordance with the *Biosecurity Act 2015* is also 'protected information' under the *Biosecurity Act 2015*. The collection of 'protected information' including personal information by the Department of Agriculture and Water Resources (the department) in relation to this form is being collected under the *Biosecurity Act 2015* for the purposes of assessing and managing the potential biosecurity risks vessels coming to Australia.

If the relevant personal information requested in this form is not provided by you, the department may be unable to assess the biosecurity risk associated with your vessel. Information collected by the department will only be used or disclosed as authorised under the *Biosecurity Act 2015*. The personal information requested on this form may be disclosed to relevant State and Australian Government agencies responsible for administering biosecurity; immigration and border protection; maritime safety; and human health laws, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*. It will not usually be disclosed overseas. In every case it will only be disclosed if authorised by the *Biosecurity Act 2015*.

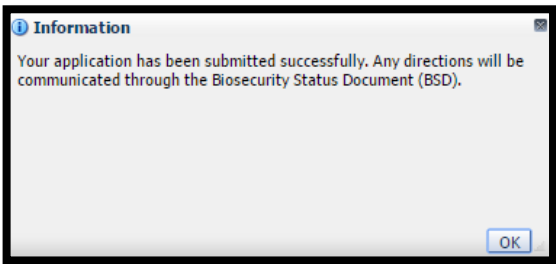
See our Privacy Policy web page (<http://www.agriculture.gov.au/about/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

I warrant that the above information is true and correct. If acting as an agent for the vessel, I warrant that the above information is a true and correct representation of information provided by the operator of the vessel and any changes to the information provided have been confirmed with the operator. I acknowledge that providing false or misleading information to a Commonwealth entity is a serious offence under the *Criminal Code Act 1995*.

Note: Where a Ballast Water Report is being submitted, I confirm that ballast water has not and will not be exchanged in the Australian Great Barrier Reef Marine Park.

☒ acknowledge that the above information is true and correct



Field	Content
<input type="checkbox"/> I acknowledge that the above information is true and correct	Tick this box to acknowledge that the information supplied in the Human Health Update is correct and truthful.
<input type="button" value="Submit"/>	By clicking on the Submit button the form will be uploaded into MARS for assessment. Once the assessment has been completed the Master and the Agent will receive a Biosecurity Status Document (BSD) with the directions that are applicable to the vessel's current voyage.
	This message will be displayed if the Human Health Update was successfully submitted to MARS.
<input type="button" value="Cancel"/>	Use the 'Cancel' button to cancel the form and return to the MARS Home screen.



Chapter 4 – MARS Service Requests

Crew Change Request

Sanitation Certificate Request

Waste Removal Request

Coastal Strip Request



Crew Change Service Request

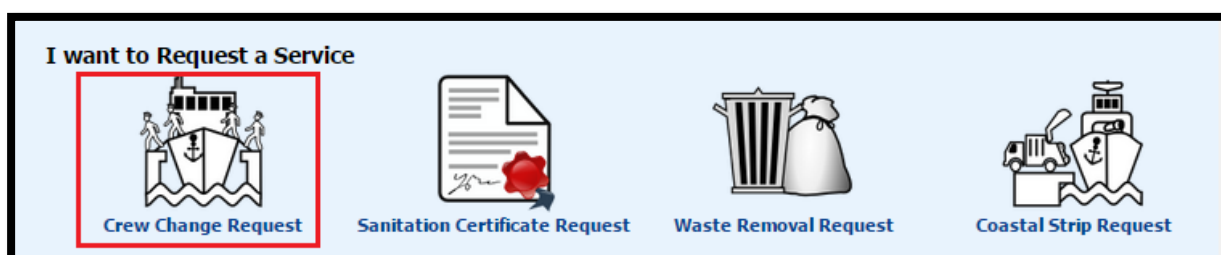
Explanatory Notes

The Master of a vessel must notify the department when crew need to disembark from the vessel. The notification may be submitted through the PAR when it is completed prior to arrival, or the department may also be notified by submitting a service request through MARS. Service requests may be submitted through the **Request a Service** menu on the MARS home screen or by clicking on the **Crew Change Request** icon.

NOTE: A service request can only be submitted in MARS if a port visit exists for that voyage. A port visit is created when a PAR or NFP application is submitted.


How to do it

Click on the **Crew Change Request** service request on the MARS home screen. To complete a service request each tab must be completed in order of appearance.



Field	Content										
	<div> <div> Crew Change Request Required fields denoted by * </div> <div> Vessel and Voyage Particulars <div> <div>* Vessel</div> <div>SAMCO AMAZON</div> </div> <div> <div>* Voyage #</div> <div>V01</div> </div> <div> <div>* Port - Arrival Date</div> <div></div> </div> <div> <div>* Port Agency</div> <div></div> </div> <div> <div>* Crew Agency</div> <div><input type="checkbox"/> Same as Port Agency</div> </div> </div> <div> Crew Change Details <div> <div>+ Add Row</div> <table border="1"> <thead> <tr> <th>* Disembark date/time</th> <th>* No. of Crew</th> <th>* Biosecurity Items to declare</th> <th>Item Details</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <div> <div>Submit</div> <div>Cancel</div> </div> </div> </div>	* Disembark date/time	* No. of Crew	* Biosecurity Items to declare	Item Details	Action					
* Disembark date/time	* No. of Crew	* Biosecurity Items to declare	Item Details	Action							
Vessel	The vessel name will be read only. The vessel displayed is the vessel associated with the Master's User ID.										



Field	Content
Voyage #	The voyage number will be displayed once the vessel is selected. Only current voyages will be displayed. The correct voyage number must be selected.
Port – Arrival Date	The ports with intended arrival dates will be listed. The port visit and dates are created when a PAR or NFP application is submitted. Only ports and dates specified in either application will be listed.
Port Agency	The Port Agency is read only. The Port Agency is specified by the Master when the PAR or NFP applications are submitted. The Port Agency can only be changed in the Visit Details screen in MARS.
Crew Agency	The Crew Agency is the Agency responsible for the crew change. This Agency will be responsible for any charges accrued against the crew change. If the crew Agency is incorrect the Agent may nominate their own Agency as the Crew Agent or they may nominate another Agency.
	Select this tick box if the Crew Agent is the same Agent as the Port Agent.
	Use this button to add additional rows if crew will disembark on separate occasions or if more than one crew member is disembarking and have different biosecurity items to declare.
Disembark date/time	Enter the date and time the crew member is expected to depart the vessel.
No of Crew	Enter the number of crew members that will disembark at the stated time.
Biosecurity Items to declare	Select either 'Yes' or 'No' depending on whether the crew member has any items of biosecurity concern to declare. To be sure Masters and crew are encouraged to access the department's biosecurity import conditions database (BICON) on the department's website.
Item Details	Enter a detailed description of the item, multiple items may be added.
	Delete a row.
	Click on this button to submit the completed request.
	The success message will be displayed once the request has been successfully submitted to MARS.
	Click on the cancel button to cancel the request prior to submission.

Sanitation Certificate Service Request

Explanatory Notes

Ship Sanitation Control Exemption Certificates / Ship Sanitation Control Certificates are issued in accordance with Article 39 of the *International Health Regulations (2005)* (IHR). Ship Sanitation Certificates (SSC) may be required for all vessels on international voyages that call at a port of a State party. In Australia, Ship Sanitation Certificates can only be issued at declared *ports for ship sanitation certificates*. Ship Sanitation Certificates remain valid for a period of six months from the date of issue. This period may be extended by one month at a declared port if the inspection or control measures required cannot be accomplished at the port.

Renewal of a Ship Sanitation Certificate may be requested by the Master or Agent of a vessel when submitting the PAR or by submitting a Sanitation Certificate Request in MARS to arrange for an inspection. Ship Sanitation Certificate Inspections and the issuing of subsequent certificates can only be issued at declared ports.

Service Requests may be submitted through the **Request a Service** menu on the MARS home screen or by clicking on the **Sanitation Certificate Request** icon.

NOTE: A service request can only be submitted in MARS if a visit to a proclaimed port exists for that voyage. A port visit is created when a PAR or NFP application (for an SSC to be issued one of the ports must be a declared port on the NFP application) is submitted.

How to do it

Click on the **Sanitation Certificate Request** icon on the MARS home screen. Complete all the fields in the screen.





Field	Content
	<div><div><div><div><div>Sanitation Certificate Request</div><div>Required fields denoted by *</div></div><div><div>Vessel and Voyage Particulars</div><div><div><div>* Vessel</div><div>SAMCO AMAZON</div></div><div><div>* Voyage #</div><div>V01</div></div><div><div>* Port - Arrival Date</div><div></div></div></div><div><div>A request for a Sanitation Certificate can only be made at a port that is a first point of entry for arrival. The 'Port - Arrival Date' list above will therefore only show ports that are first points of entry for arrival for the selected voyage.</div><div><div><div>* Port Agency</div><div>* Billing Agency</div><div><input type="checkbox"/> Same as Port Agency</div></div></div></div><div><div><div>Submit</div><div>Cancel</div></div></div></div></div></div></div>
Vessel	The vessel name will be read only. The vessel displayed is the vessel associated with the Master's User ID.
Voyage #	The voyage number will be displayed once the vessel is selected. Only current voyages will be displayed. The correct voyage number must be selected.
Port – Arrival Date	The ports with intended arrival dates will be listed. The port visit and dates are created when a PAR or NFP application is submitted. Only ports and dates specified in either application will be listed.
Port Agency	The Port Agency is read only. The Port Agency is specified by the Master when the PAR or NFP applications are submitted. The Port Agency can only be changed in the Visit Details screen in MARS.
Billing Agency	The Billing Agency is the Agency responsible for any charges accrued against the inspection. If the Billing Agency is incorrect the Agent may nominate their own Agency as the Billing Agent or they may nominate another Agency. This is done through the Visit Details screen in MARS.
<div><input type="checkbox"/> Same as Port Agency</div>	Select this tick box if the Billing Agent is the same Agent as the Port Agent.
<div>Submit</div>	Click on this button to submit the completed request.
<div>Your request has been submitted successfully. <input type="button" value="OK"/></div>	The success message will be displayed once the request has been successfully submitted to MARS.
<div>Cancel</div>	Click on the cancel button to cancel the request prior to submission.

Waste Removal Request

Explanatory Notes

The Master or Agent must notify the department when Waste Removal is required. The notification may be submitted through the Biosecurity section of the PAR when it is completed prior to arrival or the department may be notified by submitting a service request through MARS. Service requests may be submitted through the **Request a Service** menu on the MARS home screen or by clicking on the **Waste Removal Request** icon.

Some ports are not First Points of Entry for the removal of waste from vessels. The Master or Agent must refer to the department's website for details about First Points of Entry ports. Waste cannot be discharged at a Non First Point of Entry without the necessary approval from the department.

NOTE: A service request can only be submitted in MARS if a port visit exists for that voyage. A port visit is created when a PAR or NFP application is submitted.


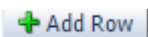


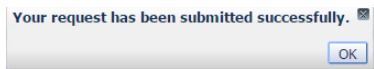
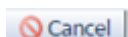
How to do it

Click on the **Waste Removal Request** icon on the MARS home screen. To complete a service request each tab must be completed in order of appearance.



Field	Content						
<div> Waste Removal Request Required fields denoted by * </div> <div> Vessel and Voyage Particulars <div> <div>* Vessel</div> <div>SAMCO AMAZON</div> </div> <div> <div>* Voyage #</div> <div>V01</div> </div> <div> <div>* Port - Arrival Date</div> <div></div> </div> <p>A request for Waste Removal can only be made at a port that is a first point of entry for arrival. The 'Port - Arrival Date' list above will therefore only show ports that are first points of entry for arrival for the selected voyage.</p> <div> <div>* Port Agency</div> <div>* Billing Agency</div> <div><input type="checkbox"/> Same as Port Agency</div> </div> </div> <div> Waste Removal Details <div> <div>+ Add Row</div> <table border="1"> <thead> <tr> <th>* Date</th> <th>* Estimated Volume (m3)</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <div> <div>Submit</div> <div>Cancel</div> </div> </div>		* Date	* Estimated Volume (m3)	Action			
* Date	* Estimated Volume (m3)	Action					



Field	Content
Vessel	The vessel name will be read only. The vessel displayed is the vessel associated with the Master's User ID.
Voyage #	The voyage number will be displayed once the vessel is selected. Only current voyages will be displayed. The correct voyage number must be selected.
Port – Arrival Date	The ports with intended arrival dates will be listed. The port visit and dates are created when a PAR or NFP application is submitted. Only ports and dates specified in either application will be listed.
Port Agency	The Port Agency is read only. The Port Agency is specified by the Master when the PAR or NFP applications are submitted. The Port Agency can only be changed in the Visit Details screen.
Billing Agency	The Billing Agency is the Agency responsible for any charges accrued against the inspection. If the Billing Agency is incorrect the Agent may nominate their own Agency as the Billing Agent or it may nominate another Agency. This is done through the Visit Details screen in MARS.
	Select this tick box if the Billing Agent is the same Agent as the Port Agent.
	Add an additional row if waste will be discharged over multiple days.
Date	Enter the date the waste will be discharged.
Estimated Volume (m ³)	Enter the estimated volume of waste in cubic metres.
	Delete a row.
	Click on this button to submit the completed request.
	The success message will be displayed once the request has been successfully submitted to MARS.
	Click on the cancel button to cancel the request prior to submission.

Coastal Strip Service Request

Explanatory Notes

International vessels intending to stay in Australian waters for an extended period of time may apply to the department to be released from biosecurity. Having coastal status allows the vessel to carry cargo between Australian ports without further intervention from the department. The vessel's Agent or Master may submit a Coastal Strip Service Request to initiate this process. Usually coastal status is granted after an inspection of the vessel is completed and all biosecurity risks are managed in an approved manner.

The request must be submitted in MARS through the **Request a Service** menu on the MARS home screen or by clicking on the **Coastal Strip Request** icon.

NOTE: A service request can only be submitted in MARS if a visit exists for that voyage. A port visit is created when a PAR or NFP application is submitted.



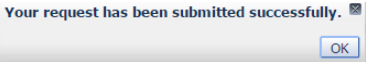
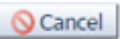
How to do it

Click on the **Coastal Strip Request** icon on the MARS home screen. Complete all the fields.



Field	Content
	<div> <div> Coastal Strip Request Required fields denoted by * </div> <div> Vessel and Voyage Particulars </div> <div> <p>* Vessel SAMCO AMAZON</p> <p>* Voyage # V01</p> <p>* Port - Arrival Date</p> <p>A request for a Coastal Strip can only be made at a port that is a first point of entry for arrival. The 'Port - Arrival Date' list above will therefore only show ports that are first points of entry for arrival for the selected voyage.</p> <p>* Port Agency * Billing Agency <input type="checkbox"/> Same as Port Agency</p> <p> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </p> </div> </div>
Vessel	The vessel name will be read only. The vessel displayed is the vessel associated with the Master's User ID.



Field	Content
Voyage #	The voyage number will be displayed once the vessel is selected. Only current voyages will be displayed. The correct voyage number must be selected.
Port – Arrival Date	The ports with intended arrival dates will be listed. The port visit and dates are created when a PAR or NFP application is submitted. Only ports and dates specified in either application will be listed. Ensure the correct port is selected.
Port Agency	The Port Agency is read only. The Port Agency is specified by the Master when the PAR or NFP applications are submitted. The Port Agency can only be changed in the Visit Details screen.
Billing Agency	The Billing Agency is the Agency responsible for any charges accrued against the inspection. If the Billing Agency is incorrect the Agent may nominate their own Agency as the Billing Agent or they may nominate another Agency. This is done through the Visit Details screen in MARS.
	Select this tick box if the Billing Agent is the same Agent as the Port Agent.
	Click on this button to submit the completed request.
	The success message will be displayed once the request has been successfully submitted to MARS.
	Click on the cancel button to cancel the request prior to submission.



Chapter 5 – MARS Information Search

[Visit Search](#)

[Report, Application or Service Request Search](#)

[Accessing Vessel Information](#)

[Accessing Voyage Information](#)



Visit Search

Explanatory Notes

Use this search to find details about the vessel's current visit to an Australian port. The Agency name in this search screen will default to the registered Agency of the user.

How to do it



NOTE: The vessel details will default to the vessel associated with the Master's User ID. Masters can search on the dates and port.

1. Open the Visit icon on the MARS home screen.
2. Enter the search criteria.
3. Click on the **Search Visit** button.
4. The search details will be displayed in the search results grid. Click on the **Port Name** hyperlink to access the **Visit Details** screen.

Search Visit
 Search Criteria

Vessel Name
VEA

Call Sign
LHMD

Port
Type 3 characters to search

Agency Name
▼

IMO
9314454

Registration/Official#

Arrival Date From
21/02/2015

To
01/03/2016

☐ Exclude vessels that haven't already arrived

Search Visit

Search Results

Vessel	Voyage	Port	Arrival Date	Inspections Completed	Port Agency	Billing Agency	Crew Agency	Visit Status
9314454 VEA	VCS/TEST/1	PORT ADEL...	01/01/2016 03:00	RVI	Dave Smith Shipping	Dave Smith Shipping		Departed
9314454 VEA	VCS/TEST/2	BRISBANE	02/01/2016 03:00	RVI	Dave Smith Shipping	Dave Smith Shipping		Departed

The **Visit Details** screen will be displayed for the port that was selected.



Visit Details

Visit Details

Required fields denoted by *

Vessel
9314454 VEA

Voyage #
VCS/TEST/4

Port
PORT ADELAIDE

Visit Details

Inspection History

*** Arrival Date/Time**
04/01/2016 15:00

Visit Status
Arrived ▼

Berth Date/Time

Berth name

Departure Date/Time

Port Agency
Dave Smith Shipping

Billing Agency
Dave Smith Shipping


Crew Agency
Type 3 characters to search

[Request a Sanitation Certificate](#)
[Request a coastal Strip](#)

[Notify us if crew are disembarking](#)
[Notify us if waste is being removed](#)

Save

Cancel

Visit Details	<p>From this tab the visit details can be accessed for a particular port. The status of the visit is displayed along with the expected Arrival Date/Time; Berth Date/Time; Departure Date/Time in read only mode. These times are taken from the PAR or the NFP application.</p> <p>The Billing Agency is mandatory if the vessel has requested a Coastal Strip or a Sanitation Certificate. Only an Agency with a department COM code can be identified as a Billing Agency. The Agency may be changed in this screen – see the notes below.</p> <p>Service request may be made from this screen. The port and arrival details will automatically be pre-populated in the request. If any of the arrival details need amending then the service request must be submitted using the appropriate Service Request application from the MARS home screen.</p>
 Changing Agency Names	<p>The following rules apply for changes to Agency names in this screen:</p> <ul style="list-style-type: none">a) If the Agency field is blank a user can select their associated Agency name and save. This will change the Agency in the visit table.b) If the Agency field is blank a user can select an Agency not associated with them. An e-mail will go out to the selected Agency advising them that they have been nominated as the Agency.c) If the Agency field is 'Other', the user can choose their Agency. When the user tries to save this the following message will be shown - 'You have nominated yourself as the Agency where one already exists. Your request has been received and the department will assess this and make the change if appropriate. Till the decision is made the system will not update the Agency to your Agency.'d) If the Agency field is 'Other' the user will not be able to 'blank out the Agency'.e) An Agency user can 'blank out the Agency' if the Agency field shows their Agency.
Inspection History	<p>This tab contains a read only history of all the inspections this vessel has received at the selected port.</p>

Report, Application or Service Request Search

Explanatory Notes

Use this search to find applications and or service requests submitted for this vessel. The original application will be displayed in read only mode. It will also list the date and time of submission as well as the name of the person who submitted the application.

How to do it



Enter the vessel's IMO number in the search fields, adjust the date range and click on the **Search Applications** button. The vessel details and voyage number, the application type, status and date submitted will be displayed in the search results grid. Click on the [Type hyperlink](#) to access the appropriate application or service request details.

Application Search
 Search Criteria

Vessel Name

IMO

Call Sign

Registration/Official #

Voyage #

Port

Application Type

Application Status

Date Submitted
 to

Search Results

Vessel	Voyage #	Type	Status	Date Submitted	Port(s)
9528794 SAMCO AMAZON	V01	Ballast Water	Replaced	12/07/2016	
9528794 SAMCO AMAZON	V01	Ballast Water	Complete	12/07/2016	

NOTE: If the user wants to search on the Voyage number and the number is less than 3 characters a search wildcard must be used. For example if the Voyage number is 1A then 1A% must be entered in the Voyage# search field.

The Status of the application explained:

Status	Description
Complete	The submission process is completed successfully, risk assessment may still be pending.
Withdrawn	The application has been withdrawn from MARS.
Replaced	The application has been replaced with another more current application.
Pending	This is for NFP applications undergoing assessment and approval to berth is still pending.

Accessing Vessel Information

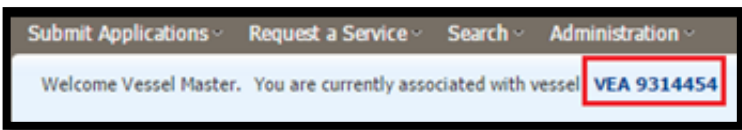


Explanatory Notes

Searching for vessel related information in MARS is available through the **Visit** and **Application/Service Request** search functions as discussed above. However, there are many other short cuts in MARS to access specific information about the vessel, voyage and visit. These shortcuts are always available as **hyperlinks**, which can be identified by the **bold blue lettering**.

This section details where in MARS the Master can get access to the vessel, voyage and visit information.

Where to access it

Access the vessel's details by selecting any **Vessel Name hyperlink** in MARS. The table below lists the options available to the Master for accessing the vessel's details:

Option	Details
1.	<p>MARS Home Screen. The Vessel Name hyperlink on the MARS home screen gives access to the MARS Vessel Details screen. The Vessel Details screen in turn gives access to detailed vessel, voyage and visit information arranged in tabs.</p> 
2.	<p>Visit Search Results. The Visit search function on the MARS home screen also has a Vessel Name hyperlink when the search results are returned. Selecting the hyperlink displays the Vessel Details screen which in turn gives access to detailed vessel, voyage and visit information arranged in tabs.</p>  
3.	<p>Visit Details Screen. The Visit Details screen in MARS also has a Vessel Name hyperlink. Selecting the hyperlink displays the Vessel Details screen which in turn gives access to detailed vessel, voyage and visit information arranged in tabs.</p>



Visit Details

Vessel
9314454 VEA

Voyage #
VCS/TEST/1

Visit Details

Inspection History

4.

Voyage Details Screen. The Voyage Details screen in MARS also has a [Vessel Name hyperlink](#). Selecting the [hyperlink](#) displays the Vessel Details screen which in turn gives access to detailed vessel, voyage and visit information arranged in tabs.

Voyage Details

Vessel
9314454 VEA

Vessel Type

Bulk Carrier

Status

Closed

Voyage Details

BSD Details

Applications Received

Inspection History

All the [Vessel Name hyperlinks](#) mentioned in Options 1 to 4 open the Vessel Details screen below

Vessel Details

Vessel Name

VEA

IMO

9314454

Call Sign

LMMJ

Vessel Type

Bulk Carrier

Required fields denoted by *

Registration/Official #

Vessel Particulars

Ballast Details

VCS Details

Voyage History

Vessel Identifiers

Country of Registry

AFGHANISTAN

Vessel E-mail

DAVID.JORDAAN@AGRICI

Year Built

2015

Gross Tonnage

Net Tonnage

Length Overall(LOA-metres)

200

Crew Capacity

Passenger Capacity

Cargo Holds

Cargo Decks

Cargo Tanks

Vessel Particulars

This tab contains the read only particulars of the vessel. Changes to the vessel details are updated in MARS when an application is submitted with details that are different to the information contained on this tab. Alternatively the department MARS Administrator may update details on this tab.

Ballast Details

This tab contains the read only details of the vessel's ballast water tank and pump configuration. These details are updated when a new BW Report is submitted.

VCS Details

This tab contains read only information about the vessel's complete Vessel Compliance Scheme (VCS) history. The demerit history is located here and the qualification criteria for the VCS. The Master is able to tell from this screen whether the vessel is currently on the VCS. VCS details are updated by MARS based on the vessel's compliance history.

Voyage History

This tab contains the complete voyage history of the vessel. Each Voyage number is a [hyperlink](#) to the details for that voyage.


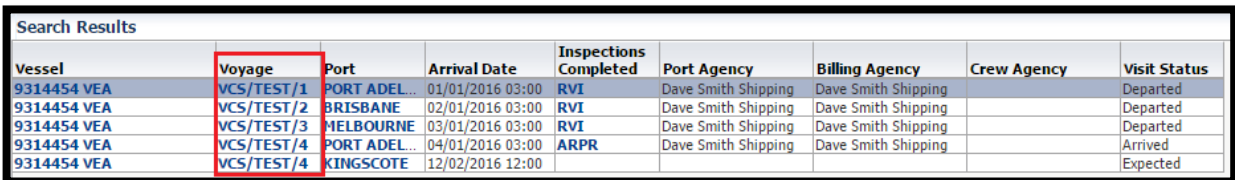
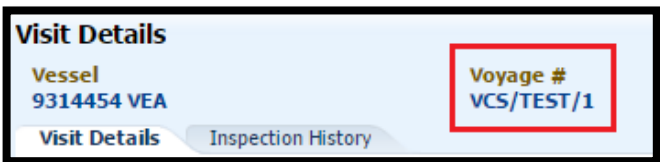
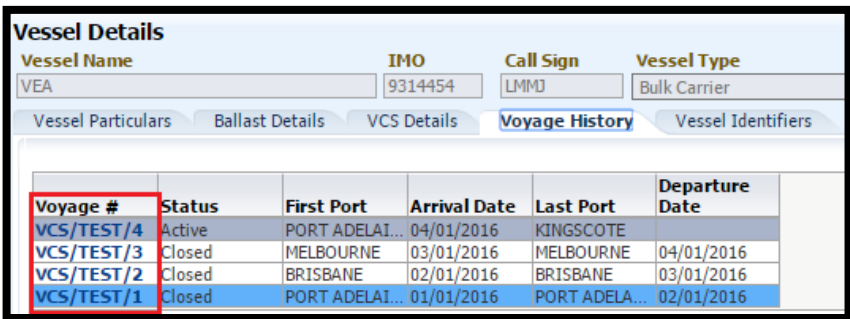
Vessel Identifiers

This tab is not used for commercial vessels. It displays the read only identifiers for non-commercial vessels such as Yachts.

Accessing Voyage Information

Where to access it

Access the voyage details by selecting any **Voyage Number hyperlink** in MARS. The table below lists the options available to the Master for accessing the voyage details:

Option	Details
1.	<p>Visit Search Results. The Visit search function on the MARS home screen has a Voyage Number hyperlink when the search results are returned. Selecting the hyperlink displays the Voyage Details screen which in turn gives access to detailed vessel, voyage and visit information arranged in tabs.</p>  
2.	<p>Visit Details Screen. The Visit Details screen in MARS also has a Voyage Number hyperlink. Selecting the hyperlink displays the Voyage Details screen which in turn gives access to detailed vessel, voyage and visit information arranged in tabs.</p> 
3.	<p>Vessel Details Screen, Voyage History Tab. Selecting the hyperlink displays the Voyage Details screen which in turn gives access to detailed vessel, voyage and visit information arranged in tabs.</p> 
All the Voyage Number hyperlinks mentioned in Options 1 to 3 open the Voyage Details screen below	



Voyage Details	
Vessel 9314454 VEA	Vessel Type Bulk Carrier
Status Closed	Voyage # VCS/TEST/1
Voyage Details	BSD Details
Applications Received	Inspection History
Attachments	
Port(s) PORT ADELAIDE	Arrival Status 01/01/2016 15:00 DE
Inspections Completed RVI	Charges Incurred N
Port Agency Dave Smith Shipping	Billing Agency Dave Smith Shipping
Crew Agency	
+ Create visit	
<div><div>Approval to Berth </div><div>Non First Point of Entry </div><div>Biosecurity </div><div>Pratique </div><div>Ballast Water </div></div>	

Vessel Hyperlink	The Vessel's IMO and Name are hyperlinked to the Vessel Details screen. All the vessel's particulars are available in read only mode in this screen.
Port (s) Hyperlink	The port names are hyperlinks to the Visit Details screen. This screen has details of the current visit and the inspection history at each port. Service requests may also be submitted from the Visit Details screen.
Inspections Completed Hyperlink	The hyperlink takes the user to the inspection detail information box. This lists the type of inspection that was completed at the port and the date the inspection was completed on.
BSD Traffic Lights	This is a visual representation of the vessel's current status as it relates to Approval to Berth; Non First Point of Entry Approval; Biosecurity; Pratique and Ballast Water. The BSD contains the detailed explanation of each of these sections.
BSD Details Tab	This tab contains a link to the current BSD for the voyage. Previous versions of the BSD will be replaced with the most current version. Always refer to this tab for the most up to date BSD for that voyage.
Applications Received Tab	This tab contains hyperlinks to all the applications submitted by this vessel for the current voyage. If the Master has successfully submitted an application it will listed in this tab. Clicking on the application hyperlink will open the original application that was submitted in read only mode.
Inspection History Tab	This tab contains a read only history of all the inspections this vessel has received. The appointment date, the port where the inspection was completed, the inspection date and the type of inspection is summarised here.

Chapter 6 – MARS Documents and Certificates

Biosecurity Status Document (BSD)

Ship Sanitation Certificate (SSC)

Certificate of Freedom from Gypsy Moth



Biosecurity Status Document (BSD)

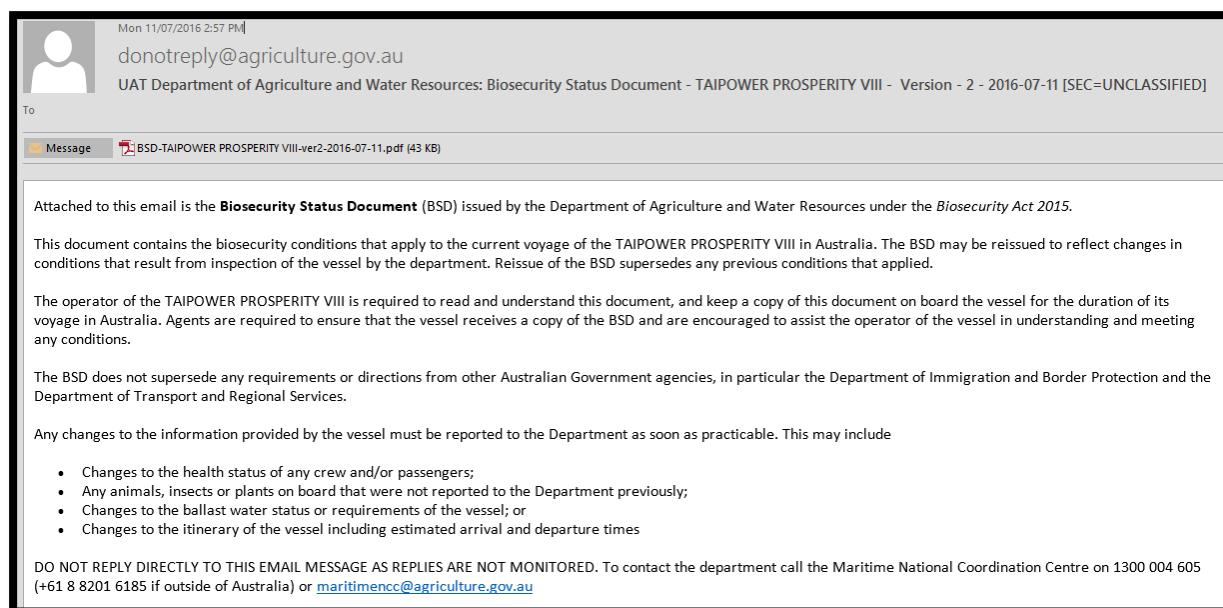
Explanatory Notes

Another key concept enabled by MARS includes the Biosecurity Status Document (BSD). The department currently issues a number of documents and certificates to vessel Masters and their Agents during the period that the vessel is on an Australian voyage. These documents include an approval to berth, pratique certificate, treatment orders, and other directions for action. These documents provide instructions to the vessel Master and Agent about its obligations in Australian waters and what actions the vessel is approved or forbidden to undertake. The BSD will replace all these documents.

The BSD will include:

- Berthing conditions in Australian proclaimed ports
- Berthing conditions in Australian Non First Point of Entry
- Vessel Biosecurity (Including Biosecurity Treatment Directions)
- Vessel Pratique and Ship Sanitation
- Ballast Status

The BSD will be emailed to the Master (using the vessel email supplied) and the port Agent any time conditions change. The BSD is versioned and each one sent replaces the previous version.



Where to find the BSD

To access the current BSD in MARS follow the steps below:

1. On the MARS home screen click on the **Vessel Name hyperlink**.

Submit Applications ▾ Request a Service ▾ Search ▾ Administration ▾

Welcome Vessel Master. You are currently associated with vessel **VEA 9314454**

- The **Vessel Details** screen will be displayed.

Vessel Details Required fields denoted by *

Vessel Name: IMO: Call Sign: Vessel Type: Registration/Official #:

Vessel Particulars | Ballast Details | VCS Details | Voyage History | Vessel Identifiers

Country of Registry: Vessel E-mail:

Year Built: Gross Tonnage: Net Tonnage:

Length Overall(LOA-metres): Crew Capacity: Passenger Capacity:

Cargo Holds: Cargo Decks: Cargo Tanks:

- Open the **Voyage History** tab and select the **Voyage Number** hyperlink.

Vessel Details Required fields denoted by *

Vessel Name: IMO: Call Sign: Vessel Type: Registration/Official #:

Vessel Particulars | Ballast Details | VCS Details | **Voyage History** | Vessel Identifiers

Voyage #	Status	First Port	Arrival Date	Last Port	Departure Date
DJ/TEST/1	Active	PORT ADELA...	22/02/2016	PORT ADELA...	
VCS/TEST/4	Active	PORT ADELA...	04/01/2016	KINGSCOTE	
VCS/TEST/3	Closed	MELBOURNE	03/01/2016	MELBOURNE	04/01/2016
VCS/TEST/2	Closed	BRISBANE	02/01/2016	BRISBANE	03/01/2016
VCS/TEST/1	Closed	PORT ADELA...	01/01/2016	PORT ADELA...	02/01/2016


- The **Voyage Details** screen is displayed. Open the **BSD Details** tab and click on the **View current BSD for voyage** hyperlink. The BSD will be opened as a PDF file.

Voyage Details

Vessel: **9314454 VEA** Vessel Type: Livestock Carrier Status: Voyage #:

Voyage Details | **BSD Details** | Applications Received | Inspection History

Biosecurity Status Document

 [View current BSD for voyage](#)



Biosecurity Status Document

Vessel Name: JP CITRUS
IMO Number: 9317389
Document Version: 2

Call Sign: C4PA2
Voyage Number: TEST1795
Issued on: 27/06/2016 9:28:48 AM (Canberra Time)

Details

The following information provides the status of this voyage as of the date noted above. Where changes occur, a revised version of this document will be provided.

Conditions outlined in this document include directions issued under a specific section of the *Biosecurity Act 2015* and guidance on how to comply with the department's requirements. Failure to follow these conditions may constitute an offence, which may lead to penalties or prosecution under the *Biosecurity Act 2015*. More detail is in the footnotes included at the end of this document.

The vessel's master and agent must comply with the department's requirements and directions, including providing all relevant documentation upon request. The department must be notified immediately of any changes to the information provided in relation to this voyage. This includes changes to berthing/departure times or locations.

Berthing Conditions in Australian First Point of Entry Ports	
The vessel has met its reporting requirements and is eligible to berth in Australian first points of entry. The operator of the vessel must, as soon as practical, notify a biosecurity officer if information in the pre-arrival report is incomplete or incorrect.	

Berthing Conditions in Australian Non First Point of Entry Ports	
The department has not received an application for the vessel to moor at a Non-First Point of Entry port. This vessel does not currently have permission to moor at a port that is not a first point of entry. It is an offence for a vessel subject to biosecurity control to moor at a port in Australian territory that is not a first point of entry, unless the Director of Biosecurity (or delegate) has given permission.	

Vessel Biosecurity	
All plants should be kept inside and away from open doors and with windows closed. Unless authorised to do so, all plants should be kept inside the vessel while the vessel is in port and remain on board the vessel in Australian territory. No plant / foodstuff / goods on the vessel (excluding goods carried as cargo) may be removed without the approval/direction of a departmental officer until it has left Australian territory after the last port of call. Galley grinders, overboard waste discharge chutes and swing bins must not be used in Australian ports or waters ⁴ . Masters must advise the department of: - any crew departing; or, - waste being discharged from the vessel to a provider that does not have an approved arrangement.	

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Report any insects or animals, including rodents found on board the vessel during the voyage to the department. Refer to the Biosecurity Checklist for Vessel Masters and information on the vessel compliance scheme to ensure compliance with the department's requirements.

Vessel Pratique and Ship Sanitation



Pratique is granted to the JP CITRUS for all ports in Australia⁵. The Quarantine Signal (letter Q in the International Code of Signals) is not required to be displayed.

The vessel's Master or Agent must notify the department as soon as practicable if any individuals on board have signs or symptoms of a listed human disease during the current Australian voyage.

Ballast Status



A Ballast Water Report has not been submitted for this vessel.

A Ballast Water Report is highly recommended for all voyages in Australia and is required where the vessel discharges or intends to discharge ballast water in Australian territory. If the vessel intends to discharge ballast in Australian waters, a Ballast Water Report must be submitted in accordance with the *Biosecurity Act 2015*.

If the vessel becomes aware that the information provided in the Ballast Water Report is incomplete or incorrect, additional or corrected information must be provided as soon as possible. Information provided in the Ballast Water Report may be verified on arrival.

Ballast water exchange must not be conducted in the Great Barrier Reef Marine Park, as defined by the *Biosecurity (Acceptable Ballast Water Exchange Area) Declaration 2016* and set out in the Australian Ballast Water Requirements.

The vessel may commit an offence if sediment is discharged from any tank on this vessel. All ballast sediment should be removed to a landside facility in accordance with Australian federal and state waste management policies. Disposal of ballast tank sediment outside the 200Nm limit is an acceptable management practice.

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Ship Sanitation Certificate (SSC)

Explanatory Notes

The Ship Sanitation Certificate is issued electronically by MARS following a completed Ship Sanitation Inspection at a declared port.

A **Ship Sanitation Control Exemption Certificate** will be issued when, at the time of inspection, there are no signs of vectors or reservoirs and subsequently no measures are required to control vectors and the relevant certification of vessel facilities is valid and/or in order.

The vessel must meet the following criteria:

- The vessel is inspected (the **Areas Inspected** section of the certificate) and evidence of rodents and mosquitos is not found on board (see **Vector Indicators and Reservoirs** for further details).
- The review of relevant documents (the **Facility Review** section of the certificate) has found all documents to be valid and in order and no control measures have been applied.

If satisfied that the vessel is free of vectors (rodents and mosquitos), there are no ill humans on board and pratique has been granted, the biosecurity officer will issue an electronic **Ship Sanitation Control Exemption Certificate** to the Master.

A **Ship Sanitation Control Certificate** will be issued when, at the time of inspection, there are signs or evidence of vectors, and subsequent measures are applied to control vectors; or relevant certification of vessel facilities is invalid, out of date and/or out of order.

The vessel must meet the following criteria:

- The vessel is inspected (the **Areas Inspected** section of the certificate) and evidence of rodents and mosquitos is found on board.
- The review of relevant documents (the **Facility Review** section of the certificate) has found documents that are invalid, expired or otherwise out-of-order. Control measures will be applied.

If a vessel has met any of the above criteria:

- The vessel will be ordered to treat any infestation and
- a **Ship Sanitation Control Certificate** will be issued to the Master.

The vessel's ballast water records, IMO and ISPP certificates will also be reviewed during the SSC Inspection.

Where to find the vessel's SSC

The Master and the vessel's port Agent will receive the SSC as a PDF attachment to an email after an inspection. Only the vessel's Agent and the department has access to the electronically stored SSC in MARS.



SHIP SANITATION EXEMPTION CERTIFICATE

Certificate Details

Vessel Name:	TAIPOWER PROSPERITY VIII	Certificate Number:	SSC0000177
IMO Number:	9567623	Issue Date:	11-Jul-2016
Country of Registry:	TAIWAN	Expiry Date:	11-Jan-2017
Inspecting Officer:	EAST BRAD	Cargo Type:	General Cargo
Port of Issue:	NEWCASTLE	Cargo Weight (mT):	5,000

Inspection Details

Areas Inspected	Rodent Vector	Mosquito Vector	Rodent Vector Control Measures Applied	Mosquito Vector Control Measures Applied
Galley/s	No	No		
Day Pantry/s	No	No		
Provision Stores	No	No		
Other Stores/Lockers	No	No		
Mess Rooms	No	No		
Accommodation	No	No		
Hospital	No	No		
Crew and Public Facilities	No	No		
External Super Structure	No	No		
Waste Facilities	No	No		
Aft Deck	No	No		
Main Deck	No	No		
Forward Deck	No	No		
Forecastle	No	No		
Mast Houses/Lockers	No	No		
Holds/Bays	No	No		
Engine Room	No	No		

Facility Review	Documents	Verified	Control Measures Applied
Ballast Tanks	Ballast Records	Yes	
Potable Water	IMO Documentation	Yes	

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SHIP SANITATION EXEMPTION CERTIFICATE

Sewage	ISPP Certificate	Yes	
--------	------------------	-----	--

Additional Comments

Nil

Notes on the issue of this certificate

Information on this certificate reflects the condition of the ship at the time of inspection and does not guarantee that the ship will remain in a sanitary condition after issue. It may be reviewed or revoked should there be any change in relevant conditions on board the ship. Ship Sanitation Certificates are valid for a maximum of six (6) months. The period of validity may be extended for one (1) month if an inspection cannot be carried out at the port. Information on human cases of disease is collected in quarantine pre-arrival reporting and may be followed up by Australian public health authorities. Where such disease is of international concern and is caused by a condition on the ship, this will be noted on the certificate along with any control measures taken.

The Ship Sanitation Control Exemption/Ship Sanitation Control Certificate is issued in accordance with the Biosecurity Act 2015 and the International Health Regulations (2005) (IHR). The purpose of the IHR is to prevent, protect against, control and provide a public health response to the international spread of disease in ways that are commensurate with and restricted to public health risks, and which avoid unnecessary interference with international traffic and trade.

Ships are inspected for the presence of, or evidence of the presence of vectors of diseases of international concern. For the purpose of this certificate, vectors are taken to mean rodents, mosquitoes and humans with illness indicative of an infectious disease with the potential to spread from one country to another. Ship's documents are also sighted to ensure that sanitary facilities on board a ship meet a minimum standard; contributing to preventing the international spread of infectious diseases.

A Ship Sanitation Control Exemption Certificate should be issued when, at the time of inspection, no measures are required to control vectors and relevant certification of ship facilities is valid and/or in order. A Ship Sanitation Control Certificate should be issued when, at the time of inspection, measures are required to control vectors; or relevant certification of ship facilities is invalid, out of date and/or out of order. If the conditions under which the control measures are taken are such that a satisfactory result cannot be obtained, then the quarantine officer shall make a note to that effect on the Ship Sanitation Control Certificate so control measures can be undertaken at a subsequent port.

Nothing on this certificate shall prevent or prejudice further ship inspection by competent authorities of any country. This certificate does not guarantee that the ship will remain in a sanitary condition after issue and may be reviewed or revoked should there be any change in relevant conditions on board the ship.

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Certificate of Freedom from Asian Gypsy Moth (AGM)

Explanatory Notes

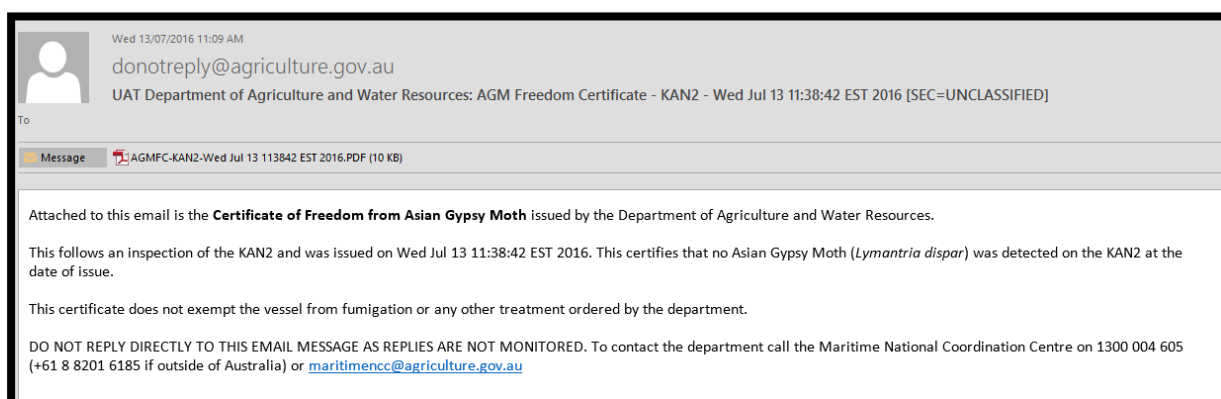
Under the Biosecurity Act, the department requires all vessels that have visited a far east Russian port between 40°N to 60°N, and west of 147°E anytime between 1 July and 30 September in the previous two calendar years provide an AGM freedom certificate.

The certificate must be issued by the agriculture authorities in Australia, Canada, New Zealand, Russia or the United States of America. If the certification is issued by the Russian agriculture authorities, the certificate must include the date and time of departure from the port where the vessel was inspected for AGM and cleared.

If the Master of a vessel requests a Certificate of Freedom from Asian Gypsy Moth to be issued a full AGM inspection will be conducted by the department.

Where to find the vessel's AGM Certificate

The Master and the vessel's port Agent will receive the Certificate as a PDF attachment to an email after an inspection. Only the vessel's Agent and the department has access to the electronically stored Certificate in MARS.





CERTIFICATE OF FREEDOM FROM ASIAN GYPSY MOTH

Certificate Details

Vessel	KAN2
Call Sign	ASFG4
IMO Number	9550852
Voyage Number	PILOT1
Arrived on	2016-06-28
Certificate Number	AGM0000040

Details

When authorised by a biosecurity officer, this form certifies that the above mentioned vessel has been inspected by a biosecurity officer for evidence of Asian Gypsy Moth (*Lymantria dispar*). While berthed at an Australian port and at the date of certification, no Asian Gypsy Moth (at any stage of development) was detected.

This Certificate remains valid until such time as the named vessel enters into a declared 'high' risk port as determined by the Department of Agriculture and Water Resources.

This Certificate shall not exempt the vessel from fumigation or any other treatment ordered by a biosecurity officer.

Certificate

Issued by the Department of Agriculture and Water Resources under the *Biosecurity Act 2015*
Authorised by the Department of Agriculture

Biosecurity Officer	David Jordaan
Port	PORT ADELAIDE
Issue Date	2016-07-13
Issue Time	11:38:42

Contact details:

Maritime National Coordination Centre (MNCC)
Phone: 1300 004 605 or +61 8 8201 6185 (outside of Australia)
Fax: 1300 005 882 or +61 8 8201 6176 (outside of Australia)
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Chapter 7 – MARS Offline Forms

Pre-Arrival Report (PAR) – Offline PDF Form

Ballast Water (BW) Report – Offline PDF Form

Human Health Update – Offline PDF Form



Pre-Arrival Report (PAR) Offline PDF Form

Explanatory Notes

MARS Offline Forms can be used to submit pre-arrival information to the vessel's nominated port Agent when the vessel has limited and/or unreliable internet connectivity. The content of the Offline Form will be emailed to the vessel's nominated port Agent as an email attachment.

The MARS Offline Forms for the Pre-arrival Report (PAR); Ballast Water (BW) Report; Application to enter a Non-First Point of Entry (NFP); and Human Health Update are available from the department's website. Both PDF and Word versions are available, however only the PDF version can be used for submission to the vessel's Port Agent. The word version is provided for web accessibility purposes only.

NOTE: *The Master completes the PDF version of the Offline Form and then sends it to the vessel's Port Agent. The vessel's Port Agent then submits the information into MARS.*

How to do it

The Pre-Arrival Report (PAR) Offline Form is available from the department's website. **Download** a copy of the PAR Offline Form and **save** it to your computer so it is easily accessible.

NOTE: *Only use the PDF version of the form. It is important that you check the website for updated forms on a regular basis, otherwise the Agent may have issues with submission of the form into MARS.*

Complete a Pre-Arrival Report using the PAR Offline PDF Form

Vessel Particulars

This tab is used to complete the Vessel Particulars. It contains both mandatory and optional fields. All **mandatory*** fields must be completed.



Field	Content
<div><div><p>Australian Government Department of Agriculture and Water Resources</p></div><div><h3>Pre-Arrival Report</h3><p>The Pre Arrival Report (PAR) must be completed by a vessel master or agent. It notifies the Department of Agriculture and Water Resources of impending vessel arrivals to Australia. The information collected on the PAR is used to assess the biosecurity risk of the vessel. PAR must be submitted between 96 and 12 hours before the estimated time of arrival of the vessel at the Australian border.</p><p><i>Required fields denoted by *</i></p><div><div>1. Vessel Particulars</div><div>2. Arrival Details</div><div>3. Sanitation</div><div>4. Human Health</div><div>5. Biosecurity</div><div>6. Submit</div></div></div></div> <div><h4>Vessel Particulars</h4><div><div>Vessel Name *</div><div>SMART VESSEL</div></div><div><div>IMO *</div><div>9445227</div><div><input type="checkbox"/> Tick this if the vessel does NOT have an IMO</div></div><p><i>The IMO must be provided if the vessel has one. Otherwise the Call Sign OR the Registration/Official # must be provided.</i></p><div><div>Call Sign</div><div>TEST</div></div><div><div>Registration/Official #</div><div></div></div><div><div>Country of Registry *</div><div>AUSTRALIA</div></div><div><div>Vessel Type *</div><div>Bulk Carrier</div></div><div><div>Master's Name *</div><div>PETER JONES</div></div><div><div>Year Built</div><div>2000</div></div><div><div>Gross Tonnage</div><div></div></div><div><div>Net Tonnage</div><div></div></div><div><div>Length (m) *</div><div>253</div></div><div><div>Crew Capacity</div><div></div></div><div><div>Passenger Capacity</div><div></div></div><div><div>Cargo Holds</div><div>7</div></div><div><div>Cargo Decks</div><div>0</div></div><div><div>Cargo Tanks</div><div>0</div></div><div><div>Vessel E-mail</div><div>peter.jones@email.com</div></div><p><i>The e-mail provided will be used to send communications to the vessel. Please leave this field blank if the vessel is unable to receive e-mails with attachments.</i></p><div>Next -></div></div>	



Field	Content
Master's Name	Enter the Master's name.
Year Built	Enter the year the vessel was built.
Gross Tonnage	Enter the vessels gross tonnage. This is a non-mandatory field.
Net Tonnage	Enter the vessels net tonnage. This is a non-mandatory field.
Length Overall (LOA-metres)	Enter the vessels overall length in metres.
Crew Capacity	Enter the total number of crew the vessel can accommodate. This is a non-mandatory field.
Passenger Capacity	Enter the total number of passengers the vessel can accommodate. This is a non-mandatory field.
Cargo Holds	Enter how many cargo holds the vessel has. This is a non-mandatory field.
Cargo Decks	Enter how many cargo decks the vessel has. This is a non-mandatory field.
Cargo Tanks	Enter how many cargo tanks the vessel has. This is a non-mandatory field.
Vessel E-mail	Enter the email used on-board the vessel for communication purposes. This email will be used to communicate with the vessel. This field should be left blank if the vessel is unable to receive emails with attachments. In this case all emails intended for the vessel will be sent to the nominated port Agent. It is the Agent and Master's responsibility to ensure the vessel receives information from the department.

Arrival Details

Complete the **Arrival Details** fields. This list is not exhaustive, if your desired option is not available, the response can be typed in the appropriate field and when the report is submitted into MARS, a more extensive list will be available to select from.

This tab allows the user to enter voyage related details including the vessel's itinerary while in Australia. It also allows the user to nominate Agency details. This tab contains both mandatory * and optional fields.



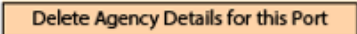


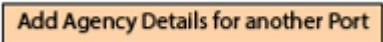
NOTE: Data entry fields are type assisted. **Last International Port of Call, First & Subsequent Ports of Call and Agency** details can be selected from a drop down list. If the vessel's Agency does not appear contact the Agent or the department. All Agents must be registered in MARS.

A Port Agency **and** a Billing Agency must always be selected



Field	Content
<div> <div> <p>Australian Government Department of Agriculture and Water Resources</p> </div> <div> <h2>Pre-Arrival Report</h2> <p>The Pre Arrival Report (PAR) must be completed by a vessel master or agent. It notifies the Department of Agriculture and Water Resources of impending vessel arrivals to Australia. The information collected on the PAR is used to assess the biosecurity risk of the vessel. PAR must be submitted between 96 and 12 hours before the estimated time of arrival of the vessel at the Australian border.</p> <p><i>Required fields denoted by *</i></p> </div> </div> <div> <div>1. Vessel Particulars</div> <div>2. Arrival Details</div> <div>3. Sanitation</div> <div>4. Human Health</div> <div>5. Biosecurity</div> <div>6. Submit</div> </div> <div> <h3>Arrival Details</h3> <p>Voyage # * <input type="text" value="1"/> Last International Port of Call * <input type="text" value="SINGAPORE"/></p> <p>Australian Ports of Call</p> <h4>First Australian Port of Call Details</h4> <p>First Port of Call * <input type="text" value="SYDNEY"/> Arrival/Anchorage Date*/Time <input type="text" value="25/07/2016"/> <input type="text" value="09:00"/> Departure Date/Time <input type="text"/> <input type="text"/></p> <p>Will the vessel berth at the first port of call? * <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><i>(Answer YES if the vessel will berth at the first port of call. Answer NO if the vessel will ONLY bunker/refuel or do ship to ship transfer away from the berth and not come in to berth at all.)</i></p> <p>Berth Name <input type="text" value="Berth A"/> Berth Date <input type="text" value="26/07/2016"/> Time <input type="text" value="06:00"/></p> <h4>Subsequent Australian Port(s) of Call Details</h4> <p>Intended Australian Itinerary After First Port</p> <p>Port <input type="text" value="PORT ADELAIDE"/> Date [DD/MM/YYYY] <input type="text" value="07/08/2016"/> <input type="button" value="Delete Port"/></p> <p><input type="button" value="Add Port"/></p> </div>	
Voyage#	The voyage number is a unique identifier for each voyage a vessel undertakes to Australia. The voyage number must match the number on the PAR, Ballast Water, Human Health Update or NFP application for the current voyage. Alpha-numeric characters and dashes (-) are accepted. Spaces are not allowed.
Last International Port of Call	Enter the last international port the vessel visited.
<p> When a vessel's last port of call was an Australian Domestic port and a new PAR is required the following port name must be entered in this field: ADMINISTRATIVE PORT (INSTALLATIONS IN INTERNATIONAL WATERS)</p>	
First Port of Call	Enter the first Australian port the vessel will visit.
Estimated Arrival/Anchorage Date/Time	Enter the date/time the vessel will arrive/anchor and click 'OK'.
Estimated Departure Date/Time	Enter the date/time the vessel will depart the port and click 'OK'.
Will the vessel berth at the first port of call? <input checked="" type="radio"/> Yes <input type="radio"/> No	Answer 'Yes' if the vessel will berth at the first port of call in Australia. Answer 'No' if the vessel will only bunker/refuel or conduct ship to ship transfer away from the berth and not come in to berth at all.
Berth name	Enter the name of the berth where the vessel will arrive.






Field	Content
Berth Date/Time	Use the calendar icon to select the date/time the vessel will berth and click 'OK'.
Subsequent Australian Port(s) of Call Details	
Port	Enter the subsequent Australian Port the vessel will visit.
Date	Enter the estimated date the vessel will arrive/anchor.
	Click on the Add Port button to enable the data entry fields. Use this button to add all the subsequent ports the vessel will visit in Australia during the current voyage.
	Use this button to delete any subsequent ports that were added by mistake.
<div><p>Agency Details <i>(The Port and the Billing Agency at the first port of call must be provided)</i></p><div><div>Port-Arrival Date SYDNEY-25/07/2016</div><div></div></div><div><div>Port Agency A</div><div>Billing Agency</div><div>Crew Change Agency</div></div><div><div>AFMA OPERATIONS ALLWAYS SHIPPING ANL CONTAINER LINE BRISBANE ANL CONTAINER LINE DARWIN ANL CONTAINER LINE MELBOURNE API INFS BRISBANE</div></div><div></div></div>	
Port-Arrival Date	This field will automatically pre-populate with information entered by the user in the ' First Port of Call ' and ' Subsequent Australian Ports of Call ' fields.
 Entering the Port Agency for each Australian Port is mandatory.	
Port Agency	For each port enter the Port Agency that will represent the vessel at the port.
Billing Agency	For each port enter the Agency nominated by the Master of the vessel to facilitate payment of accounts at the listed port. Any invoices for the listed port (except crew change activities) will be billed to this Agency.
Crew Agency	For each port enter the Agency nominated by the Master of the vessel to facilitate crew changes at the listed port. Any crew change activities at the listed port will be billed to this Agency.
	Add the Agency details for each port the vessel will visit in Australia.

Sanitation

Complete the Sanitation Certificate fields.



The Certificate Type and Port of Issue responses can be selected from the drop down list. This list is not exhaustive, if your desired option is not available the response can be typed in the appropriate field in the format: "PORT (COUNTRY)". When the report is submitted by the vessel's Agent into MARS a more extensive list will be available to select from.

Field	Content
	<div>  <p>Australian Government Department of Agriculture and Water Resources</p> </div> <div> <h3>Pre-Arrival Report</h3> <p>The Pre Arrival Report (PAR) must be completed by a vessel master or agent. It notifies the Department of Agriculture and Water Resources of impending vessel arrivals to Australia. The information collected on the PAR is used to assess the biosecurity risk of the vessel. PAR must be submitted between 96 and 12 hours before the estimated time of arrival of the vessel at the Australian border.</p> <p><i>Required fields denoted by *</i></p> <div> 1. Vessel Particulars 2. Arrival Details 3. Sanitation 4. Human Health 5. Biosecurity 6. Submit </div> <h4>Sanitation Certificate</h4> <p>Certificate Type * Exemption Certificate</p> <p>Port of Issue * ALBANY (AUSTRALIA)</p> <p>Date of Issue * 03/05/2016</p> <p>Will the vessel require a new Sanitation Certificate? * <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p><- Previous Next -></p> </div>
Certificate Type	<p>The certificate type can be selected by clicking on the down arrow and choosing the appropriate type. Four options are displayed:</p> <ul style="list-style-type: none"> Control Certificate Extension Certificate Exemption Certificate Not applicable <p>If the vessel does not have a sanitation certificate the Master should select the 'Not applicable' option. Selecting this option will automatically remove some of the mandatory sanitation screen fields.</p> <p>If the vessel has a Control Certificate in place an additional field will auto-populate. The Master must consult the original Control Certificate to note the reason the certificate was issued for. The Master must provide 'Control Details' by clicking on the down arrow and selecting the most applicable option: Documentation; Human Health; Rodents vector; Other; Mosquito Vector.</p>

Field	Content
	It is very important the Master ensures the vessel complies with the conditions stated on the Control Certificate to manage the associated risks. Breaches may apply for not following the instructions on the Control Certificate.
Port of Issue	Enter the port where the Ship Sanitation Certificate was issued.
Issue Date	Enter the date the Ship Sanitation Certificate was issued.
Will the vessel require a new sanitation certificate?	Answer ' Yes ' if the vessel requires a Ship Sanitation Certificate to be issued when it arrives in Australia. This will automatically queue a Ship Sanitation Certificate Inspection for the vessel. Answer ' No ' if the vessel has a valid certificate.
	In Australia Ship Sanitation Certificates may only be issued at a Declared Port. Please consult the department's website for a list of Declared Ports.

Human Health


This tab is used to communicate the health status of crew and passengers on board the vessel to the department. Complete the **Human Health** questions.

Field	Content
<div>  <div> Australian Government Department of Agriculture and Water Resources </div> <div> <h3>Pre-Arrival Report</h3> <p>The Pre Arrival Report (PAR) must be completed by a vessel master or agent. It notifies the Department of Agriculture and Water Resources of impending vessel arrivals to Australia. The information collected on the PAR is used to assess the biosecurity risk of the vessel. PAR must be submitted between 96 and 12 hours before the estimated time of arrival of the vessel at the Australian border.</p> <p><i>Required fields denoted by *</i></p> <div> <div>1. Vessel Particulars</div> <div>2. Arrival Details</div> <div>3. Sanitation</div> <div>4. Human Health</div> <div>5. Biosecurity</div> <div>6. Submit</div> </div> </div> </div> <div> <h4>Human Health</h4> <p>1) Have any persons died on board during the current voyage? *</p> <p>2) Have any persons become ill or shown signs of illness in the past 14 days? *</p> <div> <div><- Previous</div> <div>Next -></div> </div> </div>	
Have any persons died on board during the current voyage?	If the users answers ' Yes ' additional fields will be displayed. All the questions are mandatory and must be completed by the Master.
Have any persons become ill or shown signs of illness in the past 14 days?	If the users answers ' Yes ' additional fields will be displayed. All the questions are mandatory and must be completed by the Master.
	For detailed information on how to complete the health questions refer to the Human Health Update section of this User Guide.

Biosecurity

This tab is used to report on the vessel's biosecurity status. All the questions are mandatory and must be completed by the Master. Complete the **Biosecurity** questions.



Q	Field	Content								
		<div><div><div>Australian Government Department of Agriculture and Water Resources</div></div><div><h3>Pre-Arrival Report</h3><p>The Pre Arrival Report (PAR) must be completed by a vessel master or agent. It notifies the Department of Agriculture and Water Resources of impending vessel arrivals to Australia. The information collected on the PAR is used to assess the biosecurity risk of the vessel. PAR must be submitted between 96 and 12 hours before the estimated time of arrival of the vessel at the Australian border.</p><p>Required fields denoted by *</p><div><div>1. Vessel Particulars</div><div>2. Arrival Details</div><div>3. Sanitation</div><div>4. Human Health</div><div>5. Biosecurity</div><div>6. Submit</div></div></div></div> <div>Biosecurity 3) Are there any animals (including birds and/or fish) as ship's pets on board the vessel? * <input type="radio"/> Yes <input type="radio"/> No 4) Were there any other animals (including birds and/or fish) detected on board the vessel? * <input type="radio"/> Yes <input type="radio"/> No 5) Were there any insects, including bees, discovered onboard during the current voyage? * <input type="radio"/> Yes <input type="radio"/> No 6) In the past 24 months was the vessel in a Russian Far East Port/s between 40 N, 60 N, * <input type="radio"/> Yes <input type="radio"/> No and west of 147 E during any period between 1 July and 30 September? 7) Since the vessel's last inspection in Australia, has the vessel carried any livestock, bulk seeds * <input type="radio"/> Yes <input type="radio"/> No (including grain) or bulk meal (being meal that contains plant or animal, including fish or bird material) in the last 10 cargoes? 8) Has the waste on board the vessel been securely contained in a container or sealed room so * <input type="radio"/> Yes <input type="radio"/> No that no waste is accessible to animals and there is no leakage? 9) Do you intend to discharge waste in port? * <input type="radio"/> Yes <input type="radio"/> No 10) Will the crew sign off while the vessel is at berth or anchorage in Australian waters? * <input type="radio"/> Yes <input type="radio"/> No 11) Do you intend to discharge ballast in Australian waters? * <input type="radio"/> Yes <input type="radio"/> No <div><div><- Previous</div><div>Next -></div></div></div>								
3		<div>3) Are there any animals (including birds and/or fish) as ship's pets on board the vessel? * <input checked="" type="radio"/> Yes <input type="radio"/> No</div> <table border="1"><thead><tr><th>Type of Animal</th><th>No. of Animals</th><th>Description (including health condition)</th><th>Add</th></tr></thead><tbody><tr><td><div></div></td><td></td><td></td><td>Delete</td></tr></tbody></table>	Type of Animal	No. of Animals	Description (including health condition)	Add	<div></div>			Delete
Type of Animal	No. of Animals	Description (including health condition)	Add							
<div></div>			Delete							



Q	Field	Content								
	Answer 'Yes' to this question if any of the ship's pet/s have died during the current voyage.									
	How many animals died?	Enter the total number of all the pet/s that died.								
	Describe how the dead animals were disposed:	Enter the details of how the dead pet/s were disposed of. If the pet/s are still on board include the details in this section.								
4	<div> 4) Were there any other animals (including birds and/or fish) detected on board the vessel? * <input checked="" type="radio"/> Yes <input type="radio"/> No <table border="1"> <thead> <tr> <th>Type of Animal</th><th>No. of Animals</th><th>Description (including health condition)</th><th>Add</th></tr> </thead> <tbody> <tr> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td>Delete</td></tr> </tbody> </table> </div>		Type of Animal	No. of Animals	Description (including health condition)	Add	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
Type of Animal	No. of Animals	Description (including health condition)	Add							
<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete							
	Answer 'Yes' to this question if there were any animals on board the vessel during the current voyage. This question does not pertain to livestock or animals being carried as cargo. Animals carried as cargo must be addressed in Question 7 .									
	Add	Click on the Add button to add more data entry fields. This section is specifically for animals other than vessel pets. This may include stray animals or birds which have flown onto and remained on the vessel during the voyage. Add a new row for each type of animal.								
	Type of Animal	Options are Bird, Cat, Dog, Other. Select the type of animal from the list.								
	Number of Animals	Enter the number of animals.								
	Description (Including health condition)	Enter a detailed description of the animal including identifying markings. Also include the health status of the animal.								
	Delete	Use this button to delete any rows that were added.								
4.1	<div> 4.1) Did any animals die during the current voyage? * <input checked="" type="radio"/> Yes <input type="radio"/> No <div> 4.1.1) How many animals died? * <input type="text"/> </div> <div> 4.1.2) Describe how the dead animals were disposed * <input type="text"/> </div> </div>									
	Answer 'Yes' to this question if any of the animals died during the current voyage.									
	How many animals died?	Enter the total number of all the animals that died.								
	Describe how the dead animals were disposed:	Enter the details of how the dead animals were disposed of. If the animals are still on board include the details in this section.								
5	<div> * 5) Were any insects, including bees, discovered onboard during current voyage? <input checked="" type="radio"/> Yes <input type="radio"/> No <div> * 5.1) Describe the insects and their location when discovered: <input type="text" value="BEES"/> </div> </div>									
	Answer 'Yes' to this question if any insects were discovered on board the vessel during the current voyage.									
	Describe the insects and their location when discovered:	Detailed description of the insects and where they were discovered must be entered in this field.								



Q	Field	Content												
6.1		<div>6) In the past 24 months was the vessel in a Russian Far East Port/s between 40 N, 60 N, * and west of 147 E during any period between 1 July and 30 September? <input checked="" type="radio"/> Yes <input type="radio"/> No</div> <div>6.1) Please provide the names and dates of the ports visited</div> <table border="1"><thead><tr><th>Port</th><th>Arrival Date</th><th>Departure Date</th><th>Time</th><th>Add</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="button" value="Delete"/></td></tr></tbody></table>	Port	Arrival Date	Departure Date	Time	Add	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>		
Port	Arrival Date	Departure Date	Time	Add										
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>										
	Answer 'Yes' to this question if the vessel travelled to any Far East Russian ports between the specified latitudes and longitudes and during the dates specified in the previous 24 months.													
	Add	Click on the Add button to add more data entry fields. Add a row for each port that was visited.												
	Port	Enter the Far East Russian port name.												
	Arrival Date	Enter the date the vessel arrived at the Far East Russian port.												
	Departure date and Time	Enter the date and time that the vessel departed from the Far East Russian port.												
	Delete	Delete any rows that were added.												
6.2		<div>6.2) Since the last visit to any Russian Port was the vessel inspected and cleared by an * agricultural authority in Australia, Russia, Canada, New Zealand or the USA as free of Asian Gypsy Moth? <input checked="" type="radio"/> Yes <input type="radio"/> No</div> <div>AGM Certificate no. * <input type="text"/> Country of Issue * <input type="text"/> Issue Date * <input type="text"/></div> <div>Please attach a copy of the relevant certificate in the e-mail sent to your Agency.</div>												
	Answer 'Yes' to this question if the vessel was inspected in any of the named countries and received an AGM freedom certificate from the local government authorities.													
	AGM Certificate Number	Enter the reference number of the AGM certificate.												
	Country of Issue	From the drop down box select the AGM certificate issuing country.												
	Issue Date	Enter the date the AGM certificate was issued.												
7		<div>7) Since the vessel's last inspection in Australia, has the vessel carried any livestock, bulk seeds * (including grain) or bulk meal (being meal that contains plant or animal, including fish or bird material) in the last 10 cargoes? <input checked="" type="radio"/> Yes <input type="radio"/> No</div> <table border="1"><thead><tr><th>Cargo - Commodity</th><th>Loading Port</th><th>Discharging Port</th><th>Discharge Date</th><th>Cleaning</th><th>Add</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="button" value="Delete"/></td></tr></tbody></table>	Cargo - Commodity	Loading Port	Discharging Port	Discharge Date	Cleaning	Add	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
Cargo - Commodity	Loading Port	Discharging Port	Discharge Date	Cleaning	Add									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>									
	Answer 'Yes' to this question if the vessel had carried any commodities as caro listed in the question.													
	Add	Click on the Add button to add more data entry fields. Add a row for each commodity. If the same commodity was loaded and/or discharged at multiple ports add additional rows to reflect this.												
	Cargo or Commodity	Select the commodity the vessel carried from the drop down list. Add a new row if multiple commodities were carried.												



Q	Field	Content														
	Loading Port	Enter the port where the cargo was loaded onto the vessel.														
	Discharging Port	Enter the port where the cargo was discharged.														
	Discharge Date	Enter the cargo discharge date.														
	Cleaning	Enter the details of the cleaning that was done to remove any residual cargo from the vessel.														
	Delete	Delete any rows that were added.														
8	<div> <p>* 8) Has waste on board the vessel been securely contained in a container or sealed room so that no waste is accessible to animals and there is no leakage?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div>															
	<p>Answer 'No' to this question if the vessel has any issues with regard to maintaining waste securely on board. Especially if the waste facilities are inadequate in dealing with the amount of waste being generated.</p>															
9	<div> <p>9) Do you intend to discharge waste in port? *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <table border="1"> <thead> <tr> <th>Port-Arrival Date</th><th>Discharge Date</th><th>Estimated Volume (m3)</th><th>Add</th></tr> </thead> <tbody> <tr> <td><div></div></td><td><div></div></td><td><div></div></td><td>Delete</td></tr> </tbody> </table> </div>		Port-Arrival Date	Discharge Date	Estimated Volume (m3)	Add	<div></div>	<div></div>	<div></div>	Delete						
Port-Arrival Date	Discharge Date	Estimated Volume (m3)	Add													
<div></div>	<div></div>	<div></div>	Delete													
	<p>Answer 'Yes' to this question if the vessel intends to discharge waste during its current voyage.</p>															
	<p>In Australia vessel waste may only be discharged at certain First Points of Entry. Please consult the department's website for a list of First Points of Entry.</p>															
	Add	Click on the Add button to add more data entry fields. Add a row for each port where the vessel will be discharging waste.														
	Port and Arrival Date	The drop down box only contains the port and date of arrival that was reported in the Arrival Details. If the port is not available for selection the port arrival details must updated first. Select the port where the waste discharge will take place.														
	Discharge Date	Enter the date the waste discharge is likely to occur.														
	Estimated Volume (m ³)	Enter the estimated volume of waste to be discharged.														
	Delete	Delete any rows that were added.														
10	<div> <p>10) Will the crew sign off while the vessel is at berth or anchorage in Australian waters? *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <table border="1"> <thead> <tr> <th>Port-Arrival Date</th><th>Disembark Date</th><th>Disembark Time</th><th>No. of Crew</th><th>Biosecurity items to declare</th><th>Item Details</th><th>Add</th></tr> </thead> <tbody> <tr> <td><div></div></td><td><div></div></td><td><div></div></td><td><div></div></td><td><div></div></td><td><div></div></td><td>Delete</td></tr> </tbody> </table> <p><i>The Port-Arrival Date dropdown above will only display those ports where the Crew Change Agency has been provided in the 'Arrival Details' tab.</i></p> </div>		Port-Arrival Date	Disembark Date	Disembark Time	No. of Crew	Biosecurity items to declare	Item Details	Add	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Delete
Port-Arrival Date	Disembark Date	Disembark Time	No. of Crew	Biosecurity items to declare	Item Details	Add										
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Delete										
	<p>Answer 'Yes' to this question if any crew will sign off during the vessel's current voyage.</p>															
	Add	Click on the Add button to add more data entry fields. Add a row for each port where crew will be signing off. If multiple crew will sign off at different times or with different biosecurity items to declare add multiple rows.														




Q	Field	Content
	Port and Arrival Date	The drop down box only contains the port and date of arrival that was reported in the Arrival Details tab. If the port is not available for selection the port arrival details must updated first. Select the port where the crew will sign off.
	Disembark Date and Time	Enter the date and time the crew will be leaving the vessel.
	Number of Crew	Enter the number of crew that will be leaving the vessel.
	Biosecurity Items to Declare	Select ' Yes ' or ' No ' depending on whether the crew have items to declare. The department's website may be consulted to determine the biosecurity status of items. If unsure about the biosecurity status of an item select ' Yes ' and enter the details in the next field.
	Item Details	Enter the details of the items that will be removed from the vessel.
	Delete	Delete any rows that were added.
11	<div> <div>* 11) Do you intend to discharge ballast in Australian waters?</div> <div> <input checked="" type="radio"/> Yes <input type="radio"/> No </div> </div>	
	Answer ' Yes ' to this question if the vessel intends to discharge ballast water in Australia during the current voyage.	
	<div> Vessels intending to discharge ballast water in Australia must submit a Ballast Water Report. No ballast may be discharged without written permission from the department. </div>	
12	<div> <div>* 12) Are there any live plants on board?</div> <div> <input checked="" type="radio"/> Yes <input type="radio"/> No </div> <div>* 12.1) What is the location, health and condition of the live plants?</div> <div></div> </div>	
	Question 12 is only displayed for Cruise Vessels. Answer ' Yes ' to this question if the vessel has any live plants on-board.	
	<div> A general statement as to the location, health and condition of the plants is required here. Detailed information must still be supplied on the Live Plant Vessel log. This log may be sent as an attachment with the PAR when it is sent to the Agent. </div>	

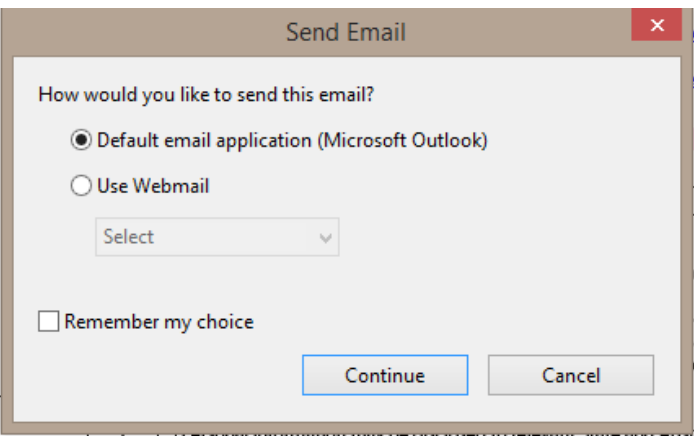
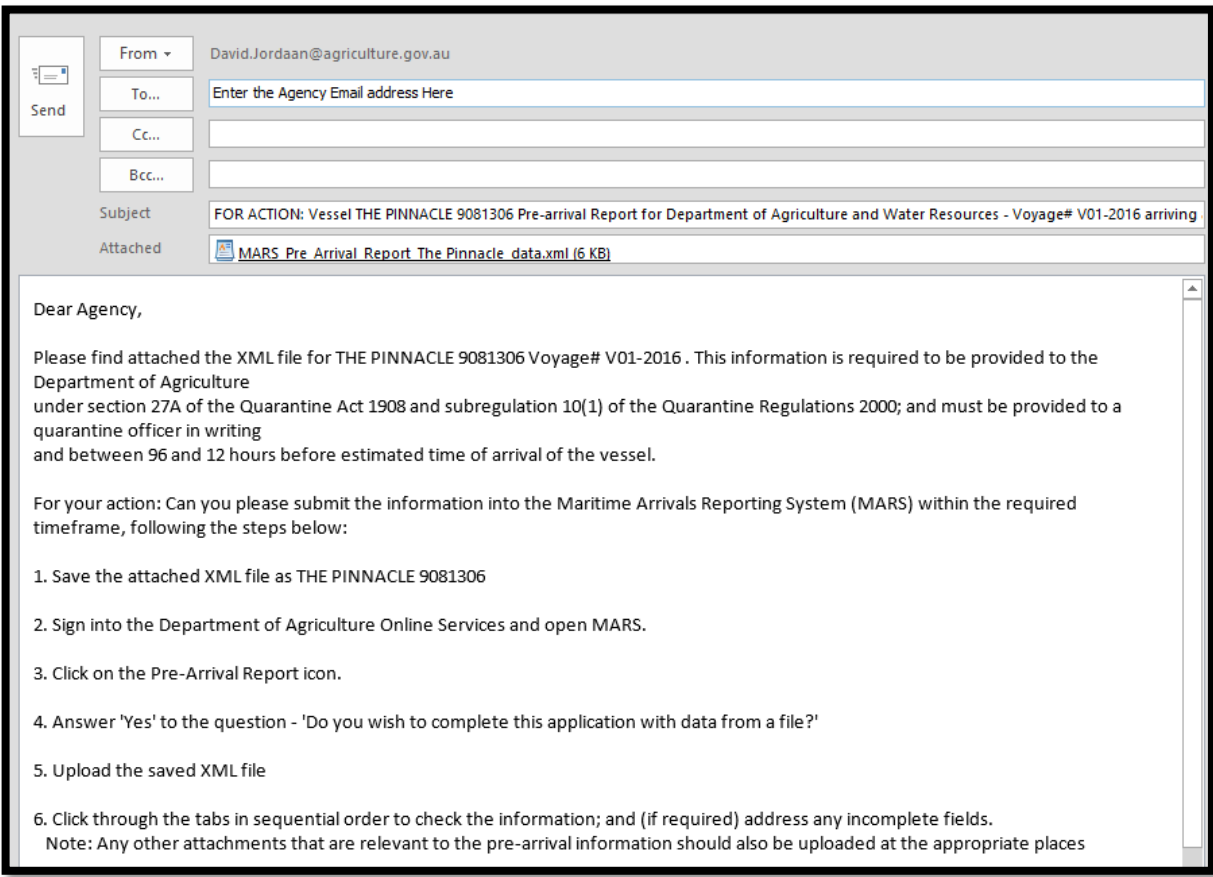
Submit

All reports completed using the Offline PDF Form **must** be submitted by clicking the **Send to Agency** button on the **Submit** tab. By clicking **Send to Agency** the Form will be checked for any errors; alerting you to rectify any mistakes or complete any incomplete mandatory fields.

NOTE: Masters must **not** select the *Save XML Data* button. If this option is selected the data in the file that will be saved is not checked for errors. The saved XML file will not be sent to the Agent.

Field	Content
	<div> <div>  <p>Australian Government Department of Agriculture and Water Resources</p> </div> <div> <h2>Pre-Arrival Report</h2> <p>The Pre Arrival Report (PAR) must be completed by a vessel master or agent. It notifies the Department of Agriculture and Water Resources of impending vessel arrivals to Australia. The information collected on the PAR is used to assess the biosecurity risk of the vessel. PAR must be submitted between 96 and 12 hours before the estimated time of arrival of the vessel at the Australian border.</p> <p>Required fields denoted by *</p> <div> <div>1. Vessel Particulars</div> <div>2. Arrival Details</div> <div>3. Sanitation</div> <div>4. Human Health</div> <div>5. Biosecurity</div> <div>6. Submit</div> </div> </div> </div> <div> <h3>Submitting the PAR application</h3> <p>This form is applicable to commercial vessels only. A Biosecurity Status Document (BSD), including pratique status will follow from this Pre Arrival Report (PAR). The operator of the vessel is responsible for the information given in this report.</p> <p>The information in this report must be submitted using the Maritime Arrivals Reporting System (MARS) between 96 and 12 hours before the estimated time of arrival of the vessel.</p> <p>If the operator of the vessel or agent becomes aware that the information given in this report is incomplete or incorrect, the operator of the vessel must give additional or correct information in accordance with Biosecurity Act 2015, Section 194. Giving false or misleading information is a serious offence and may lead to a civil penalty.</p> <p>You can save the information entered in this application (to use at a later date) by selecting the 'Save XML Data' button.</p> <p>Step 1: Enter information into the application and ensure all mandatory fields are complete. Step 2: Click on the button 'Send to Agency' to commence the process of lodging your application data to your nominated shipping agent. Shipping agents are responsible for submitting vessel pre-arrival reports and communicating required biosecurity conditions to manage your arrival at port. Step 3: Add the shipping agency email address. Step 4: Attach any additional documents that your shipping agency may require in addition to the PAR. Step 5: Submit application to shipping agency by selecting the button.</p> <div> <div>Send to Agency</div> <div>Save XML Data</div> </div> <p><i>The information provided is NOT validated when saved</i></p> <p>In submitting this information, I warrant that the above information is true and correct. If acting as an agent for the vessel, I warrant that the above information is a true and correct representation of information provided by the operator of the vessel and any changes to the information provided have been confirmed with the vessel operator. I acknowledge that providing false or misleading information to a Commonwealth entity is a serious offence under the <i>Criminal Code Act 1995</i>.</p> </div> <div> <h3>What happens next?</h3> <ul style="list-style-type: none"> - You or your nominated shipping agent must upload the PAR into MARS and review each tab for accuracy. A PAR has not been submitted to the department until the MARS application is complete. - Upon submission of the PAR MARS will generate a BSD, containing the directions and expectations for the vessel. - The BSD will be transmitted electronically by return email to the shipping agent and master (where a vessel email address was provided). </div>



Field	Content
	<p>The Send Email window will appear when the Master clicks on the Send to Agency button.</p> <p>The Master must select the appropriate email application for the vessel and select Continue.</p> <p>An email will be generated as shown below.</p>
	
To field	Enter the email address of the vessel's Port Agency. The PAR will be sent to the email address entered here.
Subject	The subject contains the details of the vessel and the voyage number.
Attached	The MARS PAR will be attached as a data file. It is this file the vessel's Agent will use to upload the PAR into MARS.
Other Attachments	The Master may attach other documents to the email such as the Ship Sanitation Certificate or Live Plant log for Gruise Vessels. The vessel Agent must forward these attachments to the MNCC for upload into MARS.
Email body	The body of the email contains the steps the vessel's Agent must undertake in order to submit the PAR into MARS.

Complete a Livestock Statement using the PAR Offline PDF Form

The Livestock Statement tab will only be available on the PAR Offline Form when the vessel type is 'Livestock Carrier'.

NOTE: The Master must also complete **Question 7** on the Biosecurity tab.

Click on the **Livestock Statement** tab. There are 7 sections to the Statement that must be completed. Complete each section by following the guidelines in the table below:

Section	Details																									
<div> <div>1. Vessel Particulars</div> <div>2. Arrival Details</div> <div>3. Sanitation</div> <div>4. Human Health</div> <div>5. Biosecurity</div> <div>6. Livestock Statement</div> <div>7. Submit</div> </div> <div> <p>13) Cleaning/Disinfection</p> <p>Treatment</p> <div> <div>Disinfectant Chemical Used</div> <div>Concentration</div> <div>Quantity</div> </div> <table border="1"> <thead> <tr> <th></th><th colspan="2">Commenced (proposed)</th><th colspan="2">Completed (proposed)</th></tr> <tr> <th></th><th>Date</th><th>Time</th><th>Date</th><th>Time</th></tr> </thead> <tbody> <tr> <td>General Cleaning</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Disinfectant Applied</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Fresh Water Wash</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>Note: a) Prior to entering Australian waters, every livestock vessel is required to be thoroughly cleansed. The vessel is then disinfected with a 4% (weight = volume in fresh water) soda ash solution applied with a high-pressure applicator to run off stage. The solution is to be applied to all surfaces in livestock holding areas. A minimum period of 30 minutes must elapse before washing down with water. (b) Disinfection must be completed prior to the commencement of disinsection.</p> </div>			Commenced (proposed)		Completed (proposed)			Date	Time	Date	Time	General Cleaning					Disinfectant Applied					Fresh Water Wash				
	Commenced (proposed)		Completed (proposed)																							
	Date	Time	Date	Time																						
General Cleaning																										
Disinfectant Applied																										
Fresh Water Wash																										
Disinfectant Chemical Used	After the vessel has been thoroughly cleaned the vessel must be washed down with a Soda Ash Solution or equivalent chemical solution. Enter the product name in this field.																									
Concentration	The Soda ash applied must be in a 4% solution. This means 4 Kg of soda ash in every 100 Litres of water.																									
Quantity Applied	Enter the quantity of soda ash applied in kilograms. The amount of water used must also be recorded in the vessel's log book.																									
General Cleaning Dates and Times	Enter the dates and times when the general cleaning of the vessel commenced and completed. Vessels may not be cleaned in Australian waters.																									
Disinfectant Applied Dates and Times	Enter the dates and times when the application of soda ash commenced and was completed.																									
Fresh Water Wash Dates and Times	After the soda ash solution had been applied as directed all areas must be washed down with fresh water. This washing down must commence at																									



Section	Details																
	least 30 minutes after the soda ash solution was applied to a surface. Enter the dates and times when the fresh water wash down commenced.																
<div>14) Residual Disinsection - Permethrin <table><tr><td>Insecticide Applied</td><td>Concentration</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr></table><table><tr><td colspan="2">Commenced (Proposed)</td><td colspan="2">Completed (proposed)</td></tr><tr><td>Date</td><td>Time</td><td>Date</td><td>Time</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table><p>Note:</p><p>(a) Applied by low-pressure applicator to at least 10% of the surfaces of open deck pennage areas, crew quarters, recreation areas, dining areas, and any areas unlikely to be adequately treated by the knock down insecticide.</p><p>(b) Protective clothing should be used as per the recommendations of the manufacturer.</p></div>		Insecticide Applied	Concentration	<input type="text"/>	<input type="text"/>	Commenced (Proposed)		Completed (proposed)		Date	Time	Date	Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Insecticide Applied	Concentration																
<input type="text"/>	<input type="text"/>																
Commenced (Proposed)		Completed (proposed)															
Date	Time	Date	Time														
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>														
Insecticide Applied	Enter the brand name of the insecticide applied. The active ingredient must be Permethrin.																
Concentration	Enter the concentration of residual insecticide used.																
Residual Disinsection Dates and Times	Enter the dates and times the disinsection commenced and completed.																
<div>15) Knock Down Disinsection - Pestigas-P and/or Insectigas-D <table><tr><td>Insecticide Applied</td><td>Amount</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr></table><table><tr><td colspan="2">Commenced (proposed)</td><td colspan="2">Completed (Proposed)</td></tr><tr><td>Date</td><td>Time</td><td>Date</td><td>Time</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table><p>Cylinders applied (Serial Numbers)</p><p><input type="text"/></p><p>Cylinders spare (Serial Numbers)</p><p><input type="text"/></p><p>Spray gun nozzle number</p><p><input type="text"/></p><p>Note:</p><p>(a) Dose rate for pestigas/insectigas is 200gms/300 cubic metres at a rate of 3 grams per second at 800psi.</p><p>(b) The gas must be applied with a recommended applicator and nozzle size, SS850033 or SS650033 or Tjet730023. A spare applicator and nozzle must be carried by all vessels. The gas must be applied by slowly walking along the access ways, directing the vapour upwards towards the ceiling. The application must be at a rate that enables gas to be applied to all enclosed holding areas at the required concentration.</p><p>(c) Knockdown insecticide must be applied within 2 to 48 hours prior to entering Australian waters. After application, enclosed deck areas must remain sealed until permission is granted by the department to ventilate the area.</p><p>(d) Protective clothing should be used as per the recommendations of the manufacturer.</p></div>		Insecticide Applied	Amount	<input type="text"/>	<input type="text"/>	Commenced (proposed)		Completed (Proposed)		Date	Time	Date	Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Insecticide Applied	Amount																
<input type="text"/>	<input type="text"/>																
Commenced (proposed)		Completed (Proposed)															
Date	Time	Date	Time														
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>														



Section	Details
Insecticide Applied	Enter the name of the insecticide applied. Either Pestigas or Insectigas may be used.
Amount	Enter the amount of disinsectant used in grams.
Disinsection Dates and Times	Enter dates and times when knock down disinsection commenced and completed.
Cylinders Applied (Serial Numbers)	Enter the serial numbers of all the insecticide cylinders used.
Cylinders Spare (Serial Numbers)	Enter the serial numbers of all the spare insecticide cylinders.
Spray Gun Nozzle Number	Enter the nozzle size used on the insecticide cylinders. The correct nozzle sizes are described in the Notes in section 15 on the Statement.
<div>16) Insectocutors <div><div>Deactivated Last Voyage</div><div>Activated Current Voyage</div></div><div><div>Date</div><div>Time</div><div>Date</div><div>Time</div></div><div><div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div></div><p>Note:</p><p>(a) At least one insectocutor per livestock holding deck. (b) Insectocutors to have a light intensity of at least 160 watts UV. (c) Insectocutor trays to be activated 48 hours prior to arrival at an Australian port and remain activated until 24 hours after departure. Insects must be collected when insectocutors are deactivated, stored in vials and supplied to the department upon the returning visit.</p></div>	
Deactivated Last Voyage	24 Hours after departure from an Australian port the insectocutors must be de-activated. Enter the date and time the insectocutors were de-activated when the vessel last visited an Australian port.
Activated Current Voyage	Enter the date and time the insectocutors were activated during the current voyage. The insectocutors must be activated 48 hours prior to arrival at an Australian port.
<div>17) Fodder <div>Does the vessel have any fodder on board? <input checked="" type="radio"/> Yes <input type="radio"/> No</div><div>What type of fodder? <input type="text"/></div><div>Is the fodder of Australian origin? <input type="radio"/> Yes <input checked="" type="radio"/> No</div><div>What Country? <input type="text"/></div></div>	
Does the vessel have fodder on board?	Answer 'Yes' if the vessel has any fodder on board.
What type of fodder?	If answered 'Yes' then select the type of fodder – Pellets or Hay.
Is the fodder of Australian origin?	Answer 'Yes' if the fodder is of Australian origin.



Section	Details						
What Country?	If 'No' type the name of the country of origin.						
<div>18) Authority for persons to board The following persons may board the vessel prior to clearance being granted by the Department <table border="1"><thead><tr><th>Name</th><th>Position/Title/Responsibility</th><th>Add</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td>Delete</td></tr></tbody></table></div>		Name	Position/Title/Responsibility	Add	<input type="text"/>	<input type="text"/>	Delete
Name	Position/Title/Responsibility	Add					
<input type="text"/>	<input type="text"/>	Delete					
Name	Enter the name of any person requiring access to the vessel prior to biosecurity clearance being given.						
Position/Title/Responsibility	Clearly enter the position or title or area of responsibility of the person requiring access to the vessel.						
<div>19) Application for wharf side clearance (optional section to complete) Has the vessel only carried animals of Australian or New Zealand origin on the previous voyage prior to this date? <input type="radio"/> Yes <input checked="" type="radio"/> No Country of origin of the previous cargo <input type="text"/></div>							
Australian or New Zealand Origin	Select 'Yes' if the vessel has only carried animals which originated in Australia or New Zealand during the previous voyage. For all other countries of origin enter 'No'.						
Country of origin	If 'No' was selected then this field will be displayed. Enter the name of the country where previous carried livestock originated from.						

NOTE: The Livestock Statement questions are optional, however, incomplete information may delay the vessel's approval to berth.

Ballast Water (BW) Report Offline PDF Form

Explanatory Notes

MARS Offline Forms can be used to submit pre-arrival information to the vessel's nominated port Agent when the vessel has limited and/or unreliable internet connectivity. The content of the Offline Form will be emailed to the vessel's nominated port Agent as an email attachment.

The MARS Offline Forms for the Pre-arrival Report (PAR); Ballast Water (BW) Report; Application to enter a Non-First Point of Entry (NFP); and Human Health Update are available from the department's website. Both PDF and Word versions are available, however only the PDF version can be used for submission to the vessel's Port Agent. The word version is provided for web accessibility purposes only.

NOTE: *The Master completes the PDF version of the Offline Form and then sends it to the vessel's Port Agent. The vessel's Port Agent then submits the information into MARS.*

How to do it

The Pre-Arrival Report (PAR) Offline Form is available from the department's website. **Download** a copy of the PAR Offline Form and **save** it to your computer so it is easily accessible.

NOTE: *Only use the PDF version of the form. It is important that you check the website for updated forms on a regular basis, otherwise the Agent may have issues with submission of the form into MARS.*

Complete a Ballast Water (BW) Report using the Offline PDF Form

Vessel Particulars

This tab is used to complete the Vessel Particulars. It is also used to establish the vessel's ballast tank and pump configurations. All **mandatory*** fields must be completed.

The Vessel Particulars tab has three sections:

Vessel Details – Contains the generic vessel profile details.

Ballast Water Tank Details – This section must contain all the ballast water tanks on board the vessel. Tanks must be included even if they are not used on a regular basis to carry ballast. This includes ballast tanks that are filled with fresh water and empty tanks.

Ballast Pump Details - This section must contain all the pumps that are used for ballast water management. This includes the fire pumps if they are used to manage the ballast water in certain tanks.



Field	Content
<div><div> Australian Government Department of Agriculture and Water Resources</div><div>Ballast Water Report</div><div>Required fields denoted by *</div><div><div>1. Vessel Particulars</div><div>2. Arrival Details</div><div>3. Ballast Water Questions</div><div>4. Tank Information</div><div>5. Submit</div></div><div>Vessel Particulars Vessel Name * <input type="text" value="SMART VESSEL"/> IMO * <input type="text" value="9445227"/> <input type="checkbox"/> Tick this if the vessel does NOT have an IMO <i>The IMO must be provided if the vessel has one. Otherwise the Call Sign OR the Registration/Official # must be provided.</i> Call Sign <input type="text" value="TEST"/> Registration/Official # <input type="text"/> Country of Registry * <input type="text" value="AUSTRALIA"/> Vessel Type * <input type="text" value="Bulk Carrier"/> Responsible Officer * <input type="text" value="CO JOHN SMITH"/> Vessel E-mail <input type="text" value="john.smith@email.com"/> <i>The e-mail provided will be used to send communications to the vessel. Please leave this field blank if the vessel is unable to receive e-mails with attachments.</i></div></div>	
Vessel Name	Enter the vessel's name as it appears on the Ship's Particulars.
IMO	Enter the IMO for the vessel. Only official IMO Identification numbers will be accepted. The IMO must be a numeric identifier. For vessels with an IMO the IMO filed is mandatory.
Tick this if the vessel does NOT have an IMO	Some vessel types may not have an IMO. This box must be selected in those circumstances and one of the Call Sign or Registration/Official# must be supplied.
Call Sign	Enter the Call Sign for the vessel as it appears on the Ship's Particulars.
Registration/Official#	This is a optional field and mainly used for craft without an IMO number or call sign.
One of the IMO, Call Sign or Registration numbers must be supplied.	
Country of Registry	Enter at least the first three letters of the country name and select an option from the drop down list.
Vessel Type	Click on the down arrow and choose the appropriate vessel type.
Responsible Officer	Enter the name of the officer responsible for ballast water management on board the vessel.
Vessel E-mail	Enter the email used on-board the vessel for communication purposes. This email will be used by MARS to communicate with the vessel. This field should be left blank if the vessel is unable to receive emails with attachments. In this case all emails intended for the vessel will be sent to the nominated port Agent. It is the Agent and Master's responsibility to ensure the vessel receives information from the department.



Field	Content						
<div> <p>Tank Details <i>(All ballast tanks must be listed, including empty tanks)</i></p> <p>BALLAST WATER TANK CODES: Forepeak = FPT, Aftpeak = APT, Double bottom = DB, Bottom tank = BT, Bottom side tank = BST, Deep tank = DT, Wing tank = WT, Top side tank = TST, Cargo hold = CH, Heeling tank = HT, Water ballast tank = WBT, Port = P, Starboard = S, Centre = C, Bilge = BGT, Other = O (specify)</p> <table border="1"> <tr> <td>Tank Name</td><td>Tank Capacity(m³)</td><td>Add</td></tr> <tr> <td></td><td></td><td>Delete</td></tr> </table> <p><i>Continue below to fill in Pump Details</i></p> </div>		Tank Name	Tank Capacity(m ³)	Add			Delete
Tank Name	Tank Capacity(m ³)	Add					
		Delete					
Add	The Add button is used to add rows to the grid so that all the vessel's ballast tanks can be listed. All tanks used to store ballast water must be listed even empty tanks and tanks that aren't used often. Cargo holds only need to be listed if they are carrying ballast during the current voyage.						
<p> It isn't necessary to list Port side and Starboard side tanks separately if they are treated as one tank by the vessel for the purposes of ballast water management.</p>							
<p>BALLAST WATER TANK Forepeak = FPT Aftpeak = APT Double bottom = DB Bottom tank = BT bottom side tank = BST Deep tank = DT Wing tank = WT Top side tank = TST Cargo hold = CH Heeling tank = HT Water ballast tank = WBT Port = P starboard = S Centre = C Bilge = BGT Other = O (specify)</p>							
Tank Name	<p>Enter the name of the ballast water tank in this field. Use the abbreviations above for the tank name. The number of the tank and the location must also be listed. To keep tank names consistent the following format is recommended by the department:</p> <p>[Tank Name][Number][Location] must be entered as [DB 1 S] or [DB 1 P/S]</p> <p>Tank Name is Double bottom tank</p> <p>Number is 1</p> <p>Location is Starboard and Port</p> <p>It isn't necessary to list Portside and Starboardside tanks separately if they are treated as one tank by the vessel for the purpose of ballast water management. Please consult the vessel's Ballast Water Management Plan for this information.</p>						
<p> Care must be taken with the vessel's tank names. Tank names must be consistent between BW Reports.</p>							
Total Tank Capacity (m ³)	MARS will calculate the total BW capacity of the vessel's tanks.						
Delete	If a tank row was added by mistake the Delete button can be used to remove the row.						




Field	Content												
<p><i>Continue below to fill in Pump Details</i></p> <p>Pump Details <i>(All Pumps must be listed)</i></p> <table border="1"> <thead> <tr> <th>Pump Name</th><th>Current Delivery Capacity(m³/hr)</th><th>Date Last Verified</th><th>Add</th></tr> </thead> <tbody> <tr> <td>PUMP 1</td><td>1,000</td><td>06/07/2016</td><td>Delete</td></tr> <tr> <td>PUMP 2</td><td>1,000</td><td>06/07/2016</td><td>Delete</td></tr> </tbody> </table>		Pump Name	Current Delivery Capacity(m ³ /hr)	Date Last Verified	Add	PUMP 1	1,000	06/07/2016	Delete	PUMP 2	1,000	06/07/2016	Delete
Pump Name	Current Delivery Capacity(m ³ /hr)	Date Last Verified	Add										
PUMP 1	1,000	06/07/2016	Delete										
PUMP 2	1,000	06/07/2016	Delete										
Add	The Add button is used to add rows to the grid so that all the vessel's ballast pumps can be listed. All pumps used to manage ballast water must be listed. This includes the Fire Pump if used to manage ballast for certain tanks.												
Pump Name	Enter the name of the ballast water pump in this field.												
Pump Capacity (m ³ /Hr)	Enter the total pump capacity as stipulated in the vessel's ballast documentation. This is the actual pump capacity of each pump. Numerical values between 1 and 999999.99 may be entered.												
Date Last Verified	Enter the date the pumps were last verified to determine the actual pump capacity. The Australian Ballast Water Management Requirements stipulate that the vessel's pumps must be tested at least every 12 months.												
Delete	If a pump row was added by mistake the Delete button can be used to remove the row												

Arrival Details


Enter the information for all the fields in the **Arrival Details** screen. The voyage number must be the same as the voyage number that will be used for any other reports or applications for the same voyage. This means that the Pre-Arrival Report (PAR) must have the same voyage number as the BW Report, this is essential for MARS to link the current BW Report to the current PAR.

NOTE: *If the nominated Port Agency does not appear in the drop down box then the Master may type in the Agency name. When the Agency receives the BW Report it can verify the Agency name..*

Field	Content
	<div>  <p>Australian Government Department of Agriculture and Water Resources</p> <p>Ballast Water Report</p> <p>Required fields denoted by *</p> <div> 1. Vessel Particulars 2. Arrival Details 3. Ballast Water Questions 4. Tank Information 5. Submit </div> <p>Arrival Details</p> <p>Voyage # *</p> <input type="text" value="1"/> <p>Agency to which approvals/rejections will be sent *</p> <input type="text" value="A"/> <div> AFMA OPERATIONS ALLWAYS SHIPPING ANL CONTAINER LINE BRISBANE ANL CONTAINER LINE DARWIN ANL CONTAINER LINE MELBOURNE APL LINES BRISBANE APL LINES SYDNEY </div> <div> <- Previous Next -> </div> </div>
Voyage #	The voyage number is a unique identifier for each voyage a vessel undertakes to Australia. The voyage number must match the number on the PAR, Ballast Water, Human Health Update or NFP application for the current voyage. Alpha-numeric characters and dashes (-) are accepted. Spaces are not allowed.
Agency to which approvals/rejections will be sent	Enter the name of the Agency that will represent the vessel at the first Australian port of call. The Biosecurity Status Document (BSD) with the approval status of the ballast tanks will be sent to the Agency listed here.

Ballast Water Questions

Complete all the ballast water questions, noting they are mandatory. Some questions have additional fields to complete once answered.



Australian Government
Department of Agriculture
and Water Resources

Ballast Water Report

Required fields denoted by *

1. Vessel Particulars
2. Arrival Details
3. Ballast Water Questions
4. Tank Information
5. Submit

Ballast Water Questions

- Does the vessel have an approved Ballast Water Management Certificate on board? *

☐ Yes
☐ No
☐ Not applicable
- Does the vessel have an approved Ballast Water Management Plan on board? *

☐ Yes
☐ No
- Does the vessel have either a ballast water record system or accurate ballast water records on board? *

☐ Yes
☐ No
- Does the vessel intend to dispose ballast tank sediment in Australia? *

☐ Yes
☐ No
- Is the vessel using an IMO Type Approved Ballast Water Management System to manage ballast water? *

☐ Yes
☐ No
- Is the vessel claiming an Exception for this voyage? *


☐ Yes
☐ No

<- Previous
Next ->



Q	Field	Content
1		<div><div>1. Vessel Particulars2. Arrival Details3. Ballast Water Questions4. Tank Information5. Submit</div><div>Ballast Water Questions 1) Does the vessel have an approved Ballast Water Management Certificate on board? * <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not applicable Issue Date <input type="text"/> Issuing Authority <input type="text"/> Issuing Location <input type="text"/> Expiry Date <input type="text"/></div></div>
		<p>Answer 'Yes' to this question if the vessel has an approved Ballast Water Management Certificate on board. Enter all the required details as they appear on the Certificate.</p> <div> Until it becomes mandatory for vessels to have a Ballast Water Management Certificate, Masters should answer 'Not Applicable' to this question unless they already have a Ballast Water Management Certificate for the vessel.</div>
2		<div>2) Does the vessel have an approved Ballast Water Management Plan on board? * <input checked="" type="radio"/> Yes <input type="radio"/> No 2.1) Has the vessel's ballast water been managed in accordance with the Ballast Water Management Plan? * <input type="radio"/> Yes <input type="radio"/> No</div>
		<p>Answer 'Yes' to this question if the vessel has an approved Ballast Water Management plan on board. Question 2.1 will then be displayed and must be answered.</p>
3		<div>3) Does the vessel have either a ballast water record system or accurate ballast water records on board? * <input checked="" type="radio"/> Yes <input type="radio"/> No</div>
		<p>Answer 'Yes' to this question if the vessel has a system for recording ballast water management on board the vessel. The Australian Ballast Water Management Requirements stipulate that a vessel must record the details of all ballast water exchanges.</p>
4		<div>4) Does the vessel intend to dispose ballast tank sediment in Australia? * <input checked="" type="radio"/> Yes <input type="radio"/> No</div>
		<p>Answer 'Yes' to this question if the vessel intends to discharge sediment from the ballast tanks in Australia. All ballast sediment discharge requires permission from the department.</p>
5		<div>5) Is the vessel using an IMO Type Approved Ballast Water Management System to manage ballast water? * <input checked="" type="radio"/> Yes <input type="radio"/> No 5.1) Please select the Ballast Water Management System used by the vessel * <input type="text"/> <i>If your system is not in the list of type approved ballast water management systems displayed please contact the department at 1300 004 605 or + 61 8 8201 6185 (outside of Australia) or via e-mail to maritimenc@agriculture.gov.au</i></div>
		<p>Answer 'Yes' to this question if the vessel is using an on board ballast water management system to manage ballast water. Question 5.1 will then be displayed and the correct system must be selected from the drop down list.</p> <div> The department will only accept ballast water management systems that have been approved by the IMO. It is the Master's responsibility to ensure that the system being used is an approved</div>



Q	Field	Content
		system. Please refer to the Australian Ballast Water Management Requirements and the IMO regulations for further details.
6		<div>6) Is the vessel claiming an Exception for this voyage? * <input checked="" type="radio"/> Yes <input type="radio"/> No</div> <div>6.1) Reason for the Exception * <input type="text"/></div>
		<p>Answer 'Yes' to this question if the Master was not able to manage the ballast water on board the vessel due to an exceptional circumstance. The Master must select the reason for the exception from the list provided. The department must be notified as soon as practicable of the exception.</p> <p> Exceptions must be according to the IMO regulations on Ballast Water Exceptions. Please refer to the Australian Ballast Water Management Requirements and the IMO regulations for further details.</p>

Tank Information

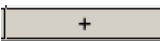
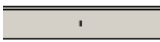
This tab is used to record and display all the ballast water management details of the ballast water tanks that were listed on the **Vessel Particulars** tab.

Enter information for all the tanks listed as they must have details recorded in this screen. The fields to complete will be made available once a Management Method has been selected for the tank. All the fields displayed must be completed.

NOTE: Final Volumes. This is the actual volume of ballast water in the tank for discharge. It is not the physical volumetric size of the tank.

Field	Content																												
	<div><div>1. Vessel Particulars 2. Arrival Details 3. Ballast Water Questions 4. Tank Information 5. Submit</div><div>Ballast Water Management Summary (You must click on a pump name to select it. To select multiple pumps - when using Flow Through/Dilution or Empty Refill - press the 'Control' key on the keyboard and select the pumps using the mouse. Also, you can change the total pump capacity to be less than the sum of the individual capacities if the pumps are not used at full capacity.)</div><table border="1"><thead><tr><th>TANK DETAIL</th><th>MANAGEMENT DETAILS</th><th>UPTAKE LOCATION DETAILS</th><th>EXCHANGE LOCATION DETAILS</th><th>PUMP DETAILS</th><th>RESIDUE DETAILS</th><th>FINAL VOLUME DETAILS</th></tr></thead><tbody><tr><td>Tank Name</td><td>Management Method</td><td>Port / Comments OR Uptake Date</td><td>Start Latitude (deg,min) End Latitude (deg,min) Start Date/Time</td><td>Pumps Used</td><td>Residual volume after emptying cycle (m³)</td><td>Final Volume on Arrival (m³) Intent to Discharge +</td></tr><tr><td></td><td>Comments</td><td>Latitude (deg,min) Longitude</td><td>Start Longitude (deg,min) End Longitude (deg, min) End Date/Time</td><td>Total Pump Capacity (m³)</td><td></td><td>Full tank capacity nullm³ <input checked="" type="radio"/> Yes <input type="radio"/> No</td></tr><tr><td></td><td>Empty Refill</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table></div>	TANK DETAIL	MANAGEMENT DETAILS	UPTAKE LOCATION DETAILS	EXCHANGE LOCATION DETAILS	PUMP DETAILS	RESIDUE DETAILS	FINAL VOLUME DETAILS	Tank Name	Management Method	Port / Comments OR Uptake Date	Start Latitude (deg,min) End Latitude (deg,min) Start Date/Time	Pumps Used	Residual volume after emptying cycle (m ³)	Final Volume on Arrival (m ³) Intent to Discharge +		Comments	Latitude (deg,min) Longitude	Start Longitude (deg,min) End Longitude (deg, min) End Date/Time	Total Pump Capacity (m ³)		Full tank capacity nullm ³ <input checked="" type="radio"/> Yes <input type="radio"/> No		Empty Refill					
TANK DETAIL	MANAGEMENT DETAILS	UPTAKE LOCATION DETAILS	EXCHANGE LOCATION DETAILS	PUMP DETAILS	RESIDUE DETAILS	FINAL VOLUME DETAILS																							
Tank Name	Management Method	Port / Comments OR Uptake Date	Start Latitude (deg,min) End Latitude (deg,min) Start Date/Time	Pumps Used	Residual volume after emptying cycle (m ³)	Final Volume on Arrival (m ³) Intent to Discharge +																							
	Comments	Latitude (deg,min) Longitude	Start Longitude (deg,min) End Longitude (deg, min) End Date/Time	Total Pump Capacity (m ³)		Full tank capacity nullm ³ <input checked="" type="radio"/> Yes <input type="radio"/> No																							
	Empty Refill																												
Tank Detail	Select the tank name from the list available.																												
Management Details	Select the management method that was used on the tank. Other fields will become available based on the selection of the management method. Also enter comments that may be necessary.																												
Uptake Location Details	This could either be the name of the port where the ballast water was taken up or the location latitude and longitude can be entered. Enter the uptake Date and the volume of water that was taken up.																												



Field	Content
Exchange Location Details	If an exchange was performed then enter the Start and End latitudes and longitudes as well as the start and finish dates and times.
Pump Details	When recording Pump Details click on a pump name to select it (it will become highlighted in blue). To select multiple pumps press the “control” key on the keyboard and select the pumps using the mouse. Also, you can change the total pump capacity to be less than the sum of the individual capacities if the pumps are not used at full capacity.
Residue Details	Enter the residual or un-pumpable water that was left at the end of the Empty Cycle, before commencing a Refill.
Final Volume Details	Enter the final volume of ballast on arrival in Australia.
Intent to Discharge	Select ‘Yes’ if ballast water will be discharged from this tank in Australian Waters.
	To add details for the next tank, click the + button.
	To delete tanks, click the – button.
<div style="border: 2px solid black; padding: 10px; margin: 10px;"> <p>Depth at which exchange occurred (in metres)</p> <p>Min <input type="text"/> Max <input type="text"/></p> <p>Additional Comments</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> </div>	
Min - MAX	The minimum and maximum depths the exchange of ballast water took place.
Additional Comments	Add any comments that may clarify the ballast water management process if it cannot be clearly explained by the data entered only.

Completing the Ballast Water Management Summary

For each tank listed in the BW Report data must be entered to show how the ballast water was managed for that tank. The table below is a summary of details required for each Management Method.

NOTE: Responsible Officers must refer to the *Australian Ballast Water Management Guidelines* for more detail on Australian requirements.

Management Method Details	
Empty/Refill	
Tank Information – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.	Pump Details – Pumps and pump capacity are taken from the Vessel Particulars tab, and can be amended there.



Management Method Details	
<p>Uptake Location Details – Enter the name or the coordinates of the place where ballast water was taken up; uptake date and volume of water.</p> <p>Exchange Location Details – Enter all the information of the exchange details.</p>	<p>Discharge Details – Enter the residual volume left in the tank after the empty cycle of the exchange is completed. The final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.</p>
Flow Through/Dilution	
<p>Tank Information – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p>Uptake Location Details – Enter the name or the coordinates of the place where ballast water was taken up.</p> <p>Exchange Location Details – Enter all the information of the exchange details.</p>	<p>Pump Details – Pumps and pump capacity are taken from the Vessel Particulars tab, and can be amended there.</p> <p>Discharge Details – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.</p>
Management System – Vessels using an IMO approved on-board ballast management system	
<p>Tank Information – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p>Uptake Location Details – Enter the uptake date and the volume of ballast water that was taken up.</p>	<p>Discharge Details – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.</p>
Empty Tank	
<p>Tank Information – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p>	<p>Final Volume on Arrival – The soundings on the tank must be accurate and reflect the residual volume of water left in the tank. The Final Volume is the actual amount of water in the tank not the overall volume of the tank.</p>
Mid Ocean Uptake	
<p>Tank Information – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p> <p>Uptake Location Details – Enter the date, volume of water and the coordinates of the place where ballast water was taken up.</p>	<p>Discharge Details – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.</p>
Australian Water – Water taken up inside the Australian Territorial Sea	
<p>Tank Information – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there.</p>	<p>Discharge Details – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.</p>



Management Method Details	
Uptake Location Details – Enter the date, volume of water and the coordinates or the name of the place where ballast water was taken up.	
Fresh Potable Water – Clean fresh water	
Tank Information – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there. Uptake Location Details – Enter the date, volume of water and the name or coordinates of the place where ballast water was taken up.	Discharge Details – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.
Unmanaged	
Tank Information – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there. Uptake Location Details – Enter the date, volume of water and the coordinates or the name of the place where ballast water was taken up.	Discharge Details – Enter the final volume of water in the tank. This tank will not receive permission to discharge ballast in Australian waters.
Other	
Tank Information – Select the correct details from the drop down lists. Details are taken from the Vessel Particulars tab and can be amended there. Comments – Enter the details of why the management method is other and what the status of the ballast water is. The comments will be used to manually assess the risk of this tank.	Uptake Location Details – Enter the date, volume of water and the coordinates or the name of the place where ballast water was taken up. Discharge Details – Enter the final volume of water in the tank on arrival in Australia and tick the box if there is any intention to discharge the ballast from this tank in Australian waters.




Submit

Once the BW Report has been completed it can be submitted to the vessel's Port Agent.

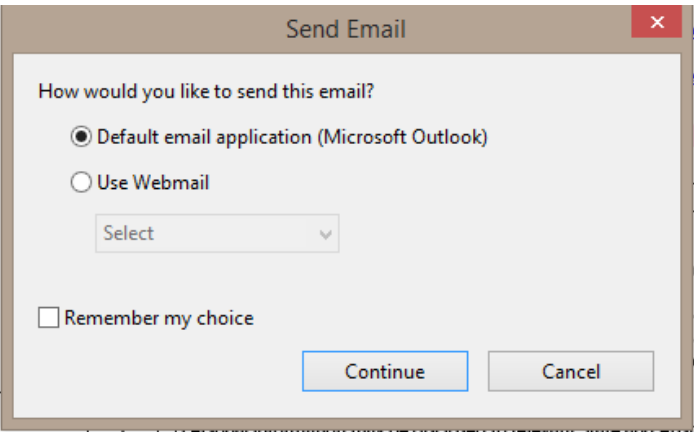
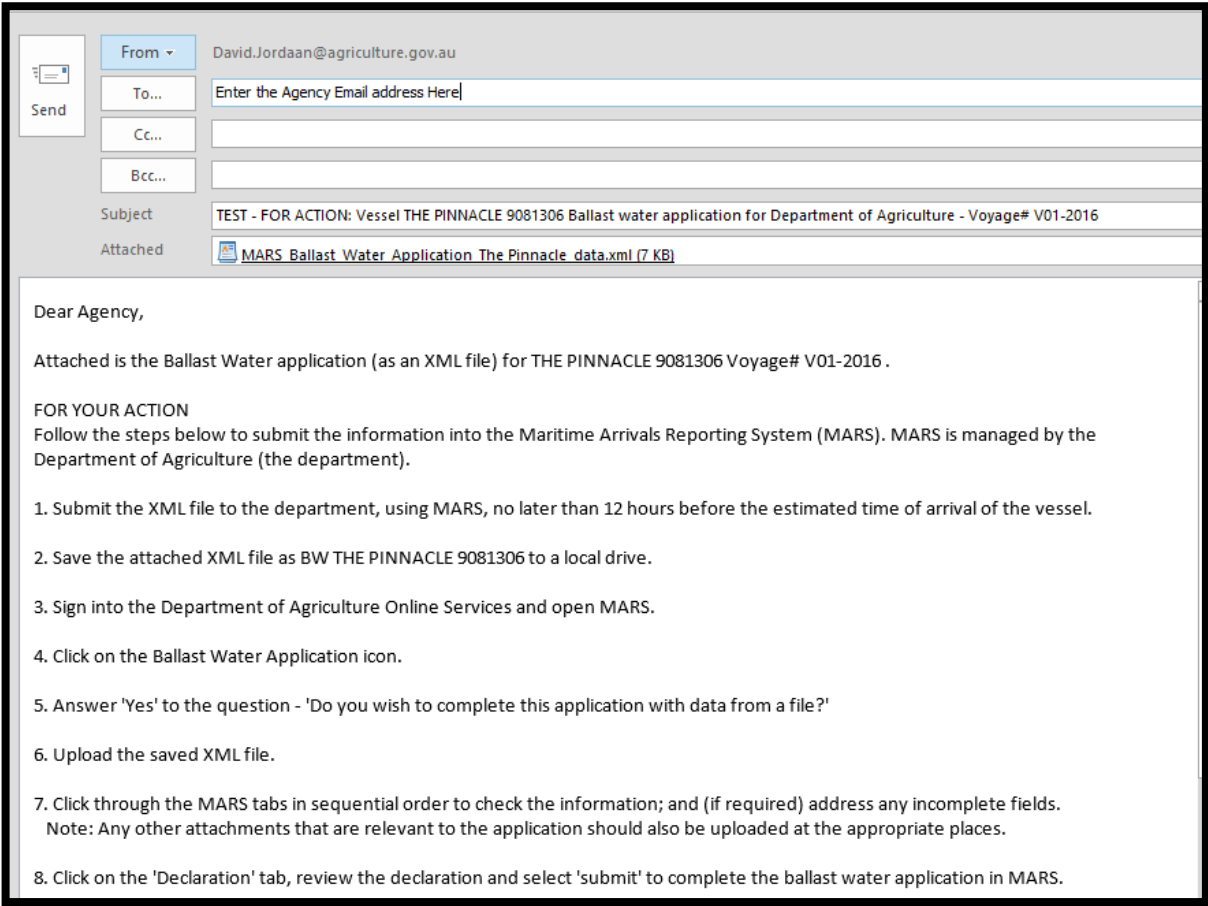
All reports completed using the Offline PDF Form **must** be submitted by clicking the **Send to Agency** button on the **Submit** tab. By clicking **Send to Agency** the Form will be checked for any errors; alerting you to rectify any mistakes or complete any incomplete mandatory fields.

NOTE: Responsible Officers must **not** select the Save XML Data button. If this option is selected the data in the file that will be saved is not checked for errors. The saved XML file will not be sent to the Agent.



Field	Content
	<div><div><div>Australian Government Department of Agriculture and Water Resources</div></div><div>Ballast Water Report</div><div>Required fields denoted by *</div><div><div>1. Vessel Particulars</div><div>2. Arrival Details</div><div>3. Ballast Water Questions</div><div>4. Tank Information</div><div>5. Submit</div></div><div>Submitting the Ballast Water Report<p>Ballast Water Report includes information for the department to assess biosecurity risks. It is mandatory for vessels intending to discharge ballast while in Australian seas to submit the Ballast Water Report.</p><p>A Biosecurity Status Document (BSD) will follow after this report is assessed and provide guidance on which tanks have been managed in accordance with the department's requirements. Giving false or misleading information is a serious offence and may lead to a civil penalty.</p><p>Step 1: Enter information into the report and ensure all mandatory fields are complete. Step 2: Click on the button 'Send to Agency' to commence the process of lodging your report data to your nominated shipping agent. Shipping agents are responsible for submitting ballast water summary reports and communicating required biosecurity conditions to manage your arrival at port. Step 3: Add the shipping agency email address. Step 4: Attach any additional documents that your shipping agency may require. Step 5: Submit report to shipping agency by clicking on the 'Send to Agency' button.</p><div><div>Send to Agency</div><div>Save XML Data</div></div><p><small>The information provided is NOT validated when saved</small></p><p>In submitting this information, I warrant that the above information is true and correct. If acting as an agent for the vessel, I warrant that the above information is a true and correct representation of information provided by the operator of the vessel and any changes to the information provided have been confirmed with the vessel operator. I acknowledge that providing false or misleading information to a Commonwealth entity is a serious offence under the <i>Criminal Code Act 1995</i>.</p><p>Note: Where a Ballast Water Report is being submitted, I confirm that ballast water has not and will not be exchanged in the Australian Great Barrier Reef Marine Park.</p><hr/><p>What happens next?</p><ul style="list-style-type: none">- You or your nominated shipping agent must upload the Ballast Water Report into MARS and review each tab for accuracy. A Ballast Water Report has not been submitted to the department until the MARS application is complete.- Upon submission, MARS will generate a BSD, containing the directions and expectations for the vessel.- The BSD will be transmitted electronically by return email to the shipping agent and master (where a vessel email address was provided).- You can save the information entered in this report (to use at a later date) by selecting the 'Save XML Data' button.</div></div>
<div><div>Send to Agency</div></div>	By clicking on the Send to Agency button the BW Report will be sent to vessel's Agent as an attachment to an email. The Responsible Officer must select the email application to use and enter the Agency's e-mail address in the email application To field.
	<p>The Responsible Officer must check the following to ensure the PAR was sent to the Agent:</p> <ol style="list-style-type: none">1. Check the email to ensure it was sent successfully (Sent Items).2. Once the Agent has submitted the PAR into MARS the vessel will receive a Biosecurity Status Document (BSD) via email if the vessel's email address was supplied in the Vessel Particulars tab of the Offline Form.3. Contact the Agent to confirm the BW Report was successfully received if unsure. <p>It remains the Responsible Officer's responsibility to ensure Australian pre-arrival reporting requirements are met.</p>
	<p>If the vessel's ballast status changes, a new BW Report must be submitted. Every tank must be reported on the new BW Report not just the tank with the changed status.</p>



Field	Content
	<p>The Send Email window will appear when the Responsible Officer clicks on the Send to Agency button.</p> <p>The Responsible Officer must select the appropriate email application for the vessel and select Continue.</p> <p>An email will be generated as shown below.</p>
	
To field	Enter the email address of the vessel's Port Agency. The BW Report will be sent to the email address entered here.
Subject	The subject contains the details of the vessel and the voyage number.
Attached	The MARS BW Report will be attached as a data file. It is this file the vessel's Agent will use to upload the BW Report into MARS.
Other Attachments	The Responsible Officer may attach other documents to the email such as the Ballast Water Management Certificate. The vessel Agent must send the attachment to the MNCC for upload into MARS.
Email body	The body of the email contains the steps the vessel's Agent must undertake in order to submit the BW Report into MARS.



END OF DOCUMENT