



June
2017
QRG 14

Tips for Vessel Masters

How to complete the Ballast Water Report Offline Form

MARS quick reference guide



Biosecurity

Where can I find the MARS Offline Forms?

The MARS Offline Forms for **Ballast Water Report**, **Pre-arrival Report (PAR)**, **Application to enter a Non-First Point of Entry (NFP)** and **Human Health Update** are available from the Department of Agriculture and Water Resources' MARS Offline Forms webpage at agriculture.gov.au/biosecurity/avm/vessels/mars/mars-offline-forms.

For detailed steps on how to submit a **Ballast Water Report** refer to the MARS Vessel Master User Guide at agriculture.gov.au/biosecurity/avm/vessels/mars/communications-training-materials.

When to use them

Use **Offline Forms** when the vessel has limited and/or unreliable internet connectivity. The vessel master will email the completed **Ballast Water Report** data file to their vessel's shipping agent once they select **Send to Agent** on the last tab of the **Ballast Water Report**. Your agent will then upload the file to MARS and submit the **Ballast Water Report** to the department on your behalf.

How to do it

- 1 Go to the department's website and open the relevant form (or open it from email if your agency has emailed it).
- 2 Save a copy of the PDF to your computer for ease of access (however, it is important that you check the website for updated forms on a regular basis, otherwise your agent may have issues with submission of the form into MARS).
- 3 Complete all fields on each tab on the **Ballast Water Report Offline Form** noting that some fields marked by an asterisk (*) are mandatory and some fields may be populated from a list. For example, **Last International Port of Call** and **Agency** details can be selected from a drop down list.

Vessel Particulars

Complete the fields in the **Vessel Particulars** tab with the appropriate information. Follow the messages below the input fields where these appear on the **Offline Form** and hover the mouse cursor over the fields for further help and tips.

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

Vessel Particulars

Vessel Name * IMO * Tick this if the vessel does NOT have an IMO
The IMO must be provided if the vessel has one. Otherwise the Call Sign OR the Registration/Official # must be provided.

Call Sign Registration/Official # Country of Registry *

Vessel Type * Responsible Officer *

Vessel E-mail
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.

Tank Details (All ballast tanks must be listed, including empty tanks)

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)

Tank Name	Tank Capacity(m ³)	Add
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

Continue below to fill in Pump Details

The following rules apply when entering the **Tank Names** on the **Ballast Water Report**:

- Complete the blank **Tank Details** fields by recording the **Tank Name** and **Tank Capacity**.
- Follow the following Tank Naming Convention: **[Name] [Number] [Position] – WBT 1 P/S**.
- It is not 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.
- Click **Add** to create new lines.
- **All** ballast tanks must be listed, including empty tanks.

Tank Details (All ballast tanks must be listed, including empty tanks)

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)

Tank Name	Tank Capacity(m ³)	Add
WBT 1 P/S	2,000	Delete
FPT	500	Delete

Scroll down to the second page and record **Pump Details**. Click **Add** to create new lines.

Continue below to fill in Pump Details

Pump Details (All Pumps must be listed)

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

Arrival Details

Complete the fields in the **Arrival Details** tab with the appropriate information. Follow the messages below the input fields where these appear on the **Offline Form** and hover the mouse cursor over the fields for further help and tips. Agency details can be selected from a drop down list. This list is not exhaustive, if the agency you require is not available, the **Agency Name** can be typed in the field. When the report is submitted into MARS by the agent, the agent can amend the name you typed.

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

Arrival Details

Voyage # *

Agency to which approvals/rejections will be sent *

INCHCAPE (ISS) BOWEN
 INCHCAPE (ISS) BROOME
 INCHCAPE (ISS) BUNBURY
 INCHCAPE (ISS) CAIRNS
 INCHCAPE (ISS) CARRINGTON
 INCHCAPE (ISS) DAMPIER
 INCHCAPE (ISS) DARWIN

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Ballast Water Questions

Complete the fields in the **Ballast Water Questions** tab with the appropriate information. Follow the messages below the input fields where these appear on the **Offline Form** and hover the mouse cursor over the fields for further help text and tips. Some questions have additional fields to complete when they are answered.

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

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

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 an IMO Type Approved Ballast Water Management System to manage ballast water? * Yes No

6) Is the vessel claiming an Exception for this voyage? * Yes No

Tank Information

Complete the **Ballast Water Management Summary** using the headings as a guide for your entries. Hover the mouse cursor over the fields for further help and tips.

The **Tank Name** will be available using the drop down list.

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	Volume taken up(m ³)	Start Longitude (deg,min)	End Longitude (deg, min)	End Date/Time	Total Pump Capacity (m ³)			
WBT 1 P/S										<input type="radio"/> Yes
WBT 1 P/S									Full tank capacity 2000m ³	<input type="radio"/> No
FPT										

Select the type of **Management Method** using the drop down list supplied; e.g. 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	Volume taken up(m ³)	Start Longitude (deg,min)	End Longitude (deg, min)	End Date/Time	Total Pump Capacity (m ³)			
WBT 1 P/S										<input type="radio"/> Yes
	Australian Water Empty Refill								Full tank capacity 2000m ³	<input type="radio"/> No
	Flow Through/Dilute Fresh Potable Water Mgmt System									
	Depth at which Mid Ocean Uptake	metres								
	Other Tank Empty Unmanaged									

Complete all blank fields that will appear for the management method selected. Always select the **Intent to discharge – Yes or No**.

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	Volume taken up(m ³)	Start Longitude (deg,min)	End Longitude (deg, min)	End Date/Time	Total Pump Capacity (m ³)			
WBT 1 P/S	Empty Refill						PUMP 1 PUMP 2			<input type="radio"/> Yes
									Full tank capacity 2000m ³	<input type="radio"/> No

When recording **Pump Details** you must click on a pump name to select it (it will become highlighted in blue).

To select multiple pumps hold down the **Control** key on the keyboard and select multiple pumps using the mouse. You can also change the total pump capacity to be less than the sum of the individual capacities if the pumps are not used at full capacity.

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	Volume taken up(m ³)	Start Longitude (deg,min)	End Longitude (deg, min)	End Date/Time	Total Pump Capacity (m ³)			
WBT 1 P/S	Empty Refill	MAILIAO	17/05/2016	17 43 N	16 42 N	15/07/2016 14:00	PUMP 1 PUMP 2	23	2,000	<input checked="" type="radio"/> Yes
			2,000	123 50 E	124 45 E	15/07/2016 20:00	2,000		Full tank capacity 2000m ³	<input type="radio"/> No

To add details for the next tank, click the + button. This button must also be used if a tank needs to be added more than once when multiple exchanges have taken place i.e. **Flow Through Exchange** over a number of days. Add a new line using the + button and select the tank name again from the list provided in the **Tank Detail** column.

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	Volume taken up(m ³)	Start Longitude (deg, min)	End Longitude (deg, min)	End Date/Time	Total Pump Capacity (m ³)		
FPT	Mid Ocean Uptal		01/07/2016						500	<input checked="" type="radio"/> Yes
		27 53 S							Full tank capacity 500m ³	<input type="radio"/> No
		175 36 W		500						

Submit

The completed **Ballast Water Report** can now be sent to the vessel’s shipping agent.

- 1 The **Ballast Water Report** must be submitted by clicking on **Send to Agency**.
- 2 The **Ballast Water Report** will be validated for errors.
- 3 Select the email application.
- 4 Enter the **Agency** email address.
- 5 Send the email.



What now?

- 1 Your agent will receive the email and upload the **Ballast Water Report** to MARS.
- 2 Your agent will then submit your **Ballast Water Report** to the department.
- 3 After successful submission, the **Biosecurity Status Document (BSD)** will be transmitted by return email to the shipping agent (and vessel master where a vessel email address was provided on the **Vessel Particulars** tab). The **BSD** contains the biosecurity directions for the vessel.
- 4 For any assistance in locating vessel information, you can phone the Maritime National Coordination Centre (MNCC).
- 5 The department’s service responsibilities and standard of service commitment are detailed in the department’s Client Service Charter available at agriculture.gov.au/about/commitment/client-service-charter.

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



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

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