

FISHERIES
& AQUACULTURE
PIRSA

myPIRSA Online Transaction Services

APPLYING FOR THE ENVIRONMENTAL MONITORING PROGRAM
(EMP)

UPDATED JUNE 2018



myPIRSA Online Transaction Services

Information current as of June 2018

© Government of South Australia 2018

Disclaimer

PIRSA and its employees do not warrant or make any representation regarding the use, or results of the use, of the information contained herein as regards to its correctness, accuracy, reliability and currency or otherwise. PIRSA and its employees expressly disclaim all liability or responsibility to any person using the information or advice.

All enquiries

Fisheries & Aquaculture
Primary Industries and Regions SA (PIRSA)
Level 14, 25 Grenfell Street
GPO Box 1625, Adelaide SA 5001
T 08 8204 1370 F 08 8204 1388
E PIRSA.Aquaculture@sa.gov.au

Table of Contents

myPIRSA home screen	4
How to apply for a myPIRSA service?	4
Lodging an EMP	6

myPIRSA home screen

Once you have successfully logged into myPIRSA you will see the myPIRSA home screen which consists of two tabs:

- The **'My Services'** tab which allows you to:
 - see and access your approved service(s)
 - apply for a new service
 - view services you have applied for and waiting approval
- The **'My Profile'** tab which allows you to:
 - update your personal details (e.g. address, phone number etc)
 - change your password



How to apply for a myPIRSA service?

- In the 'My Services' tab under the 'Apply for a New Service' heading, find and select the relevant service you are applying for (eg Landbased Cat A EMP, Finfish EMP, Intertidal EMP).

My Services | My Profile

Approved Services

You have no approved services

Apply for a New Service

To apply for a new service, click on one of the links below.

I want to . . .

- [Lodge a Finfish Aquaculture Production Return](#)
- [Lodge a Finfish Environmental Monitoring Program Report](#)
- [Lodge a Landbased Aquaculture Production Return](#)
- [Lodge a Landbased Cat A Environmental Monitoring Program Report](#)
- [Lodge a Landbased Cat B Environmental Monitoring Program Report](#)

New Service Applications in Progress

You have no service applications in progress.

- Enter the licence number that is applying for the EMP service.

Apply For A Service

Complete process request.
* - indicates required.

Apply For A Service

Service Request:

Service Request:

Licence No. : *

- After you have applied for a service you will automatically return to the myPIRSA home page.
- On the myPIRSA page you will see which service(s) are in the process of being approved.

New Service Applications in Progress

New Service Applications in Progress (1)

Type	Id	Service
FinFish	AQ0050	Lodge a Finfish Environmental Monitoring Program Report

- Your application must be approved by a Leasing & Licensing Officer before the requested service(s) can be accessed.

Approved services will receive an email notification.

Once the service has been approved, it will appear in the 'Approved Services' heading and you can now commence the EMP.

My Services My Profile

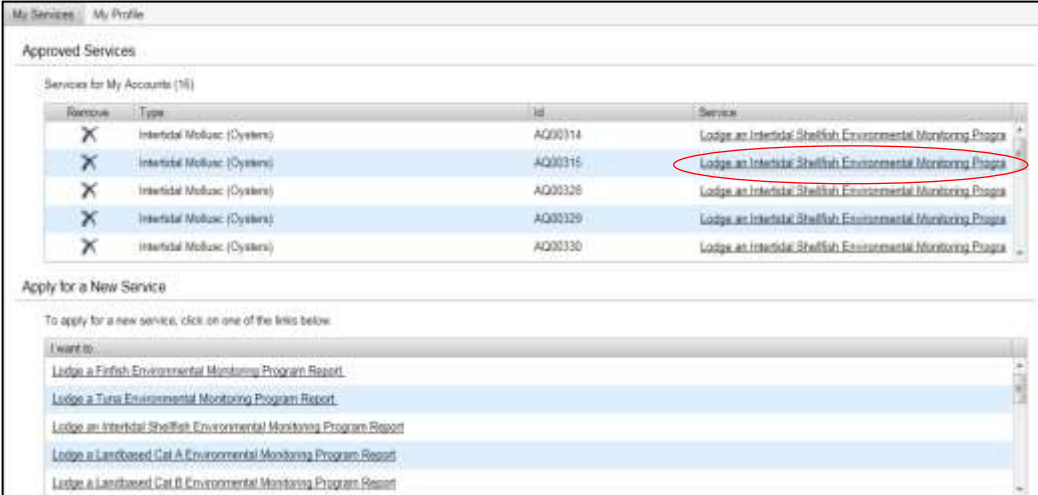
Approved Services

Services for My Accounts (13)

Remove Service	Type	Id	Service
X	Tuna	AQ00030	Lodge a Tuna Environmental Monitoring Program Repo
X	Intertidal Mollusc (Oysters)	AQ00394	Lodge an Intertidal Shellfish Environmental Monitoring
X	Landbased Category A	AQ00396	Lodge a Landbased Cat A Environmental Monitoring P
X	Landbased Category B	AQ00393	Lodge a Landbased Cat B Environmental Monitoring P
X	Landbased Category C	AQ00397	Lodge a Landbased Cat C Environmental Monitoring P

Lodging an EMP

- On the myPIRSA home page, select the EMP service required.



My Services | My Profile

Approved Services

Services for My Accounts (16)

Remove	Type	Id	Service
X	Intertidal Mollusc (Oysters)	AQ00314	Lodge an Intertidal Shellfish Environmental Monitoring Progra
X	Intertidal Mollusc (Oysters)	AQ00315	Lodge an Intertidal Shellfish Environmental Monitoring Progra
X	Intertidal Mollusc (Oysters)	AQ00326	Lodge an Intertidal Shellfish Environmental Monitoring Progra
X	Intertidal Mollusc (Oysters)	AQ00329	Lodge an Intertidal Shellfish Environmental Monitoring Progra
X	Intertidal Mollusc (Oysters)	AQ00330	Lodge an Intertidal Shellfish Environmental Monitoring Progra

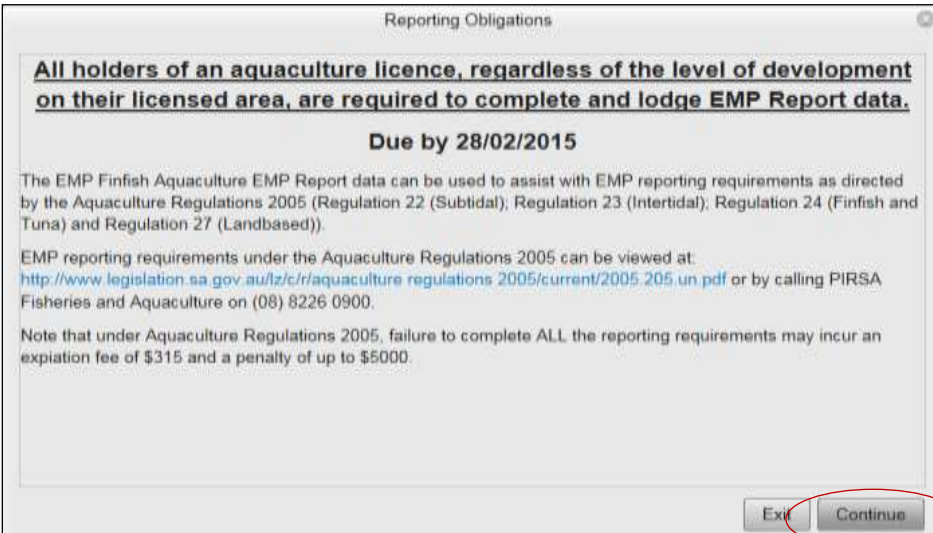
Apply for a New Service

To apply for a new service, click on one of the links below.

I want to:

- [Lodge a Finfish Environmental Monitoring Program Report](#)
- [Lodge a Tuna Environmental Monitoring Program Report](#)
- [Lodge an Intertidal Shellfish Environmental Monitoring Program Report](#)
- [Lodge a Landbased Cat A Environmental Monitoring Program Report](#)
- [Lodge a Landbased Cat B Environmental Monitoring Program Report](#)

- Press continue after you have read the Reporting Obligations.



Reporting Obligations

All holders of an aquaculture licence, regardless of the level of development on their licensed area, are required to complete and lodge EMP Report data.

Due by 28/02/2015

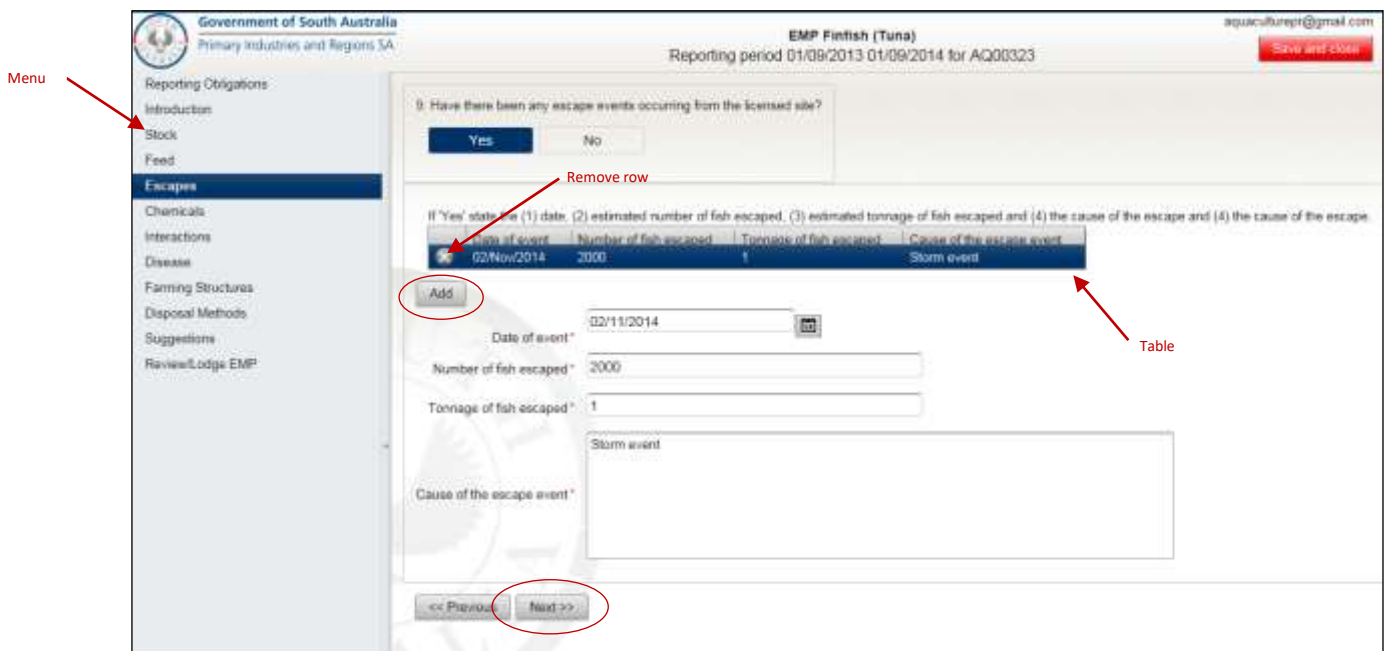
The EMP Finfish Aquaculture EMP Report data can be used to assist with EMP reporting requirements as directed by the Aquaculture Regulations 2005 (Regulation 22 (Subtidal); Regulation 23 (Intertidal); Regulation 24 (Finfish and Tuna) and Regulation 27 (Landbased)).

EMP reporting requirements under the Aquaculture Regulations 2005 can be viewed at: [http://www.legislation.sa.gov.au/lz/c/raquaculture regulations 2005/current/2005_205.un.pdf](http://www.legislation.sa.gov.au/lz/c/raquaculture%20regulations%202005/current/2005_205.un.pdf) or by calling PIRSA Fisheries and Aquaculture on (08) 8226 0900.

Note that under Aquaculture Regulations 2005, failure to complete ALL the reporting requirements may incur an expiation fee of \$315 and a penalty of up to \$5000.

Exit Continue

- Selected answers will be highlighted.
- Press 'Next' to progress to the next section of the EMP.
- You will need to press 'Add' to enter data into a table.
- Multiple rows of data can be added to the table.
- Each field requires data to be entered. Enter zero if there is no information to report.
- To delete a row of data from the table, press the 'x' button.
- Select a row to change information entered.
- The menu allows you to navigate to any section of the EMP.



- Before you can lodge an EMP, all errors identified in 'Review/Lodge EMP' section will need to be corrected.

Note: The 'Lodge' button will not appear until all answers are corrected.

- Print a copy of the EMP by selecting the 'printer-friendly summary' link **before** pressing 'Lodge'.

Note: you will not be able to make any changes or review the EMP once it is lodged.



- You will receive confirmation when the EMP has been successfully lodged.

