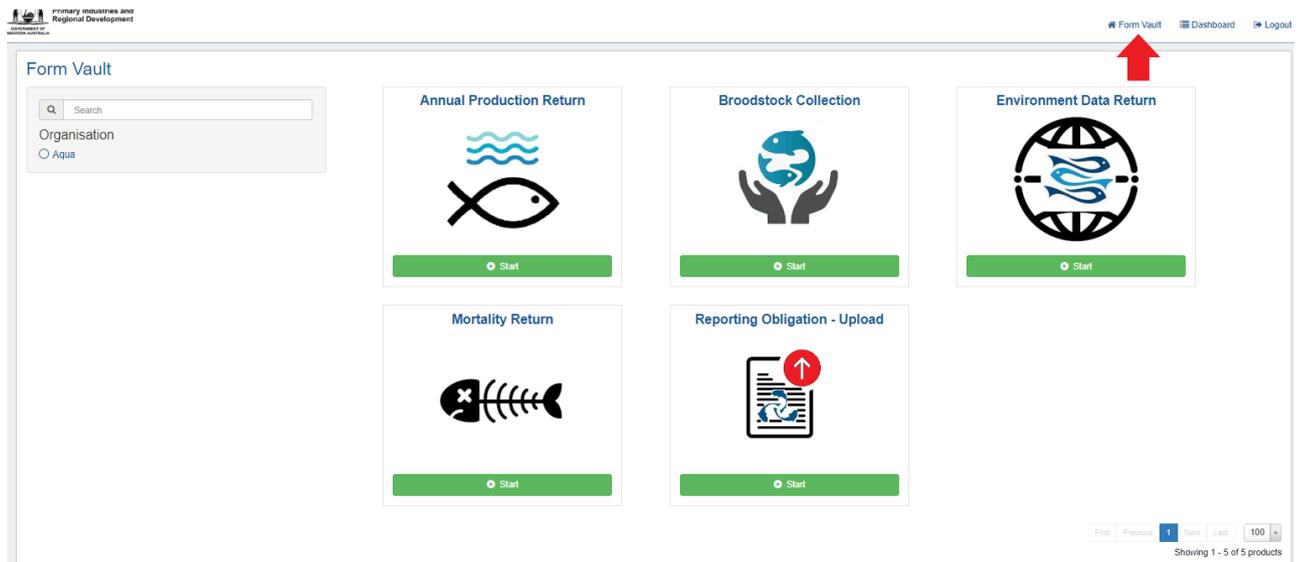


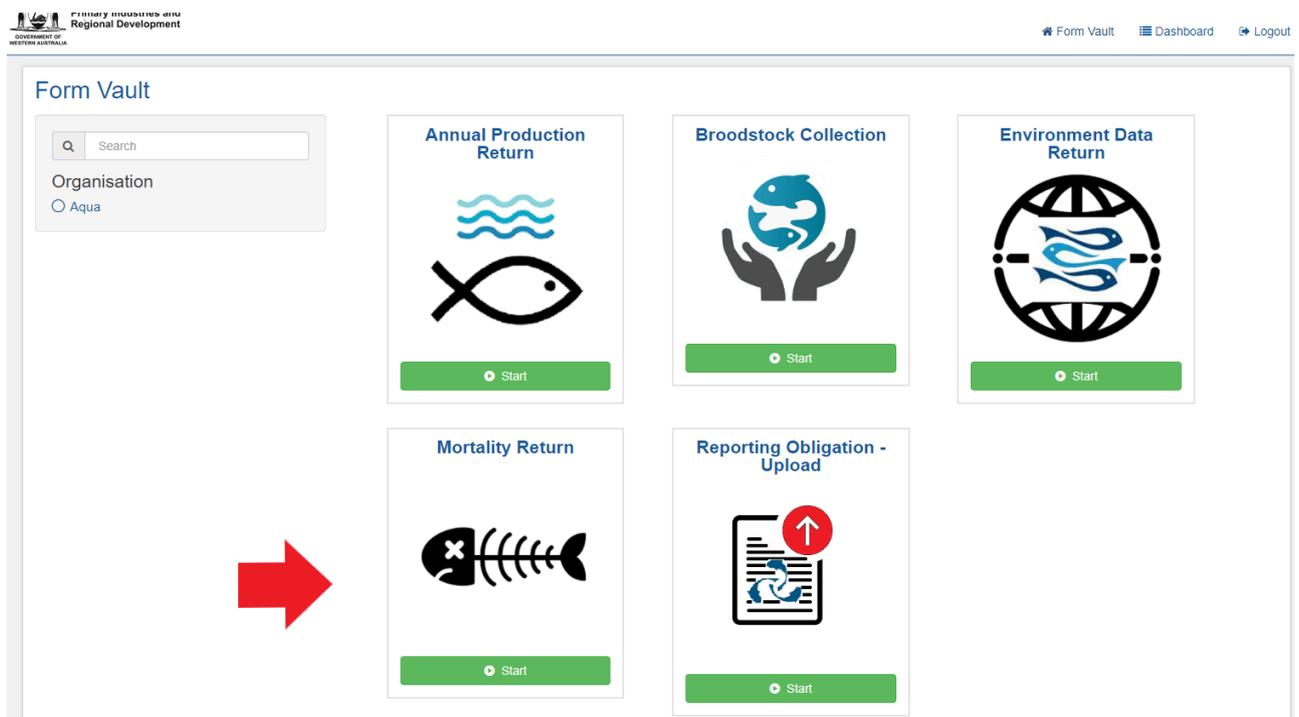
User Guide for Mortality Return

Step 1 - Accessing the Mortality Return Form

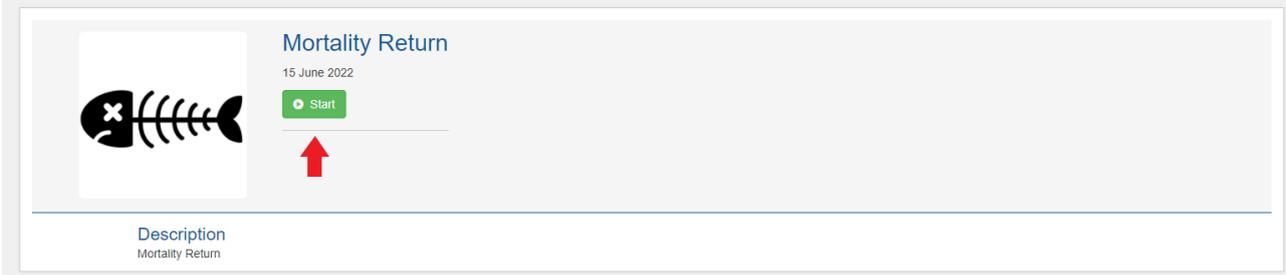
Log in to <https://aqua.fish.wa.gov.au> and click “Form Vault” at the top right-hand corner of the screen.



Five different types of online forms will appear. Click on the Mortality Return Form (see red arrow below).



Next, click on the green start button.



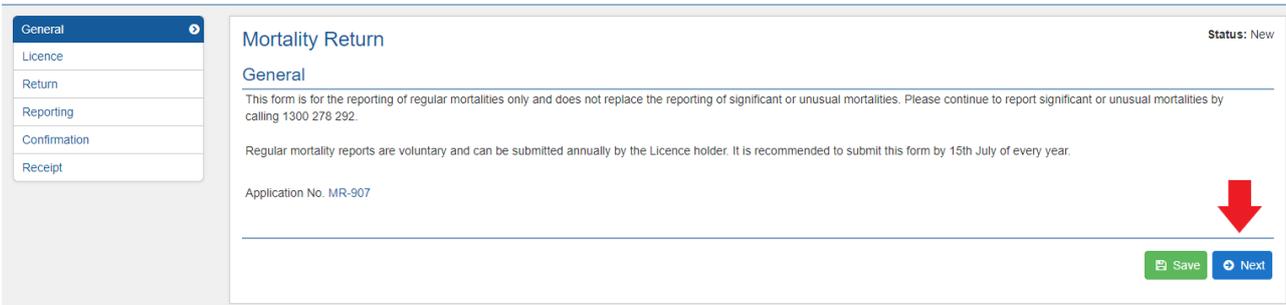
Mortality Return
15 June 2022

[Start](#)

Description
Mortality Return

Step 2 - General

The next page provides some general information on mortality returns. Please read the information and click “next”.



Mortality Return Status: New

General

This form is for the reporting of regular mortalities only and does not replace the reporting of significant or unusual mortalities. Please continue to report significant or unusual mortalities by calling 1300 278 292.

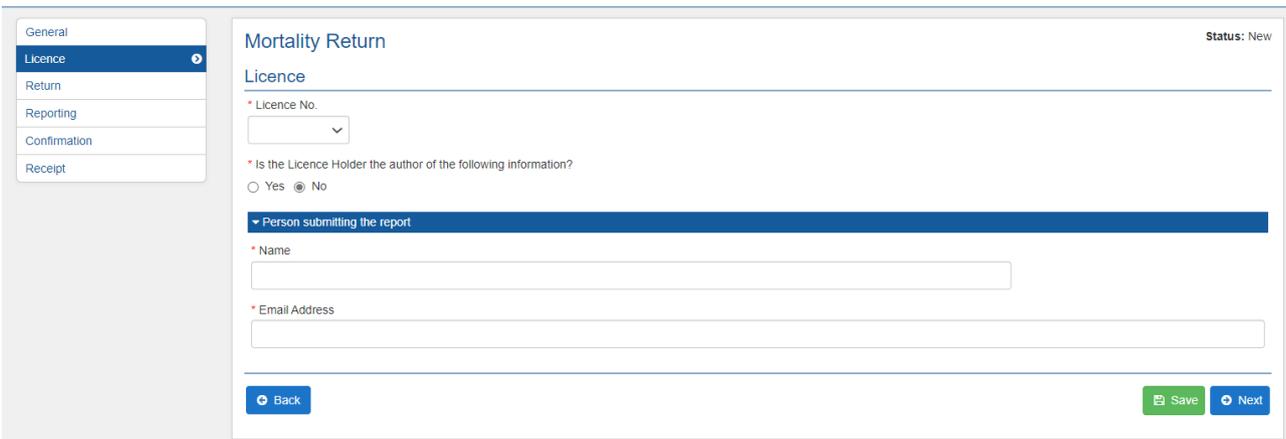
Regular mortality reports are voluntary and can be submitted annually by the Licence holder. It is recommended to submit this form by 15th July of every year.

Application No. MR-907

[Save](#) [Next](#)

Step 3 - Licence

Select the Licence number the mortality return relates to. If you hold multiple licence numbers, please provide a mortality return for each licence on a separate return form.



Mortality Return Status: New

Licence

* Licence No.

* Is the Licence Holder the author of the following information?
 Yes No

Person submitting the report

* Name

* Email Address

[Back](#) [Save](#) [Next](#)

If selecting “No” under the question “*Is the Licence Holder the author of the following information?*”, additional fields will pop up requesting information on the person that is submitting the report.

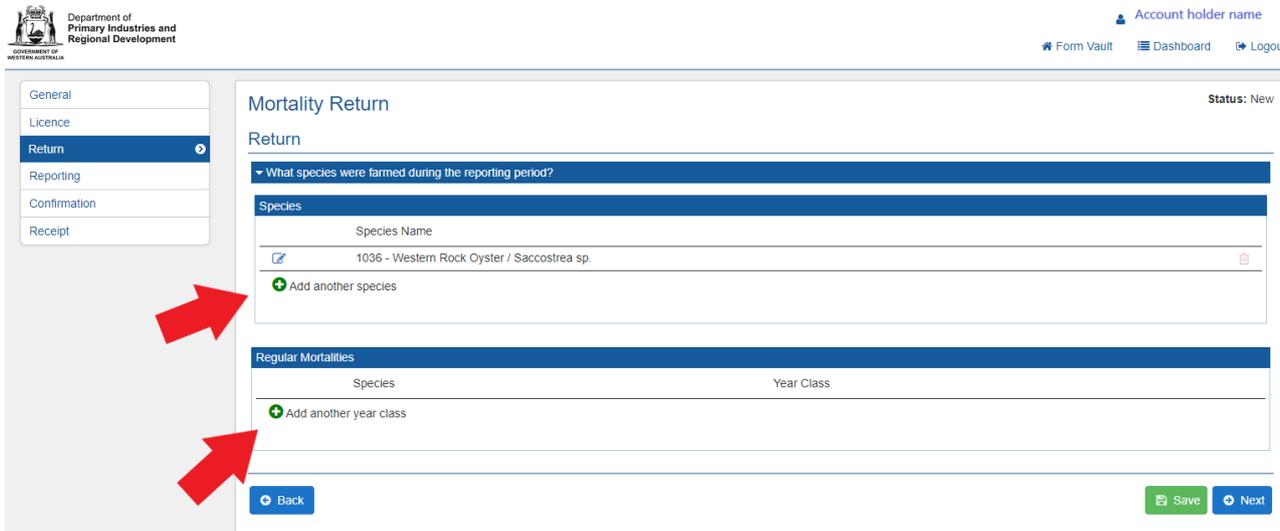
Click “Next”.

Step 4 – Return

Click on the green “+” button to provide information on the species that you would like to provide the return on.

For example, if providing a return on western rock oysters, type in “oyster” in the species search and select the correct oyster species (western rock oyster) from the species list provided.

If you would like to add another species, click on the “+” button to add another species.



Department of Primary Industries and Regional Development

Account holder name

Form Vault Dashboard Logout

Status: New

Mortality Return

Return

What species were farmed during the reporting period?

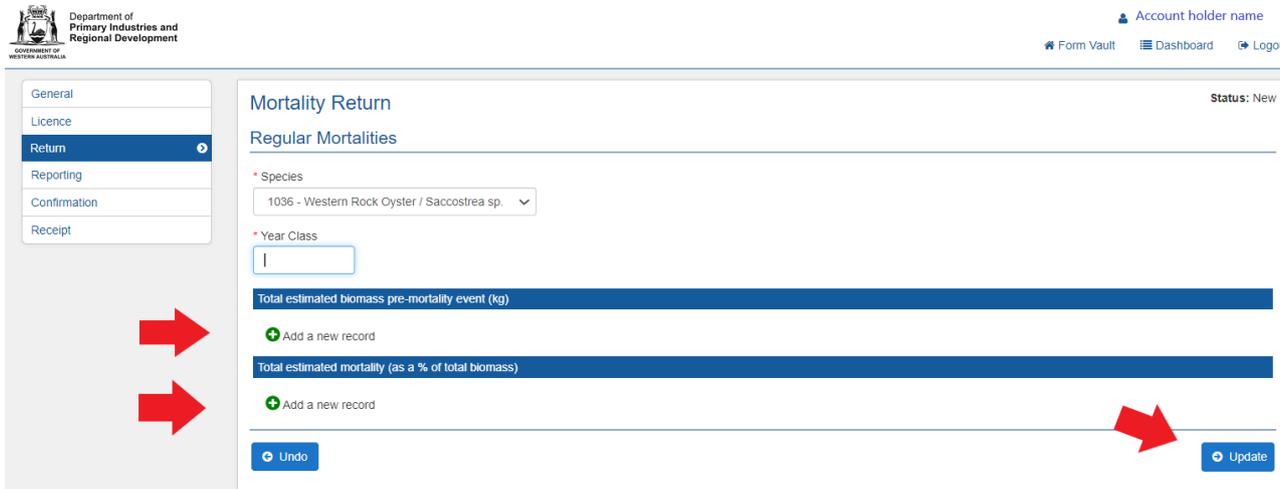
Species
Species Name
<input type="checkbox"/> 1036 - Western Rock Oyster / Saccostrea sp.
+ Add another species

Regular Mortalities

Species	Year Class
+ Add another year class	

[Back](#) [Save](#) [Next](#)

Click on the “+” button to add the year class. A new table opens. Select the species and add the year class.



Department of Primary Industries and Regional Development

Account holder name

Form Vault Dashboard Logout

Status: New

Mortality Return

Regular Mortalities

* Species

1036 - Western Rock Oyster / Saccostrea sp.

* Year Class

Total estimated biomass pre-mortality event (kg)

[+ Add a new record](#)

Total estimated mortality (as a % of total biomass)

[+ Add a new record](#)

[Undo](#) [Update](#)

Click on the “+” add a new record to provide information on the total estimated biomass pre-mortality event. Provide the total number per month.



Then, click on the “+” “add a new record” to provide information on the total estimated mortality as a percentage of the total biomass. Provide the total number per month.

Click “update” in the bottom right-hand corner.

Click “Next”.

Step 5 – Reporting

Answer the question “Were any significant or unusual mortality reports submitted during the reporting period?” by selecting “Yes” or “No”.

If you select “Yes”, you need to provide the report reference number.

Click “Next”.

Step 6 – Confirmation

The next page will provide you with a summary of the information that you have provided. Read through the confirmation summary. If there are any mistakes that you would like to rectify, click on the back button and edit the relevant fields.

On the Confirmation page, you can also add any comments if you wish or leave blank.

Before submitting your mortality return, please declare that all information entered into this return form is true and correct by ticking the box.

Click “submit”.



Department of
**Primary Industries and
Regional Development**

Step 7 – Receipt

A receipt will be issued to you by email for submitting your mortality return.

You will also be able to view your mortality return online by clicking under “Dashboard” (top right-hand corner of the screen) and under Mortality Return.