INIS Anonymous Portal User Guide

Food of Non-Animal Origin – Pesticide Residues

July 2020
## Document / Version Control

<table>
<thead>
<tr>
<th>Section Reference</th>
<th>Comments/Summary of Change</th>
<th>Prepared By</th>
<th>Date</th>
<th>Approved / Reviewed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>V 0.1</td>
<td>Hilda Corbett</td>
<td>21-07-20</td>
<td></td>
</tr>
<tr>
<td>Amendment</td>
<td>V0.2</td>
<td>Hilda Corbett</td>
<td>15-12-20</td>
<td></td>
</tr>
</tbody>
</table>
Contents

Document / Version Control ........................................................................................................... 2

Contents ........................................................................................................................................ 3

Table of Figure ............................................................................................................................. 3

Food of Non-Animal Origin Pesticide Residues Workflow and Screens ........................................ 4

Pre-Import Submission .................................................................................................................... 4

Access to the INIS Imports Portal ................................................................................................. 4

Application Process ......................................................................................................................... 5

Table of Figure

Figure 1: INIS Imports Portal - Home Page ..................................................................................... 4

Figure 2: INIS Imports Portal – Contact Details ............................................................................. 5

Figure 3: INIS Imports Portal – Country of Dispatch and Point of Arrival .................................... 6

Figure 4: INIS Imports Portal – Date and Time ................................................................................. 6

Figure 5: INIS Imports Portal – Commodities ................................................................................ 7

Figure 6: INIS Imports Portal – Food of Non-Animal Origin – Pesticide Residues ....................... 8

Figure 7: INIS Imports Portal – Terms and Conditions .................................................................. 9

Figure 8: INIS Imports Portal – Submit Application ....................................................................... 9

Figure 9: INIS Imports Portal – Close/Submit Another Application ............................................ 10
Food of Non-Animal Origin - Pesticide Residues Workflow and Screens

Pre-Import Submission
The Import Agent must register with DAFM before they can import products into Ireland. For more details on this process please click here.

Once the Import Agent is registered, they will then be able to import products into Ireland.

Access to the INIS Imports Portal
The Import Agent will access the INIS - Imports Anonymous Portal through the DAFM website or from here.

Once in the Anonymous Portal the importer should click on ‘Click here to create a new application’ to begin the import notification process, see Figure 1.

Figure 1: INIS Imports Portal - Home Page
Application Process

1. Contact Details

The Import Agent must provide their phone number and email address and clicks ‘Next’ to move on to the next step. See Figure 2.

Note: The email address must be entered a second time to confirm the correct address has been entered.

![INIS Imports Portal](image)

Figure 2: INIS Imports Portal – Contact Details

2. Country of Dispatch and Point of Arrival

For the commodity being imported, the Import Agent must select both the Country of Dispatch and the Point of Arrival in Ireland from the relevant dropdown lists. They can then click ‘Next’ to move on to the next step. See Figure 3.
3. Date and time

The Import Agent must select the date of arrival from the calendar and the expected time of arrival in Ireland. They can then click ‘Next’ to move to the next step. See Figure 4.

Note: The date and time entered should be in local Irish time.

Figure 3: INIS Imports Portal – Country of Dispatch and Point of Arrival

Figure 4: INIS Imports Portal – Date and Time
4. **Commodities**

The Import Agent must select the commodity Food of Non-Animal Origin – Pesticide Residues. If further information is required on the ‘Registration and Procedures for Imports’ process they can click on the link provided [here](#) for more details. The Import Agent can then click ‘Next’ to move to the next step. *See Figure 5.*

![Commodities](image)

**Animal Products**
- All animal products are subject to sanitary (veterinary) checks in accordance with the relevant regulations. Wood packaging or pallets used in the import and transport of products must be ISPM 15 compliant.

**Forestry**
- See more: [https://www.agriculture.gov.ie/imports/forestry/forestry](https://www.agriculture.gov.ie/imports/forestry/forestry)

**Live Animals**
- All live animals (such as Bovine, Ovine, Caprine, Porcine, Equine, Poultry and Pigeon) are subject to sanitary (veterinary) checks in accordance with the relevant regulations.
- See more: [https://www.agriculture.gov.ie/imports/live-animals/live-animals](https://www.agriculture.gov.ie/imports/live-animals/live-animals)

**Food of Non-Animal Origin - Pesticide Residues**
- Certain commodities listed in Commission Implementing Regulation (EU) 2016/1793 (temporary increase of official controls) are subject to increased pesticide residues controls.
- See more: [https://www.agriculture.gov.ie/imports/food/non-animal-origin-food#non-animal-origin-food](https://www.agriculture.gov.ie/imports/food/non-animal-origin-food#non-animal-origin-food)

**Plant and Horticulture**
- Plants (such as trees, flowers or vegetables) and plant products (such as fruit, foliage or timber) are subject to phytosanitary checks in accordance with the relevant regulations. Phytosanitary checks deal with plant health controls.
- See more: [https://www.agriculture.gov.ie/imports/plants/horticulture](https://www.agriculture.gov.ie/imports/plants/horticulture)

**Figure 5: INIS Imports Portal – Commodities**

5. **Food of Non-Animal Origin – Pesticide Residues**

The Import Agent must input the following information required for the Pesticides commodity: MRN number, CHED Number and Means of Transport. An explanation relating to the numbers required can be viewed by clicking the Question Mark (in green) at the end of each box.

If ‘Roll on/Roll off’ is selected as the Means of Transport, then an additional dropdown box becomes visible called ‘Type of RO/RO vehicle’ and the Import Agent must select either ‘Accompanied vehicle’ or ‘Unaccompanied vehicle’.

**Documentation**

Mandatory documents – marked with a red exclamation mark must be uploaded. The Import Agent clicks on the plus sign to upload the relevant document. More than one document can be uploaded for each type of document by clicking the plus sign.

Non mandatory documents will become visible on click of ‘Show non mandatory documents’
When all documents are uploaded successfully the Import can then click ‘Next’ to move to the next step. See Figure 6.

6. Terms and Conditions

The Import Agent must read and accept the Terms and Conditions by ticking the 2 boxes at the end of the page in order to continue with the application. Once accepted, the Import Agent can then click ‘Next’ to move to the next step. See Figure 7.
7. Submit

To submit an application the Import Agent must complete the CAPTCHA and click ‘Verify’.

Note: All letters in the CAPTCHA should be entered in lowercase.

Once the CAPTCHA is verified the Import Agent has the option to review the application details entered by clicking the Back button to go through the steps already completed. When the Import Agent is satisfied all details are completed correctly they should click ‘Submit Application’. See Figure 8.

On completion of the application submission the Import Agent will see the following details on screen.

1. The number of files/documents uploaded.

2. Confirmation the application was successfully submitted.

See Figure 9.
In addition to the above a confirmation email, containing application details, will also be sent to the email address provided in Section 1.

8. **Close/Submit Another Application**

The Import Agent can either click ‘Close’ which will bring them back to the Home page of the INIS Imports Portal, or click ‘Submit Another Form’ which will bring them back to Section 2. Their contact details will be preserved in Section 1. *See Figure 9.*

---

**Your application is being submitted. Please wait.**

**Updates are displayed below.**

- ✔ Submitting data
- ✔ Submitting files (4/4)
- ✔ Confirming Submission

---

**Your submission is now complete.**

You will shortly receive a confirmation email containing your Application Reference Number.

[Close][Submit Another Form]

**Figure 9: INIS Imports Portal – Close/Submit Another Application**