

Welcome to CalAgPermits!



We are so glad you are here.

This tutorial is intended to teach **Structural** Companies how to submit a Monthly Summary Pesticide Use Reports (MSPUR)

Helpful Hints

- CalAgPermits works more effectively using Google Chrome and Firefox.
- CalAgPermits is constantly updating and improving their website. If you notice a change between this tutorial and the CalAgPermits Website, please contact Kara.Roskop-Waters@sdcounty.ca.gov

Structural Stamps

- B&P Code 8505.17(c) requires a structural stamp to be submitted with each MSPUR
 - SPCB and CalAgPermits are working on getting a standard procedure to be able to submit structural stamps. Until they do, each county has their own policy regarding CalAgPermits and structural stamps.
- San Diego County requires structural stamps to be provided to us prior to using CalAgPermits.
 - Contact 858.694.8980 or PRP.AWM@sdcounty.ca.gov for information on how to provide San Diego County with your stamps.



Welcome to CalAgPermits!

How to submit a ***Structural*** Monthly Summary Pesticide Use Reports (MSPUR)

CalAgPermits is used for all pest control operations in California. Therefore, there are many sections that may not pertain to the type of pest control you do. The page below is the first page which you will see after you successfully log in.

CalAgPermits San Diego

Home Product Lookup PUR/NOI Query RMP - Op-ID Pesticide Use Report Help

Active Permit:
Active Site:

You are logged in as: the rose test gardens
Change Password Change Q and A Logout

Welcome

Ag PURs
Enter a new Monthly Report for Grower Applications

MSPURs
Enter a new Structural Monthly Summary report (MSPUR)
Enter a new Non-structural MSPUR
Enter a new Zero Usage Report

NOIs
Enter a new Notice of Intent

Permits
Select Permit for viewing
37P0001: THE ROSE TEST GARDENS
View Permit

My Licenses and Certificates

License/Cert. #	Registered On
PR0007	SPCM
0007	PCM

CEDTS
Upload pre-formatted CEDTS data

Help and Training
Training
FAQs Un

Callout Boxes:

- This link will allow you to enter a MSPUR. **Click here to start!** (points to 'Enter a new Structural Monthly Summary report (MSPUR)')
- This section is for production agriculture only. (points to 'Enter a new Monthly Report for Grower Applications')
- This link is for nonproductive agriculture and non structural reporting. Golf Courses, parks, and landscape type pest control businesses. (points to 'Enter a new Non-structural MSPUR')
- This link is to enter a zero usage report quickly. (points to 'Enter a new Zero Usage Report')
- The NOI notice section is currently for **agricultural only**. Someday structural NOI's may be submitted this way. However, we do not have the capability at this time. **Do not use this section.** (points to 'Enter a new Notice of Intent')
- Click the icon to see the reports already entered. (points to the 'View Permit' button)



Entering Data

***TIP *** Boxes with drop down arrows: Your selection must be chosen from the list. Typing in a selection will result in errors.

Step 1: Find your business here. If you are a dual licensed company, please make sure to select your structural license here.

Submit Report Save Draft Cancel

MSPUR - Monthly Summary Pesticide Use Report for Structural Applications

Report Status:
Submittal Status:

Time Stamp:

Operator License #	<input type="text"/>	SPCB Stamp #	<input type="text"/>				
Report Month/Year	<table border="1"><thead><tr><th>License #</th><th>Name</th></tr></thead><tbody><tr><td>PR0007</td><td>THE ROSE TEST GARDENS</td></tr></tbody></table>	License #	Name	PR0007	THE ROSE TEST GARDENS		
License #	Name						
PR0007	THE ROSE TEST GARDENS						
Document #	SPCB	0007	THE ROSE TEST GARDENS				
Auto Assigned							

Optional-If you know the structural stamp number you can enter it here. If you do not know the structural stamp number, leave it blank. Someday this may become required.

Step 2: Enter the month and year of the report.

Operator License #	PR0007: THE ROSE TEST GARDENS		
Report Month/Year	MM / YYYY	Negative Use Report	<input type="checkbox"/>
Document #	SPCB Stamp #		
Auto Assigned			
Operator Name	Address	Phone	
THE ROSE TEST GARDENS	P.O. BOX 000 BONSALL, CA 92003	(760)555-1212	
License #	County	Report Month/Year	Total Applications
PR0007	37 San Diego	/	<input type="text"/>

CalAgPermits will enter this number for you.



Step 3: Start typing the EPA Reg. No. found on the pesticide label. CalAgPermits will immediately start searching for it. Searching by EPA No. is much more accurate than pesticide name. Don't forget the dash.

Line #	Product and Manufacturer	EPA or State Registration No.	Total Product Used	No. Applications	Commodity Treated
264-598			choose one...		
Show Recently Used					
264-598-AA	TERMIDOR SC INSECTICIDE				

Hint Click "Show Recently Used" to have **only** recently used pesticides show. Click again for "show all" if this is the first time you've used this pesticide.

Step 4: Select your pesticide. Make sure the EPA Reg. No. is correct.

License #	County	h/Year	Total Applications		
	37 Sa		1		
Line #	Product and Manufacturer	EPA or State Registration No.	Total Product Used	No. Applications	Commodity Treated
	TERMIDOR SC INSECTICID		3.0000 OZ - Ounce		10-0: STRCT PEST CONT
			<input type="button" value="Save Line"/>	<input type="button" value="Clear Line"/>	
Line	EPA / Calif. Reg. No. From Label	Product Name	No. of Appl.	Units	
No records to display.					

Step 5: Enter the total amount of pesticide used, then select the most appropriate unit of measure.

Step 6: Enter the total number of applications of this pesticide for the month.

Step 7: Select 10-0: STRCT PEST CONT

Step 8: Click save line.

Repeat **steps 3-8** for each pesticide you are reporting.



Line		EPA / Calif. Reg. No. From Label	Product Name	No. of Appl.	Total Used / Units	Commodity Treated
2	Edit Delete	5481-518-AA	WISDOM GC GRANULAR	2	2 Pounds	10-0: STRCT PEST CONT
1	Edit Delete	264-598-AA	TERMIDOR SC INSECTICIDE	2	3 Ounce	10-0: STRCT

If you make a make a mistake on a line you have already saved; edit allows you to edit a line and delete will delete the line.

This button submits the report to the County of San Diego. Once this is done, you can no longer make changes. If you receive an error message, refer to page 10.

This button saves your work for later editing. *If you leave CalAgPermits prior to submitting or saving a draft, you will loose all of the information you entered.* To retrieve your drafts, refer to page 6.

MSPUR - Monthly Summary Pesticide Use Report for Structural App

Report Status:
Submittal Status:

[Submit Report](#) [Save Draft](#) [Cancel](#)

Operator License #	<input type="text" value="Type a License # or Name"/>	SPCB Stamp #	<input type="text"/>
Report Month/Year	<input type="text" value="10"/> / <input type="text" value="2012"/>	Negative Use Report	<input type="checkbox"/>
		Document #	<input type="text" value="Auto Assigned"/>

Report Prepared By:

Date:

Click here to see your reports.

[Edit](#) [Submit to County](#) [Print](#) [Copy and Edit](#) [Return to PUR List](#)



Summary Page

Applications From: 3/5/2012 To: Time Stamped Within: No Date Limit

Document #: Find CDPR Batch: (MMYY##)

Exclude Successfully Validated Reports Exclude Deleted Reports Clear All Filters Export

Notices of Intent | Add New Single Job PURs | Add New Monthly Ag PURs | Add New Non-Prod. Ag MSPURs | Add New

Drag a column header and drop it here to group by that column

Src	Permit #	License #	Operator Name	Month/Year	Neg. Use	Rpt Stat	Sub Stat	Entered By	
WBP	37P0001		THE ROSE TEST GARDENS	2/2013	U	OK	DFT	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	1/2013	U	OK	SUB	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	1/2013	U	OK	SUB	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	1/2013	U	OK	SUB	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	9/2012	U	INC	AT	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	10/2012	U	ACC	DPR	THE ROSE TEST GARDENS	View

Sub appears here when the report is successfully submitted to the County of San Diego. You can look at each report by clicking View. You're done for the month!



Draft Reports and Making Changes

Hint Wherever you are in CalAgPermits, click Home to get back to this screen.

Click the icon to access the MSPUR's already entered. This includes previously submitted reports and drafts.



The Summary Page

Applications From: 3/5/2012 To: Time Stamped Within: No Date Limit

Document #: Find C DPR Batch: (MMYY##)

Exclude Successfully Validated Reports Exclude Deleted Reports Clear All Filters Export

Notices of Intent | Add New Single Job PURs | Add New Monthly Ag PURs | Add New Non-Prod. Ag MSPURs | Add New

Drag a column header and drop it here to group by that column

Src	Permit #	License #	Operator Name	Month/Year	Neg. Use	Rpt Stat	Sub Stat	Entered By	
WBP	37P0001		THE ROSE TEST GARDENS	2/2013	U	OK	DFT	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	1/2013	U	OK	SUB	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	1/2013	U	OK	SUB	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	1/2013	U	OK	SUB	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	9/2012	U	INC	DFT	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	10/2012	U	ACC	DPR	THE ROSE TEST GARDENS	View

Allows you to delete a MSPUR when it is a draft.

Allows you to **view** an MSPUR. To **edit** an MSPUR, that is still in draft form, click here.

Report Status column
Ok-is okay
ACC-means accepted by DPR
INC-means incomplete

Submission status column
DFT-is a draft, changes allowed and not yet submitted.
SUB-successfully submitted to the county-no changes allowed.
DPR-has been accepted by DPR, no changes allowed.

If reports are not showing up.
Make sure you are not excluding successfully validated reports.
Make sure your date range is correct.
Make sure the Non-Prod Ag MSPURs tab is selected.



To make edits/work with drafts

Drag a column header and drop it here to group by that column

Src	Permit #	Operator Name	Month/Year	Rpt Stat	Sub Stat	Entered By	

Notices of Intent | [Add New](#) | Single Job PURs | [Add New](#) | Monthly Ag PURs | [Add New](#) | Non-Prod. Ag MSPURs | [Add New](#) | [Delete](#)

WBP 37P0001 THE ROSE TEST GARDENS 12/2011 INC DFT THE ROSE TEST GARDENS [View](#) [Delete](#)

Page size: 20 3 items in 1 pages

Step 1: Find the MSPUR you want to edit and click view.

Line	EPA / Calif. Reg. No. From Label	Product Name	No. of Appl.	Total Used / Units	Commodity Treated	Area Treated / Units
12	432-1332-AA	PREMISE 75 INSECTICIDE IN WATER SOLUBLE PACKETS	21	12 Ounce	10-0: STRCT PEST CONT	ACRES
11	432-1331-AA	PREMISE 2 INSECTICIDE	60	8 Pint	10-0: STRCT PEST CONT	ACRES
10	2724-490-ZC	PRECOR 2000 PLUS PREMISE SPRAY	3	15 Ounce	10-0: STRCT PEST CONT	ACRES
9	64405-2-AA	NIBAN GRANULAR BAIT	35	10 Pounds	10-0: STRCT PEST CONT	ACRES
8	499-509-AA	MOTHEREARTH D	52	3 Pounds	10-0: STRCT PEST CONT	ACRES
7	432-1259-AA	MAXFORCE FC PROFESSIONAL INSECT CONTROL ROACH KILLER BAIT GEL	10	2 Ounce	10-0: STRCT PEST CONT	ACRES
6	432-1257-AA	MAXFORCE FC PROFESSIONAL INSECT CONTROL ROACH BAIT STATIONS	25	75 Grams	10-0: STRCT PEST CONT	ACRES
5	432-1229-AA		21	2 Pounds	10-0: STRCT PEST CONT	ACRES

Page size: 20 16 items in 1 pages

Step 2: Click edit.

Report Prepared By: _____ Date: _____

[Edit](#) [Print](#) [Copy and Edit](#) [Return to PUR List](#) [Start New Report](#)



Making Edits

Line #	Product EPA Number/Name	Total Product Used	No. Applications	Commodity Treated
	<input type="text" value="Type a code or name"/>	<input type="text" value="choose one..."/>	<input type="text"/>	<input type="text" value="10-0: STRCT PEST CONT"/>

Line	EPA / Calif. Reg. No. From Label	Product Name	No. of Appl.	Total Used / Units	Commodity Treated
1	499-290-ZC	PRESCRIPTION TREATMENT BRAND 565 PLUS XLO FORMULA 2	15	20 Ounce	10-0: STRCT PEST CONT
2	64405-8-AA	TIM-BOR	130	475	10-0: STRCT PEST CONT
3	432-1483-AA	TEMPRID SC INSECTICIDE	440		10-0: STRCT PEST CONT
4	279-3168-AA	TALSTAR PL GRANULAR INSECTICIDE	145	200 Pounds	10-0: STRCT PEST CONT
	432-1332-AA	PREMISE 75 INSECTICIDE IN WATER SOLUBLE PACKETS	21	12 Ounce	10-0: STRCT PEST CONT
	2724-490-ZC	PRECOR 2000 PLUS PREMISE SPRAY	3	15 Ounce	10-0: STRCT PEST CONT

Page size: 20 6 items in 1 pages

Report Prepared By: Date:

Step 3: click edit or delete, depending on what you want to do.

Step 4: this window will automatically open and allow you to edit for the pesticide you selected.

Step 5: click save line when you are done editing

If you have more than one pesticide which needs to be edited, repeat steps 3- 5 for each pesticide.

Step 6: if you are done for the month, click Submit. If you need to add more edits at a later date, click Save Draft.



Dealing with Errors

Submit Form to County

Your form was not submitted to the county due to the validation errors shown below. Your form was instead saved as a draft, which you must edit either now or later and then submit after correcting the errors.

Validation Message

Message Type	Line Number	Text	Field Name
Error	3	Product Used Units invalid for wet formulation	Product Used Units

Click Edit.

Edit New Report Close

Note the line number and the error in the message.

Click edit to edit the line with errors.

These numbers refer to the line number.

6	Edit	Delete	432-1257-AA	CONTROL ROACH KILLER BAIT GEL	25	75 Grams	10-0: STRCT PEST CONT	ACRES
5	Edit	Delete	432-1229-AA	MAXFORCE FC PROFESSIONAL INSECT CONTROL ROACH BAIT STATIONS	21	2 Pounds	10-0: STRCT PEST CONT	ACRES
4	Edit	Delete	499-304-ZC	FINALE HERBICIDE	442	10 Pint	10-0: STRCT PEST CONT	ACRES
3	Edit	Delete	1021-1767-ZA	PRESCRIPTION TREATMENT BRAND CY-KICK CS	19	51 Ounce	10-0: STRCT PEST CONT	ACRES

When you have corrected the errors, click on "Submit" at the bottom of the page



Summary Page

Pesticide Use Reports

Status Abbreviations
Source: **WBC**-County Web User | **WBP**-Public Web User | **DSK**-Desktop Application | **ASC**-Uploaded ASCII | **XML**-Uploaded XML
Report Status: **INC**-Incomplete | **ERR**-Errors | **OK**-Ok | **PND**-Pending DPR Validation | **REJ**-DPR Rejected | **ACC**-DPR Accepted
Submission Status: **DFT**-Not Submitted | **CTY**-Entered by County | **SUB**-Submitted to County | **DPR**-Submitted to DPR
Neg. Use: **U**-Report Includes Product Use | **N**-Report Does Not Include Any Product Use (Negative Use Report)

Applications From: 4/2/2012 To: Time Stamped Within: No Date Limit

Document #: Find CDPR Batch: (MMYY##)

Exclude Successfully Validated Reports Exclude Deleted Reports

Notices of Intent | [Add New](#) | Single Job PURs | [Add New](#) | Monthly Ag PURs | [Add New](#) | Non-Prod. Ag MSPURs | [Add New](#)

Drag a column header and drop it here to group by that column

Src	Permit #	License #	Operator Name	Month/Year	Neg. Use	Rpt Stat	Sub Stat	Entered By	
WBP	37P0001		THE ROSE TEST GARDENS	1/2013	U	OK	SUB	THE ROSE TEST GARDENS	View
WBP	77P0001		THE ROSE TEST GARDENS	2/2013	U	OK	DFT	THE ROSE TEST GARDENS	View

Change the application date range to show the dates you would like to see.

It will now show "SUB" (submitted to county) instead of DFT (draft). You have successfully submitted your report!



Copy and Edit Feature

The Copy and Edit feature is a great time saver if you use the same pesticides routinely. The feature copies the pesticides from the selected month; allowing you to only have to edit the date and application information.

Applications From: 3/5/2012 To: Time Stamped Within: No Date Limit

Document #: Find CDPR Batch: (MMYY##)

Exclude Successfully Validated Reports Exclude Deleted Reports Clear All Filters Export

Notices of Intent | Add New Single Job PURs | Add New Monthly Ag PURs | Add New Non-Prod. Ag MSPURs | Add New

Drag a column header and drop it here to group by that column

Src	Permit #	License #	Operator Name	Month/Year	Neg. Use	Rpt Stat	Sub Stat	Entered By	
WBP	37P0001		THE ROSE TEST GARDENS	2/2013	U	OK	DFT	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	1/2013	U	OK	SUB	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	1/2013	U	OK	SUB	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	1/2013	U	OK	SUB	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	9/2012	U	INC	DFT	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	10/2012	U	ACC	DPR	THE ROSE TEST GARDENS	View

Start with the month with the most similar pesticide use. Click View.



Copy and Edit Feature

Line	EPA / Calif. Reg. No. From Label	Product Name	No. of Appl.	Total Used / Units	Commodity Treated	Area Treated / Units
26	5481-520-AA	WISDOM TC FLOWABLE	544	2377 Ounce	10-0: STRCT PEST CONT	
25	499-362-AA	WHITMIRE PT 515 WASP-FREEZE WASP AND HORNET KILLER	1	1 Ounce	10-0: STRCT PEST CONT	
24	5481-521-AA	WISDOM LAWN GRANULAR INSECTICIDE	1737	2605 Pounds	10-0: STRCT PEST CONT	
23	499-404-AA	PRESCRIPTION TREATMENT BRAND ULTRACIDE PRESSURIZED FLEA IGR & ADULTICIDE FORMULA 1	1	20 Ounce	10-0: STRCT PEST CONT	
22	64405-8-AA	TIM-BOR	15	2928 Ounce	10-0: STRCT PEST CONT	
21	7969-210-AA	TERMIDOR SC TERMITICIDE/INSECTICIDE	42	84 Ounce	10-0: STRCT PEST CONT	
20	432-1363-AA	TEMPO SC ULTRA INSECTICIDE	19	5 Ounce	10-0: STRCT PEST CONT	

Navigation: [Back] [Page 1 of 3] [Page size: 10] 26 items in 3 pages

Report Prepared By: _____ Date: _____

Print Copy and Edit Return to PUR List

Click Copy and Edit.



Operator License # OR **Permit #**

Report Month/Year / **Negative Use Report** **Document #**

Document #

Operator Name THE ROSE TEST GARDENS **Address** P.O. BOX 000 BONSALL 92003 **Phone**

License # N/A **Permit #** 37P0001 **County** 37 San Diego **Report Month/Year** MM / YYYY **Total Applications**

Line #	Product EPA Number/Name	Total Product Used	No. Applications	Commodity Treated
<input type="text"/>	<input type="text" value="Type a code or name"/>	<input type="text" value="choose one..."/>	<input type="text"/>	<input type="text" value="Type a code or name"/>

Line		EPA / Calif. Reg. No. From Label	Product Name	No. of Appl.	Total Used / Units	Commodity Treated	Area Treated / Units
1	Edit Delete	499-540-AA	PRESCRIPTION TREATMENT BRAND ALPINE FLEA INSECTICIDE WITH IGR			10-0: STRCT PEST CONT	
2	Edit Delete	499-526-AA	PRESCRIPTION TREATMENT BRAND ALPINE ANT AND TERMITE FOAM			10-0: STRCT PEST CONT	
3	Edit Delete	499-304-ZC	PRESCRIPTION TREATMENT BRAND CY-KICK CS			10-0: STRCT PEST CONT	
4	Edit Delete	12455-79-AA	CONTRAC ALL-WEATHER BLOX			10-0: STRCT PEST CONT	
5	Edit Delete	70313-1-AA	DEKKO SILVERFISH PAKS			10-0: STRCT PEST CONT	
6	Edit Delete	432-772-AA	DELTA DUST INSECTICIDE			10-0: STRCT PEST CONT	
7	Edit Delete	73766-1-AA	GOURMET ANT BAIT GEL			10-0: STRCT PEST CONT	
8	Edit Delete	2724-351-ZA-50809	GENTROL IGR CONCENTRATE			10-0: STRCT PEST CONT	

Enter the Month and Year

Click Edit to enter the number of applications and the amount used. For editing assistance please refer to page 8.