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.

- This link will allow you to enter a MSPUR. **Click here to start!**
- This section is for production agriculture only.
- Click the icon to see the reports already entered.
- This link is for nonproductive agriculture and non structural reporting. Golf Courses, parks, landscape type pest control businesses, and gopher work.
- The NOI notice section is currently for **agricultural applications 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.**

CalAgPermits is constantly updating and improving their website. If you notice a change between this tutorial and the CalAgPermits Website, please contact PRP_AWM@sdcounty.ca.gov Thank you.

**Helpful Hint**
CalAgPermits works more effectively using Google Chrome and Firefox.
Entering Data

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

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

**Step 2:** Enter the SPCB stamp number. Numbers are a letter and six numbers. Do not use a space. Example: A123456

**Step 3:** Enter the month and year of the report.

CalAgPermits will enter this number for you.
Step 4: Start typing the EPA Reg. No. found on the pesticide label. CalAgPermits will immediately start searching for it. Searching by EPA No. is more accurate than pesticide name. Don’t forget the dash.

Step 5: Select your pesticide. Make sure the EPA Reg. No. is correct.

Step 6: Enter the total amount of pesticide used, then select the most appropriate unit of measure.

Step 7: Enter the total number of applications of this pesticide for the month.

Step 8: Select 10-0: STRCT PEST CONT

Step 9: Click save line.

Repeat steps 4-9 for each pesticide you are reporting.
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.

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

Click here to see your reports.
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.
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.

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.

*Hint* Dual Licensed Companies will have two license numbers here if they are doing a MSPUR for each license.

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.
To make edits/work with drafts

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

**Step 2:** Click edit.
Making Edits

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

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

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.

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

Note the line number and the error in the message.

Click Edit.

Click edit to edit the line with errors.

These numbers refer to the line number.

When you have corrected the errors, click on “Submit” at the bottom of the page.
Dealing with Errors

If you receive this error message it means you submitted two MSPURs for the same month where the pesticide and the amount used is exactly the same. You should only be submitting one MSPUR per month.

If you make an error on your MSPUR and have not submitted it to the county please see page 7 to make the edits.

If you realize you made an error on your MSPUR and you have not submitted it to the county, email PRP.AWM@sdcounty.ca.gov and ask to have your MSPUR unsubmitted so you can make changes. Make sure to specify which MSPUR needs to be unsubmitted. After your MSPUR is unsubmitted and you have corrected it, you will need to resubmit it to the county.
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.

Start with the month with the most similar pesticide use. Click View.
Copy and Edit Feature

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

Click Copy and Edit.
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.