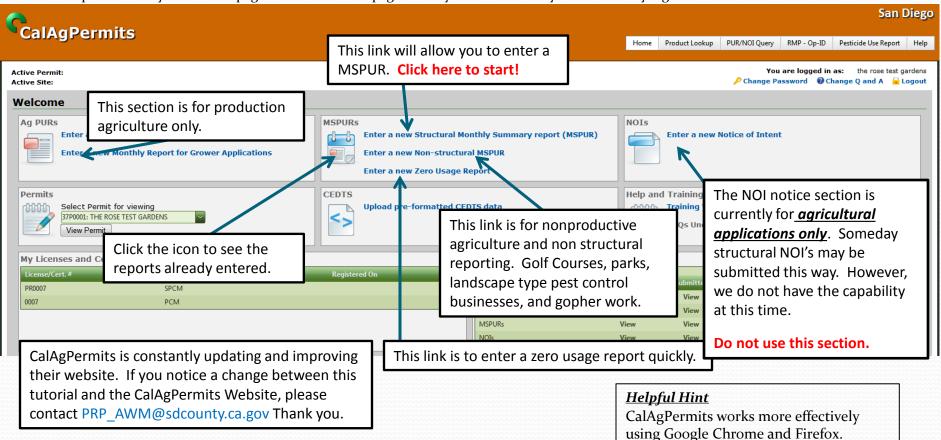# Welcome to CalAgPermits!

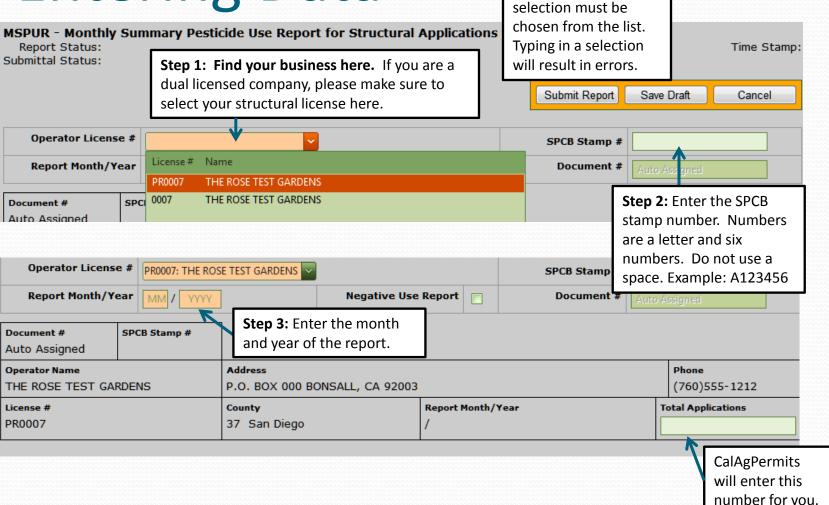## How to submit a *Structural* Monthly Summary Pesticide Use Reports (MSPUR)

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.
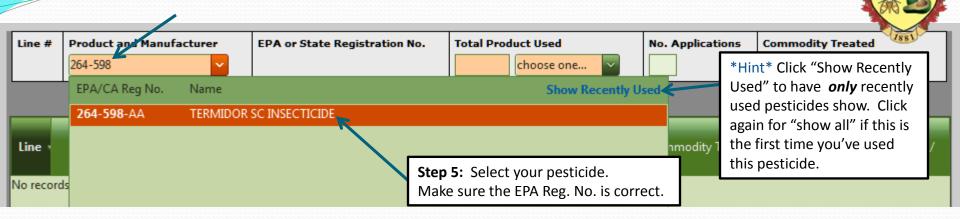
San Diego

CalAgPermits

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

This link will allow you to enter a MSPUR. **Click here to start!**

Active Permit:
Active Site:

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

Welcome

This section is for production agriculture only.

Ag PURs
Enter a...
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

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.

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

Click the icon to see the reports already entered.

CEDTS
Upload pre-formatted CEDTS data

Help and Training
Training

This link is for nonproductive agriculture and non structural reporting. Golf Courses, parks, landscape type pest control businesses, and gopher work.

My Licenses and Co...

License/Cert. #		Registered On	
PR0007	SPCM		Submitte... View
0007	PCM		View
			View
MSPURs		View	View
NOIs		View	View

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.

This link is to enter a zero usage report quickly.

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

Revised 07/09/2014

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Entering Data

MSPUR - Monthly Summary Pesticide Use Report for Structural Applications

Report Status:
Submittal Status:

Time Stamp:

*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 |

Operator License #

SPCB Stamp #

License #	Name
PR0007	THE ROSE TEST GARDENS
0007	THE ROSE TEST GARDENS

Report Month/Year

Document # Auto Assigned

| Document # | SPCB |
| Auto Assigned | |

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

| **Operator License #** | PR0007: THE ROSE TEST GARDENS | | | **SPCB Stamp** | |
| **Report Month/Year** | MM / YYYY | **Negative Use Report** | ☐ | **Document #** | Auto Assigned |

| Document # | SPCB Stamp # |
| Auto Assigned | |

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

| **Operator Name** THE ROSE TEST GARDENS | **Address** P.O. BOX 000 BONSALL, CA 92003 | | **Phone** (760)555-1212 |
| **License #** PR0007 | **County** 37 San Diego | **Report Month/Year** / | **Total Applications** |

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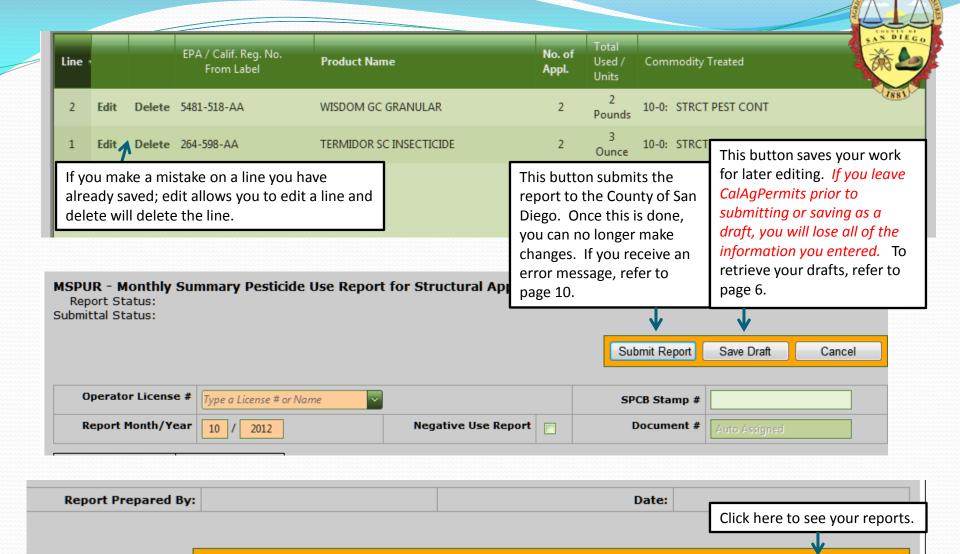
Step 4: Start typing the EPA Reg. No. found on the pesticide label. CalAgPermits will immediately start searching for it. Searching by EPA No. is more accurate than pesticide name. Don't forget the dash.

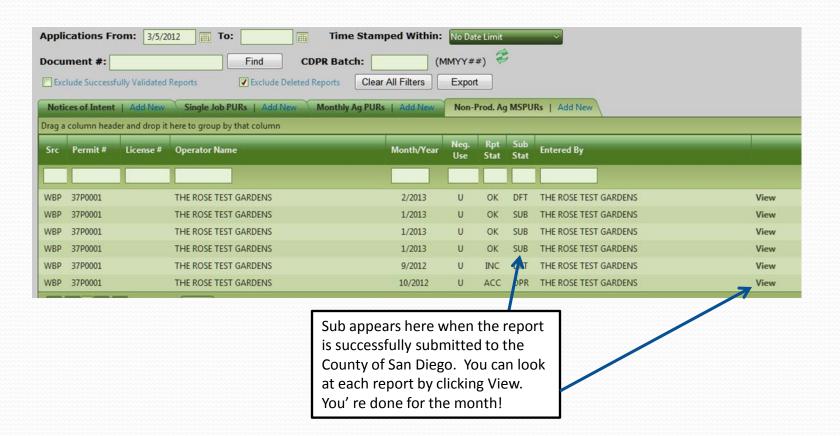| Line #	Product and Manufacturer	EPA or State Registration No.	Total Product Used		No. Applications	Commodity Treated
	264-598 ▾			choose one... ▾		

EPA/CA Reg No.	Name		Show Recently Used
264-598-AA	TERMIDOR SC INSECTICIDE		

Line ▾				mmodity T
No records				

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

License #	County		h/Year	Total Applications
	37 Sa			1

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

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 ▾

Save Line   Clear Line

Line ▾	EPA / Calif. Reg. No. From Label	Product Name	No. of Appl.	Units
No records to display.				

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.

3

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 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 as a draft, you will lose 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 #** | Type a License # or Name | | **SPCB Stamp #** | |
| **Report Month/Year** | 10 / 2012 | **Negative Use Report** ☐ | **Document #** | 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

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

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

Applications From: 3/26/2013 **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

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

Src	Permit #	License #	Operator Name	Month/Year	Neg. Use	Rpt Stat	Sub Stat	Entered By		
WBP	0007	THE ROSE TEST GARDENS		4/2014	U		SUB	THE ROSE TEST GARDENS	View	
WBP	PR0007	THE ROSE TEST GARDENS		4/2014	U	INC	DFT	THE ROSE TEST GARDENS	View	Delete
WBP	PR0007	THE ROSE TEST GARDENS		3/2014	U	OK	DFT	THE ROSE TEST GARDENS	View	Delete
WBP	PR0007	THE ROSE TEST GARDENS		1/2014	U	OK	DFT	THE ROSE TEST GARDENS	View	Delete
WBP	PR0007	THE ROSE TEST GARDENS		3/2014	U	INC	DFT	THE ROSE TEST GARDENS	View	Delete
WBP	PR0007	THE ROSE TEST GARDENS		3/2014	U	INC	DFT	THE ROSE TEST GARDENS	View	Delete
WBP	PR0007	THE ROSE TEST GARDENS		3/2014	U		SUB	THE ROSE TEST GARDENS	View	
WBP	PR0007	THE ROSE TEST GARDENS		1/2014	U		SUB	THE ROSE TEST GARDENS	View	
WBP	0007	THE ROSE TEST GARDENS		8/2013	U	OK	DFT	THE ROSE TEST GARDENS	View	Delete
WBP	PR0007	THE ROSE TEST GARDENS		4/2014	U	OK	DFT	THE ROSE TEST GARDENS	View	Delete

|< < 1 > >| Page size: 20

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.

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

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

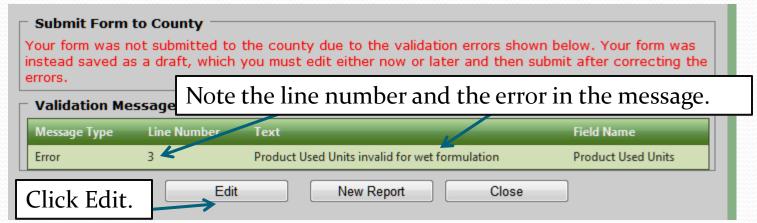Drag a column header and drop it here to group by that column

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
									Delete
WBP	37P0001	THE ROSE TEST GARDENS		12/2011	INC	DFT	THE ROSE TEST GARDENS	View	Delete

|< < 1 > >| 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
5	432-1259-AA	MAXFORCE FC PROFESSIONAL INSECT CONTROL ROACH KILLER BAIT GEL	10	2 Ounce	10-0: STRCT PEST CONT	
4	64405-2-AA	NIBAN GRANULAR BAIT	35	10 Pounds	10-0: STRCT PEST CONT	
3	2724-490-ZC	PRECOR 2000 PLUS PREMISE SPRAY	3	15 Ounce	10-0: STRCT PEST CONT	
2	432-1331-AA	PREMISE 2 INSECTICIDE	60	8 Pint	10-0: STRCT PEST CONT	
1	432-1332-AA	PREMISE 75 INSECTICIDE IN WATER SOLUBLE PACKETS	21	12 Ounce	10-0: STRCT PEST CONT	

|< < 1 > >| Page size: 20   5 items in 1 pages

Step 2: Click edit.

| Report Prepared By: | | Date: | |

| Edit | Submit to County | Print | Copy and Edit | Return to PUR List | Start New Report |

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Making Edits

	Line #	Product EPA Number/Name	Total Product Used	No. Applications	Commodity Treated
		Type a code or name		choose one...	10-0: STRCT PEST CONT

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.

Save Line   Clear Line

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

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.

|< < 1 > >| Page size: 20   6 items in 1 pages

| Report Prepared By: | -- optional -- | Date: | -- optional -- |

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.

Submit Report   Save Draft   Cancel

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.

Note the line number and the error in the message.

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]

Click edit to edit the line with errors.

These numbers refer to the line number.

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

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

Dealing with Errors

Validation Messages

Message Type	Line Number	Text	Field Name
Missing Data		Duplicate lines were detected in the system. Please see line number 1.	Lines

Close

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 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.

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 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	1/2013	U	OK	SUB	THE ROSE TEST GARDENS	View
WBP	37P0001		THE ROSE TEST GARDENS	2/2013	U	OK	DFT	THE ROSE TEST GARDENS	View

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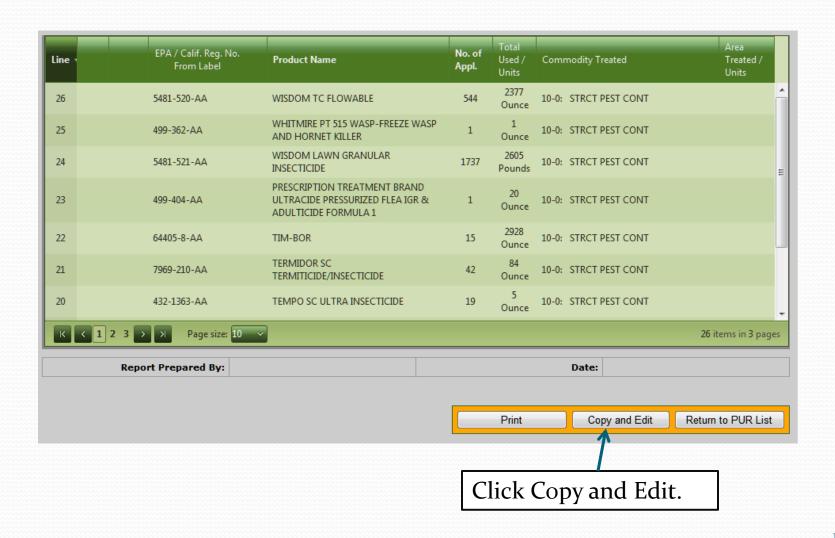
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Copy and Edit Feature

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

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	

|< < 1 2 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.

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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.