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GETTING STARTED

The California Pesticide Permitting and Use Reporting (CalAgPermits) System is an enterprise system that enables county staff to:

- Enter, revise and renew Restricted Material Permits and Op ID permits
- Manage information on permit contacts, pesticides, commodities, sites and conditions
- View site area boundaries and features
- Enter, view and submit Pesticide Use Reports and Notices of Intent

Public users have the ability to enter PURs and NOIs, as well as view information about their permit(s). This user’s guide is tailored to public users.

SYSTEM REQUIREMENTS

The CalAgPermits web-based system is hosted at a centrally managed hosting facility. System use requires access to the internet and a web browser – Microsoft Internet Explorer version 7 or higher, Mozilla Firefox version 3.5 or higher, or Google Chrome version 4 or higher. In addition, users need to install the Microsoft Silverlight 4.0 plug-in to access the program map application.

The CalAgPermits system includes several pop-up windows—please allow pop-ups for the CalAgPermits system site on your browser to enable access to this functionality.

ACCESSING THE SYSTEM

Enter your user name and password and Click “Log in” to access the system.

User accounts and permissions are established by the County Application Administrator, who will provide you with a user name and temporary system-generated password. Each county system user has unique login credentials.

Click the “Need an account...” link from the login page to access County-specific contact information.
SETTING YOUR PASSWORD

The first time you access the system, you will be asked to create a new password. Enter your temporary password (which will be provided to you by the County Application Administrator) and new password into the appropriate boxes and Click “Change Password”. You can also change your password at any time from within the application by selecting the 🔄 Change Password link from the upper right of the application.

The application monitors usage and password activity including user creation date, last password changed date, and last activity date. The system requires users to select a password that meets minimum password strength requirements.

If you do not already have one, you will be asked to enter a security Question and Answer once you have successfully changed your password. This will enable you to have a new temporary password emailed to you in case you forget your current password.

Use your new password and enter your customized question and answer then click “Confirm Change”.

RETRIEVING YOUR PASSWORD

If you forget your password, select the I forgot my password link from the login page and enter your user name and click “Submit”. You will be asked to answer your personalized security question. If you answer correctly, a new temporary password will be created and will be emailed to you. If you do not receive this email (may be an invalid email address, or blocked by your Internet provider or SPAM filters) please contact your county administrator for assistance.

To update your security question, click on the Change Q and A link from the CalAgPermits portal.
Enter in your customized question and answer and click “Confirm Changes”

If you enter in the wrong password 3 or more times in a row, you will be locked out of the system. **Contact your CAA to unlock your account and reset your password.**

**SYSTEM FEATURE ACCESS**

As a public user, you have the ability to enter PURs and NOIs, as well as view information about existing permit(s) on which you are a contact.

**SITE NAVIGATION**

**TOP MENU BAR**

Users can navigate among site featuring using the top menu bar, which includes access to the following primary site functions:

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Site dashboard with access to a active permits permits, PUR submissions and system links</td>
</tr>
<tr>
<td>Product Lookup</td>
<td>Lookup the ingredients and on label commodities for a selected product</td>
</tr>
<tr>
<td>PUR/NOI Query</td>
<td>Access to a query interface from which you can search for and export specific PUR and NOI information</td>
</tr>
<tr>
<td>RMP-Op-ID</td>
<td>Access to permit interface in which public users can view information for permits on which they are a contact</td>
</tr>
<tr>
<td>Pesticide Use Report*</td>
<td>Access to PUR/NOI summary tables and use report entry interfaces</td>
</tr>
<tr>
<td>Help</td>
<td>Link to the system User’s Guide</td>
</tr>
</tbody>
</table>

*Contains submenu links

Access the menu function by clicking on the menu button, and selecting the submenu item, from the list, if appropriate.

**CALAGPERMITS HOME - DASHBOARD**

When you log in or select the “Home” menu item you will see the system dashboard:
In the My PUR/NOI Activity section click the “Show Activity” button to display the number of each type of report.

**Ag PURs:** links to Ag PUR entry forms

**MSPURs:** Links to the MSPUR entry forms, along with a link to the Zero Usage Report Form.

**NOIs:** Enter a new Notice of Intent

**Permits:** Select a permit that you are listed on for viewing. Note that if you are on only one permit, it will be pre-selected, otherwise choose one from the drop down list.

**CEDTS:** Link to upload a CEDTS formatted file.

**Help and Training:** Links to training videos

**My Licenses and Certifications:** This list will display any licenses or certifications that the system has associated with your user information. If you see data in this list that is incorrect or missing, please contact your CAA to correct the information.

**My PUR/NOI Activity:** A summary a PURs associated with your permits/user ID. Each value in the table is a link, that if selected, will display the PUR/NOI list filtered for the forms associated with the selected forms and status value.

**Useful Links:** Links to information sources outside of the CalAgPermits application.

### SESSION INFORMATION

Session information is shown on the white bar at the top of the page interface.

<table>
<thead>
<tr>
<th>Active Permit</th>
<th>Permit selected on the RMP-OP-ID interface</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Site</td>
<td>Site selected on the RMP-OP-ID interface</td>
</tr>
</tbody>
</table>
Logged in as | User name
---|---
Change password | Click to open the change password interface
Change Q&A | Change password question and answer (required to enable “forgot password” functionality)
Logout | Click to logout of the system

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Info</td>
<td>Permit history; general permit information; operator contact information. Until a permit is selected, this is the only available menu item.</td>
</tr>
<tr>
<td>Contacts</td>
<td>Additional permit contacts</td>
</tr>
<tr>
<td>Pesticides</td>
<td>Permit pesticides</td>
</tr>
<tr>
<td>Commodities</td>
<td>Permit commodities and associated commodity pesticide groups, if appropriate</td>
</tr>
<tr>
<td>Conditions</td>
<td>Permit-wide standard and custom conditions</td>
</tr>
<tr>
<td>Sites</td>
<td>Multi-page interface with access to a list of permit sites, site information, site conditions, commodities, pesticides and a site mapping interface</td>
</tr>
<tr>
<td>Print Permit</td>
<td>Select permit print preferences and print draft and final permits</td>
</tr>
<tr>
<td>PURs by Permit</td>
<td>Opens the PUR/NOI query page for the selected permit (requires an active permit)</td>
</tr>
<tr>
<td>PURs by Site</td>
<td>Opens the PUR/NOI query page for the selected permit (requires an active site)</td>
</tr>
</tbody>
</table>

With the exception of General Info, all Permit subcomponent pages are not accessible until you have loaded an existing permit.

LOAD PERMIT INFORMATION

The Permits interface displays the information associated with the “Active permit”—the permit that the user loads into the system. The active permit is shown on in the Active Permit indicator at the top of the screen.

**Active Permit:** 9999910

The loaded permit number and information also displays in the Current Permit information indicator at the top of Permit Details pages.

**Current Permit:** 2408254 - PRIETO, JOHN D (2009 version 1, Issued)

LOADING A PERMIT- QUICK SEARCH DROPDOWN
The Permit Quick Find dropdown is available from the Permit General Info page. The dropdown contains only the most recent versions of the permit (i.e., the highest version number and permit year). To load a permit using the dropdown, type the name of the permittee or the permit number into the dropdown box. The available options will filter based on the characters entered. Only permits on which you are a contact will display in the list.

Select the desired permit from the filtered dropdown list to populate the dropdown box and the permit information pages.

To select a different permit, clear the dropdown box text.

**LOADING A PERMIT - PERMIT HISTORY**

Click the “Permit History” button on the Permit General Info page to open a window that displays a grid containing a list of all of the permit revisions and renewals for the active permit. (A permit must be loaded to enable the Permit History button.) The permit history shows all of the versions of a permit, including version date (when a permit was started (for in progress permits) or the date it was issued (for Issued and Revised permits) and Version Type. Hover over the version number to see Version Notes associated with the permit version.

Click the “View” link to load the associated permit into the system.
Click the “View Permit” button for an Active Permit selected in the permits drop down list to load that permit information into the system. The active permit drop down list includes only those permits on which you are a contact that expire later than today’s date.

VIEW PERMIT INFORMATION

GENERAL PERMIT INFO

Click the “General Info” left hand menu item to access the general permit information screen. This screen includes permit type, date and classification information as well as operator contact information.

CONTACTS
Select the “Contacts” permit menu item to open the Permit Contacts page. Click “Select” to see the details for the selected contact.
Select the “Pesticides” permit menu item to open the Permit Pesticides page and view the pesticides associated with the permit.

PERMIT COMMODITIES

Select the “Commodities” permit menu item to open the Permit Commodity interface.

PERMIT SITES

Select the “Sites” permit menu item to open the Permit Sites interface. The Sites interface contains the following three interfaces:

- Site Selector: List of permit sites and associated commodities
- Site Info/Conditions: General site information and site conditions
- Site Commodities/Pesticides: commodity and pesticide lists associated with a site

Each interface is available by selecting the associated green tab within the main site window. The Site Info/Conditions and Commodities/Pesticides tabs are not active until a site has been loaded into the site interface.
LOADING A SITE

The Site interface displays the information associated with the “Active Site” associated with the active permit--the site that the user loads into the system. The active site and permit are shown on in the indicator at the top of the screen.

**Active Permit:** 3900007  
**Active Site:** 1-1

Users can load an existing site into the interface using one of the following options:

**Dropdown filter:** Select a site from the dropdown list to populate the site information. Filter the dropdown list by entering part of the site ID or location. Clear the filter text field to display all potential options. The dropdown list displays the sites associated with the active permit only.

**Site Selector:** The Site Selector interface displays a list of permit sites and their associated commodities. Click site row (the light green record) in the list to load the associated site.

SITE INFO/CONDITIONS

Site location, name, size and conditions can be viewed on the Site Info/Conditions tab.
SITE COMMODITY/PESTICIDES

Select the Site Commodity/Pesticide tab to view site-specific commodity and pesticide details.
PERMIT CONDITIONS

Select the “Conditions” permit menu item to open the Permit Conditions interface. Click “Select” to view condition details. Site-specific conditions can be viewed on the Site Info/Conditions interface.

![Current Permit: 3900035 - BELLI, VINCENT (2011 version 2, Issued)](image)

PRINT PERMIT

Click the “Print Permit” link to open the print permit page. If a final permit document has been generated for the permit, you will be able to click the “Print PDF File” to obtain a copy. If a final document has not been generated in the system you may generate a printed version, which will be watermarked as an unofficial copy. If maps are available for your permit they will be included at the end of your printed permit or can be accessed individually from the permit maps grid.

![Print Permit](image)

PESTICIDE USE REPORTING

The CalAgPermits system contains the following types of Pesticide Use Report (PUR) data entry forms:

- PUR Single Job Entry-Commercial Applicators
- PUR Production Ag Monthly Report Entry- Growers
- MSPUR – Structural Applications Monthly Report
- MSPUR – Other Non-Ag, Non-Prod Ag. Monthly Report
- PCB- Zero Usage Monthly Report
Notice of Intent Entry

Each of these data entry forms can be accessed from the “Pesticide Use Report” top menu and from the links on the Dashboard on the homepage.

PUR/NOI LIST

Access the summary tables of the NOI and PUR reports by selecting the “PUR/NOI list” link from the Pesticide Use Report top menu. The interface contains a list for each type of report accessible from different tabs. The list will show only those PUR and NOIs for permits on which you are a contact or a MSPURS on which you are listed as the licensee.

Click on a tab (e.g., “Single Job PURS”) to access a list of associated entry forms. Each list includes summary information, including the Report Status and Submissions status of each report. Uncheck the “Exclude Successfully Validated Reports” box and modify the Applications from and to dates to view all forms in a selected date range. Each list can be filtered by entering filter parameters under each column heading (filter parameters can be added to multiple columns) and sorted by clicking on the column header.

The PUR/NOI list includes several features that enable users to sort the list for a specific criteria. Each list can be filtered by entering filter parameters under each column heading (filter parameters can be added to multiple columns) and sorted by clicking on the column header. The PUR/NOI list also includes the following filter options above the grid:

- Applications from: Filters the list for the PURs with application dates within the From/To dates. If you modify the application dates, hit enter to refresh the grid.
- Time Stamped Within: Filters the list to the PURs time stamped within the selected timeframe. Select a timeframe from the dropdown list to update the grid.
- Document #: Enter a document number and click the “Find” button to filter the list for that document number or a document number containing the numbers entered.
- ExcludeSuccessfully Validated Reports: Check the box to exclude all reports with a Report Status of “OK” or “ACC”.
- Exclude Deleted Reports: Check the box to exclude Reports with a Submissions Status = “DEL” (deleted).

Click “Clear All Filters” to remove all filters from the PUR/NOI list grid.
VIEW, PRINT AND EXPORT EXISTING USE REPORTS

Click on the “Export” button to export the PUR/NOI list to Excel for the selected report type (i.e., the visible tab).

Click on the “View” link in NOI/PUR list table to view the PUR or NOI form for the associated report.

Click the “Print” button on the PUR form to print the report to pdf.

Click the “Return to PUR list” button on the PUR form to return to the NOI/PUR list.

DELETE A USE REPORT

To Delete a Use Report, click the “Delete” link next to the associated use report. Public webusers can only delete Draft (DFT) reports that have not yet been submitted to the county. Deleting a report in DFT status will remove it from the CalAgPermits database. If a report is deleted by a county staff member after it has been submitted, it will be saved with a submission status of “DEL” and can be accessed by unchecking the “Exclude Deleted Reports” checkbox.

PUR REPORT & SUBMISSION STATUS

PUR form editing and available actions depend on a combination of both the Report Status and the Submittal Status. The Report and Submittal Status are displayed in columns in the PUR/NOI List, as well as on the top of each individual form.

REPORT STATUS

Potential Report Statuses reflect the data quality of the PUR form and can include:

Incomplete (INC): Form is missing required information
Errors (ERR): Form data has a validation error
OK (OK): Form data is complete and has no validation errors
Pending DPR Validation (PND): Form submitted to DPR and pending validation
DPR Rejected (REJ): Form submitted to DPR and rejected with errors
DPR Accepted (ACC): Form submitted to DPR and accepted
SUBMITTAL STATUS

Submittal Statuses reflect the status of the form within the PUR submission workflow and can include:

Not Submitted (DFT): PUR saved but not submitted by public webuser. PURs with this status include forms that were unsubmitted by County staff. Editable by public webusers only.
Entered by County (CTY): PURs entered and saved by county staff. Editable by county staff only.
Submitted to County (SUB): PURs successfully submitted by public webusers (i.e., all required information included). Editable by county staff only.
Submitted to DPR (DPR): PURs submitted to DPR
Deleted (DEL): PURs deleted by county staff

PUR SINGLE JOB ENTRY - (COMMERCIAL APPLICATORS)

EDIT OR START A PUR SINGLE JOB ENTRY FORM

The PUR Single Job entry form is for products applied to a specific site on a specific day.

Open a new PUR Single Job Entry form by selecting the associated link from the “Pesticide Use Report” top menu item or by clicking “Add New” on the Single Job PURs tab on the PUR/NOI list page.

Open an existing PUR Single Job Entry form by clicking “View” for the selected record in the PUR/NOI Single Job Entry list. The form will open in Read Only mode. Click the “Edit” button to open the data entry interface (Note that the edit button will only be available if the submittal status is “DFT”). A pop-up window will display that contains any missing data or validation errors, if appropriate. These validation messages will also display at the bottom of the form interface.

You can also create a new PUR by clicking the “Copy and Edit” or “Start New Report” buttons from a read only view of an existing PUR.

ENTER PUR SINGLE JOB ENTRY FORM INFORMATION

Each of the pesticide use reports include general report “header” information and individual “lines” that detail information for each product applied.

Header Information: The PUR Single Job Form required header information fields are shown in orange on the upper left side of the form and the optional fields are shown in green on the upper right side of the form. As you enter information into each field, the read only form in the middle of the form will populate with the associated information.

Select an Operator/Permit from the dropdown (the list will filter based on the characters you enter for the name or permit number) and enter a date and time applied. If a permit does not exist for the entered date, you will receive a warning that no valid permit exists for the selected application date. Pick a Site from the pre-filtered list.
The system determines the specific permit year and version against which to validate the use report based on the entered permit number, site, and date information entered by the user. Once these three fields have been entered, the system identifies the specific “valid” permit and site for the selected date and fills in the other form fields (such as the section and total planted area).

Click the “Grower Applied” checkbox under the applicator dropdown if the Operator applied the pesticides.

The commodity treated dropdown is filtered based on the commodities listed on the permit for the selected site and application date. Click “Show All” to display a list of all commodities, if necessary.

Select the commodity, enter the treated area, select the area treated units from the dropdown and select the application method. If fumigation is selected, select a fumigation code from the additional dropdown that will appear.

Enter in the optional information, if desired. Note that document number is either a text field, or auto defined based on a county configuration setting determined by your County Application Administrator.

Product Information: Product-specific information is entered line by line and saved in the product information grid on the form.

Select a product applied from the dropdown list. Filter the dropdown list by entering part of the product name or EPA Reg number. Enter in the total product used and select the units from the dropdown list. You have the option of selecting from the full list or from the products that you have recently used. Click the “Show Recently Used” button to filter the list to the products that were recently applied for the selected site. Click “Show All” to show the list of all 50,000 + products.
The rate is calculated based on the total product used/total area treated. Enter in dilution information, if desired.

Click the “Save Line” button to save the line to the grid. Click the “Clear Line” button to clear the information in the line data entry fields.

Click “Edit” to edit an existing product’s information. (The “Chem No.” of the line being entered will show in the data entry row) Click “Delete” to remove the associated product from the report.

Only lines saved to the grid will be saved with the report. If you try to save a report you will receive the following warning:

SAVE PUR SINGLE JOB ENTRY FORM

When you have finished entering or editing PUR Single Job information, either

SAVE DRAFT

Click the “Save Draft” button to save an in-progress form without submitting. You will receive a popup message with the form validation errors, if appropriate, and your form will be saved as “DFT” and be editable in the future.
Click “Edit” to return to the same report and continue editing.

Click “New Site” to start a new form with the Permit information copied from the existing form.

Click “New Report” to start a new blank form.

Click “Close” to return to the PUR form in View mode.

---

**SUBMIT REPORT**

Click the “Submit” button to attempt to submit your form to the county. If your form is missing data, you will be unable to submit.

If the form has no errors, you will receive a message indicating it was successfully submitted.

**Once your form has been submitted to the county it will no longer be editable.**

Click “New Site” to start a new form with the Permit information copied from the existing form.

Click “New Report” to start a new blank form.

Click “Close” to return to the PUR form in View mode.
PUR PRODUCTION AG MONTHLY REPORT

EDIT OR START A NEW PRODUCTION AG MONTHLY REPORT FORM

Open a new Production Ag Monthly Report form by selecting the associated link from the “Pesticide Use Report” top menu item or by clicking “Add New” on the Monthly Ag PURs tab on the PUR/NOI list page.

Open an existing Production Ag Monthly Report form by clicking “View” for the selected record in the PUR/NOI Monthly Ag PURS list. The form will open in Read Only mode.

Click the “Edit” button to open the data entry interface (Note that the edit button will only be available if the submittal status is “DFT”). A pop-up window will display that contains any missing data or validation errors, if appropriate.

Click the “Submit to County” button to attempt to submit the draft form to the county without editing.

Click the “Print” button to print the form.

ENTER PRODUCTION AG MONTHLY FORM INFORMATION

Each of the pesticide use reports include general report “header” information and individual “lines” that detail information for each product applied.
Header Information: Select an Operator/Permit from the dropdown (the list will filter based on the characters you enter for the name or permit number). The Report Month/Year will be set based on the entered application time and date.

If the selected site and/or commodity is invalid based on the selected date (e.g., if the permit commodities changed in the middle of the month) you will receive a warning that you have selected an invalid site and/or commodity.

Enter the treated area, and select the area treated units from the dropdown.
Product Line Information: The remaining fields in the form (site, commodity, application date, and product information) are all stored in the product grid at the bottom of the form. Required fields are shown in orange and optional fields are shown in green. As you enter information into each field, the corresponding read only information will populate in the grey fields below.

Application Date/Time: Enter the application date and time. If the application date is not within the entered month of the first application entered, you will receive a warning. The application date selected will confirm the specific permit version used for validation. If a permit exists for the selected month, the operator information will populate in the read only fields below the header information.

Select the application method. If fumigation is selected, select a fumigation code from the additional dropdown that will appear.

Site/Commodity: Pick a Site from the pre-filtered list. The system determines the specific permit year and version against which to validate the use report based on the entered permit number, site, and date information entered by the user. Once these three fields have been entered, the system identifies the specific “valid” permit and site for the selected date. The commodity treated dropdown is filtered based on the commodities listed on the permit for the selected site and application date. If only one commodity is included on the site, it will automatically populate in the commodity field. Click “Show All” to display a list of all commodities, if necessary. Select the commodity. The associated site location and commodity planted area information will display in the read only form fields.

Product Information: Select a product applied from the dropdown list. Filter the dropdown list by entering part of the product name or EPA Reg number. Click the “Show Recently Used” button to filter the list to the products that were recently applied for the selected site. Click “Show All” to show the list of all 50,000 + products.

Enter in the total product used and select the units from the dropdown list. The rate is calculated based on the total product used/total area treated. Enter in days re-entry and dilution information, if desired.

The Production Ag monthly form has several “Save Line” options to expedite the entry of multiple lines of product information while copying information that has already been added.

Save Line-New Product: Enter a new product for the same site and date—saves the current line information, clears out only the product and amount used information.

Save Line-New Date: Enter a new product for the same site, different date—saves the current line information, clears out application date, treated area and product and amount used information.

Save Line-New Site/Date: Enter a new product for a different site—saves the current line information, clears out all line information.

Save Line-Done: Saves the form and checks for validation errors

After each line is saved, a window will pop-up that displays and incomplete data or validation messages associated with the line.
Click the “Clear Line” button to clear the information in the line data entry fields.

Click “Edit” to edit an existing product’s information. (The “Line No.” of the line being entered will show in the data entry row) Click “Delete” to remove the associated product from the report.

Only lines saved to the grid will be saved with the report. If you try to save a report with information in the lines you will receive the following warning:

Report Entered By Information: Enter information into the report prepared by and date fields at the bottom of the form, if desired.

SAVE PRODUCTION AG MONTHLY FORM

When you have finished entering or editing Production Ag Monthly form, either

SAVE DRAFT

Click the “Save Draft” button to save an in-progress form without submitting. You will receive a popup message with the form validation errors, if appropriate, and your form will be saved as “DFT” and be editable in the future.
Click “Edit” to return to the same report and continue editing.

Click “New Report” to start a new blank form.

Click “Close” to return to the PUR form in View mode.

**SUBMIT REPORT**

Click the “Submit” button to attempt to submit your form to the county. If your form is missing data, you will be unable to submit.

If the form has no validation errors, you will receive a message indicating it was successfully submitted.

**Once your form has been submitted to the county it will no longer be editable.**

Click “New Report” to start a new blank form.

Click “Close” to return to the PUR form in View mode.

**MSPUR NON-AG, NON-PROD AG MONTHLY REPORT**

**OPEN OR START A MSPUR NON-AG, NON-PROD AG MONTHLY REPORT**

Open a new MSPUR form by selecting the associated link from the “Pesticide Use Report” top menu item or by clicking “Add New” on the Non-Prod Ag MSPURs tab on the PUR/NOI list page. The Pesticide Use Report menu contains the following options:

- MSPUR- Structural Applications Monthly Report
- Other Non-Ag, Non-Prod Ag Monthly Report
- PCB-Zero Usage Monthly Report

Open an existing form by clicking “View” for the selected record in the PUR/NOI Non Prod Ag MSPUR list.
The MSPUR PUR/NOI list displays either the Permit # OR the License #, as well if the report is a Negative Use Report (N) or includes product use (U).

The form will open in Read Only mode. Click the “Edit” button to open the data entry interface interface (Note that the edit button will only be available if the submittal status is “DFT”). A pop-up window will display that contains any missing data or validation errors, if appropriate.

You can also create a new PUR by clicking the “Copy and Edit” or “Start New Report” buttons from a read only view of an existing PUR.
As illustrated above, each of the MSPUR forms collects similar information in a slightly different format.

Header Information: The MSPUR form required header information fields are shown in orange and the optional fields are shown in green. As you enter information into each field, the read only form in the middle of the page will populate with the associated information.

Select an Operator License # OR a Permit # from the dropdown (the lists will filter based on the characters you enter for the name or permit number). (The Structural and PCB Zero Use forms only require the entry of License Number). Enter the report month and year. The address and phone information will populate based on the selected licensee contact record (for a selected licensee) or permit operator information (for a selected permit). If a permit does not exist for the entered date for a selected permit operator, the address information will not display.

Enter the SBPC Stamp number (Structural Applications Monthly Report only) and document number, if desired. (Note that document number is either a text field, or auto defined based on a county configuration setting determined by your County Application Administrator.)
Product Information: Product-specific information is entered line by line and saved in the product information grid on the form. Product information is not required for negative use reports.

Indicate the total number of applications for each pesticide used during the reporting month. Each separate site (home, apartment complex, building, right-or-way, grain silo, etc.) should be counted as one application. For tank mixes, each represented pesticide should be credited with one application.

Select a product applied from the dropdown list. Filter the dropdown list by entering part of the product name or EPA Reg number. The associated EPA number will populate in the field to the right. Enter in the total product used and select the units from the dropdown list. Enter the number of applications of the product. You can enter/edit the total number of applications in the header information. Select a commodity treated from the dropdown list. Structural forms only have options for commodity codes less than 100 (such as structural pest control). If the code entered is greater than 100 (for Non-Ag, Non-Prod Ag Monthly Reports only), additional fields will display in which you should enter in the quantity and units treated. Quantity treated and units are not required for codes less than 100.

Click the “Save Line” button to save the line to the grid. Click the “Clear Line” button to clear the information in the line data entry fields.

Click “Edit” to edit an existing product’s information. (The “Line No.” of the line being entered will show in the data entry row) Click “Delete” to remove the associated product from the report.

SAVE MSPUR FORM

When you have finished entering or editing MSPUR form, either

SAVE DRAFT

Click the “Save Draft” button to save an in-progress form without submitting. You will receive a popup message with the form validation errors, if appropriate, and your form will be saved as “DFT” and be editable in the future.

Click “Edit” to return to the same report and continue editing.

Click “New Report” to start a new blank form.
Click “Close” to return to the PUR form in View mode.

**SUBMIT REPORT**

Click the “Submit” button to attempt to submit your form to the county. If your form is missing data, you will be unable to submit.

If the form has no validation errors, you will receive a message indicating it was successfully submitted.

**Once your form has been submitted to the county it will no longer be editable.**

Click “New Report” to start a new blank form.

Click “Close” to return to the PUR form in View mode.

**NOTICE OF ENTENT ENTRY**

**EDIT OR START A NOTICE OF INTENT FORM**

Open a new Notice of Intent form by selecting the “Notice of Intent Entry” link from the “Pesticide Use Report” top menu item or by clicking “Add New” on the Notices of Intent tab on the PUR/NOI list page.

Open an existing Notice of Intent form by clicking “View” for the selected record in the PUR/NOI list Notice of Intent tab. The form will open in Read Only mode. Click the “Edit” button to open the data entry interface. *Note that the edit button will ONLY be available if the submittal status is “DFT”.* A pop-up window will display that contains any missing data or validation errors, if appropriate.

You can also create a new NOI by clicking the “Copy and Edit” or “Start New Report” buttons from a read only view of an existing NOI.

**ENTER NOTICE OF INTENT FORM INFORMATION**

Each of the notice of intent reports include general report “header” information and individual “lines” that detail information for each product applied.
Header Information: The Notice of Intent required header information fields are shown in orange on the upper left side of the form and the optional fields are shown in green on the upper right side of the form. As you enter information into each field, the read only form in the middle of the form will populate with the associated information.

Select an Operator/Permit from the dropdown (the list will filter based on the characters you enter for the name or permit number) and select an Applicator or check the “Grower Applied” checkbox. Enter a date and time...
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applied. Pick a Site from the pre-filtered list. The system determines the specific permit year and version against which to validate the use report based on the entered permit number, site, and date information entered by the user. Once these three fields have been entered, the system identifies the specific “valid” permit and site for the selected date and fills in the other form fields (such as the section and total planted area). If the permit and/or site is not valid on the selected date, an error will appear:

The commodity treated dropdown is filtered based on the commodities listed on the permit for the selected site and application date. Click “Show All” to display a list of all commodities, if necessary.

Select the commodity, enter the proposed treated area, select the area treated units from the dropdown and select the application method. If fumigation is selected, select a fumigation code from the additional dropdown that will appear.

Enter in the optional information, if desired. Note that document number is either a text field, or auto defined based on a county configuration setting determined by your County Application Administrator.

Product Information: Product-specific information is entered line by line and saved in the product information grid on the form.

Select a proposed product applied from the dropdown list. Filter the dropdown list by entering part of the product name or EPA Reg number.

Enter in the amount of product-units and the quantity treated-units into the rate of application entry fields. The rate is calculated based on the total product used/total area treated. Select the target pest from the dropdown. Enter the total product used and units, and dilution and units, if desired.
Click the "Save Line" button to save the line to the grid. Click the "Clear Line" button to clear the information in the line data entry fields.

Click "Edit" to edit an existing product’s information. (The “Line #” of the line being entered will show in the data entry row) Click “Delete” to remove the associated product from the report.

Only lines saved to the grid will be saved with the report. If you try to save a report you will receive the following warning:

Submitted by Information: Enter the submitted by and Date/Time information.

SAVE NOTICE OF INTENT FORM

SAVE DRAFT

Click the “Save Draft” button to save an in-progress form without submitting. You will receive a popup message with the form validation errors, if appropriate, and your form will be saved as “DFT” and be editable in the future.
Click “Edit” to return to the same report and continue editing.

Click “New Site” to start a new form with the same permit information.

Click “New Report” to start a new blank form.

Click “Close” to return to the PUR form in View mode.

---

**SUBMIT REPORT**

Click the “Submit” button to attempt to submit your form to the county. If your form is missing data, you will be unable to submit.

If the form has no validation errors, you will receive a message indicating it was successfully submitted.

**Once your form has been submitted to the county it will no longer be editable.**

Click “New Report” to start a new blank form.

Click “Close” to return to the NOI form in View mode.

---

**USE REPORT VALIDATION**

**VALIDATION STATUS**

When a PUR form is saved or viewed from the PUR/NOI list, the CalAgPermits performs a series of validation tests to check for form completeness and errors. A PUR can have one of the following validation statuses:

- Incomplete (INC): Missing required fields; No valid permit and/or site for application date; Duplicate lines; Treated area greater than planted area;
- Errors (ERR): Product is not on label for commodity; Selected commodity not on the permit; or
- OK: No validation issues

The report statuses are shown and displayed in order of hierarchy. Thus, a form with both missing information and errors will have a status of “Incomplete”. The report status is shown at the top of each form, as well as in the “Rpt Stat” column on the PUR/NOI list.

The system displays a validation error list in a pop-up window when a PUR is saved or when it is opened from the PUR/NOI list. If the validation applied to a specific line associated with a product application, the grid shows the associated line number.
REQUIRED FIELDS

When you save a PUR or NOI, the system checks the required fields. If information is missing, the PUR form is considered “Incomplete.” Required fields are shown in orange on the CalAgPermits PUR web-entry reports interfaces. PURs with missing information have a status of “Incomplete” and cannot be submitted. Required PUR fields include the following:

<table>
<thead>
<tr>
<th>Single Job Entry</th>
<th>Prod Ag Monthly Report</th>
<th>Non-Ag MSPUR</th>
<th>Notice of Intent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operator ID/Permit Number</td>
<td>Operator ID/Permit Number</td>
<td>Operator License # OR Permit #</td>
<td>Operator ID/Permit Number</td>
</tr>
<tr>
<td>Applicator License/Name</td>
<td>Application Date/Time</td>
<td>Report Month/Year</td>
<td>Applicator License/Name</td>
</tr>
<tr>
<td>Date/Time Applied</td>
<td>Application Method/Fume Code</td>
<td>Name of Product/Label #</td>
<td>Date/Time of Proposed Application</td>
</tr>
<tr>
<td>Site ID</td>
<td>Site ID</td>
<td>Total Product Used/Label #</td>
<td>Site ID</td>
</tr>
<tr>
<td>Commodity Treated</td>
<td>Commodity Treated</td>
<td>Treated Area/Units (for Codes &gt;100 only)</td>
<td>Commodity to be Treated</td>
</tr>
<tr>
<td>Treated Area/Units</td>
<td>Treated Area/Units</td>
<td>(Products only required for non-negative use reports)</td>
<td>Proposed Treated Area/Units</td>
</tr>
<tr>
<td>Application Method/Fume Code</td>
<td>Product EPA Number/Name</td>
<td>Total Product Used/Units</td>
<td>Application Method/Fume Code</td>
</tr>
<tr>
<td>Product EPA Number/Name</td>
<td>Total Product Used/Units</td>
<td></td>
<td>Proposed Pesticide</td>
</tr>
<tr>
<td>Total Product Used/Units</td>
<td></td>
<td></td>
<td>Product</td>
</tr>
</tbody>
</table>

VALID PERMIT AND SITE

The system evaluates the entered permit, site (if appropriate) and application date to identify the appropriate permit year and version against which to validate. If the system does not find a permit whose effective date and expiration date span the application date you will receive the errors:

- No valid permit was selected
- No valid site was selected
PURs without a valid permit and/or site cannot be saved or submitted to the county.

**DUPLICATE LINES**

The system evaluates the lines entered for each report to determine if there are duplicate entries based on the following logic:

- PUR Single Job Entry: Same product entered one or more times
- PUR Production Ag Monthly Report: Same product entered one or more times
- MSPUR Non-Ag, Non-Prod Ag Monthly Report: Same product entered one or more times
- Notice of Intent: Same product entered one or more times

PURs with duplicate lines are classified as “Incomplete.”

**VALIDATION ERRORS**

When a PUR’s information is complete and an associated permit and site have been identified, the system checks the PURs for the following errors:

- Treated area>planted area
- Product units valid for formulation

Reports that fail these validation checks are assigned an “Incomplete” status.

The system also evaluates the PURs for the following:

- Product not on label for commodity
- Selected commodity is not on the permit (based on the selected permit, site, and application date)

Reports that fail these validation checks are assigned an “Error” status but are submitted to the county.

**PUR SUBMITTAL WORKFLOW**

PUR forms can be entered through the CalAgPermits web interface by a County staff member or a public web user. As a public webuser, you have different system permissions and functionality than county staff. For example, public webusers have access to only to the permits (and associated PURs) on which they are listed as contacts, and you have different available actions and edit permissions based on the PUR form submittal and report status, as detailed in the table below.
Actions available based on the submittal status and report status combinations:

<table>
<thead>
<tr>
<th>Report Status</th>
<th>Not Submitted (DFT)</th>
<th>Entered By County (CTY)</th>
<th>Submitted to County (SUB)</th>
<th>Submitted to DPR (DPR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete (INC)</td>
<td>Edit*</td>
<td>Edit, Unsubmit</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Errors (ERR)</td>
<td>Edit, Submit to County*</td>
<td>Edit, Unsubmit, Submit to DPR</td>
<td>Edit, Unsubmit, Submit to DPR</td>
<td>N/A</td>
</tr>
<tr>
<td>OK (OK)</td>
<td>Edit, Submit to County*</td>
<td>Edit, Submit to DPR</td>
<td>Edit, Submit to DPR</td>
<td>N/A</td>
</tr>
<tr>
<td>DPR Rejected (REJ)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Edit, Unsubmit, Submit to DPR</td>
</tr>
<tr>
<td>DPR Accepted (ACC)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Complete</td>
</tr>
</tbody>
</table>

*Public web users can only edit Not Submitted (DFT) PURS. County Users cannot edit “DFT” PURS.

County Users can edit PURS Entered by the County (CTY) and Submitted to the County (SUB) and those Submitted to DPR (DPR) that have a report status of DPR Rejected (REJ). County users can Unsubmit PURs Entered by the County, Submitted to the County and Submitted to and Rejected by DPR. Unsubmitting a PUR sets the submittal status to Not Submitted and enables editing by public web users.

The flowchart below shows the PUR submittal workflow for both public and county staff system users.
PUBLIC WEBUSER WORKFLOW

As illustrated above, you can create a PUR in the web system. You can save an interim draft (the submittal status will be incomplete) or attempt to submit the form to the county. If the PUR is complete, the submittal status will be set to “Submitted to County”. If the PUR is incomplete, the public webuser will be notified that their submittal attempt was unsuccessful and the status will remain at “Not Submitted”.

Public webusers can only edit forms in “Not Submitted” status. County staff cannot edit PUR forms entered by public webusers until they are successfully submitted.

COUNTY STAFF WORKFLOW

County staff can enter forms directly into the CalAgPermits web system or upload forms from the Desktop Application. Incomplete forms cannot be uploaded. After a form has been saved by county staff, it is set to “Entered by County” Status. After reviewing a PUR entered by the county (either via the web or desktop) or submitted by a webuser, county staff have the option to “Unsubmit” a PUR, at which point the PUR status is set to
"Incomplete" and it is only edited by a webuser. Alternatively, county staff can submit the PUR to DPR. DPR Reject forms are editable and can be by resubmitted to DPR or unsubmitted and set back to incomplete for review and update by the public webuser.

**NOTICE OF INTENT SUBMITTAL WORKFLOW**

Similar to PUR forms, Notice of Intent forms can be entered through the CalAgPermits web interface by a County staff member or a public web user. Notice of Intent Report and Submittal Statuses and associated actions are also similar to the PUR workflow, with the exception that NOI forms are not submitted to DPR, so the DPR-specific codes do not apply. In addition, County users cannot unsubmit NOI forms, due to their time-critical nature.

Actions available based on the submittal status and report status combinations for NOI forms:

<table>
<thead>
<tr>
<th>Report Status</th>
<th>Submittal Status</th>
<th>Not Submitted (DFT)</th>
<th>Entered By County (CTY)</th>
<th>Submitted to County (SUB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete (INC)</td>
<td>Edit*</td>
<td>Edit, Approve/Deny</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Errors (ERR)</td>
<td>Edit, Submit to County*</td>
<td>Edit, Approve/Deny</td>
<td>Edit, Approve/Deny</td>
<td></td>
</tr>
<tr>
<td>OK (OK)</td>
<td>Edit, Submit to County*</td>
<td>Edit, Approve/Deny</td>
<td>Edit, Approve/Deny</td>
<td></td>
</tr>
</tbody>
</table>

*Public web users can only edit Not Submitted (DFT) PURS. County Users can not edit “DFT” PURS.

County Users can edit NOIS Entered by the County (CTY) and Submitted to the County (SUB).

Notice of Intent forms can be review and approved or denied by County staff. Each NOI form that has been reviewed has a “Review Status” of approved (“APP”) or denied (“DEN”) that displays as a column in the PUR/NOI list Notices of Intent tab and on the form itself.

The flowchart below shows the NOI submittal workflow for both public and county staff system users.
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PUBLIC WEBUSER NOI SUBMISSION WORKFLOW

As illustrated above, public webusers can create a NOI in the web system. You can either save and interim draft (the submittal status will be incomplete) or attempt to submit the form to the county. If the NOI is complete, the submittal status will be set to “Submitted to County”. If the NOI is incomplete, you will be notified that your submittal attempt was unsuccessful and the status will remain at “Not Submitted”.

Public webusers can only edit forms in “Not Submitted” status. County staff cannot edit NOI forms entered by public webusers until they are successfully submitted.

COUNTY STAFF NOI SUBMISSION WORKFLOW

County staff can enter forms directly into the CalAgPermits web system or upload forms from the Desktop Application. Incomplete forms cannot be uploaded. After a form has been saved by county staff, it is set to “Entered by County” Status. After reviewing a NOI entered by the county (either via the web or desktop) or submitted by a webuser, county staff have the option to Approve or Deny the NOI.

SEARCH FOR CALAGPERMITS DATA

PUR/NOI QUERY

To conduct a search from the query screen:

1. Select the “PUR/NOI Query” menu item access the PUR/NOI search interface
2. Enter the search parameters, or load a Saved Search with specified parameters
3. Click the “Search” button to run the query
4. Review the results on the query grid results
5. Refine the query by entering additional parameters, if desired, Click “Search”
6. Export the results to Excel (Excel results contain additional output columns than those shown in the grid)
7. Save the query, if desired
8. Click “Reset” to clear the parameters and start a new query

Select the type of report from the radio buttons at the top of the form. Note that if “Ag PURs” are selected, CalAgPermits will query results from both Single Job and Production Prod. Ag Monthly Reports.

Enter the search parameters into the appropriate fields and click the “Search” button. The results display a row for each product applied (i.e. “report line”).

Click “Export” to export the search results to Excel. Export tables include the following columns. One row is generated for each product associated with the report.
**QUERY SCREEN PARAMETER ENTRY OPTIONS**

The top of each query interface contains a series of parameters into which you can enter values that will filter a table of results based on your entered criteria. If you perform a query without entering any criteria, you will get a table of all of the items (e.g., permits, sites, commodities, etc.) in the county system database.

The query screens include several types of parameter selection options:

<table>
<thead>
<tr>
<th>Search Item</th>
<th>Result</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text Box WITHOUT quotes</td>
<td>search for any results that contain the entered value</td>
<td><em>Site ID:</em> [1] Finds results with <strong>any</strong> Site ID that contains “1”, e.g., 1, 1-1, 1-2, 1A, 7-1, etc.</td>
</tr>
<tr>
<td>Text Box WITH quotes</td>
<td>search results that exactly match the entered value</td>
<td><em>Site ID:</em> ’1-1’ Finds only results with Site ID that equals 1-1</td>
</tr>
<tr>
<td>Multi-select box</td>
<td>search for results that contain any of the items selected from the list</td>
<td>Select an item and press the &gt; button to add to the selected list on the right. Select the item and press &lt; to remove the item from the selected list. Finds results with either MED or PBB</td>
</tr>
<tr>
<td>Multi-select box with dropdowns</td>
<td>search for results that contain any of the items selected from the list.</td>
<td>Used for long lists of items such as pesticides and commodities. Dropdown filters by entered values. Select the value and select “Add” to add item to selected list. Select item and click “Remove” to remove item from list. Finds results with either 2,4,5-T, Propylene G or 1,2-Dichloropropane,</td>
</tr>
<tr>
<td>Dropdown box</td>
<td>search for selected item</td>
<td><em>District:</em> [C] Finds only results with District C</td>
</tr>
<tr>
<td>Radio Button</td>
<td>search for selected item</td>
<td>Finds only results that are not active</td>
</tr>
<tr>
<td>Check box</td>
<td>search for checked item(s)</td>
<td><em>Permit Status:</em> [Issued] [In Progress] [Revised] Finds results that are Issued OR In Progress (Not Revised)</td>
</tr>
<tr>
<td>Date range</td>
<td>searches for items between from and to date (can either both or either)</td>
<td><em>Issue Date Range:</em> From 1/1/2008 To 1/31/2008 Finds results between 1/1/2008 and 1/31/2008</td>
</tr>
</tbody>
</table>

All information that you enter into query search fields narrow your field results. For example, entering the following would find results with contacts containing “Fred” AND District C.
QUERY EXECUTION AND OUTPUT

Once the parameters have been entered in a Query Interface, click the “Search” button to execute the query. A subset of results will display in a table beneath the parameter selection interface. Click “Show All Rows” to display more than the first 100 results in the grid (if available). Click on a column header name to sort the results by that column.

Click “Reset” to clear the parameter fields.

Click “Export” to Export the results to Excel. The Export results will contain a larger set of results than the grid results shown in the results grid for most query interfaces.

SAVING AND LOADING QUERIES

To save a set of query parameters, enter the parameters into the query interface and click the “Save Search Parameters” button. Enter a name for the search query in the Save Name text box and click the “Save” button.

Queries are saved for each query interface separately. Saved queries are also saved separately for each user.

To load a previously saved query, click the “Load Search Parameters” button, select the saved query you want to load from the dropdown list and click the “Load” button. The saved parameters will be loaded into the query parameter fields. Click “Search” to run the loaded query.

To delete a saved query, select it from the Load Search dropdown and click the “Delete” button.

PRODUCT LOOKUP

Select the “Product Lookup” from the top menu item to open the DPR Product Lookup interface. Select a DPR product from the dropdown. Enter part of the EPA label number or the name to filter the list. The product lookup will display the chemicals in the product and the commodities on label based on the DPR database. The DPR database values are updated nightly.
### DPR Product Lookup

<table>
<thead>
<tr>
<th>DPR Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-123-AA MOSQUITO BITER</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DPR Chemicals in Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>INERT INGREDIENTS, BUTOXY POLYPROPYLENE GLYCOL, 2-(2-BUTOXY ETHOXY) ETHYL THIOCYANATE, NAPHTHALENE, PETROLEUM DISTILLATES, METHYLATED NAPHTHALENE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DPR Commodities on Label</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORNAMENTAL TURF (ALL OR UNSPEC), RECREATIONAL AREAS, TENNIS COURTS, PARKS, ETC., TOMATO, TOMATOES, FOR PROCESSING/CANNING, UNCULTIVATED NON-AG AREAS (ALL OR UNSPEC)</td>
</tr>
</tbody>
</table>

Close