Welcome to CalAgPermits!

How to submit non-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 section is for production agriculture only.

This link is for structural applications.

Click here to start!

This link is for nonproduction agriculture and nonstructural reporting. Golf Courses, parks, and landscape type pest control businesses.

Click the icon to see the reports already entered.

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

Thank you.

This link is to enter a zero usage report quickly. This is only required for Pest Control Businesses doing work for hire.

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Entering Data

**Step 1:** Find your name. For Pest Control Businesses, click the first drop down. For Parks and Golf Courses, click the second box.

**Step 2:** Enter the month and year of the report. Only boxes that are orange colored need to be filled in. 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.

*Tip* Boxes with drop down arrows: Your selection must be chosen from the list. Typing in a selection will result in errors.
Step 4: Select your pesticide. Make sure the EPA Reg. No. is correct.

*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: 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: Landscape, Golf Courses, Parks, Cemeteries, etc., choose Code 30-0.

Step 8: Click save line.

Repeat steps 3-8 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.

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

<table>
<thead>
<tr>
<th>Line</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>1</td>
<td>ROUNDUP TOUGH WEED FORMULA</td>
<td>3</td>
<td>3 Ounce</td>
<td>30-0: LANDSCAPE MAIN</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>DEMAND CS INSECTICIDE</td>
<td>6</td>
<td>8 Ounce</td>
<td>30-0: LANDSCAPE MAIN</td>
<td></td>
</tr>
</tbody>
</table>

Allows you to make edits.

Allows you to delete a line.
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

Click the icon to access the data you have already entered, such as previously submitted reports and drafts.

Click Home to get back to this screen.
The Summary Page

The 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.

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

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.

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

Allows you to view a MSPUR. To edit a MSPUR that’s 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.
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.

Step 6: If you’re done for the month, click Submit. If you need to add more edits at a later date, click Save Draft.
Dealing with Errors

Click Edit or Delete to take care of the problem lines.

- Click Edit.
- Note the line number and the error in the message.

When this is done, click on “Submit” at the bottom of the page.
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.

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

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.