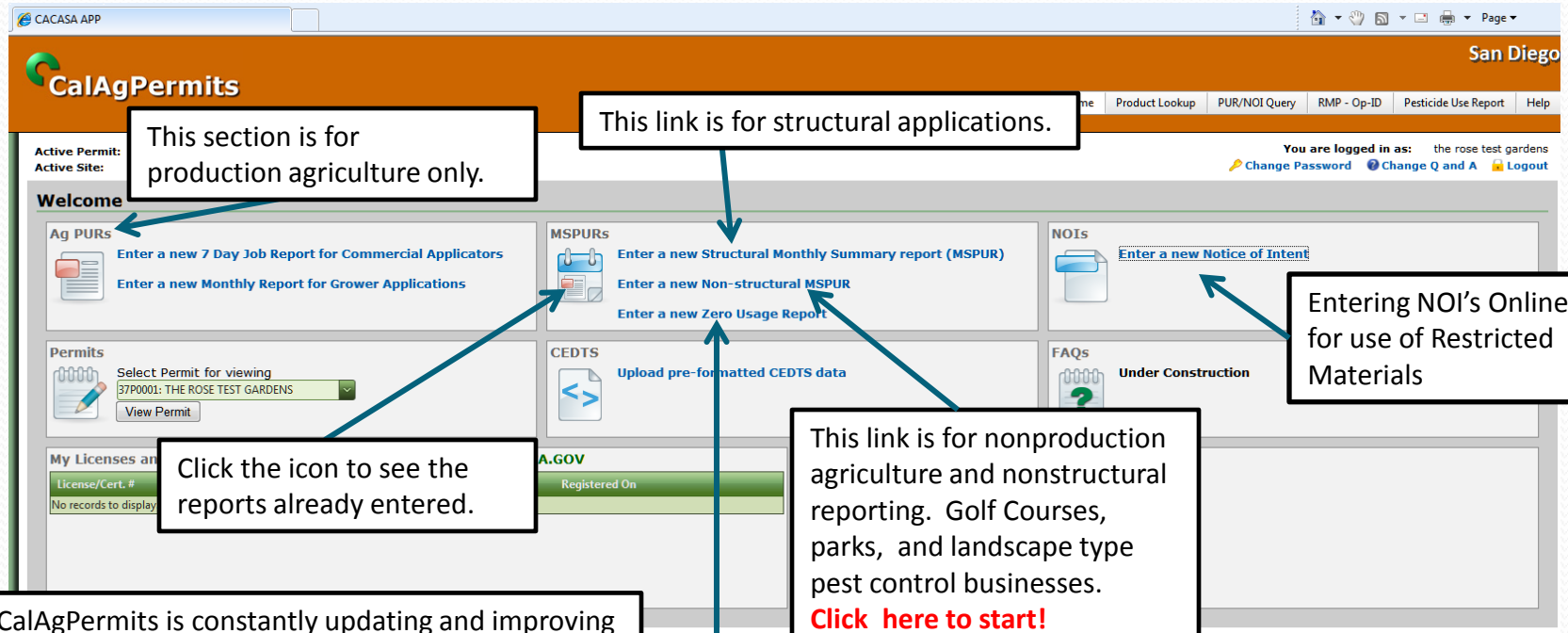
Welcome to CalAgPermits!

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.

Entering NOI's Online for use of Restricted Materials

Click the icon to see the reports already entered.

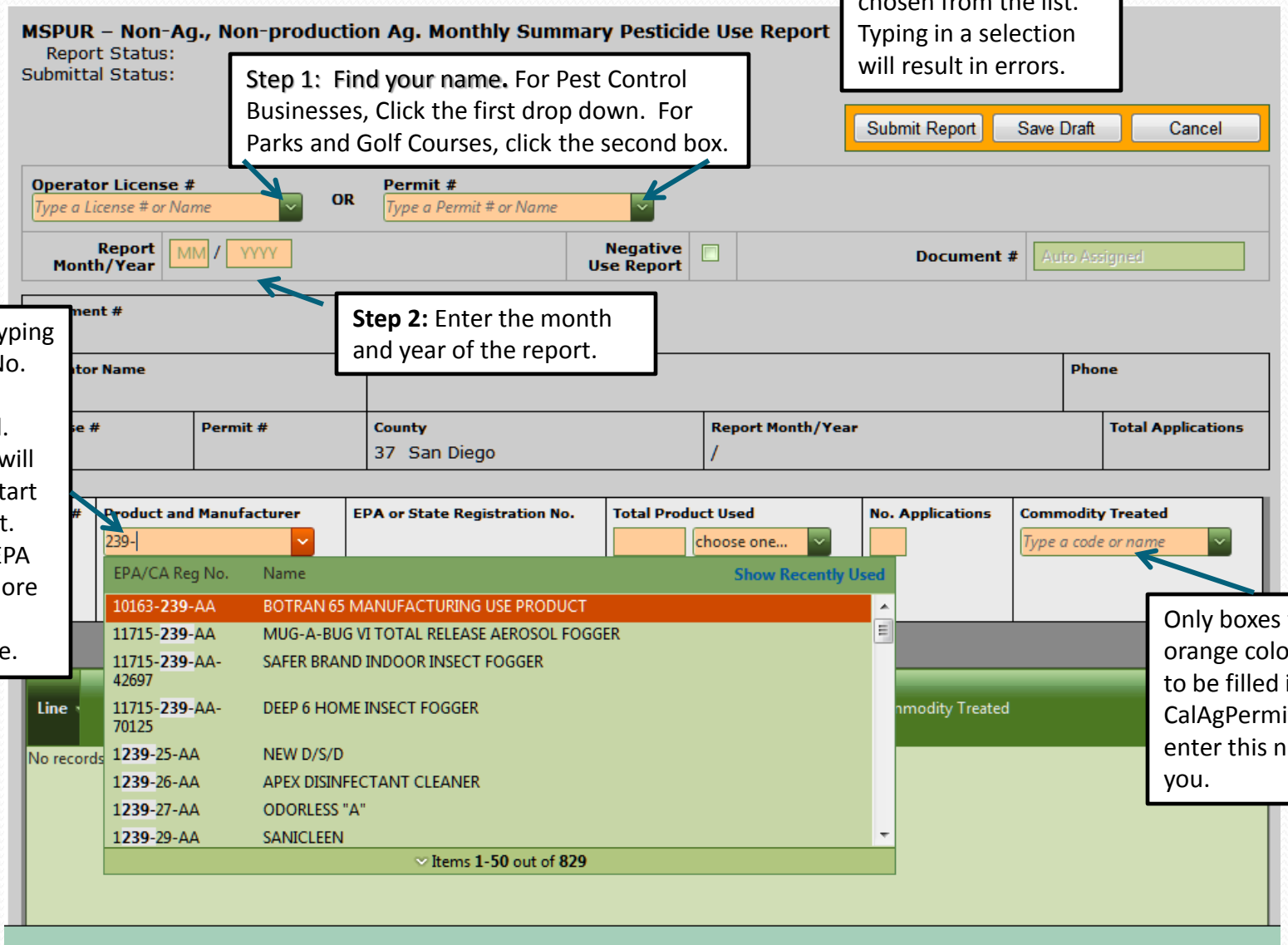
This link is for nonproduction agriculture and nonstructural reporting. Golf Courses, parks, and landscape type pest control businesses.
Click here to start!

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.

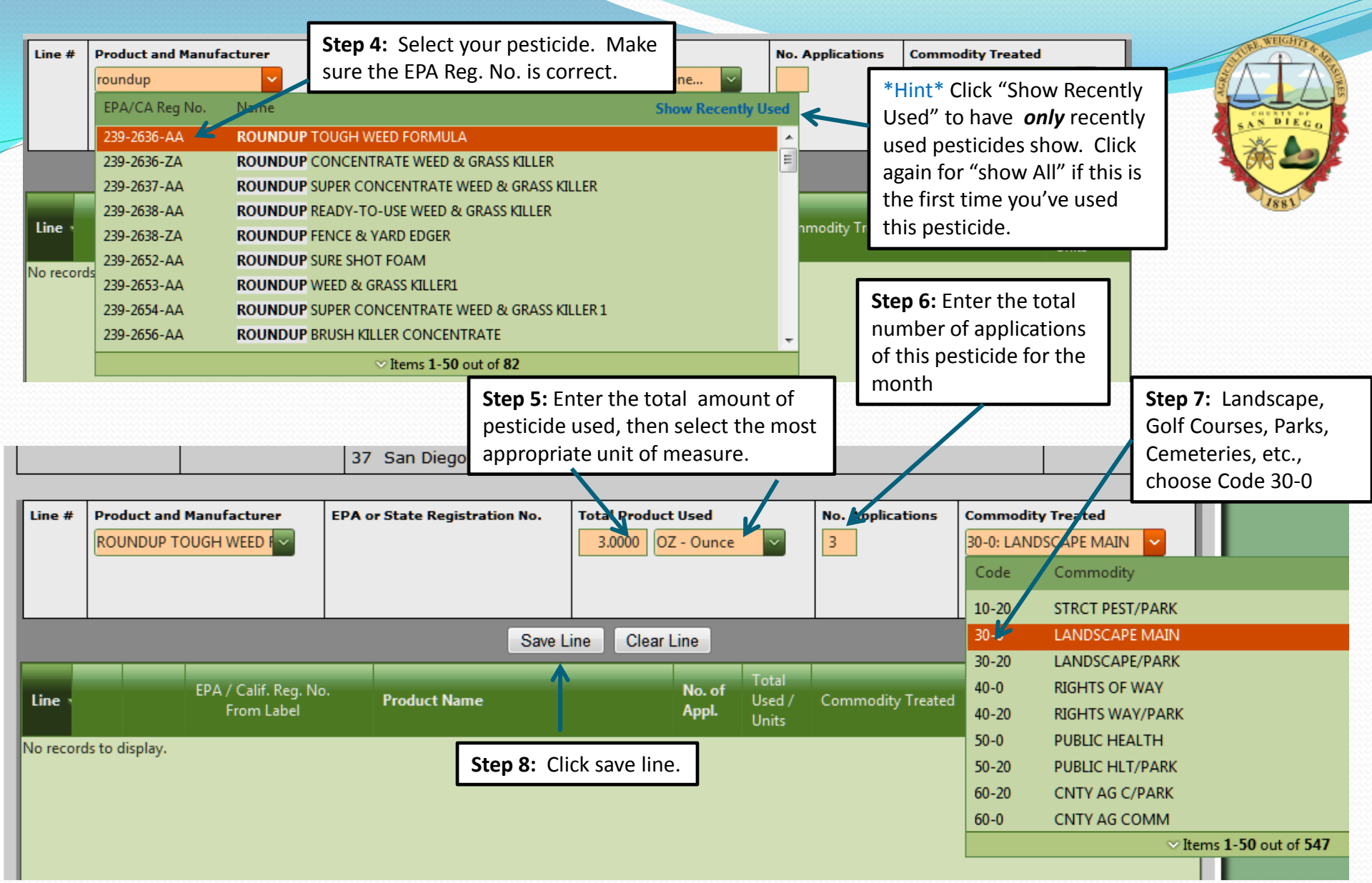
Entering Data

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



Step 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.

Only boxes that are orange colored need to be filled in. CalAgPermits will enter this number for you.



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

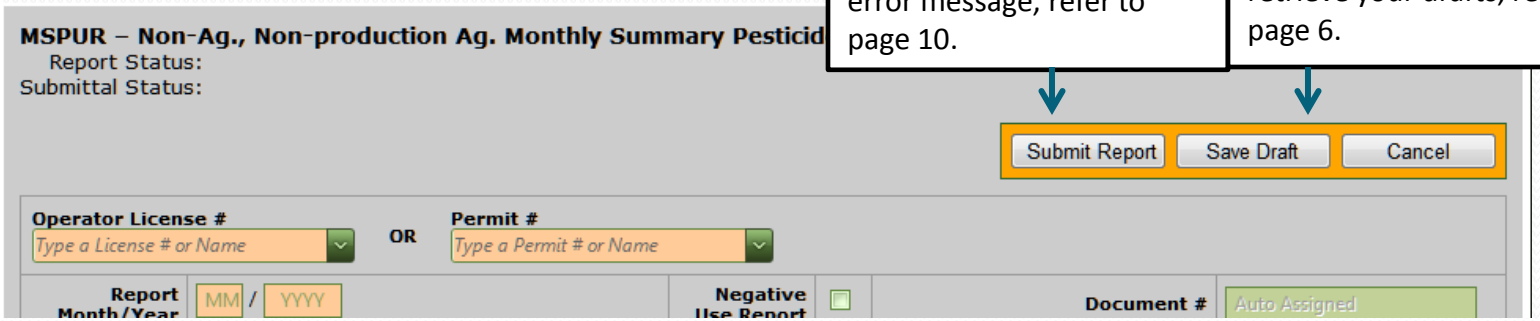
Line			EPA / Calif. Reg. No. From Label	Product Name	No. of Appl.	Total Used / Units	Commodity Treated	Area Treated / Units
2	Edit	Delete	100-1066-AA	DEMAND CS INSECTICIDE	6	8 Ounce	30-0: LANDSCAPE MAIN	
1	Edit	Delete	239-2636-AA	ROUNDUP TOUGH WEED FORMULA	3	3 Ounce	30-0: LANDSCAPE MAIN	

Allows you to make edits.

Allows you to delete a 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.

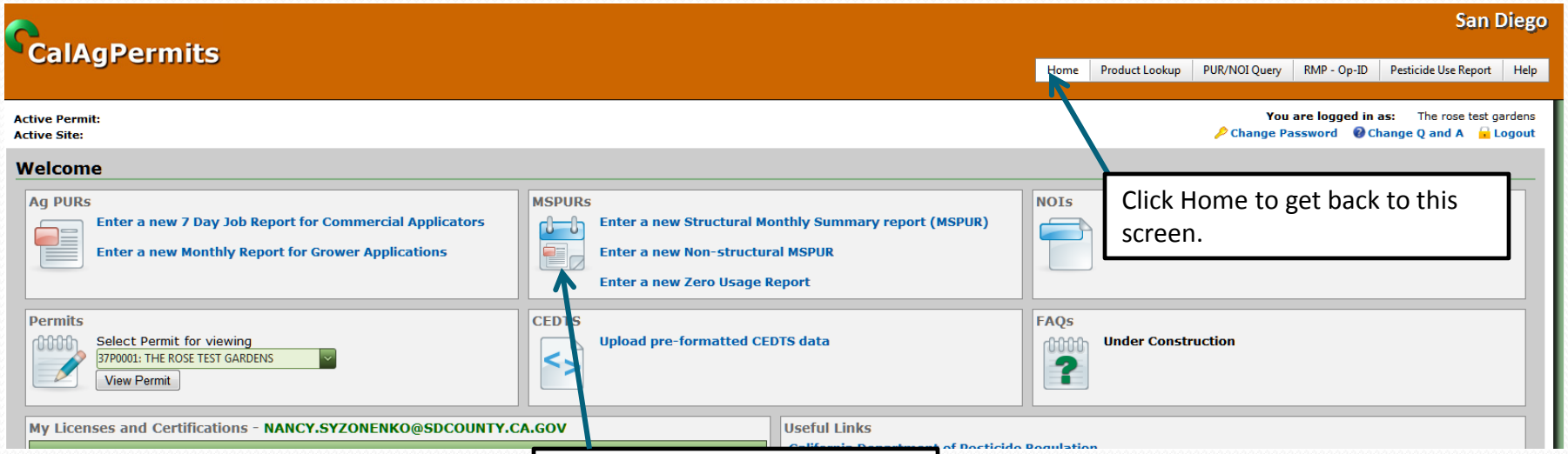
This button saves your work for later editing. *If you leave CalAgPermits prior to submitting or saving as a draft, you will loose all of the information you entered.* To retrieve your drafts, refer to page 6.



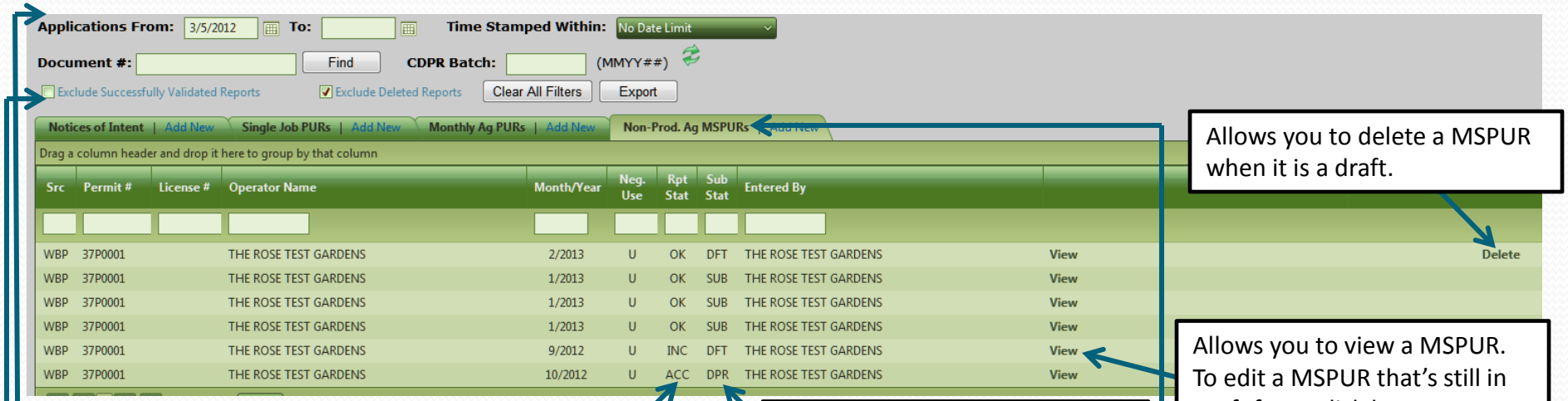
Summary Page

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



The Summary Page



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

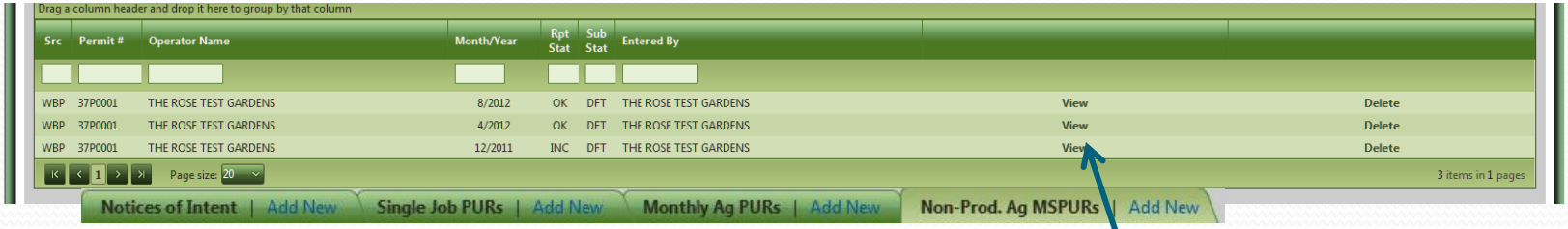
Allows you to view a MSPUR. To edit a MSPUR that's still in Draft form, click here.

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.

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



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
4			53219-7-AA	SCYTHE HERBICIDE	6	12 Ounce	30-0: LANDSCAPE MAIN	
3			2217-835-ZA	SPEED ZONE SOUTHERN BROADLEAF HERBICIDE FOR TURF	5	8 Ounce	30-0: LANDSCAPE MAIN	
2			100-1066-AA	DEMAND CS INSECTICIDE	6	8 Ounce	30-0: LANDSCAPE MAIN	
1			239-2636-AA	ROUNDUP TOUGH WEED FORMULA	3	3 Ounce	30-0: LANDSCAPE MAIN	

Page size: 20 — 4 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

Line			EPA / Calif. Reg. No. From Label	Product Name	No. of Appl.	Total Used / Units	Commodity Treated	Area Treated / Units
4	Edit	Delete	53219-7-AA	SCYTHE HERBICIDE	6	12 Ounce	30-0: LANDSCAPE MAIN	
3	Edit	Delete	2217-835-ZA	SPEED ZONE SOUTHERN BROADLEAF HERBICIDE FOR TURF	5	8 Ounce	30-0: LANDSCAPE MAIN	
2	Edit			DEMAND CS INSECTICIDE	6	8 Ounce	30-0: LANDSCAPE MAIN	
1	Edit			ROUNDUP TOUGH WEED FORMULA	3	3 Ounce	30-0: LANDSCAPE MAIN	

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.

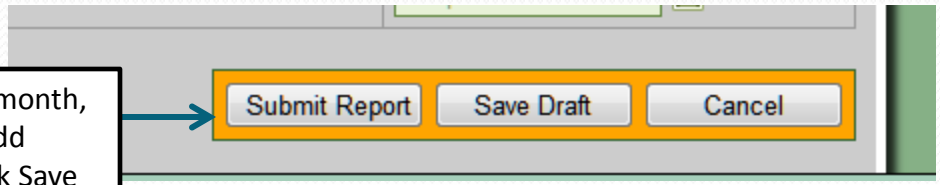
Line #	Product and Manufacturer	EPA or State Registration No.	Total Product Used	No. Applications	Commodity Treated
3	2217-835-ZA: SPEED ZONE	2217-835-ZA	8 OZ - Ounce	5	30-0: LANDSCAPE MAIN

Save Line | Clear Line

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

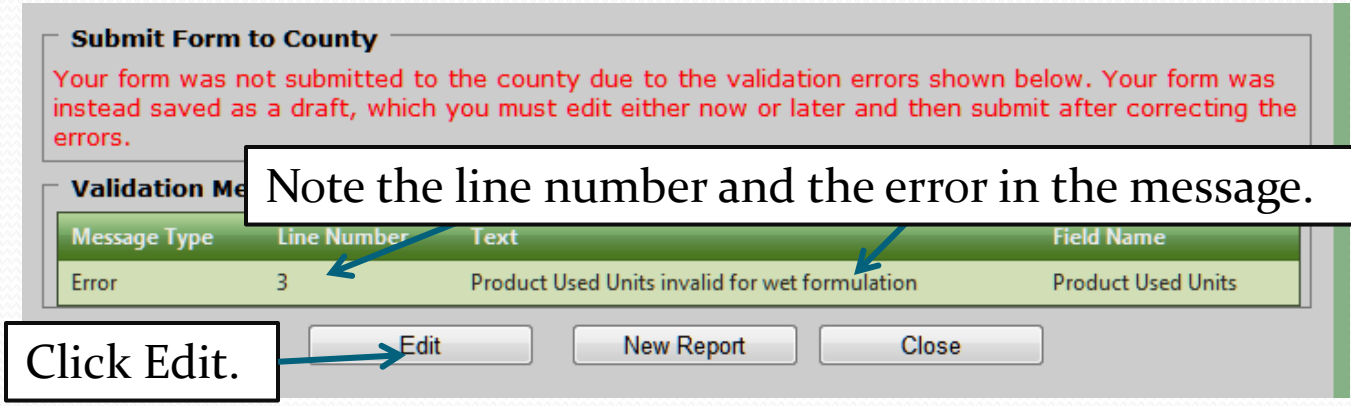
Step 5: click save line when you are done editing.

Line			From Label		Appl.	Total Used / Units	Commodity Treated	Area Treated / Units
4	Edit	Delete	53219-7-AA	SCYTHE HERBICIDE	6	12 Ounce	30-0: LANDSCAPE MAIN	
3	Edit	Delete	2217-835-ZA	SPEED ZONE SOUTHERN BROADLEAF HERBICIDE FOR TURF	5	8 Ounce	30-0: LANDSCAPE MAIN	
2	Edit	Delete	100-1066-AA	DEMAND CS INSECTICIDE	6	8 Ounce	30-0: LANDSCAPE MAIN	
1	Edit	Delete	239-2636-AA	ROUNDUP TOUGH WEED FORMULA	3	3 Ounce	30-0: LANDSCAPE MAIN	



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



Note the line number and the error in the message.

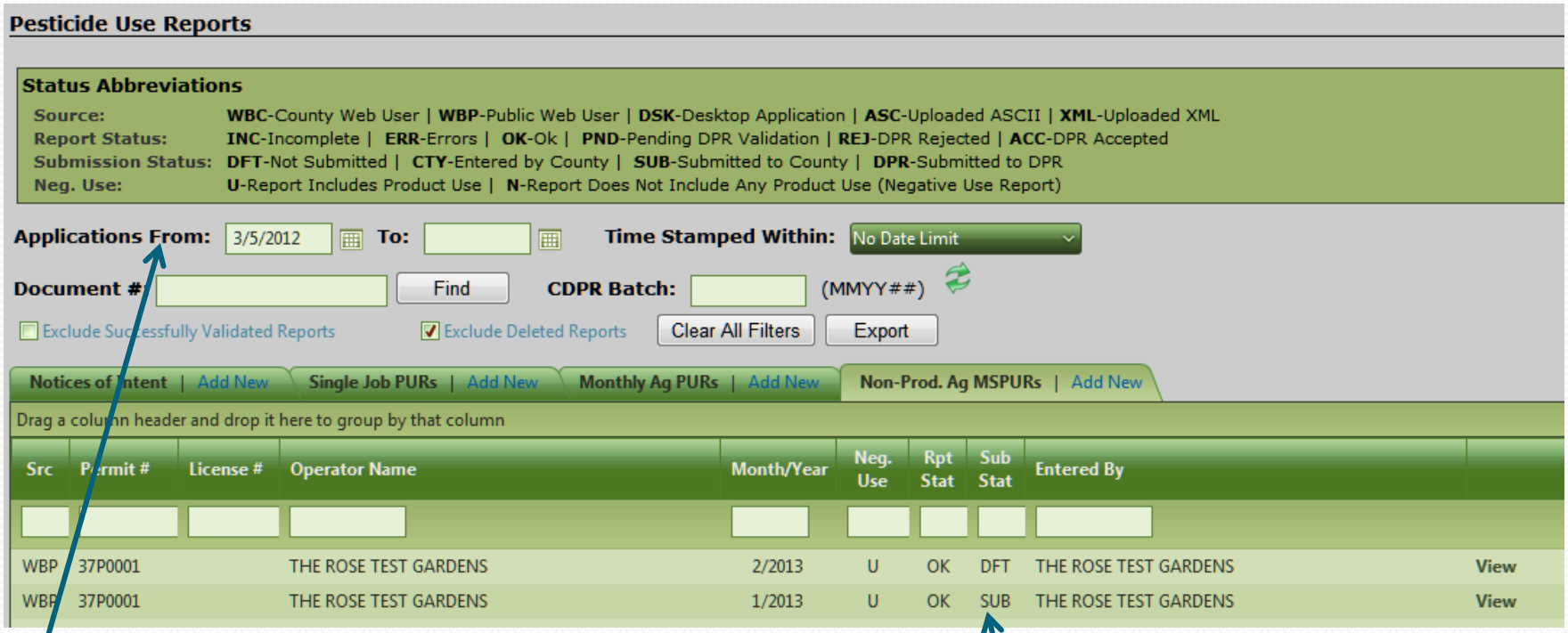
Click Edit.

Click Edit or Delete to take care of the problem lines

Line			EPA / Calif. Reg. No. From Label	Product Name	No. of Appl.	Total Used / Units	Commodity Treated
5	Edit	Delete	2217-835-ZA	SPEED ZONE SOUTHERN BROADLEAF HERBICIDE FOR TURF	5	8 Ounce	30-0: LANDSCAPE MAIN
4	Edit	Delete	53219-7-AA	SCYTHE HERBICIDE	6	12 Ounce	30-0: LANDSCAPE MAIN
3	Edit	Delete	239-2636-AA	ROUNDUP TOUGH WEED FORMULA	3	3 Ounce	30-0: LANDSCAPE MAIN
2	Edit	Delete	2217-835-ZA	SPEED ZONE SOUTHERN BROADLEAF HERBICIDE FOR TURF	5	8 Ounce	30-0: LANDSCAPE MAIN
1	Edit	Delete	100-1066-AA	DEMAND CS INSECTICIDE	6	8 Ounce	30-0: LANDSCAPE MAIN

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

Summary Page



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

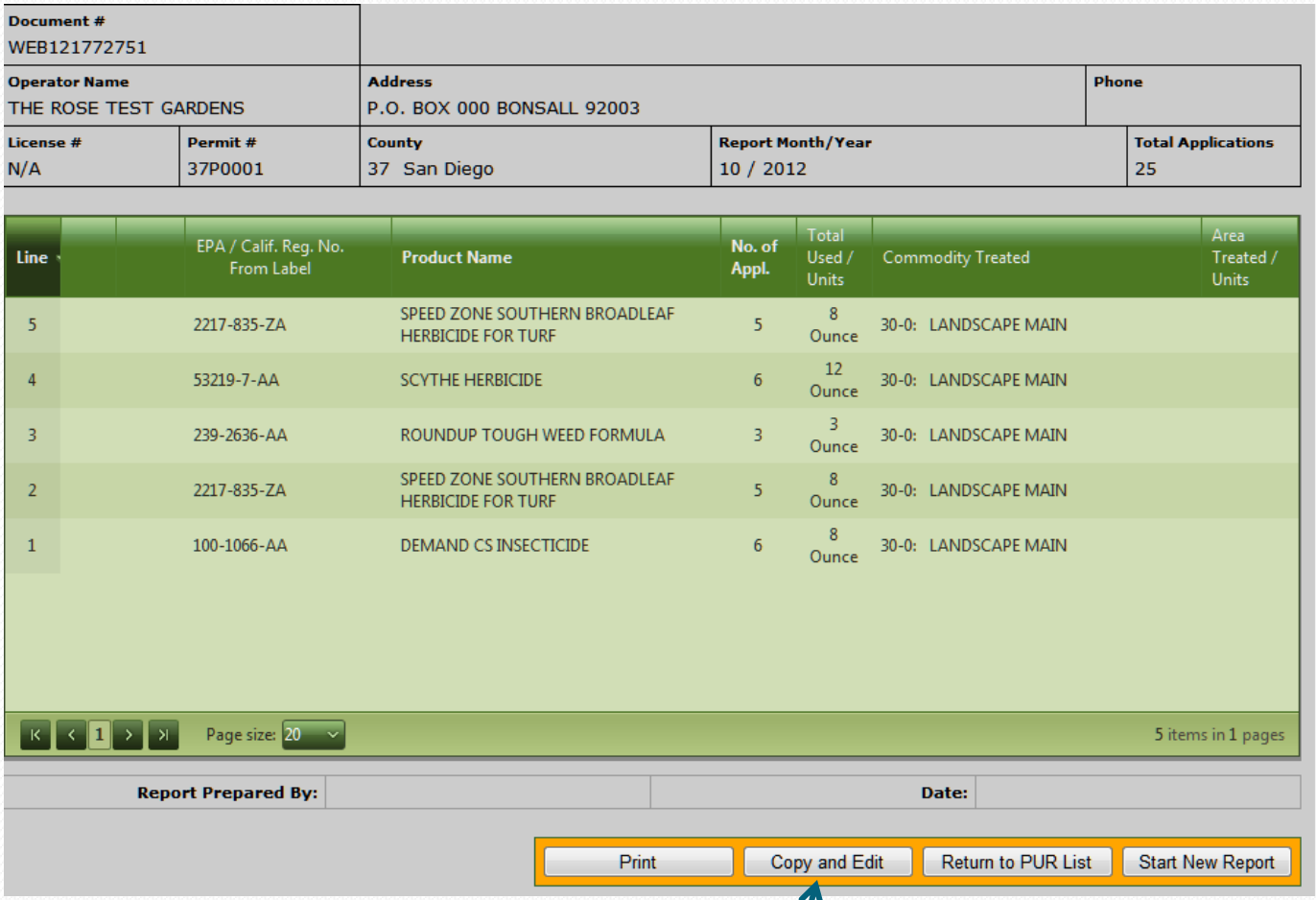
It will now show “SUB” (submitted to county) instead of DFT (draft). You have successfully submitted your report!

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



Document #				
WEB121772751				
Operator Name		**Address**		**Phone**
THE ROSE TEST GARDENS		P.O. BOX 000 BONSALL 92003		
License #	**Permit #**	**County**	**Report Month/Year**	**Total Applications**
N/A	37P0001	37 San Diego	10 / 2012	25

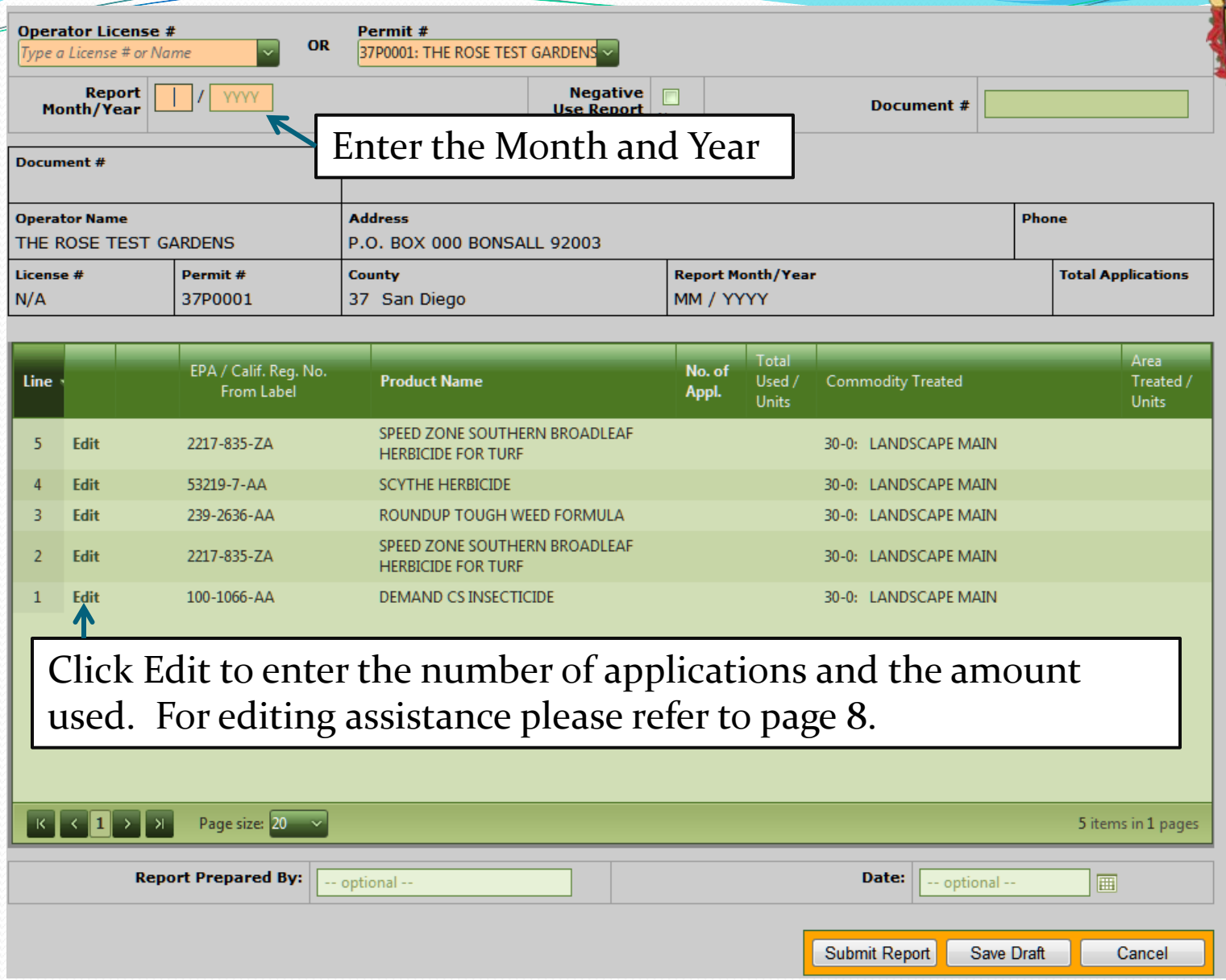
Line	EPA / Calif. Reg. No. From Label	Product Name	No. of Appl.	Total Used / Units	Commodity Treated	Area Treated / Units
5	2217-835-ZA	SPEED ZONE SOUTHERN BROADLEAF HERBICIDE FOR TURF	5	8 Ounce	30-0: LANDSCAPE MAIN	
4	53219-7-AA	SCYTHE HERBICIDE	6	12 Ounce	30-0: LANDSCAPE MAIN	
3	239-2636-AA	ROUNDUP TOUGH WEED FORMULA	3	3 Ounce	30-0: LANDSCAPE MAIN	
2	2217-835-ZA	SPEED ZONE SOUTHERN BROADLEAF HERBICIDE FOR TURF	5	8 Ounce	30-0: LANDSCAPE MAIN	
1	100-1066-AA	DEMAND CS INSECTICIDE	6	8 Ounce	30-0: LANDSCAPE MAIN	

1 Page size: 20 5 items in 1 pages

Report Prepared By: **Date:**

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

Click Copy and Edit.


Operator License #
Type a License # or Name
OR
Permit #
37P0001: THE ROSE TEST GARDENS
Report Month/Year
/ YYYY
Negative Use Report
Document #
Enter the Month and Year
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
EPA / Calif. Reg. No. From Label
Product Name
No. of Appl.
Total Used / Units
Commodity Treated
Area Treated / Units
5 Edit 2217-835-ZA SPEED ZONE SOUTHERN BROADLEAF HERBICIDE FOR TURF 30-0: LANDSCAPE MAIN
4 Edit 53219-7-AA SCYTHE HERBICIDE 30-0: LANDSCAPE MAIN
3 Edit 239-2636-AA ROUNDUP TOUGH WEED FORMULA 30-0: LANDSCAPE MAIN
2 Edit 2217-835-ZA SPEED ZONE SOUTHERN BROADLEAF HERBICIDE FOR TURF 30-0: LANDSCAPE MAIN
1 Edit 100-1066-AA DEMAND CS INSECTICIDE 30-0: LANDSCAPE MAIN
Click Edit to enter the number of applications and the amount used. For editing assistance please refer to page 8.
Page size: 20
5 items in 1 pages
Report Prepared By:
-- optional --
Date:
-- optional --
Submit Report
Save Draft
Cancel