



# Welcome to CalAgPermits!

## How to submit an Agricultural Pesticide Use Report (PUR) Production Agriculture (Nurseries, Groves, Row Crops, etc.)

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**

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

Active Permit:  
Active Site:

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

**Welcome**

**Ag PURs**  
 Enter a new 7 Day Job Report for Commercial Applicators  
 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

**Permits**  
 Select Perm  
 37P0001: THE  
 View Perm

**CEDTS**  
 Upload pre-formatted CEDTS data

**Help and Training**  
 Training  
 FAQs Ur

**My Licenses and**

License/Cert. #	Registered On
PR0007	
0007	PCM

**My PUR/NOI Activity**  
 Show Activity

Report Type	Drafts	Submitted	County Entered	Sent to DPR
Ag. Job Reports	View	View	View	View
Ag. Monthly Reports	View	View	View	View
MSPURs	View	View	View	View
NOIs	View	View	View	

This link is for Pest Control Businesses who apply to production agriculture and must report within 7 days of the application.

Click here to enter a PUR for production agriculture.

Click the icon to see the reports already entered.

Entering NOI's Online for use of Restricted Materials

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](mailto:Kara.Roskop-Waters@sdcounty.ca.gov) Thank you.



# Entering Data

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

## Monthly Pesticide Use Report - Production Ag Growers/Operators only

Report Status:  
Submittal Status:

Time Stamp:

**Step 1:** Select your business name form the drop down menu.

Submit Report

Save Draft

Cancel

Operator ID/ Permit #

37P0001: THE ROSE TEST GARDENS

Document #

Auto Ass

Report Month/Year

3 / 2013

Nursery

Only boxes that are orange colored need to be filled in. The green boxes are optional.

Operator (Grower)

THE ROSE TEST GARDENS

City

BONSALL

Section

09

Township

10S

BONSALL

Planted Area/Units

**Step 3:** Select the Application Method.

**Step 2:** Enter the day and time of the application. **Be careful when entering this date. If you enter the wrong month, you cannot correct it later. CalAgPermits will use the same month for all of the following applications on this report.**

Application Date / Time

3/2/2013



1:00 PM

Application Method/Fume Code

Ground

**Step 4:** Select the site where the application was made.

Line #:

Site Identification Number

ACZ000

Commodity Treated

1016-0: STRAWBERRY

**Step 6:** Select the Treated Area and Units. This must match what is listed on your OPID. If you OPID says acres, then you must report in acres. If you only did an application to part of the area, estimate how much you treated. For example, if you have 1 acre and you made an application to 1/8 of it, the treated area is 0.125 acres.

Treated Area - Units

2.00

A - ACRES

**Step 5:** Select the Commodity Treated.



**Step 7:** Start typing the EPA Reg. No. found on the pesticide label, including the dash. CalAgPermits will immediately start searching for it. Searching by EPA No. is much more accurate than pesticide name.

The screenshot shows the 'Product EPA Number/Name' dropdown menu with '53219-' entered. A search results list is displayed below, containing the following items:

EPA/CA Reg No.	Name
53219-55003-EX	MVP BIOINSECTICIDE
53219-55010-EX	MVP BIOINSECTICIDE
53219-55012-EX	M-TRAK BIOINSECTICIDE
53219-6-AA	M-PEDE INSECTICIDE
53219-6-AA-42697	SAFER BRAND INSECTICIDE SOAP INSECTICIDE/MITICIDE/FUNGICIDE
53219-6-ZA	MYX 1446 I INSECTICIDE
53219-6-ZB	MYX 1446 F FUNGICIDE
53219-6-ZC	M-PEDE INSECTICIDE/FUNGICIDE

The '53219-6-ZC' item is highlighted in orange. A 'Show Recently Used' button is visible in the top right of the dropdown menu. The background interface shows 'Days Re-entry' set to '-opt-' and 'Dilution' set to 'choose one...'. A 'Save Line - New Product' button is visible at the bottom left.

**\*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 8:** Select the product you applied from the list.

The screenshot shows the 'Product EPA Number/Name' dropdown menu with '53219-6-ZC: M-PEDE INSECTICIDE/FUNGICIDE' selected. The 'Total Product Used - Units' field is set to '2.0000' with 'QT - Quart' selected as the unit. The 'Rate' field is set to '1 Quart/ACRES'. The 'Days Re-entry' field is set to '-opt-' and the 'Dilution' dropdown is set to 'choose one...'. At the bottom, there are five buttons: 'Save Line - New Product', 'Save Line - New Date', 'Save Line - New Site/Date', 'Save Line - Done', and 'Clear Line'.

**Step 9:** Enter the Total Product Used and the appropriate units.

**Step 9:** If you have more applications to add click "Save Line-New Product". To keep things simple we are just going to use "Save Line-New Product". As you become more comfortable, feel free to play with the other two options. When you do not have any more applications to enter, click "Save Line - Done".

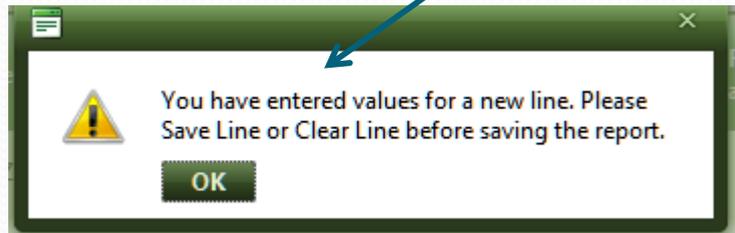


Save Line - New Product    Save Line - New Date    Save Line - New Site/Date    Save Line - Done    Clear Line

Line		Date/Time Applied	Site ID	Commodity Treated	Total Planted / Units	Total Treated / Units	EPA / Calif. Reg. No. From Label	Product Name	Appl. Meth	Fume Code	Total Us
2	Edit Delete	3/6/2013 1:00 AM	ACZ000	1016-0: STRAWBERRY	2 ACRES	2 ACRES	10163-324-AA	M-PEDE INSECTICIDE-MITICIDE-FUNGICIDE	G		1 Quart

If you make a make a mistake on a line you have already saved; edit allows you to edit a line and delete will delete the line.

*\*Hint\** If you keep getting this message, click clear line and then Submit or Save Draft



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.

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

Submit Report    Save Draft    Cancel



Report Prepared By:

Date:

Edit

Submit to County

Print

Copy and Edit

Return to PUR List

Start New Report

To return to the summary page, click here.

### Summary Page

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 #	Operator Name	Month/Year	Rpt Stat	Sub Stat	Entered By	
WBP	37P0001	THE ROSE TEST GARDENS	5/2013	OK	DFT	THE ROSE TEST GARDENS	View
WBP	37P0001	THE ROSE TEST GARDENS	4/2013	OK	SUB	THE ROSE TEST GARDENS	View
WBP	37P0001	THE ROSE TEST GARDENS	1/2013	REJ	DPR	THE ROSE TEST GARDENS	View
WBP	37P0001	THE ROSE TEST GARDENS	8/2012	OK	DFT	THE ROSE TEST GARDENS	View

Page size: 20

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

San Diego

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

Active Permit:  
Active Site:

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

**Welcome**

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Enter a new Zero Usage Report

**NOIs**

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

**CEDTS**  
Upload pre-formatted CEDTS data

**FAQs**  
Under Construction

My Licenses and Certifications - NANCY.SYZONENKO@SDCOUNTY.CA.GOV

Useful Links  
California Department of Pesticide Regulation

\*Hint\* Wherever you are in CalAgPermits click home to get back to this screen.

Click the icon to access the data already entered, such as previously submitted PUR's and drafts.



# The Summary Page

Applications From: 4/3/2011 To: Time Stamped Within: No Date Limit

Document #: Find C DPR 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 #	Operator Name	Month/Year	Rpt Stat	Sub Stat	Entered By	
WBP	37P0001	THE ROSE TEST GARDENS	1/2013	ERR	SUB	THE ROSE TEST GARDENS	View
WBP	37P0001	THE ROSE TEST GARDENS	8/2012	OK	DFT	THE ROSE TEST GARDENS	View Delete
WBP	37P0001	THE ROSE TEST GARDENS	4/2012	OK	DFT	THE ROSE TEST GARDENS	View Delete
WBP	37P0001	THE ROSE TEST GARDENS	3/2012	ACC	DPR	THE ROSE TEST GARDENS	View
WBC	37P0001	THE ROSE TEST GARDENS	2/2012	ACC	DPR	Nancy.Syzonenko@sdcounty.ca.gov	View
WBP	37P0001	THE ROSE TEST GARDENS	12/2011	INC	DFT	THE ROSE TEST GARDENS	View Delete

Page size: 20

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

Report Status column.  
Ok-is okay  
ACC-means accepted by DPR  
INC-means incomplete  
ERR-means the PUR has an error  
REJ-means DPR rejected the PUR

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 a PUR. To edit a PUR that's 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 Monthly Ag PURs tab is selected.

# To make edits/work with drafts



[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 #	Operator Name	Month/Year	Rpt Stat	Sub Stat	Entered By		
WBP	37P0001	THE ROSE TEST GARDENS	4/2013	OK	DFT	THE ROSE TEST GARDENS	View	Delete
WBP	37P0001	THE ROSE TEST GARDENS	1/2013	REJ	DPR	THE ROSE TEST GARDENS	View	
WBP	37P0001	THE ROSE TEST GARDENS	8/2012	OK	DFT	THE ROSE TEST GARDENS	View	Delete

Page size: 20 | 3 items in 1 pages

**Step 1:** find the PUR you want to edit and click view.

Section	Township	Range	Base & Meridian	Location				Planted Area/Units		
Line	Date/Time Applied	Site ID	Commodity Treated	Total Planted / Units	Total Treated / Units	EPA / Calif. Reg. No. From Label	Product Name	Appl. Meth	Fume Code	Total Used / Units
1	4/25/2013 8:00 AM	ACZ000	1016-0; STRAWBERRY	2 ACRES	1 ACRES	50534-188-AA-100	BRAVO WEATHER STIK	G		30 Ounce
2	4/25/2013 8:00 AM	ACZ000	1016-0; STRAWBERRY	2 ACRES	1 ACRES	73049-39-AA	DIPEL DF BIOLOGICAL INSECTICIDE	G		1 Pounds
3	4/25/2013 8:00 AM	ACZ000	1016-0; STRAWBERRY	2 ACRES	2 ACRES	10163-324-AA	M-PEDE INSECTICIDE-MITICIDE-FUNGICIDE	G		2 Quart
4	4/25/2013 8:00 AM	ACZ000	1016-0; STRAWBERRY	2 ACRES	1 ACRES	17545-50035-AA	SILICONE SURFACTANT	G		8 Ounce

Report Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 2:** click edit.



Line			Date/Time Applied	Site ID	Commodity Treated	Total Planted / Units	Total Treated / Units	EPA / Calif. Reg. No. From Label	Product Name	Appl. Meth	Fume Code	Total Used
1	Edit	Delete	4/25/2013 8:00 AM	ACZ000	1016-0: STRAWBERRY	2 ACRES	1 ACRES	50534-188-AA-100	BRAVO WEATHER STIK	G		30 Ounce
2	Edit	Delete	4/25/2013 8:00 AM	ACZ000	1016-0: STRAWBERRY	2 ACRES	1 ACRES	73049-39-AA	DIPEL DF BIOLOGICAL INSECTICIDE	G		1 Pounds
3	Edit	Delete	4/25/2013 8:00 AM	ACZ000	1016-0: STRAWBERRY	2 ACRES	2 ACRES	10163-324-AA	M-PEDE INSECTICIDE-MITICIDE-FUNGICIDE	G		2 Quart
4	Edit	Delete	4/25/2013 8:00 AM	ACZ000	1016-0: STRAWBERRY	2 ACRES	1 ACRES	17545-50035-AA	SILICONE SURFACTANT	G		8 Ounce

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

**Step 4:** Make your changes.

Product EPA Number/Name: 10163-324-AA: M-PEDE INSECTICIDE-MITICIDE-FUNGICIDE

Days Re-entry: -opt-

Dilution: choose one...

Product Units: 2.0000 QT - Quart

Save Line - New Product | Save Line - New Date | Save Line - New Site/Date | **Save Line - Done** | Clear Line

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

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

Line			Date/Time Applied	Site ID	Commodity Treated	Total Planted / Units	Total Treated / Units	EPA / Calif. Reg. No. From Label	Product Name	Appl. Meth	Fume Code	Total Used
1	Edit	Delete	4/25/2013 8:00 AM	ACZ000	1016-0: STRAWBERRY	2 ACRES	1 ACRES	50534-188-AA-100	BRAVO WEATHER STIK	G		30 Ounce
2	Edit	Delete	4/25/2013 8:00 AM	ACZ000	1016-0: STRAWBERRY	2 ACRES	1 ACRES	73049-39-AA	DIPEL DF BIOLOGICAL INSECTICIDE	G		1 Pounds
3	Edit	Delete	4/25/2013 8:00 AM	ACZ000	1016-0: STRAWBERRY	2 ACRES	2 ACRES	10163-324-AA	M-PEDE INSECTICIDE-MITICIDE-FUNGICIDE	G		2 Quart

**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.

Submit Report | Save Draft | Cancel



# Dealing with Errors

**Validation Messages**

Message Type	Line Number	Text	Field Name
Error	3	Product Used Units invalid for wet formulation	Product Used Units

Click 'Submit' to send this report to the county now.  
Or else save it as a draft report or 'Cancel' to continue editing.

Tells you which line number has the error and what the error is

To make the correction click cancel

Find the appropriate line number and click Edit to make the corrections

Line					Calif. Reg. No.	Product Name	Appl. Meth	Fume Code	Total Us	
					m Label					
4	Edit Delete	4/25/2013 8:00 AM	ACZ000	1016-0: STRAWBERRY	2 ACRES	1 ACRES	17545-50035-AA	SILICONE SURFACTANT	G	8 Ounce
3	Edit Delete	4/25/2013 8:00 AM	ACZ000	1016-0: STRAWBERRY	2 ACRES	2 ACRES	10163-324-AA	M-PEDE INSECTICIDE-MITICIDE-FUNGICIDE	G	2 Grams
2	Edit Delete	4/25/2013 8:00 AM	ACZ000	1016-0: STRAWBERRY	2 ACRES	1 ACRES	73049-39-AA	DIPEL DF BIOLOGICAL INSECTICIDE	G	1 Pound
1	Edit Delete	4/25/2013 8:00 AM	ACZ000	1016-0: STRAWBERRY	2 ACRES	1 ACRES	50534-188-AA-100	BRAVO WEATHER STIK	G	30 Ounc

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



# Summary Page

Applications From: 5/6/2012 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 #	Operator Name	Month/Year	Rpt Stat	Sub Stat	Entered By	
WBP	37P0001	THE ROSE TEST GARDENS	4/2013	OK	SUB	THE ROSE TEST GARDENS	View
WBP	37P0001	THE ROSE TEST GARDENS	1/2013	REJ	DPR	THE ROSE TEST GARDENS	View
WBP	37P0001	THE ROSE TEST GARDENS	8/2012	OK	DFT	THE ROSE TEST GARDENS	View

Page size: 20

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.

Applications From: 5/6/2012 To: Time Stamped Within: No Date Limit

Document #: Find CDPR Batch: (MMYY##) Export

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 #	Operator Name	Month/Year	Rpt Stat	Sub Stat	Entered By	
WBP	37P0001	THE ROSE TEST GARDENS	4/2013	OK	SUB	THE ROSE TEST GARDENS	View
WBP	37P0001	THE ROSE TEST GARDENS	1/2013	REJ	DPR	THE ROSE TEST GARDENS	View
WBP	37P0001	THE ROSE TEST GARDENS	8/2012	OK	DFT	THE ROSE TEST GARDENS	View

Page size: 20

Start with the month with the most similar pesticide use. Click View.



# Copy and Edit Feature

Line	Date/Time Applied	Site ID	Commodity Treated	Total Planted / Units	Total Treated / Units	EPA / Calif. Reg. No. From Label	Product Name	Appl. Meth	Fume Code	Total Used / Unit
4	4/25/2013 8:00 AM	ACZ000	1016-0: STRAWBERRY	2 ACRES	1 ACRES	17545-50035-AA	SILICONE SURFACTANT	G		8 Ounce
3	4/25/2013 8:00 AM	ACZ000	1016-0: STRAWBERRY	2 ACRES	2 ACRES	10163-324-AA	M-PEDE INSECTICIDE-MITICIDE-FUNGICIDE	G		2 Quart
2	4/25/2013 8:00 AM	ACZ000	1016-0: STRAWBERRY	2 ACRES	1 ACRES	73049-39-AA	DIPEL DF BIOLOGICAL INSECTICIDE	G		1 Pounds
1	4/25/2013 8:00 AM	ACZ000	1016-0: STRAWBERRY	2 ACRES	1 ACRES	50534-188-AA-100	BRAVO WEATHER STIK	G		30 Ounce

Report Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Copy and Edit Return to PUR List Start New Report

Click Copy and Edit



Step 1: Click edit to enter new information on an application

Application Date / Time   Application Method/Fume Code

Step 2: Enter the Application date/time

Line #: 4  
Site Identification Number   
Commodity Treated  Treated Area - Units

Step 3: Enter the treated area

Product EPA Number/Name   
Total Product Used - Units

Step 4: Enter the Total Product Used. Make sure you report the correct units.

Save Line - New Product Save Line - New Date Save Line - New Site/Date Save Line - Done Clear Line

Line	Date/Time Applied	Site ID	Commodity Treated	Total Planted / Units	Total Treated Units	EPA / C-IF Reg. No.	Appl. Fume
4		ACZ000	1016-0: STRAWBERRY	2 ACRES			
3		ACZ000	1016-0: STRAWBERRY	2 ACRES		10163-324-AA	MITICIDE-FUNGICIDE
2		ACZ000	1016-0: STRAWBERRY	2 ACRES		73049-39-AA	DIPEL DF BIOLOGICAL INSECTICIDE
1		ACZ000	1016-0: STRAWBERRY	2 ACRES		50534-188-AA-100	BRAVO WEATHER STIK

Step 5: Click Save Line-Done when finished. Repeat steps 1-5 for each pesticide you want to edit.

For editing assistance please refer to page 8