

CalAgPermits: Signing On

Username:
Temporary Password:

CalAgPermits is a free online service intended to simplify and streamline the existing permit and pesticide reporting process. As a CalAgPermits Web-User you will be able to view your permit, review historical data related to your permit and submit Pesticide Use Report (PUR) and Notices of Intent (NOI) online directly to the County Agricultural Commissioner’s Office.

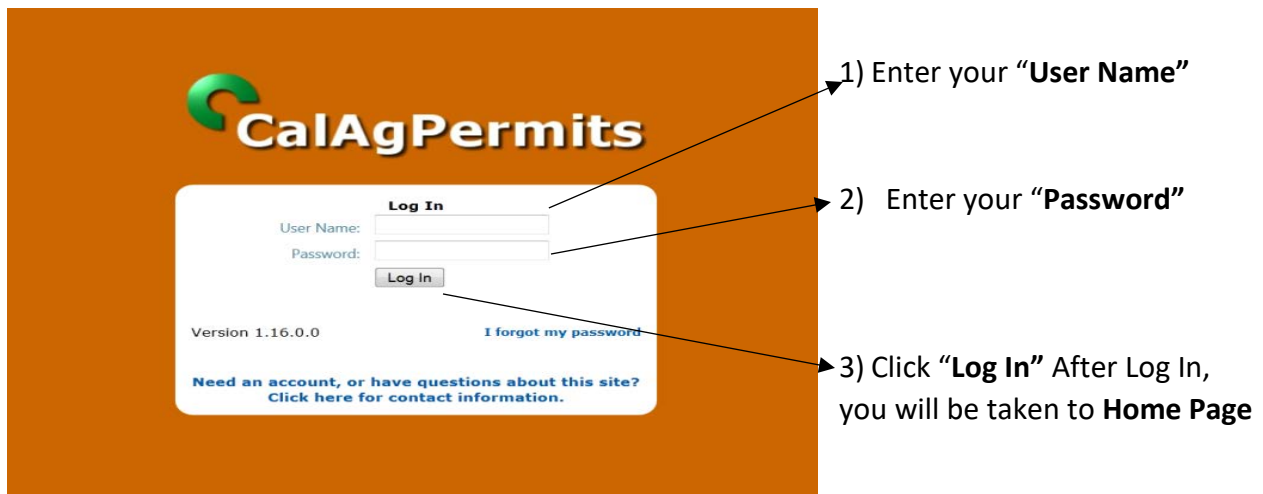
This handout will offer a quick and easy introduction to help you access the system. If you have problems on how the website works you will also be able to access and use the complete User’s Guide under the Help drop down menu, which will provide more detailed information about this application provides more detailed information about this application and how to use it. You’re also welcomed to call out offices to ask a biologist for online help.

SETTING UP YOUR ACCOUNT:

Before you can begin using the CalAgPermits website, the County Agricultural Commissioner’s Office must set up your Web-User account and link it to your existing permit. It only takes a few minutes for our biologist to set up an account for you, so please contact the office to set up your account if you don’t have one. For setting up your account all is needed is a valid email address. You will be given a **Username** and **Temporary Password**. The first time you log in, you will be asked to change your Temporary password to your own Permanent Password.

LOGGING INTO YOUR ACCOUNT:

Using your web browser go to CalAgpermits site at: <http://www.calagpermits.org>



The image shows a screenshot of the CalAgPermits login page. The page has an orange background. At the top left is the CalAgPermits logo, which consists of a green 'C' and the text 'CalAgPermits'. Below the logo is a white login form. The form has a title 'Log In' and two input fields: 'User Name:' and 'Password:'. Below the 'Password:' field is a 'Log In' button. At the bottom of the form, there is a link that says 'I forgot my password' and a footer that says 'Need an account, or have questions about this site? Click here for contact information.' Three numbered arrows point to the form: 1) points to the 'User Name' field, 2) points to the 'Password' field, and 3) points to the 'Log In' button.

- 1) Enter your “User Name”
- 2) Enter your “Password”
- 3) Click “Log In” After Log In, you will be taken to Home Page

The screenshot shows a user dashboard for 'REECE FARMS'. At the top right, it says 'You are logged in as: REECE FARMS' with links for 'Resume my login', 'Change Password', 'Change Q and A', and 'Logout'. The dashboard is divided into several sections:

- Ag PURS:** Contains links for 'Enter a new 7 Day Job Report for Commercial Applicators' and 'Enter a new Monthly Report for Grower Applications'.
- MSPURS:** Contains links for 'Enter a new Structural Monthly Summary report (MSPUR)', 'Enter a new Non-structural MSPUR', and 'Enter a new Zero Usage Report'.
- NOIS:** Contains a link for 'Enter a new Notice of Intent'.
- Permits:** Includes a dropdown menu for 'Select Permit for viewing' (currently showing '3902172-REECE FARMS') and a 'View Permit' button.
- My Licenses and Certifications - REECE FARMS:** A table with columns for License/Cert. #, Type, Expiration, and Registered On. It currently shows 'No records to display'.
- My DIR/NOT Activity:** A table with columns for Report Type, Drafts, Submitted, County Selected, and Sent to DPR. It lists activities for Ag Job Reports, Ag Monthly Reports, MSPURS, and NOIS.
- School Notifications:** A section with a house icon and text: '1 permits requiring notification. Click here to begin. Easy-to-use Quick Overview. Updates for July 1, 2019 - June 30, 2020 Notifications. Video tutorial on how to submit notifications'.
- Useful Links:** A list of links including 'California Department of Pesticide Regulation', 'Pesticide Use Reporting (PUR) Forms', 'Licensing and Certification Program', 'DPR News and Publications', 'Restricted Materials Use Requirements', 'CalAgPermits Contact Information', and 'Contact Tech Support'.

1) **Enter a new 7 Day Job Report for commercial Applicators:** This is used by Agricultural pest control business (PCBs) or applicators for hire for reporting site-by-site, day-by-day pesticide application job reports. This form must be submitted within 7 days of application.

Enter a Monthly Report for Grower Applications: This report type is for property operators/owners to use when making applications to their own permit sites. This is what a majority of permittees will use. Select this form when reporting pesticides used on agricultural commodities, such as wine grapes or fruit trees.

2) **Enter a new Structural Monthly Summary Report (MSPUR):** This report is mainly used by landscaping and Pest Control Businesses (PCB).

Pesticide applications to buildings and other structures by PCBs should be reported under **“Structural Monthly Summary Report (MSPUR).”**

Non-agricultural, non-structural pesticide applications (such as landscape, waterway and SO2 applications) are reported on **“Non-structural MSPUR.”** Occasionally this report is used by a permittee *only* applying to non-agricultural or non-production agricultural sites.

3) **Enter a new Notice of Intent:** Based on the active ingredient, at least 24-48 hours’ notice is required by restricted material permit holders or their authorized agents before any application of CA restricted materials is allowed.

4) **Permit:** Clicking on **“View Permit”** will pull up your current permit.

- 5) **CEDTS:** Permit holders using a 3rd party management tool can find, upload and send their PUR files directly to the County Agricultural Commissioner’s Office.

CalAgPermits: Monthly Pesticide Use Report – Production Ag. Growers/ Operators:

You can start a new monthly report in the section labeled “Ag PURs.” Click on “Enter a new Monthly Report for Grower Applications.” The page below will open.

Active Permit:
Active Site:

You are logged in as: dummyname
[Change Password](#) [Change Q and A](#) [Logout](#)

Monthly Pesticide Use Report - Production Ag Growers/Operators only Time Stamp:

Report Status:
Submittal Status:

Operator ID/ Permit # Document #

Report Month/Year MM / YYYY

Operator (Grower)		County		Address		City		Zip Code	
		39 San Joaquin							
Section	Township	Range	Base & Meridian	Location			Planted Area/Units		

Application Date / Time

Application Method/Fume Code

Line #:

Site Identification Number Block ID

Commodity Treated Treated Area - Units

Applied prior to planting

Product EPA Number/Name (pick from either list below)

All Products

My Products

[Manage My Products](#)

Total Product Used - Units

Days Re-entry

Dilution

Rate

- 1) Click on the down arrow and select your “**Operator ID/Permit #**” from the drop down menu.
- 2) As you select items from the drop down menus and type in your information some gray fields, “**Operator (Grower)/ Address**” etc. will populate automatically with information from your permit.
- 3) Type or use the calendar icon to fill in the “**Application Date/Time.**”

- 4) When choosing from the “**Application Method/ Fume Code**” drop down menu, choose the method of application that was performed.
- 5) Choose the application site by clicking on “**Site Identification Number.**” The “**Commodity Treated**” will autofill if you have only one commodity per site. Otherwise, use the drop down to select the correct commodity. Type in the treated area size and then choose the correlating unit(s).
- 6) Type either the EPA registration number or product name of the pesticide used in the “**Product EPA number/Name**” box. It might take the system awhile to search through registered pesticides to find the correct one. Make sure the EPA number and name of the pesticide is exactly the same as on your pesticide container’s label then click on the corresponding dropdown name to fill in the box. Next, enter the amount of pesticide used.
- 7) Once all the required information has been filled in, you need to save each line by clicking on one of the following “**Save Line**” buttons. Each will save your application below in the green “**Line**” bar.

The screenshot shows a software interface with a form at the top and a table below. The form has two orange input boxes: one for 'Total Product Used - Units' containing 'choose one...' and a dropdown arrow, and another for 'Rate'. Below the form are five buttons: 'Save Line - New Product', 'Save Line - New Date', 'Save Line - New Site/Date', 'Save Line - Done', and 'Clear Line'. The table below has a green header with the following columns: 'Line', 'Date/Time Applied', 'Site ID', 'Commodity Treated', 'Pre-plant', 'Total Planted', 'Total Treated', 'EPA / Calif. Reg. No. From Label', 'Product Name', 'Appl. Meth.', 'Fume Code', and 'Total'.

Save Line – New Product: retains all the information from the orange boxes except the pesticide used and amount, so you can enter a new product without entering all the information again for the same site.

Save Line – New Date: retains all the information except the pesticide used, amount and date for the same site.

Save Line – New Site/Date: retains the Operator ID and permit #, but you have to enter all the other information for the new site.

Save Line - Done: Clears all the residual information in the orange boxes so the report can be saved and/or submitted.

Clear Line - clears any information in the orange boxes. It does NOT erase the pesticide application lines beneath the green “**Line**” bar.

Total Product Used - Units Rate

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	Pre-plant	Total Planted / Units	Total Treated / Units	EPA / Calif. Reg. No. From Label	Product Name	Appl. Meth	Fume Code	Total
No records to display.											

Report Prepared By: Date:

Submit Report Save Draft Cancel

After saving the last pesticide application line, either click on "Submit Report" or "Save Draft" at the top or bottom of the screen.

Note: if you are not finished with the report and want to work on it at a later time, click "Save Draft." However, this does **NOT** submit the report (see red circled status below) to the county. To submit you must go back and reopen the Ag PUR and click "Submit Report".

ACTIVE PERMIT: Active Site: ACTIVE PERMIT

Monthly Pesticide Use Report - Production Ag Growers/Operators only
 Report Status: Incomplete
 Submittal Status: Draft
 Time Stamp: 2/26/2019 10:49 AM

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

Operator ID / Permit # Document # WEB193127890
 Report Month / Year 2 / 2019

Operator (Grower)		County	Address		City	Zip Code
39 San Joaquin						
Section	Township	Range	Base & Meridian	Location	Planted Area / Units	

Line	Date/Time Applied	Site ID	Commodity Treated	Pre-plant
1	2/1/2019 9:00 AM			No

Report Prepared By: Date:

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

Note: There's a "Copy and Edit" button. This is useful for applicators using the same pesticides every month. Clicking on this makes a duplicate of the use report you have open. To update it, click on each line and put in the new application date and amount applied.

If this PUR is erroneous, you may click **“Delete”** to erase it. *Note: If you have submitted the report you will not be able to edit or delete.*

Active Permit:
Active Site:

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: 2/5/2015 To: Time Stamped Within: No Date Limit

Document #: Find CDPR Batch: (MMYY##) Exclude Successfully Validated Reports Exclude Deleted Reports Clear All Filters Export

From here you can click on **“View”** to look at, edit, or submit this PUR.

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	090000	Honeycutt, Jesse	2/2016	SUB	honeycutt		View
WBC	090000	Honeycutt, Jesse	6/2015	CTY	jho		View
WBC	090000	Honeycutt, Jesse	5/2015	CTY	jho		View
WBC	090000	Honeycutt, Jesse	4/2015	CTY	jho		View

Page size: 20

This is the PUR overview page after a PUR has been saved as a draft or submitted. A correctly submitted report will have a **“Submitted to County”** or **“DPR”** for Submittal Status. Un-submitted reported reports will say **Draft**.