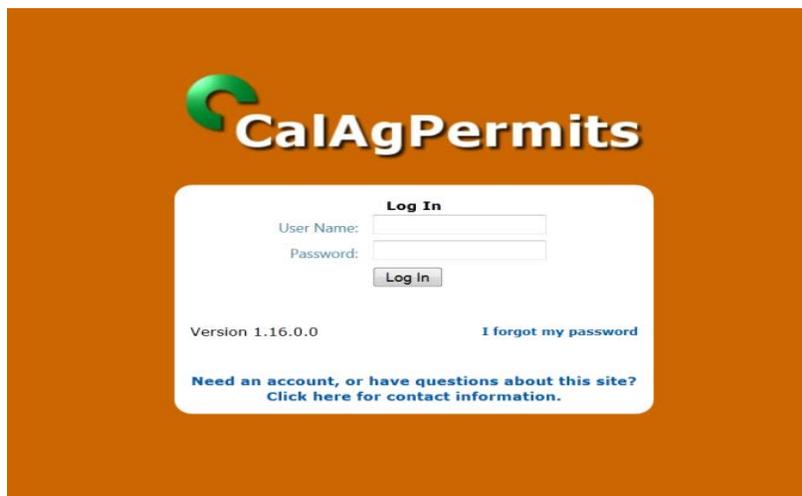


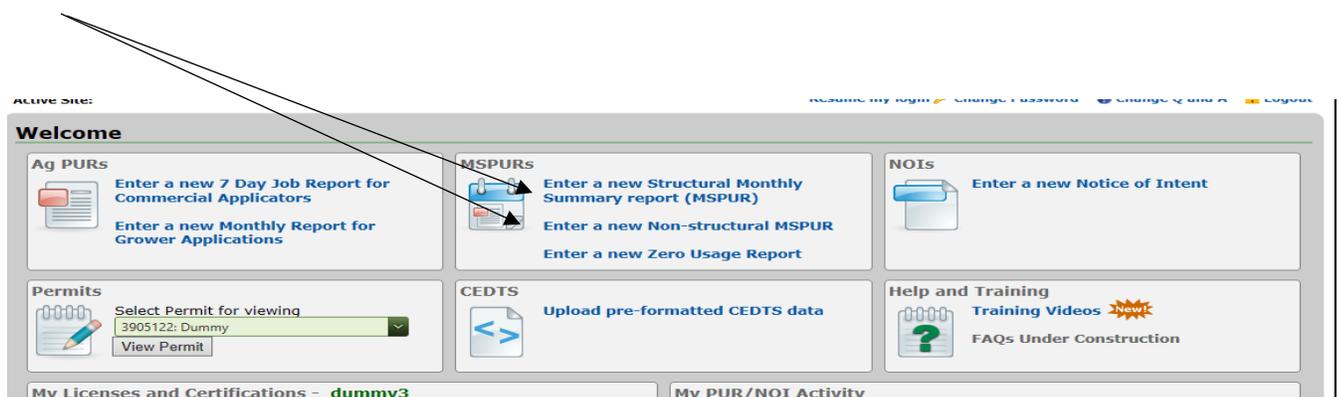
# Non-Ag., Non-Production Ag. Monthly Summary Pesticide Use Report

**Monthly Summary Pesticide Use Reports (MSPUR)** are forms used to report pesticide applications to commodities such as landscape areas, right-of-way and waterways. It is also used by winemakers reporting SO2 applications to wine barrels. Pest Control Businesses (PCB), maintenance gardeners, public agencies and property operators who use pesticides on parks, landscaping, golf courses, cemeteries, rights-of-ways and other non-agricultural or non-production agricultural application sites would also use the MSPUR.

To start a new non-structural Monthly Summary Pesticide Use Report go to the **“Home Page”** and sign in.



In the section labeled **“MSPURs”** click on **“Enter a new Structural Monthly Summary report (MSPUR)”** or **“Enter a Non-Structural MSPUR”**



Active Permit: 9  
Active Site: 2

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

### MSPUR - Monthly Summary Pesticide Use Report for Structural Applications

Report Status: 1  
Submittal Status: 3

Time Stamp:

Submit Report Save Draft Cancel

Operator License # [Dropdown] SPCB Stamp # [Text]  
Report Month/Year MM / YYYY Negative Use Report  Document # Auto Assigned

Document # [Text] SPCB Stamp # [Text]

Operator Name [Text] Address [Text] Phone [Text]

License # [Text] County 39 San Joaquin Report Month/Year / Total Applications [Text]

Line # [Text] Product EPA Number/Name (pick from either list below)  
All Products [Dropdown]  
My Products [Dropdown]  
[Manage My Products](#)

Total Product Used [Text] choose one...  
For Liquids, report Concentrate only, not diluted mixture

No. Applications [Text] Commodity Treated [Dropdown]

Save Line Clear Line

Line	EPA / Calif. Reg. No. From Label	Product Name	No. of Appl.	Total Used / Units	Commodity Treated	Area Treated / Units
No records to display.						

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

Submit Report Save Draft Cancel

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Start at the top of the page and fill in all the orange boxes. The green boxes are optional.

- 1) Click on the down arrow and select your “**Operator License #**” or “**Permit #**” (non-structural form) from the drop down menu. Write down the “**Report Month/Year.**”
- 2) If there is no usage for the month, click the “Negative Use Report” box and submit or click on the “**Enter a new Zero Usage Report**” on the **Home Page** to fill out a shorter MSPUR version. Home owners and permittees don’t have to send in zero usage reports.
- 3) If your permit is structural, be sure to include a SPCB Stamp # in the box provided.
- 4) As you select items from the dropdown menus and type in your information, a few other fields (“**Operator Name**”/“**Address**” etc.) will populate automatically with information from your permit.
- 5) Enter the product by the “**EPA Number/Names**” and choose the product used from the drop down button. Make sure the EPA number matches the one on your label as there are multiple products with same or similar names.
- 6) Once the information for the product applied is filled in, save each line by clicking on the white, “**Save Line**” button.
- 7) Saved lines appear in the lower green area. The line can be edited or deleted if needed.
- 8) When finished, click “**Submit Report**” to submit to the County. If there are any errors, an error message will pop up. Follow the prompts and correct the mistakes.
- 9) A correctly submitted report will have an “**OK**” for **Report status** and a “**SUB**” or “**DPR**” for Submittal Status. Un-submitted reports have a “**DFT**” status.

Note: *if you’re 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 to the County. You must go back and reopen the MSPUR and click “**Submit Report**” to submit.*

For an application to a home-use agricultural crop, there will be one small difference. Instead of putting in a code like a pest control business might for the commodity treated, you will enter the actual commodity name. Make sure to choose the right commodity for your report.

After choosing the right commodity, it will generate two new fields to be filled out. These fields are generated whenever an agricultural commodity is used. Fill out the size of the area that was treated and click “**Save Line.**” If you have more applications to enter, you may do so at this time. Otherwise, you can click either the “**Save Draft**” button or the “**Submit Report**” button on the previous page.