CalAgPermits: Signing On

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 Reports (PURs) and Notices of Intent (NOIs) online directly to the County Agricultural Commissioner's Office.
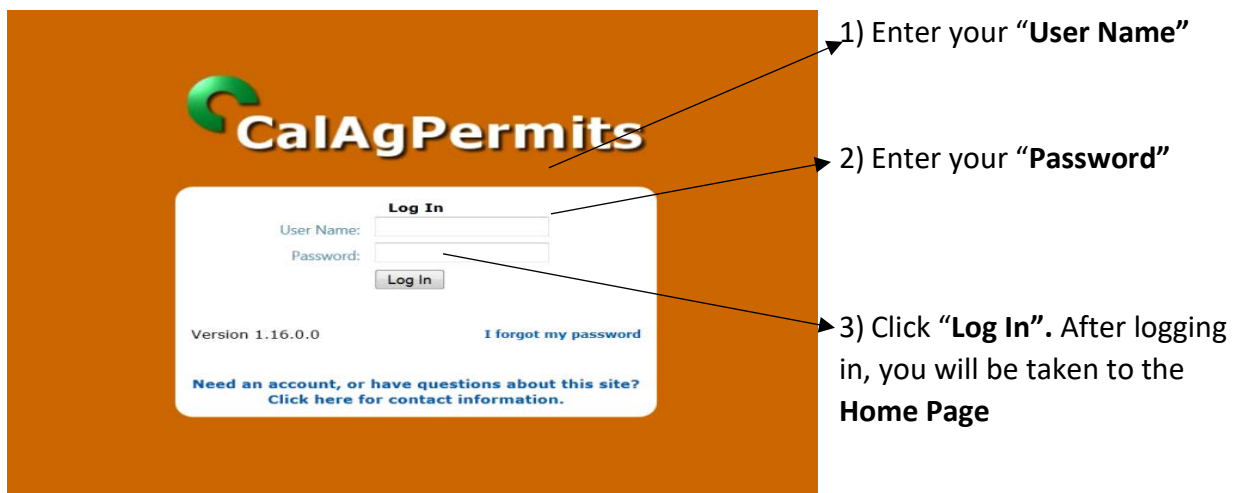
If you have problems on how the website works you will also be able to access and use the complete *User's Guide* under the *Help* drop down menu, which provides more detailed information about this application and how to use it. In the meantime, this handout will offer a quick and easy introduction to help you access the system.

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 biologists to set up an account for you so please contact our offices to set up an account if you don't already have one. To set up, all that 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

1) Enter your "**User Name**"

2) Enter your "**Password**"

3) Click "**Log In".** After logging in, you will be taken to the **Home Page**

1 **2** **3**

Active Permit:
Active Site:

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 Permit for viewing
3902172: REECE FARMS
View Permit

CEDTS
Upload pre-formatted CEDTS data

Help and Training
Training Videos
FAQs Under Construction

My Licenses and Certifications - REECE FARMS

License/Cert. #	Type	Expiration	Registered On
No records to display.			

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	

School Notifications
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
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
Contact Tech Support

4 **5**

1) **Enter a new 7 Day Job Report for Commercial Applicators:** This pesticide use report type is used by Agricultural Pest Control Businesses (PCBs) to report 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 operator/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 pesticide 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 Structural Pesticide Control Businesses (SPCB). Pesticide applications to buildings and other structures by SPCBs should be reported under **"Structural Monthly Summary report (MSPUR)."**

   Enter a new Non-Structural MSPUR: This report is used for non-agricultural, non-structural pesticide applications such as landscaping maintenance, rights-of-way, and SO2 applications. Mostly PCBs will use this report but occasionally it is used by permittees _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 to be submitted by the restricted material holder, or their authorized representative, to the County Agricultural Commissioner before any application of any California restricted material may occur.

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 using this feature.

CalAgPermits: PUR Single Job Entry:

For PCBs making an application to a production agriculture site, click on the "7 Day Job Report" to open this page:


1. Click on the green down arrow and select the applicable "**Operator ID/Permit #**" from the drop down menu.

2. The Pesticide Control Business (PCB) applying the pesticides will enter their name in the orange box. In the event the application's done by a grower, click "**Grower Applied.**"

3. As you select items from the drop down menus and type in your information some of the gray fields, "**Operator (Grower)/ Address**" etc., will populate automatically with information from the associated permit.
   - Type in or use the calendar icon to fill in the "**Application Date/Time.**"
   - When choosing from the "**Application Method/Fume Code**" drop down menu, choose the method of application that was performed.
   - Choose the application site by clicking on "**Site Identification Number**."
   - The "**Commodity Treated**" will auto fill 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). Check the "Applied prior to planting" box for any pre-site applications/fumigations.

4. 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 a while to search through registered pesticides to find the correct one. Make sure the EPA Registration Number and the name of the product is correct as many products have similar names. Click on the correct name/number to fill in the box. Next enter the amount of pesticide used.

5. Once all the required information has been filled in, you need to save each line by clicking on "**Save Line**" button. This will save your application below in the green "**Line**" bar. To clear the information you have entered click "**Clear Line**."

6. 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 to the county and you must go back and reopen the Ag PUR and click "**Submit Report**" to submit.*

Below 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 reports will say "**Draft**".

Report Status:Incomplete
Submittal Status:Draft   Time Stamp:2/26/2019 10:49 AM
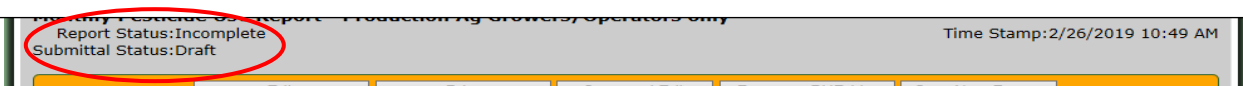
Make sure that you're on the right tab for the type of report you're using or you will not see you reports.

CalAgPermits

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

|< < 1 > >| Page size: 20 ▾