

# 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 Reports (PURs) and Notices of Intent (NOIs) online directly to the County Agricultural Commissioner's Office.

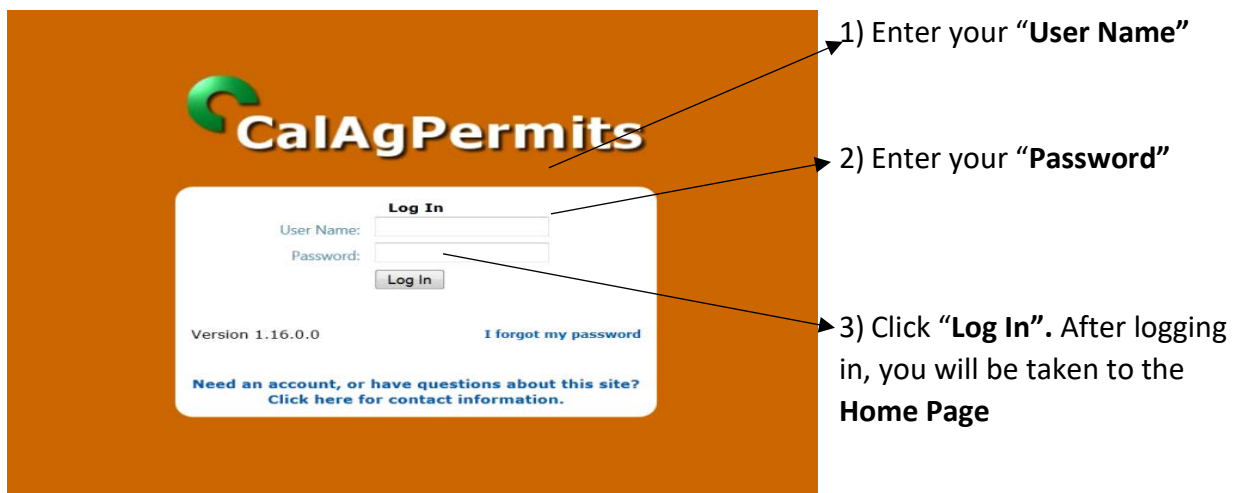
If you have problems on how the website works you will also be able to access and use the complete User's Guide under the Help drop down menu, which provides more detailed information about this application and how to use it. In the meantime, this handout will offer a quick and easy introduction to help 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>



The image shows a screenshot of the CalAgPermits login page. The page has an orange background with the CalAgPermits logo at the top left. Below the logo is a white login form with the following elements:

- A "Log In" heading.
- A "User Name:" label followed by a text input field.
- A "Password:" label followed by a text input field.
- A "Log In" button.
- Text at the bottom left: "Version 1.16.0.0".
- A link at the bottom right: "I forgot my password".
- Text at the bottom: "Need an account, or have questions about this site? Click here for contact information."

Three numbered instructions with arrows pointing to the form fields and button:

- 1) Enter your "User Name"
- 2) Enter your "Password"
- 3) Click "Log In". After logging in, you will be taken to the Home Page

The screenshot shows a user interface for agricultural pesticide reporting. At the top, there is a 'Welcome' banner and a user profile section indicating the user is logged in as 'REECE FARMS'. The main content area 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.
- CEDTS:** Contains a link for 'Upload pre-formatted CEDTS data'.
- 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 indicating '1 permits requiring notification' and providing links for 'Click here to begin', 'Easy-to-use Quick Overview', and 'Updates for July 1, 2019 - June 30, 2020 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 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 3<sup>rd</sup> 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:

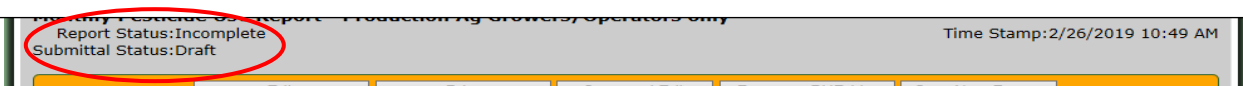
The screenshot shows a web form titled "Pesticide Use Report - Production Ag Single Jobs" with the instruction "Commercial Applicators Submit within 7 days of application". The form includes a "Report Status:" and "Submittal Status:" section at the top, followed by "Submit Report", "Save Draft", and "Cancel" buttons. Below this are several input fields: "Operator ID/Permit #" (a dropdown menu), "Applicator License/Name" (a dropdown menu), and a "Grower Applied:" checkbox. A group of fields including "Date/Time Applied", "Site Identification Number", "Commodity Treated", "Treated Area - Units", and "Application Method/Fume Code" is circled in red and labeled with a '3'. To the right of these are fields for "Applied/Supervised By", "Block-ID", "Document #", "Days Reentry", and "Days Pre-Harvest". A large table below contains fields for "Permittee/Property Operator", "Operator ID/Permit Number", "Document Number", "County", "Section", "Township", "Range", "Meridian", "App Method/Fume Code", "Site Identification Number", "Site District (If Applicable)", "Planted Area - Units", "Location", "Block ID (If Applicable)", "Pre-Plant application", "Date/Time Applied", "Treated Area - Units", "Commodity Treated", "Days Re-entry", "Days Pre-harvest", and "Applied/Supervised By". Another red circle highlights the "Product EPA Number/Name" dropdown, "Total Product Used - Units" dropdown, and "Rate" field, labeled with a '4'. Below this is a "Save Line" and "Clear Line" button. At the bottom, a table header with columns "Line", "Product", "Label #", "Total Product Used", "Rate", and "Dilution" is shown, with "No records to display." below it, and is labeled with a '5'. The form concludes with another set of "Submit Report", "Save Draft", and "Cancel" buttons. Numbered callouts 1, 2, and 5 are also present, pointing to the "Operator ID/Permit #" dropdown, the "Applicator License/Name" dropdown, and the table header respectively.

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**".



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**

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]

Notices of Intent | **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

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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.*

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