

# Quick Reference Guide – TEMPORARY PASSWORD LOGIN INSTRUCTIONS

## Getting Started:

When you log in for the first time, do the following:

The screenshot shows the CalAgPermits login interface. At the top left is the CalAgPermits logo. Below it is a white box with a 'Log In' heading. Inside this box are two input fields: 'User Name:' and 'Password:'. Below the 'Password:' field is a 'Log In' button. At the bottom left of the white box is the text 'Version 1.0.0.9' and a link: 'Need an account, or have questions about this site? Click here for contact information.' Three yellow callout boxes with arrows point to the 'User Name' field, the 'Password' field, and the 'Log In' button. The callouts contain the following text: 'Type or “Copy & Paste” (recommended) Your User Name Here', 'Type or “Copy & Paste” (recommended) Your “Temporary” Password Here', and 'Then Click Here'.

You will get this window that prompts you to change your password immediately, do the following:

The screenshot shows a 'Change Your Password' dialog box. It has three input fields: 'Password:', 'New Password:', and 'Confirm New Password:'. At the bottom are two buttons: 'Change Password' and 'Cancel'. Three yellow callout boxes with arrows point to the 'Password' field, the 'New Password' field, and the 'Change Password' button. The callouts contain the following text: 'Type or “Copy & Paste (recommended) your “Temporary” Password Here', 'Type your “New” Password Here', and 'Re-Type your “New” Password Here'. A fourth yellow callout box with an arrow points to the 'Change Password' button and contains the text 'Then Click Here'.

If you need assistance please contact us at (858) 694-8980 or [PRP.AWM@sdcounty.ca.gov](mailto:PRP.AWM@sdcounty.ca.gov)

# Forgot your password?

**CalAgPermits**

**Log In**

User Name:

Password:

Version 1.0.0.11 [I forgot my password](#)

[Need an account, or have questions about this site? Click here for contact information.](#)

**Click here if you forgot your password.**

**CalAgPermits**

**Forgot Your Password?**

Enter your User Name to receive your password.

User Name:

[Return to Login](#)

**Type your User Name here.**

**Click here. A “Temporary” password will be E-mailed and you will be prompted to create a new one.**

If you need assistance please contact us at (858) 694-8980 or [PRP.AWM@sdcounty.ca.gov](mailto:PRP.AWM@sdcounty.ca.gov)

# Quick Reference Guide – AGRICULTURAL NOTICE OF INTENT

There are 2 ways to access the Notice of Intent Entry Form.

At the Home Screen:

1. Go to the “Pesticide Use Report” Tab and Click on “Notice of Intent Entry”
- or**
2. Go to “CalAgPermits Forms” and Click on “Notice of Intent Entry”

The screenshot shows the CalAgPermits website interface. At the top, there is a navigation bar with the following tabs: Home, Product Lookup, RMP - Op-ID, Pesticide Use Report, and Help. The 'Pesticide Use Report' tab is active, and a dropdown menu is open, showing the following options: PUR/NOI List, Notice of Intent Entry (highlighted in green), PUR Single Job Entry, PUR Production Ag. Monthly Report, and MSPUR Non-Ag, Non-Prod Ag Monthly Report. A yellow box labeled 'Go Here' points to the 'Pesticide Use Report' tab, and another yellow box labeled 'Click Here' points to the 'Notice of Intent Entry' option in the dropdown menu.

Below the navigation bar, the main content area is divided into several sections:

- Active Permit:** (empty)
- Active Site:** (empty)
- Welcome gemma.test**
- CalAgPermits Forms**: A list of forms with descriptions. A yellow box labeled 'Go Here' points to the 'CalAgPermits Forms' section, and another yellow box labeled 'Click Here' points to the 'Notice of Intent Entry' link.
- Submissions**: A table showing submission counts for various report types.
- Active Permits**: A table showing active permits for the user 'Gemma Circle'.
- Did You Know?**: A section providing information about pesticide testing requirements.
- Useful Links**: A list of links including 'CalAgPermits User's Guide', 'CA DPR', 'CA DPR Paper Forms', 'Licensing Information', and 'Recent News'.

Notices of Intent:	0
PUR Single Job Entries:	0
PUR Prod Ag Monthly Reports:	1
MSPUR Reports:	0

37P4567	2011/1	I	Gemma Circle
1701D	2011/1	P	

# Quick Reference Guide – AGRICULTURAL NOTICE OF INTENT

Active Permit:  
Active Site:

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

## Notice of Intent

Report Status:  
Submittal Status:

Operator ID/Permit #	<input type="text"/>	Applicator License/Name	<input type="text"/>
Date/Time of Proposed Application	<input type="text"/>	Supervised By	<input type="text"/>
Site Identification Number	<input type="text"/>	Block-ID	<input type="text"/>
Commodity to be Treated	<input type="text"/>	Document #	Auto Assign
Proposed Treated Area - Units	<input type="text"/>	Days Reentry	<input type="text"/>
Application Method/Fume Code	<input type="text"/>	Days Pre-Harvest	<input type="text"/>
Environmental Changes/Comments	<input type="text"/>		

Permittee/Property Operator					Operator ID/Permit Number	Document #
County	Section	Township	Range	Meridian	App Method/Fume Code	Commercial Applicator (if any)
39	San Joaquin					
Site Identification Number		Site District (If Applicable)		Planted Area - Units		
Location				Block ID (If Applicable)	Nursery	
Date/Time of Proposed Application		Proposed Treated Area - Units			Commodity to be Treated	
Days Re-entry	Days Pre-harvest	Applied/Supervised By			Reviewed By - Date/Time	
Approved/Denied	Environmental Changes/Comments					

Chem no.	Proposed Pesticide Product	Rate of Application		Total Product Used - Units
	<input type="text"/>	Amount of Product - Units	Quantity Treated - Units	<input type="text"/>
		<input type="text"/>	per <input type="text"/>	choose one...
		Dilution - Units		Target Pest
		<input type="text"/>		<input type="text"/>

Chem #	Product	Label #	Rate	Dilution	Total Product Used	Target Pest
No records to display.						

Submitted By:

Date/Time:

After "Save Line" is clicked the list of reports will appear in this green area.

## Quick Reference Guide – AGRICULTURAL NOTICE OF INTENT

1. Click drop down list to select Operator ID # or Permit #
2. Enter proposed date and time of application (You can also click the calendar to select the date)
3. Click drop down list to select Site ID # to be treated
4. Click drop down list to select the commodity to be treated. Filter drop down list by entering part of the commodity name or code number.
5. Enter the proposed number of treated area and click drop down list to select the unit
6. Click drop down list select the proposed application method (Ground, Air, Fumigation, Other)
7. Click drop down list to select applicator license/name.
8. Click drop down list to select proposed pesticide product. Filter the drop down list by entering part of the product name or EPA Reg number.
9. Enter the amount of product-units and the quantity treated-units into the rate of application entry fields. The rate is calculated based on the total product used/total area treated.
10. Select the target pest from the drop down list.
11. Click the “Save Line” button to save the line to the grid (green area). Click the “Clear Line” button to clear the information in the line data entry fields. Only lines saved to the grid will be saved with the report. If you try to save a report you will receive window asking you to either save the line or clear it.
12. Enter the submitted by and Date/Time information.

Proceed to step #12 when you are ready to submit Agricultural Notice of Intent to the county or if you want to save it as a draft and continue to enter more later.

13. Save Draft Button allows you to save an in-progress form without submitting.

Cancel Button cancels entering report.

Submit Button allows you to submit the report to the county. If your report is missing data, you will be unable to submit. If your form is complete and has validation errors, you will have the opportunity to continue editing. Please attempt to correct any errors before submitting the report. If you need assistance contact us at [prp.awm@sdcountry.ca.gov](mailto:prp.awm@sdcountry.ca.gov) or (858) 694-8980.

If the form has no validation errors, you will receive a message indicating it was successfully submitted.

**Once your form has been submitted to the County it will no longer be editable.**

Click “New Report” to start a new blank form.

Click “Close” to return to the NOI form in View mode.



# Quick Reference Guide - PRODUCTION AG MONTHLY FORM

There are 2 ways to access the PUR Production Ag. Monthly Report Form.

At the Home Screen:

1. Go to the “Pesticide Use Report” Tab and click on “PUR Production Ag. Monthly Report”
- or
2. Go to “CalAgPermits Forms” and Click on “PUR Production Ag. Monthly Report”

The screenshot shows the CalAgPermits website interface. At the top, there is a navigation bar with the following tabs: Home, Product Lookup, RMP - Op-ID, Pesticide Use Report, and Help. A yellow box labeled "Go Here" points to the "Pesticide Use Report" tab. A dropdown menu is open under "Pesticide Use Report", showing options: PUR/NOI List, Notice of Intent Entry, PUR Single Job Entry, PUR Production Ag. Monthly Report (highlighted in green), and MSPUR Non-Ag, Non-Prod Ag Monthly Report. A yellow box labeled "Click Here" points to the "PUR Production Ag. Monthly Report" option in the dropdown.

Below the navigation bar, the page content is organized into several sections:

- CalAgPermits Forms**: A section with a yellow arrow labeled "Go Here" pointing to it. It contains links to:
  - PUR/NOI List**: User specific list of NOI, PUR, Prod Ag Monthly and MSPUR data.
  - Notice of Intent Entry**: Web-based form for Notice of Intent to Apply Restricted Materials (PR-ENF-126X).
  - PUR Single Job Entry**: Web-based form for Pesticide Use Report (PR-ENF-077).
  - PUR Production Ag. Monthly Report**: Web-based form for Production Agriculture Monthly Report (PR-ENF-017C, PR-ENF-183, PR-ENF-184). A yellow arrow labeled "Click Here" points to this link.
  - MSPUR Non-Ag, Non-Prod Ag Monthly Report**: Web-based form for Monthly Summary Pesticide Use Report (PR-ENF-060).
  - Upload CEDTS File**: Allows users to upload CEDTS format batch files for Notices of Intent and Pesticide Use Reports.
- Submissions**: A table showing submission counts:

Notices of Intent:	0
PUR Single Job Entries:	0
PUR Prod Ag Monthly Reports:	1
MSPUR Reports:	0
- Active Permits**: A table showing active permits:

4567	2011/1	I	Gemma Circle
ID	2011/1	P	
- Did You Know?**: A text box stating: "Pesticides are monitored by the U.S. EPA and must go through rigorous testing before they can be distributed. The U.S. EPA requires about 100 different scientific studies and tests from all applicants seeking to register pesticides."
- Useful Links**: A list of links including "CalAgPermits User's Guide", "CA DPR", "CA DPR Paper Forms", "Licensing Information", and "Recent News".

# Quick Reference Guide - PRODUCTION AG MONTHLY FORM

Active Permit:  
Active Site:

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

### Monthly Pesticide Use Report - Production Agriculture only

Report Status:  
Submittal Status:

Operator ID/ Permit #		Document #			
Report Month/Year		Nursery			
Operator (Grower)	County	Address	City	Zip Code	
Line #:		Block ID			
Site Identification Number		Commodity Treated			
Section	Township	Range	Base & Meridian	Location	Planted Area/Units
Application Date / Time		Treated Area - Units			
Application Method/Fume Code		Days Re-entry			
Product EPA Number/Name		Dilution			
Total Product Used - Units		Rate			

Buttons: Save Line - New Site/Date, Save Line - New Date, Save Line - New Product, 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	Total Used / Units	Rate
No records to display.										

Buttons: Report Prepared By, Date, Submit, Save Draft, Cancel

#1

#2

#3

#4

#5

#7

#6

#8

#9

#10

#11

#12

After "Save Line" is clicked the list of reports will appear in this green area.

#13

## Quick Reference Guide - PRODUCTION AG MONTHLY FORM

1. Click drop down & select OID or Permit #.
2. Enter Month & Year (for example:  / )
3. Click drop down & select Site ID Number.
4. Click drop down & select commodity treated.
5. Enter date of application (You can also click the calendar and select the date).
6. Enter the time of the application.
7. Enter the # of treated area.
8. Click drop down and select appropriate unit treated.
9. Click drop down & select application method (Ground, Air, Fumigation, Other).
10. Click drop down to select product. Filter the dropdown list by entering part of the product name or EPA Reg number.
11. Enter in the total product used and select the units by clicking the drop down list.
12. Select one of the following buttons:

Save Line – New Site/Date Button allows you to enter a new product for a different site – saves the current line information, clears out all line information.

Save Line – New Date Button allows you to enter a new product for the same site, different date – saves the current line information, clears out application date, treated area and product and amount used information.

Save Line – New Product Button allows you to enter a new product for the same site and date – saves the current line information, clears out only the product and amount used information.

Clear Line Button clears the information in the line data entry fields.

After each line is saved, a window will pop-up that displays any incomplete data or validation messages associated with the line.

Go on to step #13 when you are ready to submit monthly report to the county or if you want to save reports as a draft and continue to enter more later.

13. Save Draft Button allows you to save an in-progress form without submitting.  
Cancel Button cancels entering report.  
Submit Button allows you to submit the report to the county. If your report is missing data, you will be unable to submit. If your form is complete and has validation errors, you will have the opportunity to continue editing. Please attempt to correct any errors before submitting the report. If you need assistance contact us at [prp.awm@sdcountry.ca.gov](mailto:prp.awm@sdcountry.ca.gov) or (858) 694-8980.

If the form has no validation errors, you will receive a message indicating it was successfully submitted.

**Once your form has been submitted to the county, it will no longer be editable.**

Click “New Report” to start a new blank form.

Click “Close” to return to the PUR form in View mode.



# Quick Reference Guide - MSPUR NON-AG, NON-PROD AG, STRUCTURAL MONTHLY REPORT

There are 2 ways to access the [MSPUR Non-Ag, Non-Prod Ag Monthly Report Form](#).

At the Home Screen:

1. Go to the “Pesticide Use Report” Tab and Click on “MSPUR Non-Ag, Non-Prod Ag Monthly Report”
- or**
2. Go to “CalAgPermits Forms” and Click on “MSPUR Non-Ag, Non-Prod Ag Monthly Report”

The screenshot shows the CalAgPermits website interface. At the top, there is a navigation bar with the following links: Home, Product Lookup, RMP - Op-ID, Pesticide Use Report, and Help. The 'Pesticide Use Report' dropdown menu is open, showing options: PUR/NOI List, Notice of Intent Entry, PUR Single Job Entry, PUR Production Ag Monthly Report, and MSPUR Non-Ag, Non-Prod Ag Monthly Report. A yellow box labeled 'Go Here' points to the 'Pesticide Use Report' tab, and another yellow box labeled 'Click Here' points to the 'MSPUR Non-Ag, Non-Prod Ag Monthly Report' option in the dropdown menu.

Below the navigation bar, the user is logged in as 'gemma.test'. The main content area is divided into several sections:

- CalAgPermits Forms**: A list of forms with descriptions. A yellow box labeled 'Go Here' points to the 'MSPUR Non-Ag, Non-Prod Ag Monthly Report' link.
- Submissions**: A table showing submission counts for various report types.
- Active Permits**: A table showing active permits for the user.
- Did You Know?**: A section providing information about pesticide testing requirements.
- Useful Links**: A section with links to user guides, DPR forms, licensing information, and recent news.

A yellow box labeled 'Click Here' points to the 'MSPUR Non-Ag, Non-Prod Ag Monthly Report' link in the 'CalAgPermits Forms' section.

# Quick Reference Guide - MSPUR NON-AG, NON-PROD AG, STRUCTURAL MONTHLY REPORT

Active Permit: You are logged in as: gemma.test  
 Active Site: Change Password Change Q and A Logout

Report Status: **#1**  
 Submittal Status:

Operator License #  OR Permit #  **Optional**  
 Report Month/Year  /  SPCB Stamp #   
 Document #  Document #  Auto Assigned

Document #  SPCB Stamp #   
 Operator Name  Address **#2**  Phone   
 License #  Permit #  County 39 San Joaquin **#4** Report Month/Year  /  **#5** Total Applications  **#6**

Line #	Product and Manufacturer	EPA or State Registration No.	Total Product Used	No. Applications	Commodity Treated
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> choose one... <input type="text"/>	<input type="text"/>	<input type="text"/>

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. <b>#7</b>						

After "Save Line" is clicked the list of reports will appear in this green area.

Report Prepared By:  **Optional** Date:  **Optional**

Submit Save Draft Cancel **#8**

## Quick Reference Guide - MSPUR NON-AG, NON-PROD AG, STRUCTURAL MONTHLY REPORT

1. Click drop down list to select Operator License # or Permit #
2. Enter Month & Year (for example:  / )
3. Click drop down list to select product. Filter the drop down list by entering part of the product name or EPA Reg number. The associated EPA number will populate in the field to the right.
4. Enter in the total product used and select the units by clicking the drop down list.
5. Enter the number of applications of the product. The total number of applications will display a cumulative total of the number of applications entered for all of the product lines.
6. Click the dropdown list to select a commodity treated. If the code entered is greater than 100, additional fields will display in which you should enter in the quantity and units treated. Quantity treated and units are not required for codes less than 100 (such as structural pest control).
7. Click the “Save Line” button to save the line to the grid (green area).  
Click the “Clear Line” button to clear the information in the line data entry fields.

Proceed to step #8 when you are ready to submit monthly report to the county or if you want to save reports as a draft and continue to enter more later.

8. Save Draft Button allows you to save an in-progress form without submitting.  
Cancel Button cancels entering report.  
Submit Button allows you to submit the report to the county. If your report is missing data, you will be unable to submit. If your form is complete and has validation errors, you will have the opportunity to continue editing. Please attempt to correct any errors before submitting the report. If you need assistance contact us at [prp.awm@sdcountry.ca.gov](mailto:prp.awm@sdcountry.ca.gov) or (858) 694-8980.

If the form has no validation errors, you will receive a message indicating it was successfully submitted.

**Once your form has been submitted to the County it will no longer be editable.**

Click “New Report” to start a new blank form.

Click “Close” to return to the PUR form in the View mode.



# Quick Reference Guide - PRODUCTION AG SINGLE JOBS – 7 DAY PESTICIDE USE REPORT

There are 2 ways to access the PUR Single Job Entry Form (7 Day Pesticide Use Report Form).

At the Home Screen:

1. Go to the “Pesticide Use Report” Tab and Click on “PUR Single Job Entry”
- or**
2. Go to “CalAgPermits Forms” and Click on “PUR Single Job Entry”

The screenshot shows the CalAgPermits website interface. At the top, there is a navigation bar with the following tabs: Home, Product Lookup, RMP - Op-ID, Pesticide Use Report, and Help. The 'Pesticide Use Report' tab is highlighted, and a dropdown menu is open, showing the following options: PUR/NOI List, Notice of Intent Entry, PUR Single Job Entry (highlighted in green), PUR Production Ag. Monthly Report, and MSPUR Non-Ag, Non-Prod Ag Monthly Report. A yellow box labeled 'Go Here' points to the 'Pesticide Use Report' tab, and another yellow box labeled 'Click Here' points to the 'PUR Single Job Entry' option in the dropdown menu.

Below the navigation bar, the main content area is divided into several sections:

- Active Permit:** (Empty)
- Active Site:** (Empty)
- Welcome gemma.test**
- CalAgPermits Forms**: A list of links for various forms, including PUR/NOI List, Notice of Intent Entry, PUR Single Job Entry, PUR Production Ag. Monthly Report, MSPUR Non-Ag, Non-Prod Ag Monthly Report, and Upload CEDTS File. A yellow box labeled 'Go Here' points to the 'PUR Single Job Entry' link, and another yellow box labeled 'Click Here' points to the 'PUR Single Job Entry' link.
- Submissions**: A table showing the number of submissions for various categories: Notices of Intent (0), PUR Single Job Entries (0), PUR Prod Ag Monthly Reports (1), and MSPUR Reports (0).
- Active Permits**: A table showing active permits for 'Gemma Circle' with permit numbers 37P4567 and 1701D, both issued in 2011/1.
- Did You Know?**: A text box providing information about pesticide monitoring by the U.S. EPA.
- Useful Links**: A list of links for 'CalAgPermits User's Guide', 'CA DPR', 'CA DPR Paper Forms', 'Licensing Information', and 'Recent News'.

# Quick Reference Guide - PRODUCTION AG SINGLE JOBS – 7 DAY PESTICIDE USE REPORT

**Pesticide Use Report - Production Ag Single Jobs - Submit within 7 days of application**  
 Report Status:  
 Submittal Status:

**#1** Operator ID/Permit #  **#7** Applicator License/Name

Date/Time Applied  **#2** Supervised By

Site Identification Number  **#3** Block-ID  Nursery

Commodity Treated  **#4** Document #  Auto Assigned

Treated Area - Units  choose one... **#5** Days Reentry

Application Method/Fume Code  choose one... **#6** Days Pre-Harvest

**Optional Fields**

Permittee/Property Operator  Operator ID/Permit Number  Document Number

County	Section	Township	Range	Meridian	App Method/Fume Code	Commercial Applicator (if any)
39	San Joaquin					
Site Identification Number			Planted Area - Units			
Location			Block ID (If Applicable)		Nursery	
Date/Time Applied		Treated Area - Units		Commodity Treated		
Days Re-entry	Days Pre-harvest	Applied/Supervised By			<b>#9</b>	

**#8** Chem no.  Name of Product  Total Product Used - Units  choose one...  Rate  Dilution

Save Line Clear Line

Chem #	Product	Label #	Total Product Used	Rate	Dilution
No records to display.					

**#10**

After "Save Line" is clicked the list of reports will appear in this green area.

Submit Save Draft Cancel

**#11**

## Quick Reference Guide - PRODUCTION AG SINGLE JOBS – 7 DAY PESTICIDE USE REPORT

1. Click drop down list to select Operator ID # or Permit #
2. Enter date and time of application (You can also click the calendar to select the date)
3. Click drop down list to select Site ID # treated
4. Click drop down list to select the commodity treated. Filter drop down list by entering part of the commodity name or code number.
5. Enter the number of treated area and click drop down list to select the unit
6. Click drop down list select application method (Ground, Air, Fumigation, Other)
7. Click drop down list to select applicator license/name.
8. Click drop down list to select product. Filter the drop down list by entering part of the product name or EPA Reg number.
9. Enter the total amount of product used and click drop down list to select the unit
10. Click the “Save Line” button to save the line to the grid. Click the “Clear Line” button to clear the information in the line data entry fields. Only lines saved to the grid will be saved with the report. If you try to save a report you will receive window asking you to either save the line or clear it.

Proceed to step #11 when you are ready to submit the report to the county or if you want to save reports as a draft and continue to enter more later.

11. Save Draft Button allows you to save an in-progress form without submitting.  
Cancel Button cancels entering report.  
Submit Button allows you to submit the report to the county. If your report is missing data, you will be unable to submit. If your form is complete and has validation errors, you will have the opportunity to continue editing. Please attempt to correct any errors before submitting the report. If you need assistance contact us at [prp.awm@sdcountry.ca.gov](mailto:prp.awm@sdcountry.ca.gov) or (858) 694-8980.

If the form has no validation errors, you will receive a message indicating it was successfully submitted.

**Once your form has been submitted to the County it will no longer be editable.**

Click “New Report” to start a new blank form.

Click “Close” to return to the PUR form in View mode.

