

# Navigating CalAgPermits

## Monthly Pesticide Use Report – Production Ag Growers/Operators only:

The “**Monthly Pesticide Use Report – Production Ag Growers/Operators only**” is the Pesticide Use Report (PUR) form most often used by growers. It should be used for all grower-applied pesticides to agricultural crops, sites and commodities.

- To start a new report, go to the **Home Page** and in the section labeled “**Ag PURs**” click on “**Enter a new Monthly Report for Grower Applications.**”
- You will then be taken to the website’s online report form (see below) where you can fill in all of the appropriate information just as you would on a traditional paper report.
- Start at the top of the page and fill in all of the orange boxes. Most of the green boxes are optional.

- If a box has a small arrow (v), you must select (click on) your correct information from the drop down menu. You can also type information into the box to limit your options, then select the correct entry.
- Start by selecting your “**Operator ID/ Permit #**” from the drop down menu. Many of the grey fields such as “Operator” and “Address” will be populated automatically with information from your permit.

- Type or use the calendar icon to fill in your first “**Application Date**” and “**Time**” for the month. The “Report Month/ Year” field will be filled in automatically.

- Once all of the required information has been filled in, you need to save each line by clicking on one of the three white “**Save Line**” buttons.

- If the line is not filled out completely or it has obvious errors, an error message will pop up. Always follow the prompts and correct mistakes before saving the line. Uncorrected mistakes result in automatic drafts.

- Saved lines will appear in the lower green area. From there the lines can be Edited or Deleted before the report is submitted.
  - Be sure to include your name and date of submission.

- Each time you click a “**Save Line**” button, the program begins filling out a new line for you. Once you have filled out and saved every line of the report click “**Clear Line.**”

- Once all of the lines have been correctly added to the form, send the completed report to Alameda County as an official document by clicking “**Submit.**” The report will also be saved automatically and available for you to review at anytime.

- NOTE: If you are not finished with the report and want to continue working on it at a later time, click “**Save Draft.**” Remember, however, this does NOT submit the report to the County. You will have to go back and do that later.

The screenshot shows the 'Monthly Pesticide Use Report - Production Ag Growers/Operators only' form. At the top, there are buttons for 'Submit Report', 'Save Draft', and 'Cancel'. Below these are several input fields: 'Operator ID/ Permit #' (a dropdown menu), 'Report Month/ Year' (MM / YYYY), 'Document #' (Auto Assigned), and 'Nursery' (checkbox). The 'Operator (Grower)' section includes fields for County (28 Napa), Address, City, and Zip Code. The 'Application Date / Time' field has a calendar icon, and 'Application Method/Fume Code' is a dropdown menu. The 'Line #' section contains 'Site Identification Number', 'Block ID', 'Commodity Treated', and 'Treated Area - Units'. The 'Product EPA Number/Name' field has a dropdown menu, and 'Days Re-entry' and 'Dilution' are optional fields. At the bottom of the form, there are three 'Save Line' buttons (New Product, New Date, New Site/Date) and a 'Clear Line' button. Below the buttons is a table with columns: Line, Date/Time Applied, Site ID, Commodity Treated, Total Planted / Units, Total Treated / Units, EPA / Calif. Reg. No. From Label, Product Name, Appl. Meth, and Total Used / Unit. The table contains two rows of data. At the bottom of the form, there are 'Report Prepared By' and 'Date' fields, and another set of 'Submit', 'Save Draft', and 'Cancel' buttons.