

# Navigating CalAgPermits

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

The **Monthly Summary Pesticide Use Report (MSPUR)** is the form used by growers when reporting pesticide applications to non-agricultural commodities such as landscape areas, rights-of-way and waterways. It is also used by wine makers reporting SO2 applications to wine barrels. Pest control businesses, maintenance gardeners, public agencies and property operators who use pesticides on parks, landscaping, golf courses, cemeteries, rights-of-ways and other non-agricultural applications would also use the MSPUR.

- To start a new non-structural Monthly Summary Pesticide Use Report, go to the **Home Page** and in the section labeled **“MSPURs”** click on **“Enter a new Non-structural MSPUR ”**
- 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. In most cases, the green boxes are optional.

- Click on the small green arrows and select your **“Operator License #”** or **“Permit #”** from the drop down menus.

- As you select items from the drop down menu and type in your information many of the other fields (**“Operator Name,” “Address,”** etc.) will be populated automatically with information from your permit.

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

- If the line is not filled out completely or it has obvious errors, an error message will pop up. Always follow prompts and correct mistakes before saving the line. PURs with uncorrected mistakes will not be submitted, but instead forced into draft status.

- Saved lines will appear in the lower green area. From there the line can be Edited or Deleted before the report is submitted.

- Be sure to include your name and date of submission.

- Once all of the lines have been correctly added to the form, and you are ready to send the completed report to Napa County as an official document, click **“Submit.”** The report will also be automatically saved 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 CalAgPermits website interface for the MSPUR form. The header includes the CalAgPermits logo and navigation links like Home, Product Lookup, PUR/NOI Query, RMP - Op-ID, Pesticide Use Report, and Help. The user is logged in as FRIDAYFARMS. The form title is "MSPUR – Non-Ag., Non-production Ag. Monthly Summary Pesticide Use Report". It features several input fields: Operator License # or Permit # (with dropdown menus), Report Month/Year (MM/YY), Negative Use Report (checkbox), Document # (Auto-Assigned), Operator Name, Address, Phone, License #, Permit #, County (Napa), Report Month/Year, and Total Applications. A table for adding application lines is present, with columns for Line #, Product and Manufacturer, EPA or State Registration No., Total Product Used, No. of Appl., Total Used / Units, Commodity Treated, and Area Treated / Units. Two lines are shown: Line 2 for GROUND SQUIRREL BAIT BY WILCO and Line 1 for ROUNDUP READY-TO-USE WEED & GRASS KILLER. At the bottom, there are fields for Report Prepared By and Date, and buttons for Submit, Save Draft, and Cancel.