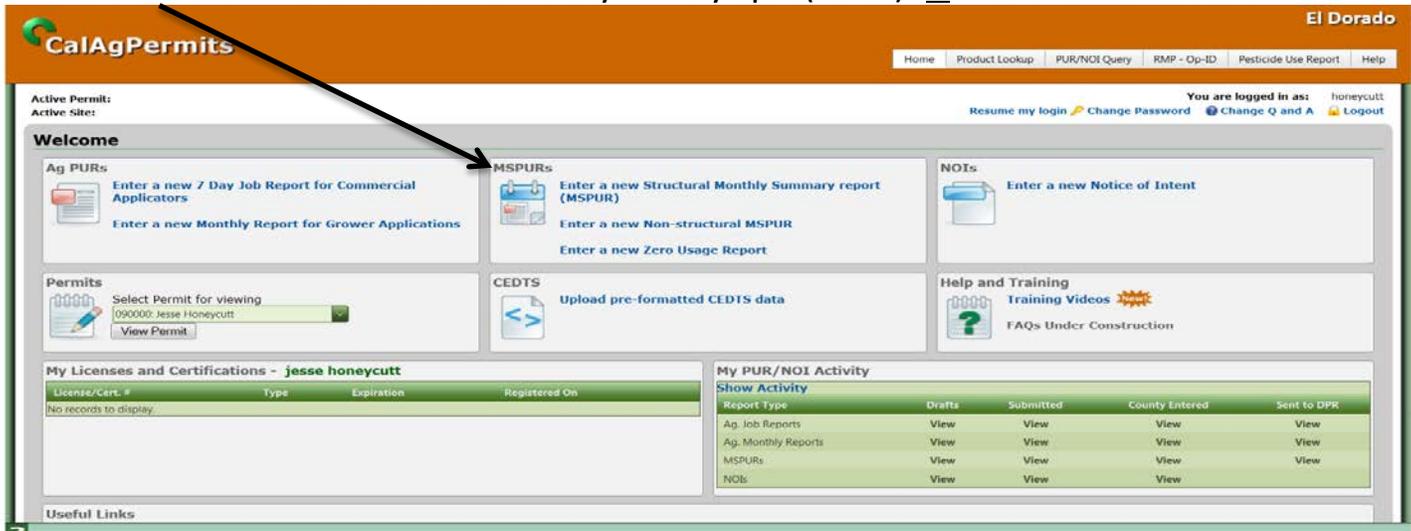# CalAgPermit: Non-Ag., Non-Production Ag. Monthly Summary Pesticide Use Report (MSPUR)

Monthly Summary Pesticide Use Reports (MSPUR) are forms used by growers reporting pesticide applications to non-agricultural commodities such as landscape areas, rights-of-way, non-ag weed abatement, and waterways. It is also used by winemakers 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.

1. 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 Structural Monthly Summary report (MSPUR)** " or "**Enter a new Non-Structural MSPUR.**"

2. Start at the top of the page and fill in all of the orange boxes. The green boxes are optional.

3. Click on the down arrow and select your "**Operator License #**" or "**Permit #**" (non-structural form) from the drop down menu. If structural, be sure to include a SPCB Stamp #.

4. If there is no usage for the month, click the "**Negative Use Report**" box and submit or click on the "**Enter a new Zero Usage Report**" on the **Home Page** to fill out a shorter MSPUR version.

5. As you select items from the drop down menus and type in your information, a few other fields ("**Operator Name**"/"**Address**" etc.) will populate automatically with information from your permit.

6. Once the information for each pesticide applied is filled in, save each line by clicking on the white **"Save Line"** button. Saved lines appear in the lower green area. The line can be Edited or Deleted if needed.

7. When finished, click "**Submit Report**" to submit to the County. If there are any errors, an error message will pop up. Follow the prompts and correct the mistakes. A correctly submitted report will have an "**OK**" for Report Status and a "**SUB**" or "**DPR**" for Submittal Status. <u>Un-submitted</u> reports have a "**DFT**" status.

NOTE: *If you're not finished with the report and want to work on it at a later time, click "**Save Draft.**" <u>However</u>, this does NOT submit the report to the County. You must go back, reopen the MSPUR and click "**Submit Report**" to submit.*