

# **PUPS**

## **Pesticide Use Permit System**

### **USER INSTRUCTION GUIDE**

**For Private, Commercial, and Public Applicators**



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## How to Use This Manual

This manual is organized around the **Pesticide Use Permit System Registered Applicator Menu**. The Menu buttons are described right to left, top to bottom, in their entirety. Screen options and functions are described in detail when they first appear. All screen options are followed to their conclusions, which may lead the reader into several layers of screens. Quickly navigate through the Manual by clicking on Index headings. Repetitious instructions are avoided unless they are necessary for the successful navigation of the System or for correct report generation.

## Vista Technical Help

In Vista, the user needs to go to the Control Panel and look for the User Accounts item and open this. When this opens, he/she need to go to the Manage User Accounts and verify that the account they are using has Administrator privileges. If it doesn't, they will need to exit and log in with the account that does have administrator privileges. Note: Vista does not automatically assign administrator privileges to all users, just the one that original set up the operating system on the computer. Once they are logged into the system as the administrator, they can go back to the User Account/Manager User Accounts and assign any user the administrator privileges. If you continue to have trouble entering the system, please click on the PUPS Contact Information button to obtain telephone assistance.

To uninstall any program from Vista, you go to the Program and Features item in the Control Panel. Microsoft has moved the old XP and earlier operating systems Add/Remove Programs item to this in Vista.

## Logging into the PUPS Application

You must be able to log into the Pesticide Use Permit System (PUPS) to use it, therefore you will need a [User Name](#) and [Password](#). New users without a password and username may obtain an application for an account from <http://www.flaes.org/temik/index.htm/> Click text "Request Username & Password for Electronic Aldicarb (Temik) Permit Application". The username and password will be emailed when the account is approved and created. Users will be required to change their password upon entering the system for the first time.

Logon Screen for PUPS User:

Logon - FLORIDA REGISTRATION TRACKING

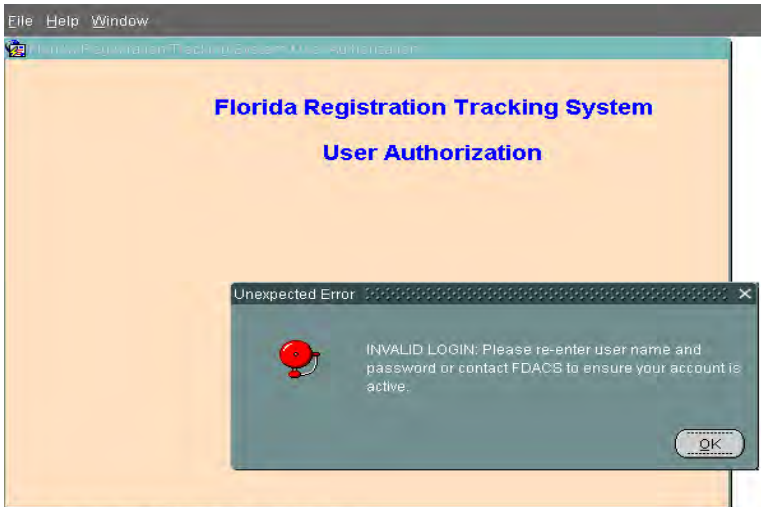
**Registration Tracking System  
and  
Pesticide Use Permit System  
Logon**

**Windows Vista users need to be the administrator of the PC in order  
to download and install the required Java and WebUtil dlls.**

User Name:

Password:

Environment:



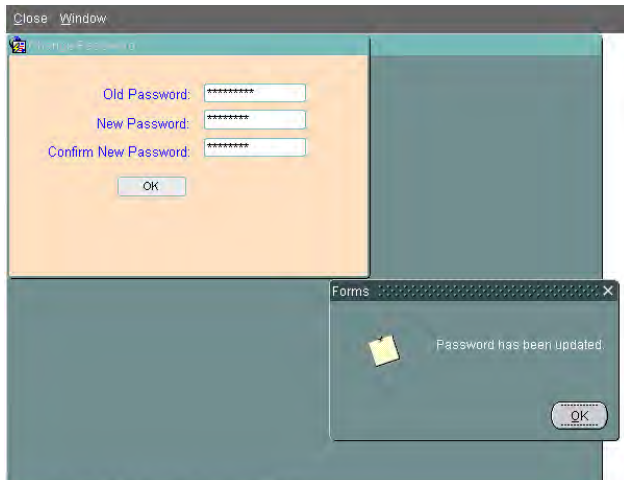
If the validation fails, the Outside User Role Determination form displays.

If the password has been reset, the Outside User will be prompted to change their password upon logon:



## **CHANGE PASSWORD**

Clicking on OK will bring up the change password screen:



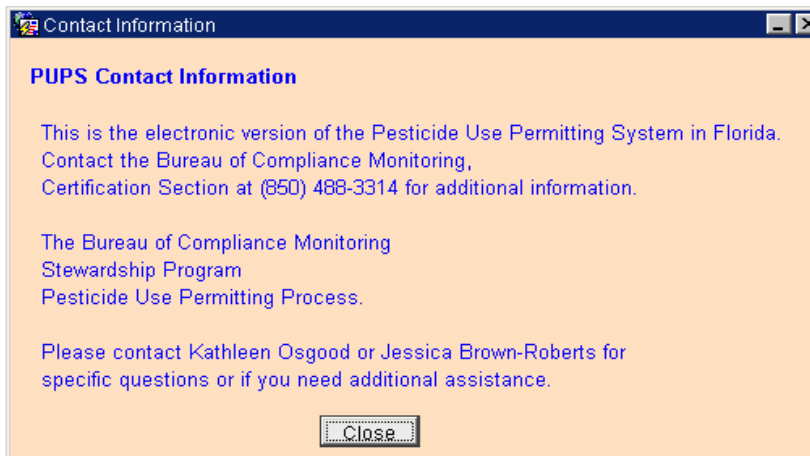
Clicking on the Change Password button on the Registered Applicator Menu will bring up a screen that will also allow you to change your password. Type your old password in the Old Password field, then type in your new password in the New Password field. Re-type your new password into the Confirm Password field. Click “OK” to set your new password. If you decide not to change your password, then click “Cancel” to go back to the Registered Applicator Menu.

#### Rules for Passwords:

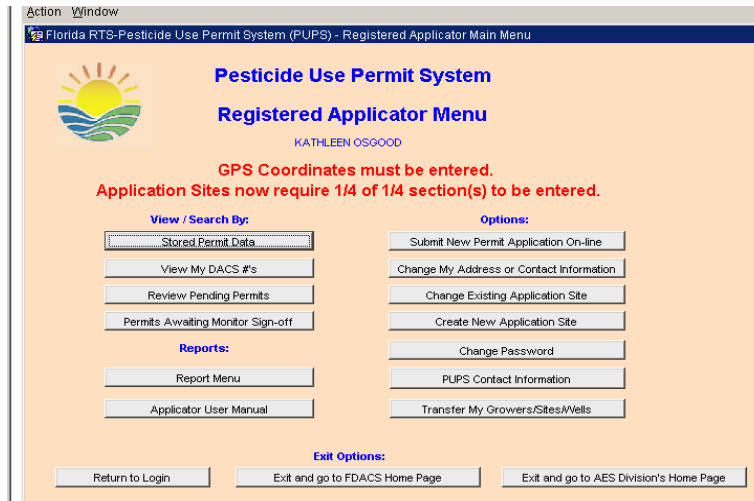
- Your new password cannot be the same as your old password.
- Your password cannot be the same as your userid.
- Your new password must be at least six characters long.
- Your new password must start with a letter of the alphabet.
- Your password must contain at least one letter of the alphabet.
- Your password must contain at least one number.
- You can only use letters, numbers, # and \$ in your password – no other special characters are allowed.
- If you forget your password, contact FDACS.

If you continue to have trouble entering the system, please click on the PUPS Contact Information button to obtain telephone assistance.

## PUPS Contact Information Display



# Registered Applicator Menu



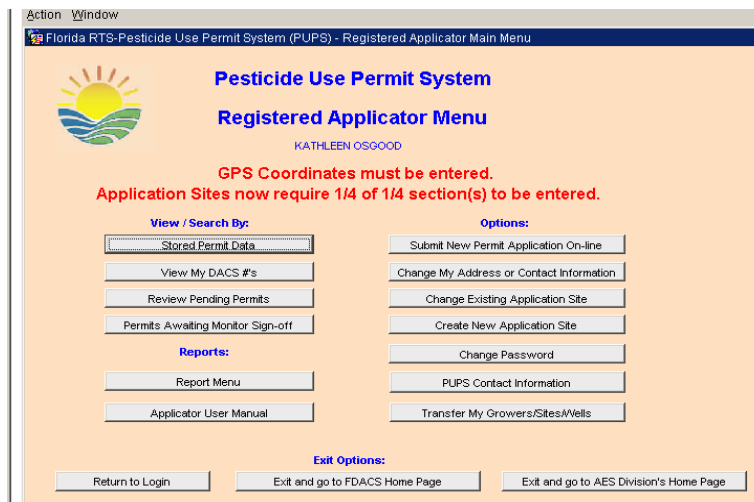
You have 15 screen choices (buttons) on the Pesticide Use Permit System Registered Applicator Menu. Clicking on each of these choices allows you to navigate the system. The four sections of the menu, titled in blue, are described below.

## Options

**Options:** There are seven options under this section of the Registered Applicator Menu screen: Submit New Permit Application On-line (pgs 6-23), Change My Address or Contact Information (pgs 25-28), Change Existing Application Site (pgs 29-37), Create New Application Site (pgs 38-40), Change Password (pg 41), PUPS Contact Information (pg 42) and Transfer My Growers/Sites/Wells (pgs 43-46).

## Submit New Permit Application On-line

Clicking on this button allows you to start the creation of a new DACS Set.



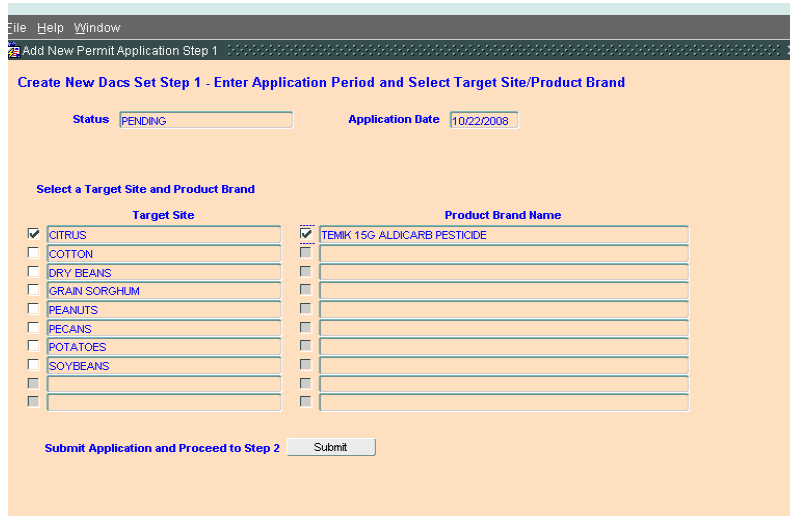
## Create New DACS Set Step 1

You must select a [Target Site](#). The status and the application date are pre-populated.



The screenshot shows a web browser window titled "Add New Permit Application Step 1". The main heading is "Create New Dacs Set Step 1 - Enter Application Period and Select Target Site/Product Brand". At the top, there are two fields: "Status" with the value "PENDING" and "Application Date" with the value "09/22/2008". Below this, the section "Select a Target Site and Product Brand" is divided into two columns. The "Target Site" column has a list of items with checkboxes: CITRUS, COTTON, DRY BEANS, GRAIN SORGHUM, PEANUTS, PECANS, POTATOES, and SOYBEANS. The "Product Brand Name" column has a list of empty input fields with checkboxes. At the bottom, there is a button labeled "Submit Application and Proceed to Step 2" and a "Submit" button.

The [Target Site](#) chosen is citrus. You will then be prompted to choose a [Product Brand Name](#). You can only choose one [Target Site](#) and one [Product Brand Name](#) per Permit. After choosing a [Product Brand Name](#), click Submit.



The screenshot shows the same web browser window as above, but with selections made. In the "Target Site" column, the checkbox for "CITRUS" is checked. In the "Product Brand Name" column, the checkbox for "TEMIK 15G ALDICARB PESTICIDE" is checked. The "Submit" button is now visible at the bottom right.

## Create New DACS Set Step 2

This screen will allow you to choose a **Grower Name** that is already listed or add a new **Grower** if needed. To add a new **Grower** see pages 13-16. **Growers** previously used by you will be listed at the top of the list. You can also select Yes for the Permission to Enter form at this step. The system automatically defaults to No. Again, the fields at the top of the screen are pre-populated. A PUPS # has now been generated. This is essentially a number for the application and will allow you to keep track of submitted permits.

File Help Window

Add New Permit Application Step 2

Create New Dacs Set Step 2 - Add Grower Information

PUPS # PUPS-0027-10 Status PENDING APPROVAL Application Date 09/22/2009

Check a box below to select an Existing Grower.

Grower Name	Grower City	Previous Used
<input type="checkbox"/> 3S FARMS	Williston	Y
<input type="checkbox"/> 4-C PARTNERSHIP	Wauchula	Y
<input type="checkbox"/> 4D CITRUS & SOD INC	Lake Placid	Y
<input type="checkbox"/> A & G GROVES	Vero Beach	Y
<input type="checkbox"/> ABEL SMITH	Tallahassee	Y
<input type="checkbox"/> BARBEN FRUIT COMPANY	AVON PARK	Y
<input type="checkbox"/> EDSALL GROVES	Vero Beach	Y
<input type="checkbox"/> HAROLD EDWIN ADERHOLT	Branford	Y
<input type="checkbox"/> KENNETH GROVE MANAGEMENT	TALLAHASSEE	Y
<input type="checkbox"/> PUDDING POTATOE FARM 4	TALLAHASSEE	Y
<input type="checkbox"/> ROBERTS GROVE MANAGEMENT	TALLAHASSEE	Y
<input type="checkbox"/> ROBERTS POTATOE FARM 2		Y

Permission to Enter  Yes  No

Add Selected Grower and Proceed to Step 3 Submit

Desired Grower is not in the above list, Add a new Grower Submit

After selecting a **Grower** and clicking the button Add Selected Grower and Proceed to Step 3, a dialogue box will appear asking if the user wants to edit the grower contact information. This function is only available for existing **Growers**; a new **Grower** can not be created. If the user clicks No the process continues to Step 3, site selection.

File Help Window

Add New Permit Application Step 2

Create New Dacs Set Step 2 - Add Grower Information

PUPS # PUPS-0016-10 Status PENDING APPROVAL Application Date 09/04/2009

Check a box below to select an Existing Grower.

Grower Name	Grower City	Previous Used
<input checked="" type="checkbox"/> 3S FARMS	Williston	Y
<input type="checkbox"/> 4 STAR TOMATO INC	ELLENTON	Y
<input type="checkbox"/> 4-C PARTNERSHIP	Wauchula	Y
<input type="checkbox"/> 4D CITRUS & SOD INC	Lake Placid	Y
<input type="checkbox"/> A & G GROVES	Vero Beach	Y
<input type="checkbox"/> A&G GROVES	Vero Beach	Y
<input type="checkbox"/> ANDY TUCK	Avon Park	Y
<input type="checkbox"/> CUSTOM CITRUS CARE INC		Y
<input type="checkbox"/> FRED AND RACHEL WALTERS		Y
<input type="checkbox"/> HAROLD EDWIN ADERHOLT		Y
<input type="checkbox"/> PUDDING POTATOE FARM 4		Y
<input type="checkbox"/> ROBERTS GROVE MANAGEMENT		Y

Permission to Enter  Yes  No

Add Selected Grower and Proceed to Step 3 Submit

Add a new Grower Submit

Forms

Do you want to change your contact information for this grower?

Yes No

If the user clicks Yes, the Grower Information screen opens. You can then edit or enter your [Grower](#) address, contacts and add notes. When you are finished, click the Return to Permit Application button and the process continues to Step 3, site selection.

### Create New DACS Set Step 3 – Add Application Site

This screen shows only the application site(s) that you have used under this particular [Grower](#). You may select any or all application sites you wish to Permit.

	Application Site	Acres	County	T/R/S		
<input type="checkbox"/>	View EAST FIELD 2	125	POLK	31S	28E	4
<input type="checkbox"/>	View EAST FIELD 2	2	BRADFORD	SS	21E	13
<input type="checkbox"/>	View NORTH OF FIELD	125	POLK	31S	28E	4
<input type="checkbox"/>	View OSGOOD FIELD	300	DIXIE	10S	10E	1
<input type="checkbox"/>	View OSGOOD FIELD	175	DIXIE	10S	10E	1
<input type="checkbox"/>	View Osgood Field	250	DIXIE	10S	10E	1
<input type="checkbox"/>	View PUDDING PIE FIELD	125	POLK	31S	28E	4
<input type="checkbox"/>	View SOUTH OF FIELD	143	POLK	31S	28E	4
<input type="checkbox"/>	View					
<input type="checkbox"/>	View					

You can also click the View button next to any of the application sites and the Application Site Information screen opens. From this screen you can make the initial entry of well information, Documents and Notes. You can also create a new application site by making any changes to the # of Acres, # of Non-drinking Wells and Adding a Drinking Well. See pages 20-24 of View Application Site Information.

**Application Site Information**

Grower: 35 FARMS  
 Applicator: OSGOOD,KATHLEEN MILLER  
 Name of Field/Grove: EAST FIELD 2  
 # of Acres: 126 # of Drinking Wells: 1 # of Nondrinking Wells: 0  
 Created By: OSGOODKATHLEEN Created Date: 11/12/2008 Modified By: OSGOODKATHLEEN Modified Date: 08/31/2009

Buttons: Save Application Site, Back

Location | Notes | Wells

	Description	Well Permit #	Setback Distance
View	110FT FROM FIELD		
View			
View			
View			
View			
View			
View			
View			
View			
View			
View			

Buttons: Add New Well

**Forms**  
 Making a change will create a new site, do you want to continue?  
 Yes No

After choosing an application site or sites, click the first Submit button Click here to Use Selected Application Sites(s). If an application site is not listed but is similar to a previously used application site or an application site is not listed and a new one is needed, you can choose to do either of these functions also. See page 18 for directions on how to enter a similar Application Site and pages 38-40 for directions on how to enter a new Application Site.

**Create New Dacs Set Step 3 - Add Application Site**

PUPS #: PUPS-0027-10 Status: PENDING APPROVAL Application Date: 09/22/2009  
 Target Site: CITRUS Product Brand: TEMIK 15G ALDICARB PESTICIDE  
 Grower: 35 FARMS

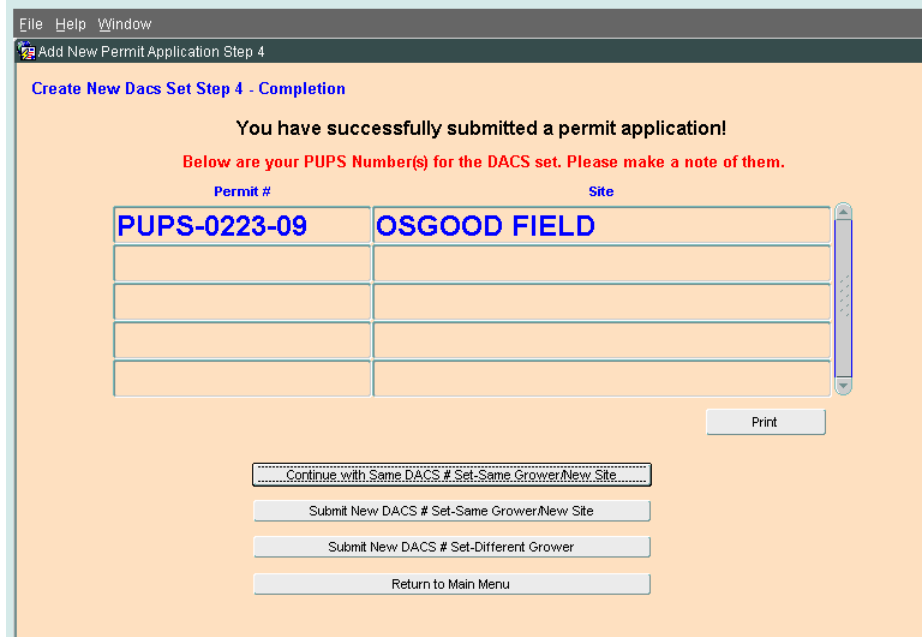
Select one or more application sites. Select All Deselect All

	Application Site	Acres	County	T/R/S
<input checked="" type="checkbox"/>	View EAST 10	115	POLK	27S 25E 7
<input checked="" type="checkbox"/>	View EAST 11	115	POLK	27S 25E 7
<input checked="" type="checkbox"/>	View EAST 11 (06/24/2009)	125	POLK	27S 25E 7
<input type="checkbox"/>	View EAST 11 A	115	POLK	27S 25E 8
<input type="checkbox"/>	View EAST 11 B	115	POLK	27S 25E 8
<input type="checkbox"/>	View EAST FIELD	125	POLK	31S 28E 1
<input type="checkbox"/>	View EAST FIELD	125	POLK	31S 28E 13
<input type="checkbox"/>	View EAST FIELD	125	POLK	31S 28E 4
<input type="checkbox"/>	View EAST FIELD 12	123	BAKER	1N 20E 3
<input type="checkbox"/>	View EAST FIELD 13	122	BAKER	1N 20E 3

Buttons: Click here to Use Selected Application Site(s) Submit  
 Add a New Application Site that is Similar to Selected Site Submit  
 Add an Entirely New Application Site Submit

## You have successfully submitted a Permit Application

A PUPS number is generated and you can print this information out for your records. You may then select one of the following five buttons: Continue with Same DACS # Set – Same Grower/New Site, Submit New DACS # Set – Same Grower/New Site, Submit New DACS # Set – Different Grower, Return to Main Menu or Print.



The screenshot shows a software window titled "Add New Permit Application Step 4" with a menu bar containing "File", "Help", and "Window". The main content area has a light orange background and displays the following information:

**Create New Dacs Set Step 4 - Completion**

**You have successfully submitted a permit application!**

**Below are your PUPS Number(s) for the DACS set. Please make a note of them.**

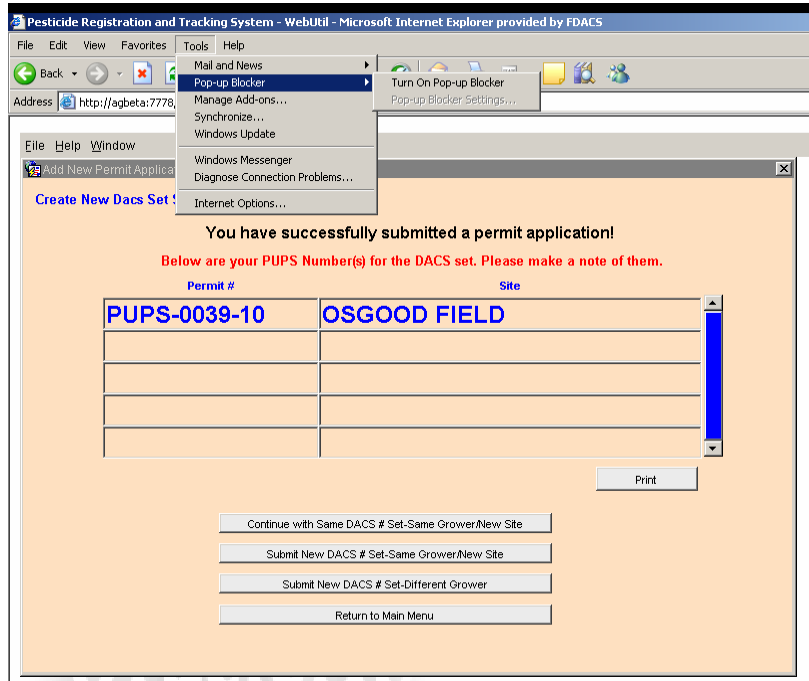
Permit #	Site
PUPS-0223-09	OSGOOD FIELD

Below the table, there is a "Print" button and a set of five buttons for further actions:

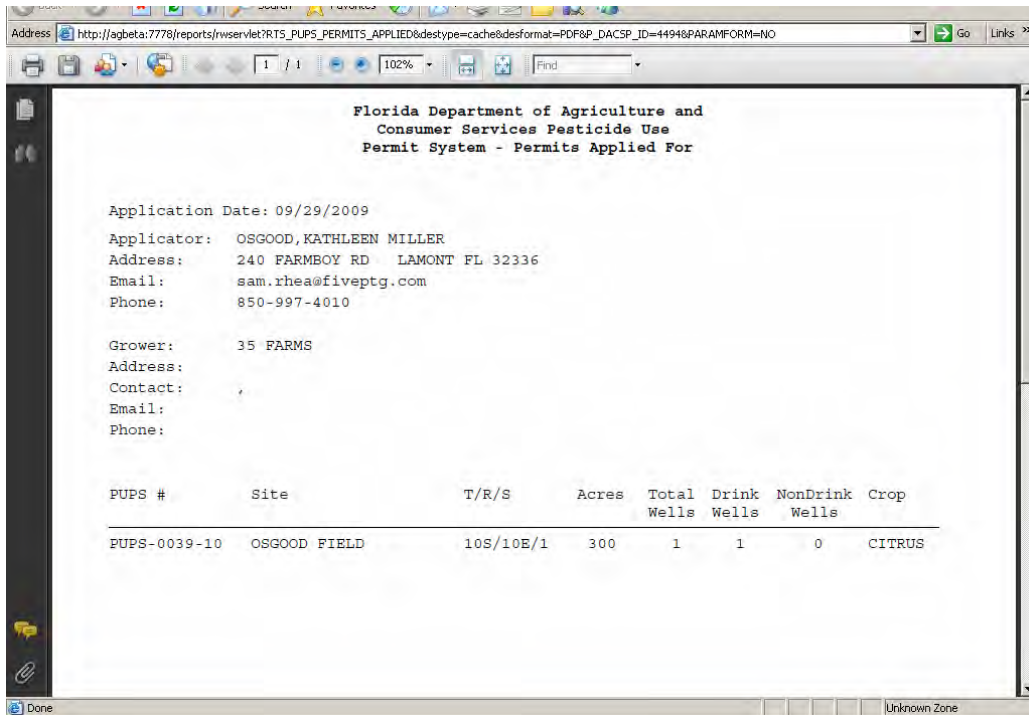
- Continue with Same DACS # Set-Same Grower/New Site
- Submit New DACS # Set-Same Grower/New Site
- Submit New DACS # Set-Different Grower
- Return to Main Menu

## Printing a completed DACS Set

To print a completed DACS Set you must first turn the Pop-up Blocker function on your computer Off.



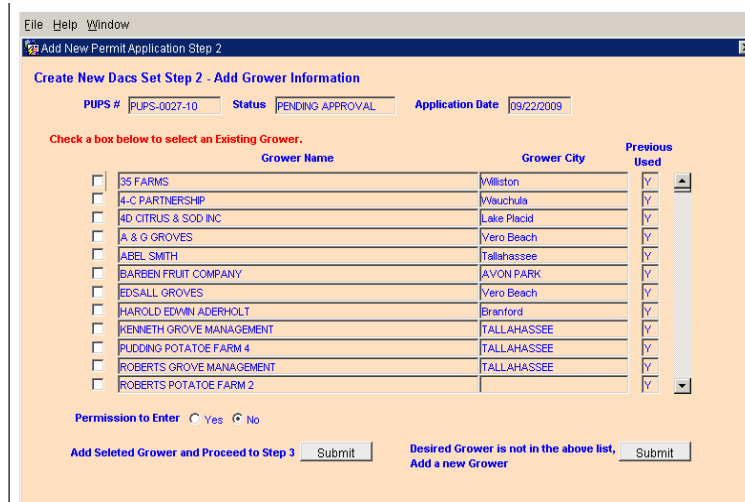
Click Print and the following screen opens showing your document. Then select the print function on this page and a hard copy is printed.



## Submit New Permit Application On-line

### Create New DACS Set Step 2 – Add a New Grower

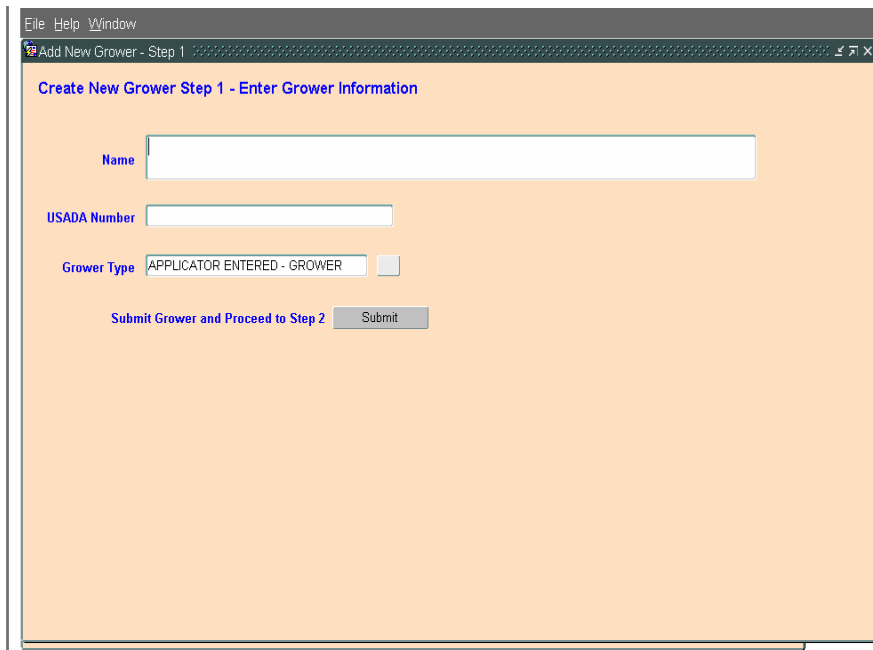
If the [Grower Name](#) is not on the list provided, a new [Grower](#) may be added. Click on the Desired Grower is not in the above list; Add a new Grower Submit button.



The screenshot shows a web application window titled "Add New Permit Application Step 2". The main heading is "Create New Dacs Set Step 2 - Add Grower Information". At the top, there are fields for "PUPS #", "Status", and "Application Date". Below this, a red instruction says "Check a box below to select an Existing Grower." A table lists various growers with checkboxes, their names, cities, and a "Previous Used" column. At the bottom, there are two "Submit" buttons: one for "Add Selected Grower and Proceed to Step 3" and another for "Desired Grower is not in the above list, Add a new Grower".

<input type="checkbox"/>	Grower Name	Grower City	Previous Used
<input type="checkbox"/>	35 FARMS	Williston	Y
<input type="checkbox"/>	4-C PARTNERSHIP	Wauchula	Y
<input type="checkbox"/>	4D CITRUS & SOD INC	Lake Placid	Y
<input type="checkbox"/>	A & G GROVES	Vero Beach	Y
<input type="checkbox"/>	ABEL SMITH	Tallahassee	Y
<input type="checkbox"/>	BARBEN FRUIT COMPANY	AVON PARK	Y
<input type="checkbox"/>	EDSALL GROVES	Vero Beach	Y
<input type="checkbox"/>	HAROLD EDWIN ADERHOLT	Branford	Y
<input type="checkbox"/>	KENNETH GROVE MANAGEMENT	TALLAHASSEE	Y
<input type="checkbox"/>	PLIDDING POTATOE FARM 4	TALLAHASSEE	Y
<input type="checkbox"/>	ROBERTS GROVE MANAGEMENT	TALLAHASSEE	Y
<input type="checkbox"/>	ROBERTS POTATOE FARM 2		Y

### Create New Grower Step 1 – Enter Grower Information



The screenshot shows a web application window titled "Add New Grower - Step 1". The main heading is "Create New Grower Step 1 - Enter Grower Information". It features three input fields: "Name", "USADA Number", and "Grower Type". The "Grower Type" field has a dropdown menu currently showing "APPLICATOR ENTERED - GROWER". At the bottom, there is a "Submit" button labeled "Submit Grower and Proceed to Step 2".

This screen prompts you to enter the name of the [Grower](#) and the USADA number (if available). A [Grower](#) may also be added by state officials. This is differentiated by clicking the drop down button on [Grower Type](#).

After entering the necessary information, click Submit.

## Submit New Permit Application On-line

### Creating a New Grower Step 2 – Enter Grower Address

This screen allows you to enter two Address Types: mailing and physical for the **Grower**. The top part of the screen is pre-populated with a unique ID number for the new **Grower** entered.

The screenshot shows the 'Add New Grower - Step 2' web application interface. The main form is titled 'Create New Grower Step 2 - Enter Grower Address'. It contains the following fields and information:

- ID:** 864
- Name:** DR ROBERTS
- Type Code:** APPLICATOR ENTERED - GROWER
- USDA Number:** (empty)
- Created By:** [redacted]
- Created Date:** 09/28/2009
- Modified By:** [redacted]
- Modified Date:** 09/28/2009

The address section includes:

- Address Type:** (dropdown menu)
- Street 1:** (text input)
- Street 2:** (text input)
- City:** (text input)
- Country:** UNITED STATES
- State:** FLORIDA
- Zip/Postal Code:** (text input)

Buttons at the bottom of the main form are 'Save Address Record' and 'Continue Without Saving'. A modal window titled 'Select Address Type Code' is open, showing a list of options:

- APPLICATOR ENTERED - MAILING (selected)
- APPLICATOR ENTERED - PHYSICAL

The modal window has 'Find', 'OK', and 'Cancel' buttons.

After entering this information, you have the option to Save Address Record or Continue Without Saving. If you do not have all of the **Grower's** Information, select Continue Without Saving. The information can be entered later. Click Save Address Record and you are given the option to Enter another New Address or Finished Entering Addresses. If you do not have another address for the **Grower**, click the Finished Entering Addresses button.

The screenshot shows the 'Add New Grower - Step 2' web application interface, showing the form after the mailing address has been entered. The 'Address Type' is now 'APPLICATOR ENTERED - MAILING'. The 'Street 1' field contains '3125 CONNER BLVD', 'City' contains 'TALLAHASSEE', and 'Zip/Postal Code' contains '32399'. The 'Save Address Record' button is now disabled, and the 'Finished Entering Addresses' button is active.

## Create New Grower Step 3 – Enter Grower Contacts

This screen allows you to enter two Contact Types for your new [Grower](#): Home and Business.

The screenshot shows the 'Create New Grower Step 3 - Enter Grower Contacts' form. The form fields are as follows:

- ID: 865
- Name: JK ROBERTS
- Type Code: APPLICATOR ENTERED - GROWER
- USDA Number: [Empty]
- Created By: [Redacted]
- Created Date: 09/29/2009
- Modified By: [Redacted]
- Modified Date: 09/29/2009

The 'Contact Type' dropdown is set to 'APPLICATOR ENTERED - GROWER'. Below it are fields for First Name, Middle, Last Name, Email, Phone, and Radio. At the bottom are 'Save Contact Record' (Submit) and 'Continue Without Saving' buttons.

A 'Select Contact Type Code' dialog box is open, showing a search for 'APPLICATOR ENTERED - %'. The list of results includes:

- APPLICATOR ENTERED - HOME
- APPLICATOR ENTERED - BUSINESS

The dialog box has 'Find', 'OK', and 'Cancel' buttons.

After entering this information, you have the option to Save Contact Record or Continue Without Saving. If you do not have all of the [Grower's](#) Information, select Continue Without Saving. The information can be entered later. Click Save Contact Record and you are given the option to Enter another New Contact or Finished Entering Contacts. If you do not have another contact for the [Grower](#), click the Finished Entering Contacts button.

The screenshot shows the 'Create New Grower Step 3 - Enter Grower Contacts' form with the 'Contact Type' set to 'APPLICATOR ENTERED - BUSINESS'. The form fields are as follows:

- ID: 865
- Name: JK ROBERTS
- Type Code: APPLICATOR ENTERED - GROWER
- USDA Number: [Empty]
- Created By: [Redacted]
- Created Date: 09/29/2009
- Modified By: [Redacted]
- Modified Date: 09/29/2009

The 'Contact Type' dropdown is set to 'APPLICATOR ENTERED - BUSINESS'. Below it are fields for First Name (Jessica), Middle (R), Last Name (Brown-Roberts), Email (robertj1@doacs.state.fl.us), Phone (850-488-6462), Radio, Fax, and Cell Phone. At the bottom are 'Enter New Contact' (Submit) and 'Finished Entering Contacts' (Submit) buttons.

## You have successfully entered a Grower

Click the OK button and you will then be prompted to Step 1 of the Create a new Application Site screen.

The screenshot shows a web browser window titled "Add New Grower - Step 3". The main form is titled "Create New Grower Step 3 - Enter Grower Contacts". It includes the following fields and values:

- ID: 865
- Name: JK ROBERTS
- Type Code: APPLICATOR ENTERED - GROWER
- USDA Number: (empty)
- Created By: (redacted)
- Created Date: 09/29/2009
- Modified By: (redacted)
- Modified Date: 09/29/2009
- Contact Type: APPLICATOR ENTERED - BUSINESS
- First Name: Jessica
- Middle: R
- Last Name: Brown-Roberts
- Email: robert1@doacs.state.fl.us
- Phone: 850-488-6462
- Radio: (empty)
- Cell Phone: (empty)

At the bottom, there are two buttons: "Enter New Contact" and "Finished Entering Contacts", both with "Submit" labels. A "Forms" dialog box is open on the right, showing an information icon and the text "You Have Successfully Entered A Grower" with an "OK" button.

## Create New Application Site Step 1 – Enter Site Information

On this screen you can start entering the information for your new [Grower's](#) Application Site. See pages 38-40 of Create New Application Site for directions. When all of the site information is entered, you will receive a prompt stating You Have Successfully Enter Your Application Site, click OK.

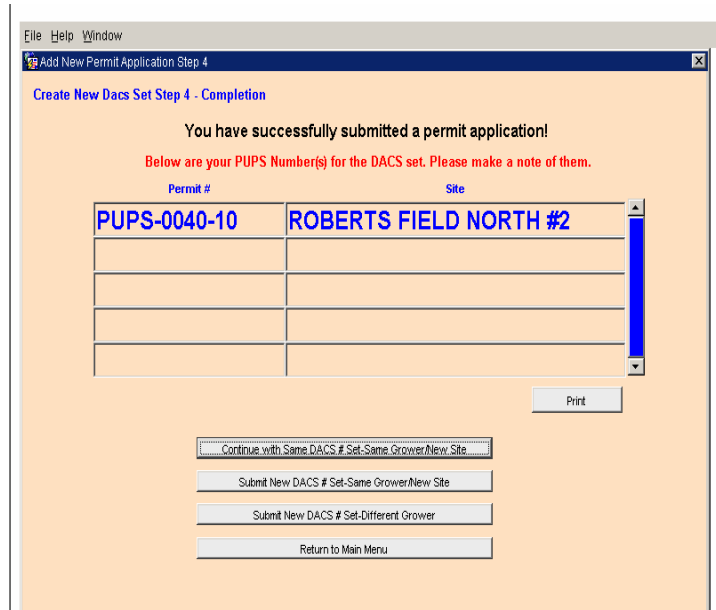
The screenshot shows a web browser window titled "Add New Application Site Step 1". The main form is titled "Create New Application Site Step 1 - Enter Site Information". It includes the following fields and values:

- Grower ID: 865
- Grower Description: JK ROBERTS
- Grower City: TALLAHASSEE
- Site Name/Description: ROBERTS FIELD NORTH #2
- Number of Acres: 150
- Total Number of Drinking Wells: 1
- Total Number of Nondrinking Wells: 3

A red message next to the "Total Number of Drinking Wells" field reads: "You will be required to Enter GPS Information for all Drinking Wells". At the bottom, there is a button labeled "Submit Application Site and Proceed to Site Step 2" with a "Submit" label.

## You have successfully submitted a permit application

The following screen below will open. You can now print your permit application for your records.



File Help Window

Add New Permit Application Step 4

Create New Dacs Set Step 4 - Completion

You have successfully submitted a permit application!

Below are your PUPS Number(s) for the DACS set. Please make a note of them.

Permit #	Site
PUPS-0040-10	ROBERTS FIELD NORTH #2

Print

Continue with Same DACS # Set-Same Grower/New Site

Submit New DACS # Set-Same Grower/New Site

Submit New DACS # Set-Different Grower

Return to Main Menu

### Create New DACS Set Step 3 – Add Application Site

If you have a new Application Site that is similar to one of your previous sites, select Add a New Application Site that is Similar to the Selected Site and click submit.

**Create New Dacs Set Step 3 - Add Application Site**

PUPS #  Status  Application Date   
 Target Site  Product Brand   
 Grower

Select one or more application sites.

	Application Site	Acres	County	T.R.S
<input type="checkbox"/>	View JAMES FIELD	150	POLK	31S 28E 4
<input type="checkbox"/>	View NORTH OF FIELD	125	POLK	31S 28E 4
<input checked="" type="checkbox"/>	View OSGOOD FIELD	175	DIXIE	10S 10E 1
<input type="checkbox"/>	View OSGOOD FIELD	300	DIXIE	10S 10E 1
<input type="checkbox"/>	View Osgood Field	250	DIXIE	10S 10E 1
<input type="checkbox"/>	View PUDDING PIE FIELD	125	POLK	31S 28E 4
<input type="checkbox"/>	View SOUTH OF FIELD	143	POLK	31S 28E 4
<input type="checkbox"/>	View WEST FIELD	125	POLK	31S 28E 13
<input type="checkbox"/>	View WEST FIELD 2	125	POLK	31S 28E 13
<input type="checkbox"/>	View WEST FIELD 3	125	POLK	31S 28E 13

### Create New Application Site Step 1 – Enter Site Information

The following screen opens, again see pages 38-40 of Create New Application Site for directions.

**Create New Application Site Step 1 - Enter Site Information**

Grower ID   
 Grower Description   
 Grower City

---

Site Name/Description   
 Number of Acres

Total Number of Drinking Wells  You will be required to Enter GPS Information for all Drinking Wells  
 Total Number of Nondrinking Wells

## Create New DACS Set Step 3 – Add Application Site

If you have a new Application Site, select Add an Entirely New Application Site and click submit.

File Help Window

Add New Permit Application Step 3

Create New Dacs Set Step 3 - Add Application Site

PUPS # PUPS-0047-10 Status PENDING APPROVAL Application Date 09/29/2009

Target Site CITRUS Product Brand TEMIK 15G ALDICARB PESTICIDE

Grower 35 FARMS

Select one or more application sites.

	Application Site	Acres	County	T.R.S
<input type="checkbox"/>	View JAMES FIELD	150	POLK	31S 28E 4
<input type="checkbox"/>	View NORTH OF FIELD	125	POLK	31S 28E 4
<input checked="" type="checkbox"/>	View OSGOOD FIELD	175	DIXIE	10S 10E 1
<input type="checkbox"/>	View OSGOOD FIELD	300	DIXIE	10S 10E 1
<input type="checkbox"/>	View Osgood Field	250	DIXIE	10S 10E 1
<input type="checkbox"/>	View PUDDING PIE FIELD	125	POLK	31S 28E 4
<input type="checkbox"/>	View SOUTH OF FIELD	143	POLK	31S 28E 4
<input type="checkbox"/>	View WEST FIELD	125	POLK	31S 28E 13
<input type="checkbox"/>	View WEST FIELD 2	125	POLK	31S 28E 13
<input type="checkbox"/>	View WEST FIELD 3	125	POLK	31S 28E 13

Click here to Use Selected Application Site(s)

Add a New Application Site that is Similar to Selected Site

Add an Entirely New Application Site

## Create New Application Site Step 1 – Enter Site Information

The following screen opens, again see pages 38-40 of Create New Application Site for directions.

File Help Window

Add New Application Site Step 1

Create New Application Site Step 1 - Enter Site Information

Grower ID 537

Grower Description 35 FARMS

Grower City Williston

---

Site Name/Description OSGOOD FIELD #6

Number of Acres 175

Total Number of Drinking Wells 0 You will be required to Enter GPS Information for all Drinking Wells

Total Number of Nondrinking Wells 0

Submit Application Site and Proceed to Site Step 2

## Create New DACS Set Step 3 – Add Application Site View Application Site Information

This screen allows you to select an Application Site for review before adding the site to a DACS Set. You can also create a new Application Site if needed. Click the View button of the Application Site to bring up the Application Site Information screen, which contains three additional tabs: Location, Notes and Wells.

**Create New Dacs Set Step 3 - Add Application Site**

PUPS #  Status  Application Date

Target Site  Product Brand

Grower

Select one or more application sites.

	Application Site	Acres	County	T/R/S
<input type="checkbox"/>	View EAST 11 (06/24/2009)	125	POLK	27S 25E 7
<input type="checkbox"/>	View EAST 11 A	115	POLK	27S 25E 8
<input type="checkbox"/>	View EAST 11 B	115	POLK	27S 25E 8
<input type="checkbox"/>	View EAST FIELD	125	POLK	31S 28E 13
<input type="checkbox"/>	View EAST FIELD	125	POLK	31S 28E 4
<input type="checkbox"/>	View EAST FIELD 12	123	BAKER	1N 20E 3
<input type="checkbox"/>	View EAST FIELD 13	122	BAKER	1N 20E 3
<input type="checkbox"/>	View EAST FIELD 13	122	BAKER	1N 20E 3
<input type="checkbox"/>	View EAST FIELD 2	2	BRADFORD	5S 21E 13
<input type="checkbox"/>	View EAST FIELDS	125	POLK	31S 28E 1

[Click here to Use Selected Application Site\(s\)](#)

[Add a New Application Site that is Similar to Selected Site](#)

[Add an Entirely New Application Site](#)

The Location tab displays County, T/R/S and the Quarter/Quarter fields. This is the default tab that is shown when you enter this screen. See page 31 of Change Existing Application Site.

**Application Site Information**

Grower

Applicator

Name of Field/Grove

# of Acres  # of Drinking Wells  # of Nondrinking Wells

Created By  Created Date  Modified By  Modified Date

Location | Notes | Wells

County

Township/Range/Section

View/Change Details

		N		
Section 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		S		

The Notes tab gives you a place to put comments and notes in order of the date they were entered into the screen. See pages 33-34 of Change Existing Application Site.

**Application Site Information**

Grower: 35 FARMS  
 Applicator: OSGOOD,KATHLEEN MILLER  
 Name of Field/Grove: EAST FIELD 2  
 # of Acres: 125 # of Drinking Wells: 1 # of Nondrinking Wells: 0  
 Created By: OSGOODKATHLEEN Created Date: 11/12/2008 Modified By: OSGOODKATHLEEN Modified Date: 08/31/2009

Save Application Site Back

Location Notes Wells

	Date	Note Contents
View	09/25/2009	HELLO
View		
View		
View		
View		
View		
View		
View		
View		
View		

Add New Note

The Wells tab brings up a table of wells for the site. The table contains the Description of the Well, Well Permit # and the Setback Distance. See pages 35-37 of Change Existing Application Site.

**Application Site Information**

Grower: 35 FARMS  
 Applicator: OSGOOD,KATHLEEN MILLER  
 Name of Field/Grove: EAST FIELD 2  
 # of Acres: 125 # of Drinking Wells: 1 # of Nondrinking Wells: 0  
 Created By: OSGOODKATHLEEN Created Date: 11/12/2008 Modified By: OSGOODKATHLEEN Modified Date: 08/31/2009

Save Application Site Back

Location Notes Wells

	Description	Well Permit #	Setback Distance
View	110FT FROM FIELD		
View			
View			
View			
View			
View			
View			
View			
View			
View			

Add New Well

You can also create a new Application Site if needed by attempting to make changes to the # of Acres, the # of Non drinking Wells and Adding a new Drinking Well.

The screenshot shows a software window titled "EDIT APPLICATION SITE LOCATION". The "Application Site Information" section includes the following fields: Grower (35 FARMS), Applicator (OSGOOD,KATHLEEN MILLER), Name of Field/Grove (EAST FIELD 2), # of Acres (125), # of Drinking Wells (1), and # of Nondrinking Wells (0). It also shows "Created By" (OSGOODKATHLEE), "Created Date" (11/12/2008), "Modified By" (OSGOODKATHLEE), and "Modified Date" (08/31/2009). There are "Save Application Site" and "Back" buttons. Below this is a "Location" tab with "Notes" and "Wells" sub-tabs. The "Location" section shows County (POLK) and Township/Range/Section (31S 28E 4). A 2x2 grid of sections is displayed, labeled Section 1 (top-right), Section 2 (top-left), Section 3 (bottom-left), and Section 4 (bottom-right). Section 2 has two checked boxes, while the others are empty. A "View/Change Details" button is at the bottom.

You are prompted with the following message upon clicking the Save Application Site button.

This screenshot is identical to the previous one, but with a "Forms" dialog box overlaid on the right side. The dialog box has a yellow warning icon and contains the text: "Making a change will create a new site, do you want to continue?". It has "Yes" and "No" buttons.

If you click Yes, the screen updates and now shows the new Application Site with the date of the changes added in the Name of Field/Grove description and the increase in acres. You can now proceed to make all additional changes as needed. If you click No, you will return to the Location tab.

You are prompted with the following message upon clicking the Save Well Information button

If you click Yes, the screen updates and now shows the new Drinking Well Information. You can now proceed to make all additional entries as needed. Upon saving the new Drinking Well Information the Application Site Information screen opens with the date of the changes added in the Name of Field/Grove description and the increase in the # of Drinking Wells showing. If you click No, you will return to the Wells tab.

Application Site Information

Grower: 35 FARMS

Applicator: OSGOOD, KATHLEEN MILLER

Name of Field/Grove: EAST 10 (09/30/2009)

# of Acres: 115    # of Drinking Wells: 1    # of Nondrinking Wells: 0

Created By: PB6161    Created Date: 09/30/2009    Modified By: PB6161    Modified Date: 09/30/2009

Save Application Site    Back

Location    Notes    Wells

	Description	Well Permit #	Setback Distance
View	NORTH OF FIELD		
View			
View			
View			
View			
View			
View			
View			
View			
View			

Add New Well

## Change My Address or Contact Information

Clicking on this button allows you to make changes to your address or contact information pending FDACS approval.

The screenshot shows the 'Registered Applicator Menu' for the Pesticide Use Permit System (PUPS). The user is identified as KATHLEEN OSGOOD. The menu includes several sections: 'View / Search By' with buttons for 'Stored Permit Data', 'View My DACS #'s, 'Review Pending Permits', and 'Permits Awaiting Monitor Sign-off'; 'Options' with buttons for 'Submit New Permit Application On-line', 'Change My Address or Contact Information', 'Change Existing Application Site', 'Create New Application Site', 'Change Password', 'PUPS Contact Information', and 'Transfer My Growers/Sites/Wells'; 'Reports' with buttons for 'Report Menu' and 'Applicator User Manual'; and 'Exit Options' with buttons for 'Return to Login', 'Exit and go to FDACS Home Page', and 'Exit and go to AES Division's Home Page'. A red notice states: 'GPS Coordinates must be entered. Application Sites now require 1/4 of 1/4 section(s) to be entered.'

The Licensed Applicator Information screen contains four tabs: Address, Contact Information, Email and Notes. Each tab brings up a different view of the bottom half of the Licensed Applicator Information screen. Click the Back button to return to the Registered Applicator Menu.

The screenshot shows the 'Licensed Applicator Information' screen for KATHLEEN MILLER OSGOOD. The 'Address' tab is selected. The form displays the following information: License Number (redacted), Expiration Date (03/31/2013), License Type (PB), First Name (KATHLEEN), Middle Initial (MILLER), Last Name (OSGOOD), and Suffix (redacted). The address details are: Type (MAIL), Address 1 (240 FARMBOY RD), Address 2 (redacted), City (LAMONT), Country (redacted), State/Province (redacted), and Zip/Postal Code (32336). A button labeled 'I want to change this address' is visible. A red notice at the bottom states: 'Changes may be pending and will not be shown here.'

The Address tab displays the Applicator's Mailing Address. This is the default tab that is shown when you enter this screen. Clicking on the button I want to change this address brings up a screen of fields that can be changed. Click on the button Save My Changes to save the new information.

VIEW APPLICATOR - PB0161

**Licensed Applicator Information**

License Number: [REDACTED] Expiration Date: 03/31/2013

License Type: PB

First Name: KATHLEEN Middle Initial: MILLER

Last Name: OSGOOD Suffix: [REDACTED]

Back

Address | Contact Information | Email | Notes | **Change Address**

Type: MAIL

Address 1: 240 FARMBOY RD

Address 2: [REDACTED]

City: LAMONT

Country: USA

State/Province: FL

Zip/Postal Code: 32336

Save My Changes

Clicking on Save My Changes will prompt the following statement: You have successfully entered your change or deletion. FDACS must approve before this change can take effect. Click OK

NEW APPLICATOR - OSGOODKATHLEEN

**Licensed Applicator Information**

License Number: [REDACTED] Expiration Date: 03/31/2009

License Type: PB

First Name: KATHLEEN Middle Initial: MILLER

Last Name: OSGOOD Suffix: [REDACTED]

Back

Address | Contact Information | Notes | **Change Address**

Type: MAIL

Address 1: 240 FARMBOY RD

Address 2: [REDACTED]

City: LAMONT

Country: USA

State/Province: FL

Zip/Postal Code: 32336

Save My Changes

Forms

You have successfully entered your change or deletion.  
FDACS must approve before this change can take effect.

OK

Under the Contact Information tab you can add or edit a contact Phone Type by clicking the Select button next to the Phone Type Code. Enter your information and click Save My Changes.

Again, clicking on Save Address Changes will prompt the following statement: You have successfully entered your change or deletion. FDACS must approve before this change can take effect. Click OK

Under the Email tab you can add or edit an email address by clicking the Select button. Again, clicking on Save Address Changes will prompt the following statement: You have successfully entered your change or deletion. FDACS must approve before this change can take effect. Click OK

The Notes tab allows you to add a new note and view previous notes. See pages - for directions on how to create a new note. Click the Back button to return to the Registered Applicator Menu.

**Licensed Applicator Information**

License Number: [REDACTED] Expiration Date: 03/31/2013

License Type: PB

First Name: KATHLEEN Middle Initial: MILLER

Last Name: OSGOOD Suffix: [REDACTED]

Back

Address | Contact Information | Email | **Notes**

	Date	Note Contents
View	11/13/2008	USER CHANGED EMAIL, THROUGH PUPS WAS DENIED. Email=robertj1ddd@doacs.state.fl.us
View	10/29/2008	USER ENTERED ADDRESS THROUGH PUPS WAS DENIED. Address 1=240 FARMBOY RD Address 2=
View	10/27/2008	USER ENTERED ADDRESS THROUGH PUPS WAS DENIED. Address 1=240 FARMBOY RD Address 2=
View	10/23/2008	USER ENTERED ADDRESS THROUGH PUPS WAS DENIED. Address 1=240 FARMBOY RD Address 2=
View	10/23/2008	USER CHANGED CONTACT THROUGH PUPS WAS DENIED. Type of Phone=BUSINESS Country Code= Phone
View	10/23/2008	USER CHANGED CONTACT THROUGH PUPS WAS DENIED. Type of Phone=CELL Country Code= Phone=850
View	10/21/2008	USER ENTERED ADDRESS THROUGH PUPS WAS DENIED. Address 1=240 FARMBOY RD Address 2=
View	10/21/2008	USER ENTERED ADDRESS THROUGH PUPS WAS DENIED. Address 1=240 FARMBOY RD Address 2=
View	10/16/2008	USER ENTERED ADDRESS THROUGH PUPS WAS DENIED. Address 1=240 FARMBOY RD Address 2=
View	10/16/2008	USER ENTERED ADDRESS THROUGH PUPS WAS DENIED. Address 1=240 FARMBOY RD Address 2=

Create A New Note

## Change Existing Application Site

Clicking on this button allows you to make changes to an existing Application Site.

Florida RTS-Pesticide Use Permit System (PUPS) - Registered Applicator Main Menu

**Pesticide Use Permit System**  
**Registered Applicator Menu**  
 KATHLEEN OSGOOD

**GPS Coordinates must be entered.**  
**Application Sites now require 144 of 144 section(s) to be entered.**

**View / Search By:**

- Stored Permit Data
- View My DACS #'s
- Review Pending Permits
- Permits Awaiting Monitor Sign-off

**Options:**

- Submit New Permit Application On-line
- Change My Address or Contact Information
- Change Existing Application Site
- Create New Application Site
- Change Password
- PUPS Contact Information
- Transfer My Growers/Sites/Wells

**Reports:**

- Report Menu
- Applicator User Manual

**Exit Options:**

- Return to Login
- Exit and go to FDACS Home Page
- Exit and go to AES Division's Home Page

Clicking on the Change Existing Application Site button brings up a screen showing all of your Application Sites in the order of the most currently used site at the top of the list.

Select Existing Application Site to Change

	County	Application Site	Grower	# Drinking Wells	# Non Drinking Wells	# of Acres
Select	POLK	EAST FIELD 2	35 FARMS	1	0	125
Select	BRADFORD	EAST FIELD 2	35 FARMS	1	0	2
Select	POLK	EAST FIELD 2	35 FARMS	1	0	125
Select	POLK	NORTH OF FIELD	35 FARMS	1	0	125
Select	DIXIE	OSGOOD FIELD	35 FARMS	0	0	175
Select	DIXIE	OSGOOD FIELD	35 FARMS	1	0	300
Select	DIXIE	Osgood Field	35 FARMS	1	0	250
Select	POLK	PUDDING PIE FIELD	35 FARMS	2	1	125
Select	POLK	SOUTH OF FIELD	35 FARMS	1	1	143
Select	CHARLOTTE	2 TEST PUDDING FIELDS	40 CITRUS & SOD INC	1	0	125
Select	CHARLOTTE	4 TEST PUTTER FIELD	40 CITRUS & SOD INC	0	0	175
Select	POLK	FIELD 1	ANDY TUCK	1	1	12
Select	BREVARD	250 ft North of Field	PUDDING POTATOE FARM 4	1	2	124
Select	BREVARD	BIG FIELD	PUDDING POTATOE FARM 4	2	0	124
Select	BREVARD	BIG FIELD	PUDDING POTATOE FARM 4	2	0	124

**Hint:**  
 Use % as a wild card character in front or back of your search string.  
 (such as AP% -would search for entries begining with AP,  
 %AP% -would search for entries that contain AP, and  
 %AP would search for entries that end with AP)

Back

Upon selecting a site, the Application Site Information screen opens. From this screen by clicking the top View Details button, you can update or complete your Grower Information.

You can enter or update the following information: Addresses, Contacts and Notes.

This screen also has four tabs that bring up a different View of the bottom half of the Application Site Information screen: Location, Permits, Notes and Wells.

The Location tab displays County, T/R/S and the Quarter/Quarter fields. This is the default tab that is shown when you enter this screen.

Click on the View/Change Details button in the Location tab screen to bring up the Application Site Location. On this page you will be able to make the initial entry and save your 1/4 of 1/4 section information. After clicking the save button, you will not be able to make any other changes to this information.



The Notes tab gives you a place to put comments and notes in order of the date they were entered into the screen.

Application Site Information

Grower: 35 FARMS [View Details]

Applicator: OSGOOD, KATHLEEN MILLER

Site #: 3

Name of Field/Grove: EAST FIELD 2

# of Acres: 125 # of Drinking Wells: 1 # of Nondrinking Wells: 0

Created By: OSGOOD, KATHLEEN Created Date: 11/12/2008 Modified By: OSGOOD, KATHLEEN Modified Date: 08/31/2009

Save Application Site Back

Location: Permits Notes Wells

View	Date	Note Contents
View		
View		
View		
View		
View		
View		
View		
View		
View		
View		

Add New Note

Click on the View button to bring up the Notes screen if a note is already enter.

EDIT NOTE INFORMATION FOR - EAST FIELD 2

Notes

SITE: 13070 - EAST FIELD 2

Date: 09/25/2009

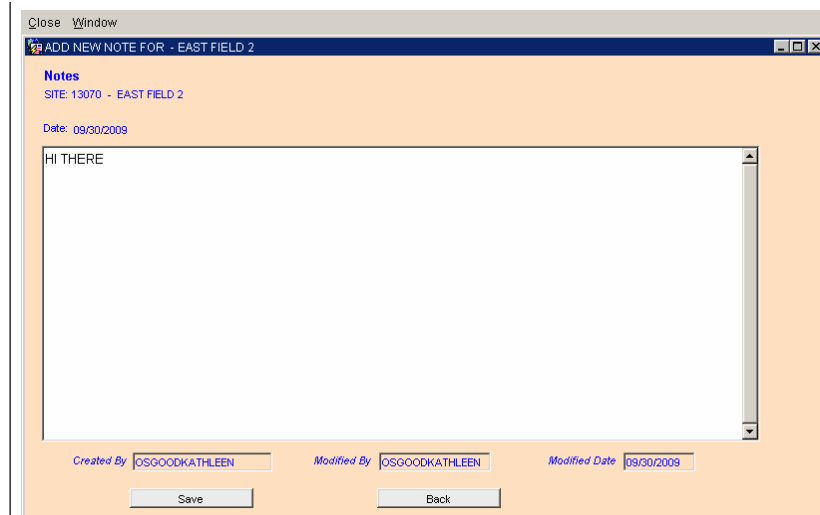
HELLO

Created By: OSGOOD, KATHLEEN Modified By: OSGOOD, KATHLEEN Modified Date: 09/25/2009

Save Back

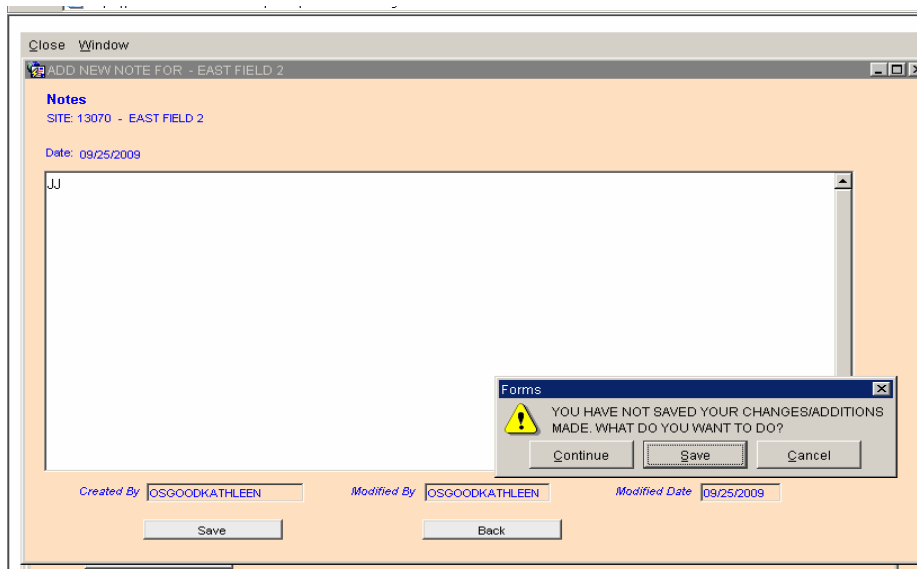
Click the Back button to return to the Notes tab.

Add a new note by clicking on the Add New Note button to bring up a blank screen. Enter your note, click the Save button to save your note.



The screenshot shows a web browser window titled "ADD NEW NOTE FOR - EAST FIELD 2". The page has an orange background. At the top, it says "Notes" and "SITE: 13070 - EAST FIELD 2". Below that, the date is "Date: 09/30/2009". A large text area contains the text "HI THERE". At the bottom, there are three input fields: "Created By" with the value "OSGOODKATHLEEN", "Modified By" with the value "OSGOODKATHLEEN", and "Modified Date" with the value "09/30/2009". Below these fields are two buttons: "Save" and "Back".

If you do not wish to save the note, click the Back button. Then click Continue when the prompt appears and you will return to the Notes tab.



The screenshot shows the same web browser window as above, but with a "Forms" dialog box open in the foreground. The dialog box has a yellow warning icon and the text "YOU HAVE NOT SAVED YOUR CHANGES/ADDITIONS MADE. WHAT DO YOU WANT TO DO?". It has three buttons: "Continue", "Save", and "Cancel". The background window shows the date has changed to "Date: 09/25/2009" and the text area now contains "JJ". The "Save" and "Back" buttons are still visible at the bottom.

The Wells tab brings up a table of wells for the site. The table contains the Description of the Well, Well Permit # and the Setback Distance.

The screenshot shows a web application window titled "EDIT INFORMATION FOR - EAST FIELD 2". The main section is "Application Site Information" with various input fields for Grower (35 FARMS), Applicator (OSGOODKATHEER), Site # (3), Name of Field/Grove (EAST FIELD 2), # of Acres (125), # of Drinking Wells (1), and # of Nondrinking Wells (0). It also shows creation and modification metadata. Below this is a tabbed interface with "Wells" selected. A table displays well information:

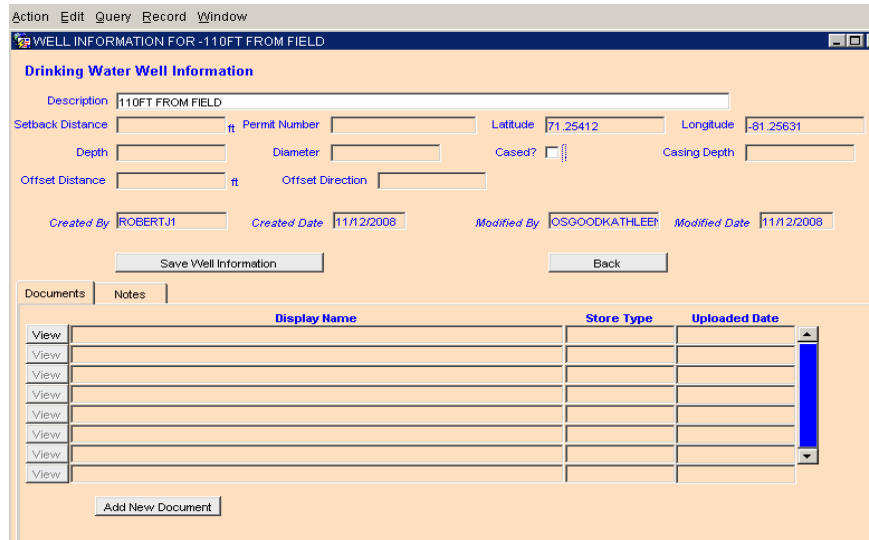
	Description	Well Permit #	Setback Distance
View	110FT FROM FIELD		
View			
View			
View			
View			
View			
View			
View			
View			
View			

Click on the View button to bring up the Drinking Water Well Information. On this page you can make the initial entry of Latitude/Longitude information, Well Depth, Diameter, Casing Depth, Offset Distance, Offset Direction. After clicking the save button, you will only be able to make spelling corrections to the Description field.

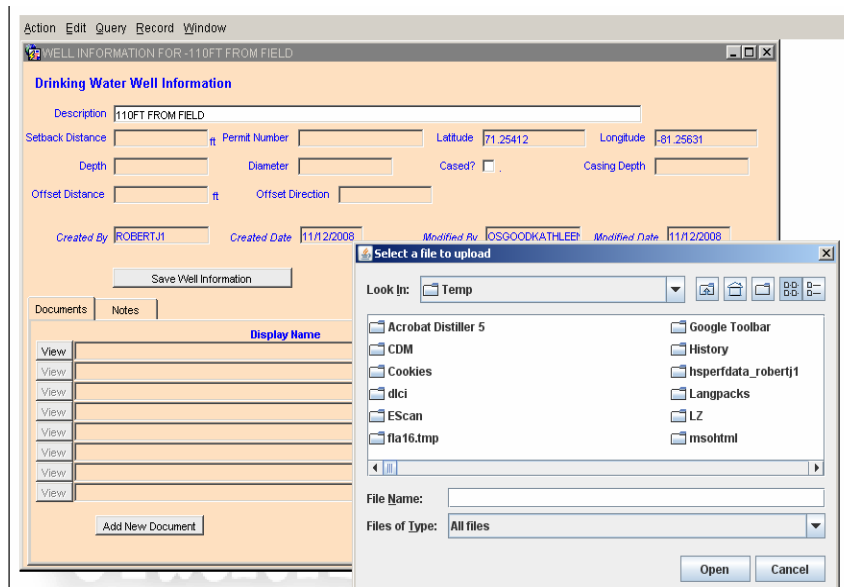
The screenshot shows a web application window titled "WELL INFORMATION FOR - 110FT FROM FIELD". The main section is "Drinking Water Well Information" with input fields for Description (110FT FROM FIELD), Setback Distance, Permit Number, Latitude (71.25412), Longitude (-81.25631), Depth, Diameter, Cased? (checkbox), Casing Depth, Offset Distance (ft), and Offset Direction. It also shows creation and modification metadata. Below this is a tabbed interface with "Documents" selected. A table displays document information:

	Display Name	Store Type	Uploaded Date
View	Field #3.png	OTHER	09/25/2009
View			
View			
View			
View			
View			
View			

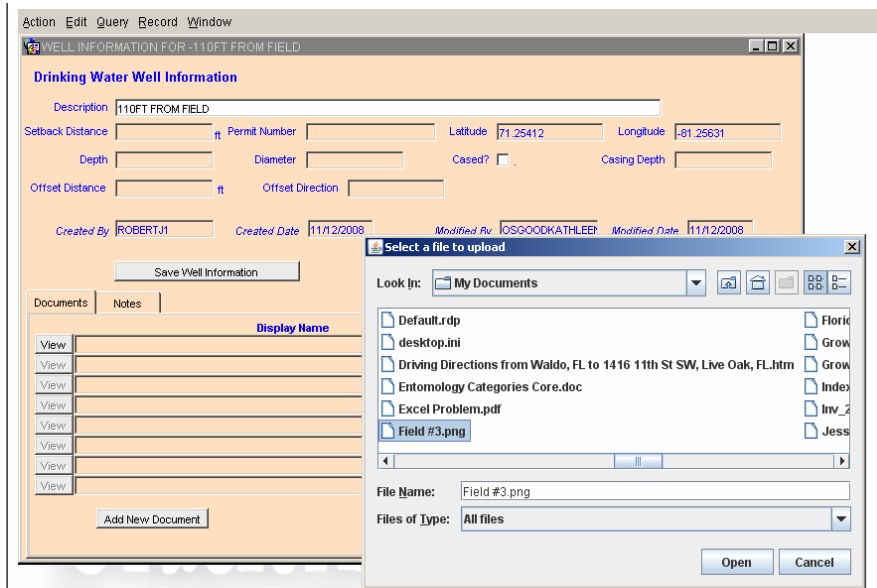
There are two tabs in the Drinking Water Well Information screen: Documents and Notes. The Documents tab is the default tab that is shown when you enter this screen.



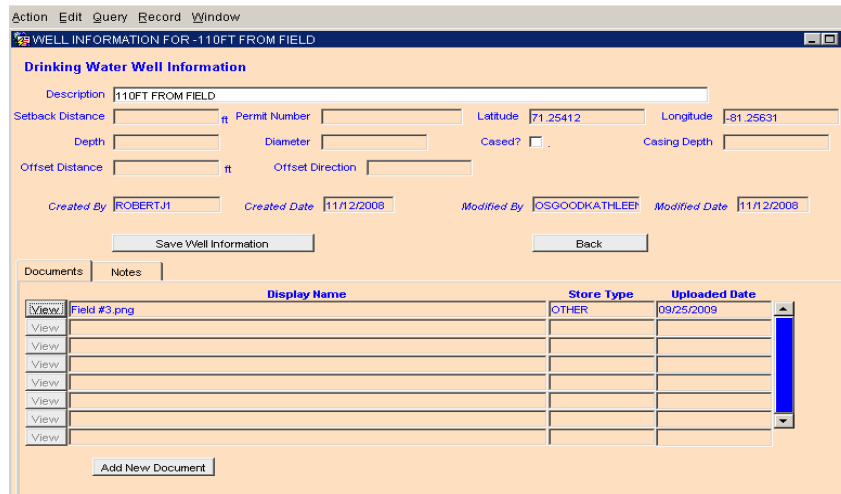
This screen shows you all of the documents that are associated with that particular well, how those documents are stored and the date on which they were uploaded. You can add a new document by clicking on the Add New Document button. A menu box is displayed from which you can bring up the appropriate document type. Follow the directions in the menu box to add the document into your Drinking Water Well Information screen.



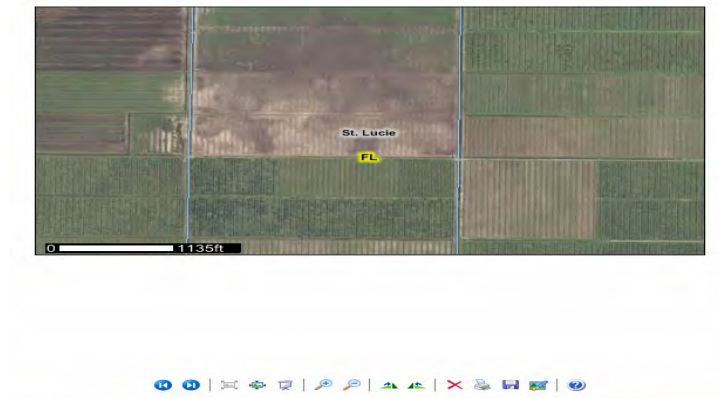
The size limit for documents is 1.6 megabytes.



Added documents cannot be deleted.

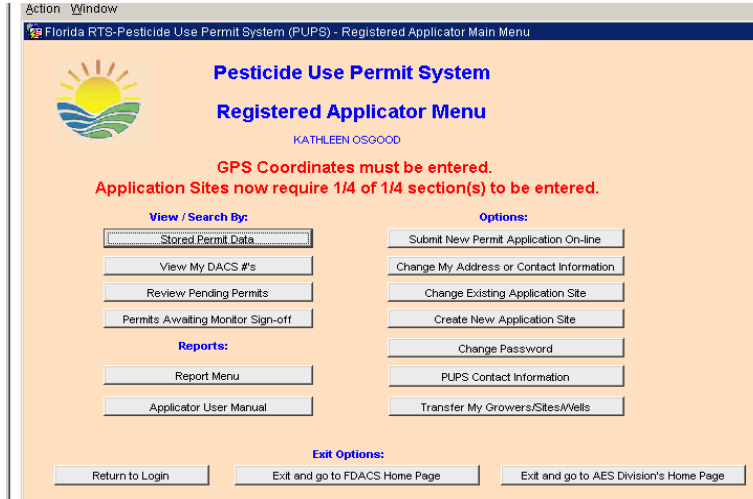


Click View to open the Document.

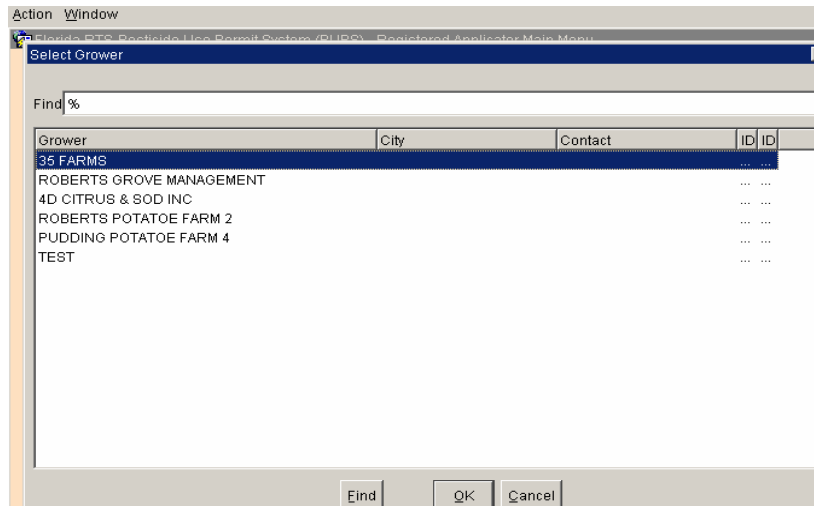


## Create New Application Site

**\*If an existing Application Site has changed – Name of site, Increase or Decrease in acreage, Drinking/Non drinking wells a new record must be created.**



Clicking on the Create New Application Site button opens a screen with a list of your Growers. The most current Grower will be at the top of the list. Select the needed Grower and click OK.



The Create New Application Site Step 1 – Enter Site Information screen opens.

On this screen you can enter the information for your new Application Site. Click Submit when finished and you will be prompted to Step 2.

The screenshot shows a web browser window titled "Add New Application Site Step 1". The page content is as follows:

- Grower ID:** 865
- Grower Description:** JK ROBERTS
- Grower City:** TALLAHASSEE
- Site Name/Description:** ROBERTS FIELD NORTH #2
- Number of Acres:** 150
- Total Number of Drinking Wells:** 1
- Total Number of Nondrinking Wells:** 3
- Message:** You will be required to Enter GPS Information for all Drinking Wells
- Submit Button:** Submit Application Site and Proceed to Site Step 2

### Add New Application Site Step 2 – Location

On this page you will be able to make the initial entry and save your 1/4 of 1/4 Sections information. *\*After clicking the Save button, you will not be able to make any other changes to this information\**

The screenshot shows a web browser window titled "Add New Application Site Step 2 - Location". The page content is as follows:

- Grower Description:** JK ROBERTS
- Grower City:** TALLAHASSEE
- Site Name/Description:** ROBERTS FIELD NORTH #2
- County:** ALACHUA
- Site Location (Township/Range/Section):** 12S / 21E / 1
- Check Quarter of Quarter Sections Included in This Application Site Location**
- Section Diagram:** A 3x3 grid representing sections. The top row is labeled 'N' and the bottom row 'S'. The left column is labeled 'W' and the right column 'E'. The sections are labeled Section 2 (top-left), Section 1 (top-right), Section 3 (bottom-left), and Section 4 (bottom-right). The four quarter-sections in the top-right (Section 1) and bottom-right (Section 4) quadrants are checked with a checkmark.
- Submit Button:** Save Location and Continue to Next Step

### Create New Application Site Step 3 – Enter Well Information

This screen lists the specifics of the Application Site including site name description, township/range/section of site, and the drinking well description and location.

**NOTE:**

As of July 1, 2007, applicators are now required to list GPS coordinates for all drinking wells. The format for GPS coordinates is as follows:

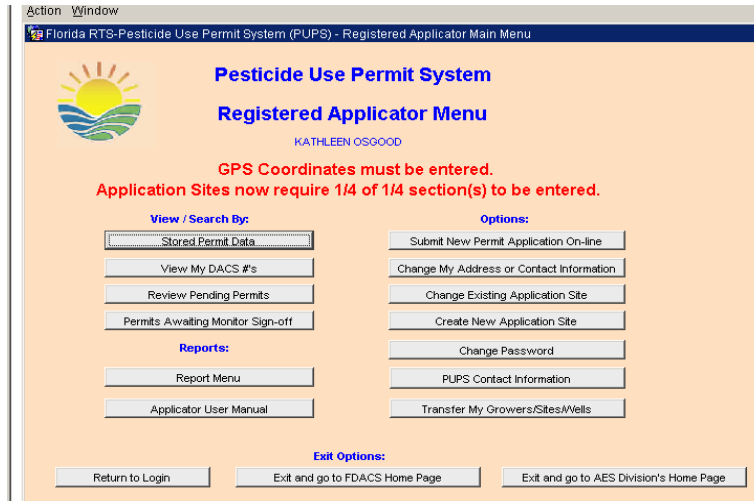
- the latitude coordinate will be a positive number and will need to be entered to five decimal places (example: 89.02643);
- the longitude coordinate will be a negative number and will also need to be entered to five decimal places (example: -96.12379).

After entering the well description information, latitude, and longitude, click the Save Well Record button. If you start entering the well information and later decide not to continue, click the Continue Without Saving button. The Drinking Wells count will be saved but without GPS coordinates.

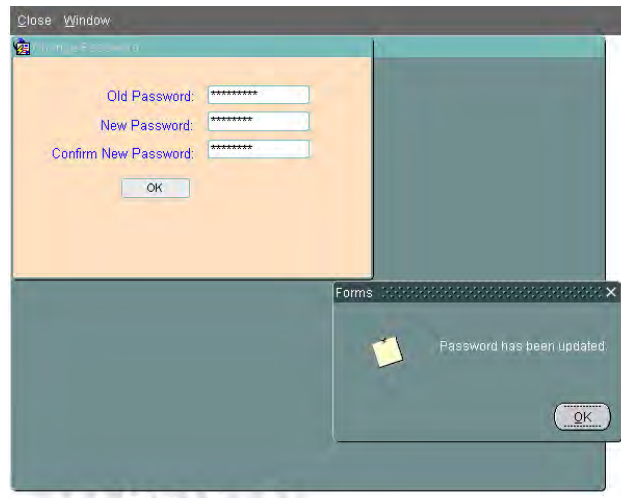
You will receive a prompt stating You Have Successfully Enter Your Application Site, click OK and return to the Registered Applicator Menu.

# CHANGE PASSWORD

Clicking on the Change Password button on the Registered Applicator Menu will bring up a screen that will allow you to change your password.



Type in your old password in the Old Password field then enter your new password in the New Password field. Re-type your new password into the Confirm Password field. Click OK to set your new password. If you decide not to change your password, then click Cancel to go back to the Registered Applicator Menu.

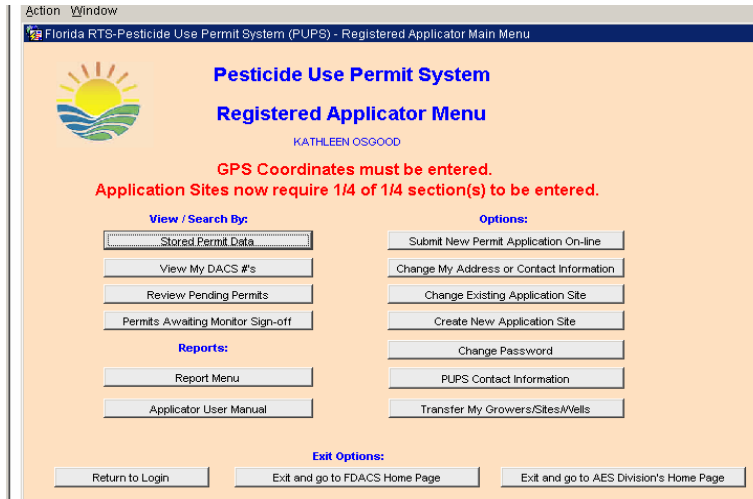


### Rules for Passwords:

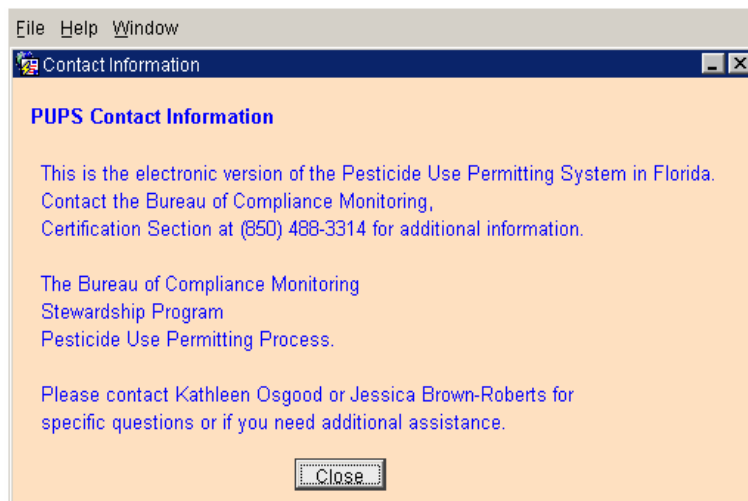
- Your new password cannot be the same as your old password.
- Your password cannot be the same as your userid.
- Your new password must be at least six characters long.
- Your new password must start with a letter of the alphabet.
- Your password must contain at least one letter of the alphabet.
- Your password must contain at least one number.
- You can only use letters, numbers, # and \$ in your password – no other special characters are allowed.
- If you forget your password, contact FDACS.

## PUPS Contact Information

Clicking on this option opens a screen showing the FDACS phone number and the contacts for PUPS.



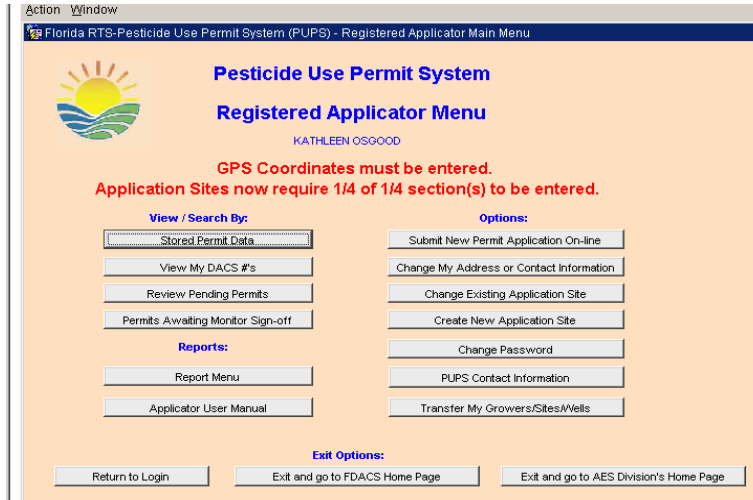
The screenshot shows a web browser window titled "Florida RTS-Pesticide Use Permit System (PUPS) - Registered Applicator Main Menu". The page features a logo of a sun over water and the text "Pesticide Use Permit System Registered Applicator Menu" for user "KATHLEEN OSGOOD". A red notice states: "GPS Coordinates must be entered. Application Sites now require 1/4 of 1/4 section(s) to be entered." The menu is organized into sections: "View / Search By:" with buttons for "Stored Permit Data", "View My DACS #'s", "Review Pending Permits", and "Permits Awaiting Monitor Sign-off"; "Options:" with buttons for "Submit New Permit Application On-line", "Change My Address or Contact Information", "Change Existing Application Site", "Create New Application Site", "Change Password", "PUPS Contact Information", and "Transfer My Growers/Sites/Wells"; "Reports:" with buttons for "Report Menu" and "Applicator User Manual"; and "Exit Options:" with buttons for "Return to Login", "Exit and go to FDACS Home Page", and "Exit and go to AES Division's Home Page".



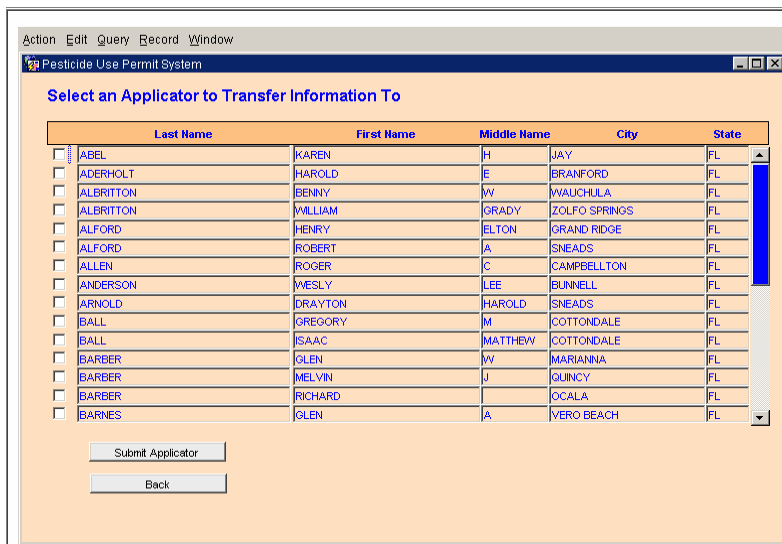
The screenshot shows a web browser window titled "Contact Information". The page content includes the heading "PUPS Contact Information" followed by the text: "This is the electronic version of the Pesticide Use Permitting System in Florida. Contact the Bureau of Compliance Monitoring, Certification Section at (850) 488-3314 for additional information." Below this, it lists "The Bureau of Compliance Monitoring Stewardship Program Pesticide Use Permitting Process." and concludes with "Please contact Kathleen Osgood or Jessica Brown-Roberts for specific questions or if you need additional assistance." A "Close" button is located at the bottom center of the page.

# Transfer My Growers/Sites/Wells

This option allows you to transfer all or some of your Growers, Application Sites and Wells to other Applicators.



Clicking on the Transfer My Growers/Sites/Wells button opens the Select an Applicator to Transfer Information to screen. Click the box next to the Applicator that you want to transfer information too. Clicking the Back button will return you to the Registered Applicator Menu.



Click the Submit Applicator button and the Transfer Applicator Select Grower and Sites screen opens.

File Help Window  
Transfer Application Sites

**Transfer Applicator Select Grower and Sites**

Applicator From: KATHLEEN OSGOOD  
Applicator To: WILLIAM ALBRITTON  
Grower: [magnifying glass icon]

Select one or more application sites.

Application Site	Acres	County	T/R/S
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Select All Deselect All Transfer Cancel

Click on the magnifying glass button beside the Grower textbox and select a grower from the list. Click OK.

File Help Window  
Transfer Application Sites

**Transfer Applicator Select Grower and Sites**

Applicator From: KATHLEEN OSGOOD  
Applicator To: WILLIAM ALBRITTON  
Grower: [magnifying glass icon]

Select one or more application sites.

Application Site	Acres	County	T/R/S
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Select All Deselect All Transfer C

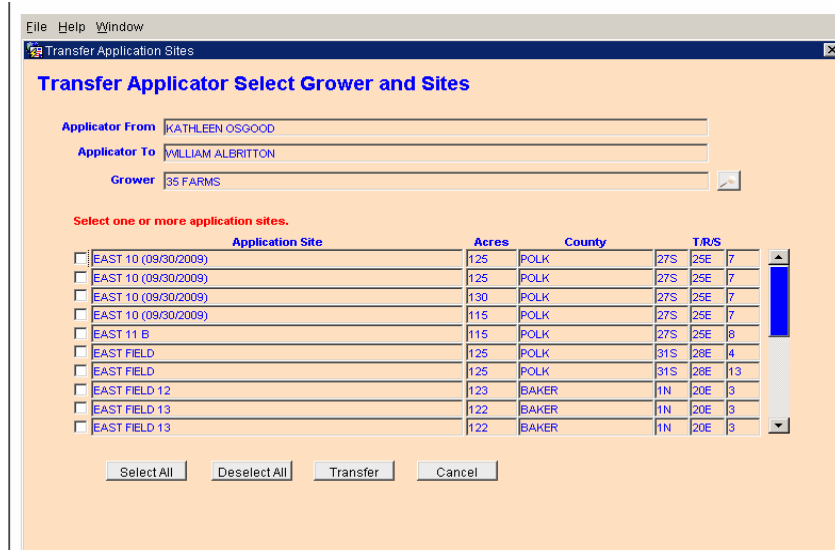
Grower

Find %

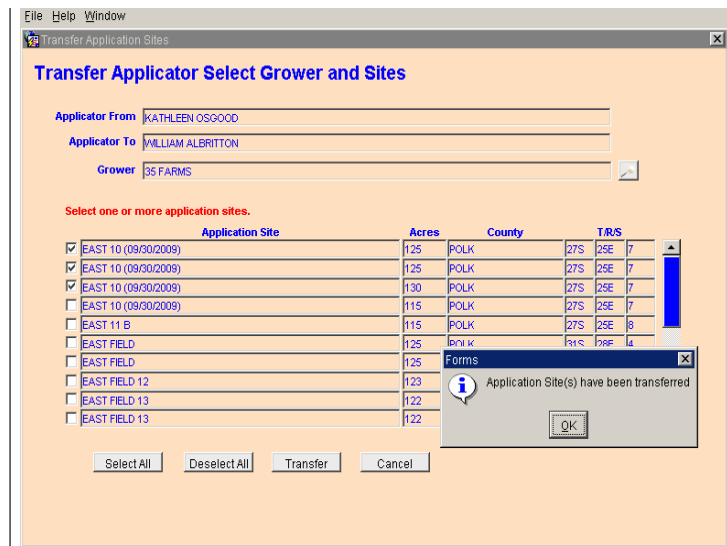
- Grower
- 35 FARMS
- 4-C PARTNERSHIP
- 4D CITRUS & SOD INC
- A & G GROVES
- ABEL SMITH
- ALICO INC

Find OK Cancel

A list of Application Sites related to the transferred from Applicator and the selected Grower will be populated.



You can now select all or some of your Application Sites to be transferred. Click the Transfer button and you will receive the following message: Application Site(s) have been transferred, click OK.



Clicking the OK button will return you to the Transfer Applicator Select Grower and Sites screen. You can then select another Grower and complete the transfer process again.

**Transfer Applicator Select Grower and Sites**

Applicator From: KATHLEEN OSGOOD  
Applicator To: WILLIAM ALBRITTON  
Grower: 35 FARMS

Select one or more application sites.

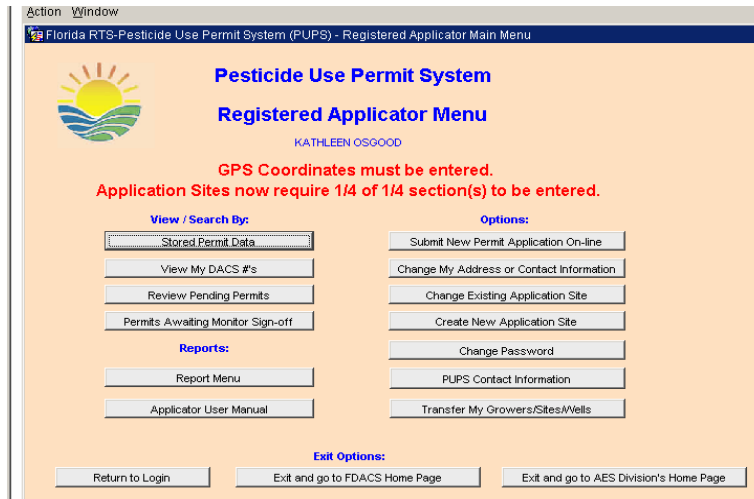
Application Site	Acres	County	T/R/S	
<input type="checkbox"/> EAST 10 (09/30/2009)	115	POLK	27S	25E 7
<input type="checkbox"/> EAST 11 B	115	POLK	27S	25E 8
<input type="checkbox"/> EAST FIELD	125	POLK	31S	28E 4
<input type="checkbox"/> EAST FIELD	125	POLK	31S	28E 13
<input type="checkbox"/> EAST FIELD 12	123	BAKER	1N	20E 3
<input type="checkbox"/> EAST FIELD 13	122	BAKER	1N	20E 3
<input type="checkbox"/> EAST FIELD 13	122	BAKER	1N	20E 3
<input type="checkbox"/> EAST FIELD 2	2	BRADFORD	5S	21E 13
<input type="checkbox"/> EAST FIELDS	125	POLK	31S	28E 1
<input type="checkbox"/> GATE FIELD	125	POLK	31S	28E 4

Select All   Deselect All   Transfer   Cancel

Clicking on Cancel will return you to the Registered Applicator Menu.

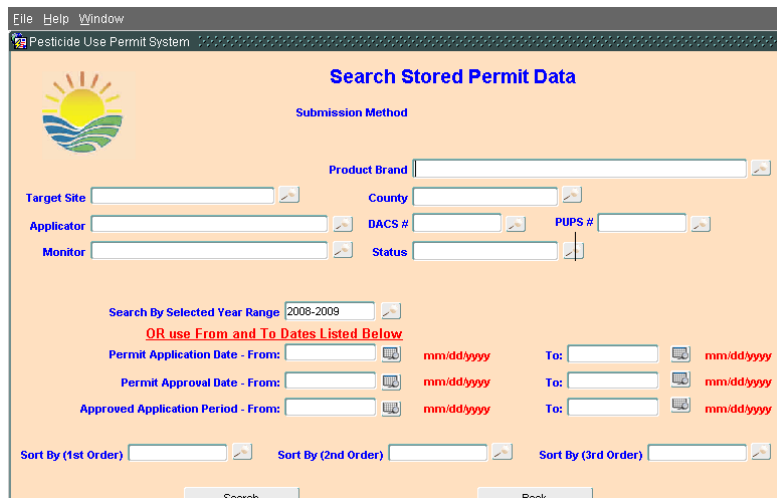
## View/Search By Section

**View/Search By:** There are four choices under this section of the PUPS Registered Applicator Menu screen: Stored Permit Data (pgs 47-53), View My DACS #'s (pgs 54-70), Review Pending Permits (pg 71) and Permits Awaiting Monitor Sign-off (pg 72). These choices will show you a Search Results page from which you can select an application site to view and make appropriate changes.



## Stored Permit Data

Clicking on the Stored Permit Data button will bring up the Search Stored Permit Data screen, below. This screen allows you to search for permits entered into the system using the criteria you select.



## Search or Sort Fields followed by a Magnifying Glass

Values can be typed in or selected from a stored list of values by clicking on the magnifying glass button, generally found immediately to the right of the field. The values entered must match the values in the displayed list or you will not be able to navigate to any other fields. Typing in a partial value and clicking Enter on your keyboard or clicking the enter button on your mouse will bring up the list of values filtered on what you typed in.

Typing in a valid word or part of a word will bring up all choices containing that word. For example, typing in Denied or Den from the **Status** field found in some of the screens will bring up the choices DENIED - INCOMPLETE OR UNSUCCESSFUL and DENIED - NO ACTION from which you can choose.

The list can be filtered within itself by entering a value into the Find box and clicking Find.

Use the % sign as a „wildcard“ in the Find box. The wildcard stands for any value. For example, searching S% will return all values beginning with an S. Searching S%E will return all values beginning with an S and ending with an E.

If you enter a value into a field and click Enter and the list has only one value that matches, then that value is the one that will populate the field.

All values are search only, meaning that you cannot enter a new value or edit one that is already there. Leaving a field blank will default to all of the values in the list being used.

**Product Brand:** This is the brand name of the registered pesticide being used, such as TEMIK 15 (Citrus).

**Target Site:** This is generally the crop or pest upon which the Product Brand is being used, such as CITRUS or RATS. All target sites in the system will be returned.

**County:** This is the county in which the Product Brand is being used, and in which the Target Site resides.

**Applicator:** The name of the Applicator who is logged into PUPS will be automatically entered here. The format for the Applicator name is Last, First, Middle.

**DACS #:** The **DACS #** is a number that describes a group of permits which were submitted together and approved. This number is not assigned until all permits in the group are approved. **DACS #** will begin with the last two digits of a year (i.e. 09 for 2009) and are assigned sequentially. Monitors can only see **DACS #** to which they have been assigned.

**PUPS #:** One **PUPS #** is assigned per permit application site existing in the system. The **PUPS #** ends in the last two digits of the year and is assigned sequentially. Monitors can only see **PUPS #** to which they have been assigned.

**Monitor:** The name of the **Monitor** who is assigned to the **DACS #** and **PUPS #**. The format for the name is Last, First.

**Status:** This is the **Status** of the permit or permits to be viewed. These are listed in a drop down field. The available Statuses may change as the State deems necessary.

### **How to Search Fields Followed by a Calendar Icon:**

Dates can be typed in or selected from a Calendar icon, generally found immediately to the right of the field. Click on the Calendar icon to bring up a replica of a calendar page. Enter the desired year in the appropriate field, using the drop down list. The default is the current year. Enter the desired month in the appropriate field, using the drop down menu. The default is the current month. Then click on the date within that month. The date is automatically entered into the field and the search screen is displayed.

#### **Search by Selected Year Range:**

This will default to current application year so that the search will not become too large.

You can customize your search range by selecting the [Permit Application Dates](#) below this field.

**Important:** **Either** use [Search by Selected Year Range](#) **or** enter one of the following specific ranges: [Permit Application Date](#) ranges, [Permit Approval Date](#) ranges or [Approved Application Period](#) ranges.

If you use the [Search by Selected Year Range](#), the program will ignore all other date ranges that you subsequently enter.

**Permit Application Date:** This is the date on which the Applicator applied for the permit. You can enter search dates by either clicking on the calendar icons to the right of the **From:** and **To:** fields and choosing the desired dates on the calendars or you can manually enter dates in those fields. The search includes the dates that you entered.

To enter dates correctly, type in mm/dd/yyyy, e.g. 04/21/2009 for April 21, 2009.

**Permit Approval Date:** This is the date on which the permit was approved by FDACS. The mm/dd/yyyy date format applies here.

You can use a combination of Permit Application Date and Permit Approval Date for your search.

**Approved Application Period:** This is the date range within which the product has been permitted for use. The mm/dd/yyyy date format applies here. You can use a combination of Permit Application Date, Permit Approval Date and Approved Application Period to search the database.

## How Sorting Works:

Sort ascending allows you to sort a field from the lowest to the highest number or from A to Z. This is the default setting. Sort descending allows you to sort a field from the highest to the lowest number or from Z to A.

**Sort By (1st Order):** This field is your first choice of how you want your data sorted in your results display.

**Sort By (2nd Order):** This field does a secondary sort of your data. For example, if your first choice (Sort by 1st Order) is by Permit Number, then your results would be sorted in ascending order (lowest to highest number). Now if you choose Grower Name for the Sort By 2nd Order, you would still get the list sorted by Permit Number, but each permit would ALSO be sorted by Grower Name in ascending order (lowest to highest number).

**Sort By (3rd Order):** This field can be used to fine-tune your search by yet a third search order. For example, in the above example you can now enter Target Site for the 3rd order, and the list would be first sorted alphabetically by Applicators, then in ascending order by Permit Number, then in alphabetical order by crop (Citrus comes before Potatoes).

**“Search”:** After you have entered your search parameters into the fields on this screen, hit the Search button to produce your results (see example on the following page).

**“Back”:** Selecting Back from the Search Stored Permit Data screen takes you back to the Registered Applicator Menu screen.

Across the top of the screen there are three tabs: File, Help and Window:



Choosing File gives you the option of exiting the form.

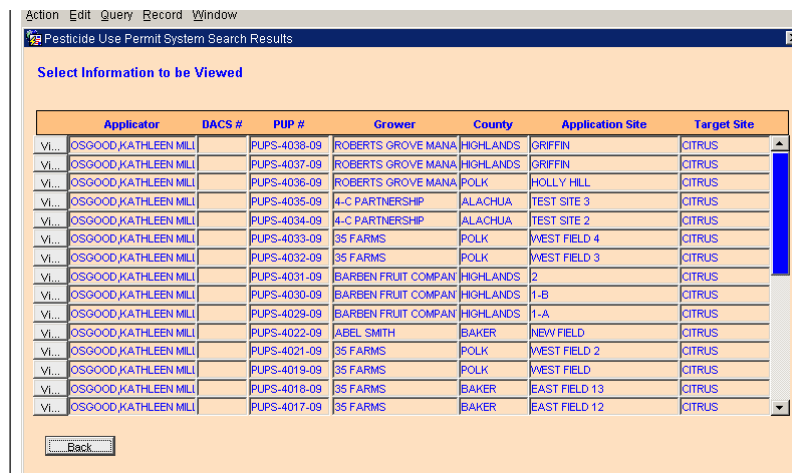
Choosing Help gives you a drop-down window containing Release Notes and About, both of which give you more information about the PUPS software and its creators.

Choosing Windows gives the options to Cascade, Tile Horizontally and Tile Vertically, which are generally not allowed or useful when looking at screens.

If you're not sure where you are in PUPS, you can open Window to see whether you are in the database itself or in the Search Results.

A filled button gives you your location in the system. You can go back and forth between PUPS and the search results by clicking on the buttons.

The following screen is an example of a results display for a specific Applicator. Hitting the Back button from the Select Information screen takes you back to the Search Stored Permit Data screen, and you can then generate another results set.



	Applicator	DACS #	PUP #	Grower	County	Application Site	Target Site
vi...	OSGOOD,KATHLEEN MLI		PUPS-4038-09	ROBERTS GROVE MANA	HIGHLANDS	GRIFFIN	CITRUS
vi...	OSGOOD,KATHLEEN MLI		PUPS-4037-09	ROBERTS GROVE MANA	HIGHLANDS	GRIFFIN	CITRUS
vi...	OSGOOD,KATHLEEN MLI		PUPS-4036-09	ROBERTS GROVE MANA	POLK	HOLLY HILL	CITRUS
vi...	OSGOOD,KATHLEEN MLI		PUPS-4035-09	4-C PARTNERSHIP	ALACHUA	TEST SITE 3	CITRUS
vi...	OSGOOD,KATHLEEN MLI		PUPS-4034-09	4-C PARTNERSHIP	ALACHUA	TEST SITE 2	CITRUS
vi...	OSGOOD,KATHLEEN MLI		PUPS-4033-09	35 FARMS	POLK	WEST FIELD 4	CITRUS
vi...	OSGOOD,KATHLEEN MLI		PUPS-4032-09	35 FARMS	POLK	WEST FIELD 3	CITRUS
vi...	OSGOOD,KATHLEEN MLI		PUPS-4031-09	BARBEN FRUIT COMPAN	HIGHLANDS	2	CITRUS
vi...	OSGOOD,KATHLEEN MLI		PUPS-4030-09	BARBEN FRUIT COMPAN	HIGHLANDS	1-B	CITRUS
vi...	OSGOOD,KATHLEEN MLI		PUPS-4029-09	BARBEN FRUIT COMPAN	HIGHLANDS	1-A	CITRUS
vi...	OSGOOD,KATHLEEN MLI		PUPS-4022-09	ABEL SMITH	BAKER	NEW FIELD	CITRUS
vi...	OSGOOD,KATHLEEN MLI		PUPS-4021-09	35 FARMS	POLK	WEST FIELD 2	CITRUS
vi...	OSGOOD,KATHLEEN MLI		PUPS-4019-09	35 FARMS	POLK	WEST FIELD	CITRUS
vi...	OSGOOD,KATHLEEN MLI		PUPS-4018-09	35 FARMS	BAKER	EAST FIELD 13	CITRUS
vi...	OSGOOD,KATHLEEN MLI		PUPS-4017-09	35 FARMS	BAKER	EAST FIELD 12	CITRUS

Back

### Using Your Results

You now have generated the Pesticide Use Permit System Search Results, a screen that can take you into the Permit Application Information screens.

To view a particular permit, click on the View button to the left of the row of information on that permit. We have chosen PUPS-4038-09 as an example, and the Permit Application Information screen for this PUPS # follows the Search Results screen.

The screenshot displays the 'VIEW PERMIT APPLICATION INFORMATION FOR - PUPS-4038-09' window. The 'Permit Application Information' section includes the following details:

- Applicator:** KATHLEEN MILLER OSGOOD (with a 'View Details' button)
- Grower:** ROBERTS GROVE MANAGEMENT (with a 'View Details' button)
- Target Site:** CITRUS
- PUP #:** PUPS-4038-09
- Submission Method:** Paper (selected), Electronic
- Submission Date:** 06/29/2009
- Received Date:** (empty)
- Permission to Enter:** Yes (selected), No
- Application Site Treated?:** (checkbox)
- Created By:** ROBERTJ1
- Created Date:** 06/29/2009
- Modified By:** ROBERTJ1
- Modified Date:** 06/29/2009

Buttons at the bottom of the form include 'Save Permit Application', 'Withdrawal Permit Application', and 'Back'. Below the form is a tabbed interface with the following tabs: Status, Application Site, Wells, Monitor, Notes, and Documents / Soil Survey. The 'Status' tab is active, showing:

- Status:** PENDING APPROVAL
- Status Date:** 06/29/2009
- Approved Application Period:** From: (empty) To: (empty)
- Created By:** ROBERTJ1
- Created Date:** 06/29/2009

## Viewing Licensed Applicator and Grower Information Screens

You can also view your **Licensed Applicator** and **Grower Information** screens by clicking on the View Details buttons to the right of those fields. They take you to the appropriate pages in the PUPS system.

## Other Screen Items/Tabs

There are six other tabs: Status, Application Site, Wells, Monitor, Notes and Documents/Soil Survey.

For each screen, you can choose Action, Edit, Query, Record or Window commands found across the top of the screen. Each of these commands has an associated drop-down menu from which you can select allowed options.

Allowed options are shown in sharp text, whereas disallowed options are passive when you click on them.

Action gives you the option of Exiting the screen. If you Exit the screen, it will take you back to the Selection Information screen.

Query allows you to enter the Query Mode, where you can manage the data that you generated by first Entering a Query. When you chose this option, a gray toolbar appears above a blank table. You can either use the toolbar OR type in a field in the blank table to execute a query.

## Entered Query Example

You can enter your choice of Ascending (**A**) or Descending (**D**) order in the Sort field. Then, using the pull down option, choose which of the search criteria you want to appear in the particular order that you chose.

Click on the Execute tab to get the populated list. The screen shot on page 12 shows the results of entering D then PUPS # from the drop-down screens that appear when you click on the arrows to the right of the blank white fields.

To populate a field for a query using the blank table (as shown in the picture on page): Enter all or part of a word or name in the desired field, followed by the % sign, e.g. OSGO%, in the following screen. Click on the Execute tab to get the populated list.

**NOTE:** You will get an error message if you don't enter the % sign. Canceling a Query takes you back to the Search Results screen. Last Criteria fills the form with the last query criteria that you gave, so you don't have to re-type if you want the same information. Count Hits lets you know how many records will come up in the query. This number is given at the bottom of the screen, in the information bar. This is important to know if you are planning on printing out your results.

Sort Ascending sorts a field from the lowest to the highest number or from A to Z.  
Sort Descending sorts a field from the highest to the lowest number or from Z to A.

Record produces a drop-down screen containing Previous Record, Next Record and Insert Record. These allow you to bring up the record immediately previous to the one that you are viewing and the next record after the one that you are viewing. Results from choosing Previous and Next Record are displayed in the information bar at the bottom of the screen. Insert Record is generally disabled.

Window gives the same options as were described on page 49.

## Execute Query Results

Action Edit Query Record Window

Pesticide Use Permit System Search Results

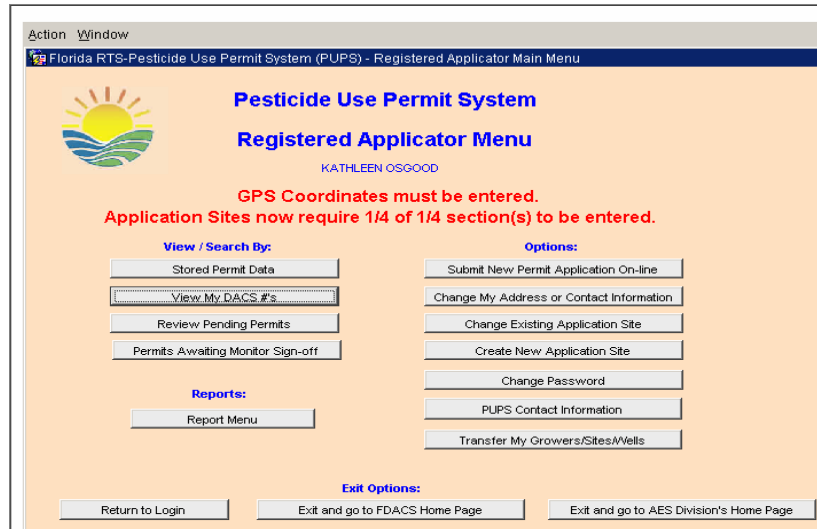
Select Information to be Viewed

	Applicator	DACS #	PUP #	Grower	County	Application Site	Target Site
VI...	OSGOOD,KATHLEEN MLI		PUPS-4038-09	ROBERTS GROVE MANA	HIGHLANDS	GRIFFIN	CITRUS
VI...	OSGOOD,KATHLEEN MLI		PUPS-4037-09	ROBERTS GROVE MANA	HIGHLANDS	GRIFFIN	CITRUS
VI...	OSGOOD,KATHLEEN MLI		PUPS-4036-09	ROBERTS GROVE MANA	POLK	HOLLY HILL	CITRUS
VI...	OSGOOD,KATHLEEN MLI		PUPS-4035-09	4-C PARTNERSHIP	ALACHUA	TEST SITE 3	CITRUS
VI...	OSGOOD,KATHLEEN MLI		PUPS-4034-09	4-C PARTNERSHIP	ALACHUA	TEST SITE 2	CITRUS
VI...	OSGOOD,KATHLEEN MLI		PUPS-4033-09	35 FARMS	POLK	WEST FIELD 4	CITRUS
VI...	OSGOOD,KATHLEEN MLI		PUPS-4032-09	35 FARMS	POLK	WEST FIELD 3	CITRUS
VI...	OSGOOD,KATHLEEN MLI		PUPS-4031-09	BARBEN FRUIT COMPAN	HIGHLANDS	2	CITRUS
VI...	OSGOOD,KATHLEEN MLI		PUPS-4030-09	BARBEN FRUIT COMPAN	HIGHLANDS	1-B	CITRUS
VI...	OSGOOD,KATHLEEN MLI		PUPS-4029-09	BARBEN FRUIT COMPAN	HIGHLANDS	1-A	CITRUS
VI...	OSGOOD,KATHLEEN MLI		PUPS-4022-09	ABEL SMITH	BAKER	NEW FIELD	CITRUS
VI...	OSGOOD,KATHLEEN MLI		PUPS-4021-09	35 FARMS	POLK	WEST FIELD 2	CITRUS
VI...	OSGOOD,KATHLEEN MLI		PUPS-4019-09	35 FARMS	POLK	WEST FIELD	CITRUS
VI...	OSGOOD,KATHLEEN MLI		PUPS-4018-09	35 FARMS	BAKER	EAST FIELD 13	CITRUS
VI...	OSGOOD,KATHLEEN MLI		PUPS-4017-09	35 FARMS	BAKER	EAST FIELD 12	CITRUS

Back

## View My DACS #'s

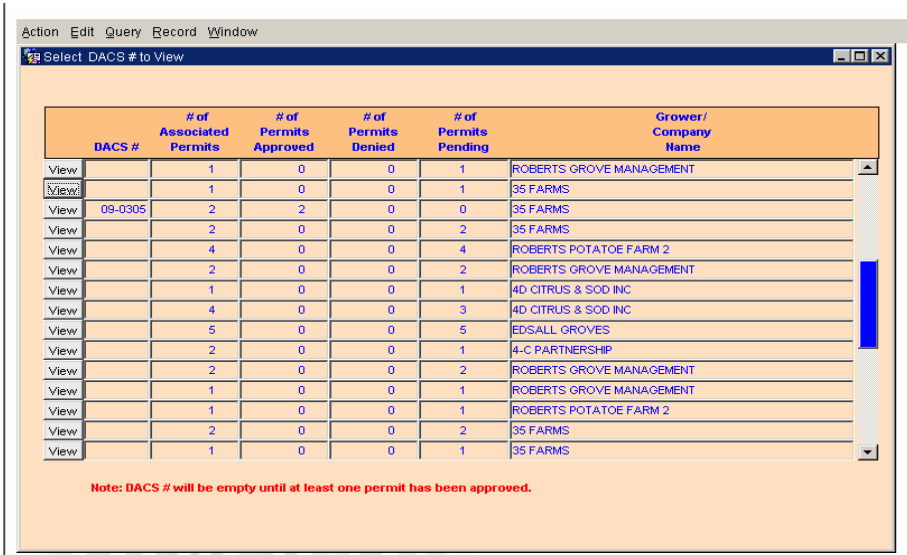
Click on the View My DACS #'s button on the Registered Applicator Menu:



Clicking on the View My DACS #'s button will bring up the Search by DACS # screen, below. This screen allows you to search for permits entered into the system using the criteria you select. If you are checking to see if a DACS #'s has been assigned, do not check either box and click the Search button.



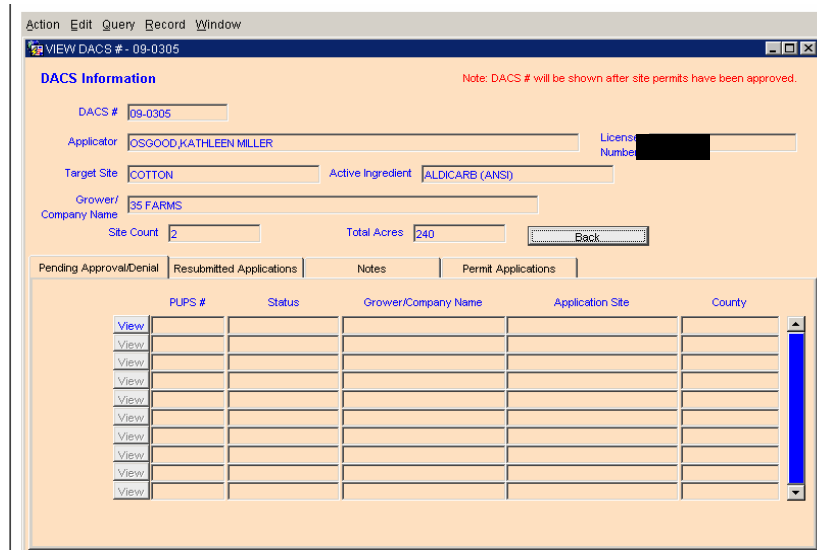
If a DACS #s has been assigned, the number will be in the DACS # column.



	DACS #	# of Associated Permits	# of Permits Approved	# of Permits Denied	# of Permits Pending	Grower/Company Name
View		1	0	0	1	ROBERTS GROVE MANAGEMENT
View		1	0	0	1	35 FARMS
View	09-0305	2	2	0	0	35 FARMS
View		2	0	0	2	35 FARMS
View		4	0	0	4	ROBERTS POTATOE FARM 2
View		2	0	0	2	ROBERTS GROVE MANAGEMENT
View		1	0	0	1	4D CITRUS & SOD INC
View		4	0	0	3	4D CITRUS & SOD INC
View		5	0	0	5	EDSALL GROVES
View		2	0	0	1	4-C PARTNERSHIP
View		2	0	0	2	ROBERTS GROVE MANAGEMENT
View		1	0	0	1	ROBERTS GROVE MANAGEMENT
View		1	0	0	1	ROBERTS POTATOE FARM 2
View		2	0	0	2	35 FARMS
View		1	0	0	1	35 FARMS

Note: DACS # will be empty until at least one permit has been approved.

Click the View button to open the DACS Information Screen.



VIEW DACS # - 09-0305

DACS Information Note: DACS # will be shown after site permits have been approved.

DACS #

Applicator  License Number

Target Site  Active Ingredient

Grower/Company Name

Site Count  Total Acres

Pending Approval/Denial | Resubmitted Applications | Notes | Permit Applications

	PUPS #	Status	Grower/Company Name	Application Site	County
View					
View					
View					
View					
View					
View					
View					
View					
View					
View					

The DACS Information screen is pre-populated with the DACS #, Applicator Name, License Number, Target Site, Active Ingredient, Grower/Company Name, Site Count and Total Acres. There are four tabs in the DACS Information screen. Each of the four tabs brings up a different view of the bottom half of the DACS Information screen: Pending Approval/Denial, Resubmitted Applications, Notes and Permit Applications.

The Pending Approval/Denial tab is the default tab that is shown when you enter this screen. Under this tab would be a list of associated PUPS# whose status has not been changed.

The Resubmitted Applications tab shows a list of PUPS # that has been resubmitted for approval.

**DACS Information** Note: DACS # will be shown after site permits have been approved.

DACS #

Applicator  License Number

Target Site  Active Ingredient

Grower/ Company Name

Site Count  Total Acres

Pending Approval/Denial | **Resubmitted Applications** | Notes | Permit Applications

	New PUPS #	Denied PUPS #	County	Application Site	T/R/S	# Acres
<input type="button" value="View"/>	<input type="text" value="Vi..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="View"/>	<input type="text" value="Vi..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="View"/>	<input type="text" value="Vi..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="View"/>	<input type="text" value="Vi..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="View"/>	<input type="text" value="Vi..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="View"/>	<input type="text" value="Vi..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="View"/>	<input type="text" value="Vi..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="View"/>	<input type="text" value="Vi..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="View"/>	<input type="text" value="Vi..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="View"/>	<input type="text" value="Vi..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The Notes tab gives you a place to put comments and notes, in order of the date they were entered into the screen.

**DACS Information** Note: DACS # will be shown after site permits have been approved.

DACS #

Applicator  License Number

Target Site  Active Ingredient

Grower/ Company Name

Site Count  Total Acres

Pending Approval/Denial | Resubmitted Applications | **Notes** | Permit Applications

	Date	Note Contents
<input type="button" value="View"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="View"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="View"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="View"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="View"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="View"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="View"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="View"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="View"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="View"/>	<input type="text"/>	<input type="text"/>

The Permit Applications tab shows a list of associated PUPS #s that FDACS have reviewed and changed the status. The PUPS #s below status is Approval Process Complete. Click the Print Receipt button to obtain a copy for your records.

Action Edit Query Record Window

VIEW DACS # - 09-0305

**DACS Information** Note: DACS # will be shown after site permits have been approved.

DACS # [09-0305]

Applicator [OSGOOD, KATHLEEN MILLER] License Number [REDACTED]

Target Site [COTTON] Active Ingredient [ALDICARB (ANSI)]

Grower/Company Name [35 FARMS]

Site Count [2] Total Acres [240]

Pending Approval/Denial | Resubmitted Applications | Notes | **Permit Applications**

Select to Resubmit

	PUPS #	Status	County	Application Site	T/R/S	# Acres
<input type="checkbox"/>	<a href="#">View</a> PUPS-0003-1C	APPROVAL PROCES	POLK	EAST 11	27S/25E/7	115
<input type="checkbox"/>	<a href="#">View</a> PUPS-0004-1C	APPROVAL PROCES	POLK	EAST 11 (06/24/2009)	27S/25E/7	125
<input type="checkbox"/>	<a href="#">View</a>					
<input type="checkbox"/>	<a href="#">View</a>					
<input type="checkbox"/>	<a href="#">View</a>					
<input type="checkbox"/>	<a href="#">View</a>					
<input type="checkbox"/>	<a href="#">View</a>					
<input type="checkbox"/>	<a href="#">View</a>					
<input type="checkbox"/>	<a href="#">View</a>					
<input type="checkbox"/>	<a href="#">View</a>					

Approved Permits Example

Florida Department of Agriculture and Consumer Services  
Pesticide Use Permit System  
Approved Permits

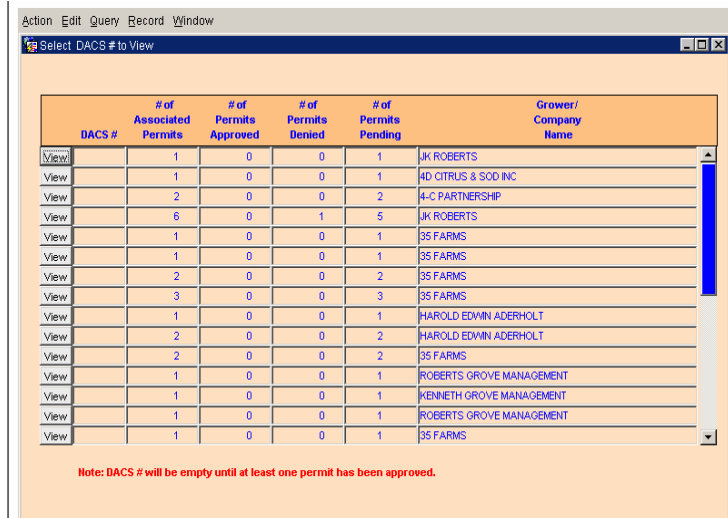
DACS #: 09-0305

Applicator Name: OSGOOD, KATHLEEN MILLER  
Applicator License #: [REDACTED]  
Grower/Company Name: [REDACTED]  
Target Site: COTTON  
Active Ingredient: ALDICARB (ANSI)  
Product Brand(s): TEMIK 15G ALDICARB PESTICIDE

# of Permits Approved: 0  
# of Acres Approved: 0

PUPS #	Approved Application Site	County	T/R/S	# of Acres	# of Drinking Water Wells	# Non-Drinking Water Wells
PUPS-0003-10	EAST 11	POLK	27S/25E/7	115	0	0
PUPS-0004-10	EAST 11 (06/24/2009)	POLK	27S/25E/7	125	1	0
<b>Grand Total:</b>					<b>Total # of Drinking Water Wells</b>	<b>Total # of Non-Drinking Water Wells</b>
				<b>Total # Approved Application Sites</b>	<b>2</b>	<b>1</b>
				<b>Total # of Acres</b>	<b>240</b>	<b>0</b>

If no DACS # has been assigned to the Permit, click the View button to open the DACS Information screen.

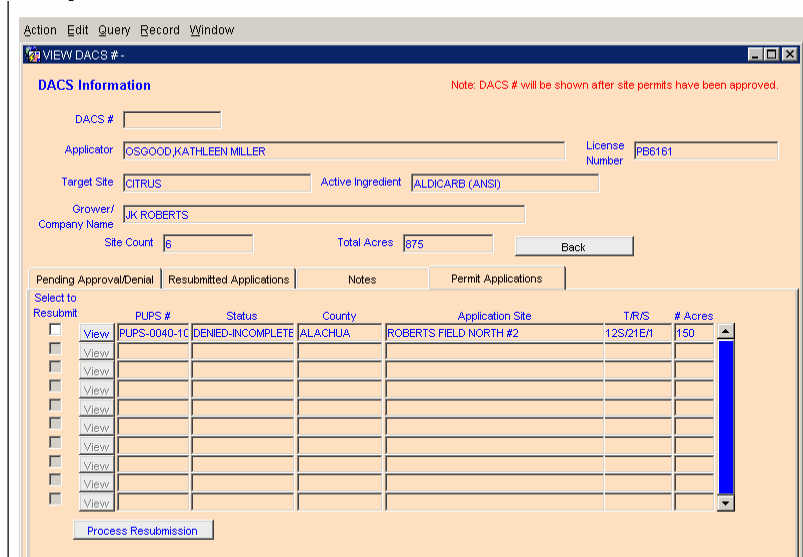


DACS #	# of Associated Permits	# of Permits Approved	# of Permits Denied	# of Permits Pending	Grower/Company Name
View	1	0	0	1	JK ROBERTS
View	1	0	0	1	4D CITRUS & SOD INC
View	2	0	0	2	4-C PARTNERSHIP
View	6	0	1	5	JK ROBERTS
View	1	0	0	1	3S FARMS
View	1	0	0	1	3S FARMS
View	2	0	0	2	3S FARMS
View	3	0	0	3	3S FARMS
View	1	0	0	1	HAROLD EDWIN ADERHOLT
View	2	0	0	2	HAROLD EDWIN ADERHOLT
View	2	0	0	2	3S FARMS
View	1	0	0	1	ROBERTS GROVE MANAGEMENT
View	1	0	0	1	KENNETH GROVE MANAGEMENT
View	1	0	0	1	ROBERTS GROVE MANAGEMENT
View	1	0	0	1	3S FARMS

Note: DACS # will be empty until at least one permit has been approved.

There are six PUPS #s associated with this DACS Set. The Pending Approval/Denial tab list five of the PUPS #s. The other associated PUPS # status has been changed and can be found under the Permit Applications tab.

The Permit Applications tab shows a list of associated PUPS #s that FDACS have reviewed and changed the status. The PUPS # below status is Denied-Incomplete or Unsuccessful. When a PUPS # is denied a note will be entered by FDACS.



**DACS Information** Note: DACS # will be shown after site permits have been approved.

DACS #

Applicator  License Number

Target Site  Active Ingredient

Grower/Company Name

Site Count  Total Acres

Pending Approval/Denial | Resubmitted Applications | Notes | Permit Applications

Select to Resubmit	PUPS #	Status	County	Application Site	T.R/S	# Acres
<input type="checkbox"/>	View PUPS-0040-1C	DENIED-INCOMPLETE	ALACHUA	ROBERTS FIELD NORTH #2	12S/21E1	150
<input type="checkbox"/>	View					
<input type="checkbox"/>	View					
<input type="checkbox"/>	View					
<input type="checkbox"/>	View					
<input type="checkbox"/>	View					
<input type="checkbox"/>	View					
<input type="checkbox"/>	View					
<input type="checkbox"/>	View					
<input type="checkbox"/>	View					
<input type="checkbox"/>	View					

Click on the View button and the Permit Application Information screen opens. Open the Notes tab to see why the PUPS # was denied by FDACS. The note stated GPS Well information was needed before the PUPS # could be approved.

VIEW PERMIT APPLICATION INFORMATION FOR -

**Permit Application Information**

Applicator: KATHLEEN MILLER OSGOOD [View Details](#)

Grower: JK ROBERTS [View Details](#)

Target Site: CITRUS DACS #

PUP #: PUPS-0040-10 Submission Method:  Paper  Electronic Permission to Enter:  Yes  No

Submission Date: 09/29/2009 Received Date:

Application Site Treated?

Created By: PB6161 Created Date: 09/29/2009 Modified By: PB6161 Modified Date: 09/29/2009

[Save Permit Application](#) [Withdrawl Permit Application](#) [Back](#)

Status: Application Site Wells Monitor **Notes** Documents / Soil Survey

Date	Note Contents
View 10/06/2009	The following permit has been denied.Permitt: PUPS-0040-10Site: ROBERTS FIELD NORTH #2County: ALACH
View 10/05/2009	GPS WELL INFORMATION NEEDED BEFORE THE APPLICATION SITE CAN BE APPROVED.
View	
View	
View	
View	
View	

[Add New Note](#)

Open the Wells tab and click the View button of the listed drinking well.

VIEW PERMIT APPLICATION INFORMATION FOR -

**Permit Application Information**

Applicator: KATHLEEN MILLER OSGOOD [View Details](#)

Grower: JK ROBERTS [View Details](#)

Target Site: CITRUS DACS #

PUP #: PUPS-0040-10 Submission Method:  Paper  Electronic Permission to Enter:  Yes  No

Submission Date: 09/29/2009 Received Date:

Application Site Treated?

Created By: PB6161 Created Date: 09/29/2009 Modified By: PB6161 Modified Date: 09/29/2009

[Save Permit Application](#) [Withdrawl Permit Application](#) [Back](#)

Status: Application Site **Wells** Monitor Notes Documents / Soil Survey

Description	Type	Setback Distance
View North of the field		
View		
View		
View		
View		
View		

Enter the required information and click the Save Well Information button.

VIEW WELL INFORMATION FOR - North of the field

**Drinking Water Well Information**

Description: NORTH OF THE FIELD

Setback Distance: [ ] ft Permit Number: [ ] Latitude: [ ] Longitude: [ ]

Depth: [ ] Diameter: [ ] Cased?:  Casing Depth: [ ]

Offset Distance: [ ] ft Offset Direction: [ ]

Created By: PB6161 Created Date: 09/29/2009 Modified By: PB6161 Modified Date: 09/29/2009

Save Well Information Back

Documents Notes

	Display Name	Store Type	Uploaded Date
View			
View			
View			
View			
View			
View			
View			
View			

Add New Document

Click the Back button and return to the Permit Application Information screen.

VIEW WELL INFORMATION FOR - North of the field

**Drinking Water Well Information**

Description: NORTH OF THE FIELD

Setback Distance: [ ] ft Permit Number: [ ] Latitude: 81.14512 Longitude: -92.14521

Depth: [ ] Diameter: [ ] Cased?:  Casing Depth: [ ]

Offset Distance: [ ] ft Offset Direction: [ ]

Created By: PB6161 Created Date: 09/29/2009 Modified By: PB6161 Modified Date: 09/29/2009

Save Well Information Back

Documents Notes

	Display Name	Store Type	Uploaded Date
View			
View			
View			
View			
View			
View			
View			
View			

Add New Document

Open the Notes tab again and enter a note stating you have entered the required well information. FDACS will be sent an email from the PUPS system regarding your Note. Click the Back button on this page and return to the DACS Information screen (Permit Applications Tab).

**Permit Application Information**

Applicator: KATHLEEN MILLER OSGOOD [View Details](#)

Grower: K ROBERTS [View Details](#)

Target Site: CITRUS DACS #

PUP #: PUPS-0040-10 Submission Method:  Paper  Electronic Permission to Enter:  Yes  No

Submission Date: 09/29/2009 Received Date:

Application Site Treated?

Created By: PB6161 Created Date: 09/29/2009 Modified By: PB6161 Modified Date: 09/29/2009

[Save Permit Application](#) [Withdrawl Permit Application](#) [Back](#)

Status: Application Site Wells Monitor **Notes** Documents / Soil Survey

	Date	Note Contents
<a href="#">View</a>	10/06/2009	WELL GPS INFORMATION ENTERED
<a href="#">View</a>	10/06/2009	The following permit has been denied Permit: PUPS-0040-10Site: ROBERTS FIELD NORTH #2County: ALACH
<a href="#">View</a>	10/05/2009	GPS WELL INFORMATION NEEDED BEFORE THE APPLICATION SITE CAN BE APPROVED.
<a href="#">View</a>		
<a href="#">View</a>		
<a href="#">View</a>		
<a href="#">View</a>		

[Add New Note](#)



Check the Resubmit button next to the PUPS #, click the Process Resubmission button and the PUPS # will be resubmitted for approval. After a PUPS # is selected for resubmission a New PUPS # is assigned and the Old PUPS # is also removed from under the Permit Applications tab.

The screenshot shows the 'VIEW DACS #' application window. At the top, there are menu options: Action, Edit, Query, Record, Window. Below the title bar, there is a 'DACS Information' section with a red note: 'Note: DACS # will be shown after site permits have been approved.' The form contains the following fields:

- DACS #: [Empty]
- Applicator: OSGOOD,KATHLEEN MILLER
- License Number: PB6161
- Target Site: CITRUS
- Active Ingredient: ALDICARB (ANSI)
- Grower/Company Name: JK ROBERTS
- Site Count: 6
- Total Acres: 875
- Buttons: Back, Process Resubmission

Below the form is a tabbed interface with 'Resubmitted Applications' selected. A table titled 'Select to Resubmit' is displayed:

Select to Resubmit	PUPS #	Status	County	Application Site	T/R/S	# Acres
<input checked="" type="checkbox"/>	PUPS-0040-1C	DENIED-INCOMPLETE	ALACHUA	ROBERTS FIELD NORTH #2	12S/21E/1	150
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Click the View button to open the Permit Application Information screen for the New PUPS #.

The screenshot shows the 'VIEW DACS #' application window, similar to the first one. The 'DACS Information' section is the same. The 'Resubmitted Applications' tab is selected, and a table titled 'Select to Resubmit' is displayed with an additional column for 'New PUPS #':

Select to Resubmit	New PUPS #	Denied PUPS #	County	Application Site	T/R/S	# Acres
<input checked="" type="checkbox"/>	PUPS-0056-10	PUPS-0040-10	ALACHUA	ROBERTS FIELD NORTH #2	12S/21E/1	150
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Typing in a valid DACS # will bring up a screen matching the search requested information. Checking the Pending Permits box will bring up a list of the requested information.

Action Edit Query Record Window

Select DACS # to View

DACS #	# of Associated Permits	# of Permits Approved	# of Permits Denied	# of Permits Pending	Grower/ Company Name
View	1	0	0	1	JK ROBERTS
View	1	0	0	1	4D CITRUS & SOD INC
View	2	0	0	2	4-C PARTNERSHIP
View	6	0	1	5	JK ROBERTS
View	1	0	0	1	35 FARMS
View	1	0	0	1	35 FARMS
View	2	0	0	2	35 FARMS
View	3	0	0	3	35 FARMS
View	1	0	0	1	HAROLD EDWIN ADERHOLT
View	2	0	0	2	HAROLD EDWIN ADERHOLT
View	2	0	0	2	35 FARMS
View	1	0	0	1	ROBERTS GROVE MANAGEMENT
View	1	0	0	1	KENNETH GROVE MANAGEMENT
View	1	0	0	1	ROBERTS GROVE MANAGEMENT
View	1	0	0	1	35 FARMS

Note: DACS # will be empty until at least one permit has been approved.

Clicking on the View button to the left of the Permit will open the DACS Information screen.

Action Edit Query Record Window

VIEW DACS #-

**DACS Information** Note: DACS # will be shown after site permits have been approved.

DACS #

Applicator  License Number

Target Site  Active Ingredient

Grower/ Company Name

Site Count  Total Acres

Pending Approval/Denial | Resubmitted Applications | Notes | Permit Applications

	PUPS #	Status	Grower/Company Name	Application Site	County
View	PUPS-0041-1C	PENDING APPROVAL	JK ROBERTS	SOUTH OF FIELD	ALACHUA
View	PUPS-0042-1C	PENDING APPROVAL	JK ROBERTS	GINA #1	ALACHUA
View	PUPS-0043-1C	PENDING APPROVAL	JK ROBERTS	REGINA #4	ALACHUA
View	PUPS-0044-1C	PENDING APPROVAL	JK ROBERTS	JA FIELD	ALACHUA
View	PUPS-0045-1C	PENDING APPROVAL	JK ROBERTS	JACKSON FIELD #5	ALACHUA
View					
View					
View					
View					
View					

Click on the View button to the left of a PUPS # opens the Permit Application Information screen for the assigned PUPS #.

There are six tabs in the Permit Application Information screen. Each of the six tabs brings up a different View of the bottom half of the Permit Application Information screen.

**Status Tab:** This is the Status of the permit or permits to be viewed. These are listed in a drop down field. The available Statuses may change as the State deems necessary. This is the default tab that is shown when you enter this screen.

**Application Site Tab:** The Application Site tab contains the [Site Name](#), number of [Acres](#), number of [Drinking](#) and [Non-Drinking Wells](#), [County](#), location information on the wells including [Quarter of Quarter](#) and [Township/Range/Section](#).

**\*All Sites in any of the Prohibition Zones will have the above message in RED\***

Click on the View Details button to bring up the Application Site Information screen, which contains three additional tabs: Location, Permits and Wells.

The Location tab displays [County](#), [T/R/S](#), and the Quarter/Quarter fields. See page 31 of Change Existing Application Site.

The Permits tab brings up the [PUPS #](#), [Permit Status](#), [Approved Application Period](#) and [Target Site](#) for each permit associated with the site. See page 32 of Change Existing Application Site.

PUPS #	Permit Status	Approved Application Period	Target Site
PUPS-0012-10	PENDING APPROVAL	FROM:NA TO:NA	CITRUS
PUPS-0012-10	PENDING APPROVAL	FROM:NA TO:NA	CITRUS
PUPS-0012-10	PENDING APPROVAL	FROM:NA TO:NA	CITRUS
PUPS-0012-10	PENDING APPROVAL	FROM:NA TO:NA	CITRUS
PUPS-0012-10	PENDING APPROVAL	FROM:NA TO:NA	CITRUS
PUPS-0012-10	PENDING APPROVAL	FROM:NA TO:NA	CITRUS
PUPS-0012-10	PENDING APPROVAL	FROM:NA TO:NA	CITRUS
PUPS-0012-10	PENDING APPROVAL	FROM:NA TO:NA	CITRUS
PUPS-1278-09	APPROVAL PROCESS COMPLETE	FROM:NA TO:NA	CITRUS
PUPS-1278-09	APPROVAL PROCESS COMPLETE	FROM:NA TO:NA	CITRUS

The Notes tab gives you a place to put comments and notes, in order of the date they were entered into the screen. See pages 33-34 of Change Existing Application Site.

The screenshot shows the 'Notes' tab selected in the 'VIEW APPLICATION SITE INFORMATION FOR - GRIFFIN' window. The 'Application Site Information' section at the top contains the following data:

- Grower: ROBERTS GROVE MANAGEMENT
- Applicator: OSGOOD, KATHLEEN MILLER
- Site #: 3
- Name of Field/Grove: GRIFFIN
- # of Acres: 25
- # of Drinking Wells: 1
- # of Nondrinking Wells: 0
- Created By: ROBERTJ1
- Created Date: 11/18/2008
- Modified By: ROBERTJ1
- Modified Date: 11/18/2008

Below this information are 'Save Application Site' and 'Back' buttons. The 'Notes' tab is active, showing a table with the following columns: 'Date' and 'Note Contents'. The table is currently empty, with a vertical scrollbar on the right. An 'Add New Note' button is located at the bottom of the table area.

The Wells tab brings up a table of wells on the site. The table contains the [Description](#) of the well, and also its [Permit Number](#) and the [Setback Distance](#), if available. See pages 35-37 of Change Existing Application Site.

The screenshot shows the 'Wells' tab selected in the 'VIEW APPLICATION SITE INFORMATION FOR - GRIFFIN' window. The 'Application Site Information' section at the top contains the same data as the previous screenshot. The 'Wells' tab is active, showing a table with the following columns: 'Description', 'Well Permit #', and 'Setback Distance'. The table contains one entry:

	Description	Well Permit #	Setback Distance
<a href="#">View</a>	West of House		300
<a href="#">View</a>			
<a href="#">View</a>			
<a href="#">View</a>			
<a href="#">View</a>			
<a href="#">View</a>			
<a href="#">View</a>			
<a href="#">View</a>			
<a href="#">View</a>			

A vertical scrollbar is visible on the right side of the table.

**Wells Tab:** The Wells tab brings up a table of the wells on the application site, their [Description](#), and [Setback Distance](#).

Clicking on the View button to the left of a particular well brings up the **Drinking Well Information** screen (as seen on pages 35-37) for the particular well.

**Monitor Tab:** The Monitor tab brings up Monitor [ID](#), [Name](#) and [Company/Employer](#) for all assigned Monitors (based on Monitor-County-Target Site-Production Brand assignments). The Monitor [ID](#) is generated by the system.

A field to the right of the Monitor [ID](#) allows you to scroll through the Monitors by clicking on the left and right arrows surrounding the text Record 1 of 6 in the example screen, above.

Clicking on the View Details button brings up the Monitor Information Screen and their associated tabs. This information is view only. The Monitor Information screen contains the Monitor's address, contact information and Permit/Grower/Application site information.

The screenshot shows a web application window titled "PUPS Monitor Information". The main content area is divided into three tabs: "Address", "Contact Information", and "Permit/Grower/Application Site". The "Address" tab is currently selected and displays the following information:

- Personal Information:** First Name: CATHY, MI, Last Name: STRICKLAND
- Company Information:** Company ID/Name: B0078001, BAYER CROPSCIENCE LP DIVISION: NONE
- Registration:** Registered From: [empty], To: [empty], Lead Monitor:
- Metadata:** Created By: ROBERTJ1, Created Date: 10/03/2008, Modified By: PADMIN, Modified Date: 07/01/2009
- Address Details:**
  - Type: MONITOR MAILING ADDRESS (with navigation arrows and "RECORD 1 OF 1")
  - Street 1: Bayer CropScience
  - Street 2: 7921 Reflection Cove Dr #206
  - City: Fort Myers
  - Country: UNITED STATES
  - State: FLORIDA
  - Zip / Postal Code: 33907
- Address Metadata:** Created By: ROBERTJ1, Created Date: 10/03/2008, Modified By: STRICKLANDCATHY, Modified Date: 07/01/2009

This information is grouped in three tabs in the main Monitor Information screen. Each of the three tabs brings up a different view of the bottom half of the Monitor Information screen.

The Address tab displays the Monitor's Business Address or Mailing Address, depending on the fields chosen for display. This is the default tab that is shown when you enter this screen. A field to the right of the address Type allows you to scroll through the Monitors address by clicking on the left and right arrows surrounding the text Record in the example screen, above.

Under the Contact Information tab is the information record for one or possible more assigned Monitors.

The screenshot shows the same "PUPS Monitor Information" window, but with the "Contact Information" tab selected. The "Address" tab is now disabled. The "Contact Information" tab displays the following information:

- Personal Information:** First Name: CATHY, MI, Last Name: STRICKLAND
- Company Information:** Company ID/Name: B0078001, BAYER CROPSCIENCE LP DIVISION: NONE
- Registration:** Registered From: [empty], To: [empty], Lead Monitor:
- Metadata:** Created By: ROBERTJ1, Created Date: 10/03/2008, Modified By: PADMIN, Modified Date: 07/01/2009
- Contact Details:**
  - Contact Type: MONITOR - PRIMARY (with navigation arrows and "RECORD 1 OF 1")
  - E-Mail: robertj1@doacs.state.fl.us
  - Phone: 239-229-5345
  - Fax: [empty]
  - Radio: 161117136\*5
  - Cell Phone: 239-229-5345
- Contact Metadata:** Created By: ROBERTJ1, Created Date: 10/03/2008, Modified By: ROBERTJ1, Modified Date: 01/21/2009

The Permit/Grower/Application Site tab shows information for permits assigned to the Monitor.

Click on the View button to the left of a row of information to bring up a screen containing Permit Application Information for the assigned PUPS #. The Application Site tab is automatically opened when you first enter this screen.

**Notes Tab:** The Notes tab gives you a place to put comments and notes, in order of the date they were entered into the screen. See pages 33-34 of Change Existing Application Site.

**Documents/Soil Survey Tab:** The Documents/Soil Survey tab works the same way as the Documents tab of the Wells Information. See pages 35-37 of Change Existing Application Site.

The screenshot shows a web application window with the following details:

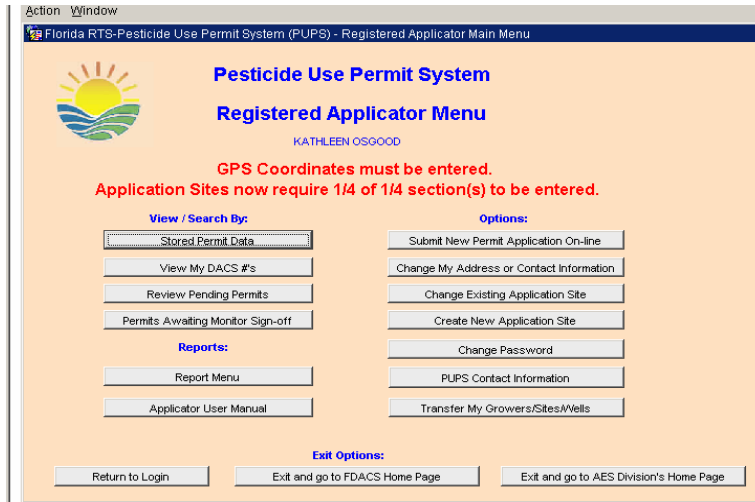
- Title Bar:** VIEW PERMIT APPLICATION INFORMATION FOR - PUPS-0012-10
- Section:** Permit Application Information
- Fields:**
  - Applicator: KATHLEEN MILLER OSGOOD (View Details)
  - Grower: ROBERTS GROVE MANAGEMENT (View Details)
  - Target Site: CITRUS
  - PUP #: PUPS-0012-10
  - Submission Date: 07/01/2009
  - Submission Method:  Paper  Electronic
  - Permission to Enter:  Yes  No
  - Created By: PB6161, Created Date: 07/01/2009, Modified By: PB6161, Modified Date: 07/01/2009
- Buttons:** Save Permit Application, Withdraw Permit Application, Back
- Navigation:** Status, Application Site, Wells, Monitor, Notes, Documents / Soil Survey
- Table:**

Display Name	Store Type	Uploaded Date
View		
View		
View		
View		
View		
View		
View		
- Bottom Buttons:** Add New Document, Obtain Soil Survey Information

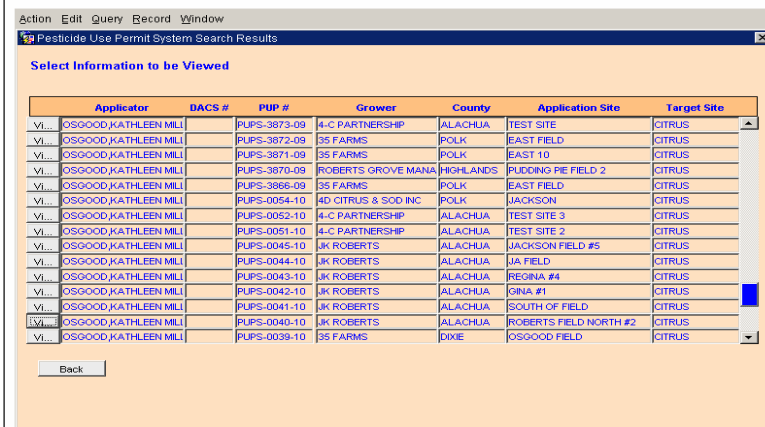
You can click on the Obtain Soil Survey Information button to bring up the USDA Natural Resources Conservation Service Soil Survey website. The website contains an interactive map and Quick Navigation tools with which you can find the soil survey information you need. The Store Type field is auto-generated according to the type of document stored in the Display Name field, e.g. .pdf, .doc, .tif, .jpeg.

# Review Pending Permits Assignments

Click on the Review Pending Permits button on the Registered Applicator Menu

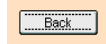


Selecting this option brings up a screen containing the permits pending FDACS review.



Note that this screen is similar to the Search Results you received using the Stored Permit Data button. It, too, will also take you to an application site page (by clicking the View button on the screen).

Clicking on “Back” takes you back to the main PUPS Registration Applicator Menu.

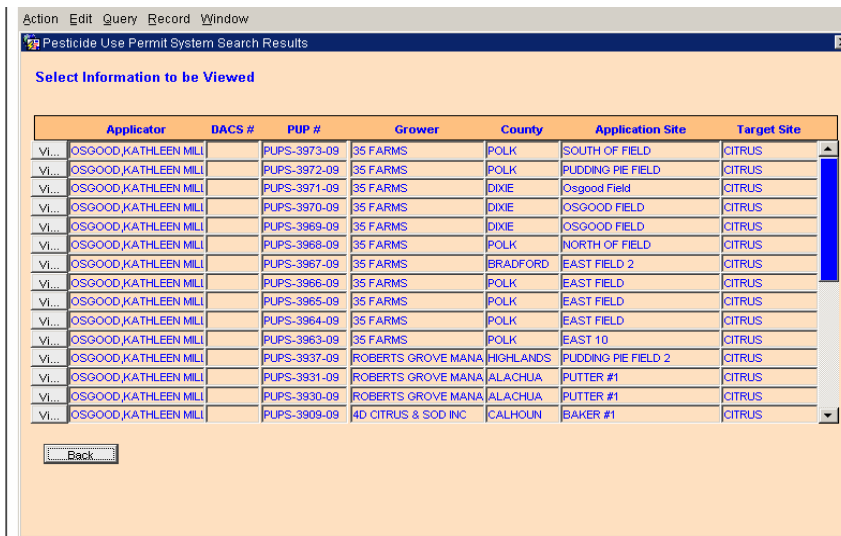


# Permits Awaiting Monitor Sign-off

Click on the Permits Awaiting Monitor Sign-off button on the Registered Applicator Menu:

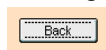


Selecting this option brings up a screen containing the permits to which the Monitors have been assigned and that are awaiting Monitor sign-off.

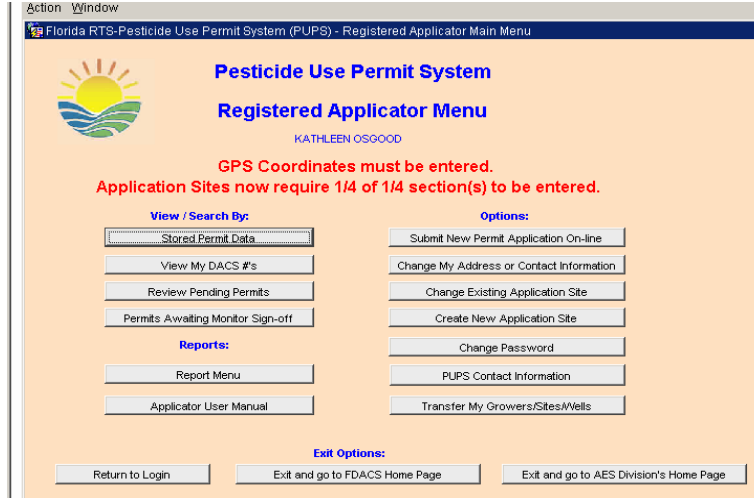


Note that this screen is similar to the Search Results you received using the Stored Permit Data button. It, too, will also take you to an application site page (by clicking the View button on the screen).

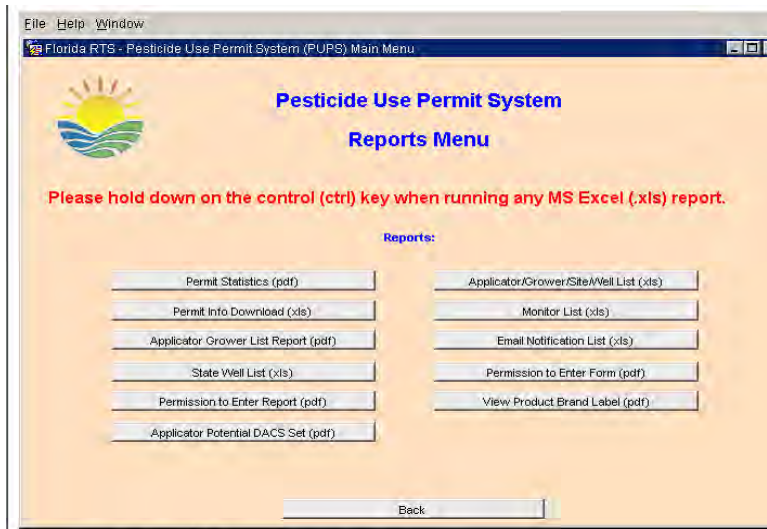
Clicking on Back takes you back to the main PUPS Registration Applicator Menu.



## Reports Section



Clicking on the Report Menu button will bring up the Pesticide Use Permit System Reports Menu, which gives you the opportunity of running 11 reports: Permit Statistics a pdf file (pgs 74-75), Applicator/Grower/Site/Well List a MS Excel spreadsheet (pgs 76-77), Permit Info Download a MS Excel spreadsheet (pgs 78-79), Monitor List a MS Excel spreadsheet (pgs 80-81), Applicator Grower List Report a pdf file (pg 82), Email Notification List a MS Excel spreadsheet (pg 83), State Well List a MS Excel spreadsheet (pgs 84-85), Permission to Enter Form a pdf file (pgs 86-88), Permission to Enter Report a pdf file (pgs 89-90), View Product Brand Label a pdf file (pg 91) and Applicator Potential DACS Set a pdf file (pgs 92-93).



**Important:** In order to run any of the reports generating a MS Excel spreadsheet, shown as (xls) on the menu, you must hold down the [CTRL] key on your computer keyboard while clicking on the report button until the "Open/Save as" prompt appears.

The Back button will take you back to the Registered Applicator Menu screen.

## Permit Statistics Report

The Permit Statistics Report allows you to generate a document based on the selection criteria in the report menu.

The screenshot shows a web-based form titled "Permit Statistics Report" within a "Pesticide Use Permit System" window. The form contains several input fields, each with a "Clear" button to its right. The fields are: Permit Status, DACS #, Active Ingredient, Product Brand, County, Township (with Range and Section sub-fields), Target Site, Applicator (pre-filled with "KATHLEEN OSGOOD"), and Grower/Owner. Below these are three date range selection sections: "Permit Application Date - From:", "Status Date - From:", and "Application Period - From:". Each section has a "To:" field and a calendar icon. The date format is specified as "mm/dd/yyyy". At the bottom of the form are two buttons: "Execute Report" and "Back".

Use the values in the drop down lists by clicking on the magnifying glasses.

Select individual members of the drop down lists by clicking on their corresponding buttons then click on the Select button at the bottom of the list. To exit the list without making a selection, or to delete your selection, click on the Cancel button next to Select.

Don't use multiple counties with T/R/S values

Date format is mm/dd/yyyy

You may enter **Township**, **Range** and **Section** in the blank fields

Format for **Township** is a number followed by N or S, (i.e. #S)

Format for **Range** is a number followed by E or W, (i.e. #E)

Format for **Section** is a number

Leave fields blank to choose all values for that field

Refine your search by entering date ranges for **Permit Application Date**, **Status Date** and **Application Period**. mm/dd/yyyy format or use the calendar button to the right of the date field to make your selection. Date fields left blank will not be included in the search criteria.

To change a field selection, click the "Clear" button to the right of the magnifying glass. The field will go blank and you can start over.

To clear dates, put the cursor in the **Date** field and hit the Back Space key to remove one character at a time or Delete key to remove the entire date field.

Clicking the Execute Report button creates your report. This will generate a pdf file in a pop up window.

The Back button will take you back to the Reports Menu.

The more blank fields you leave, the more general the results will be as you are looking at a larger pool of data.

**Permit Statistics Report Output Example**

06/08/2009	FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF AGRICULTURAL ENVIRONMENTAL SERVICES				Page # 1
Permit Statistics Report					
Permit Status:	APPROVED, AWAITING MONITOR SIGN-OFF, APPROVAL PROCESS COMPLETE, DENIED-INCOMPLETE OR UNSUCCESSFUL, DENIED-NO ACTION, PENDING APPROVAL, PENDING, ADMINISTRATIVE OVERRIDE, PENDING				
Active Ingredient:	ALL				
Product Brand:	ALL				
Township:	ALL	Range:	ALL	Section:	ALL
County:	ALACHUA				
Target Site:	CITRUS, COTTON, DRY BEANS, GRAIN SORGHUM, PEANUTS, PECANS, POTATOES, SOYBEANS				
Applicator:	ALL				
Grower/Owner:	ALL				
Period Date From:	ALL	To:	ALL	Permit Status Date From:	ALL
Application Period Date From:	ALL	To:	ALL		
Target Site	# Acres	# Permits	# Drinking Wells	# Nondrinking Wells	# Wells
CITRUS	6072	19	14	0	14
COTTON	1260	8	6	0	6
DRY BEANS	57	1	2	0	2
GRAIN SORGHUM	1000	1	1	0	1
PEANUTS	5760	35	0	11	11
POTATOES	1750	9	8	0	8

## Applicator Grower/Site/Well List

You can generate a list for Growers, Sites or Wells in the area you select from the screen.

The screenshot shows a web application window titled "Pesticide Use Permit System". The main heading is "APPLICATOR GROWER/SITE/WELL LIST DOWNLOAD". The form contains the following fields and controls:

- Applicator:** Text input field containing "KATHLEEN OSGOOD" with a magnifying glass icon.
- Grower/Owner:** Text input field with a magnifying glass icon and a "Clear" button.
- Grower/Owner Company:** Text input field with a magnifying glass icon and a "Clear" button.
- County:** Text input field with a magnifying glass icon and a "Clear" button.
- Township:** Text input field.
- Range:** Text input field.
- Section:** Text input field.
- Target Site:** Text input field with a magnifying glass icon and a "Clear" button.
- Radio Buttons:** Three radio buttons labeled "Gro...", "Site", and "Well".
- Buttons:** "Execute Report" and "Back" buttons.

Don't use multiple counties with T/R/S.

You may enter **Township**, **Range** and **Section** in the blank fields

Format for **Township** is a number followed by N or S, (i.e. #S)

Format for **Range** is a number followed by E or W, (i.e. #E)

Format for **Section** is a number. Select individual members of the drop down lists by clicking on their corresponding buttons then click on the Select button at the bottom of the list.

To exit the list without making a selection, or to delete your selection, click on the Cancel button next to Select.

To change a selection, click the Clear button to the right of the magnifying glass. The field will go blank and you can start over.

Leave fields blank to choose all values for that field.

Choose between **Grower**, **Site** and **Well** reports by clicking on the desired button. **Grower** is automatically executed if no choice is made.

Clicking the Execute Report button while holding down the [CTRL] key on your keyboard creates your report. This will generate an xls file in a pop up window.

The Back button will take you back to the **Reports Menu**.

**Important:** This report will not generate unless you hold down the [CTRL] key on your keyboard while clicking on the Execute Report button until the Open/Save as prompt appears.

### Applicator Grower/Site/Well List Output Example

	A	B	C	D	E	F	G	H	I	J	K	
1	Grower	USDA Number	Street	Street	City	Country	State	Zip	First	Last	Mi	Email
2			1	2					Name	Name		
3	35 FARMS		3450 ME 187TH CT		Williston	US	FL	32696	Andy	Robinson		
4	4-C PARTNERSHIP		P O Box 1088		Wauchula	US	FL	33873	Barbara	Carlton		
5	4D CITRUS & SOD INC		PO Box 488		Lake Placid	US	FL	33862	Horrace	Durrance		
6	A & G GROVES		A & G Groves	P O Box 6463	Vero Beach	US	FL	32961	Glen	Barns		
7	ABEL SMITH		3125 Conner Blvd		Tallahassee	US	FL	32399	Abel	Smith		
8	BARBEN FRUIT COMPANY		PO BOX 1056		AVON PARK	US	FL	33826	JOHN	BARBEN		
9	EDSALL GROVES		3915 1ST ST SW		VERO BEACH	US	FL	32968	DAVID	MCKINSEY		
10	EDSALL GROVES		3915 1ST ST SW		VERO BEACH	US	FL	32968	David	Mc Kinsey		
11	EDSALL GROVES		3915 1ST ST SW		VERO BEACH	US	FL	32968	David	McKinsey		
12	EDSALL GROVES		3915 1ST ST SW		VERO BEACH	US	FL	32968	PERRY	MASON		
13	EDSALL GROVES		3915 1ST STREET SW		VERO BEACH	US	FL	32968	DAVID	MCKINSEY		
14	EDSALL GROVES		3915 1ST STREET SW		VERO BEACH	US	FL	32968	David	Mc Kinsey		
15	EDSALL GROVES		3915 1ST STREET SW		VERO BEACH	US	FL	32968	David	McKinsey		
16	EDSALL GROVES		3915 1ST STREET SW		VERO BEACH	US	FL	32968	PERRY	MASON		
17	EDSALL GROVES		3915 1st Street SW		Vero Beach	US	FL	32968	DAVID	MCKINSEY		
18	EDSALL GROVES		3915 1st Street SW		Vero Beach	US	FL	32968	David	Mc Kinsey		
19	EDSALL GROVES		3915 1st Street SW		Vero Beach	US	FL	32968	David	McKinsey		
20	EDSALL GROVES		3915 1st Street SW		Vero Beach	US	FL	32968	PERRY	MASON		
21	HAROLD EDWIN ADERHOLT		29276 US 129		Branford	US	FL	32008	Harold	Aderholt	Edwin	
22	KENNETH GROVE MANAGEMENT		3125 CONNER BLVD		TALLAHASSEE	US	FL	32304	Kenneth	Roberts		robertj1@do
23	PUDDING POTATOE FARM 4		1225 CONNER BLVD		TALLAHASSEE	US	FL	32399	Regina	Roberts		robertj1@do
24												
25												

## Permit Info Download

The Permit Info Download is a report that results in an Excel spreadsheet containing all of the fields available on the report screen, below.

This form looks exactly like the Permit Statistics Report except for the addition of one field: [Grower/Owner Company](#).

Grower/Owner Company is the name of the grower's company.  
Grower/Owner is the contact name for the grower.

You can narrow your search for permit information by entering [Township](#), [Range](#) and [Section](#) data for the county chosen for the search, or leave these fields blank if multiple counties are chosen for the report.

You may also refine your search by entering date ranges for [Permit Application Date](#), [Status Date](#) and [Application Period](#). You may enter the dates manually in mm/dd/yyyy format or use the calendar button to the right of the date field to make your selection.

Each of the remaining fields on the report screen have drop down lists that you can access by clicking on the magnifying glass to the right of the field.

You may select All Values for that field by clicking on the button to its left, or select any number of the other choices in the list by clicking on their corresponding buttons.

After you make your selections, click on the Select button at the bottom of the list.  
To exit the list without making a selection, or to delete your selection, click on the Cancel button next to Select.

To change any field selections, click the Clear button to the right of the magnifying glass. The field will go blank and you can start over.

To create your report click on the Execute Report button while holding down the [CTRL] key on your keyboard. This will generate an Excel spreadsheet in a pop up window.  
The Back button will take you back to the Reports Menu.

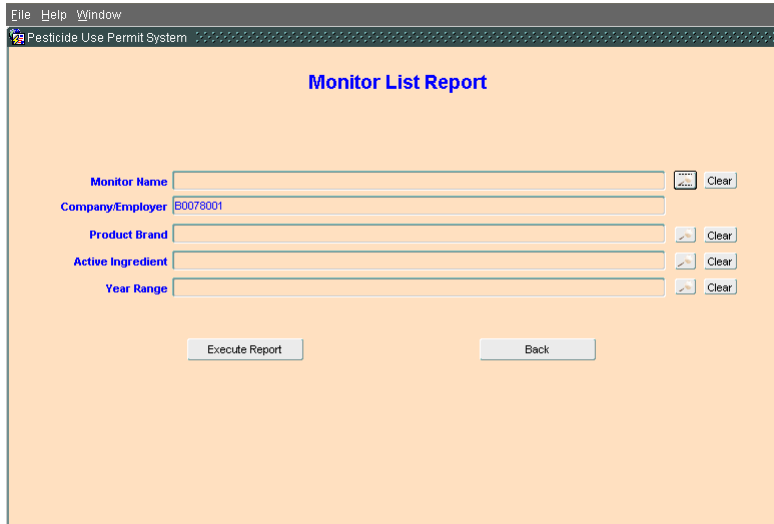
**Important:** You must hold down the [CTRL] key on your keyboard while clicking on the Execute Report button until the Open/Save as prompt appears or this report will not run.

**Permit Info Output Example**

PUPS #	DACS #	Applicator	License Num	Applicator Email	Applicator Address	Applicator City	Applicator State	Applicator Zip	Applicator Phone	Grower
PUPS-0653-09	09-0066	OSGOOD, KATHLEEN MILLER	PB6161	test@email.com	240 FARMBOY RD	LAMONT	FL	32336	850-488-3314	PUDDING POTATOE FARM 4
PUPS-0658-09	09-0070	OSGOOD, KATHLEEN MILLER	PB6161	test@email.com	240 FARMBOY RD	LAMONT	FL	32336	850-488-3314	PUDDING POTATOE FARM 4
PUPS-0663-09		OSGOOD, KATHLEEN MILLER	PB6161	test@email.com	240 FARMBOY RD	LAMONT	FL	32336	850-488-3314	PUDDING POTATOE FARM 4
PUPS-5194-09		OSGOOD, KATHLEEN MILLER	PB6161	test@email.com	240 FARMBOY RD	LAMONT	FL	32336	850-488-3314	PUDDING POTATOE FARM 4
PUPS-5238-09		OSGOOD, KATHLEEN MILLER	PB6161	test@email.com	240 FARMBOY RD	LAMONT	FL	32336	850-488-3314	PUDDING POTATOE FARM 4
PUPS-5250-09		OSGOOD, KATHLEEN MILLER	PB6161	test@email.com	240 FARMBOY RD	LAMONT	FL	32336	850-488-3314	PUDDING POTATOE FARM 4
PUPS-5355-09		OSGOOD, KATHLEEN MILLER	PB6161	test@email.com	240 FARMBOY RD	LAMONT	FL	32336	850-488-3314	PUDDING POTATOE FARM 4
PUPS-0244-09	09-0034	OSGOOD, KATHLEEN MILLER	PB6161	test@email.com	240 FARMBOY RD	LAMONT	FL	32336	850-488-3314	PUDDING POTATOE FARM 4
PUPS-0124-09	09-0018	OSGOOD, KATHLEEN MILLER	PB6161	test@email.com	240 FARMBOY RD	LAMONT	FL	32336	850-488-3314	35 FARMS
PUPS-0085-09	09-0013	OSGOOD, KATHLEEN MILLER	PB6161	test@email.com	240 FARMBOY RD	LAMONT	FL	32336	850-488-3314	35 FARMS
PUPS-5516-09		OSGOOD, KATHLEEN MILLER	PB6161	test@email.com	240 FARMBOY RD	LAMONT	FL	32336	850-488-3314	4-C PARTNERSHIP
PUPS-5516-09		OSGOOD, KATHLEEN MILLER	PB6161	test@email.com	240 FARMBOY RD	LAMONT	FL	32336	850-488-3314	4-C PARTNERSHIP
PUPS-5516-09		OSGOOD, KATHLEEN MILLER	PB6161	test@email.com	240 FARMBOY RD	LAMONT	FL	32336	850-488-3314	4-C PARTNERSHIP
PUPS-5517-09		OSGOOD, KATHLEEN MILLER	PB6161	test@email.com	240 FARMBOY RD	LAMONT	FL	32336	850-488-3314	4-C PARTNERSHIP
PUPS-5517-09		OSGOOD, KATHLEEN MILLER	PB6161	test@email.com	240 FARMBOY RD	LAMONT	FL	32336	850-488-3314	4-C PARTNERSHIP
PUPS-5517-09		OSGOOD, KATHLEEN MILLER	PB6161	test@email.com	240 FARMBOY RD	LAMONT	FL	32336	850-488-3314	4-C PARTNERSHIP
PUPS-0235-09	09-0033	OSGOOD, KATHLEEN MILLER	PB6161	test@email.com	240 FARMBOY RD	LAMONT	FL	32336	850-488-3314	ROBERTS POTATOE FARM 2
PUPS-0419-09	09-0046	OSGOOD, KATHLEEN MILLER	PB6161	test@email.com	240 FARMBOY RD	LAMONT	FL	32336	850-488-3314	ROBERTS POTATOE FARM 2
PUPS-2212-09	09-0159	OSGOOD, KATHLEEN MILLER	PB6161	test@email.com	240 FARMBOY RD	LAMONT	FL	32336	850-488-3314	ROBERTS POTATOE FARM 2
PUPS-0660-09	09-0072	OSGOOD, KATHLEEN MILLER	PB6161	test@email.com	240 FARMBOY RD	LAMONT	FL	32336	850-488-3314	ROBERTS POTATOE FARM 2
PUPS-0659-09	09-0072	OSGOOD, KATHLEEN MILLER	PB6161	test@email.com	240 FARMBOY RD	LAMONT	FL	32336	850-488-3314	ROBERTS POTATOE FARM 2
PUPS-1273-09		OSGOOD, KATHLEEN MILLER	PB6161	test@email.com	240 FARMBOY RD	LAMONT	FL	32336	850-488-3314	ROBERTS GROVE MANAGEMENT
PUPS-1317-09		OSGOOD, KATHLEEN MILLER	PB6161	test@email.com	240 FARMBOY RD	LAMONT	FL	32336	850-488-3314	ROBERTS GROVE MANAGEMENT

## Monitor List Report

The Monitor List Report generates an Excel spreadsheet of [Monitor Name](#), [Company/Employer](#), [Product Brand](#), [Active Ingredient](#) and [Year Range](#). All Monitors associated with the logged-in Monitor's company will be displayed.



The screenshot shows a web application window titled "Pesticide Use Permit System" with a menu bar containing "File", "Help", and "Window". The main content area is titled "Monitor List Report" and contains a form with the following fields and controls:

- Monitor Name:** A text input field with a magnifying glass icon and a "Clear" button to its right.
- Company/Employer:** A text input field containing the value "B0078001".
- Product Brand:** A text input field with a magnifying glass icon and a "Clear" button to its right.
- Active Ingredient:** A text input field with a magnifying glass icon and a "Clear" button to its right.
- Year Range:** A text input field with a magnifying glass icon and a "Clear" button to its right.

At the bottom of the form, there are two buttons: "Execute Report" and "Back".

Each of these fields can be selected from their accompanying drop down menu except for the [Company/Employer](#) field, which is pre-filled with the [Company/Employer](#) in the Monitor's user account and cannot be edited.

Click on the magnifying glass to the right of the field, select the box next to the desired menu item in the drop down list and click the Select button.

To exit the list without making a selection, or if you wish to delete your selection, click on the Cancel button next to Select.

To change any field selections, click the Clear button to the right of the magnifying glass. The field will go blank and you can start over.

When you are ready to create your report, click on the Execute Report button while holding down the [CTRL] key on your keyboard. This will generate an Excel spreadsheet in a pop up window. The Back button will take you back to the Reports Menu.

**Important:** You must hold down the [CTRL] key on your keyboard while clicking on the Execute Report button until the Open/Save as prompt appears or this report will not run.

### Monitor List Output Example

Name	Registered From	Registered To	Target Site	County
DOE, JANE			CITRUS	ALACHUA
				COLUMBIA
			COTTON	COLUMBIA
				ALACHUA
			DRY BEANS	COLUMBIA
				ALACHUA
			GRAIN SORGHUM	COLUMBIA
				ALACHUA
			PEANUTS	ALACHUA
				COLUMBIA
			PECANS	ALACHUA
				COLUMBIA
			POTATOES	COLUMBIA
				ALACHUA
			SOYBEANS	ALACHUA
				COLUMBIA

## Applicator Grower List Report

The Applicator Grower List Report generates a pdf file of [Applicator](#), [County](#) and [Target Site](#) for the parameters chosen. Monitors can select from all applicators in PUPS. The report returns all information from the database, as filtered by [Applicator](#), [County](#) and [Target Site](#).

File Help Window  
Pesticide Use Permit System

**APPLICATOR GROWER LIST REPORT**

Applicator

County

Target Site

Click on the magnifying glass next to each field to make your choices from the drop down lists.  
Click Select to make a choice and fill in the field.  
Clear any field to start over.  
Click on Execute Report to run your report. This will generate a pdf file in a pop up window.  
The Back button takes you back to the Reports Menu.

## Applicator Grower List Output Example

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES			
DIVISION OF AGRICULTURE ENVIRONMENTAL SERVICES			
Applicator Grower List Report			
Applicator: KATHLEEN MILLER OSGOOD			
County: ALL			
Target Site: PECANS			
<u>Target Site</u>	<u>Grower</u>	<u>Grower Company</u>	<u>County</u>
PECANS	Andy Robinson	35 FARMS	BREVARD

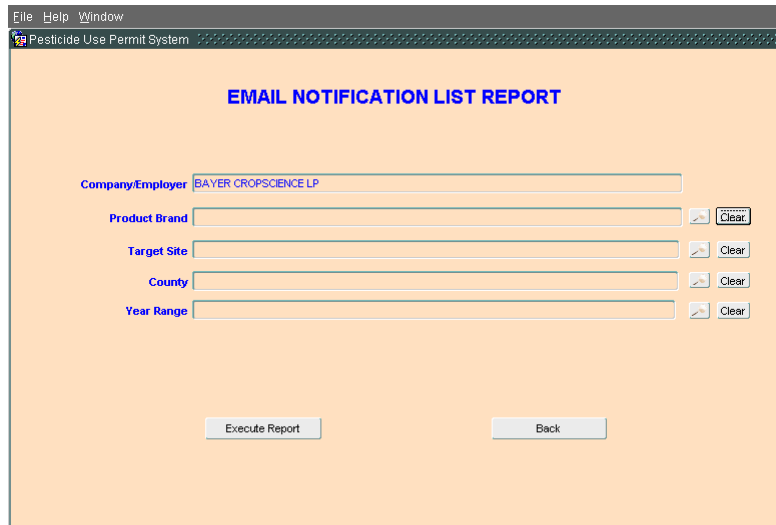
## Email Notification List Report

The Email Notification List Report generates a MS Excel spreadsheet of persons designated to receive an email notification of submitted permits. The report displays the person's name, e-mail, **Company** that employs them, the **Product Brand** names and registration numbers specified in the report options, the **Target Site** and **County** that was specified in the report options. All persons associated with the Monitor's logged on company will be included in the report. The report gives all of the data for each person that was entered in the Email Notification piece during the year range selected.

Drop down lists are used to fill in the fields for **Product Brand**, **Target Site**, **County** and **Year Range**. Click on the magnifying glass next to these fields to make your choices from their drop down lists. Click on Select to fill in the field. Blank fields will return all data. Clear any field and start over.

Click on Execute Report to run your report. This will generate a MS Excel spreadsheet in a pop up window. The Back button takes you back to the Reports Menu.

**Important:** You must hold down the [CTRL] key on your keyboard while clicking on the Execute Report button until the Open/Save as prompt appears or this report will not run.



## Email Notification List Output Example

Name	Email	Company	Product Brand	Registration	Target
Doe, Jane	<a href="mailto:jdoe@testspace.com">jdoe@testspace.com</a>	THE BIG COMPANY	SUPERPESTICIDE	123=4567	CITRUS

## State Wells List

The State Wells List generates an Excel spreadsheet listing the well's description as recorded by the Applicator, well permit number\*, well's latitude and longitude, well depth\* and diameter\*, whether it is cased or not\*, the well casing depth\*, the well setback, offset distance and offset direction. \* If these fields exist.

The screenshot shows a web browser window titled "Pesticide Use Permit System" with a page titled "State Well List Download". The interface includes several search criteria fields, each with a magnifying glass icon and a "Clear" button:

- County: A text input field with a magnifying glass and "Clear" button.
- Township, Range, and Section: Three text input fields.
- Target Site: A text input field with a magnifying glass and "Clear" button.
- Grower/Owner: A text input field with a magnifying glass and "Clear" button.
- Grower/Owner Company: A text input field with a magnifying glass and "Clear" button.
- Well Number: A text input field with a magnifying glass and "Clear" button.

Below the search fields is a "Quarter of Quarter" chart, a 2x2 grid of squares. The grid is labeled with "N" (North) at the top, "S" (South) at the bottom, "W" (West) on the left, and "E" (East) on the right. The top-left square is labeled "2", the top-right "1", the bottom-left "3", and the bottom-right "4".

At the bottom of the form are two buttons: "Execute Report" and "Back".

Narrow your search for well information by entering [Township](#), [Range](#) and [Section](#) data for the county chosen for the search, or leave these fields blank if multiple counties are chosen for the report.

You can further refine your search by clicking in the Quarter of Quarter chart to locate wells within specific application sites.

Grower/Owner Company is the name of the grower's company.

Grower/Owner is the contact name for the grower.

Drop down lists are used to populate the fields.

Click on the magnifying glass to the right of the field, select the box next to the desired menu item in the drop down list and click the Select button.

To exit the list without making a selection, or to delete your selection, click on the Cancel button next to Select.

To change a field selection, click the Clear button to the right of the magnifying glass. The field will go blank and you can start over.

Click on the Execute Report key while holding down the [CTRL] key on your keyboard to create your report. This will generate a MS Excel spreadsheet in a pop up window.

The Back button will take you back to the Reports Menu.

**Important:** You must hold down the [CTRL] key on your keyboard while clicking on the Execute Report button until the Open/Save as prompt appears or this report will not run.

**State Wells List Output Example:**

Well	Latitude	Longitude	Well Depth	Diameter	Well Cased	Casing Depth	Setback	Offset Distance	Offset Direction	Well Permit Number
75 Yards from South side of Field	75.85462	-87.52361			Y		300			
50 yards South of the Field	79.56421	-81.65231			Y		300			
75 Yards from South side of Field	75.85462	-87.52361			Y		300			
50 yards South of the Field	79.56421	-81.65231			Y		300			
75 Yards from South side of Field	75.85462	-87.52361			Y		300			
50 yards South of the Field	79.56421	-81.65231			Y		300			
75 Yards from South side of Field	75.85462	-87.52361			Y		300			

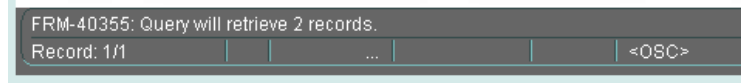


Canceling a Query takes you back to the Permission to Enter screen.

Last Criteria fills the form with the last query criteria that you gave, so you don't have to re-type if you want the same information.

Count Hits lets you know how many records will come up in the query.

This number is given at the bottom of the screen, in the gray information bar.



This is important to know if you are planning on printing out your results.

Sort Ascending sorts from the lowest to the highest number, or from A to Z.

Sort Descending sorts from the highest to the lowest number, or from Z to A.

Record brings up a drop-down screen containing Previous Record, Next Record and Insert Record.

These allow you to bring up the records immediately previous to the one that you are looking at and the next record after the one that you are viewing.

Results are displayed in the gray information bar at the bottom of the screen.

Choosing Windows gives the options to Cascade, Tile Horizontally and Tile Vertically, which are generally not allowed or useful when looking at screens. If you're not sure where you are in PUPS, you can open Window to see whether you are in the database itself or in the Search Results. Your location in the PUPS system is indicated by a filled button. You can go back and forth between PUPS and the search results by clicking on the buttons in Windows.

Example of Permission to Enter Form (form not in production yet, but pending approval)

BAYER CROPSCIENCE LP	10/14/2009
<b>PERMISSION TO ENTER LAND TREATED WITH TEMIK 15G ALDICARB PESTICIDE</b>	
County (IES) HIGHLANDS	
Regina Roberts Grower:	_____
ROBERTS GROVE MANAGEMENT Grower Company:	_____
1125 CONNER BLVD BLDG 8 (L29), TALLAHASSEE FL 32304 Mailing Address:	_____
<p>ROBERTS GROVE MANAGEMENT hereby grants permission to BAYER CROPSCIENCE LP and/or its designees ("Monitors") to enter all land to be treated with TEMIK 15G ALDICARB PESTICIDE for the purpose of assisting Owner in complying with Florida Department of Agriculture and Consumer Services (DACS) rules and regulations governing the use and application of Aldicarb, as well as the directions, warnings and use instructions shown on the product label. Permission to enter land treated with TEMIK 15G ALDICARB PESTICIDE expires 10 days after treatment in each location unless extended at ROBERTS GROVE MANAGEMENT's option. ROBERTS GROVE MANAGEMENT retains the right to require "Monitors" to comply with DACS and/or ROBERTS GROVE MANAGEMENT approved, reasonable sanitation practices to prevent the spread of citrus canker.</p> <p>ROBERTS GROVE MANAGEMENT understands that failure to grant permission to enter land to be treated (as reported to DACS on Notice of Intended Application of TEMIK 15G ALDICARB PESTICIDE will result in a refusal by distributors and dealers to sell TEMIK 15G ALDICARB PESTICIDE to Owner.</p> <p>It is further understood that if in the reasonable judgment of BAYER CROPSCIENCE LP, or its designee, application of TEMIK 15G ALDICARB PESTICIDE on ROBERTS GROVE MANAGEMENT's land is not in compliance with DACS rules and regulations and the product label, no further application of the product shall be made by or on behalf of ROBERTS GROVE MANAGEMENT until such times as BAYER CROPSCIENCE LP and ROBERTS GROVE MANAGEMENT shall have mutually agreed that application may be reinstated.</p> <p>ROBERTS GROVE MANAGEMENT represents that the person executing this document on behalf of ROBERTS GROVE MANAGEMENT has full power and authority to do so and to bind ROBERTS GROVE MANAGEMENT to the provisions hereof.</p>	
_____ Name (Please Print)	_____ Title (Please Print)
_____ Signature	_____ Phone Number

## Permission to Enter Report

The Permission to Enter Report generates a pdf file that contains all of the data on a particular permit that a Monitor would require before doing a site inspection or contacting a grower. This includes Applicator and Grower contact information, applicator permit information, site information such as location, information on wells, permit status, whether or not there is permission to enter, and Monitor information. The [Application Site](#) options include all of the application sites ever entered in the PUPS database.

All of the fields on the screen filter the DACS set.

The screenshot shows a web application window titled "Pesticide Use Permit System" with a sub-header "Permission To Enter". The interface consists of a series of input fields, each with a "Clear" button to its right. The fields are: "PUPS #" (empty), "Monitor Name" (containing "STRICKLAND, CATHY"), "Product Brand" (empty), "County" (empty), "Acres" (empty) and "Drinking Wells" (empty), "Target Site" (empty), "Applicator" (empty), "Grower/Owner" (empty), "Grower/Owner Company" (empty), "Application Site" (empty), and "DACS Set" (empty). At the bottom of the form are two buttons: "Execute Report" and "Back".

This report is generated by automatically filling in most of the fields. Click on the magnifying glass to the right of the field, select the box next to the desired menu item in the drop down list and click the Select button.

You can find a particular item on the list by using the Find option. Type in all or part of the word in the blank space at the top of the drop down list, followed by the "%" sign, and click on Find. The results of the search will be shown in the new drop down list that appears. You can then choose from this shortened list and click OK.

If you wish to exit the list without making a selection, or if you wish to delete your selection, click on the Cancel button next to Select.

To change selected fields, click the Clear button to the right of the magnifying glass. The field will go blank and you can start over.

You can refine your search by entering the number of acres in the [Acres](#) field and/or the number of drinking wells in the [Drinking Wells](#) field. This will not limit your search to sites containing these specifics but will show the [DACS Sets](#) that have the specified criteria.

Click on Execute Report to generate the report.  
The Back button will take you to the Reports Menu.

**Permission to Enter Output Example**

Florida Department of Agriculture and Consumer Services  
Pesticide Use Permit System  
Permission to Enter Report

CITRUS  
15G PESTICIDE

**Applicator:**

OSGOOD, KATHLEEN MILLER  
240 FARMBOY RD  
LAMONT, FL 32336  
sea@five.com

**Cell:** 850-528-5361  
**Primary:** 850-488-3314  
**Fax:** 850-922-6936

**Type:** PB  
**Number:** PB6116  
**Expiration:** 03/31/2013

**Grower:**

FRED AND RACHEL WALTERS

**Primary:**  
**Mobile:**  
**Fax:**  
**Radio:**

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**Application Site:** TESTING FOR WELL SETBACK DISTANCE

**County:** CHARLOTTE    **Acres:** 5    **T/R/S:** 40S/23E/1    **Crop:** CITRUS  
**Total Wells:** 2    **Drinking Wells:** 1  
**PUPS #:** PUPS-5524-09    **Permit Status:** PENDING APPROVAL

**Permission to Enter:** N

**Date Applied:** 06/15/2009

**Application Period From:**

**Application Period To:**

**Well(s):**

well

**Setback Latitude Longitude**

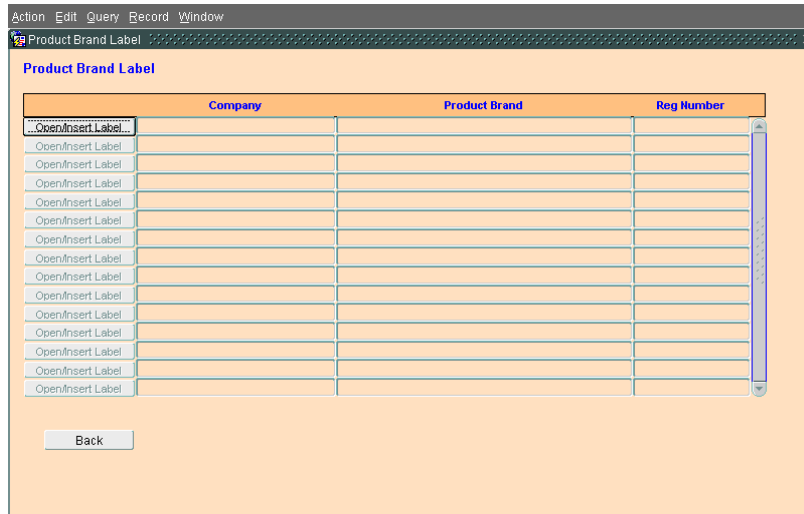
23.333333 86.666667

**Monitor(s):**

JOE J SMITH, SAM EDWARDS, CATHY CHRISTIAN

## View Product Brand Label

The View Product Brand Label Report produces a pdf file of the product label. The report table contains the [Company Name](#), the [Product Brand](#) and the [Registration Number](#) of the product.



To find the product label, click on the Open/Insert Label button to the left of each row of information. The label will then be opened as a pdf file in a pop up window.


Only the PUPS Administrator can insert a label. If there is no label for a product, a message to that effect will be displayed. Only one label at a time can be produced.

Clicking on the Back button brings up the Reports Menu.

**NOTE: Some Pesticide Product Brand Labels may print over 100 pages!**

### Product Brand Label Example

**RESTRICTED USE PESTICIDE**  
**ACUTE TOXICITY AND GROUND WATER CONTAMINATION**  
 For retail sale to and use only by Certified Applicators or persons under the direct supervision of a Certified Applicator, and only for those uses covered by the Certified Applicator's certification.



**TEMIK<sup>®</sup> brand 15G CP ALDICARB PESTICIDE**

---

**FOR USE ON CITRUS, COTTON, DRY BEANS, PEANUTS, PECANS, SOYBEANS, SWEET POTATOES AND SORGHUM.**

---

**FOR USE ON POTATOES IN FLORIDA ONLY**

---

**For Control of Certain Insects, Mites, and Nematodes.**

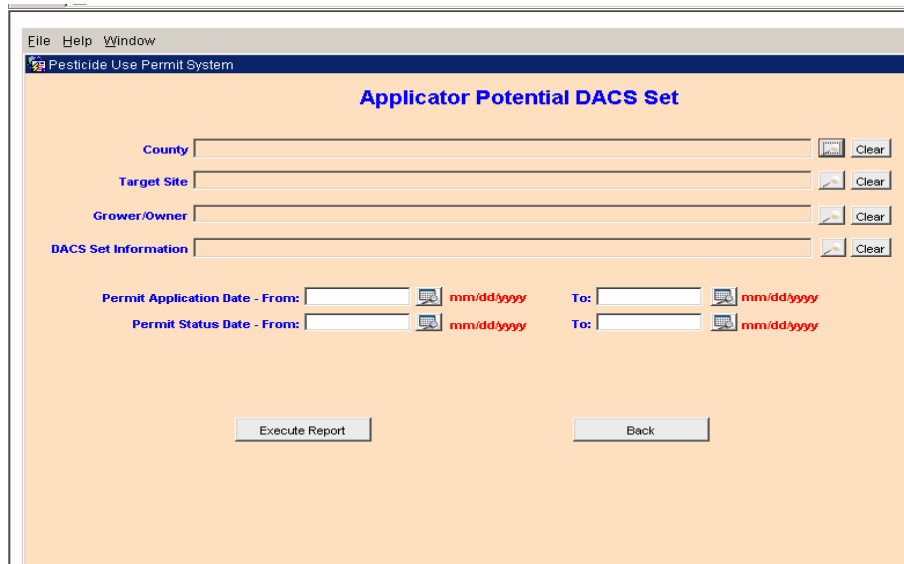
---

ACTIVE INGREDIENT: Aldicarb [2-methyl-2-(methylthio) propionaldehyde O-(methylcarbamoyl)oxime]..... 15%

INERT INGREDIENTS: ..... 85%

## Applicator Potential DACS Set

The Applicator Potential DACS Set generates a pdf file that provides the Applicator with a report of associated PUPS #.



The screenshot shows a web browser window titled "Pesticide Use Permit System" with a sub-header "Applicator Potential DACS Set". The form contains several input fields and buttons:

- County:** A text input field with a magnifying glass icon and a "Clear" button.
- Target Site:** A text input field with a magnifying glass icon and a "Clear" button.
- Grower/Owner:** A text input field with a magnifying glass icon and a "Clear" button.
- DACS Set Information:** A text input field with a magnifying glass icon and a "Clear" button.
- Permit Application Date - From:** A date input field with a magnifying glass icon and a red "mm/dd/yyyy" label.
- Permit Application Date - To:** A date input field with a magnifying glass icon and a red "mm/dd/yyyy" label.
- Permit Status Date - From:** A date input field with a magnifying glass icon and a red "mm/dd/yyyy" label.
- Permit Status Date - To:** A date input field with a magnifying glass icon and a red "mm/dd/yyyy" label.
- Execute Report:** A button at the bottom center.
- Back:** A button at the bottom right.

Generate this report by clicking on the magnifying glass to the right of each field. Select the box next to the desired menu item in the drop down list. Click the Select button.

You can find a particular item on the list by using the Find option. Type in all or part of the word in the blank space at the top of the drop down list, enter the "%" sign, and click on Find. The results of the search will be shown in the new drop down list that appears. Choose from this shortened list and then click OK.

If you wish to exit the list without making a selection, or if you wish to delete your selection, click on the Cancel button next to Select.

To change any of the selected fields, click the Clear button to the right of the magnifying glass. The field will go blank and you can start over.

You can further refine your search by entering the [Permit Application Date](#) range and/or the [Date Monitored](#) range. Using the dates will narrow your [DACS Set](#).

The Back button will take you to the Reports Menu.

All search parameters narrow to [DACS Set](#), and a [DACS Set](#) must be selected in order to return results.

**Important:** The DACS Set Information is a required field. The report will not run without a value entered into this field.

**Applicator Potential DACS Set Example**

Florida Department of Agriculture and Consumer Services Pesticide Use Permit System Applicator Potential DACS Set CITRUS TEMIK 15G ALDICARB PESTICIDE			
<b>Applicator:</b>			
OSGOOD, KATHLEEN MILLER	Cell: 850-528-5336	Type: PB	
240 FARMBOY RD	Primary: 850-488-3314	Number: PB6161	
LAMONT, FL 32336	Fax: 850-922-6961	Expiration: 03/31/2013	
sam.rhea@fiveptg.com			
<b>Grower:</b>			
4-C PARTNERSHIP	Primary:		
	Mobile:		
	Fax:		
	Radio:		
<hr/>			
<b>Application Site: TEST SITE 2</b>			
County: ALACHUA	Acres: 10	T/R/S: 10S/17E/7	Crop: CITRUS
Total Wells: 0	Drinking Wells: 0		
PUPS #: PUPS-4034-09	Permit Status: PENDING APPROVAL		
Date Applied: 06/26/2009			
Application Period From:		Application Period To:	
<hr/>			
<b>Application Site: TEST SITE 3</b>			
County: ALACHUA	Acres: 10	T/R/S: 10S/17E/7	Crop: CITRUS
Total Wells: 0	Drinking Wells: 0		
PUPS #: PUPS-4035-09	Permit Status: PENDING APPROVAL		
Date Applied: 06/26/2009			
Application Period From:		Application Period To:	
			Unknown Zone

## Exit Options

Exit Options: There are three options for this section of the PUPS Registered Monitor Menu screen:

### **1. Return to Login**

Clicking on the Return to Login button takes you back to the **Registered Tracking System and Pesticide Use Permit System Logon** page. You will have to re-enter your UserID and Password to get back into the PUPS screens.

### **2. Exit and go to FDACS Home Page**

Clicking on this button will take you to the main website for FDACS (<http://www.doacs.state.fl.us/>).

### **3. Exit and go to AES Division's Home Page**

Clicking here will take you to the home page for Division of Agricultural Environmental Services (<http://www.flaes.org/>).

