Handler Guide

Note: You must be granted access before you can use the RSS Pesticides solution. To request access, please submit a ticket to Service@RiskandSafety.com.

Submit a PUA

1. From the RSS home page, choose **Programs** in the top menu
2. Choose your location's Pesticide Use program
3. Choose which Pesticide Use Authorization to submit. The options include:
   - **Request a Pesticide Use Authorization**
   - **Request an Emergency Pesticide Use Authorization**
     Note: Submit an Emergency PUA for pesticide applications needed outside regular or seasonal schedules, such as when a new pest threatens crop loss.
4. Select **Start Form**
5. In the top left, select "Untitled Pesticide Use Authorization" and enter in a name. The name should be informative to the owner, location, and pesticide
6. Complete the form. Required information includes:
   - Application Date Range
   - Proposed Pesticide Use Type
   - Application Purpose
   - Location
   - Target Pest/Problem
   - Pesticide
   - Application Method
   - Hazard Mitigation
   - Prior IPM Methods
   - Contractor Involvement
   - Application Supervisor
   - Licenses and Permits
   - Contact Information

7. When complete, select **Submit** in the upper right. If you did not enter a name in earlier, you will be prompted to enter it now

  - If the pesticide is a Green Tier or Yellow Tier use, the request will automatically be approved
  - If the pesticide is a Red Tier use, the request will be routed to your IPM Coordinator for review

Copy Form

Copying a form allows you to quickly create another PUA with the same information filled out, allowing you to quickly create multiple PUAs with similar parameters. To copy a form:

1. Navigate to the PUA
2. Select the three-dot menu in the upper right
3. Choose **Copy Document**

Recall Application

Recalling a request recalls it from IPM Coordinator review and allows further editing. Once changes are complete, the request must be resubmitted.

Note: Only requests with "Under Review" status can be recalled. Only the owner of the PUA can recall it.

1. Navigate to the "Under Review" PUA
2. Select the three-dot menu in the upper right
3. Choose **Recall Application**

Withdraw Application

Withdrawing a request removes it from the request process. Withdrawn requests are still available to view as a historical record. Common uses for withdrawing include a request submitted in error or changes in scope where the request is no longer required.

Note: Only forms with "Under Review" status can be withdrawn. Only the owner of the PUA can withdraw it.

1. Navigate to the "Under Review" PUA

2. Select the three-dot menu in the upper right

3. Choose **Withdraw**

Create a Pesticide Application Report

1. From the RSS home page, choose **Programs** in the top menu

2. Choose your location's Pesticide Use program

3. Choose **Complete a Pesticide Application Report**

   • You can view previously submitted Pesticide Application Reports by scrolling down on the resulting page

4. Choose **Start Form** to begin

5. In the top left, select "Untitled Pesticide Application Report" and enter in a name. The name should be informative to the owner, location, and pesticide

6. Required information on a posting includes:

   • Research and Contractor Activities

   • Production/Non-Production Agricultural/Structural Applications

   • Operator ID Number or Permit Number

   • Applicator(s) and License Number(s)

   • Application Method

   • Pesticide and PUA Details

   • Treated Areas

7. When complete, select **Submit** in the upper right. If you did not enter a name in earlier, you will be prompted to enter it now

CalAg Submission

Pesticide Application Reports are automatically transmitted to CalAg on a monthly basis. If the report is for Production Agriculture, it will be transmitted immediately.

PUA Statuses

PUAs can have the following statuses:

• **Draft** – a submitter is in the process of filling out a PUA request

- **Under Review** – an application was completed and needs to be reviewed
- **Application Recalled** – a submitter recalled their PUA request to edit it further
- **Revisions Requested** – an IPM coordinator has requested a revision of the application
- **Approved** – the PUA was approved
- **Auto-Approved** – the PUA was automatically approved since it is a Green or Yellow tier pesticide
- **Not Approved** – the PUA was denied
- **Withdrawn** – the PUA was withdrawn by the submitter