

# How to Request a Pesticide Use Authorization (PUA)

**Note:** You must be granted access first before you can submit a PUA. To request access, please submit a ticket to [Service@RiskandSafety.com](mailto: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 PUA**
  - **Request an Emergency PUA**  
**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
  - 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 Form**

## 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 Withdrawn requests are still available to view as a historical record.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**

## 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