

Oregon's Pesticide Use Reporting System – Some Tips!

GETTING STARTED:

Registering in PURS – Get your ID number and password



Login to Edit Registration Information:

ID Number:
Password:

[Edit Registration](#)

Version: 1.0

New Reporter:

Click Here to [Register](#).

Click here
your first
time!



*Required fields are highlighted in green and with an asterisk

ODA Pesticide License Number:

*Type of Reporter:

*Agency/Commercial Operator/Business Name:

OR

Individual: *First Name:

Middle Initial:

*Last Name:

Mailing Address:

*Line 1:

Line 2:

*City:

*State:

*Country:

*ZIP Code:

OR

*Postal Code:

(Canadians Only)

There are two types of reporter – Self and Proxy. Don't choose Proxy unless you are going to file reports for other businesses. Read instructions or call PURS Line for additional info.

Choose either Agency/Commercial/Operator/Business Name field or First and Last. You don't have to do both!

*Telephone Number: - -
 Fax Number: - -
 Email Address:
 Contact: *First Name:
 Middle Initial:
 *Last Name:
 *Telephone Number: - -
 Email Address:
 Proxy Reporter ID: [Add Proxy](#)

Use the Contact fields for the person actually online filing the PURS reports! Not necessarily the same person who is making the pesticide applications.

Click Register when you've completed filling out your information.

Once you've clicked Register, the next page tells you that you will be given a 10-digit ID number and a password on the following two pages. **It is important that you do not lose your ID number and Password.** Click the obtain ID Number button and print or write down that number. Your ID number will not change unless you have to re-register. Once you've done that, click the Obtain Password button. It is highly recommended that you print this page out. The password will have lower and UPPER case letters as well as numbers. You will be required to change this password once you are in the Reporting system.

Note: PURS staff cannot retrieve your password for you. If you lose it you will need to re-register. PURS staff can, however, merge any previously submitted reports into your new account.

Reporting System:

The first time you login you will need to use your ID number and the password the system gave you. The password must be entered **EXACTLY** as it appeared. Be sure to make sure your Caps Lock is not accidentally set on.

Oregon Department of Agriculture Instructions
PURS Login Page
Pesticide Use Reporting System

Login to Submit Pesticide Use Reports:

Reporter ID Number:
Password:

Version: 1.0

Oregon Department of Agriculture Instructions
PURS Change Password
Pesticide Use Reporting System

Passwords must be 8-12 characters long.

Old Password:
***New Password:**
New Password (again):

***Note:** Personal information such as birthdays, pet names, or telephone numbers are not considered secure. Using a combination of upper and lower case with numbers should improve security.

The first time you login, you will be taken to a page similar to this. Type the old password in one more time and then create a new one you can remember and enter it in the next two fields. Click submit. If you've entered everything correctly, you can now throw that UGLY original password away!

Time to file your pesticide use reports:

Oregon Department of Agriculture Instructions
PURS Main Menu
Pesticide Use Reporting System

[Create Use Report](#) | [Previous Reports](#) | [Proceed to EDS](#) | [Change Password](#) | [Logout](#)

Reporter / Proxy ID: 100000020

Create Use Report button will allow you to enter information about a use report that has not already been entered into PURS.

Previous Reports button will allow you to **search** for use reports that you have already entered into PURS. These reports can then be reviewed, **edited, copied** or requested for deletion.

Proceed to EDS button will allow you to upload an electronic data submission file containing numerous use reports, from your computer to PURS.

Change Password button will allow you to change the password for this system only.

Logout button logs you out of PURS.

Click this button to start the process.

Oregon Department of Agriculture Instructions
PURS Create Use Report
Pesticide Use Reporting System

Step 1 of 2

Date of Pesticide Use:

Site Category:

Note: If you leave this screen by clicking on the Logout or Main Menu buttons, any information you have entered about this ONE use report will not be saved.

Enter the appropriate date and choose your site category. The page will reload with specific site and location.

Step 1 of 2

Date of Pesticide Use: 01 / 01 / 2007
MM / DD / YYYY

Site Category: Agriculture

Specific Site: Fruits/Nuts

Water Basin: Willamette

Next Step

Note: If you leave this screen by clicking on the Logout or Main Menu buttons, any information you have entered about this ONE use report will not be saved.

Main Menu Logout

This is all that is needed for the first step!
 Click Next Step when you've completed this page.

Note about aggregation:

If all of your applications for a calendar month are within the same site category, specific site and water basin (as above for example) then you can file one report per calendar month using the last day of the month for the Date of Pesticide Use. One the second step, you would list each product once and add up the total amount of undiluted product used for that month.

The question always comes up – I thought we only have to file once a year? You are required to submit all of your PURS reports by January 31, 2008, but you can only aggregate those report by calendar month as long as they are all made within the same site, specific site and location (e.g. water basin in the case of Agriculture). Therefore, if you make applications to one specific site type in all 12 months, you will have 12 reports to file.

The other question – I didn't apply anything this month, do I have to report? No. If you don't make any pesticide applications, then there is no "use" to report.

Step 2 of 2

Search Products:

Product ID Number Product Name
 [4-59] OR []
(i.e., EPA Reg. No., Oregon SLN number, or Section 18 Number) Search

Search Results:

EPA Reg. No.	Product Name	Other ID No.	Add
No Search Results			

Product Used:

Product Name	ID Number	Amount of Undiluted Product	Purpose	Delete
No Product Selected				

Previous Step Save Report

Note: If you leave this screen by clicking on the Logout or Main Menu buttons, any information you have entered about this ONE use report will not be saved.

This page allows you to search the PURS database by either EPA Reg. No. or product name. **Be sure to match the EPA Reg. No. of the product you choose from the list with the one on your product label!** See below for an example.

Step 2 of 2

Search Products:

Product ID Number **Product Name**
 (i.e., EPA Reg. No., Oregon SLN number, or Section 18 Number) **OR**

Search Results:

EPA Reg. No.	Product Name	Other ID No.	Add
4-59	BONIDE ROSE RX INSECT & DISEASE CONTROL READY TO USE		<input type="button" value="Add"/>
4-59	BONIDE FRUIT TREE SPRAY		<input type="button" value="Add"/>

Product Used:

Product Name	ID Number	Amount of Undiluted Product	Purpose	Delete
No Product Selected				

Products can be sold under different names but must be registered under all of those names. Therefore, you may get more than one return for the same EPA Reg. No. Pick the name that most closely matches the product you used.

Step 2 of 2

Search Products:

Product ID Number **Product Name**
 (i.e., EPA Reg. No., Oregon SLN number, or Section 18 Number) **OR**

Search Results:

EPA Reg. No. **Product Name** **Other ID No.** **Add**
 No Search Results

Product Used:

Product Name	ID Number	Amount of Undiluted Product	Purpose	Delete
BONIDE FRUIT TREE SPRAY	4-59	<input type="text"/> <input type="button" value="-Choose Units-"/>	<input type="text"/> <input type="button" value="-Choose Purpose-"/>	<input type="button" value="Delete"/>

At this point, enter the amount of **undiluted** product, the units and the purpose. If you have more than one product to report, continue with the process (going back up to the top, searching, and adding products) until you have your entire list. Only then, should you click Save Report. Once you click Save Report, your information is in the PURS database.

Once you have saved your report, you are taken to a Summary page which shows you the information you just submitted. If you realize there is a mistake, use the **Edit this Report** button. If you want to use this report as a template to file additional reports use the **Make Similar Report** button.

WARNING: Make Similar Report makes a brand-new report using the information in a previously submitted report to pre-fill form out with everything except date. It is not a mechanism to add additional products to an already submitted report. If you have **ANY** questions please call us at 503.986.6472 and one of the PURS staff will be happy to assist you. Many people have used this button to add products in error. If you may be one of these people, please call us and we will help you delete your duplicate reports.

Contact information for PURS:

PURS Info Line: 503.986.6472

PURS Email: purs-info@oda.state.or.us

PURS Web site: http://www.oregon.gov/ODA/PEST/purs_index.shtml