

# Navigating CalAgPermits

## Notice of Intent (NOI):

Permit holders who are required to submit a **Notice of Intent (NOI)** prior to applying certain restricted materials can file their NOIs online directly to the Plumas County Agricultural Commissioner's Office using CalAgPermits.

- To start a new Notice of Intent, go to the Home Page and in the section labeled **"NOIs"** click on **"Enter a new Notice of Intent."**
- You will then be taken to the website's online NOI form (see below) where you can fill in all of the appropriate information just as you would on a traditional paper form.
- Start at the top of the page and fill in all of the orange boxes. Many of the green boxes are optional.

- If a box has a small green arrow, you can click on it and select your information from the drop down menu. Click the arrow for **"Operator ID/ Permit #"** and select your information.

- Enter the **"Date/Time of Proposed Application."**

- As you select items from the drop down menus and type in your information many of the other fields (**"Permittee/ Property Operator,"** etc.) will be populated automatically with information from your permit.

- You must include the **"Pesticide Product"** (w/ EPA #) and the **"Rate of Application."**

- Once all of the required information has been filled in, you need to save each line by clicking on the **"Save Line"** button.

- If the line is not filled out completely or has obvious mistakes, an error message will pop up. Always follow the prompts and correct mistakes before saving the line. Uncorrected errors result in automatic drafts.

- Saved lines will appear in the lower green area. From there the line can be Edited or Deleted before the NOI is submitted.

- Be sure to include your name and date of submission.

- Once all of the lines have been correctly added to the form, and you are ready to send the completed NOI to Plumas County as an official document, click **"Submit Report."** The notice will also be saved automatically and available for you to review at anytime.

- NOTE: If you are not finished with the report and want to continue working on it at a later time, click **"Save Draft."** Remember, however, this does NOT submit the report to the County. You will have to go back and do that later.

The screenshot shows the 'Notice of Intent' form interface. At the top, there are buttons for 'Submit Report', 'Save Draft', and 'Cancel'. The form is divided into several sections:

- Operator Information:** Includes fields for 'Operator ID/Permit #', 'Applicator License/Name', 'Date/Time of Proposed Application', and 'Supervised By'.
- Site and Commodity Information:** Includes 'Site Identification Number', 'Commodity to be Treated', 'Proposed Treated Area - Units', and 'Application Method/Fume Code'.
- Environmental and Reentry Information:** Includes 'Environmental Changes/Comments', 'Block-ID', 'Nursery', 'Document #', 'Days Reentry', and 'Days Pre-Harvest'.
- Permittee/Property Operator Details:** A table with columns for County, Section, Township, Range, Meridian, App Method/Fume Code, and Applicator.
- Application Line Item:** A table with columns for Line #, Proposed Pesticide Product, Rate of Application, Quantity Treated, Dilution, Total Product Used, and Target Pest. It includes 'Save Line' and 'Clear Line' buttons.
- Submission Information:** Includes 'Submitted By', 'Date/Time', and another set of 'Submit Report', 'Save Draft', and 'Cancel' buttons.

Arrows from the text point to specific fields: 'Operator ID/Permit #', 'Date/Time of Proposed Application', 'Proposed Pesticide Product', 'Rate of Application', 'Save Line', 'Submitted By', 'Date/Time', and the 'Submit Report' button.