



CALIFORNIA DEPARTMENT OF  
FOOD & AGRICULTURE

Karen Ross, Secretary

DATE: March 26, 2013  
TO: All County Agricultural Commissioners  
FROM: Plant Health and Pest Prevention Services  
SUBJECT: **PEST EXCLUSION ADVISORY NO. 03-2013**  
**Action Required** – Web-based Pest Exclusion Information Management (PEIM) System

### Accessing the Website

On April 15, 2013 the new web-based PEIM system will be available for use. Users must log in to the password protected website at <https://pdr.cdfa.ca.gov/pe/peim/peimmainmenu.aspx>. As per PEA No. 11-2012 only those users with acceptable username/password will be able to access the website.

### Transition

The current free standing PEIM system should not be used after April 14, 2013. All existing data will be transferred to the new system. Please be sure to send the data transfer files for any PEIM records input through April 14 by 5:00 PM April 17.

### New Features

Training for the new features of the web-based PEIM user interface are described in attachment A of this advisory. This system has been designed to have the same look and feel of the PDR system.

### E-mail Notification

To ensure accurate e-mail notification to the intended recipient for each type of form, please submit an e-mail address (or addresses) to [PDAS@cdfa.ca.gov](mailto:PDAS@cdfa.ca.gov). This e-mail address will be used to send e-mail notification for NOR, 008 and 008a from border stations or other counties to destination counties. Please submit these before the system goes live on April 15.

### User Training Session

We will have a webinar on Tuesday, April 9 from 1:30 to 3:30 PM to introduce the new site and answer questions. You can register for the webinar at <https://www2.gotomeeting.com/register/227083210>.

If you have any questions or need clarification regarding this advisory, please contact Plant Data Analysis Services at (916) 654-0317 or e-mail [pdas@cdfa.ca.gov](mailto:pdas@cdfa.ca.gov).



## Attachment A

Beginning April 15, 2013, the new web-based Pest Exclusion Information Management (PEIM) System will be available at <https://pdr.cdfa.ca.gov/pe/peim/peimmainmenu.aspx>. The new interface is a major change from the existing free-standing PEIM program but is very similar in appearance and functionality to the new PDR system.

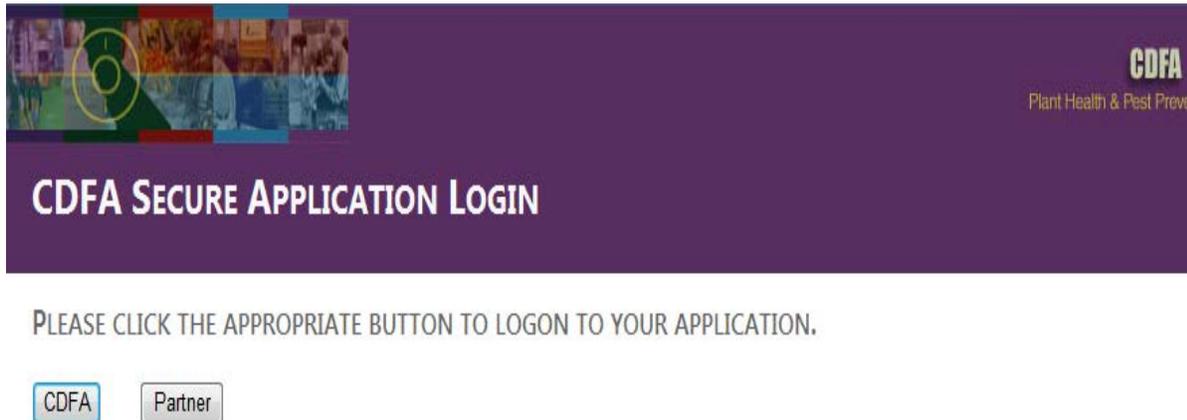


Figure 1 –Who are you selector screen.

Accessing the site will be similar to accessing the new PDR site. The first screen will prompt you to identify yourself as either <CDFA> or <Partner>. All county staff should select <Partner> allowing you to log in (Figure 2).

At the log in screen enter your username and password. The password is case sensitive. For those that are members of the PHPPS extranet site and followed the strong password description from PEA 11-2012, you would use this same username/password to access the new site. If you are not a member of the PHPPS extranet you will need to go to <http://phpps.cdfa.ca.gov> and follow the sign up procedure.



Figure 2 – Partner log in screen.

**CDFA staff only** - CDFA staff will see a login screen as in Figure 3. This is a Windows based login screen and will appear different depending on the version of Windows you are using. CDFA staff logged in to their own computer as `cdfa\username` and not on the `CDFA\plant` network will need to logoff then login to the computer using a local login (generally the computer name\username). If you do not have a local login, please contact the service desk to have one set up.



Figure 3 – CDFA login screen.

### PEIM Main Menu – Successful Login

The screen in Figure 4 is the PEIM Main Menu. Your screen may appear different depending on your roles in the system. From this screen you have the ability to create or edit any forms you have the authority to create or edit. You are also able to perform basic searches for any of the form types.

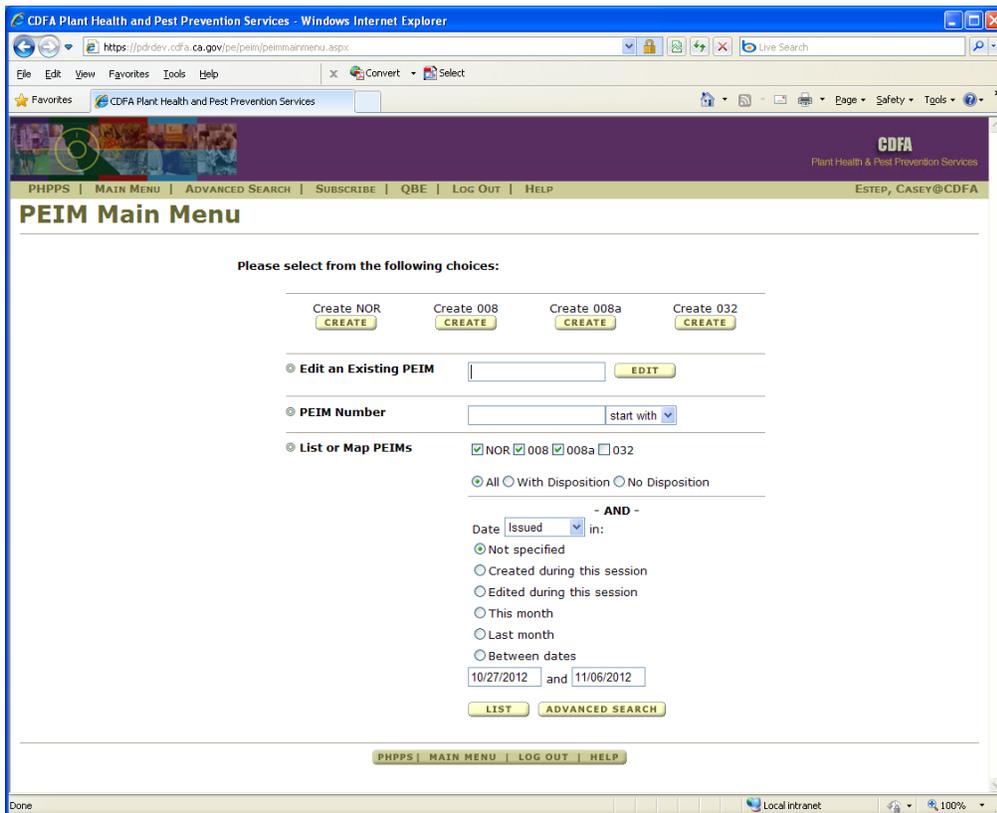


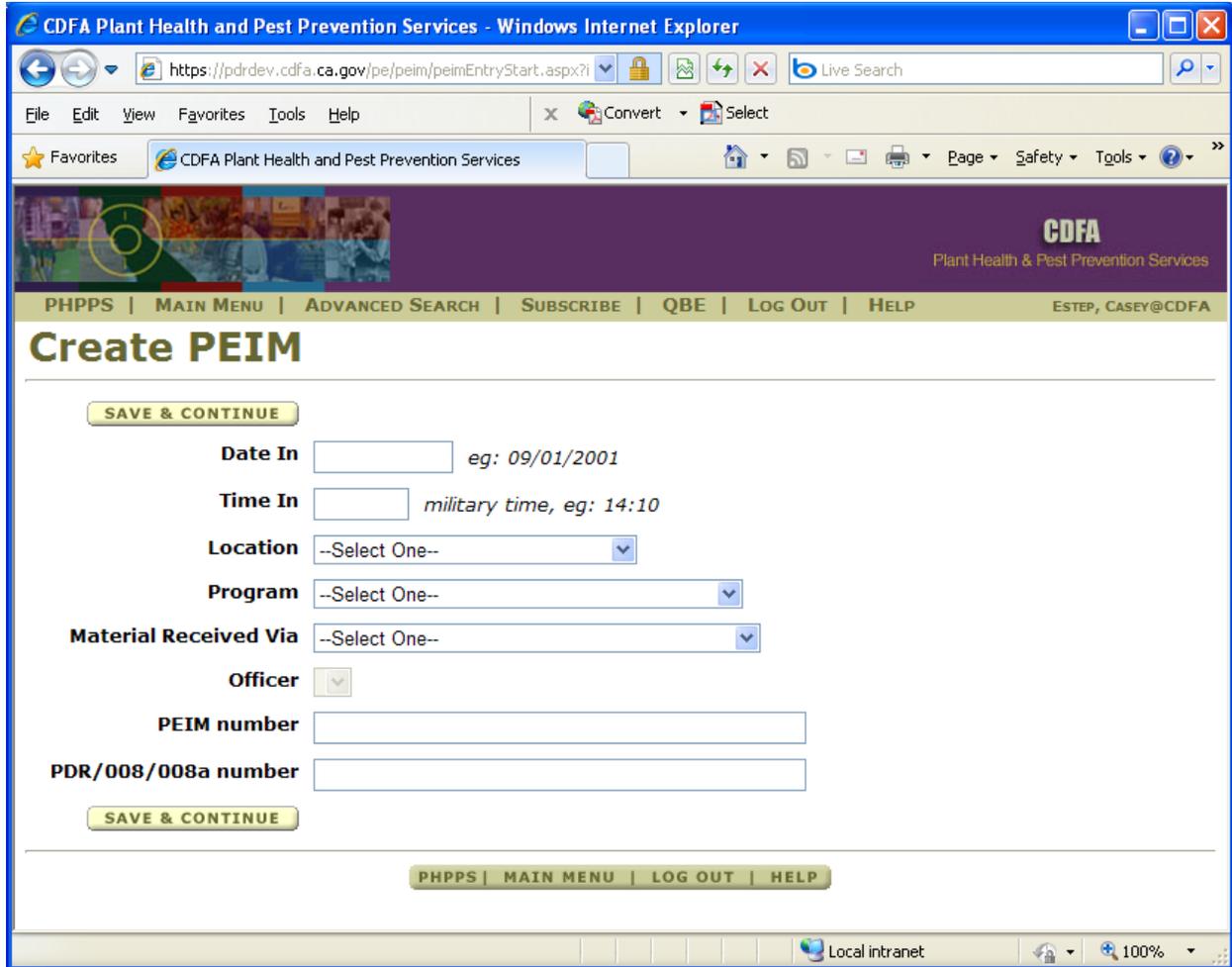
Figure 4 – PEIM Main Menu

Note: If you attempt to open the PEIM Main menu but you receive the following message, “Your account is not authorized to use this application, or is missing one or more required security claims. You may close this window or, in some cases, use the “Back” button to return to your previous page.”, please e-mail Plant Data Analysis Services at PDAS@cdffa.ca.gov to request access to the PDR system. Please be sure to include your affiliation and contact information in the e-mail.

## Notice of Rejection (NOR) Creation

On the PEIM Main Menu click <CREATE> under the Create NOR text to open the “Parameter” page and begin creating an NOR. All forms follow a similar series of screens including Parameter page, “Detail” page, and “Material and Disposition” page. The “Parameter” page contains many required fields and is shown below in Figure 5. This document will not go through all input but will highlight sections that function differently than the current system.

## Parameter Page Input



The screenshot shows a web browser window titled "CDFA Plant Health and Pest Prevention Services - Windows Internet Explorer". The address bar shows the URL: <https://pdrdev.cdffa.ca.gov/pe/peim/peimEntryStart.aspx?i>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The CDFA logo and "Plant Health & Pest Prevention Services" are visible in the top right. A navigation bar contains links for PHPPS, MAIN MENU, ADVANCED SEARCH, SUBSCRIBE, QBE, LOG OUT, and HELP, along with the email address ESTEP, CASEY@CDFA. The main heading is "Create PEIM". Below this, there are two "SAVE & CONTINUE" buttons. The form fields include: "Date In" with a text input and a calendar icon, with an example "eg: 09/01/2001"; "Time In" with a text input and a selection icon, with an example "military time, eg: 14:10"; "Location" with a dropdown menu showing "--Select One--"; "Program" with a dropdown menu showing "--Select One--"; "Material Received Via" with a dropdown menu showing "--Select One--"; "Officer" with a dropdown menu showing "--Select One--"; "PEIM number" with a text input; and "PDR/008/008a number" with a text input. At the bottom of the page, there is a navigation bar with links for PHPPS, MAIN MENU, LOG OUT, and HELP. The browser's status bar at the bottom shows "Local intranet" and "100%".

Figure 5 – Create New NOR

Date and time fields now open a calendar and selection screen to facilitate entry. You are able to select by clicking the appropriate date or time or enter manually. The current date and time are highlighted on both by default.

## Create PEIM

**SAVE & CONTINUE**

Date In  eg: 09/01/2001

Time In  **March 2013**

Location

Program

Material Received Via

Officer

PEIM number

PDR/008/008a number

**SAVE & CONTINUE**

PHPPS | MAIN MENU | LOG OUT | HELP

Figure 6 – Date entry calendar

“Location” is a required field. Counties should select their county which will be followed by the county code (i.e. Alameda (01)). State offices should choose the proper state office location (i.e. CDFA San Francisco should choose San Francisco (SF) and not San Francisco (38) from the list).

“Program” is a required field on the “Parameter” page and will most often be either HR – High Risk Pest Exclusion or DOG – Dog Team for counties and BDR – Border Station for state offices.

“Material Received Via” is also a required field

Notice there is no “Officer” dropdown list until the location is selected. Each county’s officer list is based on the information supplied by the county as per PEA 01-2013. If an officer needs to be added or removed, the county should send an e-mail to [PDAS@cdfa.ca.gov](mailto:PDAS@cdfa.ca.gov). Once an officer has been selected, the corresponding address and commissioner information will display. If any of this information is not correct, please notify us at the e-mail address above.

## Create PEIM

**SAVE & CONTINUE**

Date In  eg: 09/01/2001

Time In  military time, eg: 14:10

Location

Program

Material Received Via

Officer   
 224 W Winton Ave, Rm 184  
 Hayward, CA 94544-1215  
 (510) 670-5232  
 Dennis F. BrayAlameda

PEIM number

PDR/008/008a number

**SAVE & CONTINUE**

Figure 7 – Completed Parameter Page

**The PEIM number will be generated by the system.** This number is generated once you select a location but is not locked in by the system until you click <SAVE & CONTINUE>. The PEIM number cannot be edited once the “Parameter” page is saved.

Do not change the PEIM number unless you have already issued a handwritten form and need to enter the number you assigned in the field. All hand written NOR numbers must be created using the format under Field Generated NOR Number Format at the end of this document.

PDR/008/008a number is not a required field. If you are creating a Notice of Rejection based on an existing PDR, 008 or 008a, enter that number here to prefill the NOR with the shared data. This will greatly simplify NOR data entry. If you have multiple PDRs associated with the NOR, just select one number to enter here. The other numbers may be entered later in the “Disposition” section of the NOR. The number entered here is used to transfer data from the PDR system to the NOR system.

Verify all information entered is correct and click <SAVE & CONTINUE> to move to the “Detail” page.

### Detail Page Input

The “Detail” page is shown below in two screenshots (Figure 8 is the top section and Figure 9 is the bottom section). Information entered on the “Parameter” page is visible from the “Detail” page but not editable.

Figure 8 – “Detail” page top section.

Carrier (ground/air/maritime) <b>LOCATE</b>						
Name	Address	City	State	Zip	Phone	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Program HR - High Risk Pest Exclusion					
<input type="text"/>	<input type="text"/>					
Carrier Vehicle						
Unit number	Trailer License	License state				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
Remarks				Copies To		
<input type="text"/>				<input type="checkbox"/> Shipper <input type="checkbox"/> Shipper Email <input type="checkbox"/> Receiver <input type="checkbox"/> Receiver Email <input type="checkbox"/> Carrier <input type="checkbox"/> Carrier Email <input type="checkbox"/> Ag Comm Origin <input type="checkbox"/> Ag Comm Origin Email <input type="checkbox"/> Ag Comm Destination <input type="checkbox"/> Ag Comm Destination Email <input type="checkbox"/> Other <input type="text"/>		
<p align="center">*** NOTICE TO SHIPPER ***</p> <p>Material will be disposed of unless, at your option, expense, and risk, agree to:</p> <input type="checkbox"/> Return to Shipper <input type="checkbox"/> Ship Out Of State <input type="checkbox"/> Authorize Treatment <input type="checkbox"/> Obtain necessary certificate or permit <input type="checkbox"/> Other <input type="text"/>						
<b>SAVE &amp; CONTINUE</b> <input type="checkbox"/> I cannot use the Map to verify entity locations, or wish to bypass the Lat/Long requirement.						
<a href="#">PHPPS</a>   <a href="#">MAIN MENU</a>   <a href="#">LOG OUT</a>   <a href="#">HELP</a>						

Figure 9 – “Detail” page bottom section.

<LOCATE> lists are used to assist input of receivers, shippers and carriers. In the receiver name textbox enter the first few letters of the business (or first few letters of a private parties last name) and click the <LOCATE> button to open a list as shown below. Click the <Select> link next to the name on the list you want to add to the NOR. If the receiver you are looking for is not on the list, click the X to close the locator and manually enter the receiver information.

<b>SAVE &amp; CONTINUE</b> <input type="checkbox"/> I cannot use the Map to verify entity locations, or wish to bypass the Lat/Long requirement.																											
 <p><b>STATE OF CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE PLANT HEALTH AND PEST PREVENTION SERVICES</b></p> <p><b>Notice of Rejection</b></p>	<table border="1"> <tr> <td>Time In 9:45</td> <td>Date In 3/19/2013</td> <td>I.D. Number 01WR2013300001</td> <td rowspan="2">Bill Number <input type="text"/></td> </tr> <tr> <td>Time Out</td> <td>Date Out</td> <td>PDR Number</td> </tr> </table>	Time In 9:45	Date In 3/19/2013	I.D. Number 01WR2013300001	Bill Number <input type="text"/>	Time Out	Date Out	PDR Number																			
	Time In 9:45	Date In 3/19/2013	I.D. Number 01WR2013300001	Bill Number <input type="text"/>																							
Time Out	Date Out	PDR Number																									
<table border="1"> <tr> <td colspan="2">Receiver <b>LOCATE</b> <b>MAP</b></td> </tr> <tr> <td colspan="2">Name TEST</td> </tr> <tr> <td colspan="2">Address/physical description <input type="text"/></td> </tr> <tr> <td>City <input type="text"/></td> <td>State <input type="text"/></td> </tr> <tr> <td>Zip code <input type="text"/></td> <td>County <input type="text"/></td> </tr> <tr> <td colspan="2">Country <input type="text"/></td> </tr> <tr> <td colspan="2">Geocode (get Lat/Long) <input type="text"/></td> </tr> <tr> <td>Phone <input type="text"/></td> <td>Fax <input type="text"/></td> </tr> <tr> <td>Latitude <input type="text"/></td> <td>Longitude <input type="text"/></td> </tr> </table>	Receiver <b>LOCATE</b> <b>MAP</b>		Name TEST		Address/physical description <input type="text"/>		City <input type="text"/>	State <input type="text"/>	Zip code <input type="text"/>	County <input type="text"/>	Country <input type="text"/>		Geocode (get Lat/Long) <input type="text"/>		Phone <input type="text"/>	Fax <input type="text"/>	Latitude <input type="text"/>	Longitude <input type="text"/>	<p>Owner Locator - Windows Internet Explorer</p> <p><b>Owner Locator</b></p> <p>Owner Name: <input type="text" value="starts with"/> TEST <input type="button" value="Locate &gt;&gt;"/></p> <table border="1"> <thead> <tr> <th>Name</th> <th>City</th> <th>State</th> <th>Phone</th> </tr> </thead> <tbody> <tr> <td>Test Receiver</td> <td>Sacramento</td> <td>CA</td> <td><a href="#">Select</a></td> </tr> </tbody> </table>	Name	City	State	Phone	Test Receiver	Sacramento	CA	<a href="#">Select</a>
Receiver <b>LOCATE</b> <b>MAP</b>																											
Name TEST																											
Address/physical description <input type="text"/>																											
City <input type="text"/>	State <input type="text"/>																										
Zip code <input type="text"/>	County <input type="text"/>																										
Country <input type="text"/>																											
Geocode (get Lat/Long) <input type="text"/>																											
Phone <input type="text"/>	Fax <input type="text"/>																										
Latitude <input type="text"/>	Longitude <input type="text"/>																										
Name	City	State	Phone																								
Test Receiver	Sacramento	CA	<a href="#">Select</a>																								

Figure 10 – Receiver input with Locator list.

Verify that the receiver you selected from the list contains a latitude and longitude. If not, use the <Geocode (get Lat/Long)> button to fill the latitude and longitude fields.

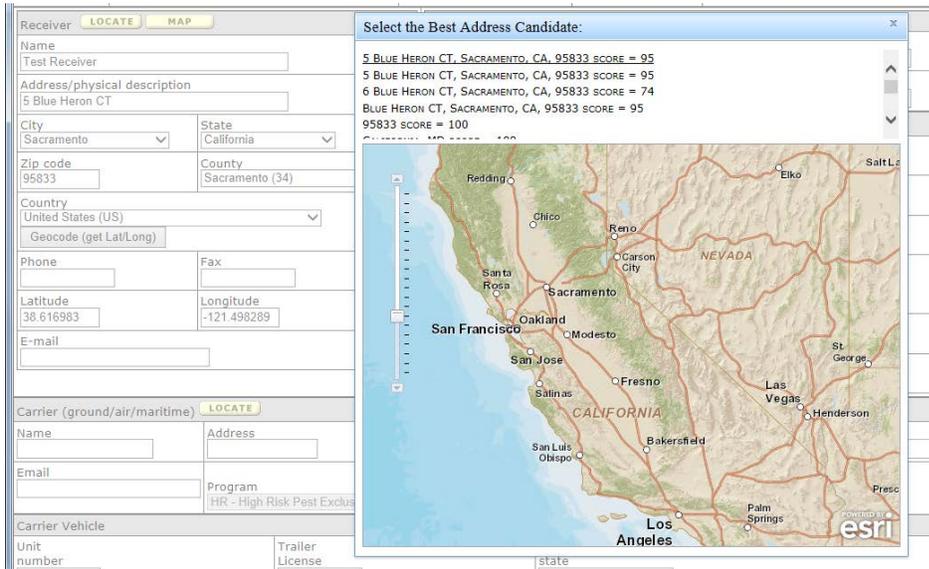


Figure 11 – Geocode interface

The Geocode button opens a window as above and presents a list of possible address matches. Select the correct one from the list and the latitude and longitude will populate on the NOR. If a good match is not given, click the X to close the mapper.

The <MAP> button next to <LOCATE> can be used to open a mapping window as in Figure 12 that will zoom to the information you currently entered into the receiver section.

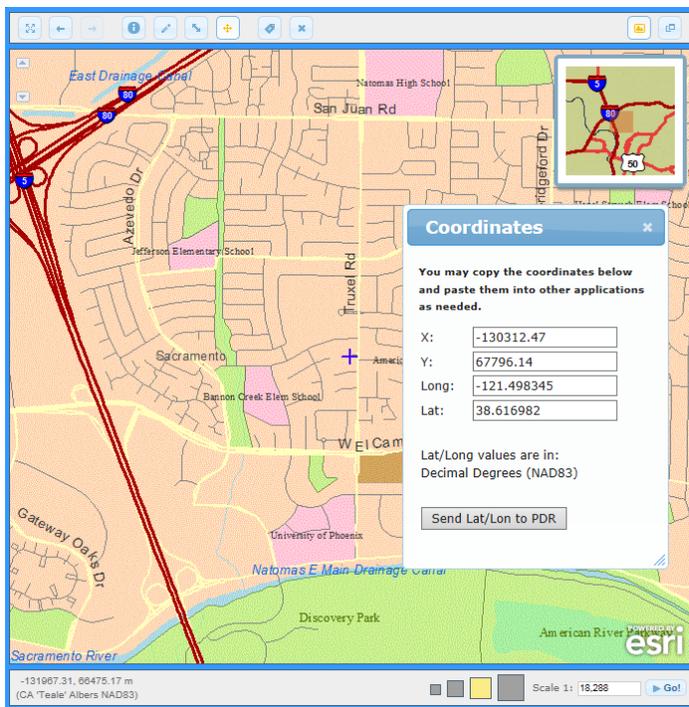


Figure 12 – Mapper to assist with latitude/longitude values.

If no latitude/longitude can be found for the receiver, before leaving the “Detail” page you will need to check the box at the top or bottom of the form stating “I cannot use the Map to verify entity locations, or wish to bypass the Lat/Long requirement. This is true for both the receiver and shipper sections of the NOR, 008 and 008a.

The screenshot shows a web form with two main sections. On the left is a 'Remarks' section with a text area and a vertical scrollbar. Below it is a 'NOTICE TO SHIPPER' section with the text: 'Material will be disposed of unless, at your option, expense, and risk, agree to:'. This section contains several checkboxes: 'Return to Shipper', 'Ship Out Of State', 'Authorize Treatment', 'Obtain necessary certificate or permit', and 'Other' followed by a text input field. On the right is the 'Copies To' section, which is a table of checkboxes. The first column contains checkboxes for 'Shipper', 'Receiver', 'Carrier', 'Ag Comm Origin', 'Ag Comm Destination', and 'Other'. The second column contains checkboxes for 'Shipper Email', 'Receiver Email', 'Carrier Email', 'Ag Comm Origin Email', and 'Ag Comm Destination Email'. There is also a small grey rectangular box below the 'Other' checkbox.

Figure 13 – “Copies To” and “Notice to Shipper” sections

The “Copies To” section allows you to select who copies should be sent to. Currently the system will automatically e-mail the destination county as well as anyone that subscribes to the particular parameters on the form.

Soon we will activate the Email buttons to the right of each entity. When this is implemented, any shipper, receiver, carrier, etc. that has an e-mail address associated with it in the database will be able to be e-mailed directly through the system by you selecting the entity then checking the Email checkbox.

If “Other” is selected fill in the textbox with more information about Other (i.e. USDA).

“Notice to Shipper” should include options given to the shipper. The final disposition is entered later on the “Material and Disposition” page.

Click <SAVE & CONTINUE> to move to the “Material and Disposition” page. When exiting the “Detail” page either by clicking <SAVE & CONTINUE> or one of the shortcut buttons, a small window may appear as in Figure 15. Do not close this small window. It will close on its own. This small window opens while points are being created on the map server and will appear during saving of the “Detail” page and the sample page.

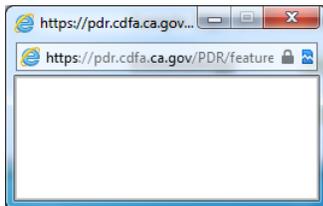


Figure 14 – Point creation window.

## Material and Disposition Page

The “Material and Disposition” page allows for entry of the material, origin, reason rejected, disposition, printing (including the federal Form 518) and e-mailing. This page also allows the duplication of an existing NOR.

**PEIM Material and Disposition** PARAMETER PAGE | DETAIL PAGE | MATERIAL & DISPOSITION PAGE

**CONTINUE** **ADD NEW NOR** **DUPLICATE NOR**

NOR Number: **01WR2013300001**

**Materials and Reasons Rejected** **ADD MATERIAL**

**Dispositions** **ADD DISPOSITION**

**PPQ Form 518** **EDIT**

**Print**  
**PRINT NOR FORM**  
**PRINT PPQ518 FORM**

**Email**  
Send

**CONTINUE** **ADD NEW NOR** **DUPLICATE NOR**

PHPPS | MAIN MENU | LOG OUT | HELP

Figure 15 – Material and Disposition Page.

Click <ADD MATERIAL> to open the “Add Material” screen below.

**ADD MATERIAL**

Type

Common Name  **LOCATE**

Scientific Name  **LOCATE**

Variety

Quantity

Container Size

Soil  Roots  Drugs

Remarks

Origin County

Origin State

Origin Country

**Save Material** **Cancel**

Figure 16 – Add Material Screen.

After adding the material information click <Save Material>. This will bring you back to the “Material and Disposition” page but now you will have a new button to add the reason for the rejection of the material you just added. Click <ADD REASON> (Figure 17) to open the “Add Reason” screen (Figure 18).

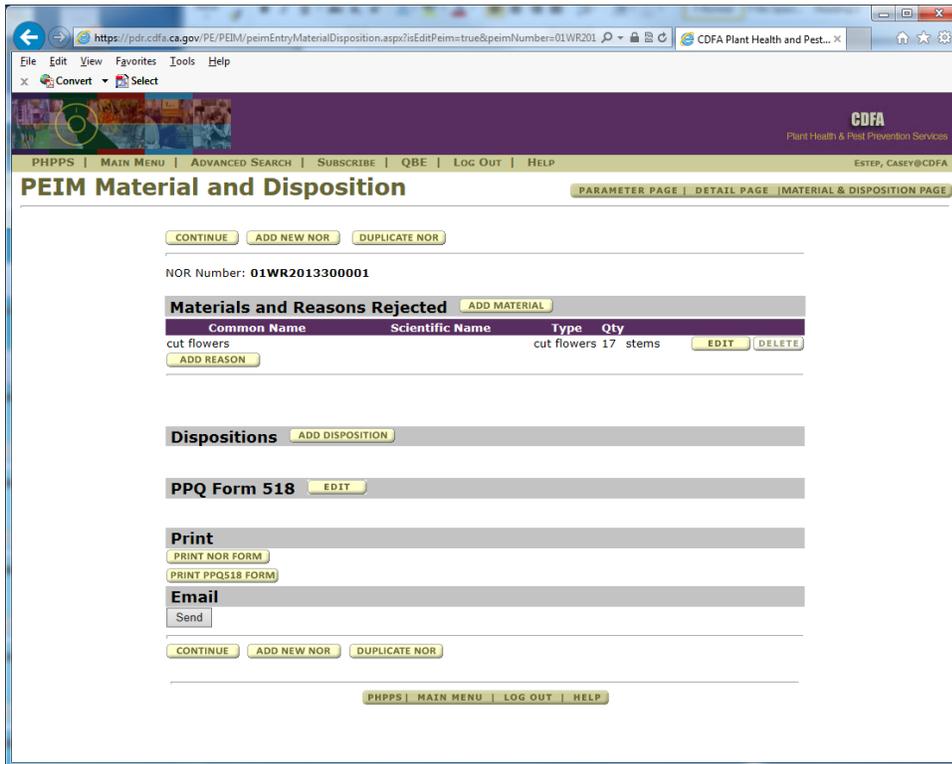


Figure 17 – “Material and Disposition” page with <Add Reason> button.

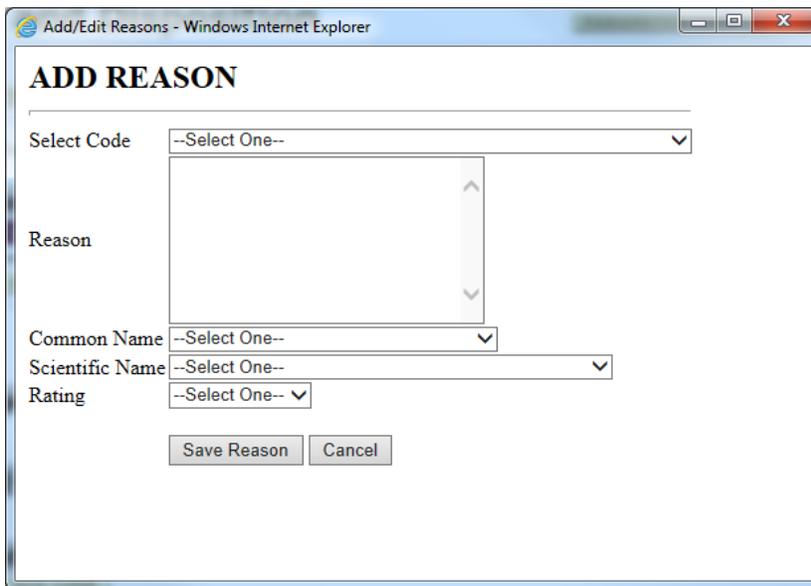


Figure 18 – “Add Reason” screen.

Click the drop down next to Select Code to open the code selection list. Click the appropriate code from the list.

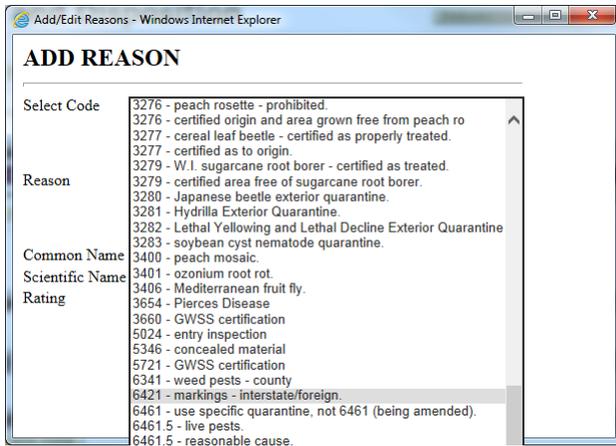


Figure 19 – Code listing

After selecting the proper code, the “Add Reason” window will refresh with the text associated with the code selected. Review the text and make any necessary changes or additions. There are fields for entry of pest Common Name, Scientific Name, and Rating but these are not needed.

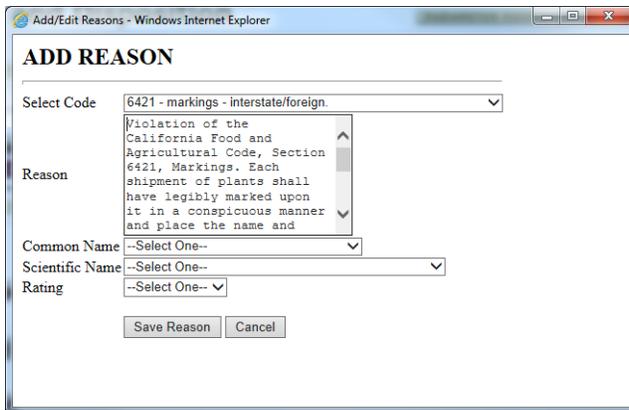


Figure 20 – “Add Reason” text box filled with generated text.

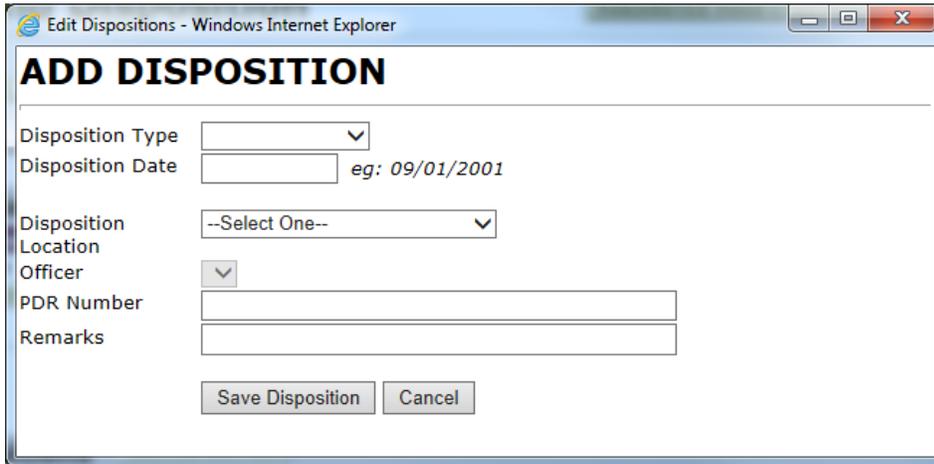
Click <Save Reason> to save and continue.



Figure 21 – “Material and Disposition” page with material and reason.

The “Material and Disposition” page now lists the material along with the reason for rejection. Notice you are able to add an unlimited number of materials and reasons for each of the materials.

The “Disposition” section may either be filled in now if you know the disposition or edited at a later time when the final disposition is known. Click <ADD DISPOSITION> to open the add disposition window shown below.



The screenshot shows a web browser window titled "Edit Dispositions - Windows Internet Explorer". The main content area is titled "ADD DISPOSITION" in bold. Below the title, there are several form fields:

- Disposition Type:** A dropdown menu.
- Disposition Date:** A text input field with a date picker icon and a hint "eg: 09/01/2001".
- Disposition Location:** A dropdown menu with "--Select One--" selected.
- Officer:** A dropdown menu.
- PDR Number:** A text input field.
- Remarks:** A text input field.

At the bottom of the form, there are two buttons: "Save Disposition" and "Cancel".

Figure 22 – “Add Disposition” screen.

Notice on the screen above that the “Officer” drop down does not become active until the “Disposition Location” is selected. Click <Save Disposition> to save the added disposition and return to the “Material and Disposition” page. You are able to enter as many dispositions as needed.

From the “Material and Disposition” page you are able to print the NOR. The printed copy should appear as below but may be additional pages if many material and reasons are entered.

 STATE OF CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE PLANT HEALTH AND PEST PREVENTION SERVICES PEST EXCLUSION BRANCH <b>NOTICE OF REJECTION</b> <small>Form 49-071 (2-2007)</small>	TIME IN 9:45	DATE IN 3/19/2013	ID NUMBER 01WR2013300001
	TIME OUT	DATE OUT	PER NUMBER
<input checked="" type="checkbox"/> Entire <input type="checkbox"/> Portion <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> E-Commerce	MATERIAL RECEIVED VIA United Parcel Service		
	VEHICLE LICENSE NUMBER		
MATERIAL REJECTED AND QUANTITY cut flowers	QUANTITY 17 stems	ORIGIN OF MATERIAL (GROWN IN) NJ	

REASON FOR REJECTION AND COMMENTS  
 Violation of the California Food and Agricultural Code, Section 6421, Markings. Each shipment of plants shall have legibly marked upon it in a conspicuous manner and place the name and address of the shipper or owner, the name and address of the person to whom the shipment is forwarded or his agent, the name of the country, state, or territory where the plants were grown, and a statement of the contents.

SHIPPER (NAME AND ADDRESS) Test Shipper 1 Whaleback Waddy Denville NJ 07834 US	PHONE FAX
RECEIVER (NAME AND ADDRESS) Test Receiver 5 Blue Heron CT Sacramento CA 95833 US	PHONE FAX
CARRIER (NAME AND ADDRESS) UPS 8400 Pardee Dr Oakland CA 94621	DESTINATION COUNTRY Sacramento (34)
<b>*** NOTICE TO SHIPPER ***</b> MATERIAL WILL BE DISPOSED OF UNLESS AT YOUR OPTION EXPENSE AND RISK AGREE TO: <input checked="" type="checkbox"/> RETURN TO SHIPPER <input checked="" type="checkbox"/> SHIP OUT OF STATE <input checked="" type="checkbox"/> AUTHORIZE TREATMENT <input checked="" type="checkbox"/> OBTAIN NECESSARY CERTIFICATE OR PERMIT <input type="checkbox"/> OTHER	STATE PLANT QUARANTINE OFFICER Eaton ADDRESS 224 W Winton Ave, Rm 184 Hayward CA 94544-1215 TELEPHONE (510) 670-5232 FAX COUNTY Alameda COMMISSIONER OF STATE OFFICE Dennis F. Bray
COPIES TO: <input checked="" type="checkbox"/> SHIPPER <input checked="" type="checkbox"/> RECEIVER <input checked="" type="checkbox"/> CARRIER <input checked="" type="checkbox"/> AG COMM AT DESTINATION <input checked="" type="checkbox"/> AG OFFICIAL - SHIPPING <input checked="" type="checkbox"/> USDA	
<b>"WHY WAS THIS MATERIAL REJECTED?"</b> PESTS NOT ALREADY PRESENT IN CALIFORNIA CAN ADD GREATLY TO THE PRICE YOU ARE NOW PAYING FOR YOUR FOOD. HELP US TO HELP YOU BY KEEPING UNWANTED PESTS OUT OF CALIFORNIA. SIGNATURE: _____ DATE: _____ I, _____, AGREE TO COMPLY WITH ALL TERMS OF THIS REJECTION.	

Final Disposition: \_\_\_\_\_ Page 1 of 1

Figure 23 – Printed NOR.

Note: If the printed notice of rejection does not display properly, you should adjust your browser settings. In Internet Explorer click Tools/Compatibility View Settings and confirm that Display all websites in Compatibility View is not checked. If you are on the CDFA intranet, you should also verify Display intranet sites in Compatibility View is not checked.

On the “Material and Disposition” page under Email, clicking the <Send> button will generate e-mail to the destination county, county creating the NOR and any subscribers that would have access to the form created. The image below shows that screen that will alert you to where the e-mail is being sent.

Note: If your county would like to change the notification e-mail for NOR, 008 or 008a, please send the updated information to PDAS@cdfa.ca.gov.

### PEIM Email Notice

Warning: No Subscribers were found that matched the criteria in the PEIM notice.

A PEIM notice from cestepe for PEIM = 01WR2013300001 , Location = 01 , Destination County = 34 , Program = HR was sent to Casey Estep at cestepe@cdfa.ca.gov.

The following subscribers were identified and an email was attempted to be sent to the listed address (Errors and Warnings will be shown above):

agcomminspector@saccounty.net, Sacramento County Ag Comm  
 bugid@co.alameda.ca.us, Alameda County Ag Comm  
 cestepe@cdfa.ca.gov, Casey Estep

Figure 24 – E-mail Notification screen.

## **Form Editing**

Destination counties should edit receiver addresses (final destination) for Warning/Hold notices (008) and Gypsy Moth Warning/Hold notices (008a). If a county finds that the final destination was in a different county, the original destination county should edit the record to change the destination county to the new county. This will allow the new county the ability to edit the final destination address.

Destination counties should also enter/edit final dispositions. This may be a property inspection or a phone call but in either case should be noted. If PDR are created, they should be noted as well.

## **Field Generated NOR Number Format**

Format as: 01WR2013318TB01 for a hand written NOR issued in Alameda County on March 18, 2013 by Terry Biologist. This was the first NOR issued by this officer on this day.

First two characters representing the county or state office issuing the form. County offices use their two digit county numeric code (i.e. Alameda county first two digits = "01"). State offices use their two letter character code (i.e. Blythe inspection station = "BL").

Third character should always be "W"

Fourth character is form dependent (i.e. Notice of Rejection = "R").

Fifth through eighth character are the four digit year (i.e. 2013).

Ninth character represents the month. January through September is 1 through 9. October is J, November is K and December is L.

Tenth and eleventh characters are the two digit day of the month (i.e. 18 in the example above for March 18).

Twelfth and thirteenth characters are the officers initials (two only). Counties should make sure initials used by biologists are unique. If Terry Biologist and Tom Brown worked in the same county, one would use TB and the other would use something else.

The last two digits should be a counter with the first NOR for the day being 01, then 02, 03, 04, etc. for each hand written NOR issued that day by that officer.