



STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND
AGRICULTURE
1220 N Street, Room A-372
Sacramento, CA 95814

PEST EXCLUSION ADVISORY

NO. 24-2003

DATE: August 27, 2003
TO: All County Agricultural Commissioners
FROM: Plant Health and Pest Prevention Services
SUBJECT: Pest and Damage Record (PDR) System Change

Beginning October 1, 2003, all Pest and Damage Records (PDRs) submitted to the Plant Pest Diagnostics Center (the lab) must be in the electronic format.

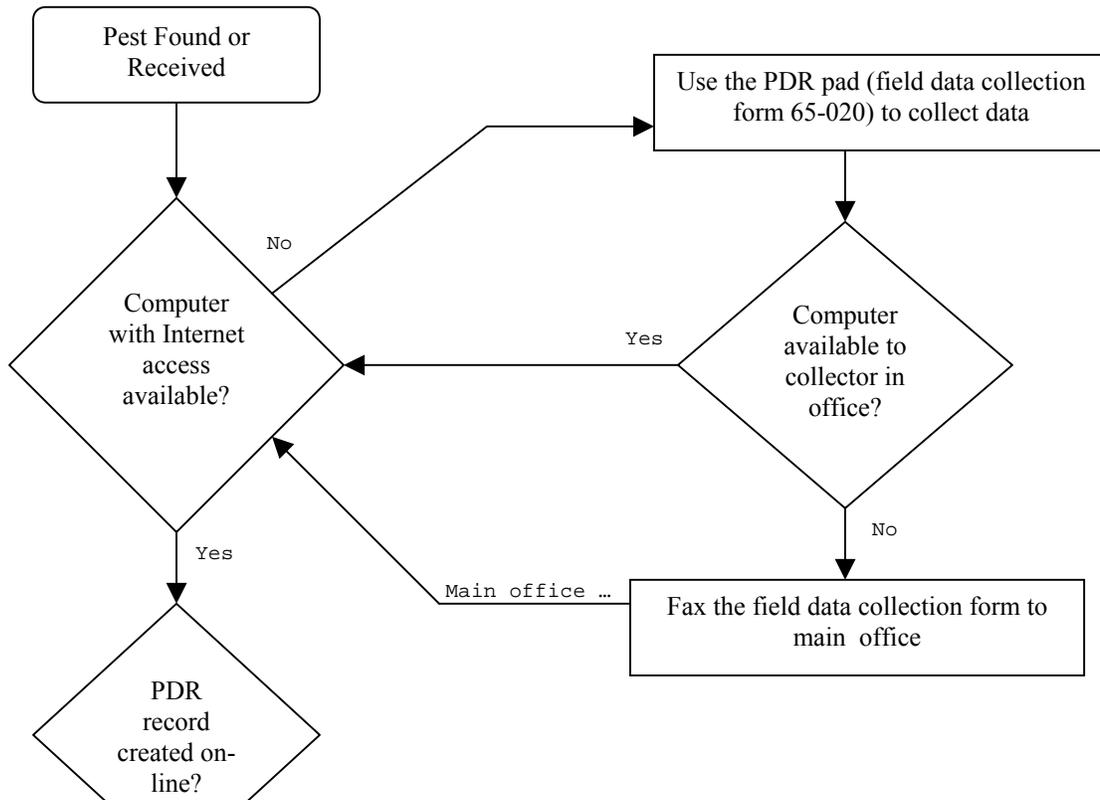
The new electronic PDR system was pilot tested February through May 2002. Two counties (Los Angeles and Orange) and two border stations (Blythe and Needles) participated in the pilot test. During the pilot testing, all five labs began using the new system. Statewide training was provided beginning in October 2002 and the system was made available statewide in January 2003.

The electronic PDR system includes the new expanded field data collection form (form 65-020), the lab submittal forms (lab specific forms printed from the internet), e-mail notification of identifications, and web access to the entire database for searches and downloads. Beginning October 1, 2003, all PDR submissions must be in the electronic format, with the exception of QC Plants (specimens planted for quality control purposes). Paper copies of identifications will not be sent out from the lab after this date. Most counties have created a group e-mail account for their staff so the notifications are visible by everyone interested (i.e. bugid@county.net).

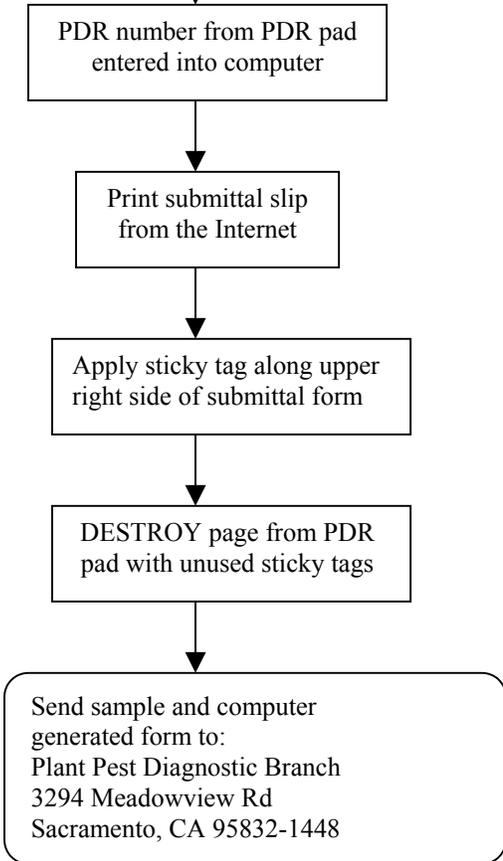
Counties that submit handwritten or old PDR slips to the lab not yet in electronic format will be contacted to have them entered. Please see the attached flowchart to demonstrate the PDR submittal process. Notification of identifications will be sent via e-mail.

A PDR manual is in the process of being created and will be distributed once completed. The estimated release for this manual is October 2003. A sample lab submittal form has been attached to this advisory to demonstrate what the form should look like as well as where to attach the tag from the field data collection form.

Attachments



Pest and Damage Record (PDR) submittal flowchart – 8/22/2003



If problems are encountered when creating the PDR on-line, follow these instructions:

- 1). Call PHPPS Help Desk at (916)653-HELP (4357). If the machine answers and you need immediate assistance, call (916)801-5290.
- 2). If the problem is solved, complete the PDR on-line.
- 3). If the problem is not resolved,
 - a. Fax handwritten PDR to (916)654-0986 Attn. Casey
 - b. Write "FAXED to CDFA" in the remarks section of the handwritten PDR.
 - c. Send sample and handwritten PDR to:
Plant Pest Diagnostic Branch
3294 Meadowview Rd
Sacramento, CA 95832-1448

