



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

## PEST EXCLUSION ADVISORY

NO. 24-2005

DATE: July 22, 2005  
TO: All County Agricultural Commissioners  
FROM: Plant Health and Pest Prevention Services  
SUBJECT: Automated Geocoding for Pest and Damage Record (PDR) Owner

This advisory is to inform all staff that the latitude and longitude fields on the Pest and Damage Record (PDR) associated with the owner/receiver section are now filled in automatically upon creating or editing a PDR. This process is called geocoding.

If an address, city, and state are entered or edited on a PDR, the server will attempt to find a latitude and longitude for this address. If successful, it will fill in these fields. The accuracy of this latitude/longitude is recorded in another field. The more complete the address information, the more accurate the point will be on a map.

Because of this, we are once again stressing the importance of complete and accurate addresses. The following demonstrates the correct way to fill in address information.

1234 N Main St  
Sacramento, CA 95814-1234

- 1) Include street number at the beginning of the address line.
- 2) Include direction if part of address (N, S, E, or W) – There are many roads that contain the same street number at both ends either E and W or N and S. This is not to be confused with street names that contain directionals like North Corral Hollow. North is part of the street name and should always be spelled out.
- 3) Include full street name.
  1. For lettered streets such as N Street, do not place quotes around the N and spell out the directional. As an example, 123 North N St. would be used, not 123 N N St.
  2. For numbered streets, use letter with the numbers (1st, 2nd, 3rd, etc.) as 123 N 1st St.
  3. PO Boxes should never be used on a PDR unless a shipment is being sent to a PO Box.
  4. If a descriptive address is used, the geocode will be based on the city or zip code. The descriptive address should be formatted as on the front of the PDR pad. (i.e. Hwy 101 E side, ½ mile N from Ventura Blvd.).
- 4) Street type should be abbreviated as St, Blvd, Ave, Cir, Wy, Ct, Rd, etc.
- 5) Suite or room numbers may be placed after the address.
- 6) City name should always be filled in completely. Do not abbreviate.
- 7) State should be filled in with the two-character code – CA.

- 8) Zip code – Use zip code +4 when available. The zip code should be for the location you are taking the sample. Not for a mailing address different from the location of the sample.

Common errors include:

- Placing the city name in the address field
- Abbreviating city names – W Sacto instead of West Sacramento
- Placing single or double quotes around lettered street names ('N' street)

The two most common errors are:

- Not filling in an address at all when they are available
- Not placing the directional in front of the street name

If you are selecting an owner from the <LOCATE> list and it already has a latitude/longitude associated with it, please do not change these values. If you have a GPS unit with you and want to enter GPS values for your sample, please enter these new latitude/longitude values in either the sample or trap sections. This will allow us to have one point for the owner as a reference and then actual locations for any samples or traps on that property on the associated records. If you do take latitude and longitude values, please make sure to report these as decimal degrees using NAD83. Examples would be latitude 34.123456 and longitude -121.123456. Note the negative value for longitude.

The next phase of the PDR system will be a web based mapping tool. This tool will allow all users to be able to bring up maps of the PDR instead of just the current lists. For this to function well, we need to make sure that we have locations, latitudes and longitudes, for all PDRs in the system. Your time up front to make sure the address information is as complete and accurate as possible will go a long way to making these maps more valuable.

Any questions concerning this advisory may be directed to Casey Estep at (916) 654-0312, or by e-mail at [cestep@cdfa.ca.gov](mailto:cestep@cdfa.ca.gov)