DATE: January 15, 2013

TO: All County Agricultural Commissioners

FROM: Plant Health and Pest Prevention Services

SUBJECT: **PEST EXCLUSION ADVISORY NO. 01-2013**
               Action Required - New Pest and Damage Record (PDR) System to Go Live

The new PDR system is being rolled out on January 28, 2013. This requires logging in to a new website, https://pdr.cdfa.ca.gov/pdr/pdrmainmenu.aspx. **The spreadsheet at the following link http://phpps.cdfa.ca.gov/PE/InteriorExclusion/Excel/CountyStaff.xlsx must be returned by each county by close of business on January 23, 2013 to pdas@cdfa.ca.gov.** On January 28, 2013, only users from each county which are listed on the returned spreadsheets and which have a strong password to the current PHPPS extranet as described in PEA No. 11-2012 will be able to log in using that same username/password. If you did not receive the spreadsheet, send an e-mail to pdas@cdfa.ca.gov and request one. The current PDR system will no longer be available as of January 25, 2013 at 6:00 PM. All existing data will be transferred to the new system.

The new PDR site has not changed much in appearance. County users that have been involved in the testing have not needed any new training. The changes that have occurred are described in the attachment.

County staff now have two new roles. The first is a supervisor role which will allow a supervisor to edit PDR data created by any users within their county. The second is a manager role that will be the primary contact person CDFA speaks with about adding, removing, or changing your county's users and eventually this role will have an interface to be able to add, edit, or delete your county's users. The person(s) you would like to have in these roles must be checked on the spreadsheet.

We also anticipate rolling out the new web-based Pest Exclusion Information Management (PEIM) System in February. More details on this system will be included on another advisory to follow. Pest Exclusion staff will be providing training webinars to help with this change.

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.

CDFA Pest Exclusion • 1220 N Street, Room 325 • Sacramento, California 95814
Telephone: 916.654.0312 • Fax: 916.654.0986 • www.cdfa.ca.gov

State of California
Edmund G. Brown Jr., Governor

Attachment

Beginning January 28, 2013, the new Pest and Damage Record (PDR) System will be available at https://pdr.cdfa.ca.gov/pdr/pdrmainmenu.aspx. Accessing the site will send you to a screen as shown in figure 1 below. This screen will ask if you are <CDFA> staff or <Partner>. All county staff must select <Partner> which will then allow you to log in (figure 2).

CDFA staff using external connections through a CDFA computer should log into the local computer and not the CDFA domain. For instance when you log on to your laptop, the username should be cdfaXXXXX\username and not just cdfa\username.
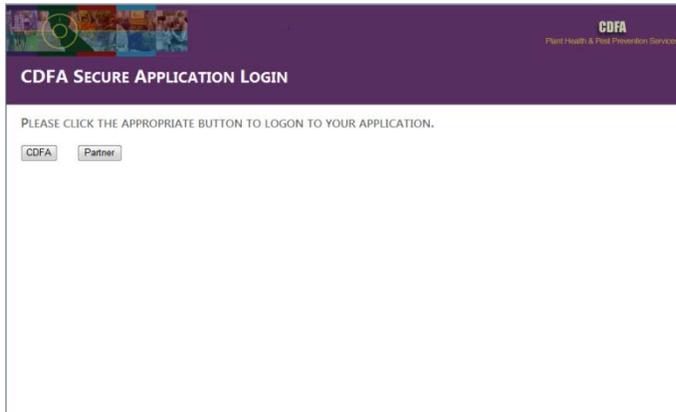
Figure 1 – <CDFA> or <Partner> selection screen.

At the login screen enter your username and password. The password is case sensitive. For those that were 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.

Figure 2 – Partner login screen.

Once logged in, the PDR system should look very familiar to all current PDR users. The PDR main menu (figure 3) looks almost identical to the existing site with the same selections available. Very little has changed in appearance throughout the PDR system.

The PDR Main Menu has not changed in appearance. You have the ability to create a PDR, edit an existing PDR you have created or have supervisory rights to, and perform some basic searches.
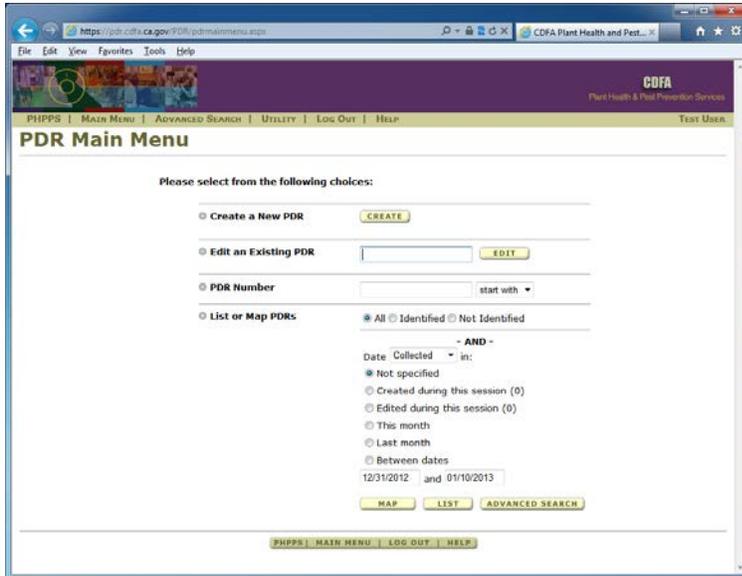
Figure 3 – PDR main menu screen.

Create PDR

Click the <CREATE> button on the PDR Main Menu to create a new PDR. This opens the PDR parameter page (figure 4) for data entry.   The parameter page has not changed much from the original system.
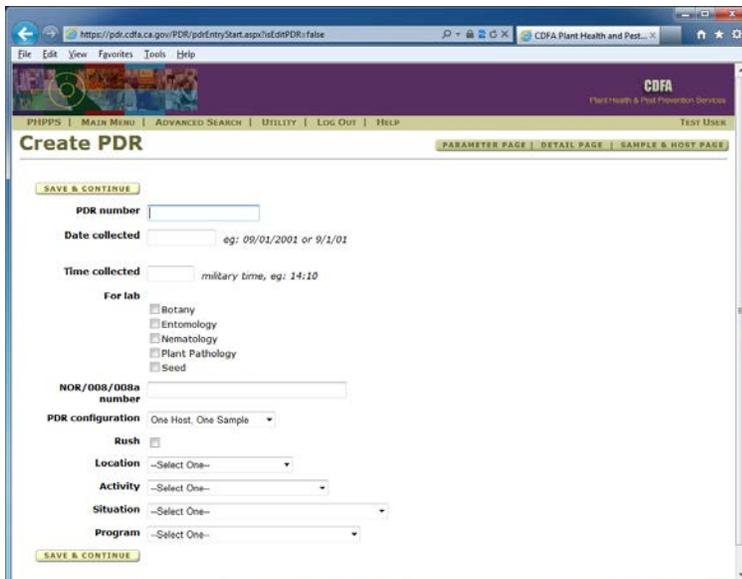
Figure 4 – PDR parameter page.

The Program field has been moved to the parameter page and is now required. Most fields on this page are required and will not allow you to move from the page until they have been entered. The PDR number is required and cannot be edited after clicking <SAVE & CONTINUE> so verify the PDR number is correct before leaving this page. Use of a barcode reader is strongly advised.

Using the old seven digit PDR numbering system is still supported in the new PDR system but will not support several of the new features. Using the new PDR numbering system will allow a county designated supervisor to edit a PDR created by anyone within their county. Editing is allowed for the PDR creator or supervisor until the PDR is either marked as received by the lab or a determination entry has been started.

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.

Figure 5 – Date entry calendar.

Figure 6 – Time entry screen.

Clicking <SAVE & CONTINUE> will validate all information entered on the parameter page before continuing. Any required fields not entered will cause the screen to remain on the parameter page and provide an error message alerting you to the field that needs to be entered.

The detail page is again a very long form. It is displayed below in two sections although it is actually one long page. Information entered on the parameter page is displayed on the detail page but cannot be edited from this page. As with the parameter page, the detail page looks and functions very similar to the existing PDR system. The differences occur in the geocoding of the owner/receiver and shipper and in the send report to section.

Figure 7 – Detail page upper section.

Figure 8 – Detail page lower section.

The owner/receiver section may be entered manually or selected from the <LOCATE> list. In either case, the latitude and longitude fields should be completed whenever possible. If an owner/receiver is selected from the list and does not contain a latitude or longitude, the <Geocode> button should still be used to attempt to recover the latitude and longitude.

Figure 9 – Owner/receiver section of detail page.

Clicking the <Geocode> button opens the windows below[1]. A list of possible matches will display. If a match is listed, select it. If not, close this window and either adjust the address, click the map to find a latitude and longitude or move on without a latitude and longitude.

Figure 10 – Geocode option screen.

1 – If this form begins to open and prompts you to allow only secure information to be displayed select no. You will need to make adjustments to your browser settings. In Internet Explorer click Tools/Internet Options and select the Internet Icon then click <Custom Level>. Scroll down to the Miscellaneous section and check Enable under Display mixed content. If you are on the CDFA intranet, do the same under the Local intranet Icon.

Click a selection on the list to populate the latitude and longitude on the detail page. Click the X in the upper right corner to close the window and continue working on the detail page.
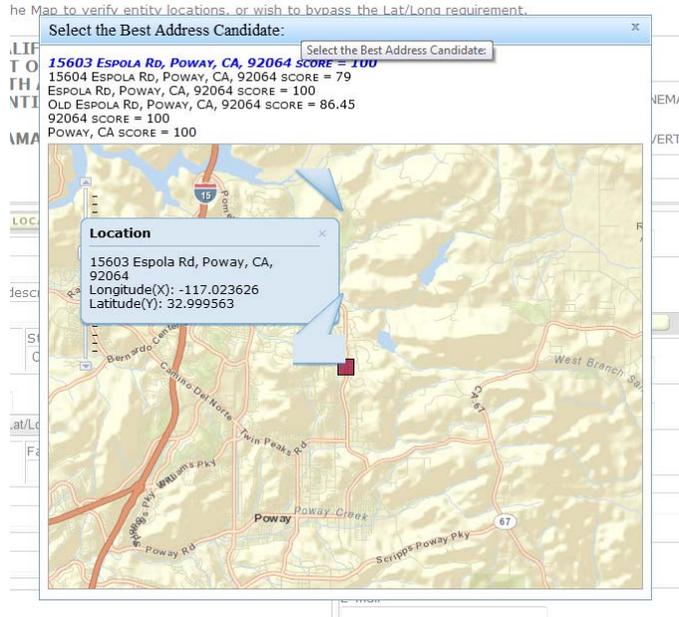
Figure 11 – Geocode location verification screen.
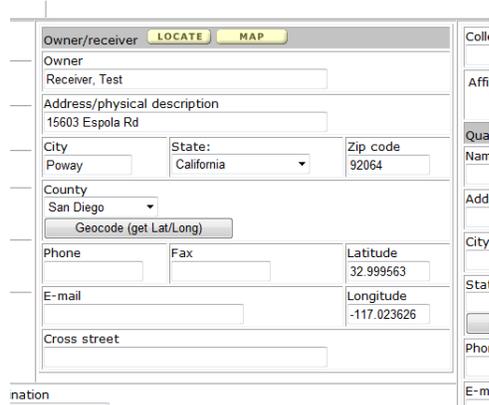
Figure 12 – Owner/receiver latitude/longitude population on detail page from geocode.

The shipper latitude and longitude should now also be geocoded if possible. The new system is able to geocode locations for most of the world. Shipper information is entered in the same fashion as described above for the owner/receiver section.
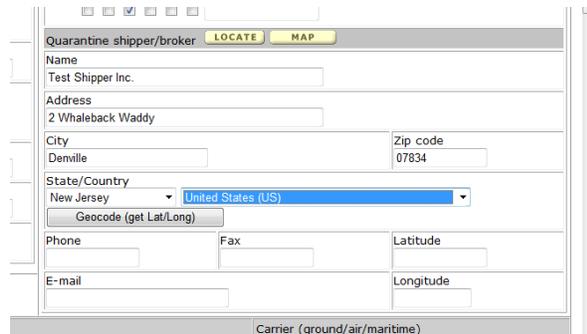
Figure 13 – Shipper section of PDR detail page.

The send report to section of the PDR detail page will now prefill based on the location entered on the parameter page. Although this value is able to be changed, it should default to the correct value.

Figure 14 – Send report to section of PDR detail page.

If the contact information is not correct by default for your county, please send an e-mail to pdas@cdfa.ca.gov so we can make the necessary adjustments. Each county should have a single e-mail for notification for PDR results. Most counties use a group e-mail so they can easily add or remove staff as needed (i.e. bugid@county.gov).

When exiting the detail page either by clicking <SAVE & CONTINUE> or one of the shortcut buttons, a small window will 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.
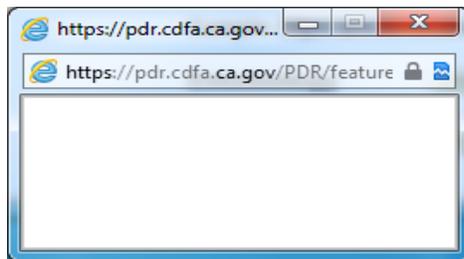
Figure 15 – Point creation window.

The sample and host page has a new section for uploading images. You can upload any jpg file and attach an image to the PDR. There is currently no limit to the number of images that can be attached to any given PDR. When uploading images, be sure to include any comments that may be needed.
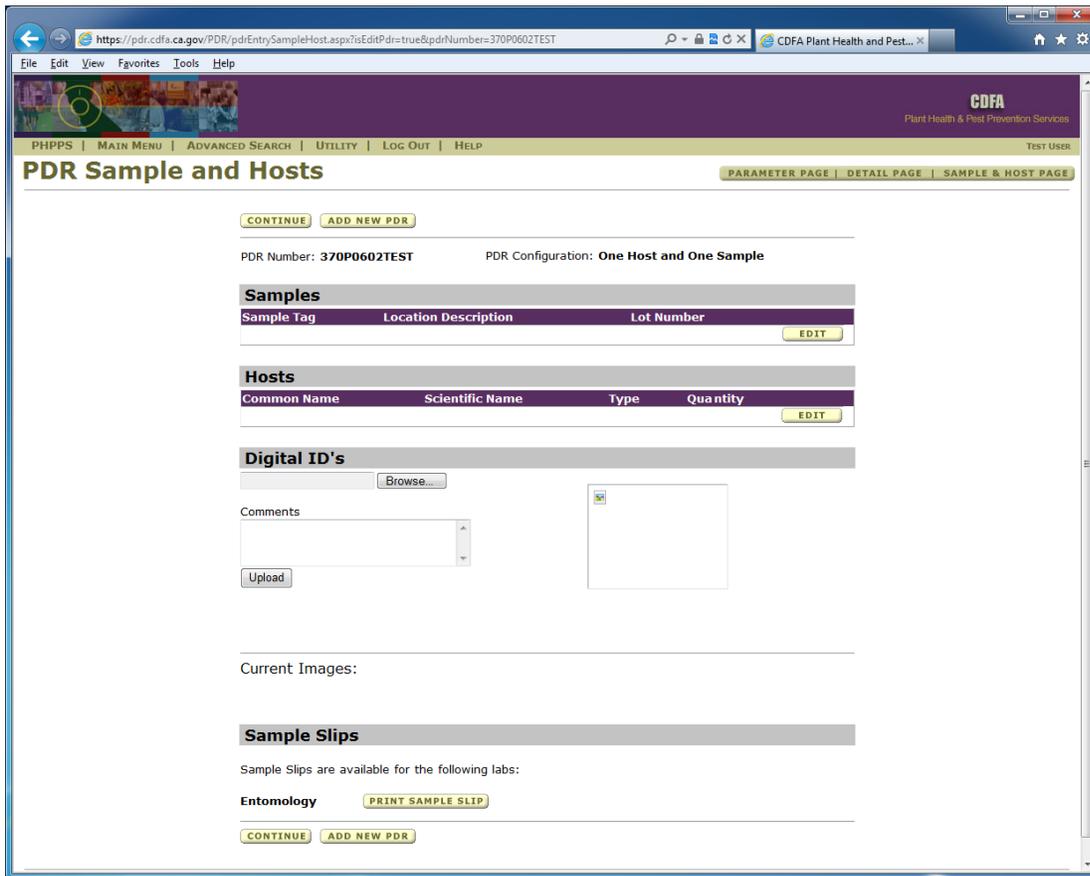
Figure 16 – Sample and host page showing image upload section.

Any images saved will be visible and you will be able to edit or delete images as long as you still have the ability to edit the PDR (until marked as received by the lab or determination entry is started).
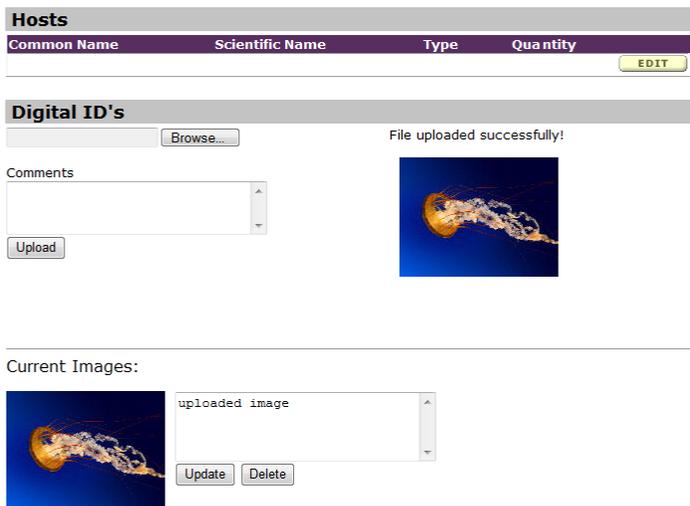
Figure 17 – Sample and host page showing a single uploaded image with comments.

The lab submission slip should be printed and sent with the sample to the lab.

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STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
PLANT HEALTH AND
PEST PREVENTION SERVICES

PEST AND DAMAGE RECORD
65-020 (1/2001)

PDR Number: **370P0602TEST**   Date Collected: **1/10/2013**
Entomology Lab

RUSH

370P0602TEST

Location **37**	Owner/Reciever				Collector **User**				
Activity **01**	Owner **Receiver, Test**				Affiliation F S C E U O Describe other ✓ (C)				
Situation **11**	Address/Physical description **15603 Espola Rd**				Quarantine Shipper/broker				
Section	City **Poway**		State **CA**	Zip code **92064**	Name **Test Shipper Inc.**
Township	County **San Diego**				Address **2 Whaleback Waddy**
Range	Phone	Fax		Latitude **32.99956**	City **Denvill**
Base and meridan	Email			Longitude **-117.02363**	State/Coun **NJ**
	Cross Street				Phone

Quarantine destination   Email

Quarantine origin (where host grown)   Carrier (gr

| City | County | State/Country **FL/US** | Zip | Business Nam |
| Shipment size (include units) | | Program **HR** | | License plate | License State | Tail/ship number |

Always place a PDR Sticker in the right hand column of the lab submission form.

Submitter remarks:

Suspect: **0**

General or Plant Pathology
Plant parts affected

Send report to:
Name: **San Diego County Ag Comm**
Phone: **(760) 752-4700**
Fax: **(858) 724-4098**
Email: **cestep@cdfa.ca.gov**
Contact by: **Email**

	Bark		Bulbs or corms		Leaves, upper surface	
	Blossoms		Fruit or nuts		Petiole		Stem
	Branches, large		Growing tips		Rootlets		Trunk
	Branches, terminal		Large roots		Tubers
	Buds		Leaves, lower surface

Weed or Vertebrate
Acreage: Net   Gross

Determination   Rating

Entomology

Trap Number	Grid Number	Last service date	Latitude
Trap Type	Trap density		Longitude
Total pest count or number per (sweep, leaf, acre, trap, root, stem, ect)			Survey method

Conditions ☐ Dead ☑ Alive ☐ Unknown

Stages ☐ Egg ☐ Larva ☐ Nymph ☐ Pupa ☑ Adult

Sample
Lot Number   Nema Type (raw, vial, slide)

Host/crop name
Common name **Orange**	Type **fruit**	
Scientific name **Citrus sinensis**	Quality **10**	Units **lbs**
Variety **Valencia**		

Remarks

Container size: Container units:
Nema field block:

Determined by: Date:

PDR NUMBER: **370P0602TEST**

https://pdr.cdfa.ca.gov/PDR/Reports/rptSampleEntomology.aspx?pdrNumber=370P0602T...   1/10/2013

Note: If the lab submission slip 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.