



PEST DAMAGE RECORDS (PDR) DATABASE USER GUIDE

INTRODUCTION

PLANT DATA ANALYSIS SERVICES

Amber Durant
Maegan Salinas
Matthew Warren
Drew Gilberti
Michelle Owino

Contents

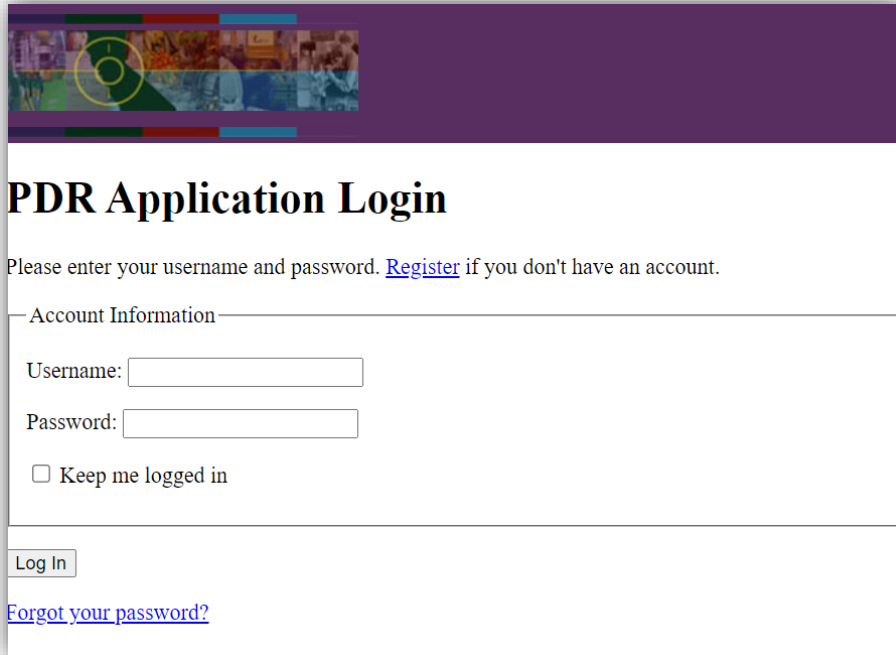
This guide is designed to help you navigate the PDR database system, create PDRs and utilize various features to manage records effectively.

- [Creating a PDR: Logging into the Database](#) Page 3
- [Creating a PDR: The Parameters](#) Page 5
- [Creating a PDR: The Details](#) Page 17
- [Creating a PDR: The Sample & Host](#) Page 28
- [Creating a PDR: Printing the Sample Slip](#) Page 34
- [Using the Advanced Search Tool](#) Page 38
- [Using the Subscribe Feature](#) Page 42
- [Troubleshooting](#) Page 45

Logging into the Database

- 1 To begin using the database system, navigate to the PDR Application Login page: <https://pdr.cdfa.ca.gov/>

Sign in with username and password. This is the same account info used for PHPPS extranet.



PDR Application Login

Please enter your username and password. [Register](#) if you don't have an account.

Account Information

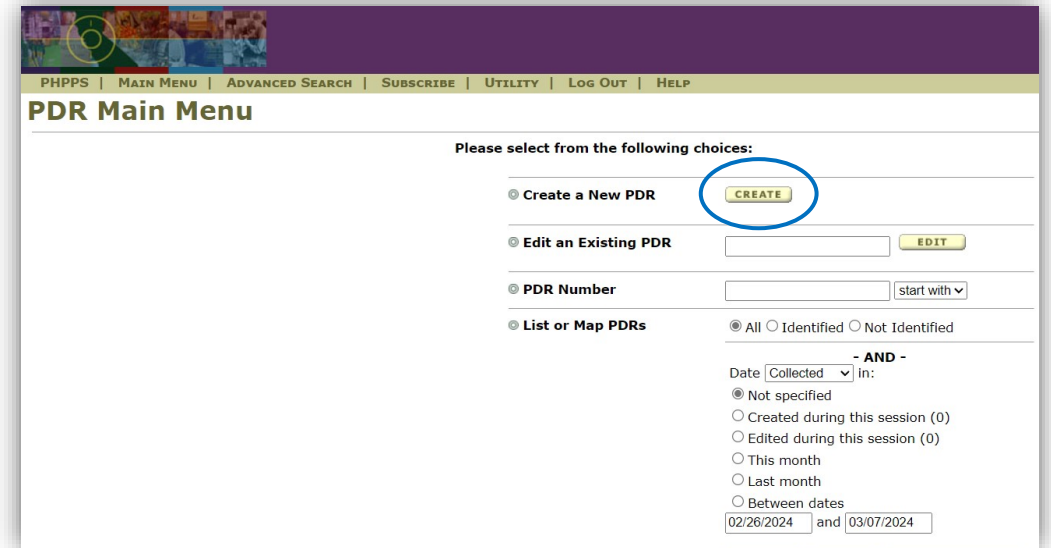
Username:

Password:

Keep me logged in

[Forgot your password?](#)

- 2 Once signed in, from the PDR Main Menu, click on the “Create” button to start a new Pest Damage Record (PDR).



PDR Main Menu

Please select from the following choices:

- Create a New PDR
- Edit an Existing PDR
- PDR Number start with
- List or Map PDRs All Identified Not Identified

- AND -

Date in:

- Not specified
- Created during this session (0)
- Edited during this session (0)
- This month
- Last month
- Between dates and

Logging into the Database

3 Alternatively, you can also access the PDR database system from the PHPPS home page.

Go to: <https://phpps.cdfa.ca.gov/user/frmLogon2.asp>

Sign in with username and password.

PHPPS

[Sign up](#)
[CDFA Public Site](#)
[CDFA Intranet](#)

Welcome to the Extranet for Plant Health and Pest Prevention Services, a division of the California Department of Food and Agriculture. You need to login to gain access to the site. If you have not already signed up, please do so, it only takes a few minutes and it is free of charge.

Username:

Password: [Forgot your password?](#)

If you have any questions, please contact PDAS@cdfa.ca.gov.

4 Once signed in, from the PHPPS home page, click on “Databases” at the top of the page, then click “Pest and Damage Record” on the left pane.

You will be directed to the PDR Application Login page. Enter username and password, then click on “Create” ([refer to step 1 & 2](#)).

PHPPS Home Programs Archives **Databases** Advisories Forms

PHPPS

CDFA
Plant Health & Pest Prevention Services

Welcome to PHPPS.CDFA.CA.GOV

Welcome to the front page of the Plant Health and Pest Prevention Services Extranet site. This web site is a work in progress and we will appreciate any suggestions to improve it. For more information, please follow the link on the left side titled "About this Site..."

Plant Health and Pest Prevention Services is a Division of the California Department of Food and Agriculture. The employees of this Division work to prevent the entry and spread of harmful pests in California. We strive to serve in the best interests of agriculture, the environment, and the citizens of California.

Logout

PHPPS Home Programs Archives **Databases** Advisories Forms

PHPPS

CDFA
Plant Health & Pest Prevention Services

Databases

This site requires the use of Microsoft Internet Explorer, version 6 or newer. Also, scripting must be allowed, and pop-up windows not blocked.

If you need additional assistance, please contact the Service Desk at (916) 651-HELP (4357), or send an email to se_rvicedesk@cdfa.ca.gov.
The Service Desk is available Monday - Friday, from 7:00 a.m. - 6:00 p.m.

Pest and Damage Record
Border Station Traffic
Dog Teams
GWSS Trapping
Nursery License Directory
Citrus Registration System
SOD Nursery Data Entry
Border Stations--old
Livestock Report
County Monthly Reports
PEIM

The Parameters

PHPPS | MAIN MENU | ADVANCED SEARCH | SUBSCRIBE | UTILITY | LOG OUT | HELP

Create PDR

SAVE & CONTINUE

PDR number

Date collected *eg: 09/01/2001 or 9/1/01*

Time collected *military time, eg: 14:10*

For lab

- Botany
- Entomology
- Nematology
- Plant Pathology
- Seed

NOR/008/008a number

PDR configuration

Rush

Location

Activity

Situation

Program

SAVE & CONTINUE

1. On the Create PDR page, fill in the required fields with relevant information for the new record. Each field is explained further on the following pages.

Below are the required fields:

- [PDR number](#)
- [Date collected](#)
- [For lab](#)
- [PDR configuration](#)
- [Location](#)
- [Activity](#)
- [Situation](#)
- [Program](#)

PDR Number

The assigned PDR number can be scanned from a [PDR sticker](#) with a handheld scanner or manually inputted. The best practice is to scan the [PDR sticker](#).

Note: Double-check that the number inputted is correct. A valid PDR number should have 12 alphanumeric digits and will never include the letters “O” or “I”. There must only be uppercase letters and no spaces in the PDR number field.

Barcode Scanner:

Using a handheld barcode scanner is the best method to avoid errors inputting the PDR number when creating PDRs. PDAS recommends the Adesso NUSCAN 3200U Document Barcode Scanner, which can be purchased online.

[Adesso Website](#)

[Adesso NUSCAN User Manual](#)

[Adesso NUSCAN 3200U - Amazon](#)

PHPPS | MAIN MENU | ADVANCED SEARCH | SUBSCRIBE | UTILITY | LOG OUT | HELP

Create PDR

SAVE & CONTINUE

PDR number

Date collected *eg: 09/01/2001 or 9/1/01*

Time collected *military time, eg: 14:10*

For lab

- Botany
- Entomology
- Nematology
- Plant Pathology
- Seed

NOR/008/008a number

PDR configuration One Host, One Sample

Rush

Location --Select One--

Activity --Select One--

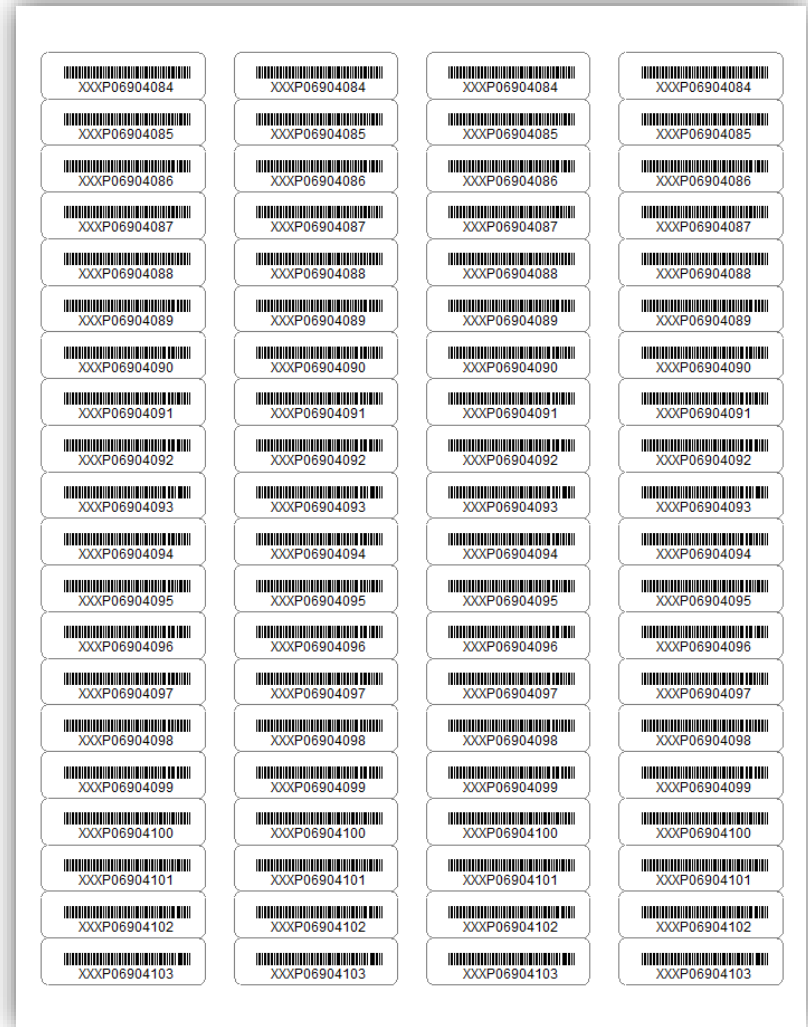
Situation --Select One--

Program --Select One--

SAVE & CONTINUE

PDR Stickers

- Stickers must be affixed to the sample(s) and PDR printout submitted to the lab. Most locations order sets of four numbers, which are sufficient to label the sample(s), PDR printout, and any necessary office records.
- Locations with high volumes of samples attached to a single record can order sets of eight or sixteen. On the standard sheet with sets of four there are twenty unique PDR numbers.
- PDR sticker requests can be submitted [here](#). Be sure to include the mailing address, contact name and number, quantity of sheets, and the amount of numbers per set (if multiples are needed, otherwise we send the default sets of four).



Date Collected/Time Collected

Date collected: Enter/select the date the sample was collected (PDR can be created before the sample is collected). When you click in the box, the calendar will appear to select from.

Time collected: Enter/select the time the sample was collected. When you click in the box, the hour/minute box will appear to select from.

The screenshot shows the 'Create PDR' form with the following fields and options:

- SAVE & CONTINUE** (button)
- PDR number** (text input)
- Date collected** (text input with example: *eg: 09/01/2001 or 9/1/01*)
- Time collected** (text input with example: *military time, eg: 14:10*)
- For lab** (checkboxes):
 - Botany
 - Entomology
 - Nematology
 - Plant Pathology
 - Seed
- NOR/008/008a number** (text input)
- PDR configuration** (dropdown menu: One Host, One Sample)
- Rush** ()
- Location** (dropdown menu: --Select One--)
- Activity** (dropdown menu: --Select One--)
- Situation** (dropdown menu: --Select One--)
- Program** (dropdown menu: --Select One--)
- SAVE & CONTINUE** (button)

Two callout boxes are shown:

- A calendar for **January 2024** with the 9th highlighted.
- A time selection grid with **Hour** and **Minute** columns. The 16th hour (2 PM) and 35th minute are highlighted.

For Lab & NOR Number

For Lab: Check the box next to the lab(s) that the sample will be sent to for testing.

NOR (Notice of Rejection):

1. A package received at a facility (Border Station, USPS, UPS, FedEx, etc.) that does not comply with quarantine regulations, or
2. A private party wishes to return a non-commercial shipment of restricted material out of state.

008: A high-risk commodity warranting county inspection enters the state.

008a: Spogy Moth Warning Hold Notice.

S | MAIN MENU | ADVANCED SEARCH | SUBSCRIBE | UTILITY | LOG OUT | HELP

Create PDR

SAVE & CONTINUE

PDR number

Date collected *eg: 09/01/2001 or 9/1/01*

Time collected *military time, eg: 14:10*

For lab

- Botany
- Entomology
- Nematology
- Plant Pathology
- Seed

NOR/008/008a number

PDR configuration One Host, One Sample ▾

Rush

Location --Select One-- ▾

Activity --Select One-- ▾

Situation --Select One-- ▾

Program --Select One-- ▾

SAVE & CONTINUE

PDR Configuration

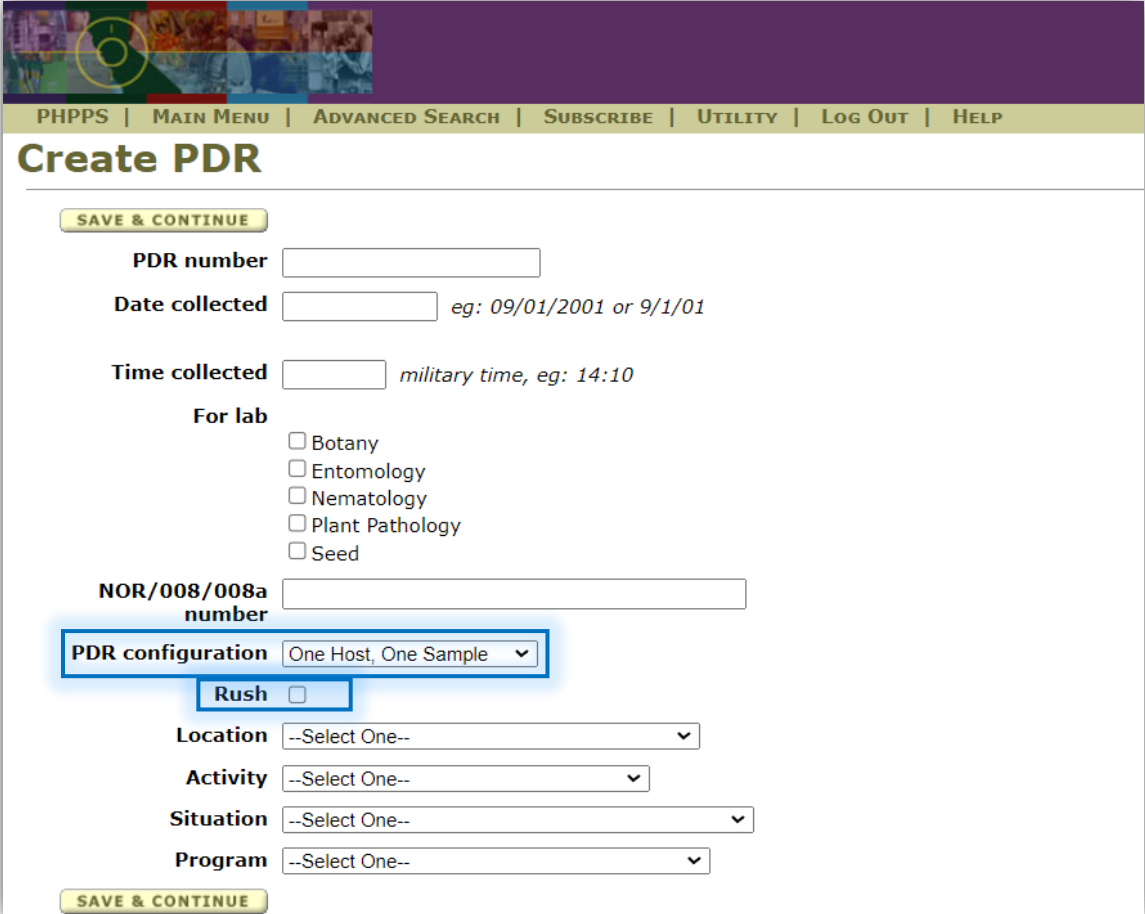
PDR Configuration: Choose the appropriate host/sample combination for the PDR. The host is the source plant, and the sample is the suspect pest being submitted for testing.

Below is a list of configurations:

- One Host, One Sample
- One Host, Many Samples
- One Sample, Many Hosts

Rush: Check if the PDR meets one of the following criteria:

- The suspect is an actionable pest
- There is a hold on a nursery or producer
- The find was from a delimitation trap



The screenshot shows a web interface for creating a PDR. At the top, there is a navigation bar with links: PHPPS | MAIN MENU | ADVANCED SEARCH | SUBSCRIBE | UTILITY | LOG OUT | HELP. Below this is the title 'Create PDR'. The form contains several fields and options:

- A yellow 'SAVE & CONTINUE' button at the top left.
- 'PDR number' text input field.
- 'Date collected' text input field with a hint: *eg: 09/01/2001 or 9/1/01*.
- 'Time collected' text input field with a hint: *military time, eg: 14:10*.
- 'For lab' section with checkboxes: Botany, Entomology, Nematology, Plant Pathology, and Seed.
- 'NOR/008/008a number' text input field.
- 'PDR configuration' dropdown menu, currently set to 'One Host, One Sample'.
- 'Rush' checkbox.
- 'Location', 'Activity', 'Situation', and 'Program' dropdown menus, all currently set to '--Select One--'.
- A yellow 'SAVE & CONTINUE' button at the bottom.

Location

PHPPS | MAIN MENU | ADVANCED SEARCH | SUBSCRIBE | UTILITY | LOG OUT | HELP

Create PDR

SAVE & CONTINUE

PDR number

Date collected *eg: 09/01/2001 or 9/1/01*

Time collected *military time, eg: 14:10*

For lab

- Botany
- Entomology
- Nematology
- Plant Pathology
- Seed

NOR/008/008a number

PDR configuration

Rush

Location

Activity

Situation

Program

SAVE & CONTINUE

Select your county office (two-digit code) or state office (two-letter code).

County Agriculture Commissioner Office Codes

01 Alameda	21 Marin	40 San Luis Obispo
02 Alpine	22 Mariposa	41 San Mateo
03 Amador	23 Mendocino	42 Santa Barbara
04 Butte	24 Merced	43 Santa Clara
05 Calaveras	25 Modoc	44 Santa Cruz
06 Colusa	26 Mono	45 Shasta
07 Contra Costa	27 Monterey	46 Sierra
08 Del Norte	28 Napa	47 Siskiyou
09 El Dorado	29 Nevada	48 Solano
10 Fresno	30 Orange	49 Sonoma
11 Glenn	31 Placer	50 Stanislaus
12 Humboldt	32 Plumas	51 Sutter
13 Imperial	33 Riverside	52 Tehama
14 Inyo	34 Sacramento	53 Trinity
15 Kern	35 San Benito	54 Tulare
16 Kings	36 San Bernardino	55 Tuolumne
17 Lake	37 San Diego	56 Ventura
18 Lassen	38 San Francisco	57 Yolo
19 Los Angeles	39 San Joaquin	58 Yuba
20 Madera		

Location

CDFA/Other CA Government/Contractor		
AH Anaheim	LM Lompoc	SD8 San Diego CPDPD
AL Alturas	LV Long Valley	SE Seminis Vegetable Seeds - Oxnard
AM Los Alamitos	MD Modesto	SF San Francisco
AV Arvin - Pierce's Disease	ME Meyers	SG San Gabriel
AY Albany	ML Moss Landing	SH Shafter
BE Benton	MP Mountain Pass	SH8 Shafter CPDPD
BL Blythe	MR San Rafael, Marin	SJ San Jose
BU Buellton	MV Meadowview	SJ8 San Jose CPDPD
CDFA In Transit	NE Needles	SM San Marcos
CE Commerce	NP Napa	SN San Diego - PE
CE8 Commerce CPDPD	NT Ontario	SP San Pedro
CL CLAMP	PB Public	SR Smith River
CM Costa Mesa	PD Palm Desert	TR Truckee
CR Camarillo	PD8 Palm Desert CPDPD	TU Tulelake
CR8 Camarillo CPDPD	R1 Fish and Game	TZ Topaz
CS Cerritos	R2 Fish and Game	UN Unknown
CS8 Cerritos CPDPD	R3 Fish and Game	UP Upland USDA
CV Cloverdale	R4 Fish and Game	UP8 Upland CPDPD
DR Doris	R5 Fish and Game	USDA, APHIS Long Beach
EC El Centro	R6 Fish and Game	USDA, APHIS Upland (U3)
FR Fresno	R7 Fish and Game	USDA, California North Region (U2)
FR8 Fresno CPDPD	RE Redding	USDA, California South Region (U1)
GT Goleta	RH Redwood Highway	VA Visalia - CRB
HA Hawthorne	RS Riverside	VL Vidal
HB Hornbrook	RS8 Riverside CPDPD - Cridge St & Mt Rubidoux	VN Van Nuys
LA Los Angeles	RV Riverside - CRB	VS Visalia
LG Lemon Grove	RV8 Riverside CPDPD - Research Park Dr	VS8 Visalia CPDPD
LH Lincoln Heights	SA Sacramento	WH Winterhaven
LH8 Lincoln Heights CPDPD	SA8 Sacramento CPDPD	WT Watsonville
LL Bell	SD San Diego	YE Yermo

Activity

PHPPS | MAIN MENU | ADVANCED SEARCH | SUBSCRIBE | UTILITY | LOG OUT | HELP

Create PDR

SAVE & CONTINUE

PDR number

Date collected *eg: 09/01/2001 or 9/1/01*

Time collected *military time, eg: 14:10*

For lab

- Botany
- Entomology
- Nematology
- Plant Pathology
- Seed

NOR/008/008a number

PDR configuration

Rush

Location

Activity

Situation

Program

SAVE & CONTINUE

Activity

Exclusion & Detection

- 01 Quarantine - State Exterior
- 02 Quarantine - State Interior
- 03 Quarantine - Federal Domestic
- 04 Quarantine - Federal Territorial
- 05 Quarantine - Federal Foreign
- 06 Quarantine - Agricultural Code
- 07 Quarantine - Other
- 08 County or Local Ordinance
- 09 Quarantine - Phytosanitary
- 12 Detection Survey - Entomology
- 21 Compliance Agreement Survey
- 22 Trace Back Survey
- 23 Trace Forward Survey
- 24 Delimitation Survey
- 25 Delimitation Survey - larval
- 26 Supplemental Survey
- 42 Detection Survey - Plant Path
- 52 Detection Survey - Nematology
- 62 Detection Survey - Weed and Vert

Control & Eradication

- 11 Project Survey - Entomology
- 41 Project Survey - Plant Path
- 51 Project Survey - Nematology
- 61 Project Survey - Weed and Vert

Nursery & Seed Services

- 70 Regulatory Nursery Inspection
- 71 Seed Potato Certification
- 72 Nursery Stock Certification
- 73 Nematode Control Program
- 74 Support Work
- 75 Special Survey
- 76 Regulatory Seed Inspection

Laboratory Services

- 10 General Entomology
- 40 General Plant Pathology
- 50 General Nematology
- 60 General Botany - Weed
- 63 General Botany - Seed
- 99 Service Sample

Situation

PHPPS | MAIN MENU | ADVANCED SEARCH | SUBSCRIBE | UTILITY | LOG OUT | HELP

Create PDR

SAVE & CONTINUE

PDR number

Date collected *eg: 09/01/2001 or 9/1/01*

Time collected *military time, eg: 14:10*

For lab

Botany
 Entomology
 Nematology
 Plant Pathology
 Seed

NOR/008/008a number

PDR configuration One Host, One Sample

Rush

Location --Select One--

Activity --Select One--

Situation --Select One--

Program --Select One--

SAVE & CONTINUE

Select the type of environment where the sample was found.

Situation		
Transportation	Commercial Field	Seed
01 Automobile	30 Orchard	50 Official Seed Sample
02 Trailer	31 Abandoned Orchard	51 Trade Seed Sample
03 Camper	32 Small Fruit (Grapes/Berries/etc)	52 Cotton seed sample
04 Bus	33 Row Crop - Vegetable	
05 Truck	34 Field Crop	Miscellaneous
06 Aircraft	35 Feed Grain	60 Greenhouse - Other than nursery stock
07 Ship	36 Grain - Other	61 Florist Stock - Field Grown
08 Railcar	37 Crop Storage	62 Residence - Inside
09 Mail		63 Residence - Garden
10 United Parcel Service	Non-Crop Land	64 Ornamental Planting/Park/Cemetery/Rec Area
11 FedEx	40 Roadside/Highway Edge	65 Forest
12 United States Post Office	41 Railroad Right-of-way	66 Rangeland
13 Other Express Carriers (Explain in remarks)	42 Waste Ground/Fence Row/Vacant Lot/etc	67 Pasture - irrigated
	43 Dump	68 Animal lot - yard
Nursery	44 Flowing Water/Stream Bank/Ditch Bank	69 Other
20 Nursery Shipment - Incoming	45 Still Water/Pond/Lake	
21 Nursery Stock - Field Grown		
22 Nursery Stock - Container Grown		
23 Nursery Stock - Greenhouse		

Program

Select the applicable pest, agency, or facility program.

Program							
AALS	Australia Angular Leaf Spot	GFF	Guava fruit fly	NBN	Nursery burrowing nematode inspection	POTV	Potato virus
ACP	Asian Citrus Psyllid	GLRV	Grapevine leafroll virus	NCERT	Nursery registration and certification	PPV	Plum Pox Virus
ACPN	ACP Nursery Blitz	GM	Gypsy moth	NCONT	Nursery nematode control	QCOTT	Quality Cotton
ADM	Asian Defoliating Moth	GN	Golden nematode	NORS	DUC	QOTHR	Quarantine - other
Beet Curly Top Virus		GWSS	Glassy-winged sharpshooter	NOTH	Nursery - other	QPHYT	Phytosanitary certification
BIO	Biological Control	HLB	Huanglongbing	NOTHR	Nursery - other	RAP	Report A Pest App
BDR	Border Station	HR	High Risk Pest Exclusion	NREG	Nursery regulatory	RICE	Rice disease
CC	Citrus Canker	HYDRI	Hydrilla	NRSY	Nursery	RIFA	Red imported fire ant
CCOM	Citrus Commodity	INT	Interior	NSUR	Nursery special survey	SEED	Seed
CNTY	County	JB	Japanese beetle	OFF	Oriental fruit fly	SENTI	Sentinel plot
CTV	Citrus Tristeza Virus	JCP	Japan Cherry Pilot	OIP	Origin inspection program	SOD	Sudden Oak Death
CWR	Chrysanthemum white rust	JDOD	Japanese dodder	PARAS	General parasitology	SOS	Sweet Orange Scab
DETS	Detection	KB	Karnal bunt	PBW	Pink Bollworm	STONE	Stone Fruit Survey
DOG	Dog Team	KHAB	Khapra beetle	PC	Pitch canker		
EGVM	European Grapevine Moth	KIWI	Kiwi Canker Survey	PCN	Potato Cyst Nematode		
EQR	Emergency Quarantine Response	LBAM	Light Brown Apple Moth	PCOM	Palm Commodity		
FCM	False Codling Moth	MDFF	Mediterranean fruit fly	PHAN	Phanerogam		
GEN	General	MF	Melon Fly	PHM	Pink Hibiscus Mealybug		
GFAN	Grape fanleaf virus	MXFF	Mexican fruit fly	PORT	Port		

The Parameters

2. Once you've filled out all the requested information on the Parameter Page, click "SAVE & CONTINUE" to continue to the next screen.

Note: Once the Parameter Page is saved, changes cannot be made to the following fields:

- PDR Number
- PDR Configuration

If there is an error in the PDR number, the PDR will need to be recreated with the correct number and a request sent to PDAS to delete the incorrect PDR.

If there is an error with the PDR configuration, a new PDR with a new PDR number will need to be created and a request sent to PDAS to delete the old PDR.

PHPPS | MAIN MENU | ADVANCED SEARCH | SUBSCRIBE | UTILITY | LOG OUT | HELP

Create PDR

SAVE & CONTINUE

PDR number

Date collected eg: 09/01/2001 or 9/1/01

Time collected military time, eg: 14:10

For lab

- Botany
- Entomology
- Nematology
- Plant Pathology
- Seed

NOR/008/008a number

PDR configuration

Rush

Location

Activity

Situation

Program

SAVE & CONTINUE

The Detail Page

1. On the PDR Detail page, fill in the required fields and any other relevant information. Below are the required fields. Each field is explained further on the following pages.

Required Fields:

- **Owner Receiver:** Address/physical description, city, state, county and cross street.
- **Collector:** Collector name and affiliation.

If survey method is a trap, enter:

Entomology: Last service date, latitude/longitude and trap type.

If Phyto or PEIM, enter:

Quarantine shipper/broker: Enter Name then click LOCATE to select the appropriate facility. Enter all the information manually if it does not auto-populate based on the name.


If JB found on plane inspection, enter:

Quarantine origin: Flight number or tail/ship number.

PDR Detail Page

PDR Detail

SAVE & CONTINUE I cannot use the Map to verify entity locations, or wish to bypass the Lat/Long requirement.



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

PEST AND DAMAGE RECORD

PDR NUMBER
070P5000TEST

Lab ENTO PLANT PATH NEMA
 SEED BOTANY VERT

NOR Number:
Number of samples:1

Date collected
3/25/2024

Time Collected
13:35

Location
01

Activity
01

Situation
02

Section

Township

Range

Base and meridian

Quarantine destination

Owner/receiver **LOCATE** **MAP**

Owner

Address/physical description

City State: Zip code

County

Geocode (get Lat/Long)

Phone Fax Latitude

E-mail Longitude

Cross street

Collector

Affil. **F S C E U O** Describe Other

Quarantine shipper/broker **LOCATE** **MAP**

Name

Address

City Zip code

State/Country

Geocode (get Lat/Long)

Phone Fax Latitude

E-mail Longitude

Collector:
The name of the person who collected the sample.

Affil:
Your office affiliation.
Only F, S & C are official samples.

F – Federal
S – State
C – County
E – Extension
U – University
O – Other, enter description in Describe Other

Samples submitted by the county but collected by another individual or organization are NOT county samples; "O" for Other should be checked in most cases.

PDRs sent directly to CRB Lab: field staff must select "S" then in the Describe Other box, type "CRB."

Section:
A tract of land one square mile containing 640 acres.

Township:
36 sections arranged as 6 miles by 6 miles.

Range:
A distance assigned to a township measured east or west of the meridian.


Base and meridian:
Base – reference point for measuring north or south townships. Meridian – reference point for measuring east or west ranges.

Quarantine shipper/broker:
Primarily used for inspection material entering California.

Enter the first letter of the quarantine shipper/broker name and select Locate. A list of possible shipper/brokers will appear. Select the appropriate facility from the list and the address and contact information will auto-populate.
DO NOT manually enter data in this field unless it does not populate from the name.

PDR Detail Page

SAVE & CONTINUE I cannot use the Map to verify entity locations, or wish to bypass the map



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

PEST AND DAMAGE RECORD

Location **01**

Activity **01**

Situation **02**

Section

Township

Range

Base and meridian

Quarantine destination

Owner/receiver **LOCATE** **MAP**

Owner

Address/physical description

City State: Zip code

County

Geocode (get Lat/Long)

Phone Fax Latitude

E-mail Longitude

Cross street

Geocode (get Lat/Long):

The geocoder will list possible addresses to select from to populate the Latitude and Longitude fields. If any of the owner address information is misspelled or incorrect, the Geocode feature will automatically input the correct information in the corresponding fields when you select the address.

Cross street:

Nearest cross street is helpful if there are errors in entering in the address and/or coordinates.

Owner:

Enter name of nursery (if known) or "Resident" for residence where the sample was collected.

Note: If the owner is a nursery, you can click on the "LOCATE" button to have the address and coordinates auto-populated if it is in the system.

Address:

Number and street name where the sample was collected.

Physical Description:

When a location is outside of an urban area and there is no street address, use a descriptive address.

Example: HWY 101 E side, 1/2 mile N from Ventura Blvd.

Latitude/Longitude:

If the Geocode button cannot locate the owner address, the coordinates can be manually input.

Make sure there are no spaces in the Latitude/Longitude fields, or you will not be able to move on to the sample/host page and the following error message will appear at the top of this page:

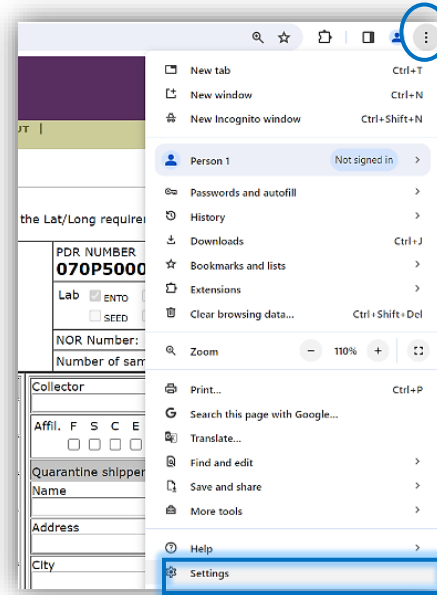
Owner latitude (or longitude) contains invalid characters.

Using the Geocode Feature – Google Chrome

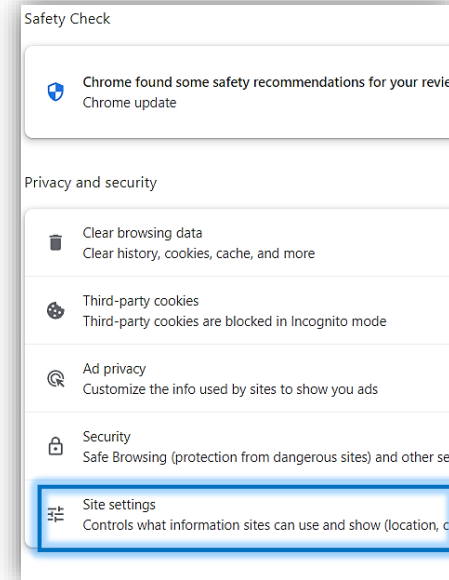
To Geocode in Chrome, you will first need to change your browser settings:

1. Click the ellipsis at the top right corner of the browser and select “Settings.”
2. Scroll down to the Privacy and security section and click “Site Settings.”
3. Under Additional content settings, click “Insecure Content.”
4. Under Allow, click the “Add” button to the right.
5. In the Add a site box, enter in the PDR database URL and click “Add.”

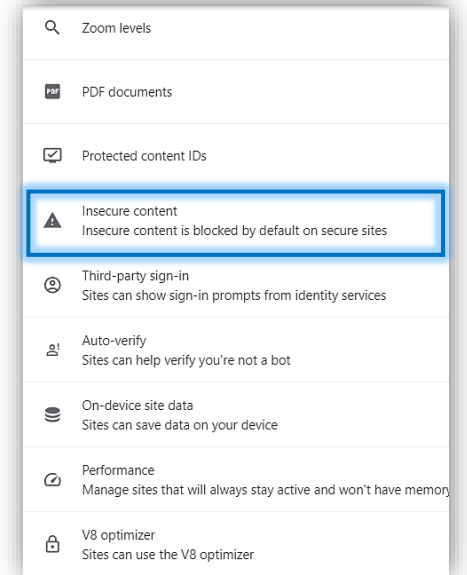
The URL should now appear under the list of sites to allow, and the Geocode feature can now be used.



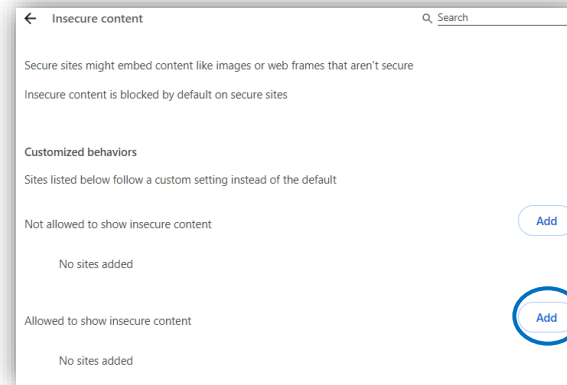
1



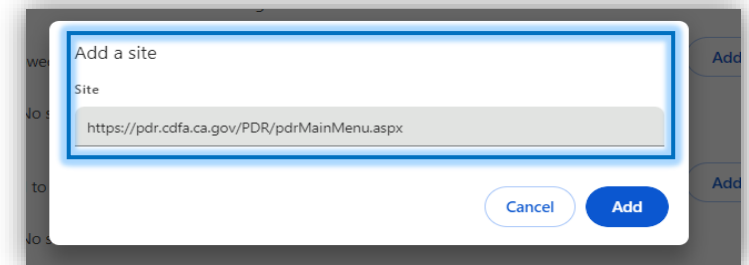
2



3



4



5

Using the Geocode Feature

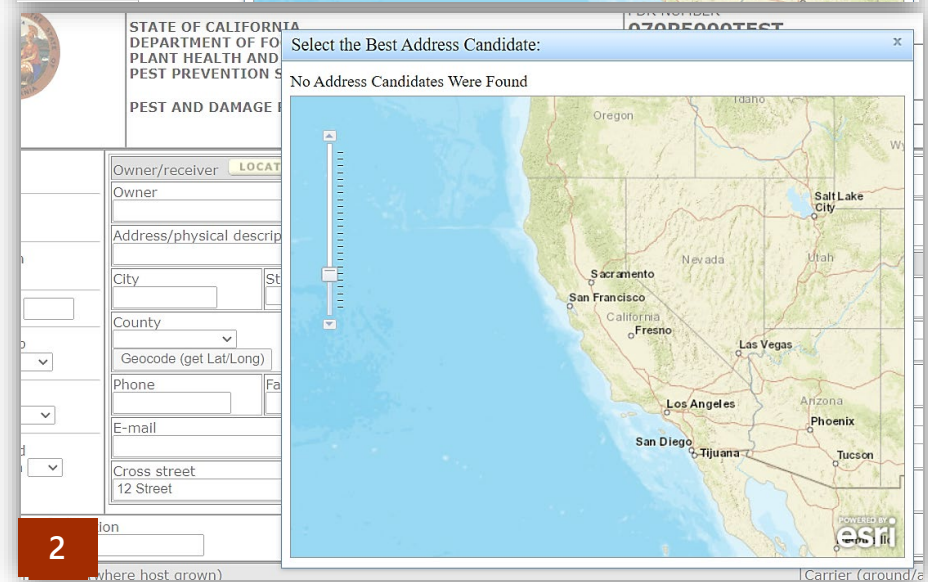
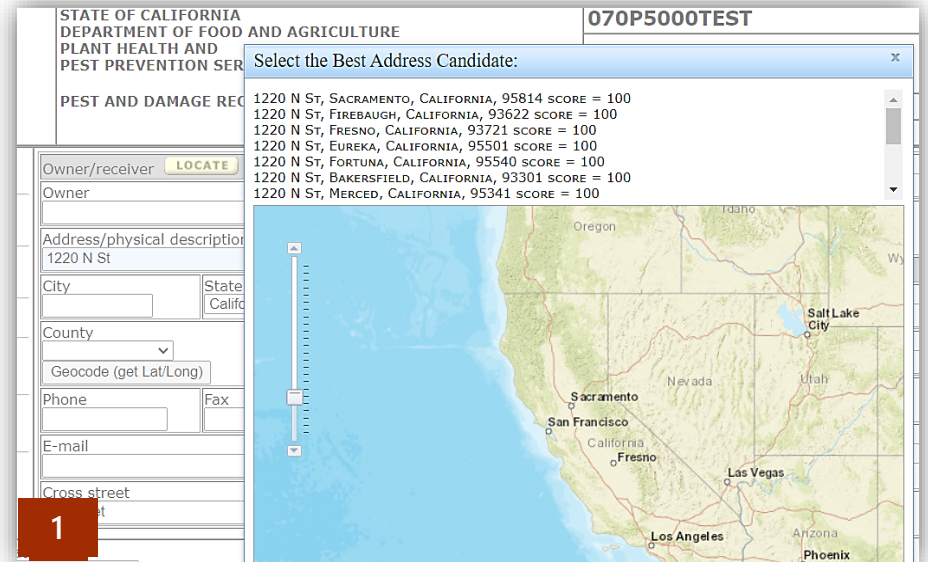
This feature provides you with the latitude and longitude. To use, follow these steps:

1. Enter Address/Physical description.
2. Click the “Geocode (get Lat/Long)” button.
3. Screen 1 will pop up with some address possibilities. Click on the matching address to select it, then click “X” to close the pop-up. You will notice that the Lat/Long have been populated with the selected address coordinates.

If you click on the “Geocode (get Lat/Long)” button without entering any address information, the following will happen:

1. Screen 2 will pop up with “No Address Candidates Were Found”

If there are no possible addresses to select from and the spelling is correct, click “X” to close the screen.



Quarantine origin (where host grown):
Again, primarily used for inspection material entering California.

Carrier (ground/air/maritime):
Enter the flight number or tail number for aircraft inspections.

Quarantine origin (where host grown)				Carrier (ground/air/maritime)																														
City <input type="text"/>	County <input type="text"/>	State/Country <input type="text" value=""/>	Zip <input type="text"/>	Business name <input type="text"/>	Flight number <input type="text"/>																													
Shipment size / units <input type="text"/> / <input type="text"/>		Program GEN - General		License plate <input type="text"/>	License state <input type="text"/>	Tail/ship number <input type="text"/>																												
Submitter remarks <input type="text"/>		<table border="1"> <thead> <tr> <th colspan="2">Number: Plant Acre</th> <th colspan="2">General or Plant Pathology</th> </tr> </thead> <tbody> <tr> <td colspan="2">Number of <input type="text"/> involved: <input type="text"/></td> <td colspan="2"><input type="text"/> of plants affected: <input type="text"/></td> </tr> <tr> <td colspan="2">Plants Affected: Number Percent</td> <td colspan="2">Plant distribution: <input type="text"/></td> </tr> <tr> <td colspan="2">Distribution: Eradicated Limited Scattered Wide Spread</td> <td colspan="2">Plant parts affected</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"> <input type="checkbox"/> Bark <input type="checkbox"/> Bulbs or Corms <input type="checkbox"/> Leaves, upper surface <input type="checkbox"/> Blossoms <input type="checkbox"/> Fruit or nuts <input type="checkbox"/> Petiole <input type="checkbox"/> Stem <input type="checkbox"/> Branches, large <input type="checkbox"/> Growing tips <input type="checkbox"/> Rootlets <input type="checkbox"/> Trunk <input type="checkbox"/> Branches, terminal <input type="checkbox"/> Roots, large <input type="checkbox"/> Seeds <input type="checkbox"/> Tubers <input type="checkbox"/> Buds <input type="checkbox"/> Leaves, lower surface </td> </tr> <tr> <td colspan="2"></td> <td colspan="2">Plant symptoms <input type="text"/></td> </tr> <tr> <td colspan="2"></td> <td colspan="2"> <input type="checkbox"/> Canker <input type="checkbox"/> Gumming <input type="checkbox"/> Malformation <input type="checkbox"/> Slow Decline <input type="checkbox"/> Die back <input type="checkbox"/> Internal discoloration <input type="checkbox"/> Marginal burn <input type="checkbox"/> Stunting <input type="checkbox"/> Fruit rot <input type="checkbox"/> Leaf fall <input type="checkbox"/> Root rot <input type="checkbox"/> Sudden collapse <input type="checkbox"/> Fruit spot <input type="checkbox"/> Leaf mottling <input type="checkbox"/> Rough bark <input type="checkbox"/> Wilting <input type="checkbox"/> Galls <input type="checkbox"/> Leaf spot <input type="checkbox"/> Shot hole <input type="checkbox"/> Yellowing </td> </tr> </tbody> </table>					Number: Plant Acre		General or Plant Pathology		Number of <input type="text"/> involved: <input type="text"/>		<input type="text"/> of plants affected: <input type="text"/>		Plants Affected: Number Percent		Plant distribution: <input type="text"/>		Distribution: Eradicated Limited Scattered Wide Spread		Plant parts affected				<input type="checkbox"/> Bark <input type="checkbox"/> Bulbs or Corms <input type="checkbox"/> Leaves, upper surface <input type="checkbox"/> Blossoms <input type="checkbox"/> Fruit or nuts <input type="checkbox"/> Petiole <input type="checkbox"/> Stem <input type="checkbox"/> Branches, large <input type="checkbox"/> Growing tips <input type="checkbox"/> Rootlets <input type="checkbox"/> Trunk <input type="checkbox"/> Branches, terminal <input type="checkbox"/> Roots, large <input type="checkbox"/> Seeds <input type="checkbox"/> Tubers <input type="checkbox"/> Buds <input type="checkbox"/> Leaves, lower surface 				Plant symptoms <input type="text"/>				<input type="checkbox"/> Canker <input type="checkbox"/> Gumming <input type="checkbox"/> Malformation <input type="checkbox"/> Slow Decline <input type="checkbox"/> Die back <input type="checkbox"/> Internal discoloration <input type="checkbox"/> Marginal burn <input type="checkbox"/> Stunting <input type="checkbox"/> Fruit rot <input type="checkbox"/> Leaf fall <input type="checkbox"/> Root rot <input type="checkbox"/> Sudden collapse <input type="checkbox"/> Fruit spot <input type="checkbox"/> Leaf mottling <input type="checkbox"/> Rough bark <input type="checkbox"/> Wilting <input type="checkbox"/> Galls <input type="checkbox"/> Leaf spot <input type="checkbox"/> Shot hole <input type="checkbox"/> Yellowing	
Number: Plant Acre		General or Plant Pathology																																
Number of <input type="text"/> involved: <input type="text"/>		<input type="text"/> of plants affected: <input type="text"/>																																
Plants Affected: Number Percent		Plant distribution: <input type="text"/>																																
Distribution: Eradicated Limited Scattered Wide Spread		Plant parts affected																																
		<input type="checkbox"/> Bark <input type="checkbox"/> Bulbs or Corms <input type="checkbox"/> Leaves, upper surface <input type="checkbox"/> Blossoms <input type="checkbox"/> Fruit or nuts <input type="checkbox"/> Petiole <input type="checkbox"/> Stem <input type="checkbox"/> Branches, large <input type="checkbox"/> Growing tips <input type="checkbox"/> Rootlets <input type="checkbox"/> Trunk <input type="checkbox"/> Branches, terminal <input type="checkbox"/> Roots, large <input type="checkbox"/> Seeds <input type="checkbox"/> Tubers <input type="checkbox"/> Buds <input type="checkbox"/> Leaves, lower surface 																																
		Plant symptoms <input type="text"/>																																
		<input type="checkbox"/> Canker <input type="checkbox"/> Gumming <input type="checkbox"/> Malformation <input type="checkbox"/> Slow Decline <input type="checkbox"/> Die back <input type="checkbox"/> Internal discoloration <input type="checkbox"/> Marginal burn <input type="checkbox"/> Stunting <input type="checkbox"/> Fruit rot <input type="checkbox"/> Leaf fall <input type="checkbox"/> Root rot <input type="checkbox"/> Sudden collapse <input type="checkbox"/> Fruit spot <input type="checkbox"/> Leaf mottling <input type="checkbox"/> Rough bark <input type="checkbox"/> Wilting <input type="checkbox"/> Galls <input type="checkbox"/> Leaf spot <input type="checkbox"/> Shot hole <input type="checkbox"/> Yellowing																																
Suspect/Status <input type="text"/>		<table border="1"> <thead> <tr> <th colspan="2">Suspect Other</th> </tr> </thead> <tbody> <tr> <td colspan="2"><input type="text"/></td> </tr> </tbody> </table>					Suspect Other		<input type="text"/>																									
Suspect Other																																		
<input type="text"/>																																		
Send report to LOCATE																																		
Name: Sacramento County Ag Comm																																		
Contact Method (select preferred)																																		
<input type="radio"/> None <input type="radio"/> Phone: (916) 875-6603 <input type="radio"/> Fax: (916) 875-6150 <input checked="" type="radio"/> E-mail: agcomminspector@saccountl																																		

**General or Plant Pathology/
Plant parts affected/
Plant symptoms:**

Check any applicable boxes for plant samples.

Quarantine origin (where host grown)				Carrier (ground/air/maritime)		
City <input type="text"/>	County <input type="text"/>	State/Country <input type="text"/>	Zip <input type="text"/>	Business name <input type="text"/>	Flight number <input type="text"/>	
Shipment size / units <input type="text"/> / <input type="text"/>		Program GEN - General		License plate <input type="text"/>	License state <input type="text"/>	Tail/ship number <input type="text"/>
Submitter remarks <input type="text"/>				General or Plant Pathology Number of <input type="text"/> involved: <input type="text"/> <input type="text"/> of plants affected: <input type="text"/> <input type="text"/>		
Suspect/Status <input type="text"/>				Suspect Caribbean Fruit Fly European Pepper Moth Citrus Canker Huanglongbing Glassy-winged Sharpshooter Gladiolus Rust Gypsy Moth Asian Citrus Psyllid Hydrilla Pierces disease Japanese Beetle Light Brown Apple Moth Khapra Beetle Guava Fruit Fly Mediterranean Fruit Fly Sudden Oak Death Mexican Fruit Fly Peach Fruit Fly Oriental Fruit Fly Dipareses root Weevil Pink Bollworm European Grapevine Moth Red Imported Fire Ant Chrysanthemum White Rust		
Suspect Other <input type="text"/>				Status: Plant Sterile Wild		
Send report to LOCATE Name: <input type="text" value="Sacramento County Ag Comm"/> Contact Method (select preferred) <input type="radio"/> None <input type="radio"/> Phone: <input type="text" value="(916) 875-6603"/> <input type="radio"/> Fax: <input type="text" value="(916) 875-6150"/> <input checked="" type="radio"/> E-mail: <input type="text" value="agcomminspector@saccountl"/>				Suspect/Status: Select the suspected type and state of pest from the dropdown list.		
Suspect Other: Use this for multiple suspects.				Symptoms <input type="checkbox"/> Blossoms <input type="checkbox"/> Fruit or nuts <input type="checkbox"/> Petiole <input type="checkbox"/> Branches, large <input type="checkbox"/> Growing tips <input type="checkbox"/> Rootlets <input type="checkbox"/> Branches, terminal <input type="checkbox"/> Roots, large <input type="checkbox"/> Seeds <input type="checkbox"/> Leaves, upper surface <input type="checkbox"/> Leaves, lower surface <input type="checkbox"/> Gumming <input type="checkbox"/> Malformation <input type="checkbox"/> Die back <input type="checkbox"/> Internal <input type="checkbox"/> Marginal burr <input type="checkbox"/> Fruit rot <input type="checkbox"/> Leaf fall <input type="checkbox"/> Root rot <input type="checkbox"/> Sudden collapse <input type="checkbox"/> Fruit spot <input type="checkbox"/> Leaf mot <input type="checkbox"/> Rough bark <input type="checkbox"/> Wilting <input type="checkbox"/> Galls <input type="checkbox"/> Leaf spot <input type="checkbox"/> Shot hole <input type="checkbox"/> Yellowing		

Quarantine origin (where host grown)			Carrier (ground/air/maritime)		
City <input type="text"/>	County <input type="text"/>	State <input type="text"/>	Business name <input type="text"/>	Flight number <input type="text"/>	
Shipment size / units <input type="text"/> / <input type="text"/>			License plate <input type="text"/>	License state <input type="text"/>	Tail/ship number <input type="text"/>
Submitter remarks <div style="border: 2px solid blue; width: 150px; height: 60px; margin-top: 5px;"></div>					
Suspect/Status <input type="text"/>			Plant distribution <input type="text"/>		
Suspect Other <input type="text"/>			Plant parts affected <input type="checkbox"/> Bark <input type="checkbox"/> Bulbs or Corms <input type="checkbox"/> Leaves, upper surface <input type="checkbox"/> Blossoms <input type="checkbox"/> Fruit or nuts <input type="checkbox"/> Petiole <input type="checkbox"/> Stem <input type="checkbox"/> Branches, large <input type="checkbox"/> Growing tips <input type="checkbox"/> Rootlets <input type="checkbox"/> Trunk <input type="checkbox"/> Branches, terminal <input type="checkbox"/> Roots, large <input type="checkbox"/> Seeds <input type="checkbox"/> Tubers		
Send report to LOCATE Name: <input type="text" value="Sacramento County Ag Comm"/> Contact Method (select preferred) <input type="radio"/> None <input type="radio"/> Phone: <input type="text" value="(916) 875-6603"/> <input type="radio"/> Fax: <input type="text" value="(916) 875-6150"/> <input checked="" type="radio"/> E-mail: <input type="text" value="agcomminspecto@saccount"/>			Slow Decline <input type="checkbox"/> Stunting <input type="checkbox"/> Sudden collapse <input type="checkbox"/> Wilting <input type="checkbox"/> Yellowing <input type="checkbox"/>		

Submitter remarks:
 For any pertinent sample information not allowed for in any of the other fields of the PDR.

The following special characters CANNOT be entered in this field:
 \$ _ \ = + ! @ % ^ & * [] { } < > " ~ ` |

You will not be able to move on to the sample/host page and the following error message will appear at the top of this page:
Submitter remarks contains invalid characters.

Send report to:
 Automatically populated based on Location Code entered on the Parameter page.
DO NOT change name, phone, fax, or email manually.

To locate if no contact appears or the incorrect contact appears:
 Type in the first few letters of the appropriate program or contact and click the "LOCATE" button. Possible selections will appear, choose the appropriate option. If the correct location/contact is not found, click "New Contact" to add it to the list.

If your location is in the system but any of the contact information is incorrect, contact PDAS to have it corrected.

Send report to example:

Contact Locator

Contact Name: starts with SA

Name	City	State	Email		
Sac County Ag Comm	Sacramento	CA	dtngalt@pacbell.net	Edit	Select
Sacramento County Ag Comm	Sacramento	CA	agcomminspector@sacounty.gov	Edit	Select
Sacramento Master Gardeners	Sacramento	CA	mgsacramento@ucdavis.edu	Edit	Select
Sam Upton	Lakeport	CA	sam.upton@lakecountyca.gov	Edit	Select
Samuel Ferris	Camarillo	CA	Samuel.Ferris@cdfa.ca.gov	Edit	Select
Samuel Griffard	Eureka	CA	sgriffard@co.humboldt.ca.us	Edit	Select
San Benito County Ag Comm	Hollister	CA	dcarbonaro@cosb.us	Edit	Select
San Bernardino County Ag Comm	San Bernardino	CA	awm@awm.sbcounty.gov	Edit	Select
San Diego County	San Marcos	CA	phpp.awm@sdcounty.ca.gov	Edit	Select
San Diego County Agricultural Commissioner - N. Office	San Marcos	CA	sdcawm-pdr@sdcounty.ca.gov	Edit	Select
San Francisco Agriculture	San Francisco	CA	sfagriculture@sfdph.org	Edit	Select
San Francisco County Ag Comm	San Francisco	CA	sfagriculture@sfdph.org	Edit	Select
San Francisco County Ag. Comm.	San Francisco	CA	cree.morgan@sfdph.org	Edit	Select

PDR Detail Page – Entomology Section: For insect samples

Grid number:
Grid where trap is located. Grid number is alphanumeric: *i.e.*, ED325W.

Last service date:
Date the trap was last serviced.

Latitude/Longitude:
Be sure to place the (-) negative sign before the longitude and use decimal degree format
i.e., Latitude: 38.574995
Longitude: -121.492190
Make sure there are no spaces in the Latitude/Longitude fields, or you will not be able to move on to the sample/host page and the following error message will appear next to the Entomology box:
Entomology latitude (or longitude) contains invalid character

Trap density:
Number of traps per square miles or square kilometers.

Survey Method
Net
Trap
Visual

Trap Type							
African honey bee	Blunder trap - GWS	Fly strip trap	Jackson trap/McPhail trap	Olive cliff trap	Pink bollworm trap/Delta trap	Sticky trap - General	YELLOW AM TRAP
AGRISENSE MGNT FUNNEL TRP	Boll weevil	Fly trap	Jackson/McPhail trap	OLIVE MOTH TRAP	Pinworm trap	Suction trap	Yellow GWSS trap
AHB	Boll weevil scout	Funnel trap	Japanese beetle trap	Olive panel trap	Pit fall trap	Swarm trap	Yellow panel trap
All purpose trap	Boll weevil scout trap	GENERAL NON-SPECIFIC TRAP	Jar trap	OLR pheromone trap	Pit trap	Sweet potato weevil	Yellow sticky trap
AM PANEL TRAP	Boll weevil trap	Generic insect trap	Light trap	OLR trap	Pitfall trap	Sweet potato weevil trap	Yellow trap
AM trap	Border trap	GLS trap	Lindgren funnel trap	Oriental fruit moth trap	Plastic trap	Tedders Trap	Yellow water pan trap
ANT BAIT TRAP	Chamber trap	Glue trap	Magnet funnel trap	Palm weevil trap	PTB	Trap	Zoecon trap
ANT TRAP	Champ	GM trap	McPhail trap	Panel trap	PVC pitfall trap	Trace pheromone trap	
Apiary trap	Champ trap	Grapeleaf skelitonizer trap	McPhail trap/All purpose trap	Peach tree borer trap	Rosy moth trap	Trogo trap	
Applie cider vinegar	Codling moth trap	GROUND BOX TRAP	McPhail trap/Jackson trap	Peach twig borer trap	RWA suction trap	Trogotrap	
APPLE ERMINE MOTH TRAP	Comstock mealybug trap	GWSS trap	Mcphail/Jackson trap	Pherocon 1C trap	San Jose scale trap	Unknown trap	
Apple maggot pheromone trap	Corn earworm trap	Gypsy moth	Melon fly trap	Pherocon trap	Scope GWSS trap	UV LIGHT TRAP	
Apple maggot trap	COUNTER TRAP	Gypsy Moth Delta trap	Mouse Glue trap	Pherocon	Seabright sticky trap	Varroa mite trap	
Asian longhorn beetle trap	Delta trap	High hazard rap	Mouse sticky trap	Pherocon 1C	Sessid pheromone trap	Vector control fly trap	
Bait trap	Dewill elm bark beetle trap	Indian meal moth trap	Multilure Trap	Pherocon AM trap	Sharpshooter trap	Vector control trap	
BAIT TRAP SB1909	Emergence Trap	INSECT TRAP	Nantucket pine tip moth trap	Pherocon II	Siberian silk moth trap	VMB Trap	
BAITED TRAPS	EP trap	IPM trap	Nun moth trap	Pherocon II trap	Spam baited trap	Waterpan trap	
Bee swarm trap	EPSM trap	IPMT trap	OFF trap	Pherocon IIC trap	Spam trap	Western grapeleaf skelitonizer trap	
BEE TRAP	European cornborer trap	Jackson trap	OFM Pheromone trap	PHEROCON III D	Steiner trap	WGLS trap	
Berlese trap	European pine shoot moth trap	Jackson trap/AM trap	OFM TRAP	Pheromene trap	Sticky board trap	White fly sticky trap	
Black light	False codling moth trap	Jackson trap/Delta trap	OLFF trap	Pheromone trap	Sticky mouse trap	Whitefly trap	
Blunder trap	Fish trap	Jackson trap/GM trap	Olive champ trap	Pink bollworm trap	Sticky trap	Wing trap	

The Sample & Host Page

[CONTINUE](#) [ADD NEW PDR](#)

PDR Number: **070P5000TEST** PDR Configuration: **One Host and One Sample**

Samples

Sample Tag	Location Description	Lot Number
EDIT		


Hosts

Host Tag	Common Name	Type	Quantity
EDIT			

Digital ID's

No file chosen

Comments



Current Images:

Sample Slips

Sample Slips are available for the following labs:

Entomology [PRINT SAMPLE SLIP](#)

[CONTINUE](#) [ADD NEW PDR](#)

[PHPPS](#) | [MAIN MENU](#) | [LOG OUT](#) | [HELP](#)

Next is the Sample & Host Page. Below are the required fields. Each field is further explained on the following pages.

Required fields:

Sample

Stage & Condition (if insect)
Sample Tag
Pest Count or Quantity

Host

Common or Scientific Name
Host Tag
Quantity

Sample

1. To enter sample information, click “EDIT” under the Samples section. The Edit Sample page will pop up. Enter all the necessary information.
 - **Count/Pest Count:** Input the total pest count, labeling each sample accordingly, i.e., 1 per 2 or 2 per 2. This is important for the lab to verify all sample(s) were received.
 - **Nema Type:** Choose the appropriate option from the list. The options include raw, slide and vial. This is for nematode samples.
 - **Sample Tag:** Enter sample tag number. A sample tag entry is required if there are many samples.
 - **Latitude/Longitude:** Fill in the coordinates.
 - **Quantity:** Enter quantity of each sample and select the appropriate measurement unit from the list. The options include plants, lbs., stems, each, other, inches, gallons, acres.
 - **Conditions/Stages:** Check whichever applies. This is important for actionable pests.
2. Once completed, click “Save Sample” to move to the Host section.

CONTINUE ADD NEW PDR

PDR Number: 070P5000TEST PDR Configuration: One Host and One Sample

Samples

Sample Tag	Location Description	Lot Number
------------	----------------------	------------

EDIT

Hosts Add/Edit Sample - Google Chrome

pdr.cdfa.ca.gov/pdrEntryEditSample.aspx?pdrNumber=070P5000TEST&isEdit=true&sa...

EDIT SAMPLE

Count [] per []

Pest Count []

Acreage net [] gross []

Lot Number []

Nema Type []

Sample Tag []

Location Description []

Latitude []

Longitude []

Quantity [] []

Remarks []

Conditions

- Dead
- Alive
- Unknown

Stages

- Egg
- Larva
- Nymph
- Pupa
- Adult

Save Sample Cancel

Sample

- For multiple samples, click “ADD SAMPLE.”
Once the second sample is saved you will now see the option to delete a sample.

Note: There must always be at least one sample attached; the system will not allow you to delete all samples.

CONTINUE ADD NEW PDR

PDR Number: 070P5000TEST PDR Configuration: Many Samples and One Host

Samples ADD SAMPLE

Sample Tag	Location Description	Lot Number
1	unknown potted plant on north side of residence	

EDIT

Hosts

Host Tag	Common Name	Type
----------	-------------	------

Digital ID's

Choose File No file chosen

Comments

ADD SAMPLE

Count per

Pest Count

Acres net gross

Lot Number

Nema Type

Sample Tag

Location Description

Latitude

Longitude

Quantity

Remarks

Conditions

- Dead
- Alive
- Unknown

Stages

- Egg
- Larva
- Nymph
- Pupa
- Adult

Save Sample Cancel

CONTINUE ADD NEW PDR

PDR Number: 070P5000TEST PDR Configuration: Many Samples and One Host

Samples ADD SAMPLE

Sample Tag	Location Description	Lot Number
1	unknown potted plant on north side of residence	
2	unknown potted plant on south side of residence	

DELETE EDIT

DELETE EDIT

Hosts

Host Tag	Common Name	Type	Quantity
----------	-------------	------	----------

Host

- To enter host information, select "EDIT" under the Hosts section. The Edit Host page will pop up. Enter in all the necessary information.
 - Common Name & Scientific Name:** Enter the first letter or two of the name and select "LOCATE." Choose the appropriate name from the list of options. Selecting one will usually auto-populate the other. **DO NOT** manually enter in the common name or scientific name. It is acceptable to only populate either the common name or the scientific name. An example is provided on the next page.
 - Quantity:** Fill in the quantity and select the appropriate measurement unit from the list. The options include plants, lbs., stems, each, other, inches, gallons, acres.
 - Host Tag:** Enter the host tag number. This is important if there are multiple hosts.
 - Nematology Field Block Type/Block:** Select the nematology field block type and enter in nematology field block. The options include commercial, foundation, and increase. This is for nematode samples.
 - Container Size:** Input the size of the container. Select the measurement unit from the available options. The options include lbs., other, inches, gallons.
- Click "Save Host" when completed.

The screenshot shows a web interface with three main sections: 'Samples', 'Hosts', and 'Digital ID's'. The 'Samples' section has a table with two rows, each with 'DELETE' and 'EDIT' buttons. The 'Hosts' section has a table with columns for 'Host Tag', 'Common Name', 'Type', and 'Quantity', and an 'EDIT' button. The 'Digital ID's' section has a 'Choose File' button and a 'Comments' field. A blue arrow points from the 'EDIT' button in the 'Hosts' section to the 'EDIT HOST' form.

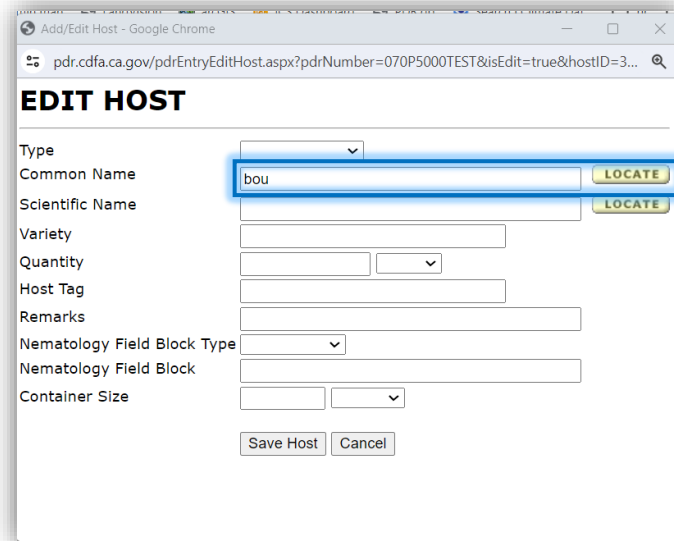
The 'EDIT HOST' form is a modal window with the following fields and controls:

- Type: dropdown menu
- Common Name: text input with a 'LOCATE' button
- Scientific Name: text input with a 'LOCATE' button
- Variety: text input
- Quantity: text input with a dropdown menu
- Host Tag: text input
- Remarks: text input
- Nematology Field Block Type: dropdown menu
- Nematology Field Block: text input
- Container Size: text input with a dropdown menu
- Buttons: 'Save Host' and 'Cancel'

Host Type				
animal	cut trees	hay	plants	tree
bareroot	cuttings	husks	plugs	tubers
bulbs	dried flower	leaves	rhizomes	unknown
Christmas tree	dried fruit	lei	roots	vine
cones	firewood	logs	rootstock	wreath
corms	fronds	lumber	seedlings	
cut flowers	fruit	on the cob	seeds	
cut foliage	grain	other	soil	

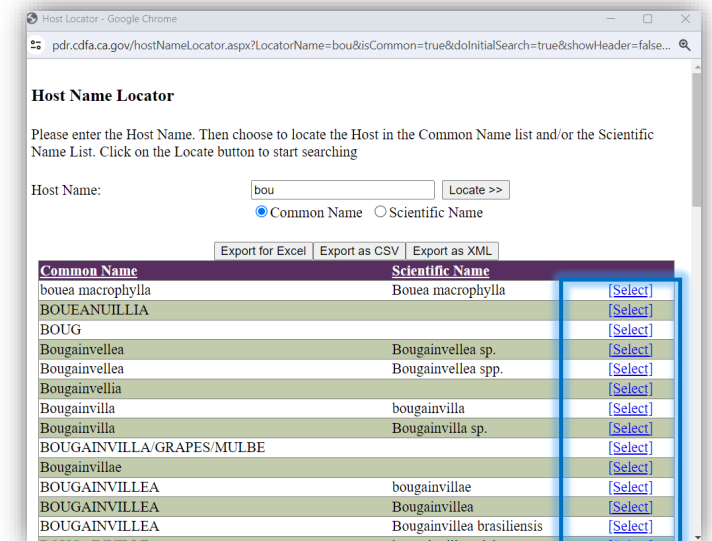
Common/Scientific Name – Example

1. Type in the first three letters and click “LOCATE.”
2. A list of possible selections pops up. Click “Select” to the right of the correct common/scientific names.
3. The common name and/or the scientific name will appear under the host.



The screenshot shows the 'EDIT HOST' form in a web browser. The 'Common Name' field contains the text 'bou'. A blue box highlights the 'LOCATE' button next to the 'Common Name' field. Other fields like 'Scientific Name', 'Variety', 'Quantity', 'Host Tag', 'Remarks', 'Nematology Field Block Type', 'Nematology Field Block', and 'Container Size' are visible but empty.

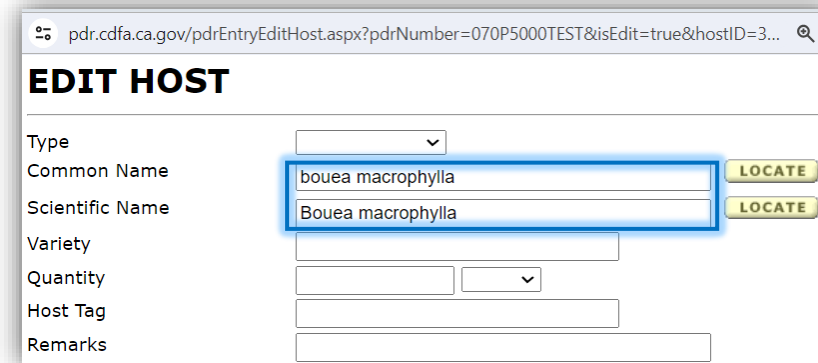
1



The screenshot shows the 'Host Name Locator' page. The search results are displayed in a table with two columns: 'Common Name' and 'Scientific Name'. A blue box highlights the 'Select' button in the third column of the first row of results.

Common Name	Scientific Name	
bouea macrophylla	Bouea macrophylla	[Select]
BOUEANUILLIA		[Select]
BOUG		[Select]
Bougainvellea	Bougainvellea sp.	[Select]
Bougainvellea	Bougainvellea spp.	[Select]
Bougainvella		[Select]
Bougainvilla	bougainvilla	[Select]
Bougainvilla	Bougainvilla sp.	[Select]
BOUGAINVILLEA GRAPES/MULBE		[Select]
Bougainvillae		[Select]
BOUGAINVILLEA	bougainvillae	[Select]
BOUGAINVILLEA	Bougainvillea	[Select]
BOUGAINVILLEA	Bougainvillea brasiliensis	[Select]
BOUGAINVILLEA	bougainvillea glabra	[Select]

2



The screenshot shows the 'EDIT HOST' form after the search. The 'Common Name' field now contains 'bouea macrophylla' and the 'Scientific Name' field contains 'Bouea macrophylla'. Both fields are highlighted with a blue box. The 'LOCATE' buttons are still visible next to each field.

3

Digital ID's

This is to attach an image of the sample to the PDR (usually used for Border Station samples).

JPEG or PDF files only.

1. Under Digital ID's select "Choose File" to upload from your computer.
2. Add any pertinent notes into the Comments section, then click "Upload."
3. A thumbnail of the image should appear along with a message that the "file uploaded successfully."

The screenshot illustrates the 'Digital ID's' upload process in a web application. The interface is divided into several sections: 'Samples', 'Hosts', and 'Digital ID's'. The 'Digital ID's' section includes a 'Choose File' button, a 'Comments' text area, and an 'Upload' button. A file explorer window is open, showing a file named 'digital ID example' being selected. A second screenshot shows the 'Digital ID's' section after the upload, with a 'File uploaded successfully!' message and a thumbnail of the image.

Hosts

CONTINUE ADD NEW PDR

PDR Number: 070P5000TEST

Samples ADD SAMPLE

Sample Tag	Location	Description
1	unknown	potted plant
2	unknown	potted plant

Hosts

Host Tag	Common Name
	bouea macrocarpa

Digital ID's

Choose File No file chosen

Comments

Upload

File name: digital ID example All Files

Open Cancel

File uploaded successfully!

Current Images:

--	--

Update Delete

Printing a Sample Slip

1. To print a sample slip, select the “PRINT SAMPLE SLIP” button at the bottom of the Sample and Host Page to create a printout of the PDR. This along with the sample is to be submitted to the lab.

Note: The layout of the slip may vary when printed from different browsers like Chrome or Edge.

Samples [ADD SAMPLE](#)

Sample Tag	Location Description	Lot Number		
1	unknown potted plant on north side of residence		DELETE	EDIT
2	unknown potted plant on north side of residence		DELETE	EDIT

Hosts

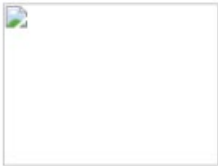
Host Tag	Common Name	Type	Quantity	
	bouea macrophylla			EDIT

Digital ID's


[Choose File](#) No file chosen

Comments

[Upload](#)



Current Images:



[Update](#) [Delete](#)

Sample Slips

Sample Slips are available for the following labs:

Entomology [PRINT SAMPLE SLIP](#)

[CONTINUE](#) [ADD NEW PDR](#)

PHPPS | [MAIN MENU](#) | [LOG OUT](#) | [HELP](#)

Alternate method: Print to PDF

1. From the main menu, enter the PDR number in the “PDR Number” search bar and click “LIST.”
2. Click “VIEW” to open the PDR in view mode.
3. In view mode, use the mouse to right click, select “Print” and scroll over to select “Adobe PDF.”
4. A window will pop up to save the file onto the computer. You can then open the PDF file to print.

Please select from the following choices:

- Create a New PDR CREATE
- Edit an Existing PDR EDIT
- Edit PDR Identification EDIT
- Assign PDR EDIT
- PDR Number start with ▼
- List PDRs
 - All Identified Not Identified
 - Date Collected ▼ in:
 - Not specified
 - Created during this session (0)
 - Edited during this session (0)
 - This month
 - Last month
 - Between dates
 - and

LIST ADVANCED SEARCH

PHPPS | MAIN MENU | LOG OUT | HELP

display records display pest info

PDR Number	Collected Date	Location	Activity	Situation	Lab	
070P5000TEST	3/25/2024	34	01	02	E	VIEW EDIT
070P5000TEST	3/25/2024	34	01	02	E	VIEW EDIT

PHPPS | MAIN MENU | LOG OUT | HELP

The screenshot shows the PDR form in view mode. A right-click context menu is open over the form, with the 'Print' option selected. A 'Save As' dialog box is also open, showing the file name 'PDR Sample 070P5000TEST' and the save type 'Adobe Acrobat Document'. The dialog box is set to save to the Desktop.

Sample Submission – Links to Lab Documentation on Preparing and Sending in Samples:



[Submission Guidelines – Botany](#)

[Submission Guidelines – Entomology](#)

[Submission Guidelines – Nematology](#)

[Submission Guidelines – Plant Pathology](#)

[Submission Guidelines – Seed Science](#)

[Submission Guidelines – Seed Science: Quality Assessment](#)

These documents can be found at:

<https://www.cdfa.ca.gov/plant/PPD/feeschedule.html>

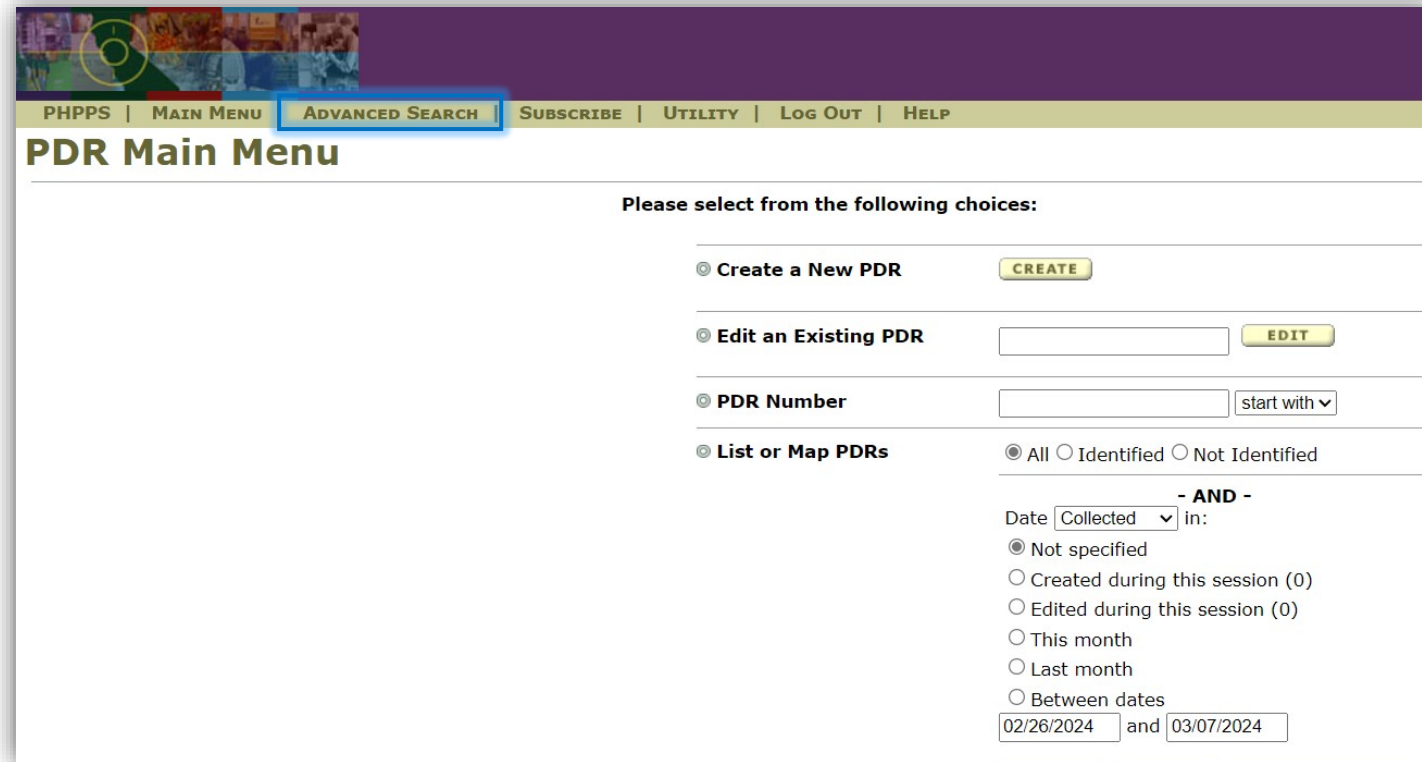
PDR Form:

https://www.cdfa.ca.gov/forms/docs/pdr_form_65-020.pdf

Advanced Search

The Advanced Search tool allows users to enter in specific criteria to search the PDR database and export the resulting PDRs.

1. To use the tool, from the PDR main menu, at the top of the screen select “ADVANCED SEARCH.”



The screenshot displays the 'PDR Main Menu' interface. At the top, a navigation bar contains links for 'PHPPS', 'MAIN MENU', 'ADVANCED SEARCH' (highlighted with a blue box), 'SUBSCRIBE', 'UTILITY', 'LOG OUT', and 'HELP'. Below the navigation bar, the page title 'PDR Main Menu' is displayed. The main content area features the instruction 'Please select from the following choices:' followed by four radio button options:

- Create a New PDR** with a yellow 'CREATE' button.
- Edit an Existing PDR** with an empty text input field and a yellow 'EDIT' button.
- PDR Number** with an empty text input field and a 'start with' dropdown menu.
- List or Map PDRs** with sub-options: All, Identified, and Not Identified.

Below these options, there is a section for date filtering:

- AND -
Date in:
 Not specified
 Created during this session (0)
 Edited during this session (0)
 This month
 Last month
 Between dates
 and

Advanced Search

2. On the Advanced Search page, input the search criteria information.

- **List PDR** - Be sure to select whether the records requested are identified only, unidentified only, or all.
- **Date** - Specify whether to search for the date of when the PDR was collected, created, determined or when the ID was created. Additionally, specify the timeframe for the search.

Note: The more search criteria entered, the better the results will be. For some fields you can chose between “start with” or “contain.”

The screenshot displays the Advanced Search interface with the following sections:

- List PDR:** Radio buttons for All, Identified, and Unidentified. This section is highlighted with a blue box.
- Date:** A dropdown menu set to "Collected" with "in:" next to it. Below are radio buttons for Not specified, This month, Last month, and Between dates. The "Between dates" option is selected, with input fields for "03/31/2024" and "04/10/2024" separated by "and".
- PDR:** A green-shaded section containing search criteria for:
 - Number: Input field with a "start with" dropdown.
 - Location: Dropdown menu with "- No Selection -".
 - Activity: Dropdown menu with "- No Selection -".
 - Situation: Dropdown menu with "- No Selection -".
 - Program: Dropdown menu with "- No Selection -".
 - Lab: Dropdown menu with "- No Selection -".
 - Identifier Last Name: Input field with a "start with" dropdown.
 - Collector: Input field with a "start with" dropdown.
- Owner:** Search criteria for:
 - Name: Input field with a "start with" dropdown.
 - City: Input field with a "start with" dropdown.
 - State: Dropdown menu with "- No Selection -".
 - County: Dropdown menu with "- No Selection -".

Advanced Search

Shipper	Name	<input type="text"/>	start with ▼
	State	- No Selection -	▼
	Country	- No Selection -	▼
Origin	City	<input type="text"/>	start with ▼
	State	- No Selection -	▼
	Country	- No Selection -	▼
Pest	Class	<input type="text"/>	start with ▼
	Order	<input type="text"/>	start with ▼
	Super Family	<input type="text"/>	start with ▼
	Family	<input type="text"/>	start with ▼
	Subfamily	<input type="text"/>	start with ▼
	Genus	<input type="text"/>	start with ▼
	Species	<input type="text"/>	start with ▼
	Subspecies	<input type="text"/>	start with ▼
	Common Name	<input type="text"/>	start with ▼
	Rating	<input type="checkbox"/> ? <input type="checkbox"/> C <input type="checkbox"/> N <input type="checkbox"/> Q <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> P <input type="checkbox"/> S <input type="checkbox"/> U <input type="checkbox"/> Z <input type="checkbox"/> B <input type="checkbox"/> H	
	New Record (F.S.C)	<input type="text"/>	
Host	Host Common Name	<input type="text"/>	start with ▼
	Host Scientific Name	<input type="text"/>	start with ▼

LIST

3. After entering search criteria based on multiple factors, click the “List” button to view the results.

Note: This is for Lab entered determination data, **NOT** suspect data.

Advanced Search

- The results will be displayed on the List page.
- Click on “DOWNLOAD ALL RECORDS” to download all the results.
- Click on links to the right of the records to “VIEW” or “EDIT” the PDRs.
- For downloading, once you click on “DOWNLOAD ALL RECORDS,” select the optional fields to include and the file format then click “OK.”
- The database system will generate the export file containing the data.

Note: If your search yields too many results, the list of results will not display, and the database will time out. Requests for large data searches can be submitted to PDAS.

List

- DOWNLOAD ALL 3 RECORDS.
- CREATE A NEW PDR

Found 3 records of:
PDR starts with PDAS between dates 3/31/2018 12:00:00 AM and 4/10/2024 11:59:00 PM ordered by collected date.

display records display pest info

PDR Number	Collected Date	Location	Activity	Situation	Lab	
PDAS000TEST	1/8/2024	34	01	03	S	<input type="button" value="VIEW"/> <input type="button" value="EDIT"/>
PDASTEST0214	2/1/2022	01	10	30	B	<input type="button" value="VIEW"/> <input type="button" value="EDIT"/>
PDAS0000TEST	3/4/2021	SA	42	30	P	<input type="button" value="VIEW"/> <input type="button" value="EDIT"/>

PHPPS | MAIN MENU | LOG OUT | HELP

Select optional fields to display.

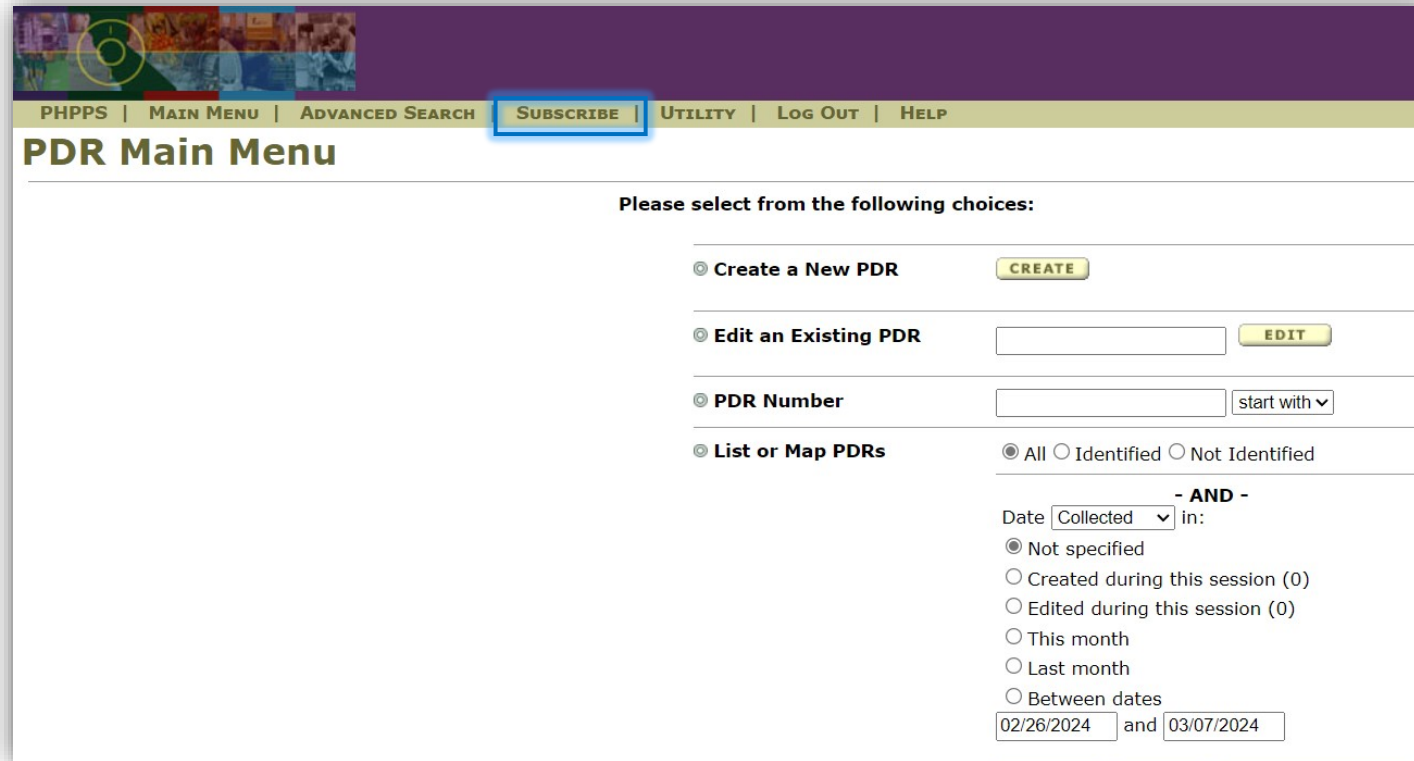
- Location Description
- Activity Description
- Situation Description
- Program Description

Format:

Subscription

The Subscribe feature allows users to sign up to receive email notifications for PDRs determined by the lab using specific criteria.

1. To use the tool, from the PDR main menu, at the top of the screen select "SUBSCRIBE."



The screenshot shows the 'PDR Main Menu' interface. At the top, a navigation bar contains links for 'PHPPS', 'MAIN MENU', 'ADVANCED SEARCH', 'SUBSCRIBE', 'UTILITY', 'LOG OUT', and 'HELP'. The 'SUBSCRIBE' link is highlighted with a blue box. Below the navigation bar, the page title 'PDR Main Menu' is displayed. The main content area contains the instruction 'Please select from the following choices:' followed by four radio button options:

- Create a New PDR
- Edit an Existing PDR
- PDR Number
- List or Map PDRs All Identified Not Identified

Below these options, there is a section for date filtering:

- AND -
Date in:
 Not specified
 Created during this session (0)
 Edited during this session (0)
 This month
 Last month
 Between dates
 and

Create Subscription

- From the Create Subscription page, specify criteria for PDRs you would like to receive information about, then click “CREATE” to move forward and verify the information entered.

Subscription Name: Enter in the name. You can have multiple subscriptions, so be sure to give each an identifiable name.

Pest: This is for Lab entered determination data, **NOT** suspect data.

Note: For some fields you can chose between “start with” or “contain.”

This feature will allow you to set criteria that would cause the PDR system to send you an e-mail notification once a determination has been entered for any PDR that meets the criteria you selected.

Subscription Name

PDR	Number	<input type="text"/>	starts with ▼
	Location	- No Selection - ▼	
	Activity	- No Selection - ▼	
	Situation	- No Selection - ▼	
	Program	- No Selection - ▼	
	Lab	- No Selection - ▼	
Owner	Name	<input type="text"/>	starts with ▼
	City	<input type="text"/>	starts with ▼
	State	- No Selection - ▼	
	County	- No Selection - ▼	
Shipper	Name	<input type="text"/>	starts with ▼
	State	- No Selection - ▼	
Origin	City	<input type="text"/>	starts with ▼
	State	- No Selection - ▼	
	Country	- No Selection - ▼	
Pest	Common Name	<input type="text"/>	starts with ▼
	Genus	<input type="text"/>	starts with ▼
	Species	<input type="text"/>	starts with ▼
	Host Common Name	<input type="text"/>	starts with ▼
	Host Scientific Name	<input type="text"/>	starts with ▼
	Rating	- No Selection - ▼	

Example Criteria

To the right is an example of a subscription. Criteria set is for all A rated determinations, from the entomology lab (1), collected in Sacramento county (34).

- Once you've confirmed subscription, click "SAVE & CONTINUE" to complete, "EDIT" to make further changes, or "CANCEL" to remove it.
- When complete, you will see a list of all the active subscriptions set. You can edit or delete as needed.

Confirm Subscription

You entered the following criteria for a rated subscription:

Subscription Name TEST User guide

PDR	Number	1
	Location	
	Activity	
	Situation	
	Program	
	Lab	
Owner	Name	34
	City	
	State	
	County	
Shipper	Name	
	State	
Origin	City	
	State	
	Country	
Pest	Common Name	A
	Genus	
	Species	
	Host Common Name	
	Host Scientific Name	
	Rating	

SAVE & CONTINUE EDIT CANCEL

PHPPS | MAIN MENU | ADVANCED SEARCH | SUBSCRIBE | UTILITY | LOG OUT | HELP

Subscriptions

This feature will allow you to set criteria that would cause the PDR system to send you an e-mail notification once a determination has been entered for any PDR that meets the criteria you selected.

You have created the following PDR subscriptions: [CREATE](#)

860	TEST User guide	EDIT	DELETE
-----	-----------------	----------------------	------------------------

PHPPS | MAIN MENU | LOG OUT | HELP

Troubleshooting

Encountering issues with the database system? Here are some troubleshooting tips:

Review Error Messages: Pay attention to any error messages or alerts displayed by the database on different pages. Follow the directions and make the necessary changes accordingly.

Clear Cache: Clear your browser cache and cookies if you are experiencing performance issues or display errors.

Check Browser Settings: Ensure that your browser settings allow scripting, as some features of the database application rely on scripting languages. If the database application opens new windows/dialogs, ensure that pop-up windows are not blocked.

Contact Support: If you are unable to resolve the issue, contact PDAS or IT (for technical issues). Please include screen shots of any error messages.

- PDAS (Database Administrator): PDAS@cdfa.ca.gov
- IT (CDFA): ServiceDesk@cdfa.ca.gov
- IT (External Users): CDFA.System_Development_Unit@cdfa.ca.gov