

OnePlan Pesticide Application Recordkeeping Instructions

CONTENTS

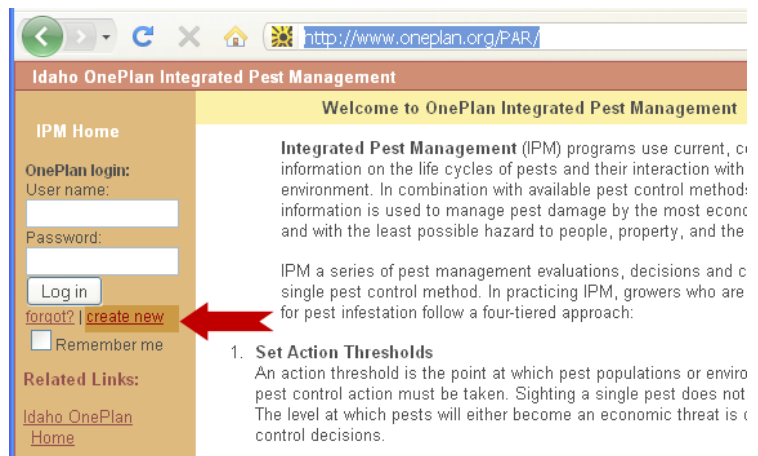
Account Setup.....	1
Operation Information	2
Farm Units and Medical Facilities.....	3
Mapping Farm Fields.....	3
Crop History	4
Enter Product Information	5
Customize Lists: Crops, Pests, Products, Adjuvants	5
Initiate Workorder	6
Workorder Completion and Reports.....	7
OnePlan Privacy Statement	8

OnePlan Pesticide Application Recordkeeping is on the OnePlan website, www.oneplan.org, at www.oneplan.org/PAR/

If you have an account, fill in your user name and password and **Log in**.

Account Setup

If you have not created an account before, click on **create new** link in the left-hand column.



Fill in all of the fields on the form. The security question will be used if you forget your password, and need to have it reset. Examples include: your paternal grandfather's first name, the mascot of your high school, etc.

Follow the link to read our Privacy Statement (which is also included at the end of this document).

Note the disclaimer: it is your responsibility to check product labels and make sure application and safety requirements are followed.


You must check the labels on your products carefully. While every effort has been made to assure the accuracy of information included in this recordkeeping program, **you are responsible that the information contained herein matches your product label.**

I agree

Operation Information

Fill in the fields with the information from your operation, then click Update.

Setup: Operator/applicators > Farm unit(s) > Map fields > Crop history



Fill in account information for this operation. (Items are required unless indicated otherwise.)

Operator name:

Company name: (optional)

Address:

City: State: ZIP code:

Telephone:

Mobile phone:

Your applicator license number: (optional)

Applicators for this operation


Optional: set up one or more Applicators. (Enter operation info above, and [Update] first.)

[Continue account setup...](#)

Once your operation's basic information is entered, enter information for other applicators who you hire. Fill in the Applicator information and press [ADD]. You can add Applicators to your operation at any time.

When the operation and Applicator information is complete, follow the "Continue" link at the bottom of the page.

Setup: Operator/applicators > **Farm unit(s)** > Map fields > Crop history



Fill in account information for this operation. (Items are required unless indicated otherwise.)

Operator name:

Company name: (optional)

Address:

City: State: ZIP code:

Telephone:

Mobile phone:

Your applicator license number: (optional)

Applicators for this operation

Optional: set up one or more Applicators.

Applicator name	Lic. No.	Telephone	Email address	
Fred Farmer	12345	208 555-1212	FredFarmer@oneplan.org	<input type="button" value="Edit"/> <input type="button" value="Del"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

[Continue account setup...](#)


Farm Units and Medical Facilities

You can have all of your fields in one farm unit or you can organize them into multiple farm units, grouped by ownership, management, etc., but at least by *common distance to the nearest medical facility*. A Farm Unit's address may be the same as your operation's, or distinct.

Workorder maps will group fields by Farm Unit to provide the most useful scale. For each farm unit, select the medical facility you and your workers will use in case of an emergency.

Once a medical facility's information is provided, [SAVE] what you've entered, and follow the link to map the Farm Unit's fields.

Setup: [Operator/applicators](#) > [Farm unit\(s\)](#) > [Map fields](#) > [Crop history](#)



Farm fields can be optionally organized into **Farm Units** to group them by ownership, management, etc., but at least by **common distance to the nearest medical facility**. Workorder maps will group fields by Farm Unit to provide the most useful scale.

Provide information for one or more Farm Units, and fill in information for the nearest medical facility for each Unit.

Select Farm Unit to edit (or add new):

Farm Unit name:

Same as operator/company address

Address:
City: State: ZIP code:

[Map Farm Unit fields...](#)

Nearest Medical Facility

Select from the list: or enter your own information.

Name:
Address:
City: State: ZIP code:
Telephone:

[Search the web for nearest facility](#)

Mapping Farm Fields

The starting map presented on the next screen is centered on the ZIPcode you entered for the Farm Unit. Scroll the map (using the yellow arrows on the edges of the map) as needed. Click on the map to mark approximately where the Farm Unit is located, and zoom in using the numbered scale on the right side of the map. At level 5 you'll see a digital satellite view of the area around your farm. When you set a marker and zoom the map (in or out), the new view will be centered where you put the marker.

At level 4 and closer you can locate and describe individual fields. Set a marker in the center of the field, and click the [Add Field] at the bottom of the map. Fill in the field name, and specify the acreage. If your marker is in a field that's been mapped by the Farm Service Agency, the mapped acreage will be supplied as the default value. You can adjust the number if needed, or subdivide the field for this program's purposes. Once a field has been named and the acreage specified, you can click on its marker to modify the values if needed.

Crop History

Once your fields are mapped, use the “Done mapping; complete setup” link (bottom of the map page), and provide crop information for your fields. You can enter as much history as you like, but there must be at least one crop described for an application workorder to be specified on a field. Leave the “Harvested” date blank for the current crop on a field.

You can use the links at the top of the page to return to the Operation setup, the Farm Unit setup, or the field mapping forms, if needed (blue arrow in figure below).

OnePlan Pesticide Application Recordkeeping

Setup: [Operator/applicators](#) > [Farm unit\(s\)](#) > [Map fields](#) > [Crop history](#)

Crop History

Enter your operation's crop history for any crops that will have pesticide application records. **Leave the harvest date blank** for the current crop on a field.

Farm unit: Fred's Farm

Field name	Crop	Prev. crop harvest	Harvested		
Field 1	Wheat, winter	08/31/2009	Current	Edit	Del
Field 1	Select a crop...				Add

[Save data and go to account summary.](#)

You can Customize crops via the link in the left column (red arrow): either set up particular varieties of interest for your operation, or simply to select the subset of crops you grow, to make a shorter, convenient list. Use the “Return to Crop History” link in the left column when you’re done specifying crops for your custom list.

OnePlan Pesticide Application Recordkeeping

Operation Crop List

You can add *varieties* to standard crops, or set up your own custom crops (with or without a variety) for your operation:

Standard crops:

Crop name: (required)

Variety: (req'd for std. name, optional otherwise)

Optionally select only those of the standard crops that you need for recording your operation's crop history.

<input type="checkbox"/>	STANDARD CROPS
<input type="checkbox"/>	Agroforestry
<input type="checkbox"/>	Alfalfa
<input type="checkbox"/>	Alfalfa, grass mix
<input type="checkbox"/>	Alfalfa, seed
<input type="checkbox"/>	Almond Pistachio cover

When all fields have a current crop listed, click on the **Save data and go to account summary** link at the bottom of the Crop History page.

Enter Product Information

The final step to complete your Operation setup is to enter product information for the pesticides you will specify for application. Follow the link at the bottom of the Operation Summary page, or the **Edit Products** link in the left column.

Remember to review the container label and verify all information as this can change occasionally. **The correct information is the information on your pesticide label. You are responsible for the information recorded in your pesticide database.**

OnePlan Pesticide Application Recordkeeping

Pesticide Products

The table below lists pesticide products. Those with an **[Edit]** button have been authorized for your account's workorders. Select **[Add]** to authorize a product for your account's workorders, or **[Add New]** to enter a product not on the list.

Search your product database:
Leave the search field blank to show all entries.

Searching: Name EPA reg. num. Company name All

Include: OnePlan-supplied Active Archived All

	Product name	EPA Reg. #	Active ingredient
<input type="button" value="Edit"/>	Acrobat	241-410	dimethomorph
<input type="button" value="Add"/>	638 Herbicide	42750-36-55467	2,4-d
<input type="button" value="Add"/>	Abamectin E AG 0.15 EC	79676-58	abamectin
<input type="button" value="Add"/>	Achieve	100-1130	tralkoxydim
<input type="button" value="Add"/>	Acramite	400-514	bifenazate
<input type="button" value="Add"/>	Actara	100-938	thiamethoxam
<input type="button" value="Add"/>	Actigard	100-922	acibenzolar
<input type="button" value="Add"/>	Actinovate AG	73314-1	streptomyces lydicus wyec 108
<input type="button" value="Add"/>	Admire 2F	264-758	imidacloprid
<input type="button" value="Add"/>	Admire Pro	264-827	imidacloprid
<input type="button" value="Add"/>	Advise 2FL	1381-205	imidacloprid
<input type="button" value="Add"/>	Arrop	70051-17	bacillus thuringiensis ssp. aizawai

OnePlan has provided information for a number of common products, and you can **[Add]** them to your own database, but remember to **review and verify ALL product information by reading the label on your pesticide container**. If the information is correct click the **[Use as-is]** button for the individual product review; if the provided pesticide information should be edited, click the **[Copy / edit]** button and revise as needed. You can add all the pesticides that your operation uses, or add and update your whenever needed.

Products you've specified appear at the top of the Product list (above the red line, as shown above). You can use the search specifications at the top of the form to show a subset of the complete product database available for use or specification.

Customize Lists: Crops, Pests, Products, Adjuvants

The process for adding Adjuvants is similar to that for Products. You can select from those provided, or create and edit your own entries as needed. You can create a custom pest list, similar to the Crop list described above.

Initiate Workorder

A Workorder specifies the parameters of a pesticide application job, allows you to communicate this to your Applicator, and provides the means to complete the recordkeeping of what was done, where, and when.

From the Operation Summary page check that the applicator responsible for this application is on your list of applicators. Use the Edit link next to the Applicators heading if needed. Select the appropriate Farm Unit from the drop down list. Click on the **Initiate** link in the left column.

The workorder editing form provides a sequence of specifications you need to provide:

1. Schedule **date and time** for the start and finish of the application, and the **Applicator** who will do the work;
2. The **crop** the pesticide will be applied to;
3. The **fields** in the Farm Unit that will be treated;
4. The **zone and mode** (spray, or broadcast) of the application, and for spraying, the amount of mix per acre, or total mix.
5. Information about the **equipment and its settings** is optional.
6. You can optionally specify what **pests** the application is intended to treat.
7. Specify the **products** to be applied. If the exact product is not yet in your list, you can use the “edit **Products**” link to update your product database. (There will be a link to return to the Workorder being edited.) Enter the specified rate per acre in the appropriate unit of measure (and the program calculates the total required), OR enter the total product required (and the program calculates the rate). Repeat for each product in the mix.
8. Provide **adjuvant** information, and any appropriate notes.

Data you input is generally saved as soon as possible. The **[Save]** button will return you to the Operation Summary, and partially completed specifications can be edited later. Once the required specifications have been given, the **[Review]** button is active, for final inspection and issuance of the Workorder.

If the Workorder is correct and complete, use the **[Issue]** button on the review form. When issued, the workorder form includes emergency contact information and a map of the field(s) to be treated. Your applicator will be emailed this Workorder (if you specified an email address). You can print it for mixing and loading or for your Central Posting Location.

Initiate application workorder

Workorder number: 1001110

1. Scheduled start, finish, and Applicator

Date time

Scheduled start: 1/11/2010 AM PM

Scheduled finish: 1/11/2010 AM PM

Applicator: Fred Farmer

January 2010						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

2. Specify Crop: Wheat, winter

3. Specify Fields

	Field	Area (ac)	Applic. area
<input checked="" type="checkbox"/>	Field 1	34.78	
	Total acres:		

4. Specify Type of Application

Zone of application: Full coverage Band Spot

Mode of application: Spray (liquid) Dry (granular)

Mix per acre: gal.

Total mix: gal.

5. Specify equipment and settings:

Applicator equip.:

Equipment speed: mph

6. Specify pests targeted by this application (optional): (edit pest list)

Target pests	
Select a pest... <input type="button" value="v"/>	<input type="button" value="Add"/>

7. Specify Product(s) to apply: (edit Products)

Product name	Rate/acre	Total product	
Acrobat <input type="button" value="v"/>	<input type="text"/> fl oz <input type="button" value="v"/>	<input type="text"/> fl oz <input type="button" value="v"/>	<input type="button" value="Add"/>

8. Specify adjuvant(s) to include: (edit adjuvants)

Adjuvant name	Rate/acre	Rate/100gal	Total adjuvant	
<input type="button" value="v"/>	<input type="text"/> fl oz <input type="button" value="v"/>	<input type="text"/> fl oz <input type="button" value="v"/>	<input type="text"/> fl oz <input type="button" value="v"/>	<input type="button" value="Add"/>

Notes:

When required data are entered, the completed workorder before issue

You can what you've entered and continue editing later, or this

Workorder Completion and Reports

After the Application is completed, scroll to the bottom of the Application Workorder form and click the **[Journal]** button. The journaling form shows the specifications, and allows you to enter **actual** data for each parameter of the application. In addition to the specified parameters, you can enter information about the wind speed and direction, temperature, relative humidity, weather, soil condition, and any applicator notes. The **[Complete]** button at the bottom of the page marks the workorder as closed.

If for any reason the Workorder needs to be changed after it's issued, but before the work is done, you can **[Rescind]** it: the Applicator will be notified, and the specifications return to the "editing" state, where they can be modified as needed.

Repeat workorders can be specified by calling up an existing record, and using the **[Copy]** button at the bottom of the review form. You can find existing records from the **W.O. Report** link in the left column of the Operation Summary form. The **Application Report** link shows a table of completed application records, with links to the individual records. Records can be sorted, viewed and printed by a variety of categories to meet your management needs and your required regulatory recordkeeping obligations.

Field name	Current crop	PLS	Lat	Lon
Field 1	Wheat, winter	T3N R1W S11	43.60729	-116.42641

Individual workorder forms can be called up by their number, shown in the drop down lists for records in editing, issued, or completed, as the case may be.

OnePlan Privacy Statement

Other than your email address, we do not collect any personal information about you when you visit our website unless you choose to provide that information to us. We need your email address only to send an optional year end survey regarding this product as required by our sponsors.

The information you enter into this site will be stored in a secure manner.

This information will not be available to anyone, including your local Soil Conservation District, the NRCS, Idaho State Department of Agriculture, USDA, or EPA without your express permission. All information contained in any OnePlan product is protected as private information pursuant to sections 22-2718 and 9-340D, Idaho State Code.

This information will not be used for any purpose other than your own operation's Pesticide Application Recordkeeping.

Revision History

As written.....Jan. 28, 2010