

Map Application System Instruction Manual



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2020 MAPS MANUAL

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COMPANY INFORMATION

Company Name _____

Location _____

Primary Contact:

Name _____

M*AP*S Username _____

Password _____

Title/Responsibility _____

Phone Number _____

Email _____

Secondary Contact:

Name _____

M*AP*S Username _____

Password _____

Title/Responsibility _____

Phone Number _____

Email _____

*Use this page to keep the ISDA assigned usernames and passwords for your primary contact and secondary contact for the M*AP*S program.

Primary and secondary contacts have the authority to grant or take away access for those employees for their companies. They also have the ability to enter, modify, delete or submit map applications, request green tags and enter crop weights via the web.

EMPLOYEE INFORMATION

Employee Access

Name _____

M*AP*S Username _____

Password _____

Employee Access

Name _____

M*AP*S Username _____

Password _____

Employee Access

Name _____

M*AP*S Username _____

Password _____

Employee Access

Name _____

M*AP*S Username _____

Password _____

*Use this page to keep the ISDA assigned usernames and passwords for employees with access to the M*AP*S program.

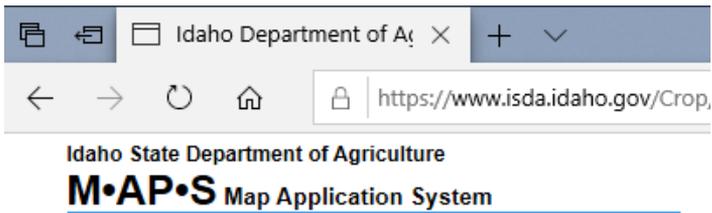
Employees have the ability to enter, modify, delete or submit map applications, request green tags and enter crop weights via the web.

INTRODUCTION

M*AP*S stands for “Map Application System” and is the online program that allows companies to submit field inspection applications (maps) to the Idaho State Department of Agriculture (ISDA) via the internet. This is the preferred method of map application submission for field inspections in the Magic and Treasure Valleys.

ACCESSING M*AP*S

The M*AP*S program is supported by Internet Explorer 8 and 9, Google Chrome and Firefox. The program can be found at <https://www.isda.idaho.gov/Crop>.



Welcome to the Crop Inspections Website.
Please Log In Below.

Log In

Both are case sensitive

User Name:

Password:

[Forgot Password](#)

Site optimized for Internet Explorer 8 and 9

Each employee will be assigned an individual username and password to gain access into the M*AP*S program. By using the ISDA assigned username and password, company employees will be able to view their company’s information including field inspection applications, inspections performed, diseases inspected for, positive or negative diseases, final crop weights and ISDA assigned state numbers.

LOG IN TO M*AP*S

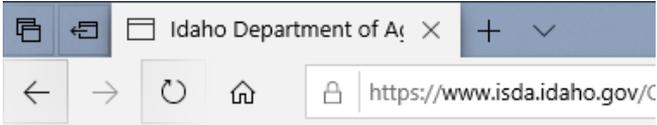
Company employees can log in to the M*AP*S program by typing in their personal username and password assigned to them by the ISDA and clicking “Log in.”

*If you do not have a username and password for your company, have the primary or secondary contact for your company contact the ISDA to establish a user account.

When you log in to the M*AP*S program for the first time, the website will prompt you to a web page where you will need to change your password to something other than the password provided upon account set-up. This password should not be shared with anyone and will be your way of accessing your company information in the program. There is a place for you to write down your username and password in this book for your safe keeping (page 3-4).

FORGOT PASSWORD

You can retrieve a temporary password from the M*AP*S homepage. Click “Forgot Password.” The website will take you to a new page. Enter your ISDA Username and Email address associated to your username and click “Submit.”



M•AP•S Map Application System

Forgot Password

Please enter your username and email address below and click Submit.
(username is case sensitive)

UserName:

Email:

After clicking “Submit,” you will receive a pop-up message from the webpage saying your password has been reset, and a temporary password has been emailed to you.

Retrieve the temporary password by following the instructions in the email.

When you login to the program for the first time after entering your temporary password, you will be prompted to change the password. For the “Old Password,” simply paste the temporary password and enter a new password.

MAIN SCREEN

There are three main sections at the top of the web page you will see once you log in to the M*AP*S program:

The screenshot shows the M*AP*S Map Application System interface. At the top left, it says "Idaho State Department of Agriculture" and "M*AP*S Map Application System". On the right, there are links for "Data" and "Log Out".

1 Application Status: A section on the left with a map area and radio buttons for "Accepted", "Rejected", "Pending", and "Unfinalized".

2 Search Section: A central form with fields for "Lot Number", "Map #", "Variety", "Ref #", "Grower First Name", "Grower Last Name", "Year", "State #", "Field Rep", and "Crop". A "Search" button is at the bottom.

3 Action Section: A vertical column of buttons on the right: "Add New", "Edit", "Delete", and "Finalize".

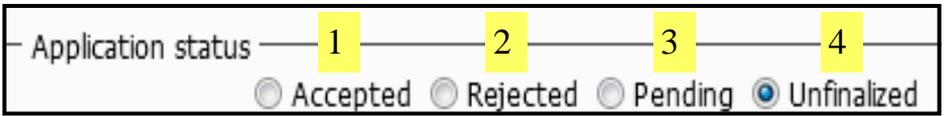
Additional text on the right side of the screen includes: "Refreshing the page will log you out. Please DO NOT refresh." and "Some functions on this site popup new windows. Please allow popups for this site."

At the bottom, there are input fields for "Company", "Date Planted (mm/dd/YYYY)", "Map/Reference #", "Crop", "Acres (decimal)", "County", and "Method of Irrigation". A blue box with white text says: "Click Add New or choose an existing application to view".

- 1. Application Status:** View map applications by navigating to the respected radio buttons for accepted, rejected, pending and unfinalized applications. *More details on page 8.*
- 2. Search Section:** Locate map applications that have already been by the given criteria. *More details on page 9.*
- 3. Action Section:** Add a new map application, edit an existing map application, delete unwanted map applications in unfinalized status and finalize all map applications to submit them to the ISDA for field inspection. *More details on page 10.*

APPLICATION STATUS

This is where you can view the status of your map applications. You can view the status of all map applications by clicking on each category as described below.



1. **Accepted:** Map applications in this status have been submitted and approved by an ISDA employee and will be inspected. No edits can be made to applications by the company at this point. *Contact the ISDA for any changes to the application.*
2. **Rejected:** Map applications in this status have been submitted to the ISDA for approval, but there is a mistake or missing information. The application must be reviewed by the company and resubmitted once the appropriate changes have been made. Maps in this status may be edited by the company. An email notice will be sent to the primary contact and the company employee who originally entered the map to inform them that there is a map application in rejected status. Once the edits are made and the “save” button is clicked at the bottom of the webpage, the application is automatically resubmitted.
3. **Pending:** Map applications in this status have been submitted to the ISDA for review but are not yet approved. No edits can be made to the application by the company at this point. *If changes need to be made, contact the ISDA and request that the map be “rejected” so changes may be made by the company.*
4. **Unfinalized Status:** Map applications in this status have been entered by the company, saved in the program but have not been submitted for review/approval. Applications in this status can be edited and saved.

SEARCH SECTION

This is where you can easily search for information on saved map applications. To use the search feature, enter in your desired search criteria including Lot Number, Map #, Variety, Reference #, Grower First Name, Grower Last Name, Year, State #, Field Rep or Crop. You may enter information into one or multiple fields.

For Example: type “2012” in the Year box and “Corn” in the crop box to view all the corn map applications entered in the system for the 2012 growing season.

Search	
Lot Number	Map #
<input type="text"/>	<input type="text"/>
Variety	Ref #
<input type="text"/>	<input type="text"/>
Grower First Name	Grower Last Name
<input type="text"/>	<input type="text"/>
Year	State #
2012	<input type="text"/>
Field Rep	Crop
<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>	

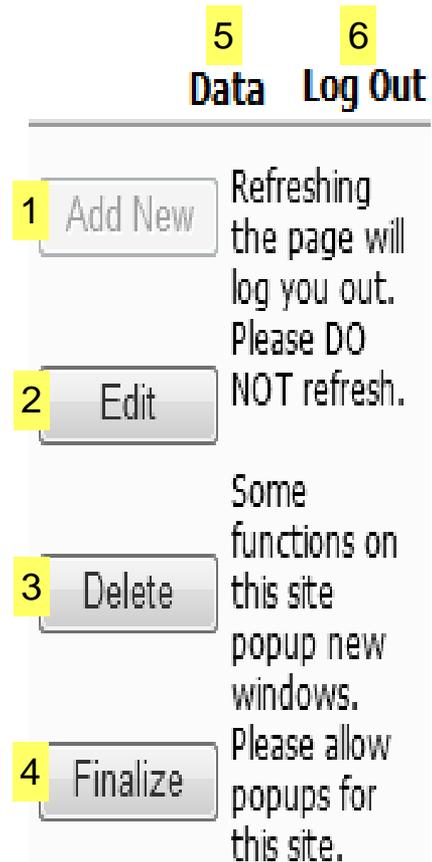
Click “Search” to view results. “Search Results” will appear below the “Search” feature (as shown below). “Search Results” can be sorted by clicking on the blue heading.

Search Results										
Map/Ref #	Year	Customer	Species	Variety	Lot	Acres	Irigation	Grower	Status	
REF# 2340	2012	20000 SEED SOURCE (TEST COMPANY)	ZEA MAYS CORN	ABC	TEST	15.20	RILL	OWO	UNFINAL	
MAP# 4504	2012	20000 SEED SOURCE (TEST COMPANY)	DAUCUS CAROTA CARROT	TEST12	TEST2	0.00	SPRINKLER		ACCEPTED	
MAP# 5001	2012	20000 SEED SOURCE (TEST COMPANY)	PHASEOLUS VULGARIS BEANS, GARDEN	60	59	1.00	RILL	BENJAMIN	ACCEPTED	

ACTION SECTION

This is where you can add new map applications into the system, edit existing maps, delete unwanted maps and finalize the map applications to be submitted to the ISDA for field inspection.

1. **Add New:** Use this button to enter new map applications. By clicking the “Add New” button, the application will appear below the main screen. Here, you can enter company information about your crop for that growing season. *More details on page 12.*
2. **Edit:** Use this button to edit information that has been saved in the program. This feature is only available for maps in “Rejected” or “Unfinalized” status. To use this feature, click on the map application you wish to edit. The map information will appear below the main screen. Click “Edit” and make any necessary changes. Click “Save” when complete.
3. **Delete:** Use this button to delete map applications you do not want to submit to the ISDA. This feature is only available for maps in “Rejected” or “Unfinalized” status. To use this feature, click on the map application you wish to delete. Click “Delete.” A pop-up will appear asking if you are sure you want to permanently delete the map. If you want to continue, click “Yes.” The map will no longer appear in your company information.
4. **Finalize:** Use this button to submit map applications to the ISDA for review. This feature is only available for maps in “Unfinalized” status. To use this feature, click on the desired map and click “Finalize.” To finalize multiple applications at one time, hold down the control key (CTRL) while clicking the desired maps. A pop-up message will appear stating the action was successful. Finalized maps will move from “Unfinalized” status to “Pending” status.



5. **Data:** Use this tab to transfer to a new webpage where more options are available for viewing submitted map applications. This screen allows you to view map data, print map applications, enter crop report heights, enter cut/thrash dates for windrow inspections, and order green tags/certificates. *More details on page 30.*
6. **Log Out:** Use this button to log out of your user account. This is an important security measure to protect your company information. *The M*AP*S program will automatically log you out after 30 minutes of inactivity. Anything that has not been saved will be lost.*

ADDING NEW MAP APPLICATIONS

After logging into the M*AP*S program, select “Add New” in the “Action Section” on the main screen. The grayed-out application will become active. You may now begin entering company information for the crop.

Idaho State Department of Agriculture
M*AP*S Map Application System

Application status: Accepted Rejected Pending Unfinalized

Search: Lot Number, Map #, Variety, Ref #, Grower First Name, Grower Last Name, Year, State #, Field Rep, Crop

Buttons: Add New, Edit, Delete, Finalize

Company: _____ Date Planted (mm/dd/YYYY): _____ Map/Reference #: _____

Crop: _____ Lot Number: _____

method of irrigation: Sprinkler RII

Click Add New or choose an existing application to view

Inactive: unable to add new map

Idaho State Department of Agriculture
M*AP*S Map Application System

Application status: Accepted Rejected Pending Unfinalized

Search: Lot Number, Map #, Variety, Ref #, Grower First Name, Grower Last Name, Year, State #, Field Rep, Crop

Buttons: Add New, Edit, Delete, Finalize

Company: 20000 SEED SOURCE (TEST COMPANY) Date Planted (mm/dd/YYYY): _____ Map/Reference #: _____

Crop: _____ Variety (No abbreviations are allowed): _____ Seed Lot Number: _____

Active: ready to enter map information

All map applications are divided into three main sections: Commodity Information, Location of Field and Diseases. Additional information may be required outside of these sections. For dry and garden beans, a supplemental section will appear after “Commodity Information” where green tag information can be added. For other crops including area corn and peas, alfalfa, barley, corn to Australia, oats, rye, bean trial grounds, triticale and wheat, a supplemental section will appear below “Commodity Information” where field history and comments are required. *More details on pages 26-28.*

Commodity Information:

Company 20000 SEED SOURCE (TEST COMPANY)	1	Date Planted (mm/dd/YYYY) 2	Map/Reference # 3
Crop 4	Variety (No abbreviations are allowed) 5	Seed Lot Number 6	
Acres (decimal) 7	County 8	Area 9	Method of Irrigation <input type="radio"/> Sprinkler <input checked="" type="radio"/> RII 10
Grower Last/Company Name 11	Grower First Name 12	Grower Telephone (include area code) () 13	<input type="checkbox"/> GMO/Biotach 14
Field Rep. Last Name 15	Field Rep. First Name 16	Field Rep. Telephone (include area code) () 17	

1. **Company:** This box should auto populate with your company name based on your account information.

Important Note: If you have an account with the Magic Valley and Treasure Valley offices, please be sure that when you log-in to enter maps you are entering the map applications under the office in which those crops are located.

2. **Date Planted:** Enter the date the crop was planted. The format should be MM/DD/YYYY.

3. **Map/Reference #:** Do not enter any information in this box. This information will autogenerate when you save the application. Before maps are accepted by the ISDA, they will be assigned a temporary reference number. When a map has been accepted, a map number will be assigned.

4. **Crop:** Use this box to search for crop type (may search by scientific name or common name). As you begin typing, a drop-down list will appear. Choose an option from this list based on the criteria below:

Important Note: By selecting the correct crop type, the appropriate and needed default diseases and number of inspections will be added to the map application. Be cautious when entering crop information. The correct crop type must be submitted to the ISDA.

For Example: If you submit regular inspected corn as area corn, diseases and inspections will not meet requirements for shipping purposes.

- a. **Regular Inspection:** Names are in the following format *scientific name – common name*. Choose from these crop types for crops needing regular inspection.

Crop	Variety
ca	MEDICAGO SATIVA - ALFALFA
Acres (ERUCA SATIVA - ARUGULA
	BRASSICA RAPA - BRASSICAS
Grower	BRASSICA OLERACEA - CABBAGE
	BRASSICA NAPUS - CANOLA & RAPE SEED
	CUCUMIS MELO - CANTALOUPE
	DAUCUS CAROTA - CARROT

- b. **Area Inspected Crops (Corn or Peas):** Names are in the following format *scientific name – common name – AREA*. Only select this crop type for corn or peas that need area inspections.

Crop	Variety
pea	PISUM SATIVUM - PEA
Acres (PISUM SATIVUM - PEA - AREA

- c. **Corn to Australia:** Names are in the following format *scientific name – common name – CORN TO AUSTRALIA*. Only select this crop type for corn being shipped to Australia.

Crop	Variety
zea	ZEA MAYS - CORN
Acres (ZEA MAYS - CORN - AREA
	ZEA MAYS - CORN TO AUSTRALIA

- d. **Bean Trial Grounds:** Names are in the following format *scientific name – common name – TRIAL GROUND – BN*. Only select this crop type for bean trial grounds.

Important note: If you are entering a bean trial ground, additional steps are needed. Please contact the Twin Falls Office for all bean trial submissions (208)736-2195. A required spreadsheet will be provided to complete the submission.

Crop	Variety
phaseolus	PHASEOLUS VULGARIS - BEANS, DRY
Acres (PHASEOLUS VULGARIS - BEANS, GARDEN
	PHASEOLUS VULGARIS - TRIAL GROUND - BN

5. **Variety:** Enter the variety name for the crop. Previously entered variety names will appear in a drop-down list as you type. No abbreviations are allowed. Variety names must be spelled out and can consist of letters, numbers or a numerical/alphabetical combination. *Do not include slashes (/), asterisks (*) or other symbols. Dashes (-) and spaces are allowed. Using symbols will prohibit saving.*

Important Note: For bean crops, please make sure the variety name on the new map application matches the variety name on the parent green tags. Contact the ISDA if changes need to be made to the variety name.

6. **Seed Lot Number:** Enter the lot number for the crop. Lot numbers may consist of letters, numbers or a numerical/alphabetical combination. *Do not include slashes (/), asterisks (*) or other symbols. Dashes (-) and spaces are allowed. Using symbols will prohibit saving.*
7. **Acres:** Enter the acreage amount for the field. Round acreage total to two decimal places.
8. **County:** Select the county where the field is located. The county should auto populate as you begin typing. Click on the desired county.
9. **Area:** This field should auto populate based on the county selected in box #8. You cannot change the Area because it automatically links to the county selected based on ISDA designation.
10. **Method of Irrigation:** Choose “Sprinkler” or “Rill” according to the irrigation type of the field. Rill irrigation includes gravity irrigation and drip irrigation.
11. **Grower Last/Company Name:** Enter either the grower’s last name or the company name. Do not enter both.
12. **Grower First Name:** Enter the grower’s first name if you entered a grower’s last name in box #11. If you entered a company name, leave this box blank.
13. **Grower Telephone:** Enter the grower/company point of contact’s number including area code. This number will be called with any questions regarding the field/map application if the field representative cannot be reached.
14. **GMO/BIOTECH:** Check this box if the crop has been genetically modified in any way. Checking this box informs the ISDA that proper guidelines need to be used during field inspection to maintain good stewardship practices.
15. **Field Rep. Last Name:** Enter the last name of the field representative (main contact for any questions identified by ISDA about map application).
16. **Field Rep. First Name:** Enter the first name of the field representative.
17. **Field Rep. Telephone:** Enter the field representative’s phone number. This number will be used as a primary point of contact for any questions about the field or map application.

Important Note: Any missing information will result in an ERROR message when submitted. All the text boxes (except Grower First Name and GMO/BIOTECH) are required fields. If one or multiple fields are missing, errors in red will appear. Missing information must be filled before an application can be saved.

Location of Field:

Location of field from town:

Nearest Major Crossroad
Street 1 1

Street 2 2

Number of fields 3

Directions from nearest town (please include town name) 4

GPS Coordinates (decimal format - enter coordinates, click Show Map to verify, click Add to add to list) 5A

Lat:

Long:

Show Map

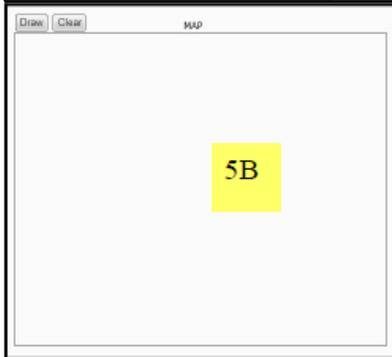
UPLOADED FILES

7

Remove Selected Item

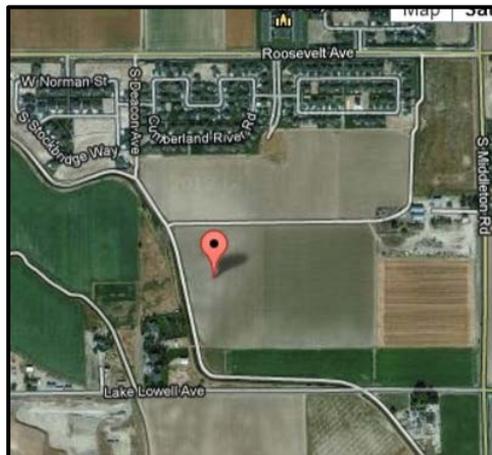
Upload Map Document

Input by Customer1 8 Submit Date 12/26/2012



1. **Street 1:** Input the nearest major crossroad closest to the field. DO NOT use farm roads, unknown dirt roads or roads that would not appear on a map.
2. **Street 2:** Input the nearest major crossroad that intersects the street you entered in box #1. DO NOT use farm roads, unknown dirt roads or roads that would not appear on a map.

For Example: For the field below, you would enter Lake Lowell Ave. as Street 1 and S Middleton Rd. as Street 2.



3. **Number of Fields:** Enter the number of fields for the current map application. More than one map can be submitted on the same map application if they are in reasonable distance (meaning within walking distance from each other). Below are acceptable circumstances for turning in multiple fields on the same map application:
1. Fields are separated by a ditch or access road
 2. Crops are divided by a barrier row of a different commodity but are located in the same field
 3. Fields have the same lot and variety planted in them but are in different locations, following certain guidelines.

For Example: In the image below, the first map represents reasonable walking distance. The second map does not.



4. **Directions from Nearest Town (please include town name):** Write the nearest town followed by directions from the nearest crossroads you entered in box #1 and #2. Directions must be clear so inspectors can successfully locate the field. Give as much detail as possible. Enter any special circumstances field inspectors should know before arriving at the field.
- a. If submitting an application for cages or plots: Include directions on where plots/cages are located and include plot/cage number.
 - b. If submitting an application for multiple fields: Upload a variety diagram of the planting layout that corresponds with the written direction provided in the text box. *More details on page 21.*

For Example: (Correct) Nampa; driving south on Middleton Road, turn west on Lake Lowell Avenue. There is a field access road 0.04 miles on the North side of Lake Lowell Avenue. Drive down field access road about 0.02 miles past onion field, field on the east side of road before road “Y’s.”

(Incorrect) Turn left on Lake Lowell Ave. Access road on right. Field on right.
OR Field is NW of the Middleton Road and Lake Lowell Ave intersection. Use field access road. Field on right.

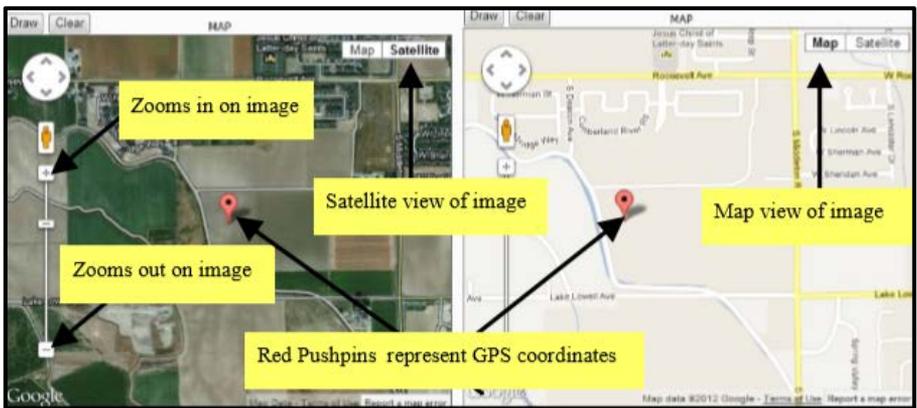
5. GPS Coordinates:

- a. GPS Coordinates: Enter the latitude and longitude coordinates for the field. Coordinates must be in decimal format (i.e. LAT: 00.00000 LONG: -000.00000). After entering coordinates, click “Show Map” located below the Lat and Long boxes. A Google Map will populate in box #5B on the bottom left-hand section of the map application.

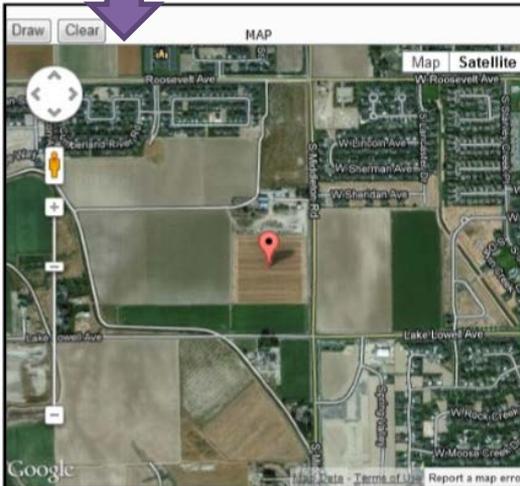
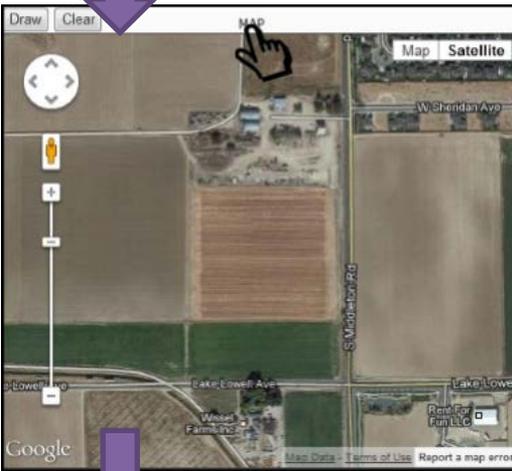
GPS Coordinates (decimal format - enter coordinates, click Show Map to verify, click Add to add to list)

Lat:

Long:

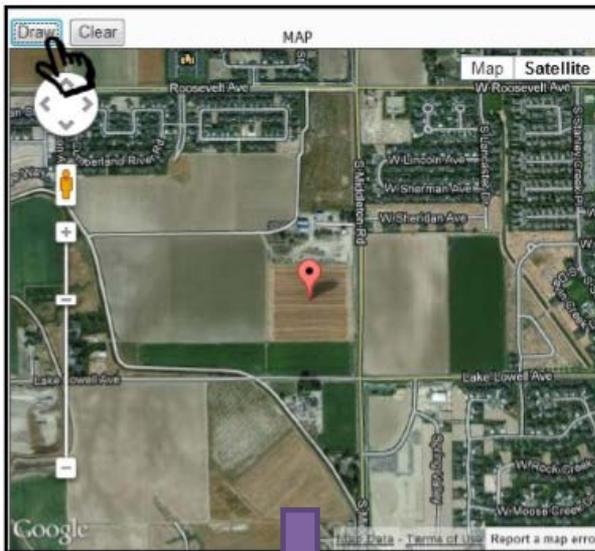


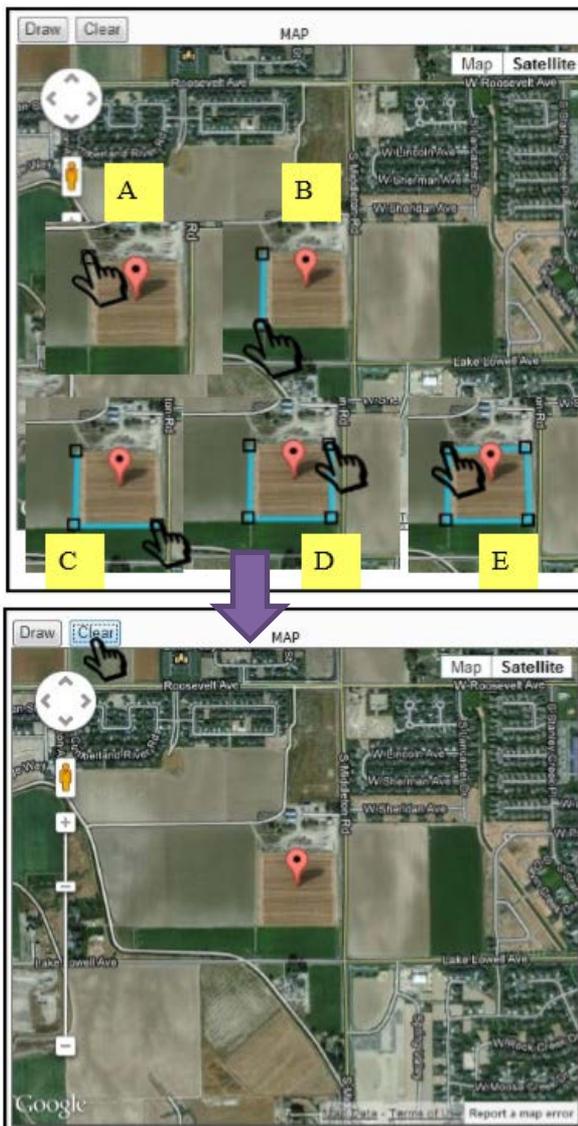
- b. Google Maps Image: This is where you can edit the Google Maps image to accurately reflect the location of the field. You can move the red pushpin and draw polygons around the field.
 - i. *Moving the Pushpin*: Latitude and longitude coordinates must be entered before the pushpin can be moved. To move the red pushpin, move your cursor over the map and left click. You can now move the map by dragging your mouse. When you have found the location of your field on the map, place your cursor in the middle of the desired field and double-click. The location you double-clicked will automatically become re-centered in the box. Left click on the word “MAP” located directly above the Google map. Go back to box #5A. The Lat and Long coordinates you entered in box #5B have automatically updated to reflect the new position you selected on the map. Click “Show Map.” The red pushpin has now moved to the updated GPS coordinates. *See diagram below.*



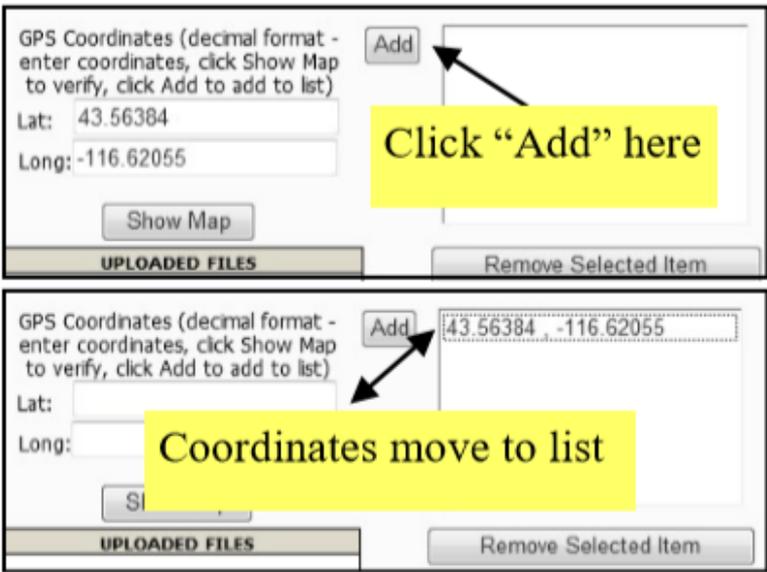
- ii. *How to Draw Polygons around Field:* All fields should be outlined to designate the area needing inspection. Click on the “Draw” button located in the upper left-hand corner of box #5B. Left-click on the first corner of the desired field. A small black box will appear. Left-click on the next corner by moving your cursor. A blue line will appear connecting the two corners. Repeat this step until the entire field is outlined. All sides of the polygon must be linked. See *diagram below*.

To start over click the “Clear” button in the upper left-hand corner of box #5B at any time. Polygons do not have to be drawn around all fields turned in for field inspection, but it is highly recommended for a map application containing multiple fields.

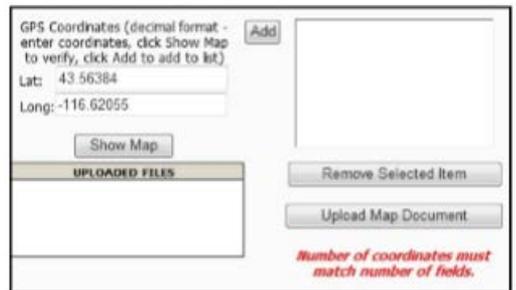
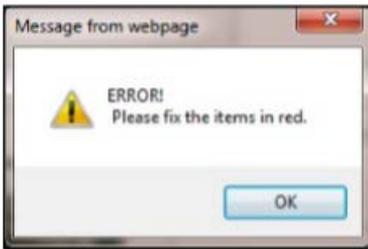
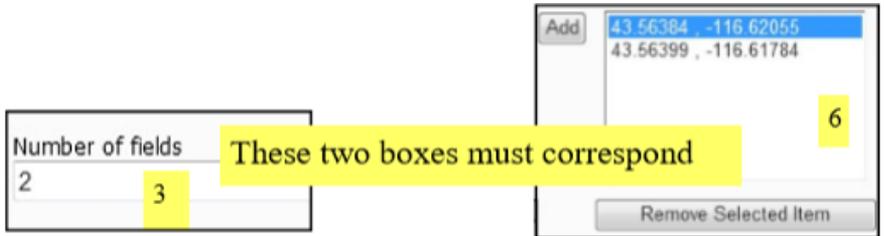




6. **GPS Coordinate Add Box:** After completing the above steps, click the “Add” button located next to the Lat and Long boxes. This will move the GPS coordinates to this box. The Google image will disappear from the screen. The image is still saved. Simply click on the coordinates you just moved, and the image will reappear. The number of coordinates in the GPS coordinate add list must correspond with the number of fields you entered in box #3. See *diagram below*.

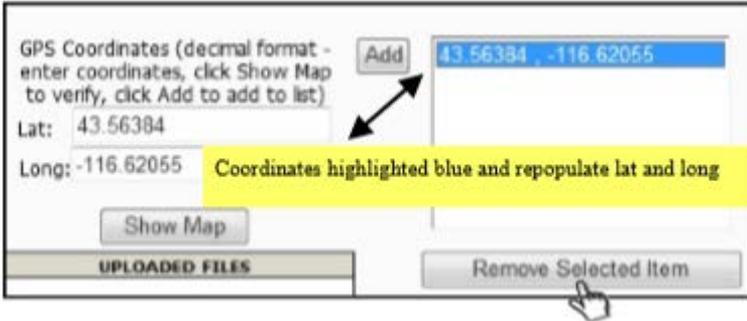


Important Note: Remember to click “Add” to move GPS coordinates to the GPS coordinate add list before saving the application. *Failing to do so will result in an ERROR.*



- a. To remove an unwanted GPS coordinate from the GPS coordinate add list, click on the GPS coordinates you wish to remove. By clicking on the GPS coordinates, the Lat and Long boxes will repopulate and the Google image will reappear in box #5B. Click “Remove Selected Item” located directly below the GPS coordinate add list. By removing

the GPS coordinates from the GPS coordinate add list, the coordinates in the Lat and Long boxes will disappear, but the Google image will remain until you add new coordinates and click “Show Map” again. See diagram below.



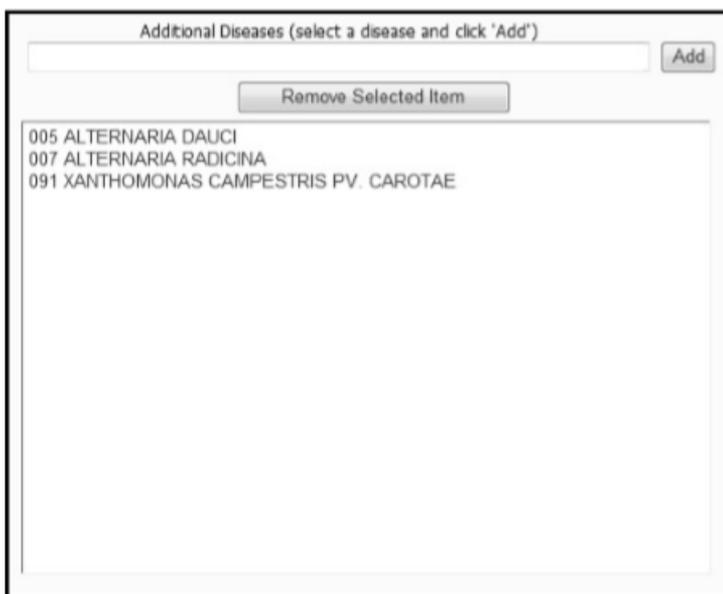
7. **Upload Map Document:** To attach a PDF, JPEG or GIF to the map application, click the “Upload Map Document” button located in the bottom left-hand corner of the screen. Use this to attach a field plot layout, electronic copy of Green Tags for beans, geographic map, import permits, transfer permits for mint, etc.
 - a. After clicking “Upload Map Document,” a pop-up will appear. “Browse” your computer for the desired file. The file must be in a PDF, JPEG or GIF format. Select a file description: Geographic_Map, Variety_Lot_Diagram, Import_Permit or Other. Click “Upload File.” A confirmation message will appear in the bottom left-hand corner of the pop-up window when the file has successfully uploaded. **You must click “Close this window” to successfully upload the file. DO NOT hit the “X” in the top right-hand corner to exit the pop-up window, or the file will not upload properly.** Your document will appear in the “Uploaded Files” box located below the “Show Map” button when you exit the “File Upload” window.
 - b. To remove an uploaded file, click on the link in “Uploaded Files.” The attached document will be removed
8. **Input By:** The “Input By” and “Submit Date” will auto populate with the account username and the date the information was started or updated. This

username will be a point of contact for the ISDA for any changes or additional information needed. If a map is rejected, this username will receive an automated email stating the changes required.

Important Note: Any missing information will result in an ERROR message when saved. All the text boxes (except uploaded map document) are required fields. If one or multiple fields are missing, errors in red will appear. Missing information must be filled before an application can be saved.

Diseases:

The “Disease” section is located in the bottom right hand corner of the application. Diseases can be added for field inspection after “Commodity Information” and “Location of Field” have been completed.



The screenshot shows a window titled "Additional Diseases (select a disease and click 'Add')". At the top, there is a text input field and an "Add" button. Below this is a "Remove Selected Item" button. The main area contains a list of diseases:

- 005 ALTERNARIA DAUCI
- 007 ALTERNARIA RADICINA
- 091 XANTHOMONAS CAMPESTRIS PV. CAROTAE

- A. **Viewing Default Diseases for Crops:** When you select the crop under “Commodity Information,” the default diseases for that crop are automatically populated in the disease list. *Default diseases are annually reviewed by the ISDA in accordance with the Field Inspection Manual (Pink Book) for that growing season. Default diseases cannot be removed.*

Crop: DAUCUS CAROTA - CARROT

Variety (No abbreviations are allowed):

Seed Lot Number:

Acres (decimal):

County:

Area:

Method of Irrigation: Sprinkler RII

Grower Last/Company Name: Grower First Name: Grower Telephone (include area code): GMO/Biotech

Field Rep. Last Name: Field Rep. First Name: Field Rep. Telephone (include area code):

Location:

Nearest Major Street 1:

Street 2:

Long:

Number of fields:

Input by: Customer1 Submit Date: 12/27/2012

Additional Diseases (select a disease and click 'Add'):

005 ALTERNARIA DAUCI
007 ALTERNARIA RADICINA
091 XANTHOMONAS CAMPESTRIS PV. CAROTAE

B. Adding Additional Diseases Manually: Most countries of export require field inspection for diseases that are not required for default diseases by the state of Idaho. To add diseases, use the text box under “Additional Diseases” by selecting a disease and clicking “Add.” As you begin typing the desired disease, a drop-down list will appear. The format for diseases is: *ISDA assigned number – accepted scientific name (common name)*. You can search by ISDA assigned number, scientific name or common name. Typing the name will filter the results in the drop-down list. Select the desired disease and click “Add.” The added disease will appear below the default diseases. Repeat for all additional diseases. Only diseases that occur on that crop and are available for field inspection by the ISDA will appear in the drop-down list. *If you are having trouble finding a disease, contact the ISDA office.*

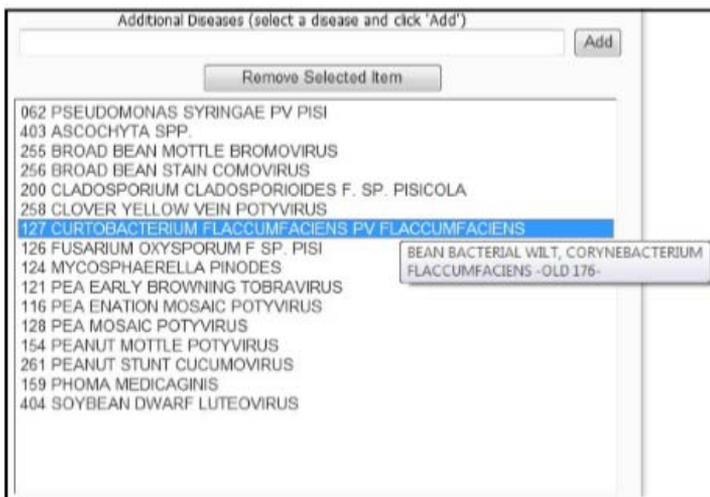
Additional Diseases (select a disease and click 'Add')

Additional Diseases (select a disease and click 'Add')

382 MACROPHOMINA PHASEOLINA (MACROPHOMINA BLIGHT OF BEANS, CHARCOAL ROT, ASHY STEM DECAY, ASHY STEM BLIGHT, MACROPHOMA PHASEOLINA, (MACROPHOMELLA PHASEOLINA, SCLEROTIUM BATAVICOLA, MACROPHOMA PHASEOLI, MACROPHOMELLA PHASEOLINA, MACROPHOMELLA PHASEOLINA, MACROPHOMELLA PHASEOLINA))

005 ALTERNARIA DAUCI
007 ALTERNARIA RADICINA
091 XANTHOMONAS CAMPESTRIS PV. CAROTAE

Important Note: Once a disease is added to the list, only the “accepted scientific name” will appear. To view synonyms, hover your cursor over a selected disease.



C. **Disease Packages:** Disease packages are used to simplify map application entry with the same additional diseases for the company. Disease packages are set up at company request and automatically insert additional diseases to map applications to the crop selected. ONE disease package template is allowed per commodity (i.e. one disease package for corn, one disease package for beans, etc.).

- a. Companies wanting to utilize this option must submit disease package lists to the ISDA prior to map application entry and prior to deadlines given in the Field Inspection Manual (Pink Book).
- b. **If you begin entering maps before your disease package is finalized, only default diseases will show on your map applications. Failing to add the appropriate diseases may affect shipping because fields will only be inspected for diseases included on the map application.**
- c. Please send your disease list via email to the ISDA office in a PDF, Excel or Word document format. Alternatively, mail a printed copy to the ISDA. After the disease list is reviewed by the ISDA, a letter will be returned for review by the company. Review the list for accuracy.

Important Note: the ISDA will note any problems with the requested diseases (i.e. diseases not available for field inspection). Submitted names for diseases may not match accepted names for the disease by the ISDA. The ISDA will substitute the synonym name for the accepted name on the disease package. The original name requested will be added in parentheses next to the accepted name upon review.

Crop: DAUCUS CAROTA - CARROT Variety (No abbreviations are allowed): Seed Lot Number: _____

Acres (decimal): _____ County: _____ Area: _____ Method of Irrigation: Sprinkler Rill

Grower Last/Company Name: _____ Grower First Name: _____ Grower Telephone (include area code): _____ GMO/Biotech

Field Rep. Last Name: _____ Field Rep. First Name: _____ Field Rep. Telephone (include area code): _____

Location of field from town

Nearest Major Crossroad: _____ Direction: _____

Street 1: _____

Street 2: _____

Number of fields: _____

Input by: Customer1 Submit Date: 12/28/2012

 MAP

UPLOADED FILES

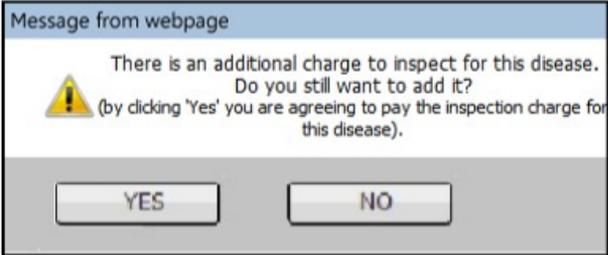
Additional Diseases (select a disease and click 'Add')

005 ALTERNARIA DAUCI
007 ALTERNARIA RADICINA
091 XANTHOMONAS CAMPESTRIS PV. CAROTAE
106 CERCOSPORA CAROTAE
107 PYTHIUM SPP.

After list is "finalized", when you set the crop the default diseases and the disease package attached to that crop that you requested show in the disease box.

Important Note: Disease packages are deleted out of our system annually. New disease packages will need to be submitted to the ISDA at the beginning of each growing season.

- D. **Removing Selected Diseases:** To remove a disease from the list, click on the unwanted disease. Click "Removed Selected Disease." Default diseases cannot be deleted from the disease list. An ERROR will occur if attempted.
- E. **Diseases with Additional Charges:** Some diseases require additional charges for field inspection due to additional laboratory testing. When adding a disease with an additional charge, a pop-up will appear requiring company consent to be charged the additional fee. By clicking "yes," the company agrees to the additional charge. When entering disease packages, additional charges will appear under the "Additional Fee" column. "Yes" indicates an additional charge.



Important Note: Any missing information will result in an ERROR message when saved. If required fields are missing information, errors in red will appear. Missing information must be filled before an application can be saved.

Entering Beans:

An additional section will appear when “phaseolus vulgaris-beans, dry” or “phaseolus vulgaris-beans, garden” crops are selected under the “Commodity Information” section. Additional information is needed from parenting **green tags** or **ICIA tags**. Applications cannot be submitted without this information.

Enter ALL data - click Add

Parent Seed Lot Number 1

Planting Certificate Number 2

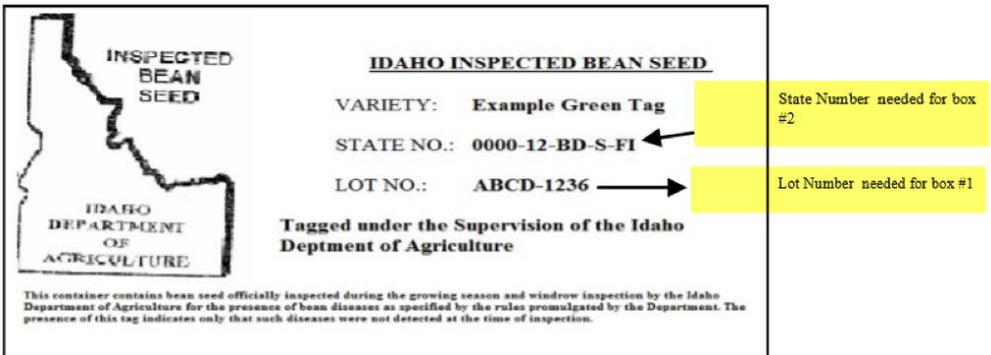
Pounds Planted 3

Pooling Insurance 5 Serology Tested

Total Pounds Planted 6

1. **Parent Seed Lot Number:** Enter the “Lot Number” given on the parent green tag received from the ISDA or the parent ICIA tag received from the Idaho Crop Improvement Association.

Example of **Green Tag:**



Example of ICIA Tag:

**Tagged Under Supervision of the Idaho Crop Improvement Association, Inc.
In Compliance With IDPA 02.06.06**

This container contains beans and officially inspected during the growing season and windrow inspected by the Idaho Crop Improvement Association, Inc. for the presences of bean diseases as specified by ales promulgated by the Idaho Department of Agriculture. The presences of this tag indicates only that such diseases were not

**IDAHO
CROP IMPROVEMENT
ASSOCIATION, INC.**



DISCOVER GARDEN BEANS
Conditioner: 258
Lot #: 11C5623158

Lot Number needed for box #1

22A456978G132-1

Certificate Number needed for box #2

- Planting Certificate Number:** Enter the “State Number” or “Certificate Number” assigned by the ISDA to the parent plant that correlates to the green tag received from the ISDA or by the ICIA to the parent plant that correlates to the tag received from the ICIA.
- Pounds Planted:** Enter the amount of bean seed planted for the field being submitted on the current map application.
- Add Box:** Click the “Add” button on the right once the above information has been entered. The information will be transferred to box #4. Repeat for all green tags/ICIA tags assigned to all lots planted in the field. To remove an added green tag, click on the desired entry followed by “Remove Selected Item.” To edit an added green tag, click on the desired entry. The boxes on the left will repopulate. Edit the necessary information and click “Add.”

Enter ALL data - click Add

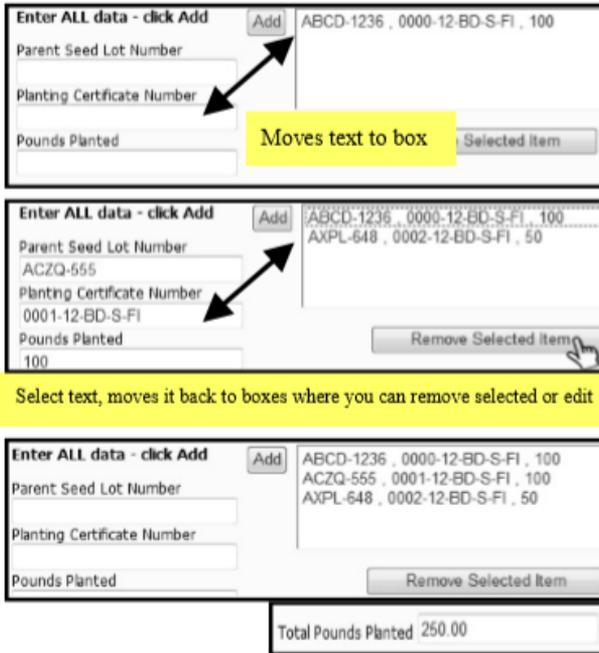
Add

Parent Seed Lot Number
ABCD-1236

Planting Certificate Number
0000-12-BD-S-FI

Pounds Planted
100





5. **Pooling Insurance and Serology Tested:** Check the respective items if the parent green tags/ICIA tags have pooling insurance or have been serology tested. If serology tested, another text box will appear asking for the serology number or transfer permit number. Type in the required information and click “Add.”
6. **Total Pounds Planted:** This box will auto populate with the total pounds planted in the field. It will update as items are added to the list.

Special Crop Comments Section:

When special crops are selected for field inspection in the “Commodity Information” section including, alfalfa, barley, corn to Australia, oats, rye, trial ground beans, triticale and wheat, a supplemental section will appear below the “Disease List” section. Additional information is needed for these crops.

A checklist will appear on the left-hand side of the page defining specific instructions for additional information required. Enter the information in the comments add box on the right-hand side of the page that corresponds with the questions on the checklist. Click “Add” when finished. Information will move from the comment box to the added comments box below. *Comments not added will not be saved.*

To remove a comment, select the desired entry. Click “Delete Comment” under the added comments box. Comments can only be deleted before the application has been saved. *Comments cannot be removed once the application is saved.*

Company: 20000 SEED SOURCE (TEST COMPANY) | Date Planted (mm/dd/YYYY): | Map/Reference #: |

Crop: MEDICAGO SATIVA - ALFALFA | Variety (No abbreviations are allowed): | Seed Lot Number: |

Acres (decimal): | County: | Area: | Method of Irrigation: Sprinkler Rill

Grower Last/Company Name: | Grower First Name: | Grower Telephone (include area code): | GMO/Biotech

Field Rep. Last Name: | Field Rep. First Name: | Field Rep. Telephone (include area code): |

Location of Field
Nearest Major City: | Street 1: | Street 2: |
Number of fields: |
Input by: Customer1 | Submit Date: 1/2/2013

CHECKLIST
PLEASE INCLUDE THE FOLLOWING FOR ALFALFA SEED EXPORTS TO THE EUROPEAN UNION:
--FIELD HISTORY FOR 5 YEARS PRIOR TO SOWING OF CURRENT CROP
--NUMBER OF CONCURRENT YEARS IN ALFALFA
--NUMBER OF SEED CROPS HARVESTED FROM THIS FIELD
--LOCATION OF ANY ADJACENT ALFALFA FIELDS (INCLUDE ACREAGE, WHETHER OR NOT IT IS FOR SEED PRODUCTION)

COMMENTS
Enter comment and click 'Add'
Alfalfa field located west of field-not for seed
2012-Corn 2011-Peas 2010-Corn 2009-Alfalfa 2008-Alfalfa 3 seed crops harvested

Buttons: Draw, Clear, MAP, Show Map, Remove Selected Item, Upload Map Document, Add, Delete Comment, Save, Clear Form

SAVING MAP APPLICATIONS

When your map application has been completed and is ready to save, click the “Save” button located at the bottom of the page. A pop-up will appear stating the application was successfully saved. Click “ok.” The webpage will refresh. The map application is now showing under “Application status” in “Unfinalized” with an assigned “Reference Number,” company name, crop and lot number.

Application status
<input type="radio"/> Accepted <input type="radio"/> Rejected <input type="radio"/> Pending <input checked="" type="radio"/> Unfinalized
2939 SEED SOURCE (TEST COMPANY) PISUM SATIVUM YOU
2938 SEED SOURCE (TEST COMPANY) PISUM SATIVUM QRS

MAP APPLICATION INFORMATION

ROLL OVER

After you have entered and saved your first map application, the M*AP*S program will carry over information to following map applications including company name, crop, county, area, field representative information and the attached disease package. You do not have to click "Add New" for every new application. *Only click "Add New" for the first application.* All information carried over can be changed besides the company name. Please verify information carried over. *Map applications will be rejected and returned to the company if it contains incorrect information.*

Company 20000 SEED SOURCE (TEST COMPANY)		Date Planted (mm/dd/YYYY) 	Map/Reference #
Crop ZEA MAYS - CORN		Variety (No abbreviations are allowed) 	Seed Lot Number
Acres (decimal) 	County CANYON	Area TREASURE VALLEY	Method of Irrigation <input type="radio"/> Sprinkler <input type="radio"/> Rill
Grower Last/Company Name 	Grower First Name 	Grower Telephone (include area code) ()	<input type="checkbox"/> GMO/Biotech
Field Rep. Last Name Smith	Field Rep. First Name Gary	Field Rep. Telephone (include area code) (208) 999-9999	

Location of field from town:

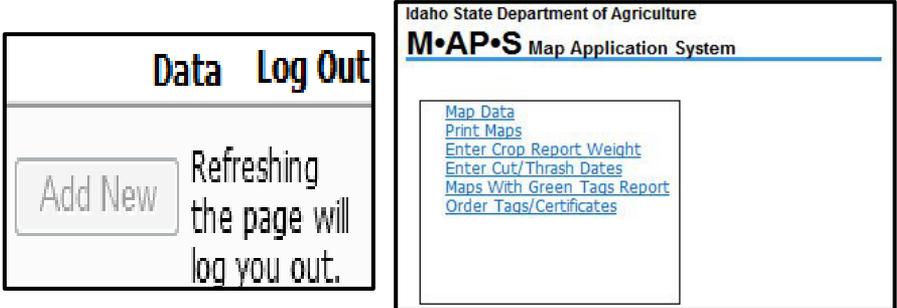
Nearest Major Crossroad Street 1 Street 2 Number of fields Input by Customer1	Directions from nearest town (please include town name) <div style="border: 1px solid gray; height: 100px; width: 100%;"></div>	GPS Coordinates (decimal format - enter coordinates, click Show Map to verify, click Add to add to list) Lat: Long: <input type="button" value="Show Map"/> <div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;"> UPLOADED FILES </div>	<input type="button" value="Add"/> <div style="border: 1px solid gray; width: 100%; height: 50px;"></div> <input type="button" value="Remove Selected Item"/> <input type="button" value="Upload Map Document"/>
---	--	--	--

Submit Date 01/03/2013

<input type="button" value="Draw"/> <input type="button" value="Clear"/> <div style="border: 1px solid gray; height: 100px; width: 100%; margin-top: 5px;"></div>	Additional Diseases (select a disease and click 'Add') <input type="button" value="Add"/> <input type="button" value="Remove Selected Item"/> 047 AUREOBASIDIUM ZEAE 025 CLAVIBACTER MICHIGANENSIS SPP NEBRASKENSIS 041 COCHLIOBOLUS CARBOIUM 033 COCHLIOBOLUS HETEROSTROPHUS 017 HARPOPHORA MAYDIS 354 MYCOSPHARELLA ZEA-MAYDIS 034 PANTOEA STEWARTII SUBSP STEWARTII 068 PERONOSCLEROSPORA MAYDIS 069 PERONOSCLEROSPORA PHILIPPINENSIS 071 PERONOSCLEROSPORA SACCHARI
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DATA SCREEN

The Data Screen allows map users to view field inspection information, print maps, enter crop report weights, enter windrow inspection cut and thrash dates, and order green tag for bean crops. The Data screen is located in the top right-hand corner of the website adjacent to the “Log Out” button. Within the Data Screen are six options explained below. To return to the main menu at any time, click “Main” located next to the “Log Out” button.



1. **Map Data:** View a List of options to export information from the M*AP*S program to an Excel file for company use.
2. **Print Maps:** Print map applications here that have been entered and submitted to the ISDA for the selected year.
3. **Enter Crop Report Weights:** Enter actual and estimated weights (in pounds) for the growing season here.
4. **Enter Cut/Thrash Dates:** During bean harvest, enter cut/thrash dates for submitted bean fields to the ISDA here.
5. **Order Tags/Certificates:** Request green tags for the next planting year here.

Map Data:

To view map data, click on the “Map Data” hyperlink. A box of options will appear to the right. Select the year you would like to view to continue.

Idaho State Department of Agriculture
M•A•P•S Map Application System Main Log Out

[Map Data](#)
[Print Maps](#)
[Enter Crop Report Weight](#)
[Enter Cut/Trash Dates](#)
[Maps With Green Tags Report](#)
[Order Tags/Certificates](#)

Select a year: 2012 Choose the data you wish included.

Select All

Map# <input checked="" type="checkbox"/>	Reference# <input type="checkbox"/>	Company <input type="checkbox"/>	Date Planted <input type="checkbox"/>	Crop <input checked="" type="checkbox"/>
Variety <input checked="" type="checkbox"/>	Lot <input checked="" type="checkbox"/>	Acres <input checked="" type="checkbox"/>	County <input type="checkbox"/>	Area <input type="checkbox"/>
Irrigation <input type="checkbox"/>	Grower <input type="checkbox"/>	Field Rep <input type="checkbox"/>	Cross Streets <input type="checkbox"/>	Number of Fields <input type="checkbox"/>
GPS Coords <input type="checkbox"/>	Map Status <input type="checkbox"/>	State Number <input type="checkbox"/>	Date Submitted <input type="checkbox"/>	Input by <input type="checkbox"/>

To limit your search, select any of the options located in the option box. You may select multiple criteria at consecutive times. Click “Show Data.” A list will appear below with the criteria selected. To sort the information, click on the blue header you would like to sort by.

To export the populated information, click “Export to Excel” located to the right of the criteria. Save the file in the appropriate destination and open in excel.

MAPTYPE	MAPNUMBER	NAME	VARIETY	SEEDLOTNUMBER	ACRES
FI	0	CORN	ABC	TEST	15.20000
AR	5133	PEA - AREA	BABY	SWETT2	100.00000
AR	5134	PEA - AREA	PETITE	SWETT1	100.00000
AR	5146	CORN - AREA	AMAZING	1234	50.00000
AR	5148	CORN - AREA	SWEETY	4567	150.00000
FI	5001	BEANS, GARDEN	60	59	1.00000
FI	6398	CORN	BLAND	123	0.00000

Important Note: Pop-ups must be enabled on your computer to export files.

Print Maps:

Once your map applications have been saved, you can print hard copies of the map applications here. To print maps, click the “Print Maps” hyperlink. A text box will appear on the right. Enter a map year to begin. You may print by “Map Number” (maps in “Accepted” status) or “Reference Number” (maps in “Pending,” “Rejected” or “Unfinalized” status).

[Map Data](#)[Print Maps](#)[Enter Crop Report Weight](#)[Enter Cut/Thresh Dates](#)[Maps With Green Tags Report](#)[Order Tags/Certificates](#)

Only Maps For Your Company Will Print!

Please enter the map year.

Please enter the range of map numbers OR reference numbers to print (i.e. 101 TO 104)

Map Number begin:

Map Number end:

 TO

Reference Number begin:

Reference Number end:

 TO

You can enter a range that does not contain your map numbers to make it easier to print a large range of reports.

Example: Your company has map numbers 1, 2, and 6 - other companies have map numbers 3, 4, and 5, but you can still enter 1 as the begin number and 6 as the end number and a report that contains maps 1, 2, and 6 will generate. Maps 3, 4, and 5 will not generate since they weren't your company's.

In the text box, you may enter the beginning number and ending number of the maps you want printed. Only your company maps will print.

For Example: Your company may be assigned the following map numbers - 1, 3, 5, 6. By entering 1-10, only your assigned map numbers will print.

Click "Print" when you have entered the desired information. A new screen will appear with the requested maps with an option bar along the top of the screen. You may save these files in a PDF, Excel or Microsoft word format. To print the files, save the file as a PDF and print from the desired program.

Important Note: Pop-ups must be enabled on your computer to allow printing.

STATE OF IDAHO

SUBAREA

MAP# 0

APPLICATION FOR INDIVIDUAL FIELD INSPECTION
Department of Agriculture

REFERENCE# 2938

Company 20000 SEED SOURCE (TEST COMPANY) Date Planted 1/1/2012

Crop PISUM SATIVUM - PEA Variety XYZ Seed Lot No. QRS Acres 1.00

County CANYON Area 06 Method of Irrigation SPRINKLER

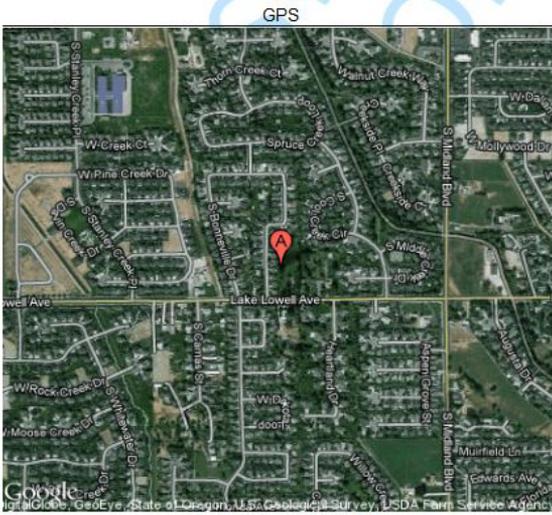
Grower CHARMEN, (208)555-5555 Field Rep. DOE, JOHN (208)555-5555

Seed Lot Planting Certificate BEANS and MINT ONLY Serology Numbers

Pounds Planted 0.00 Pooling Insurance Serology Tested

Nearest Crossroad HERE & THERE _____ Number of Fields 1

Directions HERE THERE



- Diseases
- 062 PSEUDOMONAS SYRINGAE PV PISI
 - 403 ASCOCHYTA SPP.
 - 255 BROAD BEAN MOTTLE BROMOVIRUS
 - 256 BROAD BEAN STAIN COMOVIRUS
 - 200 CLADOSPORIUM CLADOSPORIODES F. SP. PISICOLA
 - 258 CLOVER YELLOW VEIN POTYVIRUS
 - 127 CURTOBACTERIUM FLACCUMFACIENS PV FLACCUMFACIENS
 - 126 FUSARIUM OXYSPORUM F. SP. PISI
 - 124 MYCOSPHAERELLA PINODES
 - 121 PEA EARLY BROWNING TOBRIVIRUS
 - 116 PEA ENATION MOSAIC POTYVIRUS
 - 128 PEA MOSAIC POTYVIRUS
 - 154 PEANUT MOTTLE POTYVIRUS
 - 261 PEANUT STUNT CUCUMOVIRUS
 - 159 PHOMA MEDICAGINIS
 - 404 SOYBEAN DWARF LUTEOVIRUS
- Cut Date _____ Thrash Date _____
- Early Mid Late Window
- Inspections _____
- Attachments
- | Type | File Name |
|------|-----------|
| | |

43.562312, -116.598492

Input by Customer1
Date 12/28/2012

Enter Crop Report Weights:

This is an updated replacement for the previous method of sending copies back and forth between the ISDA and company until the final weights were given.

The ISDA will send you a printed out hard copy of your Crop Report at the end of the growing season as a first draft. This printed copy can be used to view maps turned in for field inspection and review lot numbers, varieties, growers, acres

and diseases for errors. The copy gives companies the ability to view what is available for shipping purposes.

To enter estimated and actual clean weights that have been harvested from your crops, click on the “Enter Crop Report Weights” hyperlink. A list of the crops that were submitted for that growing season will appear.

Important Note: If no crops appear and an ERROR occurs, it may indicate that you have not completed a finalized Crop Report for the previous season. *The previous season must be “Finalized” through the ISDA before your crops will appear on the website for the current growing year.*

To sort the crop report, click on the blue headings. You can sort by Crop, Map #, Variety, Lot Number, Grower, Acres, State Number, Weights or Actual. Clicking on a heading will sort the crops alphabetically or numerically depending on the type of heading.

Idaho State Department of Agriculture
M•A•P•S Map Application System

Main Log Out

A: Example of Website Display

[Map Data](#)
[Print Maps](#)
[Enter Crop Report Weight](#)
[Enter Cut/Thresh Data](#)
[Maps With Green Tags Report](#)
[Order Tags/Certificates](#)

Enter Crop Report Weight

Weight must be entered in pounds (LBS) decimal format. Please make sure to check the 'Actual' checkbox if the weight is actual. Data is auto-saved when the cursor leaves the changed field.
 Click on a column header to sort by that column.

Crop	Map#	Variety	Lot#	Grower	Area State#	Acres	Weight	Actual
BEANS, DRY	6433	BEAN TRIAL GROUND	1111	EAEARW5 EAEARWA	08	1.00	11.00	<input type="checkbox"/>
BEANS, DRY	6483	BUSH BLUE LAKE	555555	COLLINS	08 6483-12-BD-R-FI	20.00	52000.00	<input checked="" type="checkbox"/>
BEANS, DRY	6523	BUSH BLUE LAKE	9898	MARY COLLINS	08 6523-12-BD-S-FS-DISEASE POSITIVE	50.00	130000.00	<input checked="" type="checkbox"/>
BEANS, DRY	6524	BUSH BLUE LAKE	9999	MARY COLLINS	08 6524-12-BD-S-FS-DISEASE POSITIVE	50.00	130000.00	<input checked="" type="checkbox"/>
BEANS, DRY	6522	CAPRICE	1212	COLLINS	08 6522-12-BD-S-FS	100.00	260000.00	<input checked="" type="checkbox"/>
BEANS, DRY	6520	CAPRICE	2222	COLLINS	08 6520-12-BD-S-FS	50.00	130000.00	<input checked="" type="checkbox"/>
BEANS, DRY	6521	CAPRICE	333	COLLINS	08 6521-12-BD-S-FS	50.00	130000.00	<input checked="" type="checkbox"/>
BEANS, DRY	6495	CAPRICE	4323232	COLETTE RUTHER	08 6495-12-BD-R-FS	50.00	1000.00	<input checked="" type="checkbox"/>
BEANS, DRY	6496	CAPRICE	987456	COLETTE RUTHER	08 6496-12-BD-R-FS	50.00	1000.00	<input checked="" type="checkbox"/>
BEANS, DRY	3384	DRY BEANS	88888	SMIT	07 3384-12-BD-R-FI	5.00	6000.00	<input checked="" type="checkbox"/>
BEANS, DRY	3374	DRY BEANS	DRY BEANS	EDMAN	08 3374-12-BD-S-FI	80.00	12342.00	<input type="checkbox"/>
BEANS, DRY	6503	EBRO NAVY	128500	TEST TEST	13 6503-2012-BD-R-TG	0.00	400.00	<input type="checkbox"/>
BEANS, DRY	6434	F5DF5DF	ASDFDF	SFDSAFSD FSAFSD	08	0.50	11.00	<input type="checkbox"/>
BEANS, DRY	6497	PINTO	31313131	COLETTE RUTHER	08 6497-12-BD-S-FS	25.00	650.00	<input checked="" type="checkbox"/>
BEANS, DRY	6498	PINTO	5656565	COLETTE RUTHER	08 6498-12-BD-S-FS	50.00	1300.00	<input checked="" type="checkbox"/>
BEANS, DRY	6499	PINTO	94949494	COLETTE RUTHER	08 6499-12-BD-S-FS	25.00	650.00	<input checked="" type="checkbox"/>
BEANS, DRY	6208	SPRINKLER SEROLOGY TEST	1234		08 6208-12-BD-S-LA	0.00	10000.00	<input checked="" type="checkbox"/>
BEANS, DRY	6204	SPRINKLER TEST 2	SPRINKLER TEST 2	TEST TEST	08	30.00	11.00	<input type="checkbox"/>

To enter a weight for a crop, place your cursor in the box under “Weight.” If the weight is an estimate weight, enter the desired weight. Weights should be entered in the following format: 000.00. **Do not enter commas or special characters.** The weight will automatically save when you click anywhere outside the box. If the weight is an actual clean weight, enter the desired weight and click the box in the “ACTUAL” column. The system will recognize the number as a final weight for the crop. The weight will automatically save after pressing this button. The weight box

will remain editable if entered as an estimated weight. The weight is no longer editable once the “ACTUAL” box is checked. *To update an actual weight, contact the ISDA. The crops are still available to view by the company, but changes cannot be made to the weight.*

Once all crops have been submitted with an actual weight, the ISDA will send the company a paper copy via mail. This paper copy will need to be reviewed for accuracy by the company. If all the information is correct, a company representative will need to sign, date and return the report to the ISDA. The ISDA will complete assigning state numbers to your crops and “Finalize” the report. The ISDA will send a copy of the finalized report to the company for use in Phytosanitary Certificates. *More details on how to read a Final Crop Report on page 40.*

B: Example of Final Crop Report issued by the ISDA once all weights are actual weights

Idaho Department of Agriculture Division of Plant Industries ATTN: CROP INSPECTION REPORT PO BOX 790 BOISE, ID 83701		CROP INSPECTION REPORT SEED SOURCE (TEST COMPANY) 12345 SEEDY WAY NAMP, ID 83687		11/26/2013 Page 1 Map Year 2011				
<p>It is very important that the following information is correct: If there are any mistakes, please write in the corrections or changes. The following lots were submitted for field or area inspection (windrow inspection also on beans). Check any errors in the variety names, lot numbers, grower names, diseases, or acreage. Also if there are any crop splits, crops combined, or crops destroyed (not harvested), please let us know so we can make the necessary changes. Fill in the weight column (NOTE: all weights must be submitted in pounds), and note whether the weight is an "A" (actual clean weight) or "E" (estimated clean weight). We need actual clean weight amounts on all crops as soon as possible. This report is not considered final for each lot until an actual weight is received. No phytosanitary certificates or in-state planting tags (beans only) will be issued until we receive an actual clean weight for the crop.</p> <p>Diseases field inspected for on the crops listed in this report show in the following format: (Positive Diseases: symptomatic plants were found during field inspection and lab tested confirming positive result), (Negative Diseases: symptomatic plants were found during field inspection and lab testing was done showing negative results), (Inspected Diseases: these diseases were field inspected for during the growing or windrow season and no suspects were found in the field).</p> <p>I certify that the information provided below is accurate to the best of my knowledge:</p>								
Signature of reviewer _____		Shows report has been Finalized		2011 FINAL COPY				
				Printed by: bhipwell				
SPECIES	VARIETY	LOT NUMBER	GROWER	AREA	STATE NUMBER	ACRES	CLEAN WEIGHT	(A)CT/ (E)ST
ALFALFA Map# 0005	ABCD	123654786	Joe Smith	06	0005-11-BG-R-FI	1.50	4000.0	A
<p>Comments: STATE NUMBER: 0005-11-BG-R-FI (Positive Diseases: Alfalfa Mosaic Virus; -AMV. Inspected Diseases: Clavibacter Michiganiensis Subsp. Indisicola, Cercospora Medicaginis, Coccinia Spp., Ditylenchus Dipasci, Esophoria Exalta, Verticillium albo-atrum, Verticillium Dahliae, Xanthomonas Alfalfae ALFALFA Total Acres: 1.50</p>								

Enter Cut/Thrash Dates:

Use this option if your company has turned in garden or dry beans for field inspection. Use this feature to enter cut and thrash dates for windrows. This informs the ISDA when the field needs to be inspected.

To enter cut/thrash dates, click on the “Enter Cut/Thrash Dates” hyperlink. All of the bean fields that were turned in for field inspection that growing season for your company will appear. The company’s bean application information including ISDA assigned map number, variety, lot number, grower, area, state number (not yet assigned) and acres are included.

To sort the information, click on the blue headings. Clicking on a heading will sort the crops alphabetically or numerically depending on the type of heading.

The final three columns are where information will be added by the ISDA and the company. The “Inspection Date” column will be completed by an ISDA employee after the field has been successfully inspected. The dates in this column will range from 1/1/1900 to the actual date of inspection. Once an actual date is populated, you may begin harvest.

Important Note: Do not pick up beans until this field has been inspected by the ISDA and an inspection date has been entered in this column.

Idaho State Department of Agriculture
M•A•P•S Map Application System

Map Data
 Print Maps
 Enter Crop Report Weight
 Enter Cut/Thrash Dates
 Maps With Green Tags Report
 Order Tags/Certificates

Enter Cut/Thrash Dates

Please enter dates in a mm/dd/YYYY format. Data is auto-saved when the cursor leaves the field.
Note: Thrash date must be at least 3 business days after the cut date.
 If inspection date is NOT 1/1/1900 then inspection has already been performed and cut/thrash dates cannot be changed.
 Click on a column header to sort by that column.

This date lets you know your field has been inspected by an ISDA employee.

Crop	Map#	Variety	Lot#	Grower	Area	State#	Acres	Insp Date	Cut Date	Thrash Date
BEANS, DRY	6489	BUSH BLUE LAKE	23232323	COLETTE RUTHER	08		0.00	1/1/1900	1/1/1900	1/1/1900
BEANS, DRY	6483	BUSH BLUE LAKE	555555	COLLINS	08		20.00	7/21/2012	7/17/2012	7/23/2012
BEANS, DRY	6429	BUSH BLUE LAKE	66666666	MARY COLLINS	08		10.00	9/25/2012	9/24/2012	9/27/2012
BEANS, DRY	6430	BUSH BLUE LAKE	77777777	MARY COLLINS	08		10.00	9/2/2012	8/31/2012	9/5/2012
BEANS, DRY	6490	BUSH BLUE LAKE	8585858	COLETTE RUTHER	08		0.00	1/1/1900	1/1/1900	1/1/1900
BEANS, DRY	6431	BUSH BLUE LAKE	88888888	MARY COLLINS	08		10.00	8/22/2012	8/20/2012	8/25/2012
BEANS, DRY	6523	BUSH BLUE LAKE	9898	MARY COLLINS	08		50.00	1/1/1900	8/1/2012	8/10/2012
BEANS, DRY	6524	BUSH BLUE LAKE	9999	MARY COLLINS	08		50.00	8/9/2012	8/1/2012	8/10/2012
BEANS, DRY	6428	BUSH BLUE LAKE	9999999	MARY COLLINS	08		0.00	1/1/1900	8/1/2012	8/10/2012
BEANS, DRY	6522	CAPRICE	1212	COLLINS	08		10.00	8/28/2012	8/27/2012	8/30/2012
BEANS, DRY	6520	CAPRICE	2222	COLLINS	08		50.00	1/1/1900	1/1/1900	1/1/1900
BEANS, DRY	6481	CAPRICE	222222	COLLINS	08		0.00	8/28/2012	8/27/2012	8/30/2012
BEANS, DRY	6468	CAPRICE	22222222	COLETTE RUTHER	08		0.00	1/1/1900	1/1/1900	1/1/1900

Bean field with DATE INSPECTED

Bean field NOT INSPECTED

The last two columns, “Cut Date” and “Thrash Date,” will be completed by the company. Enter a date for the crop(s) that was/were cut in the “Cut Date” column. Highlight the cut date box and enter the date in the following format: 0/0/0000. Enter the date the crop(s) will be harvested in the “Thrash Date” column in the same format. The dates will automatically be saved and submitted to the ISDA once they are entered.

Important Note: There must be a minimum of three business days between cut date and thrash date to allow appropriate time for field inspection. For high priority or emergency windrow needs, please contact the ISDA at 208-332-8650 for Treasure Valley or 208-736-2195 for Magic Valley.

Map Data
 Print Maps
 Enter Crop Report Weight
 Enter Cut/Thresh Dates
 Maps With Green Tags Report
 Order Tags/Certificates

Enter Cut/Thresh Dates

Please enter dates in mm/dd/YYYY format. Data is auto-saved when the cursor leaves the date field.
Note: Thrash date must be at least 3 business days after the cut date.
 If inspection date is NOT 1/1/1900 then inspection has already been performed and cut/thresh dates cannot be changed
 Click on a column header to sort by that column.

Date crop was cut

Crop	Map#	Variety	Lot#	Grower	Area	State#	Acres	Insp Date	Cut Date	Thresh Date
BEANS, DRY	6489	BUSH BLUE LAKE	23232323	COLETTE RUTHER	08		0.00	1/1/1900	1/1/1900	1/1/1900
BEANS, DRY	6483	BUSH BLUE LAKE	555555	COLLINS	08		20.00	7/21/2012	7/17/2012	7/23/2012
BEANS, DRY	6429	BUSH BLUE LAKE	66666666	MARY COLLINS	08		10.00	9/25/2012	9/24/2012	9/27/2012
BEANS, DRY	6430	BUSH BLUE LAKE	77777777	MARY COLLINS	08		10.00	9/2/2012	8/31/2012	9/5/2012
BEANS, DRY	6490	BUSH BLUE LAKE	8585858	COLETTE RUTHER	08		0.00	1/1/1900	1/1/1900	1/1/1900
BEANS, DRY	6431	BUSH BLUE LAKE	88888888	MARY COLLINS	08		10.00	8/22/2012	8/20/2012	8/25/2012
BEANS, DRY	6523	BUSH BLUE LAKE	9898	MARY COLLINS	08		50.00	1/1/1900	8/1/2012	8/10/2012
BEANS, DRY	6524	BUSH BLUE LAKE	9999	MARY COLLINS	08		50.00	8/9/2012	8/1/2012	8/10/2012
BEANS, DRY	6428	BUSH BLUE LAKE	9999999	MARY COLLINS	08		0.00	1/1/1900	8/1/2012	8/10/2012
BEANS, DRY	6522	CAPRICE	1212	COLLINS	08		100.00	8/28/2012	8/27/2012	
BEANS, DRY	6520	CAPRICE	2222	COLLINS	08		50.00	1/1/1900	1/1/1900	
BEANS, DRY	6481	CAPRICE	222222	COLLINS	08		0.00	8/28/2012	8/27/2012	8/30/2012
BEANS, DRY	6468	CAPRICE	22222222	COLETTE RUTHER	08		0.00	1/1/1900	1/1/1900	1/1/1900
BEANS, DRY	6521	CAPRICE	333	COLLINS	08		50.00	8/28/2012	8/27/2012	8/30/2012

Crop not yet inspected

Date crop is to be harvested

Please contact the ISDA via email for partially cut bean fields (i.e. company only cuts 4 acres of a 6-acre field) that need the cut portion of the field inspected before the remaining acres will be cut. The M*AP*S program only allows full acres to be shown as cut and thrashed. Use the following emails for this type of communication. In the email, please include map number, variety, lot number, acres and grower for the crop so the information can be easily located.

Treasure Valley: treasurevalleywindrow@isda.idaho.gov

Magic Valley: magicvalleywindrow@isda.idaho.gov

Order Tags/Certificates:

Use this option to order green tags from the ISDA for bean crops. Click on the "Order Tags/Certificates" hyperlink to order green tags. Select the year of the crop you are ordering a green tag for. **Crops older than 2012 will have to be requested through the Twin Falls office.** Select the office where you want your tags printed. **Sprinkler irrigated, sprinkler re-plant (lab-tested) and bean rule tested beans must be submitted to the Magic Valley office to print tags.**

Map Data
 Print Maps
 Enter Crop Report Weight
 Enter Cut/Thresh Dates
 Maps With Green Tags Report
 Order Tags/Certificates

Order Green Tags

Please enter a four-digit map year (YYYY) and click OK. The map year cannot be less than 2011.

2012



Find the variety and lot number of the crop. To sort the information, click on the blue headings. Clicking on a heading will sort the crops alphabetically or numerically depending on the type of heading. Under the “# of tags,” input the number of tags you wish to have printed for that lot. In the next row, input the size of the bag for that green tag (i.e. 50 pounds, 100 pounds, etc.). Click “Add” located to the right. The # of tags will be multiplied by the bag size to provide you with a total amount of weight used. Once you have placed the green tag orders for all the desired lots, click “Submit” at the top of the page. A pop-up message will appear confirming your submission.

Order Green Tags

- Number of tags and size of bags must be numbers.
- Enter number of tags and size of bags and click "Add".
- When you are finished adding all tags click the "Submit" button above the grid.
- Click on a column header to sort by that column (sorting will cause any previous data entered to be erased).

Please select the office where you want the tags printed (the entire order is printed in the chosen office). Treasure Valley Magic Valley

Crop	Map#	Variety	Lot#	Grower	Area	State#	Acres	# of Tags	Bag Size		
BEANS, GARDEN	5001	60	59	BENNY BENJAMIN	06	5001-12-BG-R-FI	1.00	1	50	<input type="button" value="Add"/>	
BEANS, GARDEN	6408	6048	12345			6408-12-BG-R-BL	0.00			<input type="button" value="Add"/>	2,100=200 3,150=450
BEANS, GARDEN	6536	GARDEN	TESTY			6536-12-BG-S-FC-DISEASE POSITIVE	3.00				

Message from webpage

Tags successfully ordered.

You will receive an automated email with a summary of the green tag order. See *diagram below*. Do not respond to this email. The email will include the map #, variety, lot number, state number, # of tags requested, size of the bags and total weight taken from that lot. *This email does not mean your green tags are ready for pickup. The ISDA office will contact a company representative when the tags are ready for pickup.*

From: NoReply
To:
Cc:
Subject: ISDA Tag Order

*** THIS IS AN AUTOMATED EMAIL - PLEASE DO NOT REPLY ***

Below are the tags you recently ordered from the Idaho State Department of Agriculture M.A.P.S website.
This data must be considered preliminary because the ISDA has not yet accepted or rejected the tags ordered.

username: Customer1
Map#: 6408
Variety: 6048
Lot#: 12345
State#: 6408-12-BG-R-BL
of Tags: 2
Size of Bags: 100
TOTAL: 200.00

username: Customer1
Map#: 6408
Variety: 6048
Lot#: 12345
State#: 6408-12-BG-R-BL
of Tags: 3
Size of Bags: 150
TOTAL: 450.00

username: Customer1
Map#: 5001
Variety: 60
Lot#: 59
State#: 5001-12-BG-R-FI
of Tags: 1
Size of Bags: 50
TOTAL: 50.00

Reading Hard Copy Crop Report

Idaho Department of Agriculture Division of Plant Industries ATTN: CROP INSPECTION REPORT PO BOX 790 BOISE, ID 83701		CROP INSPECTION REPORT SEED SOURCE (TEST COMPANY) 12345 SEEDY WAY NAMPA, ID 83687		11/26/2013 Page 1			
1		2		3			
				Map Year 2011			
				4			
<p>It is very important that the following information is correct. If there are any mistakes, please write in the corrections or changes. The following lots were submitted for field or area inspection (windrow inspection also on beans). Check any errors in the variety names, lot numbers, grower names, diseases, or acreage. Also if there are any crop splits, crops combined, or crops destroyed (not harvested), please let us know so we can make the necessary changes. Fill in the weight column (NOTE: all weights must be submitted in pounds), and note whether the weight is an "A" (actual clean weight) or "E" (estimated clean weight). We need actual clean weight amounts on all crops as soon as possible. This report is not considered final for each lot until an actual weight is received. No phytosanitary certificates or in-state planting tags (beans only) will be issued until we receive an actual clean weight for the crop.</p> <p>Diseases field inspected for on the crops listed in this report show in the following format: (Positive Diseases: symptomatic plants were found during field inspection and lab tested confirming positive result), (Negative Diseases: symptomatic plants were found during field inspection and lab testing was done showing negative results), (Inspected Diseases: these diseases were field inspected for during the growing or windrow season and no suspects were found in the field).</p> <p>I certify that the information provided below is accurate to the best of my knowledge:</p>							
Signature of reviewer		Date		2011 FINAL COPY			
5		6		7			
8		9		10			
11		12		13			
14		15		16			
17		18		19			
SPECIES	VARIETY	LOT NUMBER	GROWER	AREA	STATE NUMBER	ACRES	CLEAN WEIGHT (E)ST
ALFALFA Map# 0005	ABCD	12354786	Joe Smith	06	0005-11-BG-R-FI	1.50	4000.0 A
<p>Comments: STATE NUMBER: 0005-11-BG-R-FI (Positive Disease): Alfalfa Mosaic Alfamosvirus-AMV- Inspected Diseases: Clavibacter Michiganensis Subsp. Isoliosus, Cercospora Medicaginis, Cuscuta Spp., Ditylenchus Dipaci, Euphorbia Esula, Verticillium Albo-Arum, Verticillium Dabliae, Xanthomonas Alfalfae ALFALFA Total Acres: 1.50</p>							

- Return Address:** Displays the ISDA return address where printed copies of the Crop Report will be sent once it has been reviewed, signed and dated.
- Company Information:** Displays the company name and address where the Crop Report will be sent.
- Date Printed and Page Count:** Displays the date the report was printed and the page number you are reviewing.
- Year of Report:** Informs companies which growing year the report represents.
- Signature of Reviewer and Date Complete:** After reviewing the report for accuracy, a company will sign, date and return the report to the ISDA. This certifies the information provided is accurate to the best of the company representative's knowledge.
- Final Crop Report Copy:** The ISDA finalizes the Final Crop Report by signing it. Then the ISDA will send a new copy to the company that's has the ISDA's signature with a bolded line stating the year and that it the Final Copy. This informs the company that the report is FINAL with the state.
- Username of ISDA Employee:** Identifies the ISDA employee working on the report.
- Species:** Displays the species of the crop by the common name.
- Variety Name:** Displays the company assigned variety names submitted to the ISDA.
- Lot Number:** Displays the company assigned lot number for the crop.
- Grower:** Displays the grower's or company name on the map application.

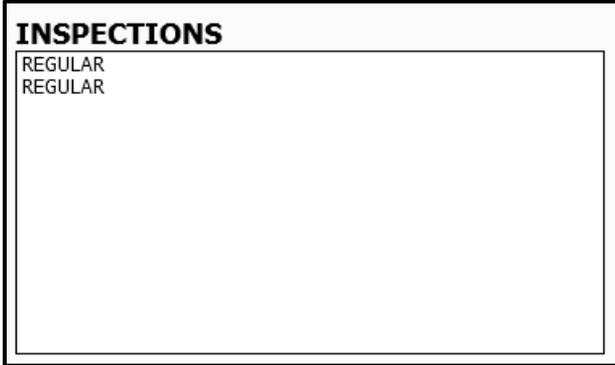
12. **Area:** Displays the ISDA assigned area where the crop was grown.
13. **ISDA Assigned State Number:** Once a lot has been given an actual clean weight by the company, a specific state number will be assigned. The default for state numbers will read: MAPNUMBER-YEAR-CROP-IRRIGATION-MAPTYPE. For special circumstances including disease positive crops, crop failures, crops with missing inspections, illegally planted crops or destroyed crops, this information will be added to the end of the state number.
For example: for a crop failure, the state number will read - MAPNUMBER-YEAR-CROP-IRRIGATION-MAPTYPE-CROPPFAILURE.
14. **Acres:** Displays acres turned in on a map application.
15. **Clean Weight (estimate or actual) of Crop:** Displays the weight entered by the company in pounds.
16. **Shows if Weight is (A)ctual or (E)stimated:** If an estimated weight is submitted, an “E” will appear in this column (in pounds). If an actual weight is submitted, an “A” will appear (in pounds).
17. **ISDA Assigned Map Number:** Displays the ISDA assigned map number.
18. **Diseases:** Displays default and requested diseases for the company’s crops. These diseases were inspected for during field inspection. Positive and negative results for that field are displayed. Below is a diagram showing how diseases are displayed and how to determine positive and negative results:

Comments: Displays comments that are on the map application

SPECIES	VARIETY	LOT NUMBER	GROWER	AREA	STATE	Positive Diseases: The disease(s) that are positive will appear here in which a sample was pulled from the field and lab tested bringing positive results.	WGT (E)ST	
ALFALFA Map# 6416	DS#11ML Comments: 2000 CORN 2001 BEANS 2002 WHEAT 2003 BEETS 2004 CORN 2005 WHEAT, FIRST YEAR ADJACENT ALFALFA FIELDS (Positive Diseases: XANTHOMONAS ALFALFAE (Negative Diseases: CERCOSPORA MEDICAGINIS, PHOMA MEDICAGINIS Inspected Diseases: PHYSDERMIA ALFALFAE, ALFALFA MOSAIC ALFAMOVIRUS -AMV, CIRSIUM ARVENSE, EUPHORBIA ESULA, HEIRACIUM PILOSELLA, OROBANCHE SPP., PHOMA PINODELLA, STRIGA SPP., VERTICILLIUM ALBO-ATRUM, VERTICILLIUM DABRILE, XYLELLA FASTIDIOSA, CLAVIBACTER MICHIGANENSIS SUBSP. INSIDIOSUS, CUSCUTA SPP., DITYLENCHUS DIPSACI)	9-0801	BLAIN MAY	08		0.00	E	
ALFALFA Total Acres: 27.00								
CARROT Map# 4503	TEST#		BILL BILLISON	08	4503-12-CA-S-FI-DISEASE POSITIVE	12.00	3562.00	A
STATE NUMBER: 5503-12-CA-S-FI-DISEASE POSITIVE RED LEAF LITTOFORA DAUCI, ALPORA CARO								
Inspected Diseases: These represent default and requested diseases that were field inspected without finding symptomatic plants for the said diseases								
CARROT Total Acres: 12.00								
PEA Map# 6438		52211-		6438-12-PE-R-FI		1.00	250.00	A
6438-12-PE-R-FI, BLENDED INTO MAP# 6539 Inspected Diseases: BROAD BEAN MOTTLE BROMOVIRUS, BROAD BEAN STAIN COMOVIRUS, CLOVER YELLOW MOSAIC POTEXVIRUS, PEA EARLY BROWNING TOBRNAVIRUS, PEA ENATION MOSAIC POTYVIRUS, PEA MOSAIC POTYVIRUS, PEANUT MOTTLE POTYVIRUS, PEANUT STUNT CUCUMOVIRUS, PSEUDOMONAS SYRINGAE PV PISI)								
Map# 6439	MSP 125-4-2-1-1	MS12501-08-01	CLEO MILLER	08		15.00	0.00	E
Inspected Diseases: PSEUDOMONAS SYRINGAE PV PISI)								
PEA Total Acres: 16.00								
Grand Total Acres: 55.00								

VIEWING INSPECTIONS

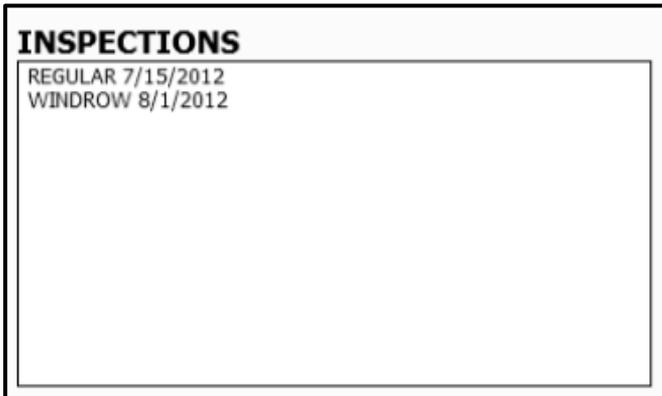
You can view the field inspection status of your crop at any time. In the “Search” section of the program, look up the map application (by lot number, variety, map number, etc.). Scroll to the bottom of the map application. You will see a section titled “Inspections” in the bottom left-hand corner of the screen.



At the beginning of the season (before any inspections have been completed), the word “REGULAR” will appear in this box. The number of times the word “REGULAR” appears indicates the number of required inspections. For beans only, the word “WINDROW” will appear indicating the crop needs a windrow inspection.

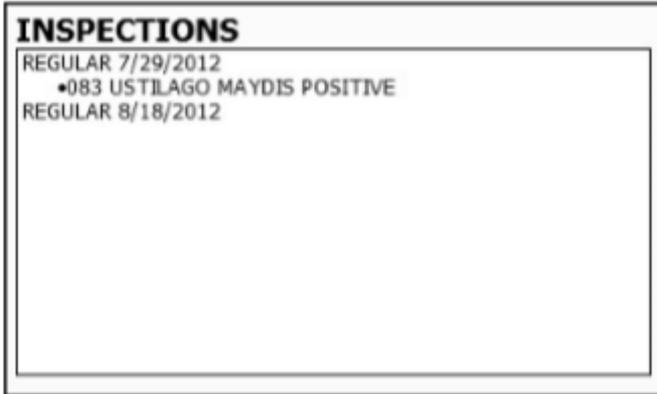
For Example: The above box indicates that two regular field inspections are needed.

After a field inspection has been completed, the date of inspection will appear next to the word “REGULAR.” When there is a date next to each inspection, all inspections have been completed. The crop should not be harvested until each “REGULAR” and “WINDROW” words have assigned dates. *See diagram below:*



TESTED DISEASES

In the “Inspections” box, the company can view pending lab tests and negative or positive disease results. If there is a pending lab test, a bullet point followed by “lab test pending” will appear below the inspection date. Once the results for the lab test have been released, “lab test pending” will change to the name of the disease tested for and whether the disease was positive or negative. This information can be used by companies when shipping the lot for phytosanitary purposes.



For Example: a sample was pulled on 7/29/2012. The field was positive for Ustilago Maydis. The 083 before the disease name is the ISDA assigned code for that disease.