

Map Application System Instruction Manual



2025 MAPS MANUAL

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Company Information

*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.

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

Employee Information

*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.

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

Employee Access

Name

M*AP*S Username

Password

Employee Access

Name

M*AP*S Username

Password

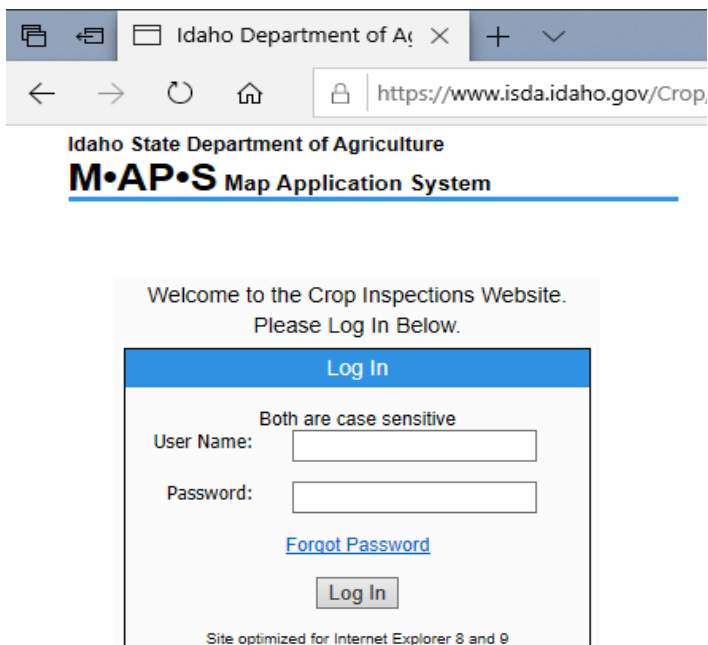
INTRODUCTION

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.

*Starting July 1, 2023, paper map application will no longer be accepted.

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>.



The screenshot shows a web browser window with the address bar displaying <https://www.isda.idaho.gov/Crop>. The page title is "Idaho State Department of Agriculture" and the main heading is "M*AP*S Map Application System". Below the heading, the text reads "Welcome to the Crop Inspections Website. Please Log In Below." A login form is displayed with a blue header "Log In". The form includes a note "Both are case sensitive", a "User Name:" label with a text input field, a "Password:" label with a text input field, a "Forgot Password" link, and a "Log In" button. At the bottom of the form, it says "Site optimized for Internet Explorer 8 and 9".

Each employee will be assigned an individual username and password to gain access to the M*AP*S program. By using the ISDA assigned username and password, company employees will be able to view their

company's information. Company information includes field inspection applications, inspections performed, diseases inspected for, positive, negative, or pending disease results, final crop weights, and ISDA assigned state numbers.

LOG IN TO M*AP*S

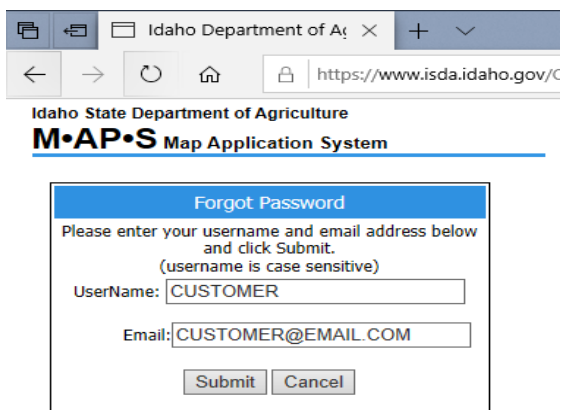
Company employees can log in to the M*AP*S program by typing in their personal username and password assigned to them by the ISDA and clicking "Log in."

*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 by the ISDA 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 6).

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."



The screenshot shows a web browser window with the address bar displaying "https://www.isda.idaho.gov/C". The page title is "Idaho State Department of Agriculture" and the main heading is "M*AP*S Map Application System". Below this is a form titled "Forgot Password". The form contains the instruction "Please enter your username and email address below and click Submit. (username is case sensitive)". There are two input fields: "UserName:" with the text "CUSTOMER" and "Email:" with the text "CUSTOMER@EMAIL.COM". At the bottom of the form are two buttons: "Submit" and "Cancel".

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, it says "Idaho State Department of Agriculture" and "M*AP*S Map Application System". There are links for "Data" and "Log Out".

1 Application Status: A section on the left with a large yellow box containing the number "1" and the text "Application Status". It contains radio buttons for "Accepted", "Rejected", "Pending", and "Unfinalized".

2 Search Section: A section in the middle with a large yellow box containing the number "2" and the text "Search Section". It contains a search form with fields for "Lot Number", "Map #", "Variety", "Ref #", "Grower First Name", "Grower Last Name", "Year", "State #", "Field Rep", and "Crop". There is a "Search" button at the bottom.

3 Action Section: A section on the right with a large yellow box containing the number "3" and the text "Action Section". It contains buttons for "Add New", "Edit", "Delete", and "Finalize". There is also a note about refreshing the page.

At the bottom, there is a blue box with the text: "Click Add New or choose an existing application to view".

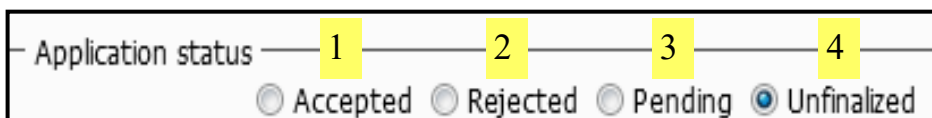
1. **Application Status:** View map applications by navigating the buttons for Accepted, Rejected, Pending, and Unfinalized applications. *More details on page 9.*
2. **Search Section:** Locate map applications that have already been saved by the given criteria. *More details on page 10*

3. Action Section:

- **Add** - Use to create a new map application
- **Edit** - make changes and corrections to an existing map application
- **Delete** - use to get rid of unwanted map applications in unfinalized status
- **Finalize** - use to submit all map applications to ISDA for review and acceptance. *More details on page 12.*

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. In order to finalize or submit your map from this point, you will need to click on the map and then use the Finalize button as described on page 12.

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

<p>Lot Number</p> <input style="width: 95%;" type="text"/>	<p>Map #</p> <input style="width: 95%;" type="text"/>
<p>Variety</p> <input style="width: 95%;" type="text"/>	<p>Ref #</p> <input style="width: 95%;" type="text"/>
<p>Grower First Name</p> <input style="width: 95%;" type="text"/>	<p>Grower Last Name</p> <input style="width: 95%;" type="text"/>
<p>Year</p> <input style="width: 95%;" type="text" value="2012"/>	<p>State #</p> <input style="width: 95%;" type="text"/>
<p>Field Rep</p> <input style="width: 95%;" type="text"/>	<p>Crop</p> <input style="width: 95%;" type="text"/>

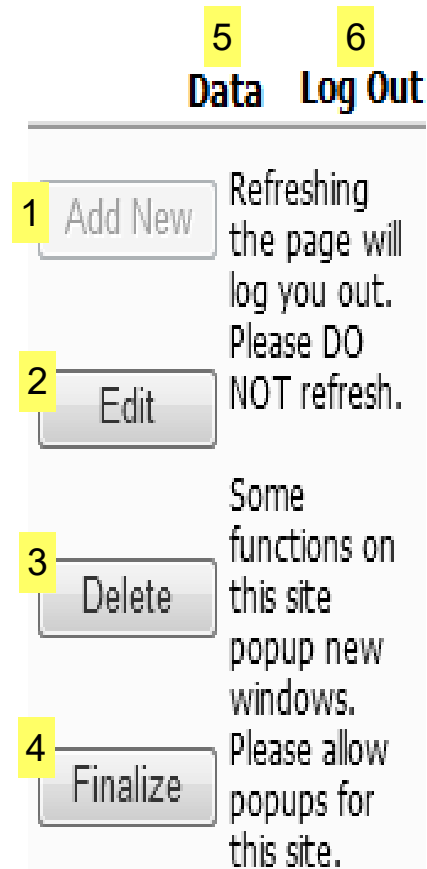
Click “Search” to view results. “Search Results” will appear below the “Search” feature (as shown below). “Search Results” can be sorted by clicking on the blue heading.

Map/Ref #	Year	Customer	Species	Variety	Lot	Acres	Irrigation	Grower	Status
REF# 2340	2012	20000 SEED SOURCE (TEST COMPANY)	ZE4 MAYS CORN	ABC	TEST	15.20	RILL	ONIO	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	BENDAMIN	ACCEPTED

Action Section

In the upper right-hand corner of the screen there are several “action buttons”. 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

Search

Buttons: Add New, Edit, Delete, Finalize

Refreshing the page will log you out. Please do NOT refresh.

Some functions on this site popup new windows. Please allow popups for this site.

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

Crop: _____

Method of Irrigation: ☐ Sprinkler ☐ Rill

Inactive: unable to add new map

Click Add New or choose an existing application to view

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

Search

Active: ready to enter map information

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

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

Data Log Out

Add New Edit Delete Finalize

Refreshing the page will log you out. Please DO NOT refresh. Some functions on this site popup new windows. Please allow popups for this site.

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 beans and mint, a supplemental section will appear after "Commodity Information" where green tag information/parent planting 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
Grower Last/Company Name	11	Grower First Name	12	Grower Telephone (include area code)	13
Field Rep. Last Name	15	Field Rep. First Name	16	Field Rep. Telephone (include area code)	17
				Method of Irrigation <input checked="" type="radio"/> Sprinkler <input type="radio"/> Rill	10
				<input type="checkbox"/> GMO/Biotach	14

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. The company will received an email confirmation saying reference number were accepted and company's and log in to get map number.
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	
Acres (MEDICAGO SATIVA - ALFALFA
	ERUCA SATIVA - ARUGULA
	BRASSICA RAPA - BRASSICAS
	BRASSICA OLERACEA - CABBAGE
Grower	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. **Corn to Japan:** Names are in the following format *scientific name – common name – CORN TO JAPAN*. Only select this crop type for corn being shipped to Japan.

Crop	
ZEA MAYS	
ZEA MAYS - CORN	
ZEA MAYS - CORN - AREA	
ZEA MAYS - CORN TO AUSTRALIA	
ZEA MAYS - CORN TO JAPAN	

- a. **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. There are multiple types of “Bean Trial Grounds”. Please be sure you are selecting the proper one for what was or will be planted. If the type you need is not on the list for you to choose from, please contact the Twin Falls Office for assistance.

<p>PHASEOLUS VULGARIS - TRIAL GROUND - BN</p> <p>VIGNA ANGULARIS - TRIAL GROUND - BN AZUKI (NON-PHASEOLUS BEANS)</p> <p>VIGNA UNGUICULATA - TRIAL GROUND - BN COWPEA (NON-PHASEOLUS BEANS)</p> <p>VICIA FABA - TRIAL GROUND - BN FABA (NON-PHASEOLUS BEANS)</p> <p>LABLAB PURPUREUS - TRIAL GROUND - BN LABLAB / HYACINTH (NON-PHASEOLUS BEANS)</p> <p>VIGNA RADIATA - TRIAL GROUND - BN MUNG (NON-PHASEOLUS BEANS)</p> <p>GLYCINE MAX - TRIAL GROUND - BN SOYBEAN (NON-PHASEOLUS BEANS)</p>
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Important note: If planning to plant a bean trial ground, additional steps are needed. Please contact the Twin Falls Office for all bean trial submissions (208) 736-2195. An ISDA planting approval must be given prior to planting and a required ISDA spreadsheet will be provided to for you to complete along with the submission in the M*AP*S program.

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/yellow/ICIA/Malheur County Oregon tags. Contact the ISDA if changes need to be made to the variety name.

Important Note for Bean Trial Grounds: For bean trial ground crops, the variety name will be 'Bean Trial Ground' for all maps created. Individual or specific varieties will be listed on a separate spreadsheet that is submitted for each bean trial ground map.

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. Do not repeat lot number from prior years planting. Using symbols will prohibit saving.*

Important Note for Bean Trial Grounds: The seed lot will be the name of the field the crop is being planted in. Individual or specific lots will be listed on the bean trial ground spreadsheet that is submitted for each bean trial ground map.

7. **Acres:** Enter the acreage amount for the field. Round acreage total to two decimal places. Decimal places on the trial ground spreadsheet can go up to four 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. This number will also be contacted during the growing season for confirmation of the field being available for daily inspections. **Contact could be as early as 6:00 AM on the day of inspection.**
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. This number will also be contacted during the growing season for confirmation of the field being available for daily inspections. **Contact could be as early as 6:00 AM on the day of inspection.**

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 and finalized/submitted.

Location of Field

Location of field from town:

Nearest Major Crossroad
Street 1 1

Street 2 2

Number of fields 3

Input by Customer1 8 Submit Date: 12/26/2012

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)
Lat: 5A
Long: 5A

6

7

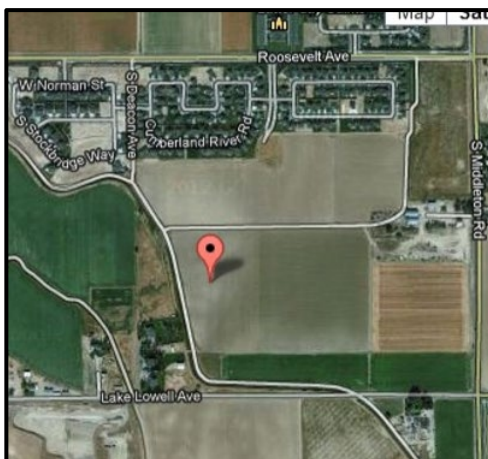
5A

5B



1. **Street 1:** Input the nearest major crossroad closest to the field. County roads only-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. County roads only-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 only if they are planted with the same variety and will be harvested together as the same lot. Also, when multiple fields are entered on the same map, they need to be within a reasonable distance (meaning within a mile distance). Below are acceptable circumstances for turning in multiple fields on the same map application:
1. Fields have the same variety planted in them but are in different locations and will be harvested as the same lot, following certain guidelines.
 2. Fields are separated by a ditch or access road
 3. Crops are divided by a barrier row of different commodities but are located in the same field and will be harvested as the same lot

For Example: In the image below, the first and second map represents reasonable distance. The third 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 supplemental documentation of plot/cage number.

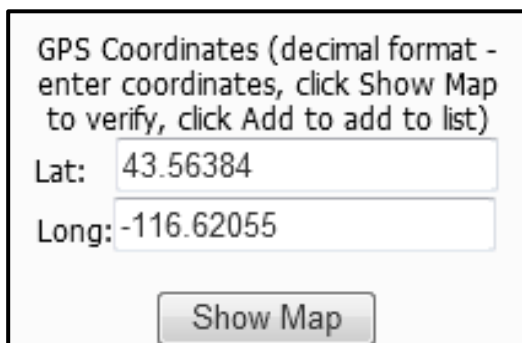
- b. If submitting an application for multiple fields: Upload a variety diagram of the planting layout that corresponds with the written direction provided in the text box. *More details on page 21.*

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.” **Entry point of the field is on the southeast corner of the field.**

(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:**

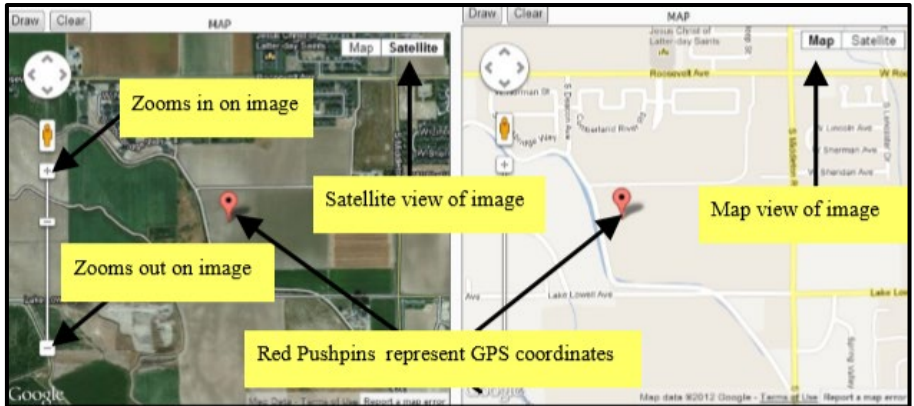
- a. GPS Coordinates: Enter the latitude and longitude coordinates for the field. Coordinates must be in decimal format (i.e., LAT: 00.00000 LONG: -000.00000). After entering coordinates, click “Show Map” located below the Lat and Long boxes. A Google Map will populate in box #5B on the bottom left-hand section of the map application. Be sure that the pinpoint on the map is where the inspector/field crew will need to enter the field location. For multiple field maps or trial grounds, please put the pinpoint on the map where the inspectors will be able to access the first field.



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

Lat:

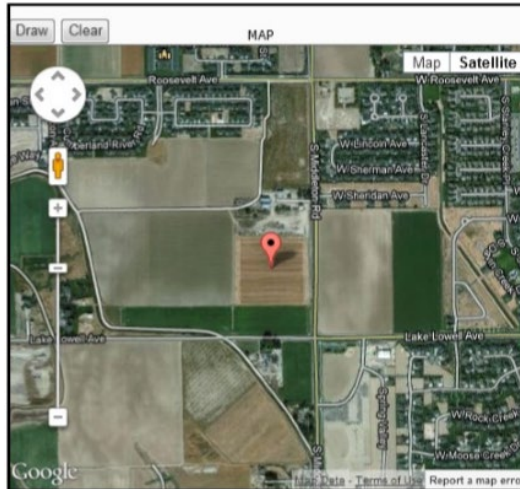
Long:



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 push pin and draw polygons around the field.

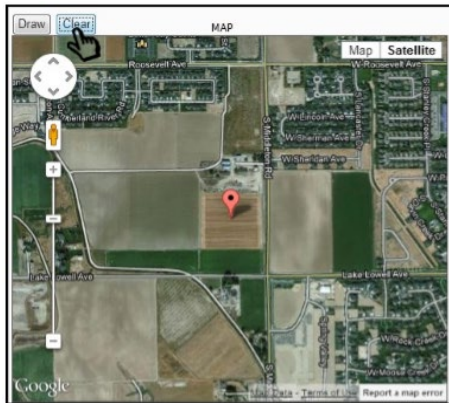
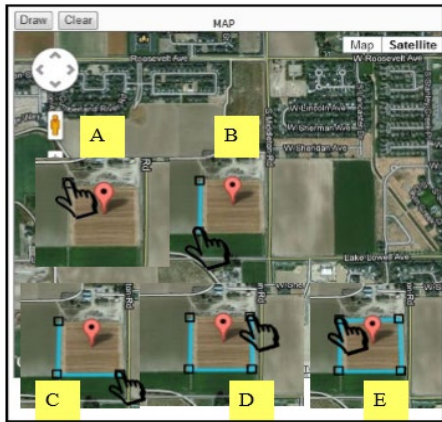
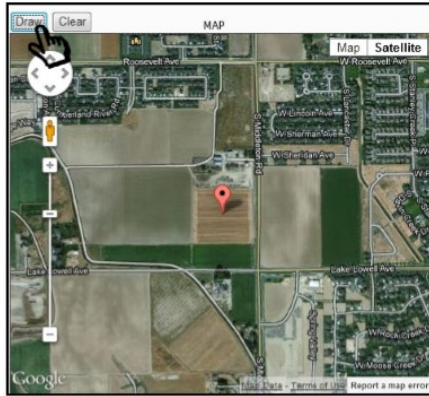
- i. *Moving the Pushpin*: Latitude and longitude coordinates must be entered before the pushpin can be moved. To move the red pushpin, move your cursor over the map and left click. You can now move the map by dragging your mouse. When you have found the **entry point for the field location of your map 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 must 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; make sure you click from the last corner back to the first corner. *See diagram below.*

To start over click the “Clear” button in the upper left-hand corner of box #5B at any time. Polygons must be drawn around all fields turned in for field inspection. In cases where you cannot draw around all fields in a map, a supplement document outlining the breakdown must be attached to your map.



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*.

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

Lat: 43.56384

Long: -116.62055

Show Map

UPLOADED FILES

Remove Selected Item

Add

Click “Add” here

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

Lat:

Long:

Show Map

UPLOADED FILES

Remove Selected Item

Add

43.56384 , -116.62055

Coordinates move to list

Important Note: Remember to click “Add” to move GPS coordinates to the GPS coordinates add list before saving the application.

Failing to do so will result in an ERROR.

Number of fields

2

3

These two boxes must correspond

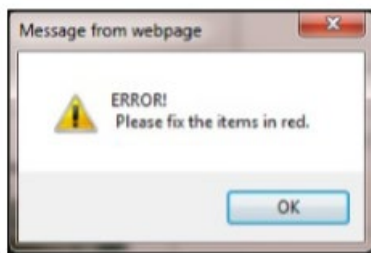
Add

43.56384 , -116.62055

43.56399 , -116.61784

6

Remove Selected Item



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

Lat: 43.56384

Long: -116.62055

Show Map

UPLOADED FILES

Remove Selected Item

Upload Map Document

Number of coordinates must match number of fields.

- a. To remove an unwanted GPS coordinate(s) from the GPS coordinates “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 coordinates add list. By removing the GPS coordinates from the GPS coordinates 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.*

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

Lat: 43.56384

Long: -116.62055

Show Map

UPLOADED FILES

Remove Selected Item

Coordinates highlighted blue and repopulate lat and long

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

Lat:

Long:

Show Map

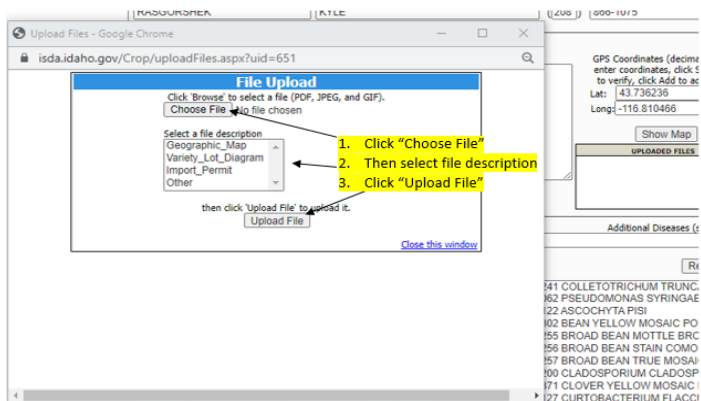
UPLOADED FILES

Remove Selected Item

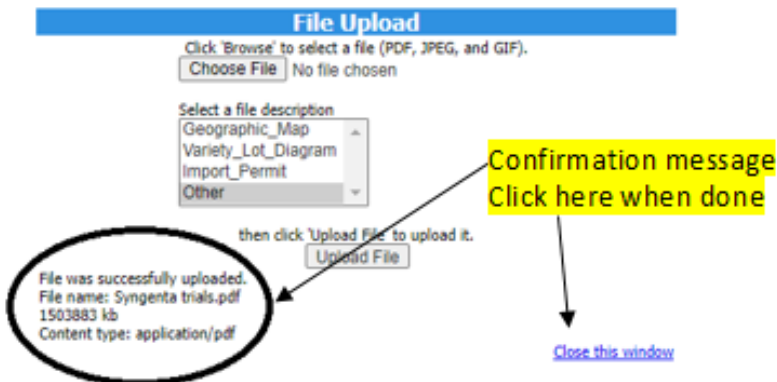
Coordinates removed form boxes

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 right-hand corner of the screen. Use this to attach a field plot layout, electronic copy of ISDA Green/ISDA Yellow Tags/ICIA/Malheur County Oregon tags for beans, geographic map, import permits, transfer permits for mint, etc.

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.



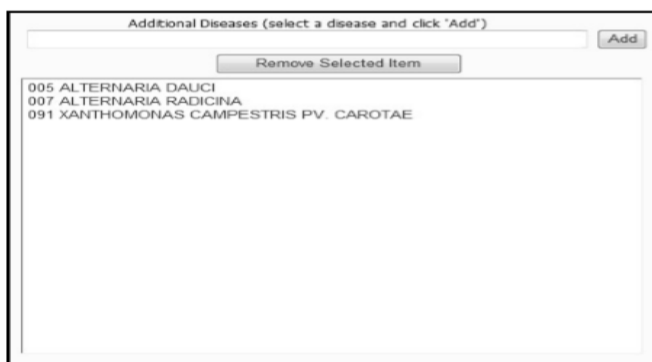
*There are two uploaded files shown in example.

- a. 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.



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.*

The screenshot shows a web form for crop inspection. A yellow box with the text "When crop is set, default diseases appear for that crop" has an arrow pointing to the "Crop" field (DAUCUS CAROTA - CARROT) and another arrow pointing to the "Additional Diseases" list at the bottom right. The list contains three items: 005 ALTERNARIA DAUCI, 007 ALTERNARIA RADICINA, and 091 XANTHOMONAS CAMPESTRIS PV. CAROTAE.

A. 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')

ma

382 MACROPHOMINA PHASEOLINA (MACROPHOMINA BLIGHT OF BEANS; CHANICAL ROT; ASHY STEM DISEASE; ASHY STEM BLIGHT; MACROPHOMIA PHASEOLINA; MACROSPORILLA PHASEOLINA; SCORBOTUM SATATISOLA; MACROPHOMIA PHASEOLI; MACROPHOMINA PHS. SPINDENS; MACROPHOMIA SELAMI)

005 AL

007 AL

091 AL (BANOTS)

120 MELOIDOGYNE CHETWOODII (COLUMBIA ROOT KNOT NEMATODE)

382 MACROPHOMINA PHASEOLINA (MACROPHOMINA BLIGHT OF BEA)

Remove Selected Item

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.

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

Remove Selected Item

062 PSEUDOMONAS SYRINGAE PV PISI

403 ASCOCHYTA SPP.

255 BROAD BEAN MOTTLE BROMOVIRUS

256 BROAD BEAN STAIN COMOVIRUS

200 CLADOSPORIUM CLADOSPORIOIDES 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

BEAN BACTERIAL WILT, CORYNEBACTERIUM FLACCUMFACIENS -OLD 176-

B. 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 garden beans, one disease package for dry beans, etc.).

- 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).
- 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.

- d. Return any changes needed to the ISDA for additional review. If no changes are needed, sign and date the disease package and return to the ISDA.
- e. Disease packages are not finalized and are available on the M*AP*S program until a signed final copy is returned to the ISDA office. You will be contacted once the package is finalized and available for use. Disease packages are editable within the M*AP*S program. Diseases can be manually added or removed depending on the requirements for each field.
- f. Disease packages are specific to crop type and inspection office. If you have crops in Treasure Valley and Magic Valley, you will need a package for each crop type for each inspection area (TV & MV). If you only apply for a disease package through the Treasure Valley office and you have crops growing the Magic Valley, this package will not follow to the Magic Valley office. You must apply separately for each office and each crop type.

Idaho State Department of Agriculture Disease Package List		2012 SEASON
Below is a listing of the disease packages you have selected to use with the MAPS program's website. NOTE: Default diseases are not included on this list. Please review the list to make sure it is accurate. If it is not accurate, please make the required changes and return the list to us to implement the changes. If the list is accurate, please sign on the signature line to indicate your approval of the list. Each map submitted for a commodity on this list will be inspected for all diseases in the commodity's disease package. Some diseases require an additional inspection charge (these are noted in the list below). By signing this document you agree to pay these additional charges.		MIKE COOPER PO BOX 790 BOISE, ID 83761
<p>CROP - DISEASE</p> <p>BEED SOURCE (TEST COMPANY)</p> <p>1245 SEEDY WAY</p> <p>NAMPA, ID 83857</p> <p>BEANS, GARDEN</p> <p>ARTICHOKE YELLOW RINGSPOT NEPOVIRUS</p> <p>BEAN COMMON MOSAIC POTYVIRUS</p> <p>BEAN FCD MOTTLE COMOVIRUS</p> <p>BEAN YELLOW MOSAIC POTYVIRUS</p> <p>BROAD BEAN MOTTLE BRUNOVIRUS</p> <p>COLLETOTRICUM TRUNCATUM</p> <p>COWPEA SEVERE MOSAIC COMOVIRUS</p> <p>ELSNODE PHASEOLI</p> <p>GAROFILUS ORISEOLA</p> <p>PEA EARLY BROWNING TOBRIVIRUS</p> <p>PEANUT MOTTLE POTYVIRUS</p> <p>PEANUT STUNT CUCUMOVIRUS</p> <p>PHOMA DIVERSISPORA</p> <p>SOUTHERN BEAN MOSAIC SOBEMOVIRUS -SBMV</p> <p>TOBACCO STREAK MOSAIC ILAVIRUS</p> <p>TOMATO BLACK RING NEPOVIRUS</p> <p>CARROT</p> <p>CERCOSPOORA CAROTAE</p> <p>PYTHIUM SPP.</p>		<p><i>Joe Smith</i> 10/16/2012</p> <p>Signature Date</p> <p>ADDITIONAL FEE</p> <p>Signature and date required to make list final</p> <p>Additional Diseases requested by commodity for field inspection</p>

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:

Street 1:

Street 2:

Number of fields:

Input by: Customer1

Submit Date: 12/28/2012

Draw: Clear: MAP:

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

Remove Selected Item:

Upload Map Document:

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

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.

- C. **Removing Selected Diseases:** To remove a disease from the list, click on the unwanted disease. Click "Removed Selected Disease." Only diseases listed on the Disease Package can be removed from specific maps as needed. Default diseases cannot be deleted from the disease list. An ERROR will occur if removal of a default disease is attempted.
- D. **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.

Message from webpage

There is an additional charge to inspect for this disease.
Do you still want to add it?
(by clicking 'Yes' you are agreeing to pay the inspection charge for this disease).

YES NO

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” as well as other types of Phaseolus or Non-Phaseolus crops are selected under the “Commodity Information” section. Additional information is needed from to identify planting eligibility of lot planted (**green tags, yellow tags, ICIA or Malheur County planting tags**). Applications cannot be submitted without this information.

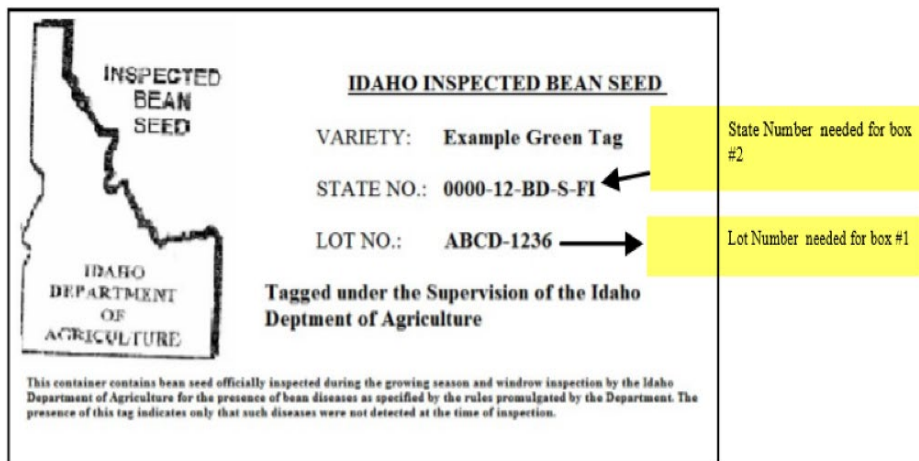
The screenshot shows a web form titled "Enter ALL data - click Add" with an "Add" button. The form contains several input fields and checkboxes. Numbered callouts are placed over the form as follows:

- 1: Parent Seed Lot Number
- 2: Planting Certificate Number
- 3: Pounds Planted
- 4: A large empty rectangular box on the right side of the form.
- 5: Pooling Insurance checkbox
- 6: Total Pounds Planted

Other visible elements include a "Remove Selected Item" button, a "Serology Tested" checkbox, and a "Total Pounds Planted" input field.

1. **Parent Seed Lot Number:** Enter the “Lot Number” planted, this must match the lot number shown on the parent green, yellow, ICIA or Malheur County planting tag.

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

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 or yellow tag received from the ISDA or by the ICIA to the parent plant that correlates to the tag received from the ICIA. For Malheur County, please enter Malheur County Oregon.
3. **Pounds Planted:** Enter the amount of bean seed planted of this lot for the field being submitted on the current map application.
4. **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 this process for ISDA/ICIA/Malheur County tags assigned to all lots planted in the field. To remove an added tag, click on the desired entry followed by "Remove Selected Item." To edit an added tag, click on the desired entry. The boxes on the left will repopulate. Edit the necessary information and click "Add." It is critical that each lot used to plant the field is specifically listed with the corresponding planting and weight information.

Enter ALL data - click Add

Parent Seed Lot Number
ABCD-1236

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

Pounds Planted
100

Add

Enter ALL data - click Add

Parent Seed Lot Number

Planting Certificate Number

Pounds Planted

Add

ABCD-1236 , 0000-12-BD-S-FI , 100

Moves text to box

Selected Item

Enter ALL data - click Add

Parent Seed Lot Number

Planting Certificate Number

Pounds Planted

Add

ABCD-1236 , 0000-12-BD-S-FI , 100
ACZQ-555
0001-12-BD-S-FI
AXPL-648 , 0002-12-BD-S-FI , 50

Remove Selected Item

Select text, moves it back to boxes where you can remove selected or edit

Enter ALL data - click Add

Parent Seed Lot Number

Planting Certificate Number

Pounds Planted

Add

ABCD-1236 , 0000-12-BD-S-FI , 100
ACZQ-555 , 0001-12-BD-S-FI , 100
AXPL-648 , 0002-12-BD-S-FI , 50

Remove Selected Item

Total Pounds Planted 250.00

- Pooling Insurance and Serology Tested:** Check the respective items if the parent ISDA tags/ICIA tags have pooling insurance or have been serology tested. If serology tested, another text box will appear asking for the ISDA serology number or ISDA transfer permit number. Type in the required information and click “Add.” Copies of these documents need to be uploaded with the application.

Enter ALL data - click Add

Parent Seed Lot Number

Planting Certificate Number

Pounds Planted

Add

Remove Selected Item

Please enter the serology number(s) or transfer permit number(s)

Add

Serology Number

Remove Selected Item

Enter your serology number in this box.

☐ Pooling Insurance ☒ Serology Tested

Total Pounds Planted

- Total Pounds Planted:** This box will auto populate with the total pounds planted in the field. It will update as items (lots and weights) 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 on the “Add” when finished. Information will move from the comment box to the added 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 ☐ RII

GMO/Biotech: ☐

Grower Last/Company Name:

Grower First Name:

Grower Telephone (include area code):

Field Rep. Last Name:

Field Rep. First Name:

Field Rep. Telephone (include area code):

Location of Field:

Nearest Major Cross Street 1:

Street 2:

Number of fields:

Input by: Customer1

Submit Date: 1/2/2013

Draw: Clear

MAP

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

Remove Selected Item

Upload Map Document

002 ALFALFA MOSAIC ALFAMOVIRUS -AMV-

Remove Selected Item

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

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	

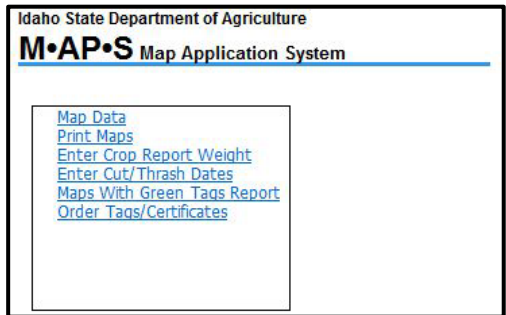
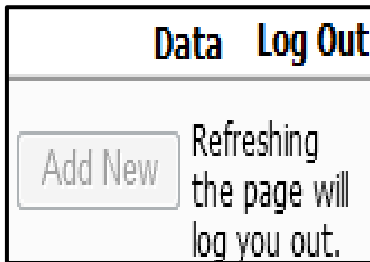
Map Application Information Rollover

After you have entered and saved your first map application, the M*AP*S program will carry over information to the 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 the 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 checked="" type="radio"/> RIB
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	Directions from nearest town (please include town name)		GPS Coordinates (decimal format - enter coordinates, click Show Map to verify, click Add to add to list)
Street 2			Lat:
Number of fields			Long:
Input by: Customer1		Submit Date: 01/03/2013	
<input type="button" value="Draw"/> <input type="button" value="Clear"/> <input type="button" value="MAP"/>		<input type="button" value="Show Map"/> <input type="button" value="Remove Selected Item"/> <input type="button" value="Upload Map Document"/>	
		Additional Diseases (select a disease and click "Add") <input type="button" value="Remove Selected Item"/> <input type="button" value="Add"/>	
047 AUROBASIDIUM ZEA 025 CLAVIBACTER MICHIGANENSIS SPP NEBRASKENSIS 041 COCHLIOBOLUS CARBORUM 033 COCHLIOBOLUS HETEROSTROPHUS 017 HARPPOPHORA MAYDIS 354 MYCOSPHARELLA ZEA-MAYDIS 034 PANTOEIA STEWARTII SUBSP STEWARTII 068 PERONOSCLEROSPOIRA MAYDIS 069 PERONOSCLEROSPOIRA PHILIPPINENSIS 071 PERONOSCLEROSPOIRA SACCHARI			

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 tags for bean crops. The Data screen is 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. These cut and thresh dates must be entered into the program within 2 days of cutting and at a minimum of 3 business days prior to harvest. If this timeframe cannot be met, please call the ISDA office and request a “RUSH” inspection which may incur additional fees
5. **Order Tags/Certificates:** Request green tags for the next planting season 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•AP•S Map Application System

[Main](#) [Log Out](#)

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

Select a year: 2012

Choose the data you wish included.

Map# ☒

Variety ☒

Irrigation ☐

GPS Coords ☐

Reference# ☐

Lot ☒

Grower ☐

Map Status ☐

Company ☐

Acres ☒

Field Rep ☐

State Number ☐

Date Planted ☐

County ☐

Cross Streets ☐

Date Submitted ☐

Select All ☐

Crop ☒

Area ☐

Number of Fields ☐

Input by ☐

Show Data

Export to Excel

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	SWEET2	100.00000
AR	5134	PEA - AREA	PETITE	SWEET1	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).

40

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[Enter Cut/Thrash 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: TO Map Number end:

Reference Number begin: TO Reference Number end:

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
APPLICATION FOR INDIVIDUAL FIELD INSPECTION
Department of Agriculture

SUBAREA

MAP# 0
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

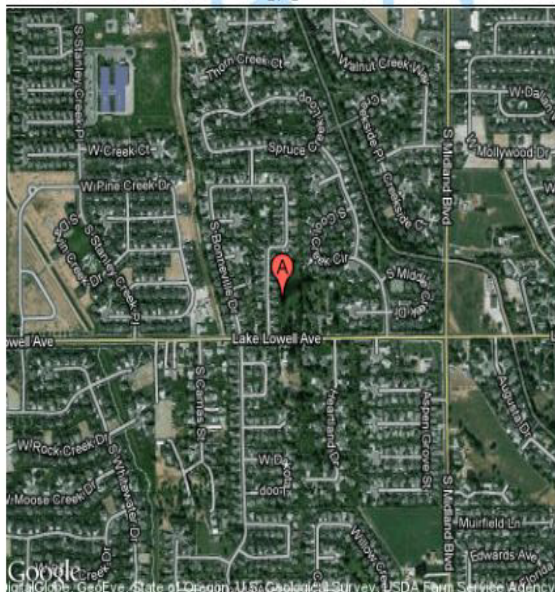
Seed Lot Planting Certificate BEANS and MINT ONLY Serology Numbers

Pounds Planted 0.00 Pooling Insurance ☐ Serology Tested ☐

Nearest Crossroad HERE & THERE Number of Fields 1

Directions HERE THERE

GPS



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 TOBRABRIVIRUS
- 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 Windrow

☒ ☒ ☒ ☐

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 email you a copy of your Crop Report at the end of the growing season as a first draft. This emailed copy can be used to view maps turned in for field inspection and review lot numbers, varieties, growers, acres, and diseases for errors. The emailed 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-AP-S Map Application System

Map Data

Print Maps

Enter Crop Report Weights

Enter Crop/Threat Data

Map with Green Thru Points

Order Maps/Certificates

A: Example of Website Display

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	EAERAEWS EAERVA	08		1.00	11.00	<input type="checkbox"/>
BEANS, DRY	6483	BUSH BLUE LAKE	555555	COLLINS	08	6483-12-BD-R-F1	20.00	52000.00	<input type="checkbox"/>
BEANS, DRY	6523	BUSH BLUE LAKE	9898	MARY COLLINS	08	6523-12-BD-S-F5-DISEASE POSITIVE	50.00	130000.00	<input type="checkbox"/>
BEANS, DRY	6524	BUSH BLUE LAKE	9999	MARY COLLINS	08	6524-12-BD-S-F5-DISEASE POSITIVE	50.00	130000.00	<input type="checkbox"/>
BEANS, DRY	6522	CAPRICE	1212	COLLINS	08	6522-12-BD-S-F5	100.00	260000.00	<input type="checkbox"/>
BEANS, DRY	6520	CAPRICE	2222	COLLINS	08	6520-12-BD-S-F5	50.00	130000.00	<input type="checkbox"/>
BEANS, DRY	6521	CAPRICE	333	COLLINS	08	6521-12-BD-S-F5	50.00	130000.00	<input type="checkbox"/>
BEANS, DRY	6495	CAPRICE	4323232	COLETTE RUTHER	08	6495-12-BD-R-F5	50.00	1000.00	<input type="checkbox"/>
BEANS, DRY	6496	CAPRICE	987456	COLETTE RUTHER	08	6496-12-BD-R-F5	50.00	1000.00	<input type="checkbox"/>
BEANS, DRY	3384	DRY BEANS	88888	SMIT	07	3384-12-BD-R-F1	5.00	6000.00	<input type="checkbox"/>
BEANS, DRY	3374	DRY BEANS	DRY BEANS	EBMAN	08	3374-12-BD-S-F1	80.00	12342.00	<input type="checkbox"/>
BEANS, DRY	6503	EBRO NAVY	128500	TEST TEST	13	6503-2012-BD-R-T6	0.00	400.00	<input type="checkbox"/>
BEANS, DRY	6434	FSDFASDF	ASDFDF	SDFASDFS FSAFSD	08		0.50	11.00	<input type="checkbox"/>
BEANS, DRY	6497	PINTO	31313131	COLETTE RUTHER	08	6497-12-BD-S-F5	25.00	650.00	<input type="checkbox"/>
BEANS, DRY	6498	PINTO	5656565	COLETTE RUTHER	08	6498-12-BD-S-F5	50.00	1300.00	<input type="checkbox"/>
BEANS, DRY	6499	PINTO	94949494	COLETTE RUTHER	08	6499-12-BD-S-F5	25.00	650.00	<input type="checkbox"/>
BEANS, DRY	6208	SPRINKLER SEROLOGY TEST	1234		08	6208-12-BD-S-LA	0.00	10000.00	<input type="checkbox"/>
BEANS, DRY	6204	SPRINKLER TEST 2	SPRINKLER TEST 2	TEST TEST	08		30.00	11.00	<input type="checkbox"/>

Main Log Out

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. Weight must be in pounds.** 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 copy of the crop report. This 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 or at minimum the first page of the report to ISDA. ISDA will complete assigning state numbers to your crops and "Finalize" the report. ISDA will send a signed 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)/C/ (E)ST
ALFALFA	ABCD	123456789	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 Alfamovirus -AMV- Inspected Diseases: Clavibacter Michiganensis Subsp. Iacidosus, Cercospora Medicaginis, Coarctata Spp., Dioryctes Diplosis, Euphorbia Esula, Verticillium Albo-Atrium, Verticillium Dahliae, Xanthomonas Alfalfae</p> <p>ALFALFA Total Acres: 1.50</p>								

Enter Cut/Thrash Dates:

Use this option if your company has turned in 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 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 no pick-up/thresh beans until this field has been inspected by ISDA and an inspection date has been entered in this column.

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

Map Data
Print Maps
Enter Crop Report Weight
Enter Cut/Thrash Dates
Map With Green Tag 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	999999	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 or planned date for when the crop(s) will be or are planned to be 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 ISDA once they are entered.

The cut date must be entered within 2 days of cutting and the thrash date must be at least 3 business days from the date of entry into the program. Please call the ISDA office if these timelines cannot be met and request a “Rush” inspection which may incur additional fees.

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.

Idaho State Department of Agriculture

M*AP*S Map Application System

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Main Log Out

Enter Cut/Thrash Dates

Please enter dates in a 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/thrash dates cannot be changed
 Click on a column header to sort by that column.

Date crop was cut

Crop not yet inspected

Date crop is to be harvested

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	MAI	08		50.00	8/9/2012	8/1/2012	8/10/2012
BEANS, DRY	6428	BUSH BLUE LAKE	999999	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

Please contact ISDA via email or phone 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. In these cases, only put in the cut and thrash date for the last inspection needed. 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. Select the office where you want your tags printed.

Crops older than 2012 must be requested through the Twin Falls office. Sprinkler irrigated, sprinkler re-plant (lab-tested) and bean rule tested beans must also be submitted for printing by the Magic Valley office.

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

Main Log Out

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Order Green Tags

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

2012 OK

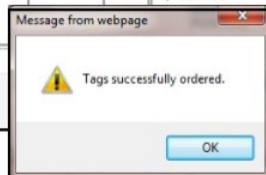
Find the variety and lot number of the crop. To sort the information, click on the blue headings. Clicking on a heading will sort the crops alphabetically or numerically depending on the type of heading. Under the “# of tags,” input the number of tags you wish to have printed for that lot. In the next row, input the size of the bag for that green tag (i.e., 1 pound, 50 pounds, 55 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 Submit

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	Add	
BEANS, GARDEN	6408	6048	12345			6408-12-BG-R-BL	0.00			Add	2,100=200 3,150=450
BEANS, GARDEN	6536	GARDEN	TESTY			6536-12-BG-S-FC-DISEASE POSITIVE	3.00				



You will receive an automated email with a summary of the green tag order. *See the 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
<p>*** THIS IS AN AUTOMATED EMAIL - PLEASE DO NOT REPLY ***</p> <p>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.</p> <p>username: Customer1 Map#: 6408 Variety: 6048 Lot#: 12345 State#: 6408-12-BG-R-BL # of Tags: 2 Size of Bags: 100 TOTAL: 200.00</p> <p>username: Customer1 Map#: 6408 Variety: 6048 Lot#: 12345 State#: 6408-12-BG-R-BL # of Tags: 3 Size of Bags: 150 TOTAL: 450.00</p> <p>username: Customer1 Map#: 5001 Variety: 60 Lot#: 59 State#: 5001-12-BG-R-FI # of Tags: 1 Size of Bags: 50 TOTAL: 50.00</p>	

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: <u>(Positive Diseases)</u>: symptomatic plants were found during field inspection and lab tested confirming positive results; <u>(Suspect Diseases)</u>: symptomatic plants were found during field inspection and lab testing was done showing negative results; <u>(Inspected Diseases)</u>: 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	
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SPECIES		VARIETY		LOT NUMBER	
ALFALFA		ABCD		123454786	
Map 0005				Joe Smith	
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- 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 or at least the signed first page of the report to 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 ISDA will send a new copy to the company that's has an ISDA employee 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.

8. **Species:** Displays the species of the crop by the common name.
9. **Variety Name:** Displays the company assigned variety names submitted to the ISDA.
10. **Lot Number:** Displays the company assigned lot number for the crop.
11. **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: MAP NUMBER-YEAR-CROP-IRRIGATION-MAPTYPE. For special circumstances including disease positive crops, crop failures, crops with missing inspections, illegally planted crops, or destroyed crops, the map number will include this information at the end of the state number.
For example: for a crop failure, the state number will read - MAPNUMBER-YEAR-CROP-IRRIGATION-MAPTYPE-CROPFailure.
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.	ACR/	EST
ALFALFA	DS 811ML	9-0801	BLAIN MAY	06			0.00	E
Map# 6410	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: PHYTOODERMA ALFALFAE, ALFALFA MOSAIC ALFAMOVIRUS -AMV-, CIRSIUM ARVENSE, EUPHORBIA ESULA, HEIRACIUM PILOSELLA, OROBANCHE SPP., PHOMA PINODELLA, STRIGA SPP., VERTICILLIUM ALBO-ATRUM, VERTICILLIUM DABILE, XYLELLA FASTIDIOSA, CLAVIBACTER MICHIGANENSIS SUBSP. INSIDIOSUS, CUSCUTA SPP., DITYLENCHUS DIPSACI) ALFALFA Total Acres: 27.00							
CARROT	TEST		BILL BILLISON	06	4503-12-CA-S-FI-DISEASE POSITIVE		12.00	3562.00 A
Map# 4503	Negative Diseases: These show disease(s) in which a sample was pulled and was lab tested during field inspection but lab tests had negative results. Inspected Diseases: These represent default and requested diseases that were field inspected without finding symptomatic plants for the said diseases STATE NUMBER: 4503-12-CA-S-FI-DISEASE POSITIVE RED LEAF MITE A DAUCI, AL PORA CARO CARROT YELLOW LEAF CAMPESTRIS PV. CAROTAE CARROT Total Acres: 12.00							
PEA	52211				6438-12-PE-R-FI		1.00	250.00 A
Map# 6438	Inspected Diseases: BROAD BEAN MOTTLE BROMOVIRUS, BROAD BEAN STAIN COMOVIRUS, CLOVER YELLOW MOSAIC POTEXVIRUS, PEA EARLY BROWNING TOBRIVIRUS, PEA ENATION MOSAIC POTYVIRUS, PEA MOSAIC POTYVIRUS, PEANUT MOTTLE POTYVIRUS, PEANUT STUNT CUCUMOVIRUS, PSEUDOMONAS SYRINGAE PV PISI) 6438-12-PE-R-FI, BLENDED INTO MAP# 6539 PEA Total Acres: 16.00 Grand Total Acres: 55.00							
Map# 6439	MSP 125-4-2-1-1	MS12501-08-01	CLEO MILLER	06			15.00	0.00 E
	Inspected Diseases: PSEUDOMONAS SYRINGAE PV PISI)							

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.

INSPECTIONS

REGULAR
REGULAR

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:*

INSPECTIONS

REGULAR 7/15/2012
WINDROW 8/1/2012

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.

INSPECTIONS

REGULAR 7/29/2012
•083 USTILAGO MAYDIS POSITIVE
REGULAR 8/18/2012

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.

Please contact your ISDA office if you need a listing of pending laboratory tests as of a certain date.