



Arizona Department of Agriculture

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Web Form 1080 Instructions

To enter your Form 1080 information into the Department of Agriculture's database, the instructions that follow will assist you in making the data entry process as easy and fast as possible. If you have questions about data entry, or encounter any issues with the operation of this web site, you may contact the Department at form1080@azda.gov or fax the completed Form 1080 to the Department. You should have **all** Form 1080 required information available before beginning to input the information into the web Form 1080. It is recommended to have the completed paper Form 1080 in hand before beginning this input process and to keep for your records. *It is not necessary to fax the completed Form 1080 when the Web Form 1080 is successfully completed. You will have the opportunity to print the officially received copy after successful completion.*

- **LEGAL DISCLAIMER**

By submission of the Form 1080, the Grower/Pesticide Advisor certifies that the instructions to the Pesticide Applicator comply with Arizona Revised Statutes, Title 3, Article 6 (<http://www.azleg.gov/ArizonaRevisedStatutes.asp?Title=3>) and A.A.C. R3-3-302. This also certifies that the application of pesticides was made by the designated applicator in strict compliance with this recommendation and instructions on the date indicated.

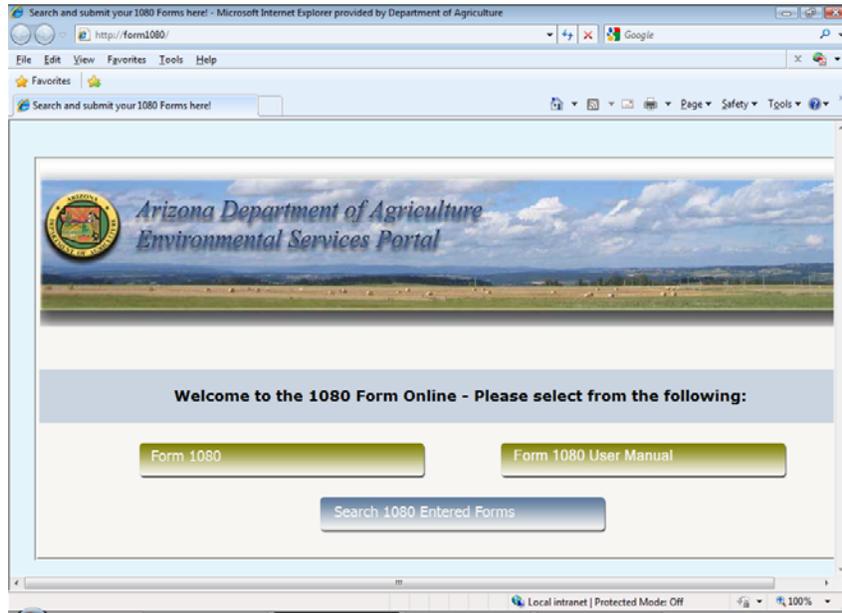
- **REQUIRED INFORMATION**

Before beginning the Web Form 1080 input, have the following required information:

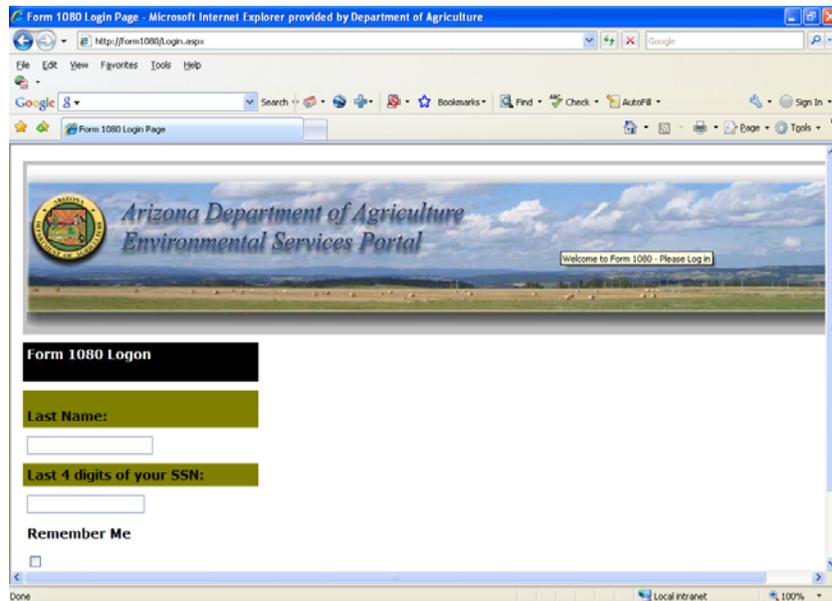
- Department registered license numbers for Seller (PSP), Grower (PGP), Pesticide Advisor (PCA), Applicator Company (CA), Applicator (PUP/PUC), and (if aerial application) the Operator/Pilot (AAP) numbers. This number is the license number assigned by the Department of Agriculture, and is numeric only (no letters or leading zeros)
- Last 4 digits of the Social Security Number or Tax ID number of the CA or PGP (if grower applied)
- At least one pest condition
- Pesticide label information
- Crop, section, township, and range information
- EPA/AZ registration number and the rates and amounts of pesticide applied
- Registered equipment tag numbers on file with the Department of Agriculture

- **TO START**

To begin, type <http://form1080.azda.gov> in the address bar of your internet browser. The first screen you will come to is pictured below:



Choose the Form 1080 button on the top to proceed to the following page, indicating your legal requirements and obligations. After pressing 'I Agree' you will be presented with the login page:



To begin, type the APPLICATOR's registered license number (on the printed 1080 form, indicated by PGP/CA#) on the top space. This number is the license number assigned by the Department of Agriculture, and is a numeric only number (no letters or leading zeros). The Certified Applicator (CA) number is generally used unless this is grower applied, then the PGP number should be typed following the same numeric convention. Follow that with the last 4 digits of the APPLICATOR's or GROWER's (in the case of grower applied) Social Security or Tax ID number on the line below. If you do not have this information, the Form 1080 must be faxed or mailed to the Department. *We cannot release identification numbers over the phone, so to request this information, please submit a request on company letterhead to the Agriculture Department, Licensing Division through the US Mail.* After you have typed the Applicator license

number and ID number, you may proceed by clicking the button marked 'Login'. If the information you typed is correct according to department records, you will then be presented with the data entry screen:

The easiest way to proceed is to utilize the TAB key or mouse clicks to move forward through the required fields of the form. *You should not utilize the 'ENTER' key as this will cause unexpected results.* The first area to fill in is the PSP number. You will see that when you complete the number and press TAB, the Seller Name will fill in. If this information does not automatically fill in, it is not correct according to department records, check the number you typed. If this is an application on a golf course, and there is no licensed PSP, then utilize the license number '2186' to designate a golf course application. The next field will be the date that the 1080 was written. Press TAB again to proceed to the PGP number. Again, when you type this number and press TAB, the Grower Name will fill in. If this information does not automatically fill in, it is not correct according to department records, check the number you typed. Next, select the county from the drop-down list. If there are many Form 1080 entries to be made, the checkbox named 'Multiple Entry' can be utilized to retain the information from the Seller and Grower, along with the county and PMA area selection.

Next, there is room for 3 separate pest conditions. A minimum of 1 condition is required. *It is not required to submit a Form 1080 for the application of nutrients, spreaders, adjuvant, or fertilizers.* Click the small down-arrow to see the choices, and then pick your condition to populate the box. Proceed to the second and third condition the same way if necessary.

The next line starts with the harvest date. Type this in a mm/yy format. As an example, if your crop is to be harvested in June of 2009, you would type 06/09. The Label and Worker Safety information is chosen through the drop-down menus, similar to the pest conditions. Notice that if you have the Label re-entry interval of 24 hours, you may begin typing the number rather than utilizing the drop-down lists if you choose. This will also populate the Worker Safety with the same value, which is generally the case. If it is different, simply choose the proper number from the list. Type the label days to harvest in the following space followed by the recommended application date. This date must be in the format of mm/dd/yy, such as 06/15/09 for June 15, 2009.

The following section is for your crop information. This area again utilizes the drop-down choices to populate the crop lists. Open the list by clicking the small arrow next to 'Select Crop', choose your crop, and the next section will again be populated by the drop-down list for Section, Township, and Range. This list is made from the records we have of land registered to the grower. If the Section, Township, and/or range do not appear, choose the 'Add Land' link to the right of the crop selection area. By typing the PGP number, a list will return with all land registered to that Grower. Pick the area of land to be used in this submission. You will then be presented with a list of choices for your county to choose and populate this item. Type the number of acres for this crop, examine your choices, then press the green 'Add' button to save this information. You may continue to add more crops the same way. When the crop information is complete, you may type any additional information on the line below to describe the field(s) for your records. This is not a required field, but is for your records. Uniformity is important from 1080 to 1080 so the same field nomenclature or names should be typed in exactly the same.

The next section is for the Product information applied to the land. This information is not for nutrients, spreaders, adjuvant, or fertilizers. These types of items do not need to be reported on the Form 1080. It is ONLY for EPA and/or Arizona registered chemicals. The first entry is for the EPA Registration Number. This number MUST be in a series of 3 numbers. If you only have an EPA number with 2 sections, type a '0' (zero) for the 3rd EPA number. As an example, the chemical labeled CabrioEG has the EPA number of 7969-187. On the Form 1080 data entry, you would type 7969 in the first section, 187 in the second, and a '0' (zero) in the third section. When this is done properly, the Product/Brand name will populate with a selection you can choose from the drop-down list. You will

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then see the active ingredient fill in automatically. If you are in doubt, under the green 'Add' button you will see a search pesticide link that will enable you to find registered pesticides. The next area to fill out is the unit of measure of the chemical. The first space is for the numeric rate and the second is for the unit of measure, such as pounds, ounces, pints, etc. The following space is for the total chemical, following the same method. The first space is a numeric value and the second is the unit of measure. When this is correct, press the 'Add' button for each instance of chemical application.

The next area to complete is the Total Volume per treated Acre. The total acres will be automatically totaled from the crop list above, and you will type a numeric value for the total volume. Choose the DEQ Soil Applied (Yes or No), the Supplemental Label Required (Yes or No), choose the type of application from the drop-down list (Air, ground, etc), and finally choose the Ground Water BMP (Yes or No) selections.

The next line requires the PGP/Pest Control Advisor number. This number is the license number assigned by the Department of Agriculture, and is a numeric only number (no letters or leading zeros) When this number is typed correctly, the Advisor name will fill in. Verify this is correct before proceeding. If this information does not automatically fill it is not correct according to department records, check the number you typed.

The final section requires a valid equipment tag number issued by the Department of Agriculture. Again, this is a numeric only entry. If the grower applies the chemicals, check the 'Grower Applied' checkbox. Otherwise, type the equipment number in the space provided. Follow that with the time of application, in military time, i.e. 9:00 AM would be typed as 0900, 1:00 PM would be typed as 1300. Follow that with the date applied, again in the mm/dd/yy format. When this is verified, press the 'Add' button to save this information. You may then add another entry for equipment, time, or date if necessary. Next, the PGP/CA license number should be typed. This number is the license number assigned by the Department of Agriculture, and is a numeric only number (no letters or leading zeros) This will populate the Company Name, the PUP/PUC number should then be entered which populates the grower/appliator name. If this Form 1080 is for aerial application, the AAP number must be filled in, which again will populate the pilot name. If any of these do not automatically fill in, the number is not correct according to department records. Be sure this is a numeric only entry, with no letters or leading zeros.

When all information has been entered, click the button at the bottom labeled 'Click here first to verify data'. If there are no errors, click the button labeled 'Save'. If you are presented with errors, check all the information and correct what is missing or incorrect then try again to save the 1080. If you encounter unsolvable errors, feel free to fax or mail the Form 1080 to the Agency or contact form1080@azda.gov to solve the issue. This will then present a screen with the completed Form 1080 with a sequence number. This sequence number verifies that the Form 1080 is now officially submitted to the Department. You do not need to fax the Form 1080 after successful completion of the web form. The Department can supply you a copy of the Form 1080 through a public document request at \$0.25 per page or you may use the Form 1080 search at <http://www.azda.gov/search1080/search.aspx> to assure that your form has been submitted and accepted.

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NOTES –

- This web site has been tested with Microsoft Internet Explorer versions 6, 7, and 8. Using other browsers may affect the operation. Results cannot be guaranteed using browsers other than Internet Explorer 6, 7, or 8.
- If you encounter unsolvable problems from drop down lists, such as missing crop names, missing pest conditions, or section-township-range issues, you may fax the Form to the Department or you may ask that the missing information be included by utilizing the email support at form1080@azda.gov. We will do our best to reply to mail requests within 1 business day.
- Comments and suggestions are welcome to improve this service. To submit any comments or suggestions, you may email form1080@azda.gov or send a letter to the Arizona Department of Agriculture, 1688 W. Adams St., Phoenix, AZ 85007, Attn: Form 1080 response. Each comment will be evaluated and a response sent back to you. Please do not fax comments to the Department.