

Minnesota Department of Agriculture Online Reporting of Restricted Use Pesticides

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Overview

How do I submit an online Minnesota Pesticide Sales report from Agvance using the MN Restricted Use Pesticide report?

Setup

To use the report export function, each product that will be reported must be tied to a MDA Number. Two product attributes need to be established within Agvance; one attribute for MDA Number and the other for MDA UOM.

The MDA Number attribute should contain the MDA Number for each product found on the [MDA website](#). To find the MDA number from the website, enter the company name, product name or EPA number.

Company Name: (Optional)

If you're not sure how a name begins, type a percent sign (%) in front of it.
If you're not sure how a name ends, only type the beginning of it. Do not include a percent sign.

Product Name: (Optional)

☒ Unexpired Licenses Only (Uncheck to select all licenses)

Please select either Pesticide Registration, Soil and Plant Amendment Registration, or Specialty Fertilizer Registration below.

☒ Pesticide Registration

EPA Reg #: (Optional)

☐ Agricultural Pesticide Products Only

☐ Non-Agricultural Pesticide Products Only

☐ Special Local Needs Only

☒ Last Registered This Year (Uncheck to select all products)

☒ All Products, Sorted by Company Name

☐ Restricted Only, Sorted by Company Name

☐ Restricted Only, Sorted by Product Name

☐ Restricted Only, Sorted by EPA Reg #

☐ Soil and Plant Amendment Registration

☐ Specialty Fertilizer Registration

Registrant: (Optional)

☒ Last Registered This Year (Uncheck to select all products)

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Once the *MDA Number* is obtained, edit each Agvance product and place the *MDA Number* in the attribute on the product. For the export to convert the Agvance units into the correct MDA units, the *MDA UOM* must contain the conversion quantity for each billing unit plus the MDA unit of measure. When entering the *MDA Number* on the product, also enter the number of MDA Units for each product's billing units and the MDA Unit of Measure into the *MDA UOM* attribute.

Example: Agvance Billing unit is Bottle and the bottle contains 104 Fluid Ounces. The MDA UOM attribute would be 104.Ounces (Wet). The conversion quantity, in this case 104, should be separated from the MDA UOM by a comma. The acceptable Units of Measure for the MDA export are Gallon, Gram, Liter, Ounces (Dry), Ounces (Wet), Pint, Pound, Quart and Ton. Do not abbreviate these units.

After each of the products attributes are setup, run the report with the export option, Export Pesticide Sales checked, selecting both the MDA product attributes and the path where the export file should be saved.

The resulting file will be created and can then be submitted to the Minnesota Department of Agriculture. The export files have four data elements, the MDA Number, Total Quantity, UOM and Dollar Amount.