

# Minnesota Department of Agriculture Online Reporting of Restricted Use Pesticides

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An online Minnesota Pesticide Sales report can be submitted 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 an MDA Number. Two Product Attributes need to be established within Agvance - MDA Number and 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 Reg #*.

<b>Company Name:</b> <input type="text"/> (Optional)
<b>Product Name:</b> <input type="text"/> (Optional)
<b>Initial Reg Year - MDA Product Number:</b> (Both Fields Optional) <input type="text"/> - <input type="text"/>

<input checked="" type="radio"/> <b>Pesticide Registration</b> EPA Reg #: <input type="text"/> (Optional) <input type="checkbox"/> Agricultural Pesticide Products Only <input type="checkbox"/> Non-Agricultural Pesticide Products Only <input type="checkbox"/> Special Local Needs Only <input type="checkbox"/> Last Registered This Year (Uncheck to select all products) <input checked="" type="radio"/> All Products, Sorted by Company Name <input type="radio"/> Restricted Only, Sorted by Company Name <input type="radio"/> Restricted Only, Sorted by Product Name <input type="radio"/> Restricted Only, Sorted by EPA Reg #
<input type="radio"/> <b>Soil and Plant Amendment Registration</b> <input type="radio"/> <b>Specialty Fertilizer Registration</b> Registrant: <input type="text"/> (Optional) <input checked="" type="checkbox"/> Last Registered This Year (Uncheck to select all products)

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:** The 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 set up, run the report with the *Export Pesticide Sales* option checked, selecting both MDA Product Attributes and the path where the export file should be saved.

The screenshot shows the 'A/R Restricted Use Pesticides' dialog box. On the left is a list of states with 'Minnesota' selected. The 'Select Range' section has 'Fiscal Month' selected. The 'Applicators' section has 'Both' selected. The 'Export Pesticide Sales' checkbox is checked and highlighted with a red box. Below it, the '<MDA Product ID Attribute>' field contains 'MDA Product ID', the '<MDA UOM Attribute>' field contains 'MDA UOM', and the 'Folder Location' field contains 'T:\Pesticide Sales\'. The 'Include Additional Dataset' dropdown is set to '(None)'. There are also checkboxes for 'Exclude Negative Quantities', 'Show Invoice #', and 'Include All States Sales'. Buttons for 'OK' and 'Cancel' are at the bottom right.

The resulting file will be created and can then be submitted to the Minnesota Department of Agriculture.

The export files have four data elements:

- MDA Number
- Total Quantity
- UOM
- Dollar Amount