



Pesticide Use Proposal System (PUPS)
Orientation to the USFWS online database for
management of Pesticide Use Proposals
(Document created by Susan Talbott Guiteras – December 2006)

Introduction

This document provides basic instruction in the use of the Pesticide Use Proposal database System (PUPS), developed by the U.S. Fish and Wildlife Service (USFWS) to streamline and improve the Pesticide Use Proposal (PUP) process. Although the database is easy to use without formal instruction, this document will be helpful to users as a reference. The database was developed by USFWS Division of Information Technology Management, Branch of Data and Systems Services, with the assistance of a User Acceptance Team (UAT) comprised of members from each USFWS region. This document does not provide detailed information about the data required to create a PUP. If needed, that information is available from the USFWS Washington Office’s Division of Environmental Quality, and can be found in the PUP Instructions at <https://intranet.fws.gov/contaminants/pest.htm>. Instead, this document will help orient users making the transition from previous PUP formats to the new online database. Key points:

- In general, the data requested by the online database are nearly identical to data you are accustomed to providing in other PUP formats, such as Word and Excel
- The order and organization of the data fields will be somewhat different
- Many fields are presented as multiple choice “pick lists”
- Some fields will be entered automatically for you
- Throughout the database, items labeled in blue are required fields
- Where you see the  icon, you can click for more explanation about the data field
- After clicking Save on each screen, you will see a message at the top of the screen: “*Your record has been saved successfully to the database.*” You must choose a selection from the left menu to navigate to the next screen to continue; it will not redirect you automatically.
- PUP submission, review, and approval are all handled online, however some discussions about changes needed before a PUP can be approved will still take place by phone or email.
- You can use PUPs entered into the database as a starting point for creating new ones (Duplicate PUP function)
- The database address is <https://sds.fws.gov/pups>

If you have any questions while using the database, please contact your regional IPM coordinator, who can assist you or put you in touch with the appropriate regional contact.

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LOG-IN REQUIRED

Any FWS employee with an Active Directory account can access the database to create a PUP for their station. Active Directory ID (email address) and password are required for access to create, review, and approve PUPs.

MAIN MENU COMMANDS

From the Home page, you can choose from several actions:

Create PUP – Create a new PUP from scratch.

Search PUPS – Search for PUPs based on pest, pesticide used, geographical location, etc.

Modify/Complete PUP – Edit or complete a PUP which has already been started; Field/Regional (Dis)Approvers can access PUPs requiring action

Duplicate a PUP – Find an existing PUP you wish to duplicate as a template, then edit it, to create a new PUP.

Admin – Accessible only to database administrators

Help – Basic information about the PUPS database, including an online link to this document.



CREATING A NEW PUP (from scratch)

1. From the Home page, click on **Create PUP** in the left menu to begin creating a new PUP

A screenshot of the PUPS application in Microsoft Internet Explorer. The browser title is "PUPS - Pup - Microsoft Internet Explorer". The address bar shows "https://sds.test.fws.gov/pups/loadAdminInfo.do?menu=new". The page content includes the U.S. Fish & Wildlife Service logo and the text "U.S. Fish & Wildlife Service Service Internal Intranet Division of Environmental Quality". Below this is a navigation menu with "Home", "Create PUP", "Admin Info", "Search PUPS", "Modify/Complete PUP", "Duplicate a PUP", "Admin", and "Help". The main content area is titled "Administrative Information" and contains a form with the following fields: "*Calendar Year:" with a dropdown set to "2006", "PUP Status:" with a dropdown set to "New", "*Region:" with a dropdown, and "*Organization Code:" with a dropdown set to "?". A "Continue" button is located at the bottom of the form. A note next to the Region field states: "Note: California and Nevada are considered Region 8".

Admin Info

2. Enter the following Admin information:

Calendar Year – Choose from dropdown menu

PUP Status – *This will be “New” by default when you Create a PUP*

Region – Choose from dropdown menu; Organization Code list will then load

Organization Code – Choose from dropdown menu

3. Click Continue and enter additional Admin information on the next screen:

PUP Number – Database will automatically enter the next number available for that calendar year. However, you can manually change that if it is not the number you want to use. Do not duplicate PUP numbers for your station.

State – Database will automatically enter the state based on Org Code, but can be changed

Off Service Land? – Check this box if the PUP proposes an application on non-FWS land

Treatment Need – Choose one or more reasons for the proposed pesticide application; Hold down the Cntrl key to choose multiple treatment needs

Note: The database will automatically track when (date/time) the PUP was created and who it was created by, as well as the time and author of the most recent modifications. The time will be listed in Mountain Time, regardless of the time zone of the user.

Contact Information – Name and email address of the creator of the PUP; Phone (required) and fax numbers may also load automatically, but check for accuracy.

Alternate Contact – An optional second contact for the PUP being created may be entered

Field (Dis)Approver – List the name and contact information for the person at your refuge who is responsible for reviewing and approving PUPs before they move forward (or, receive final approval at the station level). Be sure to spell the email address correctly! This can be the same person as the PUP Creator, though generally this is the project leader, even if they are not involved with PUP creation. Even if this responsibility is delegated to someone else, the refuge project leader is ultimately responsibility for PUPs approved on the refuge.

4. Click **Save** to save the Admin Information; Additional Menu items will become available

The screenshot displays a web-based form for creating a PUP. On the left is a vertical navigation menu with options: Create PUP, Search PUPS, Modify/Complete PUP, Admin Info (highlighted with a red circle), Pest Info, IPM Info, Pesticide Info, Location Info, Listed Species Info, Submit, Duplicate a PUP, Admin, and Help. The main form area is titled 'Administrative Information' and contains the following fields:

- *Calendar Year: 2006 (dropdown)
- PUP Status: New
- *Region: 5 (dropdown) with a note: "Note: California and Nevada are considered Region 8"
- *Organization Code: 51500-REGIONAL BIOLOGIST-SOUTH (dropdown)
- *PUP Number: R5-06-51500-02 (text input) with a note: "(Enter a number between 01 - 99)"
- State: Delaware (dropdown)
- Off Service Land?:
- *Treatment Need: A list box containing "Crop Pest", "Habitat Improvement", "Invasive Species" (selected), and "Listed Species Protection/Recovery". A "Clear List" button is next to it, with a note: "(select multiple items using Ctrl key)".
- Created Date: 11/10/2006 11:02:02
- Created By: Susan_Guiteras@fws.gov
- Last Modified Date: 11/10/2006 11:02:02
- Last Modified By: Susan_Guiteras@fws.gov

Below the Administrative Information section is the 'Contact Information' section, which includes:

- *First Name: Susan (text input)
- *Last Name: Guiteras (text input)
- Title: (text input)

Pest Info

5. Click on **Pest Info** in the left menu to continue creation of the PUP
6. Enter the following Pest Info into the database:

Pest Type – Choose the basic type of pest being treated (Disease, Insect, Plant, Vertebrate); Pest pick list will populate in the next field

Target Pest(s) – Choose the pest(s) being treated from the list, which is ordered by Common Name. Species you choose by clicking will appear in a list box below for Target Species. As necessary, add and remove species from the list box until your list is complete. For Agricultural weeds, choose up to four of the most problematic species.

Note: If the pest(s) you are treating is not on the list, click the Add button. Enter the Common Name, Scientific Name, and Pest Type and click Save New Pest



How does the pest interfere with site management goals? – Please provide an answer to this question in the text box provided. Be as specific as possible.

7. Click **Save** to save the Pest Info, then click **IPM Info** on the left menu

IPM Info

8. Enter the following IPM information into the database:

IPM Plan? – Check Yes if an approved IPM plan is in place, No if it is not

If you choose Yes, more fields will appear; Select the **Year** the plan was last updated

You can attach your IPM Plan to the PUP by clicking **Browse** and finding it in your files.

Indicate if already sent – Indicate Yes if IPM plan has already been submitted, No if not

Is this Pesticide use part of the IPM Plan? – Answer Yes or No

Will non-chemical methods be attempted? – Answer Yes or No

IPM Strategy – If there is no approved IPM plan in place, you are required to explain the IPM methods that will be used in application of the pesticide

Best Management Practices – If there is no approved IPM plan in place, you are required to provide Best Management Practices (BMP) to be used. Select one or more standard BMPs, which will be employed during application of the pesticide. In the text box provided, describe any additional best management practices you propose which were not listed above.

9. Click **Save** to save IPM information, then click **Pesticide Info** in the left menu to continue

Pesticide Info

10. Enter the following **Chemical** Information:

Chemicals – Click the **Add** icon to provide the chemical product you will use; Additional fields will then appear for you to complete:

Choose the **Trade Name** from the list. Additional information may load automatically. If **Active Ingredient**, **EPA Registration Number**, and/or **Manufacturer** do not load automatically, type them into the space provided. All of these fields are required.

Once entered, they will be saved for the next time the chemical is used.

Provide a URL (internet address) for the Label and MSDS, if desired (not required)

Chemical(s)

Please click on Add icon next to the Trade Name to get the list of pesticide(s) and/or to add a new chemical by clicking on 'New Chemical' button.

Trade Name	Active Ingredient	EPA Registration Number	Manufacturer	Actions
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Chemical

*Trade Name: Rodeo

*Active Ingredient: glyphosate, isopropylamine salt

*EPA Registration Number: 62719-324

*Manufacturer: Dow AgroSciences

Label URL: <http://www.greenbook.net/Library/showDetails.asp?Pr>

MSDS URL:

Accept Chemical Info New Chemical Clear

Click **Accept Chemical Info** to add the chemical to your list. Do not skip this step!
If you need to enter another chemical, click the **Add** button again.

Note: If the pesticide product you are proposing does not appear in the Trade Name list, click on **New Chemical** to add it to the list. After entering the requested information, click **Accept New Chemical Info** and this chemical will be available for you to choose in the future.

Is a tank mix being proposed? – Check Yes if multiple products are being mixed, No if not

Restricted Use Pesticide? – Answer Yes or No

Supplemental Label for Proposed Use? – Answer Yes or No

Is Pest Listed on the Label? – Answer Yes or No

If the crop, type of vegetation, or site type is not listed, is there a current Section 18 exemption under which you are proposing to operate? –

If you answer Yes, enter the Section Number

If a Section 18 exemption is not applicable, answer No

If the crop, type of vegetation, or site type is not listed, is there a current Section 24(c) exemption under which you are proposing to operate? –

If you answer Yes, enter the Section Number

If a Section 18 exemption is not applicable, answer No

REI (Restricted Entry Interval - if specified) – Choose from the dropdown list

Adjuvants and Toxic Other Ingredient – For each, select one or more from the list, if used; They will appear in the list box beside the master lists. Enter in the text box if not on the list.

Enter the following **Application** Information:

Proposed Number of Applications – Enter the number of applications you propose to make

Application Rate – Click the **Add** icon to provide the application rate and method you are proposing; Additional fields will then appear for you to complete:

Enter the **Application Rate** (quantity) and select the **Unit** (e.g., pints/acre) from the list

Choose the **Application Method** from the dropdown list

Choose the **Application Equipment** from the dropdown list

Click **Accept Application Info** to add the application information to your list. Do not skip this step! If you need to enter another application, click the **Add** button again.

The screenshot shows a software interface for entering application information. At the top, there's a section titled 'Application Information' with a field for '*Proposed Number Of Applications' set to 1. Below this is a table with columns: 'Application Rate & Unit', 'Application Method', 'Application Equipment', and 'Actions'. A red circle highlights an add icon in the 'Application Rate & Unit' column. Below the table, there's an 'Application' section with fields for '*Application Rate & Unit' (4 pints/acre), '*Application Method' (Broadcast), and '*Application Equipment' (Helicopter). A red circle highlights the 'Accept Application Info' button at the bottom of this section.

Application Period – Indicate the month(s) in which the application is proposed to occur

Applicator Information – Indicate if the applicator(s) are Contractor, Cooperator, FWS, or Other Agency

11. Once all Pesticide Information has been entered, click **Save** and click **Location Info** on the left menu to continue.

Location Info

12. Enter the following **Location** Information:

County – If your OrgCode is associated with multiple counties, you will need to choose the county(s) where the application will take place

Attach Location Map – If available, attach file containing a map of application site(s)

Land Cover Category – Choose Terrestrial, Aquatic & Wetlands, or Indoor & Structural Uses; Choose Terrestrial for Riparian and Wetland sites during the Dry season.

The screenshot shows a web application interface with a sidebar on the left containing navigation links: Location Info, Listed Species Info, Submit, Comments From Original PUP, Duplicate PUP, Admin, and Help. The main content area is titled 'Location Information' and contains several form fields:

- State:** Delaware (dropdown menu)
- *County:** SUSSEX (dropdown menu)
- Attach Location Map:** with a 'Browse...' button
- *Land Cover Category:** Aquatic & Wetlands (dropdown menu, circled in red)
- Aquatic Information:** with a 'Land Cover Type' dropdown menu showing options like 'creek/stream/branch/run ditch or drain'

 There are also 'Clear List' buttons and a note: '(select multiple items using Ctrl key)'. A warning message states: '*Please select Terrestrial for Riparian and Wetland sites during the Dry Season'.

The remaining data fields will vary, based on the Land Cover Category chosen:

Terrestrial Information

- Treatment Site Land Type** – Choose the general habitat type, or crop if applicable
- Is the crop being treated a GMO?** – Choose Yes or No
- Is the treatment site listed on the label?** – Choose Yes or No
- Specific Management Unit Info** – Describe the management are being treated (Optional)
- Maximum Treatment Area Size** – Indicate the maximum size and units (e.g., acres)
- If Spot Treatment, Estimated Percent Cover to be Treated** – Indicate, if applicable
- Is the Treated Area Naturally Flooded or Irrigated?** – Choose Yes or No
 - If Yes, How Many Acres are Affected? – List irrigated acreage
 - Irrigation Method – Choose irrigation method
- Slope within Treatment Area** – If possible, estimate slope
- Soil Texture** – Choose from dropdown list
- Soil pH** – Enter if known, otherwise type “Unknown”
- Soil Total Organic Matter** – Enter if known, otherwise type “Unknown”
- Distance To Nearest Surface Water** – Select from list
- Surface Water Type** – Choose nearest surface water type(s)
- Distance To Well or Drinking Water Source** – Select from list
- Shallowest Depth To Ground Water** – Select from list

Aquatic & Wetland Information

- Land Cover Type** – Choose the general habitat/site type being treated
- Is the treatment site listed on the label?** – Choose Yes or No
- Specific Management Unit Info** – Describe the management are being treated (Optional)
- Maximum Treatment Area Size** – Indicate the size & units (e.g., 100 & acres)
- If Spot Treatment, Estimated Percent Cover to be Treated** – Indicate, if applicable
- Surface Water pH** – Enter if known, otherwise type “Unknown”
- Distance To Nearest Non-Target Surface Water** – Choose from list
- Nearest Non-Target Surface Water Type** – Choose from list

Indoor & Structural Uses Information

- Use Type** – Choose from list
- Is the treatment site listed on the label?** – Choose Yes or No

13. After all Location information has been entered, click **Save** and click **Listed Species Info** to continue creating the PUP

Listed Species Info

14. Enter the following **Listed Species Info**:

Non-Target Species At/Near Treatment Area during or immediately after treatment –

Choose species group(s) from the list

Other Non-Target Species – List any other non-target species of interest

Are Impacts to Non-Target Species Expected? – Choose Yes or No

Federally Listed Species and Effects Determination – Any known federally listed species may automatically be listed, if they are associated with your Organization Code. Choose the appropriate Effect Determination code, as determined by the project leader, in cooperation with Ecological Services as needed. Choose Error if the species should not be listed.

Listed Species Information

Federally Listed Species and Effects Determination:

Key:
NE = No Effect
NLAA = Not Likely to Adversely Affect
LAA = Likely to Adversely Affect
J = Jeopardy

Note: ESA Documentation is required for NE, NLAA, LAA and J Effects Determinations. Please ensure you are in compliance with the current Endangered Species consultation procedures.

Common Name	Scientific Name	Effects	Comments including pertinent Section 7 information (Click on Edit Icon to expand the typing area and click on 'OK' to return to the Main Screen.)
Bald Eagle		NLAA	Concurrence from CBFC
Delmarva Peninsula Fo.		NE	

Are there any other Federally Listed, Proposed or Candidate Species that occur (or may occur) at or near the Site that are not listed above? No Yes

Other Federally Listed, Proposed, or Candidate Species

+ Common Name	Scientific Name	Effects	Comments including pertinent Section 7 information (Click on Edit Icon to expand the typing area and click on 'OK' to return to the Main Screen.)
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Comments – If applicable, indicate the status of any required ESA consultation and documentation (e.g., if a Section 7 consultation is in progress, or if a concurrence letter has been emailed, etc.). Please ensure you are in compliance with the current Endangered Species consultation procedures.

Are there any other Federally Listed, Proposed or Candidate Species that occur (or may occur) at or near the Site that are not listed above? – Choose Yes or No

If **Yes**, Click the **Add** button to enter the species information and Effects determination

Are there any State Listed, Proposed or Candidate Species or their habitats or other species of concern that may be affected by the proposed activity? – Choose Yes or No

If **Yes**, upload an electronic file listing species of interest

OR click **Add** button to enter Species information, State Status (if applicable), Comments

Submitting the PUP

15. After all Listed Species information has been entered, click **Save**. Once you have completed all information in all sections, click **Submit** to submit the PUP. If any required fields have not been completed, you may be taken back to the relevant screen to complete them.
16. Clicking **Submit** will automatically send a notification to the Field (Dis)Approver. If you, as the PUP Creator, are also the Field (Dis)Approver, you will be able to continue with review and/or approval directly from this screen.

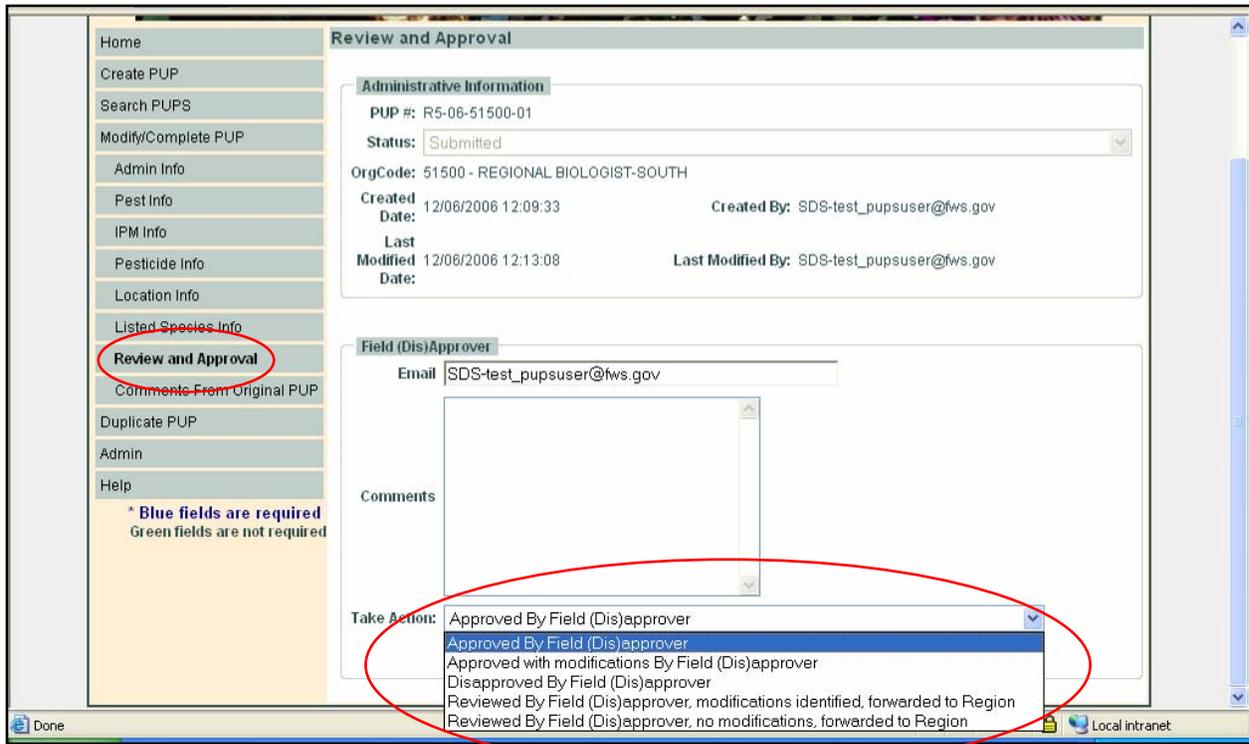
REVIEW AND APPROVAL OF A SUBMITTED PUP

Upon submission of the PUP, it will move through the approval process in a manner similar to the existing process; review and approval are handled online, though discussions regarding modifications will still take place by phone and/or email:

- If you are the PUP creator, but not the Field (Dis)Approver, the Field (Dis)Approver will receive an email notification, with a link to the PUP for their review.

Field Review and/or Approval

- The Field (Dis)Approver can review the PUP as desired. **If changes are required in order for the PUP to satisfy the Field (Dis)Approver, they must communicate with the PUP Creator by phone or email, so the PUP Creator can review comments in the database and address the needed changes!**
- Once the modification process is complete, the Field (Dis)Approver must click on the **Review and Approval** link to take an approval action. Then they choose the desired action from the following choices, and click **Save**.
 1. **Approved by Field (Dis)Approver** = Approved at Station level as submitted, no RO approval required (Do not use this action if PUP requires RO approval)
 2. **Approved with modifications by Field (Dis)Approver** = Approved at Station level needed modifications identified and addressed, no RO approval required (Do not use this action if PUP requires RO approval)
 3. **Disapproved by Field (Dis)Approver** = Disapproved at Station level, no recourse for modification and approval (Do not use this action if PUP could be modified and then would receive approval!)
 4. **Reviewed by Field (Dis)Approver, modifications identified, forwarded to Region** = Reviewed at the Station level, needed modifications addressed, and forwarded to the RO for review.
 5. **Reviewed by Field (Dis)Approver, no modifications, forwarded to Region** = Reviewed at the Station level, forwarded as submitted to the RO for review



Note: It is the responsibility of the Field (Dis)Approver to know whether or not Regional approval is required for each PUP, based on regional guidelines and the product and application involved.

Regional Review and/or Approval

- Upon submission to the Region, PUPs may be reviewed by Reviewers (if applicable in your Region). If necessary, the Regional Reviewers and/or Regional (Dis)Approver will provide comments. **If changes are required in order for the PUP to be approved by the Region, the Regional (Dis)Approver must notify the PUP Creator by phone or email, so they can review comments in the database and address the needed changes!**
- Once any needed modifications are addressed, the Regional (Dis)Approver takes action:
 1. ***Approved by Regional (Dis)Approver*** = Approved at Regional level as submitted
 2. ***Approved with modifications by Regional (Dis)Approver*** = Approved at Regional level, needed modifications identified and addressed
 3. ***Disapproved by Regional (Dis)Approver*** = Disapproved at Regional level, no recourse for modification and approval
 4. ***Reviewed by Regional (Dis)Approver, modifications identified, forwarded to Washington Office*** = Reviewed at the Regional level, needed modifications identified and addressed, and forwarded to the WO for approval.
 5. ***Reviewed by Regional (Dis)Approver, no modifications, forwarded to WO*** = Reviewed at the Regional level, forwarded as submitted to the WO for review

National Review and/or Approval

- Upon submission to the Washington Office (WO), PUPs will be reviewed by the National Reviewer and/or (Dis)Approver. If necessary, they will provide comments. **If changes are required in order for the PUP to be approved by the WO, the National (Dis)Approver must notify the Regional (Dis)Approver and/or the PUP Creator by phone or email, so they can review comments in the database and address the needed changes!**
- Once any needed modifications are made, the National (Dis)Approver will either Approver or Disapprove the PUP at the National level.
- Following the complete PUP approval process (whether the final action occurs at the Station, Regional, or National level) the PUP Creator will receive an email notifying them if the PUP was Approved or Disapproved. The email will appear to come from the PUP Creator (into their own inbox), containing a link to the PUP for them to review, if desired.

Note: If the PUP Creator is not the refuge manager/project leader, it may be necessary for the approval notification to be forwarded to the manager for their information. It is up to each refuge to determine how the PUP process and related communication are handled.

At various stages of the submission, review, and approval process, the PUP Creator might receive an email stating that their message (their PUP) has been received (e.g., by the regional IPM coordinator, the national mosquito control coordinator, etc.). These auto-reply messages are a function of Lotus Notes, and are generated if the destination mailbox in question is set to create them. They are NOT messages indicating the approval status of the PUP.

MODIFYING/COMPLETING AN EXISTING PUP

1. Click on **Modify/Complete PUP** in the left menu to begin modifying or completing a PUP which has been created, but has not yet been approved.
2. You will be brought to a search/find screen, and you can search for PUPs to modify/complete based on PUP Number, Status, OrgCode, Region, Station, Target Pest (Common or Scientific Name), Pesticide Trade Name, or Active Ingredient – or any combination of these fields.

Home
Create PUP
Search PUPS
Modify/Complete PUP
Duplicate PUP
Admin
Help

Find Pesticide Use Proposal

Please select or type in the fields you want to search on and click "Find" button. Results are displayed below the Find button. For a PUP record you want to duplicate, click the page icon in the Duplicate column.

Find Pesticide Use Proposal

PUP Number:

Status:

Orgcode:

Region:

Station:

Target Pest Common Name:

Target Pest Scientific Name:

Trade Name:

Active:

Clear List (select multiple items using Ctrl key)

Clear List (select multiple items using Ctrl key)

Local intranet

- Results will appear at the bottom of the screen, below the Find button. PUPs which have been started, but not yet Submitted, will have a Status of New. Submitted PUPs can also be edited, if modifications are required before the Field (Dis)Approver can take the next necessary approval action.

Find

Results

Previous - Next - 1 Viewing Results: 1 to 7 (7 total)

Pup Number	Status	Orgcode	State	Created By	Last Modified By	Dupli - Action
R5-06-51500-01	Submitted	51500	DE	Susan_Guiteras@fws.gov	Susan_Guiteras@fws.gov	
R5-06-51500-02	Reviewed By Field (Dis) approver, no modifications, forwarded to Region	51500	DE	Susan_Guiteras@fws.gov	mike_belasco@fws.gov	
R5-06-51500-03	Submitted	51500	DE	Susan_Guiteras@fws.gov	Susan_Guiteras@fws.gov	
R5-06-51500-04	New	51500	DE	Susan_Guiteras@fws.gov	Susan_Guiteras@fws.gov	
R5-06-51500-05	New	51500	DE	Susan_Guiteras@fws.gov	Susan_Guiteras@fws.gov	
R5-06-51500-06	New	51500	DE	Susan_Guiteras@fws.gov	Susan_Guiteras@fws.gov	
R5-06-51500-07	New	51500	DE	SDS-test_pupsuser@fws.gov	SDS-test_pupsuser@fws.gov	

Local intranet

- Click the Edit icon in the **Action** column to choose the PUP to edit or complete.
- You will be taken to the first Admin screen, which should be familiar to you from the Create New PUP function. Review and change existing data as necessary, or click on the section where you left off previously to complete an unfinished PUP.

6. Refer to instructions for Create a New PUP for more details about each screen and data field.
7. Once the PUP or revisions to the PUP are complete, you can click Submit to submit the PUP to the Field (Dis)Approver, as described in the Create New PUP section.

DUPLICATING AN EXISTING PUP (as a template for a new PUP)

1. Click on **Duplicate a PUP** in the left menu to create a New PUP by duplicating an existing PUP as a template. You will be brought to a Find screen, just like the one illustrated in the Modify/Complete PUP section above.
2. You can search for a PUP to duplicate as a template based on PUP Number, Status, OrgCode, Region, Station, Target Pest (Common or Scientific Name), Pesticide Trade Name, or Active Ingredient – or any combination of these fields.
3. Results will appear at the bottom of the screen, below the Find button.

Find

Results

Previous - Next - 1 Viewing Results: 1 to 6 (6 total)

Pup Number	Status	Orgcode	State	Created By	Last Modified By	Action
R5-06-51500-01	Submitted	51500	DE	Susan_Guiteras@fws.gov	Susan_Guiteras@fws.gov	
R5-06-51500-02	Reviewed By Field (Dis) approver, no modifications, forwarded to Region	51500	DE	Susan_Guiteras@fws.gov	mike_belasco@fws.gov	
R5-06-51500-03	Submitted	51500	DE	Susan_Guiteras@fws.gov	Susan_Guiteras@fws.gov	
R5-06-51500-04	New	51500	DE	Susan_Guiteras@fws.gov	Susan_Guiteras@fws.gov	
R5-06-51500-05	New	51500	DE	Susan_Guiteras@fws.gov	Susan_Guiteras@fws.gov	
R5-06-51500-06	New	51500	DE	Susan_Guiteras@fws.gov	Susan_Guiteras@fws.gov	

Local intranet

4. Click the Page icon in the Duplicate column to choose the PUP you wish to duplicate.
5. You will be taken to the first Admin screen, which should be familiar to you from the Create New PUP function. The PUP number will default to the next available number for your refuge, but can be changed if needed. Be careful not to repeat a PUP number for your station.
6. **Important!** Be sure to review ALL fields closely, and make all necessary changes. It is the refuge's responsibility to review all relevant labels for possible updates and changes, if the PUP being duplicated as a template is from a previous year.
7. Refer to instructions for Create a New PUP for more details about each screen and data field.

- There will be a left menu link available called **“Comments from Original PUP.”** If the PUP you are duplicating as a template has already been reviewed and/or approved, you should check this link for important comments from reviewers or (Dis)Approvers. You do not want to repeat the same mistakes, if there were any!



- Once the newly created PUP is complete, click Submit to submit the PUP to the Field (Dis)Approver, as described in the Create New PUP section.

SEARCHING FOR PUPS

- Click on **Search PUPS** in the left menu to begin search for PUPS system-wide, and a Search screen similar to screens used for Modify/Complete and Duplicate will appear. You can search for PUPS based on any of the following fields (or any combination): PUPID, PUP Number, OrgCode, Status, Region, State, Station, Target Pest (Common or Scientific Name), Pesticide Trade Name, Active Ingredient, Created by, or Modified by.
- Results will appear at the bottom of the screen, below the Search button.
- PUPS can be viewed for informational purposes, or for editing if it is a PUP you would have editing access to.

ADMINISTRATION

Only the database administrators will have access to this function, although the link appears for everyone by default.

HELP

When you click this, it opens a submenu of other Help options on the left side, containing a link to this User Guide, some basic information about the database, and contact information for reporting bugs.