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6th September 2023

How to Register as a Professional User under the Sustainable Use of Pesticides Directive (SUDS) for

Current DAFM Clients

Ensure you have the following to hand before you start to register:

- PPS Number
- Email address
- Mobile phone number

Step 1 – Logging on to www.agfood.ie

Department of Agriculture, Food and Marine (DAFM) clients who are already registered to use the DAFM agfood online facilities should log on to: www.agfood.ie using username, PAC and password (right).

DAFM clients who are not currently registered to use the DAFM online facilities should register at:

- Click on www.agfood.ie on the DAFM homepage.
- Click on 'Register' for Online Services (right).
- Fill out details and 'Submit Registration'.

The applicant will be sent their 'PAC' by return of post. They can then log on immediately to: www.agfood.ie

Step 2 – Selecting SUDS application system

Select the Sustainable Use Directive System from the menu of options that are available to you (below). Proceed as prompted.

The screenshot shows a web application interface with a dark header bar containing the URL "iculture.gov.ie/sso-auth-ui-applicant/#/applications/14535" and a "Manage" button. A list of application systems is displayed on the left side of the page. The "Sustainable Use Directive System" is highlighted with a red box, and a red arrow points to it from a callout box on the right. The callout box contains the text: "Select the 'Sustainable Use Directive System' from the menu." The list of application systems includes: Direct Payments (BPS/Greening/SPS), Exceptional Aid Measures, Farm Environmental Study, Financial Self-Services, GLAS, Generic Land Management, Geographic Information System, Multi Species Swards Measure (MSSM), National Beef Welfare Scheme, National Fertiliser Database, Nitrogen & Phosphorous Statements, Organic Farming System, Sheep Welfare Scheme, Single Farm Payment, Soil Sampling Scheme, and Sustainable Use Directive System.

Step 3 – Going to application screen

Select the fourth option 'Pesticide User'.

The screenshot shows the 'Sustainable Use Directive System' interface. At the top, there is a header with the logo and name of the Department of Agriculture, Food and the Marine. Below the header, there are navigation links for 'Home' and 'Exit'. The main content area is titled 'Registration Type' and contains the instruction 'Please select a Registration Type'. A dropdown menu is open, showing the following options: 'Advisor', 'Advisor Grassland', 'Distributor', 'Pesticide User', and 'Pest Management User'. A red box highlights the 'Pesticide User' option, and a red arrow points to it from a text box that says 'Select the fourth option 'Pesticide User''. At the bottom of the page, there is a copyright notice: '© Copyright 2023 Department of Agriculture, Food and the Marine Version: 2.3.0.100'.

Step 4 – Making your application

- Enter all mandatory fields.
- To enter your highest relevant qualification, pick from the drop-down list of courses* (see below). If the relevant course is not listed, select 'Other' and enter the details of the course in the box provided. Attach a copy of each the relevant qualification(s).

If you are a registered Pesticide Advisor (PA) you should indicate this and enter your PA number that was provided to you at time of PA registration.

Read the terms and conditions and tick the box to confirm that you have read and accepted them.

Select the 'Submit' button to make your application to DAFM.

- *FETAC 5N0731 – Handheld Sprayer
- FETAC 5N1797 – Boom Sprayer
- City&Guilds PA1 + PA2a – Boom Sprayer.
- City&Guilds PA1 + PA6 – Handheld Sprayer
- DAFM registered Pesticide Advisor
- Teagasc Pesticide Application course (as part of 1-yr or 2-year qualification)
- Teagasc Pesticide Application stand-alone short course

The screenshot shows the 'Sustainable Use Directive System' application form for a 'Pesticide User'. The form is titled 'Application Pesticide User' and contains various fields for personal and professional information. The fields include: 'Title', 'Forename', 'Surname', 'Date of Birth', 'Gender', 'Mobile', 'Telephone', 'Email Address', 'Confirm Email', 'Postal Address', 'Business Address (if different)', 'Town/City', 'County', 'Eircode', 'Farmer Status', and 'Employment Status'. There is also a section for 'Relevant Qualifications Completed' with a '+ Add Qualification' button. At the bottom of the form, there is a checkbox for 'Please tick to confirm that you have read and accepted the terms and conditions of registration.' and a 'Submit' button. A red box highlights the 'Submit' button, and a red arrow points to it from a text box that says 'Select the 'Submit' button to make your application to DAFM.'. At the bottom of the page, there is a copyright notice: '© Copyright 2023 Department of Agriculture, Food and the Marine Version: 2.3.0.100'.

Step 5 – Application processing and approval

After you have submitted your application, you will receive an email informing you that your application has been logged with the DAFM for processing. The email will include a SUDS Tracking Reference Number which you should take note of and use in all correspondence relating to your application.

DAFM will then review your application to register. DAFM **will be in contact with you by email** as you are a new client of DAFM, so you must submit a customer registration form to DAFM. Your application cannot be processed if you are not a registered customer of DAFM.

Once this stage is completed, your application will be validated and further processed. If DAFM requires further information regarding your qualification, they will be in contact with you further.

You will be issued with an email informing you that your application has been approved and you have been included on the register of Professional Pesticide Users. You will be given a Professional Pesticide User number e.g., PU800001. This number should be recorded and can be used as proof of registration.

If it is not deemed suitable you will be issued with an email informing you that your application has been rejected. You will also be informed of how to appeal this decision if you wish to do so.

Any queries should be emailed to pesticideregisters@agriculture.gov.ie.



Thank you

Your application has been logged with the Department for processing.

You will be contacted in due course using the email address you provided.

If you have any queries please contact the Department using the following email address

pesticideregisters@agriculture.gov.ie

Should you need to change or update your details, please also use the above address.

Your application reference number, for tracking purposes, is:

SUD044518

You will be contacted within 7-10 working days

How to Register as a Professional User under the Sustainable Use of Pesticides Directive (SUDS) for Non-DAFM Clients

Step 1 – Going to Online Registration for Sustainable Use of Pesticides Directive for Non-DAFM Clients

Individuals who are non-DAFM clients should go to:

<https://publicapps.agriculture.gov.ie/suds-ui/#/public/captcha>

Enter the security captcha text that is shown in the shaded box in the relevant text entry box and press proceed.

The screenshot shows the 'Sustainable Use Directive System' interface. At the top left is the logo of the Department of Agriculture, Food and the Marine. The main heading is 'Sustainable Use Directive System'. Below the heading are 'Home' and 'Exit' links. The central instruction reads: 'Please enter text that matches the CAPTCHA image and click Proceed'. A CAPTCHA image displays the text 'mcm8&k'. Below the image are three buttons: 'Refresh', 'Insert text...', and 'Proceed'. A red arrow points from a text box to the 'Proceed' button. The text box contains the instruction: 'Enter the text that matches the CAPTCHA image and click 'Proceed''. At the bottom, there is a copyright notice: '© Copyright 2023 Department of Agriculture, Food and the Marine Version: 8.3.0.100'.

Step 2 – Going to application screen

Select the fourth option 'Pesticide User'.

The screenshot shows the 'Sustainable Use Directive System' interface for selecting a registration type. At the top left is the logo of the Department of Agriculture, Food and the Marine. The main heading is 'Sustainable Use Directive System'. Below the heading are 'Home' and 'Exit' links. The section is titled 'Registration Type' with the instruction: 'Please select a Registration Type'. A dropdown menu is open, showing the following options: 'Advisor', 'Advisor Grassland', 'Distributor', 'Pesticide User', and 'Pest Management User'. The 'Pesticide User' option is highlighted with a red box. A red arrow points from a text box to this option. The text box contains the instruction: 'Select the fourth option 'Pesticide User''. At the bottom, there is a copyright notice: '© Copyright 2023 Department of Agriculture, Food and the Marine Version: 8.3.0.100'.

Step 3 – Making your application

- Enter all mandatory fields.
- To enter your highest relevant qualification, pick from the drop-down list of courses* (see below). If the relevant course is not listed, select 'Other' and enter the details of the course in the box provided. Attach a copy of each the relevant qualification(s).

If you are a registered Pesticide Advisor (PA) you should indicate this and enter your PA number that was provided to you at time of PA registration.

Read the terms and conditions and tick the box to confirm that you have read and accepted them.

Select the 'Submit' button to make your application to DAFM.

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The screenshot shows the 'Application Pesticide User' form within the 'Sustainable Use Directive System'. The form is divided into several sections. The top section contains personal and contact information: PPSN (with a note that it's required if County of Origin is selected), Title, Forename, Surname, Date of Birth, Gender, Mobile, Telephone, Email Address, Confirm Email, Postal Address, Business Address (if different), Town/City, County, Eircode, Farmer Status, and Employment Status. Below this is a section for 'Relevant Qualifications Completed' with a note that each qualification requires an attachment and an 'Add Qualification' button. Further down are 'Usage Category' and 'Are you a Contractor?' fields. At the bottom, there is a checkbox for 'Please tick to confirm that you have read and accepted the terms and conditions of registration.' and a 'Click to read terms and conditions' button. The 'Submit' button at the very bottom is highlighted with a red box, and a red arrow points to it from a text box that says 'Select the 'Submit' button to make your application to DAFM.'

Step 4 – Application processing and approval

After you have submitted your application, you will receive an email informing you that your application has been logged with the DAFM for processing. The email will include a SUDS Tracking Reference Number which you should take note of and use in all correspondence relating to your application.

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An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine

Sustainable Use Directive System

[Home](#) [Exit](#)

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Should you need to change or update your details, please also use the above address.

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