

How to Register as a Professional User under the Sustainable Use of Pesticides Directive

Current DAFM Clients Professional User Registration Process

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

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 www.agfood.ie as follows:

- Click on 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.

agfood.ie:IndividualLogin - Windows Internet Explorer
https://agfood.agriculture.gov.ie/ssoauthagfood/individual.jsp

File Edit View Favorites Tools Help

★ Favorites ★ Suggested Sites Web Slice Gallery

SSOAUTH:Login Pesticide Control Service S... agfood.ie:IndividualLo... X

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agfood.ie

Register for Online Services
You must first register to use the agfood Online Services. If you have not already registered please press the Register button:
Register

Useful Links
[Agfood.ie Help Videos](#)
[Online Services Information](#)
[Information on Agriculture Agents](#)
[Download Forms](#)
[Contact Details](#)
[Browser Information](#)
[Privacy Statement](#)
[Terms & Conditions](#)
[Software Links](#)

Online Services Login

Step 1 - Enter your Username
*

Step 2 - Enter the Second, Fourth and Seventh digits from your PAC
1st 2nd 3rd 4th 5th 6th 7th
* * *

Step 3 - Enter your Password
*

Logon **Reset**

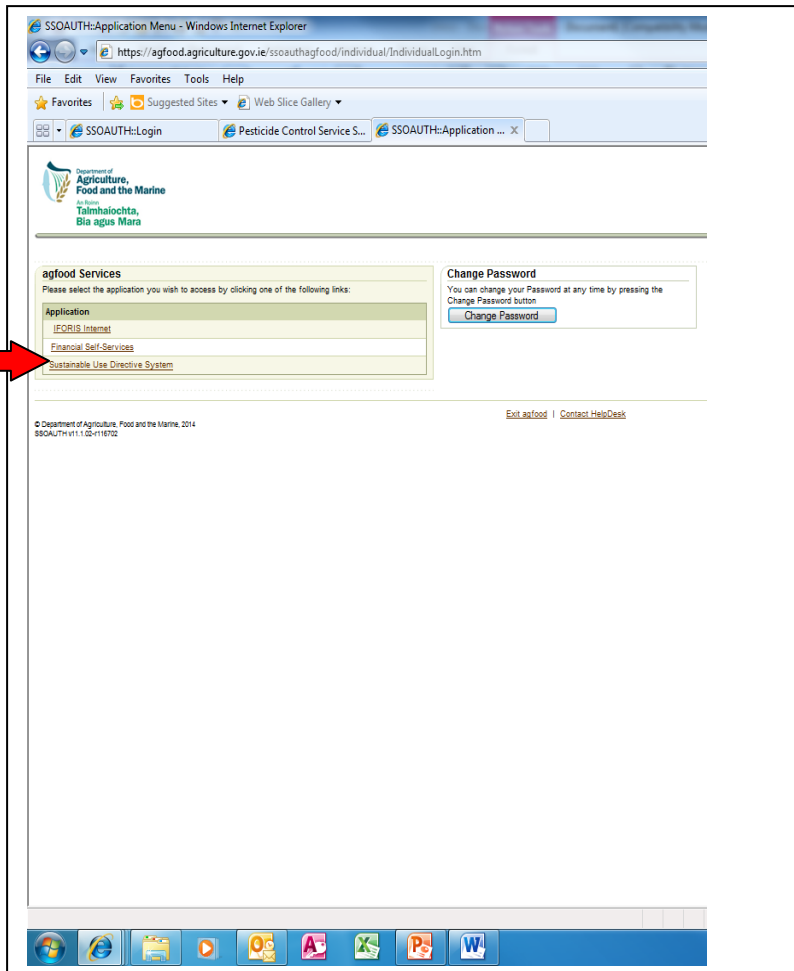
Help
If you have forgotten your PAC, Password, or are having any difficulties logging on, you can e-mail the Department at agfood@agriculture.gov.ie or Lo-call 1890 252 118.
A new PAC will be issued by letter as soon as possible and your password will be reset. Please include your agfood Services Username in the email.
If you registered before March 2008 your Username will continue to be your PPSN.

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SSOAUTHv11.1.02-116702

[Contact HelpDesk](#)

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.



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.

If you are a registered pesticide advisor you should indicate this and enter your PA number that was provided to you at time of registration as a pesticide advisor.

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 the Department.

- *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.

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 Department 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.

The Department will then review your application to register. If in the course of reviewing your application the Department require further information they will contact you by email.

If everything is in order 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 your qualification 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.

Non DAFM Clients Professional User Registration Process

Step 1 – Going to Online Registration for Sustainable Use of Pesticides Directive webpage on PCS website

Individuals who are not DAFM clients should go to

<https://publicapps.agriculture.gov.ie/suds/welcome.aspx>

Select 'Professional User – click here if not a user of the DAFM online services through agfood.ie'

Step 2 – Going to application screen

Select the fourth option "Professional Pesticide User". Enter the security captcha text that is shown in the shaded box in the relevant text entry box and press proceed.

SUDS(version 2.1) - Windows Internet Explorer
https://www.agriculture.gov.ie/suds/welcome.aspx

File Edit View Favorites Tools Help

SUDS(version 2.1)

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Sustainable Use Directive System

Please select Pesticide Registration Type:

Exit

Select

- Inspector of Pesticide Application Equipment
- Pesticide Advisor
- Pesticide Distributor
- Professional Pesticide User

kewrg

Enter text in the CAPTCHA image above to confirm you wish to proceed

Proceed

Can't read the CAPTCHA - Refresh

Done

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.

If you are a registered pesticide advisor you should indicate this and enter your PA number that was provided to you at time of registration as a pesticide advisor.

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

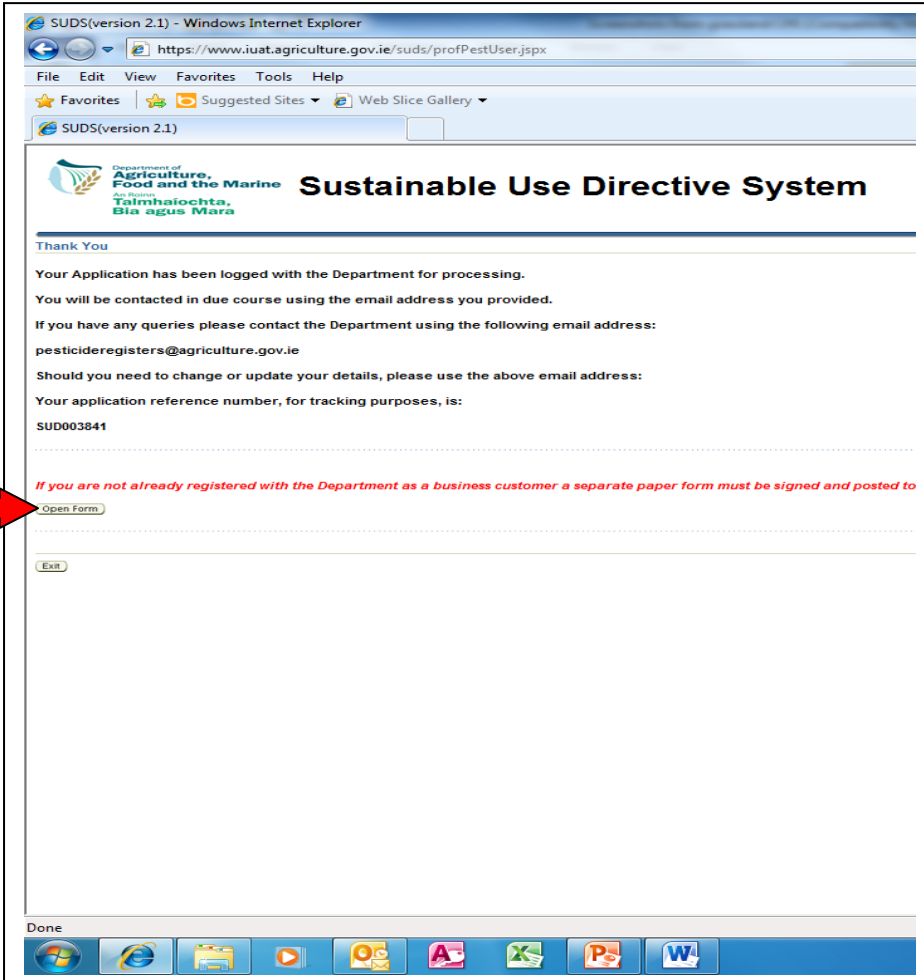
Select the “Submit” button to make your application to the Department.

- *FETAC 5N0731 – Handheld Sprayer.
- FETAC 5N1797 – Boom Sprayer.
- City&Guilds PA1 + PA2a – Boom Sprayer.
- City&Guilds PA1 + PA6 – Handheld Sprayer.
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Screenshot of the SUDS (version 2.1) web application interface in Internet Explorer. The page title is "Sustainable Use Directive System" and the sub-header is "Professional Pesticides User: Application for Registration". The form contains various input fields for personal and professional details, including PP3N, Business ID, Title, Date of Birth, Forename, Surname, Telephone No., Mobile No., Email Address, Postal Address for Correspondence, County, Employment status, Farmer status, and Highest relevant qualification. A red arrow points to the "SUBMIT" button at the bottom of the form.

Step 4 – Opening Department customer registration form

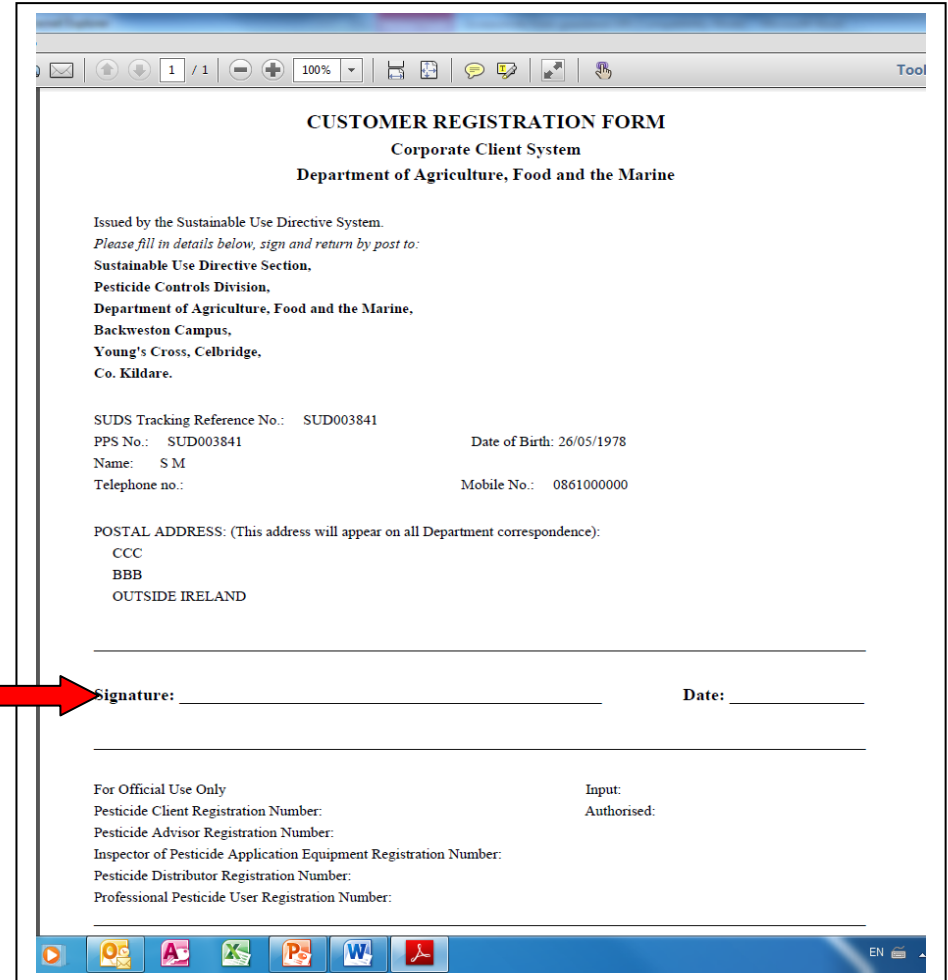
As you are a new client of the Department you must submit a customer registration form to the Department. Click on the “Open Form” link to open the form that is prepopulated with details that you have just entered on the application screen (below).



Screenshot of the SUDS (version 2.1) web application in Internet Explorer. The page displays a confirmation message: "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 use the above email address: Your application reference number, for tracking purposes, is: SUD003841". A red arrow points to the "Open Form" button, which is highlighted in blue. Below the button is an "Exit" button. The browser address bar shows "https://www.iuat.agriculture.gov.ie/suds/profPestUser.aspx".

Step 5 – Submitting customer registration form

Print out the customer registration form that appears (below). Sign and date the bottom of the form and submit **the original** to the Sustainable Use Directive Section of the Department at the address given on the form. **Your application cannot be processed if you are not a registered customer of the Department.**



Screenshot of the printed Customer Registration Form. The form is titled "CUSTOMER REGISTRATION FORM" and "Corporate Client System". It is issued by the Sustainable Use Directive System. The form contains the following information: "Please fill in details below, sign and return by post to: Sustainable Use Directive Section, Pesticide Controls Division, Department of Agriculture, Food and the Marine, Backweston Campus, Young's Cross, Celbridge, Co. Kildare." The tracking reference number is SUD003841. The PPS No. is SUD003841. The Date of Birth is 26/05/1978. The Name is S M. The Telephone no. is 0861000000. The Postal Address is CCC, BBB, OUTSIDE IRELAND. The form has signature and date lines at the bottom. A red arrow points to the "Signature:" line. Below the signature and date lines are fields for "For Official Use Only" including Pesticide Client Registration Number, Pesticide Advisor Registration Number, Inspector of Pesticide Application Equipment Registration Number, Pesticide Distributor Registration Number, and Professional Pesticide User Registration Number. The browser address bar shows "https://www.iuat.agriculture.gov.ie/suds/profPestUser.aspx".

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After you have submitted your application you will receive an email informing you that your application has been logged with the Department 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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