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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:

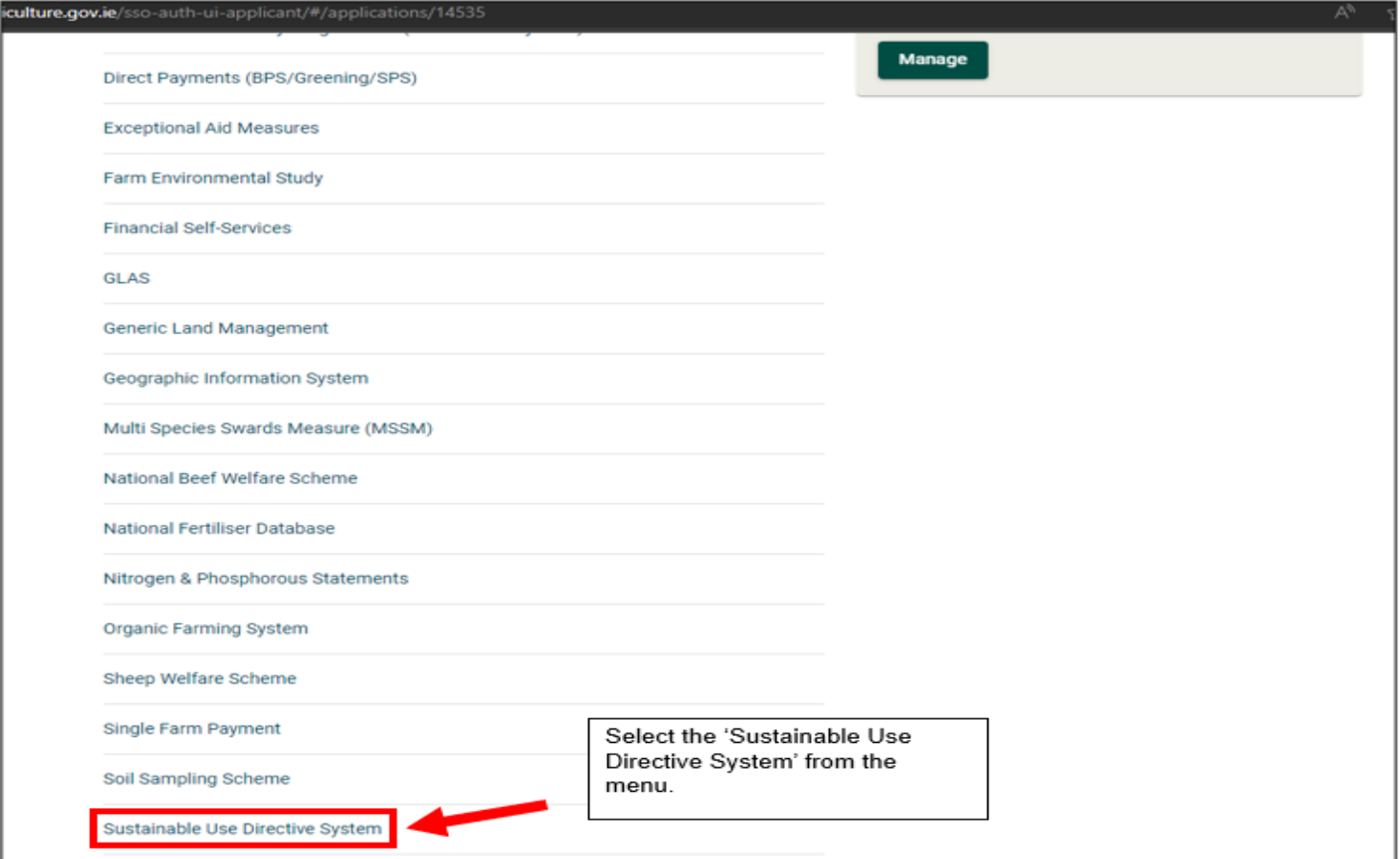
- Click on www.agfood.ie on the DAFM homepage.
- Click on 'Register' for Online Services (right).
- Fill out details and 'Submit Registration'.

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

The screenshot shows the DAFM agfood website interface. At the top is a dark green header with the DAFM logo and name. The main content area is white and contains several sections: a large 'Login' section on the left with fields for username, PAC (3rd, 5th, and 7th digits), and password, along with a 'Forgot Password?' link and 'Logon'/'Clear' buttons; a 'Register' section on the right with a 'Register' button; a 'MyGovID' section with a 'MyGovID' button; and a 'Companies' section with a 'Companies' button. At the bottom, there is a row of five buttons: 'Online Services', 'Privacy Statement', 'Terms & Conditions', 'Contact HelpDesk', and 'Download Forms'.

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.



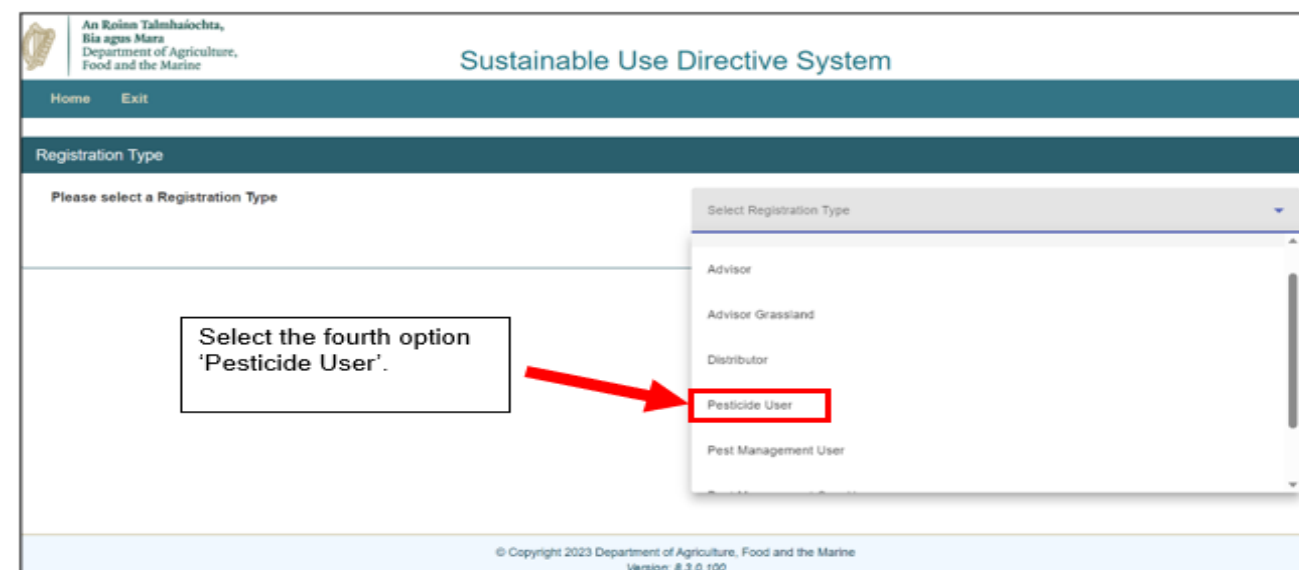
The screenshot shows a web application interface for 'iculture.gov.ie'. The URL in the browser bar is 'iculture.gov.ie/sso-auth-ui-applicant/#/applications/14535'. A 'Manage' button is visible in the top right corner. A list of application systems is displayed on the left side of the page. The 'Sustainable Use Directive System' is highlighted with a red rectangular box. A red arrow points from a text box to this highlighted option.

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
Sustainable Use Directive System

Select the 'Sustainable Use Directive System' from the menu.

Step 3 – Going to application screen

Select the fourth option 'Pesticide User'.



Step 4 – Making your application

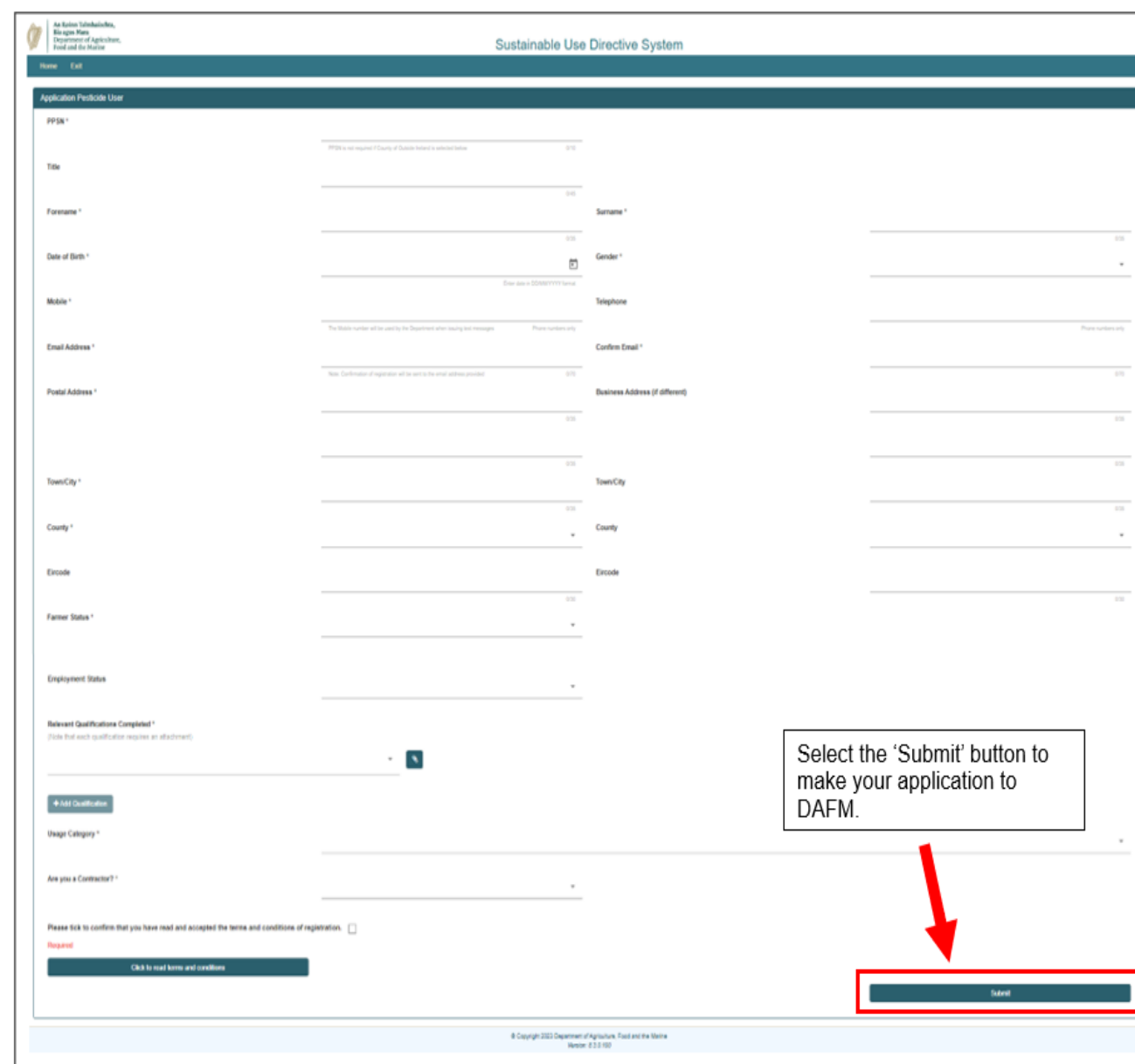
- Enter all mandatory fields.
- To enter your highest relevant qualification, pick from the drop-down list of courses* (see below). If the relevant course is not listed, select 'Other' and enter the details of the course in the box provided. Attach a copy of each the relevant qualification(s).

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



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.



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Food and the Marine

Sustainable Use Directive System

HomeExit

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

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Version: 8.3.0.2

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://suds-ext-ui.apps.services.agriculture.gov.ie/#/captcha>

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



Step 2 – Going to application screen

Select the fourth option 'Pesticide User'.



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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- City&Guilds PA1 + PA6 – Handheld Sprayer
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- Teagasc Pesticide Application course (as part of 1-yr or 2-year qualification)
- Teagasc Pesticide Application stand-alone short course

The screenshot shows the 'Application Pesticide User' form within the 'Sustainable Use Directive System'. The form is divided into two main columns. The left column contains fields for PPSN, Title, Forename, Surname, Date of Birth, Gender, Mobile, Telephone, Email Address, Confirm Email, Postal Address, Business Address, Town/City, County, Eircode, Farmer Status, Employment Status, Relevant Qualifications Completed (with an 'Add Qualification' button), Usage Category, and Are you a Contractor?. The right column contains fields for Surname, Gender, Telephone, Confirm Email, Business Address, Town/City, County, Eircode, and Farmer Status. 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. A red arrow points to the 'Submit' button at the bottom right of the form.

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.

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.

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