Dear Iowa Beekeepers and Pesticide Sensitive Crop Producers:

Please find below a detailed "how to" for registering and entering site information for first time users of the FieldWatch online platforms (driftwatch and beewatch). We hope you find the system easy to use and a mechanism for increasing the accuracy of the information provided to pesticide applicators.

To begin the registration process, please go to the Iowa Sensitive Crop Registry homepage and read through the overview of this online directory. This page also provides useful information on Iowa's "Bee Rule," pesticide-sensitive crops covered, annual renewals, etc. The page can be found at http://www.iowaagriculture.gov/Horticulture_and_FarmersMarkets/sensitiveCropDirectory.asp . This web page also provides a link in the upper right to the FieldWatch online registry platforms.

My contact information is provided on this page as well as at the end of this document. Please contact me if you have any questions.

Sincerely,

Paul Ovrom

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Below is an image of the FieldWatch homepage. This website is fairly easy to use, but I've put instructions with some visuals below for those that want a step by step guide. The address and link for the page below is https://driftwatch.org/ .

For first time users: beekeepers (that **do not** have commercial sensitive/specialty crops) please click the "beecheck" logo; commercial sensitive/specialty **crop producers (with or without beehives)** please click the "driftwatch" logo (the driftwatch link allows crop producers to also enter beehive sites); licensed pesticide applicators would click the "FieldWatch" logo.

After clicking the appropriate logo, an image like the one below will pop up. This page allows registration into the system using a username and password. You may continue to use the same user name and password you have used for the previous version of the Iowa Sensitive Crops Registry or you may create a new username and password combination. An e-mail address is also required. If you do not have an e-mail address, you must enter no.email@driftwatch.org as the e-mail address. **Write down/save your username and password for later use.** Click the "Sign Up" button when finished.
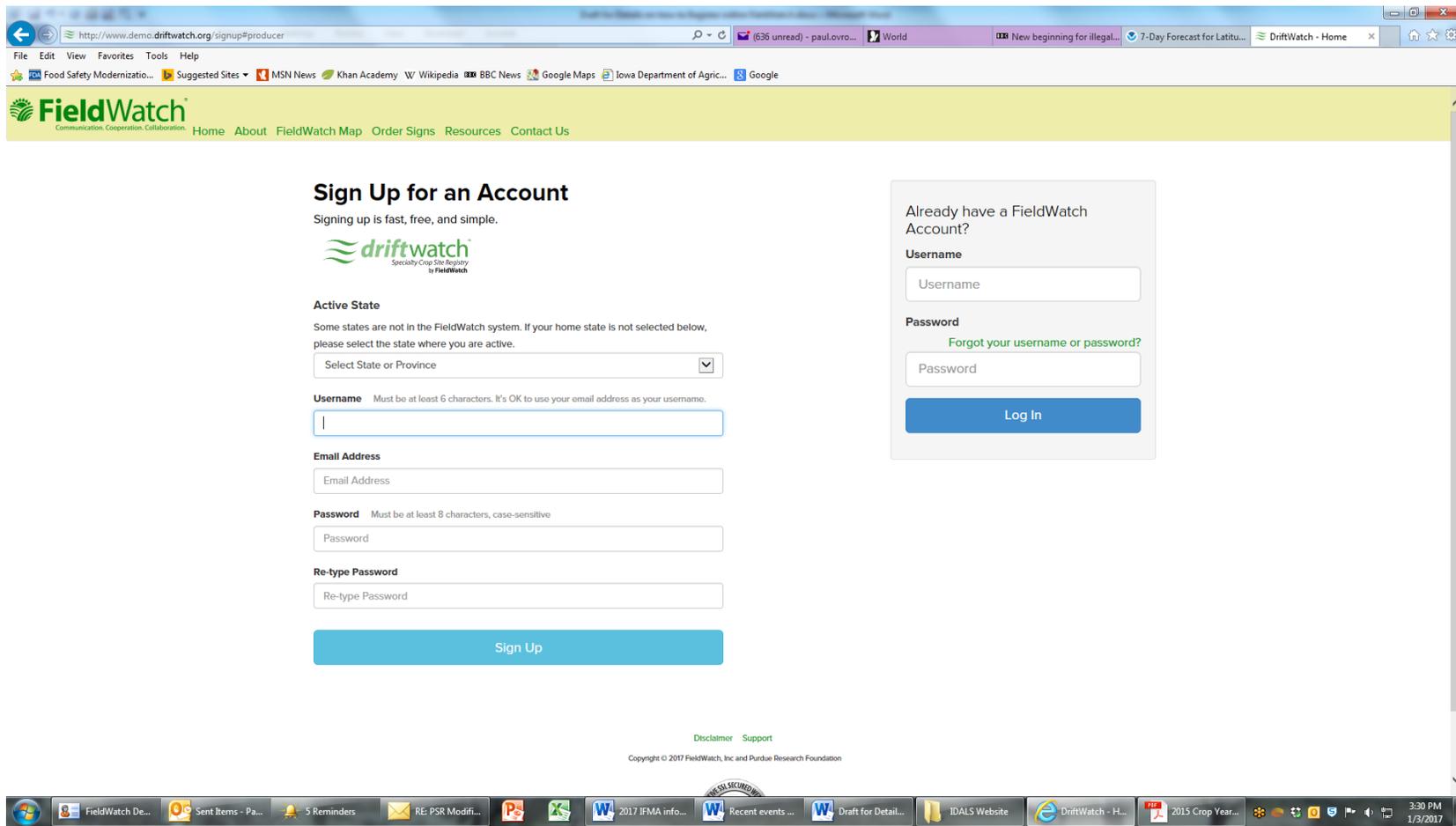
The next screen to pop up looks like the one below. Please complete the contact information that is requested and when finished click on "Create Account."

A "disclaimer box" will appear next. If you agree to the terms, check the box by the sentence that begins, "By checking this box…" and then click the "Create Account" button.

The next screen will be a confirmation that you are registered and **you should receive an e-mail** to that effect if you have e-mail. Click on the "Register a Site" button on the FieldWatch confirmation screen (see the image below).
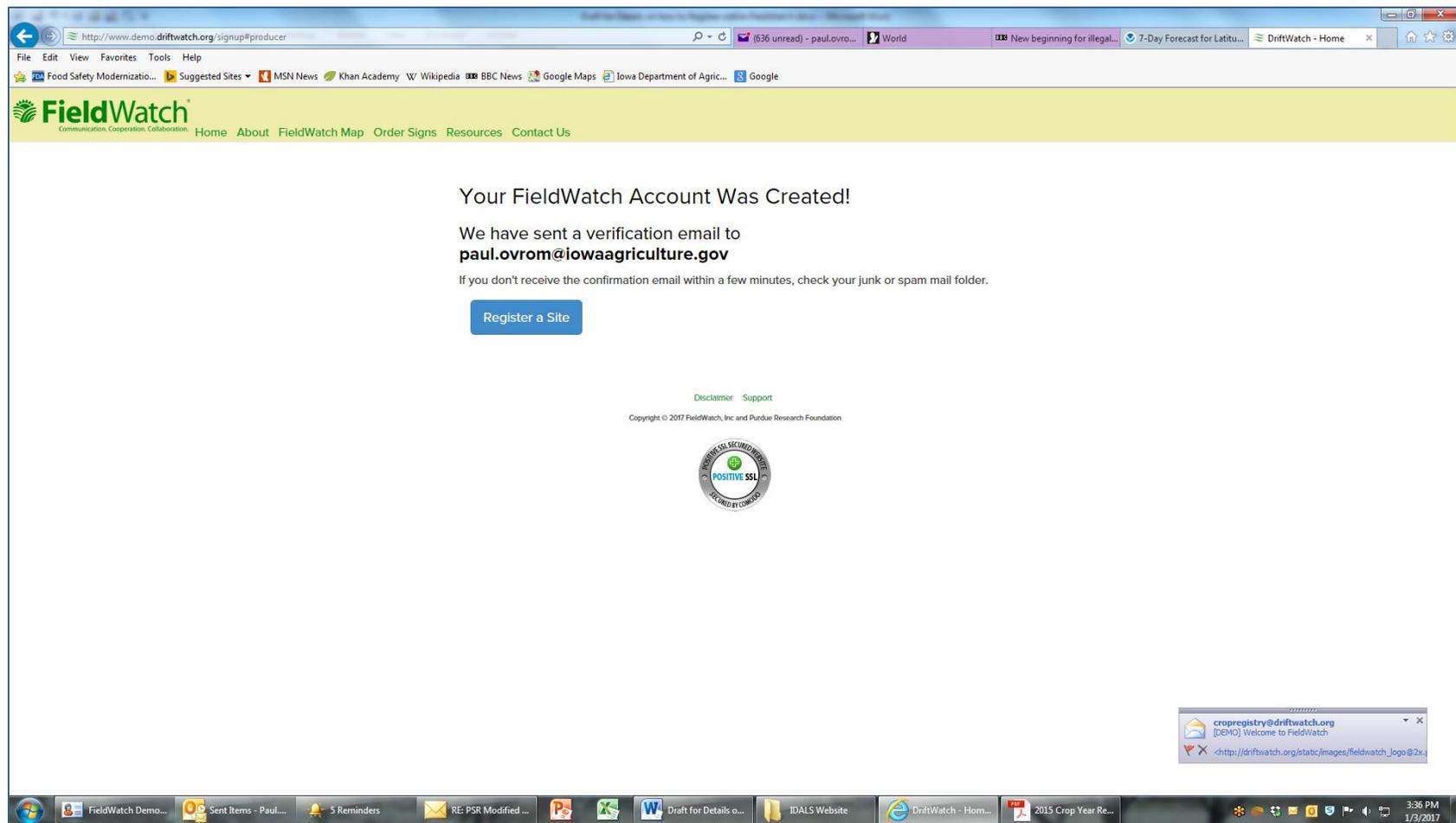
You should now see an image on your computer screen like the one below (if your screen does not show the white "Submit New Specialty Site" or "Submit New Hive" box, click on the green "Submit New Site" or green "Add Hive" button in the near upper left of the screen).

The map shown on this page has filters that are controlled on the left by checked boxes (I've circled the area in red below). For all intents and purposes, you can ignore those checked boxes on the left hand of the screen unless you want to see, say, only "beehive" sites in Iowa, or only "grape" sites in Iowa.
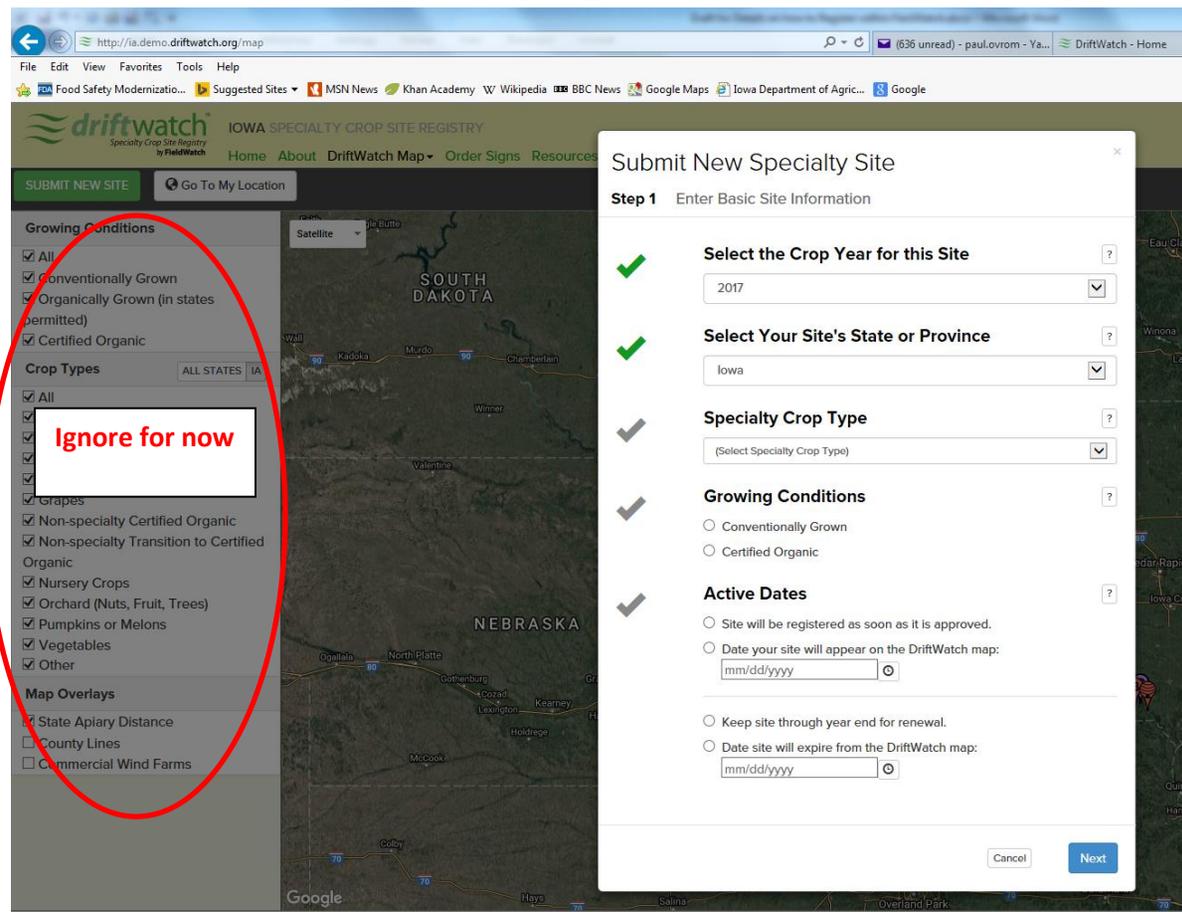
For crop producers: In the white "Submit New Specialty Site" box click on the rectangular box just under "Specialty Crop Type" and select from the options presented that best fit your crop (see the image on the previous page). Those options are shown below.

If you're a producer of a commercial garden with both fruits and vegetables, I'd suggest selecting "vegetables" as the crop type. Or if you grow primarily fruits, select the "fruits" option. Another option for many producers: if your crops are in adjoining fields that can be easily separated by crop types (for example your pumpkin field is just north of your strawberries and those are just east of your orchard), you can create one site for a particular crop and another site for an adjoining crop, etc.

The specialty crop type "Non-specialty Certified Organic" refers to growers of organically grown conventional row crops like corn and soybeans, or small grains, or pastures. **For all other organic crops**, select the crop type that best fits your crop and you'll be able to designate it as organic in the next box on the screen (see the image on the next page).
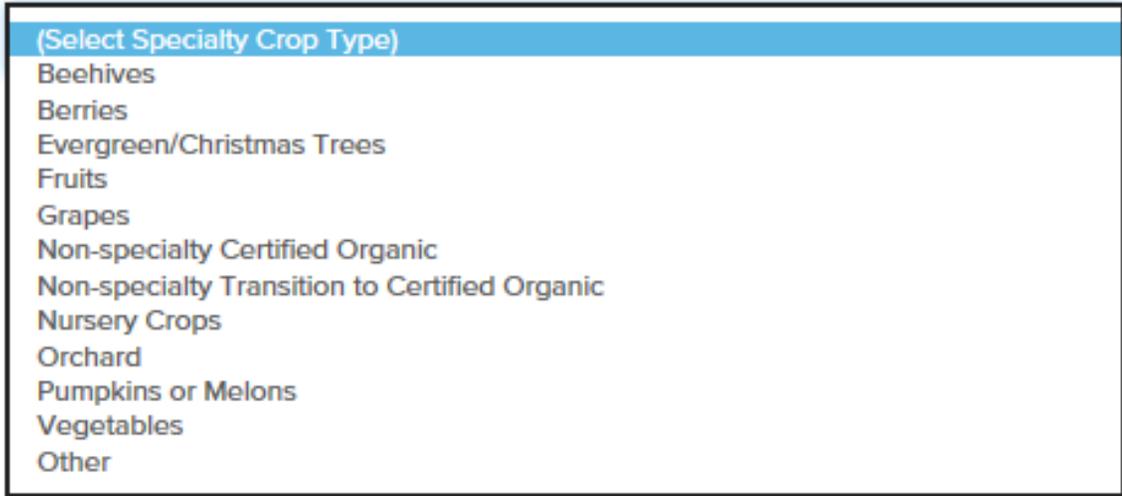
Specialty Crop Type ?

> (Select Specialty Crop Type)
> Beehives
> Berries
> Evergreen/Christmas Trees
> Fruits
> Grapes
> Non-specialty Certified Organic
> Non-specialty Transition to Certified Organic
> Nursery Crops
> Orchard
> Pumpkins or Melons
> Vegetables
> Other

○ Site will be registered as soon as it is approved.

For Beekeepers: Follow the prompts in the "Submit New Hive" box and click on the "Next" button. You will be taken to a "Step 2" box (see the image on page 9).

Crop producers: After selecting the crop type, under "Growing Conditions" you must select whether the crop is grown conventionally or as certified organic (see below). If organic, you must include the name of the certifying company and the organic certification number. Complete the "Active Dates" portion of the site information screen and when finished click "next" in the blue box in the lower right.
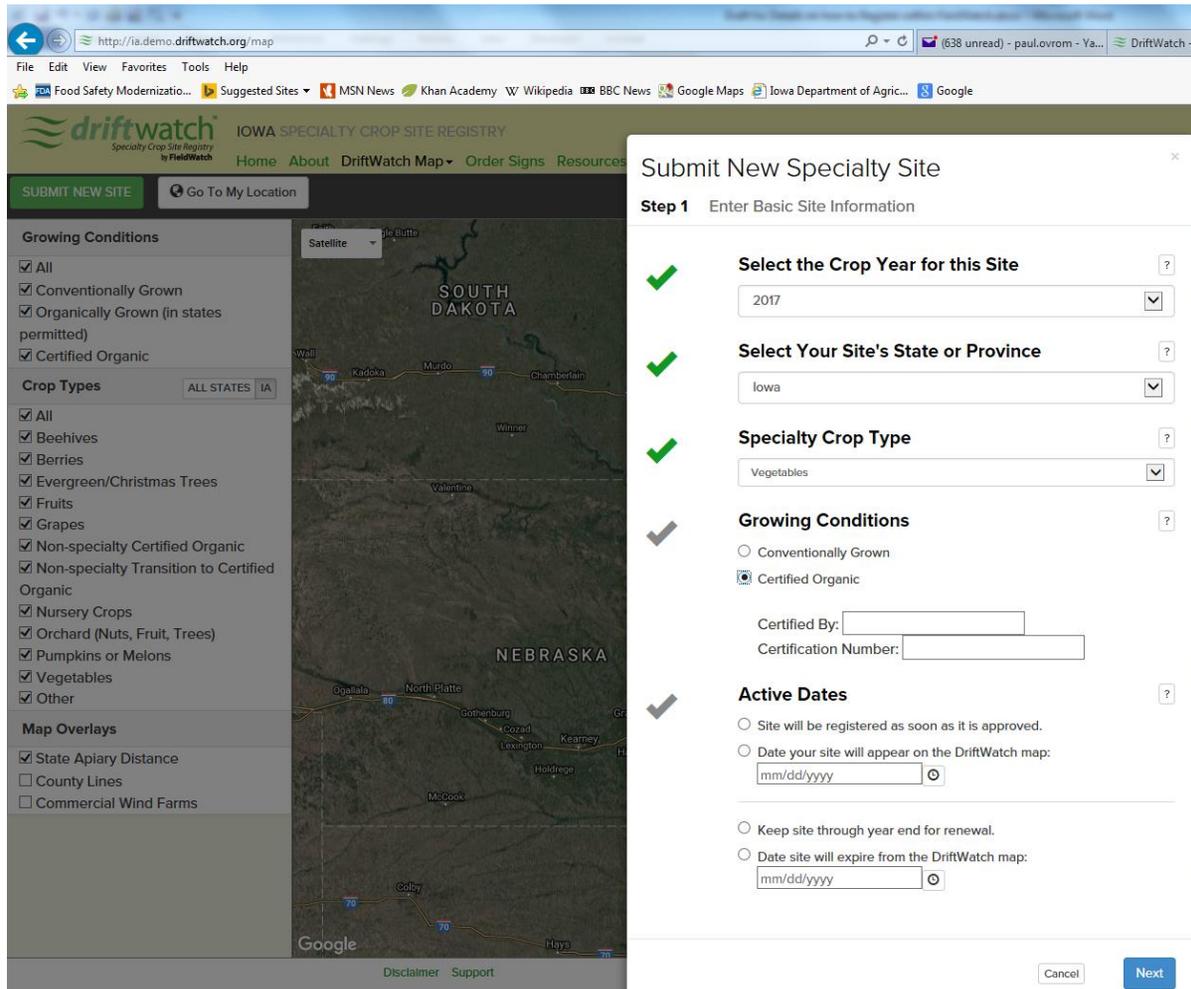
A "Step 2" screen will pop up (see below):
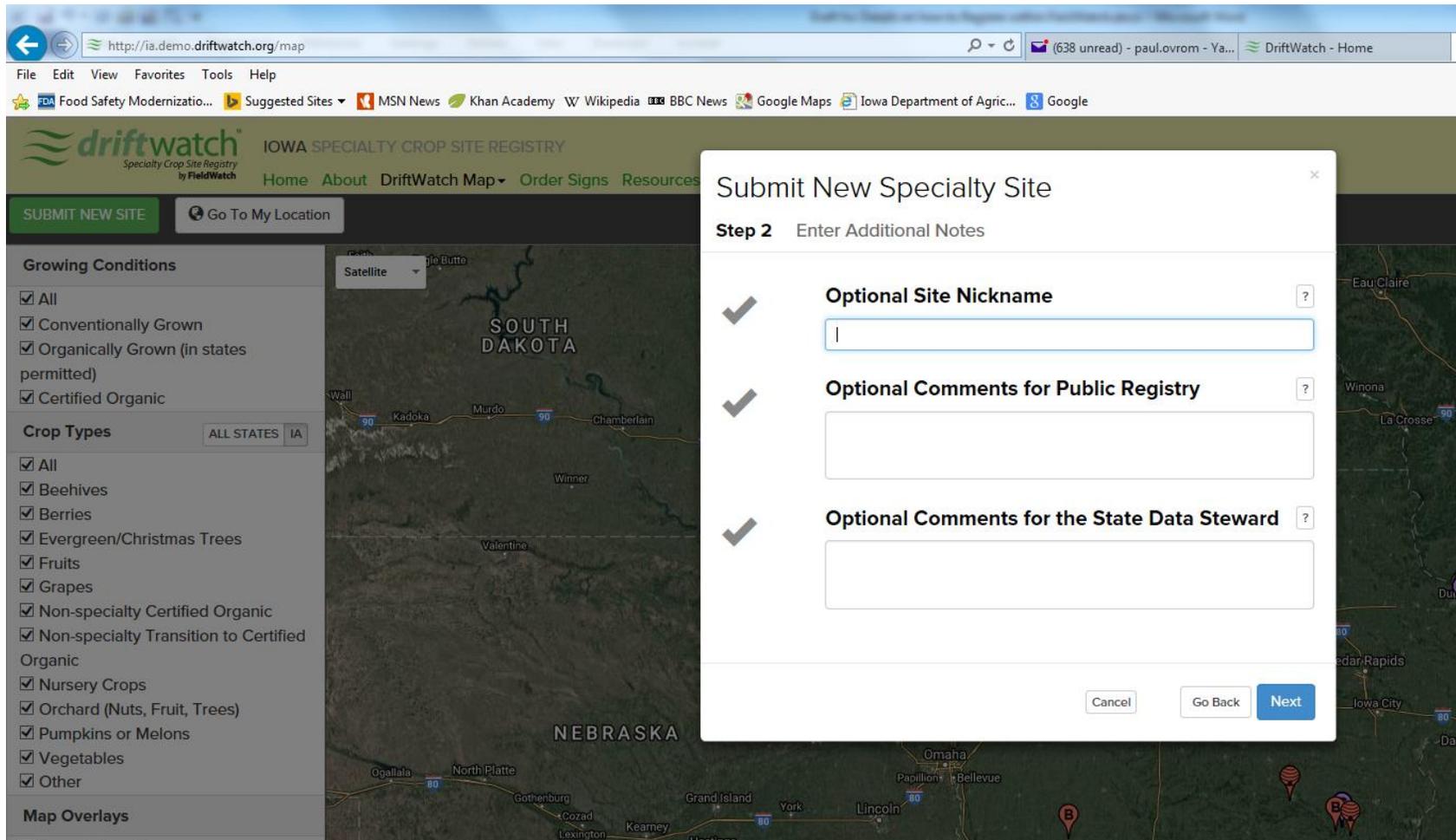
On this screen you may give your site a nickname, place comments for viewing on the public site, and leave a message for me. This information is all optional. **If you have more than one site, I'd suggest giving each site a nickname. For beekeepers**, if you have more than one hive at a site, you can say as much in the "Optional Comments for Public Registry" box. You may leave this screen blank if you wish. When finished, click on "Next" in the lower right of this "Step 2" box.

It is now time to map your site using the mapping features provided by FieldWatch ("Step 3" below). The FieldWatch system allows you to type in an address – or even just a town and state, and then click the "Draw Site on Map" button. Or, if the map behind the white "Step 3" box is near where your hive or crop site is located, you can opt for the second bullet on the screen next to "I already have the map near my site's location." A third option is the last bullet next to "Center the map using my current location." Selecting this option will take the map to the address that you entered in your contact information when you first registered (typically your mailing address).
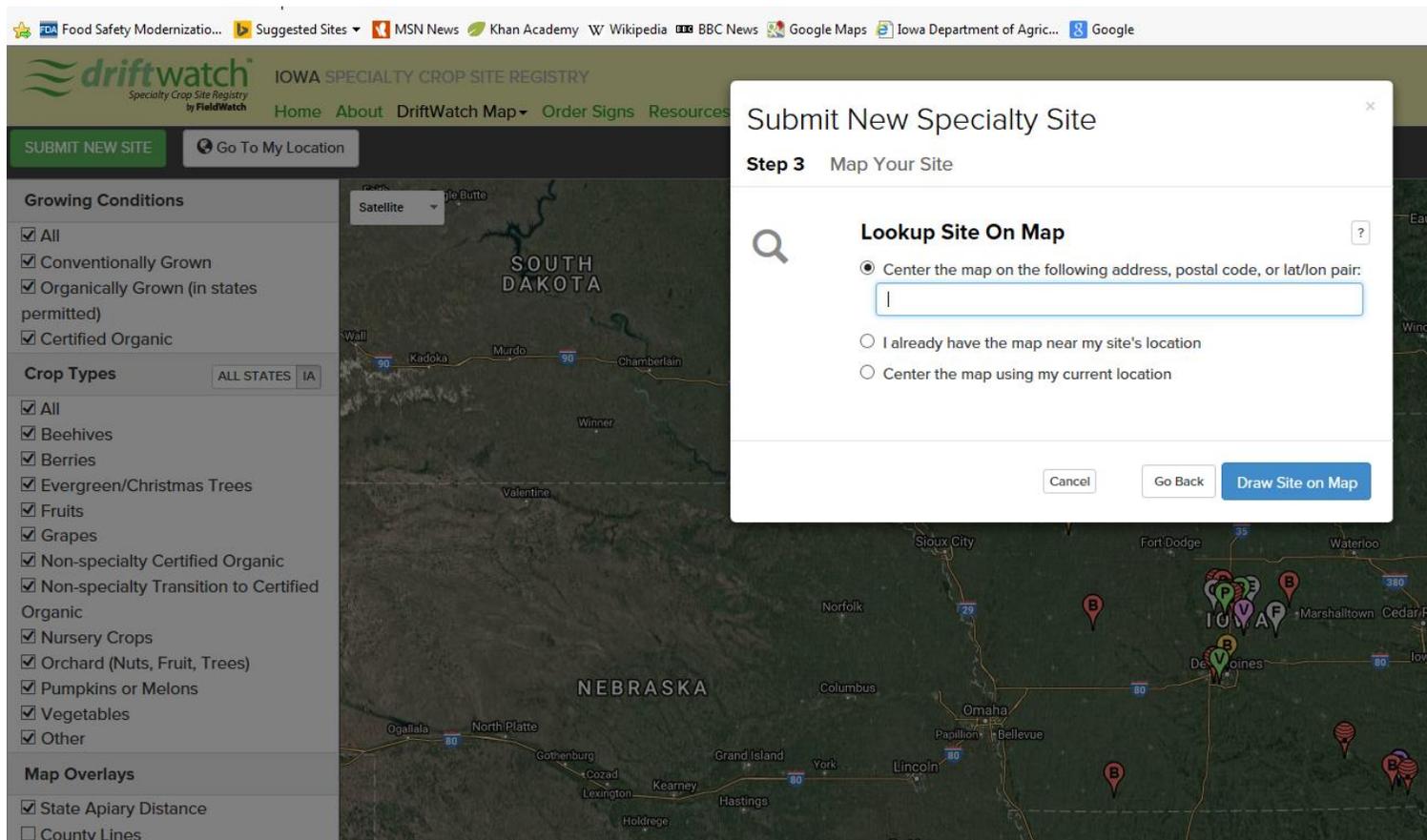
After clicking the "Draw Site on Map" (or "Place Hive on Map") button, you will be taken to a map near to or over your site. The image below was produced when I typed in "Red Oak, IA" in the "Lookup Site on Map" box (screen shot above).
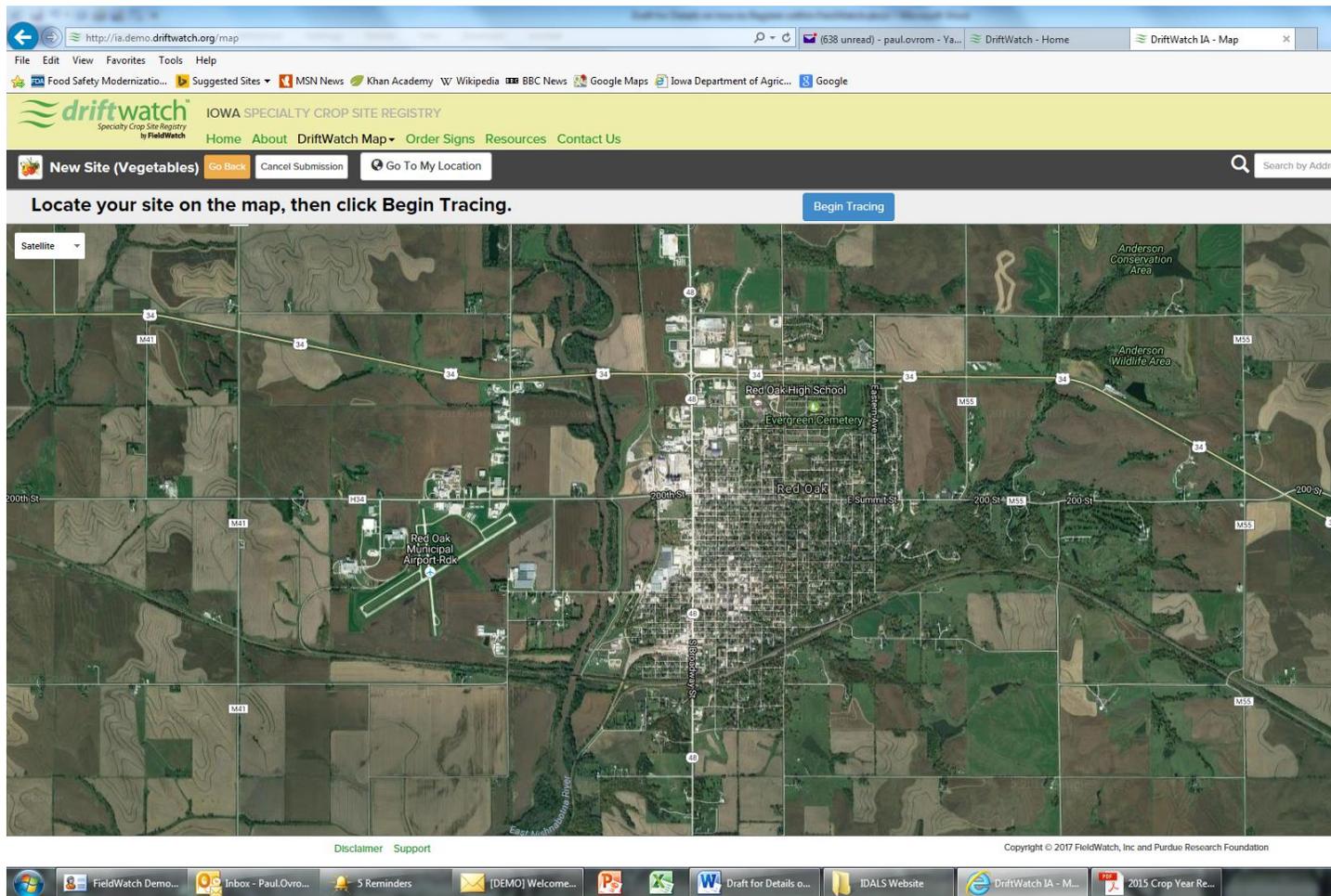
Feel free to play around with the map presented on your computer screen. You can click on the map and drag it up, down, left, right. You can also zoom in on a location (or zoom out) using the "+" and "-" symbols in the bottom right of the screen. I did just that to produce the screen image below.
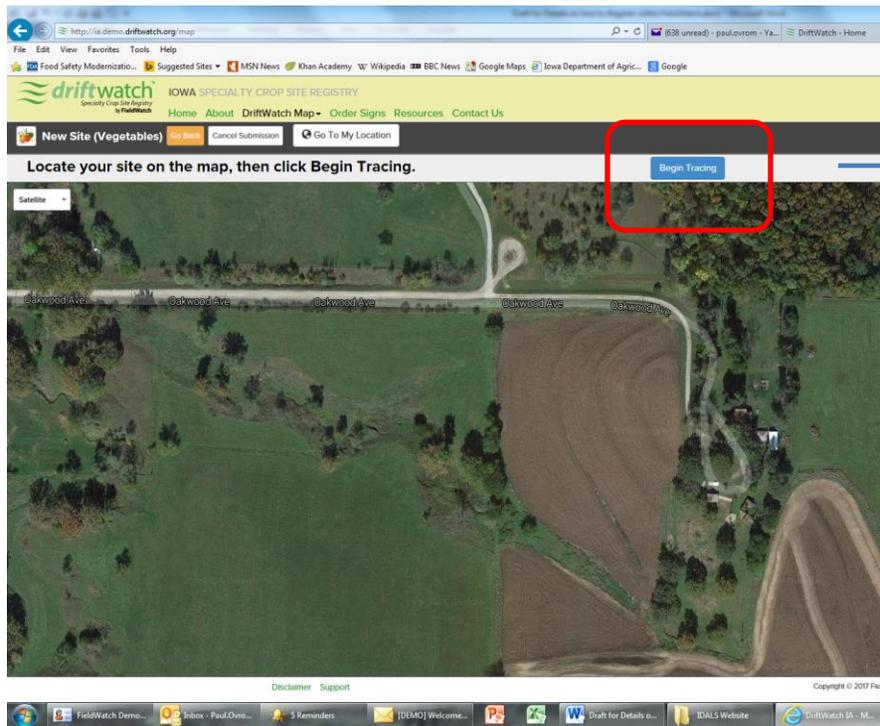
For hive sites,
this will read "Place Hives"
For crop sites,
this will read "Begin Tracing"

For beehives: Click the "Place Hives" button in the upper right. Choose the "Place Manually" option and you are allowed to place your cursor on a particular location on the map, click, and the hive location will appear on the map. If you have additional hives that you wish to place on this map you can click the locations for each hive (if you have several hives in one location, you can click once and, if you wish, in the comments box - see page 9 - leave details or a note that this is more than one hive). Click the blue "Done Placing Hives" button in the near upper right to affix the location of the hive or hives. Finally, click the blue "Submit Hives" button in the upper right corner.

For crop sites: The mapping feature allows you to trace the outlines of your field using the "Begin Tracing" button in the top center of the screen (see above circled in red).

For crop sites, continued: Click on the "Begin Tracing" button and then move your cursor to a corner of your field. Click your mouse or tap your touch pad and then release (don't hold down on your mouse). Move the cursor to the next field corner and click again. A solid white line will appear between the two points. Continue to click and release to create an outline of your field (see the images below). Once outlined, the field will turn a shade of green or yellow. In the upper right hand corner of the screen, the acreage of the site will be provided. If you're satisfied with the field outline, click on the "Submit Site" button near the upper right hand corner. **If you wish to start over, click the "Clear" button.**
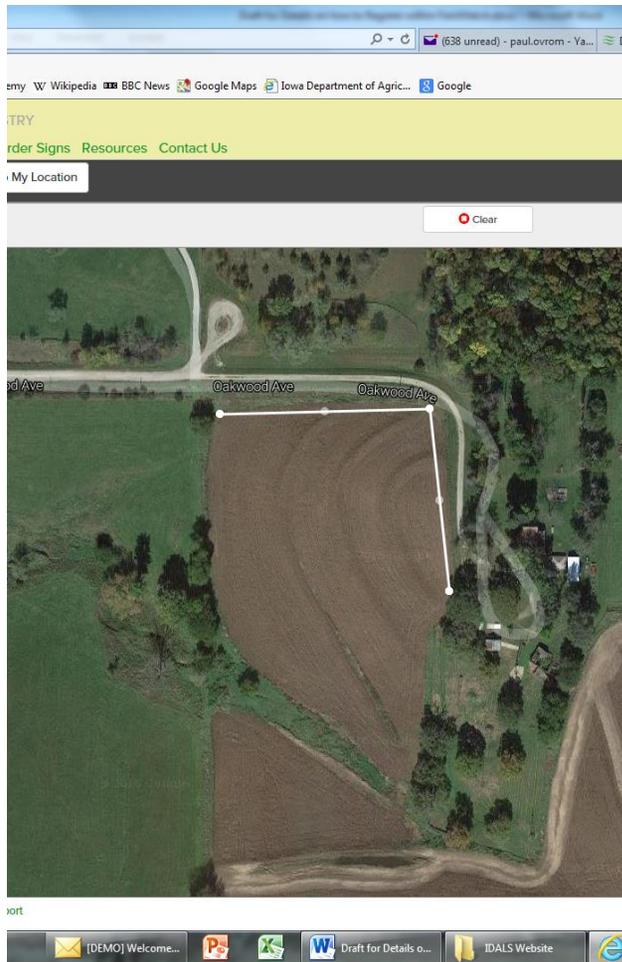
For crop sites
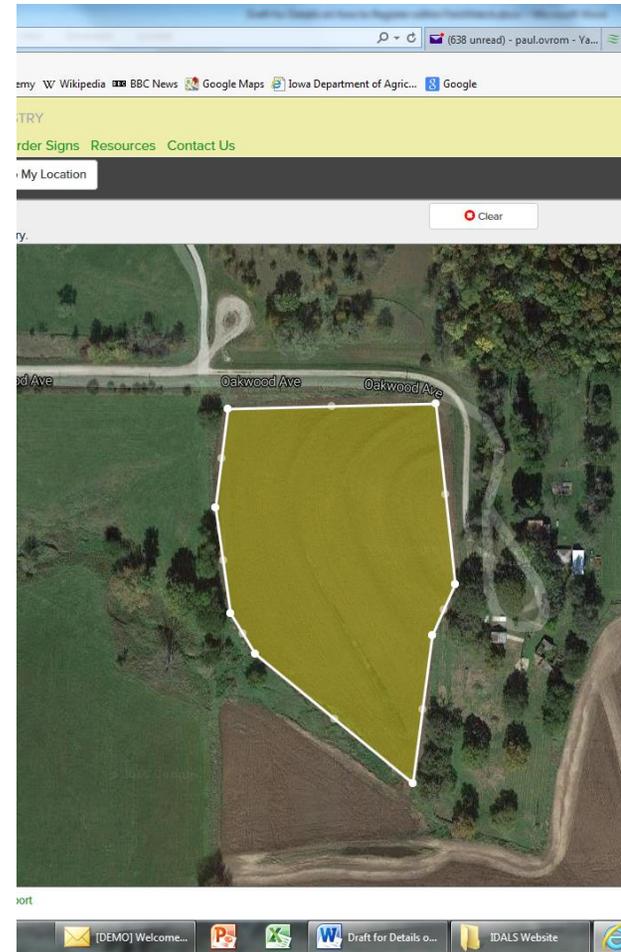
After submitting the site, an "I agree" window will appear asking you to agree to the presented statement. By clicking the "I Agree" button, another pop-up box will appear informing you that the site information has been sent to the data steward for approval. At that time, I will receive an e-mail informing me that you have just submitted this site for inclusion on the Iowa Sensitive Crop Registry.

At this time, a marker will appear in the center of your field or the location of your hive. You may click on that marker and a pop up window will appear with the information you provided. An example is below.
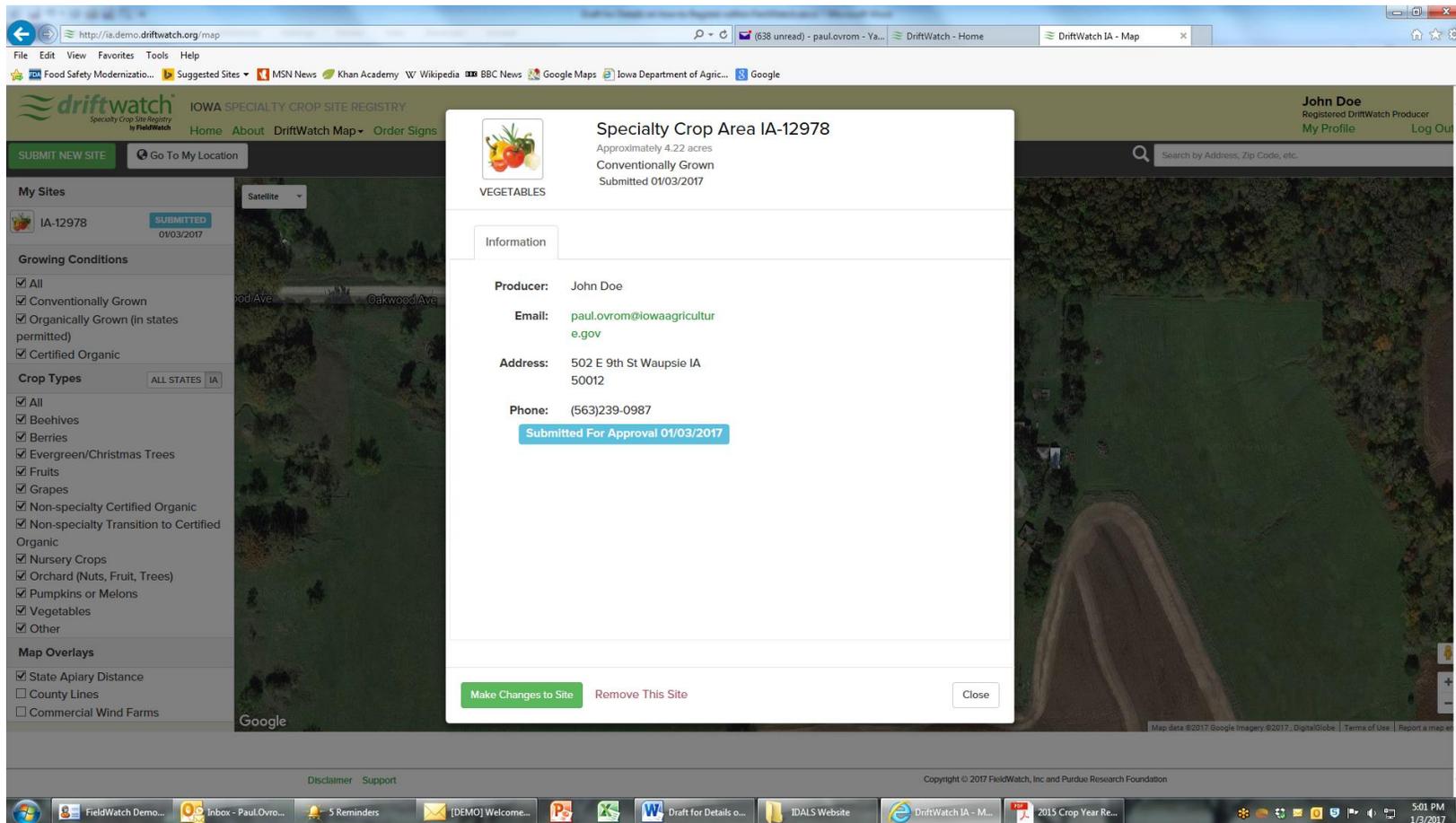
If you wish to edit this information, click on the green "Make Changes to Site" button.

You will also receive an e-mail notifying you that the site information you provided has been sent to IDALS for review and inclusion on the Iowa Sensitive Crop Registry/FieldWatch database. Once we approve a site, you will receive another e-mail to that effect. The site information will then be available for viewing through the FieldWatch system by commercial pesticide applicators.

If you wish to add another site, click on the green "Submit New Site" or "Add Hive" button in the upper left of the screen and repeat the entry process for another site or hive.

At any time during the year, you may log in and edit site information, delete a site, or add a new site. Once logged in, your sites will be listed on the left hand side of the screen under the heading "My Sites." Click on any of the sites listed and a pop up box like the one in the image above will appear. Use the options "Make Changes to Site" or "Remove this Site" to edit or delete the site. Use the "Submit New Site" button in the upper left of the screen to add a new site.

Staff at FieldWatch will send out renewal e-mails within the first two weeks of any given year. The e-mail will have a link and ask you to login and re-save your sites (and edit if necessary). The sites must be renewed annually to ensure the system doesn't get cluttered with unreliable information. Having said that, any sites entered after July 1st, 2017, will automatically remain on the maps through 2018.

Questions? Contact Paul Ovrom, State Horticulturist for the Iowa Department of Agriculture and Land Stewardship (IDALS) at paul.ovrom@iowaagriculture.gov or 515-242-6239.