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.
**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.jspx

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.
Step 3 – Making your application

- Enter all mandatory fields.
- To enter your highest relevant qualification, pick from the dropdown 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.

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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).

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.
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.

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