



PLANT  
INDUSTRY

## FIREWOOD CERTIFICATION PROCESS

Wisconsin Department of Agriculture, Trade and Consumer Protection

Revision Date: 8/17/2017



<b><i>Revision History</i></b>		
Revision Date	Author/Title	Description of Changes
09/11/2013	Linda Kastorff	New document creation
04/7/2014	Tim Allen	General updates
1/16/2015	Tim Allen	General updates
2/12/2015	Tim Allen	General updates
3/16/2015	Christopher Deegan	Hyperlink updates, formatting edits
08/11/2017	Shahla Werner	Combined Application and Inspection Procedures; Updated hyperlinks, outstanding issues section removed. Removed the word "License" from title, as this is a voluntary / non-license program. Due to extensive changes, previous version of SOP will be saved under different name for comparison purposes.
08/17/2017	Tim Allen, Shahla Werner	General updates



## **I. Purpose** (brief description of what this document is to archive and brief background)

Under this voluntary program, a firewood dealer can be certified so their wood, processed in Wisconsin, can be used in state parks and other state-managed lands throughout Wisconsin. This document describes the steps performed to process the Firewood Certification Applications. During inspection the inspector will provide the business with the labeling regulations.

## **II. Scope** (define the audience who this document applies to)

The steps described in this document are to assist our Forest Pest Program Coordinator, POSOB office staff, and field inspectors in the Firewood Certification Application processing, inspection, and certification process.

## **III. Prerequisites** (outline information or equipment required – tools, software, documents, certifications)

### **A. Application Material**

- 1) The agency's website contains all the Firewood Certification Information located at: [https://datcp.wi.gov/Pages/Programs\\_Services/FirewoodDealerCertification.aspx](https://datcp.wi.gov/Pages/Programs_Services/FirewoodDealerCertification.aspx)
- 2) The current cover letter and blank application form is located at: <https://datcp.wi.gov/Documents/FirewoodDealerApplication.pdf>
- 3) The firewood certification training PowerPoint is located at: <I:\darm\pi\Forest Pests Regulatory\Firewood\Staff Training\DATCP Certified Firewood Dealer Program.pptx>
- 4) The firewood labeling requirement sheet is located at: <https://datcp.wi.gov/Documents/FirewoodFactSheet.pdf>

### **B. Equipment needed for Inspectors Conducting Two-Year Seasoning Certification Inspection:**

- 1) Camera
- 2) Firewood Inspection Report
- 3) Certified Firewood Dealer Application
- 4) Paint Pen
- 5) Wooden stakes (for marking piles of seasoning fire wood)

### **C. Additional Equipment for Inspectors Conducting Heat Treatment Certification Inspection:**

- 1) Laptop w/HOBOware software
- 2) HOBO U12 stainless steel temperature loggers (wood and air probes). A minimum of 4 probes are needed (3 wood, 1 air) for loads up to 5,000 cubic feet. Each additional 2,000 cubic feet will necessitate an additional probe. Launch and bring additional probes if mapping a first-time kiln to best determine the cool spots.
- 3) Thermos of hot water
- 4) Sharpie or paint pen
- 5) Flagging tape
- 6) Duct Seal Putty (if "sinking" air probes)
- 7) Drill (if producer hasn't pre-drilled wood)



- 8) Drill bits
  - 7/8" drill bit for air probes
  - 3/16" long shank drill bit for wood probes

## IV. Responsibilities

ATCP 21.20 states "The department **shall grant or deny an application under par. (c) within 60 business days after the department receives a complete application.** If the department denies an application, the denial notice shall include the reasons for denial." Staff must take the time they need to properly evaluate application information and conduct a thorough inspection, but we must balance that with the need – and statutory requirement - to provide the prompt, high-quality customer service to applicants.

**To ensure that we will meet the statutorily required processing deadline, we will adhere to these processing guidelines:**

- POSOB staff will check the Forest Pest Program Coordinator's mailbox at least once a week for new applications, email them, and scan them to the appropriate folder in the I drive on the date they are received.
- The Forest Pest Program Coordinator will receive and evaluate firewood applications. Applications may be returned to the dealer if incomplete, or assigned for inspection if complete.
- Once assigned, inspectors should schedule the inspection within 15 business days. Inspectors should file images and reports on the I drive within 48 hours of the inspection being completed.
- Once the inspection is conducted, the Forest Pest Program Coordinator will instruct Finance to issue an invoice to the dealer for certification (which stops the clock until payment is received) or issue a denial letter within 2 weeks of the inspection.
- Forest Pest Program Coordinator will check Accounts Payable in PeopleSoft to determine if payment has been received.
- The Forest Pest Program Coordinator should notify or cc inspectors of all firewood dealer certification decisions.

## V. Procedure

### A. Application Received

- 1) When completed Application is received, scan the application and name the file as the "Doing Business as Name" and place a copy at: <I:\darm\pi\Forest Pests Regulatory\Firewood\2017 Certification and Application Inspections>  
This area serves as a holding area for pending applications.
- 2) Email the Forest Pest Program Coordinator to inform him that a new application has been received.
- 3) The Forest Pest Program Coordinator will evaluate the application to verify that it is complete and meets regulations. Applications may be returned to the dealer if incomplete, or assigned for inspection if complete.
- 4) Enter or verify company data on the ForestProductsDatabase: <I:\darm\pi\Forest Pests Regulatory\ForestProductsDatabase.mdb>
  - a) If New Applicant:



- i. **Certification #** - New numbers are assigned once Certification has been granted to a new applicant. Enter number leaving off the last digit as a place holder. (2013063 - first 4 digits = Year, next three digits = next available unique certificate sequence number). Look at Companies Table data and sort by CFD number to find the next available number.
  - ii. **Application Date** – Make note of the application date in the inspection information on the CompanyForm Form.
  - iii. **Business Name, Treatment Method, City, County and Contact Person**
- b) If Renewing Applicant:
- i. **Certification #** - Number is maintained when renewed.
  - ii. **Application Date** – Use the Date indicated on the application form
  - iii. **Inspection Date** – Delete Date
  - iv. **Invoice Date** – Delete Date
  - v. **Certificate Sent Date** – Delete Date
- 5) Create a new folder for this year and place the original paper copy of the application in that folder.

**B. Inspector Procedure for Conducting Seasoning Inspections:**

- 1) Review seasoning operation to ensure wood is well labeled and documented with the harvest month and year. The seasoning clock starts the day the inspector arrives if the firewood dealer does not have receipts for the wood. (see photos on I: drive for examples)
  - a) If you are returning to a seasoner that started their seasoning process two years prior, double check the photo documentation taken during the initial visit.
  - b) Verify that applicant has listed all sources of firewood on the application; and that sources provided in application match those provided for inspection.
  - c) Identify the seasoning locations and initial harvest dates for each listed wood source during their annual certification inspection. They must also provide source records upon request.
  - d) Verify with applicant that all sales locations are listed on their application (and make sure that list is still current in renewal applications).
  - e) Make sure applicant understands that they must immediately notify inspector about additions or subtractions to the sources or sales outlets listed on the application in writing.
- 2) Use a paint pen to mark the seasoning start date on the firewood if necessary for new seasoners. Renewing facilities should have an understandable system in place and you shouldn't need to label anything for them. Failure on their part to accurately and promptly label wood piles may disqualify them from re-certification.
- 3) Take photos to document treatment method.
- 4) Acquire copies of yard maps or other records to demonstrate that the dealer understands the requirements of the two year seasoning method.
- 5) Ask questions that will help you feel confident that the dealer understands the requirements of certification and firewood movement in general. You could ask questions such as:
  - o "Where is the wood you will sell 24 months from now?"



- “What do you do if you have an order for firewood, but don’t have enough 24 month firewood on hand?”
  - “Do you sell uncertified wood too? If so, how do you label it and keep it separate?”
  - “Do you know which quarantines apply to you? How do you protect your wood from re-infestation from gypsy moth?”
- 6) Complete and save a copy of the [Firewood Dealer Inspection Report](#) on the I: drive.
  - 7) Add photos to the current year’s Inspection Photos folder on the I: drive.
  - 8) Review labeling requirements – see below.
  - 9) Contact Tim to let him know if the dealer can or can not be certified: [timothy.allen@wi.gov](mailto:timothy.allen@wi.gov) or 715-891-8158.
  - 10) Certifiable dealers will have an orderly system of labeling and tracking the wood they buy or cut prior to shipping it out as “Certified”.
  - 11) Do not certify dealers if their information can not be verified or if they don’t yet have 24 month old firewood to certify.



*Figure 1 Example of 2-year seasoning treatment method*

**C. Inspector Procedure for Conducting Kiln Certification Inspections**

- 1) Review previous kiln data and maps noting any cool spots.
- 2) Program probes using HOBOWare for a delayed start to coincide with your scheduled arrival. When programming the probes, use a unique label for each (for example, NorskeWood1, NorskeWood2, etc.). Keep track of how each probe was labeled.
- 3) If you have access to a laptop with HOBOWare you can test the kiln’s temperature recording equipment. Place one wood probe in the thermos of hot or very cold water. Put the end of the kiln’s temperature recording device in the water as well. They should read within 2° F of each other. Test each kiln temperature recording device.



- 4) Confirm that the kiln has at least four functional sensors (3 wood, 1 air/ambient) for use with the upcoming certification test and subsequent operational runs.
- 5) Have the firewood producer pre-drill firewood test pieces for you if they have the right sized bit. If that's not possible, then you'll have to drill the firewood and place the probes yourself. Try to pick large pieces of firewood and place the probe into the center of the wood.
- 6) Use air probes if the kiln tends to run hot (over 250° F) or if the wood probes will get bent. "Sink" the air probes into the firewood by using the large drill bit.
- 7) Use duct seal putty to seal the air probes into the firewood.
- 8) Put flagging tape either on the piece of firewood or the probe and confirm that each probe is labeled with a unique identifier.
- 9) Place the probes in the kiln, making a map of where each one is located in relation to the heating element(s), fans, doors, etc. If the kiln doesn't have bins place the probes throughout the kiln to get an accurate thermal map of the kiln (see photos on the I: drive).
- 10) Take photos of the process as you are able.
- 11) Schedule a time to return to the kiln and pick up the probes when the kiln run is complete or supply the dealer with a small, pre-paid US Priority Mail box. The box will likely need to be taken into their local post office; you can ask the producer to do that for you to save you a trip if you'll not be back in the area in the near future.
- 12) Ask the dealer to have either a printout available when you pick up the probes or to send you a digital copy (Excel, preferably) of their kiln records.
- 13) Read out the probes using the HOBO software. Export the information to an Excel spreadsheet.
- 14) Compare the data to the temperature records of the firewood dealer.
- 15) Compare the data to the map of where the probes are located in the kiln.
- 16) Put a copy of the temperature records and kiln map in the Firewood Dealer's folder on the I: drive.
- 17) Complete and save a copy of the [Firewood Dealer Inspection Report](#) on the I: drive.
- 18) If **all** probes meet 140° F for 60 minutes, the kiln passes certification.
- 19) If not, let the firewood dealer know where the cool spots are located in the kiln. Schedule another inspection once he / she has addressed the cool spots.
- 20) Review labeling requirements for those who pass inspection – see below.
- 21) Contact Tim to let him know if the dealer can be certified.

**D. Provide and review labeling requirements with firewood dealer:**

- 1) Provide and review labeling requirements with the certifiable dealer
  - a) Dealers that bundle for retail sale must provide the following information on their label: Product identity (example: Hardwood firewood), Name of responsible party, Business address, Declaration of quantity. [I:\darm\pi\Forest Pests Regulatory\Firewood\Publications & Posters\Firewood bundle\\_label\\_Fact\\_Sheet\\_June2015.pdf](I:\darm\pi\Forest Pests Regulatory\Firewood\Publications & Posters\Firewood bundle_label_Fact_Sheet_June2015.pdf)
  - b) Dealers that deliver in bulk must provide the following information with their delivery tickets (in duplicate): Product identity, name of vendor, name of recipient, delivery date, volume delivered



(cords or cubic meters).

#### **E. Filing and Evaluating Completed Inspections**

- 1) Once the inspection report form is completed by the inspector it will be named as “Doing Business as Name\_Inspection Report YYYY” and the inspector will place a copy in the proper folder, **OR** a hard copy of the Inspection Report may be completed and mailed or scanned and emailed to the Forest Pest Program Coordinator, if possible, within 48 hours of inspection completion. The Forest Pest Program Coordinator will scan the document and a copy will be placed into the businesses folder.
- 2) The Forest Pest Program Coordinator will review the Inspection Report. Based on the certification status, comments, images and other data, Coordinator will move the copy of the Application from the Certified Applications locations to the appropriate status folder: Certified, Not Certified (did not pass inspection or Set Up For Seasoning), or Awaiting payment.
  - a) If **Not Certified** is selected:
    1. Move the Application from the Certified Applications location to the Not Certified status folder.
    2. Send a letter to applicant explaining the reason(s) for certification denial. Notify or cc the appropriate inspector.
  - b) If **applicant passed inspecting and can be certified, request an invoice:** For those that pass inspection, the Coordinator contacts Sandy Ecklund to request that a billing invoice be sent, once business is added to PeopleSoft system. Sandy Ecklund will produce and mail the invoice.

#### **F) Once payment is received, Coordinator Creates Certificate**

- 1) If new business, locate and update the appropriate template located at:  
**I:\darm\pi\Forest Pests Regulatory\Firewood\Certification Forms**
  - a) Update the Certificate # (if not a new business the number remains the same)
  - b) Update the Legal Name section to reflect the Applicants legal name (may ignore the Shipped To: section). Check with the Dept. of Financial Institutions website to make sure you use the proper legal entity on the certificate.
  - c) Update the Also Doing Business As: section to the “Doing Business as Name”.
  - d) Update the text section with the appropriate verbiage pertaining to the treatment methods being used if needed.
  - e) Update the Date Issued: to be the Date the check was received (i.e. 06/01/17).
  - f) Update the Expiration Date: to be one year later of Date Issued (i.e. 06/01/18) or extend by 12 months the expiration of their previous certificate.
  - g) Make visible the Certification Number –bring certification number to the front .  
If not visible, right click on the text box on the bottom right hand corner of the Certification Stamp should appear and select Bring To Front.



1. Add the treatment method abbreviation to the end of the certification # (Seasoning - SE, Kiln or Heat Treated - HT) if needed.
2. Update the License Card (bottom right corner)
  - h) Update Name and Address
  - i) certification #
  - j) add treatment methods
  - k) Update Expiration Date to be one year from the date the check was received.
- 2) Save the completed Certification License Form as a word document named as: "Business Name\_Certificate\_Year" and place the copy in the Business Folder
- 3) Print certificate on license paper
- 4) Make a copy of the license on license paper and place in the folder
- 5) Mail the copy of license printed on license paper along with a copy of the labeling requirements.

#### **B. Web List Updates**

The Forest Pest Program Coordinator emails current weblist of certified firewood dealers to Donna Gilson to post on the DATCP website whenever businesses are added or removed.

#### **C. Physical Folder**

POSOB staff file application forms by business name and year in the filing drawer in Noi's cubicle.

## **II. Additional Information**

#### **A. Vendor List Services**

- 1) In the Firewood Weblist Notes field of the Forest Products database you may enter a small amount of information that will show up on the weblist. This information is entered verbatim as provided by the certified vendor. This may help consumers when trying to find a source of certified firewood.

#### **B. Renewals**

- 1) Certifications expire annually, one year from the date issued.
- 2) Contact expiring certificate holders 1-2 months prior to expiration with an application and cover letter inviting them to re-apply for the program.

#### **C. Outreach**

- 1) The EAB outreach program would attend WACO (WI Assoc. of Campground Owners) meetings to educate the owners on the importance of Firewood certification and to STS (Slow The Spread) of pests. Outreach visits were also provided to state, county and municipal campgrounds. Funding was cut for outreach in 2012, but we have applied for a Farm Bill grant for forest pest outreach in 2018. <http://www.wisconsincampgrounds.com/>



**D. APHIS Inspection Report Received**

APHIS performs inspections and issues Compliance Agreements for businesses that may ship regulated articles outside a federal quarantine. APHIS sends us copies of their firewood inspection results. DATCP uses the APHIS inspection reports for reference and accepts compliant results for state certification. When received, scan and name file as "Business Name\_APHIS Inspection Report\_Year."

**III. Docs/Resources/References Needed** (links to any docs, list resources required to complete procedure such as government standards or other SOP's)

**A. State Statutes and Rules**

- 1) Wis. Stats. Ch.93.06 (1p): [http://docs.legis.wisconsin.gov/document/statutes/93.06\(1p\)](http://docs.legis.wisconsin.gov/document/statutes/93.06(1p))
- 2) Wis. Stats. Ch.93.07 (12): [http://docs.legis.wisconsin.gov/document/statutes/93.07\(12\)](http://docs.legis.wisconsin.gov/document/statutes/93.07(12))
- 3) Wis. Stats Ch.94.01: <http://docs.legis.wisconsin.gov/document/statutes/94.01>
- 4) Wis. Admin. Code Section ATCP 21.20:  
<http://docs.legis.wisconsin.gov/document/administrativecode/ATCP%2021.20>

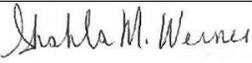
**B. Forms**

- 1) ARM-PI-432 (11/14) [Wisconsin Certified Firewood Dealer Application](#)
- 2) ARM-PI-502 (11/14) [Firewood Certification Inspection Form](#)

**C. Additional Firewood information located at:**

[https://datcp.wi.gov/Pages/Programs\\_Services/Firewood.aspx](https://datcp.wi.gov/Pages/Programs_Services/Firewood.aspx)

**D. Fee Schedule – currently \$50 for a 12-month certificate.**

<i>Title: Firewood Certification –Process</i>	
Author	
Name/Title:	Tim Allen, Forest Pest Program Coordinator
Signature:	
Date:	08/17/2017
Approver	
Name/Title:	Shahla M. Werner/Plant Protection Section Chief
Signature:	
Date:	08/17/2017

**Approvals**