

PROCEDURES MANUAL FOR APIARY INSPECTORS

**WISCONSIN DEPARTMENT OF AGRICULTURE,
TRADE AND CONSUMER PROTECTION**

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APIARY PROGRAM MISSION STATEMENT

Maintain surveillance of the beekeeping industry for the detection and prevention of honey bee pests and diseases, and prevent, suppress or control the introduction, spread, or dissemination of honey bee pests and diseases.

The Apiary Program will accomplish this mission by inspecting as many colonies as resources allow. We will assist in research to develop better means of pest control and assist in the dissemination of information.

It is the mission of the Apiary Program to protect all colonies of bees in the state of Wisconsin from diseases, pests, and unwanted races of honey bees and to certify all colonies for movement for honey production and pollination.

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OBJECTIVE AND AUTHORITY OF THE DEPARTMENT

The Plant Industry Bureau works with the agricultural community to monitor and control serious plant pests, diseases and exotic species that threaten Wisconsin's crops, forests, honeybees and plant communities. The Bureau is responsible for gathering, evaluating and distributing pest information that assists Wisconsin agriculture in crop production. We inspect, regulate, survey and implement treatment programs, as necessary, to control plant pests and diseases to ensure the health and profitability of the forestry, crop and nursery sectors of the economy. Our work assists agricultural producers with crop production and facilitates the interstate and international movement of Wisconsin agricultural commodities. The bureau also licenses and inspects nursery growers and dealers, Christmas tree growers and seed labelers. Another bureau function is statewide agricultural pest survey to evaluate pest activity on agronomic crops. Reports on pests of importance to agricultural crops, nursery and forests are published weekly during the growing season in the Wisconsin Pest Bulletin, an online publication. The bureau works closely with the businesses it regulates, farmers, food processors, and the University of Wisconsin, University of Wisconsin Cooperative Extension, department of Natural Resources, USDA Animal and Plant Health Inspection Service and the USDA Forest Service, as well as many other industry groups.

The Plant Industry Bureau serves all sectors of plant production including agronomic crops, forest and landscape plants and the beekeeping industry that pollinates the crops. Each year the industry that we support produces \$1.38 billion of corn grain, and 1.6 million acres of soybeans, valued at more than \$511 million. Additionally, Wisconsin leads the nation in snap bean production (\$61 million, annually) and ranks third in potato production (\$293 million). Wisconsin apple orchards produce a yield of \$28 million and the beekeeping industry contributes \$192 million to the economy of the state, in pollination value and hive products.

The Plant Industry Bureau and its staff are responsible for administering and enforcing numerous state statutes (ch. 93, ch. 94) and administrative rules, including ATCP 21 (Plant Inspection and Pest Control), ATCP 20 (Agricultural and Vegetable Seed), NR 40 (Invasive Species Identification, Classification and Control) and others.

DATCP employees charged with enforcing Wisconsin statutes, rules and regulations perform a minimum of four tasks:

1. Inspect products offered for sale or distribution in their area. The inspections should reflect the consumer usage of the products. To accomplish this, the specialist must have a working knowledge of the sampling techniques, inspection methods, and steps that must be taken with regard to violations. The specialist, as liaison between license holder and DATCP, is charged with the responsibility of assisting them with any problem involving violative products. This may encompass removing product/stock from channels of trade.
2. Assure that all products offered for sale or distribution are properly labeled and the distributor/labeler/grower/dealer is licensed.

3. Serve as the principal contact between the consumer and DATCP. The consumer should be made aware of the service and product assurance available. Understanding investigative procedures is vital to conducting effective inquiries into consumer complaints.
4. Assist the administrative program section of DATCP through personal contact with firms and individuals with regard to their product/stock, licensing, or meeting the requirements of an Order or voluntary Compliance Agreement.

ENFORCEMENT GUIDELINES

Purpose

This manual is a guide to achieving uniform enforcement of the laws and rules under the jurisdiction of the Division of Agricultural Resource Management, Bureau of Plant Industry. This is a guidance document and does not set policy as each inspection has unique factors that will determine the final compliance response. The guidance reflects the Department's regulatory philosophy, which relies on voluntary compliance, and where voluntary compliance cannot be achieved, reliance on progressive enforcement. The goal of progressive enforcement is to bring individuals into compliance with "just enough" enforcement action to gain permanent compliance. However, when we do encounter willful or dangerous violations, our enforcement must be swift and sure, to protect citizens and law abiding competitors.

The manual is intended for use by both office and field staff within the Plant Industry Bureau. This manual does not replace the good judgment of department staff. It provides uniform enforcement guidelines for action in routine situations and the proper statute, code citations and wording to be used while taking enforcement actions. Actions proposed in the following tables are to be followed whenever possible. In unusual circumstances where normal procedures may not apply department staff will decide what enforcement action is appropriate by drawing on training, experience, and judgment. To ensure uniform approaches, consultation between staff is essential when selecting alternative compliance responses. At all times decisions must serve the best interests of the public.

Voluntary Compliance

Most people want to comply with the law. Our approach to regulation is to work collaboratively with the groups we regulate to gain voluntary compliance. In developing our administrative rules and laws, the department relies on input from the regulated public, and other groups to help us set reasonable standards that reflect current technologies and practices that will meet the needs and concerns of the regulated and non-regulated groups. In seeking voluntary compliance we rely on: customer service, outreach and education, and collaborative problem solving. Education of the regulated community is a powerful tool to help us secure compliance. When problems are identified, our guidance must be immediate, clear and concise. Voluntary compliance can only be achieved when we are direct in our approach at pointing out violations. Often the lack of compliance is due to a lack of knowledge. Our jobs do include a responsibility to help our regulated customers understand what is expected of

them, and why the law is in place. This information must be provided on time and in a form our regulated customers can understand and use.

Progressive Enforcement

Where voluntary compliance cannot be achieved, our approach is to provide progressive enforcement, a sequence of steps to gain compliance with the rules and laws under our supervision. All statutes and codes are enforceable; however, each may carry a different level of enforcement depending on the best interests of the public. Criteria department staff may apply when deciding a level of compliance are:

- enforcement options available
- adequacy of informal and educational measures to secure compliance or resolve problems
- the nature, extent and seriousness of potential harm to the public or environment
- the immediacy of potential harm, and the likelihood of continued harm if no action is taken
- the willfulness of the violation, and the likelihood that the violation will continue if no action is taken
- past history of compliance or noncompliance by alleged violator
- responsiveness of the violator
- clarity and interpretation of the applicable statute(s) or rule(s)
- number of violations encountered

The progressive enforcement process which is outlined in this guidance includes three levels of compliance actions, with several enforcement tools within each level. The tables later in this enforcement guide recommend the appropriate level for a first time enforcement action, consistent with the above criteria. The actions taken by an inspector will normally be within the enforcement level identified, but may be adjusted where selection of a differing enforcement level is justified based on the criteria listed above. (If, for example, a nursery has many violations or repeated violations, a higher level enforcement will normally be justified.)

The three enforcement levels are:

- Level 1 - Compliance Assistance
- Level 2 - Warning
- Level 3 - Formal Enforcement

As a general rule, the Progressive Enforcement Levels 1 and 2 will be implemented in the field, unless designated as an office response. Level 3 actions will normally be coordinated through the central office, however many Level 3 actions can also be discussed while the inspector is still at the site. Where a violation shows multiple levels the selection should be made based on the level of knowledge, level or harm and other criteria shown above.

Whenever a compliance action must be taken, be sure to fill out a compliance form. When a form must be issued, the “comply/correct by” date will vary depending on the violation. Some orders, such as a Pest Abatement Order or an Order Prohibiting Sale or Movement, have specific timeframes written into the statutes; 10 days and 30 days for nursery stock or seed, respectively. Other forms, such as an Activity Report do not have specific timeframes assigned. They are to be assigned by the inspector, based on the type of violation.

Suggested timeframes are included in the table, but should be assigned at the discretion of

the inspector.

Level 1 – Compliance Assistance

This level assumes voluntary compliance will be effective once the person is made familiar with the detailed requirements and the importance of compliance. The person may or may not be familiar with the provision in the past, but either through lack of training or passage of time, compliance is not in place. Where the violation is more significant (potentially harmful to the consumer or the environment), the compliance assistance will be more formal, issuing an Activity Report with an expected compliance date and more detailed information provided to the customer.

Goal:

To communicate the occurrence of a violation to a responsible person and provide education and information on how to correct that violation.

Tools:

- Verbal Communication
- Information & Educational (I&E) materials, including copies of laws, rules and handouts
- Regulatory Actions written on Inspection Report
- Activity Report with “Correct By” date

Minimum Expectations:

- Discuss the violation(s) and corrective option(s) with the most responsible facility representative present at the site.
- If the person best able to correct the violation cannot be reached during the inspection, that person will be contacted that week by the inspector by mailing a copy of the inspection report and/or Activity Report and, if necessary, a phone call, email or informational letter.

Documentation:

- Inspection Report with Regulatory Actions noted; copy left at site at conclusion of the inspection if any nursery staff is present.
- If the violation is more significant, use the Activity Report with a “Correct By” date and follow-up shortly after that date, either by phone, email or in person to assure the problem has been rectified.

Level 2 - Warning

This enforcement level assumes that a basic level of awareness has already been established, or that the risk is readily apparent even if not specifically discussed with the facility in the past. This level of enforcement re-emphasizes the seriousness of the matter, either as a stepping stone to more formal enforcement or as an incentive to re-establish voluntary compliance. This level also assumes that the appropriate compliance assistance tools from LEVEL 1 will be used.

Goals:

To provide and record a formal notice to responsible persons that observed violations are serious in nature, or represent previously observed violations that were not corrected, and

require prompt action.

Tools:

- Warning Notice form with “correct by” date specified (Wis. Stats. §93.06(10), 94.01)
- Order Prohibiting Sale or Movement (Wis. Stat. §93.18, 94.76, 94.10(9), Admin. Code ATCP §21.03(1))
- Pest Abatement Orders (ATCP §21.03(2))
- Releases (Conditional or Complete) (see individual program for applicability)
- Requiring a written/phone response
- Re-inspections

Minimum Expectations:

- Discuss the violation and corrective options with the most appropriate facility representative present at the site (this communication may be brief if the only person present is unable to resolve the violation).
- Use of a Warning Notice, Order Prohibiting Sale or Movement, Pest Abatement Order or in very limited situations, a Quarantine Order.
- Always leave the compliance form on site with the person that the violation was discussed with.
- If the most appropriate contact is not present or if others need to know, send a letter as soon as possible with the compliance form. Alternatively, the inspector may call the facility the next day to discuss the violation and corrective options and to let that person know that the compliance form has been left at the site, with a copy being sent to them directly.
- Always specify a correction date and request notification once the violation has been remedied on the compliance form, and in the letter/email (if a letter/email is sent).
- Always follow-up if no response arrives by the specified date. The follow-up may be by phone or in person, but generally if the violator has not responded, a re-inspection is needed. When a response does arrive, a follow-up visit can be planned, if the inspector deems it necessary, but the time within which the follow-up is conducted is more flexible.

Documentation:

- Warning Notice, Order Prohibiting Sale or Movement, Pest Abatement Order
- Documentation of violation (via samples, photos, Activity Report or brief narrative as appropriate to the situation)
- Follow-up letters/emails (if sent by inspector) or phone conversation notes on an Activity Report if a more responsible individual was called to discuss violation.
- Responses (if received by inspector)
- Follow-up inspection report (if a follow-up occurred). The documentation may be an Activity Report if corrected, or case narrative if not corrected.

Level 3 – Formal Enforcement

This level is intended to address those situations where voluntary compliance has not by itself been adequately effective. The level includes several options that vary from program to program, and that require a high degree of office/field cooperation to assure the selected action fits the situation, and is both timely and effective. Formal enforcement is coordinated

by the Madison office, but relies on information collected by the inspector. It is designed to maximize the long term working relationship between the inspector and facility management. This level also assumes that the appropriate compliance assistance and warning tools from LEVELS 1 and 2 have been used while still at the site when a violation is readily evident.

Goals:

Assure that the violator has a full understanding of the requirements, obtain a written commitment to a compliance plan and promote future compliance through appropriate penalties or other specified efforts, up through removal from business.

Tools:

- Formal Compliance Conference (coordinated with and including central office staff) with written compliance plan follow-up
- Assurance of Voluntary Compliance
- Administrative Complaints and Orders (Special or Summary)
- Civil Complaints and Forfeitures
- Administrative Complaint with License Order
- Criminal Complaints and Penalties

Minimum Expectations:

- Where a violation can be verified in the field, a Written Warning Notice, Order Prohibiting Sale or Movement or Pest Abatement Order will be issued, consistent with the process described in LEVEL 2.
- The inspector will notify the Madison office for initiation of an investigation and the violation(s) will be fully documented, possibly including a narrative report regarding the circumstances of the violation and prior actions. Or in the case of a chronic failure to get licensed, the Madison office may initiate.
- Follow-up actions, including follow-up inspections or investigations must be coordinated between the program manager, section supervisor and inspector.
- Enforcement actions beyond a compliance form will be coordinated through program managers, Plant Protection Supervisor and the inspector, with specific roles determined on case-by-case basis.

Documentation:

- Warning Notice, Order Prohibiting Sale or Movement, Pest Abatement Order as appropriate
- Narrative Report
- Documentation of all violations associated with the case, including samples, photos, narrative text, affidavits, etc., as appropriate to the case
- Correspondence from or to a suspected violator (correspondence from the inspector should be reviewed through the Madison office before being sent on cases at this level.)

General Authorities and Violations

Each program we work with has its own statutory authorization, and all programs include specific

penalty and enforcement provisions. Chapter 93, Stats., includes a number of general authorities and enforcement tools that can be used in our program areas.

Our general authority to inspect and sample products is found in ss. 93.07(12), 93.08(1) & (3), Stats. & 94.01(4)

Refusal to provide records in the course of an inspection/investigation is a violation of s. 93.15(3) Stats. & 94.10 (4)

Denying access to the department is a violation of ss. 93.08, 93.15(2), 93.21(2), Stats. & 94.10 (8). Once denied access the department may obtain a special inspection warrant pursuant to ss. 66.122 and 66.123, Stats.

Violating a special order, or a summary order (stop sales, holding orders), is found in s. 93.21(3), stats., and additional penalty provisions may be found in each program statute.

Violating a conditional license is found in s. 93.06(8), Stats.

INSPECTIONS, COMPLIANCE FORMS, VIOLATIONS AND ENFORCEMENT

Wis. Stats. 93.07(12), 94.01 to 94.11 and Chapter ATCP 21

Department Duties; Plant Pests - s. 93.07

(12) Plant Pests. To conduct surveys and inspections for the detection and control of pests injurious to plants, make, modify, and enforce reasonable rules needed to prevent the dissemination of pests, declare and manage emergencies relating to the detection and control of pests injurious to plants, provided that such declaration does not supersede the authority of the chief state forester under s. 23.114 or the department of natural resources under s. 26.30, and suggest methods of control.

Plant Inspection and Pest Control Authority - s. 94.01

(1) In the conduct of survey and inspectional programs for the detection, prevention and control of pests, the department may impose quarantines or such other restrictions on the importation into or movement of plants or other material within this state as necessary to prevent or control the dissemination or spread of injurious pests.

(2) In accordance with sub. (1), the department, by summary order, may prohibit the removal of any plant, host plant, or other pest-harboring material from any private or public property, or any area of the state which in its judgment contains or is exposed to injurious pests, except under such conditions as in its judgment are necessary to prevent the dissemination or spread of pests, giving written notice thereof to the owner or person in charge of the property. While such order is in effect no person with knowledge thereof shall cause or permit the removal of any such plant, host plant or other pest-harboring material from such property or area, unless it is in compliance with the conditions of such order. Orders issued under this subsection shall be in writing, have the force and effect of an order issued under s. 93.18, and are subject to right of hearing before the department, if requested within 10 days after date of service. Any party affected by the order may request a preliminary or informal hearing pending the scheduling and conduct of a full hearing.

[...]

(8) Department Inspection. The department may inspect nurseries and premises at which nursery stock is held for sale or distribution. The department may inspect premises at which evergreen trees are grown for eventual sale as Christmas trees and premises at which Christmas trees are held for sale or distribution.

Inspection Report/Apiary Survey - s. 93.07(12)

Inspection Reports should be used to document all pest and disease finds at the time of inspection. Minor pests/pathogens requiring treatment/disposal (ex: varroa mites) can be documented on an Inspection Report. A detection of American Foulbrood would require an Order Prohibiting Sale or Movement (and accompanying Release) and most likely, a Pest Abatement Order.

Activity Report - s. 93.07(12, 13), 94.01

Activity Reports are used for **Level 1 - Compliance Assistance**. Use an Activity Report to document any initial compliance or outreach/education discussions had with a customer. You can also use an Activity Report to document minor violations the inspector trusts the customer will rectify, without question, in a timely manner.

Warning Notice - s. 93.06(1), 94.01

Warning Notices are used for **Level 2 Compliance - Warning**. Use a Warning Notice when the customer has prior history/documentated knowledge of PIB rules and regulations or the violation is serious in nature. A Warning Notice documents a formal notice given to responsible persons that observed violations are serious, or represent previously observed violations that were not corrected, and require prompt action.

Department Orders Authority - s. 94.01

Order Prohibiting Sale or Movement - s. 94.10(9), 94.76 & ATCP 21.03 (1)

This is a department order having the full force and effect of law, restraining the sale, use, disposition, or movement of stock, or any other plant product, including bees and bee equipment. An authorized employee or agent of the department may, by written notice--using the Order Prohibiting Sale or Movement form--order a beekeeper to do any of the following:

1. Temporarily hold bees and/or bee equipment pending inspection by the department
2. Remedy violations of this section.
3. Refrain from importing weeds or pests that threaten agricultural production or the environment in this state.
4. Permanently withhold bees or bee equipment from sale or distribution, if the sale or distribution would violate this section or an order issued under this section and the violation cannot be adequately remedied in another manner.
5. Destroy or return, without compensation from the department, bees or bee equipment that is sold or distributed in violation of this section, or an order issued under this section, if the violation cannot be adequately remedied in another manner. In order for a business to remedy a violation documented on an above Order, a Release form must also be issued.

The department may also issue this order if, in the department's judgment, the order is necessary to prevent or control the spread of suspected pests/virus/pathogens. This order may prohibit the movement of any pest, or any plant, pest host or pest-harboring material which may transmit or harbor a pest. This order issued under the ATCP 21.03(1) subsection can also be used to prohibit the movement of bees, bee colonies or bee apparatus.

By prohibiting movement, the material is under Quarantine until released. "Quarantine" means an order of the department requiring isolation of the material named and prohibiting its movement or disposition except as authorized by the department. "Pest" has the meaning specified in s. 93.01 (10) and includes any living stage of insects, mites, nematodes, slugs, snails, other invertebrates injurious to plants or plant products; any host upon which a plant pest is dependent upon to complete life cycle; any other living organism classified as pest under 94.69 (1) (a) (The department may promulgate rules to declare as a pest any form of plant or animal life or virus which is injurious to plants, persons, animals, or substances)

Pest Abatement Order – s. 94.02 (1) & ATCP 21.03 (2)

Pest Abatement Order. The department may issue a Pest Abatement Order under s. 94.02 (1), Stats. And ATCP 21.03(2), if, in the department's judgment, the order is necessary to prevent or

control a hazard to plant or animal life in this state. A pest abatement order may require the destruction or removal of pests, plants, pest hosts or pest-harboring materials within **10 days**. A pest abatement order under this section may require the destruction or removal of bees, bee colonies or bee apparatus.

Release (Conditional or Complete) Form:

Within **30 days** after service of an Order Prohibiting Sale or Movement, the stock either has to be brought into compliance or the department directs by written notice the disposition of the stock. A release form allows the Order Prohibiting Sale or Movement to be released by Conditional Release or Complete Release.

- **Conditional Releases** specify condition(s) identified by an inspector, Program Manager or Section Chief which must be met prior to sale, movement or disposition of the stock. If the condition specified is not met, the order remains in effect. The party holding the material is directed to notify the department in writing when the conditions specified are completed.
- **Complete Releases** terminate the order thereby releasing the product. Complete releases are issued when the material is brought into compliance, test results are negative, or other disposition has been agreed upon.

COMPLIANCE AND ENFORCEMENT SCENARIOS

S1: What is the policy going to be for a person selling “beehive” “Colony” Queens and have not filed Honey Bee Import Papers? Is it incident report and a certain amount of time to file them when once discovered they have violated the rule or what does an inspector do?

- Apiary Inspector should follow the Stepped Enforcement Protocol outlined in this Section. Outreach and Education is always the first step. Explain the law, provide the HBIR form to the beekeeper and fill out an **Activity Report** documenting the incident.
- If they do not comply in a reasonable time, the second step is a **Warning Notice**. They have 10 days to comply.
- If they still do not comply issue an **Order Prohibiting Sale or Movement** which will remain in place until a HBIR and accompanying Certificate of Inspection is submitted. Then a **Release** can be issued.
- If the **Order Prohibiting Sale or Movement** is violated, the case is referred to the county District Attorney.

S2: What does the state do with pest infested colony or beehives if quarantined?

- If an inspector finds a serious pest/disease and issues a **Pest Abatement Order** the beekeeper has 10 days to comply.
- Stat. 94.02 (2): If the owner or person in charge fails to comply with the terms of the notice, within 10 days after receiving it, the department or any cooperating local unit of government may proceed to treat the premises or to treat or destroy the infested or infected plants or other material. The expense of such abatement shall be certified to the town, city or village clerk and assessed, collected and enforced against the premises upon which such expense was incurred as taxes are assessed, collected, and enforced, and shall be paid to the cooperating unit of government incurring the expense, or into the general fund if the control work was conducted by the department.

S3: Migratory “persons” ie beekeepers--what is the policy if they are found to have not followed the Import rules. What happens to their colonies and beehives if quarantined? Where do they go since they will most likely be located near many other beekeepers?

- See enforcement steps outlined in scenario 1.
- If the inspector has reason to believe the migratory hives are harboring injurious pests as to constitute a hazard to plant or animal life in the state, we have the authority to inspect that material.
 - If they are found to be heavily infested, a **Pest Abatement Order** can be issued.

S4: Bee truck accident-migratory beekeepers shipping honeybees through Wisconsin and there is a vehicle accident; does the law authorities have access to the Import records to see if the truck is hauling legal cargo ie. Bees? if not can the bureau be notified of incident and issue a incident report along with law authorities accident report.

- No idea, I'll look into this one. Theoretically the transporter would have all necessary paperwork identifying the cargo in the truck.

S5: Who is responsible for filing a Honey Bee Import Report for pollination--the land owner, the transporter or beekeeper?

- According to ATCP 21.13 (1)(a): No person may ship live honeybees or used beekeeping equipment into this state without first reporting the import shipment to the department in writing. ...So it is the beekeeper's responsibility to make sure the bees are inspected in the state of origin and provide the Certificate of Inspection and HBIR to WDATCP.
 - If the landowner or transporter takes it upon themselves to submit a HBIR-either in addition, or in lieu of the paperwork from the beekeeper, that is fine, as long as we get the paperwork.

S6: What if a person ships honeybees or colonies and the shipment arrives and the department finds no record of import papers and bees look healthy?

- It would be best to let the bees be distributed as planned but require the person selling the bees provide to the department a point of contact of all bees sold to and furnish where the bees were purchased.

S7: What if a beekeeper is selling diseased honeybees or infected/infested colonies and/or equipment?

- If the inspector has reason to believe the bees and/or equipment are harboring injurious pests as to constitute a hazard to plant or animal life in the state, we have the authority to inspect that material.
 - The bees/equipment can be quarantined by issuing an **Order Prohibiting Sale or Movement**.
 - Samples should be collected and submitted to the USDA Bee Lab
 - If test results are positive, inspector issues a written **Release (Conditional)** spelling out disposition instructions.
 - Alternatively, a **Pest Abatement Order** can be issued.

This does not really fall under our bureau but I have been asked this several times as the beekeepers point of contact in our outreach talks: *How does the Wisconsin Dept of revenue know how many beehives a beekeeper has for the pursuit of farming law of 50 hives or more and if you are a farmer of any other type, can bee equipment and bee feed be taken as tax expense even if you have less than 50 hives?*

- Response from staff at the Dept of Revenue: Our tax system in Wisconsin is based primarily on voluntary compliance. Upon audit, a taxpayer has the burden of proof to show they are entitled to an exemption, deduction, or credit.
 - Statute Chapter 94.761: **94.761 Beekeepers, etc.; agricultural pursuit**. The moving, raising and producing of bees, beeswax, honey and honey products shall be deemed an agricultural pursuit. Any keeper of 50 or more hives of bees who is engaged in the foregoing activities is a farmer and engaged in farming for all statutory purposes.

SECTION II

GENERAL INSTRUCTIONS AND SAFETY

CONTENTS

SAFETY IN THE BEEYARD

GUIDELINES AND DUTIES OF APIARY INSPECTORS

DEPARTMENT POLICIES

TRAVEL

VEHICLES

GUIDELINES FOR LOCATING UNREGISTERED BEEKEEPERS

SPECIAL INSPECTION FEES

SAFETY IN THE BEEYARD

SMOKER AND APIARY TOOL USE

- Do not use alcohol, ether or other flammable fluids to fire / ignite smokers.
- Do not store flammable material next to a smoker.
- Do not point or puff smoker toward your face or another's face.
- Do not set lighted smoker on the ground.
- Plug and / or empty smoker and place in metal container while transporting.
- Bury or soak all smoker ashes.
- Use apiary tools with care.

WASH-WATER USE

- Used to remove honey and chemicals from hands.
- To extinguish smoker fires.
- Clean hive tool.

CHEMICAL USE

- Use chemicals with care and in accordance to the label.
- Never point spray cans toward your face or another person.
- Wash hands after all chemical use.
- Dispose of waste products in accordance with label.
- Read MSDS's for toxicity of all chemicals used.
- Wear safety goggles and safety gloves during chemical use.

HEAT STRESS WARNING

- Do not over exert yourself in hot weather.
- Drink plenty of water regularly, to avoid dehydration.
- Avoid sweets.

SAFETY EQUIPMENT AND CLOTHING

- If available, use a Back Brace whenever lifting heavy objects. If a Back Brace is not available, be certain to use proper lifting techniques to avoid back injuries.
- Bee suits, gloves, and veils should be worn when conditions warrant. (Be cautious. Err on the side of caution.)
- A Fire Extinguisher and First-aid Kit will be on all assigned vehicles and should be kept up-to-date.

LYME'S DISEASE

Lyme's Disease is a concern due to our work environment. Information concerning this health problem including preventive measures is available upon request.

GENERAL INSTRUCTION

APIARY INSPECTORS GUIDELINE OF DUTIES AND RESPONSIBILITIES

- Inspect and certify all apiaries in assigned areas, as required.
- Review and maintain records.
- Maintain accurate records of inspections and the list of beekeepers in the assigned district.
- Maintain a calendar in the email system (i.e. Outlook) - if applicable - and make available to your supervisor by “allowing permissions/sharing” to your supervisor.
- Promptly prepare and submit electronically all required paperwork to supervisor and State Apiarist.
- Collect and submit specimens to the proper bureaus for identification of diseases, plants, and pests as requested by the beekeeper or the general public.
- Inspect and certify apiaries for movement from state to another, in accordance with the established regulatory requirements.
- Deny certification of apiaries or products not meeting certification standards.
- Witness eradication of diseases and / or the treatments of any apiary to meet State certification requirements.
- Work cooperatively with fellow employees in learning and performing key duties and responsibilities.
- Notify Supervisor whenever working in an area other than assigned.
- Maintain all assigned equipment and vehicle used in the performance of various duties.
- Coordinate and plan work assignments to conserve time and vehicle mileage.
- Be prepared at all times to assist with or complete any assignment that may arise which the supervisor or bureau chief deems necessary.

DRESS CODE

For reasons of safety and professionalism, the following dress code is implemented:

- Shorts are prohibited.
- Long pants or slacks and shirts are recommended for safety and comfort.
- Inappropriate or revealing attire or lack of proper undergarments is prohibited.
- It is suggested that leather shoes with heavy soles be worn to avoid nail and glass cuts.
- Sandals and open-toe footwear are prohibited.
- Identification badges must be carried and worn as needed. It is not necessary to wear ID badges during routine inspections when your identity is known by those you are working with.

TELEPHONES & COMPUTERS

TELEPHONE ETIQUETTE

- The telephone should always be answered in a pleasant voice.
- Always identify yourself and the Department.
 - Ex: “Department of Agriculture Apiary Program, this is (name)”
- Conversations should be kept as brief as possible.
 - When possible, make notes beforehand, have pencil and paper ready for taking notes.
- Avoid confrontations or making threats with an irate caller.
 - Speak calmly and politely; conduct yourself in a professional manner.
- If you are unable to answer questions, tell the caller you will obtain the information and call back. Return the call in a reasonable amount of time.

CELL PHONE / TELEPHONE PROCEDURES

- If using a land based telephone, long-distance telephone calls should be kept to a minimum.
- Only apiary business should be discussed on business calls.
- Do not accept collect calls.
- Calls should be kept brief and to the point.
- Personal calls should be limited.

VOICE MAIL

The employee’s voice mail should have a personalized greeting identifying him / her as an Apiary Inspector with their phone number (and email address if desired) spoken slowly and clearly enough as to be clearly understood by the calling party.

Each employee is responsible for making sure his / her voice mail is on when leaving their office. Voice Mail should be checked no less than each morning and afternoon. Return all calls promptly.

COMPUTER PROCEDURES

Computers, printers and other electronic devices are sensitive to heat, excessive roughness and other hazards.

Employees should always be vigilant to treat equipment with care.

You should always:

- Keep equipment in the appropriate case.
- Keep equipment secure to avoid loss or theft.
- Keep equipment away from extreme heat or cold (take in the house at the end of the day, park in the shade and crack windows of vehicles whenever possible).
- In the event of loss or theft, notify your supervisor as soon as possible.

VEHICLES

Personnel assigned state-owned vehicles are expected to keep the vehicles serviced according to the owner's manual and maintained in a manner that keeps it in the best operating condition for efficient operation, safety, and fuel economy as follows:

- Have oil changed and vehicle greased at intervals recommended by ARI (every 5000 miles). Use ARI coupons found in the glove box as payment.
- All additional maintenance is to be done at manufacturer's recommended intervals. Call ARI for authorization prior to any additional maintenance.
- Keep inside and outside clean. Consider this your office. Safety is to be considered.
- Tires are on state contract and must be purchased from the contractor except in extreme emergencies. An extreme emergency would be when two or more tires expire in a desolate location where there is no contractor. Even then it may be feasible to contact the supervisor and have tires delivered to the vehicle. Tires are to be pre-approved. Tires are by purchase orders only. Mounting and balancing must be put on a separate purchase order.
- All repairs should be authorized by your supervisor.
- Use regular gas and the fleet voyager fleet credit card when purchasing fuel.

Vehicle Mileage Reports

A Monthly Vehicle Usage Report form must be maintained by the vehicle operator daily. Submit to Supervisor on the first of each month.

Each date on which travel is performed, the following information is to be shown on the report in the appropriate column. No entry is required on days when the vehicle is not in use.

- Column 1. Date of travel
- Column 2. Odometer reading at beginning of travel.
- Column 3. Start location
- Column 4. Destination or furthest city traveled to that day
- Column 5. Odometer reading at end of travel.
- Column 6. Should mileage be charged to a grant?, if so, which?
- Bottom Row. Totals. Enter total of all columns.

When making Fleet vehicle credit card purchases:

- Verify that there are no charges for WI sales tax.
- Be sure to check the totals to ensure correctness.

- Check to be sure the machine-printed total and the hand-written total are the same. The machine total is the amount billed to the state.
- Fleet credit cards are never to be used for any vehicles other than the one for which it is issued.
- If there is doubt about whether to use the Fleet credit card, check with your supervisor.

Legal and Illegal Use of State owned Vehicles:

The only legal use of a state vehicle is for official state use, except in the case of an extreme emergency when there are no other means of transportation.

It is illegal for anyone other than state officials or employees to operate or be transported in a state vehicle **unless pre-approved by the department**. Yes, there's a form for that.

It is illegal to use a state vehicle for transportation from home to office or vice versa, except as follows:

- When an employee is based out of a home office.
- Whenever an employee is authorized to participate in home garaging.
- When an employee needs the use of the vehicle after completion of the regular work day to conduct state business on the same day or before his/her usual working hours the next day.
- When departing upon or returning from an official trip away from headquarters under circumstances which make it impractical to use other means of transportation.
- It is permissible to use a state vehicle to travel a reasonable distance to a restaurant when in travel status. Good judgment should be used as to what is a reasonable distance. It is not permissible to use state vehicles for transportation to night clubs, bars, theaters, beaches, etc. It is not permissible to use state vehicles to transport family members or friends. It is not permissible to allow anyone other than state employees or officials and/or federal cooperative employees and officials to ride in state vehicles unless approved by the department head.

Vehicle Accidents

Report all vehicle accidents to your supervisor as soon as possible once proper care is taken in the event of personal injury. Always, without fail, obtain an official police report on all accidents and/or damages to state owned vehicles. If the accident involves other vehicles or property, obtain all names, addresses, and telephone numbers of the parties involved.

Fill out the Vehicle Accident/Incident Report and return them, the police report, and all information concerning other drivers or people who were involved to your Supervisor as soon as possible.

DEALINGS WITH THE MEDIA

You are a representative of the State of Wisconsin. Avoid making statements to media. Refer all media representatives to the Director of Communications: Bill Cosh: 608-224-5020
Or the Plant Industry Bureau Public Information Officer (PIO) Donna Gilson: 608-224-5130

GUIDELINES FOR LOCATING BEEKEEPERS

In the quest to locate beekeepers who may want to be inspected, the following list can be considered.

This list is a composite of suggestions made by consumer specialists / apiary inspectors. Although not complete, it is considered a tool to help with this process.

- a. Ask area beekeepers
- b. Local beekeepers association
- c. Keep your eyes open
- d. Produce stands
- e. Flea markets
- f. Local bee supply dealers
- g. Game wardens
- h. Queen breeders
- i. Market Bulletins
- j. Beekeeping publications/Letters to the Editor

SPECIAL INSPECTIONS

Certificate of Apiary Inspection:

Any beekeeper planning to move hives into another state needs a Certificate of Apiary Inspection. Before the certificate can be issued, the hives must be inspected. Use the Apiary Inspection Report. (Form: ARM-PI-13)

All special inspections will be billed by the State Apiarist at the time the Certificate of Apiary Inspection is issued. It is a flat fee of \$50. Certificates are good for one year.

SECTION III

APPOINTMENTS, REFUSALS, INSPECTION PROCEDURES AND CERTIFICATION FOR OUT-OF-STATE MOVEMENT

CONTENTS

BEEKEEPERS REFUSAL OF INSPECTION

APIARY INSPECTIONS

INSPECTION SUPPLIES

APIARY SURVEY REPORT

**APIARY INSPECTION REPORT AND
CERTIFICATION FOR OUT-OF-STATE MOVEMENT**

BEEKEEPERS REFUSAL OF INSPECTION

Some beekeepers may be reluctant to have their colonies inspected for various reasons. The inspector should be diplomatic and cordial with the beekeeper and should explain the possible needs for inspection - i.e.: American foulbrood, Varroa mites, African bee, etc. In the event the beekeeper refuses inspection, in most situations, that is their decision and inspections are not mandatory for WI beekeepers. If you know they have not complied with apiary law, advise your supervisor. Supervisors will visit the beekeeper with the inspector to seek cooperation and compliance with the apiary law. The supervisor will confer with the other Department staff to determine the proper course of action.

When problems arise with beekeepers you should never agitate the situation. You are a representative for the Department of Agriculture and should use professionalism at all times. If confronted with a problem situation make sure you document all information, i.e.: dates, time, places, conversations, number of colonies, any item you may be required to reproduce, either verbally or in a court of law. Take plenty of notes and photos if possible. But keep in mind that your safety and wellbeing is always the number 1 priority.

APIARY INSPECTIONS

The inspector should schedule as many inspections as possible in an area to reduce travel and expense. Be punctual for appointments. Maintain paperwork on a daily basis.

GUIDELINES FOR INSPECTION

Inspectors should be alert for signs and symptoms of both diseases and pests. Apiaries often show signs and symptoms before diseases and pests are detectable. It is advised that a good overview and overlook of the apiary is completed before inspection.

- A. Contact beekeepers and schedule appointments.
- B. Obtain beekeepers permission to inspect.
- C. Schedule inspection for favorable weather and preferably during brood rearing.
- D. Inspect 5 percent of colonies in each yard or a minimum of 10 colonies per yard whichever is greater. Inspect 100 percent in any yard found to have American foulbrood. Mark hives checked to avoid double checking should a 100 percent inspection be required. If schedule does not allow for a complete 100 percent inspection on this visit, schedule an appointment to complete inspection within seven days. If you are unable to complete the inspection within seven days, contact your supervisor or fellow bee inspector for help.
- E. Scorch hive tools, or at a minimum—wipe down with Clorox wipes, between yards.
- F. Scorch hive tools between beekeepers.
- E. If a single cell of AFB is found, a colony is diseased and subject to regulatory action. See Section IV for AFB Procedures.

INSPECTION SUPPLIES

The following supplies are necessary for routine inspections:

- ✓ First aid kit
- ✓ Smoker, fuel, and matches
- ✓ Clean hive tools
- ✓ Bee veil, gloves, bee suit and hat
- ✓ Marking Crayon
- ✓ Alcohol, Soap, Water and Clorox wipes
- ✓ Fire extinguisher

In addition:

- ✓ Laptop computer with case
- ✓ GPS
- ✓ Cell phone with camera

APIARY SURVEY REPORT

The Apiary Survey Report, ARM-PI-499, must be completed for each apiary inspected. It will be submitted to the State Apiarist at the end of each workweek. Do not include any information on a beekeeper's copy that does not apply to their inspection.

COMPLETING THE APIARY SURVEY REPORT:

Should you need extra space for explanation, refer to the "comments" section.

REMINDER: when scheduling the inspection, be sure to be clear with the beekeeper where you will initially meet for the inspection--if bees are not located at the beekeeper's residence.

- Beekeeper - Beekeepers name and/or Business name.
- Address - The beekeeper's place of residence.
- City - The beekeeper's city of residence.
- County. The county where colonies are located.
- Phone Number – the best phone/cell number to reach the beekeeper.
- Waypoint – the name or waypoint # saved in the GPS unit for that apiary. Try to always collect the waypoint in the driveway of the apiary.
- PART 1: Pests and Diseases Found
 - # mites - # mites per sample
 - Sample Method – powdered sugar, alcohol, drone scratch
 - AFB – American foulbrood
 - EFB – European foulbrood
 - Chalk brood
 - Sacbrood
 - Deformed wing virus
 - Other? – small hive beetle, wax moth, any other pests/diseases found
 - Queen present?
 - Colony strength – S = strong, A = average, W = weak
 - Control treatments applied – mite and/or disease treatments
- Overwinter Success – what fraction of hives successfully overwintered?
- PART 2: Hive Management
 - Feel free to have the beekeeper fill out this section
- Comments – any other comments/notes about the hives, treatment recommendations
 - NHBS sample collected: YES/NO – was a sample for the National Honey Bee Health Survey collected?
- Inspector Signature. Name of inspector completing the inspection.
- Inspection date. This is the date the actual inspection was performed.

- Do not forget to provide the beekeeper his/her copy of the inspection report.

APIARY INSPECTION REPORT (Certification for Out-of-State Movement)

The Apiary Inspection Report (ARM-PI-13) is to be used for inspecting hives that will be moved out-of-state. A Certificate of Apiary Inspection is issued by the State Apiarist once the Apiary Inspection Report has been submitted.

Follow the same Guidelines for Inspection.

Be sure to inspect hives for Red Imported Fire Ants (RIFA; not currently found in WI) for any hives going to California. California will reject or quarantine any hives found to be infested with any ants at their border.

Remind the beekeeper to call the State Apiarist to issue the permit/Certificate of Apiary Inspection for each truckload of bees.

The charge for a Certificate(s) of Apiary Inspection (CAI) is \$50.00.

Certificates are valid for one year from date of inspection.

Certificates are valid for one shipment and for re-entry into the State of Wisconsin for one year.

Any colonies found to have AFB are to be placed under an Order Prohibiting Sale or Movement and a Pest Abatement Order issued as instructed in Section IV **and not issued a CAI.**

SECTION IV

BROOD DISEASES

CONTENTS

DISEASES

DEAD BROOD, TYPES OF DISEASES

AMERICAN FOULBROOD DETECTION

AFB COMB SAMPLES AND SEALING OF HIVES

**DISINFECTING CLOTHING AND EQUIPMENT,
DESTROYING DISEASED COLONIES AND KILLING THE BEES**

**BURNING OF BEES AND COMPENSATION
QUARANTINE OF APIARY YARD**

EUROPEAN FOULBROOD

DISEASES

The brood of the honeybee is subject to a variety of diseases. Loss of brood (replacement bees) has a weakening effect on the colony. The degree of weakening depends upon the severity of infection, the natural resistance of the bees and the condition of the colony. Adult bees are not affected by brood diseases but can spread the causal organisms. Brood diseases are generally considered to be more serious than diseases of adult bees.

Field Determination of Brood Diseases

Early diagnosis is important. The inspector should become familiar with the appearance of healthy brood in all stages before attempting to diagnose disease. In healthy colonies, where fertile queens are laying, there is regularity in the arrangements of areas containing eggs, unsealed larvae, capped brood, and emerging bees.

Healthy larvae in open cells are plump, glistening and pearly white. Brood cappings normally are uniform and somewhat raised in their appearance. Once in place over the larvae, cappings remain free of visible holes until emerging bees cut their way out of the cells.

Combs selected for inspection should contain brood of suitable age. Signs of a brood disease generally first become noticeable in combs containing mature brood where young bees are emerging or in combs containing more than one cycle of brood. Signs of disease (scales) may also be found in the brood combs of a hive in which a colony has died with a brood disease.

Comb being examined for disease should be so inclined that direct sunlight illuminates the lower side walls and bottoms of the cells. This enables you to see any disease "scales" which might be present. If no dead brood is found in open or uncapped cells, it is advisable to remove any sunken, discolored, or punctured cappings and examine the cell contents. Capped cells found scattered in an area from which young bees have recently emerged should also be uncapped and examined for evidence of disease.

The most serious brood disease in North America is American foulbrood (AFB). It is found throughout the United States. The disease is endemic in some apiaries and requires close control and continued vigilance in order to prevent serious outbreaks. At times, it has made commercial beekeeping unprofitable in some areas.

DEAD BROOD

When dead brood is discovered, the following points should be noted:

1. Age of the brood when death occurred
2. Appearance of capping
3. Position of dead brood in cell
4. Color of the dead brood
5. Consistency of the dead brood at various stages of decay
6. Types of scales, if any
7. Odor of the decaying brood
8. Type of brood affected

TYPES OF DISEASES

AMERICAN FOULBROOD (AFB)

American foulbrood is the most devastating of the brood diseases. Older worker larvae and young pupae are attacked and broken down by enzymes. The remains are called scale. The bacterium forms spores which can withstand severe heat and drought, surviving up to 40 years.

1. Symptoms of American foulbrood:
 - a. A characteristic odor, described as the odor of a "glue pot"
 - b. Perforated or sunken brood cappings, darker in color than healthy brood cappings
 - c. Resultant black scales which lie flat in the cells are difficult to remove from the cell due to extreme stickiness
2. Diagnosis of American foulbrood
Field diagnosis of AFB is based on one or a combination of the following:
 - a. Sunken or perforated capping.
 - b. Scales will not release from wall.
 - c. Tongues often extend up from scales.
 - d. Use of "ropy" test*

Transmission of American foulbrood

- a. Infected honey and/or pollen
- b. Use of infected equipment
- c. Infected adults and package bees

4. Prevention of American foulbrood:

- a. Good management and sanitation techniques
- b. Spring and fall antibiotic treatment

*Reference: Honeybee Pest, Predators, and Diseases by Dr. Roger Morse; American Foulbrood in general index

AMERICAN FOULBROOD DETECTION

When detecting AFB in a colony:

- Inform the beekeeper of your detection, and allow the beekeeper to verify the field diagnosis.
- Mark the hive with a lumber crayon for future disposal.
- Upon detection, 100% of colonies in that apiary yard must be inspected.
- If owner is in agreement with field diagnosis, destruction of bees and equipment can begin. If owner is in disagreement, lab tests must be done.

When AFB detection is confirmed:

- Inspector will place mark on each super and hive cover. Mark will consist of the letters AFB painted on with a Lumber Crayon
- With lumber crayon write the number of supers (including brood nest) to the right of the painted AFB marking.
- To the left of AFB marking, write the consecutive number of the colony followed by the number sign (#).
- Place initials and date in the area if deemed necessary.

AFB SMEARS AND SAMPLES

A sample should always be taken and submitted to the USDA Bee Lab

If the beekeeper is present and agrees with your diagnosis, then only one sample per quarantine yard is required.

If the beekeeper is not present to confirm field diagnosis, collect a sample from each AFB contaminated hive. Should the beekeeper question your diagnosis or if there is reason to believe that there may be a problem of any sort with the inspection, collect a smear from every diseased hive.

SUBMISSION OF SAMPLES FOR DIAGNOSIS TO USDA BEE LAB

General Instructions

- Beekeepers, bee businesses, and regulatory officials may submit samples.
- Samples are accepted from the United States and its territories; samples are NOT accepted from other countries.
- Include a short description of the problem along with your name, address, phone number or e-mail address. There is no charge for this service.
- For additional information, contact Sam Abban by phone at (301) 504-8821 or e-mail: samuel.abban@ars.usda.gov

How to Send Adult Honey Bees

- Send at least 100 bees and if possible, select bees that are dying or that died recently. Decayed bees are not satisfactory for examination.
- Bees should be placed in and soaked with 70% ethyl, methyl, or isopropyl alcohol as soon as possible after collection and packed in leak-proof containers.
- USPS, UPS, and FedEx do not accept shipments containing alcohol. Just prior to mailing samples, pour off all excess alcohol to meet shipping requirements.
- Do NOT send bees dry (without alcohol).

How to send brood samples

- A comb sample should be at least 2 x 2 inches and contain as much of the dead or discolored brood as possible. NO HONEY SHOULD BE PRESENT IN THE SAMPLE.
- The comb can be sent in a paper bag or loosely wrapped in a paper towel, newspaper, etc. and sent in a heavy cardboard box. AVOID wrappings such as plastic, aluminum foil, waxed paper, tin, glass, etc. because they promote decomposition and the growth of mold.
- If a comb cannot be sent, the probe used to examine a diseased larva in the cell may contain enough material for tests. The probe can be wrapped in paper and sent to the laboratory in an envelope.

Send samples to:

Bee Disease Diagnosis
Bee Research Laboratory
10300 Baltimore Ave, BARC-East, Bldg. 306 Room 316
Beltsville, MD 20705

QUARANTINE OF APIARY YARD

Upon detection of AFB diseased hives the following action must be taken:

- Inspector issues an Order Prohibiting Sale or Movement (ARM-PI-302) for that yard.
- Explain Quarantine procedures to beekeeper – The apiary is under quarantine until it's deemed free of AFB.
- Quarantined yards must not be moved.
- Issue a Pest Abatement Order for all hives with American Foulbrood.
- The yard will remain in quarantine and be rechecked 100% every 30 days until AFB is not detected.
- If no further detection is found after 30 days, the colonies will be released from quarantine and Release Form issued. (ARM-PI-507)

SEALING OF HIVES

When a diseased colony is weakened and robbing is imminent the following should be implemented:

- Entrance must be reduced and all cracks between supers sealed to minimize disease exposure.
- Dead colonies must be sealed to prevent exposure.

Entrance can easily be reduced or sealed with loose dirt. Any material that could constitute a disease hazard located in the apiary will be assembled and covered to prevent exposure.

DESTROYING DISEASED COLONIES

The destruction of diseased colonies is the responsibility of the beekeeper. Notification of their responsibility, a Pest Abatement Order, must be issued by the inspector at the time the disease is found or positive test results are received. It is the inspector's duty to witness and ensure that destruction is completed properly. It is important to be present when abatement is made to ensure that it is properly accomplished. The serving of an abatement notice does not ensure the proper destruction of diseased colonies.

DEPOPULATING THE COLONIES

Bees should be destroyed as follows:

- Do not depopulate immediately after inspecting or disturbing. Allow time for bees to settle down after the hive is closed, and gorged bees have returned to hive.
- Wait until validation (positive test results) before depopulating the colony.
- Bees will be killed by way of an approved method of destruction and is the responsibility of the beekeeper.

BURNING OF BEES

Before destroying bees, a pit should be dug wide enough to contain the material that is to be burned and deep enough to allow ashes to be buried. The entire colony will be destroyed.

It is the owner's responsibility to obtain permits and to provide burn location.

It is the owner's responsibility to transport bees to burn location under the Department's supervision.

WDATCP personnel must verify colony destruction. One method of verification could be a series of time-stamped photos.

DISINFECTING CLOTHING AND EQUIPMENT

After handling a diseased colony, the following will be completed by the inspector:

- Disinfect hive tool and other equipment.
- Remove infectious material from hands and clothing.

Hive tools can be disinfected as follows:

- Place hive tools in smoker flame, remove burn residue by scouring in loose sand or soil.
- Scouring cloth in combination with solution of water containing a small amount of bleach.

Disinfecting hands and gloves can be accomplished with soap and water or water alone. Care must be taken to remove or cover any honey which has dripped onto clothing, into supers, or on the ground to prevent robbing.

EUROPEAN FOULBROOD

European foulbrood (EFB) affects younger larvae than AFB. The symptoms from this disease results from the bacterium, *Streptococcus pluton*, which attacks all castes in the colony. The bacterium is not spore-forming and is considered less problematic than AFB.

Symptoms of EFB

- A characteristic odor, different from AFB characterized as sour.
- Perforated and sunken cappings disease attacks younger larvae, cappings are often not present.
- A resultant black scale (more easily removed than AFB) that is twisted or contorted in its cell.

Diagnosis of EFB

(Follow same procedure as that for AFB).

Transmission of EFB

(Same as AFB)

Treatment and Prevention of EFB

- Re-queen with resistant stock. The resultant break in the brood cycle allows the colony cleansing time.
- Good management and sanitary technique.
- Treatment with an antibiotic.

SECTION V

VARROA AND TRACHEAL MITES

UNWANTED RACES OF HONEY BEES

CONTENTS

VARROA MITE DETECTION

TRACHEAL MITE DETECTION

SUSPECT AFRICAN HONEYBEE

VARROA MITE DETECTION

Colonies inspected are not regulated for Varroa Mites. Past years we regulated varroa mite; however we now are concerned primarily with American Foulbrood.

This, however, does not minimize the importance of detection and treatment recommendations for varroa mites.

Special equipment needed for Varroa Mite Detection

- Pint jars
- Water (washing jars)
- Vials
- Alcohol or Powdered Sugar
- Gloves and goggles

Symptoms of Varroa Mites

- Hives with bees at entrance that are having difficulty flying.
- Brood in the pupae stage being carried out of the hive.
- Hives catching drift.

Perform at least one mite count at each apiary inspected.

TRACHEAL MITE DETECTION

Colonies inspected in the State of Wisconsin are not inspected for nor regulated for Tracheal Mites.

SUSPECT AFRICANIZED SWARMS

Suspect African honeybees in port areas will be given top priority. Port of entry monitoring is sometimes done by the USDA. The USDA contact person should immediately be notified of suspect African bee reports. In responding to suspect African honeybee calls from port areas and/or USDA officials, the following actions should be taken immediately:

- Get the complete name of the calling person. Obtain a telephone number and address where the contact person may be reached.
- List any additional persons of contact, such as landowner, shipping agent, port official, etc.
- Obtain a complete address of the sighting.
- Obtain the exact location (tree, building, high or low, ship, plane, etc).
- Obtain point of entry (seaport, airport and etc.).
- When investigating and/or collecting bee samples in port areas, complete protective gear will be worn. African honeybees can be very unpredictable and should be approached with extreme caution.
- Collect a sample of at least 20 bees.
- Swarms in bait hives, colonies in cavities or hanging swarms may be destroyed with soapy water (1 cup soap to 3 gallons water)

Samples should be submitted to the USDA Tuscon Bee Lab for analysis. Samples must contain between 20-50 bees. Twenty is the very minimum. Please feel free to send samples with just enough alcohol to lightly wet the bees, in a well-sealed container. Also, please provide the name of the sample and the mailing address where the results may be sent.

USDA-ARS, ATTN: Mona Chambers/Geoff Hidalgo
Carl Hayden Bee Research Center
2000 East Allen Road
Tucson, AZ 85719

Phone: 520.647.9293, Email: mona.chambers@ars.usda.gov

If there is any question as to safety or liability/property damage in taking abatement measures, contact your supervisor for further directions.

Africanized Honey Bees have not yet been detected in Wisconsin.

SECTION VI

NUISANCE SWARMS, HONEYBEE KILLS, STOLEN BEES AND ABANDONED APIARIES

CONTENTS

NUISANCE SWARM CALLS

STOLEN BEES AND EQUIPMENT

MALICIOUS OR ACCIDENTAL POISONING OF BEES

ABANDONED APIARIES

NUISANCE SWARM CALLS

In responding to a normal honeybee swarm call from a municipality, agency, or individual, the state has no regulations in place for swarms.

- Obtain the caller's name, address and phone number.
- Refer them to a swarm removal service list:
 - <http://www.beeremovalsource.com/>
 - <http://www.wihoney.org/member-services>

STOLEN BEES AND EQUIPMENT

As an inspector, there will be times when a beekeeper will notify you concerning stolen bees and/or equipment or you will find stolen bees and/or equipment. Remember you are not a law enforcement representative. Be very careful in any remarks that you may make to a beekeeper concerning their stolen bees and/or equipment, especially if these items are recovered. To facilitate helping the beekeeper, follow the procedures below:

- A. If bees and/or equipment are reported stolen to you by a beekeeper, first advise them to contact the local law enforcement agency. They should get and retain the case number and the name of the investigator assigned to the case.
- B. Contact the Section Chief with the following information:
 - 1. Name of the beekeeper
 - 2. Address of the beekeeper
 - 3. Phone number where the beekeeper can be reached.
 - 4. County and location where bees/equipment was stolen.
 - 5. Brand number or markings.
 - 6. Description of bees/equipment stolen.

Should you find stolen bees or equipment, contact the beekeeper who has reported the theft. Once you have obtained the pertinent information contact the local law enforcement authorities. Be willing to assist the law enforcement authorities if you are called upon. Do not make any statements that you cannot support in a court of law.

If you have problems or questions concerning stolen bees or equipment, contact your Supervisor.

Your only responsibility in theft cases is to assist law enforcement officers when requested.

MALICIOUS OR ACCIDENTAL POISONING OF BEES

The Department is willing to assist beekeepers in any way possible when bees are poisoned, whether malicious or accidental.

If you are contacted regarding accidental poisoning you should:

- Have the beekeeper file a complaint with DATCP ((608) 224-4529, DATCPpesticideinfo@wi.gov) They should be prepared to provide as much information as possible: *When and where did the suspected violation take place (county, township, street address or fire number)? Do you know who made the application or the name of the company? What kind of equipment was used to make the application? Were there other vehicles involved in the application? What was the weather like during the application (including wind speed and direction, or temperature)? What problem do you think occurred? Was any drift from the application visible to you or is there visible evidence that pesticides moved from the application site? Are there any other persons who witnessed the application?*
- Call the Madison office and request the assistance of an Environmental Enforcement Investigator.
- Assist the Environmental Enforcement Investigator in any way requested.
 - If the investigator asks that you collect a sample(s), get explicit instructions on:
 - What type of sample to take: (live, dead, crawling, etc.).
 - Where to collect (honey supers, brood nest, bottom board, ground, etc.).
 - Number and size of samples.
 - Handling procedures.
 - Paper work or records needed.

If the poisoning is malicious, in addition to the above, you should:

- Have the beekeeper file a complaint with DATCP ((608) 224-4529, DATCPpesticideinfo@wi.gov)
- Have the beekeeper contact his local law enforcement agency.
- Call the Madison office and request the assistance of an Environmental Enforcement Investigator.
- Assist the investigator upon request.
- Assistance to law enforcement or pesticide investigators is top priority.
- Keep your supervisor advised.
- Advise the beekeeper that regulatory duties are the lab's top priority and they are often backlogged. Any information regarding suspect chemicals will be of benefit to the lab. Do not make any statements that you cannot support in a court of law if called upon to do so.

ABANDONED APIARIES

Abandoned apiaries are not the responsibility of the Department. An abandoned apiary becomes the property and responsibility of the Land Owner. If someone reports an abandoned bee yard to you, if known, you can contact the land owner and ask if they are aware of the presence of bee hives on their property. You may offer inspection services to the land owner, but they are not required to be inspected. It is up to the land owner, or other interested party to verify that the hives are actually abandoned (via communication with the landowner and the county sheriff's dept., or the local gov't entity that may assist with due diligence). You may facilitate communication between the land owner and a beekeeper to come and remove the hives, but the Department has no authority over abandoned hives.

If it is somehow determined that the yard is harboring pests or pathogens injurious to honey bees, contact your Supervisor to determine further action.

SECTION VII

NATIONAL HONEY BEE HEALTH SURVEY PROTOCOL AND EXOTIC PESTS OF HONEY BEES

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PROTOCOL FOR NATIONAL HONEY BEE DISEASE SURVEY

SAMPLING WAX FOR PESTICIDE RESIDUE

EXOTIC PESTS AND DISEASES OF HONEY BEES