



State of Wisconsin
Governor Tony Evers

Department of Agriculture, Trade and Consumer Protection
Bradley M. Pfaff, Secretary

Renewal Instructions for the Wisconsin 2019 Pesticide Manufacturer and Labeler License

THIS DOCUMENT CONTAINS IMPORTANT CHANGES TO THE APPLICATION PROCEDURE FOR 2019

Please review this document carefully.

As a reminder, the Wisconsin State budget changed the fee structure for the Pesticide Manufacturer and Labeler Licenses beginning in the 2018 license year. **The changes replace the previous sales-based fee structure with a flat fee of \$500 per pesticide product.** As a result, Wisconsin will ***no longer collect estimated or actual gross sales*** into Wisconsin. Minimum Risk pesticides exempt from federal registration under FIFRA Section 25(b) will continue to have a registration fee of \$0 per product. No changes have been made to the Primary Producer Fee.

- **Special Information for registrants of Non-household Pesticides:**

For the 2019 license year the **surcharge holiday** for the Agricultural Chemical Cleanup Program (ACCP) surcharge on non-household pesticide products will remain in effect. Please be aware that this surcharge will vary between \$0 and \$30 in future years, depending on the ACCP Fund balance on May 1 of each year.

Wisconsin will no longer be charging the 0.80% of gross sales surcharge. You may no longer charge your dealers and distributors this fee for sales of pesticide products that occurred after October 1, 2017.

- **Special Information for registrants of Wood Preservative Pesticides:**

Pesticide products in the wood preservatives category now fall under the industrial pesticide category as the wood preservative category has been eliminated.

All pesticide products sold or distributed in Wisconsin must be 1) registered with the U.S. Environmental Protection Agency (EPA), 2) specifically exempted from EPA registration (for example: Section 18's or 25b's), or 3) registered by the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) under s. ATCP 29.72 to meet a special local need in Wisconsin (s. ATCP 29.05). In addition, no person may sell or distribute any pesticide in Wisconsin without first obtaining an annual license from DATCP and registering each pesticide product (s. ATCP 29.10, s. 94.68, Wis. Stats.). It is the responsibility of the person or firm whose name and address appears on the pesticide product label to obtain this license and register each product.

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Please read these instructions thoroughly before proceeding with your renewal.

Along with this document, you were sent your 2019 Pesticide Manufacturer and Labeler License Application and a pre-populated Pesticide Product Listing of all products actively registered in the 2018 license year. This document contains instructions for completing your 2019 Pesticide Manufacturer and Labeler License renewal on the forms provided. Please read below.

PAPER RENEWAL INSTRUCTIONS:

1. **Review your Pesticide Manufacturer and Labeler License Application** and make corrections to contact information as needed. Answer the questions and fill in the required information.
2. **Review your Pesticide Product Listing form.** This form shows ***only*** the 'Active' products that were registered in Wisconsin for the 2018 license year. Notify the Pesticide Product Registrar of any errors.
3. **To discontinue a product** in Wisconsin for 2019, mark the 'Discontinued' box on your Pesticide Product Listing. Wisconsin requires a one (1) year discontinuation, regardless of whether or not the product is in Wisconsin's channels of trade. Discontinued products brought into Wisconsin's channels of trade prior to January 1, 2019 may be sold until supplies are depleted. However, the re-introduction of a discontinued product(s) into Wisconsin's channels of trade on or after January 1, 2019 requires an 'Active' registration for that product(s).
4. **NO Reporting of estimated or actual gross sales.** Due to the 2018 state budget changes, the collection of 2018 actual gross sales and 2019 estimated sales is ***no longer*** required.
5. **To register a new pesticide product(s)** at the time of the license renewal, please complete a 'Wisconsin 2019 New Pesticide Product Registration Form' ARM-ACM-230 (or ARM-ACM-246 for FIFRA 25(b) Exempt products). This form can be found on our website by following the instructions on page 3. Enter the EPA Reg. No(s). and Brand Name(s) and return this form along with the Wisconsin 2019 Pesticide Manufacturer and Labeler License Application and the Pesticide Product Listing.

Note: A pesticide Brand Name means: Name(s) used by a manufacturer or labeler to uniquely identify its pesticide product(s), and is prominently displayed on its goods, in advertising, etc.

6. **Submit label(s)** as text-searchable PDF documents by e-mail to the secure email address: datcppesticideregistration@wisconsin.gov, or via ALSTAR. This process applies to any new or amended labeling for each product sold or distributed in Wisconsin as the label becomes available.

Please note that the Wisconsin Department of Agriculture, Trade and Consumer Protection no longer accepts product labels and supplemental materials submitted on CD.

7. **A 'Primary Producer'** as defined in s. 94.681(1)(e), Wis. Stats., means a person who manufactures an active ingredient that is used to manufacture or produce a pesticide. On your application form there are two questions to answer regarding Primary Producers. Answer these questions accordingly. The fee for Primary Producers is paid ***once*** annually.
8. **Calculate total licensing fees due** by totaling the column on the far right of the Pesticide Product Listing, plus registration fees of \$500 per product for any ***new*** pesticide products and the Primary Producer fee of \$150 (***only*** if this fee applies; see item number 7 above for details).

9. **To return the license application and payment by mail**, send your completed Wisconsin 2019 Pesticide Manufacturer and Labeler License Application and Pesticide Product Listing along with a check for the licensing fees calculated in step 8 made out to the **Wisconsin Department of Agriculture, Trade and Consumer Protection (WDATCP) no later than December 31, 2018** to:

Standard Mail

WDATCP
LOCKBOX 93598
MILWAUKEE, WI 53293-0598

Physical Address

WDATCP – LOCKBOX 93598
C/O US BANK
777 E. WISCONSIN AVE.
MILWAUKEE, WI 53202

Payments received after December 31, 2018 are subject to an additional 20% late fee.

To add products after the license renewal process, please visit our website at https://datcp.wi.gov/Pages/Licenses_Permits/PesticideManufacturingLabeling.aspx to obtain the correct form.

- On the right side of the page, open ‘Pesticide Manufacturer and Labeler license application and product registration form’ – this is a fillable Microsoft Word document.
- Complete and submit form ARM-ACM-230 (page 5) for product registration.

IMPORTANT: If you fail to register a pesticide with the Department at least 15 days prior to selling or distributing a pesticide in Wisconsin, your fee will be doubled.

Timeframe for Wisconsin’s Pesticide Product Renewals

- **DATCP sends out renewals October 26, 2018.**
- **Complete renewal forms and submit with payment and transmittal coupon on expiration notice to DATCP by December 31, 2018.**
- **A Wisconsin Pesticide Manufacturer and Labeler License will be mailed in early 2019.**

If you have any questions, please contact:

Monica Sipes
Pesticide Product Registrar
(608) 224-4536
Email: DATCPPesticideRegistration@Wisconsin.gov