



State of Wisconsin
Governor Scott Walker

Department of Agriculture, Trade and Consumer Protection
Sheila E. Harsdorf, 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.

New for 2019: *The renewal process for Wisconsin Pesticide Manufacturer and Labeler Licenses may now be completed online!* Please review the instructions contained within this document and on the enclosed expiration notice for further information. A video of the online renewal process is available on our website at https://datcp.wi.gov/Pages/Licenses_Permits/PesticideManufacturingLabeling.aspx. If you do not wish to renew this license online, please contact the Pesticide Product Registrar at 608-224-4536 or datcppesticideregistration@wisconsin.gov to receive a paper or electronic copy of your application with a pre-populated product listing which can be returned to the Department by mail.

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.

Enclosed is your 2019 Pesticide Manufacturer and Labeler License expiration notice. This notice contains instructions for completing your 2019 Pesticide Manufacturer and Labeler License renewal. For further instruction on completing the renewal process online, please read below. Instructions for completing and returning paper applications will be sent upon request for a paper application only.

ONLINE RENEWAL INSTRUCTIONS:

****Please note, if you will be completing renewals for more than one Wisconsin 2019 Pesticide Manufacturer and Labeler License, the Department's online renewal portal, MyDATCP, will not allow multiple licenses to be renewed using the same email address. To complete each license renewal, a unique email address will need to be used, or the renewals can be completed on paper****

1. **Navigate to the Department's online renewal portal** <https://mydatcp.wi.gov/> and click 'Registration' under 'If you received an Expiration Notice from DATCP with a PIN...' in the center of the screen.
2. **Enter the required information** including the email address you would like to register to complete this license's renewal, a password, and the unique PIN provided on your expiration notice.

Please keep track of your password, as Department staff do not have access to this information.

3. **You will be taken to your MyDATCP 'My Services' tab.** Click the 'ReApply Now' link next to the listed Pesticide Manufacturer and Labeler license number. Click 'Continue' to begin your renewal.
4. **You will be taken to the 'Applicant' screen.** Verify that the **Company's** name and address information is correct on this page, or make changes as needed. Enter the 'Formation State' and 'Formation Country' information. ***For internationally-formed companies, formation information is not listed in our current system. You may enter 'Wisconsin' as the Formation State and 'USA' as the Formation Country as placeholders until the system can be improved for our international customers.*** Click 'Next' to continue.
5. **You will be taken to the 'Addresses and Contacts' screen.** On this page, verify that **your name and mailing address** to which the license and future communications will be sent under 'My Contacts' is correct. No information is needed under 'Additional Addresses'. If the contact information listed is outdated or incorrect, click 'Remove' then 'Add' to add **your name** and new address information. Click 'Next' to continue.
6. **You will be taken to the 'This License' screen.** On this screen, verify that the company's DBA (if applicable) is correct, and also verify that the name listed under the 'License Contacts' heading is correct for the individual the license will be **mailed to**. If the contact listed is incorrect, click 'Remove' then 'Add' to add your information that was entered on the previous screen. ***Make sure the 'Send Material' checkbox is checked, or the license and other communication materials will not be sent.*** Only change the information displayed in the 'Send License To' dropdown menu if you want **duplicate** materials sent to the company's **business location**. Click 'Next' to continue.
7. **You will be taken to the 'Products Listing' screen.** Verify that all pesticide products listed under 'Existing Products Listing' are correct with regard to Brand Name, EPA Reg. No., Product Type, and whether the products is classified as 'Restricted Use'. If you wish to discontinue a product(s), check the corresponding box(es) in the right-hand 'Discontinue' column.
8. **To add new products,** click the 'Add Product' button beneath the 'New Products Listing' heading and enter the Brand Name, Product Type, EPA Reg. No., and whether the product is classified as 'Restricted Use'. Click 'Save' to add the new product to the list.

9. **Submit label(s)** online by clicking the 'Update Label' or 'Upload Label' buttons corresponding with each product. **Only text-searchable PDF format labels are accepted.** This process applies to labels for any new products and labels for previously registered products which are sold or distributed in Wisconsin. When finished with all pesticide product information, click 'Next' to continue.
10. **You will be taken to the 'License Detail' screen.** Verify that the EPA Registrant/Subregistrant Number listed is correct, and that the answers to the Yes/No questions are correct. The answers to these questions determine whether the company is considered a 'Primary Producer'.
11. **'Primary Producer'** as defined in s. 94.681(1)(e), Wis. Stats., means a person or firm who manufactures an active ingredient that is used to manufacture or produce a pesticide. Answer these Yes/No questions accordingly. The fee for 'Primary Producers' is paid once annually. Click 'Next' to continue.
12. **You will be taken to the 'Review' screen.** Verify that all of the information entered on previous screens is correct, and then click 'Sign Electronically' to approve your online application. After entering your Signature, Title, Email, and the Date, click 'Submit'.

The application will be finalized after this point and cannot be changed.

13. **The invoice for your 2019 licensing fees** will be displayed. Click 'Make Payment' to pay online immediately in US Bank's online portal via credit card (additional fees apply) or ACH transfer. Otherwise, click 'Print Invoice' at the top right of the page to print a paper copy. The invoice will remain available to view and print in your 'My Invoices' tab at the top of the page. You may 'Log Off' at any time.

You may also pay online later by visiting <https://mydatcp.wi.gov/> and clicking 'Pay Online' at the top left of the screen. Enter the payment code found on the top right of the invoice and click 'Next' to continue to the payment portal.

14. **To return payment by mail,** send the transmittal coupon attached to the bottom of your printed invoice along with a check for the listed licensing fees 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

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 online and submit application with payment 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