



State of Wisconsin
Governor Tony Evers

Department of Agriculture, Trade and Consumer Protection

TO: Wisconsin Commercial Feed Licensees

FROM: Commercial Feed Program, Bureau of Agrichemical Management

SUBJECT: Annual Commercial Feed License Renewal and Tonnage Inspection Fee Report

An online Annual Commercial Feed License and Annual Feed Tonnage Report option is now available. There is also a change to the tonnage reporting requirement and a new mailing address.

Your license number will change to a six digit number (e.g. 654321) once your renewal is processed. This replaces the previous 31-012345-012345 license number format.

Enclosed:

- (a) MyDATCP PIN number for accessing your license and tonnage information online
- (b) Commercial Feed License Renewal Application – DUE February 28th
- (c) Tonnage & Inspection Fee Report – DUE February 28th

Online Applications

- Renewal materials and payment may be submitted online through the <https://mydatcp3.wi.gov/>
- If you are a representative, or have a representative, that will be completing the license applications on behalf of the license holder, please contact the department at datcpfeedlicense@wisconsin.gov or call (608) 224-4537 so we can provide you online access.

Renewal Materials

- License
 - Complete one license application form for every Wisconsin premises, plus one license application form for out-of-state premises.
- Tonnage
 - A separate tonnage report is required for each license, not one tonnage report per company as previously done.
 - Inspection fees are due on each tonnage report: \$50.00 or \$0.25 per ton of feed distributed in or into Wisconsin, whichever is greater.
- Payment
 - Late fees apply to license fees and to tonnage fees if the fee payment is postmarked after February 28th.

Hard copy (paper) submissions

- **New mailing address** – WI DATCP, Box 93598, Milwaukee WI 53293-0598
- Tonnage report and license application, with original signature, is required.
- Submit payment and applicable forms together. Payments received separately from the license and/or tonnage form will delay processing.

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Canceling a License and Final Tonnage Payment

Tonnage reports are filed at the end of the calendar year; therefore, a tonnage report is required for firms cancelling their license at the end of the license year. Submit a final tonnage report and applicable fee. Indicate “CANCEL LICENSE” on the license renewal form, and do not remit a license application fee.

Change in Ownership

Feed licenses are non-transferrable. A change in ownership requires the new owner to complete and submit a new commercial feed license application and license fees. A new license number will be issued. The current licensee is required to send in a completed tonnage report and fee, even if sales/distributions totaled zero. Indicate “CANCEL LICENSE” on the license renewal form for the former owner.

Name Change

If the business name changed, but the ownership has not, please indicate the name change on the license renewal form. A new license number will be issued and the records amended.

An Annual Wisconsin Commercial Feed License is Required to:

Manufacture or distribute commercial feed, including dog and cat food and treats, or feed ingredients in or into Wisconsin. “Manufacture” means to mix, blend, process, package or label commercial feed. A person paid by the final retail purchaser of a mill-formulated feed to provide specifications for that feed is engaged in manufacturing, labeling, or distributing a commercial feed.

- In-state manufacturers or distributors – one license and fee for each Wisconsin site with manufacturing, labeling, or distribution activity.
- Out-of-state manufacturers, distributors or labelers with no established place of business in Wisconsin – one license and fee covers all out-of-state sites.
- Out-of-state business with one or multiple sites in Wisconsin with manufacturing, labeling, or distribution activity – one license and fee for each Wisconsin site, plus one license and fee for all out-of-state sites.
- Nutritionists that label feed or manufacture feed, including premixes – one license and fee.

No license is required for entities distributing only:

- Packaged commercial feed in the original package(s) of a Wisconsin licensee, with that licensee's original label, this is considered “retail sales”.
- Bulk commercial feed in the form received from, and as labeled by, a Wisconsin licensee.
- Feeds custom-mixed at the request of the final purchaser at retail, using commercial feeds obtained from Wisconsin-licensed suppliers.
- Nutritionists that only formulate feed, and do not label feed or manufacture feed.

Resources Available at https://datcp.wi.gov/Pages/Programs_Services/LivestockFeedPetFood.aspx

- Online licensing instructions
- Tonnage Reporting Guidance: Frequently Asked Questions and Decision Tree
- Instructions for Completing the Tonnage Form (Electronic or Hardcopy)
- Microsoft Excel® Tonnage Form that calculates totals and fees
- Blank license applications and tonnage forms
- List of currently licensed feed facilities

Contacts

- Licensing and tonnage questions (608) 224-4537 or email datcpfeedlicense@wisconsin.gov
- Label, inspection, or sampling questions (608) 224-4539 or email datcpfeed@wisconsin.gov