



State of Wisconsin
Governor Tony Evers

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

DATE: December 2018
TO: Wisconsin Commercial Feed Licensees
FROM: Commercial Feed Program, Bureau of Agrichemical Management
SUBJECT: 2019-2020 Annual Commercial Feed License Renewal and Tonnage Inspection Fee Report for 2018

Please find enclosed:

- (a) 2019-2020 Commercial Feed License Renewal Application – DUE February 28, 2019
- (b) 2018 Tonnage & Inspection Fee Report – DUE February 28, 2019

****IMPORTANT CHANGES****

- Tonnage reporting
 - Inspection fees are \$50.00 or \$0.25 per ton of feed distributed in or into Wisconsin, whichever is greater.
 - Exempt buyer status licenses eliminated.
 - Credits for prepaid purchases, exempt buyer sales/purchases, and out of state distributions no longer required to be reported.
 - Invoices no longer required to display “inspection fees [are/are not] paid.”
 - Only report tons of feed and feed ingredients that you are the first to distribute in or into Wisconsin.
- Hard copy Tonnage Form
 - Itemize the tonnage by Wisconsin location on page 1.
 - Submit one grand total for tonnage distributed from out of state facilities on page 1.
 - Report tonnage by product type and/or species type on page 2.
 - Credit reporting tables removed from the form.
- Tonnage Form available in Microsoft Excel® that will automatically calculate the total tonnage, inspection fees and late fees. Download the form online:
https://datcp.wi.gov/Pages/Programs_Services/CommercialFeedLicensingFormsandTonnageReporting.aspx.

Note: Hard copy (paper) submittal, with original signature, required.

2019-2020 Commercial Feed License

- License Cancellation

Facilities planning not to renew the commercial feed license are still required to send in the completed tonnage report with the inspection fees for 2018 feed distributed in or into Wisconsin, even if distributions totaled zero. Please be sure to indicate “CANCEL LICENSE” on the license renewal form.

- Change in Ownership

A change in ownership requires the new owner to complete and submit a new commercial feed license application and license fees, for a new license number. Note: Feed licenses are non-transferrable. The current licensee is still required to send in a tonnage report with the inspection fees for the previous year’s feed tonnage even if sales/distributions totaled zero in 2018. Please be sure to indicate “CANCEL LICENSE” on the license renewal form.

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- Name Changes

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 renewal records amended.

- Activities Requiring a Wisconsin Commercial Feed License

Entities in need of a license include:

- Any manufacturer, labeler, or distributor distributing commercial feed or feed ingredients in or into Wisconsin.
- Manufacturers or distributors with no established place of business in Wisconsin, distributing commercial feed into Wisconsin (one license and fee covers all out-of-state sites).
- Labelers with no established place of business in Wisconsin, who distribute commercial feed into Wisconsin (one license and fee covers all out-of-state sites).
- A firm with one or multiple out-of-state sites and just one in-state site (one license and fee for all the sites).
- A firm with one or multiple out-of-state sites and multiple sites in Wisconsin (one license and fee for all out-of-state sites, plus an additional license and fee for each Wisconsin site with manufacturing, labeling, or distribution activity).
- Nutritionists (unless employed by a Wisconsin-feed-licensed company).

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.

Resources Available Online (<https://datcp.wi.gov>)

- Tonnage Reporting Guidance: Frequently Asked Questions
- Summary of the changes that were effective January 1, 2018
- Microsoft Excel® Tonnage Form that automatically calculates totals and fees
- YouTube® video of Tonnage Requirements
- Blank license applications and tonnage forms
- List of currently licensed feed facilities

Contact

Direct questions regarding licensing or tonnage to (608) 224-4537 or email datcpfeedlicense@wisconsin.gov.

Direct questions related to labels, inspections, or sampling, to (608) 224-4539 or email datcpfeed@wisconsin.gov.