



State of Wisconsin
Governor Tony Evers

Department of Agriculture, Trade and Consumer Protection

January 22, 2020

To: Firewood Dealer Applicants
From: Division of Agricultural Resource Management, Bureau of Plant Industry
Re: Certified Firewood Dealer Application

Enclosed is a certified firewood dealer application. Firewood dealer certification may allow persons or businesses to sell cut firewood to consumers planning on entering Wisconsin state lands, or to sell firewood directly to the state lands. Certification also allows a firewood dealer to safely move firewood anywhere in Wisconsin.

A firewood dealer is a person or business that annually sells or distributes at least 20 cords (2,000 bundles) of firewood in this state, and whose primary business location is in Wisconsin. Prior to certification, the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) will inspect all sites where firewood is held and treated by the applicant. Firewood dealer certification is voluntary, and the annual fee for this certification is \$50.00. Certificates expire one year from the date issued.

Once approved, all certified firewood dealers must list their assigned certification number on the label of the firewood bundle or other firewood packaging. The label or packaging must also state that the firewood has been treated, the method of treatment, and the county of origin. For questions on proper firewood labeling, call (608) 224-4942.

Instructions for Completing the Application

Fill out the form completely and accurately. Failure to do so will delay the processing of your application.

Section 1: Is the legal entity information. If you are a sole proprietor or individual doing business, check the box marked "Individual" and complete the first section using your personal information. If you have a corporation, LLC, legally formed partnership, or other business entity, check the appropriate box and list the state in which the business was formed. We may contact you to obtain verification of legal entity status. Also, list all trade names or business names under which your firewood is sold or distributed in Wisconsin.

Section 2: List all locations where your firewood is sold, and the number of cords distributed to each location annually. There is a total annual minimum of 20 cords to qualify for firewood dealer certification. In this area, include locations to which you directly sell the firewood, and locations to which you distribute firewood for resale. If you sell firewood to the headquarters of a mass merchandiser or chain store, you need only list the main office information. There are two spaces for this information on the front side of the form and an additional five spaces on the back side of the form. You may also attach additional sheets if needed.

Section 3: List all sources or persons from whom you obtain wood that you process for eventual sale as firewood. If you have no sources other than yourself, write "SELF" or your business name, and complete the address information. There is additional space for additional sources on the back of the form if needed. In Section 3A, you should list the types of wood that you sell by percentage. The total for all fields must equal 100%.

Section 4: The checkboxes represent the acceptable methods of firewood treatment, at least one of which you must select to become certified. You may select more than one method if applicable. To determine if an alternate method of treatment is acceptable, or for any questions or concerns, contact Timothy Allen at (715) 891-8158 or timothy.allen@wisconsin.gov.

Section 5: Explain why you wish to obtain certification.

Lastly, sign and date the form and mail it to the address stated on the application.

Allow for 6-8 weeks for your application to be processed. If your application is approved, program staff will contact you to schedule a site visit. In order to become certified, you must pass an inspection of your facility and treatment methods. If you are approved for acceptance to the program, DATCP will bill you \$50 for the annual certification fee. You will receive your certificate after payment is received.

Wisconsin - America's Dairyland

2811 Agriculture Drive • PO Box 8911 • Madison, WI 53708-8911 • Wisconsin.gov

An equal opportunity employer



Wisconsin Department of Agriculture, Trade and Consumer Protection
 Division of Agricultural Resource Management – Bureau of Plant Industry
 P.O. Box 8911, Madison WI 53708-8911
 Phone: (608) 224-4500 Fax: (608) 224-4656

Wisconsin Certified Firewood Dealer Application

(Sections 93.06 (1p), 93.07 (12), and 94.01, Wis. Stats., Section ATCP 21.20, Wis. Admin. Code)

SECTION 1 – BUSINESS INFORMATION

Mailing address (if different than business headquarters address):	Legal Business Name:	
	"Doing Business As" Name or Trade name:	
	Business headquarters mailing address:	
	Business headquarters city/ state/ ZIP:	County:
Phone number:	Fax number:	Email address: Contact person:
Business type (check one): <input type="checkbox"/> Individual(s)/Sole Proprietor <input type="checkbox"/> Co-operative <input type="checkbox"/> Corporation State of Incorporation (if corporation) _____ <input type="checkbox"/> Legal Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Other (please describe): _____		

SECTION 2 – WOOD SALES Please list all locations in Wisconsin where your firewood is sold or distributed, and annual volume of firewood. Use page 2 if needed.

Location 1 - Location Name:	Location Address:	Location City/State/Zip:	County:
Phone:	Contact Person/Title:	Annual Volume of wood (20 cord/2000 bundle total minimum):	
Location 2 - Location Name:	Location Address:	Location City/State/Zip:	County:
Phone:	Contact Person/Title:	Annual Volume of wood (20 cord/2000 bundle total minimum):	

SECTION 3 – WOOD SOURCES Please list all sources, if any, from which you obtain wood for eventual sale or distribution. Use page 2 if needed.

Source 1 – Person or Business Name:	Address:	City/State/Zip:	County:	Phone:
Source 2 – Person or Business Name:	Address:	City/State/Zip:	County:	Phone:

SECTION 3A – WOOD TYPES Please indicate by percentage the wood types which you sell or distribute.

Hardwoods: _____%	Conifers: _____%
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SECTION 4 – TREATMENT METHODS Please check the appropriate box(es):

I hereby declare that all firewood is treated with at least one of the following methods prior to sale or distribution in Wisconsin:

- Each piece of firewood is heat treated to a temperature of at least 140° F (60° C) at the center of each piece, and is maintained at that temperature for at least 60 minutes.
- The firewood is stored on the firewood dealer's premises for at least 2 years before sale or distribution.
- The firewood is treated in a manner approved, in writing, by the Wisconsin Department of Agriculture, Trade and Consumer Protection, to kill all pests that may inhabit the firewood.

Please do not send payment with this application. Certification is based on an official inspection of the proposed treatment process. Applicants will be invoiced for the annual fee following inspection.	Mail completed application to:
By signing below, I certify that all information I have provided is true and accurate, and I agree to notify the Department if my declaration above changes or is no longer accurate.	WDATCP Firewood Program
Signature of Applicant or Authorized Representative	P.O. Box 8911
Title	Madison, WI 53708-8911
Date	

If at any time, before or after certification, the information provided on this form is no longer accurate, the firewood dealer must notify DATCP. DATCP also retains the right to withdraw certification if the applicant materially misrepresents any information on the application, or fails to honor any of the commitments made on the application. Certification does not warranty, by the Department or the State of Wisconsin, that firewood is free of pests. Application of method(s) of certification remains the responsibility of the firewood dealer.



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(Sections 93.06 (1p), 93.07 (12), and 94.01, Wis. Stats., Section ATCP 21.20, Wis. Admin. Code)

SECTION 2 – WOOD SALES (continued)

Please list all locations in Wisconsin where your firewood is sold or distributed, and annual volume of firewood.

Location 3 - Location Name:	Location Address:	Location City/State/Zip:	County:
Phone:	Contact Person/Title:	Annual Volume of wood (20 cord/2000 bundle total minimum):	

Location 4 - Location Name	Location Address:	Location City/State/Zip:	County:
Phone:	Contact Person/Title:	Annual Volume of wood (20 cord/2000 bundle total minimum):	

Location 5 - Location Name:	Location Address:	Location City/State/Zip:	County:
Phone:	Contact Person/Title:	Annual Volume of wood (20 cord/2000 bundle total minimum):	

Location 6 - Location Name:	Location Address:	Location City/State/Zip:	County:
Phone:	Contact Person/Title:	Annual Volume of wood (20 cord/2000 bundle total minimum):	

Location 7 - Location Name:	Location Address:	Location City/State/Zip:	County:
Phone:	Contact Person/Title:	Annual Volume of wood (20 cord/2000 bundle total minimum):	

SECTION 3 – WOOD SOURCES (continued)

Please list all sources, if any, from which you obtain wood for eventual sale or distribution.

Source 3 – Person or Business Name:	Address:	City/State/Zip:	County:	Phone:
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Source 4 – Person or Business Name:	Address:	City/State/Zip:	County:	Phone:
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Source 5 – Person or Business Name:	Address:	City/State/Zip:	County:	Phone:
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Source 6 – Person or Business Name:	Address:	City/State/Zip:	County:	Phone:
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Source 7 – Person or Business Name:	Address:	City/State/Zip:	County:	Phone:
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SECTION 5 – PURPOSE OF CERTIFICATION

Please check all that apply.

<input type="checkbox"/> Movement out of quarantine.	<input type="checkbox"/> Preparation for future quarantine.	<input type="checkbox"/> Distributing firewood to state lands.
<input type="checkbox"/> Advertising benefit.	<input type="checkbox"/> Retail sales - Wood can move anywhere in state.	<input type="checkbox"/> Other: _____

Comments:

Personal information you provide may be used for purposes other than that for which it was originally collected (Sec. 15.04 (1)(m), Wis. Stats.)