



Wisconsin Dept. of Agriculture, Trade and Consumer Protection
Division of Agricultural Resource Management
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Wisconsin Restricted Use Pesticide Dealers and Distributors Annual Reporting

Each location holding a Wisconsin Dealer/Distributor of Restricted Use Pesticide license must file an annual report as per Wis. Admin. Code s. ATCP 29.15(9). Report information relevant to your pesticide suppliers and the pesticides you distributed between October 1, 2020 and September 30, 2021.

The report is due October 30, 2021.

Electronic Reporting – Electronic reporting via excel is preferred, yet DATCP will continue to accept paper reporting forms. You may submit electronic reports using the Excel template available on the DATCP website at [https://datcp.wi.gov/Pages/Licenses Permits/RestrictedUseDealer.aspx](https://datcp.wi.gov/Pages/Licenses%20Permits/RestrictedUseDealer.aspx), OR you can import your information into an Excel file that uses identical column heading names.

- 1) Download the Excel template, or create your own using the required column headings identified below.
- 2) Report suppliers and pesticides in separate sheets (tabs) in your Excel file.
- 3) Provide data for each required field.
- 4) Name the Excel file with this format: *business name _ license number*
- 5) Email the completed file to datcprupdealerreporting@wisconsin.gov. Use an email subject line: **2021 your business name and license number**. In the body of the email, include contact information.

Pesticide Suppliers	
Column heading	Information to report
Business Name	<ul style="list-style-type: none">• Name of each pesticide manufacturer, distributor, or dealer from whom you received pesticide that you distributed• Do not include a supplier if you returned the entire amount of product delivered to you.
Street Address	Street address or P.O. box of supplier
City	City of supplier
State	Enter two-letter state abbreviation, e.g. WI for Wisconsin
Zip	Zip code of supplier

Pesticide Products Distributed For Use In Wisconsin	
<ul style="list-style-type: none"> • Report both general-use and restricted-use pesticides. • Include pesticides you custom applied for customers, unless the customer purchased the pesticide from another vendor 	
Column heading	Information to report
Trade Name Product Name	Enter the trade name or product name, e.g. Atrazine 4L Herbicide MAKE SURE ALL PRODUCTS ARE SPELLED CORRECTLY
EPA Registration #	Only enter the numbers, e.g. 34704-69
Product Manufacturer	Enter business name, e.g. Loveland Products Inc
Amount	Report the total volume of each pesticide distributed to end users in Wisconsin. Only enter numbers in this column e.g. 2.5; enter the unit in the amount measurement column.
Amount Measurement	Enter unit abbreviation, e.g. gal, lbs, oz DO NOT SUBMIT: box, bottle, etc.
RUP	Identify which products are a RUP by Y = yes RUP, N = not RUP
DO NOT REPORT PESTICIDE <ul style="list-style-type: none"> • Distributed for use outside of Wisconsin. • Sold or transferred to a licensed dealer/distributor. • Returned to your supplier, or remaining in your inventory. • Pricing/revenue or customer contact information. • Individual restricted-use pesticide sales records, keep these at your dealership. 	

Paper Reporting

Contact the Pesticide Certification and Licensing Program at datcprupdealerreporting@wisconsin.gov or (608) 224-4551 to request paper forms, or download the form from [https://datcp.wi.gov/Pages/Licenses Permits/RestrictedUseDealer.aspx](https://datcp.wi.gov/Pages/Licenses_Permits/RestrictedUseDealer.aspx)

Want to receive electronic RUP Dealer Licensing communications? Send your email address, name of dealership and license number to the DATCP Pesticide Certification and Licensing Program datcprupdealerreporting@wisconsin.gov