



PLANT  
INDUSTRY

SOD PROGRAM

Wisconsin Department of Agriculture, Trade and Consumer Protection



<b>Revision History</b>		
Revision Date	Author/Title	Description of Changes
1/16/2018	Liz Meils	New document creation

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## I. Purpose

As a service to the Wisconsin Sod Producers Industry and in meeting the inspection requirements of Illinois, Indiana, Minnesota and Michigan, the Sod program is in place to facilitate the inspection, certification and movement of sod across state lines.

The basis of this program is Wisconsin Administrative Code; specifically chapter ATCP 21.05

This document describes the steps performed in the Sod Program.

## II. Scope

The steps described in this document are to assist the sod program lead and inspectors performing sod inspections.

## III. Prerequisites

### A. Reference material

1. DATCP PIB Plant Protection Uniform Enforcement Guide - <I:\darm\pi\Enforcement\Enforcement Guide>
2. Lab sample protocol - <I:\darm\pi\PIB-LAB\Forms\ARM-PI-247-instructions2016>

### B. Tools

1. Cell phone with camera & GPS
2. Hand lens
3. Shovel
4. Plastic sample bags of various sizes
5. Garbage bags
6. Bleach or other disinfectant, disinfectant wipes
7. Vials and jars for insect samples
8. High-visibility safety vest
9. Reference books
10. Clipboard

### C. Forms

1. Assigned Inspection Report forms
  - a. Sod Grower Inspection Report
2. Lab forms - <I:\darm\pi\PIB-LAB\Forms\ARM-PI-247-PIB-LAB-Sample-form>

## IV. Responsibilities

### A. Sod Program Lead

1. Provide sod growers with information about new pests, state laws and regulations.
2. Create inspection reports in Access; print



3. Organize sod inspection reports and assign inspections to inspectors
4. Invoice inspections and Plant Health Certificates through PeopleSoft
5. Issue Plant Health Certificates as requested
6. Issue Japanese Beetle Compliance Agreements as requested

**B. Inspectors**

1. Inspect annually all sod growers requesting an inspection
2. Inform growers of lab results
3. Provide outreach and educational materials to growers

**V. Procedures**

**A. Sod Program Lead**

1. In September, mail letter and Application for Inspection to interested sod growers
2. Prior to October 15, program generates and prints sod inspection reports. Program lead organizes and distributes to inspectors. Inspection reports are organized by county.
3. After the inspection is complete, generate invoices in PeopleSoft, process payments
4. Issue PHC by Dec. 31 for spring shipments

**B. Sod Inspectors**

1. Recommended steps and procedures for sod inspections:
  - a. Verify directions to location and GPS coordinates are current. Update as needed. Save waypoint using the GPS app if coordinates are inaccurate. (see [GPS Collection instructions](#))
  - b. Sod is inspected for general pest, diseases, and plant health.
    - a. Identifiable insects, diseases, or abiotic problems are written on the inspection report, with the incidence and severity noted.
      - a. Some pests and diseases require Regulatory Action (See the [Uniform Enforcement Guide](#))
    - b. If an unknown disease or insect is found or a grower requests it, a sample is taken, bagged, labeled, a lab report filled out, and sent to the PIB lab for diagnosis. Tools used to obtain sample are disinfected. When diagnosis is complete, lab personnel will send the completed diagnosis to the submitting inspector and sod program lead. The inspector notifies the grower of the results and any resulting regulatory actions that must occur.
  - c. Sod inspection reports are signed by all inspectors participating in the inspection, dated and returned to the sod program lead.
    - a. The original white copy is kept on file at DATCP, the second yellow copy is given to the grower and the third pink copy is kept by the inspector.
  - d. Become familiar with each business operation so as to identify any compliance agreements that may be needed.
2. Mid-October – December 1 is the optimal time to inspect sod growers



- a. If samples are collected September – October, samples should be taken at a depth of 4-6"; if samples are collected November – December, samples should be taken at a depth of 8".
- b. If total acreage to be inspected is less than 100, for every 10 acres of sod, take roughly 5 randomly selected samples to inspect for grubs.
- c. If total acreage to be inspected is 100 or greater, for every 100 acres of sod, take roughly 25 randomly selected samples to inspect for grubs.
  - i. Extract 1'x1' sod "squares" to the recommended depth.
  - ii. Shake off soil and inspect loose soil and root zone for grubs

**C. Plant Health and Phytosanitary Certificates**

1. Any sod producer planning to move sod across state lines should purchase from the department, and include with each shipment, a Plant Health Certificate (PHC). A Plant Health Certificate is an optional, reproducible document which can and should be sent with plant shipments that travel outside of Wisconsin. Many states require this certificate and will destroy, detain or refuse plants or plant material that is not accompanied by a PHC. Although we do not require this certificate, we strongly recommend obtaining one if a sod producer is shipping sod out of Wisconsin.
2. PHCs are issued to sod producers once they have been inspected and who are apparently free of quarantine pests and diseases. An applicant can request and purchase a PHC on yearly sod inspection application. The sod program manager processes and issues the PHCs along with the annual sod inspection application. PHCs are a flat fee of \$50 and are valid for one year.
3. Phytosanitary certificates are issued to growers who apply via PICT.



<i>Title: Sod Program</i>	
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Date:	01/16/18
Approver	
Name/Title:	Shahla Werner/Plant Protection Section Chief
Signature:	
Date:	



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 Bureau of Plant Industry  
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For Department Use
Amt. Rec'd
Date
Receipt No.
PHC Issued

## 2019 Sod Inspection Application

(Wis. Statutes Ch. 94.01, Section ATCP 21.05, Wis. Admin. Code)

MAILING ADDRESS

[  
 Sod grower  
 DBA  
 Mailing address  
 Mailing address  
 ]

Yes  No  Address Change

Yes  No  I would like a Plant Health Certificate (PHC) for a fee of \$50.00. (A PHC is a reproducible document which can and should be sent with plant shipments that travel outside of Wisconsin. Many states require this certificate and will destroy, detain or refuse plants or plant material that is not accompanied by a PHC. Although we do not require this certificate, we strongly recommend obtaining one if you are shipping sod out of Wisconsin.)

IF YOUR ADDRESS HAS CHANGED, MAKE CORRECTIONS ABOVE

CHECK ONE:	INDIVIDUAL <input type="checkbox"/>	CORPORATION <input type="checkbox"/>	PARTNERSHIP <input type="checkbox"/>	LLC <input type="checkbox"/>	OTHER <input type="checkbox"/>
DOING BUSINESS AS OR TRADE NAME			PHONE		
APPLICANT'S SIGNATURE			DATE		

In the future, please communicate with me at this email address:

**Indicate the total acres\* to be inspected by DATCP:**

Provide sod growing locations:

COUNTY	TOWNSHIP	TOWN	RANGE	SECTION	ACRES:
Field address or exact road directions (from nearest community to turf growing location):					

List addresses or directions to other growing locations:

COUNTY	TOWNSHIP	TOWN	RANGE	SECTION	ACRES:
Field address or exact road directions (from nearest community to turf growing location):					

**MAIL COMPLETED APPLICATION TO:** Plant Industry Bureau – DARM – Liz Meils  
 Wisconsin Department of Agriculture  
 PO Box 8911  
 Madison WI 53708-8911

**OR EMAIL COMPLETED APPLICATION:**  
[elizabeth.meils@wi.gov](mailto:elizabeth.meils@wi.gov)

***Turf growing locations continued....***

List addresses or directions to other growing locations:

COUNTY	TOWNSHIP	TOWN	RANGE	SECTION	ACRES:
<i>Field address or exact road directions (from nearest community to turf growing location):</i>					

List addresses or directions to other growing locations:

COUNTY	TOWNSHIP	TOWN	RANGE	SECTION	ACRES:
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<i>Field address or exact road directions (from nearest community to turf growing location):</i>					

*\*Inspection cost is \$1.50 per acre (\$50 minimum fee)*

