



State of Wisconsin  
Governor Tony Evers

## Department of Agriculture, Trade and Consumer Protection

TO: Wisconsin Soil or Plant Additive Licensees

SUBJECT: SOIL OR PLANT ADDITIVE LICENSE RENEWAL AND TONNAGE REPORT

Enclosed are the soil or plant additive license renewal application, commercial tonnage report forms, and annual soil or plant additive permit listing for all active product permits your company holds.

- Your current license expires on **September 30<sup>th</sup>**.
- You must mail a completed license application form, a completed tonnage report, a check for the required fees by September 30<sup>th</sup>.
- Manufacturing or distributing soil or plant additives in Wisconsin without a Soil or Plant Additive License is a violation of Wisconsin Law, and subjects you to enforcement action.
- If you will not be renewing your fertilizer license, please return the following:
  - Tonnage report and tonnage fees for July 1 through June 30
  - The license renewal form stating the reason why you are not renewing your license (e.g. No longer in operation, change of ownership)

*If the company's legal entity status or business name changes:*

- Contact DATCP to determine if new Soil or Plant Additive permits are required.
- Products permitted under a former company name or license number are not valid.
- Licenses are non-transferable to other persons (entities) or different locations.

*If the company's manufacturing location(s) change:*

- A separate license is required for each manufacturing facility that is located in the state of Wisconsin.
- Any changes to a manufacturing facility's address in Wisconsin must be submitted to DATCP.
- Any additional manufacturing plants located in Wisconsin may not begin operating during the license year without obtaining an additional license and payment of an additional license fee.

*Wisconsin - America's Dairyland*

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An equal opportunity employer

### Confidential Soil or Plant Additive Tonnage Report Form Information

Complete the tonnage report for all Soil or Plant Additives and Fertilizer/Soil or Plant Additive combination products distributed between the period of July 1 through June 30. The fee is \$0.45 per ton for each product distributed in the state.

- If you did not distribute Soil or Plant Additive Products in Wisconsin for this timeframe, you must still sign and return the report showing zero tons and note the reason for no sales/distribution.
- **A minimum tonnage fee of \$27.00 is due for distribution of up to 60 tons of Soil or Plant Additive Product(s)**

Incomplete applications and tonnage reports will delay the issuance of your Soil or Plant additive License and may subject you to late penalty fees.

Incomplete or erroneous tonnage reporting may subject the licensee to an audit by the department.

### Product Permit Listing

A listing of your company's products with active Soil or Plant Additive permits is included. Failure to return the **completed** and **signed** listing will delay your license renewal.

- Circle Active for each product that the company will continue to sell or distribute.
- If a product will no longer be sold or distributed in Wisconsin, indicate that the company wishes to voluntarily surrender that product by circling discontinued.

### *New products and/or revised product labels:*

- Complete a new Soil or Plant Additive permit application form and provide the label for each new product that your business wishes to sell or distribute in Wisconsin.
- If the label for a permitted product was revised by changing a product name, formulation, active ingredients, or use directions, you must submit a new permit application, label and fee for an amended permit to be issued.
- Application forms may be downloaded at the department's web site: <http://datcp.wi.gov>

Late Fee Penalties – License renewal applications and tonnage reports postmarked after September 30<sup>th</sup> are subject to late fees. This includes incomplete renewal applications and tonnage reports that were sent back for revisions, completed and postmarked after September 30<sup>th</sup>.

- License Late Fee – \$5.00
- Tonnage Late Fee – \$10.00 or 10% of the total tonnage fee due, whichever is greater

CONTACTS	
Phone Number	(608) 224-4537
E-Mail Address	DATCPFert@wisconsin.gov
Web Address	<a href="http://datcp.wisconsin.gov">http://datcp.wisconsin.gov</a>



Wisconsin Dept. of Agriculture, Trade and  
Consumer Protection  
Division of Agricultural Resource Management  
Bureau of Agrichemical Management  
Phone: (608) 224-4537  
[DATCPFert@wisconsin.gov](mailto:DATCPFert@wisconsin.gov)

**OFFICE USE ONLY**

Date Issued:

25900 700SE 1150073000 4600000 73000

\$

25900 700SE 1150073000 5900000 73000

\$

## Annual Soil or Plant Additive License Application

for October 1, 2022 to September 30, 2023 (Section 94.65, Wis. Stats. and ch. ATCP 40.20, Wis. Adm. Code)

BUSINESS NAME & MAILING ADDRESS		CORRECT ONLY PREPRINTED LABEL ERRORS BELOW	
		<div style="display: flex; align-items: center;"> <div style="background-color: red; color: white; padding: 2px 5px; font-weight: bold; margin-right: 5px;">STOP</div> <div>COMPLETE A NEW LICENSE APPLICATION FOR CHANGE IN COMPANY NAME OR OWNERSHIP: <b>SEE LETTER FOR INSTRUCTIONS</b></div> </div>	
		CONTACT NAME	
		E-MAIL ADDRESS	
		STREET ADDRESS	
		PO BOX	
CITY		STATE	ZIP
DOING BUSINESS AS NAME		WEBSITE ADDRESS	
		FEDERAL EMPLOYER I.D. # (FEIN) (OPTIONAL)	
<b>CHECK ONE:</b> Partnership <input type="checkbox"/> Cooperative <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> LLC <input type="checkbox"/>		STATE OF FORMATION	
<b>LICENSE REQUIREMENTS</b> No person shall manufacture or distribute soil and plant additives in this state without an annual license from the Department and a soil or plant additive product permit issued by the Department for each product, except that no license is required of a person who only distributes a soil or plant additive for a license holder for which the Department has already issued a permit, provided the person: <ol style="list-style-type: none"> <li>Distributes the soil or plant additive under the name of the license holder and in the original container packaged and labeled by the license holder, and</li> <li>Makes no content or performance claim for the soil and plant additive other than the written claim of the license holder.</li> </ol> <p>If the location of any Wisconsin manufacturing facility changes, you must submit the new address(es) to DATCP.</p> <p><b>Important:</b> Before the Department can renew the license to distribute a soil or plant additive, you are required to complete the update of soil or plant additive listing for products you are distributing in Wisconsin. If the product label has changed, submit a new label.</p>			
<b>LICENSE FEES:</b> In-State and Out-of-State Manufacturers and Distributors:		<b>\$25.00</b>	
License late-renewal penalty fee, if not postmarked by October 3 <sup>rd</sup> :		<b>\$ 5.00</b>	
		<b>TOTAL FEE: \$ _____</b>	
I hereby certify the above statements to be true and correct, and I am authorized to sign this application. <b>Incomplete applications will delay the issuance of your license.</b>			
SIGNATURE		TITLE	
NAME (PRINT)	TELEPHONE NUMBER (      )	EMAIL ADDRESS	

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.)  
Completion of this form is necessary to obtain a Soil or Plant Additive license (ss. 15.04(1)(m) and 94.65(2)(a), Wis. Stats., ATCP 40.20(3), Wis. Admin Code).

**Make check payable to:** Wisconsin Department of Agriculture, Trade and Consumer Protection

**Mail form & check to:** State of Wisconsin, DATCP, PO Box 93178, Milwaukee WI 53293-0178



Wisconsin Dept. of Agriculture, Trade  
and Consumer Protection  
Division of Agricultural Resource Management  
Bureau of Agrichemical Management  
Phone: (608) 224-4537  
DATCPFert@wisconsin.gov

OFFICE USE ONLY			
Insp Fee	25900 700SE 1150073000 4620000 73100		\$
RES Fee	10000 73200 1150073000 4623000 73120		\$
GW Fee	10000 700GE 1150073000 4600000 73110		\$
Late Fee	25900 700SE 1150073000 5900000 73100		\$

## Commercial Soil or Plant Additive Tonnage Report

for July 1, 2021 to June 30, 2022 (Section 94.65, Wis. Stats. and ATCP 40.22, Wis. Admin. Code)

	Make Corrections for your Mailing Label Here		
	LEGAL BUSINESS NAME		
	CONTACT NAME		
	STREET ADDRESS		PO BOX
	CITY	STATE	ZIP

**INSTRUCTIONS:** First complete Page 2, listing all the Soil or Plant Additive products that you have sold or distributed in the state of Wisconsin in the past year. Place the total tons (rounded up) onto line 1. Multiply total tons by \$0.45 and enter total due on line 2 (Note: Minimum of \$27.00 is due if any sales were made). Add penalty fee if applicable on line 3 (for payment made after 9/30/21). Pay total fee due (line 4) in addition to license fee.

FEES: TONNAGE, RESEARCH & GROUNDWATER

TONS

1. Total tons of soil or plant additives distributed in Wisconsin, from Page 2 (over): .....                     

(1 ounce to 2,000 pounds = 1 ton)

(If 0 (zero) tons were sold or distributed, please indicate why in the space below TOTAL FEES DUE)

DOLLARS

2. Total Fee due, \$0.45 times Line 1 (If Line 1 is greater than zero but less than 60 tons, minimum fee is \$27.00). \$                     

The \$0.45 fee includes:      Tonnage Fee - \$0.25 per ton, \$25.00 minimum;  
Research Fee - \$0.10 per ton, \$1.00 minimum;  
Groundwater Fee - \$0.10 per ton, \$1.00 minimum.

3. Late Filing Fee, if this report is postmarked after **October 3<sup>rd</sup>**

add 10% of Line 2, **or** \$10.00, whichever is greater ..... \$                     

4. **TOTAL FEES DUE:** Add Lines 2 and 3.

(If Line 1 is greater than zero, minimum total fee is \$27.00) ..... (pay this amount) \$                     

*Nonpayment of fees may result in license suspension.*

I hereby certify that this is a true and accurate report of all commercial soil or plant additives sold or distributed in the state of Wisconsin for the period July 1, 2021 through June 30, 2022.

SIGNATURE	DATE
NAME (PRINT)	TITLE
PHONE NUMBER (       )	E-MAIL ADDRESS

Personal information you provide may be used for purposes other than that for which it was originally collected (s.15.04(1)(m), Wis. Stats.). The required tonnage report must be submitted on this form. If the tonnage report is not filed or the inspection fees and/or surcharges are not paid before the expiration of the license, the person required to take those actions is subject to summary license suspension and additional fees and/or surcharges. The Department may not issue a permit or amended permit to a person owing an unpaid inspection fee or penalty [ss. 15.04(1)(m) and 94.65(6), Wis. Stats. and ATCP 40.22, Wis. Admin. Code].

**Make check payable to: Wisconsin Department of Agriculture, Trade and Consumer Protection**  
**Mail form and check to: State of Wisconsin, DATCP, Box 93178, Milwaukee WI 53293-0178**

**Print or type all required information**

The Department requires a permit for any Soil or Plant Additive or combination product (Wis. Stats. § 94.65 (3)).

[illegible]

**USING THE SPACE BELOW, IF 0 (ZERO) TONS WERE SOLD OR DISTRIBUTED, PLEASE INDICATE WHY:**