



Wisconsin Pesticide Manufacturer and Labeler License

Wisconsin Department of Agriculture, Trade and Consumer Protection

Online License and Product Renewal Instructions

All pesticide products distributed or sold in Wisconsin must be 1) registered with the U.S. Environmental Protection Agency (EPA), 2) specifically exempted from EPA registration (for example: Section 18's or minimum risk pesticides), or 3) registered by the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP or the Department) under Wis. Admin. Code ATCP § 29.72 to meet a special local need in Wisconsin (Wis. Admin. Code ATCP § 29.05). In addition, no person may distribute or sell any pesticide in Wisconsin without first obtaining an annual Pesticide Manufacturer and Labeler from DATCP and registering each pesticide product in the state (Wis. Admin. Code ATCP § 29.10, Wis. Stat. § 94.68). It is the responsibility of the person or firm whose name and address appears on the pesticide product label to obtain this license and register each product annually.

THIS DOCUMENT CONTAINS IMPORTANT INFORMATION REGARDING THE ONLINE RENEWAL PROCEDURE

Please review this document carefully.

Please review the instructions contained within this document and on your Expiration Notice for information to renew your Wisconsin Pesticide Manufacturer and Labeler License and pesticide products in our online licensing system, MyDATCP. If you do not wish to renew this license online, please contact the Pesticide Product Registrar at (608) 294-0557 or DATCPPesticideRegistration@Wisconsin.gov to receive an electronic copy of your application with a pre-populated product listing which can be completed, printed, and returned to the Department with a check payment by mail. Online payment is only permitted for online renewals at this time.

- **The annual fee to renew a Wisconsin Pesticide Manufacturer and Labeler License, by renewing or discontinuing all previously registered pesticide products is \$500 per pesticide product** (Wis. Stat. § 94.681(2) and (6)). Minimum risk pesticides exempt from federal registration under FIFRA, 40 CFR 152.25(f) will continue to have a renewal/discontinuation fee of \$0 per product (Wis. Admin. Code ATCP § 29.11(7)).
 - Note that Wisconsin **does not** have a product cancellation allowance. All previously registered pesticide products must undergo a 1-year discontinuation process, with applicable discontinuation fees paid (Wis. Stat. § 94.681(6)).
- **Companies that produce pesticide active ingredients or pesticide products labeled “For Manufacturing Use Only” or “For Further Formulation Only” are considered “Primary Producers”** (Wis. Stat. § 94.681(1)(e) and Wis. Admin. Code ATCP § 29.11(1)(e)). Primary Producer companies owe an additional \$150 annual well compensation fee as part of their license renewal fee (Wis. Stat. § 94.681(4) and Wis. Admin. Code ATCP § 29.11(4)).
- **Special Information for registrants of Non-Household Pesticides:**

For the 2024 license year the **surchage holiday** for the Agricultural Chemical Cleanup Program (ACCP) surcharge on non-household pesticide products will remain in effect. Please be aware that this surcharge will vary between \$0 and \$30 in future years, depending on the ACCP Fund balance on May 1 of each year.

Wisconsin no longer charges the 0.80% of gross sales surcharge. You may no longer charge your dealers and distributors this fee for sales of pesticide products that occurred after October 1, 2017.

Please read these instructions thoroughly before proceeding with your renewal.

Enclosed within this mailing, you received your Pesticide Manufacturer and Labeler License expiration notice. This notice contains instructions for completing your Pesticide Manufacturer and Labeler License renewal. For further instruction on completing the renewal process online, please read below.

****Please note that the current version of the DATCP online licensing system (MyDATCP) is not compatible with Firefox. A different browser will need to be used to renew your license online.****

****If you will be renewing more than one Wisconsin Pesticide Manufacturer and Labeler License, the Department's online renewal portal will not allow multiple licenses to be renewed using the same email address. To complete each license renewal, a unique email address will need to be used to create a separate account for each license, or the renewals can be completed on paper.****

ONLINE RENEWAL INSTRUCTIONS:

1. **Navigate to the Department's online renewal portal** <https://mydatcp.wi.gov/>.
- 2a. **If your Expiration Notice contains an email address under item 1)**, click 'Log On' in the upper right-hand corner of the screen and enter your registered email address and password to access your account. If you have forgotten your account's password, click 'Forgot Password?' and enter your email address. You will be prompted to answer the security questions that were set up when the account was created. If the answers are correct, a password reset link will be sent to the email address registered for your account.

If you are unable to answer the security questions, you will need to contact the Pesticide Product Registrar at DATCPPesticideRegistration@Wisconsin.gov or (608) 294-0557 for the account to be reset manually.

- 2b. **Alternatively, if your Expiration Notice contains a PIN under item 1)**, click 'Register' in the upper right-hand corner of the screen. Enter the required information including the email address you would like to register to complete this license's renewal, a password, and the unique PIN provided on your expiration notice. The system will also require creation of three security questions and answers.

Please keep track of your password and security questions/answers for future use, as Department staff do not have access to this information.

3. **You will be taken to your MyDATCP 'My Services' tab.** Click the 'ReApply Now' link next to the listed Pesticide Manufacturer and Labeler License number under 'My Active Applications'. Click 'Continue' to begin your renewal.
4. **You will be taken to the 'Applicant' screen.** Verify that the ***Company's*** name and address information is correct on this page, or make changes as needed. If not present, enter the 'Formation State' and 'Formation Country' information. ***For internationally-based companies, formation information is not listed in our current system. You may enter 'Wisconsin' as the Formation State and 'USA' as the Formation Country as placeholders until the system can be improved for our international customers.*** Click 'Next' to continue.
5. **You will be taken to the 'Addresses and Contacts' screen.** On this page, verify that ***your name and mailing address*** to which the license and future communications will be sent under 'My Contacts' is correct. No information is needed under 'Additional Addresses'. If the contact information listed is outdated or incorrect, click 'Remove' then 'Add' to add ***your name*** and new address information. Click 'Next' to continue.

6. **You will be taken to the 'This License' screen.** On this screen, verify that the company's DBA (if applicable) is correct, and also verify that the name listed under the 'License Contacts' heading is correct for the individual the license will be **mailed to**. If the contact listed is incorrect, click 'Remove' then 'Add' to add your information that was entered on the previous screen. **Make sure the 'Send Material' checkbox is checked, or the license and other communication materials will not be sent.** Leave the information displayed in the 'Send Material To' dropdown menu set to **Do not send material to applicant**. Click 'Next' to continue.
7. **You will be taken to the 'Products Listing' screen.** Verify that all pesticide products listed under 'Existing Products Listing' are correct with regard to Brand Name, EPA Reg. No., Product Type, and whether the products are classified as 'Restricted Use'. If you wish to discontinue a product, check the corresponding box in the right-hand 'Discontinue' column.
8. **To add new products,** click the 'Add Product' button beneath the 'New Products Listing' heading and enter the Brand Name, Product Type, EPA Reg. No., and whether the product is classified as 'Restricted Use'. Click 'Save' to add the new product to the list.
9. **Submit label(s) for new products** by clicking the 'Upload Label' button corresponding with each product. **Only text-searchable PDF format labels are accepted.** This process is only required for new products. Revised labels for previously registered products which are sold or distributed in Wisconsin may be submitted this way by clicking 'Update Label', but submission through email (DATCPPesticideRegistration@Wisconsin.gov) is the preferred method. Labels for products that are not new and have not undergone label revisions since the last submission are not needed. When finished with all pesticide product information, click 'Next' to continue.
10. **You will be taken to the 'License Detail' screen.** Verify that the EPA Registrant/Sub-registrant Number listed is correct, and that the answers to the Yes/No questions are correct. The answers to these questions determine whether the company is considered a 'Primary Producer' and therefore owes an additional \$150 annual well compensation fee.
11. **'Primary Producer'** as defined in Wis. Stat. § 94.681(1)(e) and Wis. Admin. Code ATCP § 29.11(1)(e), means a person or firm who manufactures an active ingredient that is used to formulate or produce a pesticide, or who manufactures products labeled 'For Manufacturing Use Only' or 'For Further Formulation Only'. Answer the Yes/No questions accordingly. The well compensation fee for Primary Producers (\$150) is charged **once** annually along with license renewal fees. Click 'Next' to continue.
12. **You will be taken to the 'Review' screen.** Verify that all of the information entered on previous screens is correct, and then click 'Sign Electronically' to approve your online application. After entering your Signature, Title, Email, and the Date, click 'Submit'.

*The application will be finalized after it has been submitted and cannot be changed in the online system.
Contact the Pesticide Product Registrar at DATCPPesticideRegistration@Wisconsin.gov
or (608) 294-0557 if any errors require correction.*

13. **The invoice for your annual licensing fees** will be displayed. Click 'Make Payment' to pay online immediately in US Bank's online portal via credit card (an additional 2.5% convenience fee applies) or ACH transfer (no convenience fee). Otherwise, click 'Print Invoice' at the top right of the page to print a paper copy. The invoice will remain available to view and print from your account in your 'My Invoices' tab at the top of the page. You may now 'Log Off' at any time.

You may also pay online later by visiting <https://mydatcp.wi.gov/> and clicking 'Pay Online' at the top left of the screen. Enter the payment code found on the top right of the invoice and click 'Next' to continue to the payment portal.

14. **To return payment by mail,** send the payment coupon attached to the bottom of your printed invoice along with a check for the listed renewal fees made out to the **Wisconsin Department of Agriculture, Trade and Consumer Protection (or DATCP) no later than December 31, 2023** to:

Standard Mail

DATCP
PO BOX 93598
MILWAUKEE, WI 53293-0598

Physical Address (for UPS, FedEx, etc.)

US BANK CENTER MILWAUKEE
DATCP, ATTN: PO BOX 93598
MK-WI-TCWL
777 E. WISCONSIN AVE.
MILWAUKEE, WI 53202

Payments postmarked after December 31, 2023 are subject to an additional 20% late fee (Wis. Stat. § 93.21(5)(b)).

To add products after the license renewal has been completed, please visit our website at https://datcp.wi.gov/Pages/Licenses_Permits/PesticideManufacturingLabeling.aspx to obtain the correct product registration form(s).

- Under the 'Forms' heading on this page, obtain the 'New Pesticide Product Registration Form' (DARM-BACM-013) or 'Minimum Risk Pesticide Product Registration Form' (DARM-BACM-014) – these are fillable Microsoft Word documents. Contact the Pesticide Product Registrar for a pdf version if the Word version is not compatible for you.
- Complete and submit form DARM-BACM-013 or DARM-BACM-014 with any applicable product registration fees to the address listed above.

IMPORTANT: If you fail to register a pesticide with the Department at least 15 days prior to selling or distributing that pesticide in Wisconsin, your fee will be doubled (Wis. Stat. § 94.681(5)).

Timeline for Wisconsin's Pesticide Product Renewals

- **DATCP sends out license expiration notices during the month of October 2023.**
- **Registrants must complete license renewals online or mail a paper application and submit all renewal fees to DATCP by December 31, 2023.**
- **A 2024 Wisconsin Pesticide Manufacturer and Labeler License will be issued as applications are processed, by early 2024.**

If you have any questions, please contact:

Pesticide Product Registrar
(608) 294-0557

Email: DATCPPesticideRegistration@Wisconsin.gov