



State of Wisconsin  
Governor Tony Evers

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## Department of Agriculture, Trade and Consumer Protection

TO: Wisconsin Commercial Feed Licensees

FROM: Commercial Feed Program, Bureau of Agrichemical Management

SUBJECT: Annual Commercial Feed License Renewal and Tonnage Inspection Fee Report

Please find enclosed:

- (a) Commercial Feed License Renewal Application – DUE February 28<sup>th</sup>
- (b) Tonnage & Inspection Fee Report – DUE February 28<sup>th</sup>

### **REMINDERS:**

- Tonnage
  - Inspection fees are \$50.00 or \$0.25 per ton of feed distributed in or into Wisconsin, whichever is greater.
- Payment
  - Consider using the optional payment summary toward the bottom of page 2 in the tonnage report, to determine the cumulative total of tonnage and licensing fees due to the Department.
  - Submit payment and applicable forms together. Payments received separately from the license and/or tonnage form will delay processing.
  - Late fees apply to license fees if the license application and fee payment are postmarked after February 28<sup>th</sup>.
  - Late fees also apply to tonnage fees if the tonnage form and inspection fee payment are postmarked after February 28<sup>th</sup>.

Note: Hard copy (paper) submittal of the tonnage report and license application, with original signature, required.

### **2022-2023 Commercial Feed License**

- License & Tonnage for Cancelled Licenses

Tonnage reports are filed at the end of the calendar year; therefore, a tonnage report is required for firms cancelling at the end of the license year. In addition, applicable fees are due with the report - \$50.00 for distributions of 0 to 200 tons, or \$0.25/ton for distributions of 201 or more tons. Please be sure to indicate "CANCEL LICENSE" on the license renewal form, and do not remit a license application fee.

- Change in Ownership

A change in ownership requires the new owner to complete and submit a new commercial feed license application and license fees, for a new license number. Note: Feed licenses are non-transferrable. The current licensee is still required to send in a completed tonnage report, accompanied by fees of \$0.25/ton or \$50.00 (whichever is greater), even if sales/distributions totaled zero. Please be sure to indicate "CANCEL LICENSE" on the license renewal form for the former ownership.

*Wisconsin - America's Dairyland*

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

An equal opportunity employer

## Commercial Feed License Renewal Letter

- Name Changes

If the business name changed, but the ownership has not, please indicate the name change on the license renewal form. A new license number will be issued and the renewal records amended.

- Activities Requiring a Wisconsin Commercial Feed License

Entities in need of a license include:

- Any manufacturer, labeler, or distributor distributing commercial feed (including dog and cat food and treats), or feed ingredients in or into Wisconsin.
- Manufacturers or distributors with no established place of business in Wisconsin, distributing commercial feed into Wisconsin (one license and fee covers all out-of-state sites).
- Labelers with no established place of business in Wisconsin, who distribute commercial feed into Wisconsin (one license and fee covers all out-of-state sites).
- A firm with one or multiple out-of-state sites and just one in-state site (one license and fee for all the sites).
- A firm with one or multiple out-of-state sites and multiple sites in Wisconsin (one license and fee for all out-of-state sites, plus an additional license and fee for each Wisconsin site with manufacturing, labeling, or distribution activity).
- Nutritionists that label feed (including premixes) or manufacture feed.

No license is required for entities distributing only:

- Packaged commercial feed in the original package(s) of a Wisconsin licensee, with that licensee's original label (this is considered "retail sales");
- Bulk commercial feed in the form received from, and as labeled by, a Wisconsin licensee;
- Feeds custom-mixed at the request of the final purchaser at retail, using commercial feeds obtained from Wisconsin-licensed suppliers.
- Nutritionists that only formulate feed, and do not label feed or manufacture feed.

### Resources Available Online (<https://datcp.wi.gov>)

- Tonnage Reporting Guidance: Frequently Asked Questions and Decision Tree
- Instructions for Completing the Tonnage Form (Electronic or Hardcopy)
- Microsoft Excel® Tonnage Form that automatically calculates totals and fees
- YouTube® video of Tonnage Requirements
- Blank license applications and tonnage forms
- List of currently licensed feed facilities

### Contact

Direct questions regarding licensing or tonnage to (608) 224-4537 or email [datcpfeedlicense@wisconsin.gov](mailto:datcpfeedlicense@wisconsin.gov).

Direct questions related to labels, inspections, or sampling, to (608) 224-4539 or email [datcpfeed@wisconsin.gov](mailto:datcpfeed@wisconsin.gov).



Wisconsin Dept. of Agriculture, Trade and Consumer Protection  
 Division of Agricultural Resource Management  
 Bureau of Agrichemical Management  
 Phone: (608) 224-4537  
<http://www.datcp.wi.gov>  
[datcpfeedlicense@wisconsin.gov](mailto:datcpfeedlicense@wisconsin.gov)

**FOR DATCP USE ONLY**

License Number:

Date Issued:

25900 700SE 1150073000 4600000 72000

\$

25900 700SE 1150073000 5900000 72000

\$

## Annual Commercial Feed License Application for March 1, 2023 to February 28, 2024

s 94.72(5) Wis. Stats., and Ch. ATCP 42.02 Wis. Adm. Code

LEGAL BUSINESS NAME AND LEGAL PHYSICAL ADDRESS	MAILING ADDRESS (REQUIRED)		
	C/O		
	ADDRESS / PO BOX		
	CITY	STATE	ZIP
FEDERAL EMPLOYER I.D. # (FEIN) OR SOCIAL SECURITY NUMBER IF SOLE PROPRIETOR			
DOING BUSINESS AS (DBA) NAME	PREVIOUS FEED LICENSE # (IF KNOWN)		
31-			
<b>CHECK ONE:</b> General Partnership <input type="checkbox"/> Cooperative <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> LLC <input type="checkbox"/> Other <input type="checkbox"/>			
<b>LICENSE REQUIREMENTS:</b> No person shall manufacture or distribute commercial feed in this state without an annual license from the department. "Manufacture" means to mix, blend, process, package or label commercial feed. A person paid by the final retail purchaser of a mill-formulated feed to provide specifications for that feed is engaged in manufacturing, labeling, or distributing a commercial feed within the meaning of this subsection. No license shall be required of persons distributing only: <ol style="list-style-type: none"> <li>Packaged commercial feed in the original container of a licensed manufacturer or distributor, as packaged and labeled by them, with their name and address on the label.</li> <li>Bulk commercial feed as received from, and properly labeled by, a licensee.</li> <li>Feeds custom-mixed at retail if commercial feeds used in the mixture are obtained from another commercial licensee who paid or will pay inspection fees on the commercial feed ingredients as shown by invoices or receipts.</li> </ol>			
<b>NOTE:</b> Licenses are non-transferable and fees are non-refundable. Additional business locations may not begin operating during the license year without submission of a new license application and payment of an additional \$25 fee.			
<b>WISCONSIN PREMISES INFORMATION: COMPLETE ONE FORM FOR EACH WISCONSIN PREMISES.</b> Complete one license application for the location as denoted on product labels, and one license application for each Wisconsin location where feed is manufactured, labeled or distributed.			
PREMISES ADDRESS IN WISCONSIN		CITY	STATE ZIP
WISCONSIN COUNTY	DATE BUSINESS ESTABLISHED AT THIS PREMISES		
<b>PROCESSING TYPE CODES – CHOOSE ONE (SEE PAGE 2 FOR EXPLANATIONS)</b> <input type="checkbox"/> CX <input type="checkbox"/> DS <input type="checkbox"/> LP <input type="checkbox"/> JB			
<b>MANUFACTURING/OPERATION CODES – CHOOSE ALL THAT APPLY. (SEE PAGE 2 FOR EXPLANATIONS)</b> <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> FI <input type="checkbox"/> HF <input type="checkbox"/> L <input type="checkbox"/> M1 <input type="checkbox"/> M2 <input type="checkbox"/> MN <input type="checkbox"/> MR <input type="checkbox"/> NC <input type="checkbox"/> NM <input type="checkbox"/> O			
<b>FEED LABELED/MANUFACTURED for SPECIES TYPES – CHOOSE ALL THAT APPLY. (SEE PAGE 2 FOR EXPLANATIONS)</b> <input type="checkbox"/> BF <input type="checkbox"/> BN <input type="checkbox"/> DG <input type="checkbox"/> DR <input type="checkbox"/> DY <input type="checkbox"/> EQ <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> LO <input type="checkbox"/> MS <input type="checkbox"/> PF <input type="checkbox"/> PY <input type="checkbox"/> R <input type="checkbox"/> RB <input type="checkbox"/> SG <input type="checkbox"/> SW			
<b>LICENSE FEE (CHOOSE ONE):</b> A. <b>In-state Manufacturers or Distributors:</b> \$25/Wisconsin premises. Complete one form for each Wisconsin premises. B. <b>Out-of-state Manufacturers or Distributors</b> with no Wisconsin premises with manufacturing/distributing activity: \$25. C. <b>Out-of-state Manufacturers or Distributors with one or more Wisconsin premises with manufacturing/distributing activity:</b> \$25/Wisconsin premises. (No license needed for out-of-state premises.) <b>**\$5.00 late fees apply for submissions postmarked March 1<sup>st</sup> or later**</b>			License fees: \$ _____ Late fees: \$ _____
<b>Total due by February 28<sup>th</sup> for this premises: (sum license fees and late fees together, if applicable) \$ _____</b>			
I certify that all information on this application is true and correct.			
NAME (PRINT OR TYPE)	TITLE		
SIGNATURE	TELEPHONE NUMBER ( )		
DATE	EMAIL 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.].  
 Completion of this form is necessary to obtain a license [ss. 15.04(1)(m) and 94.72(5)(b), Wis. Stats.].

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

**Errors or omissions will delay the issuance of your license**

**Wisconsin Premises Processing Types – Choose one on Page 1.**

CX	Complex Processing	A facility that renders animal carcasses; pelletizes feed; extrudes feed or pet food; roasts feed ingredients; steam flakes feed ingredients; salvages pet food, feed or other ingredients; extracts oil or another constituent from feeds; irradiates feed; or thermal processes feed or feed ingredients.
DS	Distributor	A firm that sells any commercial animal feed to end-consumers. The firm does not do any repackaging, mixing, blending, or manufacturing of any kind.
LP	Limited Processing	A facility that does limited processing such as de-hulling, refrigeration/freezing, heating, mixing or milling of commercial feed or feed ingredients.
JB	Jobber/Broker	A firm that distributes commercial feed or feed ingredients to other manufacturers. The firm may or may not take physical possession of the feed or feed ingredients. The firm may or may not label the feed or feed ingredients.

**Wisconsin Premises Manufacturing/Operation Codes – Choose all that apply on Page 1.**

B	Mixing/Blending	A facility that combines by agitation two or more feeds and/or feed ingredients to a specific degree of dispersion; or mingles or combines two or more ingredients of commercial animal feed. Facility manufactures any combination of mill-formulated and custom-mixed feeds.
C	Custom Mixing	A facility that manufactures only feeds formulated for specific customers, where the formula was developed either by the customer or a nutritionist employed by the customer.
FI	Feed Ingredients	Includes ingredients or technical additives for any species, including pet food, except minerals (then use “MN – Mineral”).
HF	Human food	A firm that primarily manufactures human food and distributes and labels unusable or undesirable manufacturing waste as a commercial feed (animal food) ingredient.
L	Labeling	A facility that provides consultation for, designs, adds, changes, or removes labeling of commercial animal feed.
M1	Medicated Feed Manufacturer	Any facility manufacturing medicated liquid feeds or medicated free-choice feeds using Category I, Type B or Type C drugs.
M2	FDA Licensed Medicated Feed Manufacturer	Any feed facility required to be licensed with FDA for a medicated feed mill license (MFML).
MN	Mineral	Includes any type of mineral premix or supplement used in or as animal feed.
MR	Milk Replacer	Veal milk replacer, herd milk replacer.
NC	Nutritional Consulting	An entity or a person that provides the service of feed formulation, either when hired by a customer, or when the entity/person is employed by a feed manufacturer.
NM	Non-medicated Feed Manufacturer	Any facility manufacturing non-medicated commercial feed (intended for any animal, production, companion, or otherwise).
O	Main Office	A premises that serves as an administrative premises. This premises may be licensed solely because it is used as the guarantor of commercial feeds – it is identified as the responsible party on the label.

**Wisconsin Premises Feed Labeled/Manufactured for Species Types – Choose all that apply on page 1.**

BF	Beef	Includes: feedlot cattle, cattle on pasture, replacement heifer, calf, complete, premix, and/or supplement beef feed(s).
BN	Bison	Includes: complete, premix or supplement bison or buffalo feed(s).
DG	Duck/Goose	Includes: starter, grower, finisher, breeder developer, breeder, complete, premix, and/or supplement duck or goose feed(s).
DR	Deer & other cervids	Includes: complete, premix, or supplement farm/commercially raised deer, not pet deer or wild deer, feeds.
DY	Dairy	Includes: starter, grower, lactating dairy, non-lactating dairy, complete, premix, and/or supplement dairy feed(s).
EQ	Equine	Includes: foal, mare, breeding, maintenance, complete, premix, and/or supplement horse feed(s).
F	Fish	Includes: complete, premix, or supplement farm/commercially raised fish, not pet fish, feeds.
G	Gamebirds	Includes premixes or complete feeds for reproduction, maintenance, or growth of pheasants, quail, wild turkeys, migrating waterfowl, pigeons, and exotic birds raised in captivity.
LO	Llamas & other camelids	Includes but not limited to premixes or complete feeds for reproduction, maintenance, or growth.
MS	Miscellaneous Species	Includes, complete, premix, or supplement feed(s) for a species not otherwise listed.
PF	Pet food	Includes: dog food, cat food, dog supplement(s), cat supplement(s), dog treat(s), and cat treat(s).
PY	Poultry	Includes: chicken or turkey: starter/grower, finisher, layer, breeder, broilers, complete, premix, and/or supplement feed(s).
R	Ratites	Includes premixes or complete feeds for reproduction, maintenance, or growth of ratites such as emus and ostriches.
RB	Rabbit	Includes: grower, breeder, complete, premix, and/or supplement rabbit feed(s).
SG	Sheep/Goat	Includes: starter, grower, finisher, breeder, lactating, complete, premix, and/or supplement sheep or goat feed(s).
SW	Swine	Includes: pre-starter, starter, grower, finisher, lactating gilts and sows, boars, complete, premix, and/or supplement feed(s).



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 Phone: (608) 224-4537  
<http://www.datcp.wi.gov>  
[datcpfeedlicense@wisconsin.gov](mailto:datcpfeedlicense@wisconsin.gov)

For DATCP Use Only	
25900 700SE 1150073000 4600000 72100	
10000 13400 1150014300 4600000 72100	
25900 700SE 1150073000 5900000 72100	

License # 31 - \_\_\_\_\_

**Commercial Feed Tonnage & Inspection Fee Report for January 2022 - December 2022 [s. 94.72(6) Wis. Stats.]**

LEGAL BUSINESS ADDRESS			MAILING ADDRESS		
LEGAL BUSINESS NAME			C/O		
STREET ADDRESS			ADDRESS/PO BOX		
CITY	STATE	ZIP	CITY	STATE	ZIP
DOING BUSINESS AS (DBA) NAME					

Notice: This is a two page form. Please complete both pages.

**SCHEDULE A - Tonnage by Product Type**

Product Code	Product Type	Total Tons Distributed	Product Code	Product Type	Total Tons Distributed
11	Broiler Complete		34	Alfalfa Ingredients	
12	Broiler Premix		35	Animal-based Ingredients	
13	Turkey Complete		36	Barley Ingredients	
14	Turkey Premix		37	Brewery Ingredients	
15	Layer Starter-Grower Complete		38	Citrus Ingredients	
16	Layer Starter-Grower Premix		39	Corn Ingredients	
17	Layer Breeder Complete		40	Cottonseed Ingredients	
18	Layer Breeder Premix		41	Distillers Ingredients	
19	Beef Complete		42	Fat & Oil Ingredients	
20	Beef Premix		43	Grain Sorghum Ingredients	
21	Dairy Premix		44	Linseed & Flax Ingredients	
22	Dairy Complete		45	Marine Ingredients	
23	Swine Premix		46	Milk Ingredients	
24	Swine Complete		47	Mineral Ingredients	
25	Sheep Premix		48	Molasses Ingredients	
26	Sheep Complete		49	Oat Ingredients	
27	Mineral Feed		50	Rye Ingredients	
28	Vitamin Feed		51	Soybean Ingredients	
29	Horse Feed		52	Vitamin Ingredients	
30	Pet & Specialty Pet Food		53	Wheat Ingredients	
31	Pre-mixes (not specie specific)		55	Poultry Concentrate	
32	Miscellaneous		57	Swine Concentrate	
68	Veal Feed/Calf Feed		58	Cattle Concentrate	
69	Milk Replacers		60	Human Food By-products	
<b>Total Mixed Feed Distributed</b>			<b>Total Ingredients Distributed</b>		
<b>Combined Total of Commercial Feed Distributed</b>					(Must equal Line 9 on Page 2)

**SCHEDULE B - Tonnage by Location**

Inspection Fee Payment Calculation:		<b>Tons Distributed</b> <i>(Round quantities of 0.01 lb. - 2,000 lb. up to 1 ton)</i>
<b>Return both pages of this report and the payment to the address below by February 28<sup>th</sup>.</b>		
1.	<b>Total Distributions into Wisconsin from out of state facilities (if n/a or zero, skip to line 2)</b>	tons
<b>Distributions into Wisconsin from in state facilities (list each licensed Wisconsin premise on lines 2 through 8 below)</b>		
	<i>Last 6 Digits of License #</i>	<i>Location of Each WI Location (Address)</i>
2.		tons
3.		tons
4.		tons
5.		tons
6.		tons
7.		tons
8.		tons
9.	<b>Total Tons of Commercial Feed Distributed (Sum of lines 1 through 10; must equal Combined Total on Schedule A)</b>	tons
10.	<b>INSPECTION FEES (\$0.25/ton or \$50.00, whichever is greater)</b>	
11.	<b>LATE FILING PENALTY FEE (if this tonnage report is postmarked after February 28<sup>th</sup>, add 10% of total inspection fees due or \$10.00, whichever is greater)</b>	
12.	<b>TOTAL INSPECTION FEES DUE (inspection fees plus penalties)</b>	
<b>OPTIONAL - Commercial Feed Fee Payment Calculation (License fee and tonnage inspection fees may be paid in 1 or 2 checks) - OPTIONAL</b>		
13.	<b>OPTIONAL - Sum lines 12 and 13 above for total inspection fees and tonnage late fees due</b>	
14.	<b>OPTIONAL - Sum of all license fees (\$25 each) and license late fees (\$5 or 20%, whichever is greater) due</b>	
15.	<b>OPTIONAL - Total inspection fees, tonnage late filing fees, license fees, license late filing fees due</b>	

**PLEASE PRINT AND SIGN THIS FORM AFTER BOTH PAGES HAVE BEEN COMPLETED; DO NOT E-MAIL THIS FORM***I certify that all information on this form is true and correct.*

NAME (FIRST, MI, LAST)	TITLE
TELEPHONE NUMBER	FAX NUMBER
EMAIL ADDRESS	COMPANY WEBSITE URL
SIGNATURE	DATE

**By February 28<sup>th</sup>, print and sign form, then mail with check to: State of Wisconsin, DATCP, PO Box 93178, Milwaukee, WI 53293-0178****Make check payable to: Wisconsin Department of Agriculture, Trade and Consumer Protection**

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.). Failure to file a report or pay applicable fees will subject the licensee for penalties under s. 94.72(6)(i) Wis. Stats., including, but not limited to, a penalty of 10% of the amount due and immediate suspension or revocation of license. Information provided to the department in this tonnage report for the Commercial Feed program is CONFIDENTIAL as provided under s.94.72 (6)(am)3 Wis. Stats.

**Wisconsin Inspection Fee - s. 94.72(6) Wis. Stats.**

- If more than one manufacturer or distributor is involved in the chain of distribution, the one who first sells or distributes commercial feed in this state or to a person in this state for further sale is responsible for the payment of inspection fees for the feed.

*- In other words, the first person to distribute a commercial feed or feed ingredient in or into Wisconsin is responsible for reporting tonnage and remitting fees.*

- If a licensee distributes zero tons of commercial feed in/into Wisconsin, the minimum fee of \$50.00 is due.

- Report commercial feed tonnage on a calendar year period (January through December).

- Retain the detailed, written documentation to support all totals and calculations used in filing the annual Commercial Feed Tonnage & Inspection Fee Report.

- Data provided in this form enables the Department to:

- 1) ensure compliance with s. 94.72(6) Wis. Stats.,
- 2) calculate the proper payment of inspection fees (avoiding over- or under- payment), and
- 3) hold licensees accountable for commercial feed and feed ingredients introduced to the public.