

# State of Wisconsin



## SIX YEAR FACILITIES PLAN 2009-2015

Submitted July 21, 2008

# TABLE OF CONTENTS

I.	Agency Mission .....	3
II.	Program Directions for DATCP .....	4
	Division Descriptions .....	5
	Office of the Secretary .....	5
	Agricultural Resource Management Division .....	5
	Animal Health Division .....	5
	Food Safety Division .....	6
	Management Services Division .....	6
	Agricultural Development Division.....	7
	Trade and Consumer Protection Division.....	7
	Wisconsin Agricultural Statistics Service.....	8
	Office Locations.....	9
III.	Evaluation of Agency Requirements for State Owned and Leased Space .....	10
IV.	Broad-based Evaluation of Space Alternatives .....	10
	Bureau of Laboratory Services .....	10
	Plant Industry Laboratory .....	11
	Weights and Measures Metrology Laboratory .....	12
V.	Summary of Proposed Projects.....	12
	2009-2011 .....	12
	2011-2013 .....	12
	2013-2015 .....	13
VI.	Six Year Plan Summary Chart.....	14-15

## **I. AGENCY MISSION**

The mission of the Department of Agriculture, Trade and Consumer Protection (DATCP) is to assure for the people of Wisconsin: The safety and quality of food; Fair business practices for the buyer and seller; efficient use of agricultural resources in a quality environment; Consumer protection; Healthy animals and plants; and the Vitality of Wisconsin agriculture and commerce.

Chapter 479, Laws of 1929, as the Department of Agriculture and Markets, created the Department. Today, DATCP regulates agriculture, trade and commercial activity in Wisconsin for the protection of all of the state's citizens. Department programs protect the safety and quality of food over the entire length of the food chain, from the point of production to the point of retail sale and consumption. Its programs also protect against fraud and misbranding in the sale of food and other critical commodities. The Department has broad jurisdiction to regulate deceptive advertising and unfair business practices to ensure fair and open competition in all sectors of the marketplace. To preserve the productive potential of the state's agricultural economy and to safeguard human health and well being, the Department enforces the protection of animal and plant health laws. DATCP also administers programs to protect the state's land and water resources. The Department facilitates the marketing of Wisconsin agricultural products and commodities in the state, interstate and international markets. The Department also provides special assistance programs for the Wisconsin farming community.

The Department functions under the policy direction of a nine-member citizen board, known as the Board of Agriculture, Trade and Consumer Protection, whose members are appointed to six-year staggered terms by the Governor. Executive authority is vested in the Department Secretary, who serves at the pleasure of the Governor. Six divisions whose administrators report to the Secretary carry out the work of the Department.

Mandated by statute, the Land and Water Conservation Board and the Fertilizer Research Council serve in an advisory capacity to specific areas of the Department. The Department also seeks policy advice from eight standing advisory councils and two ad hoc advisory councils, which are created by the Department. The Department administratively oversees the operation of semi-autonomous marketing boards, elected by agricultural producers that administer marketing orders for various agricultural commodities.

DATCP has 569.37 authorized full-time equivalent positions and an annual all funds base operating budget of \$76 million in 2006-07. The Department operates regional and area offices and laboratories in Appleton, Eau Claire, Green Bay, Madison, Milwaukee, Stevens Point, Superior, and Wausau. About seventy percent of Department staff engages in inspection and other compliance activities in support of regulatory programs that provide consumer and other public protection. Many of these staff have home offices scattered throughout Wisconsin.

## **II. PROGRAM DIRECTIONS FOR DATCP**

Changes taking place in the state and the world which affect the well-being of all of the citizens of Wisconsin in the areas of agriculture, trade and commercial activity will have a direct bearing on the Department's programs.

The terrorist attacks on 9/11, the BSE positive cow in Canada in May of 2003 and the BSE positive cow in Washington State last December have rightly thrust agricultural agencies into a key role in our homeland's defense. Now more than ever, we must be on high alert, because the industries we regulate provide a multitude of targets for a potential terrorist to disrupt not only the state food supply, but the national food supply as the products are shipped across the country and around the world.

All along the food supply chain lie potential targets for terrorist tampering. But safeguarding our food supply from farm to table was a core mission for DATCP long before agroterrorism and emerging disease threats became newsworthy. The difference is that the things we have been doing day in and day out for years are now in the headlines.

Public interest will continue to focus on issues of food safety, pesticides and drug residues in food, biotechnology, groundwater protection, soil and water resource management, plant pest detection and control, rural electricity management, agricultural marketing and diversification, rural economic development, animal health, trade practices, farmland preservation, and consumer product safety. Additional resources including facility improvements will be needed to address these issues.

Recent developments and issues relating to biosecurity environmental labeling regulation, nonpoint source pollution, fish health, alternative fuels, pesticide cleanup, regulation of the information super highway, consumer protection, producer financial security and food labeling responsibilities have increased the Department's program workload.

DATCP's funding source for Agency building projects is GPR bonding.

DATCP does not have any buildings or assets that will be taken out of service.

The DATCP offices which are located in State Office Buildings are operating using DOA's energy conservation guidelines. The energy consumption data can be found within DOA. Information is not available for leased private offices located around the state. The DOA guidelines for energy conservation have been given to these offices and the staff has been asked to follow the guidelines.

DATCP has made every attempt to have office locations comply with the Americans with Disabilities Act. The only office location that does not comply is our Lab at 4702 University Avenue. The 40 year old building has many areas that are not up to code. The freight elevator that goes from the first floor to the basement does not usually work which means that staff must use the stairs to get from one floor to the next. Many of the doorways in the building are not the

proper width for a person in a wheelchair to get through. The emergency exit in the basement is not accessible for a person in a wheelchair because of the doorway widths.

On top of the Lab not being up to code for ADA, the lab has also deteriorated over the last 40 years to the point of needing major renovation work done to bring it up to code. We are requesting a new laboratory facility in the 2009-2013 Capital Budget Request. More details on this request are listed in section IV of this document.

## **DIVISION DESCRIPTIONS**

The Department is organized into eight principal divisions: Office of the Secretary, Agricultural Resource Management, Animal Health, Food Safety, Agricultural Development, Management Services, Trade and Consumer Protection and the Wisconsin Agricultural Statistics Service.

### **OFFICE OF THE SECRETARY**

The Office of the Secretary is comprised of the Department Secretary, Deputy Secretary and Executive Assistant, the Office of Outreach and Policy, and the Office of Legal Services.

The Secretary works with the Board of Agriculture, Trade and Consumer Protection to carry out the program responsibilities of the agency. The Deputy Secretary and Executive Assistant work on behalf of the Secretary to ensure that the mission of the Department is carried out according to the policies and laws of the State of Wisconsin.

The Office of Outreach and Policy provides policy support for the Secretary and develops informational and educational materials for the public and the media. The Office of Legal Services provides legal advice to the Secretary and divisions.

### **AGRICULTURAL RESOURCE MANAGEMENT DIVISION**

The Division of Agricultural Resource Management (ARM Division) works to ensure the wise and harmonious use of Wisconsin's land, water and plant resources. The division safeguards the food chain, and the resources that support it. Regulates pesticides and other agrichemicals to protect public health and the environment. Works to prevent and clean up agrichemical spills. Helps landowners and local governments to conserve Wisconsin's productive land and water resources. Establishes standards for certain local regulations, including livestock facility siting ordinances. Helps preserve farmland threatened by unplanned development and sprawl. Helps prevent pollution of surface water and groundwater resources. Works to control serious pests that threaten Wisconsin crops, forests and plant communities. Inspects agricultural products for export certification to benefit Wisconsin businesses.

### **ANIMAL HEALTH DIVISION**

The Division of Animal Health works closely with agricultural producers and veterinarians to diagnose, prevent, and control serious domestic animal diseases that threaten public health and the food chain. It licenses and inspects animal dealers and markets, regulates the import and export of animals across state lines, acts to prevent the spread of animal diseases, and assists in the enforcement of state humane laws. Through the Premises Identification Program, it registers persons who keep livestock and assigns an identification code to each place at which livestock

are kept to facilitate disease control. It also regulates emerging industries, such as aquaculture and farm-raised deer.

### **FOOD SAFETY DIVISION**

The Food Safety Division enforces Wisconsin's food safety laws. These laws protect consumers, and help ensure that the public food supply is safe and wholesome. The Food Safety Division also regulates advertising and labeling of food to prevent fraud and misbranding in the sale of food. The division licenses and inspects over 40,000 food establishments, and supervises local inspection of others.

The Food Safety Division regulates Wisconsin's important dairy industry to ensure that Wisconsin milk and dairy products are safe and wholesome. Wisconsin's dairy regulations promote consumer confidence and assist in making it possible for the Wisconsin dairy industry to sell its dairy products in interstate commerce and international markets.

The Food Safety Division regulates the entire food chain, from the point of production to the point of retail sale and consumption. This allows the division to address problems that affect producers, processors, distributors, retailers, and consumers of food in a comprehensive and systematic way.

The division issues and administers nearly 40,000 licenses, including 20,000 dairy farms, 11,500 food establishments, and 7,000 individuals. The division licenses and inspects dairy plants, food and beverage processing establishments, meat slaughter and processing facilities, milk haulers, food warehouses, grocery stores, and other food establishments.

### **MANAGEMENT SERVICES DIVISION**

The Management Services Division is responsible for providing Department-wide administrative and general services, including oversight of the Department's employee health and safety program, space and facility management, and fleet operations.

The Bureau of Finance is responsible for the Department's financial and budget operations, including payment processing, cash receipt processing, management of the DATCP operating budget, development of the biennial budget, inventory management, and preparation of financial reports.

The Bureau of Human Resources performs all of the personnel functions for the Department, including classification, recruitment, collective bargaining and contract administration, affirmative action, training and employee assistance programs, workers compensation, and health and safety.

The Bureau of Information Technology Services provides information technology planning, systems development and support, data and voice telecommunications, printing, and mail services. It also provides the records and forms management function.

The Bureau of Laboratory Services provides chemical, microbiological, physical, and biological testing to support Department investigatory and enforcement programs; also production and sales of laboratory proficiency testing services.

### **AGRICULTURAL DEVELOPMENT DIVISION**

The Division of Agricultural Development works to improve and diversify Wisconsin agriculture through programs supporting agricultural business and market development and through one-on-one assistance to farmers.

The Agricultural Business Development programs develop capacity, partnerships and projects to stimulate business creation and growth within agriculture. The Agricultural Development and Diversification program provides technical support and awards grants to encourage the development of new value-added products, technologies and markets. The Value Added Dairy Initiative focuses on growing the state's dairy industry through support for specialty dairy and cheese production, producer modernization and supply chain enhancements.

The Wisconsin Farm Center serves as an information, resource and referral service. The Farm Mediation and Farmer Assistance Programs provide information and technical assistance, including financial analysis, legal information, mediation, job counseling, and a program to link beginning farmers with retiring farmers. The program is supported by volunteer farm credit advisors and volunteer farm mediators who mediate debtor/creditor and contract issues, among others. The Center administers the Rural Electric Power Services program, which offers farmers and rural electric power distributors assistance related to power issues and concerns.

The Agricultural Market Development programs support Wisconsin agribusiness in developing national and international markets for Wisconsin agricultural products. The International Agribusiness Center (IABC) identifies market development opportunities around the world for Wisconsin's agricultural companies and producers. The IABC provides technical expertise and market development initiatives to aid in the growth of Wisconsin agriculture through increased exports and the development of trade enhancing partnerships across the globe. The Division also administers special informational and promotional programs that support Wisconsin agricultural products in state and national markets, including the Alice in Dairyland program, a virtual farmers market website - SavorWisconsin.com, and the Something Special from Wisconsin program.

The Division partners with the U.S. Department of Agriculture to collect and report current market information for agricultural products, including information on prices, supply, demand and market trends. In addition, the Division administers state aid for Wisconsin's county and district fairs and oversees the state's agricultural market orders.

### **TRADE AND CONSUMER PROTECTION DIVISION**

The Division of Trade and Consumer Protection has primary responsibility for Wisconsin's consumer protection programs, including administration and enforcement of laws regulating deceptive advertising and consumer fraud. The division's broad authority to prohibit unfair trade

practices by rule forms the cornerstone of the state's general trade regulation and consumer protection program. The division administers the statewide consumer protection hotline and coordinates the regional consumer protection offices.

The division regulates many commercial transactions, including apartment and manufactured home site rentals, auto repairs and home improvements. Environmental regulations include packaging regulations and controls on repairs of vehicle air conditioners to minimize impact on ozone levels.

The division enforces many regulations affecting commercial transactions in Wisconsin, including state laws requiring honest weights and measures for all commodities. Trade practices are regulated to protect fair and open competition in the marketplace. In order to protect agricultural producers from fraud and devastating financial defaults, division auditors monitor the financial condition and business practices of dairy plants, grain warehouses and food processing plants.

In cooperation with USDA, the division directs inspection programs that include grading, inspection, weighing and certification of grain, fruits and vegetable products. The goal of these inspection programs is to assure accurate representation of product quality, condition, size and compliance with grade and labeling standards and export requirements.

#### **WISCONSIN AGRICULTURAL STATISTICS SERVICE**

Through a cooperative relationship with the USDA-National Agricultural Statistics Service, the Wisconsin Agricultural Statistics Service (WASS) administers USDA's program of agricultural statistics, conducts the Census of Agriculture, and publishes timely reports on agricultural acreage, production, yields, prices, and growing conditions. WASS also collects and publishes statistics on Wisconsin's dairy and livestock production.

The Wisconsin Agricultural Statistics Service also conducts surveys and provides statistical consulting services to the Wisconsin Department of Agriculture, Trade and Consumer Protection, the University of Wisconsin, and other agricultural organizations.

The office responds to over 3,600 requests for information and handles approximately 50,000 questionnaires each year. The service annually publishes a comprehensive Ag Statistics Bulletin, weekly and semi-monthly reports, and maintains a website, which provides the public with accurate and unbiased information on agriculture in Wisconsin and the U.S.

## **DATCP OFFICE LOCATIONS**

The Department has staff at the following locations:

### Madison Area

1. Headquarters - 2811 Agriculture Drive, Madison (87,016 sf)
2. Bureau of Laboratory Services - 4702 University Avenue, Madison (19,468 sf)
3. Weights and Measures Metrology Laboratory – 3607 Galleon Run, Madison (7,081 sf)

### Outside Madison

- |                              |                 |                                     |
|------------------------------|-----------------|-------------------------------------|
| 1. Antigo (N/A)              | (DTCP)          | 2950 Neva Road                      |
| 2. Altoona (240 sf)          | (DARM)          | 1304 N. Hillcrest Parkway, Suite A  |
| 3. Appleton (552 sf)         | (DARM)          | 3369 West Brewster Street           |
| 4. Baldwin (150 sf)          | (DARM)          | 800 Spruce Street                   |
| 5. Burlington (276 sf)       | (DARM)          | 425 Milwaukee Avenue                |
| 6. Cumberland (150 sf)       | (DARM)          | 1341 2 <sup>nd</sup> Avenue         |
| 7. Eau Claire (7,164 sf)     | (DTCP/DARM/DFS) | 3610 Oakwood Hills Parkway          |
| 8. Fond du Lac (185 sf)      | (DARM)          | 74 South Main Street                |
| 9. Green Bay (2,723 sf)      | (DTCP)          | 200 N Jefferson Street, Suite 146-A |
| 10. Juneau (290 sf)          | (DARM)          | 451 West North Street               |
| 11. Milwaukee (2,554 sf)     | (DTCP/DFS)      | 10930 West Potter Road, Suite C     |
| 12. Monroe (150 sf)          | (DARM)          | 1518 1/2 11th. Street               |
| 13. Montello (145 sf)        | (DARM)          | N3829 Highway 22                    |
| 14. Oshkosh (200 sf)         | (DARM)          | 375E City Center, Suite E           |
| 15. Park Falls (280 sf)      | (DARM)          | 627 4 <sup>th</sup> Avenue South    |
| 16. Richland Center (498 sf) | (DARM)          | 26136 Executive Lane                |
| 17. Sheboygan (118 sf)       | (DTCP)          | 3620 Wilgus Avenue                  |
| 18. Sparta (150sf)           | (DARM)          | 820 Industrial Drive                |
| 19. Stevens Point (900 sf)   | (DTCP/DARM)     | 2915 Post Road                      |
| 20. Sturtevant (150 sf)      | (DARM)          | 9531 Rayne Road                     |
| 21. Superior (N/A)           | (DTCP)          | 404 Tower Avenue                    |
| 22. Waukesha (172 sf)        | (DARM)          | 141 NW Barstow St., Room 404        |
| 23. Wausau (300 sf)          | (DARM)          | 1200 Lakeview Drive                 |

### **III. Evaluation of Agency Requirements for State-owned and Leased Space**

The Department of Agriculture, Trade and Consumer protection has tried to anticipate program changes as much as possible in identifying needs for future building space. DATCP is in need of new laboratory space for our Bureau of Laboratory Services and our Plant Industries Bureau. This lab space will replace the existing outdated lab space. Details on this need are listed in part IV of this document.

DATCP leases space in four State Office Buildings.

State Agriculture Building: 87,016 square feet of Class A Office space and Class C Storage space.

Hill Farms Building D: 19,468 square feet of Class L Laboratory space and Class C Storage space.

Green Bay State Office Building: 2,723 square feet of Class A Office space.

Waukesha State Office Building: 172 square feet of Class A Office space.

A listing of all of DATCP's offices is on page 9. Square footage for each office location is listed after the name of the office. DATCP has been working with DOA to reduce the amount of privately leased office space. At this point in time, we have reduced the leased sites or the square footage in these locations as much as possible.

Deteriorating building conditions at the DATCP lab are causing facility problems. Plumbing, HVAC, leaking roof and power problems come up on almost a weekly basis. DOA engineers determined that it will be more cost effective to build a new lab than it will be to renovate the existing location to bring it up to code.

The Department of Agriculture, Trade and Consumer Protection intends to make a request in the 2009-2011 Capital Budget for equipment and furnishings associated with the new co-located DATCP laboratory and the Public Health Laboratory.

### **IV. Broad-based Evaluation of Space Alternatives**

The following paragraphs describe our labs and the work that is done in them. Also given is the history behind previous discussions and projects associated with building a new lab.

#### **BUREAU OF LABORATORY SERVICES**

The Bureau of Lab Services provides unique scientific expertise in testing and consultation services to the Division of Agricultural Resource Management (DARM) and the Division of Food Safety (DFS). Testing is done in support of several statewide programs that pertain to animal feed, fertilizers, pesticide misuse, agricultural chemical spills, agricultural chemical cleanup, and protection of groundwater from agricultural chemicals, food safety, and enforcement of the Grade "A" Pasteurized Milk Ordinance.

The facility at 4702 University Avenue, which houses two of the Department's laboratory operations, Bureau of Laboratory Services and the Plant Industry Laboratory, has reached 40

years in age and has deteriorated since the building first opened. Federal Audits have deemed the space unfit to perform the day to day operations required to meet federal guidelines.

The Department has been working with the Department of Administration (DOA) on having a new laboratory built for the DATCP Laboratory and the Public Health Laboratory to be co-located in a building on Madison's South/East side. At the April 2008 Building Commission meeting, DOA requested the release of \$1,188,600 in Building Trust Funds for preparation of preliminary plans and a design report for construction. The total cost of the project is estimated at \$58,000,000, (\$23,000,000 Program Revenue Supported Borrowing and \$35,000,000 General Fund Supported Borrowing).

The amount of money needed for moveable equipment for this laboratory will be determined once more design-related work is done on the project. Based on conversations with the A/E in the program statement portion of the project, DATCP will need to meet with the A/E hired for the project to determine what equipment will be able to be re-used in a new design. DATCP will make every effort possible to re-use the existing furniture and equipment. Preliminary estimations have our moveable equipment need being between \$1,200,000 the need for special equipment will be \$1,000,000.

### **PLANT INDUSTRY LABORATORY**

The Plant Industry Lab performs diagnosis of plant diseases and nematodes, supporting the bureau's survey and regulatory functions, for example for the certification and export of agriculture crops and the detection of new diseases. The lab has the capability and screens for federally regulated pests listed as "select agents" under the federal Agricultural Bioterrorism Protection Act. Plant Pathology work does not deal with human pathogens but hazardous substances are used.

Testing for plant pathogens includes the following lab work. Classic plant pathology methods, including: preparation of growth media, isolation of plant pathogens under sterile conditions, incubation of pathogens. Microscopic examination of cultured plant pathogens and nematodes.

Testing for viral and bacterial diseases requires PCR technology (Polymerase Chain Reaction) housed in a separate DNA free room with a thermal cycler, UV illuminator, Eppendorf measuring, and electrophoresis equipment. This room stores hazardous and non-hazardous chemicals such as ethidium bromide buffers, gels, and primers.

ELISA testing (Enzyme-Linked Immunosorbent Assay) is performed in this work unit as well. Workspace and countertops for sample preparation to perform these tests and house equipment are needed.

As noted earlier, the Department has been working with the Department of Administration (DOA) on having a new laboratory built for the DATCP Laboratory and the Public Health Laboratory to be co-located in a building on Madison's South/East side. Also noted earlier, at the April 2008 Building Commission meeting, DOA requested the release of \$1,188,600 in Building Trust Funds for preparation of preliminary plans and a design report for construction.

The total cost of the project is estimated at \$58,000,000, (\$23,000,000 Program Revenue Supported Borrowing and \$35,000,000 General Fund Supported Borrowing).

Also noted earlier, the amount of money needed for moveable equipment for this laboratory will be determined once more design-related work is done on the project. Based on conversations with the A/E in the program statement portion of the project, DATCP will need to meet with the A/E hired for the project to determine what equipment will be able to be re-used in a new design. DATCP will make every effort possible to re-use the existing furniture and equipment. Preliminary estimations have our moveable equipment need being between \$1,200,000 the need for special equipment will be \$1,000,000.

### **WEIGHTS AND MEASURES METROLOGY LABORATORY**

The Weights and Measures Metrology Laboratory located at 3601 Galleon Run is the official measurement center for the State of Wisconsin. The Metrology Lab ensures that standards of weight and measure used throughout the State are traceable to national standards maintained by the National Institute of Standards and Technology (NIST). The requirement to establish and maintain this state measurement center is set in section 98.05(5), Wisconsin Statutes. This laboratory used to be located with DATCP's other two labs, but was unable to continue to operate in the University Avenue facility. Therefore, the lab was moved in January 2007 to leased space built to suit their needs.

## **V. SUMMARY OF PROPOSED PROJECTS**

### **2009-2011 Biennium Major and Minor Projects:**

#### **Major Projects:**

The Divisions of Management Services and Agricultural Resource Management are currently working with the Department of Administration on a 2009-2011 Biennial Budget proposal for a new laboratory facility which will be co-located with the State Lab of Hygiene on Madison's South/East side. An A/E firm was hired in the fall of 2006 and created a joint program statement to serve as the program statement for this project. At the April Building Commission meeting, DOA requested the release of \$1,188,600 of Building Trust Funds for preparation of preliminary plans and a design report for the construction of a new Laboratory. The estimated total cost of this project is \$58,000,000, (\$23,000,000 Program Revenue Supported Borrowing and \$35,000,000 General Fund Supported Borrowing). Preliminary estimations of moveable equipment are between \$600,000 and \$1,200,000.

**Minor Projects: None**

### **2011-2013 Biennium Major and Minor Projects:**

**Major Projects: None**

**Minor Projects: None**

**20013-20015 Biennium Major and Minor Projects:**

**Major Projects: None**

**Minor Projects: None**