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2012 Fees for Certification Services

**** COST SHARE** – Certified clients are eligible for reimbursement of up to 75% of your certification fees per each type of category (or “scope” as they are referred to by the USDA) that you have certified. For example: You may be certified for crops, dairy and beef cattle, each of which is considered a category (or scope) and would qualify to receive up to 75% reimbursement for each of those categories, not to exceed \$750 per category, per year. Contact your state’s department of agriculture for detailed information and to apply for the Cost Share Program.

1. Basic Certification Fee: Annual Update \$605 New Applicant \$660

This fee is due each year with your Organic System Plan or Annual Update. It covers your basic certification services for the upcoming certification season, including review of your certification documents for compliance with regulations, writing initial review and certification reports and assigning inspections. It entitles you to all membership benefits, including the PCO certification manual, materials lists, recordkeeping system, newsletter, and educational events & materials at no additional charge. You also have direct access to your certification specialist’s expertise via phone, mail or email. It does not cover the cost of inspection.

2. Sales Assessment

The sales assessment is calculated on your annual gross organic sales for farming and processing operations in the previous year. You will receive an invoice for these fees after we receive your application or annual update. The fee for broker/distributors and operations that only re-package organic products is calculated on the difference between the purchase and sales price of organic products. There is no sales assessment for operations with \$5,000 or less of organic sales. We calculate your fee according to the amount of sales in each category then add them together. For example, if the amount of your sales is \$150,000, you are charged nothing for the first \$5,000, 0.5% for the next \$95,000 (\$475) and 0.3% for the final \$50,000 (\$150) for a total assessment of \$625. See chart below

Category	Your Organic Sales Last Year	Sales Assessment	Multiply Amount by:
Category 0	\$0 to \$5,000	0	n/a
Category A	\$5,001 to \$100,000	0.5%	.005
Category B	\$100,001 to \$1 million	0.3%	.003
Category C	Over \$1 million	0.1%	.001

3. Type of Operation

This fee covers the additional time and expertise required to certify operations that are more complicated than those with only crops or land.

Type of Operation	Description	Fee
Dairy		\$200
Beef, sheep, goats, etc (other than dairy or poultry)		\$50
Poultry, small scale	Less than 1,000 birds total per year	\$50
Poultry, large scale	1,000 or more birds per year	\$250
Processor / handler / broker / distributor, small	Less than \$80,000 gross organic sales	\$100
Processor / handler / broker / distributor, large	\$80,000 or more gross organic sales	\$250

4. Inspection

The actual cost of your inspection is charged at an hourly rate, plus expenses. PCO works hard to coordinate inspections in geographic regions to minimize travel time. You can help lower your costs by having your records and materials close at hand and well-organized when the inspector arrives.

Farm inspections	\$40 / hour	
Processor / handler / broker	\$50 / hour	
Travel time	\$20 / hour	
Mileage	Federal rate	
Travel expenses	Actual cost	Includes transportation, parking, tolls, lodging, meals for overnight trips, expedited courier service and other expenses necessary to perform your inspection.
Inspection cancelled by client	Fees or costs incurred up to the time it was cancelled	
Inspection service fee	6% of total inspection fee	

5. Supplemental Review

These charges cover special reviews upon request in addition to your basic Organic System Plan.

Contracted operation	\$250	Farm or processing
Request to return from suspension	\$150	
Processing of follow-up or add-on inspection	\$150	When required
Out-of-region operation	\$150	Plus any fees charged by the state
Processed product review (single and multi-ingredient)	\$50	New or revised, includes label review
Product label review only	\$25	No changes to OPP/ingredients
Private label agreement review	\$150	
Private label agreement - revisions	\$50	
Compliance verification – European Union	\$150	
Compliance verification – Canada – farm / processor	\$50 / \$100	Basic fee
Product and label review – Canada equivalency	\$25	New or revised

6. Administrative Fees

Fees for services not directly related to certification or inspection.

Late annual update, more than 10 days past due date	\$1 per day	\$150 maximum
Late payment, more than 30 days past due date	1.5% interest per month	
Replacement or revised organic certificate	\$25	
Copy of Organic Certificate or Organic Product Verification	No charge	
Export certificate – Japan, Taiwan	\$50	Per product
Circumstances not otherwise covered in this fee schedule	\$40 per hour	
Mediation	All costs assumed by applicant / certified client	

7. Document Fees

Application Packet	\$75	Cert & NOP Manuals, Materials Lists, Organic System Plans, Record Keeping System, and membership
Organic System Plans only	\$25 each mailing	No charge if downloaded or emailed
Recordkeeping System	\$15	
List of Certified Operations	No charge	
Supplemental certification forms	No charge	Adjoining Land Use, Materials Used, etc.

8. Refund Policy

- **Withdrawal/ Surrender before initial review:** No refund of \$75 application packet/ application processing fee. Balance of Certification Fee will be refunded.
- **Withdrawal/ Surrender after initial review but before on-site inspection:** The following charges will apply: \$75 application packet/ application processing fee; 50% of basic certification and type of operation fees; plus any other fees charged, such as sales assessment, supplemental review and administrative fees, and inspection cancellation fee (if charged by inspector). Balance of Certification Fee will be refunded
- **Withdrawal/ Surrender after on-site inspection but before certification review:** The same charges apply as for withdrawal/ surrender after initial review, plus the cost of inspection.

- **Withdrawal/ Surrender after certification review:** No refund of basic certification fee. Any other fees charged, such as type of operation fee, sales assessment, supplemental review, and administrative fees, including the actual cost of the inspection, must be paid in full.