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PCO Certification Fees-2018

**** COST SHARE** – Certified clients are eligible for reimbursement of up to 75% of certification fees per each type of category. For example: If you are certified for crops, dairy and cheesemaking, each of which is considered a category (or scope) you would qualify for up to 75% reimbursement for each category, not to exceed \$750 per category, per year. Contact your state’s department of agriculture to apply for the Cost Share Program.

1. Basic Certification Fee: \$735

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 and inspection expenses other than the inspector’s hourly fee. It entitles you to all membership benefits, including the PCO certification manual, materials lists and review services, 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.

2. Sales Assessment: The sales assessment fee is calculated on your annual gross organic sales for farming, handling 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 sale price of organic products. No sales assessment is charged to 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, 0.53% for the next \$95,000 (\$503.50) and 0.32% for the final \$50,000 (\$160) for a total assessment of \$663.50.

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	0.53%	.0053
Category B	\$100,001 to \$1 million	0.32%	.0032
Category C	Over \$1 million	0.11%	.0011

Maximum total sales assessment fee is \$25,000.

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	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
Group Operation		\$695
Affiliated Poultry Operation	One central administration with sales exclusive to one operation	\$325
Additional Organic System Plan (OSP)	Applies to operations with more than one OSP of the same scope	\$300
“PCO 100% Grassfed” Certification		\$150
Processor / handler / broker / distributor, A	Less than \$100,000 gross organic sales	\$100
Processor / handler / broker / distributor, B	\$100,001 to \$1 million gross organic sales	\$250

4. **Inspection:** The actual cost of your inspection is charged at an hourly rate. PCO works hard to coordinate inspections in geographic regions to minimize travel time. You can lower your costs by having records and materials close at hand and well-organized when the inspector arrives. Inspections may be announced or unannounced. There is no charge for partial unannounced inspections.

Type	Description	Fee
Farm inspections		\$50 / hour
Processor / handler / broker / group operation		\$60 / hour
Travel time		\$25 / hour
Non-customary inspection expenses	Examples include airfare, overnight mail, rental car, and other non-customary expenses	Actual Cost
Inspection cancelled by client	Cancels inspection with less than 48-hour notice for a non-justified reason or fails to communicate an inspection cancellation request	Customary expenses incurred up to the time it was cancelled
Inspection service fee		6% of total inspection fee
Periodic pesticide residue testing		No charge

5. **Administrative Fees:** Fees for services not directly related to certification or inspection.

Type	Description	Fee
Late payment	more than 30 days past due date	1.5% interest per month
Circumstances not otherwise covered in this fee schedule		\$40 per hour
Mediation		All costs assumed by applicant / certified client

6. **Document Fees**

Type	Description	Fee
Application Forms		No charge
Application Fee (New Applicant)	Includes processing of application, Certification & NOP Manuals, Materials Lists, Organic System Plans, Record Keeping System, and Supporting Membership. This fee is waived if you are a supporting member	\$100
Recordkeeping System		\$15
List of Certified Operations		No charge

7. **Refund Policy:**

- Fees in Sections 1, 2, and 3 are eligible for a 50% refund of fees paid in the current calendar year, if the initial review has not been complete.
 - If the initial review has been complete, the fees paid are non-refundable and any outstanding invoices not yet paid will be turned over to collections.
- Fees in Sections 4, 5, and 6 are non-refundable fees.

This fee schedule is effective January 1, 2018 through December 31, 2018.