

# Oregon Tilth Certified Organic

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## Fee Schedule

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## OTCO Fee Schedule

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## WELCOME

Oregon Tilth is a nonprofit organization dedicated to supporting and promoting biologically sound and socially equitable agriculture. Through our certification program we work to support this mission by providing a range of organic and sustainable agriculture certification services. Oregon Tilth is well known for its organic certification program for both farmers and processors.

We are committed to maintaining stable certification fees and being competitive while also supporting our nonprofit mission. Transparency is important to us, so you will find that all fees related to certification are outlined in this manual. We will not charge a fee for something that is not outlined in this manual.

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In general, there are two main types of certification fees and invoices that will be issued every year: the **annual certification invoice** and the **inspection invoice** after an on-site physical inspection. However, as you will see in this manual, there are additional charges based on your unique activities and needs. To keep our fees down we may charge additional fees for uncommon requests or needs, such as international compliance and shipping documents or expedited services.

We encourage you to review this entire manual carefully to determine all fees that may be incurred by your operation. We are happy to assist. For a current version of the OTCO fee schedule please download at <https://tilth.org/certification/apply/understanding-fees/>

If you have any questions, please call (503) 378-0690 or email [organic@tilth.org](mailto:organic@tilth.org).

## NEW APPLICANTS

### FIRST-TIME APPLICANTS

All new applicants must fill out and submit the appropriate application packet for the types of services they would like to obtain. You can request an application at <https://tilth.org/certification/apply/application/>. To request an application by mail, email [getcertified@tilth.org](mailto:getcertified@tilth.org), or call (503) 378-0690 for further assistance.

The application, also known as the Organic System Plan (OSP), must be submitted with payment of the new applicant fees to enable an initial staff review. This payment should include a minimum fee for the requested scope of service, plus a one-time non-refundable new applicant fee of \$300. The minimum fee for processors/manufacturers/brokers is \$1,000, for crop/farm/wild-harvest operations it is \$325, and livestock scope will be an additional \$250 plus the above charge for crop or processor scope. Expedited service, e.g., a “rush review” request, is subject to additional charges and outlined in the expedited services section below.

See the Payments section below for instructions on submitting your new applicant payment.

### PREVIOUSLY CERTIFIED/CHANGING CERTIFIERS

Complete the certification OSP (Organic System Plan) and submit it to the OTCO office following the procedures above. Your fees will be calculated based on your operation's *previous 12 months of gross organic sales* (see Fee Table in the Appendix) plus the new applicant non-refundable fee of \$300. Please pay online at <https://tilth.org/certification/fees/> or by mail. To ensure continuous, non-lapsed certification, do not discontinue or surrender certification with your current service provider until after receiving a final decision and certificate from Oregon Tilth.

### TRANSFER OF OWNERSHIP

In cases of certified operations being sold to or otherwise acquired by another legal entity, the new entity will pay certification fees based on organic sales and certification history of the acquired operation. In some instances, Oregon Tilth reserves the right to waive the new applicant fee if the transfer of ownership process requires minimal staff input and activity.

### RENEWAL DATE ASSIGNMENT

Upon successful submission of your application, you will be assigned a January 1<sup>st</sup> (most common) or April 1<sup>st</sup> renewal date, regardless of the issue date listed on your certificate.

If assigned a January 1<sup>st</sup> date, the subsequent year's certification fee will be prorated with a credit according to the quarter your first-year certificate was issued in. For example, if your certificate was issued between January-March you will pay a full year of certification fees the following January 1 renewal. If your certificate was issued between April-June your fees for the following year will be calculated at three quarters (3/4) the first-year certification fee, so a quarter (1/4) of your certification fee will be credited back. If your certificate was issued between July-September, you will only pay half the certification fee the following year at renewal. And if you were certified from October to the end of the year, you will pay a quarter (1/4) the certification fees at your January 1 renewal. Please note that this excludes expedited applicants.

The prorated amounts cannot be calculated through our fee calculation portal. Our finance team will issue a credit memo and apply the credit to your outstanding certification invoice. When it is time to submit your first OSP renewal application, feel free to contact our finance office for assistance.

### RENEWING CLIENTS

Renewals and/or changes to your Organic System Plan (OSP) occur yearly and are required to maintain your certification. The OSP Renewal Application can be processed online at <https://tilth.org/certification/clients/renew/>. Please follow the step-by-step process toward renewal and fee calculation, or you can choose to download and fill out a paper version. To request renewal by mail, email [organic@tilth.org](mailto:organic@tilth.org) or call (503) 378-0690 (US Office) for further assistance.

### SALES REPORTING

The annual certification fees for renewing certified operations are based on the gross income of certified products from a previous 365-day period and are determined using the appropriate fee tier as presented in the appendix. Sales reported at renewal should include all products, land, and other items listed on your certificate, even if they were

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not sold as organic. A portion of sales not sold as organic may be excluded from the fee calculation by petition and special permission from the Finance & Administration Director. You must submit your request in writing and follow up information and proof may be requested. All records are kept in confidentiality with law.

If you are a transitional client, you do not report sales on your transitional crops until you have received your organic certificate. Only report sales of certified organic items. Sales from the date of certificate issue are reported as organic and are eligible for fee schedule calculations.

If you have multiple scopes of operations with two distinct business entities and your goods/products are 'transferred' from one entity to the other, you must report the value of those goods to calculate your fees. For example, you are certified with Oregon Tilth for crop scope and have certification for the processing scope under a separate ID and business. Technically, you own both operations but are not purchasing any goods; you are merely transferring the items to your processing facility. You must report the value of these goods exchanged to calculate your fees. You may use fair market value, local county commodity postings, or other appropriate methods. The processing business may report their retail sales as Wholesale in the section listed below.

Please use the following sales periods for the fee calculator upon renewal:

Example 1:

January 1, 2026, renewal date

Report sales from 10/01/2024 to 09/30/2025.

Example 2:

April 1, 2026, renewal date

Report sales from 01/01/2025 to 12/31/2025.

If you have a question about your sales reporting dates, please call us for assistance.

Sales will be verified at the time of your inspection, and your assigned review officer will communicate discrepancies to the finance department. You may receive an additional invoice or a credit memo if your sales were overstated.

### **MISREPORTED SALES**

At the time of inspection, your inspector will verify the sales amount you submitted on your OSP, used to calculate your annual fee. If there is a discrepancy in sales amounts reported, the Finance Department will issue credit (for over-reported sales) or a secondary invoice (for under-reported sales) that calculates the difference in what you were originally invoiced and what you should have been invoiced.

### **FARM/GROWER FEES**

(Includes livestock, crop, transitional and wild harvest operations)

In the first year, the cost of certification is \$625. This includes a \$325 base certification fee and a non-refundable \$300 new applicant fee. If you have been previously certified, use the previous year's sales and find the appropriate tier in the chart in the appendix.

#### **Livestock Scope Addition**

Livestock operations seeking certification should add an additional \$250 to their fee calculation, in addition to the total calculated from the appropriate tier.

#### **Fees for multi-site operations - Grower Groups**

A multi-site operation with demonstrated internal control system (a.k.a. a cooperative or grower group) involves a centrally managed association of local growers producing similar crops using similar practices and marketing their products in common.

Please reference information in the appropriate FARM/GROWER FEE section to calculate the base certification fee. For multi-site operations, an additional *grower group fee* is charged. This fee is calculated by taking the square root of the previous year's reported sales of gross organic product. The maximum grower group fee is \$12,000 for Farm/Growers.

#### **Fees for multi-site operations – Production Partners**

Multi-Site Operations may be production partners contracted to provide crop or livestock products, predominately to the primary operation, which contributes to a finished organic product sold by the primary operation. Please see the below section on "Production Partnerships" for a clear definition and qualifications for this arrangement. This production partnership arrangement allows the primary operation to cover the multi-site operation's certification expenses.

For each operation in the multi-site production partnership, a multi-site operation fee of \$1,700 and a grower group fee (see above) is charged, with a maximum combined production partner/grower group fee of \$12,000.

The grower group fee calculation for production partners is calculated by taking the square root of gross organic sales. For production partners with gross sales greater than \$5 million dollars, the calculation is multiplied by 1.5 to account for greater operational complexity.

### **HANDLER/PROCESSOR FEES**

OTCO bases fees for the certification of food, fiber, and personal care handling operations on the type of operation. Fees may be based on more than one level of the fee schedule depending on the products produced and the services provided. Additional scopes for processing certification can be found in the NSF/ANSI 305 and GOTS sections

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below. Your initial point of contact with Oregon Tilth will help you determine if these extra scopes and fees will apply in addition to your base processor fee.

In the first year, the cost of certification includes a \$1,000 base fee and a non-refundable new applicant fee of \$300. If you have been previously certified, use your operation's prior year's sales and find the appropriate tier in the chart.

For renewing clients and previously certified operations switching certifiers, sales reporting to calculate certification fees is determined by an operation's identified type. The two types are outlined below and if you have questions about which category you fall into, a member of your client service pod can help you identify the correct bracket.

If you have multiple facilities and each has a separate certificate, that facility must report its sales individually to calculate the annual certification fee. If you have multiple facilities and one certificate, all facilities report their sales to the designated main contact. A processor with multiple facilities on one master certificate will be assessed \$300 annually for each facility on the master certificate, in addition to the base fee listed in the appendix.

### Processor/Handler Class (Retail)

This main bracket will be for most operators that physically handle and manufacture organic products. This category includes companies that process their own food or fiber products. Retail products include those packaged for the end user (including livestock feed) and products offered in bulk by retailers. This category also includes activities such as seed cleaning as well as fruit, fiber, or vegetable packing, consolidating, and/or packaging.

Sales will be verified at point of inspection.

Please see the appendix and refer to the column "Retail OR Dual Scope" to calculate certification fees.

### Processor/Handler Class (Wholesale)

The second bracket is for companies that take little or no possession of products, have high overhead, or co-pack products for other companies. Examples of businesses that fall into this category are commodity brokers, marketers, brand owners, storage facilities, livestock yards, slaughterhouses, distributors, resellers and companies that co-pack labels (but do not create or modify the product formula). This category includes the production of food ingredients and fiber inputs intended for further processing prior to retail packaging and/or sale, or for the sale and transfer of goods.

Co-packing occurs at facilities that manufacture processed products for another company. Co-packer sales are based on the sale of organic products or fees received for production services as applicable. This category also includes brokers who do not pack or process products. Incidental re-packing for quality control or assembling orders is allowed.



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Wholesale handlers who do not pack, process, or physically handle organic products can figure their reported sales by deducting the cost of organic goods from the reported amount. If you are a broker whose sales are the commission on products whose trade you have facilitated, list the commission as your sales amount.

If there is a transfer of goods between two facilities/companies that are individually certified, the originating facility will not need to record their sales, and a base certification fee will be assessed. This will be documented as a note in the client file. The facility/operation that the goods were transferred to will record the sales and fees will be based upon those goods.

If more than 50 percent of your gross organic sales are from co-packed products, use this chart. Sales will be verified at point of inspection. Fee schedule column listed as “Wholesale” in appendix should be used for these operations.

### **DUAL SCOPE (FARM OWNED AND OPERATED HANDLING FACILITIES)**

Organic farm operations that manufacture and sell organic processed products must have both classes of certification (i.e., a farm and a processor certification) and pay certification fees based on the total sales of certified products (i.e., the combined sales of crops and processed products).

In the first year, the cost of certification includes a \$1,000 base fee and non-refundable new applicant fee of \$300.

Operations with both processing and farm scope will follow the “Retail and Dual Scope” class fee schedule listed in the appendix. If you have livestock, this is considered an additional scope and will require \$250 added to the base certification fee listed.

### **PRODUCTION PARTNERSHIPS**

A production partnership involves a collaborative effort among two or more companies marketing their products in common. The lead production partner is informally called the parent and is the entity that will authorize if the partners qualify for this arrangement. On an annual basis, we will ask the parent organization to verify which of the partners will be in the relationship for the following year. Both the parent and the partners must be certified by Oregon Tilth to participate in this arrangement. A primary liaison is responsible for organizing application forms(s), updating information annually, and is responsible for invoicing and inspection arrangements. Each partner receives an annual inspection by OTCO, is required to submit an OSP and will be issued a certificate in their company/farm name.

A single production partnership certification may cover diverse activities at diverse sites. An operation may choose to have farm or processing production partners that are contracted to produce or handle organic products predominately on behalf of the primary operation. Production Partners may have private label agreements with

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entities, but the parent entity is still responsible for production coordination. Not less than 75 percent of a partner's gross sales of the certified product shall be marketed under the primary operation's brand. This production partnership arrangement allows the operation to cover the production partner's certification expenses.

If it is found that less than 75 percent of the production partner's sales are not for the primary operation, the production partner arrangement will be invalidated. The partner will be responsible for paying the difference in the production partner fee and what the regular certification fees would have been without a production partner agreement. Inspection fees will also be required, and Oregon Tilth will notify the primary liaison in this event.

In such arrangements, the primary operation pays certification fees on its sales as outlined in the applicable fee schedule. For each partner included in the production partnership the Production Partner fee is \$950.

All production partners are required to report their sales on the OSP renewal form, although the sales will not affect their fee amounts.

Oregon Tilth reserves the right to refuse the production partner arrangement if the complexity of the operation exceeds our administrative capacity. In addition, Production Partner arrangements can only be established or dissolved upon application as a new client, or at annual renewals. Clients cannot begin or discontinue Production Partner arrangements mid-year.

### RESTAURANTS AND RETAILERS

The annual fee for the certification of restaurants and retailers is based on number of retail locations. Retailers may choose to limit scope of certification "by department" and will be charged according to the "by department" fees listed.

Restaurant operations will be charged according to the "entire location" fees listed below, which is \$1,250 per location.

| Number of Retail Locations | Entire Location<br>Certification fee | By Department<br>Certification fee |
|----------------------------|--------------------------------------|------------------------------------|
| 1                          | \$1,250                              | \$500 per department, per location |
| 2 – 5                      | \$5,000                              | \$500 per department, per location |

### INSPECTIONS

Inspection costs can be highly variable due to several factors. Size and scope of an operation can determine its complexity and time required for inspection. Client preparedness plays a key role. If records are organized and accessible, this can decrease the amount of time an inspector needs to complete an inspection. Our inspections team works, whenever possible, to negotiate grouped inspections with other operations to help defray travel costs across several clients. Additionally, the location and ease of accessibility of the inspection site may contribute to the cost of an inspection. Our Inspections Team and Finance Team work diligently to monitor inspections and keep them at a reasonable cost. The Inspection Team can help answer your inspection questions and meet your inspection needs.

#### INSPECTION FEES

In addition to the certification fee, operators should budget for annual inspection fees. Fees are assessed following the completion of an inspection at the site(s) of production. The inspection fee includes the inspector's time spent in preparation for, execution of, and final production of the report following the inspection. The billable rate to the client for these activities is \$72/hr. In addition, travel expenses including time, transport, lodging, and meals, will be assessed. Hourly travel rate for our inspectors is \$45/hr.

Clients must schedule a mandatory annual inspection. Our Inspections Department will contact you to arrange the annual inspection. Due to scheduling and inspector availability, the physical inspection may occur more or less than 12 months since your last inspection, although it must not exceed 18 months since last inspection. Please note that even if your inspection date is assigned 12 months or more after your certificate issue date, this does not impact the validity of your certificate.

#### ADDITIONAL INSPECTIONS

Additional inspections may be required for new applicants unable to demonstrate substantial compliance during the annual inspection. OTCO reserves the right to decide if additional inspection support is needed for large-scale operations (i.e., two inspectors). Additionally, the USDA NOP and other accreditation bodies may order additional compliance inspections, which will be the responsibility of the client to cover. If additional scheduled inspections are required to demonstrate compliance or to add new fields, sites, or facilities, then OTCO bills for the inspection time plus costs.

#### UNNANOUNCED INSPECTIONS

Certified operators are subject to unannounced inspections and/or sampling events. No fees are assessed for unannounced inspections. Typically, we do not pass on the sample costs to the client, but we reserve the right to do so regarding issues of noncompliance complaints, investigations, and/or regulatory directives.

### **CANCELLING INSPECTIONS**

If you cancel a scheduled inspection with less than two weeks' notice (from the date of the scheduled inspection), you will be assessed the inspector's preparation time, reimbursable expenses (travel, lodging, etc.) that have been incurred for the planned trip, as well as an administrative fee of \$500. If the inspector is in route, the client will be billed for travel time, in addition to the above listed costs.

Please contact the inspections department if there are extenuating circumstances affecting your inspection.

### **OTHER CERTIFICATIONS**

Oregon Tilth continues to expand its certification services to support organic operations with socially equitable and biologically sound production.

For example, Oregon Tilth offers evaluation of organic products for compliance and/or equivalence with additional requirements of foreign markets, such as the Great Britain, European Union, Mexico, Japan, Taiwan, Korea, Switzerland, and Canada. We also offer certification to various private label standards such as the Global Organic Textile Standard (GOTS) and NSF/ANSI 305 Personal Care Standard.

Additionally, Oregon Tilth develops partnerships with other certification programs, such as Salmon Safe and Organic Plus Trust-Grass Fed, to evaluate farms to multiple standards during the same inspection. In addition to the applicable base fee schedule for the type of operation, the associated additional certification evaluation fees are as follows:

#### **SALMON SAFE**



The Salmon Safe eco-label signifies an independent verification of environmental practices and management that protects water quality and habitat. This includes but is not limited to areas such as sediment and erosion control, water use, pest and animal management, and biodiversity conservation. The Salmon Safe certification can apply to farms, vineyards, urban developers and builders and land managers. Currently, Oregon Tilth only offers this service in conjunction with organic certification to farms.

A \$95 fee is assessed every three years and is included on your organic inspection invoice. The Salmon Safe inspection is conducted alongside the annual organic certification inspection.

### OPT – GRASS FED



OTCO, in cooperation with Earth Claims LLC and The Organic Plus Trust (OPT), provides OPT Certified Grass-Fed Organic certification to organic farmers and handlers with grass-fed livestock products.

OPT Certified Grass-Fed Organic identifies farmers and businesses who are maximizing the use of pasture grazing, minimizing grain in all forms, and maximizing animal well-being. The program is underpinned by the USDA National Organic Program (NOP) and builds upon the existing organic certification requirements. OTCO-certified organic farmers and handlers pay a flat rate fee of \$350 in addition to annual certification or certifications application fees. Inspection costs will be categorized and calculated separately and be included on your normal inspection service invoice.

### GOTS (Global Organic Textile Standard)



#### Scopes of Certification

OTCO's organic fiber program certifies to the Global Organic Textile Standard (GOTS) a comprehensive certification service for each step throughout the textile supply chain. The GOTS standard incorporates high-level environmental standards and social criteria compliance along the entire textile chain. As such, the following four scopes have been identified as a type of entity in the textile supply chain:

SCOPE 1 - Mechanical processing and manufacturing facilities and products (e.g., gin operations, nonwovens, bedding manufacturing, cut and sew, etc.)

SCOPE 2 - Wet processing and finishing operations and the products made (e.g., washed cotton, preparing fibers for textile production, dyeing, laundering, finishing woven and knit fabrics)

SCOPE 3- Trader/broker/marketer/importer operations that can receive and repack products (taking possession of the goods) or can be logistical coordinators such as brokers or traders (no possession of goods taken).

#### Base Certification Fee

GOTS clients will pay base certifications fees according to the fee schedule for Handling Operations outlined above. The same classification for GOTS brokers and marketers applies on the processing fee schedule. Each GOTS client will also pay a \$500 facility and licensing fee.

#### One Certificate, Multiple Facilities

Every GOTS facility and sub-contractor whose records must be reviewed and inspected will be charged a \$500 facility fee. This fee also includes the per facility royalty/licensing fee that Oregon Tilth passes on from Global Standard GmbH, the GOTS standard authority.

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### Trader/Marketer/Broker/Importer

The same classification for GOTS brokers and marketers applies on the processing fee schedule, so your fees will only be assessed on the net profit of goods sold, as long as physical possession of the goods does not occur.

### Sample Event

Mandatory sampling events are required under the GOTS standard. These costs will be passed on to operators and include laboratory analysis, inspector time, and supply/shipping expenses. Each sample event is required and typically costs a minimum of \$600 per sample, which will be billed to you.

### Label and Product Fees

After initial certification, if a GOTS client wishes to add a new label or product to their certificate, Oregon Tilth will levy a \$50 per label/product fee. If you require a faster timeline for a label or product, please see the expedited services section.

### Miscellaneous

All other miscellaneous transaction fees listed in this schedule also apply to GOTS clients. These fees include but are not limited to transaction certificates, all late charges, withdrawal fees, inspections, non-refundable fees, new applicant fees, expedite fees, etc.

## BEE BETTER CERTIFICATION



The Xerces Society, in partnership with Oregon Tilth, developed Bee Better Certified™ to promote pollinator conservation in agriculture. The Bee Better production standards are science-based and field-tested, guaranteeing that the actions farmers take improve pollinator habitat. Third-party verification from Oregon Tilth ensures that the certification process is transparent and trustworthy.

Certification fees of \$75 are due annually. Every third year the fee will raise to \$500 for farm/grower operations or \$1000 for a handler/processor operation. In addition, processors will pay an annual royalty fee based on gross sales of products listed under the Bee Better label. These products are listed on the royalty agreement and sales should be reported on the annual renewal. Currently, royalty fees are .01 percent of net annual sales with a cap of \$100,000 per product and a maximum fee of \$200,000 for all products combined.

All farm operations will have an on-site physical inspection in the first year, and the inspector's time and travel expenses are invoiced to the client. Processors and handlers of Bee Better verified products will receive a desk audit without an onsite audit unless the application risk assessment indicates a need for an in-person inspection. In subsequent years, Oregon Tilth reserves the choice to conduct a desk audit, or we may choose to send an inspector to ensure appropriate compliance is maintained. On-site inspections costs incurred are the responsibility of the client.

### MEXICO LPO ORGANIC PROGRAM (MX LPO)



The Mexico LPO Organic Program requires that any products produced and/or sold in Mexico as organic must meet the requirements of the Mexico Organic Standards / Ley de Productos Orgánicos (LPO), or be shipped to Mexico under an equivalency arrangement. OTCO is accredited to offer MX LPO certification services.

OTCO offers services to evaluate crops and handling operations that comply with LPO.

Follow the fee schedule for organic certification and then add an additional \$500 for the MX LPO certification.

Oregon Tilth must also assess and collect the Mexico 16 percent VAT tax on all certification and inspection invoices.

#### Payments

Operations located in Mexico should not make a payment until the Oregon Tilth Mexico Office provides an electronic invoice. To generate an electronic invoice, the following information will be requested for your operation:

1. The federal taxpayer registration card (cedula de Registro Federal de Contribuyente or RFC)
2. The operation's fiscal address, which should match the RFC.
3. Your preferred payment method (bank transfer, check or cash)
4. The last 4 digits of your bank account

Included in the application packet is a form to fill in the above information.

#### NOP to MX LPO Export Re-Certification Service

All U.S. organic products exported to Mexico must be certified by a NOP-accredited certifying body to meet compliance with Mexico's Organic Standards Law (LPO) as the two countries do not have a trade equivalency agreement in place. Oregon Tilth assesses a \$1,000 fee for our current certified operators wishing to export products into Mexico. This fee is in addition to processor or farm base fees listed in the above main fee schedule section.

Those currently certified by other NOP-accredited certification bodies can apply for this compliance recognition with Oregon Tilth and they will be charged an annual fee of \$3,000. Any items added after the initial review will be treated as product and label additions and will incur the \$50 per review fee listed in the 'Additional Services/Charges' section below.

## European Union (EU) Organic Program



Oregon Tilth offers services to evaluate USDA National Organic Program certified crops and handling operations to the European Union (EU) organic standard.

Certification to the EU standard is required when organic production and product shipment occurs from countries where no equivalency or trade arrangement exists with the EU.

The fee for the addition of EU compliance is \$500 for farm/grower scope and \$1,000 for Processors/Handlers scope.

## KRAV Program



In Sweden, consumers recognize that the KRAV Sustainability Label as assurance that standards in addition to EU organic certification, including basic “social responsibilities” are met. KRAV contracts with certifiers around the world to inspect EU certified clients to additional KRAV Sustainability Label requirements. The fee is \$500 per site to complete this assessment.

## NSF/ANSI 305 PERSONAL CARE PROGRAM



In addition to the regular fee schedule for Handling Operations (see fee calculations section), all NSF/ANSI 305 clients will pay an additional \$1,000 per facility for each calendar year. In addition to this flat fee for review, the following per product/SKU license fee will be applied for products requested for certification under this standard:

| Total Product SKU's | License Fee (US dollars) | Example 70 SKU's    |
|---------------------|--------------------------|---------------------|
| First 25 SKU's      | \$50 per SKU             | 25 x \$50 = \$1,250 |
| Next 26-50 SKU's    | \$30 per                 | 25 x \$30 = \$750   |
| Next 51-100         | \$20 per                 | 20 x \$20 = \$400   |

## Label and Product Fees

After initial certification, if an NSF client wishes to add a new label or product to their certificate, Oregon Tilth will levy a \$50 per label/product/SKU fee. If you require a faster timeline for a label or product, please see the expedited services section.

## Material Review Fees

Clients who send Oregon Tilth a material input review that requires a Green Chemist review will incur a \$150 fee.



## ADDITIONAL SERVICES/CHARGES

### EXPEDITED SERVICES

#### Additional Scope, Facility or Land Adds

For operations that wish to expedite their certification as a new applicant or to add new fields/sites or facilities to be inspected and approved, OTCO charges \$4,000 for expedited services. This \$4,000 fee is in addition to the certification fee, inspection fee and new applicant fee as previously described. If you are applying for certification under multiple classes, i.e., farm and processor, the \$4,000 expedited service fee will apply to each class of certification that you wish to expedite. This fee should be paid before or at time of application submission.

If you enroll in the expedited services program, OTCO provides the following:

- Application receives expedited attention for initial review and processing.
- OTCO will secure an inspector and inspection will occur as soon as possible.
- The inspection report will be submitted within two (2) business days.
- OTCO will review the inspection report within three (3) business days and identify any outstanding issues before certification can be granted.

The timelines outlined above may not be sufficient for complex applicant files. Every effort will be made to meet these timelines for expedited service; however, incomplete applications, complex files, requests to review materials not listed by either OMRI, WSDA, or CDFA and significant noncompliance issues may result in additional time needed to complete the inspection report and inspection report review. Failure of the applicant to respond to issues in a timely fashion will delay certification. Certification cannot be guaranteed by a certain date and OTCO has the right to refuse service for expedited requests if we do not have the administrative capacity to do so. In some cases, requests for this service may be outside of a geographical area in which we normally do business or may be at a high-volume service period. In these cases, OTCO will communicate if we are unable to meet your request of expedited service.

#### Expedited Product/Crop/Label Adds/Acreage Add/Supplier Update

In response to support of clients that run into time constraints, we have created a service category to expedite products, crop, supplier update, and label reviews. The fee per label, product, crop, or supplier update will be \$350. Expedited review does not guarantee approval. You will receive notification from Oregon Tilth staff within two (2) business days of the request.

We will consider the front and back of a product as one label, and the label on the product and the label on the package (if the same ingredients) as one label.

Expedited fees are a separate charge from the midyear additions and are not counted towards the 10 free or the max of \$1,800.

### **MID YEAR ADDITIONS**

These fees are based on additions to your certificate and operations mid-year. A mid-year addition occurs after the initial review or renewal has been submitted and approved. This includes new products added to a certificate, international label reviews for COR or EU, product or label reviews, crops, acreage, storage facilities, supplier additions, processing facilities and material reviews that are not listed with Organic Materials Review Institute (OMRI), California Department of Food and Agriculture (CDFA) or the Washington State Department of Agriculture (WSDA) approved organic input materials list. If an additional facility or acreage results in an inspection, this fee will be waived.

The first combined 10 additions for the above will be free. After the tenth addition, items will be charged at \$50 per with a cap of \$1,800 in fees. This excludes expedited service fees. Clients who pay certification fees in the \$15 million sales tier bracket and above will receive no additional charge on their additions.

We will consider the front and back of a product as one label, and the label on the product and the label on the package (if the same ingredients) as one label. We will also consider the same label or product on different size packages as one label.

### **FACILITY FEES**

Oregon Tilth charges \$300 for each facility listed under one master certificate. See above sections referencing handling/processor fee calculations to calculate the base fee level, then add \$300 per facility onto that fee.

### **REINSTATEMENT FEE**

Oregon Tilth will charge a \$1,500 reinstatement fee for clients that have been suspended from USDA NOP certification due to administrative complexity. This fee is in addition to certification and inspection fees. We require the reinstatement and certification fee to be paid in advance of initial review.

### **TRANSACTION CERTIFICATES**

Oregon Tilth processes requests for the following types of transaction certificates (TCs): Certificate of Inspections (COIs), NOP Import Certificates, TM11s, NAQS and general transaction certificates. These transaction specific documents validate your shipment of organic certified products to and from another country and apply to imported and exported goods. Sometimes these documents are requested by buyers and may or may not be required by country regulations. Oregon Tilth charges for the issuing of these certificates. Countries that require these certificates are included but not limited to as follows: Korea, Switzerland, Japan, Taiwan, Great Britain, Mexico, and the European Union. Additionally, the OTCO Global Organic Textile (GOTS) program requires transaction certificates for each step in the organic supply chain (from gin to final manufacturer).

## OTCO Fee Schedule

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Before trading with other countries, visit <https://tilth.org/transaction-certificates/> to access request forms and instructions for requesting Transaction Certificates. Please contact [export@tilth.org](mailto:export@tilth.org) for additional support.

### General and NOP Import Transaction Certificates

Due to the technical nature and complexity of paperwork, all TCs will be billed at a rate of \$75 per certificate. Customers will receive their invoices on a monthly basis. This rate is not applicable to GOTS certificates.

### Multi-Shipment NOP Import Certificate and Complex TC's

Multi-shipment transactions and complex transactions that take additional time to verify supporting input documents are considered complex. These certificates are charged at a rate of \$120.

### Expedited Transaction Certificate – One (1) Business Day

OTCO offers an Expedited TC service where there is need for quick delivery of a transaction certificate. In these cases, OTCO will bill \$150 per expedited TC. Upon request of an expedite, the TC is guaranteed to be completed by the end of the next business day in Pacific Standard Time (PST). Expedited TC service is not available for GOTS Multi-Shipment requests.

### Expedited Transaction Certificate – Same Day

If you require a same day expedited transaction certificate, the cost will be \$225 per certificate. This service is only available during the hours of 8am-3pm PST. Requests must be submitted by 11 am PST to qualify for same day expedited processing. Expedited Same Day TC service is not available for GOTS Multi-Shipment requests.

## GOTS Scope and Transaction Certificate Fees

### Scope Certificates

Oregon Tilth will pass to the client the Scope Certificate fee that lists the company in GOTS Certified Suppliers Database. This fee is currently set at \$20.

### Transaction Certificates

A GOTS TC will be billed at a rate of \$90. However, processing GOTS TCs can take additional time based on the quantity of supporting input documents that are verified by staff. This additional time is categorized as either complex or multi-shipment processing. Please collaborate with our staff to ensure all supporting documentation is provided, easily transposable, and complete.

### Complex Transaction Certificates

GOTS transaction certificates that take additional time to verify supporting input documents are considered complex. These certificates will be charged at \$90 for the first hour + \$25 each additional ½ hour of verification.

## OTCO Fee Schedule

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### **Multi-shipment Transaction Certificates**

GOTS transaction certificates that take additional time to verify supporting input documents plus include several transactions of various shipments are considered multi-shipment certificates. These certificates will be charged a TC fee of \$120 for the first hour + \$25 each additional ½ hour of verification.

### **Revision Fee**

Please note, OTCO charges a \$35 revision fee for corrections to transaction certificates resulting from erroneous information provided by the operation. This is in addition to the applicable transaction certificate fee.

### **LATE/NO RESPONSE BY DEADLINE**

We want to ensure the success of our clients and therefore do not want our clients to overlook important steps in their certification process. If you have received notification from us with a deadline, please respond. No response triggers an administrative process that is time consuming and costly. For renewing (not first year) clients, we may charge up to \$50 per occurrence for late OSP renewals, no response to RFI's (requests for information), and no response to non-compliances, etc.

### **HIGH RISK OPERATIONS**

Oregon Tilth reserves the right to charge \$100 per hour for additional time and work spent on complaints, investigations, regulatory directives and additional reporting and review work.

### **MEDIATION FEES**

If a client has progressed toward the proposed suspension, proposed revocation, or denial of their certificate, a mediation is formally offered to the client. If the client would like to participate in the mediation process to work towards resolution of the adverse action, they will be obligated to prepay a mediation fee. There are two levels of mediations and corresponding charges.

An informal mediation is a short mediation, often by phone or email, for smaller first-time administrative offenses, such as non-payment of fees or failure to submit the annual renewal. The charge for this service is \$150 and must be prepaid before a mediation date and agreement is set.

Formal mediation is required for all other types of adverse actions and for repeat notices of the same issue. The charge for this service is \$500 and must be prepaid.

### **NON-PAYMENT OF INVOICES**

If a client has not made payment on their account within 90 days of the invoice issue date, or has not arranged a payment plan, the account will be considered past due, and

## OTCO Fee Schedule

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a noncompliance notice will be issued. Oregon Tilth will begin calculating interest at the rate of 18 percent per annum on past due amounts over 90 days old.

Oregon Tilth reserves the right to turn over uncollected fees to a third-party collection agency in the event of non-payment.

### **BANK FEES**

Clients are responsible for all bank fees, deposit fees, wire fees, and returned check fees. Returned checks will be assessed at a rate of \$25 per check.

### **NON-REFUNDABLE FEES**

Oregon Tilth will keep the \$300 non-refundable fee for all new clients and transferred clients if they choose to withdraw their application.

If you wish to release (surrender) your certification the best time to do this is before your annual renewal. There are no refunds to certification fees after your annual renewal.

## **CERTIFICATION FEE DISCOUNTS**

### **EDUCATION CERTIFICATION FEE WAIVER**

Farms that can demonstrate exclusive use for public research and education are exempt from paying certification base fees. As applicable a new applicant, expedited service fees and inspection costs will apply.

### **VETERAN-OWNED FARM OPERATIONS**

Farms that can demonstrate primary ownership by military veterans are exempt from paying certification base fees. As applicable a new client, expedited service fees and inspection costs will apply.

This discount does not apply to processing operations. If a client wishes to have both farm and processing services, the outlined processing scope fees will apply.

Please contact our office for information on how to qualify for this waiver.

### PAYMENTS

Oregon Tilth offers several methods for payment. For convenience and ease, payments can be made by credit, debit card, or PayPal by visiting our website at <https://tilth.org/certification/tilth-fee-calculator/>.

Scroll toward the bottom of the page, in the section that is marked “Pay Fees” and follow the prompts. Alternatively, you can mail a check payment to: Oregon Tilth Inc., PO Box 368, Corvallis, OR 97339.

If paying certification and/or inspection fees in a lump sum causes financial difficulties, operators may contact the Finance Department to inquire about setting up a payment plan contract. Payment plan terms may be extended to clients who are in good standing with repayment terms up to 4 months. All payment plan contracts must be signed and returned to the Finance staff before they are considered active. A \$25 administrative charge may apply to each payment plan contract arranged, in lieu of an interest fee. This fee will be added to your first payment. It is important that you send in timely payments, otherwise you may be subject to corrective action.

We understand that organic certification can be a complex and detailed process. Therefore, we will give our utmost to offer quality customer service, to help you understand our fee schedule and answer your questions. We are just a phone call or email away.

Thank you,

The Oregon Tilth Finance Team

## OTCO Fee Schedule

### APPENDIX – FEE TABLE

| GROSS INCOME FROM<br>SALE OF CERTIFIED<br>PRODUCTS |                  | Farm/Grower           | Farm w livestock | Retail Processor<br>or Dual Scope | Wholesale<br>Processor |
|--|------------------|-----------------------|------------------|-----------------------------------|------------------------|
| At least   | Not more<br>than | new clients add \$300 |                  |                                   |                        |
| \$0  | \$10,000         | \$325                 | \$575            | \$750                             | \$750                  |
| \$10,001   | \$25,000         | \$425                 | \$675            | \$750                             | \$750                  |
| \$25,001   | \$40,000         | \$625                 | \$875            | \$1,000                           | \$1,000                |
| \$40,001   | \$65,000         | \$725                 | \$975            | \$1,000                           | \$1,000                |
| \$65,001   | \$100,000        | \$850                 | \$1,100          | \$1,000                           | \$1,000                |
| \$100,001  | \$125,000        | \$1,000               | \$1,250          | \$1,000                           | \$1,000                |
| \$125,001  | \$150,000        | \$1,200               | \$1,450          | \$1,200                           | \$1,000                |
| \$150,001  | \$200,000        | \$1,300               | \$1,550          | \$1,300                           | \$1,000                |
| \$200,001  | \$250,000        | \$1,800               | \$2,050          | \$1,800                           | \$1,000                |
| \$250,001  | \$350,000        | \$2,300               | \$2,550          | \$2,300                           | \$1,000                |
| \$350,001  | \$550,000        | \$2,500               | \$2,750          | \$2,500                           | \$1,000                |
| \$550,001  | \$700,000        | \$2,600               | \$2,850          | \$3,000                           | \$1,050                |
| \$700,001  | \$800,000        | \$2,750               | \$3,000          | \$3,250                           | \$1,100                |
| \$800,001  | \$900,000        | \$3,000               | \$3,250          | \$3,500                           | \$1,200                |
| \$900,001  | \$1,000,000      | \$3,250               | \$3,500          | \$3,750                           | \$1,300                |
| \$1,000,001  | \$1,500,000      | \$3,500               | \$3,750          | \$4,000                           | \$1,500                |
| \$1,500,001  | \$2,000,000      | \$3,750               | \$4,000          | \$5,500                           | \$1,900                |
| \$2,000,001  | \$2,500,000      | \$4,250               | \$4,500          | \$6,750                           | \$2,400                |
| \$2,500,001  | \$3,000,000      | \$4,750               | \$5,000          | \$7,000                           | \$2,700                |
| \$3,000,001  | \$3,500,000      | \$5,250               | \$5,500          | \$7,250                           | \$3,000                |
| \$3,500,001  | \$4,000,000      | \$5,500               | \$5,750          | \$7,500                           | \$3,300                |
| \$4,000,001  | \$4,500,001      | \$5,750               | \$6,000          | \$8,000                           | \$3,600                |
| \$4,500,001  | \$5,000,000      | \$6,250               | \$6,500          | \$8,500                           | \$3,900                |
| \$5,000,001  | \$5,500,000      | \$6,750               | \$7,000          | \$8,750                           | \$4,200                |
| \$5,500,001  | \$10 million     | \$8,375               | \$8,625          | \$9,000                           | \$5,000                |
| \$10 million                                       | \$15 million     | \$10,000              | \$10,250         | \$12,000                          | \$7,000                |
| \$15 million                                       | \$20 million     | \$12,000              | \$12,250         | \$14,000                          | \$10,000               |
| \$20 million                                       | \$25 million     |                       |                  | \$16,500                          | \$16,500               |
| \$25 million                                       | \$30 million     |                       |                  | \$18,000                          | \$18,000               |
| \$30 million                                       | \$40 million     |                       |                  | \$22,000                          | \$22,000               |
| \$40 million                                       | \$50 million     |                       |                  | \$27,000                          | \$27,000               |

## OTCO Fee Schedule

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|              |              |  |  |          |          |
|--------------|--------------|--|--|----------|----------|
| \$50 million | \$60 million |  |  | \$30,000 | \$30,000 |
| \$60 million | \$75 million |  |  | \$35,000 | \$35,000 |
| \$75 million | above        |  |  | \$42,000 | \$42,000 |