

Oregon Tilth Certified Organic

Fee Schedule



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OTCO Fee Schedule

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 certifying a large range of organic and sustainable agriculture 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 also 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.

In general, there are two main types of certification fees: the annual certification fee and the inspection fee. However, as you will see in this manual there are additional charges based on your unique or special activities or needs. In order to keep our fees down we may charge additional fees for special requests and needs that are not as common, such as international compliance and shipping documents or expedited services.

The annual certification fees are fixed for new applicants depending on their activities. The annual certification fees for renewing certified operations are based on the gross income of certified products and are determined using the appropriate fee schedule chart presented later in these sections. Charts and examples are illustrated in each section.

Inspection fees are assessed following the completion of an inspection at the site(s) of production. The inspection fee includes the inspector’s time, travel expenses, and an administrative fee equal to 10% of the total cost. OTCO combines inspection visits to operations in the same area whenever possible to minimize expenses.

We encourage you to review this entire manual carefully in order to determine all fees that may be incurred by your operation. If you have any questions about any item in this manual, please feel free to call or email at any time. We are happy to assist. Please note that all of the fees reflected in this Fee Schedule are in USD. Operations in Mexico may consult www.banxico.org.mx “Exchange rate to pay obligations entered into in U.S. dollars payable in Mexico” to determine the current exchange rate. For a current version of the OTCO fee schedule please download at www.tilth.org or www.esp.tilth.org for Spanish version.

Below is a quick glance of the different topics and fees covered in this manual and on what page you can read more about them.

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CATEGORIES AND CLASSES OF CERTIFICATION

OTCO provides certification services for operations that produce crops, raise livestock or handle organic products. Within each of these broad categories OTCO has established classes of certification to address the unique attributes and activities of each type of operation. A single operation may be certified under more than one category and class of certification, depending on the scope of their activities.

Crop Production	
Class T Transitional	Transitional agricultural products fall outside the scope of the USDA National Organic Program. Transitional standards are based upon the Organic Foods Production Act of 1990 and the applicable production and handling standards established by the USDA National Organic Program under 7 CFR Part 205, except transitional products lack compliance with §205.202(b).
Class O	Organically Grown. Covers farms producing agricultural and horticultural crops.
Class OW	Organic Wild-Crop Harvest. Covers the sustainable harvest of wild crops growing in a designated area that has been free of prohibited materials for at least 3 years.
Livestock Production	
Class OLP	Organically Grown Livestock and Poultry. Covers farms producing animal products such as meat, eggs and milk.
Handling Operations	
Class OP	Organic Food and Feed Processing. Covers the production of processed organic foods and feed by processors and co-packers.
Class OH	Organic Handlers. Covers businesses participating in the distribution chain for organic foods such as packers, brokers, wholesalers, distributors and private label companies.
Class OM	Organic Marketer. Covers the formulation and marketing of organic products, which are processed or co-packed at other facilities.
Class OR	Organic Retail Stores and Restaurants. Covers retail stores and restaurants, which sell organic products to the consumer, either as fresh produce, packaged goods, or ready-to-eat meals.
Class OFT	Organic Fibers and Textiles. Covers the processing and handling of fiber and textile products under the Global Organic Textile Standards.
Class OPC	Organic Personal Care. Covers the processing and handling of personal care products under the NSF/ANSI 305 Standards.

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CALCULATING FEES FOR CERTIFIED FARM OPERATIONS INCLUDING CROP, LIVESTOCK, TRANSITIONAL AND WILDHARVEST OPERATIONS

A detailed example of how to calculate certifications costs as a new applicant or as a renewing certified applicant can be found below. In the first year, the cost of certification includes a \$399 USD base certification fee, a \$200 USD inspection deposit, and new applicant fee of \$75 USD. Livestock operations seeking certification should add an additional \$100 USD to their fee calculation.

The annual certification fees for certified operations are based on the gross income of certified products and are determined using the appropriate Certification Renewal fee schedule chart presented later in this section.

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 operation being acquired.

Examples for Calculating your Farm Fee

The following examples demonstrate how to determine the amount of payment to include with the certification application or update form.

Farm Operations		
First year with Oregon Tilth	<i>No organic certification within prior 12 months</i>	Base fee = \$399 Inspection fee deposit = \$200 <u>New applicant fee = \$75</u> Total payment = \$674
Renewing Certified Operation	<i>Actual gross sales of \$60,000 of certified products for previous year (base fee calculated from the table below)</i>	Base fee = \$721 <u>Inspection fee deposit = \$200</u> Total payment = \$921
Certified Farm Operation with Organic Livestock (OLP)	<i>Actual gross sales of \$60,000 of certified products for previous year (base fee calculated from the table below)</i>	Base fee = \$721 Inspection fee deposit = \$200 <u>OLP Certification Fee = \$100</u> Total payment = \$1,021

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FEE SCHEDULE FOR CERTIFIED FARM OPERATIONS INCLUDING CROP, LIVESTOCK, TRANSITIONAL AND WILDHARVEST OPERATIONS SEEKING TO RENEW CERTIFICATION

GROSS INCOME FROM SALE OF CERTIFIED PRODUCTS		BASE FEE
At least	Not more than	
\$ 0	\$4,999	299
5,000	9,999	334
10,000	14,999	373
15,000	24,999	431
25,000	34,999	508
35,000	49,999	605
50,000	64,999	721
65,000	79,999	836
80,000	99,999	972
100,000	124,999	1012
125,000	149,999	1175
150,000	174,999	1339
175,000	199,999	1503
200,000	224,999	1666
225,000	249,999	1829
250,000	299,999	2029
300,000	399,999	2279
400,000	499,999	2500
500,000	2,000,000	\$2500 plus .1% (.001) on sales between \$500,000 and \$2,000,000
Farms with a gross income over 2,000,000		\$4000 plus .05% (.0005) on sales over \$2,000,000 with a maximum fee of \$10,000

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FEE SCHEDULE FOR CERTIFIED HANDLING OPERATIONS, INCLUDING PROCESSORS, HANDLERS AND MARKETERS (CLASS OP, OH, OM, OFT, OPC) DIVIDED BY SALES TYPE

If you are certified for:	Certification Fee on FIRST \$500,000	Certification Fee on sales from \$500,001 - \$2,000,000	Certification Fee on sales from \$2,000,001 - \$50,000,000	Certification Fee on sales over \$50,000,000**
Retail Products ¹	.5% (.005) of gross sales \$1000 minimum fee	.25% (.0025) of gross sales in this bracket	.05% (.0005) of gross sales in this bracket	.025% (.00025) of gross sales in this bracket (\$40,000 maximum)
Non-retail Products and Co-packing ²	\$1000 minimum fee	\$1000 <i>plus</i> .1% (.001) of gross sales from \$500,001 – \$2,000,000	.05% (.0005) of gross sales in this bracket	.025% (.00025) of gross sales in this bracket (\$40,000 maximum)

¹This 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.

²This category includes production of food ingredients and fiber inputs intended for further processing prior to retail packaging and/or sale. Co-packing occurs at facilities that manufacture processed products for another company. Co-packer sales are based on the sale of organic product or fees received for production services as applicable. This category also includes brokers who do not pack or process product. Incidental re-packing for quality control or assembling orders is allowed. Brokers who do not pack, process or physically handle organic product can figure their reported sales by deducting the cost of organic goods from the reported amount.

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CERTIFICATION FEES FOR FARM OWNED AND OPERATED HANDLING FACILITIES

Organic farm operations also manufacturing and selling organic processed products who must have both classes of certification i.e. a farm and a processor certification, pay certification fees based on the total sales of certified products (i.e. combined sales of crops and processed products). In the first year, the cost of certification includes a \$1,000 USD base fee, a \$200 USD inspection deposit, and new applicant fee of \$75 USD.

The annual certification fees for certified operations seeking to renew their certification are based upon the most recent year's gross organic sales and are determined using the appropriate Certification Renewal fee schedule chart as indicated later in this section. Each succeeding year's fees are based upon the most recent year's gross sales.

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 operation being acquired.

Determining which Base Fee Schedule to use:

- If total sales do not exceed \$500,000, then the farm pays a base fee according to the applicable farm fee chart (see above), except a minimum fee of \$1000 shall apply.
- If total sales are greater than \$500,000, then the farm pays a base fee of \$2500 plus the appropriate handler fees on sales in excess of \$500,000.

Examples for Calculating Fees

Farm Owned and Operated Handling Facilities		
First year with Oregon Tilth	<i>No organic certification within prior 12 months, applying as both farm and processor</i>	Base fee = \$1000 Inspection fee deposit = \$200 New applicant fee = \$75 Total payment = \$1275
Renewing certified operation	<i>Actual gross sales of \$60,000 of certified products for previous year. Applying for both farm and processor</i>	Base fee = \$1000 Inspection fee deposit = \$200 New applicant fee = \$75 Total payment = \$1275
Renewing certified operation	<i>Actual gross sales of \$600,000 of certified products for previous year. Applying for both farm and processor</i>	Base fee = \$2500 Handler Fee = \$250 Inspection fee deposit = \$200 Total payment = \$2950

Please note that if certification for farm and handling is required, the associated inspection costs for both inspections will be billed.

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CERTIFICATION FEES FOR RESTAURANTS AND RETAILERS (CLASS OR)

The annual fee for the certification of restaurants and retailers is based on the following schedule. Restaurant operations will be charged according to the “entire location” fees listed. Retailers may choose to limit scope of certification “by department” and will be charged according to the “by department” fees listed.

Number of Retail/Restaurant Locations	Entire Location Certification fee ¹	By Department Certification fee ²
1	\$1250	\$500 per department, per location
2 – 5 ³	\$5000	\$500 per department, per location
6 – 10 ³	\$10,000	\$500 per department, per location
11 – 15 ³	\$15,000	\$500 per department, per location
16 – 20 ³	\$20,000	\$500 per department, per location
21 – 25 ³	\$25,000	\$500 per department, per location
Greater than 25 ³	\$30,000 ⁴	\$500 per department, per location

Notes:

1 – Applicable to all Restaurant operations; and to all Retailers that are including entire store in scope of certification

2 – Option only available to Retailers who choose to limit scope of certification to one or more departments per location

3 – Only one certificate is issued to the certified legal entity, with an addendum listing all locations

4 – Maximum Certification Fee

FEES FOR MULTI-SITE OPERATIONS (GROWER GROUPS)

A *multi-site operation with demonstrated internal control system* (a.k.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 prior sections, FEE SCHEDULE FOR CERTIFIED FARM OPERATIONS and FEE SCHEDULE FOR CERTIFIED HANDLING OPERATIONS, 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 \$10,000. Please note that inspection costs are not included in this fee and an inspection fee deposit of \$200 is due along with the above mentioned certification fees.

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Examples for Calculating Fees for Multi-Site Operations

Multi Site Operations		
First year with Oregon Tilth	<i>No organic certification within prior 12 months.</i>	Base fee = \$399 Grower group fee = \$0 Inspection fee deposit = \$200 <u>New applicant fee = \$75</u> Total payment = \$674
Renewing certified operation	<i>Multi-site operation with sales of \$60,000</i>	Base fee = \$721 Grower group fee = \$244.95 <u>Inspection fee deposit = \$200</u> Total payment = \$1,165.95
Renewing certified operation	<i>Multi-site operation with sales of \$6,000,000</i>	Base fee = \$6,000 Grower group fee = \$2,449.49 Inspection fee deposit = \$200 Total payment = \$8,649.49

PRODUCTION PARTNERSHIPS

A production partnership involves a collaborative effort among two or more independent companies marketing their products in common. A single production partnership certification may cover diverse activities at diverse sites. A primary liaison responsible for organizing application forms(s), annual update information, and billing and inspection arrangements must be identified. Each partner receives a complete annual inspection by OTCO, is required to submit their own OSP and will be issued a certificate in their own company/farm name.

An operation may choose to have farm or processing production partners that are contracted to produce or handle organic product predominately¹ for the primary operation. This production partnership arrangement allows the operation to cover the production partner’s certification expenses.

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, a certification fee of \$750 is charged. Please note that inspection costs for partners or any additional service fee are not included in this fee.

¹ Not less than 75% of partner’s gross sales of certified product shall be marketed under the primary operation’s brand.

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Multi-Site Operations as Production Partners

Multi-Site Operations may be production partners contracted to provide crop or livestock products, predominately¹ to the primary operation, which contribute to a finished organic product sold by the primary operation. This production partnership arrangement allows the primary operation to cover the multi-site operation’s certification expenses.

For each multi-site operation in the production partnership, a multi-site operation fee of \$1500 and a grower group fee is charged, with a maximum combined production partner/grower group fee of \$10,000. 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.

Please note that inspection costs for partners are not included in this fee and an inspection fee deposit of \$200 is due in addition to the above mentioned certification fees.

Examples for Calculating Fees for Multi-Site Operations as Production Partners

Multi Site Operations as Production Partners		
First year with Oregon Tilth as Multi-site operation as Production Partner	<i>No organic certification within prior 12 months.</i>	Production Partner fee = \$1500 Grower group fee = \$0 New applicant fee = \$75 Total payment = \$1575
Renewing certified Multi-site operation as Production Partner	<i>Multi-site operation with sales of \$60,000</i>	Production Partner fee = \$1500 Grower group fee = \$244.95 Total payment = \$1,744.95
Renewing certified Multi-site operation as Production Partner	<i>Multi-site operation with sales of \$6,000,000</i>	Production Partner fee = \$1,500 Grower group fee = \$3,674.23 Total payment = \$5,174.23

INSPECTION FEES

In addition to the certification fee, operators should plan for inspection fees. Operations are charged for annual inspection services. Inspection 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 report production following the inspection; travel expenses including transport, lodging, and meals; and an administrative fee equal to 10% of the total cost. OTCO combines inspection visits to operations in the same area whenever possible to divide and minimize expenses. Inspection fees will vary according to a number of factors including the size of the operation, location, inspector and preparedness of records.

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Additional Inspections

If additional scheduled inspections are required to demonstrate substantial compliance or add new fields/sites or facilities, then OTCO bills for the inspection fee plus a 25% administration fee.

Unannounced Inspections

Certified operators are subject to unannounced inspections. No additional fees are assessed for unannounced inspections.

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 your responsible portion of the reimbursable expenses incurred on the planned trip as well as an administrative fee of \$100. If there were no other inspections scheduled you will be assessed 100% of the reimbursable expenses and the administrative fee.

RETURNING THE ORGANIC SYSTEM PLAN (OSP) AND FEES

New Applicants

The Organic System Plan (OSP) may be submitted to the OTCO office at any time during the year. Payment must include the applicable base fee plus a one-time new applicant fee of \$75. All operations must include an additional \$200 deposit to be applied toward inspection costs. If you wish to pay by credit/debit card, please contact our office to do this by phone, or visit our website at <https://tilth.org/certification/tilth-fee-calculator/>

Please allow at least 8-12 weeks for inspection and completion of the certification process. Additional inspections may be required for new applicants unable to demonstrate substantial compliance during the initial inspection.

Certified Operations Renewing their Certification or Changing Certifiers

Complete the certification OSP update and submit to the OTCO office prior to the annual renewal deadline. Please include *a check* for the applicable base fee (based on prior year's actual gross sales). All operations must include an additional \$200 deposit to be applied toward inspection costs. Clients wishing to pay by credit or debit card may contact our office to arrange payment over the phone or visit our website at <https://tilth.org/certification/tilth-fee-calculator/> to calculate fees and renew.

ADDITIONAL CERTIFICATION STANDARDS

Oregon Tilth continues to expand its certification services to assist certified operations in accessing new markets for products linked to socially equitable and biologically sound production principles. For example, Oregon Tilth offers evaluation of organic products for compliance and/or equivalence with additional requirements of foreign markets, such as the European Union, Japan and Canada or various standards such as the Global Organic Textile Standard (GOTS).

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Additionally, Oregon Tilth develops partnerships with other certification programs, such as Salmon Safe, 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:

Standard	Notes	Fee
European Union assessment (Farm)	Fee applicable only to Latin America clients	\$100
European Union assessment (Processor or Handler)	Fee applicable only to Latin America clients	\$295
Salmon Safe Inspection	Farm only	\$95
Assessments to Equivalency and Trade Agreements		No charge
Assessment to Mexico Organic Program (LPO- Ley de Productos Organicos)		No Charge
GOTS assessment GOTS client will also pay base certifications fees according to the fee schedule for Handling Operations above	Exchange rate at time of invoice will be used	150 euro per facility

Please contact the OTCO office or visit the Oregon Tilth website (www.tilth.org) to inquire about evaluation to other certification standards and programs.

Mexico Organic Program

In addition to the regular fee schedule for operations reflected in Sections above, all operations in Mexico will be charged an additional 16% VAT tax to their certification and inspection fees. The conversion rate from US Dollars to Pesos applies at the time of payment of the invoice. Operations seeking certification under the Mexico Organic Program should consult www.banxico.org.mx for current exchange rates.

Operations located in Mexico should not make a payment until the Oregon Tilth Mexico Office provides an electronic invoice. In order to generate an electronic invoice, the following information will be requested of 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

NSF/ANSI 305 Personal Care Standard

In addition to the regular fee schedule for Handling Operations (see fee calculations section above), **all NSF/ANSI 305 (Class OPC) clients will pay an additional \$1000 per facility for each calendar year.** In addition to this flat fee for review, the following per product label, amounts will be applied for products requested for certification under this standard:

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Total Product Labels Requested/Submitted	Fee (US dollars)	Example 70 Products
First 25 products	\$40 per product	25 x \$40 = \$1,000
Next 26-50 products	\$30 per	25 x \$30 = \$750
Next 51-100	\$20 per	20 x \$20 = \$400
>100	\$10 per	Total = \$2150

*Please note that if you are already certified by OTCO to another standard (USDA-NOP) and are requesting review to this standard mid-year, the \$1000 flat fee and per product label fee will apply. Reporting of the sales of products to this standard will be billed and collected upon your next renewal.

*Product additions mid-year will be charged a per product fee according to above schedule.

Examples for Calculating NSF/ANSI 305 Personal Care Fees

NSF/ANSI 305 Personal Care	Labels	Example 70 Products
First year with Oregon Tilth	7 labels at \$40 each	Base certification fee = \$1,000 <u>New Applicant Fee = \$75</u> Facility fee = \$1,000 Labels = \$280 <u>Inspection fee deposit = \$200</u> Total payment = \$2,555
Renewing certified operation	Prior Year Sales of \$1,200,000 5 labels at \$40 each	Base certification fee = \$4,250 Facility fee = \$1,000 Labels = \$200 <u>Inspection fee deposit = \$200</u> Total payment = \$5,650

ADDITIONAL CHARGES -

Expedited Services

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 \$1,050 for expedited services. This \$1,050 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 of certification i.e. farm and processor, the \$1,050 expedited service fee will apply to both classes 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 will provide the following:

- Application receives expedited attention for initial review and processing
- OTCO will secure an inspector immediately and inspection will occur as soon as possible
- The inspection report will be submitted within 2 business days

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- OTCO will review the inspection report within 2 business days and identify any outstanding issue to grant 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 time when requests are already too high. In these cases OTCO, will communicate to you that we are unable to meet your request of expedited service.

Transaction Certificates

Transaction certificates are load specific documents that validate your shipment of organic certified products. Many countries require these types of documents in order to import into their country. Sometimes these documents are requested by buyers and may or may not be required. Oregon Tilth charges for the issuing of these documents.

The first 10 issuances of transaction certificates (TC) within a calendar year will be free of charge; any additional TC's will be billed to the customer at a rate of \$20 per certificate on a monthly basis.

Please note, OTCO charges a \$25 penalty fee for corrections to transaction certificates resulting from erroneous information provided by the operation.

OTCO also offers an Expedited TC service when there is need for 24-hour delivery of a transaction certificate. In these cases OTCO will bill \$75 per TC that needs to be expedited and will guarantee completion of them within 24 hours.

Incomplete Forms

An additional fee will be charged for an incomplete OSP, which must be returned for completion. The additional fee is \$25.

Returned Check

If a check is returned for insufficient funds, a \$25 fee for returned checks will be assessed.

Non-Refundable Fees

Because certification fees are paid in advance, OTCO allows refunds or credits of fees paid for certification services. OTCO charges the following fees to new applicants who withdraw prior to completion of the certification process and to certified operations who surrender certification prior to completion of the annual review process. The remainder of your certification payment will be refunded after the following fee has been assessed.

Withdrawal/Surrender before inspection	\$125
Withdrawal/Surrender at inspection	\$200
Withdrawal/Surrender after inspection, prior to the certification decision	\$300

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These fees are charged in addition to the inspection costs, as applicable. Please note there are no refunds available for inspection costs after the certification decision has been issued.

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. Applicable new applicant, expedited service fees and inspection costs will apply.

Veteran Owned Operations

Farms that can demonstrate primary ownership by military veterans are exempt from paying certification base fees. Applicable new client, expedited service fees and inspection costs will apply. Evidence of ownership by the military vet is necessary in order to be granted this discount.

PAYMENT PLAN OPTION

If paying certification fees in a lump sum causes financial difficulties, growers may contact the Finance Department to inquire about setting up a payment plan contract.

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