



PAO
Organics®
Certified Organic by Primus Auditing Ops.

FEE SCHEDULE

CERTIFYING AGENT FEES

These fees are estimates. The final fees will be specified on the Service Agreement prior to the onsite inspection. In addition to fixed certification and application fees, there are fees that may apply, contingent upon specific certification activities.

SERVICE	PRICING
ANNUAL SERVICES	
Registration or Annual Application Fee (per certificate)	\$500
Annual Assessment Fee (U.S.)	\$2,000
Additional Inspection Day Assessment Fee	\$1,200
Assessment Fee (Outside U.S.)	TBD
Travel Expenses	Based on inspector
Pre-Assessment Inspections	\$2,000
Additional Crop Area(s) - Refer to the table below	TBD
Submission of Late OSP (Past Anniversary Date)	\$150
Incomplete OSP (Per times returned)	\$25
Reschedule Fee (>7 days from inspection)	\$100

ADDITIONAL SERVICES

Rush Review (complete process, see description)	\$600
RUSH OSP Review	\$300
RUSH Evaluation Review	\$300
Certificate Revisions	\$100
Copies of Certificates	\$50
Additional Inspections	\$2,000
Surrender of Certification	\$150
Surrender within OSP Review	\$650
Surrender at time of inspection or Evaluation Review	\$1,700
	+Travel Expenses
ADMINISTRATION FEE	\$100 per hour
LPO Assessment Fee	\$1,250
Combined NOP+LPO Assessment Fee (same day)	\$2,150
Adding International Markets Addendum Inspection	
Canada	\$250
Other	\$350
Label review (per label submitted after OSP review)	\$50
Rush Label Review (per label design)	\$85
Product Formulation (per final product)	\$65
Rush Product Formulation Review	\$90
Material Review (per Material)	\$50
Rush Material Review (per Material)	\$85

Commodity Addition Review (per commodity)	\$50
Rush Commodity Addition Review (per commodity)	\$85

NOP IMPORT/EXPORT CERTIFICATE

NOP Import or Export Certificate	\$50
Incomplete Import or Export Certificate Penalty Fee	\$25
Rush NOP Import or Export Certificate	\$85

Notice of Noncompliance	\$100
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Notice of Proposed Suspension	\$100
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ADVERSE ACTIONS

Mediation Request	\$300
Settlement Agreement	\$300
	+\$100 per hour additional time
Appeal Costs (investigation costs)	\$100 per hour
Reinstatement Fee - For Suspended Operations	\$500

INVESTIGATIONS

Supply Chain Audit (Site Visit + Investigation Fee)	\$2,000
	+\$100 per hour
Complaint and Investigation Fee	\$100 per hour

SERVICE DESCRIPTION

Registration or Annual Application Fee

This fee is based upon the administrative requirements for all certification activities and is required at the time registration is requested. This fee will apply for first time applicants and continued certification certificate submission. This fee is non-refundable once application is received.

Annual Assessment Fee

This fee reflects the cost of on-site inspection of the operation and is due at the completion of the inspection and prior to the issuance of the final report. If the on-site inspection is cancelled 1 to 7 working days prior to the agreed upon inspection date, the operation will be charged 30% of the assessment fee. If cancelled on the inspection date the operation will be charged the full assessment fee.

Additional Inspection Day Assessment Fee

This fee is based on the additional time the inspector remains on site to complete the inspection. This fee applies for every additional day. This Assessment Fee is in addition to base fees.

Travel Expenses

This fee is based upon the travel expenses incurred by the inspector assigned to perform the on-site inspection. If the inspection is cancelled prior to the travel date of the inspector, the operation will be charged for all nonrefundable fees. If cancelled after the inspector has begun travel, the operation will be charged for all travel expenses.

Pre-Assessment Inspections

This fee reflects the cost of a complete organic certification requirement process to determine what is needed in order to comply with the organic certification of the USDA NOP regulations. Operations pursuant to a pre-assessment must comply with part §205.100 What has to be certified. An organic certificate will not be issued.

Additional Crop Area(s)

This fee reflects the addition of an inspected crop area. A crop area is defined as a parcel of contiguous ground under the same management (including same personnel, equipment, or any other applicable scenarios related to the crop area). This fee will be applied per additional area(s).

Additional Crop Area(s) Table-

Area(Hectares)	Area (Acres)	Fee
<0. - 1.0	<0 - 2.5	100.00
>1.0- <5.0	>2.5 - < 12.4	150.00
>5.0- <10.0	>12.4 - <24.7	200.00
>10.0 -<20.0	> 24.7 -<49.4	250.00
>20.0-<30.0	>49.4 -<74.1	300.00
>30.0 -<40.0	>74.1 - <98.8	350.00
>40.0 -<50.0	>98.8 - <123.6	400.00
>50.0 -<60.0	>123.6 -<148.3	500.00
>60.0 -<70.0	>148.3- <173.0	600.00
>70.0 -<80.0	>173.0 - 198.0	700.00

Submission of Late OSP

This fee reflects the submission of an Organic System Plan(OSP) past its anniversary date.

Incomplete OSP

This fee is based on the return of the OSP to inquire incomplete information that was not submitted as part of the initial OSP review.

Reschedule Fee

This fee applies when an inspection is rescheduled more than 7 days in advance of the original inspection date.

Rush Review

This fee reflects the administrative requirements for certification activities to rush an OSP Review or evaluation review. Fee applied per rush review is requested for each individual review step. This does not include the submissions of the inspection report. If additional information is requested and more time is required, this does not substitute the Rush fees.

Certification Revision

This fee reflects any certificate revisions at any time. Fee will not apply if information is submitted with the initial OSP update. Examples are commodity additions, equivalencies, and label revisions.

Copies of Certificates

This fee is based on the request for copies of organic certificates.

Storage Facilities with Affidavit

This fee applies when a Storage Facility Affidavit service is requested.

Additional Inspection(s)

This fee is based on requirements under §205.403 for the need of any additional inspections to verify compliance with USDA NOP regulations. These inspections can be announced or unannounced. In addition, this fee will apply under §205.660 if compliance verification is required in the event that the operator adds new areas not previously covered by the certification.

Surrender of Certification

This fee applies when certification is surrendered.

Surrender within OSP Review

This fee applies when certification is surrendered within OSP Review step. If payment is not received within the indicated time frame on the invoice, the surrender will be processed with an unresolved Noncompliance that will remain open.

Surrender at time of inspection or Evaluation Review

This fee applies when certification is surrendered at the time of inspection or within the Evaluation Review step. Additional inspector fees will apply contingent upon accrued travel expenses. If payment is not received within the indicated time frame on the invoice, the surrender will be processed with an unresolved Noncompliance that will remain open.

Administrative Fee

This fee applies when any requested information is sent through a postal service (UPS, FEDEX, etc.) and the scanning/handling of the received documents. This fee also applies when an appointment is scheduled for a meeting in person with a member of the Primus Auditing Ops staff.

LPO Assessment Fee

Primus Auditing Ops staff. This fee reflects the cost of an LPO on-site inspection of an operation that already holds NOP Organic certification. This is due at the completion of the inspection and prior to the issuance of the final report. If the on-site inspection is cancelled 1 to 7 working days prior to the agreed upon inspection date, the operation will be charged 30% of the assessment fee. If cancelled on the inspection date, the operation will be charged the full assessment fee.

Combo NOP+LPO Assessment Fee

This fee reflects the cost of a LPO + NOP on-site combination inspection conducted on the same day. This is due at the completion of the inspection and prior to the issuance of the final report. If the on-site inspection is canceled 1 to 7 working days prior to the agreed upon inspection date, the operation will be charged 30% of the assessment fee. If canceled on the inspection date the operation will be charged the full assessment fee.

Adding International Market Addendum Inspection

When an International Market Addendum is added to the inspection.

Label Review

This fee is based on the submission of labels (this also applies to Private labels) sent after the initial OSP review has been completed. This fee will apply per label. Rush Fees applicable 3-4 days, if additional information is requested this does not substitute the rush fee. Clients not certified through Primus Auditing Ops requesting an independent review will be charged the Label Review fee.

Product Formulation

This fee will apply per final formulated (multi-Ingredient) products reviewed by PAO. These sheets will list and calculate all ingredients, organic status (i.e. organic, 100% organic, Made with organic etc.). Rush Fees applicable 3-4 days, if additional information is requested this does not substitute the rush fee.

Material Review

This fee is based on the submission of Materials that obtain certification (certification from an agency such as OMRI, CDFA, WSDA) sent after the initial OSP review has been completed. This fee will apply per material. Rush Fees applicable 3-4 days, if additional information is requested this does not substitute the rush fee.

NOP Import/Export Certificate

This fee applies when the submission of an NOP Import/Export Certificate is requested and reflects the administrative requirements to issue the document 3-5 business days.

Incomplete Import/Export Certificate Penalty Fee

This fee applies when a NOP Import/Export Certificate is submitted with incorrect and/or incomplete information and as a result is returned to the customer. This fee will apply in addition to the NOP Import Certificate fee.

Rush NOP Import/Export Certificate (24-48 hours)

This fee applies when the submission of an NOP Import/Export Certificate is requested and reflects the administrative requirements to issue the document within 1-2 business days.

Notice of Noncompliance

This fee is based on the issuance of a Notice of Noncompliance for any reason. Including but not limited to certification process observations, complaints, sample follow ups, etc.

Notice of Proposed Suspension

This fee is based on the issuance of a Notice of Proposed Suspension for any reason and or can be combined with the Notice of Noncompliance.

Mediation/Appeal Costs

This fee applies to any investigation costs associated with a Mediation/Appeal. Based on hourly cost for time invested on investigation.

Settlement Agreement

This fee applies on the settlement agreement, covering the contractual document by which two parties (PAO and Operator) mutually agree to resolve a dispute e.g. Proposed suspension.

Reinstatement Fee - For Suspended Operations

This fee is based on the reinstatement to the USDA National Organic Program once prior certification has been suspended. This fee is applied when the client submits their application for certification. Once your complete reinstatement process is complete PAO will submit your case to the USDA NOP who will review and decide whether your operation will be granted organic certification or denied.

Supply Chain Audits

This fee is based upon an operation being chosen for a Supply Chain Audit. Supply Chain Audits are conducted on high risk operations who require further verification of its supply chain for compliance. A site visit fee will be charged for the onsite visit. Additionally, if further investigation is needed to verify compliance, the investigation fee will apply. For example consulting with other certifying agencies, NOP, or other organizations outside of Primus Auditing Ops. This is based on the hourly cost for time invested on the investigation.

Supply Chain Audit may be conducted with an annual inspection, in which the site fee will not apply, however the hourly investigation fee will apply.

Complaint and Investigation Fee

This fee applies to any investigation costs associated with official complaints that require further investigation. This is based on the hourly cost for time invested on the investigation.



CHANGING CERTIFYING AGENTS

Refer to [NOP 2604](#) for further information

INSTRUCTIONS

1

Follow the steps on the [Step-by-Step Organic Application Guidance](#) sheet to submit your Application and Organic System Plan (OSP) to Primus Auditing Ops (PAO) and begin the application process.

1. Several questions within the OSP pertain to your certification status, so ensure you are filling them out thoroughly. You must also disclose any open Non-Compliances (NCs) you may have with your current certifier.
2. If there are open NCs, ensure that you send PAO the Non-Compliance Notification issued and all relevant supporting documentation.

2

Once the application is approved, you will proceed to have an inspection.

3

After your inspection, PAO will conduct a final evaluation review, and inform you when a certification decision can be made.

4

At this time, you may request to surrender your certification with your previous agency. Send PAO a copy of your proof of request.

5

PAO will verify the surrender request and confirm if there are no outstanding Non-Compliances or other Adverse actions pending with your previous certifier.

6

Once confirmation is received, PAO will issue the certification decision.

7

Once you are certified with PAO, you must proceed with finalizing the surrender of certification with your previous certification.

Key Points:

- Upon surrendering your previous certification, you may not utilize any label inventory that identifies your previous certifying agent.
- While you are in the process of applying with PAO, you can submit your new label artwork for review. Doing so will allow you to get the label artwork approved for compliance, and then you can proceed to schedule a print date. This will allow you to have your label artwork ready upon receiving your certification with PAO. **You may begin to utilize the new labels once PAO has issued your organic certificate.**
- If your operation is in the state of California, ensure that you update your CDFA registration identifying PAO as your organic certifier.
- **When to apply?** Preferably 3 months prior to your anniversary date with your current certifier or 3 months prior to using up your label inventory listing your old certifier.