



**AMERICERT INTERNATIONAL**

2603 NW 13<sup>th</sup> St. #228, Gainesville, FL 32609\*Ph: (352)336-5700 \*Fax: (866)325-8261

Americert@gmail.com

www.americertorganic.com

**Organic Certification Fee Schedule and Refund Policy**

**(Effective 9/12/18\*)**

**Handler Operations**

Fee	Amount	Description
New Applicant Fee	\$300 In Addition to The Flat Fee Certification Fee Assigned to the Tier Designation Below.	Applies to all operations but only in the first year of certification.
Tier 1 Handler Operations	\$1,125 Flat Fee Certification (Includes Review, Inspection Fees, and Certification Decision)	Cottage Operations, Small Coffee Roasters, Small Scale Brokerage/Distribution (Single Product), Small Scale Packing Operations (Single Product Single Source), Simple Warehouse Operations, Sales of \$100K or Less
Tier 2 Handler Operations	\$1625 Flat Fee Certification (Includes Review, Inspection Fees, and Certification Decision)	Basic Handler Operations, Packing, Distribution Operations (2-10 Simple Products), Warehouse Operations, Sales of \$250k or Less, Simple Personal Care Products with Minimal Ingredients (1-5 Products), Single Ingredient Products, Manufacturing of Products with Low Regulatory Complexity, Less than 11 Products, Simple Operations with Export or Import Activities, Basic Multi-Ingredient Manufacturing (1-5 Products)
Tier 3 Handler Operations	\$2500 Flat Fee Certification (Includes Review, Inspection Fees, and Certification Decision)	Juicing, Medium Scale Packing Operations, Multi-ingredient Manufacturing (6-15 Products), Complex Warehouse Operations, Sales of \$500K or Less, Handlers involved in Export or Import Activities, Personal Care Products and Supplements (6-10 Products), Broker Operations.
Tier 4 Handler Operations	\$3750 Flat Fee Certification (Includes Review, Inspection Fees, and Certification Decision)	Large Scale Packing, Manufacturing, Warehousing Operations, More than 15 Products, Personal Care Products (11-50 Products), Sales Greater than \$500K, Handlers involved in Export or Import Activities. Large Scale Brokerage Operations.
Tier 5 Handler Operations	\$4995 Flat Fee Certification (Includes Review, Inspection Fees, and Certification Decision)	Operations with Extensive Products or Complex Operations. When products exceed 75 products, additional products cost \$25 per product in addition to the Tier fee.
Inspection Related Travel Expenses	Billed at Cost But Estimated as Follows: In Florida: \$250/Adjacent State: \$350 Other States: \$500/Overseas: \$750	All Operations Receiving an Onsite Inspection
Equivalency Determinations	\$95 Per Equivalency Determination	Applies to any operation requesting EU or Canada equivalency determinations.
Adding Products Out of Cycle	\$50 Per Product	Applies to any request to add products to certification which occurs at a time other than the initial application for certification or during the annual renewal application.
Export Authorizations	\$95 per Export Shipment Requiring Documentation.	Applies to any operation requesting export authorizations under the EU equivalency agreement.
Additional Compliance Inspections	\$350 Plus Travel Expenses	Applies to any operation which requires an additional inspection to verify corrective actions or compliance in addition to annual inspection as determined by Americert.
Late Fee	\$25 Late Fee	Applies to any operation which fails to pay invoiced fees within 31 days of issuance of the invoice. This is in addition to any contractual noncompliance penalty imposed in conjunction with a Notice of Noncompliance.
<p>Prior History Adjustment: Operations who have previously been suspended or revoked, or who have a history of noncompliances which requires additional staff time for oversight and verification of compliance may have their fees raised by one tier level or 25% (whichever is less) upon the determination of Americert. When such a designation is made, the applicant or client will be informed in writing that such designation as been made and will be given an opportunity to submit information to attempt to rebut the designation. Americert will make the final determination of the designation after a review of the rebuttal. If no rebuttal is offered, Americert's determination will become final within 30 days after providing written notice of the designation.</p>		

\* Note that any prior certification estimates made prior to this date will be honored for existing operations and new applicants who apply within 90 days of the written estimate being give.

### Farm & Wild Crop Operations

Fee	Amount	Description
New Applicant Fee	\$300 In Addition to The Flat Fee Certification Fee Assigned to the Tier Designation Below.	Applies to all operations but only in the first year of certification.
Tier 1 Farms	\$900 Flat Fee Certification (Includes Review, Inspection Fees, and Certification Decision)	10 Acres or Less, Simple Farm Operations, Minimal Products, Market Garden Operations, Sales of \$50,000 or less
Tier 2 Farms	\$1500 Flat Fee Certification (Includes Review, Inspection Fees, and Certification Decision)	11-40 Acres, Moderate Variety of Crops, Moderate Complexity, Sales of \$100,000 or less, Simple Hydroponic or Aeroponic Operations, Structure Based Production, Mixed Type Operations
Tier 3 Farms	\$2625 Flat Fee Certification (Includes Review, Inspection Fees, and Certification Decision)	41-250 Acres, Large Variety or Volume of Crops, Complex Farm Operations, Multiple Locations, Medium Scale Hydroponic, Aeroponic or Structure Based Production, Basic Wild Crop Operations
Tier 4 Farms	\$3625 Flat Fee Certification (Includes Review, Inspection Fees, and Certification Decision)	251-499 Acres, Large Variety or Volume of Crops, Complex Farm Operations, Multiple Locations, Large Scale Hydroponic, Aeroponic, or Structure Based Production, Medium Scale Wild Crop Operations
Tier 5 Farms	\$5,000 Flat Fee Certification (Includes Review, Inspection Fees, and Certification Decision)	500-750 Acres Farm Operations, Large Scale Wild Crop Operations
Tier 6 Farms	\$6,500 Flat Fee Certification (Includes Review, Inspection Fees, and Certification Decision)	751-1,000 Acres Farm Operations or Wild Crop Operations (Additional Acreage Beyond 1,000 Acres is an additional \$2 Per Acre)
Equivalency Determinations	\$95 Per Equivalency Determination	Applies to any operation requesting EU or Canada equivalency determinations.
Inspection Related Travel Expenses	Billed at Cost But Estimated as Follows: In Florida: \$250/Adjacent State: \$350 Other States: \$500/Overseas: \$750	All Operations Receiving an Onsite Inspection
Multiple Location Fees	1-4 Locations No Additional Fee 5-10 Locations \$100 Per Additional Location 11-20 Locations \$75 Per Additional Location 21+ Locations \$50 Per Additional Location	Applies to any operation which has more than 4 locations that have to be inspected as part of its certification.
Export Authorizations	\$95 per Export Shipment Requiring Documentation.	Applies to any operation requesting export authorizations under the EU equivalency agreement.
On Farm Handler Fee	\$250 Fee	Packing, Cleaning, Drying, and Other Simple Processing Steps Undertaken On Farm For The Farm's Own Crops.
Adding Land Out of Cycle	\$150 Cert Fee Plus Additional Compliance Inspection Fee (Below) Plus Inspector Travel Expenses	Applies to any request to add land which is made at a time other than the initial application or annual renewal application.
Export Authorizations	\$95 per Export Shipment Requiring Documentation.	Applies to any operation requesting export authorizations.
Additional Compliance Inspections	\$350 Plus Travel Expenses	Applies to any operation which requires an additional inspection to verify corrective actions or compliance in addition to annual inspection as determined by Americert.
Late Fee	\$25 Late Fee	Applies to any operation which fails to pay invoiced fees within 31 days of issuance of the invoice. This is in addition to any contractual noncompliance penalty imposed in conjunction with a Notice of Noncompliance.
<p>Prior History Adjustment: Operations who have previously been suspended or revoked, or who have a history of noncompliances which requires additional staff time for oversight and verification of compliance may have their fees raised by one tier level or 25% (whichever is less) upon the determination of Americert. When such a designation is made, the applicant or client will be informed in writing that such designation as been made and will be given an opportunity to submit information to attempt to rebut the designation. Americert will make the final determination of the designation after a review of the rebuttal. If no rebuttal is offered, Americert's determination will become final within 30 days after providing written notice of the designation.</p>		

### **Contractual Noncompliance Penalties (Only Apply if You Fail to Comply with the Regulations)**

A failure to abide by the USDA National Organic Program Regulations as Codified in 7 CFR 205 or Americert International Policies May Lead to the Imposition of Contractual Noncompliance Penalties. A Failure to Pay Contractual Noncompliance Penalties, Which are A Fee Charged by the Certifier, May Lead to Suspension or Revocation of Certification. Note that Payment of These Fees is In Addition to Any Other Corrective Actions Required in the Associated Notice of Noncompliance Issued by Americert.

<b>Contractual Noncompliance</b>	<b>USDA NOP Organic Regulatory Provision</b>	<b>Contractual Noncompliance Penalty Fee</b>	<b>How to Avoid Noncompliance Leading to Imposition of Contractual Noncompliance Penalty</b>
<p>Failure to:</p> <ul style="list-style-type: none"> <li>-Submit an annual renewal update or application or surrender certification by the due date for the renewal when that renewal date has been communicated to the client at least 30 days prior to the date due.</li> <li>-Submit fees of any type, including annual renewal fees, by the due date for the fees, when the due date for the fees has been communicated to the client and the client is given at least 30 days to pay the fees.</li> </ul>	<p>§205.406(a) Continuation of Certification &amp; §205.400 (e) General requirements for certification.</p>	<p>1<sup>st</sup> Instance-\$75 2<sup>nd</sup> Instance-\$150 3<sup>rd</sup> Instance-\$300</p>	<ul style="list-style-type: none"> <li>-Read and respond to all communications which provide notice of required submissions and payments.</li> <li>-Make all required submissions and payments in a timely fashion.</li> <li>-Know your annual renewal date and when an annual renewal is due and when your annual renewal payment or other payments are due.</li> <li>-Keep Americert advised of changes to personnel or contact information so that communications are sent to the appropriate personnel.</li> <li>-If you do not intend to renew certification, communicate this in writing, indicating you intend to surrender your certification and the effective date of that surrender. If you do no surrender your certification prior to your annual renewal date, you remain responsible for the annual renewal fees even if you choose not to submit a renewal application or update.</li> </ul>
<p>Failure to:</p> <ul style="list-style-type: none"> <li>-Have the records described in the organic application on hand at the location of crop production or handling during the onsite inspection.</li> <li>-To provide records described in the organic application to the inspector or Americert during an onsite inspection.</li> </ul>	<p>§205.103 Recordkeeping by certified operations &amp; §205.201 Organic production and handling system plan &amp; §205.400 General requirements for certification.</p>	<p>1<sup>st</sup> Instance-\$10 2<sup>nd</sup> Instance-\$95 3<sup>rd</sup> Instance-\$300</p>	<ul style="list-style-type: none"> <li>-Be sure to maintain all records that you indicate you will maintain in the submitted organic plan and application.</li> <li>-Be sure to have those records up to date and on hand at the site inspected during the annual onsite inspection.</li> <li>-Provide those records or copies to Americert or the Americert inspector upon request.</li> </ul>
<p>Failure to:</p> <ul style="list-style-type: none"> <li>-Abide by the Facility Pest Management Standard and Pest Control Plan (Handlers) as described in the application submitted to Americert.</li> <li>-Submit an accurate list of all pest control products used or to be used in a handling facility to Americert for review and approval prior to use.</li> <li>-Refrain from using pest control products not submitted for approval by Americert.</li> <li>-Abide by restrictions or preconditions of use for pest control products as described in the organic handler application or in communications from Americert.</li> <li>-Maintain records of the identity, date, and location of pest control substances used, including (where applicable) documentation of preconditions for use or other restrictions.</li> <li>-Abide in any way with the NOP Facility Pest Management Standards as described in section 205.271 of the USDA NOP organic regulations.</li> </ul>	<p>§205.271 Facility pest management practice standard, §205.103 Recordkeeping by certified operations &amp; §205.201 Organic production and handling system plan.</p>	<p>1<sup>st</sup> Instance-\$10 2<sup>nd</sup> Instance-\$150 3<sup>rd</sup> Instance-\$300</p>	<ul style="list-style-type: none"> <li>-Be sure to know, understand, and implement your pest control program described in your organic application.</li> <li>-Submit any changes to the program to Americert for review and approval prior to implementing the changes.</li> <li>-List all pest control products, and how they will be used, in your organic application and then abide by that.</li> <li>-Do not use pest control products that have not been submitted to Americert for approval prior to use.</li> <li>-Know, understand, and abide by all preconditions or restrictions associated with any pest control product to be used.</li> <li>-Maintain records of all pest control substances used, where used, how used, when used, and any observations supporting preconditions for use, such as pest sightings.</li> <li>-Know and understand the step wise nature of pest control in organic facilities as described in section 205.271 of the National Organic Program Final Rule.</li> </ul>

<p>Failure to:</p> <ul style="list-style-type: none"> <li>-To submit and receive approval for any organic label prior to use.</li> <li>-To use only labels that Americert International has currently approved for use.</li> <li>-Create policies and procedures for the submission of compliant labels which results in repeated submissions of noncompliant labels</li> </ul>	<p>§205.201 Organic production and handling system plan &amp; §205.300 through 205.311.</p>	<p>1<sup>st</sup> Instance-\$95 2<sup>nd</sup> Instance-\$150 3<sup>rd</sup> Instance-\$300</p>	<ul style="list-style-type: none"> <li>-Submit all labels to Americert for review and approval prior to ordering, printing, or using such labels.</li> <li>-Only use labels which have been reviewed and approved for current use by Americert.</li> <li>-Understand what the regulation requires and prohibits in terms of label elements and ensure that all labels meet the regulations prior to submitting to Americert for review.</li> </ul>
<p>Failure to:</p> <ul style="list-style-type: none"> <li>-Receive approval from Americert for any product or crop prior to representing it as organic or selling it as organic.</li> </ul>	<p>§205.201 Organic production and handling system plan &amp; §205.300 Use of the term, "organic."</p>	<p>1<sup>st</sup> Instance-\$145 2<sup>nd</sup> Instance-\$275 3<sup>rd</sup> Instance-\$500</p>	<ul style="list-style-type: none"> <li>-Submit all products or crops to be represented as organic to Americert for review and approval.</li> <li>-Do not represent a product or crop as organic unless and until Americert has reviewed and approved the product or crop.</li> </ul>
<p>Failure to:</p> <ul style="list-style-type: none"> <li>-Respond to requirements for corrective actions, requests for information, or a Notice of Noncompliance within a reasonable deadline which has been communicated to client.</li> </ul>	<p>§205.201 Organic production and handling system plan, §205.401 Application for certification, §205.406 Continuation of</p>	<p>1<sup>st</sup> Instance-\$10 2<sup>nd</sup> Instance-\$95 3<sup>rd</sup> Instance-\$300</p>	<ul style="list-style-type: none"> <li>-Read and respond to all requirements for corrective actions, requests for more information, and Notices of Noncompliance.</li> <li>-Be aware of and abide by the deadlines communicated by Americert in such requests and Notices.</li> <li>-Keep Americert advised of changes to personnel or contact information so that communications are sent to the appropriate personnel.</li> </ul>
<p>Failure to:</p> <ul style="list-style-type: none"> <li>-Respond to a Notice of Noncompliance, which causes a Notice of Proposed Suspension to be issued.</li> </ul>	<p>§205.662 Noncompliance procedure for certified operations.</p>	<p>\$300</p>	<ul style="list-style-type: none"> <li>-Read and respond to all Notices of Noncompliance.</li> <li>-Be aware of and abide by the deadlines communicated by Americert in such Notices.</li> <li>-Keep Americert advised of changes to personnel or contact information so that communications are sent to the appropriate personnel.</li> </ul>
<p>Failure to:</p> <ul style="list-style-type: none"> <li>-Use the forms designated for use by Americert for renewal of certification</li> <li>-To update the renewal application or forms as required (copy and paste submission of previous documents without updating or making appropriate changes)</li> </ul>	<p>§205.201(a)(6) Organic production and handling system plan, §205.406(a) Continuation of Certification &amp; §205.400 (e) General requirements for certification.</p>	<p>1<sup>st</sup> Instance-\$25 2<sup>nd</sup> Instance-\$75 3<sup>rd</sup> Instance-\$300</p>	<ul style="list-style-type: none"> <li>-Be sure to use the forms which Americert provides and do not simply recycle forms previously used</li> <li>-Be sure to review and update any form to ensure that it accurately reflects the actual practices undertaken by the operation and that previous corrections have been made in the plan.</li> </ul>
<p>Failure to:</p> <ul style="list-style-type: none"> <li>Follow the approved or submitted plan and application: Significant deviation from the submitted or previously approved production and handling system plan</li> </ul>	<p>§205.201 Organic production and handling system plan, §205.401 Application for certification, §205.406 Continuation of certification</p>	<p>1<sup>st</sup> Instance-\$95 2<sup>nd</sup> Instance-\$150 3<sup>rd</sup> Instance-\$300</p>	<ul style="list-style-type: none"> <li>-Be sure to follow your submitted plan and to update the plan when you want to make changes to your plan and submit it to Americert for approval prior to implementation of changes.</li> </ul>

### **Refund Policy:**

**New Applicants:** Submission of an application commences the process of reviewing the applicant's compliance under the USDA National Organic Program by Americert International. Fees are charged for the review process and the work conducted to assess compliance. There is no refund granted for operations which have a Notice of Noncompliance issued and then withdraws their application or are denied certification, regardless of the stage at which the denial was issued or the withdraw made. Partial refunds will be granted to first time applicants who withdraw their application for certification prior to a Notice of Noncompliance or Denial of Certification being issued. The amount of the refund depends on the stage of the certification process which has been reached at the time the applicant withdraws their application. If the application is withdrawn during the initial review stage, the applicant will receive a 50% refund of certification fees paid. If the applicant withdraws their application after an inspector is assigned but prior to commencement of the onsite inspection, the applicant will receive a refund of 25% of their certification fees paid. Once the onsite inspection commences, the applicant will receive no refund of any fees paid and remain responsible for inspection travel expenses.

**Certified Operations:** Certified operations who surrender their certification will receive no refunds of fees paid, regardless of when the certification is surrendered. This is also true for operations which submit renewal fees but then decide not to renew and choose instead to surrender certification. Annual renewal fees are due on the annual renewal date. In order to avoid paying renewal fees or being responsible for payment of renewal fees, an operation must surrender its certification on or before the annual renewal date. If the annual renewal date arrives and ends without the operation submitting a surrender of certification, the fees remain due and Americert will make efforts to collect these accrued fees, regardless of any subsequent surrender of certification. Once paid, the fees will be non-refundable, even if the operation subsequently surrenders organic certification.

**Important:** There is no guarantee that any operation will achieve certification. Certification is contingent upon timely compliance with the USDA NOP organic standards. Payment of fees and costs are not payment for the operation attaining certification. In the case that Americert issues a Denial of Certification, Suspends or Revokes certification, or accepts a surrender of organic certification, there is no refund of any fees paid.