



2010 Fee Schedule Organic Certification Processors, Handlers, Traders & Repackers

Certification fee **quotations** are provided by Pro-Cert based on the information submitted by the applicant in a **Request for Quotation** document. The annual fee quotation will specify the basic fee, travel cost and an accreditation surcharge. It will specify the retainer fee required. Ordinary inspection costs are included in the basic fee. Extraordinary inspection, trade document completion and travel fees are applicable for extraordinary work and/or surveillance.

BASIC FEES:

A. Canadian (COR) USA (NOP) European (EU) & Quebec Program Group

Basic certification fees for this group of programs are annually estimated and quoted on the basis of facility **size**, **complexity** and certification **risk**. The basic fees range from \$850 for small (less than 5 employees), simple and low risk operations to \$8,500+ for large (greater than 25 employees), complex and high risk operations.

B. JAS Program

Basic JAS certification fees are annually estimated and quoted on the basis of the certification option chosen and the number of JAS labelled products anticipated during the certification period:

JAS Certification Option	Number of JAS Labels			
	1-5	6-15	16-30	31+
-- Basic Fee – Processors --				
JAS Only	\$1850	\$2350	\$2850	By Quotation Only
JAS Add-on	\$1250	\$1650	\$2050	“ “ “
-- Basic Fee – Repackers --				
JAS Only	\$1450	\$1950	\$2450	“ “ “
JAS Add-on	\$ 950	\$1350	\$1750	“ “ “

Note: JAS Training Workshop Fee – 2010: \$200

C. Other Programs

- **Bio Suisse (Data Collection Only)** \$225
- **Body Care Products** By Quotation Only
- **Fibres & Textiles** “ “ “
- **Aquaculture** “ “ “

FEE PAYMENT PROCEDURE:

- A **Retainer Fee** equal to 50% of estimated total fees must be submitted with the application.
- The **Remainder Fee** which includes pro-rated travel costs and forensic costs (if applicable) must be paid upon receipt of an invoice following inspection. All fees must be paid before the certification application will be evaluated and a certification decision made. **Interest** at 1½% per month is applied to all accounts 30 days after the date of the invoice. The Goods & Services (GST) Tax applies to all fees.

EXTRAORDINARY FEES:

Extraordinary Fees apply to for additional inspection and/or audit work conducted over and above the ordinary annual inspection and for trade document completion. Hourly rates vary with the complexity of the operation and the expertise required. 2010 rates range from **\$75** to **\$100/hr.**

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EXTRAORDINARY TRAVEL EXPENSES:

Vehicle costs are charged at the prevailing Government of Canada rates. Accommodations and meals are billed at cost plus 10%.

ACCREDITATION SURCHARGE:

An accreditation surcharge is levied to all Processors, Handlers, Traders & Repackers to cover accreditation costs. This charge is approximately equivalent to 15% of the basic fee.

SURVEILLANCE COSTS:

The cost of unannounced inspections, supplemental product inventory audits, additional forensic analysis and reporting are invoiced at the rates listed above. Forensic analyses are at cost plus 10%.

LATE APPLICATION CHARGE:

Extension clients will be assigned a due date for the completion and submission of Extension Application & Contracts. Applications received after the specified due date are subject to a Late Application Charge of **\$100 per month**.

CHANGES IN SCOPE:

The cost of evaluating changes in scope in the nature, range and size of the applicant's organic activities will depend on the evaluation intensity and time and costs and will be invoiced at the rates specified above.

APPEAL FEES:

Formal appeals of Pro-Cert certification decisions require a non-refundable fee of \$500 to \$2,000 depending on facility size and complexity.

Small operations (1-5 employees) = **\$500** Medium operations (6-15 employees) = **\$1,000**

Large operations (16-25 employees) = **\$1500** Very large operations (> 26 employees) = **\$2,000**

Pro-Cert retains the right to levy **\$75 to \$100** per hour for appeal work which it considers extraordinary and/or is caused by postponements, etc.

FEE REFUND POLICY:

An applicant who withdraws their application for any reason during the certification process is entitled to a refund of a portion of any fees paid to that date. The amount of the refund is inversely proportional to the work conducted at the time of withdrawal. Pro-Cert's Fee Refund policy for withdrawals is as follows: (i) prior to inspection = 75%, (ii) after inspection but prior to evaluation = 50%; (iii) after evaluation = 0%.

CERTIFICATION STATUS INFORMATION DISCLOSURE:

Fees levied for forwarding certification status documents requested by clients or by members of the public are:
\$25 plus (i) **\$10** per Certificate of Conformity;
(ii) **\$10** per page for residue test results or other information not protected by Privacy Laws.

Pro-Cert Organic Systems Ltd.

www.pro-cert.org

In Western North America:

Head Office

Box 100A, RR 3, 475 Valley Road

Saskatoon, SK S7K 3J6

Phone: (306) 382-1299 Fax: (306) 382-0683

Email: info@pro-cert.org

In Eastern North America:

Eastern Branch Office

2311 Elm Tree Road

Cambray, ON K0M 1E0

Phone: (705) 374-5602 Fax: (705) 374-5604

Email: infoebo@pro-cert.org

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