



# 2023 OEFFA Fees for Handlers (Group B and New)

Due 9-1-23

Fees must be paid with Organic System Plan (OSP) submission

Keep a copy of this form for your records

## BASIC INFORMATION

Operation Name		Operation #	
Contact Name		Phone	
Mailing Address		Fax	
City, State, Zip Code		Email	

### Important Information (check all that apply):

- This is my first application for certification with OEFFA.  
*We accept new applicants from IA, IL, IN, KY, MI, MO, NY, OH, PA, VA, WI & WV only.*
- I was previously certified with OEFFA, gone for some time, and I'm now certifying again. (List operation # \_\_\_\_\_ )
- I've previously been denied certification or had my certification suspended (including partial suspensions) or revoked.
- I'm adding new products, equipment, or processes to my OSP.  
(Describe and list expected date of organic production: \_\_\_\_\_ )
- I've enclosed new label proofs for currently certified products. (Expected date of label use: \_\_\_\_\_ )
- Check this box if you do NOT wish to be an OEFFA member (membership is complimentary).

**New Applicants:** If you have never been certified, fees are based on projected gross sales from organic products and services for your first 12 months of organic certification. Organic handlers who operate their facility on a year-round basis may submit an Organic System Plan at any time during the year. Handlers who operate their facility on a seasonal basis must submit their Organic System Plan so that the initial inspection can occur when the facility is in operation. **Late fees do not apply to new operations.**

**Certified Operations Renewing Certification with OEFFA:** OEFFA's handler certification application fee is determined by your operation's gross sales from organic products and services in 2022. **This fee is due with the Renewal Paperwork and OSP for Handlers. The deadline for renewing operations is September 1, 2023.**

**Inspection fees and expenses are additional and will be billed after the inspection.** Your inspector will contact you to discuss these fees before your inspection. The inspection fee is determined by the complexity of your operation, the number of sites the inspector must visit, the length of the inspection, and the travel expenses incurred by the inspector. **Inspection fees typically range from \$250 to \$1,000.**

## Calculate your APPLICATION FEE: Fill in boxes 1 through 5 below and enter the total in box 6

**1. Base Application Fee, based on your 2022 gross sales from organic products and services. \*\* See New Applicants above**  
*Certified operations may apply to their appropriate state agency for organic certification cost-share reimbursement*

2022 Organic Gross Sales	Application Fee
< \$50,000	<b>\$575</b>
\$50,001 - \$249,999	<b>\$1,150</b>
\$250,000 - \$499,999	<b>\$2,300</b>
\$500,000 - \$699,999	<b>\$3,500</b>
\$700,000 - \$899,999	<b>\$4,500</b>
\$900,000 - \$2,499,999	<b>\$5,750</b>
\$2,500,000-\$4,999,999	<b>\$7,250</b>
\$5,000,000-\$9,999,999	<b>\$8,500</b>
>\$10,000,000	<b>\$11,500</b>

*Organic Gross Sales will be verified at inspection.*

Box 1. Enter your base application fee:

**2. If renewing, add the late fee for all applications postmarked after September 1, 2023. Late fees are not reimbursable.**

Postmarked September 2 to October 1	<b>\$100</b>
Postmarked October 2 to November 1	<b>\$200</b>
Postmarked November 2 to December 1	<b>\$300</b>

Box 2. Enter your late fee:

**3. If you would like to rush your certification, choose from the following options.**

Box 3. Enter rush fee:

<b>Rush Tier 1</b> – OEFFA will assign an inspector as soon as possible after the receipt of the complete OSP and payment; inspector will submit report within 2 business days of inspection; we will notify the operator of compliance issues or issue a certificate within 5 business days after the inspection report is received. Certification is not guaranteed.	<b>\$1,000</b>
<b>Rush Tier 2</b> – OEFFA will make every effort to complete the process in less than 90 days. Certification is not guaranteed.	<b>\$500</b>

(Continued)

4. If you would like to add Organic Plus Trust grass-fed certification. **Box 4. Enter grass-fed fee (\$325):**

5. If you would like us to make a copy of your full OSP and mail it back to you. **Box 5. Enter OSP Copy Fee (\$10):**

**Box 6. ADD BOXES 1- 5 FOR TOTAL FEES DUE WITH APPLICATION:**

\*\*\*\*YOU MUST INCLUDE PAYMENT INFORMATION \*\*\*\*

**PAYMENT:** Include your check (payable to OEFFA Certification) or Credit Card information

Check #: \_\_\_\_\_ (make check payable to OEFFA Certification)      Check Date: \_\_\_\_\_  
*Returned checks are subject to a \$20 administrative fee.*

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Credit Card Issuer:    MasterCard    Visa    American Express    Discover

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_      CVV/Security Code: \_\_\_\_\_ (3- or 4-digit code)

Signature for Credit Card: \_\_\_\_\_  
*Notify us if your credit card has a daily limit lower than the total due.*

You may also pay the application fees on-line via our payment portal: <https://certification.oeffa.org/handlers-payment/>

**PAYMENT PLAN:** If you apply before September 1<sup>st</sup>, you may request to split your fee into 2 or 3 payments

To pay in two or three installments, complete the table below. You must have your fees paid in full within two months.

**Please note:**

- You must include a \$25 administrative fee with your 1<sup>st</sup> payment.
- OEFFA will not proceed with the certification process until 2/3 payment is received and a certificate will not be issued until fees are paid in full.
- OEFFA will retain your credit card information and automatically bill your credit card when payment is due.

*For OEFFA use only*		
Payment Amt	Due Date	Rec'd / Ck #
#1:		
#2:		
#3:		

To agree to these terms, fill in the following:

The amount you entered in Box 6 is: \$\_\_\_\_\_.

*I will make two payments*  
 Divide the amount you wrote above by 2: \$\_\_\_\_\_  
 This amount + \$25 is what you must pay now.

The remainder must be paid in full 1 month from today.  
 One month from today is: \_\_\_\_\_.

*I will make three payments*  
 Divide the amount you wrote above by 3: \$\_\_\_\_\_  
 This amount + \$25 is what you must pay now.

The remainder must be paid in full 2 months from today.  
 Two months from today is: \_\_\_\_\_.

**Refunds and Additional Fees**

- If an application is withdrawn or certification is surrendered after payment and before inspection, a refund of 80% of application fees may be granted for each withdrawn or surrendered scope. A higher percentage may be retained by OEFFA for additional services rendered between submission and withdrawal/surrender. No refunds will be given after inspection.
- A full schedule of services and fees with additional detail is available in the OEFFA Certification Policies & Procedures manual.

**Submit all application materials and payment to:**  
 OEFFA Certification, 41 Crowell Road, Columbus, OH 43214  
 Email: [organic@oeffa.org](mailto:organic@oeffa.org) Fax: (614) 421-2011  
 For any questions, call (614) 262-2022  
**Application and payment of fees does not guarantee certification.**