



# 2024 OEFFA Fees for NEW Handlers

*Fees must be paid with Organic System Plan (OSP) submission*  
Keep a copy of this form for your records

## BASIC INFORMATION

<b>Operation Name</b>		<b>Operation #</b>	<small>(office use)</small>
<b>Contact Name</b>		<b>Phone</b>	
<b>Mailing Address</b>		<b>Fax</b>	
<b>City, State, Zip Code</b>		<b>Email</b>	

**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. Applications from new handlers outside of this service area but in the contiguous United States may be accepted based on administrative capacity. Please contact us for more information if this applies to you.*
- 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 was referred to OEFFA from an OEFFA-certified operation. Please see the Referral Discount listed below. *List the name and operation number of the operation who referred you to OEFFA. (Name: \_\_\_\_\_ Operation #: \_\_\_\_\_)*
- Check this box if you do NOT wish to be an OEFFA member (membership is complimentary).

**Timeline** - 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.

**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

**1. Base Application Fee** – If you have never been certified, fees are based on projected gross sales from organic products and services for your first 12 months of certification. If currently or previously certified, fees are based on your 2023 gross sales from organic products and services. *Organic Gross Sales will be verified at inspection. Certified operations may apply to the appropriate agency in their state for organic certification cost-share reimbursement.*

Projected Organic Gross Sales	Application Fee	Cost After Reimbursement	
< \$50,000	<b>\$750</b>	\$0	
\$50,001 - \$249,999	<b>\$1,400</b>	\$650	
\$250,000 - \$499,999	<b>\$2,550</b>	\$1,800	
\$500,000 - \$699,999	<b>\$3,750</b>	\$3,000	
\$700,000 - \$899,999	<b>\$5,000</b>	\$4,250	
\$900,000 - \$2,499,999	<b>\$6,250</b>	\$5,500	
\$2,500,000-\$4,999,999	<b>\$7,750</b>	\$7,000	
\$5,000,000-\$9,999,999	<b>\$9,250</b>	\$8,500	
>\$10,000,000	<b>\$12,250</b>	\$11,500	

<b>Box 1. Enter your base application fee:</b>	\$
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**2. If you have separate facility sites other than your primary address, include the separate facility fee of \$250 per additional location.**

<b>Box 2. Separate Facility fee (\$250/location):</b>	\$
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**3. If you are requesting international equivalency listed on your certificate or plan to export organic products to other countries, include the International Equivalency fee.**

<b>Box 3. International Equivalency fee (\$150):</b>	\$
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**4. If you would like to rush your certification, choose from the following options.**

<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>Box 4. Enter rush fee:</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>		

*\* Rush service is required if you are submitting a request to add something new to your certificate that requires inspection (new facility product type, equipment, etc.) if that request is received less than 60 days prior to the requested certification/approval date.*

(Continued)

5. If you would like to add Organic Plus Trust grass-fed certification.

Box 5. Grass-fed fee (\$325):	\$
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6. If you would like us to make a copy of your full OSP and mail it back to you.

Box 6. Enter OSP Copy Fee (\$15):	\$
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Box 7. <u>ADD BOXES 1-6</u>	\$
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8. If referred from an OEFFA-certified operation, you may deduct \$100 from your initial application fee. List the name and operation number of the operation who referred you to OEFFA on the front page.

Box 8. Referral DISCOUNT (\$100):	\$
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Box 9. <u>SUBTRACT BOX 8 FROM BOX 7 FOR TOTAL FEES DUE WITH APPLICATION:</u>	\$
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**PAYMENT: Payment information must be included**

**CHECK:** Make payable to OEFFA Certification. Returned checks are subject to a \$20 administrative fee.

Check #: \_\_\_\_\_ Check Date: \_\_\_\_\_

**CREDIT or Debit CARD:** Notify us if your card has a daily limit lower than the total due.

Debit Card (no additional fee)  Credit Card (a processing fee of 3% + \$0.15 will apply)

Card Issuer:  MasterCard  Visa  American Express  Discover

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

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

Signature for Card: \_\_\_\_\_

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

**PAYMENT PLAN: You may request to split the Standard Fees into 2 or 3 payments**

To pay in two or three installments, complete the information below. 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.

**To agree to these terms, fill in the following:**

The amount you entered in Box 9 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: \_\_\_\_\_.

**\*For OEFFA use only\***

Payment Amt	Due Date	Rec'd / Ck #
#1:		
#2:		
#3:		

**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 for additional services rendered between submission and withdrawal/surrender. No refunds will be given after inspection or for loss of certification due to denial, suspension or revocation.
- 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 Croswell 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.**