



# BAYSTATE ORGANIC CERTIFIERS

## Get started with certification today!

Contact us at [applications@baystateorganic.org](mailto:applications@baystateorganic.org) or (774) 872-5544

◆ Send applications to: 1220 Cedarwood Circle, North Dighton, MA 02764 ◆

### 2024 NEW OPERATION FEE SCHEDULE

Unlike many other certifying agents, Baystate Organic Certifiers charges one all-inclusive application fee that combines the certification fee and the cost of the annual inspection for operations in our core certification area. For operations based outside of our core area, Baystate Organic Certifiers charges additional inspection costs. See below for an explanation of those charges.

Our core certification area consists of the following states: AL, CT, DE, GA, FL, IN, KY, MA, MD, ME, MI, MS, NC, NH, NY, NJ, OH, PA, RI, SC, TN, VA, VT, and WV.

#### Application Fees

All operations must pay an annual certification fee (listed below) based on the actual or projected gross sales of certified products produced, handled, co-packed, repacked, or represented as organic by the operation. For most operations this is straightforward. Co-pack only operations, brokers, distributors, and operations that provide services like warehousing but do not sell organic product should contact our office to get a quote on their certification fee. Fee payments for these types of operations may not be the same as standard operations. Contact our office if you have questions about calculating the gross sales of your products or if you are a non-standard operation.

Gross Sales of Organic Products	Certification Fee
\$0 to \$5,000	\$450
\$5,000 to \$20,000	\$650
\$20,000 to \$30,000	\$860
\$30,000 to \$40,000	\$960
\$40,000 to \$50,000	\$1,080
\$50,000 to \$75,000	\$1,200
\$75,000 to \$100,000	\$1,400
\$100,000 to \$150,000	\$1,800
\$150,000 to \$200,000	\$1,900
\$200,000 to \$300,000	\$2,300
\$300,000 to \$500,000	\$2,700
\$500,000 to \$750,000	\$3,000
\$750,000 to \$1,000,000	\$3,600
\$1,000,000 to \$1,500,000	\$4,100
\$1,500,000 to \$2,000,000	\$4,600
\$2,000,000 to \$2,500,000	\$5,100
\$2,500,000 to \$3,000,000	\$5,600
\$3,000,000 to \$3,500,000	\$6,500
\$3,500,000 to \$4,000,000	\$7,800
\$4,000,000 to \$5,000,000	\$9,000
\$5,000,000 to \$7,500,000	\$12,000
\$7,500,000 to \$10,000,000	\$14,000
over \$10,000,000	\$16,000

*No matter what the level of the gross organic sales, organic certification fees are capped at no more than \$16,000 per year. (Note: the new operation fee or inspection fee for operations outside our core area, as applicable, are additional fees and not certification fees.)*

Income documentation must satisfy our staff or inspector and all such information will be kept confidential. Operations that cannot provide adequate documentation to support their claimed gross sales figure will be assessed an annual fee based on a gross sales figure determined by Baystate Organic Certifiers. Operations that increase organic production during the certification year are responsible for notifying Baystate Organic Certifiers and paying any incremental certification fees due for the increased production.

◆ Send checks and applications to: 1220 Cedarwood Circle, North Dighton, MA 02764 ◆

## SCHEDULE OF ADDITIONAL FEES

### **New Operation Fee:**

Operations never certified by Baystate must pay an initial one-time \$150 fee in addition to the certification fee. This pertains only to first time applicants to Baystate.

### **Late Fees:**

Renewing operations are charged a late fee according to the following schedule if the renewing operation's application or fee payment is submitted more than 14 days after its due date. These fees are non-negotiable.

- Applications or fee payments postmarked 1-14 days after their due date: no late fee.
- Applications or fee payments postmarked 15-30 days after their due date: \$150.
- Applications or fee payments postmarked 31 days or more after their due date: \$300.

Operations that split their fee payment into two parts must submit the second half of their fee payment by the date specified by Baystate. If the fee payment is not made by the specified date, then a \$300 late fee may be charged.

### **Grass-Fed Certification Fees:**

The 100% Grass-Fed Certification program is separate from organic certification. You must be certified organic or in the process of obtaining your organic certification to apply. If you are seeking certification with Baystate for both organic and grass-fed, the grass-fed is an additional \$350. If your operation is certified organic by another accredited certifying agency, Baystate will charge \$500, plus any additional inspection costs needed to cover the separate inspection.

### **New Operation Expedited Processing:**

New applicants may choose to have their application expedited and their initial organic inspection performed within 30 days of the receipt of a new application. The expediting fee is \$750. There is no charge for new applicants that do not want expediting.

### **Expedited Handler Product Reviews or Label Reviews:**

There is no charge to our clients for new product reviews or label reviews that are done according to our normal product and label review schedule (5-15 business days after submission of new product or label request). Requesting an expedited product or label review guarantees it to be done within 72 hours. The expedited review fee is \$300.

### **Inspections:**

Baystate reserves the right to charge for additional inspection costs caused by an applicant's failure to appear at the time agreed upon for inspection, or for additional inspection costs caused by the operation submitting an incomplete Organic System Plan. Fees will be limited to 100% of the inspection costs including labor, mileage, and travel expenses. Applicants are not charged if a responsible party is unavailable at the time of an unannounced inspection.

As stated previously, applicants located in our core certification area do not pay an inspection fee for the annual inspection in addition to their normal certification fee. Our core certificate area consists of the states of AL, CT, DE, GA, FL, IN, KY, MA, MD, ME, MI, MS, NC, NH, NY, NJ, OH, PA, RI, SC, TN, VA, VT, and WV.

Operations in all other states will be charged after the inspection takes place as follows:

- Operations with a certification fee of \$2700 or greater, cost of inspection is included in the fee.
- Operations with a certification fee between \$960-\$2300 will be charged 50% of the inspection cost.
- Operations with a certification fee less than \$960 will be charged 100% of the inspection cost.

Applicants headquartered in our core certification area but with facilities in other states will be charged a separate inspection fee for each facility located outside of our core certification area. This fee will be limited to 100% of the inspection costs. Please call us for a quote on the cost of inspecting a second facility outside of our core certification area. Operations that pay a certification fee greater than \$5,100 will not be charged an inspection fee for the first two facilities inspected. The inspection fee will begin with the third facility inspected.

If any operation needs an additional inspection during the certification year because they expanded the scope of their certification, changed locations, added new fields, failed to have documentation or recordkeeping available at their annual scheduled inspection, or made significant changes to their System Plan after the renewal application for the year was

submitted and the annual inspection was performed, then the operation is responsible for the cost of that additional inspection. This policy applies to additional inspections for the reasons noted above and applies to all operations including those in our core certification area. These inspection costs will be \$200 for field only inspections and \$300 for other crops, livestock, and handling operation inspections. Baystate does not charge for unannounced inspections, pesticide residue sampling, or follow-up compliance inspections except as noted above.

#### **Reinstatement Fees:**

Operations that are applying for reinstatement of their organic certification because their certification has been suspended or revoked must pay a reinstatement fee of \$500 if the suspension of certification was due to technical violations of the standards, or a fee of \$350 for reinstatement if the suspension was due to an administrative violation (failure to submit a renewal application or pay fees.) This fee is in addition to any other certification fees they may owe.

#### **Mediation:**

Operations will be charged \$500 for mediation resulting from a technical violation of the standards, or \$300 for mediation of an administrative violation of the standards (failure to submit a renewal application or pay fees.)

#### **Bank Fees:**

Operations are responsible for any bank charges caused by checks that are returned for insufficient funds.

#### **Export Document Fees:**

Baystate charges a \$50 fee for completing TM-11 certificates for shipments to Taiwan and Japan and for creating Import Certificates for shipments to Korea, Switzerland, and any country in the EU. Baystate charges \$50 for transaction certificates that are not TM-11 or Import Certificates.

#### **Non-refundable Fees:**

Only new applications may be withdrawn with their fees partially refunded if the application is withdrawn less than 30 days after submission and before the inspection is performed. No fee will be refunded more than 30 days after submission or after the inspection is performed, or after certification is granted or denied. Fees are not refunded for renewal operations.

If the application is withdrawn up to 30 days after submission but prior to the inspection, and the applicant paid the total annual fee, 50% of the total annual fee will be refunded. If the applicant has paid 50% of the annual fee, 25% of the annual fee will be refunded. The new operation certification fee will not be refunded.

If the application is withdrawn more than 30 days after submission or after the inspection has been performed, there will be no refund issued.

#### **Partial Payment of Certification Fees:**

Baystate Organic Certifiers realizes that farming operations may not be able to afford the entire certification fee in the off-season. Therefore, growers have the option to defer paying up to 50% of their certification fee until later in the year if they submit their applications for one of the four spring application deadlines.

Applications submitted by the February 1<sup>st</sup> or 15<sup>th</sup> deadlines may defer the balance to be due August 1<sup>st</sup>. Applications submitted by the March 15<sup>th</sup> or May 1<sup>st</sup> deadlines may defer the balance to be due September 1<sup>st</sup>. If certification fees are not paid in full by September 30<sup>th</sup>, then a \$300 late fee will apply.

#### **Fee Reimbursement:**

There is organic cost share reimbursement money available to defray the cost of organic certification. You may apply for this reimbursement through your local Farm Service Agency office. The reimbursement year follows the federal calendar year, so it runs from October 1<sup>st</sup> until September 30<sup>th</sup> of the following year. See our website for more information. Any inquiries, please contact Lauren Sandstrom at [lsandstrom@baystateorganic.org](mailto:lsandstrom@baystateorganic.org) or (917) 957-0979.

## NEW APPLICANT FEE WORKSHEET

This worksheet determines your fees and must be submitted with your application. Certification fee payments are calculated for farm operations on an annual calendar year basis from January through December. Handling operations calculate their fee using a 12-month period from the month they apply for certification. (E.g., a handler applying for certification on June 10<sup>th</sup> would use a 12-month period from June 1<sup>st</sup> until May 31<sup>st</sup> for calculating their fee both for the past 12 months and the next 12 months. A handler applying on October 22<sup>nd</sup>, would use a 12-month period from October 1<sup>st</sup> until September 30<sup>th</sup>).

Operation Name:	Date:
What 12-month period are you using to calculate your fee?	<input type="checkbox"/> I am a farm operation (annual calendar year): <b>Jan – Dec</b> <input type="checkbox"/> I am a handling operation (start the 12-month period from the month you submit your application, e.g., if you apply on July 3 <sup>rd</sup> , your 12-month period would be July 1 – June 30): _____
What was your Actual Gross Sales of organic products for the last calendar year or for the last 12 months?	\$ _____
What are your Estimated Gross Sales anticipated from organic products for the next calendar year or for the next 12 months?	\$ _____

### FEE CALCULATION

Fees are calculated using the higher amount of the Actual Gross Sales or the Estimated Gross Sales, whichever is greater. Using the Fee Schedule chart as reference, what is your fee rate?

What is your fee rate? (Use the Fee Schedule chart for reference. <i>Note: You must pay the certification fee, not the fee after cost share reimbursement.</i> )	\$ _____
New Operation Fee (one-time fee for new applicants only)	\$150.00
<i>Optional: Expedited Fee</i> I wish to have my organic inspection performed within 30 days of the receipt of a new application (\$750.00)	\$ _____
<b>TOTAL</b>	\$ _____

Option for Farms Only:

I am deferring payment of total certification fees. I will pay the following remainder later in the year (up to 50%): \$ \_\_\_\_\_

Amount of Enclosed Check with Application: \$ \_\_\_\_\_

*(Make checks payable to Baystate Organic Certifiers or to Massachusetts Independent Certification)*