



**Nature's International Certification Services**

224 East State Highway 56, Viroqua, WI 54665

PH 608-637-7080 FAX 608-637-7460

nics@naturesinternational.com

www.naturesinternational.com

*"In Nature there is abundance, with Nature there is success"*

**2019  
Fee Estimate  
Worksheet for  
Processing/Handling  
Operations**

**KEEP AND RETAIN FOR YOUR RECORDS**

**Annual Certification Fees - Processor/Handler Operations**

NICS bases the certification fees for processing/handling operations on the previous year's gross organic sales as well as on the type of products produced and/or services provided. Using the chart below, calculate your certification fee as a percentage of your gross sales. If an operation has not been certified within the past 12 months, the first-year certification fee is \$750.00. Please note the minimum certification fee is \$600.00 for updating operations or operations who have been certified during the past 12 months. Please review this form completely as well as the Additional Service Fees form for more details on fees which may be applicable to your operation beyond your base certification fees. *Maximum annual certification fee is \$40,000.00.*

Certified within the past 12 months				
Level 0	Level 1	Level 2	Level 3	Level 4
Not certified within past 12 months	Sales up to \$500,000 (\$600.000 minimum)	Sales from \$500,001 to \$2,000,000	Sales from \$2,000,001 to \$50,000,000	Sales over \$50,000,000
<b>\$750</b>	<b>.35% (.0035) of invoiced sales</b>	<b>.2% (.002) of invoiced sales</b>	<b>.055% (.00055) of invoiced sales</b>	<b>.03% (.0003) of invoiced sales</b>
	2018 Sales Level 1 Sales= \$ _____ x .0035 = \$ _____	2018 Sales Level 2 Sales= \$ _____ x .002 = \$ _____	2018 Sales Level 3 Sales= \$ _____ x .00055 = \$ _____	2018 Sales Level 4 Sales= \$ _____ x .0003 = \$ _____

Example: If you have been certified for the past 12 months your certification fees must be calculated for each level that applies. If you had \$2,500,000.00 in gross organic sales, you will need to, calculate certification fees for Level 1 (\$500,000 x .0035 = \$1,750), Level 2 (\$1,500,000 x .002 = \$3,000) and Level 3 (\$500,000 x .00055 = \$250) and report each level's fee separately on the attached worksheet.

**Annual Other Processing/Handling Certification Fees**

Specialty Fees		Retail/Restaurant Certification	
Private Label Agreement per agreement:	<b>\$200.00</b>	Up to 7,500 square feet	<b>\$750.00</b>
Excluded Handler for each excluded location:	<b>\$200.00</b>	Up to 18,000 square feet	<b>\$1,500.00</b>
		Over 18,000 square feet	<b>\$2,500.00</b>

**Annual Inspection Fees - Processor/Handler Operations**

Inspection Base Fee for each P/H location:	<b>\$400.00</b>
Inspection Base Fee for each Excluded location:	<b>\$200.00</b>
Inspection Base Fee Retail/Restaurant for each location:	<b>\$400.00</b>

Processor/Handler Operations require all Inspection Base Fees to be submitted with Certification Fees. Total inspection costs include the base fee, applicable inspection expenses, plus a \$35 administrative fee. Once we receive the billing for your inspection we will invoice you for your inspection expenses and administrative fee.

## Annual Discounts Offered - Processor/Handler Certification Fees

Early Bird Certification Discount*	Veteran's Certification Discount
Complete Application received by March 1, 2019** <span style="float: right;"><b>-\$50.00</b></span>	Annual Certification Discount <span style="float: right;"><b>-\$75.00</b></span>
Complete Application received by April 1, 2019** <span style="float: right;"><b>-\$25.00</b></span>	Any operation that can exhibit ownership by military veterans qualify. Evidence of veteran status is required.
<b>* Returning NICS Operations only</b>	
<b>**May be reverted if fees are not paid in full by May 1, 2019</b>	
A complete application must include all items according to the enclosed check list or Early Bird Discount will not be given. These discounts apply only to Certification Fees.	

### Expedited Service

<b>Expedited Processor/Handler Certification:</b>	<b>\$800.00</b>
<p>NICS offers an expedited certification service for those operations who have critical timing needs. While expedited services do not guarantee certification will be granted by a specified date, your certification request will receive priority processing and inspection assignment. The success of the expedited service lies in your ability to comply with the National Organic Program and your timely responses to requests for information. Please feel free to contact the office if you have any questions.</p>	

**Refunds:** Operations wishing to withdraw an application or surrender their certificate may be eligible for a partial refund of Certification and Inspection Fees. Refunds, if applicable, will be pro-rated based upon the stage of the application at the time of the request. Please contact the office with any questions.



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**Additional Service Fees - Certification Fees**

The following additional service fees may be applicable to your operation and are nonrefundable fees based upon the frequency indicated. See Fee Definitions located below the table for more information about each individual fee. NICS reserves the right to charge additional fees, as applicable, for administrative and certification related services not specifically listed, and will be such additions will be charged at a rate of \$90/hour.

Fee Type	Fee Amount	Fee Frequency
<b>Administrative Fee:</b>	\$90	Per Hour
<b>Returned Check Fee:</b>	\$30	Each
<b>Extension Fee:</b>	\$200	One-Time
<b>Noncompliance Fee for Annual Updated Paperwork &amp; Fees:</b>	\$100	One-Time
<b>Late Paperwork Fee:</b>	\$75	Per Month
<b>Reinstatement Fee:</b>	\$300 / \$1,000	One-Time
<b>Inspection Cancellation:</b>	\$100	Each
<b>Missed Deadline Fee:</b>	\$30	Each
<b>Mediation Fee:</b>	\$150 / \$300	One-Time
<b>Settlement Agreement Fee:</b>	\$100	Annual
<b>Interest</b>	1%	Monthly

**Fee Definitions**

**Administrative Fee:** Administrative Fees are assessed at a rate of \$90/hour for services such as, but not limited to, label review, adding additional products or services to an organic certificate, or other services provided outside of the normal scope of the annual certification process. Contact the office for more information.

**Returned Check Fee:** A returned check for Non-Sufficient Funds is subject to a \$30 fee which includes the fee NICS is charged by our bank and NICS processing fee.

**Extension Fee:** An Extension Fee of \$200 is due, along with the Extension of Certification request form by May 1, for NICS certified operations who are not renewing their certification and have certified inventory to be sold or who are transferring from NICS to another accredited certification agency. In addition, a prorated fee based on your organic sales will be due, please call the office to assist with the calculation. Contact the office or refer to the NICS Certification Manual for more information on extending organic certification with NICS.

**Noncompliance Fee for Annual Updated Paperwork & Fees:** Annual update certification paperwork and applicable fees are due in the NICS office yearly by May 1. After May 1, noncompliance proceedings will begin and a \$100 fee will be assessed. Contact the office or refer to the NICS Certification Manual for more information about annual certification requirements.

**Late Paperwork Fee:** Late Paperwork Fees are assessed monthly at a rate of \$75 per month beginning June 1, if annual update certification paperwork and applicable fees have not been received in the NICS office. Contact the office or refer to the NICS Certification Manual for more information about annual certification requirements.

**Reinstatement Fee:** A reinstatement request often demands the dedication of considerable staff hours. Therefore, those operations who are in need of reinstatement to the National Organic Program are assessed a Reinstatement Fee which covers staff time that is not considered part of a normal certification request. Reinstatement requests for suspensions which were issued strictly for failing to submit annual update paperwork and pay certification fees will be assessed at \$300. Reinstatement requests for all other suspensions are subject to a \$1,000 reinstatement fee. This fee is in addition to the certification fee and inspection deposit. Costs above inspection base fee are billed separately.

**Inspection Cancellation Fee:** If a scheduled inspection is canceled within 1 week (7 days) of the set inspection date, NICS reserves the right to charge a \$100 cancellation fee. Inspections canceled outside of the 1 week window may be subject to additional travel cost. Please contact the office if you feel your inspection needs to be canceled so we may reschedule your inspection.

**Missed Deadline Fee:** Many communications from NICS include a deadline by which the certified operation must provide a response. Example of such communications may include, but are not limited to: requests for additional information, Interim Certification Determination Letters, Quarterly User Fee Reporting, or Notices of Noncompliance. Failure to provide an adequate response by the deadline indicated may leave the certified operation subject to our missed deadline fee of \$30 and possible adverse action. Note: overdue invoices are not subject to our missed deadline fee but are subject to interest.

**Mediation Fees:** In response to a Denial of Certification, Notice of Proposed Suspension, or Notice of Proposed Revocation, an applicant or certified operation may submit a written request for mediation as a means of resolving an adverse action. A mediation request must be accompanied by the prescribed mediation fees in order to cover NICS' administrative costs associated with mediation. Mediation of adverse actions related to submitting annual update paperwork and certification fees is subject to a \$150 mediation fee. All other mediation requests are subject to a \$300 mediation fee. Additional costs incurred during the course of mediation, such as the hiring of an outside mediator, are assumed by the applicant or certified operation, no matter the outcome of mediation. Additional administrative fees may apply as applicable. Contact the office or refer to the NICS Certification Manual for more information about mediation.

**Settlement Agreement Fees:** Successful mediation will result in the certified operation and NICS entering into a Settlement Agreement, wherein both parties agree to certain terms ensuring continued certification. Verification that the terms of a Settlement Agreement are being met requires additional administrative capacity and is therefore subject to a \$100, minimum, Settlement Agreement fee for each year the Settlement Agreement is active. Additional administrative fees may apply as applicable.

**Interest:** You have a 30 day interest-free period for fees charged, provided you have paid your previous balance in full. Balances past 30 day will be charged 1% monthly on the 6th day of each month.



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This estimate is based on the information provided by the NICS applicant and may change as a result of new information received. If you have any questions please contact NICS at 608-637-7080.

**COMPLETE AND RETURN WITH APPLICATION AND PAYMENT**

Name: \_\_\_\_\_ Farm/Facility Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_ Date Requested: \_\_\_\_\_

**Total Estimated - Processor/Handler Certification & Inspection Fees**

<b>2018 Gross Organic Sales and/or Services</b>	<b>\$</b>		
Certification Fee - Level 0 (Not certified within past 12 months)	Add	\$	
Certification Fee - Level 1 (If applicable according to Certification Worksheet)	Add	\$	
Certification Fee - Level 2 (If applicable according to Certification Worksheet)	Add	\$	
Certification Fee - Level 3 (If applicable according to Certification Worksheet)	Add	\$	
Certification Fee - Level 4 (If applicable according to Certification Worksheet)	Add	\$	
Total Specialty Certification Fees (If applicable from below)	Add	\$	
Total Retail/Restaurant Certification Fees (If applicable from below)	Add	\$	
Less Any Certification Discounts (If applicable from below)	Less	\$	
Inspection Base Fee for each P/H Location	Add	\$	
Inspection Base Fee for each Excluded Handler Location	Add	\$	
Inspection Base Fee for each Retail/Restaurant Location	Add	\$	
<b>Total Estimated Cost Due with Paperwork</b>		<b>\$</b>	

**Annual Specialty Fees - Processor/Handler Certification Fees**

	Qty	Each	Total	X Here
Private Label Agreement per Agreement		\$200.00		
Excluded Handler for each location		\$200.00		
Restaurant Up to 7,500 square feet	N/A	\$750.00	\$750.00	
Restaurant Up to 18,000 square feet	N/A	\$1,500.00	\$1,500.00	
Restaurant Over to 18,000 square feet	N/A	\$2,500.00	\$2,500.00	
Expedited Services	N/A	\$800.00	\$800.00	
Copy of Paperwork to be Mailed Back	N/A	\$5.00	\$5.00	

**Annual Discount - Processor/Handler Certification Fees**

	Total	X Here
Early Bird Before March 1, 2019 (Returning NICS Clients Only with Complete Paperwork)	-\$50.00	
Early Bird Before April 1, 2019 (Returning NICS Clients Only with Complete Paperwork)	-\$25.00	
Veteran's Discount	-\$75.00	