

INSTRUCTIONS FOR FEE PAYMENT SUBMISSION FORM FORM NO. ROR-601

INTRODUCTION

This form should only be completed by operations that have already submitted an application for organic certification to TDA or are currently certified organic by TDA. **A copy of all forms and supporting documentation should be duplicated and maintained as part of your records.** For assistance in completing this application, call toll free 1-800-TELL TDA (1-800-835-5832). For the hearing impaired: 1-800-735-2988 (voice) or 1-800-735-2989 (TDD/TT).

If you are completing an electronic copy of this form, use the tabs at the bottom of the Excel workbook and the tab button to navigate the form.

SECTION A

1. VERIFICATION INFORMATION

- a. Enter the account number.
- b. Enter the operation name – This is the facility name on the ROR-600 and the name of your operation as it does/will appear on your organic certificate

SECTION B

1. SUMMARY OF INCURRED FEES

- a. Mark only those fees that are incurred by your operation and that payment is being submitted with this form.

SECTION C

1. FEE PAYMENT CALCULATION

- a. If completing this form electronically, this subsection will automatically populate with the incurred fees as Section D through Section H are completed.
- b. If completing a printed copy of this form, transfer the fee total from each completed section to the appropriate blank space then add all fees together to obtain the total fee payment due.

2. SIGNATURE

- a. The Person to Contact, named by the business in Section C of the ROR-600 Application for Organic Certification Form is the preferred signatory of this form. That person may be the Responsible Person.

SECTION D

1. PRODUCER CERTIFICATION ANNUAL UPDATE.

- a. Only producers of organic product submitting annual update fee payment and organic system plan should complete this section.

Steps for completing this section electronically:

- (1) Verify that the correct scope(s) of certification was marked in Section B.
- (2) Enter the total number of acres under organic management in the provided space. You must make any unit conversions prior to entering your acreage amount, otherwise your fee will not calculate correctly.
- (3) Enter the total number of input products in the provided space.
- (4) Check the corresponding box if you are also updating the livestock scope for organic certification.
- (5) The total cost of production certification will automatically calculate.

Steps for completing this section on a printed copy of the form:

- (1) Enter the total number of acres under organic management in the provided space.
- (2) If your operation has more than 5,000 acres of land, enter \$600 in the provided space for the increased cost of the routine on-site inspection.
- (3) If your operation has 50 acres or less under organic management, enter \$1,000 in the provided space for organic crop production. Your operation's baseline of production inputs is 25.
- (4) If your operation has more than 50 acres under organic management, enter \$1,500 in the provided space for organic crop production. Your operation's baseline of production inputs is 5.
- (5) If you're adding the livestock production scope to your producer certificate, enter \$1,000 in the provided space. By adding the livestock scope, any operation with a baseline of 5 production inputs, increases their baseline to 25 inputs.
- (6) Enter the total number of input products used or planned for use on your organic operation.
 - a. Inputs include all seed and planting stock (different varieties of the same crop count as separate inputs), fertility inputs, cleaning materials, pest management inputs, disease management inputs, and weed management inputs.
 - b. To correctly calculate the fee for the review of your inputs, subtract your established baseline of production input products from your actual total of production input products used or planned for use. If the result is a zero or negative number, no fee is incurred. If the result is a positive number, multiply that number by \$100 to get the input review fee and enter it in the provided space.
- (7) Calculate the crop production subtotal by adding the inspection fee, the fee for crop production, and the input review fee. The certification fee for crop production for an operation that has less than 5,000 acres shall not exceed \$4,200. The certification fee for crop production for an operation that has more than 5,000 acres shall not exceed \$4,800.
- (8) Calculate the production certification fee total by adding the crop production subtotal, and the livestock production scope fee.

SECTION E

1. HANDLER CERTIFICATION ANNUAL UPDATE.

- a. Only handlers of organic product submitting annual update fee payment and organic system plan should complete this section.

Steps for completing this section electronically:

- (1) Verify that the correct scope(s) of certification was marked in Section B. This will automatically populate the minimum handler certification fee.
- (2) Enter the total number of new product labels and/or product label templates and/or changes to currently approved product labels and/or currently approved product label templates to be reviewed for compliance with 7 CFR §§ 205.303 through 205.306 (the National Organic Program [NOP] Regulations) in the provided space. To be classified as a label template, organic claims made on the main label and any information content, use of the TDA organic logo, use of the USDA organic seal, and certified by statement must remain the same (i.e. size, color(s), and location on the label on the product packaging).
- (3) If your operation conducts processing of multi-ingredient organic products, enter the total number of multi-ingredient products in the provided space.
- (4) The handler certification fee total will automatically calculate.

Steps for completing this section on a printed copy of the form:

- (1) Enter \$1,500 in the provided space for the minimum fee for certification as a handler of organic products.
- (2) Enter the total number of new product labels and/or product label templates and/or changes to currently approved product labels and/or currently approved product label templates to be reviewed for compliance with 7 CFR §§ 205.303 through 205.306 (the NOP Regulations) in the provided space. To be classified as a label template, organic claims made on the main label and any information content, use of the TDA organic logo, use of the USDA organic seal, and certified by statement must remain the same (i.e. size, color(s), and location on the label on the product packaging). To calculate the label review fee, multiply the total number of product labels and/or label templates by \$200.
- (3) If your operation conducts processing of multi-ingredient organic products, enter the total number of multi-ingredient products in the provided space.

- (4) If your operation conducts processing of multi-ingredient products and processes 25 or less multi-ingredient organic products, calculate the multi-ingredient processed product fee by multiplying the total of multi-ingredient products by \$250.
- (5) If your operation conducts processing of multi-ingredient products and processes 26 or more multi-ingredient processed products, Calculate the multi-ingredient processed product fee by adding \$6,250 for certification of the first 25 products and \$100 for certification of each additional product.
- (6) Calculate the certification fee total by adding the minimum certification fee, and any incurred labeling fees and multi-ingredient processed product fees.

SECTION F

1. ADMINISTRATIVE FEES

- a. Only operations that have incurred one or more corrective action fees, a re-inspection fee, or a late fee should complete this section.
- b. Corrective Action Fee: Operations who are issued corrective action by TDA incur a \$200 fee per each area of noncompliance issued against the operation. To calculate this fee, enter the number of areas of noncompliance identified by TDA. If completing an electronic version of this form, the fee amount will automatically calculate. If completing a printed copy of this form, multiply the total number of areas of noncompliance by \$200.
- c. Re-Inspection Fee: This fee is incurred by operations when review of the organic system plan or a routine inspection finds that the operation is not compliant with the NOP Regulations and an on-site observation of the records and/or operation is necessary to verify that the operation has resolved all areas of noncompliance. A Re-inspection fee may also be incurred by an operation when change to an organic system plan is due to a physical modification of the operation such as adding acreage to organic management after the routine inspection has occurred or converting food processing equipment to a fully enclosed system. To calculate this fee, enter the number of scopes that must be re-inspected by TDA. If completing an electronic version of this form, the fee amount will automatically calculate. If completing a printed copy of this form, multiply the number of scopes to be re-inspected by \$400.
- d. Late Fees: These fees are incurred when a certified operation does not submit annual update fee payment and documentation by the annual update due date (sometimes referred to as certification anniversary date) and must be submitted in conjunction with the annual update certification fee payment once submitted.
 - i. A 50% late fee is incurred 1 to 90 days after the due date of annual update. If completing this form electronically, this fee will automatically calculate after the appropriate checkbox is marked in Section B and the annual update certification fee is calculated in Section G and/or Section H. If completing a printed copy of this form, calculate the 50% late fee by multiplying your total certification fee(s) by 0.5.
 - ii. A 100% late fee is incurred 91 days or more after the due date of annual update. This fee is equal to your certification fee. Once an operation incurs a 100% late fee, the operation is no longer subject to the 50% late fee for the current certification year. If completing this form electronically, this fee will automatically calculate after the appropriate checkbox is marked in Section B and the annual update certification fee is calculated in Section G and/or Section H. If completing a printed copy of this form, the 100% late fee is equal to your total certification fee(s).

SECTION G

1. PAYMENT FOR CHANGES TO ORGANIC SYSTEM PLAN ONLY

- a. Only operations that are submitting a change to the organic system plan after the initial review for the annual update of organic certification has already been conducted by TDA.
- b. Operations submitting changes to their organic system plan should check the applicable box in Section B and then each applicable box in Section E, Subsection 1 to identify the applicable scope(s) where changes are being made.
- c. Cost of fee for submission of a change to the organic system plan after the initial review for the annual update of organic certification has already been conducted is \$300.
- d. If completing this form electronically, this fee will automatically populate once the appropriate checkbox is marked in Section B and the checkbox is marked to identify each applicable scope(s) where one or more changes are being made to the organic system plan.
- e. If completing a printed copy of this form, calculate the change fee by adding \$300 for each scope where a change is being made to the organic system plan.

2. CHANGES TO ORGANIC SYSTEM PLAN: PRODUCER

- a. This fee is incurred by operations that make changes to their organic system plan that increase the operation's producer certification fee amount. Operations that make such changes do not incur the \$300 change fee, only the difference of the certification fee amount.
 - i. Operations adding livestock production to an organic producer certification incur a \$1,000 fee.
 - (1) This fee must be accompanied by a completed ROR-603 and ROR-624 forms. Ruminant livestock producers must also submit a completed ROR-623 form. Failure to submit these forms will result in a delay of processing your request.
 - (2) Operations that add livestock production are also required to submit payment for a re-inspection if the annual routine inspection for the crop production scope has been completed for the current certification year.
 - ii. Operations that increase production to more than 5,000 acres under organic management incur a \$600 fee.
 - (1) Operations that increase acreage are also required to submit payment for a re-inspection if the annual routine inspection for the crop production scope has been completed for the current certification year.
 - iii. Operations modifying their production input listing incur a Production Input Fee of \$100 per each production input above the established baseline until the maximum certification fee is reached.
 - (1) To calculate this fee, enter the requested information. If completing an electronic copy of this form, the production input fee will automatically calculate. Follow these steps when completing a printed copy of this form:
 - a) Determine if a fee will be assessed by reviewing the total certification fee submitted thus far for your producer certification. If you have previously submitted payment of \$4,200 or more for the current certification year, you will not incur a production input fee. Likewise, no fee will be incurred if the total of production inputs submitted thus far during the current certification year and the number of production inputs submitted for review at this time are less than or equal to the established baseline of production inputs for your operation.
 - b) Add the number of production inputs previously submitted for review during the current certification year and the number of inputs submitted thus far during the certification year. When this total is greater than the established baseline of production inputs for your operation, you incur a \$100 review fee for each production input above the established baseline until the maximum certification fee is reached.

3. CHANGES TO ORGANIC SYSTEM PLAN: HANDLER

- a. This fee is incurred by operations that make changes to their organic system plan that increase the operation's handler certification fee amount. Operations that make such changes do not incur the \$300 change fee, only the difference of the certification fee amount.
 - i. Operations adding one or more multi-ingredient processed products to their current organic system plan should enter the requested information to calculate the revised certification fee. If completing an electronic version of this form, this fee will automatically calculate. If completing a printed copy of this form, calculate the fee using a scale of \$250 for the review of the first 25 multi-ingredient products submitted for approval during the current certification year and \$100 for each additional multi-ingredient product. (Example: 24 multi-ingredient products were submitted by A Handler for review as part of the annual update documentation, A Handler is now submitting 7 more multi-ingredient products: [Fee paid at time of annual update: $24 \times 250 = \$6,000$] [Additional certification fees due with submission: $\$250 + (6 \times \$100) = \$850$])
 - ii. Operations that are adding or changing one or more product labels for compliance with 7 CFR §§ 205.303 - 205.306 (the NOP Regulations) should enter the number of product labels being submitted for approval. (To be classified as a label template, organic claims made on the main label and any information content, use of the TDA organic logo, use of the USDA organic seal, and certified by statement must remain the same (i.e. size, color(s), and location on the label on the product packaging). If completing an electronic copy of this form, the review fee will automatically calculate. If completing a printed copy of this form, calculate the review fee by multiplying the total number of product labels and/or templates submitted at this time by \$200.

SECTION H

1. ADDITIONAL SERVICE FEES

The following services are offered by TDA in addition to organic certification and are not eligible for reimbursement through the USDA National Organic Certification Cost Share Program.

- a. Sample collection fee for organic crop production
 - i. Enter the number of vegetative pesticide residue samples requested at time of routine inspection (maximum of 5 samples): \$250 per sample requested.
 - ii. Enter the number of vegetative pesticide residue samples requested at any time other than the routine inspection (maximum of 5 samples): \$200 for operation visit + \$250 per sample requested.
- b. If you desire that TDA review your operation's organic system plan for compliance with one or more international organic trade agreement, the review fee is \$75.
- c. You must list each trade agreement that TDA is to confirm compliance with.
- d. If you need TDA to issue an international trade document, the fee is \$50 per document.
- e. You must list each trade document you want TDA to complete for your operation.
- f. If you need TDA to compile a transaction certificate to verify the organic claim for specific lots/batches/units of product, the fee is \$100 per certificate and all documentation necessary to verify the claim must be submitted at the time of the request.

SUBMISSION OF THE COMPLETED FORM

Mail the completed form, fee payment, and all other related documents to the following address:

Texas Department of Agriculture
P.O. Box 12077
Austin, TX 78711

Please note the following information:

- Attach your payment to the ROR-601 Form and place it at the top of all your documentation. This simple step may decrease your processing time by 2 or more business days.
- If you need some type of tracking ability, please use one of the following services from the U.S. Postal Service: USPS Tracking, Priority Mail, or Certified mail.
- It will take LONGER for the TDA Organic Certification Program to receive your fee payment and process your documentation if you send it via parcel service to our street address.
- The P.O. Box 12076 is to ONLY be used in conjunction with the ROR-600 Application for Organic Certification Form for the purpose of initial submission of a new application for Organic Certification, not for submission of annual update certification fees, change fees, or administrative fees.