



DATE: April 15, 2014

CANCELS: January 2014

See Also: WSDA Policy – POL-OFP-409 – Managing Accounts Receivable
Washington Agricultural Code –Chapter 16-157 Organic Food Standards and Certification

APPROVED: _____, Program Manager
Brenda Book

Organic Food Program Policy

POL-OFP 046 Refunds – Organic and Transitional Certification

Refunds may be requested at any time during the certification process; however, refunds will only be issued under the criteria listed below. All requests for refunds must be received in writing from a representative of the certified operation.

Non-refundable Fees

The following fees are non-refundable once initial processing of the application has begun:

1. New Application fee of \$250.00
2. Minimum Application fee of \$200.00 (for producers and handlers) or Facility fee of \$200.00 (for processors).
3. Late Fees. This fee applies to all renewal applications that are postmarked after February 1 for producers and March 1 for processors, handlers and retailers, unless otherwise specified by the Program Manager.
4. Site Fee of \$20.00 per site.
5. Inspection Fee of \$40.00 per hour and associated travel costs. This fee applies to:
 - A. All out-of-state applicants
 - B. Applicants within Washington State who request an expedited inspection
 - C. Applicants within Washington State who request an additional inspection or are required to have an additional inspection to verify compliance.



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6. Export Documentation Fees of \$40 per export document issued. Any documents issued to enable the export of organic food products are non-refundable.
7. All fees are non-refundable after the annual inspection takes place.

Credit:

Credit statements are issued if certification fees are overpaid. If the operation does not request a refund of overpaid fees in writing, the credit will remain on their account. Any money owed to the operation will be applied to future costs associated with organic certification prior to billing.