



## PCO Membership and Material Review Service Fee Schedule-2023

This fee schedule is applicable for any individual or operation obtaining a membership with PCO or requesting Material Review services. This fee schedule does not apply to certified organic operations.

| Membership:                            |                                       |  |   |
|--|---------------------------------------|--|---|
| Membership:                            | Amount:                               | Membership Benefits:                     |   |
| <b>A. Membership Fees</b>              | Advocate                              | \$100                                    | <ul style="list-style-type: none"> <li>*An organic cotton, reusable produce bag - show your PCO pride when you shop!</li> <li>*Organic Matters– our quarterly newsletter packed with all the latest organic news and research</li> <li>*Free 30-word classified ad in each issue of Organic Matters</li> <li>*Monthly eNewsletter subscription</li> </ul>   |
|  | Business                              | \$250                                    | <ul style="list-style-type: none"> <li>*Enjoy all the Advocate membership benefits in addition to:</li> <li>*PCO material list.</li> <li>*Web portal access that shows a Business Member Material Report containing all the inputs that PCO has already reviewed for your business, with intended uses and the review decisions.</li> <li>*10% discount on ads in Organic Matters.</li> <li>*Access to PCO Material Review Services.</li> </ul> |
|  |                                       |  |   |
| B. Material Review Service Fees        |                                       |  |   |
| Fee:                                   | Amount:                               | Description                              |   |
| <b>B. Material Review Service Fees</b> | Material Review - Business Member     | \$100                                    | Single-ingredient product reviews for business members.   |
|  |                                       | \$250                                    | Multi-ingredient product reviews for business members.  |
|  | Materials List Recognition for ACAs   | \$200 min or \$1.75 per operation on OID | <ul style="list-style-type: none"> <li>*PCO Annual List of Approved Materials. PDF files for Crops, Livestock, Processing, and Facility Scopes.</li> <li>*One spreadsheet containing the entirety of the dataset for the Materials List.</li> <li>*PCO Add/Drop List(s) with matching spreadsheet.</li> <li>*PCO Material Review Policy Manual.</li> </ul>  |
|  | Materials Decision Letter for ACAs    | \$75                                     | Materials Review Decision Letter.   |
|  | Reviewed Material Info Sheet for ACAs | \$100                                    | Information sheet containing the review decision letter and all evidence used to determine compliance. Labels, SDS, or other documentation. This service is exclusive to NOP recognized certifiers with a Material List Recognition Service or written NOP approval for compliance purposes.  |

Pennsylvania Certified Organic (PCO)

pco@paorganic.org • www.paorganic.org • 106 School Street, Ste 201 • Spring Mills, PA 16875 • 814.422.0251 • fax 814.422.0255

|                        | Fee:   | Amount:                 | Description   |
|------------------------|--|-------------------------|---|
| C. Administrative Fees | Late Payment   | 1.5% interest per month | More than 30 days past due date   |
|                        | Payment Plan   | 5% of balance           | Assessed on balance to be paid over extended period   |
|                        | Circumstances not otherwise covered in this fee schedule | \$75 per hour           | The creation of custom reports, creation or modification of letters, meetings to explain review decisions, etc. are examples of administrative tasks outside the scope of Material Review Services. |

**Description of Fees and Refund Policy:**

- Membership Fees:
  - Memberships: All memberships run on a calendar year.
- Material Review Services:
  - PCO will contact material manufacturers to obtain all information necessary to verify compliance with the NOP. Business members must provide the exact material manufacturer name, material name, and the intended use.
  - Four attempts of contact will be made to obtain review information from the material manufacturer. If the manufacturer does not respond to PCO’s requests or choose not to participate, the material will receive a Prohibited due to Insufficient Information Status.
  - Additional fees will be incurred if a re-review is required due to a formulation change or the submission of information after a Prohibited due to Insufficient Information status has been assigned.
  - Upon successful completion of a review, PCO will assign the status of Allowed, Allowed with Restrictions, Prohibited or See Notes with respective information and communicate this with our members. Material review results are not to be shared publicly.  
During the Material Review, PCO may be required to enter into a Non-Disclosure Agreement with material manufacturers. The nature of these agreements prohibits PCO from sharing proprietary information with our members. In some instances, PCO will not be able to explain to our members why a material has been assigned a specific status.
- Refund Policy:
  - Refund Policy: All fees for memberships and material review services are nonrefundable.