



Pacific Agricultural Certification Society

#1509-3151 Lakeshore Road, Kelowna, BC V1W 3S9

P: (250) 558-7927 F: (250) 558-7947 W: www.pacscertifiedorganic.ca

2025 PACS Certification Fees & Billing Overview

This document outlines the PACS certification fee structure, baseline billing policies, and additional fees that may apply. The information below is designed to demonstrate transparency for PACS certification costs and any optional or additional services for operators.

Fee Structure Explanation

PACS uses a tiered certification fee system based on Gross Organic Sales (GOS). The baseline certification fees cover essential costs including membership, accreditation, administration, and base inspection expenses, along with a specified number of hours for Certification Committee (CC) and Verification Officer (VO) services. These baseline hours reflect historical averages of time required per category of certification.

In addition, PACS charges fees for services exceeding these baseline costs, ensuring financial sustainability and tailored services for each operator. Details of these [additional fees](#) are outlined later in this document for easy reference.

For quick access to the various fee schedules, use this [link](#).

Important Deadlines

- **Renewal Deadline:** January 31 (unless otherwise specified on your 2024 certificate)
 - All operators must submit their renewal by this date, allowing PACS to process applications efficiently and to organize inspections during the season.
- **Payment Options:**
 - **Full Payment:** Due by January 31 (unless renewal deadline is different on your 2024 certificate)
 - **Installment Option:** 50% by Renewal Deadline and 50% by June 30.

Gross Organic Sales (GOS) Verification

The certification fee categories are based on Gross Organic Sales (GOS), calculated from total revenue from certified products and services (before expenses or cost of goods). Each year, PACS will verify GOS during the inspection. PACS will use the most recent fiscal year data to determine the renewal category for the following year. Changes to GOS categories will not be made mid-certification cycle. Additional GOS verification may be requested.

Certification Programs

PACS offers fee schedules tailored to each certification program, including [COR](#), [BCCOP](#), [BCCOP Low-Risk Non-Inspection Year](#), [Dual COR & BCCOP](#), and [PACS Internal Certification Programs](#). A [BCCOP add-on](#) is available for COR-certified operators wishing to certify specific out-of-scope products, such as ornamental flowers. Baseline certification fees, structured by GOS, reflect the distinct costs of each program. For instance, BCCOP fees include additional COABC membership dues, which PACS collects on behalf of Organic BC.

Certification Package Timeline

Certification packages are issued between July 31 and December 31. These dates are based on factors such as inspection dates, workload, and any required follow-up actions. Non-conformities or other outstanding items may delay package issuance.



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Billable Hours for CC and VO Services

- **Certification Committee (CC):** CC time covers file evaluations, including application reviews, inquiries, and submissions (e.g., new products, labels, export certificates). Additional time beyond the GOS category allocation is billed separately.
- **Verification Officer (VO):** VO time covers application review, inspection, report writing, and administrative follow-ups. Additional time beyond the GOS category allocation is billed separately.

Inspection Expenses

- Standard VO inspection expenses, including mileage, travel time, meals, and accommodations, are included in the base fees. Additional fees may apply in specific circumstances, such as standalone inspections, additional inspections, or remote inspections. Please refer to the Additional Fees section for details.
- PACS encourages operators to communicate any scheduling conflicts well in advance. This allows VOs, where feasible, to accommodate operator schedules and help avoid standalone inspections and associated fees.

ADDITIONAL FEES (if applicable)

The following is a list of fees that will be charged if and when applicable. Additional fees do not cover extra CC or VO time for these tasks unless specified.

Billable Hours Exceeding Baseline Allocation

Hours exceeding the specified amount in your gross sales category level will be billed as follows:

- **Verification Officer (VO):** \$80/hour
- **Certification Committee (CC):** \$60/hour

Note: *Unused baseline hours are non-refundable but will offset any additional fees.*

Administrative Fees

Late Filing Fees

- **Late application fee (after January 31st):** \$75

Additional fees will apply if late applications escalate to non-conformity or other enforcement actions.

- **For BCCOP Low Risk operators:** Late submissions will void Low-Risk Status and require an annual inspection.

Non-Conformity Fee: \$50 each

- Applies to each notice of:
 - Non-conformity, suspension, impending cancellation, or decertification.

Application Processing Fee

PACS encourages online application submissions via the Member Portal. Alternate submission methods incur additional fees:

- **Admin Fee (email or fax submission):** \$50
- **Admin Fee (mail submission):** \$100



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Inspection Fees

Inspection Cancellation Fee: \$200

- Applies to canceled or no-show inspections after confirmation.
- Rescheduled inspections will be billed as stand-alone inspection in addition to the cancellation fee.

Other Inspection Fees

- **Standalone Inspection:** At cost
 - Applies to: Any operator that is not available for the first attempt at an inspection run in their area, additional inspection(s) required after an incomplete inspection, or a rescheduled inspection.
- **Multiple Inspection Sites:** At cost
 - Additional travel expenses apply for sites over 50km apart.
- **Remote Inspection Surcharge (Western):** \$100
 - All Yukon inspections.
 - For inspections in British Columbia or Alberta that are more than 500km from Vancouver, Kelowna, or Calgary.
- **Remote Inspection Surcharge (Eastern):** At cost
 - All inspections that are located to the East of and including Saskatchewan will be billed at cost for inspection fees in excess of \$200.
- **NOP Inspection Surcharge:** \$15/hour
 - Applies to operators with dual inspections for NOP certification coordinated through PACS.
- **Demeter Inspection Surcharge:** \$15/hour
 - Applies to operators with dual inspections for Demeter (biodynamic) coordinated through PACS.
- **Unannounced Inspections**
 - There are no additional fees for unannounced inspections unless the inspection results in a non-conformity.

Private Label Agreements

PACS clients entering into a private label name and certification mark agreement (PLA) will be charged an annual registration fee. Please note this does not include applicable Certification Committee billable hours incurred. If you wish to have a breakdown of CC billable hours per PLA, you must notify the PACS office on, or before, January 31 annually.

- **PLA Fee (1-5):** \$200/year
- **PLA (beyond first 5):** Additional \$40 each, annually

Document Fees

Letter of Validity

Formal letter confirming current certification status when membership directory verification is not sufficient

- **LOV Fee:** \$25 each



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Updated Certificate

For certificate modifications during the current certification cycle

- **Updated Certificate Fee:** \$25 each

Export Certificate

Per Certificate of Inspection for international trade.

- **Export Certificate Fee:** \$50 each
- Additional expense fees may apply for rush requests

Attestation of Equivalence (AoE) Hops

Required for organic hop exports to the European Union

- **AoE (PACS Members):** \$100 each
- **AoE (Non-Members):** \$200 each (advance payment required)

Expedite Service Fees

PACS reviews applications in the order received, but expedited requests may be accommodated for an additional fee, subject to workload and approval.

Initial Application Expedite

- **Expedite Certification Fee:** \$500
 - For initial certification requested within 3 months of the date of application.
 - Must be approved by PACS Management.
 - Availability dependent on several factors.
 - This fee is in addition to base certification fees as per the appropriate fee schedule.

General Expedite

- Certification reviews are answered in the order they are received. If there is a rush request, it will be subject to approval based on current workload and the associated fees (listed below).
- Expedited certification committee review (for services such as product addition, label review, input review, etc.).
 - **Expedite (3 business days):** \$50 each
 - **Expedite (next business day):** \$100 each

Note: All expedite timelines are in business days (PACS operates Monday through Thursday)

Note: All fees are subject to change. Some services may be subject to availability and approval. For the most current fee information, please contact the PACS office.



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COR and/or PACS Internal Programs Fee Schedule						
Category	Gross Sales	CC Hours	VO Hours	Subtotal	GST	Total
1	< \$10k	3.5	3.5	\$1,125.71	\$56.29	\$1,182.00
2	\$10k - \$20k	3.5	3.5	\$1,135.24	\$56.76	\$1,192.00
3	\$20k - \$30k	4.0	4.0	\$1,215.24	\$60.76	\$1,276.00
4	\$30k - \$40k	4.0	4.0	\$1,230.48	\$61.52	\$1,292.00
5	\$40k - \$50k	5.0	4.5	\$1,420.00	\$71.00	\$1,491.00
6	\$50k - \$60k	5.0	4.5	\$1,510.48	\$75.52	\$1,586.00
7	\$60k - \$70k	5.0	5.0	\$1,650.48	\$82.52	\$1,733.00
8	\$70k - \$80k	5.0	5.0	\$1,750.48	\$87.52	\$1,838.00
9	\$80k - \$90k	5.0	5.0	\$1,855.24	\$92.76	\$1,948.00
10	\$90k - \$100k	5.0	5.0	\$1,960.00	\$98.00	\$2,058.00
11	\$100k - \$125k	5.5	5.0	\$2,125.71	\$106.29	\$2,232.00
12	\$125k - \$150k	5.5	5.0	\$2,280.00	\$114.00	\$2,394.00
13	\$150k - \$175k	6.0	5.5	\$2,525.71	\$126.29	\$2,652.00
14	\$175k - \$200k	6.0	5.5	\$2,725.71	\$136.29	\$2,862.00
15	\$200k - \$300k	6.0	6.0	\$3,060.00	\$153.00	\$3,213.00
16	\$300k - \$400k	6.0	6.0	\$3,370.48	\$168.52	\$3,539.00
17	\$400k - \$500k	6.0	6.0	\$3,625.71	\$181.29	\$3,807.00
18	\$500k - \$750k	6.0	7.0	\$3,935.24	\$196.76	\$4,132.00
19	\$750k - \$1mil	6.0	7.0	\$4,185.71	\$209.29	\$4,395.00
20	\$1mil - \$2.5mil	8.0	8.0	\$4,885.71	\$244.29	\$5,130.00
21	\$2.5 mil - \$5mil	10.0	9.0	\$5,685.71	\$284.29	\$5,970.00
22	\$5 mil - \$7.5mil	15.0	10.0	\$6,740.00	\$337.00	\$7,077.00
23	\$7.5 mil - \$10 mil	18.0	11.0	\$7,875.24	\$393.76	\$8,269.00
24	\$10mil <	20.0	12.0	\$8,250.48	\$412.52	\$8,663.00

Please note this fee schedule is for any COR operators, or operators in a PACS Internal program (such as certification of cannabis, or natural health products).



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BCCOP Fee Schedule							
Category	Gross Sales	CC Hours	VO Hours	COABC Fees*	Subtotal	GST	Total
Inactive	\$0	2.0		\$71.60	\$570.00	\$28.50	\$598.50
1	< \$10k	3.5	3.5	\$71.60	\$1,195.71	\$59.79	\$1,255.50
2	\$10k - \$20k	3.5	3.5	\$99.10	\$1,205.24	\$60.26	\$1,265.50
3	\$20k - \$30k	4.0	4.0	\$126.60	\$1,285.24	\$64.26	\$1,349.50
4	\$30k - \$40k	4.0	4.0	\$154.10	\$1,300.48	\$65.02	\$1,365.50
5	\$40k - \$50k	5.0	4.5	\$181.60	\$1,490.00	\$74.50	\$1,564.50
6	\$50k - \$60k	5.0	4.5	\$209.10	\$1,580.48	\$79.02	\$1,659.50
7	\$60k - \$70k	5.0	5.0	\$236.60	\$1,720.48	\$86.02	\$1,806.50
8	\$70k - \$80k	5.0	5.0	\$264.10	\$1,820.48	\$91.02	\$1,911.50
9	\$80k - \$90k	5.0	5.0	\$291.60	\$1,925.24	\$96.26	\$2,021.50
10	\$90k - \$100k	5.0	5.0	\$344.10	\$2,030.00	\$101.50	\$2,131.50
11	\$100k - \$125k	5.5	5.0	\$371.60	\$2,225.71	\$111.29	\$2,337.00
12	\$125k - \$150k	5.5	5.0	\$399.10	\$2,380.00	\$119.00	\$2,499.00
13	\$150k - \$175k	6.0	5.5	\$426.60	\$2,625.71	\$131.29	\$2,757.00
14	\$175k - \$200k	6.0	5.5	\$454.10	\$2,825.71	\$141.29	\$2,967.00
15	\$200k - \$300k	6.0	6.0	\$534.10	\$3,160.00	\$158.00	\$3,318.00
16	\$300k - \$400k	6.0	6.0	\$589.10	\$3,520.48	\$176.02	\$3,696.50
17	\$400k - \$500k	6.0	6.0	\$694.10	\$3,775.71	\$188.79	\$3,964.50
18	\$500k - \$750k	6.0	7.0	\$797.50	\$4,085.24	\$204.26	\$4,289.50
19	\$750k - \$1mil	6.0	7.0	\$1,258.00	\$4,335.71	\$216.79	\$4,552.50
20	\$1mil - \$2.5mil	8.0	8.0	\$1,313.00	\$5,035.71	\$251.79	\$5,287.50
21	\$2.5 mil - \$5mil	10.0	9.0	\$1,368.00	\$5,985.71	\$299.29	\$6,285.00
22	\$5 mil - \$7.5mil	15.0	10.0	\$1,923.00	\$7,040.00	\$352.00	\$7,392.00
23	\$7.5 mil - \$10 mil	18.0	11.0	\$1,978.00	\$8,175.24	\$408.76	\$8,584.00
24	\$10mil-\$15mil	20.0	12.0	\$1,978.00	\$8,550.48	\$427.52	\$8,978.00

*COABC fees are subject to change as these fees are collected by PACS on behalf of COABC. If COABC changes these fees, operators will be billed accordingly.



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BCCOP Low-Risk (Non-Inspection Year)						
Category	Gross Sales	CC Hours	COABC Fees*	Subtotal	GST	Total
1	< \$10k	3.5	\$71.60	\$800.71	\$40.04	\$840.75
2	\$10k - \$20k	3.5	\$99.10	\$810.24	\$40.51	\$850.75
3	\$20k - \$30k	4.0	\$126.60	\$850.24	\$42.51	\$892.75
4	\$30k - \$40k	4.0	\$154.10	\$865.48	\$43.27	\$908.75
5	\$40k - \$50k	5.0	\$181.60	\$1,015.00	\$50.75	\$1,065.75
6	\$50k - \$60k	5.0	\$209.10	\$1,105.48	\$55.27	\$1,160.75
7	\$60k - \$70k	5.0	\$236.60	\$1,205.48	\$60.27	\$1,265.75
8	\$70k - \$80k	5.0	\$264.10	\$1,305.48	\$65.27	\$1,370.75
9	\$80k - \$90k	5.0	\$291.60	\$1,410.24	\$70.51	\$1,480.75
10	\$90k - \$100k	5.0	\$344.10	\$1,515.00	\$75.75	\$1,590.75
11	\$100k - \$125k	5.5	\$371.60	\$1,710.71	\$85.54	\$1,796.25
12	\$125k - \$150k	5.5	\$399.10	\$1,865.00	\$93.25	\$1,958.25
13	\$150k - \$175k	6.0	\$426.60	\$2,070.71	\$103.54	\$2,174.25
14	\$175k - \$200k	6.0	\$454.10	\$2,270.71	\$113.54	\$2,384.25
15	\$200k - \$300k	6.0	\$534.10	\$2,565.00	\$128.25	\$2,693.25
16	\$300k - \$400k	6.0	\$589.10	\$2,925.48	\$146.27	\$3,071.75
17	\$400k - \$500k	6.0	\$694.10	\$3,180.71	\$159.04	\$3,339.75
18	\$500k - \$750k	6.0	\$797.50	\$3,410.24	\$170.51	\$3,580.75
19	\$750k - \$1mil	6.0	\$1,258.00	\$3,660.71	\$183.04	\$3,843.75
20	\$1mil - \$2.5mil	8.0	\$1,313.00	\$4,280.71	\$214.04	\$4,494.75
21	\$2.5 mil - \$5mil	10.0	\$1,368.00	\$5,150.71	\$257.54	\$5,408.25
22	\$5 mil - \$7.5mil	15.0	\$1,923.00	\$6,125.00	\$306.25	\$6,431.25
23	\$7.5 mil - \$10 mil	18.0	\$1,978.00	\$7,180.24	\$359.01	\$7,539.25
24	\$10mil-\$15mil	20.0	\$1,978.00	\$7,475.48	\$373.77	\$7,849.25

*COABC fees are subject to change as these fees are collected by PACS on behalf of COABC.

If COABC changes these fees, operators will be billed accordingly.



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COR & BCCOP (DUAL Certification) Fee Schedule							
Category	Gross Sales	CC Hours	VO Hours	COABC Fees*	Subtotal	GST	Total
1	< \$10k	3.5	3.5	\$71.60	\$1,267.31	\$63.37	\$1,330.68
2	\$10k - \$20k	3.5	3.5	\$99.10	\$1,304.34	\$65.22	\$1,369.56
3	\$20k - \$30k	4.0	4.0	\$126.60	\$1,411.84	\$70.59	\$1,482.43
4	\$30k - \$40k	4.0	4.0	\$154.10	\$1,454.58	\$72.73	\$1,527.31
5	\$40k - \$50k	5.0	4.5	\$181.60	\$1,671.60	\$83.58	\$1,755.18
6	\$50k - \$60k	5.0	4.5	\$209.10	\$1,789.58	\$89.48	\$1,879.06
7	\$60k - \$70k	5.0	5.0	\$236.60	\$1,957.08	\$97.85	\$2,054.93
8	\$70k - \$80k	5.0	5.0	\$264.10	\$2,084.58	\$104.23	\$2,188.81
9	\$80k - \$90k	5.0	5.0	\$291.60	\$2,216.84	\$110.84	\$2,327.68
10	\$90k - \$100k	5.0	5.0	\$344.10	\$2,374.10	\$118.71	\$2,492.81
11	\$100k - \$125k	5.5	5.0	\$371.60	\$2,597.31	\$129.87	\$2,727.18
12	\$125k - \$150k	5.5	5.0	\$399.10	\$2,779.10	\$138.96	\$2,918.06
13	\$150k - \$175k	6.0	5.5	\$426.60	\$3,052.31	\$152.62	\$3,204.93
14	\$175k - \$200k	6.0	5.5	\$454.10	\$3,279.81	\$163.99	\$3,443.80
15	\$200k - \$300k	6.0	6.0	\$534.10	\$3,694.10	\$184.71	\$3,878.81
16	\$300k - \$400k	6.0	6.0	\$589.10	\$4,109.58	\$205.48	\$4,315.06
17	\$400k - \$500k	6.0	6.0	\$694.10	\$4,469.81	\$223.49	\$4,693.30
18	\$500k - \$750k	6.0	7.0	\$797.50	\$4,882.74	\$244.14	\$5,126.88
19	\$750k - \$1mil	6.0	7.0	\$1,258.00	\$5,593.71	\$279.69	\$5,873.40
20	\$1mil - \$2.5mil	8.0	8.0	\$1,313.00	\$6,348.71	\$317.44	\$6,666.15
21	\$2.5 mil - \$5mil	10.0	9.0	\$1,368.00	\$7,353.71	\$367.69	\$7,721.40
22	\$5 mil - \$7.5mil	15.0	10.0	\$1,923.00	\$8,963.00	\$448.15	\$9,411.15
23	\$7.5 mil - \$10 mil	18.0	11.0	\$1,978.00	\$10,153.24	\$507.66	\$10,660.90
24	\$10mil <	20.0	12.0	\$1,978.00	\$10,528.48	\$526.42	\$11,054.90

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If COABC changes these fees, operators will be billed accordingly.



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BCCOP Add-On						
<i>(in addition to COR certification for individual BCCOP crops that are out-of-scope of COR)</i>						
Category	Gross Sales	BCCOP Add-on Fee*	COABC Fees**	Subtotal	GST	Total
1	< \$10k	\$100.00	\$71.60	\$171.60	\$8.58	\$180.18
2	\$10k - \$20k	\$100.00	\$99.10	\$199.10	\$9.96	\$209.06
3	\$20k - \$30k	\$100.00	\$126.60	\$226.60	\$11.33	\$237.93
4	\$30k - \$40k	\$100.00	\$154.10	\$254.10	\$12.71	\$266.81
5	\$40k - \$50k	\$100.00	\$181.60	\$281.60	\$14.08	\$295.68
6	\$50k - \$60k	\$100.00	\$209.10	\$309.10	\$15.46	\$324.56
7	\$60k - \$70k	\$100.00	\$236.60	\$336.60	\$16.83	\$353.43
8	\$70k - \$80k	\$100.00	\$264.10	\$364.10	\$18.21	\$382.31
9	\$80k - \$90k	\$100.00	\$291.60	\$391.60	\$19.58	\$411.18
10	\$90k - \$100k	\$100.00	\$344.10	\$444.10	\$22.21	\$466.31
11	\$100k - \$125k	\$100.00	\$371.60	\$471.60	\$23.58	\$495.18
12	\$125k - \$150k	\$100.00	\$399.10	\$499.10	\$24.96	\$524.06
13	\$150k - \$175k	\$100.00	\$426.60	\$526.60	\$26.33	\$552.93
14	\$175k - \$200k	\$100.00	\$454.10	\$554.10	\$27.71	\$581.81
15	\$200k - \$300k	\$100.00	\$534.10	\$634.10	\$31.71	\$665.81
16	\$300k - \$400k	\$100.00	\$589.10	\$689.10	\$34.46	\$723.56
17	\$400k - \$500k	\$100.00	\$694.10	\$794.10	\$39.71	\$833.81
18	\$500k - \$750k	\$100.00	\$797.50	\$897.50	\$44.88	\$942.38
19	\$750k - \$1mil	\$100.00	\$1,258.00	\$1,358.00	\$67.90	\$1,425.90
20	\$1mil - \$2.5mil	\$100.00	\$1,313.00	\$1,413.00	\$70.65	\$1,483.65
21	\$2.5 mil - \$5mil	\$100.00	\$1,368.00	\$1,468.00	\$73.40	\$1,541.40
22	\$5 mil - \$7.5mil	\$100.00	\$1,923.00	\$2,023.00	\$101.15	\$2,124.15
23	\$7.5 mil <	\$100.00	\$1,978.00	\$2,078.00	\$103.90	\$2,181.90

** This add-on option is for individual crops that are out of scope of COR (i.e. ornamental flowers)

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