



# Pacific Agricultural Certification Society

3402 32<sup>nd</sup> Ave. Vernon, BC V1T 2N1 phone 250-558-7927 fax 250-558-7947  
admin@pacscertifiedorganic.ca Website: www.pacscertifiedorganic.ca

## 2019 Initial Certification Registration

This form is to be used by organic enterprises that are applying to PACS for organic certification for the first time. **Please complete and return to the PACS office accompanied by payment (cheque, e-transfer or direct bank deposit) for the total fees identified on page 3. This form has 3 pages and is valid for 3 months.**

1. Name of Enterprise:		2. Date:	
3. Name of applicant (principal operator/owner):		4. Mailing Address:	
5. Tel: 6. Fax: 7. Cell: 8. Email: 9. Webpage:		10. Physical address (if different from above):	
Please note the primary contact name, email, phone, fax and physical address will be posted to the PACS website and COABC's website unless otherwise specified.			
11. What type of organic production or handling do you want certified? Include all organic production you propose to sell. Do not include production for your own use (e.g. small flock of chickens). Be specific, as this will determine the type of forms PACS will send. <input type="checkbox"/> Farm crops <input type="checkbox"/> Livestock (including dairy) <input type="checkbox"/> Poultry <input type="checkbox"/> Greenhouse space over 315 m <sup>2</sup> <input type="checkbox"/> Sprouts <input type="checkbox"/> Processing <input type="checkbox"/> Handling (distributor/retailer) <input type="checkbox"/> Mushrooms <input type="checkbox"/> Wild crafting <input type="checkbox"/> Honey  Please specify the particular type of operation (i.e. Orchard, Mixed Vegetables & Edible Flowers) you are applying for. This information will be inserted in the membership database.			
12. Has your operation been certified before? <input type="checkbox"/> no <input type="checkbox"/> yes – which CB? _____ Which years? _____ <b>If yes</b> , are you transferring this operation's certification from another CB? <input type="checkbox"/> no <input type="checkbox"/> yes. <b>If yes</b> , state which CB and which year:			
13. Is this a split operation (i.e. does it include any type of non-organic production)? <input type="checkbox"/> yes <input type="checkbox"/> no			
14. Answer the following: <b>My products will be sold in, or be used as ingredients* in a product that will ultimately be sold in:</b> a. <input type="checkbox"/> My own regional area <b>only</b> (will not cross any provincial/territorial border – includes Low Risk enterprises) <b>If so</b> , you must indicate your acceptance to this statement: <i>My signature (below) affirms that I will not sell my products outside of my home province/territory:</i>  _____ <i>member signature</i> b. <input type="checkbox"/> Other provinces of Canada <input type="checkbox"/> Quebec <input type="checkbox"/> USA <input type="checkbox"/> EU <input type="checkbox"/> International destinations: Specify the products which will be exported:  <b>*NOTE:</b> This includes such things as grapes used to make wine.			
15. You give consent to PACS to send forms, certification documents, periodic newsletters and other notifications electronically (via email). PACS clients enrolling for postal delivery of documents from the PACS office is subject to cost recovery fees (PACS Handbook for Organic Operators section 4.4.2.) <input type="checkbox"/> yes <input type="checkbox"/> no – prefer mail and/or fax <input type="checkbox"/> no – do not have email			

# Pacific Agricultural Certification Society

---

## Timing of Applications

Applications for field crops, in-ground greenhouse crops and maple products must be received 15 months before the day on which the product is expected to be marketed (OPR Schedule 1).

## Initial Application Fee \$105.00 (non-refundable) (including GST)

This fee is charged to cover the costs of opening/creating/processing a new file, including but not restricted to: new member support, registering a new certification number and opening a new account. This fee also includes providing books, documents and related resource materials, which are essential for the organic certification process. The Initial Application Fee is not applied to operations that are already certified under the BC Organic Program (transferring from another CB).

**COABC Fees** (see the chart on the following page) cover the cost of receiving the BC Organic Grower, membership in the Organic Materials Review Institute, COABC accreditation and running the COABC office. COABC programs are operated through grants and the use of volunteers.

**PACS Fee** (see the chart on the following page)

This charge includes **PACS** certification service costs but **does not cover PACS Certification Committee fees and/or Inspection fees**. PACS fees are based upon an applicant's gross organic sales (in the case of handlers this is the gross organic receipts) of the previous fiscal year of the enterprise. For **new** applicants, the default for gross organic sales will be Category 1. The category will be adjusted to the valuation of the *actual* gross organic sales after that value is verified during the annual inspection. Verification Officers will ask for proof of gross organic sales during their inspection, but will not report any confidential financial information to the PACS. PACS fees cover the costs of running the PACS office as well as the costs of processing annual certifications and maintaining accreditation.

**PACS Certification Committee Fees** recoup the cost of evaluating certification files by our independent committee (\$36/hr.). Certification Committee time is accrued for the following activities: Review of application forms; identifying incorrect or missing information; responding to operator enquiries, reviewing/processing additional information, such as new product profiles, label reviews, export certificates etc. Operators are required to provide a \$60 Certification Committee fee deposit which will be credited towards the total Certification Committee fees on your final invoice. *You will be billed for Certification Committee fees after your inspection and Certification Review Report have been completed.*

## Inspection Fees

**Inspection fees are charged for inspection costs.** Inspection costs will be charged to all enterprises at the same rate of \$60/hr. for time billed to PACS by the Verification Officer (VO). This includes time spent reviewing enterprise applications (or renewals), doing inspections and writing Verification Reports. Also included is time spent by VO tracking down missing documents or making follow-up visits or phone calls. Operators are required to provide a \$100 inspection fee deposit – this will be credited towards your inspection fees on your final invoice.

**Inspection Expenses** (including mileage, flights, travel time, accommodation) will be billed on a cost-recovery basis above the time-related inspection costs. Efforts are made to arrange inspections requiring the least amount of travel and using the most efficient mode of transport. Organic farming organisations have traditionally arranged billeting for VOs at the enterprises they inspect in order to reduce travel expenses. This will be continued whenever possible. *You will be billed for inspection fees after your inspection and Certification Review Report have been completed.*

**Administration Fees** are for maintenance and support of ongoing updates of organic regulations and standards, included but not limited to website postings, inputs evaluations, newsletter distribution, mailing, etc. *You will be billed for Administration fees after your inspection and Certification Review Report have been completed.*

**NOTE:** For more information on Certification Fees please refer to the PACS Handbook section 2.5.

# Pacific Agricultural Certification Society

## COABC and PACS Fee Chart *(NOTE – this information is confidential when completed.)*

Category	Gross Organic Sales	COABC Fees	PACS Fees	Sub-Total	Fees only	CC & VO Deposits	Total
#					GST	no GST	
1	< 10k	\$ 71.60	\$ 129.00	\$ 200.60	\$ 10.03	\$ 160.00	\$ 370.63
2	10k - 20k	\$ 99.10	\$ 184.00	\$ 283.10	\$ 14.16	\$ 160.00	\$ 457.26
3	20k - 30k	\$ 126.60	\$ 244.00	\$ 370.60	\$ 18.53	\$ 160.00	\$ 549.13
4	30k - 40k	\$ 154.10	\$ 309.00	\$ 463.10	\$ 23.16	\$ 160.00	\$ 646.26
5	40k - 50k	\$ 181.60	\$ 379.00	\$ 560.60	\$ 28.03	\$ 160.00	\$ 748.63
6	50k - 60k	\$ 209.10	\$ 454.00	\$ 663.10	\$ 33.16	\$ 160.00	\$ 856.26
7	60k - 70k	\$ 236.60	\$ 534.00	\$ 770.60	\$ 38.53	\$ 160.00	\$ 969.13
8	70k - 80k	\$ 264.10	\$ 619.00	\$ 883.10	\$ 44.16	\$ 160.00	\$ 1,087.26
9	80k - 90k	\$ 291.60	\$ 709.00	\$ 1,000.60	\$ 50.03	\$ 160.00	\$ 1,210.63
10	90k - 100k	\$ 344.10	\$ 804.00	\$ 1,148.10	\$ 57.41	\$ 160.00	\$ 1,365.51
11	100k - 125k	\$ 371.60	\$ 904.00	\$ 1,275.60	\$ 63.78	\$ 160.00	\$ 1,499.38
12	125k - 150k	\$ 399.10	\$ 1,014.00	\$ 1,413.10	\$ 70.66	\$ 160.00	\$ 1,643.76
13	150k - 175k	\$ 426.60	\$ 1,139.00	\$ 1,565.60	\$ 78.28	\$ 160.00	\$ 1,803.88
14	175k - 200k	\$ 454.10	\$ 1,289.00	\$ 1,743.10	\$ 87.16	\$ 160.00	\$ 1,990.26
15	200k - 300k	\$ 534.10	\$ 1,464.00	\$ 1,998.10	\$ 99.91	\$ 160.00	\$ 2,258.01
16	300k - 400k	\$ 589.10	\$ 1,664.00	\$ 2,253.10	\$ 112.66	\$ 160.00	\$ 2,525.76
17	400k - 500k	\$ 694.10	\$ 1,889.00	\$ 2,583.10	\$ 129.16	\$ 160.00	\$ 2,872.26
18	500k - 750k	\$ 797.50	\$ 2,139.00	\$ 2,936.50	\$ 146.83	\$ 160.00	\$ 3,243.33
19	750k - 1mil	\$ 1,258.00	\$ 2,439.00	\$ 3,697.00	\$ 184.85	\$ 160.00	\$ 4,041.85
20	1mil - 2.5mil	\$ 1,313.00	\$ 2,739.00	\$ 4,052.00	\$ 202.60	\$ 160.00	\$ 4,414.60
21	2.5 mil - 5mil	\$ 1,368.00	\$ 3,139.00	\$ 4,507.00	\$ 225.35	\$ 160.00	\$ 4,892.35
22	5 mil - 7.5mil	\$ 1,923.00	\$ 3,639.00	\$ 5,562.00	\$ 278.10	\$ 160.00	\$ 6,000.10
23	7.5 mil <	\$ 1,978.00	\$ 4,239.00	\$ 6,217.00	\$ 310.85	\$ 160.00	\$ 6,687.85

### Payment Calculation:

Category	Enter Amount	Comments
Initial Application Fee (includes GST)	1. \$ 105.00	Required
Total Fees - New Client Default <b>Category 1</b> (includes GST)	2. \$ 370.63	Required
<b>TOTAL AMOUNT DUE</b> (add boxes 1 & 2) →	3. \$ 475.63	<b>Remit payment for this amount</b>

Please remit the amount shown in box 3 above (the sum of boxes 1 and 2).

During your annual inspection, the PACS Verification Officer (VO) will verify your Gross Organic Sales (GOS) information and whether you export. Note if you are a new client that is not transferring from another Certification Body (CB) you will default to Category 1 for your first year. In each following inspection, GOS and export will be evaluated. If there are any changes, the difference will be reflected on your final inspection invoice for that year. Please note PACS VOs will verify income category but not provide any other financial information to the PACS office.

***I hereby apply to PACS for certification of my farm or facility. I affirm that the information contained in this document is correct.***

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Note you may electronically "sign" by typing your name above under "signed" and "print name".*