



**NATIONALLY RECOGNIZED TESTING LABORATORY PROGRAM
(NRTL Program)
FEE SCHEDULE (Effective January 1, 2002)¹⁰**

TYPE OF SERVICE	ACTIVITY OR CATEGORY (fee charged per application unless noted otherwise)	FEE AMOUNT
APPLICATION PROCESSING	Initial Application Review ¹	\$4,400
	Expansion Application Fee (per additional site) ¹	\$850
	Renewal Application Fee or Expansion (other) Application Fee ¹	\$110
	Assessment - Initial Application (per site - SUBMIT WITH APPLICATION) ^{2, 4}	\$6,500
	Assessment - Initial Application (per person, per site - first day - BILLED AFTER ASSESSMENT) ^{2, 7, 8}	\$1,500 + travel expenses
	Assessment - Expansion or Renewal Application (per person, per site - first day) ^{3, 8}	\$1,100 + travel expenses
	Assessment - each addnl. day (per person, per site) ^{2, 3, 8}	\$440 + travel expenses
	Review & Evaluation Fee ⁵ (\$10 per 10 standards if standards already recognized for NRTLs or require minimal review; else \$55 per standard)	\$10 per 10 standards OR \$55 per standard
	Final Report/Register Notice - Initial Application ⁵	\$6,550
	Final Report/Register Notice Fee - Renewal or Expansion Application (if OSHA performs on-site assessment) ⁵	\$2,600
	Final Report/Register Notice Fee - Renewal or Expansion Application (if OSHA performs NO on-site assessment) ⁵	\$1,500
AUDITS	On-site Audit (per person, per site -first day) ⁶	\$1,950 + travel expenses
	On-site Audit (per person, per site -each addnl. day) ⁶	\$440 + travel expenses
	Office Audit (per site) ⁶	\$440
MISCELLANEOUS	Supplemental Travel (per site - for sites located outside the 48 contiguous States, including the District of Columbia) ⁴	\$1,000
	Late Payment ⁹	\$55



Notes to OSHA Fee Schedule for NRTLs:

1. **Who must pay the Application Review fees, and when must they be paid?**
If you are applying for initial recognition as an NRTL, you must pay the Initial Application Review fee and include this fee with your initial application. If you are an NRTL and applying for an expansion or renewal of recognition, you must pay the Expansion Application Review fee or Renewal Application Review fee, as appropriate, and include the fee with your expansion or renewal application.
2. **What assessment fees do you submit for an initial application, and when must they be paid?**
If you are applying for initial recognition as an NRTL, you must pay \$6,500 for each site for which you wish to obtain recognition, and you must include this amount with your initial application. We base this amount on two assessors performing a three day assessment at each site. After we have completed the assessment work, we will calculate our assessment fee based on the actual staff time and travel costs incurred in performing the assessment. We will calculate this fee at the rate of \$1,500 for the first day and \$440 for each additional day, plus actual travel expenses, for each assessor. Actual travel expenses are based on government per diem and travel fares. We will bill or refund the difference between the amount you pre-paid, \$6,500/site, and this fee. We will reflect this difference in the final bill that we will send to you at the time we publish the preliminary Federal Register notice announcing the application.
3. **What assessment fees do you submit for an expansion or renewal application, and when must they be paid?**
If you are an NRTL and applying solely for an expansion or renewal of recognition, you do not submit any assessment fee with your application. If we need to perform an assessment for the expansion or renewal request, we will bill you for the fee after we perform the assessment for the actual staff time and travel costs we incurred in performing the assessment. We will assess this fee at the rate of \$1,100 for the first day and \$440 for each additional day, plus actual travel expenses, for each assessor. Actual travel expenses are based on government per diem and travel fares.
4. **When do I pay the Supplemental Travel fee?**
You must include this fee when you submit an initial application for recognition and the site you wish to recognized is located outside the 48 contiguous U.S. states (including the District of Columbia). The current supplemental travel fee is \$1,000. We will factor in this prepayment when we bill for the actual costs of the assessment, as described in our note #2 above. See note 7 for possible refund of Assessment fees.
5. **When do I pay the Review and Evaluation and the appropriate Final Report/Register Notice fees?**
We will bill an applicant or an NRTL for the appropriate fees at the time we publish the preliminary Federal Register notice to announce the application. We will bill at the rate of \$10 per 10 standards reviewed, or fraction thereof, for those standards that OSHA has previously recognized for any NRTLs and/or that require minimal review in determining whether to grant recognition for the additional test standards. Otherwise, we will bill at the rate of \$55 per standard and provide appropriate explanation.
6. **When do I pay the Audit fee?**
We will bill the NRTL for this fee (on-site or office, as deemed necessary) after completion of the audit. We will calculate our fee based on actual staff time and travel costs incurred in performing the audit. We will calculate this fee at the rate of \$1,950 for the first day and \$440 for each additional day, plus actual travel expenses for each auditor. Actual travel expenses are based on government per diem and travel fares.
7. **When and how can I obtain a refund for the fees that I paid?**
If you are applying for initial recognition as an NRTL, we will refund the assessment fees that we have collected if you withdraw your application before we have traveled to your site to perform the on-site assessment. We will also credit your account for any amount we owe you if the assessment fees we have collected are greater than the actual costs of the assessment. Other than these two cases, we will not refund or grant credit for any other fees that are due or that we have collected.



8. **What rate does OSHA use to charge for staff time?**

OSHA has estimated an equivalent staff cost per hour that it uses for determining the fees that are shown in the Fee Schedule. This hourly rate takes into account the costs for salary, fringe benefits, equipment, supervision and support for each "direct staff" member, that is, the staff that perform the main activities identified in the Fee Schedule. The rate is an average of these amounts for each of these direct staff members. The current estimated equivalent staff costs per hour = \$54.50.

9. **What happens if I do not pay the fees that I am billed?**

As explained above, if you are an applicant, we will send you a final bill for the fees at the time we publish the preliminary Federal Register notice. If you do not pay the bill by the due date, we will assess the Late Payment fee shown in the Fee Schedule. This late payment fee represents one hour of staff time at the equivalent staff cost per hour (see note 8). If we do not receive payment within 60 days of the bill date, we will cancel your application. As also explained above, if you are an NRTL, we will send you a bill for the audit fee after completion of the audit. If you do not pay the fee by the due date, we will assess the Late Payment Fee shown in the Fee Schedule. If we do not receive payment within 60 days of the bill date, we will publish a Federal Register notice stating our intent to revoke recognition.

10. **How do I know whether this is the most Current Fee Schedule?**

You should contact OSHA's NRTL Program (202-693-2110) or visit the program's web site to determine the effective date of the most current Fee Schedule. Access the site by selecting "Subject Index" or "Programs" at www.osha.gov. Any application processing fees are those in effect on the date you submit your application. Audit fees are those in effect on the date we begin our audit. Any pending application (i.e., an application that OSHA has not yet completed processing) will be subject only to the fees for the activities that OSHA begins on or after the effective date of the initial fee schedule.