



**NATIONALLY RECOGNIZED TESTING LABORATORY PROGRAM
(NRTL Program)
FEE SCHEDULE (Effective February 15, 2007)¹²**

TYPE OF SERVICE	ACTIVITY OR CATEGORY (fee charged per application unless noted otherwise)	FEE AMOUNT
APPLICATION PROCESSING	Initial Application Review ^{1,8}	\$5,100
	Expansion Application Review (per additional site) ^{1,8}	\$1,020
	Renewal or Expansion (other) Application Review ¹	\$130
	Renewal Information Review Fee ⁷	\$1,020
	Additional Review – Initial Application (if the application is substantially revised, submit one-half Initial Application Review fee) ⁷	\$1,020
	Additional Review – Renewal or Expansion Application ⁷	\$510
	Assessment - Initial Application (per site - SUBMIT WITH APPLICATION) ^{2,4,8}	\$8,890
	Assessment – Initial Application (per person, per site - first day - BILLED AFTER ASSESSMENT) ^{2,10}	\$1,910 + actual travel expenses
	Assessment - Renewal Application (per person, per site - first day) ^{3,10}	\$1,790 + actual travel expenses
	Assessment – Expansion Application (additional site) (per person, per site - first day) ³	\$1,530 + actual travel expenses
	Assessment – Expansion Application (other) (per person, per site - first day) ³	\$1,280 + actual travel expenses
	Assessment – each addnl. day or each day on travel (per person, per site) ^{2,3}	\$510 + actual travel expenses
	Review & Evaluation ⁵ (\$13 per standard if it is already recognized for NRTLs and requires minimal review; OR else \$64 per standard)	\$13 per standard OR \$64 per standard
	Final Report/Register Notice - Initial Application ^{5,9}	\$8,420
	Final Report/Register Notice - Renewal or Expansion Application (if OSHA performs on-site assessment) ^{5,9}	\$3,190
Final Report/Register Notice - Renewal or Expansion Application (if OSHA performs NO on-site assessment) ^{5,9}	\$1,910	
AUDITS	On-site Audit (per person, per site, first day) ⁶	\$2,680 + actual travel expenses
	On-site Audit - each addnl. day or each day on travel (per person, per site) ⁶	\$510 + actual travel expenses



	Office Audit (per person, per site) ⁶	\$510
MISCELLANEOUS	Supplemental Travel (per site - for sites located outside the 48 contiguous States or the District of Columbia) ⁴	\$1,000
	Supplemental Program Review (per program requested) ⁴	\$260
	Fees Invoice Processing (per application or audit) ⁴	\$130
	Late Payment ¹¹	\$64

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 submit this fee concurrently with your expansion or renewal application. See note 7 if you amend or revise your initial or expansion 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 \$8,890 for each site for which you wish to obtain recognition, and you must submit this amount concurrently with your initial application. We base this amount on two assessors performing a three-day assessment at each site. After completing the actual assessment, we calculate our assessment fee based on the actual staff time and travel costs incurred in performing the assessment. We calculate this fee at the rate of \$1,910 for the first day at the site, \$510 for each additional day at the site, and \$510 for each day in travel, plus actual travel expenses, for each assessor. (Note: days charged for being in travel status are those allowed under government travel rules. This note applies to any assessment or audit.) Actual travel expenses are determined by government per diem and other travel rules. We bill or refund the difference between the amount you pre-paid and the actual assessment fee. We reflect this difference in the final bill that we 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 bill you for this fee after we perform the assessment. The fee is based on the actual staff time and travel costs we incurred in performing the assessment. We calculate this fee at the rate of \$1,790, \$1,530, or \$1,280 for the first day at the site of a renewal, expansion (site), and expansion (other) assessment, respectively. We also include \$510 for each additional day at the site and \$510 for each day in travel, plus actual travel expenses, for each assessor. Actual travel expenses are determined by government per diem and other travel rules. When more than one site of the NRTL is visited during one trip, we charge the \$510 additional day fee, plus actual travel expenses, for each day at a site.

4. **When do I pay the Supplemental Travel, the Supplemental Program Review, or the Fees Invoice Processing fees?**

You must include the Supplemental Travel fee when you submit an initial application for recognition and the site you wish to be recognized is located outside the 48 contiguous U.S. states or the District of Columbia. The current supplemental travel fee is \$1,000. We factor in this prepayment when we bill for the actual costs of the assessment, as described in our note 2, above. See note 8 for possible refund of application or assessment fees. You must include the Supplemental Program Review fee when you apply for approval to use other qualified parties or facilities to perform specific activities. See Chapter 2 of the NRTL Program Directive for more information. We will include the Fees Invoice Processing fee in the total for each of our invoices to you.



5. **When do I pay the Review and Evaluation and the Final Report/Register Notice fees?**

We 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 calculate the Review and Evaluation Fee at the rate of \$13 per test standard requested for those standards that OSHA previously recognized for any NRTL and that require minimal review or do not represent a new area of testing for the NRTL. Otherwise, this fee is \$64 per standard requested.

6. **When do I pay the Audit fee?**

We bill the NRTL for this fee (on-site or office, as deemed necessary) after completion of the audit and base the fee on actual staff time and travel costs incurred in performing the audit. We calculate our fee at the rate of \$2,680 for the first day at the site, \$510 for each additional day at the site, and \$510 for each day in travel, plus actual travel expenses for each auditor. Actual travel expenses are determined by government per diem and other travel rules.

7. **When do I pay the Additional Review fee or Renewal Information Review fee?**

The Additional Review fees cover the staff time in reviewing new or modified information submitted after we have completed our preliminary review of an application. There is no charge for review of a “minor” revision, which entails modifying or supplementing less than approximately 10% of the documentation in the application.

The Additional Review fee applies to revisions modifying or supplementing from 10% to 50% of that documentation. For a new application, the fee represents 16 hours of additional review time and for a renewal or expansion application, the fee represents 8 hours of additional review time. If an applicant exceeds that 50% threshold in revising its application, we will charge one-half the Initial Application Review fee and the full Expansion Application Review fee, as applicable. The Renewal Information Review fee applies when an NRTL submits updated information to OSHA in connection with a request for renewal of recognition.

8. **When and how can I obtain a refund for the fees that I paid?**

If you withdraw before we complete our preliminary review of your initial application or your expansion application to include an additional site, we will refund half of the application fee. If you are applying for initial recognition as an NRTL, we will refund the pre-paid assessment fees if you withdraw your application before we have traveled to your site to perform the on-site assessment. For an initial application, we will also credit your account for any amount of the pre-paid assessment fees collected that is greater than the actual cost of the assessment. Other than these cases, we do not generally refund or grant credit for any other fees that are due or collected.

9. **Will I be billed even if my application is rejected?**

If we reject your application, we will bill you for the fees pertaining to tasks that we have performed that are not covered by the fees you have submitted. For example, if we perform an assessment for an expansion application but deny the expansion, we will bill you for the assessment fee. Similarly, we will bill you for the Final Report and Federal Register fee if we also wrote the report and published the notice. See note 11 for the consequences of non-payment.

10. **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 = \$63.80.

11. **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 any assessment and for the Review and Evaluation and Final Report/Register Notice 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 10). 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 generally 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. However, please note that in either case, you may be subject to collection procedures under U.S. (Federal) law.

12. 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 "N" in the Subject Index at www.osha.gov. Any application review fees are those in effect on the date you submit your application. Other application processing fees are those in effect when the activity covered by the fee is performed. Audit fees are those in effect on the date we begin our audit.