



## Nationally Recognized Testing Laboratory Program (NRTL) Fee Payment Instructions and Information

### OVERVIEW

- Must I pay fees?: Organizations applying for recognition and organizations currently recognized as NRTLs must pay fees. The fees first went into effect on October 1, 2000.
- What fees must I pay?: There are two main fee categories: (1) application processing fees, which apply to any organization that submits an application (whether for initial recognition, or expansion or renewal of recognition); and (2) audit fees, which apply to any organization recognized.
- How much do I pay?: See Fee Schedule and examples below.
- When must I pay fees?: All fees must be paid in advance. For initial recognition, expansion or renewal applications, application review fees must be submitted with the application. Assessment fees must be paid before OSHA performs the assessment. This prepaid assessment fee is based on estimated staff time and travel costs. Following the assessment, OSHA will calculate the fee based on the actual staff time and travel costs incurred in performing the assessment. OSHA will bill or refund any difference between the amount prepaid and the actual assessment fee. Additionally, each NRTL must pay an audit fee (on-site or office, as deemed necessary) in advance of OSHA commencing the audit. Audit fees are calculated in the same manner as assessment fees.
- What if I don't pay?: OSHA will not process and may return any application for which it has not received the applicable "up front" fees. OSHA will cancel an application or revoke recognition, as applicable, when fees billed are not paid when due. Also, OSHA will assess a late payment fee for amounts billed but not paid when due.
- Can I get a refund?: Other than those cases described in note 8 of the Fee Schedule, we do not generally refund or grant credit for any fees due or collected.

See paragraph (f) of 29 CFR 1910.7 for more information about OSHA requirements on fees. You may access this and other information on the NRTL Program by selecting "N" in the "Subject Index" at [www.osha.gov](http://www.osha.gov).



## Nationally Recognized Testing Laboratory Program (NRTL) Fee Payment Instructions and Information

### SUBMITTING PAYMENTS

Submit the full amount due for the application or for payment of any invoice received from OSHA. All fees must be paid in U.S. dollars by check or money order that is drawn on a U.S.-based institution and made payable to "DOL-OSHA." Mail check or money order, along with any remittance portion of any invoice received, to:

Attn: Director, OTPCA  
OSHA - Room N3655  
200 Constitution Avenue, NW  
Washington, DC 20210

OSHA will cancel or not process an application, or, for audit fees, will proceed with revoking an NRTL's recognition, if the issuing institution (drawee) dishonors a check or money order and restitution does not occur within 10 calendar days of the date the item is not honored.

OSHA does not agree to any restrictions, conditions or endorsements put on any check or money order and will cash the check or money order as if these restrictions, conditions, or endorsements do not exist. OSHA does not agree to accept less than the full amount due.

### MORE DETAILS ABOUT PAYMENT

An applicant must pay an application review fee when submitting the application, (i.e., "up front"). Additionally, any assessment fees must be paid before the assessment is performed. The applicant must pay the estimated staff time and travel costs for the assessment based on the fees in effect at the time of the assessment. After completing the assessment, OSHA calculates the assessment fee based on the actual staff time and travel costs incurred in performing the assessment. We determine actual travel expenses based on government per diem and other travel rules. We bill or refund the difference between the amount prepaid and the actual assessment fee.

The applicant must also pay the fees for the final report and **Federal Register (FR)** notice, and other applicable fees, as specified in the fee schedule, in advance of OSHA performing the assessment for the application. OSHA regulations require publication of this public notice, which occurs after we have completed any assessment for processing an application (see Application Guidelines and Chapters 2 and 3 of the NRTL Program Directive for more information on the application process).

OSHA does not process, and may cancel, any application if the applicant does not pay these fees, or any balance of these fees, when due. For application processing, if we do not receive payment by the established due date, OSHA will assess a late payment fee. If OSHA does not receive full

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payment within 30 days of the original due date, OSHA will cancel the application. Cancellation of a renewal application means OSHA will not renew the recognition of the NRTL.

For audits, each NRTL must pay the audit fee in advance of OSHA commencing the audit. OSHA calculates this prepaid fee based on estimated staff time and travel costs. Following the audit, OSHA calculates the fee based on the actual staff time and travel costs incurred in performing the audit. Actual travel expenses are based on government per diem and other travel rules. OSHA may add any underpayment(s) or credit any overpayment(s) to the invoices for a future audit of the NRTL's site. If we do not receive payment of the prepaid fee by the established due date, OSHA will assess the late payment fee. However, OSHA may decide to proceed with the audit. If OSHA does not receive full payment within 30 days of the original due date, OSHA will commence the process to publish a **Federal Register** notice announcing its plan to revoke NRTL recognition.

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### FEE AMOUNT EXAMPLES

*The costs and fees amounts in the following examples are NOT REPRESENTATIVE of the fees to be paid in a given category but are used only to illustrate how fees are calculated. For each example, we first describe the basis for the fees and show the fee amounts. Then, starting on page 10, we show how we calculated any amount that contains more than one fee.*

### For Existing NRTLs and Applicants when OSHA Receives the Application before March 28, 2011:

#### Initial Applications

**Example 1:** Applicant requests recognition for **1 site within the continental U.S. and 10 test standards** (already recognized for NRTLs), and submits \$5,100. **Any applicable fees described in note 7 of the fee schedule are payable when billed.** Two OSHA assessors will conduct a site assessment over 5 days (3 days at site and 2 days in travel), and the estimated travel costs for the assessment are \$2,500\*. OSHA bills **\$26,500** before the assessment. Actual travel costs are \$2,700. After the assessment, OSHA issues a final invoice and bills or refunds any differences between the estimated and actual assessment fees.<sup>1</sup> Final invoice = \$500. Total fees: **\$5,100 + 26,500 + \$500 = \$32,100** (note that this amount does not include any of the applicable fees described in note 7).

**Example 2:** Applicant requests recognition for **1 site outside the continental U.S.**, e.g. in Europe, and **10 test standards** (already recognized), and submits \$6,100. **Any applicable fees described in note 7 of the fee schedule are payable when billed.** In this regard, the applicant revises over 50% of its application, and pays \$4,635 when submitting its revised application. Two OSHA assessors will conduct a site assessment over 7 days (3 days at site and 4 days in travel), and the estimated travel costs for the assessment are \$5,800\*\*. OSHA bills **\$32,720** before the assessment. Actual travel costs are \$5,600. After the assessment, OSHA issues a final invoice and bills or refunds any differences between the estimated and actual assessment fees. Final invoice = \$100. Total fees: **\$6,100 + \$4,635 + \$32,720 + \$100 = \$43,555** (note that this amount includes one of the fees described in note 7).

\*\$2,500 = 2 x (\$700 airfare + \$110 per diem for 5 days (per assessor))

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<sup>1</sup>Generally, for any type of application, the review and evaluation fee and final report/Federal Register notice fee do not change after they are paid in advance.



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\*\*\$5,800 = 2 x (\$1500 airfare + \$200 per diem for 7 days (per assessor))

### Expansion Applications

**Example 1:** NRTL requests recognition for **10 additional test standards (5 have never been recognized for NRTLs), no additional sites**, and submits **\$300** at time of application. OSHA knows NRTL's capability for test standards requested; therefore, an assessment is not necessary. Since no assessment will be performed, OSHA bills **\$4,670** after accepting the application. Total fees: **\$4,970**.

**Example 2:** NRTL requests recognition for **1 additional site within the continental U.S. and 10 additional test standards** (already recognized for NRTLs). Applicant (i.e., NRTL) submits **\$3,720** at time of application. One OSHA assessor will conduct a site assessment over 4 days (2 days at site and 2 days in travel), and the estimated travel costs for the assessment are \$1,140\*. OSHA bills **\$10,710** before the assessment. Actual travel costs are \$940. After the assessment, OSHA issues a final invoice and bills or refunds any differences between the estimated and actual assessment fees. Final invoice: **\$100**. Total fees: **\$3,720 + \$10,710 + \$100 = 14,530**.

\*\$1,140 = \$700 airfare + \$110 per diem for 4 days (for assessor)

### Renewal Applications

**Example:** NRTL requests renewal of recognition for 1 site within the continental U.S. and submits **\$300** at time of application. The NRTL submits **\$1,470** for renewal-information review. One OSHA assessor will conduct a site assessment over 4 days (2 days at site and 2 days in travel), and the estimated travel costs for the assessment are \$1,140. OSHA bills **\$10,780** before the assessment. Actual travel costs are \$1,400. After the assessment, OSHA issues a final invoice and bills or refunds any differences between the estimated and actual assessment fee. Final invoice: **\$560**. Total fees: **\$300 + \$1,470 + \$10,780 + \$560 = \$13,110**.

### Renewal Application coupled with Expansion Application

**Example:** NRTL requests renewal of recognition for 1 site and also requests recognition for 1 additional site, both within the continental U.S. Applicant (i.e., NRTL) submits **\$3,720** at time of application. The NRTL submits **\$1,470** for renewal-information review. One OSHA assessor will conduct a site assessment over 4 days (2 days at site and 2 days in travel) for existing site and over 3 days (2 days at site and 1 day in travel) for the proposed site, and the estimated travel costs for

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each assessment are \$1,140 and \$1,030, respectively. OSHA bills **\$15,470** before the assessment. Actual travels costs to both sites are \$2,000. After the assessment, OSHA issues a final invoice and bills or refunds any differences between the estimated and actual assessment fees. Final invoice: **\$130**. Total fees: **\$3,720 + \$1,470 + \$15,470 + \$130 = \$20,790**.

### Audits

**Example 1:** NRTL has **1 site within the continental U.S.** One OSHA auditor will conduct the audit over 4 days (2 days at site and 2 days in travel), and the estimated travel costs for the audit are \$1,140. OSHA bills total estimated fees of **\$7,870** before audit. Actual travel costs are \$1,040. The audit finds nonconformances. After the audit, OSHA issues a final invoice for total actual fees and bills or refunds any differences between the estimated and actual audit fees. Final invoice: **\$200**. Total fees: **\$8,070**.

**Example 2:** NRTL has **1 site outside the continental U.S.** One OSHA auditor plans to conducts the audit over 6 days (2 days at site and 4 days in travel), and the estimated travel costs for the audit are \$2,900\*\*. OSHA bills total estimated fees of **\$11,090** before audit. Actual travel costs are \$2,400. The audit finds nonconformances. After the audit, OSHA issues a final invoice for total actual fees and bills or refunds any differences between the estimated and actual audit fees. Final invoice: **\$200** (credit). Total fees: **\$10,890**.

\*\*\$2,900 = \$1700 airfare + \$200 per diem for 6 days (for assessor)

### For Applicants when OSHA Receives the Initial Application on or after March 28, 2011:

#### Initial Applications

**Example 1:** Applicant requests recognition for **1 site within the continental U.S. and 10 test standards** (already recognized for NRTLs), and submits **\$17,750** at the time those situations arise. Two OSHA assessors will conduct a site assessment over 5 days (3 days at site and 2 days in travel), and the estimated travel costs for the assessment are \$2,500\*. OSHA bills **\$40,940** before the assessment. Actual travel costs are \$2,700. After the assessment, OSHA issues a final invoice and bills or refunds any differences between the estimated and actual assessment fees. Final invoice: **\$500**. Total fees: **\$17,750 + \$40,940 + \$500 = \$59,190**.

**Example 2:** Applicant requests recognition for **1 site outside the continental U.S.**, e.g. in

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Europe, and **10 test standards** (already recognized), and submits **\$18,750** at the time those situations arise. In this regard, the applicant revises over 50% of its application, and pays \$8,875 when submitting its revised application. Two OSHA assessors will conduct a site assessment over 7 days (3 days at site and 4 days in travel), and the estimated travel costs for the assessment are \$5,800\*\*. OSHA bills **\$49,960** before the assessment. Actual travel costs are \$5,600. After the assessment, OSHA issues a final invoice and bills or refunds any differences between the estimated and actual assessment fees. Final invoice: **\$100**. Total fees: **\$18,750 + \$8,875 + 49,960 + \$100 = \$77,685**

\*\$2,500 = 2 x (\$700 airfare + \$110 per diem for 5 days (per assessor))

\*\*\$5,800 = 2 x (\$1500 airfare + \$200 per diem for 7 days (per assessor))

### Expansion Applications

**Example 1:** NRTL requests recognition for **10 additional test standards (5 have never been recognized for NRTLs), no additional sites**, and submits **\$300** at time of application. OSHA knows NRTL's capability for test standards requested; therefore, an assessment is not necessary. Since no assessment will be performed, OSHA bills **\$6,370** after accepting the application. Total fees: **\$6,670**.

**Example 2:** NRTL requests recognition for **1 additional site within the continental U.S. and 10 additional test standards** (already recognized for NRTLs). Applicant (i.e., NRTL) submits **\$8,580** at time of application. One OSHA assessor will conduct a site assessment over 4 days (2 days at site and 2 days in travel), and the estimated travel costs for the assessment are \$1,140\*. OSHA bills **\$16,220** before the assessment. Actual travel costs are \$940. After the assessment, OSHA issues a final invoice and bills or refunds any differences between the estimated and actual assessment fees. Final invoice: **\$100**. Total fees: **\$8,580 + \$16,220 + \$100 = \$24,900**.

\*\$1,140 = \$700 airfare + \$110 per diem for 4 days (for assessor)

### Renewal Applications

**Example:** NRTL requests renewal of recognition for 1 site within the continental U.S. and submits **\$300** at time of application. The NRTL submits **\$2,370** for renewal-information review. One OSHA assessor will conduct a site assessment over 4 days (2 days at site and 2 days in travel), and the estimated travel costs for the assessment are \$1,140. OSHA bills **\$16,510** before the assessment. Actual travel costs are \$1,400. After the assessment, OSHA issues a final invoice and bills or

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refunds any differences between the estimated and actual assessment fees. Final invoice: **\$560**. Total fees: **\$300 + \$2,370 + \$16,510 + \$560 = \$19,740**.

### Renewal Application coupled with Expansion Application

**Example:** NRTL requests renewal of recognition for 1 site and also requests recognition for 1 additional site, both within the continental U.S. Applicant (i.e., NRTL) submits **\$8,580** at time of application. The NRTL submits **\$2,370** for renewal-information review. One OSHA assessor will conduct a site assessment over 4 days (2 days at site and 2 days in travel) for the existing site and over 3 days (2 days at site and 1 day in travel) for the proposed site, and the estimated travel costs for each assessment are \$1,140 and \$1,030, respectively. OSHA bills **\$23,450** before the assessment. Actual travel costs to both sites are \$2,000. After the assessment, OSHA issues a final invoice and bills or refunds any differences between the estimated and actual assessment fees. Final invoice: **\$130**. Total fees: **\$8,580 + \$2,370 + \$23,450 + 130 = \$34,530**.

### Audits

**Example 1:** NRTL has **1 site within the continental U.S.** One OSHA auditor will conduct the audit over 4 days (2 days at site and 2 days in travel), and the estimated travel costs for the audit are \$1,140. OSHA bills total estimated fees of **\$12,380** before audit. Actual travel costs are \$1,040. The audit finds nonconformance. After audit, OSHA issues a final invoice for total actual fees and bills or refunds any differences between the estimated and actual audit fees. Final invoice: **\$200** (bills/refunds = \$0). Total fees: **\$12,380 + \$200 = \$12,580**.

**Example 2:** NRTL has **1 site outside the continental U.S.** One OSHA auditor will conduct the audit over 6 days (2 days at site and 4 days in travel), and the estimated travel costs for the audit are \$2,900\*\*. OSHA bills total estimated fees of **\$16,300** before audit. Actual travel costs are \$2,400. The audit finds nonconformances. After audit, OSHA issues a final invoice for total actual fees and bills or refunds any differences between the estimated and actual audit fees. Final invoice: **\$200** (credit) Total fees: **\$16,300 - \$200 = \$16,100**.

\*\*\$2,900 = \$1700 airfare + \$200 per diem for 6 days (for assessor)

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### HOW WE CALCULATED THE FEE AMOUNTS

The fee amounts used in the examples below appear in the applicable portions of the current Fee Schedule.

### For Existing NRTLs and Applicants when OSHA Receives the Application before March 28, 2011:

#### Initial Applications

##### Example 1:

Submit at time of application: initial application review fee in effect from February 2007 = \$5,100.

Before assessment, OSHA bills estimated fees: **\$26,500** = estimated assessment fee + review & evaluation fee + final report/ Federal Register notice fee + invoice fee = {[2 x (\$2,740 + [\$730 x 4 days])] + \$2,500} + (10 standards x \$30 per standard) + \$12,080 + \$300.<sup>2</sup>

Final invoice after assessment = **\$500** = actual assessment fee – estimated assessment fee + invoice fee = \$2,700 - \$2,500 + \$300.

##### Example 2:

Submit at time of application: initial application review fee in effect from February 2007 + supplemental travel fee = \$5,100 + \$1,000 = \$6,100.

Before assessment, OSHA bills estimated fees: **\$32,720** = estimated assessment fee + review & evaluation fee + final report/Federal Register notice fee + invoice fee = {[2 x (\$2,740 + [\$730 x 6 days])] + \$5,800} + (10 standards x \$30 per standard) + \$12,080 + \$300.

Final invoice after assessment = **\$100** = actual assessment fee – estimated assessment fee + invoice fee = \$5,600 - \$5,800 + \$300.

#### Expansion Applications

##### Example 1:

Submit at time of application: **\$300** = application review fee.

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<sup>2</sup>Generally, for any type of application, the review and evaluation fee and final report/Federal Register notice fee do not change after they are paid in advance.



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Since no assessment will be performed, OSHA bills after accepting the application: **\$4,670** = review & evaluation fee + final report/Federal Register notice fee + invoice fee = {(5 standards x \$30 per standard) + (5 standards x \$296 per standard)} + \$2,740 + \$300

### Example 2:

Submit at time of application: **\$3,720** = application review fees = expansion application review fee (site) + expansion application review fee (other) = \$3,420 + \$300.

Before assessment, OSHA bills estimated fees: **\$10,710** = estimated assessment fee + review & evaluation fee + final report/Federal Register notice fee + invoice fee = {[1 x (\$2,200 + [\$730 x 3 days])] + \$1,140} + (10 standards x \$30 per standard) + \$4,580 + \$300.

Final invoice after assessment = **\$100** = actual assessment fee – estimated assessment fee + invoice fee = \$940 - \$1,140 + \$300.

### Renewal Applications

#### Example:

Submit at time of application: **\$300** = application review fee. Pay \$1,470 when submitting renewal information.

Before assessment, OSHA bills estimated fees: **\$10,780** = estimated assessment fee + final report/register notice fee + invoice fee = {[1 x (\$2,570 + [\$730 x 3 days])] + \$1,140} + \$4,580 + \$300.

Final invoice after assessment: **\$560** = actual assessment fee – estimated assessment fee + invoice fee = \$1,400 - \$1,140 + \$300.

### Renewal Application coupled with Expansion Application

#### Example:

Submit at time of application: **\$3,720** = application review fees = expansion application review fee (site) + renewal application review fee = \$3,420 + \$300. Pay \$1,470 when submitting renewal information.

Before assessment, OSHA bills estimated fees: **\$15,470** = estimated assessment fee (existing site) + estimated assessment fee (proposed site) + final report/ Federal Register notice fee + invoice fee = {[1 x (\$2,570 + [\$730 x 3 days])] + \$1,140} + {[1 x (\$2,200 + [\$730 x 2 days])] + \$1,030} + \$4,580 + \$300.

Final invoice after assessment: **\$130** = actual assessment fee (existing site) + actual assessment

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fee (proposed site) – estimated assessment fees + invoice fee = \$2,000 - \$1,140 - \$1,030 + 300.

### Audits

#### Example 1:

Before audit, OSHA bills for estimated total fees: **\$7,870** = On-site audits fees + invoice fee =  $\{[1 \times (\$4,240 + [\$730 \times 3 \text{ days}])]\} + \$1,140\} + \$300$ .

Final invoice after audit: **\$200** = actual assessment fee – estimated assessment fee + invoice fee =  $\$1,040 - \$1,140 + \$300$ .

#### Example 2:

Before audit, OSHA bills for estimated total fees: **\$11,090** =  $\{[1 \times (\$4,240 + [\$730 \times 5 \text{ days}])]\} + \$2,900\} + \$300$ .

Final invoice after audit: **\$200 (credit)** = actual assessment fee – estimated assessment fee + invoice fee =  $\$2,400 - \$2,900 + \$300$ .

### For Applicants when OSHA Receives the Initial Application on or after March 28, 2011:

#### Initial Applications

##### Example 1:

Submit at time of application: initial application review fee = **\$17,750**

Before assessment, OSHA bills estimated fees: **\$40,940** = estimated assessment fee + review & evaluation fee + final report/ Federal Register notice fee + invoice fee =  $\{[2 \times (\$4,440 + [\$1,180 \times 4 \text{ days}])]\} + \$2,500\} + (10 \text{ standards} \times \$30 \text{ per standard}) + \$19,520 + \$300$ .

Final invoice after assessment = **\$500** = actual assessment fee – estimated assessment fee + invoice fee =  $\$2,700 - \$2,500 + \$300$ .

##### Example 2:

Submit at time of application: initial application review fee + supplemental travel fee = **\$18,750**

Before assessment, OSHA bills estimated fees: **\$49,960** = estimated assessment fee + supplemental travel fee + review & evaluation fee + final report/Federal Register notice fee + invoice fee =  $\{[2 \times (\$4,440 + [\$1,180 \times 6 \text{ days}])]\} + \$5,800\} + (1 \text{ site} \times \$1000) + (10 \text{ standards} \times \$30 \text{ per standard}) + \$19,520 + 300$ .

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Final invoice after assessment = **\$100** = actual assessment fee – estimated assessment fee + invoice fee = \$5,600 - \$5,800 + \$300.

### Expansion Applications

#### Example 1:

Submit at time of application: **\$300** = application review fee

Since no assessment will be performed, OSHA bills after accepting the application: **\$6,370** = review & evaluation fee + final report/Federal Register notice fee + invoice fee = {(5 standards x \$30 per standard) + (5 standards x \$296 per standard)} + \$4,440 + \$300

#### Example 2:

Submit at time of application: **\$8,580** = application review fees = expansion application review fee (site) + expansion application review fee (other) = \$8,280 + \$300.

Before assessment, OSHA bills estimated fees: **\$16,220** = estimated assessment fee + review & evaluation fee + final report/Federal Register notice fee + invoice fee = {[1 x (\$3,550 + [\$1180 x 3 days])] + \$1,140} + (10 standards x \$30 per standard) + \$7,390 + 300.

Final invoice after assessment = **\$100** = actual assessment fee – estimated assessment fee + invoice fee = \$940 - 1,140 + \$300.

### Renewal Applications

#### Example:

Submit at time of application: **\$300** = application review fee. Pay \$2,370 when submitting renewal information.

Before assessment, OSHA bills estimated fees: **\$16,510** = estimated assessment fee + final report/register notice fee + invoice fee = {[1 x (\$4,140 + [\$1,180 x 3 days])] + \$1,140} + \$7,390 + \$300.

Final invoice after assessment: **\$560** = actual assessment fee – estimated assessment fee + invoice fee = \$1400 - \$1,140 + \$300

### Renewal Application coupled with Expansion Application

#### Example:

Submit at time of application: **\$8,580** = application review fees = expansion application review fee (site) + renewal application review fee = \$8,280 + 300. Pay \$2,370 when submitting renewal

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information.

Before assessment, OSHA bills estimated fees: **\$23,450** = estimated assessment fee (existing site) + estimated assessment fee (proposed site) + final report/ Federal Register notice fee + invoice fee =  $\{[1 \times (\$4,140 + [\$1,180 \times 3 \text{ days}])] + \$1,140\} + (\{[1 \times (\$3,550 + [\$1,180 \times 2 \text{ days}])] + \$1,030\} + \$7,390 + \$300$ .

Final invoice after assessment: **\$130** = actual assessment fee (existing site) + actual assessment fee (proposed site) – estimated assessment fees + invoice fee =  $\$2,000 - \$1,140 - \$1,030 + \$300$ .

### Audits

#### Example 1:

Before audit, OSHA bills for estimated total fees: **\$12,380** = On-site audits fees + invoice fee =  $\{[1 \times (\$7,400 + [\$1,180 \times 3 \text{ days}])] + \$1,140\} + 300$ .

Final invoice after audit: **\$200** = actual assessment fee – estimated assessment fee + invoice fee =  $\$1,040 - \$1,140 + \$300$

#### Example 2:

Before audit, OSHA bills for estimated total fees: **\$16,300** = On-site audits fees + invoice fee =  $\{[1 \times (\$7,400 + [\$1,180 \times 5 \text{ days}])] + \$2,700\} + \$300$ .

Final invoice after audit: **\$200 (credit)** = actual assessment fee – estimated assessment fee + invoice fee =  $\$2,400 - \$2,900 + \$300$ .

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