



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

OVERVIEW

- Who must 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?: You pay a portion of the application processing fees when you submit your application and pay the remainder when OSHA bills you. If recognized, you pay the audit fee after OSHA bills you.
- What if I don't pay?: OSHA does 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?: **All fees paid are not refundable except possibly the amount paid up front for the assessment.** See note 7 of the Fee Schedule for more details.



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

SUBMITTING PAYMENTS

Submit the full amount due for the application or in payment of any invoice received from OSHA. All fees must be paid in U.S. dollars by certified or cashier's check or money order that is drawn on a U.S.-based institution and made payable to "DOL-OSHA." **DO NOT MAIL PAYMENTS WITH APPLICATIONS.** Mail check or money order along with any remittance portion of any invoice received to:

Office of Financial Management
Attention: NRTL
Occupational Safety and Health Administration
U.S. Department of Labor
200 Constitution Avenue, N.W., Room N3419
Washington, D.C., 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 or 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 at time of application, i.e., "up front." If you are seeking initial recognition, you must also include the "up-front" or pre-paid assessment fee using the amount in the fee schedule. If already recognized and requesting an expansion or renewal of recognition, you do not pre-pay any assessment fee. OSHA does not process and may return any application for which it has not received the applicable fees.

OSHA bills an applicant the remainder of the application fees at the time we publish the preliminary **Federal Register (FR)** notice to announce 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 or Chapter 2 of the NRTL Program Directive for more information on the application process). For initial applications, OSHA's bill includes the difference between the pre-paid



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

assessment fee and the “actual fees” of the assessment. These actual fees include actual travel expenses, based on government per diem and travel fares. For expansion and renewal applications, OSHA will just bill the “actual fees” for any assessment that we performed. For application processing, if we do not receive payment of any bill by 30 calendar days of the bill date, OSHA sends notification to the applicant requesting immediate payment of the fees and a late payment fee. If OSHA does not receive full payment within 30 days of this late payment notification, OSHA will cancel the application. Cancellation of a renewal application means OSHA will not renew the recognition of the NRTL.

For audits, we will also bill the NRTL after completion of the audit. Final bill for audits will reflect the “actual fees” for the audit, which include actual travel expenses, based on government per diem and travel fares. If we do not receive payment of any bill by 30 calendar days of the bill date, OSHA sends notification to the NRTL requesting immediate payment of the fees and a late payment fee. If OSHA does not receive full payment within 30 days of this late payment notification, OSHA will proceed with revocation of recognition.



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

FEE AMOUNT EXAMPLES

The 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 we show how we calculated each amount.

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 **\$10,900** at time of application. Two OSHA assessors perform site assessment over 3 days, and actual travel costs for assessment are \$2,060*. OSHA bills **\$6,880** after publication of preliminary FR notice. Total fees: **\$17,780**.

Example 2: Applicant requests recognition for **1 site outside the continental U.S.**, e.g. in Europe, and **10 test standards** (already recognized for NRTLs), and submits **\$11,900** at time of application. Two OSHA assessors perform site assessment over 3 days, and actual travel costs for assessment are \$4,200**. OSHA bills **\$8,020** after publication of FR preliminary notice. Total fees: **\$19,920**.

*\$2,060 = \$700 airfare + \$110 per diem for 3 days (per assessor)

**\$4200 = \$1500 airfare + \$200 per diem for 3 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 **\$110** at time of application. OSHA knows NRTL's capability for test standards, requested, therefore assessment is not necessary. OSHA bills **\$1,785** after publication of preliminary notice. Total fees: **\$1,895**.

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 **\$960** at time of application. One OSHA assessor performs site assessment over 2 days, and actual travel costs for assessment are \$920. OSHA bills **\$5,070** after publication of preliminary notice. Total fees: **\$6,030**.



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

FEE AMOUNT EXAMPLES (continued)

Renewal Applications

Example: NRTL requests renewal of recognition for 1 site within the continental U.S. and submits **\$110** at time of application. One OSHA assessor performs site assessment over 2 days, and actual travel costs for assessment are \$920. OSHA bills **\$5,060** after publication of preliminary notice. Total fees: **\$5,170**.

Renewal Application coupled with Expansion Application

Example: NRTL requests renewal of recognition for 1 site within the continental U.S. and also requests recognition for 1 additional site. Applicant (i.e., NRTL) submits **\$960** at time of application. One OSHA assessor performs site assessment over 2 days at both sites, and actual travel costs for assessment are \$920 for each site. OSHA bills **\$7,520** after publication of preliminary notice. Total fees: **\$8,480**.

Audits

Example 1: NRTL has **1 site within the continental U.S.** One OSHA auditor performs audit over 1.5 days, and actual travel costs for audit are \$865. OSHA bills total fees of **\$3,035** after audit.

Example 2: NRTL has **1 site outside the continental U.S.** One OSHA auditor performs audit over 2 days, and actual travel costs for audit are \$1,900. OSHA bills total fees of **\$4,290** after audit.



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

HOW WE CALCULATED THE FEE AMOUNTS

Initial Applications

Example 1:

Submit at time of application: **\$10,900** = application review fee + pre-paid assessment fee = \$4,400 + (1 site x \$6,500 per site).

OSHA bills: **\$6,880** = actual assessment fee less pre-payment + review & evaluation fee + final report/register notice fee = {2 x (\$1,500 + \$440 + \$440) + \$2,060 - \$6,500} + \$10 (i.e., 10 standards @ \$10 per 10 or fewer standards) + \$6,550.

Example 2:

Submit at time of application: **\$11,900** = application review fee + pre-paid assessment fee = \$4,400 + (1 site x \$6,500 per site) + (1 site x \$1000 per site).

OSHA bills: **\$8,020** = actual assessment fee less pre-payment + review & evaluation fee + final report/register notice fee = {2 x (\$1,500 + \$440 + \$440) + \$4,200 - \$7,500} + \$10 (i.e., 10 standards @ \$10 per 10 or fewer standards) + \$6,550.

Expansion Applications

Example 1:

Submit at time of application: **\$110** = application review fee.

OSHA bills: **\$1,785** = review & evaluation fee + final report/register notice fee = \$275 (i.e., 5 standards x \$55 per standard) + \$10 (i.e., 5 standards @ \$10 per 10 or fewer standards) + \$1,500.

Example 2:

Submit at time of application: \$960 = application review fees = \$850 + \$110.

OSHA bills: **\$5,070** = actual assessment fee + review & evaluation fee + final report/register notice fee = {1 x (\$1,100 + \$440) + \$920*} + \$10 (i.e., 10 standards @ \$10 per 10 or fewer standards) + \$2,600.

* \$920 = \$700 airfare + \$110 per diem for 2 days.



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

HOW WE CALCULATED THE FEE AMOUNTS (continued)

Renewal Applications

Example:

Submit at time of application: **\$110** = application review fee.

OSHA bills: \$5,060 = actual assessment fee + final report/register notice fee = { 1 x (\$1,100 + \$440) + \$920 } + \$2,600.

Renewal Application coupled with Expansion Application

Example:

Submit at time of application: **\$960** = application review fees = \$850 + \$110.

OSHA bills: **\$7,520** = actual assessment fee + review & evaluation fee + final report/register notice fee = { 2 x (\$1,100 + \$440 + \$920) } + \$2,600.

Audits

Example 1:

OSHA bills after audit for total fees: **\$3,035** = { \$1,950 + (0.5 x \$440) } + \$865*.

Example 2:

OSHA bills after audit for total fees: **\$4,290** = \$1,950 + \$440 + \$1,900.

* \$865 = \$700 airfare + 1.5 x \$110 per diem