1. **Purpose**

The Laboratory Approval Service (LAS) approves laboratories to provide testing services to verify that the analysis of food and agricultural products meet country or customer-specified requirements. Laboratory Approval Programs are developed at the request of industry, other Federal agencies, or foreign governments in support of domestic and international trade. LAS charges a fee-for-service to administer these programs. This document describes the types of fees and provides the fee amounts related to applying to and maintaining status in a Laboratory Approval Program (LAP) administered by LAS. Fees are the responsibility of the applicant or approved laboratory.

The Laboratory Approval Service programs are provided by the United States Department of Agriculture (USDA), Agricultural Marketing Service (AMS), Science and Technology Program (S&T), Laboratory Approval and Testing Division (LATD).

2. **Scope**

The provisions of this document provide the information about fees for the laboratory approval programs administered by LAS. This applies to a laboratory seeking to apply or maintain status.

3. **Table of Contents**

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4. **References**


AMS Service Fees Website, [https://www.ams.usda.gov/services/grading/fees](https://www.ams.usda.gov/services/grading/fees)
5. **Fee Types and Purpose**

LAS charges a fee-for-service to administer the laboratory approval programs as described in the *Laboratory Approval Program – General Policies and Procedures*, LAP-PR.05. Fees are charged based on the time required by LAS personnel to perform tasks such as a desk audit (review of application and/or documents), onsite audit (travel to and from audit site and audit time) and associated administrative activities. Program fees are reviewed annually and adjusted as necessary to ensure that the fees are adequate to cover the cost of providing the service.

Fees are charged for the following services:

5.1. **Admission**: Fee for review of an application package. An application package may be submitted for initial approval, extending or modifying scope of approval, relocation, reinstatement from suspension, reinstatement from withdrawal, and reinstatement from dismissal. Applicants are billed upon initiation and/or receipt of application. The admission fee must be received prior to advancing to the next stage of the approval process. If the initial onsite audit cannot be started within 365 days (from the date the application is submitted) due to the applicant’s delinquency, the applicant laboratory will have to resubmit their application and pay the admission fee again to complete the application process.

5.2. **Initial Annual**: Fee for first year application into a program once the application package is recommended for the onsite audit. Applicants are billed prior to the onsite audit. The initial annual fee must be received before the onsite audit. The initial annual fee covers the calendar year in which the applicant is approved, regardless of when the laboratory is accepted into the program. The fee is not prorated or carried over to the following year.

5.3. **Annual**: Fee for maintaining “USDA-approved laboratory” status on a calendar year basis. Applicants or laboratories are typically billed in the first quarter of the calendar year.

5.4. **For-cause**: Fee for performing an investigation in response to situations such as: verifying corrective action(s) or correction(s) from a nonconformance, a complaint, recommendation for dismissal, or other. This fee is calculated when the laboratory is notified of a “for cause” audit and is based upon the specific situation.

5.5. **Trichinae Training**: Fee for providing onsite training (travel to and from training site and training time), classroom materials, and laboratory training materials. This fee includes training for up to three analysts in a single session.
5.6. Trichinae Proficiency Testing (PT):

5.6.1. Yearly PT Samples: Fee per analyst for one calendar year of samples (issued quarterly) to maintain trichinae testing certification. Due to the resources needed to administer this PT program, the fee is to be paid at the beginning of the year or at the time of training for new analysts. It is typically billed with the annual fee in the first quarter of the calendar year or with the training for a new analyst. During the year, if an analyst leaves the trichinae certification program, the fee is not refundable; however, the reminder of the quarterly PT samples may be transferred to another analyst, once certified. If an analyst becomes certified after the issuance of the first quarter samples, the PT fee may be prorated based on total number of samples for the remainder of the year, including the certification sample.

5.6.2. Certification Sample: Fee per analyst for the certification sample, if the new analyst requires a certification sample separate from the quarterly PT sample. Typically, the certification sample for the new analyst will also serve as his/her quarterly PT sample and the laboratory would not incur an additional charge for the certification sample. However, if the training cannot be scheduled as such, and the training occurs before the quarterly PT, then the new analyst would require an additional certification sample to be trained and certified. It is typically billed with the fees for training and the quarterly PT samples.
6. Program Fees

The applicant or approved laboratory is responsible for paying the program fees. Fees are neither refundable nor prorated and are billed as described in Section 5, Fee Types and Purpose.

The current fees are calculated using AMS’ process for establishing rates charged for services (AMS-LPS-13-0050) and hourly rates are published annually as a Notice in the Federal Register. Program fees are reviewed annually (Table 1).

Table 1. Program Fees for each Laboratory Approval Program¹

<table>
<thead>
<tr>
<th>Commodities, Analytes, or Groups (#)</th>
<th>Admission Fee ($)</th>
<th>Initial Annual Fee ($)</th>
<th>Annual Fee ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAP for Analysis of Aflatoxins in Almonds, Pistachios, and Peanuts</td>
<td>2970</td>
<td>6650</td>
<td>6250</td>
</tr>
<tr>
<td>1</td>
<td>3820</td>
<td>9410</td>
<td>9010</td>
</tr>
<tr>
<td>2</td>
<td>4700</td>
<td>11050</td>
<td>10650</td>
</tr>
<tr>
<td>LAP for the Microbiological Testing of Poultry Products for the Federal Purchasing Program</td>
<td>3820</td>
<td>7740</td>
<td>6770</td>
</tr>
<tr>
<td>LAP for Export of Meat and Poultry Products Chemical Residue, Microbiological, &amp; Trichinae² Testing</td>
<td>1200</td>
<td>4730</td>
<td>3280</td>
</tr>
<tr>
<td>1</td>
<td>1880</td>
<td>5540</td>
<td>3710</td>
</tr>
<tr>
<td>2</td>
<td>2480</td>
<td>6310</td>
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<td>11200</td>
<td>7350</td>
</tr>
<tr>
<td>9</td>
<td>6690</td>
<td>12030</td>
<td>7880</td>
</tr>
<tr>
<td>LAP for Export of Meat and Poultry – Additional Fees for Trichinae Testing</td>
<td>1880 (per analyst – 4 PT/year)</td>
<td>3870</td>
<td>470 (per analyst – certification sample)³</td>
</tr>
</tbody>
</table>

¹See the LAS website for each program’s requirements document.
²Trichinae Testing is considered a single analyte.
³See section 5.6.2.
7. **Quality Assurance**

This document shall be reviewed by the Branch Chief and the LATD Director annually.

8. **Revision History**

<table>
<thead>
<tr>
<th>New Rev. Date</th>
<th>Description of Change</th>
<th>Prepared by</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/28/18</td>
<td>Original. This document was created because the LAP General Policies and Procedures and Fees were removed from the body of the program specific documents. History of fees from prior years can be found in the older versions of the program specific documents. The Initial Annual fee was formerly labeled as the Initial Yearly Fee. The Annual fee was formerly labeled as the Yearly Fee.</td>
<td>Grace Vaillant, Branch Chief</td>
</tr>
<tr>
<td>01/28/19</td>
<td>Revised for 2019 Fees. Removed FR Vol. 82, No. 88. Added FR Vol. 83, No. 83. Added guidance for receiving fee before performing service. §5.1: Added guidance for charging fee if decision to move to on-site is not made within 365 days of application. §5.2: Added guidance for fee not being prorated and that initial fee covers one year and if not approved within that calendar year, it is billed the next calendar year. §5.3: Clarified that billing is by calendar year. §5.6: Reorganized into §5.6.1 and §5.6.2. §5.6.1: Clarified yearly PT samples and how billed. §5.6.2: added certification sample fee to address when training does not align with quarterly PT issue.</td>
<td>Kerry R. Smith, Director</td>
</tr>
<tr>
<td></td>
<td>Revised for 2020 Fees. §4: Removed FR Vol. 83, No. 93. Added general link to AMS Service Fees webpage which will link to the current Federal Registrar document. §6: Removed year and added text explaining fee calculation process. Table 1: Removed year.</td>
<td>Grace Vaillant, Branch Chief</td>
</tr>
</tbody>
</table>

9. **Review / Approvals**

**GRACE VAILLANT**

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Date: 2020.01.07 10:47:56 -05'00'

Grace Vaillant
Branch Chief
Author

**KERRY SMITH**

Digitally signed by KERRY SMITH

Date: 2020.01.07 12:41:14 -05'00'

Kerry R. Smith, Ph. D.
Director, LATD
Approver