



United States Department of Agriculture

Agricultural Marketing Service, Specialty Crops Program, Specialty Crops Inspection Division

PATCH # 040

DOCUMENT: Specialty Crops Inspection (SCI) Division Audit Billing Procedures

Update to the SCI Division Audit Billing Procedure

For All Audits

Beginning October 1, 2018, SCI Division will be charging all auditees for time associated with SCI Division audit review and certification activities, in addition to the time to prepare for, perform the audit, and to complete the audit report. Additionally, SCI Division will be charging the auditee's for uploads to external websites or databases, if these optional services are requested, and a Global Food Safety Initiative (GFSI) fee for the performance of the USDA Harmonized GAPs Plus+ audit.

All auditors must include these new charges in the cost estimates that they provide to the auditee, prior to performing the audit. For estimate purposes, you should use the following:

- Audit review and certification – approximately 2-5 hours
- Audit report upload to external site like Azzule (optional) – 1 hour
- Audit report entry into an external database (optional) – 2 hours
- GFSI fee - \$250.

Additionally, all questions concerning current accounts and the status of bills should be directed to:

Audit Services Branch – HQ
Billing Contact: Tanya Wilks
SCReimbursement@ams.usda.gov
Phone: 202-720-5021
Fax: 866-230-9168

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For GAP Audit Services

These additional charges **are** applied to the:

- Initial audit (failing and passing)
- Follow-up audit

These additional charges **are not** applied to the:

- Unannounced audit

For audits trips in which multiple scopes are requested and performed (for example, both the Field and the Post-Harvest sections of the Harmonized Produce GAP audit, or a Mushroom GAP with a USDA GAP&GHP Part 7), only one set of charges would be applied for review and certification activities.

For Audits Conducted by Federal Auditors

Auditors or their office personnel should no longer complete the [SCI Division Vendor Form SC-430](#) on the behalf of the auditee. Auditors should distribute this form and [its associated instructions](#) to the auditee prior to conducting the audit.

For Audits Conducted by USDA/AMS State Departments of Agriculture

All applicants choosing to have a USDA GAP audit performed by one of the USDA/AMS state departments of agriculture will receive two bills for the audit service – one from the state and one from USDA.

The applicant must create a billing account with SCI Division. This can be done either prior to the audit, or soon after the completion of the audit. To create their account, the applicant will complete and submit the [SCI Division Vendor Form SC-430](#) according to the [instructions provided](#). The auditor should distribute the form and instructions to the auditee prior to conducting the audit.

Failure to set up an account or to pay either the state or USDA bill will be reason to cancel certification.

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