



Rush Review Request

Use this form to request a Rush Review of an update to your Organic System Plan (OSP), such as a new label, product, supplier, input material, or new parcel application. This form is NOT required for all OSP updates, only for Rush service. Requests must be submitted by an authorized contact.

- **Rush Review does not guarantee approval of your update.** CCOF may require additional information to approve your update. If you want additional information reviewed by a guaranteed date, new Rush Review fees will apply, submit a new Rush Review form.
- Fees are **PER EACH ITEM** (per product, label, material, parcel, etc.). Multiple items may be submitted on one Rush Request form.

1) **Operation Name:** _____ **Client Code:** _____

2) I need my update reviewed within:

☐ **2 business days** – \$400 **per each item** additional Rush Review fee.*

If CCOF is unable to respond to your update within two days, you will only be billed the 5-day review fee.

☐ **5 business days** – \$200 **per each item** additional Rush Review fee.*

If CCOF is unable to respond to your update within five days, you will not be billed.

☐ I have a discount code: _____

**Fee is in addition to regular fees for updates per the [CCOF Certification Services Program Manual](#). Requests will be reviewed within 2 or 5 business days after receipt. Requests submitted after 5pm Pacific will be received the next business day.*

3) **My update is (select all that apply):**

I have attached the following:

☐ New label for current product(s): <i>Organic labeling guidelines including international labeling available at www.ccof.org/labeling</i>	☐ Labels ☐ Co-Packer Application (if packing for someone else, for each brand owner) ☐ Label Owner Organic Certificate (if packing for certified private label brand owner)
☐ New product or change to current product:	☐ Product Application & Labels ☐ H2.0A Suppliers & H2.0B Formulas ☐ Supplier Organic Certificates ☐ Label Owner Organic Certificate (if packing for certified private label brand owner) ☐ Co-Packer Application (if packing for someone else, for each brand owner)
☐ New material/input:	☐ Material Review Request Form (for Farm inputs) ☐ Supporting Documents
☐ Parcel Change: Withdrawal/Surrender or Transfer:	☐ Surrender of Certification Form ☐ Application for Parcel Transfer
☐ Initial review of add acreage application for new parcel(s): <i>Rush Review covers initial review only. Inspection & certification decision follow normal timelines. For faster completion of the full add acreage process (initial review, inspection, and certification decision), use Expedited Certification program.</i>	☐ Parcel Application(s) ☐ Map(s) & Land History Documentation <i>Add Acreage Instructions and Parcel Maps Guide available at www.ccof.org/documents</i>
☐ Response to Action Item #:	☐ Requested Documents
☐ Need Global Market Access (GMA) review for export, list market (Canada, EU, Japan, etc.) and specific product: <i>Rush Review charged per product & per market requested (for growers, charged per market).</i>	☐ GMA Application (if not already submitted) ☐ Product Application (if exporting multiple products) ☐ H2.6 Broker Suppliers (if broker, importer) ☐ Export Labels
☐ Other update:	☐ Revised OSP Forms & Supporting Documents <i>Refer to Handler OSP Update Guide for Handler updates</i>
☐ I plan to move, add a new facility location, or add new equipment – This form does not apply , submit Equipment, Facility, or Address Change Form . For faster review, enroll in Expedited Certification program . <i>Commonly used forms and OSP documents are available at www.ccof.org/documents.</i>	

4) Keep a copy of the above documents in your OSP. **Send this form with all associated documents to inbox@ccof.org.** To ensure that we prioritize your update, **include "Rush" in your email subject line.**

