



# CCOF

Advancing organic agriculture through certification, education, advocacy, and promotion.

## 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.

- **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:**

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

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