



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.** Submit complete and accurate information.
- CCOF may require additional information to approve your update. If you would like additional information reviewed by a guaranteed date, new Rush Review fees will apply, and a new Rush Review Request form must be submitted.
- Fees are **PER EACH ITEM** (per label, product, 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 PST will be received the next business day.*

3) **My update is a:**

I have attached the following:

<input type="checkbox"/> New label for current product(s):	<input type="checkbox"/> Label(s) <i>Organic labeling guidelines including international labeling are available at www.ccof.org/labeling</i>
<input type="checkbox"/> New product or change to current product:	<input type="checkbox"/> Product Application <input type="checkbox"/> H2.0A Suppliers & H2.0B Formulas <input type="checkbox"/> Label(s) <input type="checkbox"/> Supplier Organic Certificates <input type="checkbox"/> Supporting Documents
<input type="checkbox"/> New label I pack for someone else:	<input type="checkbox"/> Label(s) <input type="checkbox"/> Co-packer Application (for each brand not CCOF certified) <input type="checkbox"/> Label Owner Organic Certificate (if certified)
<input type="checkbox"/> New material/input:	<input type="checkbox"/> Material Review Request Form <input type="checkbox"/> Supporting Documents
<input type="checkbox"/> Parcel Change: Withdrawal/Surrender or Transfer:	<input type="checkbox"/> Surrender of Certification Form <input type="checkbox"/> Application for Parcel Transfer
<input type="checkbox"/> Initial review of add acreage application for new parcel(s): <i>Rush Review covers initial review only. Inspection and certification decision follow normal timelines. For faster completion of the full add acreage process (initial review, inspection, and certification decision), use our Expedited Certification program.</i>	<input type="checkbox"/> Parcel Application(s) <input type="checkbox"/> Map(s) & Land History Documentation <i>Add Acreage Instructions and Parcel Maps Guide are available at www.ccof.org/documents</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"/> Business Change Application
<input type="checkbox"/> Other update:	<input type="checkbox"/> Revised OSP Forms & Supporting Documents
<input type="checkbox"/> Previously submitted item, sent on:	
<input type="checkbox"/> 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 .	

Commonly used forms and OSP documents are available at www.ccof.org/documents.

4) Keep a copy of the above documents in your OSP. **Send this form with all associated documents to inbox@ccof.org**