



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 www.ccof.org/labeling</i>	<input type="checkbox"/> Labels <input type="checkbox"/> Co-Packer Application (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"/> Product Application & Labels <input type="checkbox"/> H2.0A Suppliers & H2.0B Formulas <input type="checkbox"/> Supplier Organic Certificates <input type="checkbox"/> Label Owner Organic Certificate (if packing for certified private label brand owner) <input type="checkbox"/> Co-Packer Application (if packing for someone else, for each brand owner)
<input type="checkbox"/> New material/input:	<input type="checkbox"/> Material Review Request Form (for Farm inputs) <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 & 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>	<input type="checkbox"/> Parcel Application (s) <input type="checkbox"/> Map(s) & Land History Documentation <i>Add Acreage Instructions and Parcel Maps Guide 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 Contract
<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 & per market requested (for growers, charged per market).</i>	<input type="checkbox"/> GMA Application (if not already submitted) <input type="checkbox"/> Product Application (if exporting multiple products) <input type="checkbox"/> H2.6 Broker Suppliers (if broker, importer) <input type="checkbox"/> Export Labels
<input type="checkbox"/> Other update:	<input type="checkbox"/> Revised OSP Forms & Supporting Documents <i>Refer to Handler OSP Update Guide for Handler updates</i>
<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.** To ensure that we prioritize your update, **include “Rush” in your email subject line.**

