



Expedited Certification Request Form

PCO offers a nonrefundable expedited certification service for those new or currently certified operations who have critical timing needs for certification. The expedited fee is in addition to any applicable organic certification program fees and inspection fees as described in the PCO Certification Fee Sheet. Applications must be complete upon submission. Complete applications that are requesting certification within 45 business days of submission will require expedited services. **Payment for expedited services must be submitted before the application will be reviewed or the inspection will be coordinated.**

While expedited services do not guarantee certification will be granted by a specified date, it provides the following services:

- Application or updated certification information will receive expedited attention for initial review
- Inspection will receive prioritized attention for assignment
- The inspection report will be submitted within five (5) business days of the Exit Interview
- PCO will review the inspection report within five (5) business days and identify any outstanding issue to grant certification
- Expedited fee is per scope. If more than one scope is being applied for, the additional scope(s) are charged the expedited addition fee.

This form and complete information, as described below, must be provided when submitting an expedited request. The success of the expedited service lies in your ability to comply with the National Organic Program and your timely responses to requests for information.

PCO has the right to refuse service for expedited requests if we do not have the administrative capacity to meet the request. In some cases, requests for this service may be outside of a geographical area in which we normally do business, require input manufacturer cooperation, or may be at a high-volume service period. In these cases, PCO will communicate if we are unable to meet your request of expedited service.

Today's Date:

Name of the PCO Applicant or Certified Operation:

File Number (NOP ID) for certified operations: 821000

1. Description of request:

2. Approval requested by (provide a date):

3. Check the areas below that apply to your expedited request and submit the following information and documentation associated with each section:

FOR NEW OPERATIONS NOT YET CERTIFIED WITH PCO

The expedited fee, new application fee and basic certification fee must be paid before services begin, including evaluation on acceptance. If PCO is unable to accommodate this request, your application may be withdrawn and you will be refunded.

• **New Application**

- Crops scope = crop and date of anticipated harvest:
- Wild Crop scope = crop and date of anticipated harvest:
- Livestock scope = date livestock will be on-site:
- Handling scope = date all equipment will be in place:

• **Documentation:**

- Complete application for each of the applicable scope/s.

• **New Affiliate Poultry Operation**

- Pullets or Poults = placement and leave dates:
- Layers = placement date and anticipated egg ship date:
- Broilers or Turkeys = placement and process dates:

• **Documentation:**

- Complete application for the applicable scope/s.

FOR OPERATIONS CURRENTLY CERTIFIED WITH PCO

• **New Scope**

- Crops scope = crop and date of anticipated harvest:
- Wild Crop scope = crop and date of anticipated harvest:
- Livestock scope = date livestock will be on-site:
- Handling scope = date all equipment will be in place:

• **Documentation:**

- Complete application for the applicable scope/s

• **New Land**

- Field name(s) / acreage(s):
- Address(es) / location(s):
- Crop and date of anticipated harvest:

• **Documentation:**

- Prior Land Use Statement (or other record of field inputs for the past 36 months)
- Field Map
- Documentation confirming the field is legally part of your operation (e.g. lease agreement)

• **New Site or Facility**

- Physical address of new location:
- Date all equipment will be in place:

- Documentation:
 - General Information Form
 - Documentation confirming the site is legally part of your operation (e.g. lease agreement)
 - Updated or additional Organic System Plan including details of the new facility such as storage areas, equipment, pest control, etc.
 - Map of the new facility identifying organic production areas (including equipment and storage areas) and pest control device locations
 - Product flow chart depicting all steps of production / storage at this facility from incoming organic ingredients to outgoing final product
 - Materials Used Form listing any new materials used at the new facility
 - Master Product List, Master Ingredient List and Formulation Sheets (as applicable) and label/s for any new types of commodities/products at the new facility

- New Equipment or Process (at currently certified location)
 - Date all equipment will be in place:

- Documentation:
 - Updated Organic System Plan including details of the new equipment, processes, and/or products
 - Updated map of the facility identifying organic production areas (including equipment and storage areas) and pest control device locations
 - Product flow chart depicting all steps of production / storage from incoming organic ingredients to outgoing final product
 - Materials Used Form listing any new materials used in the facility
 - Master Product List, Master Ingredient List and Formulation Sheets (as applicable) and label/s for any new types of commodities/products at the new facility

- Other (contact your Certification Specialist for specific information and documentation needed)

I understand that:

- All information outlined above must be submitted before my request can be evaluated.
- Expedited fees must be paid in order for expedited services to begin.
- Expedited processing does not guarantee approval by a certain date.
- Success of expedited services is affected by my ability to comply with the National to Organic Program and submit timely responses to requests for information.
- Timelines for determining compliance of Inputs that have not been previously reviewed by PCO fall outside of PCO's control due information that needs to be provided by the Input manufacturer.

Signature: _____

Date: _____

Upon receipt of this form, PCO will evaluate the request and communicate our ability to meet your request of expedited service.

PCO USE ONLY:

Request Accepted
Details:

Request Not Accepted
Details:

PCO Staff Name: _____

Date: _____