



## Product Review Request Form

**Business Name:**

**NOP ID #:**

**Date:**

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**Are you requesting an expedited review?**

*NOTE: Expedited approval is not guaranteed and is dependent upon fully demonstrating compliance.*

- Yes (\$370 fee per product - reviewed within 5 business days)  
 No

**Type of Review:**

- New Product and Label added to certificate (\$65 fee per product)  
 Updated Formulation and/or Label (previously approved product)  
 Other: \_\_\_\_\_

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**Product Name:**

**Brand Name:**

**Required Documentation:** *(must already be on file with PCO as part of your current OSP or submitted, as applicable)*

- Complete Organic System Plan  
 Complete Master Products List  
 Complete Master Ingredients List *(if you are processing single or multi-ingredient products)*  
 Complete Food Formulation Sheet *(if product is a multi-ingredient human/pet food or body care product)*  
 Complete Feed Formulation Sheet *(if product is a multi-ingredient, standardized livestock feed or supplement)*  
 Label/s *(color label proof for each label and pack size)*  
 Organic certificate for each organic supplier / co-packer *(issued within the past 18 months)*  
 Specification sheets *(listing sub-ingredients)* for multi-ingredient organic ingredients  
 Specification sheets *(listing sub-ingredients)* for all non-organic ingredients / processing aids  
 For non-organic agricultural ingredients = Verification of Ingredient form (VOI)  
 For non-organic natural flavors = Verification of Natural Flavors form (VNF)  
 For some restricted non-organic ingredients = Commercial Availability Form  
 Product Flow Chart  
 Exempt Handler Affidavit *(if uncertified distributors / brokers / storage facilities are used)*  
 Private Label Agreement *(if a private label company that PCO does not certify is identified as the handler or distributor on the product label and PCO is identified as the certifier)*  
 International Trade Supplement *(if you are importing or exporting products/ingredients)*  
 NOP Import Certificate (if importing)  
 National Programme for Organic Production (NPOP) TraceNet certificates (for imports from India)

**UPON REVIEW, ADDITIONAL DOCUMENTATION MAY BE REQUIRED TO VERIFY COMPLIANCE OF YOUR SPECIFIC INGREDIENT, PRODUCT, AND/OR LABEL INFORMATION**

**Pennsylvania Certified Organic (PCO)**

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