



Product Review Request Form

Business Name: _____ **Date:** _____

Are you requesting an expedited review?

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

- Yes (\$350 fee per product - reviewed within 5 business days)
 No (reviewed within 10 business days)

Type of Review:

- New Product and Label
 Updated Formulation and/or Label (previously approved product)
 Other: _____

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)

pco@paorganic.org • www.paorganic.org • 106 School Street, Ste 201 • Spring Mills, PA 16875 • 814.422.0251 • fax 814.422.0255