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| **Additional Product and/or Label Review (APLR) Request Form** |
| **QCS Entity Name & Number:**  | **Requestor:**  | **Date:**  |
| **Please indicate and include the follow information with all APLR requests:**1. Type of request submitted;
2. Desired turnaround time for completion of the request; and
3. Attach all items required to begin the review process.
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| Submit completed form and all required documents to products@qcsinfo.org  |
| **NOTE:** The APLR request submission is not considered complete until all required documents are received by QCS, including any additional requested documents. Thank you! |
| **Type of Request** | **Description** | **Please include the following supporting documents:** |
| **[ ]  Additional Product** | Request for certification of product(s) not currently certified with QCS.The documents required for the additional product review depend on the type of handler/processor. Please provide the indicated documents listed under the appropriate category in the column to the right. List the product(s) being added:  | **For processors and co-packers, as well as label/brand owners who supply ingredients for co-packers**[ ]  Label(s)[ ]  Up-to-date *QCS OHP Workbook*[ ]  Supplier organic certificate(s)[ ]  *Processing Nonorganic Ingredient Affidavit* for each nonorganic ingredient[ ]  *OHP2A Commercial Availability Verification* for any nonorganic agricultural ingredient[ ]  If label declares another organic certifier, provide official label approval from the named certifier**\***[ ]  If Co-Packer/Brand-Owner relationship, provide completed *QCS Private Label Agreement (PLA***)** form[ ]  If requesting any organic equivalence certification, provide applicable sections of *OSP08 International Equivalence Arrangements for USDA Certified Organic Products*[ ]  Brand/label owners only: Co-packer’s organic certificate and co-packer’s certifier approval of label**For label or brand owners who do not supply ingredients**[ ]  Label(s)[ ]  Up-to-date *QCS OHP Workbook*[ ]  Label approval from the co-packer’s certifier[ ]  Co-packer’s organic certificate[ ]  Co-packer spec sheet for product(s)[ ]  Completed *QCS Private Label Agreement (PLA)***For packed-only product**[ ]  Label(s)[ ]  Up-to-date *QCS OHP Workbook*[ ]  Label approval from the manufacturer’s certifier[ ]  Manufacturer’s organic certificate[ ]  Co-packer spec sheet for product(s)[ ]  Completed *QCS Private Label Agreement (PLA)***For cross-docked product, traded, or brokered product (not own-brand)**[ ]  Up-to-date *QCS OHP Workbook* [ ]  Supplier’s organic certificate and certified product list**For imported product (not own-brand)**[ ]  Up-to-date *QCS OHP Workbook* [ ]  Supplier’s organic certificate and certified product list[ ]  Organic import procedure  |
| [ ]  **Label Review** | Request for review of updated label for product certified with QCS. No change in formula.List the product name(s) for label(s) to be reviewed: **Note**: *If the ingredient statement on the revised label doesn’t match the ingredient statement on the previous version of the label or the formula on file, we will request documents listed in the “Updated Product Formula and Label” section (below) in order to start the review.*  | **For processors, co-packers, & brand owners:**[ ]  Revised NOP Label(s)[ ]  All revised labels for any equivalency certification[ ]  If label declares another organic certifier, then provide official label approval from the named certifier**\*** |
| **[ ]  Updated Product Formula and Label** | Request review of formula change for product(s) certified with QCS.List the product(s) being revised:  | **For processors and co-packers, as well as label/brand owners who supply ingredients:**[ ]  Label(s)[ ]  Up-to-date *QCS OHP Workbook*[ ]  Supplier organic certificate(s)[ ]  *Processing Nonorganic Ingredient Affidavit* for each nonorganic ingredient[ ]  *OHP2A Commercial Availability Verification* for any nonorganic agricultural ingredient[ ]  If label declares another organic certifier, provide official label approval from the named certifier**\*** |
| **[ ]  Organic Percentage Letter** | Signed Letter from QCS confirming the organic percentage of a certified product. | [ ]  Up-to-date *QCS OHP Workbook*Which certified product?       |
| **[ ]  Organic System Plan Update** | Review of changes and updates to the Organic System Plan outside of the renewal application (excluding additional product and label review requests). Changes include: reviews of a product name change, adding a brand to a product, adding a new organic supplier, etc.**Describe the change to your OSP**: | [ ]  Attach all supporting documents & list: **For brand or product name change, provide:**[ ]  Label(s)[ ]  Up-to-date *QCS OHP Workbook* |
| **[ ]  Custom Product Verification Form (PVF)** | A PVF listing a sub-set of certified products, either specified brands of products or other designated list. | [ ]  List the brands or specific products for the custom PVF:  |
| **[ ]  Add an Equivalency Certification for an NOP-certified product** | Addition of an equivalency arrangement certification for the purposes of export of an organic product.**Which equivalency certification?**[ ]  US/Canada [ ]  US/EU [ ]  US/UK [ ]  US/Korea[ ]  US/Japan [ ]  US/Taiwan [ ]  US/Switzerland  | [ ]  Label(s)[ ]  Up-to-date *QCS OHP Workbook*[ ]  Supplier organic certificate(s)[ ]  Applicable sections of *OSP08 International Equivalence Arrangements for USDA Certified Organic Products*[ ]  Product flow chart (US/Korea) |
| **Turn-Around Time Requested**  |
| [ ]  | Normal service: 15 to 20 working days **$85/hour** |
| [ ]  | Rush service: 6 to 10 working days **$150/hour** - QCS reserves the right to decline this service depending on availability |
| [ ]  | Expedited service: 3 to 5 working days **$250/hour** - QCS reserves the right to decline this service depending on availability |
| **Important Notes:*** Turn-around times are counted in business days (Monday – Friday) and do not include weekends or holidays.
* If a request is received at or after 4pm Eastern Time, it will be processed at 9am the following business day.
* Request submissions are not considered complete until all requisite documents are received, including any additional requested documents. While QCS staff wait on additional documentation needed, the turn-around time clock stops.
* If a request is withdrawn after work has begun on the review, one-half of the hourly rate will be billed for work done.
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