

New Hampshire Department of Agriculture, Markets & Food
Division of Regulatory Services - Organic Certification Program

A few important reminders when completing your organic system plan:

✓ Keep a Copy

Have a copy of your full organic system plan (OSP) available during your inspection. During the on-site inspection, the agricultural inspector will verify your operation's practices in accordance with the USDA organic regulations. In part, the inspector will ask you questions and compare what they observe to the information you have submitted in your OSP.

✓ Fees

Each Organic System Plan application shall be accompanied by a nonrefundable certification fee.

Inspection fees are determined by the size of the operation. Each Organic System Plan that includes a parcel of land, greenhouse space, or product that requires an inspector to conduct an on-site inspection shall be accompanied by an inspection fee.

To determine your inspection fee, please reference the fee table which can be found in the organic program rule book and on our website.

Table 911-1 Inspection Fees for Crops

✓ Certification Process

1. Certified entities must submit their organic system plan(s) every year by the designated deadline
2. Inspectors conduct a desk audit of the OSP and supporting documents to check for completeness
3. Inspectors conduct on-site inspection to verify practices reflect submitted OSP
4. Director reviews documents and makes final certification decision
5. A certificate, copy of inspection report, and cost share application are mailed to the producer

Contact Information

Please keep in mind when calling the office that you may not receive a return call the same day. Bobbette is the only person who reports to the office every day. The inspectors are typically in the office on Mondays, and then are working in the field Tuesday-Friday. Feel free to call or send an email, and we will do our best to respond promptly.

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A big thank you from all of us at the Division of Regulatory Services!