

# New Hampshire Department of Agriculture, Markets & Food

## Division of Regulatory Services-Organic Certification Program

A few important reminders when completing your organic system plan:

✓ Even-Odd Years

Every odd year: a complete, full organic system plan is required from all certified operations.

Every even year: a renewal form, of which changes made from the previous year are noted, and a complete list of input materials, is required from all certified operations. If this is your first time applying for organic certification, a full organic system plan is required despite the year.

✓ 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 regulation. In part, the inspector will ask you questions and compare what they observe to the information you have submitted in your OSP.

✓ Fees

Certificates are issued by scope; such as crop, livestock, handler, and on-farm processor. Each Organic System Plan, per scope, shall be accompanied by a nonrefundable certification fee.

Crops: seedlings, vegetables, fruit, hay, pasture, grains, etc. all fall under the scope, crop. Therefore, one certificate, one certification fee.

Livestock: dairy cattle, pigs, poultry, etc. all fall under the scope, livestock. Therefore, one certificate, one certification fee.

Mixed operation: a certified producer who wishes to have their seedlings, vegetables, pasture, and cattle certified organic would receive 2 certificates, one crop and one livestock; therefore they would pay 2 certification fees.

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 tables which are found in the organic program rule book and are available on our website.

Table 911-1 Inspection Fees for Crops

Table 911-2 Inspection Fees for Livestock

Agr 910.05 for Processors and handlers, including on-farm processor

✓ 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; and
5. A certificate, copy of inspection report, and cost share application are mailed.

Contact Information

Please keep in mind when calling the office that you may not receive a return call the same day. Nick 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*