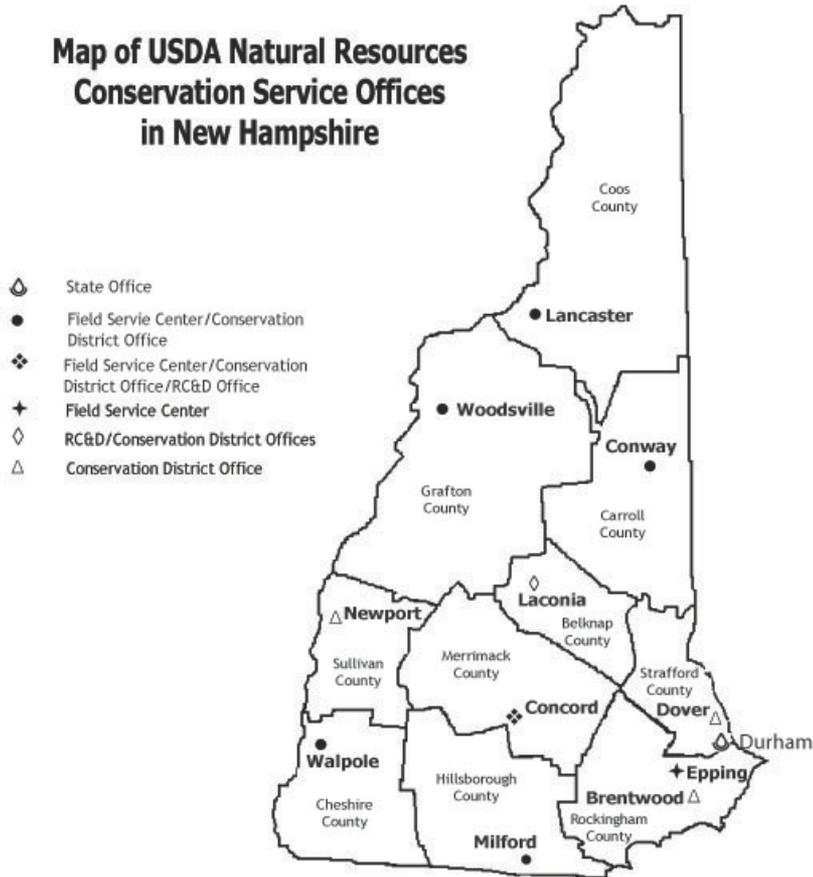


State Specific Training Module for New Hampshire

Map of USDA Natural Resources Conservation Service Offices in New Hampshire



Purpose of this Module

This module will provide some general information that TSPs need to conduct conservation planning in New Hampshire. This information is general in nature so the TSP may need to follow up with additional reading or training to make sure they have the knowledge, skill, licenses and certifications to conduct conservation planning in this state.

Review of New Hampshire Laws

New Hampshire requires that the competence of all professional engineers, foresters, soil scientists and wetland scientists be certified by the New Hampshire Joint Board of Licensure. Pesticide applicators and organic producers must be certified by the New Hampshire Dept. of Agriculture

New Hampshire has reciprocal licensure agreements with several states which should be explored prior to practicing in New Hampshire.

Certifications are the responsibility of the TSP and should be current.

Engineered Practices

The planning, design, installation supervision, and checkout of many engineering practices requires the services of a certified professional engineer.



Practices Requiring a License

State:	New Hampshire		Last updated by Rob Allen and Rachael Phillips-Tibbetts 8/11/2011	
Practice #	Practice Name	Federal/State Law Citation	Requirements	Comments
309	Agrichemical Handling Facility	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
310	Bedding	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
311	Alley Cropping			
313	Waste Storage Facility	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
314	Brush Management		NH Pesticide Applicator License	
315	Herbaceous Weed Control		NH Pesticide Applicator License	
316	Animal Mortality Facility	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
317	Composting Facility	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
320	Irrigation Canal or Lateral	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
322	Channel Bank Vegetation			
324	Deep Tillage			
326	Clearing and Snagging			
327	Conservation Cover			
328	Conservation Crop Rotation			
329	Residue and Tillage Management, No-Till/Strip Till/Direct Seed			
330	Contour Farming			
331	Contour Orchard and Other Perennial Crops			
332	Contour Buffer Strips			
338	Prescribed Burning			
340	Cover Crop			
342	Critical Area Planting			
344	Residue Management, Seasonal			
345	Residue and Tillage Management, Mulch Till			
346	Residue and Tillage Management, Ridge Till			
348	Dam, Diversion	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
350	Sediment Basin	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence

Practice #	Practice Name	Federal/State Law Citation	Requirements	Comments
351	Well Decommissioning	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
353	Monitoring Well	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
355	Well Water Testing	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
356	Dike	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
359	Waste Treatment Lagoon	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
360	Closure of Waste Impoundment	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
362	Diversion	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
366	Anaerobic Digestor	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
367	Waste Facility Cover	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
370	Atmospheric Resource Quality Management			
371	Air Filtration and Scrubbing			
372	Combustion System Improvement	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
373	Dust Control on Unpaved Roads and Surfaces	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
378	Pond	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
379	Multi-Story Cropping			
380	Windbreak/Shelterbelt Establishment			
381	Silvopasture Establishment			
382	Fence			
383	Fuel Break			
384	Forest Slash Treatment			
386	Field Border			
388	Irrigation Field Ditch	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
390	Riparian Herbaceous Cover			
391	Riparian Forest Buffer			
393	Filter Strip			
394	Firebreak			
395	Stream Habitat Improvement and Management			
396	Fish Passage	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence

Practice #	Practice Name	Federal/State Law Citation	Requirements	Comments
397	Aquaculture Ponds	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
398	Fish Raceway or Tank			
399	Fishpond Management			
402	Dam	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
409	Prescribed Forestry	NH Forestry License		
410	Grade Stabilization Structure	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
412	Grassed Waterway	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
422	Hedgerow Planting			
423	Hillside Ditch	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
428	Irrigation Ditch Lining	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
430	Irrigation Pipeline	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
431	Above Ground, Multi-Outlet Pipeline	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
432	Dry Hydrant	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
436	Irrigation Reservoir	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
441	Irrigation System, Microirrigation	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
442	Irrigation System, Sprinkler	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
443	Irrigation System, Surface and Subsurface	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
447	Irrigation System, Tailwater Recovery	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
449	Irrigation Water Management	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
450	Anionic Polyacrylamide (PAM) Application			
453	Land Reclamation, Landslide Treatment	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
455	Land Reclamation, Toxic Discharge Control	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
457	Mine Shaft and Adit Closing	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
460	Land Clearing	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence

Practice #	Practice Name	Federal/State Law Citation	Requirements	Comments
462	Precision Land Forming	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
464	Irrigation Land Leveling	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
466	Land Smoothing	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
468	Lined Waterway or Outlet	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
472	Access Control			
482	Mole Drain	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
484	Mulching			
490	Tree/Shrub Site Preparation			http://www.nh.gov/jtboard/home.htm
500	Obstruction Removal	NH Forestry License Professional Engineer (PE)	NH Forestry License Professional Licensure in NH	Cannot accept out-of-state licence
511	Forage Harvest Management			
512	Forage and Biomas Planting			
516	Pipeline	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
521A	Pond Sealing or Lining, Flexible Membrane	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
521B	Pond Sealing or Lining, Soil Dispersant	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
521C	Pond Sealing or Lining, Bentonite Sealant	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
521D	Pond Sealing or Lining, Compacted Clay Treatment	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
527	Sinkhole and Sinkhole Area Treatment	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
528	Prescribed Grazing			
533	Pumping Plant	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
543	Land Reconstruction, Abandoned Mined Land			
544	Land Reconstruction, Currently Mined Land			
548	Grazing Land Mechanical Treatment			
550	Range Planting			
554	Drainage Water Management	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
555	Rock Barrier	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence

Practice #	Practice Name	Federal/State Law Citation	Requirements	Comments
557	Row Arrangement	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
558	Roof Runoff Structure	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
560	Access Road	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
561	Heavy Use Area Protection	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
562	Recreation Area Improvement	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
566	Recreation Land Grading and Shaping	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
568	Trails and Walkways	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
570	Runoff Management System	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
572	Spoil Spreading	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
574	Spring Development	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
575	Animal Trails and Walkways	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
578	Stream Crossing	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
580	Streambank and Shoreline Protection	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
582	Open Channel	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
584	Channel Stabilization	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
585	Stripcropping			
587	Structure for Water Control	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
588	Cross Wind Ridges			
589C	Cross Wind Trap Strips			
590	Nutrient Management			
591	Amendments for the Treatment of Agricultural Waste	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
592	Feed Management			
595	Integrated Pest Management	NH Pesticide Applicator License	NH Pesticide Applicator License	http://www.nh.gov/jtboard/home.htm
600	Terrace	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
601	Vegetative Barrier			

Practice #	Practice Name	Federal/State Law Citation	Requirements	Comments
603	Herbaceous Wind Barriers			
606	Subsurface Drain	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
607	Surface Drain, Field Ditch	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
608	Surface Drain, Main or Lateral	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
609	Surface Roughening			
610	Salinity and Sodic Soil Management	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
612	Tree/Shrub Establishment			
614	Watering Facility	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
620	Underground Outlet	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
629	Waste Treatment (bio-filter)	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
630	Vertical Drain	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
632	Solid/Liquid Waste Separation Facility	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
633	Waste Utilization			
634	Waste Transfer	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
635	Vegetated Treatment Area	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
636	Water Harvesting Catchment	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
638	Water and Sediment Control Basin	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
640	Waterspreading	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
642	Water Well	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
643	Restoration and Management of Rare and Declining Habitats			
644	Wetland Wildlife Habitat Management			
645	Upland Wildlife Habitat Management			
646	Shallow Water Development and Management			
647	Early Successional Habitat Development/Management			

Forestry Services

Cerified professional foresters
provide forestry assistance in
New Hampshire





Practice #	Practice Name	Federal/State Law Citation	Requirements	Comments
650	Windbreak/Shelterbelt Renovation			
654	Road/Trail/Landing Closure and Treatment			
655	Forest Trails and Landings	NH Forestry License	NH Forestry License	http://www.nh.gov/jtboard/home.htm
656	Constructed Wetland	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
657	Wetland Restoration	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
658	Wetland Creation	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
659	Wetland Enhancement	Professional Engineer (PE)	Professional Licensure in NH	Cannot accept out-of-state licence
660	Tree/Shrub Pruning			
666	Forest Stand Improvement	NH Forestry License	NH Forestry License	http://www.nh.gov/jtboard/home.htm

Practice #	Practice Name	Federal/State Law Citation	Requirements	Comments
Conservation Activity Plans				
102	Comprehensive Nutrient Management Plan - Written			
106	Forest Management Plan - Written	NH Forestry License	NH Forestry License	http://www.nh.gov/jtboard/home.htm
110	Grazing Management Plan - Written			
114	Integrated Pest Management Plan - Written	Pesticide Applicator's License	Pesticide Applicator's License	http://www.nh.gov/jtboard/home.htm
118	Irrigation Water Management Plan - Written			
122	Agriculture Energy Management Plan -Headquarters Written			
124	Agriculture Energy Management Plan - Landscape Written			
126	Comprehensive Air Quality Management Plan - Written			
130	Drainage Water Management Plan - Written			
134	Conservation Plan Supporting Transition from Irrigation to Dry land Plan - Written			
138	Conservation Plan Supporting Organic Transition - Written			
142	Fish and Wildlife Habitat Plan - Written			
146	Pollinator Habitat Plan - Written			

Review of New Hampshire FOTG Requirements

All NH NRCS practices standards may be found in the electronic Field Office Technical Guide:

@ http://efotg.sc.egov.usda.gov/efotg_locator.aspx

New Hampshire's Important Resource Issues

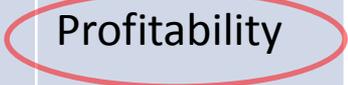
- (1) Water Quality Degradation
- (2) Degraded Plant Condition
- (3) Inadequate Habitat for Fish and Wildlife
- (4) Soil Erosion
- (5) Soil Quality Degradation
- (6) Inefficient Energy Use
- (7) Livestock Production Limitation
- (8) Air Quality
- (9) Excess Water
- (10) Insufficient Water

Streambank/field erosion



Review of Important Resource Issues

Soil	Water	Animal	Plant	Air	+Human
Erosion: Forest&Crop- land	Quality: Animal Waste	Habitat: New England Cottontail	Suitability	Quality	Landuse: Retention of Agricultural Land
Condition: Soil Health	Quantity: Irrigation Water Mgt	Mgt.: Pasture Mgt	Condition	Condition	Capital
Deposition			Management		Labor
					Management Level: Assist entry level farmers
					Profitability
					Risk



Common conservation practice New Hampshire by landuse

Farmstead	Cropland	Hayland	Pasture	Forestland	Wildlife
Heavy Use Area Protection	Cover Crop	Hayland Planting	Pasture Mgt	Timber Std Imp	Brush Mgt
Rood water Mgt	Reduce Tillage	Nutrient Mgt	Stock Water	Forest Trails and Landing	Mast Tree Release
Undergrd Outlet	Nutrient Mgt	No-till Seeding	Pipeline	Stream Crossing	Earley Successional Habitat
Fencing	High Tunnel	Waste Utilization	Fencing	Access Road	Woody Debris
Roofs and Covers	Irrigation Water Mgt		Animal Trails	Access Control	Conservation Cover

Forage Seedings

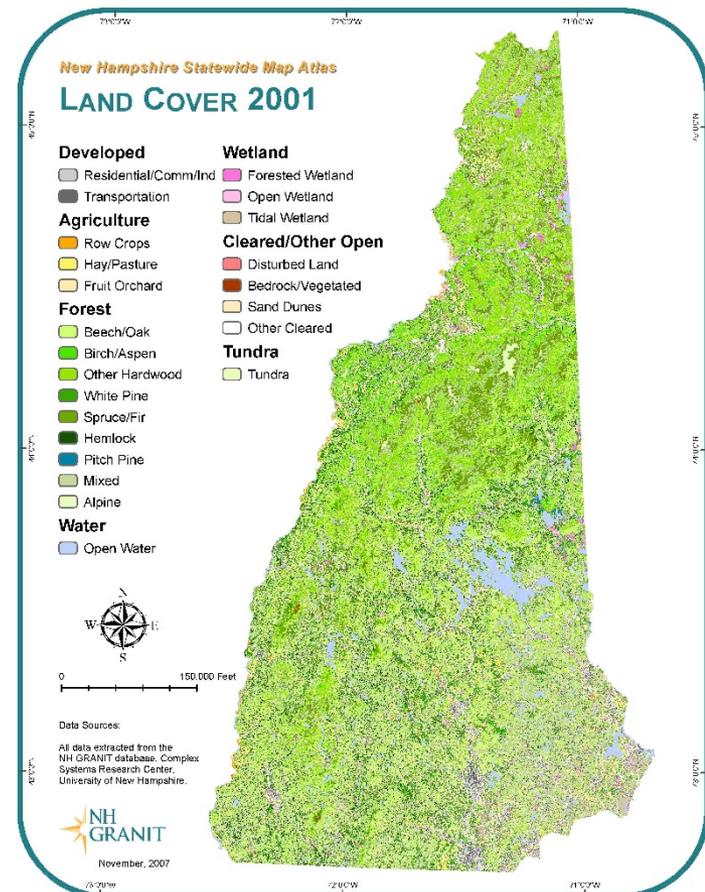
In New Hampshire the best time for establishing forages are late April to early May or the last two weeks of August. April to May seedings take advantage of the moisture available in late spring, providing the location has well drained soil that accommodates field equipment at that time of year. Late summer seedings are better for wet sites since the soil is usually dry enough to work in August. ('Establishing Forage Seedings', University of New Hampshire Cooperative Extension, 6/2009)



Review of Major Land Uses or Conservation Practices

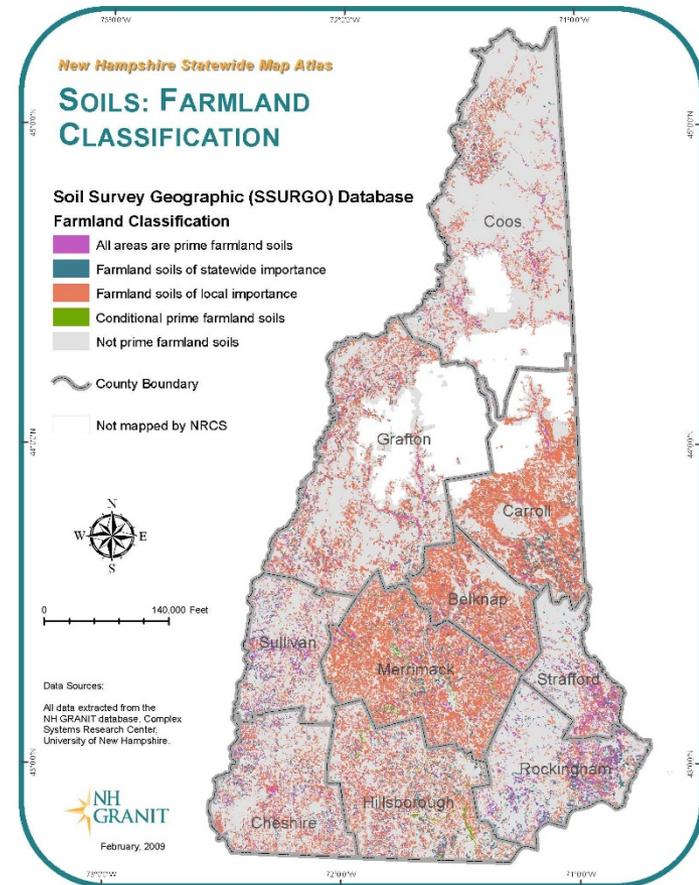
Approximately 85% of New Hampshire is forested. Most of the forested land is managed by individuals. Conservation planning on forest land may include wildlife management practices as well as forestry practices.

New Hampshire agriculture is diverse including dairy, beef, other animal, orchards, trucks crops and mixed operations creating a complex planning environment. Planning will include agronomic, management, and engineering practices cropland, pastureland and farmsteads.



Review of Major Land Ownership

New Hampshire's land is predominantly in private ownership with a growing number of acres with easement restrictions. Most farms and forestland are owned by families, LLCs and trusts. Timber management companies have significant holdings in Coos and Grafton County. The White Mountain National Forest covers ~600,000 acres in Grafton, Coos and Carroll County and participates in the drinking water initiative in these 3 counties..



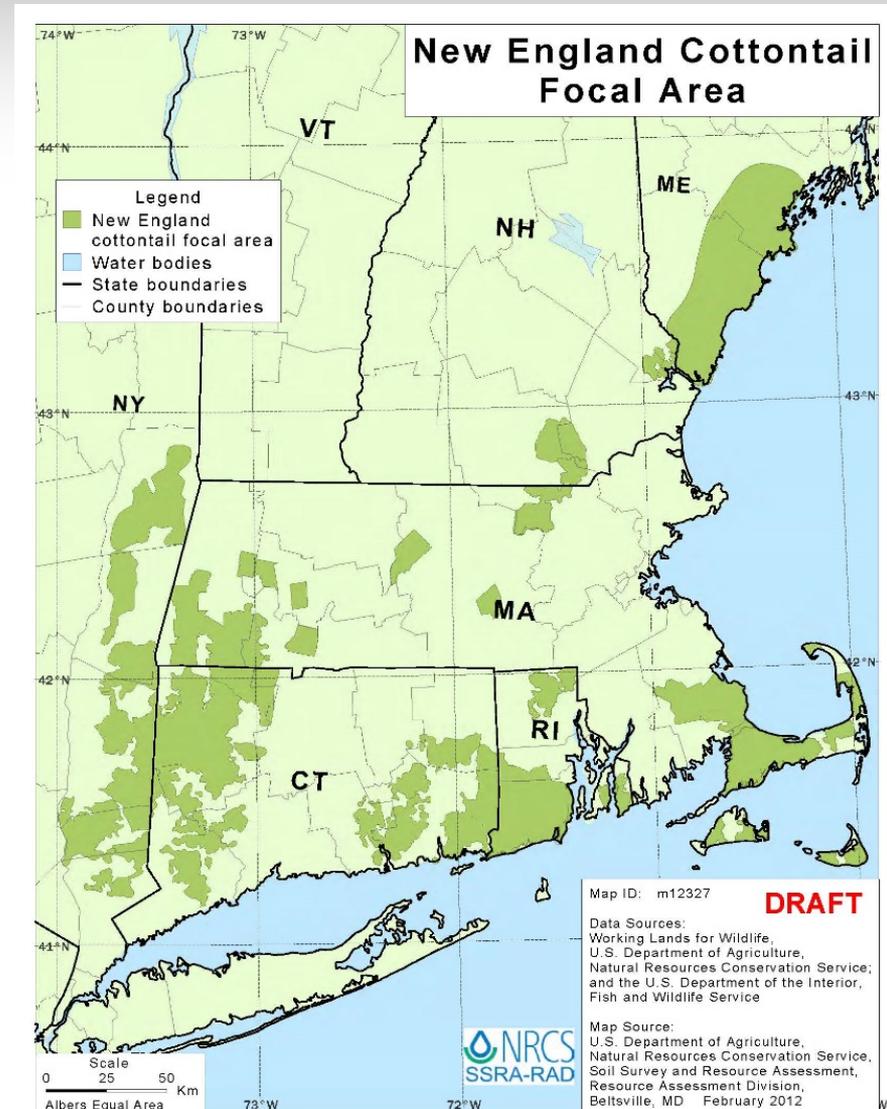
New England Cottontail Focus Area

Core Practices

- 643 Restoration and Management of Rare and Declining Habitats
- 644 Wetland Wildlife Habitat Management
- 645 Upland Wildlife Habitat Management

Actions

- Brush management and/or herbaceous weed control to manage invasive plants.
- Reestablishment of native woody vegetation.
- Cutting trees and shrubs to encourage dense forest regeneration and rehabilitation of shrublands.
- Restoration of wetland seeps within priority areas.
- Increase connectivity of habitat in core areas.
- Development of Candidate Conservation Agreements with Assurances



Expected TSP Workflow

- The New Hampshire Agronomist will be responsible for reviewing TSP conservation planning for the National Planner Certification.
- Subsequent conservation plans will be reviewed by the District Conservationist (DC) at the local USDA Service Center.
- The Agronomist/TSP Coordinator will conduct plan reviews for TSP planner certification renewals.
- TSPs will work with the local District Conservationist to make sure the proper environmental evaluations (NRCS.CPA.52) are completed.

NEPA Compliance

U.S. Department of Agriculture Natural Resources Conservation Service		NRCS-CPA-52 10-03		A. Client:	
Environmental Evaluation Worksheet		B. Plan ID No:			
		C. CMU/Fields:			
		D. Client's objective		E. Purpose and need for action	
F. Resource Considerations		H. Alternatives and Effects (Attach additional pages as necessary)			
		Proposed Action	No Action	Alt 1	Alt 2
SOIL					
Erosion					
Condition					
Deposition					
WATER					
Quantity					
Quality					
AIR					
Quality					
Condition					
PLANT					
Suitability					
Condition					
Management					
ANIMAL					
Habitat					
Management					
G. Economic and Social Considerations		I. Effects			
		Proposed Action	No Action	Alt 1	Alt 2
Land use					
Capital					
Labor					
Management level					
Profitability					
Risk					

J. Special Environmental Concerns (See "Evaluation Procedure Guide Sheets")	K. Effects			
	Proposed Action	No Action	Alt 1	Alt 2
Clean Water Act/Waters of the U.S.				
*Coastal Zone Management Areas				
Coral Reefs				
*Cultural Resources				
*Endangered and Threatened Species				
Environmental Justice				
*Essential Fish Habitat				
*Fish and Wildlife Coordination				
Floodplain Management				
Invasive Species				
Migratory Birds				
Natural Areas				
Prime and Unique Farmlands				
Riparian Area				
Scenic Beauty				
Wetlands				
*Wild and Scenic Rivers				

* These items may require consultation or coordination between the lead agency/RFO and another governmental unit.
L. Easements, permissions, or permits _____

M. Mitigation _____

N. The information recorded above is based on the best available information:

Signature _____ Title _____ Date _____

O. Agencies, persons, and references consulted _____

P. Findings. Indicate which of the alternatives from Section H is the preferred alternative. _____

I have considered the effects of this action and the alternatives on the Resource, Economic, and Social Considerations; the Special Environmental Concerns; and the extraordinary circumstances criteria in the instructions for form NRCS-CPA-52. I find, for the reasons stated in (Q) below, that the selected alternative:

_____ is **not a federal action**. No additional analysis is required.

_____ is **categorically excluded** from further environmental analysis and there are no extraordinary circumstances. No additional analysis is required.

_____ has been **sufficiently analyzed** in an existing NRCS environmental document. No additional analysis is required.

_____ may require preparation of an EA or EIS. The action will be referred to the State Office.

Q. Rationale supporting the finding _____

R. Signature _____ Title _____ Date _____

New Hampshire Cultural Resource Review

- New Hampshire Division of Historic Resources:
<http://www.nh.gov/nhdhr/>



New Hampshire Dept. of Resource and Economic Development: Natural Heritage Bureau

- https://www2.des.state.nh.us/nhb_datacheck/default.aspx



Additional References or Training

- State Field Office Technical Guide at http://efotg.sc.egov.usda.gov/efotg_locator.aspx
- New Hampshire Training on CNMP Development
- University of Vermont Nutrient Management Guide
- New Hampshire Statute CHAPTER 310-A when engineering license is need for planning conservation practices
- Web Soil Survey: <http://websoilsurvey.nrcs.usda.gov/app/>

Certificate of Completion

After viewing the State Specific Training module, please print and sign the completion certificate on the following slide.

The certificate is your acknowledgement that based on the information provided in this module, you have the proper knowledge, skills and ability to conduct planning in this state.

Send the signed certificate to the State TSP Coordinator. Copy the below link to your browser for a list of State TSP Coordinators.

<https://techreg.sc.egov.usda.gov/RptStateContact4Admin.aspx>

STATE SPECIFIC TRAINING MODULE COMPLETION CERTIFICATE

I, _____, hereby verify I have viewed and understand the
TSP Name
content of the New Hampshire State Specific Training Module and affirm I have
the knowledge, skills and ability to conduct conservation planning services in
that state.

TSP signature

Date

Non-Discrimination Statement

Non-Discrimination Policy

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases apply to all programs and/or employment activities.)

To File an Employment Complaint

If you wish to file an employment complaint, you must contact your agency's EEO Counselor within 45 days of the date of the alleged discriminatory act, event, or in the case of a personnel action. Additional information can be found online at http://www.ascr.usda.gov/complaint_filing_file.html

To File a Program Complaint

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9419, by fax at (202) 690-7442, or email at program.intake@usda.gov

Persons with Disabilities

Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotope, etc.), please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

Supplemental Nutrition Assistance Program

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish, or call the State Information/Hotline Numbers.

All Other Inquiries

For any other information not pertaining to civil rights, please refer to the listing of the USDA Agencies and Offices.