

U.S. Department of Labor
Occupational Safety and Health Administration
8713 Airport Freeway
Suite 302
Fort Worth, TX 76180
Phone: 817-428-2470 Fax: 817-581-7723

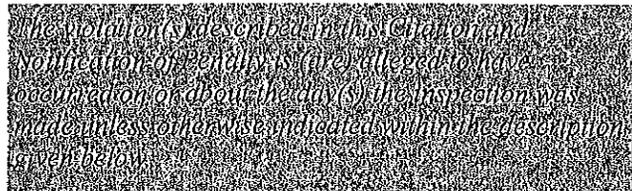


Citation and Notification of Penalty

To:
Suburban Propane
and its successors
5620 Jacksboro Hwy
Fort Worth, TX 76114

Inspection Number: 1010281
Inspection Date(s): 11/25/2014 - 11/25/2014
Issuance Date: 05/19/2015

Inspection Site:
5620 Jacksboro Hwy
Fort Worth, TX 76114



This Citation and Notification of Penalty (this Citation) describes violations of the Occupational Safety and Health Act of 1970. The penalty(ies) listed herein is (are) based on these violations. You must abate the violations referred to in this Citation by the dates listed and pay the penalties proposed, unless within 15 working days (excluding weekends and Federal holidays) from your receipt of this Citation and Notification of Penalty you either call to schedule an informal conference (see paragraph below) or you mail a notice of contest to the U.S. Department of Labor Area Office at the address shown above. Please refer to the enclosed booklet (OSHA 3000) which outlines your rights and responsibilities and which should be read in conjunction with this form. Issuance of this Citation does not constitute a finding that a violation of the Act has occurred unless there is a failure to contest as provided for in the Act or, if contested, unless this Citation is affirmed by the Review Commission or a court.

Posting - The law requires that a copy of this Citation and Notification of Penalty be posted immediately in a prominent place at or near the location of the violation(s) cited herein, or, if it is not practicable because of the nature of the employer's operations, where it will be readily observable by all affected employees. This Citation must remain posted until the violation(s) cited herein has (have) been abated, or for 3 working days (excluding weekends and Federal holidays), whichever is longer.

Informal Conference - An informal conference is not required. However, if you wish to have such a conference you may request one with the Area Director during the 15 working day contest period. During such an informal conference you may present any evidence or views which you believe would support an adjustment to the citation(s) and/or penalty(ies).

If you are considering a request for an informal conference to discuss any issues related to this Citation and Notification of Penalty, you must take care to schedule it early enough to allow time to contest after the informal conference, should you decide to do so. Please keep in mind that a written letter of intent to contest must be submitted to the Area Director within 15 working days of your receipt of this Citation. The running of this contest period is not interrupted by an informal conference.

If you decide to request an informal conference, please complete, remove and post the Notice to Employees next to this Citation and Notification of Penalty as soon as the time, date, and place of the informal conference have been determined. Be sure to bring to the conference any and all supporting documentation of existing conditions as well as any abatement steps taken thus far. If conditions warrant, we can enter into an informal settlement agreement which amicably resolves this matter without litigation or contest.

Right to Contest – You have the right to contest this Citation and Notification of Penalty. You may contest all citation items or only individual items. You may also contest proposed penalties and/or abatement dates without contesting the underlying violations. Unless you inform the Area Director in writing that you intend to contest the citation(s) and/or proposed penalty(ies) within 15 working days after receipt, the citation(s) and the proposed penalty(ies) will become a final order of the Occupational Safety and Health Review Commission and may not be reviewed by any court or agency.

Penalty Payment – Penalties are due within 15 working days of receipt of this notification unless contested. (See the enclosed booklet and the additional information provided related to the Debt Collection Act of 1982.) Make your check or money order payable to “DOL-OSHA”. Please indicate the Inspection Number on the remittance. You can also make your payment electronically on www.pay.gov. On the left side of the pay.gov homepage, you will see an option to Search Public Forms. Type "OSHA" and click Go. From the results, click on OSHA Penalty Payment Form. The direct link is:

<https://www.pay.gov/paygov/forms/formInstance.html?agencyFormId=53090334>.

You will be required to enter your inspection number when making the payment. Payments can be made by credit card or Automated Clearing House (ACH) using your banking information. Payments of \$25,000 or more require a Transaction ID, and also must be paid using ACH. If you require a Transaction ID, please contact the OSHA Debt Collection Team at (202) 693-2170.

OSHA does not agree to any restrictions or conditions or endorsements put on any check, money order, or electronic payment for less than the full amount due, and will process the payments as if these restrictions or conditions do not exist.

Notification of Corrective Action – For each violation which you do not contest, you must provide *abatement certification* to the Area Director of the OSHA office issuing the citation and identified above. This abatement certification is to be provided by letter within 10 calendar days after each abatement date. Abatement certification includes the date and method of abatement. If the citation indicates that the violation was corrected during the inspection, no abatement certification is required for that item. The abatement certification letter must be posted at the location where the violation appeared and the corrective action took place or employees must otherwise be effectively informed about abatement activities. A sample abatement certification letter is enclosed with this Citation. In addition, where the citation indicates that *abatement documentation* is necessary, evidence of the purchase or repair of equipment, photographs or video, receipts, training records, etc., verifying that abatement has occurred is required to be provided to the Area Director.

Employer Discrimination Unlawful – The law prohibits discrimination by an employer against an

employee for filing a complaint or for exercising any rights under this Act. An employee who believes that he/she has been discriminated against may file a complaint no later than 30 days after the discrimination occurred with the U.S. Department of Labor Area Office at the address shown above.

Employer Rights and Responsibilities -- The enclosed booklet (OSHA 3000) outlines additional employer rights and responsibilities and should be read in conjunction with this notification.

Notice to Employees -- The law gives an employee or his/her representative the opportunity to object to any abatement date set for a violation if he/she believes the date to be unreasonable. The contest must be mailed to the U.S. Department of Labor Area Office at the address shown above and postmarked within 15 working days (excluding weekends and Federal holidays) of the receipt by the employer of this Citation and Notification of Penalty.

Inspection Activity Data -- You should be aware that OSHA publishes information on its inspection and citation activity on the Internet under the provisions of the Electronic Freedom of Information Act. The information related to these alleged violations will be posted when our system indicates that you have received this citation. You are encouraged to review the information concerning your establishment at www.osha.gov. If you have any dispute with the accuracy of the information displayed, please contact this office.



NOTICE TO EMPLOYEES OF INFORMAL CONFERENCE

An informal conference has been scheduled with OSHA to discuss the citation(s) issued on 05/19/2015. The conference will be held by telephone or at the OSHA office located at 8713 Airport Freeway, Suite 302, Fort Worth, TX 76180 on _____ at

_____. Employees and/or representatives of employees have a right to attend an informal conference.

CERTIFICATION OF CORRECTIVE ACTION WORKSHEET

Inspection Number: 1010281

Company Name: Suburban Propane
Inspection Site: 5620 Jacksboro Hwy, Fort Worth, TX 76114
Issuance Date: 05/19/2015

List the specific method of correction for each item on this citation in this package that does not read "Corrected During Inspection" and return to: **U.S. Department of Labor – Occupational Safety and Health Administration, 8713 Airport Freeway, Suite 302, Fort Worth, TX 76180**

Citation Number _____ and Item Number _____ was corrected on _____
By (Method of Abatement): _____

Citation Number _____ and Item Number _____ was corrected on _____
By (Method of Abatement): _____

Citation Number _____ and Item Number _____ was corrected on _____
By (Method of Abatement): _____

Citation Number _____ and Item Number _____ was corrected on _____
By (Method of Abatement): _____

Citation Number _____ and Item Number _____ was corrected on _____
By (Method of Abatement): _____

Citation Number _____ and Item Number _____ was corrected on _____
By (Method of Abatement): _____

I certify that the information contained in this document is accurate and that the affected employees and their representatives have been informed of the abatement.

Signature

Date

Typed or Printed Name

Title

NOTE: 29 USC 666(g) whoever knowingly makes any false statements, representation or certification in any application, record, plan or other documents filed or required to be maintained pursuant to the Act shall, upon conviction, be punished by a fine of not more than \$10,000 or by imprisonment of not more than 6 months or both.

POSTING: A copy of completed Corrective Action Worksheet should be posted for employee review

U.S. Department of Labor
Occupational Safety and Health Administration

Inspection Number: 1010281
Inspection Date(s): 11/25/2014 - 11/25/2014
Issuance Date: 05/19/2015



Citation and Notification of Penalty

Company Name: Suburban Propane
Inspection Site: 5620 Jacksboro Hwy, Fort Worth, TX 76114

Citation 1 Item 1 Type of Violation: **Serious**

OSH ACT of 1970 Section (5)(a)(1): The employer did not furnish employment and a place of employment which were free from recognized hazards that were causing or likely to cause death or serious physical harm to employees in that employees were exposed to fire and explosion hazards as a result of the release of propane gas.

On or about November 25, 2014 and at times prior thereto, the employer did not ensure that hoses and piping subject to pressure, temperature, and/or physical harm were not damaged or leaking propane gas into the air at the facility.

Among other methods, feasible and acceptable means of abatement would include:

- A. Ensure that piping and hoses used for LP transfers are properly inspected and tested as per NFPA 58 Section 7.2.4.1
- B. Ensure that maintenance manuals and procedures for hoses used in LP distribution are updated and maintained as per NFPA 58 Section 14.3.1 and NFPA 58 Section 14.3.2.2

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated: 07/09/2015
Proposed Penalty: \$5000.00

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

U.S. Department of Labor
Occupational Safety and Health Administration

Inspection Number: 1010281
Inspection Date(s): 11/25/2014 - 11/25/2014
Issuance Date: 05/19/2015



Citation and Notification of Penalty

Company Name: Suburban Propane
Inspection Site: 5620 Jacksboro Hwy, Fort Worth, TX 76114

Citation 1 Item 2 Type of Violation: **Serious**

29 CFR 1910.22(a)(1): All places of employment, passageways, storerooms or service rooms were not kept clean and orderly or in a sanitary condition.

On or about November 25, 2014 and at times prior thereto, employees were not provided with a clean and orderly work environment exposing employees to trip and fall hazards such as:

- a) In the administration building, empty boxes, file boxes, and electrical cords.
- b) In the maintenance shop, tools and containers.

Date By Which Violation Must be Abated:
Proposed Penalty:

06/05/2015
\$4000.00

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

U.S. Department of Labor
Occupational Safety and Health Administration

Inspection Number: 1010281
Inspection Date(s): 11/25/2014 - 11/25/2014
Issuance Date: 05/19/2015



Citation and Notification of Penalty

Company Name: Suburban Propane
Inspection Site: 5620 Jacksboro Hwy, Fort Worth, TX 76114

Citation 1 Item 3 Type of Violation: **Serious**

29 CFR 1910.110(b)(5)(ii): Markings specified shall be on a metal nameplate attached to the container and located in such a manner as to remain visible after the container is installed.

On or about November 25, 2014 and at times prior thereto, the storage tank labels were not visible on liquid petroleum vessels such as but not limited to, tank 1 (18,000 gallons) and tank 2 (30,000 gallons) exposing employees to chemical, fire, and explosion hazards.

Date By Which Violation Must be Abated:
Proposed Penalty:

06/05/2015
\$5000.00

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

U.S. Department of Labor
Occupational Safety and Health Administration

Inspection Number: 1010281
Inspection Date(s): 11/25/2014 - 11/25/2014
Issuance Date: 05/19/2015



Citation and Notification of Penalty

Company Name: Suburban Propane
Inspection Site: 5620 Jacksboro Hwy, Fort Worth, TX 76114

Citation 1 Item 4 Type of Violation: **Serious**

29 CFR 1910.110(b)(6)(vi): Readily ignitable material such as weeds and long dry grass shall be removed within 10 feet of any container.

On or about November 25, 2014 and at times prior thereto, the weeds around liquefied petroleum vessels of the ASME listed tanks such as, but not limited to tank 1 (18,000 gallon), tank 2 (30,000 gallon), and the residential tanks stored out in the yard were not cut and removed. The tank's propane level ranged from 5 to 60 percent exposing employees to fire and explosion hazards.

Date By Which Violation Must be Abated:
Proposed Penalty:

06/05/2015
\$3000.00

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

U.S. Department of Labor
Occupational Safety and Health Administration

Inspection Number: 1010281
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Issuance Date: 05/19/2015



Citation and Notification of Penalty

Company Name: Suburban Propane
Inspection Site: 5620 Jacksboro Hwy, Fort Worth, TX 76114

Citation 1 Item 5 Type of Violation: **Serious**

29 CFR 1910.110(d)(10): Precautions were not taken to prevent damage to LP gas system(s) from vehicular traffic:

On or about November 25, 2014 and at times prior thereto, the ASME listed liquid petroleum storage tank 1 (18,000 gallon) and tank 2 (30,000 gallon) were not protected from vehicular traffic exposing employees to fire and explosion hazards.

Date By Which Violation Must be Abated:	06/05/2015
Proposed Penalty:	\$5000.00

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

U.S. Department of Labor
Occupational Safety and Health Administration

Inspection Number: 1010281
Inspection Date(s): 11/25/2014 - 11/25/2014
Issuance Date: 05/19/2015



Citation and Notification of Penalty

Company Name: Suburban Propane
Inspection Site: 5620 Jacksboro Hwy, Fort Worth, TX 76114

Citation 1 Item 6 Type of Violation: **Serious**

29 CFR 1910.303(b)(2): Listed or labeled electrical equipment was not used or installed in accordance with instructions included in the listing or labeling:

Main Administration Room, on or about November 25, 2014 and at times prior thereto, the employer did not ensure that multiple relocatable power taps were used as the manufacturer required exposing employees to electrical shock hazards.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	07/09/2015
Proposed Penalty:	\$3000.00

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

U.S. Department of Labor
Occupational Safety and Health Administration

Inspection Number: 1010281
Inspection Date(s): 11/25/2014 - 11/25/2014
Issuance Date: 05/19/2015



Citation and Notification of Penalty

Company Name: Suburban Propane
Inspection Site: 5620 Jacksboro Hwy, Fort Worth, TX 76114

Citation 1 Item 7 Type of Violation: **Serious**

29 CFR 1910.303(g)(1)(ii): The required working space about electric equipment rated 600 volts, nominal, or less to ground, was used for storage:

On or about November 25, 2014 and at times prior thereto, sufficient access and working space was not maintained around electrical power exposing employees to electrical shock hazard.

a) Administration file room, file cabinets and boxes of files blocked access to the electrical panel that provided all electrical power in the administration building, including lights, heaters, and outlets.

b) Maintenance shop, the welding machine, industrial fan, and boxes blocked access to the electrical panel that provided all the electrical in the shop.

Date By Which Violation Must be Abated:
Proposed Penalty:

06/05/2015
\$4000.00

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

U.S. Department of Labor
Occupational Safety and Health Administration

Inspection Number: 1010281
Inspection Date(s): 11/25/2014 - 11/25/2014
Issuance Date: 05/19/2015



Citation and Notification of Penalty

Company Name: Suburban Propane
Inspection Site: 5620 Jacksboro Hwy, Fort Worth, TX 76114

Citation 1 Item 8 Type of Violation: **Serious**

29 CFR 1910.304(b)(4)(ii)(B): Where connected to a branch circuit supplying two or more receptacles or outlets, a receptacle may not supply a total cord and plug connected load in excess of the maximum specified in Table S-4;

Main Administration room, on or about November 25, 2014 and at times prior thereto, an electrical receptacle was overloaded with total cord and plug connected loads in excess of Table S-4 exposing employees to electrical shock and fire hazards.

Date By Which Violation Must be Abated:
Proposed Penalty:

06/05/2015
\$5000.00

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

U.S. Department of Labor
Occupational Safety and Health Administration

Inspection Number: 1010281
Inspection Date(s): 11/25/2014 - 11/25/2014
Issuance Date: 05/19/2015



Citation and Notification of Penalty

Company Name: Suburban Propane
Inspection Site: 5620 Jacksboro Hwy, Fort Worth, TX 76114

Citation 1 Item 9 Type of Violation: **Serious**

29 CFR 1910.304(g)(5): The path to ground from circuits, equipment, and enclosures was not permanent, continuous, and effective:

Main Administration building, on or about November 25, 2014 and at times prior thereto, employees were exposed to electrical shock hazards while using office equipment that was plugged into electrical receptacles that were not grounded.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	07/09/2015
Proposed Penalty:	\$3000.00

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

U.S. Department of Labor
Occupational Safety and Health Administration

Inspection Number: 1010281
Inspection Date(s): 11/25/2014 - 11/25/2014
Issuance Date: 05/19/2015



Citation and Notification of Penalty

Company Name: Suburban Propane
Inspection Site: 5620 Jacksboro Hwy, Fort Worth, TX 76114

Citation 1 Item 10 Type of Violation: **Serious**

29 CFR 1910.305(b)(2)(i): Pull boxes, junction boxes, and fittings were not provided with covers approved for the purpose.

On or about November 25, 2014 and at times prior thereto, electrical boxes were not covered to protect employees from accidental contact of the live electrical wires and parts, exposing employees to electrical shock and fire hazards:

a) In the administration office, an outlet box hanging from the ceiling had energized electrical wiring exposed.

b) In the maintenance shop, an junction box located on the west wall above the work bench had live electrical wiring exposed.

Date By Which Violation Must be Abated:
Proposed Penalty:

06/05/2015
\$5000.00

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.



Citation and Notification of Penalty

Company Name: Suburban Propane
Inspection Site: 5620 Jacksboro Hwy, Fort Worth, TX 76114

Citation 2 Item 1 Type of Violation: **Willful**

29 CFR 1910.305(g)(1)(iv)(A): Flexible cords and/or cables were used as a substitute for the fixed wiring of a structure:

Main Administration room, on or about November 25, 2014 and at times prior thereto, employees were exposed to electrical shock hazards while operating office equipment such as, but not limited to computers which were plugged into temporary electrical wiring:

- a) Management had rerouted some of the electrical equipment from the main administration area to a neighboring office by using an electrical cord attached to a surge protector and running it though the AC vent to the office next door.
- b) At least 5 relocatable power taps were being used with one electrical wall 120V receptacle to provide power to at least 10 electrical devices such as, but not limited to, computers, office phones, cell phone chargers, heaters, fax machine, and printers.
- c) Several extension cords ran along a wall and up a set of steps to supply power to the neighboring offices, computer, phone, heater, and calculator.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated: 06/17/2015
Proposed Penalty: \$70000.00

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

U.S. Department of Labor
Occupational Safety and Health Administration

Inspection Number: 1010281
Inspection Date(s): 11/25/2014 - 11/25/2014
Issuance Date: 05/19/2015



Citation and Notification of Penalty

Company Name: Suburban Propane
Inspection Site: 5620 Jacksboro Hwy, Fort Worth, TX 76114

Citation 3 Item 1 Type of Violation: **Other-than-Serious**

29 CFR 1910.37(b)(2): Each exit was not clearly visible and marked by a sign reading "Exit":

On or about November 25, 2014 and at times prior thereto, the emergency exit route was not clearly marked and visible in an approximately 1300 square foot building exposing employees to fire hazards.

Date By Which Violation Must be Abated:
Proposed Penalty:

06/05/2015
\$1000.00

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

U.S. Department of Labor
Occupational Safety and Health Administration

Inspection Number: 1010281
Inspection Date(s): 11/25/2014 - 11/25/2014
Issuance Date: 05/19/2015



Citation and Notification of Penalty

Company Name: Suburban Propane
Inspection Site: 5620 Jacksboro Hwy, Fort Worth, TX 76114

Citation 3 Item 2 Type of Violation: **Other-than-Serious**

29 CFR 1910.141(a)(5): A continuing and effective extermination program was not instituted where rodents, insects, or other vermin were detected:

On or about November 25, 2014 and at times prior thereto, the employer did not ensure that the workplace was kept free of rodents and vermin exposing employees to potentially infectious respiratory, dermal, and irritation hazards.

Date By Which Violation Must be Abated:
Proposed Penalty:

06/17/2015
\$1000.00

A handwritten signature in black ink, appearing to read "Jack A. Rector", is written over a horizontal line.

Jack A. Rector
Area Director

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

U.S. Department of Labor
Occupational Safety and Health Administration
8713 Airport Freeway
Suite 302
Fort Worth, TX 76180
Phone: 817-428-2470 Fax: 817-581-7723



INVOICE / DEBT COLLECTION NOTICE

Company Name: Suburban Propane
Inspection Site: 5620 Jacksboro Hwy, Fort Worth, TX 76114
Issuance Date: 05/19/2015

Summary of Penalties for Inspection Number	1010281
Citation 1, Serious	\$42000.00
Citation 2, Willful	\$70000.00
Citation 3, Other-than-Serious	\$2000.00
TOTAL PROPOSED PENALTIES	\$114000.00

To avoid additional charges, please remit payment promptly to this Area Office for the total amount of the uncontested penalties summarized above. Make your check or money order payable to: "DOL-OSHA". Please indicate OSHA's Inspection Number (indicated above) on the remittance. You can also make your payment electronically on www.pay.gov. On the left side of the pay.gov homepage, you will see an option to Search Public Forms. Type "OSHA" and click Go. From the results, click on **OSHA Penalty Payment Form**. The direct link is <https://www.pay.gov/paygov/forms/formInstance.html?agencyFormId=53090334>. You will be required to enter your inspection number when making the payment. Payments can be made by credit card or Automated Clearing House (ACH) using your banking information. Payments of \$25,000 or more require a Transaction ID, and also must be paid using ACH. If you require a Transaction ID, please contact the OSHA Debt Collection Team at (202) 693-2170.

OSHA does not agree to any restrictions or conditions or endorsements put on any check, money order, or electronic payment for less than the full amount due, and will cash the check or money order as if these restrictions or conditions do not exist.

If a personal check is issued, it will be converted into an electronic fund transfer (EFT). This means that our bank will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will then usually occur within 24 hours and will be shown on your regular account statement. You will not receive your original check back. The bank will destroy your

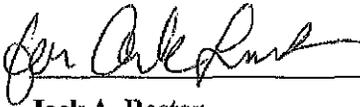
original check, but will keep a copy of it. If the EFT cannot be completed because of insufficient funds or closed account, the bank will attempt to make the transfer up to 2 times.

Pursuant to the Debt Collection Act of 1982 (Public Law 97-365) and regulations of the U.S. Department of Labor (29 CFR Part 20), the Occupational Safety and Health Administration is required to assess interest, delinquent charges, and administrative costs for the collection of delinquent penalty debts for violations of the Occupational Safety and Health Act.

Interest: Interest charges will be assessed at an annual rate determined by the Secretary of the Treasury on all penalty debt amounts not paid within one month (30 calendar days) of the date on which the debt amount becomes due and payable (penalty due date). The current interest rate is one percent (1%). Interest will accrue from the date on which the penalty amounts (as proposed or adjusted) become a final order of the Occupational Safety and Health Review Commission (that is, 15 working days from your receipt of the Citation and Notification of Penalty), unless you file a notice of contest. Interest charges will be waived if the full amount owed is paid within 30 calendar days of the final order.

Delinquent Charges: A debt is considered delinquent if it has not been paid within one month (30 calendar days) of the penalty due date or if a satisfactory payment arrangement has not been made. If the debt remains delinquent for more than 90 calendar days, a delinquent charge of six percent (6%) per annum will be assessed accruing from the date that the debt became delinquent.

Administrative Costs: Agencies of the Department of Labor are required to assess additional charges for the recovery of delinquent debts. These additional charges are administrative costs incurred by the Agency in its attempt to collect an unpaid debt. Administrative costs will be assessed for demand letters sent in an attempt to collect the unpaid debt.



Jack A. Rector

Area Director

5-19-15

Date