

**U.S. Department of Labor**  
Occupational Safety and Health Administration  
9100 Bluebonnet Centre Blvd.  
Suite 201  
Baton Rouge, LA 70809  
Phone: 225-298-5458 Fax: 225-298-5457



## Citation and Notification of Penalty

**To:**  
Diversified Foods and Seasonings, LLC  
and its successors  
109 Hwy 1085  
Madisonville, LA 70447

**Inspection Number:** 1100500  
**Inspection Date(s):** 10/20/2015 - 12/10/2015  
**Issuance Date:** 04/08/2016

**Inspection Site:**  
109 Hwy 1085  
Madisonville, LA 70447

*The violation(s) described in this Citation and Notification of Penalty is (are) alleged to have occurred on or about the day(s) the inspection was made unless otherwise indicated within the description given below.*

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](http://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](http://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 04/08/2016. The conference will be held by telephone or at the OSHA office located at 9100 Bluebonnet Centre Blvd., Suite 201, Baton Rouge, LA 70809 on \_\_\_\_\_ at \_\_\_\_\_ . Employees and/or representatives of employees have a right to attend an informal conference.

**CERTIFICATION OF CORRECTIVE ACTION WORKSHEET**

**Inspection Number: 1100500**

Company Name: Diversified Foods and Seasonings, LLC  
Inspection Site: 109 Hwy 1085, Madisonville, LA 70447  
Issuance Date: 04/08/2016

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, 9100 Bluebonnet Centre Blvd., Suite 201, Baton Rouge, LA 70809**

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:** 1100500  
**Inspection Date(s):** 10/20/2015 - 12/10/2015  
**Issuance Date:** 04/08/2016



**Citation and Notification of Penalty**

**Company Name:** Diversified Foods and Seasonings, LLC  
**Inspection Site:** 109 Hwy 1085, Madisonville, LA 70447

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

1910.119(d)(3)(i)(D): Process safety information pertaining to the equipment in the process did not include relief system design and design basis.

On or about 10/20/2015, at the Diversified Foods and Seasonings facility located in Madisonville Louisiana, the employer did not document the relief system design and design basis for the ammonia refrigeration system exposing employees to toxic hazards of ammonia exposure.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:  
Proposed Penalty:

04/22/2016  
\$7000.00

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:** Diversified Foods and Seasonings, LLC  
**Inspection Site:** 109 Hwy 1085, Madisonville, LA 70447

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The alleged violations below have been grouped because they involve similar or related hazards that may increase the potential for injury or illness.

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

29 CFR 1910.119(d)(3)(ii): The employer did not document that equipment complies with recognized and generally accepted good engineering practices (RAGAGEP).

a. On or about 10/20/2015, at the Diversified Foods and Seasonings facility located in Madisonville Louisiana, the employer did not document that it complied with recognized and generally accepted good engineering practice such as ANSI/ASHRAE-15 (American Society of Heating Refrigeration Air-Conditioning and Engineering) and ANSI/IIAR-2 (International Institute Ammonia Refrigeration) as it failed to install visual and audible alarms outside the engine room entrance doors exposing employees to the hazards of dangerous concentrations of ammonia following a release in the engine room.

b. On or about 10/20/2015, at the Diversified Foods and Seasonings facility located in Madisonville Louisiana, the employer did not document that it complied with recognized and generally accepted good engineering practice such as ANSI/ASHRAE-15 (American Society of Heating Refrigeration Air-Conditioning and Engineering) when it failed to set ammonia detectors in the engine room at a value not greater than TLV-TWA (Threshold limit value-time weighted average) exposing employees to toxic hazards of ammonia exposure.

c. On or about 10/20/2015, at the Diversified Foods and Seasonings facility located in Madisonville Louisiana, the employer did not document that it complied with recognized and generally accepted good engineering practice such as ANSI/ASHRAE-15 (American Society of Heating Refrigeration Air-Conditioning and Engineering) when it failed to ensure that alarms would activate upon failure of the ventilation system in the machine room exposing employees to fire, explosion, and toxic hazards following an ammonia release.

d. On or about 10/20/2015, at the Diversified Foods and Seasonings facility located in Madisonville Louisiana, the employer did not document that it complied with recognized and generally accepted good engineering practice such as ANSI/ASHRAE-15 (American Society of Heating Refrigeration Air-Conditioning and Engineering) and ANSI/IIAR-2 (International Institute Ammonia Refrigeration)

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:** 1100500  
**Inspection Date(s):** 10/20/2015 - 12/10/2015  
**Issuance Date:** 04/08/2016



**Citation and Notification of Penalty**

**Company Name:** Diversified Foods and Seasonings, LLC  
**Inspection Site:** 109 Hwy 1085, Madisonville, LA 70447

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when it failed to post an authorized personnel sign on the West entrance door of the engine room exposing employees to toxic hazards of ammonia exposure.

e. On or about 10/20/2015, at the Diversified Foods and Seasoning facility located in Madisonville Louisiana, the employer did not document that it complied with recognized and generally accepted good engineering practice such as ANSI/IIAR-2 (International Institute Ammonia Refrigeration) when it failed to install an accessible eyewash and body shower station outside of the engine room exit exposing employees to toxic hazards of ammonia exposure.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	05/20/2016
Proposed Penalty:	\$7000.00

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:** Diversified Foods and Seasonings, LLC  
**Inspection Site:** 109 Hwy 1085, Madisonville, LA 70447

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

29 CFR 1910.119(j)(5): The employer did not correct deficiencies in equipment that were outside acceptable limits in a timely manner.

- a) On or about 10/20/2015, at the Diversified Foods and Seasonings facility located in Madisonville Louisiana, the employer failed to correct deficiencies in the mechanical ventilation system, in that it could not be activated by an ammonia detector or it ran continuously and was not provided with a supervisory alarm to detect failure or shutdown of the system exposing employees to the hazards of inhalation of ammonia and fire/explosion. As a result of this deficiency, the engine room does not conform to the requirements of Class 1, Division 2 hazardous location, of the National Electrical Code and ANSI/ASHRAE-15 (American Society of Heating Refrigeration Air-Conditioning and Engineering)
- b) On or about 10/20/2015, at the Diversified Foods and Seasonings facility located in Madisonville Louisiana, the employer failed to correct deficiencies in the ammonia refrigeration emergency control system when emergency control switches for ventilation fans were not installed/located immediately outside the engine room door in accordance with ANSI/ASHRAE-15 (American Society of Heating Refrigeration Air-Conditioning and Engineering) and ANSI/IIAR-2 (International Institute Ammonia Refrigeration) exposing employees to the hazards of inhalation of ammonia and fire/explosion.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:

05/20/2016



**Citation and Notification of Penalty**

**Company Name:** Diversified Foods and Seasonings, LLC  
**Inspection Site:** 109 Hwy 1085, Madisonville, LA 70447

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

29 CFR 1910.119(e)(5): The employer did not assure that PHA recommendations were resolved in a timely manner.

On or about 10/20/2015, at the Diversified Foods and Seasoning facility located in Madisonville Louisiana, the employer did not resolve 2012 PHA recommendations in a timely manner such as but not limited to:

- a. Item # 1.4: Perform a RV Design calculation to verify RV meets minimum required capacity.
- b. Item # 5.18: Install pipe labels per ASME 13.1 to piping in cold rooms. Install warning detection below drain pan of air units.

This condition exposed employees to the hazards of inhalation of ammonia and fire/explosion.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	05/20/2016
Proposed Penalty:	\$7000.00

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

**Inspection Number:** 1100500  
**Inspection Date(s):** 10/20/2015 - 12/10/2015  
**Issuance Date:** 04/08/2016



**Citation and Notification of Penalty**

**Company Name:** Diversified Foods and Seasonings, LLC  
**Inspection Site:** 109 Hwy 1085, Madisonville, LA 70447

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

29 CFR 1910.119(f)(1): The employer did not develop and implement written operating procedures that provide clear instructions for safely conducting activities involved in each covered process consistent with the process safety information.

On or about 10/20/2015, at the Diversified Foods and Seasoning facility located in Madisonville Louisiana, the employer did not develop and implement written operating procedures for operating the Emergency Dump (water) Tank exposing employees to toxic hazards of ammonia exposure.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	05/20/2016
Proposed Penalty:	\$7000.00

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:** Diversified Foods and Seasonings, LLC  
**Inspection Site:** 109 Hwy 1085, Madisonville, LA 70447

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

29 CFR 1910.119(j)(2): The employer did not establish and implement written procedures to maintain the on-going integrity of process equipment.

On or about 10/20/2015, at the Diversified Foods and Seasonings facility located in Madisonville Louisiana, the employer did not ensure that the full independent inspections on pressure vessels and heat exchangers were conducted such as but not limited to the following:

- a. Re-circulator, V-4 (on PID10)
- b. High Pressure Receiver, V1 (on PID07)
- c. Evaporative Condenser, EC-1 (PID05)

This condition exposed employees to the hazards of inhalation of ammonia and fire/explosion.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	05/20/2016
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.



**Citation and Notification of Penalty**

**Company Name:** Diversified Foods and Seasonings, LLC  
**Inspection Site:** 109 Hwy 1085, Madisonville, LA 70447

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

29 CFR 1910.119(j)(4)(i): The employer did not perform inspection and tests on process equipment.

On or about 10/20/2015, at the Diversified Foods and Seasoning facility located in Madisonville Louisiana, the employer did not test or calibrate ammonia detectors for the ammonia refrigeration systems such as but not limited to the following:

- a. Two ammonia detectors located in the engine room
- b. One ammonia detector located on the roof of the engine room at the SRV (Safety Relief Valve) Relief Vent Header

This condition exposed employees to the hazards of inhalation of ammonia and fire/explosion.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	05/20/2016
Proposed Penalty:	\$7000.00



### Citation and Notification of Penalty

**Company Name:** Diversified Foods and Seasonings, LLC  
**Inspection Site:** 109 Hwy 1085, Madisonville, LA 70447

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

29 CFR 1910.119(j)(4)(iii): The frequency of inspections and tests of process equipment to maintain its mechanical integrity, was not consistent with applicable manufacturers' recommendations and good engineering practices, and more frequently if determined to be necessary by prior operating experience.

a) On or about 10/20/2015, at the Diversified Foods and Seasonings facility located in Madisonville Louisiana, the employer failed to ensure that safety inspections for the ventilation system in the engine room was conducted at a frequency consistent with recognized and generally accepted good engineering practice such as IIAR Bulletin No.109 and the employer's Mechanical Integrity (MI) procedure. This condition exposed employees to the hazards of inhalation of ammonia and fire/explosion.

b) On or about 10/20/2015, at the Diversified Foods and Seasonings facility located in Madisonville Louisiana, the employer did not ensure that inspections and tests are conducted at a frequency consistent with recognized and generally accepted good engineering practice such as IIAR Bulletin No.110 and the employer's Mechanical Integrity (MI) procedures for specific safety systems that include but are not limited to the following:

1. Oil Pressure Differential Cut Outs for the Compressor, HS-1
2. High and Low Pressure Cut Out for the compressor, HS-2
3. High Temperature Cut Out for Compressor, BC-1
4. High and Low Level Controls for Re-circulator, V-4
5. High and Low Level Controls for High Pressure Receiver, V-1
6. Emergency Stop Buttons for the ammonia refrigeration system

This condition exposed employees to the hazards of inhalation of ammonia and fire/explosion.

c) On or about 10/20/2015, at the Diversified Foods and Seasonings facility located in Madisonville Louisiana, the employer did not ensure that inspections and tests are conducted at a frequency consistent with recognized and generally accepted good engineering practice such as the employer's Mechanical Integrity (MI) procedures and IIAR Bulletin No.110 for compressors and pumps that include but are not limited to the following:

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:** Diversified Foods and Seasonings, LLC  
**Inspection Site:** 109 Hwy 1085, Madisonville, LA 70447

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1. High Stage Compressor, HS-1
2. Booster Compressor, BC-1
3. Recirculator Pump, RP-1
4. Recirculator Pump, RP-2

This condition exposed employees to the hazards of inhalation of ammonia and fire/explosion.

d) On or about 10/20/2015, at the Diversified Foods and Seasonings facility located in Madisonville Louisiana, the employer did not ensure that inspections and tests are conducted at a frequency consistent with recognized and generally accepted good engineering practice such as IIAR Bulletin No.110 and the employer's Mechanical Integrity (MI) procedures for piping that include but are not limited to the following:

1. 10" LTRS (Low Temperature Recirculation suction) header
2. 6" HSD (High Stage Discharge) from High Stage Compressors to Evaporated Condensers (EC-1&EC-2)
3. 3" HPL (High Pressure Liquid) from the King Valve to the Intercooler V-3.
4. 6" BD (Booster Discharge) from Booster compressors to the Intercooler V-3.

This condition exposed employees to the hazards of inhalation of ammonia and fire/explosion.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	05/20/2016
Proposed Penalty:	\$7000.00

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:** 1100500  
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**Issuance Date:** 04/08/2016



**Citation and Notification of Penalty**

**Company Name:** Diversified Foods and Seasonings, LLC  
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**Citation 1 Item 8** Type of Violation: **Serious**

29 CFR 1910.119 (l)(1) : The employer did not establish and implement written procedures to manage changes to process chemicals, technology, equipment, and procedures; and, changes to facilities that affect a covered process.

On or about 12/08/2015, at the Diversified Foods and Seasoning facility located in Madisonville Louisiana, the employer did not establish and implement written procedures for managing changes to ammonia detectors (located in the engine room) which were being installed exposing employees to toxic hazards of ammonia exposure.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	05/20/2016
Proposed Penalty:	\$5000.00

  
\_\_\_\_\_  
**Dorinda Folse**  
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  
9100 Bluebonnet Centre Blvd.  
Suite 201  
Baton Rouge, LA 70809  
Phone: 225-298-5458 Fax: 225-298-5457



## INVOICE / DEBT COLLECTION NOTICE

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**Company Name:** Diversified Foods and Seasonings, LLC  
**Inspection Site:** 109 Hwy 1085, Madisonville, LA 70447  
**Issuance Date:** 04/08/2016

<b>Summary of Penalties for Inspection Number</b>	<b>1100500</b>
<b>Citation 1, Serious</b>	<b>\$52000.00</b>
<b>TOTAL PROPOSED PENALTIES</b>	<b>\$52000.00</b>

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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](http://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.

  
\_\_\_\_\_  
**Dorinda Folse**  
Area Director

  
\_\_\_\_\_  
Date