

U.S. Department of Labor

Occupational Safety and Health Administration
701 Route 73 South
Building 2, Suite 120
Marlton, NJ 08053
Phone: 856-596-5200 Fax: 856-596-5201



Citation and Notification of Penalty

To:
ESMOKE
and its successors
687 Prospect Street #455
Lakewood, NJ 08701

Inspection Number: 655718
Inspection Date(s): 09/24/2012 - 12/14/2012
Issuance Date: 03/21/2013

Inspection Site:
687 Prospect Street #455
Lakewood, NJ 08701

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 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.

OSHA does not agree to any restrictions or conditions or endorsements put on any check or money order for less than the full amount due, and will cash the check or money order as if these restrictions, conditions, or endorsements 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 03/21/2013. The conference will be held at the OSHA office located at 701 Route 73 South, Building 2, Suite 120, Marlton, NJ 08053 on _____ at _____.

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

CERTIFICATION OF CORRECTIVE ACTION WORKSHEET

Company Name: ESMOKE

Inspection Number: 655718

Inspection Site: 687 Prospect Street #455, Lakewood, NJ 08701

Issuance Date: 03/21/2013

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, 701 Route 73 South, Building 2, Suite 120, Marlton, NJ 08053**

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



Citation and Notification of Penalty

Company Name: ESMOKE

Inspection Site: 687 Prospect Street #455, Lakewood, NJ 08701

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

29 CFR 1910.138(a): The employer did not select and require employees to use appropriate hand protection when employees' hands were exposed to hazardous condition(s):

a) Rework Room: The employer did not select appropriate hand protection for employees. Employees were wearing thin latex gloves when handling chemicals such as eJuice, which contain liquid nicotine and flavorings (Cola Syrup, Black Cherry, Cinnamon Original, and Chrysanthemum Flavor, which are noted as corrosive flavorings), on or about 9/24/12.

b) Assembly Room: The employer did not select appropriate hand protection for employees. Employees were wearing thin latex gloves when handling chemicals such as eJuice, which contain liquid nicotine and flavorings (Cola Syrup, Black Cherry, Cinnamon Original, and Chrysanthemum Flavor, which are noted as corrosive flavorings), on or about 9/24/12.

c) Mixing Lab: The employer did not select appropriate hand protection for employees. Employees were wearing thin latex gloves when handling chemicals such as liquid nicotine and flavorings (Cola Syrup, Black Cherry, Cinnamon Original, and Chrysanthemum Flavor, which are noted as corrosive flavorings), on or about 9/24/12.

NOTE: THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT CERTIFICATION FOR THIS ITEM. FAILURE TO COMPLY WILL RESULT IN AN ADDITIONAL PENALTY OF \$1000.00 IN ACCORDANCE WITH 29 CFR 1903.19.

Date By Which Violation Must be Abated:

04/11/2013

Proposed Penalty:

\$4,500.00



Citation and Notification of Penalty

Company Name: ESMOKE

Inspection Site: 687 Prospect Street #455, Lakewood, NJ 08701

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

29 CFR 1910.141(g)(2): Employees were permitted to consume food or beverage in area(s) exposed to toxic materials:

- a) Rework Area: The employer allowed employees to consume food and beverage at workstations where they assembled and disassembled e-cigarettes containing eJuice with corrosive flavorings and nicotine, on or about 9/24/12.
- b) Assembly Room: The employer allowed employees to consume food and beverage at workstations where they assembled and disassembled e-cigarettes containing eJuice with corrosive flavorings and nicotine, on or about 12/13/12.

NOTE: THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT CERTIFICATION FOR THIS ITEM. FAILURE TO COMPLY WILL RESULT IN AN ADDITIONAL PENALTY OF \$1000.00 IN ACCORDANCE WITH 29 CFR 1903.19.

Date By Which Violation Must be Abated:
Proposed Penalty:

04/11/2013
\$2,700.00



Citation and Notification of Penalty

Company Name: ESMOKE
Inspection Site: 687 Prospect Street #455, Lakewood, NJ 08701

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

29 CFR 1910.157(c)(1): Portable fire extinguishers were not mounted, located and identified so that they were readily accessible without subjecting the employees to injuries:

a) Facility: The employer had a portable fire extinguisher that was not mounted and being used to hold the Assembly Room door open, on or about 9/24/12.

NOTE: THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT CERTIFICATION FOR THIS ITEM. FAILURE TO COMPLY WILL RESULT IN AN ADDITIONAL PENALTY OF \$1000.00 IN ACCORDANCE WITH 29 CFR 1903.19.

Date By Which Violation Must be Abated: 04/11/2013
Proposed Penalty: \$5,400.00



Citation and Notification of Penalty

Company Name: ESMOKE

Inspection Site: 687 Prospect Street #455, Lakewood, NJ 08701

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

29 CFR 1910.157(g)(2): The educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting was not provided to all employees upon initial employment, and at least annually thereafter:

a) Facility: The employer did not train employees on the hazards involved with incipient stage firefighting, on or about 9/24/12.

NOTE: THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT CERTIFICATION FOR THIS ITEM. FAILURE TO COMPLY WILL RESULT IN AN ADDITIONAL PENALTY OF \$1000.00 IN ACCORDANCE WITH 29 CFR 1903.19.

Date By Which Violation Must be Abated:

04/11/2013

Proposed Penalty:

\$5,400.00



Citation and Notification of Penalty

Company Name: ESMOKE

Inspection Site: 687 Prospect Street #455, Lakewood, NJ 08701

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

29 CFR 1910.1200(e)(1): The employer did not develop, implement, and/or maintain at the workplace a written hazard communication program which describes how the criteria specified in 29 CFR 1910.1200(f), (g), and (h) will be met:

a) Facility: The employer did not have a written hazard communication program for employees that handled chemicals such as but limited to Liquid Nicotine, Propylene Glycol, and Methyl Ethyl Ketone and flavorings, on or about 9/24/12.

b) Facility: The employer did not have a written hazard communication program for employees who were required by the employer to smoke nicotine-containing e-cigarettes to test the product, on or about 9/24/12

NOTE: IN ADDITION TO ABATEMENT CERTIFICATION, THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT DOCUMENTATION FOR THIS ITEM. FAILURE TO COMPLY WILL RESULT IN AN ADDITIONAL PENALTY OF \$1000.00 IN ACCORDANCE WITH 29 CFR 1903.19.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:

04/11/2013

Proposed Penalty:

\$6,300.00

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: ESMOKE

Inspection Site: 687 Prospect Street #455, Lakewood, NJ 08701

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 6 a Type of Violation: **Serious**

29 CFR 1910.1200(f)(5)(i): The employer did not ensure that each container of hazardous chemicals in the workplace was labeled, tagged or marked with the identity of the hazardous chemical(s) contained therein:

a) Mixing Lab: The employer had six white bottles that contained liquid nicotine that were not labeled, on or about 9/24/12 and 12/13/12.

NOTE: IN ADDITION TO ABATEMENT CERTIFICATION, THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT DOCUMENTATION FOR THIS ITEM. FAILURE TO COMPLY WILL RESULT IN AN ADDITIONAL PENALTY OF \$1000.00 IN ACCORDANCE WITH 29 CFR 1903.19.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:

04/11/2013

Proposed Penalty:

\$6,300.00

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: ESMOKE

Inspection Site: 687 Prospect Street #455, Lakewood, NJ 08701

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

29 CFR 1910.1200(f)(5)(ii): The employer did not ensure that each container of hazardous chemicals in the workplace was labeled, tagged or marked with the appropriate hazard warnings:

a) Mixing Lab: The employer had six white bottles that contained liquid nicotine that were not labeled, on or about 9/24/12 and 12/13/12.

NOTE: IN ADDITION TO ABATEMENT CERTIFICATION, THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT DOCUMENTATION FOR THIS ITEM. FAILURE TO COMPLY WILL RESULT IN AN ADDITIONAL PENALTY OF \$1000.00 IN ACCORDANCE WITH 29 CFR 1903.19.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:

04/11/2013



Citation and Notification of Penalty

Company Name: ESMOKE

Inspection Site: 687 Prospect Street #455, Lakewood, NJ 08701

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

29 CFR 1910.1200(g)(1): Chemical manufacturers and importers did not obtain or develop a safety data sheet for each hazardous chemical and for each chemical that posed a hazard not otherwise classified that they produce or import.

a) Mixing Lab: The employer did not create MSDS fact sheets for the hazardous chemicals they manufacture, such as but not limited to Premium E-Juice with Nicotine, and Premium E-Juice without Nicotine, on or about 9/24/12 and 12/13/12.

Date By Which Violation Must be Abated:
Proposed Penalty:

Corrected During Inspection
\$4,500.00



Citation and Notification of Penalty

Company Name: ESMOKE
Inspection Site: 687 Prospect Street #455, Lakewood, NJ 08701

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

29 CFR 1910.1200(g)(8): The employer did not maintain copies of the required material safety data sheets for each hazardous chemical in the workplace:

a) Mixing Lab: The employer did not have material safety data sheets for liquid nicotine and flavorings such as, but not limited to Cola Syrup, Black Cherry, Cinnamon Original and Chrysanthemum Flavor, that were used by employees for making eJuice, on or about 9/24/12.

Date By Which Violation Must be Abated:	Corrected During Inspection
Proposed Penalty:	\$6,300.00

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: ESMOKE

Inspection Site: 687 Prospect Street #455, Lakewood, NJ 08701

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

29 CFR 1910.1200(h)(1): Employees were not provided effective information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard that the employees had not been previously trained about was introduced into their work area:

- a) Facility: The employer had not provided information and training to employees on chemicals they used in the workplace such as but not limited to Liquid Nicotine, Propylene Glycol, Methyl Ethyl Ketone, eJuice, and corrosive flavorings on or about 9/24/12.
- b) Facility: The employer had not provided information and training to employees who were required by the employer to smoke nicotine-containing e-cigarettes to test the product, on or about 9/24/12.

Date By Which Violation Must be Abated:
Proposed Penalty:

Corrected During Inspection
\$6,300.00



Citation and Notification of Penalty

Company Name: ESMOKE

Inspection Site: 687 Prospect Street #455, Lakewood, NJ 08701

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

29 CFR 1910.133(a)(1): The employer did not ensure that each affected employee uses appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation:

a) Mixing Lab: The employer did not provide eye protection to employees that mixed chemicals, such as but not limited to eJuice, liquid nicotine and flavorings (Cola Syrup, Black Cherry, Cinnamon Original and Chrysanthemum Flavor, which are noted as corrosive flavorings), on or about 9/24/12, 12/13/12, and 12/14/12.

NOTE: IN ADDITION TO ABATEMENT CERTIFICATION, THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT DOCUMENTATION FOR THIS ITEM. FAILURE TO COMPLY WILL RESULT IN AN ADDITIONAL PENALTY OF \$1000.00 IN ACCORDANCE WITH 29 CFR 1903.19.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:

04/11/2013

Proposed Penalty:

\$63,000.00



Citation and Notification of Penalty

Company Name: ESMOKE

Inspection Site: 687 Prospect Street #455, Lakewood, NJ 08701

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

29 CFR 1910.138(a): The employer did not select and require employees to use hand protection when employees' hands were exposed to hazardous condition(s)

a) Rework Room: The employer did not require employees to wear hand protection when handling chemicals such as eJuice, which contain liquid nicotine and flavorings (Cola Syrup, Black Cherry, Cinnamon Original, and Chrysanthemum Flavor, which are noted as corrosive flavorings), on or about 9/24/12.

b) Assembly Room: The employer did not require employees to wear hand protection when handling chemicals such as eJuice, which contain, liquid nicotine and flavorings (Cola Syrup, Black Cherry, Cinnamon Original, and Chrysanthemum Flavor, which are noted as corrosive flavorings), on or about 9/24/12.

NOTE: IN ADDITION TO ABATEMENT CERTIFICATION, THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT DOCUMENTATION FOR THIS ITEM. FAILURE TO COMPLY WILL RESULT IN AN ADDITIONAL PENALTY OF \$1000.00 IN ACCORDANCE WITH 29 CFR 1903.19.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	04/11/2013
Proposed Penalty:	\$49,500.00

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: ESMOKE

Inspection Site: 687 Prospect Street #455, Lakewood, NJ 08701

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

29 CFR 1910.133(a)(1): The employer did not ensure that each affected employee uses appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation:

a) Rework Room: The employer did not provide eye protection to employees that handled liquid chemicals, such as but not limited to eJuice, on or about 9/24/12.

b) Assembly Room: The employer did not provide eye protection to employees that handled liquid chemicals, such as but not limited to eJuice, on or about 9/24/12.

NOTE: THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT CERTIFICATION FOR THIS ITEM. FAILURE TO COMPLY WILL RESULT IN AN ADDITIONAL PENALTY OF \$1000.00 IN ACCORDANCE WITH 29 CFR 1903.19.

Date By Which Violation Must be Abated:

04/11/2013

Proposed Penalty:

\$0.00



Citation and Notification of Penalty

Company Name: ESMOKE

Inspection Site: 687 Prospect Street #455, Lakewood, NJ 08701

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

29 CFR 1910.141(c)(1)(i): Toilet facilities were not provided in accordance with TABLE J-1 of this Section:

a) Facility: The employer employed 140 employees and had only two bathrooms with one water closet in each, on or about 9/24/12.

Date By Which Violation Must be Abated:
Proposed Penalty:

Corrected During Inspection
\$0.00

A handwritten signature in black ink that reads "Paula Dixon-Roderick".

Paula Dixon-Roderick
Area Director

U.S. Department of Labor
Occupational Safety and Health Administration
701 Route 73 South
Building 2, Suite 120
Marlton, NJ 08053
Phone: 856-596-5200 Fax: 856-596-5201



INVOICE / DEBT COLLECTION NOTICE

Company Name: ESMOKE
Inspection Site: 687 Prospect Street #455, Lakewood, NJ 08701
Issuance Date: 03/21/2013

Summary of Penalties for Inspection Number	655718
Citation 1, Serious	\$47,700.00
Citation 2, Willful	\$112,500.00
Citation 3, Other-than-Serious	\$0.00
TOTAL PROPOSED PENALTIES	\$160,200.00

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.

OSHA does not agree to any restrictions or conditions or endorsements put on any check or money order 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.



Paula Dixon-Roderick

Area Director



Date