

U.S. Department of Labor
Occupational Safety and Health Administration
3300 Vickery Road
North Syracuse, NY 13212
Phone: 315-451-0808 Fax: 315-451-1351



Citation and Notification of Penalty

To:
Harden Furniture, Inc.
and its successors
Andrew Clark, VP Operations
8550 Mill Pond Way
Mc Connellsville, NY 13401

Inspection Site:
8550 Mill Pond Way
Mc Connellsville, NY 13401

Inspection Number: 1056557
Inspection Date(s): 04/14/2015 - 04/23/2015
Issuance Date: 10/09/2015

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. 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 10/09/2015. The conference will be held by telephone or at the OSHA office located at 3300 Vickery Road, North Syracuse, NY 13212 on _____ at _____.

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

CERTIFICATION OF CORRECTIVE ACTION WORKSHEET

Inspection Number: 1056557

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401
Issuance Date: 10/09/2015

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, 3300 Vickery Road, North Syracuse, NY 13212**

Citation Number 1 and Item Number 1 was corrected on _____
By (Method of Abatement): _____

Citation Number 1 and Item Number 3 was corrected on _____
By (Method of Abatement): _____

Citation Number 1 and Item Number 4 was corrected on _____
By (Method of Abatement): _____

Citation Number 1 and Item Number 8 was corrected on _____
By (Method of Abatement): _____

Citation Number 1 and Item Number 9 was corrected on _____
By (Method of Abatement): _____

Citation Number 1 and Item Number 10 was corrected on _____
By (Method of Abatement): _____

Citation Number 1 and Item Number 11a was corrected on _____
By (Method of Abatement): _____

Citation Number 1 and Item Number 11b was corrected on _____
By (Method of Abatement): _____

Citation Number 1 and Item Number 11c was corrected on _____
By (Method of Abatement): _____

Citation Number 1 and Item Number 11d was corrected on _____
By (Method of Abatement): _____

Citation Number __1__ and Item Number _12b__ was corrected on _____
By (Method of Abatement): _____

Citation Number __1__ and Item Number _13a__ was corrected on _____
By (Method of Abatement): _____

Citation Number __1__ and Item Number _13b__ was corrected on _____
By (Method of Abatement): _____

Citation Number __1__ and Item Number _14a__ was corrected on _____
By (Method of Abatement): _____

Citation Number __1__ and Item Number _14b__ was corrected on _____
By (Method of Abatement): _____

Citation Number __1__ and Item Number _16__ was corrected on _____
By (Method of Abatement): _____

Citation Number __1__ and Item Number _18a__ was corrected on _____
By (Method of Abatement): _____

Citation Number __1__ and Item Number _18b__ was corrected on _____
By (Method of Abatement): _____

Citation Number __1__ and Item Number _18c__ was corrected on _____
By (Method of Abatement): _____

Citation Number __1__ and Item Number _19__ was corrected on _____
By (Method of Abatement): _____

Citation Number __1__ and Item Number _20__ was corrected on _____
By (Method of Abatement): _____

Citation Number __1__ and Item Number _21__ was corrected on _____
By (Method of Abatement): _____

Citation Number 1 and Item Number 22 was corrected on _____
By (Method of Abatement): _____

Citation Number 2 and Item Number 1 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: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

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

29 CFR 1910.23(a)(2): Ladderway floor opening(s) or platform(s) were not guarded by a standard railing with standard toeboard(s) on all exposed sides (except at the entrance to opening) with passage through the railing either provided with a swinging gate or so offset that a person could walk directly into the opening:

- a) Outside of Sawmill, on or about 4/14/15: Two ladderway openings on the green sawdust tower were not guarded.**
- b) Rough Mill, Back Room, on or about 4/15/15: A ladderway opening on the platform to the roof was not guarded.**

Abatement certification must be submitted for item b.

Date By Which Violation Must be Abated:	11/14/2015
Proposed Penalty:	\$4500.00

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

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Issuance Date: 10/09/2015



Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

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 1910.23(c)(1): Open-sided floors and/or platforms four feet or more above adjacent floor or ground level were not guarded with standard railings:

a) Finishing, Bay 5, on or about 4/16/15: Open sided floors along the loading dock and along three storage bins to the right of the loading dock were not adequately guarded in that there were no midrails and the top rails provided measured only 34 inches high.

Date By Which Violation Must be Abated:
Proposed Penalty:

Corrected During Inspection
\$3600.00

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: 1056557
Inspection Date(s): 04/14/2015 - 04/23/2015
Issuance Date: 10/09/2015



Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

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

29 CFR 1910.23(e)(3)(v)(b): Railing construction type, size and/or arrangement did not meet the minimum requirement of strength to withstand at least 200 pounds top rail pressure:

a) Finishing, Bay 5, on or about 4/16/15: There was a plastic chain railing used for guarding the loading dock that was tied together with a piece of fabric which did not meet the minimum strength requirement to withstand at least 200 pounds of rail pressure.

Date By Which Violation Must be Abated:

Corrected During Inspection

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: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

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

29 CFR 1910.24(h): Standard railings were not provided on the open sides of all exposed stairways and stair platforms:

- a) **Wood Shop, Turning Cell, on or about 4/15/15: A fixed stairway and platform outside the exit door, with five risers, was not provided with a midrail.**
- b) **Wood Shop, Entrance to Attic, on or about 4/15/15: A fixed stairway with five risers was not provided with a midrail on the right side descending.**
- c) **UFB Bldg., on or about 4/16/15: A fixed stairway with 18 risers was not provided with railings on the left side for the last 8 steps descending.**

Abatement certification must be submitted for item b.

Date By Which Violation Must be Abated:	11/14/2015
Proposed Penalty:	\$2700.00

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

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Issuance Date: 10/09/2015



Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

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

29 CFR 1910.27(f): Ladders were not maintained in a safe condition or inspected regularly:

a) Rough Mill, Back Room, on or about 4/15/15: A 20 foot fixed ladder for access to the roof was not maintained in a safe condition in that the side rails were severely bent and two rungs were missing at the bottom of the ladder.

Abatement certification must be submitted for this item.

Date By Which Violation Must be Abated:
Proposed Penalty:

11/14/2015
\$4500.00

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: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

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

29 CFR 1910.37(a)(3): Exit route(s) were not kept free and unobstructed:

- a) **Boiler Room, on or about 4/14/15: Exit door in the chip storage silo #1 was blocked by snow.**
- b) **Boiler Room, on or about 4/14/15: Exit door in the chip storage silo #2 would not open because of a bungee cord holding the door closed.**
- c) **Garage, Parts Storage, on or about 4/16/15: Exit door was blocked by carts of material.**

Date By Which Violation Must be Abated:
Proposed Penalty:

Corrected During Inspection
\$4500.00

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

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Issuance Date: 10/09/2015



Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

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 1910.37(b)(1): Each exit route was not adequately lighted so that employees with normal vision could see along the exit route:

a) Attic, east side, above assembly, on or about 4/15/15: Exit route was not adequately lighted in that the light bulb had burned out and an employee could not see that there were two steps down to an exit door.

Date By Which Violation Must be Abated:
Proposed Penalty:

Corrected During Inspection
\$3600.00

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

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Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

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

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

a) Boiler Room, Silo Room #2, on or about 4/14/15: Exit door was not provided with an exit sign.

Date By Which Violation Must be Abated:

Corrected During Inspection

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: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

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

29 CFR 1910.107(g)(2): All spraying areas were not kept as free from the accumulation of deposits of combustible residues as practical, with cleaning conducted daily if necessary:

- a) **Finishing, Top Coat Side, on or about 4/16/15: The first coat lacquer booth had a heavy accumulation of combustible residue along the bottom wall of the booth below the filters.**
- b) **Finishing, on or about 4/16/15: The sealer booth had a heavy accumulation of combustible residue along the bottom wall of the booth below the filters.**
- c) **Finishing, on or about 4/16/15: The paint booth had a heavy accumulation of combustible residue on the left wall of the booth.**

Date By Which Violation Must be Abated:
Proposed Penalty:

Corrected During Inspection
\$4500.00

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

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Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

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

29 CFR 1910.137(b)(2)(viii): Electrical protective equipment was not subjected to periodic electrical tests in accordance with Tables I-5 and I-6:

a) Maintenance Dept., on or about 4/14/15: Rubber insulating gloves were last tested July, 2011.

Abatement certification must be submitted for this item.

Date By Which Violation Must be Abated:
Proposed Penalty:

11/14/2015
\$4500.00

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
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Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

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

29 CFR 1910.146(d)(14): Under the permit-required confined space program required by 29 CFR 1910.146(c)(4), the employer did not review the permit-required confined space program, using the canceled permits retained under 29 CFR 1910.146(e)(6) within one year after each entry and revise the program as necessary to ensure that employees participating in entry operations are protected from permit space hazards:

a) At the establishment, on or about 4/15/15: The employer had not conducted an annual review of the permit-required confined space program to ensure employees participating in entry operations are protected from permit space hazards.

Abatement certification must be submitted for this item.

Date By Which Violation Must be Abated:	11/14/2015
Proposed Penalty:	\$4500.00

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
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Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

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

29 CFR 1910.146(g)(1): The employer did not provide training so that all employees whose work was regulated by 29 CFR 1910.146 (permit required confined spaces) acquired the understanding, knowledge, and skills necessary for the safe performance of the duties assigned under 29 CFR 1910.146:

a) At the establishment, on or about 4/15/15: Not all employees were trained in conducting permit required confined space operations.

Abatement certification must be submitted for this item.

Date By Which Violation Must be Abated:
Proposed Penalty:

11/14/2015
\$4500.00

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: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

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 11 a Type of Violation: **Serious**

29 CFR 1910.146(k)(1): An employer who designates rescue and emergency services, pursuant to paragraph (d)(9) of this section did not evaluate the prospective rescuer's ability by the criteria set in this section, (k)(1)(i) - (k)(1)(v):

a) At the establishment, on or about 4/15/15: The employer did not evaluate the prospective rescuer's ability to perform rescue and emergency services in accordance with section (k)(1)(I) - (k)(1)(v).

Abatement certification must be submitted for this item.

Date By Which Violation Must be Abated:	11/14/2015
Proposed Penalty:	\$4500.00

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

Inspection Number: 1056557
Inspection Date(s): 04/14/2015 - 04/23/2015
Issuance Date: 10/09/2015



Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

Citation 1 Item 11 b Type of Violation: **Serious**

29 CFR 1910.146(k)(2)(ii): Affected employees were not trained to perform assigned rescue duties in permit required confined spaces:

a) At the establishment, on or about 4/15/15: Employer's written confined space entry program indicated authorized attendants would perform rescue operations. Employees were not trained to perform rescue operations.

Abatement certification must be submitted for this item.

Date By Which Violation Must be Abated:

11/14/2015

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

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Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

Citation 1 Item 11 c Type of Violation: **Serious**

29 CFR 1910.146(k)(2)(iii): The employer did not ensure that each member of the rescue service was trained in basic first-aid and in cardiopulmonary resuscitation:

a) At the establishment, on or about 4/15/15: Employer's written confined space entry program indicated authorized attendants would perform rescue operations. Employees were not trained in basic first-aid and cardiopulmonary resuscitation.

Abatement certification must be submitted for this item.

Date By Which Violation Must be Abated:

11/14/2015

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

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Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

Citation 1 Item 11 d Type of Violation: **Serious**

29 CFR 1910.146(k)(2)(iv): The employer did not ensure that affected employees practice making permit space rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces or from representative permit spaces:

a) At the establishment, on or about 4/15/15: Employer's written confined space entry program indicated authorized attendants would perform rescue operations. Affected employees had not practiced making simulated rescue operations at least once every 12 months.

Abatement certification must be submitted for this item.

Date By Which Violation Must be Abated: 11/14/2015

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Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
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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 12 a Type of Violation: **Serious**

29 CFR 1910.147(c)(4)(i): Procedures were not developed, documented and utilized for the control of potentially hazardous energy when employees were engaged in activities covered by this section:

a) Recycling Area, on or about 4/16/15: There was no written lockout/tagout procedure for the EPCO Wastebuster cardboard baler for employees providing servicing and/or maintenance on the equipment and no lockout procedures were utilized for the hydraulic pressure/stored energy to prevent movement of the ram after power was disconnected.

Abatement certification must be submitted for this item.

Date By Which Violation Must be Abated:
Proposed Penalty:

Corrected During Inspection
\$4500.00

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Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

Citation 1 Item 12 b Type of Violation: **Serious**

29 CFR 1910.147(c)(6)(i): The employer did not conduct an annual or more frequent inspection of the energy control procedure to ensure that the procedure and requirements of this standard were followed:

a) At the establishment, on or about 4/14/15: Inspections of the lockout/tagout procedures were not being done annually in that they were last conducted July, 2013. Employees are required to perform servicing and/or maintenance on various woodworking equipment, boilers, baler, etc.

Abatement certification must be submitted for this item.

Date By Which Violation Must be Abated:

11/14/2015

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

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Citation and Notification of Penalty

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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 13 a 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 fire fighting was not provided to all employees upon initial employment, and at least annually thereafter:

a) At the establishment, on or about 4/14/15: Annual training was not provided to employees on the use of fire extinguishers and the hazards involved with incipient stage fire fighting.

***ABATEMENT NOTE: By this date the employer must either correct the alleged violation or implement a Fire Safety Policy as outlined in 29 CFR 1910.38 and 29 CFR 1910.39 which includes the evacuation requirements of 29 CFR 1910.157(b).**

Abatement certification must be submitted for this item.

Date By Which Violation Must be Abated:	11/14/2015
Proposed Penalty:	\$4500.00

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Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

Citation 1 Item 13 b Type of Violation: **Serious**

29 CFR 1910.157(g)(3): Employees who have been designated to use firefighting equipment as part of the emergency action plan were not provided training in the use of the appropriate equipment:

a) At the establishment, on or about 4/14/15: Employees were not trained on the use of fire hoses located throughout the facility.

Abatement certification must be submitted for this item.

Date By Which Violation Must be Abated:

11/14/2015

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

Inspection Number: 1056557
Inspection Date(s): 04/14/2015 - 04/23/2015
Issuance Date: 10/09/2015



Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

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 14 a Type of Violation: **Serious**

29 CFR 1910.158(e)(2)(iii): Hose systems were not inspected at least annually to assure that all equipment and hose are in place, available for use, and in serviceable condition:

a) Throughout the facility, on or about 4/14/15: Hose systems were not inspected annually to ensure they are in serviceable condition.

Abatement certification must be submitted for this item.

Date By Which Violation Must be Abated:
Proposed Penalty:

11/14/2015
\$2700.00

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: 1056557
Inspection Date(s): 04/14/2015 - 04/23/2015
Issuance Date: 10/09/2015



Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

Citation 1 Item 14 b Type of Violation: **Serious**

29 CFR 1910.158(e)(2)(v): Hemp or linen hose on existing hose systems was not unracked, physically inspected for deterioration, and reracked using a different fold pattern at least annually:

a) Throughout the facility, on or about 4/14/15: Fire hoses were not unracked, physically inspected for deterioration and reracked using a different fold pattern at least annually.

Abatement certification must be submitted for this item.

Date By Which Violation Must be Abated:

11/14/2015

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: 1056557
Inspection Date(s): 04/14/2015 - 04/23/2015
Issuance Date: 10/09/2015



Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

Citation 1 Item 15 Type of Violation: **Serious**

29 CFR 1910.176(b): Material stored in tiers was not stacked, blocked, interlocked or limited in height so that it was stable and secure against sliding and collapse:

a) Wood Shop, Stock Panel Room, on or about 4/15/15: Pallets of stock was leaning and was not stable and secure from sliding and collapse.

Date By Which Violation Must be Abated:
Proposed Penalty:

Corrected During Inspection
\$2700.00

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: Harden Furniture, Inc.

Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

Citation 1 Item 16 Type of Violation: **Serious**

29 CFR 1910.212(a)(1): One or more methods of machine guarding was not provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips and sparks:

- a) **Sawmill, Maintenance Shop, on or about 4/14/15: Rotating chuck on a Becker vertical milling machine was not guarded.**
- b) **Sawmill, Maintenance Shop, on or about 4/14/15: Rotating chuck on a Delta drill press was not guarded.**
- c) **Sawmill, Debarker, on or about 4/14/15: Ingoing nip points on the trough chain conveyer were not adequately guarded and there was an opening above the chain conveyer where moving logs pass through along the conveyer that was not guarded.**
- d) **Maintenance Shop, on or about 4/14/15: Rotating chuck on a Dayton drill press, Model 3Z919, was not guarded.**
- e) **Boiler Room, on or about 4/14/15: Ingoing nip points on a metering bin auger were not adequately guarded in that the interlock safety switch for cover was not functioning.**
- f) **Wood Shop, on or about 4/15/15: Hold downs on a Dodds dovetail machine were not guarded.**
- g) **Table Assembly Area, on or about 4/15/15: Unused portion of blade on a Rockwell vertical bandsaw was not adequately guarded.**
- h) **Contract Assembly, on or about 4/15/15: Rotating chuck and routing bit on a Delta drill press were not guarded; rotating chuck and hole cutter on a Dayton drill press were not guarded; and rotating chuck on a Delta drill press was not guarded.**
- i) **Contract Wood Shop, on or about 4/15/15: Rotating chuck on a Dayton drill press was not guarded.**

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: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

- j) Contract Wood Shop, Cellar, on or about 4/15/15: Rotating chuck on a Craftsman drill press was not guarded.**
- k) Finishing, Hand Sand Repair, on or about 4/16/15: Rotating chuck on a Craftsman drill press was not guarded.**
- l) Recycling Area, on or about 4/16/15: Ingoing nip points and pinch points on an EPCO Wastebuster cardboard baler were not guarded in that the safety interlock switch was not working.**
- m) UFB Bldg., Second floor, on or about 4/16/15: Rotating chuck on a Craftsman drill press was not guarded.**
- n) Finishing, Upholstery Sewing Dept., on or about 4/16/15: Point of operation on a Singer sewing machine #831 was not provided with a needle guard.**

Abatement documentation must be submitted for items a, e, f, g, m.

Date By Which Violation Must be Abated:	11/14/2015
Proposed Penalty:	\$6300.00

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

Inspection Number: 1056557
Inspection Date(s): 04/14/2015 - 04/23/2015
Issuance Date: 10/09/2015



Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

Citation 1 Item 17 Type of Violation: **Serious**

29 CFR 1910.213(a)(9): All belts, pulleys, gears, shafts, and moving parts were not guarded in accordance with the specific requirements of 1910.219:

- a) **Sawmill, Cellar, on or about 4/14/15: V belt and pulleys driving the carriage feed roll hydraulic unit were not adequately guarded.**
- b) **Sawmill, Cellar, on or about 4/14/15: Rotating chain coupler and shaft for the log turner hydraulic unit was not adequately guarded.**
- c) **Boiler Room, on or about 4/14/15: Rotating shaft and keyway at the end of the chip auger in the chip storage silo #1 was not guarded.**

Date By Which Violation Must be Abated:
Proposed Penalty:

Corrected During Inspection
\$4500.00

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: 1056557
Inspection Date(s): 04/14/2015 - 04/23/2015
Issuance Date: 10/09/2015



Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

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 18 a Type of Violation: **Serious**

29 CFR 1910.213(c)(1): Circular handfed ripsaw(s) were not guarded by an automatically adjusting hood which completely enclosed that portion of the saw above the table and above the material being cut:

a) Contract Wood Shop, on or about 4/15/15: Delta table saw used for ripping was not adequately guarded in that the guard was positioned up approximately 3 inches from the table and did not automatically adjust to the material being cut.

Abatement certification must be submitted for this item.

Date By Which Violation Must be Abated:
Proposed Penalty:

11/14/2015
\$4500.00

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: 1056557
Inspection Date(s): 04/14/2015 - 04/23/2015
Issuance Date: 10/09/2015



Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

Citation 1 Item 18 b Type of Violation: **Serious**

29 CFR 1910.213(c)(2): Hand-fed circular rip saw(s) were not furnished with a spreader to prevent material from squeezing the saw or being thrown back on the operator:

- a) Contract Wood Shop, on or about 4/15/15: Delta table saw used for ripping was not provided with a spreader to prevent material from being thrown back on the operator.**
- b) UFB Bldg, Second Floor, on or about 4/16/15: Beach table saw used for ripping was not provided with a spreader to prevent material from being thrown back on the operator.**

Abatement certification must be submitted for these items.

Date By Which Violation Must be Abated:

11/14/2015

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: Harden Furniture, Inc.

Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

Citation 1 Item 18 c Type of Violation: **Serious**

29 CFR 1910.213(c)(3): Hand-fed rip saw(s) did not have non kickback fingers or dogs so located as to oppose the thrust or tendency of the saw to pick up the material or to throw it back toward the operator:

a) Contract Wood Shop, on or about 4/15/15: Delta table saw used for ripping was not provided with nonkickback fingers or dogs.

b) UFB Bldg., Second floor on or about 4/16/15: Beach table saw used for ripping was not provided with nonkickback fingers or dogs.

Abatement certification must be submitted for these items.

Date By Which Violation Must be Abated:

11/14/2015

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

Inspection Number: 1056557
Inspection Date(s): 04/14/2015 - 04/23/2015
Issuance Date: 10/09/2015



Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

Citation 1 Item 19 Type of Violation: **Serious**

29 CFR 1910.213(m)(1): Cutting heads of wood shaper(s) were not enclosed with a cage or adjustable guard so designed so as to keep the operator's hand away from the cutting edge:

a) Wood Shop, on or about 4/15/15: Cutting head on the left side of a Bell profile shaper was not adequately guarded.

Abatement certification must be submitted for this item.

Date By Which Violation Must be Abated:
Proposed Penalty:

11/14/2015
\$4500.00

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: 1056557
Inspection Date(s): 04/14/2015 - 04/23/2015
Issuance Date: 10/09/2015



Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

Citation 1 Item 20 Type of Violation: **Serious**

29 CFR 1910.213(p)(4): Belt sanding machinery was not provided with a guard at each nip point where the sanding belt ran onto a pulley, to prevent the operator's hands or fingers from coming into contact with nip points:

a) Wood Shop, Turning Cell, on or about 4/15/15: Hand block belt sander #5-27, ingoing nip points were not adequately guarded.

Abatement certification must be submitted for this item.

Date By Which Violation Must be Abated:	11/14/2015
Proposed Penalty:	\$4500.00

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: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

Citation 1 Item 21 Type of Violation: **Serious**

29 CFR 1910.213(r)(4): Suitable guard(s) were not provided to reduce to a minimum the hazard due to the point of operation of panel saw, mortiser, cutoff saw, and boring machines:

- a) **Rough Mill, Front Room, on or about 4/15/15: Point of operation and hold down on a Cain panel saw were not guarded.**
- b) **Wood Shop, Turning Cell, on or about 4/15/15: Cutting bit on a Maka mortiser machine was not guarded.**
- c) **Wood Shop, on or about 4/15/15: Two Medalist Bell double end cutoff saw and boring machines did not have the point of operation adequately guarded and the hold downs were not guarded.**
- d) **Wood Shop, on or about 4/15/15: Point of operation at the boring bits/router and hold downs on an anchor/screw machine, Operation #28, were not guarded.**
- e) **Wood Shop, on or about 4/15/15: Point of operation at the boring bits and hold downs for the horizontal boring machines #3-3 and 3-19 were not guarded.**
- f) **Wood Shop, Corner Block, on or about 4/15/15: Point of operation on a corner block chop saw was not guarded.**

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

Inspection Number: 1056557
Inspection Date(s): 04/14/2015 - 04/23/2015
Issuance Date: 10/09/2015



Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

g) UFB Bldg., second floor, on or about 4/16/15: Point of operation at the boring bits and hold downs on an American horizontal boring machine were not guarded.

Abatement documentation must be submitted for items a, c, d, e, f, g.

Date By Which Violation Must be Abated:
Proposed Penalty:

11/14/2015
\$6300.00

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: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

Citation 1 Item 22 Type of Violation: **Serious**

29 CFR 1910.213(s)(6): Cleanliness around woodworking machinery was not maintained to prevent fire hazards:

- a) **Sawmill, on or about 4/14/15: There was an accumulation of wood dust throughout the sawmill around saws and in the cellar of the sawmill.**
- b) **Rough Mill, Front Room, on or about 4/15/15: There was an accumulation of wood dust around the Cain panel saw, Komo CNC router 508R and the Komo CNC router 508Q.**
- c) **Wood Shop, on or about 4/15/15: There was an accumulation of wood dust around the timesaver machine.**
- d) **Finishing, Upfront, Hand Sand, on or about 4/16/15: There was an accumulation of wood dust on the motor for the lift.**
- e) **UFB Bldg., on or about 4/16/15: There was an accumulation of wood dust around the Northwood CNC router.**
- f) **UFB Bldg., on or about 4/16/15: There was an accumulation of wood dust around the Tannewitz bandsaw created by the exhaust pipe being disconnected.**
- g) **UFB Bldg., Second floor, on or about 4/16/15: There was an accumulation of wood dust around the belt sanding machine on the floor, motors, and horizontal surfaces.**

Abatement certification must be submitted for items a, b, c, g.

Date By Which Violation Must be Abated: 11/14/2015
Proposed Penalty: \$2700.00

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: 1056557
Inspection Date(s): 04/14/2015 - 04/23/2015
Issuance Date: 10/09/2015



Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

Citation 1 Item 23 Type of Violation: **Serious**

29 CFR 1910.242(a): Hand and portable powered tools or equipment were not kept in safe condition:

a) UFB Bldg., on or about 4/16/15: Three Bostitch staplers had nails being used to hold the safety devices up out of position.

Date By Which Violation Must be Abated:
Proposed Penalty:

Corrected During Inspection
\$6300.00

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: 1056557
Inspection Date(s): 04/14/2015 - 04/23/2015
Issuance Date: 10/09/2015



Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

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 24 a 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:

a) Rough Mill, Back Room, on or about 4/15/15: A Dayton pedestal fan next to the rip saw was not grounded.

Date By Which Violation Must be Abated:
Proposed Penalty:

Corrected During Inspection
\$2700.00

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: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

Citation 1 Item 24 b Type of Violation: **Serious**

29 CFR 1910.304(g)(6)(vi): Exposed noncurrent-carrying metal parts of cord- and plug-connected equipment that could have become energized were not grounded:

- a) **Assembly, back of chair storage, on or about 4/15/15: A Modine ceiling suspended heater was not grounded in that the cord was only two wires.**
- b) **Assembly Line, second half, on or about 4/15/15: A Lasko box fan on the workbench was not grounded in that the cord was only two wires.**
- c) **Contract Assembly, on or about 4/15/15: A Modine ceiling suspended heater was not grounded in that the cord was only two wires.**

Date By Which Violation Must be Abated:

Corrected During Inspection

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

Inspection Number: 1056557
Inspection Date(s): 04/14/2015 - 04/23/2015
Issuance Date: 10/09/2015



Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

Citation 1 Item 25 Type of Violation: **Serious**

29 CFR 1910.305(b)(1)(ii): Unused openings in boxes, cabinets, or fittings were not effectively closed:

- a) **Wood Shop, Corner, on or about 4/15/15: A circuit breaker panel next to the CNC boring machine had one blank missing.**
- b) **Assembly, main floor by stairway, on or about 4/15/15: A circuit breaker panel had one blank missing.**

Date By Which Violation Must be Abated:
Proposed Penalty:

Corrected During Inspection
\$3600.00

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: 1056557
Inspection Date(s): 04/14/2015 - 04/23/2015
Issuance Date: 10/09/2015



Citation and Notification of Penalty

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401

Citation 2 Item 1 Type of Violation: **Other-than-Serious**

29 CFR 1910.22(a)(2): Floor(s) of workroom(s) were not maintained in a clean and, so far as possible, a dry condition:

a) Boiler Room, Silo Room #2, on or about 4/23/15: There was an accumulation of water throughout the Silo Room.

Abatement certification must be submitted for this item.

Date By Which Violation Must be Abated:
Proposed Penalty:

11/14/2015
\$0.00

A handwritten signature in black ink, appearing to read "Chris Adams", written over a horizontal line.

Christopher Adams, CIH, CSP
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
3300 Vickery Road
North Syracuse, NY 13212
Phone: 315-451-0808 Fax: 315-451-1351



INVOICE / DEBT COLLECTION NOTICE

Company Name: Harden Furniture, Inc.
Inspection Site: 8550 Mill Pond Way, Mc Connellsville, NY 13401
Issuance Date: 10/09/2015

Summary of Penalties for Inspection Number	1056557
Citation 1, Serious	\$106200.00
Citation 2, Other-than-Serious	\$0.00
TOTAL PROPOSED PENALTIES	\$106200.00

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

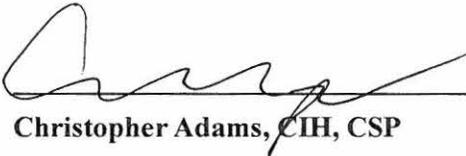
account, the bank will attempt to make the transfer up to 2 times.

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.

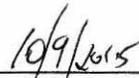
Delinquent Charges: A debt is considered delinquent if it has not been paid within one month (30 calendar days) of the penalty due date or if a satisfactory payment arrangement has not been made. If the debt remains delinquent for more than 90 calendar days, a delinquent charge of six percent (6%) per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



Christopher Adams, CIH, CSP

Area Director



Date