

**U.S. Department of Labor**  
Occupational Safety and Health Administration  
The Wanamaker Building  
100 Penn Square East, 12th Floor  
Philadelphia, PA 19107  
Phone: 215-597-4955 Fax: 215-597-1956



## Citation and Notification of Penalty

**To:**  
High Quality Builders, Inc.  
and its successors  
272 Dunns Mill Road  
Suite 257  
Bordentown, NJ 08505

**Inspection Number:** 1099056  
**Inspection Date(s):** 10/05/2015 -  
**Issuance Date:** 01/04/2016

**Inspection Site:**  
1323 Wests Chester Pike  
West Chester, PA 19382

*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 01/04/2016. The conference will be held by telephone or at the OSHA office located at The Wanamaker Building, 100 Penn Square East, 12th Floor, Philadelphia, PA 19107 on

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

**CERTIFICATION OF CORRECTIVE ACTION WORKSHEET**

**Inspection Number: 1099056**

Company Name: High Quality Builders, Inc.  
Inspection Site: 1323 Wests Chester Pike, West Chester, PA 19382  
Issuance Date: 01/04/2016

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, The Wanamaker Building, 100 Penn Square East, 12th Floor, Philadelphia, PA 19107**

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:** High Quality Builders, Inc.  
**Inspection Site:** 1323 Wests Chester Pike, West Chester, PA 19382

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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 1 a** Type of Violation: **Serious**

29 CFR 1926.451(c)(2)(iv): Front-end loaders and similar pieces of equipment were used to support scaffold platforms when they were not specifically designed by the manufacturer for such use.

a) Jobsite: Building 5, front - Employees were working from a job-made platform that was not designed by the manufacturer for such use. The job made platform was comprised of wood materials and placed atop the Carterpillar Telehandler to access the roof.

Noted on or about 10/5/15.

Abatement certification and documentation required within 10 days after abatement date. The certification shall include a statement that abatement is complete, the date and method of abatement, and state that employees and their representatives were informed of this abatement. Abatement documentation shall include documents demonstrating that abatement is complete, such as evidence of the purchase or repair of equipment, photographic or video evidence of abatement or other written records.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	01/08/2016
Proposed Penalty:	\$7000.00

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

**Inspection Number:** 1099056  
**Inspection Date(s):** 10/05/2015 -  
**Issuance Date:** 01/04/2016



**Citation and Notification of Penalty**

**Company Name:** High Quality Builders, Inc.  
**Inspection Site:** 1323 Wests Chester Pike, West Chester, PA 19382

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

29 CFR 1926.602(c)(1)(ii): Modifications or additions which affect the capacity or safe operation of the equipment were made without the manufacturer's written approval.

a) Jobsite - Employees were raised in a job-made platform by a Catepillar Telehandler without obtaining the manufacturer's written approval.

Noted on or about 10/5/15.

Abatement certification and documentation required within 10 days after abatement date. The certification shall include a statement that abatement is complete, the date and method of abatement, and state that employees and their representatives were informed of this abatement. Abatement documentation shall include documents demonstrating that abatement is complete, such as evidence of the purchase or repair of equipment, photographic or video evidence of abatement or other written records.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:

01/08/2016

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:** High Quality Builders, Inc.  
**Inspection Site:** 1323 West Chester Pike, West Chester, PA 19382

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 1926.451(c)(2)(v): Fork-lifts were used to support scaffold platforms while the entire platform was not attached to the fork while the platform was occupied.

a) Jobsite: Building 5 - A job-made platform (wooden box) was not attached to the forks of the Caterpillar Telehandler while employees occupied the platform to perform gutter installation activities. This condition exposed employees to collapse hazards.

Noted on or about 10/5/15.

Abatement certification and documentation required within 10 days after abatement date. The certification shall include a statement that abatement is complete, the date and method of abatement, and state that employees and their representatives were informed of this abatement. Abatement documentation shall include documents demonstrating that abatement is complete, such as evidence of the purchase or repair of equipment, photographic or video evidence of abatement or other written records.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	01/08/2016
Proposed Penalty:	\$7000.00





**Citation and Notification of Penalty**

**Company Name:** High Quality Builders, Inc.  
**Inspection Site:** 1323 West Chester Pike, West Chester, PA 19382

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

29 CFR 1926.602(c)(1)(vi): Industrial truck(s) in use did not meet the applicable requirements of design, construction, stability, inspection, testing, maintenance, and operation, as defined in American National Standards Institute B56.1-1969, Safety Standards for Powered Industrial Trucks.

a) Jobsite - The job-made platform used to elevate employees to the roof of building #5 was not secured on the Caterpillar Telehandler.

Noted on or about 10/5/15.

Reference B56.1-1969, 605.D: When attachments are used, particular care should be taken in securing, manipulating, positioning, and transporting the load. Operate trucks equipped with attachments as partially loaded trucks when not handling a load.

Abatement certification and documentation required within 10 days after abatement date. The certification shall include a statement that abatement is complete, the date and method of abatement, and state that employees and their representatives were informed of this abatement. Abatement documentation shall include documents demonstrating that abatement is complete, such as evidence of the purchase or repair of equipment, photographic or video evidence of abatement or other written records.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:

01/08/2016



**Citation and Notification of Penalty**

**Company Name:** High Quality Builders, Inc.  
**Inspection Site:** 1323 Wests Chester Pike, West Chester, PA 19382

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

29 CFR 1926.451(g)(1)(vii): For all scaffolds not otherwise specified in paragraphs (g)(1)(i) through (g)(1)(vi) of this section, each employee was not protected by the use of personal fall arrest systems or guardrail systems meeting the requirements of paragraph (g)(4) of this section.

a) Jobsite - Employees engaged in gutter installation activities and working from a temporary elevated platform were exposed to fall hazards of approximately 40 feet without the use of a fall protection system.

Noted on or about 10/5/15

Abatement certification and documentation required within 10 days after abatement date. The certification shall include a statement that abatement is complete, the date and method of abatement, and state that employees and their representatives were informed of this abatement. Abatement documentation shall include documents demonstrating that abatement is complete, such as evidence of the purchase or repair of equipment, photographic or video evidence of abatement or other written records.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	01/12/2016
Proposed Penalty:	\$7000.00



**Citation and Notification of Penalty**

**Company Name:** High Quality Builders, Inc.  
**Inspection Site:** 1323 West Chester Pike, West Chester, PA 19382

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 4 a** Type of Violation: **Serious**

29 CFR 1926.503(a)(1): The employer did not train each employee who might be exposed to fall hazards to enable them to recognize fall hazards and the procedures to be followed in order to minimize these hazards.

a) Jobsite - The employer did not provide information and/or training to each employee in the recognition, evaluation, and control of fall hazards associated with their work activities.

Noted on 10/5/15.

Abatement certification and documentation required within 10 days after abatement date. The certification shall include a statement that abatement is complete, the date and method of abatement, and state that employees and their representatives were informed of this abatement. Abatement documentation shall include documents demonstrating that abatement is complete, such as evidence of the purchase or repair of equipment, photographic or video evidence of abatement or other written records.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	01/22/2016
Proposed Penalty:	\$3080.00



**Citation and Notification of Penalty**

**Company Name:** High Quality Builders, Inc.  
**Inspection Site:** 1323 Wests Chester Pike, West Chester, PA 19382

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

29 CFR 1926.20(b)(2): The employer did not initiate and maintain a safety program which provides for frequent and regular inspections of jobsites, materials, and equipment to be made by a competent person.

a) Jobsite - The employer did not have a competent person conduct frequent and regular inspections of the job site, materials, and equipment to recognize, evaluate, and control hazards present during gutter installation activities.

Noted on or about 10/5/15.

Abatement certification and documentation required within 10 days after abatement date. The certification shall include a statement that abatement is complete, the date and method of abatement, and state that employees and their representatives were informed of this abatement. Abatement documentation shall include documents demonstrating that abatement is complete, such as evidence of the purchase or repair of equipment, photographic or video evidence of abatement or other written records.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:

01/22/2016



**Citation and Notification of Penalty**

**Company Name:** High Quality Builders, Inc.  
**Inspection Site:** 1323 West Chester Pike, West Chester, PA 19382

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

29 CFR 1926.602(c)(1)(vi): Industrial truck(s) in use did not meet the applicable requirements of design, construction, stability, inspection, testing, maintenance, and operation, as defined in American National Standards Institute B56.1-1969, Safety Standards for Powered Industrial Trucks.

a) Jobsite - The employer did not ensure the safe operation of the Caterpillar Telehandler during the elevation of employees and materials. The operator of the Caterpillar Telehandler left the vehicle unattended with an unsecured load elevated approximately 40 feet above ground level.

Noted on or about 10/5/15.

Reference B56.1-1969, 603.E: When leaving a powered industrial truck unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shut off, brakes set, key or connector plug removed. Block wheels if truck is parked on an incline.

Abatement certification and documentation required within 10 days after abatement date. The certification shall include a statement that abatement is complete, the date and method of abatement, and state that employees and their representatives were informed of this abatement. Abatement documentation shall include documents demonstrating that abatement is complete, such as evidence of the purchase or repair of equipment, photographic or video evidence of abatement or other written records.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	01/08/2016
Proposed Penalty:	\$7000.00

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

Inspection Number: 1099056  
Inspection Date(s): 10/05/2015 -  
Issuance Date: 01/04/2016



### Citation and Notification of Penalty

**Company Name:** High Quality Builders, Inc.  
**Inspection Site:** 1323 Wests Chester Pike, West Chester, PA 19382

#### Citation 2 Item 1 Type of Violation: **Repeat**

29 CFR 1904.39(a)(2): The employer did not report an in-patient hospitalization, amputation, or loss of an eye as a result of a work-related incident to OSHA within twenty-four (24) hours.

a) Jobsite - The employer did not report the in-patient hospitalization of an employee to OSHA within 24 hours, on or about July 6, 2015.

High Quality Builders Inc., was previously cited for a violation of this occupational safety and health standard, which was contained in OSHA inspection number 1056245, citation number 1, item number 1, and was affirmed as a final order on 6/26/2015, with respect to a workplace located at Boyds Corner-Lot#510, Middleton, DE.

Abatement certification required within 10 days after abatement date. The certification shall include a statement that abatement is complete, date and method of abatement, and states employees and their representatives were informed of this abatement.

#### **ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	01/14/2016
Proposed Penalty:	\$11000.00

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:** High Quality Builders, Inc.  
**Inspection Site:** 1323 Wests Chester Pike, West Chester, PA 19382

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

29 CFR 1926.501(b)(13): Each employee(s) engaged in residential construction activities 6 feet (1.8 m) or more above lower levels were not protected by guardrail systems, safety net system, or personal fall arrest system:

a) Jobsite: Building 5 - Employees installing gutters from the roof of the structure were exposed to fall hazards of approximately 40 feet without the use of a fall protection system.

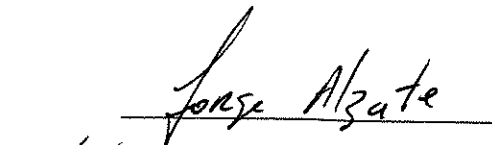
Noted on or about 10/5/15.

High Quality Builders Inc., was previously cited for a violation of this occupational safety and health standard, which was contained in OSHA inspection number 1016561, citation number 1, item number 1, and was affirmed as a final order on 3/30/15, with respect to a workplace located at 7 Herbert Ave, Pehala Park, Long Beach Twsp, NJ.

Abatement certification and documentation required within 10 days after abatement date. The certification shall include a statement that abatement is complete, the date and method of abatement, and state that employees and their representatives were informed of this abatement. Abatement documentation shall include documents demonstrating that abatement is complete, such as evidence of the purchase or repair of equipment, photographic or video evidence of abatement or other written records.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated: 01/08/2016  
Proposed Penalty: \$30800.00

  
\_\_\_\_\_  
for Nicholas DeJesse  
Area Director

**U.S. Department of Labor**  
Occupational Safety and Health Administration  
The Wanamaker Building  
100 Penn Square East, 12th Floor  
Philadelphia, PA 19107  
Phone: 215-597-4955 Fax: 215-597-1956



## INVOICE / DEBT COLLECTION NOTICE

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**Company Name:** High Quality Builders, Inc.  
**Inspection Site:** 1323 Wests Chester Pike, West Chester, PA 19382  
**Issuance Date:** 01/04/2016

<b>Summary of Penalties for Inspection Number</b>	<b>1099056</b>
<b>Citation 1, Serious</b>	<b>\$31080.00</b>
<b>Citation 2, Repeat</b>	<b>\$41800.00</b>
<b>TOTAL PROPOSED PENALTIES</b>	<b>\$72880.00</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.

*for* Loise Alzate  
Nicholas DeJesse  
Area Director

1/5/16  
Date