

U.S. Department of Labor

Occupational Safety and Health Administration
1030 St. Georges Avenue
Suite 205, Plaza 35
Avenel, NJ 07001
Phone: 732-750-3270 Fax: 732-750-4737



Citation and Notification of Penalty

To: Mr. Myroslav Maksymov, Site Mgr.
RCS Construction, LLC
and its successors
265 Pennsylvania Ave
Hillside, NJ 07205

Inspection Number: 1137267
Inspection Date(s): 04/07/2016 - 04/07/2016
Issuance Date: 07/29/2016

Inspection Site:
265 Pennsylvania Ave
Hillside, NJ 07205

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 07/29/2016. The conference will be held by telephone or at the OSHA office located at 1030 St. Georges Avenue, Suite 205, Plaza 35, Avenel, NJ 07001 on _____ at _____ . Employees and/or representatives of employees have a right to attend an informal conference.

CERTIFICATION OF CORRECTIVE ACTION WORKSHEET

Inspection Number: 1137267

Company Name: RCS Construction, LLC
Inspection Site: 265 Pennsylvania Ave, Hillside, NJ 07205
Issuance Date: 07/29/2016

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, 1030 St. Georges Avenue, Suite 205, Plaza 35, Avenel, NJ 07001**

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: RCS Construction, LLC
Inspection Site: 265 Pennsylvania Ave, Hillside, NJ 07205

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

OSH ACT of 1970 Section (5)(a)(1): The employer did not furnish employment and a place of employment which were free from recognized hazards that were causing or likely to cause death or serious physical harm to employees, in that employees were exposed to a crushed by hazard from unsecured loads due to a missing safety latches on the hook of the crane:

a. 265 Pennsylvania Ave., Hillside, NJ - Shepard Niles, 5 Ton Crane - Bay 2

Employees used a Saturn 5 ton overhead crane with a Caldwell attachment bar to lift rebar materials for cutting that was missing latches on the hook, which prevented the load from being secure when lifted.

Violation observed on or about April 7, 2016

b. 265 Pennsylvania Ave., Hillside, NJ - Reading 3 Ton Crane - Bay 2

Employees used a Reading 3 ton overhead crane to lift rebar materials after cutting, that was missing latches on the hook which prevented the load from being secure when lifted.

Violation observed on or about April 7, 2016

c. 265 Pennsylvania Ave., Hillside, NJ - Shepard Niles, 2 Ton Crane - Bay 1

Employees used a Shepard Niles 2 ton overhead crane to lift rebar materials after bending, that was missing latches on the hook which prevented the load from being secure when lifted.

Violation observed on or about April 7, 2016

Among other methods of abatement, one feasible and acceptable method to correct this hazard is to follow the American Society of Mechanical Engineers (ASME) B30.10-2014, Safety Standard for cableways, Cranes, Derricks, Hoists, Hooks, Jacks, and slings. Follow the guidelines stated in Section 10-2.10.5: Removal Criteria. A latch that does not close the throat opening on the hook shall be removed from service is repaired or replaced.

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: 1137267
Inspection Date(s): 04/07/2016 - 04/07/2016
Issuance Date: 07/29/2016



Citation and Notification of Penalty

Company Name: RCS Construction, LLC
Inspection Site: 265 Pennsylvania Ave, Hillside, NJ 07205

Date By Which Violation Must be Abated:	Corrected During Inspection
Proposed Penalty:	\$4900.00

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: RCS Construction, LLC
Inspection Site: 265 Pennsylvania Ave, Hillside, NJ 07205

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 1910.179(j)(2)(iii): A certification record which includes the date of inspection, the signature of the person who performed the inspection and the serial number, or other identifier, of the hook inspected, was not maintained:

a. 265 Pennsylvania Ave., Hillside, NJ

The employer did not maintain a certification record of inspections for overhead cranes. Employees operated overhead cranes on a daily basis that had damaged hooks and other components that were not inspected.

Violation observed on or about April 7, 2016

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	08/17/2016
Proposed Penalty:	\$4900.00

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: RCS Construction, LLC
Inspection Site: 265 Pennsylvania Ave, Hillside, NJ 07205

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

29 CFR 1910.179(m)(1): Thorough monthly inspections of rope conditions, with written, dated and signed reports, were not performed on the running ropes:

a. 265 Pennsylvania Ave., Hillside, NJ

The employer did not perform a monthly inspection of wire ropes and maintain written records of inspections. Employees engaged in the manufacture of rebar construction products used overhead cranes on a daily basis that did not have monthly inspection of the wire ropes.

Violation occurred on or about April 15, 2016

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:

08/17/2016



Citation and Notification of Penalty

Company Name: RCS Construction, LLC
Inspection Site: 265 Pennsylvania Ave, Hillside, NJ 07205

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 3 a Type of Violation: **Serious**

29 CFR 1910.184(d): Each day before being used, the sling and all fastenings and attachments were not being inspected for damage or defects by a competent person designated by the employer:

a. 265 Pennsylvania Ave., Hillside, NJ

The employer did not designate a competent person to complete daily inspections of slings prior to use each day. Employees used cable slings on a daily basis, to lift and move rebar to the manufacturing lines that were not inspected.

Violation occurred on or about April 7, 2016

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	08/17/2016
Proposed Penalty:	\$4900.00

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: RCS Construction, LLC
Inspection Site: 265 Pennsylvania Ave, Hillside, NJ 07205

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

29 CFR 1910.184(c)(14): Employers must not use slings without affixed and legible identification markings:

a. 265 Pennsylvania Ave., Hillside, NJ - Production area

The employer allowed slings without affixed and legible identification markings to be used. Employees lifting rebar materials for manufacture used cable slings that did not have an affixed identification tag.

Violation observed on or about April 7, 2016

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated: **08/10/2016**



Citation and Notification of Penalty

Company Name: RCS Construction, LLC
Inspection Site: 265 Pennsylvania Ave, Hillside, NJ 07205

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

29 CFR 1910.212(a)(2): Guards on machines were not affixed to the machine or secured elsewhere when attachment to the machine was not possible:

a. 265 Pennsylvania Ave., Hillside, NJ - Rebar Bending Machine

The employer did not ensure that a guard was installed at or near the point of operation for the "bender" to protect the employees from being struck by materials in the rebar bending process.

Violation observed on or about April 7, 2016

b. 265 Pennsylvania Ave., Hillside, NJ - Rebar Coil Machine

The employer did not ensure guards or light curtains were installed to prevent employees being caught in the equipment as the coiler machine operated. Employees were observed placing their hands at or near the point of operation, grabbing the coiled rebar as the machine operated.

Violation observed on or about April 7, 2016

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	08/24/2016
Proposed Penalty:	\$4900.00

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: RCS Construction, LLC
Inspection Site: 265 Pennsylvania Ave, Hillside, NJ 07205

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

29 CFR 1910.212(a)(3)(ii): Point(s) of operation of machinery were not guarded to prevent employee(s) from having any part of their body in the danger zone(s) during operating cycle(s):

a. 265 Pennsylvania Ave., Hillside, NJ - Bay 2, Shear line (Cutter)

The employer did not ensure machinery was guarded to prevent employees from injury. Employees engaged in the manufacture of rebar construction materials used the KBR Shearline rebar cutter on a daily basis that did not have a guard at the point of operation.

Violation observed on or about April 15, 2016

Date By Which Violation Must be Abated:	Corrected During Inspection
Proposed Penalty:	\$4900.00

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

Inspection Number: 1137267
Inspection Date(s): 04/07/2016 - 04/07/2016
Issuance Date: 07/29/2016



Citation and Notification of Penalty

Company Name: RCS Construction, LLC
Inspection Site: 265 Pennsylvania Ave, Hillside, NJ 07205

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

29 CFR 1910.212(b): Machine(s) designed for fixed location(s) were not securely anchored to prevent walking or moving:

a. 265 Pennsylvania Ave., Hillside, NJ - Bay 1, Bay 2, Bay 3

The employer did not securely anchor equipment to prevent moving or walking. Employees used 80 gallon vertical air compressors in the production process that were not permanently anchored to the floor. Air compressors were mounted on wood skids that did not prevent the compressor from walking when operated.

Violation observed on or about April 7, 2016

Date By Which Violation Must be Abated:	Corrected During Inspection
Proposed Penalty:	\$4200.00

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: RCS Construction, LLC
Inspection Site: 265 Pennsylvania Ave, Hillside, NJ 07205

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

29 CFR 1910.219(c)(4)(i): Unguarded projecting shaft end(s) did not present a smooth edge and end and projected more than one half the diameter of the shaft:

a. 265 Pennsylvania Ave., Hillside, NJ - Shearing machine

The employer did not protect smooth edge shafts which projected more than half the diameter of the shaft. Employees engaged in the cutting of rebar on the KBR Shearline machine were exposed to a rotating shaft which was 1 inch in diameter and extended 3 inches.

Violation observed on or about April 7, 2016

Date By Which Violation Must be Abated:	08/17/2016
Proposed Penalty:	\$3500.00



Citation and Notification of Penalty

Company Name: RCS Construction, LLC
Inspection Site: 265 Pennsylvania Ave, Hillside, NJ 07205

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

29 CFR 1910.219(d)(1): Pulley(s) with part(s) seven feet or less from the floor or work platform were not guarded in accordance with the requirements specified in 29 CFR 1910.219(m) and (o):

a. 265 Pennsylvania Ave., Hillside, NJ - Shear Machine Air Compressor

The employer did not properly guard pulleys and belts. An air compressor located near the shearing line was not properly guarded to prevent accidental contact with the pulleys and belt when the compressor was in operation.

Violation observed on or about April 7, 2016

b. 265 Pennsylvania Ave., Hillside, NJ - Coil Machine Air Compressor

The employer did not properly guard pulleys and belts. An air compressor located near the coil bending machine was not properly guarded to prevent accidental contact with the pulleys and belt when the compressor was in operation.

Violation observed on or about April 7, 2016

Date By Which Violation Must be Abated:
Proposed Penalty:

Corrected During Inspection
\$3500.00



Citation and Notification of Penalty

Company Name: RCS Construction, LLC
Inspection Site: 265 Pennsylvania Ave, Hillside, NJ 07205

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

29 CFR 1910.303(g)(2)(i): Live parts of electric equipment operating at 50 volts or more were not guarded against accidental contact by approved cabinets of other forms of approved enclosures, or other means listed under this provision:

a. 265 Pennsylvania Ave., Hillside, NJ - Rebar Bending Machine Air compressor connections

Air compressor electrical connections, operating at more than 50 volts, were not guarded against accidental contact by employees with a cover plate.

Violation observed on or about April 15, 2016

b. 265 Pennsylvania Ave., Hillside, NJ - Shearing Line Air compressor connections

Air compressor electrical connections, operating at more than 50 volts, were not guarded against accidental contact by employees with a cover plate.

Violation observed on or about April 15, 2016

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	08/10/2016
Proposed Penalty:	\$4900.00

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

Inspection Number: 1137267
Inspection Date(s): 04/07/2016 - 04/07/2016
Issuance Date: 07/29/2016



Citation and Notification of Penalty

Company Name: RCS Construction, LLC
Inspection Site: 265 Pennsylvania Ave, Hillside, NJ 07205

Citation 2 Item 1 Type of Violation: **Other-than-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. 265 Pennsylvania Ave., Hillside, NJ

The employer did not ensure that mounted, portable fire extinguishers, were identified with signs indicating the location of the extinguishers to the employees.

Violation observed on or about April 7, 2016

Date By Which Violation Must be Abated:	08/10/2016
Proposed Penalty:	\$0.00

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: RCS Construction, LLC
Inspection Site: 265 Pennsylvania Ave, Hillside, NJ 07205

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

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

a. 265 Pennsylvania Ave., Hillside, NJ - Employee time clock

Relocatable Power Tap(s) (RPT), also known as an extension block, power board, power bar, plug board, trailer lead and by many other variations, was not installed in accordance with manufacturer's listing. A relocatable power tap was used in an industrial setting as an outlet for the employee time clock and a light.

Violation observed on or about April 7, 2016

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:
Proposed Penalty:

08/10/2016
\$0.00

A handwritten signature in blue ink, appearing to read "Patricia Jones", written over a horizontal line.

Patricia Jones
Area Director

U.S. Department of Labor
Occupational Safety and Health Administration
1030 St. Georges Avenue
Suite 205, Plaza 35
Avenel, NJ 07001
Phone: 732-750-3270 Fax: 732-750-4737



INVOICE / DEBT COLLECTION NOTICE

Company Name: RCS Construction, LLC
Inspection Site: 265 Pennsylvania Ave, Hillside, NJ 07205
Issuance Date: 07/29/2016

Summary of Penalties for Inspection Number	1137267
Citation 1, Serious	\$40600.00
Citation 2, Other-than-Serious	\$0.00
TOTAL PROPOSED PENALTIES	\$40600.00

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

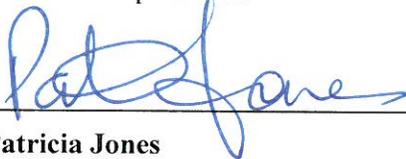
account, the bank will attempt to make the transfer up to 2 times.

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.

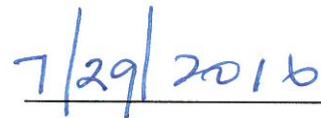
Delinquent Charges: A debt is considered delinquent if it has not been paid within one month (30 calendar days) of the penalty due date or if a satisfactory payment arrangement has not been made. If the debt remains delinquent for more than 90 calendar days, a delinquent charge of six percent (6%) per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



Patricia Jones

Area Director



Date