

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: Ms. Maria Balcoa, Dir. of Production
THE SPOON GROUP , dba Prop N Spoon
and its successors
970 NEW BRUNSWICK AVE. UNIT I
Rahway, NJ 07065

Inspection Number: 1145094
Inspection Date(s): 05/05/2016 - 07/26/2016
Issuance Date: 07/29/2016

Inspection Site:
970 NEW BRUNSWICK AVE. UNIT I
Rahway, NJ 07065

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: 1145094

Company Name: THE SPOON GROUP , dba Prop N Spoon
Inspection Site: 970 NEW BRUNSWICK AVE. UNIT I, Rahway, NJ 07065
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: THE SPOON GROUP , dba Prop N Spoon
Inspection Site: 970 NEW BRUNSWICK AVE. UNIT I, Rahway, NJ 07065

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:

a) The Spoon Group, LLC 970 New Brunswick Ave., Rahway, NJ site - Manufacturing - Dust Collection System containing Class II combustible Wood Dust:

Employees are exposed to the hazard of fire and/or explosion resulting from the ignition of the contents of the dust collection system because the system was not adequately maintained, cleaned and serviced.

- 1) All components of the dust collection system were not of non-combustible materials, such as but not limited to, non-flexible connectors/hoses.
- 2) The dust collection system was not provided with a spark detection system.
- 3) The dust collection system was not equipped with a deflagration suppression system.
- 4) An inspection, testing and maintenance program was not established for the dust collection system.
- 5) Records relating to the dust collection system were not retained and made available to OSHA upon request.

Condition noted May 5, 2016.

Abatement Notes:

Among others, one feasible and acceptable method for abating this hazard would be to comply with the guidelines outlined in the National Fire Protection Association (NFPA) 664 Standard for the Prevention of Fires and Explosions in Wood Processing and Woodworking Facilities (2017 Edition)

Reference: National Fire Protection Association (NFPA) 664 (2017 Edition)
Standard for the Prevention of Fires and Explosions in Wood Processing and Woodworking Facilities (2017 Edition):

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: 1145094
Inspection Date(s): 05/05/2016 - 07/26/2016
Issuance Date: 07/29/2016



Citation and Notification of Penalty

Company Name: THE SPOON GROUP , dba Prop N Spoon
Inspection Site: 970 NEW BRUNSWICK AVE. UNIT I, Rahway, NJ 07065

Section(s): 664 8.2.2.3.1 - General Requirements for Duct Work.
664 8.2.2.3.2 - Spark Detection System
664 8.2.2.6.3 - Deflagration Suppression System.
664 10.4.4.1 - Inspection, Testing and Maintenance.
664 10.5.2 - Retention of required dust collection records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	10/28/2016
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.

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

Inspection Number: 1145094
Inspection Date(s): 05/05/2016 - 07/26/2016
Issuance Date: 07/29/2016



Citation and Notification of Penalty

Company Name: THE SPOON GROUP , dba Prop N Spoon
Inspection Site: 970 NEW BRUNSWICK AVE. UNIT I, Rahway, NJ 07065

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

29 CFR 1910.22(a)(1): All places of employment, passageways, storerooms or service rooms were not kept clean and orderly or in a sanitary condition.

a) The Spoon Group, LLC 970 New Brunswick Ave., Rahway, NJ site - Manufacturing:

Manufacturing department was not clean and orderly, in that, there was excessive wood dust accumulation throughout the facility.

Condition noted on or about 5/5/2016.

Date By Which Violation Must be Abated:
Proposed Penalty:

08/24/2016
\$3500.00

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: THE SPOON GROUP , dba Prop N Spoon
Inspection Site: 970 NEW BRUNSWICK AVE. UNIT I, Rahway, NJ 07065

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 1910.107(b)(5)(i): There were no visible gauges, audible alarms or pressure activated devices installed in paint spray booths to indicate or ensure that the required air speed was maintained:

a) The Spoon Group, LLC 970 New Brunswick Ave., Rahway, NJ site - Manufacturing spray booth:

The available manometer located on the side of the paint spray booth was not functioning at the time of the inspection.

Condition noted on or about 5/5/2016.

Date By Which Violation Must be Abated:	08/24/2016
Proposed Penalty:	\$2800.00

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: 1145094
Inspection Date(s): 05/05/2016 - 07/26/2016
Issuance Date: 07/29/2016



Citation and Notification of Penalty

Company Name: THE SPOON GROUP , dba Prop N Spoon
Inspection Site: 970 NEW BRUNSWICK AVE. UNIT I, Rahway, NJ 07065

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

29 CFR 1910.107(b)(9): A clear space of not less than 3 feet on all sides was not kept free from storage or combustible construction:

a) The Spoon Group, LLC 970 New Brunswick Ave., Rahway, NJ site - Manufacturing paint spray booth:

The lateral walls around the paint spray booth were covered with combustible materials such as but not limited to, storage of rolls of fabric material.

Condition noted on or about 5/5/2016.

Date By Which Violation Must be Abated:

08/24/2016

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: THE SPOON GROUP , dba Prop N Spoon
Inspection Site: 970 NEW BRUNSWICK AVE. UNIT I, Rahway, NJ 07065

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

29 CFR 1910.213(i)(1): Non-working portion of the blade of band saw were not enclosed or guarded:

The Spoon Group, LLC 970 New Brunswick Ave., Rahway, NJ site: The employer failed to provide adequate machine guarding.

- a) Wood Shop - Delta Rockwell Band saw was not equipped with an adjustable guard to cover the unused portion of the blade.
- b) Metal Shop - Large green band saw (no identifying marks) was not equipped with an adjustable guard to cover the unused portion of the blade.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

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

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

Inspection Number: 1145094
Inspection Date(s): 05/05/2016 - 07/26/2016
Issuance Date: 07/29/2016



Citation and Notification of Penalty

Company Name: THE SPOON GROUP , dba Prop N Spoon
Inspection Site: 970 NEW BRUNSWICK AVE. UNIT I, Rahway, NJ 07065

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

29 CFR 1910.215(b)(9): The distance between the abrasive wheel periphery(s) and the adjustable tongue or the end of the safety guard peripheral member at the top exceeded one fourth inch:

a) The Spoon Group, LLC 970 New Brunswick Ave., Rahway, NJ site - Manufacturing:

The tongue guard on the Baldor Heavy Duty bench grinder was positioned more than one-fourth inch from the abrasive wheel.

Condition noted on or about 5/5/2016.

Date By Which Violation Must be Abated:
Proposed Penalty:

08/24/2016
\$2800.00

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: 1145094
Inspection Date(s): 05/05/2016 - 07/26/2016
Issuance Date: 07/29/2016



Citation and Notification of Penalty

Company Name: THE SPOON GROUP , dba Prop N Spoon
Inspection Site: 970 NEW BRUNSWICK AVE. UNIT I, Rahway, NJ 07065

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

29 CFR 1910.303(b)(1): Electrical equipment was not free from recognized hazards that were likely to cause death or serious physical harm to employees:

a) The Spoon Group, LLC 970 New Brunswick Ave., Rahway, NJ site - Warehouse:

The forklift charging station located in the warehouse has visible external damage to the electrical wire connections which compromise the integrity of the internal wires.

Condition noted on or about 5/5/2016.

Date By Which Violation Must be Abated:
Proposed Penalty:

08/24/2016
\$3500.00

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: THE SPOON GROUP , dba Prop N Spoon
Inspection Site: 970 NEW BRUNSWICK AVE. UNIT I, Rahway, NJ 07065

Citation 1 Item 7 Type of Violation: **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:

The Spoon Group, LLC 970 New Brunswick Ave., Rahway, NJ site - Manufacturing - Metal Shop:
Electrical equipment was not used or installed in accordance with listing and labeling:

a) Location- Metal Shop Ceiling-

An electrical re-locatable power tap (RPT) which is fed from an extension cord plugged into the wall, was used to provide permanent power to electrical equipment including but not limited to lighting fixtures and other extension cords.

b) Location- Metal Shop Workbench -

Electric outlet box was not mounted and used in accordance with instructions included in the listing or labeling.

Condition noted on or about 5/5/2016.

Date By Which Violation Must be Abated:
Proposed Penalty:

08/24/2016
\$3500.00

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

Inspection Number: 1145094
Inspection Date(s): 05/05/2016 - 07/26/2016
Issuance Date: 07/29/2016



Citation and Notification of Penalty

Company Name: THE SPOON GROUP , dba Prop N Spoon
Inspection Site: 970 NEW BRUNSWICK AVE. UNIT I, Rahway, NJ 07065

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

29 CFR 1910.303(b)(8)(i): Electrical equipment was not firmly secured to the surface on which it was mounted:

a) The Spoon Group, LLC 970 New Brunswick Ave., Rahway, NJ site - Manufacturing - Metal Shop:
Electrical outlet box that provides power to a radio and a computer was not mounted and/or firmly secured to a surface. Electrical outlet box was observed sitting on a counter next to the computer table.

Condition noted on or about 5/5/2016.

Date By Which Violation Must be Abated:	08/24/2016
Proposed Penalty:	\$2800.00

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: 1145094
Inspection Date(s): 05/05/2016 - 07/26/2016
Issuance Date: 07/29/2016



Citation and Notification of Penalty

Company Name: THE SPOON GROUP , dba Prop N Spoon
Inspection Site: 970 NEW BRUNSWICK AVE. UNIT I, Rahway, NJ 07065

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

29 CFR 1910.305(a)(2)(i): Temporary electrical power and lighting installations 600 volts, nominal, or less were used in prohibited manners: Note: Temporary electrical power and lighting installations may only be used as specified by 1910.305(a)(2)(i)(A) through 1910.305(a)(2)(i)(C).

a) The Spoon Group, LLC 970 New Brunswick Ave., Rahway, NJ site - Manufacturing - Metal Shop:

Two extension cords were used to provided power to the light fixtures in lieu of permanent wiring.

Condition noted on or about 5/5/2016.

Date By Which Violation Must be Abated:
Proposed Penalty:

08/24/2016
\$2800.00

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: THE SPOON GROUP , dba Prop N Spoon
Inspection Site: 970 NEW BRUNSWICK AVE. UNIT I, Rahway, NJ 07065

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

29 CFR 1910.307(c): Equipment, wiring methods, and installations of equipment in hazardous Class II Division II locations were not intrinsically safe, approved for the hazardous Class II Division II location, or safe for the hazardous Class II Division II location:

a) The Spoon Group, LLC 970 New Brunswick Ave., Rahway, NJ site - Manufacturing:

Class II Division II electrical wiring/ equipment was not provided where Class II combustible wood dust material was allowed to accumulate on the floor, under machinery overhead duct work, etc. in the production area of the facility.

Means were not provided to prevent a fire/ explosion hazard, in that, the machinery and equipment used were not approved for Class II Division II locations. Machinery/ equipment wiring rated 480 volts/ 3phase include, but not limited to production wood cutting and electrical equipment.

Condition noted on or about 5/5/2016.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated: 09/15/2016
Proposed Penalty: \$4900.00

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: THE SPOON GROUP , dba Prop N Spoon
Inspection Site: 970 NEW BRUNSWICK AVE. UNIT I, Rahway, NJ 07065
Issuance Date: 07/29/2016

Summary of Penalties for Inspection Number	1145094
Citation 1, Serious	\$36400.00
TOTAL PROPOSED PENALTIES	\$36400.00

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.

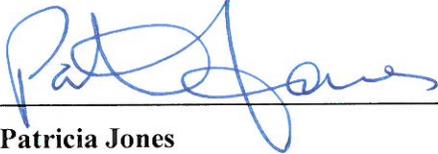
If a personal check is issued, it will be converted into an electronic fund transfer (EFT). This means that our bank will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will then usually occur within 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.

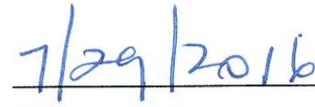
Interest: Interest charges will be assessed at an annual rate determined by the Secretary of the Treasury on all penalty debt amounts not paid within one month (30 calendar days) of the date on which the debt amount becomes due and payable (penalty due date). The current interest rate is one percent (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