

**U.S. Department of Labor**  
Occupational Safety and Health Administration  
1320 W Commerce Dr.  
Suite 800  
Peoria, IL 61615  
Phone: 309-589-7033 Fax: 309-589-7326



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## Citation and Notification of Penalty

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**To:**  
U.S. Postal Service  
and its successors  
2001 N Mattis Ave  
Champaign, IL 61821

**Inspection Number:** 917645  
**Inspection Date(s):** 07/11/2013 - 11/05/2013  
**Issuance Date:** 01/07/2014

**Inspection Site:**  
2001 N Mattis Ave  
Champaign, IL 61821

*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.*

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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 \$50,000 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 01/07/2014. The conference will be held by telephone or at the OSHA office located at 1320 W Commerce Dr., Suite 800, Peoria, IL 61615 on \_\_\_\_\_ at \_\_\_\_\_.

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

**CERTIFICATION OF CORRECTIVE ACTION WORKSHEET**

**Inspection Number: 917645**

Company Name: U.S. Postal Service  
Inspection Site: 2001 N Mattis Ave, Champaign, IL 61821  
Issuance Date: 01/07/2014

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, 1320 W Commerce Dr., Suite 800, Peoria, IL 61615**

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:** U.S. Postal Service  
**Inspection Site:** 2001 N Mattis Ave, Champaign, IL 61821

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

Section 5(a)(1) of the Occupational Safety and Health Act of 1970: The employer did not furnish employment and a place of employment which was free from recognized hazards that were causing or likely to cause death or serious physical harm to employees in that employees were exposed to struck-by hazards of falling material from overhead conveyors.

- a. Employees working on or near Station #6 on the Automated Parcel and Bundle Sorter (APBS) #1 are exposed to struck-by hazards from parcels and bundles, weighing up to approximately 25 pounds, freefalling off the conveyor.
- b. Employees working on or near Station #6 on the Automated Parcel and Bundle Sorter (ABPS) #2 are exposed to struck-by hazards from parcels and bundles, weighing up to approximately 25 pounds, freefalling off the conveyor.

Among other methods, one feasible and acceptable abatement method to correct this hazard is to follow American Society of Mechanical Engineers, ASME B20.1-2009, Safety Standards for Conveyors and Related Equipment, Section 5.13, install guards specifically designed to protect personnel.

**ABATEMENT CERTIFICATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	01/27/2014
Proposed Penalty:	\$4400.00

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:** 917645  
**Inspection Date(s):** 07/11/2013 - 11/05/2013  
**Issuance Date:** 01/07/2014



**Citation and Notification of Penalty**

**Company Name:** U.S. Postal Service  
**Inspection Site:** 2001 N Mattis Ave, Champaign, IL 61821

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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 2 a** Type of Violation: **Serious**

29 CFR 1910.23(d)(1)(iii): Stairway(s) less than 44 inches wide having both sides open, did not have one stair railing on each side:

- a. Employees moving to and from the Supervisor Station and Operator Station #1 on the Automated Parcel and Bundle Sorter #2 were exposed to fall hazards and the stairway did not have stair railing on each side.
- b. Employees moving to and from Operator Station #1 on the Automated Parcel and Bundle Sorter #1 were exposed to fall hazards and the stairway did not have one stair railing on each side.

**ABATEMENT CERTIFICATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	02/03/2014
Proposed Penalty:	\$6600.00

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:** U.S. Postal Service  
**Inspection Site:** 2001 N Mattis Ave, Champaign, IL 61821

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

29 CFR 1910.23(d)(1)(iv): Stairway(s) more than 44 inches wide, but less than 88 inches wide having both sides open, did not have one stair railing on each side:

- a. Employees moving to and from operator station #2 on the Automated Parcel and Bundle Sorter #1 were exposed to fall hazards and the stairways were not equipped with stair railings on each open side.
- b. Employees moving to and from operator station #3 on the Automated Parcel and Bundle Sorter #1 were exposed to fall hazards and the stairways were not equipped with stair railings on each open side.
- c. Employees moving to and from operator station #4 on the Automated Parcel and Bundle Sorter #1 were exposed to fall hazards and the stairways were not equipped with stair railings on each open side.
- d. Employees moving to and from operator station #5 on the Automated Parcel and Bundle Sorter #1 were exposed to fall hazards and the stairways were not equipped with stair railings on each open side.
- e. Employees moving to and from operator station #6 on the Automated Parcel and Bundle Sorter #1 were exposed to fall hazards and the stairways were not equipped with stair railings on each open side.
- f. Employees moving to and from operator station #2 on the Automated Parcel and Bundle Sorter #2 were exposed to fall hazards and the stairways were not equipped with stair railings on each open side.
- g. Employees moving to and from operator station #3 on the Automated Parcel and Bundle Sorter #2 were exposed to fall hazards and the stairways were not equipped with stair railings on each open side.
- h. Employees moving to and from operator station #4 on the Automated Parcel and Bundle Sorter #2 were exposed to fall hazards and the stairways were not equipped with stair railings on each open side.
- i. Employees moving to and from operator station #5 on the Automated Parcel and Bundle Sorter #2 were exposed to fall hazards and the stairways were not equipped with stair railings on each open side.

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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j. Employees moving to and from operator station #6 on the Automated Parcel and Bundle Sorter #2 were exposed to fall hazards and the stairways were not equipped with stair railings on each open side.

**ABATEMENT CERTIFICATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:

02/03/2014

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

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Occupational Safety and Health Administration

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**Citation and Notification of Penalty**

**Company Name:** U.S. Postal Service  
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Citation 1 Item 3 Type of Violation: **Serious**

29 CFR 1910.147(c)(7)(i)(B): Affected employees were not instructed in the purpose and use of the energy control procedure:

Employees were exposed to ingoing nip points while clearing the Automated Parcel and Bundle Sorter and the employer did not ensure that all affected employees were trained in the purpose and use of energy control procedures.

**ABATEMENT CERTIFICATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:  
Proposed Penalty:

02/03/2014  
\$6600.00

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:** U.S. Postal Service  
**Inspection Site:** 2001 N Mattis Ave, Champaign, IL 61821

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

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 (or equivalent) and toeboards:

- a. Employees were exposed to fall hazards while unjamming overhead conveyors that are not equipped with standard railings on both sides of the overhead conveyor belt on the Automated Parcel and Bundle Sorter (APBS) #1.
- b. Employees were exposed to fall hazards while unjamming overhead conveyors that are not equipped with standard railings on both sides of the overhead conveyor belt on the Automated Parcel and Bundle Sorter (APBS) #2.

The U.S. Postal Service was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1910.23(c)(1), which was contained in OSHA inspection number 311094973, citation number 1, item number 1 and was affirmed as a final order on May 10, 2011, with respect to a workplace located at 3701 W. Wendover Ave, Greensboro, NC.

The U.S. Postal Service was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1910.23(c)(1), which was contained in OSHA inspection number 63248, citation number 1, item number 1a and was affirmed as a final order on September 28, 2011, with respect to a workplace located at 204 3rd Avenue North, Lewistown, MT.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	02/25/2014
Proposed Penalty:	\$38500.00



**Citation and Notification of Penalty**

**Company Name:** U.S. Postal Service  
**Inspection Site:** 2001 N Mattis Ave, Champaign, IL 61821

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

29 CFR 1910.24(f): Rise height and tread width were not uniform throughout any flight of stairs including any foundation structure used as one or more treads of the stairs:

- a. The height of the risers and the width of the treads to the operator station #1 on Automated Parcel and Bundle Sorter (APBS) #1 were not uniform.
- b. The height of the risers and the width of the treads to operator station #2 on APBS #1 were not uniform.
- c. The height of the risers and the width of the treads to operator station #3 on APBS #1 were not uniform.
- d. The height of the risers and the width of the treads to operator station #4 on APBS #1 were not uniform.
- e. The height of the risers and the width of the treads to operator station #5 on APBS #1 were not uniform.
- f. The height of the risers and the width of the treads to operator station #6 on APBS #1 were not uniform.
- g. The height of the risers to operator station #1 on APBS #2 were not uniform.
- h. The height of the risers to operator station #2 on APBS #2 were not uniform.
- i. The height of the risers to operator station #3 on APBS #2 were not uniform.
- j. The height of the risers and the width of the treads to operator station #4 on APBS #2 were not uniform.

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:** 917645  
**Inspection Date(s):** 07/11/2013 - 11/05/2013  
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**Citation and Notification of Penalty**

**Company Name:** U.S. Postal Service  
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k. The height of the risers and the width of the treads to operator station #5 on APBS #2 were not uniform.

l. The height of the risers and the width of the treads to operator station #6 on APBS #1 were not uniform.

The U.S. Postal Service was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1910.24(f), which was contained in OSHA inspection number 772241, citation number 3, item number 1 and was affirmed as a final order on March 13, 2013, with respect to a workplace located at 1100 Church Street, Elgin, SC.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	02/25/2014
Proposed Penalty:	\$33000.00

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:** 917645  
**Inspection Date(s):** 07/11/2013 - 11/05/2013  
**Issuance Date:** 01/07/2014



**Citation and Notification of Penalty**

**Company Name:** U.S. Postal Service  
**Inspection Site:** 2001 N Mattis Ave, Champaign, IL 61821

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**Citation 2 Item 3** Type of Violation: **Repeat**

29 CFR 1910.147(c)(6)(i): The employer did not conduct a periodic inspection of the energy control procedure at least annually to ensure that the procedure and the requirement of this standard were being followed:

The employer did not conduct a periodic inspection of the energy control procedure at least annually for the following equipment to ensure that the procedures were accurate and being utilized properly.

- a) Automated Parcel and Bundle Sorter (APBS) 1
- b) Automated Parcel and Bundle Sorter (APBS) 2

The U.S. Postal Service was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1910.147(c)(6)(i), which was contained in OSHA inspection number 280116, citation number 1, item number 1b and was affirmed as a final order on September 7, 2012, with respect to a workplace located at 3655 E. Fountain Blvd, Colorado Springs, CO 80910.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	02/03/2014
Proposed Penalty:	\$22000.00

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:** U.S. Postal Service  
**Inspection Site:** 2001 N Mattis Ave, Champaign, IL 61821

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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 2 Item 4 a** Type of Violation: **Repeat**

29 CFR 1910.147(d)(3): All energy isolating devices that were needed to control the energy to the machine or equipment was not physically located and operated in such a manner as to isolate the machine or equipment from the energy source:

On or about, July 17, 2013 employees were exposed to an in-going nip point when clearing a jam on the Automated Parcel and Bundle Sorter #1 and all energy isolating devices were not operated in such a manner as to isolate the machine from the energy source.

The U.S. Postal Service was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1910.147(d)(3), which was contained in OSHA inspection number 311517171, citation number 1, item number 1 and was affirmed as a final order on February 19, 2010, with respect to a workplace located at 1165 2nd Ave, Des Moines, IA.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	01/17/2014
Proposed Penalty:	\$33000.00

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:** 917645  
**Inspection Date(s):** 07/11/2013 - 11/05/2013  
**Issuance Date:** 01/07/2014



**Citation and Notification of Penalty**

**Company Name:** U.S. Postal Service  
**Inspection Site:** 2001 N Mattis Ave, Champaign, IL 61821

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**Citation 2 Item 4 b** Type of Violation: **Repeat**

29 CFR 1910.147(d)(4)(i): Lockout or tagout devices were not affixed to each energy isolating device by authorized employees:

On or about, July 17, 2013, employees were exposed to an in-going nip point when clearing a jam on the Automated Parcel and Bundle Sorter #1 and a lockout device was not affixed to energy isolating device by authorized employees.

The U.S. Postal Service was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1910.147(d)(4)(i), which was contained in OSHA inspection number 314505447, citation number 1, item number 2 and was affirmed as a final order on August 19, 2010, with respect to a workplace located at 475 Kellfarm Drive, Cape Girardeau, MO.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:

01/17/2014

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:** 917645  
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**Citation and Notification of Penalty**

**Company Name:** U.S. Postal Service  
**Inspection Site:** 2001 N Mattis Ave, Champaign, IL 61821

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

29 CFR 1910.147(c)(6)(ii): The certification did not identify the employees included in the inspection:

- a. The annual periodic inspection certification for the Automated Parcel and Bundle Sorter #1 did not include the name of the employee(s) included in the inspection.
- b. The annual periodic inspection certification for the Automated Parcel and Bundle Sorter #2 did not include the name of the employee(s) included in the inspection.

**ABATEMENT CERTIFICATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:  
Proposed Penalty:

01/27/2014  
\$0.00

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

**Thomas Bielema**  
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  
1320 W Commerce Dr.  
Suite 800  
Peoria, IL 61615  
Phone: 309-589-7033 Fax: 309-589-7326



## INVOICE / DEBT COLLECTION NOTICE

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**Company Name:** U.S. Postal Service  
**Inspection Site:** 2001 N Mattis Ave, Champaign, IL 61821  
**Issuance Date:** 01/07/2014

<b>Summary of Penalties for Inspection Number</b>	<b>917645</b>
<b>Citation 1, Serious</b>	<b>\$17600.00</b>
<b>Citation 2, Repeat</b>	<b>\$126500.00</b>
<b>Citation 3, Other-than-Serious</b>	<b>\$0.00</b>
<b>TOTAL PROPOSED PENALTIES</b>	<b>\$144100.00</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 \$50,000 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

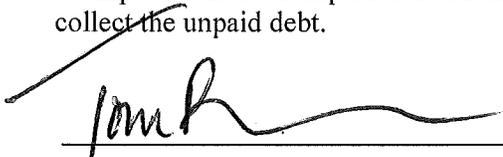
original check, but will keep a copy of it. If the EFT cannot be completed because of insufficient funds or closed account, the bank will attempt to make the transfer up to 2 times.

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.

  
\_\_\_\_\_  
**Thomas Bielema**  
Area Director

7-Jan-2014  
Date