

## U.S. Department of Labor

Occupational Safety and Health Administration  
310 W. Wisconsin Avenue  
Room 1180  
Milwaukee, WI 53203  
Phone: 414-297-3315 Fax: 414-297-4299



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# Citation and Notification of Penalty

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**To:**

Arvato Digital Services, LLC  
11500 80th Avenue  
Pleasant Prairie, WI 53158

**Inspection Number:** 979779**Inspection Date(s):** 06/06/2014 - 11/13/2014**Issuance Date:** 11/17/2014**Inspection Site:**

11500 80th Avenue  
Pleasant Prairie, WI 53158

*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 \$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 11/17/2014. The conference will be held by telephone or at the OSHA office located at 310 W. Wisconsin Avenue, Room 1180, Milwaukee, WI 53203 on \_\_\_\_\_ at \_\_\_\_\_.

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

## CERTIFICATION OF CORRECTIVE ACTION WORKSHEET

**Inspection Number: 979779**

Company Name: Arvato Digital Services, LLC  
Inspection Site: 11500 80th Avenue, Pleasant Prairie, WI 53158  
Issuance Date: 11/17/2014

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, 310 W. Wisconsin Avenue, Room 1180, Milwaukee, WI 53203**

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:** Arvato Digital Services, LLC  
**Inspection Site:** 11500 80th Avenue, Pleasant Prairie, WI 53158

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

29 CFR 1910.132(d)(1): The employer did not assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE):

- (a) The company did not assess maintenance work tasks that required employees to work on or around live energized electrical circuits and equipment. Maintenance employees were not protected from electrical shock and electrical arc flash hazards.
- (b) The company did not assess maintenance work tasks that required employees to perform facility maintenance work on the roof of the facility. Maintenance employees were not protected from falls.
- (c) The company did not assess maintenance work tasks and production operations that produce flying particulates/debris. Employees were not protected from flying particulates/debris.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	01/06/2015
Proposed Penalty:	\$7000.00



**Citation and Notification of Penalty**

**Company Name:** Arvato Digital Services, LLC  
**Inspection Site:** 11500 80th Avenue, Pleasant Prairie, WI 53158

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

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

- (a) Written machine/equipment specific energy control procedures are not developed, documented, and utilized for authorized personnel to follow when performing maintenance or servicing work on machines/equipment including but not limited to the RF sealing machines, Alloyd Star 1 thermal heat sealer, AERGO sealer and packaging machines, air compressor systems, conveyors, HVAC systems, forklifts and saws.

To abate this violation, the employer must develop, document, and utilize energy control procedures specific to machinery and equipment for the control of potentially hazardous energy when employees are engaged in servicing and maintenance of machines and equipment where unexpected energization (startup) or release of stored energy could cause injury to employees.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:  
Proposed Penalty:

01/06/2015  
\$0.00



**Citation and Notification of Penalty**

**Company Name:** Arvato Digital Services, LLC  
**Inspection Site:** 11500 80th Avenue, Pleasant Prairie, WI 53158

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

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:

- (a) An annual/periodic inspection of the energy control procedures has not been conducted for, but not limited to RF sealing machines, Star 1 thermal heat sealer, Aergo sealer packaging machines, air compressor system(s), conveyors, HVAC systems, and saws, to ensure that procedures and requirements of the standard are being followed and that employees who implement energy control procedures understand their application.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	01/06/2015
Proposed Penalty:	\$7000.00





**Citation and Notification of Penalty**

**Company Name:** Arvato Digital Services, LLC  
**Inspection Site:** 11500 80th Avenue, Pleasant Prairie, WI 53158

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

29 CFR 1910.147(c)(7)(i)(A): Authorized employee(s) did not receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation:

- (a) Training was not provided to maintenance personnel in the recognition of hazardous energy sources, the type of energy sources and practices and methods required to safely deenergize machines/equipment, including but not limited to the RF sealing machines, Star 1 thermal heat sealer, AERGO sealer and packaging machines, air compressor systems, conveyors, HVAC systems and saws.

To abate this violation, the employer must conduct training to provide the knowledge of hazardous energy control methods, practices and energy control procedures specific to machinery and equipment for the control of potentially hazardous energy when employees are engaged in servicing and maintenance of machines and equipment where unexpected energization (startup) or release of stored energy could cause injury to employees.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:  
Proposed Penalty:

01/06/2015  
\$0.00



**Citation and Notification of Penalty**

**Company Name:** Arvato Digital Services, LLC  
**Inspection Site:** 11500 80th Avenue, Pleasant Prairie, WI 53158

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**Citation 1 Item 4 b** 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:

- (a) Training was not provided to affected personnel in the recognition of hazardous energy sources, the type of energy sources and the use of the written energy control procedures associated with production machines/equipment, including but not limited to the COSMOS RF sealing machines, Star 1 thermal heat sealer, Aergo sealer and packaging machines, air compressor systems, conveyors, HVAC systems and saws.

To abate this violation, the employer must conduct training to provide the knowledge of hazardous energy control methods, practices and energy control procedures.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:

01/06/2015



### **Citation and Notification of Penalty**

**Company Name:** Arvato Digital Services, LLC

**Inspection Site:** 11500 80th Avenue, Pleasant Prairie, WI 53158

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

29 CFR 1910.212(a)(1): Machine guarding was not provided to protect operator(s) and other employees from hazard(s) created by in going nip points, and unguarded conveyor belts:

- (a) MP1 Packaging Line Conveyor: Employee(s) are exposed to ingoing nip points created by unguarded tail rollers and infeed rollers on conveyor and at the transition point from the product package assembly conveyors to the final packaging conveyor.
- (b) Manual Packaging Line 4304 Conveyors: Employees are exposed to ingoing nip points created by unguarded mechanical tail rollers and infeed rollers and at transition points between conveyors that make up the conveying system.
- (c) Manual Packaging Line 4305 Conveyor: Employees were exposed to ingoing nip points created by unguarded mechanical tail rollers and infeed rollers and at transition points between conveyors that make up the conveying system.
- (d) Manual Packaging Line 4306 Conveyor: Employees are exposed to ingoing nip points created by unguarded mechanical tail rollers and infeed rollers and at transition points between conveyors that make up the conveying system.

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

Date By Which Violation Must be Abated:

11/28/2014

Proposed Penalty:

\$7000.00



**Citation and Notification of Penalty**

**Company Name:** Arvato Digital Services, LLC  
**Inspection Site:** 11500 80th Avenue, Pleasant Prairie, WI 53158

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**Citation 1 Item 6**    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) COSMOS RF 1 Packaging Machine (Model #15,000): The COSMOS radio frequency heat sealing machine did not have point of operation guarding in place that would prevent operator(s) from placing their fingers and hands into the heated press operation. This exposed employees to an amputation and burn hazard.
- (b) COSMOS RF 2 Packaging Machine (Model #15,000): The COSMOS radio frequency heat sealing machine did not have point of operation guarding in place that would prevent operator(s) from placing their fingers and hands into the heated press operation. This exposed employees to an amputation and burn hazard.
- (c) COSMOS RF 3 Packaging Machine (Model #15,000): The COSMOS radio frequency heat sealing machine did not have point of operation guarding in place that would prevent operator(s) from placing their fingers and hands into the heated press operation. This exposed employees to an amputation and burn hazard.
- (d) Alloyd Star 1 Thermal Packaging Machine: The Star 1 thermal heat sealing machine did not have point of operation guarding in place that would prevent operator(s) from placing their fingers and hands into the heated press operation. This exposed employees to an amputation and burn hazard.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:  
Proposed Penalty:

11/28/2014  
\$5000.00



**Citation and Notification of Penalty**

**Company Name:** Arvato Digital Services, LLC  
**Inspection Site:** 11500 80th Avenue, Pleasant Prairie, WI 53158

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

29 CFR 1910.332(b)(1): Employees were not trained in and familiar with the safety-related work practices required by 1910.331 through 1910.335 that pertained to their respective job assignments:

- (a) On or about May 19, 2014, employee(s) performing trouble shooting on COSMOS (Model #15,000, 15 KW, 220 VAC) Radio Frequency Sealing Machine 1 (RF-1 sealer), were not trained to assess the arc flash and shock hazard level of the electrical equipment being worked on.
- (b) On or about May 19, 2014, employee(s) performing trouble shooting on COSMOS (Model #15,000, 15 KW, 220 VAC) Radio Frequency Sealing Machine 1 (RF-1 Sealer), were not instructed in the deenergizing of capacitors.
- (c) Maintenance employees who perform electrical work on energized electrical circuits and equipment were not trained to assess the arc flash and shock hazard level of the COSMOS and Alloyd Star 1 radio frequency heat sealing machines and AERGO packaging and sealing machines.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	01/06/2015
Proposed Penalty:	\$7000.00



**Citation and Notification of Penalty**

**Company Name:** Arvato Digital Services, LLC  
**Inspection Site:** 11500 80th Avenue, Pleasant Prairie, WI 53158

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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 8 a** Type of Violation: **Serious**

29 CFR 1910.333(b)(2)(ii)(A): Safe procedures for deenergizing circuits and equipment were not determined before circuits and equipment were deenergized.

Maintenance employee(s) did not establish safe procedures for deenergizing electrical circuits and equipment when trouble shooting radio frequency generating failure on COSMOS (Model #15,000, 15 KW, 220 VAC) Radio Frequency Sealing Machine 1 (RF-1 sealer).

- (a) Procedures to work safely on electrical equipment and circuits have not been developed to ensure electrical equipment and circuits have been safely deenergized.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	01/06/2015
Proposed Penalty:	\$7000.00



**Citation and Notification of Penalty**

**Company Name:** Arvato Digital Services, LLC  
**Inspection Site:** 11500 80th Avenue, Pleasant Prairie, WI 53158

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

29 CFR 1910.333(b)(2)(ii)(C): Stored electric energy which might endanger personnel shall be released. Capacitors shall be discharged and high capacitance elements shall be short-circuited and grounded, if the stored electric energy might endanger personnel.

- (a) Maintenance employees performing trouble shooting work on radio frequency generator on COSMOS (Model #15,000, 15 KW, 220 VAC) Radio Frequency Sealing Machine 1 (RF-1 sealer), did not deenergize capacitors associated with the radio frequency generator. This exposed employees to an electrical shock hazard.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

**Date By Which Violation Must be Abated:**

**01/06/2015**



**Citation and Notification of Penalty**

**Company Name:** Arvato Digital Services, LLC  
**Inspection Site:** 11500 80th Avenue, Pleasant Prairie, WI 53158

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

29 CFR 1910.335(a)(1)(i): Employees working in areas where there were potential electrical hazards were not using electrical protective equipment that was appropriate for the specific parts of the body to be protected and for the work to be performed:

- (a) On or about May 19, 2014, employee(s) working on energized 220 volt COSMOS (Model #15,000, 15 KW, 220 VAC) Radio Frequency Sealing Machine (RF-1 sealer) radio frequency generator, did not use personal protective equipment, such as, but not limited to arc rated apparel, face-shield, and voltage-rated gloves to protect against arc flash hazards and electrical shock hazards.

Electrical Safety-Related Work Practices to be implemented, include, but are not limited to arc flash hazard analysis, testing and verification procedures, and training of employees on electrical practices.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	01/06/2015
Proposed Penalty:	\$7000.00





**Citation and Notification of Penalty**

**Company Name:** Arvato Digital Services, LLC  
**Inspection Site:** 11500 80th Avenue, Pleasant Prairie, WI 53158

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

29 CFR 1910.335(a)(2)(ii): Protective shields, protective barriers, or insulating materials were not used to protect each employee from shock, burns, or other electrically related injuries while that employee is working near exposed energized parts which might be accidentally contacted or where dangerous electric heating or arcing might occur. When normally enclosed live parts are exposed for maintenance or repair, they shall be guarded to protect unqualified persons from contact with the live parts.

- (a) On or about May 19, 2014, the employer had no insulating protective equipment in use at COSMOS (Model #15,000, 15 KW, 220 VAC) Radio Frequency Sealing Machine (RF-1 sealer) radio frequency generator, such as barriers or shielding in place to protect employees from arcing faults, and covers that were normally in place had been removed to trouble shoot electrical circuitry.

Electrical Safety-Related Work Practices to be implemented, include, but are not limited to arc flash hazard analysis, testing and verification procedures, and training of employees on electrical practices.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	01/06/2015
Proposed Penalty:	\$7000.00



**Citation and Notification of Penalty**

**Company Name:** Arvato Digital Services, LLC  
**Inspection Site:** 11500 80th Avenue, Pleasant Prairie, WI 53158

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

29 CFR 1910.333(a)(2): Safety-related work practices were not employed to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts, when work is performed near or on equipment or circuits which are or may be energized. The specific safety-related work practices shall be consistent with the nature and extent of the associated electrical hazards:

- (a) Temporary maintenance employees did not employ electrical safety-related work practices while trouble shooting radio frequency generating failure on COSMOS (Model #15,000, 15 KW, 220 VAC) Radio Frequency Sealing Machine 1 (RF-1 sealer).
- (b) Permanent maintenance employees who perform electrical work and trouble shooting on or around energized electrical circuits and equipment did not employ electrical safety-related work practices while trouble shooting COSMOS and Alloyd Star 1 radio frequency heat sealing machines and AERGO packaging and sealing machines.

Electrical Safety-Related Work Practices to be implemented, include, but are not limited to arc flash hazard analysis, testing and verification procedures, and training of employees on electrical practices.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:  
Proposed Penalty:

01/06/2015  
\$70000.00

  
for **Christine Zortman**  
Area Director

U.S. Department of Labor  
Occupational Safety and Health Administration  
310 W. Wisconsin Avenue  
Room 1180  
Milwaukee, WI 53203  
Phone: 414-297-3315 Fax: 414-297-4299



## INVOICE / DEBT COLLECTION NOTICE

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**Company Name:** Arvato Digital Services, LLC  
**Inspection Site:** 11500 80th Avenue, Pleasant Prairie, WI 53158  
**Issuance Date:** 11/17/2014

<b>Summary of Penalties for Inspection Number</b>	<b>979779</b>
<b>Citation 1, Serious</b>	<b>\$54000.00</b>
<b>Citation 2, Willful</b>	<b>\$70000.00</b>
<b>TOTAL PROPOSED PENALTIES</b>	<b>\$124000.00</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.

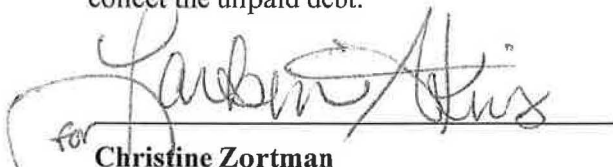
If a personal check is issued, it will be converted into an electronic fund transfer (EFT). This means that our bank will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will then usually occur within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

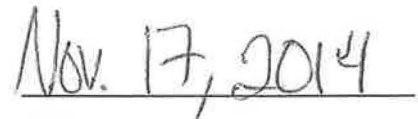
Pursuant to the Debt Collection Act of 1982 (Public Law 97-365) and regulations of the U.S. Department of Labor (29 CFR Part 20), the Occupational Safety and Health Administration is required to assess interest, delinquent charges, and administrative costs for the collection of delinquent penalty debts 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.

  
for **Christine Zortman**  
Area Director

  
Date