

**U.S. Department of Labor**  
Occupational Safety and Health Administration  
53 Pleasant Street, Room 3901  
J.C. Cleveland Federal Bldg.  
Concord, NH 03301  
Phone: 603-225-1629 Fax: 603-225-1580



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## Citation and Notification of Penalty

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**To:**  
Michael Cahoon, dba High & Dry Roofing  
and its successors  
288 Charles Bancroft Hwy  
Litchfield, NH 03052

**Inspection Number:** 1074140  
**Inspection Date(s):** 06/24/2015 - 06/26/2015  
**Issuance Date:** 12/16/2015

**Inspection Site:**  
541-548 Fox Hollow Way  
Manchester, NH 03104

*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 \$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 are required by 29 CFR 1903.19 to submit an *abatement certification* to the Area Director of the OSHA office issuing the citation as identified above. The certification must be sent by you within 10 calendar days of the abatement date indicated on the citation. For **Willful** and **Repeat** violations, documents (examples: photos, copies of receipts, training records, etc.) demonstrating that abatement is complete must accompany the certification. Where the citation is classified as **Serious** and the citation states that abatement documentation is required, documents such as those described above are required to be submitted along with the abatement certificate. If the citation indicates that the violation was corrected during the inspection, no abatement certification is required for that item.

**All abatement verification documents must contain the following information:** 1) Your name and address; 2) the inspection number (found on the front page); 3) the citation and citation item number(s) to which the submission relates; 4) a statement that the information is accurate; 5) the signature of the employer or employer's authorized representative; 6) the date the hazard was corrected; 7) a brief statement of how the hazard was corrected; and 8) a statement that affected employees and their representatives have been informed of the abatement.

Also, the law requires a copy of all abatement verification documents which are required by 29 CFR 1903.19 be posted at the location where the violation appeared and the corrective action took place.

**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 12/16/2015. The conference will be held by telephone or at the OSHA office located at 53 Pleasant Street, Room 3901, J.C. Cleveland Federal Bldg., Concord, NH 03301 on

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

**CERTIFICATION OF CORRECTIVE ACTION WORKSHEET**

**Inspection Number: 1074140**

Company Name: Michael Cahoon, dba High & Dry Roofing  
Inspection Site: 541-548 Fox Hollow Way, Manchester, NH 03104  
Issuance Date: 12/16/2015

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, 53 Pleasant Street, Room 3901, J.C. Cleveland Federal Bldg., Concord, NH 03301**

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:** Michael Cahoon, dba High & Dry Roofing  
**Inspection Site:** 541-548 Fox Hollow Way, Manchester, NH 03104

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

29 CFR 1926.451(e)(1): Where scaffold platforms were more than 2 feet above or below a point of access, portable ladders, hook-on ladders, attachable ladders, stair towers, stairway-type ladders, ramps, walkways, integral prefabricated scaffold access, or direct access from another scaffold, structure, personnel hoist, or similar surface was not used for access:

Jobsite - Employees did not have safe and adequate access to the ladder-jack scaffolding.

Date By Which Violation Must be Abated:	Corrected During Inspection
Proposed Penalty:	\$4,620.00

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

29 CFR 1926.451(f)(6): The clearance between scaffolds and 240-volt uninsulated power lines was not a minimum of 10 feet when scaffolds were erected, used, dismantled, altered, or moved such that they or any conductive material handled on them might come closer to exposed and energized power lines:

Jobsite - The roof bracket scaffolding was erected approximately 1 foot from the live 240 Volt Power line.

Date By Which Violation Must be Abated:	Corrected During Inspection
Proposed Penalty:	\$4,620.00

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

Inspection Number: 1074140  
Inspection Date(s): 06/24/2015 - 06/26/2015  
Issuance Date: 12/16/2015



**Citation and Notification of Penalty**

**Company Name:** Michael Cahoon, dba High & Dry Roofing  
**Inspection Site:** 541-548 Fox Hollow Way, Manchester, NH 03104

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

29 CFR 1926.451(f)(15): Ladders shall not be used on scaffolds to increase the working level height of employees:

Jobsite - A ladder was placed on the roof bracket scaffolding to work at a higher level.

Date By Which Violation Must be Abated:	Corrected During Inspection
Proposed Penalty:	\$4,620.00

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

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

Roof - Employees were not trained in fall protection.

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	12/22/2015
Proposed Penalty:	\$4,620.00

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:** Michael Cahoon, dba High & Dry Roofing  
**Inspection Site:** 541-548 Fox Hollow Way, Manchester, NH 03104

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

29 CFR 1926.501(b)(13): Each employee(s) engaged in residential construction activities 6 feet (1.8 m) or more above lower levels were not protected by guardrail systems, safety net system, or personal fall arrest system, nor were employee(s) provided with an alternative fall protection measure under another provision of paragraph 1926.501 (b):

This violation was most recently observed on 06/24/2015, at a jobsite located at, 541-548 Fox Hollow Way, Manchester, NH, 03104, when: (A) Five employees were exposed to fall hazards of up to 20 feet due to no fall protection while working on steep roofs with pitches of 6:12 and 12:12.

This violation was most recently observed on 06/26/2015, at a jobsite located at, 541-548 Fox Hollow Way, Manchester, NH, 03104, when: (A) Six employees were exposed to fall hazards of up to 20 feet due to no fall protection while working on steep roofs with pitches of 6:12 and 12:12.

**Prior violations referred to include a violation of this Occupational Safety and Health Standard which was contained in:**

*Michael Cahoon DBA High & Dry Roofing, was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1926.501(b)(13), which was contained in OSHA inspection number 435951, citation number 02, item number 003, and was affirmed as a final order on 12/04/12, with respect to a workplace located at Hooksett Street, Hampton, NH, 03842.*

*High & Dry Roofing, was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1926.501(b)(11), which was contained in OSHA inspection number 332342, citation number 02, item number 004, and was affirmed as a final order on 05/31/2012, with respect to a workplace located at 22 Lafayette Road, North Hampton, 03862.*

*(Continued on next page)*





**Citation and Notification of Penalty**

**Company Name:** Michael Cahoon, dba High & Dry Roofing  
**Inspection Site:** 541-548 Fox Hollow Way, Manchester, NH 03104

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*(Continued from previous page)*

*High & Dry Roofing, was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1926.501(b)(11), which was contained in OSHA inspection number 306944265, citation number 02, item number 001, and was affirmed as a final order on 01/27/2004, with respect to a workplace located at the Corner of Putnam Street and Flaherty Lane, Manchester, NH, 03101.*

*High & Dry Roofing, was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1926.501(b)(11), which was contained in OSHA inspection number 113799662, citation number 01, item number 002, and was affirmed as a final order on 09/30/2003, with respect to a workplace located at 12 Captains Way, Kittery Point, ME, 03905.*

Date By Which Violation Must be Abated:	Corrected During Inspection
Proposed Penalty:	\$46,200.00



**Citation and Notification of Penalty**

**Company Name:** Michael Cahoon, dba High & Dry Roofing  
**Inspection Site:** 541-548 Fox Hollow Way, Manchester, NH 03104

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

29 CFR 1926.1053(b)(1): The side rails of portable ladders used for access did not extend at least 3 feet above the upper landing surface, or was secured at its top to a rigid support that will not deflect and along with a grasping devise to assist employees mounting and dismounting the ladder:

This violation was most recently observed on 06/24/2015, at a jobsite located at, 541-548 Fox Hollow Way, Manchester, NH, 03104, when: (a) Roof - Extension ladders did not extend three feet above the roofs eve for safe access.

**Prior violations referred to include a violation of this Occupational Safety and Health Standard which was contained in:**

*Michael Cahoon DBA High & Dry Roofing, was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29CFR1926.1053(b)(1), which was contained in OSHA inspection number 435951, citation number 02, item number 003, and was affirmed as a final order on 12/04/12, with respect to a workplace located at Hooksett Street, Hampton, NH, 03842.*

*High & Dry Roofing, was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29CFR1926.1053(b)(1), which was contained in OSHA inspection number 332342, citation number 01, item number 004, and was affirmed as a final order on 05/31/2012, with respect to a workplace located at 22 Lafayette Road, North Hampton, 03862.*

*High Top Roofing, was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29CFR1926.1053(b)(1), which was contained in OSHA inspection number 306944265, citation number 02, item number 002, and was affirmed as a final order on 01/27/2004, with respect to a workplace located at the Corner of Putnam Street and Flaherty Lane, Manchester, NH, 03101.*

*(Continued on next page)*

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

**Inspection Number:** 1074140  
**Inspection Date(s):** 06/24/2015 - 06/26/2015  
**Issuance Date:** 12/16/2015



**Citation and Notification of Penalty**

**Company Name:** Michael Cahoon, dba High & Dry Roofing  
**Inspection Site:** 541-548 Fox Hollow Way, Manchester, NH 03104

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*(Continued from previous page)*

*High Top Roofing, was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29CFR1926.1053(b)(1), which was contained in OSHA inspection number 113799662, citation number 01, item number 003, and was affirmed as a final order on 09/30/2003, with respect to a workplace located at 12 Captains Way, Kittery Point, ME, 03905.*

Date By Which Violation Must be Abated:	Corrected During Inspection
Proposed Penalty:	\$46,200.00

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:** Michael Cahoon, dba High & Dry Roofing  
**Inspection Site:** 541-548 Fox Hollow Way, Manchester, NH 03104

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

29 CFR 1926.100(a): At this job site, employees exposed to possible head injury from falling or flying objects or from impact with hand tools, equipment and building materials during construction operations were not wearing hard hats:

Jobsite - Employees were exposed to overhead hazards while working below the roofers.

*High & Dry Roofing, was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1926.100(a), which was contained in OSHA inspection number 435951, citation number 02, item number 01, and was affirmed as a final order on 12/04/12, with respect to a workplace located at Hooksett Street, Hampton, NH 03842.*

*High & Dry Roofing, was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1926.100(a), which was contained in OSHA inspection number 332342, citation number 01, item number 001a, and was affirmed as a final order date of 05/31/2012, with respect to a workplace located at 22 Lafayette Road, North Hampton, 03862.*

*High Top Roofing, was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1926.100(a), which was contained in OSHA Inspection Number 306944265, citation number 01, item number 001, and was affirmed as a final order date of 01/27/2004, with respect to a workplace located at the Corner of Putnam Street and Flaherty Lane, Manchester, NH, 03101.*

Date By Which Violation Must be Abated:  
Proposed Penalty:

Corrected During Inspection  
\$16,500.00



**Citation and Notification of Penalty**

**Company Name:** Michael Cahoon, dba High & Dry Roofing  
**Inspection Site:** 541-548 Fox Hollow Way, Manchester, NH 03104

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

29 CFR 1926.102(a)(1): Eye and face protective equipment was not used when machines or operations presented potential eye or face injury:

(a) Roof - On or about 06/24/15, Employees were exposed to eye hazards while using pneumatic nail guns without eye protection.

(b) Roof - On or about 06/26/15, Employees were exposed to eye hazards while using pneumatic nail guns without eye protection.

*High & Dry Roofing, was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29CFR1926.102(a)(1), which was contained in OSHA inspection number 332342, citation number 01, item number 01b, and was affirmed as a final order on 06/10/12, with respect to a workplace located at 22 Lafayette Road, Hampton, NH, 03862.*

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	12/22/2015
Proposed Penalty:	\$6,600.00



**Citation and Notification of Penalty**

**Company Name:** Michael Cahoon, dba High & Dry Roofing  
**Inspection Site:** 541-548 Fox Hollow Way, Manchester, NH 03104

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

29 CFR 1926.300(b)(2): Moving part(s) of equipment exposed to contact by employees or which otherwise created a hazard, were not guarded:

(a) Jobsite - On or about 06/24/15, employees were exposed to the unguarded drive belt and pulley on the Emglo Air Compressor.

(b) Jobsite - On or about 06/26/15, employees were exposed to the unguarded drive belt and pulley on the Emglo Air Compressor.

*High & Dry Roofing, was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29CFR1926.300(b)(2), which was contained in OSHA inspection number 332342, citation number 01, item number 03, and was affirmed as a final order on 05/31/12, with respect to a workplace located at 22 Lafayette Road, North Hampton, NH, 03862.*

**ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM**

Date By Which Violation Must be Abated:	12/22/2015
Proposed Penalty:	\$9,240.00



**Citation and Notification of Penalty**

**Company Name:** Michael Cahoon, dba High & Dry Roofing  
**Inspection Site:** 541-548 Fox Hollow Way, Manchester, NH 03104

**Citation 3 Item 4** Type of Violation: **Repeat**

29 CFR 1926.451(g)(1): Each employee on a scaffold more than 10 feet (3.1 m) above a lower level shall be protected from falling to that lower level. Paragraphs (g)(1)(i) through (vii) of this section establish the types of fall protection to be provided to the employees on each type of scaffold. Paragraph (g)(2) of this section addresses fall protection for scaffold erectors and dismantlers:

(a) Jobsite - Each employee on a ladder-jack scaffold more than 10 feet above a lower level was not protected from falling to that lower level as required.

(b) Jobsite - Each employee on a roof bracket scaffold more than 10 feet above a lower level was not protected from falling to that lower level as required.

*High & Dry Roofing, was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29CFR1926.451(g)(1), which was contained in OSHA inspection number 435951, citation number 01, item number 003, and was affirmed as a final order on 12/04/12, with respect to a workplace located at Hooksett Street, Hampton, NH, 03842.*

*High & Dry Roofing, was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29CFR1926.451(g)(1), which was contained in OSHA inspection number 113799662, citation number 01, item number 001, and was affirmed as a final order on 09/30/2003, with respect to a workplace located at 12 Captains Way, Kittery Point, ME, 03905.*

Date By Which Violation Must be Abated:  
Proposed Penalty:

Corrected During Inspection  
\$9,240.00

A handwritten signature in black ink, appearing to read "Rosemarie O. Cole".

For  
Rosemarie O. Cole  
Area Director

**U.S. Department of Labor**  
Occupational Safety and Health Administration  
53 Pleasant Street, Room 3901  
J.C. Cleveland Federal Bldg.  
Concord, NH 03301  
Phone: 603-225-1629 Fax: 603-225-1580



## INVOICE / DEBT COLLECTION NOTICE

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**Company Name:** Michael Cahoon, dba High & Dry Roofing  
**Inspection Site:** 541-548 Fox Hollow Way, Manchester, NH 03104  
**Issuance Date:** 12/16/2015

<b>Summary of Penalties for Inspection Number</b>	<b>1074140</b>
<b>Citation 1, Serious</b>	<b>\$18,480.00</b>
<b>Citation 2, Willful</b>	<b>\$92,400.00</b>
<b>Citation 3, Repeat</b>	<b>\$41,580.00</b>
<b>TOTAL PROPOSED PENALTIES</b>	<b>\$152,460.00</b>

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To avoid additional charges, please remit payment promptly to this Area Office for the total amount of the uncontested penalties summarized above. Make your check or money order payable to: "DOL-OSHA". Please indicate OSHA's Inspection Number (indicated above) on the remittance. You can also make your payment electronically on [www.pay.gov](http://www.pay.gov). On the left side of the pay.gov homepage, you will see an option to Search Public Forms. Type "OSHA" and click Go. From the results, click on **OSHA Penalty Payment Form**. The direct link is <https://www.pay.gov/paygov/forms/formInstance.html?agencyFormId=53090334>. You will be required to enter your inspection number when making the payment. Payments can be made by credit card or Automated Clearing House (ACH) using your banking information. Payments of \$25,000 or more require a Transaction ID, and also must be paid using ACH. If you require a Transaction ID, please contact the OSHA Debt Collection Team at (202) 693-2170.

OSHA does not agree to any restrictions or conditions or endorsements put on any check, money order, or electronic payment for less than the full amount due, and will cash the check or money order as if these restrictions or conditions do not exist.



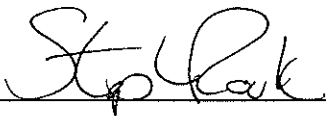
If a personal check is issued, it will be converted into an electronic fund transfer (EFT). This means that our bank will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will then usually occur within 24 hours and will be shown on your regular account statement. You will not receive your original check back. The bank will destroy your original check, but will keep a copy of it. If the EFT cannot be completed because of insufficient funds or closed account, the bank will attempt to make the transfer up to 2 times.

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

**Interest:** Interest charges will be assessed at an annual rate determined by the Secretary of the Treasury on all penalty debt amounts not paid within one month (30 calendar days) of the date on which the debt amount becomes due and payable (penalty due date). The current interest rate is one percent (1%). Interest will accrue from the date on which the penalty amounts (as proposed or adjusted) become a final order of the Occupational Safety and Health Review Commission (that is, 15 working days from your receipt of the Citation and Notification of Penalty), unless you file a notice of contest. Interest charges will be waived if the full amount owed is paid within 30 calendar days of the final order.

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

**Administrative Costs:** Agencies of the Department of Labor are required to assess additional charges for the recovery of delinquent debts. These additional charges are administrative costs incurred by the Agency in its attempt to collect an unpaid debt. Administrative costs will be assessed for demand letters sent in an attempt to collect the unpaid debt.

*For*   
\_\_\_\_\_  
Rosemarie O. Cole  
Area Director

12/16/2015  
\_\_\_\_\_  
Date