

U.S. Department of Labor
Occupational Safety and Health Administration
701 Route 73 South
Building 2, Suite 120
Marlton, NJ 08053



Citation and Notification of Penalty

To:
Mister Cookie Face, LLC
and its successors
1989 RUTGERS UNIVERSITY BLVD
Lakewood, NJ 08701

Inspection Number: 1320717
Inspection Date(s): 06/06/2018 - 11/06/2018
Issuance Date: 11/14/2018

Inspection Site:
1989 RUTGERS UNIVERSITY BLVD
Lakewood, NJ 08701

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 by calling 856-596-5200. During such an informal conference you may present any evidence or views which you believe would support an adjustment to the citation(s) and/or penalty(ies).

If you are considering a request for an informal conference to discuss any issues related to this Citation and Notification of Penalty, you must take care to schedule it early enough to allow time to contest after the informal conference, should you decide to do so. Please keep in mind that a written letter of intent to contest must be submitted to the Area Director within 15 working days of your receipt of this Citation. The running of this contest period is not interrupted by an informal conference.

If you decide to request an informal conference, please complete, remove and post the Notice to Employees next to this Citation and Notification of Penalty as soon as the time, date, and place of the informal conference have been determined. Be sure to bring to the conference any and all supporting documentation of existing conditions as well as any abatement steps taken thus far. If conditions warrant, we can enter into an informal settlement agreement which amicably resolves this matter without litigation or contest.

Right to Contest – You have the right to contest this Citation and Notification of Penalty. You may contest all citation items or only individual items. You may also contest proposed penalties and/or abatement dates without contesting the underlying violations. **Unless you inform the Area Director in writing that you intend to contest the citation(s) and/or proposed penalty(ies) within 15 working days after receipt, the citation(s) and the proposed penalty(ies) will become a final order of the Occupational Safety and Health Review Commission and may not be reviewed by any court or agency.**

Penalty Payment – Penalties are due within 15 working days of receipt of this notification unless contested. (See the enclosed booklet and the additional information provided related to the Debt Collection Act of 1982.) Make your check or money order payable to “DOL-OSHA”. Please indicate the Inspection Number on the remittance. You can also make your payment electronically on www.pay.gov. On the left side of the pay.gov homepage, you will see an option to Search Public Forms. Type "OSHA" and click Go. From the results, click on **OSHA Penalty Payment Form**. The direct link is:

<https://www.pay.gov/paygov/forms/formInstance.html?agencyFormId=53090334>.

You will be required to enter your inspection number when making the payment. Payments can be made by credit card or Automated Clearing House (ACH) using your banking information. Payments of \$25,000 or more require a Transaction ID, and also must be paid using ACH. If you require a Transaction ID, please contact the OSHA Debt Collection Team at (202) 693-2170.

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

Notification of Corrective Action – For each violation which you do not contest, you must provide ***abatement certification*** to the Area Director of the OSHA office issuing the citation and identified above. This abatement certification is to be provided by letter within 10 calendar days after each abatement date. Abatement certification includes the date and method of abatement. If the citation indicates that the violation was corrected during the inspection, no abatement certification is required for that item. The abatement certification letter must be posted at the location where the violation appeared and the corrective action took place or employees must otherwise be effectively informed about abatement activities. A sample abatement certification letter is enclosed with this Citation. In addition, where the citation indicates that ***abatement documentation*** is necessary, evidence of the purchase or repair of equipment, photographs or video, receipts, training records, etc., verifying that abatement has occurred is required to be provided to the Area Director.

Employer Discrimination Unlawful – The law prohibits discrimination by an employer against an

employee for filing a complaint or for exercising any rights under this Act. An employee who believes that he/she has been discriminated against may file a complaint no later than 30 days after the discrimination occurred with the U.S. Department of Labor Area Office at the address shown above.

Employer Rights and Responsibilities – The enclosed booklet (OSHA 3000) outlines additional employer rights and responsibilities and should be read in conjunction with this notification.

Notice to Employees – The law gives an employee or his/her representative the opportunity to object to any abatement date set for a violation if he/she believes the date to be unreasonable. The contest must be mailed to the U.S. Department of Labor Area Office at the address shown above and postmarked within 15 working days (excluding weekends and Federal holidays) of the receipt by the employer of this Citation and Notification of Penalty.

Inspection Activity Data – You should be aware that OSHA publishes information on its inspection and citation activity on the Internet under the provisions of the Electronic Freedom of Information Act. The information related to these alleged violations will be posted when our system indicates that you have received this citation. You are encouraged to review the information concerning your establishment at www.osha.gov. If you have any dispute with the accuracy of the information displayed, please contact this office.



NOTICE TO EMPLOYEES OF INFORMAL CONFERENCE

An informal conference has been scheduled with OSHA to discuss the citation(s) issued on 11/14/2018. The conference will be held by telephone or at the OSHA office located at 701 Route 73 South, Building 2, Suite 120, Marlton, NJ 08053 on _____ at

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

CERTIFICATION OF CORRECTIVE ACTION WORKSHEET

Inspection Number: 1320717

Company Name: Mister Cookie Face, LLC
Inspection Site: 1989 RUTGERS UNIVERSITY BLVD, Lakewood, NJ 08701
Issuance Date: 11/14/2018

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, 701 Route 73 South, Building 2, Suite 120, Marlton, NJ 08053**

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: Mister Cookie Face, LLC
Inspection Site: 1989 RUTGERS UNIVERSITY BLVD, Lakewood, NJ 08701

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 1 a Type of Violation: **Serious**

29 CFR 1910.132(d)(2): The employer did not verify that the required workplace hazard assessment had been performed through a written certification that identified the workplace evaluated, the person certifying that the evaluation had been performed, the date(s) of the hazard assessment, and, which identified the document as a certification of hazard assessment:

a) Line 5: The employer did not verify by written certification that a hazard assessment had been conducted for the personal protective equipment that was required for sanitizing operations, on or about 6/6/2018.

NOTE: THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT CERTIFICATION FOR THIS ITEM, FAILURE TO DO SO WILL RESULT IN AN ADDITIONAL PENALTY OF \$1000.00 AS PER 29 CFR 1903.19.

Date By Which Violation Must be Abated:	12/11/2018
Proposed Penalty:	\$9,239.00



Citation and Notification of Penalty

Company Name: Mister Cookie Face, LLC
Inspection Site: 1989 RUTGERS UNIVERSITY BLVD, Lakewood, NJ 08701

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

29 CFR 1910.133(a)(1): The employer did not ensure that each affected employee used appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation:

a) Line 5, Sanitation: The employer did not ensure employees wore safety glasses while blowing down equipment for cleaning, on or about 6/6/2018.

a) Line 5, Sanitation: The employer did not ensure employees wore chemical splash goggles while working with the following products including but not limited to Lift III (corrosive), Vortexx (corrosive) and Enforce LP(corrosive), on or about 6/6/2018.

NOTE: THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT CERTIFICATION FOR THIS ITEM, FAILURE TO DO SO WILL RESULT IN AN ADDITIONAL PENALTY OF \$1000.00 AS PER 29 CFR 1903.19.

Date By Which Violation Must be Abated:

12/11/2018



Citation and Notification of Penalty

Company Name: Mister Cookie Face, LLC
Inspection Site: 1989 RUTGERS UNIVERSITY BLVD, Lakewood, NJ 08701

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

29 CFR 1910.138(a): The employer did not select and require employee(s) to use appropriate hand protection when employees' hands were exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasion; punctures; chemical burns; thermal burns; and harmful temperature extremes.

a) Line 5: The employer did not require employees to use appropriate hand protection while working with the following products including but not limited to Lift III (corrosive), Vortexx (corrosive) and Enforce LP (corrosive), on or about 6/6/2018.

NOTE: THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT CERTIFICATION FOR THIS ITEM, FAILURE TO DO SO WILL RESULT IN AN ADDITIONAL PENALTY OF \$1000.00 AS PER 29 CFR 1903.19.

Date By Which Violation Must be Abated: 12/11/2018



Citation and Notification of Penalty

Company Name: Mister Cookie Face, LLC
Inspection Site: 1989 RUTGERS UNIVERSITY BLVD, Lakewood, NJ 08701

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

- a) Line 5, Production Area, Imperial Cone Machine: The employer failed to develop and utilize a specific energy control procedure for clearing the buildup of chocolate and nuts from the bulbs located in the trough of the spreader exposing employees to being struck by the moving device box and caught between the box and edges of the machine. The machine was not shut down and turned off nor was a hand tool used to perform the servicing work, on or about 6/9/2018.
- b) Line 5 Production Area, Imperial Cone Machine: The employer failed to develop and utilize a specific energy control procedure for clearing the jammed nuts from the dispensing valve during normal production mode of operations, exposing the employee to ingoing nip points and moving machinery, on or about 6/9/2018.
- c) Line 5 Production Area, Wrapper: The employer failed to develop and utilize a specific energy control procedure for cleaning the blade and using air to dry the machine while the conveyor to the crimper was moving, exposing the employee to ingoing nip points and moving machinery, on or about 5/31/2018.

NOTE: IN ADDITION TO ABATEMENT CERTIFICATION, THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT DOCUMENTATION FOR THIS ITEM, FAILURE TO COMPLY WILL RESULT IN AN ADDITIONAL PENALTY OF \$1000.00 IN ACCORDANCE WITH 29 CFR 1903.19.

ABATEMENT NOTE: The machine guarding standards, in 29 CFR 1910, Subpart O, may be used for abatement purposes provided that the machine guarding technique(s) (i.e., use of machine guards) prevents employee exposure to hazardous energy.

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: 1320717
Inspection Date(s): 06/06/2018 - 11/06/2018
Issuance Date: 11/14/2018



Citation and Notification of Penalty

Company Name: Mister Cookie Face, LLC
Inspection Site: 1989 RUTGERS UNIVERSITY BLVD, Lakewood, NJ 08701

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	12/11/2018
Proposed Penalty:	\$12,934.00

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: 1320717
Inspection Date(s): 06/06/2018 - 11/06/2018
Issuance Date: 11/14/2018



Citation and Notification of Penalty

Company Name: Mister Cookie Face, LLC
Inspection Site: 1989 RUTGERS UNIVERSITY BLVD, Lakewood, NJ 08701

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

29 CFR 1910.147(c)(5)(i): Locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware were not provided by the employer for isolating, securing or blocking of machines or equipment from energy sources:

a) Line 5, Sanitation: Protective equipment including but not limited to locks and tags were not provided for employee use while employees were performing sanitation operations on the line, on or about 6/6/2018.

NOTE: THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT CERTIFICATION FOR THIS ITEM, FAILURE TO DO SO WILL RESULT IN AN ADDITIONAL PENALTY OF \$1000.00 AS PER 29 CFR 1903.19.

Date By Which Violation Must be Abated:

12/11/2018

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: Mister Cookie Face, LLC
Inspection Site: 1989 RUTGERS UNIVERSITY BLVD, Lakewood, NJ 08701

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

29 CFR 1910.147(f)(3)(i): A procedure was not utilized to afford the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device when servicing and/or maintenance was performed by a crew, craft, department or other group:

a) Line 5, Sanitation: A group lock out procedure was not utilized while employees were performing sanitation operations on the line. The sanitation crew consisted of 4 to 5 employees who relied on the Line Operator to shut down the machine, on or about 6/6/2018.

NOTE: THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT CERTIFICATION FOR THIS ITEM, FAILURE TO DO SO WILL RESULT IN AN ADDITIONAL PENALTY OF \$1000.00 AS PER 29 CFR 1903.19.

Date By Which Violation Must be Abated:

12/11/2018

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

Inspection Number: 1320717
Inspection Date(s): 06/06/2018 - 11/06/2018
Issuance Date: 11/14/2018



Citation and Notification of Penalty

Company Name: Mister Cookie Face, LLC
Inspection Site: 1989 RUTGERS UNIVERSITY BLVD, Lakewood, NJ 08701

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

29 CFR 1910.242(b): Compressed air used for cleaning purposes was not reduced to less than 30 p.s.i.:

(a) Line 5: Compressed air used for cleaning was not reduced to less than 30 p.s.i., on or about 6/6/2018.

NOTE: THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT CERTIFICATION FOR THIS ITEM, FAILURE TO DO SO WILL RESULT IN AN ADDITIONAL PENALTY OF \$1000.00 AS PER 29 CFR 1903.19.

Date By Which Violation Must be Abated:	12/11/2018
Proposed Penalty:	\$7,391.00

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: 1320717
Inspection Date(s): 06/06/2018 - 11/06/2018
Issuance Date: 11/14/2018



Citation and Notification of Penalty

Company Name: Mister Cookie Face, LLC
Inspection Site: 1989 RUTGERS UNIVERSITY BLVD, Lakewood, NJ 08701

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

29 CFR 1910.1030(f)(2)(i): Hepatitis B vaccination was not made available within 10 working days of initial assignment to all employee(s) with occupational exposure:

(a) Facility: The employer did not offer the Hepatitis B vaccination series to employees with an occupational exposure to blood or other potentially infectious material such as but not limited to designated first aid responders and sanitation employees who are involved with the cleanup of blood or other potentially infectious material after an incident, occurred on or about 6/6/2018.

NOTE: THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT CERTIFICATION FOR THIS ITEM, FAILURE TO DO SO WILL RESULT IN AN ADDITIONAL PENALTY OF \$1000.00 AS PER 29 CFR 1903.19.

Date By Which Violation Must be Abated:	12/11/2018
Proposed Penalty:	\$9,239.00

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: 1320717
Inspection Date(s): 06/06/2018 - 11/06/2018
Issuance Date: 11/14/2018



Citation and Notification of Penalty

Company Name: Mister Cookie Face, LLC
Inspection Site: 1989 RUTGERS UNIVERSITY BLVD, Lakewood, NJ 08701

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

29 CFR 1910.1030(g)(2)(i): The employer did not ensure that each employee with occupational exposure participated in a training program:

a) Facility: The employer did not ensure employees exposed to bloodborne pathogens were trained. Sanitation employees who were designated to clean-up machinery, floors, etc. after an incident were not provided with training, on or about 6/6/2018.

NOTE: THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT CERTIFICATION FOR THIS ITEM, FAILURE TO DO SO WILL RESULT IN AN ADDITIONAL PENALTY OF \$1000.00 AS PER 29 CFR 1903.19.

Date By Which Violation Must be Abated:	12/11/2018
Proposed Penalty:	\$9,239.00

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: 1320717
Inspection Date(s): 06/06/2018 - 11/06/2018
Issuance Date: 11/14/2018



Citation and Notification of Penalty

Company Name: Mister Cookie Face, LLC
Inspection Site: 1989 RUTGERS UNIVERSITY BLVD, Lakewood, NJ 08701

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

29 CFR 1910.1030(c)(1)(ii)(C): The employer's Exposure Control Plan did not include the procedure for the evaluation of circumstances surrounding exposure incidents, as required by 29 CFR 1910.1030(f)(3)(i):

a) Facility: The Bloodborne Pathogen training program did not include site specific information regarding the post-exposure evaluation and follow-up procedures, on or about 6/6/2018.

NOTE: THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT CERTIFICATION FOR THIS ITEM, FAILURE TO DO SO WILL RESULT IN AN ADDITIONAL PENALTY OF \$1000.00 AS PER 29 CFR 1903.19.

Date By Which Violation Must be Abated:	12/11/2018
Proposed Penalty:	\$9,239.00

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: Mister Cookie Face, LLC
Inspection Site: 1989 RUTGERS UNIVERSITY BLVD, Lakewood, NJ 08701

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

29 CFR 1910.151(c): Where employees were exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body were not provided within the work area for immediate emergency use:

a) Line 5 Production Area: An eye wash, providing at least 15 minutes of a continuous flow, was not provided where employees use products including but not limited to Lift III (corrosive), Vortexx (corrosive) and Enforce LP(corrosive) to clean the machine, machine parts, walls and floor, on or about 6/6/2018.

FIELDBROOK FOODS CORPORATION WAS PREVIOUSLY CITED FOR A VIOLATION OF THIS OCCUPATIONAL SAFETY AND HEALTH STANDARD, ITS EQUIVALENT, OR ESSENTIALLY SIMILAR STANDARD 1910.151(c), WHICH WAS CONTAINED IN OSHA INSPECTION NUMBER 949858 CITATION NUMBER 1, ITEM NUMBER 4 AND WAS AFFIRMED AS A FINAL ORDER ON 6/11/2014, WITH RESPECT TO A WORKPLACE LOCATED AT 145 NORTH MAIN STREET, GLOVERSVILLE, NEW YORK.

Date By Which Violation Must be Abated:
Proposed Penalty:

Corrected During Inspection
\$46,195.00



Citation and Notification of Penalty

Company Name: Mister Cookie Face, LLC
Inspection Site: 1989 RUTGERS UNIVERSITY BLVD, Lakewood, NJ 08701

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

29 CFR 1910.157(g)(2): The educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting was not provided to all employees upon initial employment, and at least annually thereafter:

a) Facility: The employer failed to provide employees expected to utilize a portable fire extinguisher in the event of an incipient stage fire with training upon initial employment and at least annually thereafter, on or about 6/6/2018.

BY THIS DATE THE EMPLOYER MUST EITHER CORRECT THE ALLEGED VIOLATION(S) OR IMPLEMENT A FIRE SAFETY POLICY, AS OUTLINED IN 29 CFR 1910.38 WHICH INCLUDES THE EVACUATION REQUIREMENTS OF 29 CFR 1910.157(b).

NOTE: THE EMPLOYER IS REQUIRED TO SUBMIT ABATEMENT CERTIFICATION FOR THIS ITEM, FAILURE TO DO SO WILL RESULT IN AN ADDITIONAL PENALTY OF \$1000.00 AS PER 29 CFR 1903.19.

Date By Which Violation Must be Abated: 12/11/2018
Proposed Penalty: \$0.00

Paula Dixon-Roderick
Area Director

U.S. Department of Labor
Occupational Safety and Health Administration
701 Route 73 South
Building 2, Suite 120
Marlton, NJ 08053



INVOICE / DEBT COLLECTION NOTICE

Company Name: Mister Cookie Face, LLC
Inspection Site: 1989 RUTGERS UNIVERSITY BLVD, Lakewood, NJ 08701
Issuance Date: 11/14/2018

Summary of Penalties for Inspection Number	1320717
Citation 1, Serious	\$57,281.00
Citation 2, Repeat	\$46,195.00
Citation 3, Other-than-Serious	\$0.00
TOTAL PROPOSED PENALTIES	\$103,476.00

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

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

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

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

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

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

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

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

Paula Dixon-Roderick

Area Director

Date