

U.S. Department of Labor
Occupational Safety and Health Administration
919 Market Street
Suite 900
Wilmington, DE 19801
Phone: 302-573-6518 Fax: 302-573-6532



Citation and Notification of Penalty

To:
Seaford Ice, Inc.
24483 Sussex Highway
Seaford, DE 19973

Inspection Number: 1066299
Inspection Date(s): 05/28/2015 - 08/19/2015
Issuance Date: 11/18/2015

Inspection Site:
24483 Sussex Highway
Seaford, DE 19973

The violation(s) described in this Citation and Notification of Penalty is (are) alleged to have occurred on or about the day(s) the inspection was made unless otherwise indicated within the description given below.

This Citation and Notification of Penalty (this Citation) describes violations of the Occupational Safety and Health Act of 1970. The penalty(ies) listed herein is (are) based on these violations. You must abate the violations referred to in this Citation by the dates listed and pay the penalties proposed, unless within 15 working days (excluding weekends and Federal holidays) from your receipt of this Citation and Notification of Penalty **you either call to schedule an informal conference (see paragraph below) or** you mail a notice of contest to the U.S. Department of Labor Area Office at the address shown above. Please refer to the enclosed booklet (OSHA 3000) which outlines your rights and responsibilities and which should be read in conjunction with this form. Issuance of this Citation does not constitute a finding that a violation of the Act has occurred unless there is a failure to contest as provided for in the Act or, if contested, unless this Citation is affirmed by the Review Commission or a court.

Posting - The law requires that a copy of this Citation and Notification of Penalty be posted immediately in a prominent place at or near the location of the violation(s) cited herein, or, if it is not practicable because of the nature of the employer's operations, where it will be readily observable by all affected employees. This Citation must remain posted until the violation(s) cited herein has (have) been abated, or for 3 working days (excluding weekends and Federal holidays), whichever is longer.

Informal Conference - An informal conference is not required. However, if you wish to have such a conference you may request one with the Area Director during the 15 working day contest period. During such an informal conference you may present any evidence or views which you believe would support an adjustment to the citation(s) and/or penalty(ies).

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

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

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

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

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

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

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

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

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

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

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

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



NOTICE TO EMPLOYEES OF INFORMAL CONFERENCE

An informal conference has been scheduled with OSHA to discuss the citation(s) issued on 11/18/2015. The conference will be held by telephone or at the OSHA office located at 919

Market Street, Suite 900, Wilmington, DE 19801 on _____ at

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

CERTIFICATION OF CORRECTIVE ACTION WORKSHEET

Inspection Number: 1066299

Company Name: Seaford Ice, Inc.
Inspection Site: 24483 Sussex Highway, Seaford, DE 19973
Issuance Date: 11/18/2015

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, 919 Market Street, Suite 900, Wilmington, DE 19801**

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: Seaford Ice, Inc.

Inspection Site: 24483 Sussex Highway, Seaford, DE 19973

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

29 CFR 1910.147(c)(1): The employer did not establish a program consisting of an energy control procedure, employee training and periodic inspections to ensure that before any employee performed any servicing or maintenance on a machine or equipment where the unexpected energizing, startup or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source and rendered inoperative:

a) 24483 Sussex Highway, Seaford, DE - On or about May 28, 2015, the employer failed to establish a Lock out/Tag out program with procedures for the control of energy, periodic inspections and training to ensure employees were protected before starting servicing or maintenance on machines or equipment.

Pursuant to 29 CFR 1903.19, the employer must submit abatement certification and documentation, required within 10 days after abatement date. The certification shall include a statement that abatement is complete, the date and method of abatement, and state that employees and their representatives were informed of this abatement. Abatement documentation shall include documents demonstrating that abatement is complete, such as evidence of the purchase or repair of equipment, photographic or video evidence of abatement or other written documentation.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:

12/08/2015

Proposed Penalty:

\$5390.00



Citation and Notification of Penalty

Company Name: Seaford Ice, Inc.

Inspection Site: 24483 Sussex Highway, Seaford, DE 19973

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 1910.219(e)(1)(i): Horizontal belts which had both runs 42 inches or less from the floor level were not fully enclosed by guards conforming to requirements specified in 29 CFR 1910.219(m) and (o):(a):

a) 24483 Sussex Highway, Seaford, DE, Ice bagging machine, Bagging Area, Line 1 - On or about May 28, 2015, the employer failed to guard the horizontal belt in the mechanism which dispenses bag ties, exposing employees to potential amputation hazards. The employees were approximately 2 feet from the unguarded belt.

b) 24483 Sussex Highway, Seaford, DE, Ice bagging machine, Bagging Area, Line 2- On or about May 28, 2015, the employer failed to guard the horizontal belt in the mechanism which dispenses bag ties, exposing employees to potential amputation hazards. The employees were approximately 2 feet from the unguarded belt.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:
Proposed Penalty:

12/08/2015
\$5390.00

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: Seaford Ice, Inc.

Inspection Site: 24483 Sussex Highway, Seaford, DE 19973

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

29 CFR 1910.219(e)(3)(i): Vertical or inclined belt(s) were not enclosed by guard(s) conforming to the requirements specified at 29 CFR 1910.219(m) and (o):

a) 24483 Sussex Highway, Seaford, DE, Ice bagging machine, Bagging Area, Back of Ice machine 1- On or about May 28, 2015, the employer failed to guard the vertical belt in the ice machine, exposing employees to potential amputation hazards. The employees walk approximately 2 feet from the unguarded belt.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:

12/08/2015



Citation and Notification of Penalty

Company Name: Seaford Ice, Inc.

Inspection Site: 24483 Sussex Highway, Seaford, DE 19973

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

29 CFR 1910.219(d)(1): Pulley(s) with part(s) seven feet or less from the floor or work platform were not guarded in accordance with the requirements specified in 29 CFR 1910.219(m) and (o):

- a) 24483 Sussex Highway, Seaford, DE, Ice bagging machine, Bagging Area, Line 1- On or about May 28, 2015, the employer failed to guard the pulley in the mechanism which dispenses bag ties, exposing employees to potential amputation hazards. The employees were approximately 2 feet from the unguarded pulley.
- b) 24483 Sussex Highway, Seaford, DE, Ice bagging machine, Bagging Area, Line 2- On or about May 28, 2015, the employer failed to guard the pulley in the mechanism which dispenses bag ties, exposing employees to potential amputation hazards. The employees were approximately 2 feet from the unguarded pulley.
- c) 24483 Sussex Highway, Seaford, DE, Bagging Area, back of the ice bagging machine- On or about August 19, 2015, the employer failed to guard the pulley behind the bagging machine, exposing employees to potential amputation hazards.

Pursuant to 29 CFR 1903.19, the employer must submit abatement certification and documentation, required within 10 days after abatement date. The certification shall include a statement that abatement is complete, the date and method of abatement, and state that employees and their representatives were informed of this abatement. Abatement documentation shall include documents demonstrating that abatement is complete, such as evidence of the purchase or repair of equipment, photographic or video evidence of abatement or other written documentation.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:

12/08/2015

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: Seaford Ice, Inc.
Inspection Site: 24483 Sussex Highway, Seaford, DE 19973

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

29 CFR 1910.305(b)(1)(ii): Unused openings in cabinets, boxes, and fittings shall be effectively closed:

a) 24483 Sussex Highway, Seaford, DE - Outside the "Gantry Room"- On or about May 28, 2015, the employer did not close unused opening in cabinets, exposing employees to an electrical shock hazard.

Pursuant to 29 CFR 1903.19, the employer must submit abatement certification and documentation, required within 10 days after abatement date. The certification shall include a statement that abatement is complete, the date and method of abatement, and state that employees and their representatives were informed of this abatement. Abatement documentation shall include documents demonstrating that abatement is complete, such as evidence of the purchase or repair of equipment, photographic or video evidence of abatement or other written documentation.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	12/08/2015
Proposed Penalty:	\$3850.00



Citation and Notification of Penalty

Company Name: Seaford Ice, Inc.

Inspection Site: 24483 Sussex Highway, Seaford, DE 19973

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

29 CFR 1910.305(b)(2): Pull boxes, junction boxes, and fittings were not provided with covers approved for the purpose:

a) 24483 Sussex Highway, Seaford, DE - Bagging Area - On or about May 28, 2015, the employer did not provide covers for electrical boxes in the bagging area, exposing employees to an electrical shock hazard.

Pursuant to 29 CFR 1903.19, the employer must submit abatement certification and documentation, required within 10 days after abatement date. The certification shall include a statement that abatement is complete, the date and method of abatement, and state that employees and their representatives were informed of this abatement. Abatement documentation shall include documents demonstrating that abatement is complete, such as evidence of the purchase or repair of equipment, photographic or video evidence of abatement or other written documentation.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:
Proposed Penalty:

12/08/2015
\$5390.00



Citation and Notification of Penalty

Company Name: Seaford Ice, Inc.

Inspection Site: 24483 Sussex Highway, Seaford, DE 19973

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 5 a Type of Violation: **Serious**

29 CFR 1910.1200(e)(1): The employer did not develop, implement, and/or maintain at the workplace a written hazard communication program which describes how the criteria specified in 29 CFR 1910.1200(f), (g), and (h) will be met:

a) 24483 Sussex Highway, Seaford, DE- On or about May 28, 2015, the employer did not develop and implement a written hazard communication program which complies with recognition of hazardous conditions, training, and avoidance of hazardous condition with respect of ammonia and bleach.

Pursuant to 29 CFR 1903.19, the employer must submit abatement certification, required within 10 days after abatement date. The certification shall include a statement that abatement is complete, date and method of abatement, and states employees and their representatives were informed of this abatement.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:

12/08/2015

Proposed Penalty:

\$3080.00



Citation and Notification of Penalty

Company Name: Seaford Ice, Inc.

Inspection Site: 24483 Sussex Highway, Seaford, DE 19973

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

29 CFR 1910.1200(h)(1): Employees were not provided effective information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard that the employees had not been previously trained about was introduced into their work area:

a) 24483 Sussex Highway, Seaford, DE - On or about May 28, 2015, the employer did not develop and implement a hazard communication training program. The employees did not have information on the chemicals, safety data sheets, labeling of materials, methods and observations to detect the release of ammonia, the physical and health hazards of ammonia and bleach, and the measures employees can take to protect themselves.

Pursuant to 29 CFR 1903.19, the employer must submit abatement certification, required within 10 days after abatement date. The certification shall include a statement that abatement is complete, date and method of abatement, and states employees and their representatives were informed of this abatement.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:

12/08/2015



Citation and Notification of Penalty

Company Name: Seaford Ice, Inc.

Inspection Site: 24483 Sussex Highway, Seaford, DE 19973

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

29 CFR 1910.212(a)(1): Machine guarding was not provided to protect operator(s) and other employees from hazard(s) created by an unguarded operation of the rotating parts of a screw conveyor in the gantry room:

a) 24483 Sussex Highway, Seaford, DE, Gantry room - On or about May 28, 2015, the employer failed to ensure that the guard on a screw conveyor was on at all times, exposing an employee to amputation and crushing hazards when he came in contact with the moving screw conveyor.

Pursuant to 29 CFR 1903.19, the employer must submit abatement certification and documentation, required within 10 days after abatement date. The certification shall include a statement that abatement is complete, the date and method of abatement, and state that employees and their representatives were informed of this abatement. Abatement documentation shall include documents demonstrating that abatement is complete, such as evidence of the purchase or repair of equipment, photographic or video evidence of abatement or other written documentation.

Date By Which Violation Must be Abated:
Proposed Penalty:

Corrected During Inspection
\$53900.00



Citation and Notification of Penalty

Company Name: Seaford Ice, Inc.

Inspection Site: 24483 Sussex Highway, Seaford, DE 19973

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

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

a) 24483 Sussex Highway, Seaford, DE - On or about May 28, 2015, the employer failed to assess the workplace to determine which hazards were present, such as corrosive bleach that would necessitate the use of personal protective equipment such chemical resistant gloves and eye protection.

Pursuant to 29 CFR 1903.19, the employer must submit abatement certification and documentation, required within 10 days after abatement date. The certification shall include a statement that abatement is complete, the date and method of abatement, and state that employees and their representatives were informed of this abatement. Abatement documentation shall include documents demonstrating that abatement is complete, such as evidence of the purchase or repair of equipment, photographic or video evidence of abatement or other written documentation

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:

12/08/2015

Proposed Penalty:

\$0.00



Citation and Notification of Penalty

Company Name: Seaford Ice, Inc.

Inspection Site: 24483 Sussex Highway, Seaford, DE 19973

Citation 3 Item 2 Type of Violation: **Other-than-Serious**

29 CFR 1910.303(f)(2): Services, feeders, and branch circuits. Each service, feeder, and branch circuit, at its disconnecting means or overcurrent device, was not legibly marked to indicate its purpose, unless located and arranged so the purpose is evident:

a) 24483 Sussex Highway, Seaford, DE - On or about May 28, 2015, the employer did not mark the purpose of each disconnect in the circuit breaker box outside the "gantry room".

Pursuant to 29 CFR 1903.19, the employer must submit abatement certification and documentation, required within 10 days after abatement date. The certification shall include a statement that abatement is complete, the date and method of abatement, and state that employees and their representatives were informed of this abatement. Abatement documentation shall include documents demonstrating that abatement is complete, such as evidence of the purchase or repair of equipment, photographic or video evidence of abatement or other written documentation.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:

12/08/2015

Proposed Penalty:

\$0.00



Citation and Notification of Penalty

Company Name: Seaford Ice, Inc.

Inspection Site: 24483 Sussex Highway, Seaford, DE 19973

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

29 CFR 1910.305(a)(2)(i)(B): Temporary wiring was used for a period exceeding 90 days:

a) 24483 Sussex Highway, Seaford, DE, block ice machine - On or about May 28, 2015, the employer did not install permanent wiring where needed, but used a flexible cord for a period of 2 years, exposing the employees to a shock hazard.

Pursuant to 29 CFR 1903.19, the employer must submit abatement certification and documentation, required within 10 days after abatement date. The certification shall include a statement that abatement is complete, the date and method of abatement, and state that employees and their representatives were informed of this abatement. Abatement documentation shall include documents demonstrating that abatement is complete, such as evidence of the purchase or repair of equipment, photographic or video evidence of abatement or other written documentation.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:

12/08/2015

Proposed Penalty:

\$0.00

A handwritten signature in black ink, appearing to read "Erin G. Patterson", written over a horizontal line.

Erin G. Patterson
Area Director

U.S. Department of Labor
Occupational Safety and Health Administration
919 Market Street
Suite 900
Wilmington, DE 19801
Phone: 302-573-6518 Fax: 302-573-6532



INVOICE / DEBT COLLECTION NOTICE

Company Name: Seaford Ice, Inc.
Inspection Site: 24483 Sussex Highway, Seaford, DE 19973
Issuance Date: 11/18/2015

Summary of Penalties for Inspection Number	1066299
Citation 1, Serious	\$23100.00
Citation 2, Willful	\$53900.00
Citation 3, Other-than-Serious	\$0.00
TOTAL PROPOSED PENALTIES	\$77000.00

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.

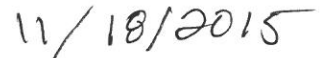
Delinquent Charges: A debt is considered delinquent if it has not been paid within one month (30 calendar days) of the penalty due date or if a satisfactory payment arrangement has not been made. If the debt remains delinquent for more than 90 calendar days, a delinquent charge of six percent (6%) per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



Erin G. Patterson

Area Director



Date