

U.S. Department of Labor

Occupational Safety and Health Administration
420 Madison Ave
Suite 600
Toledo, OH 43604
Phone: 419-259-7542 Fax: 419-259-6355



Citation and Notification of Penalty

To:

A & D Wood Products, Inc.
and its successors
112 Ward St.
Elida, OH 45807

Inspection Number: 993582**Inspection Date(s):** 09/05/2014 - 02/12/2015**Issuance Date:** 02/19/2015**Inspection Site:**

112 Ward St.
Elida, OH 45807

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 \$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. 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 02/19/2015. The conference will be held by telephone or at the OSHA office located at 420 Madison Ave, Suite 600, Toledo, OH 43604 on _____ at _____.

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

CERTIFICATION OF CORRECTIVE ACTION WORKSHEET

Inspection Number: 993582

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807
Issuance Date: 02/19/2015

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, 420 Madison Ave, Suite 600, Toledo, OH 43604**

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: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

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

29 CFR 1910.95(g)(1): The employer did not establish and maintain an audiometric testing program as provided in this paragraph by making audiometric testing available to all employees whose exposures equal or exceed an 8-hour time-weighted average of 85 decibels.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about December 4, 2014, the employer did not ensure employees who were required to wear hearing protection when working in the shop, were provided with audiometric testing. Employees were exposed to noise levels in excess of 95 dBA as an eight hour time weighted average exposure while operating equipment such as air nailers, bands saws, and swing saws.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	03/09/2015
Proposed Penalty:	\$3,080.00



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

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

29 CFR 1910.95(i)(3): Employees were not given the opportunity to select their hearing protectors from a variety of suitable hearing protectors provided by the employer.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about December 4, 2014, the employer did not ensure employees who were required to wear hearing protection when working in the shop, were provided with multiple types of hearing protection. Employees were exposed to noise levels in excess of 95 dBA as an eight hour time weighted average exposure while operating equipment such as air nailers, bands saws, and swing saws.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	03/09/2015
Proposed Penalty:	\$3,080.00

U.S. Department of Labor

Occupational Safety and Health Administration

Inspection Number: 993582

Inspection Date(s): 09/05/2014 - 02/12/2015

Issuance Date: 02/19/2015



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.

Inspection Site: 112 Ward St., Elida, OH 45807

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

29 CFR 1910.95(k)(1): The employer did not train each employee who was exposed to noise at or above an 8-hour time weighted average of 85 decibels in accordance with the requirements of this section. The employer did not institute a training program and ensure employee participation in the program.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about December 4, 2014, the employer did not ensure employees who were required to wear hearing protection when working in the shop, were provided with hearing conservation training. Employees were exposed to noise levels in excess of 95 dBA as an eight hour time weighted average exposure while operating equipment such as air nailers, bands saws, and swing saws.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:

03/09/2015

Proposed Penalty:

\$3,080.00

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: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

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 1910.141(a)(3)(i): All places of employment were not kept clean to the extent that the nature of the work allows.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about December 4, 2014, the employer did not ensure the restroom located in the production area was clean.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	03/02/2015
Proposed Penalty:	\$2,640.00



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

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

29 CFR 1910.141(d)(2)(ii): Each lavatory was not provided with hot and cold running water, or tepid running water.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about December 4, 2014, the employer did not ensure the restroom located in the production area was provided with hot and cold water.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated: 03/02/2015



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

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 1910.157(c)(4): The employer did not assure portable fire extinguishers were maintained in a fully charged and operable condition and kept in their designated places at all times except during use.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about December 4, 2014, the employer did not ensure the fire extinguisher located in the break room was maintained in a fully charged condition.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	03/02/2015
Proposed Penalty:	\$2,640.00



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

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

29 CFR 1910.157(e)(2): Portable extinguishers or hose used in lieu thereof under paragraph (d)(3) of this section was not visually inspected monthly.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about December 4, 2014, the employer did not ensure the fire extinguisher located in the cement block building was inspected monthly.

b. A&D Wood Products, Inc. located in Elida, Ohio: On or about December 4, 2014, the employer did not ensure the fire extinguisher located in the pallet building area was inspected monthly.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

Date By Which Violation Must be Abated:

03/02/2015



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

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

29 CFR 1910.157(e)(3): The employer did not assure that portable fire extinguishers were subjected to an annual maintenance check. Stored pressure extinguishers do not require an internal examination. The employer did not record the annual maintenance date and retain this record for one year after the last entry or the life of the shell, whichever is less. The record was not be available to the Assistant Secretary upon request.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about December 4, 2014, the employer did not ensure the fire extinguisher located in the cement block building was inspected annually. The last annual documented inspection was performed in 2009.

b. A&D Wood Products, Inc. located in Elida, Ohio: On or about December 4, 2014, the employer did not ensure the fire extinguisher located in the pallet building area was inspected annually. The last annual documented inspection was performed in 2009.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated: 03/02/2015



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

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

29 CFR 1910.157(g)(1): Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer did not provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about December 4, 2014, the employer did not ensure employees who were expected to use fire extinguishers in the event of a fire, were properly trained on the use of fire extinguishers.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	03/02/2015
Proposed Penalty:	\$2,640.00



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

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 7 a Type of Violation: **Serious**

29 CFR 1910.178(l)(1)(ii): Prior to permitting an employee to operate a powered industrial truck (except for training purposes), the employer did not ensure that each operator had successfully completed the training required by this paragraph (l):

a. A & D Wood Products, Inc. located in elide, Ohio: On or about December 4, 2014, the employer did not ensure employees operating the Yale forklift were properly trained on forklift operations.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	03/23/2015
Proposed Penalty:	\$1,760.00



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

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

29 CFR 1910.178(l)(6): The employer did not certify that each operator had been trained and evaluated as required by this paragraph (l). The certification did not include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about December 4, 2014, the employer did not certify employees had received training in how to safely operate the Yale forklift.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:

03/02/2015



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

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

29 CFR 1910.178(m)(5)(i): When a powered industrial truck is left unattended, load engaging means were not fully lowered, controls were not neutralized, power was not shut off, and brakes were not set. Wheels were not blocked if the truck was parked on an incline.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about December 4, 2014, the employer did not ensure the propane powered Yale forklift was shut off when it was unattended.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:
Proposed Penalty:

03/02/2015
\$1,760.00



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

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 9 a Type of Violation: **Serious**

29 CFR 1910.178(q)(1): Any power-operated industrial trucks not in safe operating condition were not removed from service. All repairs were not made by authorized personnel.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about December 4, 2014, the employer did not ensure the Yale forklift was removed from service when the horn was found to be not functioning.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	03/02/2015
Proposed Penalty:	\$2,640.00



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

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

29 CFR 1910.178(q)(7): Industrial trucks were not examined before being placed in service, and were placed in service if the examination showed any condition adversely affecting the safety of the vehicle. Such examination was not made at least daily. Where industrial trucks are used on a round-the-clock basis, they were not examined after each shift. Defects when found were not immediately reported and corrected.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about December 4, 2014, the employer did not ensure the propane powered Yale forklift used continuously throughout the facility was inspected daily.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:

03/02/2015



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

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

29 CFR 1910.212(a)(3)(ii): The point of operation of machines whose operation exposes an employee to injury, was not guarded. The guarding device was not in conformity with any appropriate standards therefor, or, in the absence of applicable specific standards, was not so designed and constructed as to prevent the operator from having any part of his body in the danger zone during the operating cycle.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about December 4, 2014, the employer did not ensure pneumatic air nailers used by the employees to build pallets were equipped with a spring loaded contact arm.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	03/02/2015
Proposed Penalty:	\$3,080.00



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

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 11 a Type of Violation: **Serious**

29 CFR 1910.305(b)(2)(i): All pull boxes, junction boxes, and fittings were not provided with covers identified for the purpose. In completed installations, each outlet box did not have a cover, faceplate, or fixture canopy. Covers of outlet boxes having holes through which flexible cord pendants pass were not provided with bushings designed for the purpose or shall have smooth, well-rounded surfaces on which the cords may bear.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about December 4, 2014, the employer did not ensure the 110 volt junction box located inside of the break room doorway was provided with a cover, exposing employees to electrical hazards.

b. A&D Wood Products, Inc. located in Elida, Ohio: On or about December 4, 2014, the employer did not ensure the 110 volt outlet receptacles located inside of the break room doorway were provided with a cover, exposing employees to electrical hazards.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:
Proposed Penalty:

03/02/2015
\$2,200.00



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

Citation 1 Item 11 b Type of Violation: **Serious**

29 CFR 1910.305(c)(4): Snap switches mounted in boxes did not have faceplates installed so as to completely cover the opening and seat against the finished surface.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about December 4, 2014, the employer did not ensure the 110 volt light switch located inside of the breakroom doorway was provided with a cover, exposing employees to electrical hazards.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated: 03/02/2015



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

Citation 1 Item 12 Type of Violation: **Serious**

29 CFR 1910.307(c)(2)(i): Equipment was not approved for the class of location and for the ignitable or combustible properties of the specific gas, vapor, dust, or fiber that was present.

- a. A&D Wood Products, Inc. located in Elida, Ohio: On or about September 5, 2014, the employer did not ensure equipment such as, but not limited to, the 110 volt receptacle being used in the production area to power a salamander heater was approved for a Class II hazardous location.
- b. A&D Wood Products, Inc. located in Elida, Ohio: On or about September 5, 2014, the employer did not ensure equipment such as, but not limited to, a 240 volt receptacle being used in the production area to power the notcher was approved for a Class II hazardous location.
- c. A&D Wood Products, Inc. located in Elida, Ohio: On or about September 5, 2014, the employer did not ensure equipment such as, but not limited to, the 110 volt lights being used in the production area were approved for a Class II hazardous location.
- d. A&D Wood Products, Inc. located in Elida, Ohio: On or about September 5, 2014, the employer did not ensure equipment such as, but not limited to, the electrical panel located in the break room was approved for a Class II hazardous location.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	03/02/2015
Proposed Penalty:	\$3,080.00

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: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

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 13 a 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 pertain to their respective job assignments.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about October 4, 2014, the employer did not ensure employees were properly trained on electrical safety related work practices prior to changing the fuses inside of a 240 volt electrical cabinet for the swing saw. Employees were not trained on the following topics:

1. The hazards associated with arc flash and arc blast;
2. How to select and inspect personal protective equipment to be used when working on or near potentially energized live parts;
3. How to effectively lockout and to verify the lockout of electrical equipment prior to performing work.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	03/23/2015
Proposed Penalty:	\$3,080.00

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: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

Citation 1 Item 13 b Type of Violation: **Serious**

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

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about October 4, 2014, the employer did not ensure employees used electrical safety related work practices when changing fuses inside of the 240 volt electrical cabinet for the swing saw.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated: **03/23/2015**

U.S. Department of Labor

Occupational Safety and Health Administration

Inspection Number: 993582

Inspection Date(s): 09/05/2014 - 02/12/2015

Issuance Date: 02/19/2015



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.

Inspection Site: 112 Ward St., Elida, OH 45807

Citation 1 Item 13 c

Type of Violation: **Serious**

29 CFR 1910.333(a)(1): Live parts to which an employee was exposed were not de-energized before the employee worked on or near them, unless the employer could demonstrate that de-energizing introduces additional or increased hazards or was infeasible due to equipment design or operational limitations. Live parts that operate at less than 50 volts to ground need not be de-energized if there will be no increased exposure to electrical burns or to explosion due to electric arcs.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about October 4, 2014, the employer did not ensure employees properly de-energized the 240 volt electrical panel for the swing saw prior to removing fuses.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:

03/23/2015

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: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

Citation 1 Item 13 d Type of Violation: **Serious**

29 CFR 1910.333(b)(2)(i): The employer did not maintain a written copy of the procedures outlined in paragraph (b)(2) and did not make it available for inspection by employees and by the Assistant Secretary of Labor and his or her authorized representatives.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about September 5, 2014, the employer did not maintain electrical safety related work procedures which describe how electrical equipment is going to be de-energized, locked out, verified of de-energization, and reenergized.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated: 03/02/2015



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

Citation 1 Item 14 Type of Violation: **Serious**

29 CFR 1910.335(a)(1)(i): Employees working in areas where there are potential electrical hazards were not provided with, and did not use, electrical protective equipment that is appropriate for the specific parts of the body to be protected and for the work to be performed.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about October 4, 2014, the employer did not ensure an employee who was exposed to electrical arc flash hazards when changing out fuses in the 240 volt electrical cabinet for the saw was wearing arc rated clothing.

b. A&D Wood Products, Inc. located in Elida, Ohio: On or about October 4, 2014, the employer did not ensure an employee who was exposed to electrical arc flash hazards when changing out fuses in the 240 volt electrical cabinet for the swing saw was wearing heavy leather gloves.

c. A&D Wood Products, Inc. located in Elida, Ohio: On or about October 4, 2014, the employer did not ensure an employee who was exposed to electrical arc flash hazards when changing out fuses in the 240 volt electrical cabinet for the swing saw was wearing a hard hat.

d. A&D Wood Products, Inc. located in Elida, Ohio: On or about October 4, 2014, the employer did not ensure an employee who was exposed to electrical arc flash hazards when changing out fuses in the 240 volt electrical cabinet for the swing saw was wearing and arc rated face shield.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:
Proposed Penalty:

03/23/2015
\$3,080.00

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: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

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 15 a Type of Violation: **Serious**

29 CFR 1910.1200(e)(1): The employer did not develop, implement, and maintain at the workplace, a written hazard communication program which at least described how the criteria specified in paragraphs (f), (g), and (h) of this section for labels and other forms of warning, safety data sheets, and employee information and training will be met.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about September 5, 2014, the employer did not ensure a hazard communication program was developed when employees were exposed to substances such as but not limited to combustible wood dust, propane, and carbon monoxide.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	03/23/2015
Proposed Penalty:	\$2,200.00



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

Citation 1 Item 15 b Type of Violation: **Serious**

29 CFR 1910.1200(g)(1): The employer did not have a safety data sheet in the workplace for each hazardous chemical which they used.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about September 5, 2014, the employer did not ensure safety data sheets were available in the workplace. Employees were exposed to substances such as propane, combustible wood dust, and carbon monoxide while performing work in the production area.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:

03/23/2015



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

Citation 1 Item 15 c Type of Violation: **Serious**

29 CFR 1910.1200(h)(1): The employer did not provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard the employees have not previously been trained about was introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and safety data sheets.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about September 5, 2014, the employer did not ensure employees had received hazard communication training on the following topics:

1. Operations in their work area where hazardous chemicals are present;
2. The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and safety data sheets required by this section.
3. The physical hazards, health hazards, and combustible dust, in the work area;
4. The details of the hazard communication program developed by the employer, including an explanation of the labels received on shipped containers and the workplace labeling system used by their employer; and,
5. Details of the safety data sheet, including the order of information and how employees can obtain and use the appropriate hazard information.

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: 993582
Inspection Date(s): 09/05/2014 - 02/12/2015
Issuance Date: 02/19/2015



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:

03/23/2015

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: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

The alleged violations below have been grouped because they involve similar or related hazards that may increase the potential for injury or illness.

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

29 CFR 1910.22(a)(1): All places of employment, passageways, storerooms, and service rooms were not kept clean and orderly and in a sanitary condition.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about September 5, 2014, the employer did not ensure that work areas such as, but not limited to those around the re-saw and the notcher were maintained in a clean and orderly condition. Saw dust and wood debris was allowed to accumulate on horizontal surfaces in the working areas exposing employees to fire hazards and explosion hazards from the combustible dust.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	03/02/2015
Proposed Penalty:	\$15,400.00



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

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

29 CFR 1910.22(a)(2): The floor of every workroom was not maintained in a clean and, so far as possible, a dry condition. Where wet processes are used, drainage was not maintained, and false floors, platforms, mats, or other dry standing places were not provided where practicable.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about September 5, 2014, the employer did not ensure that work areas such as, but not limited to those around the re-saw and the notcher were maintained in a clean and orderly condition. Saw dust and wood debris was allowed to accumulate in the working areas exposing employees to fire hazards and explosion hazards from the combustible dust.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:

03/02/2015



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

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

29 CFR 1910.303(g)(2)(i): Except as elsewhere required or permitted by this standard, live parts of electric equipment operating at 50 volts or more were not guarded against accidental contact by use of approved cabinets or other forms of approved enclosures.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about December 4, 2014, the employer did not ensure the 240 volt converter box located inside of the break room doorway was provided with a cover, exposing employees to electrical hazards.

b. A&D Wood Products, Inc. located in Elida, Ohio: On or about September 5, 2014, the employer did not ensure the 240 volt electrical disconnect box located inside of the break room doorway was provided with a cover, exposing employees to electrical hazards.

A&D Wood Products, Inc. was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1910.303(g)(2)(I), which was contained in OSHA inspection number 108854, citation number 1, item number 5a and was affirmed as a final order on May 3, 2012, with respect to a workplace located at 112 Ward St., Elida, Ohio.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:
Proposed Penalty:

03/02/2015
\$6,160.00



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

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

29 CFR 1910.305(b)(1)(i): Conductors entering cutout boxes, cabinets, or fittings were not protected from abrasion, and openings through which conductors enter were not effectively closed.

a. A&D Wood Products, Inc. located in Elida, Ohio: On or about September 5, 2014, the employer did not ensure conductors entering the electrical outlet box for the notcher were protected from abrasion.

A&D Wood Products, Inc. was previously cited for a violation of this occupational safety and health standard or its equivalent standard 29 CFR 1910.305(b)(1)(i), which was contained in OSHA inspection number 108854, citation number 1, item 5b and was affirmed as a final order on May 3, 2012, with respect to a workplace located at 112 Ward St., Elida, Ohio.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:	03/02/2015
Proposed Penalty:	\$6,160.00



Citation and Notification of Penalty

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807

Citation 4 Item 1 Type of Violation: **Other-than-Serious**

29 CFR 1910.145(c)(3): Safety instruction signs were not used where there was a need for general instructions and suggestions relative to safety measures.

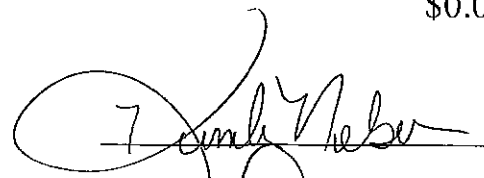
a. A&D Wood Products, Inc. located in Elida, Ohio: On or about September 5, 2014, the employer did not ensure warning signs were in place to inform employees of the hazards of combustible wood dust.

In accordance with 29 CFR 1903.19(d), abatement certification is required for this violation (using the CERTIFICATION OF CORRECTIVE ACTION WORKSHEET), and in addition, documentation demonstrating that abatement is complete must be included with your certification. This documentation may include, but is not limited to, evidence of the purchase or repair of the equipment, photographic or video evidence, or written records.

ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM

Date By Which Violation Must be Abated:
Proposed Penalty:

03/02/2015
\$0.00


Kimberly Nelson
Area Director

U.S. Department of Labor
Occupational Safety and Health Administration
420 Madison Ave
Suite 600
Toledo, OH 43604
Phone: 419-259-7542 Fax: 419-259-6355



INVOICE / DEBT COLLECTION NOTICE

Company Name: A & D Wood Products, Inc.
Inspection Site: 112 Ward St., Elida, OH 45807
Issuance Date: 02/19/2015

Summary of Penalties for Inspection Number	993582
Citation 1, Serious	\$40,040.00
Citation 2, Willful	\$15,400.00
Citation 3, Repeat	\$12,320.00
Citation 4, Other-than-Serious	\$0.00
TOTAL PROPOSED PENALTIES	\$67,760.00

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 \$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

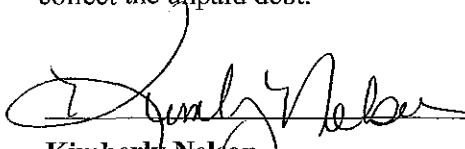
your regular account statement. You will not receive your original check back. The bank will destroy your original check, but will keep a copy of it. If the EFT cannot be completed because of insufficient funds or closed account, the bank will attempt to make the transfer up to 2 times.

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.

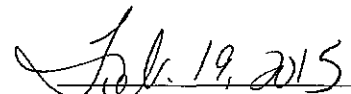
Interest: Interest charges will be assessed at an annual rate determined by the Secretary of the Treasury on all penalty debt amounts not paid within one month (30 calendar days) of the date on which the debt amount becomes due and payable (penalty due date). The current interest rate is one percent (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.



Kimberly Nelson
Area Director



Date