

U.S. Department of Labor
Occupational Safety and Health Administration
Suite 201
9100 Bluebonnet Centre
Baton Rouge, LA 70809-2985
Phone: (225)298-5458 FAX: (225)298-5457



Citation and Notification of Penalty

To:
Plains Gas Solutions, LLC
and its successors
19500 State Hwy 249, Suite 380
Houston, TX 77070

Inspection Number: 316289396
Inspection Date(s): 02/29/2012-02/29/2012
Issuance Date: 08/21/2012

Inspection Site:
4905 Fournat Rd.
Eunice, LA 70535

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 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. **The penalty dollar amounts need not be posted and may be marked out or covered up prior to posting.**

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 page 5 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.

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

Notification of Corrective Action - For **each** violation which you do not contest, you are required by 29 CFR 1903.19 to submit an Abatement Certification to the Area Director of the OSHA office issuing the citation and identified above. The certification **must** be sent by you within **10 calendar days** of the abatement date indicated on the citation. For **Willful** and **Repeat** violations, documents (examples: photos, copies of receipts, training records, etc.) demonstrating that abatement is complete must accompany the certification. Where the citation is classified as **Serious** and the citations states that abatement documentation is required, documents such as those described above are required to be submitted along with the abatement certificate. If the citation indicates that the violation was corrected during the inspection, no abatement certification is required for that item.

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

The law also requires a copy of all abatement verification documents, required by 29 CFR 1903.19 to be sent to OSHA, also be posted at the location where the violation appeared and the corrective action took place.

Employer Discrimination Unlawful - The law prohibits discrimination by an employer against an employee for filing a complaint or for exercising any rights under this Act. An employee who believes that he/she has been

discriminated against may file a complaint no later than 30 days after the discrimination occurred with the U.S. Department of Labor Area Office at the address shown above.

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

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

Inspection Activity Data - You should be aware that OSHA publishes information on its inspection and citation activity on the Internet under the provisions of the Electronic Freedom of Information Act. The information related to your inspection will be available 30 calendar days after the Citation Issuance Date. 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.

ABATEMENT CERTIFICATION

DORINDA FOLSE, Area Director
U.S. Department of Labor - OSHA
Suite 201
9100 Bluebonnet Centre
Baton Rouge, LA 70809-2985
Phone: (225)298-5458

Plains Gas Solutions, LLC
19500 State Hwy 249, Suite 380
Houston, TX 77070

The hazard referenced in Inspection Number _____ for the violation identified as
Citation _____ and Item _____ was corrected on _____
by _____.

The hazard referenced in Inspection Number _____ for the violation identified as
Citation _____ and Item _____ was corrected on _____
by _____.

The hazard referenced in Inspection Number _____ for the violation identified as
Citation _____ and Item _____ was corrected on _____
by _____.

The hazard referenced in Inspection Number _____ for the violation identified as
Citation _____ and Item _____ was corrected on _____
by _____.

The hazard referenced in Inspection Number _____ for the violation identified as
Citation _____ and Item _____ was corrected on _____
by _____.

I attest that the information contained in this document is accurate and that the affected employees and their representatives have been informed of the abatement activities described in this certification.

Signature

Typed or Printed Name



NOTICE TO EMPLOYEES OF INFORMAL CONFERENCE

An informal conference has been scheduled with OSHA to discuss the citation(s) issued on 08/21/2012. The conference will be held at the OSHA office located at Suite 201, 9100 Bluebonnet Centre, Baton Rouge, LA, 70809-2985 on _____ at _____.

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



Citation and Notification of Penalty

Company Name: Plains Gas Solutions, LLC
Inspection Site: 4905 Fournat Rd., Eunice, LA 70535

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

29 CFR 1910.119(d)(3)(i)(B): The Piping and Instrumentation Diagrams were not accurate:

a) The employer does not ensure that Piping and Instrumentation Diagrams (P&ID's) are accurate. P&ID 440-12-HL-BO LT1_5CU-01 displayed the Minimum Design Metallurgical Temperature (MDMT) of the piping line 440 (440-12"-HL-BO-LT1.5CU) in the Demethanizer Unit at the Basile Plant to be negative twenty (-20) degrees Fahrenheit versus the correct MDMT of negative fifty (-50) degrees Fahrenheit. This violation was documented on or about February 24, 2012.

b) The employer does not ensure that Piping and Instrumentation Diagrams (P&ID's) are accurate. P&ID 441-12-HL-BO-LT1_5CU-01 displayed the Minimum Design Metallurgical Temperature (MDMT) of the piping line 441 (441-12"-HL-BO-LT1.5CU) in the Demethanizer Unit at the Basile Plant to be negative twenty (-20) degrees Fahrenheit versus the correct MDMT of negative fifty (-50) degrees Fahrenheit. This violation was documented on or about February 24, 2012.

c) The employer does not ensure that Piping and Instrumentation Diagrams (P&ID's) are accurate. P&ID 439-10-HL-BO LT1_5CU-01 displayed the Minimum Design Metallurgical Temperature (MDMT) of the piping line 439 (439-10"-HL-BO-LT1.5CU) in the Demethanizer Unit at the Basile Plant to be negative twenty (-20) degrees Fahrenheit versus the correct MDMT of negative fifty (-50) degrees Fahrenheit. This violation was documented on or about February 24, 2012.

d) The employer does not ensure that Piping and Instrumentation Diagrams (P&ID's) are accurate. P&ID 504-6-HL-BO LT1_5CU-01 displayed the Minimum Design Metallurgical Temperature (MDMT) of the piping line 504 (504-6"-HL-BO-LT1.5CU) in the Demethanizer Unit at the Basile Plant to be negative twenty (-20) degrees Fahrenheit versus the correct MDMT of negative fifty (-50) degrees Fahrenheit. This violation was documented on or about February 24, 2012.

e) The employer does not ensure that Piping and Instrumentation Diagrams (P&ID's) are accurate. P&ID 518-6-HC-BO LT1_5CU displayed the Minimum Design Metallurgical Temperature (MDMT) of the piping line 518 (518-6"-HC-BO-LT1.5CU) in the Demethanizer Unit at the Basile Plant to be negative twenty (-20) degrees Fahrenheit versus the correct MDMT of negative fifty (-50) degrees Fahrenheit. This violation was documented on or about February 24, 2012.

f) The employer does not ensure that Piping and Instrumentation Diagrams (P&ID's) are accurate. P&ID 436-10_-CS-BO-304SS3_5CU displayed the Minimum Design Metallurgical Temperature (MDMT) of the piping line 436 (436-10"-CS-BO-304SS3.5CU) in the Demethanizer Unit at the Basile Plant to be negative twenty (-20)

See pages 1 through 5 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.



Citation and Notification of Penalty

Company Name: Plains Gas Solutions, LLC
Inspection Site: 4905 Fournat Rd., Eunice, LA 70535

degrees Fahrenheit versus the correct MDMT of negative one-hundred-fifty (-150) degrees Fahrenheit. This violation was documented on or about February 24, 2012.

g) The employer does not ensure that Piping and Instrumentation Diagrams (P&ID's) are accurate. P&ID 437-12-CS-BO-304SS2_5CU displayed the Minimum Design Metallurgical Temperature (MDMT) of the piping line 437 (437-12"-CS-BO-304SS2.5CU in the Demethanizer Unit at the Basile Plant to be negative twenty (-20) degrees Fahrenheit versus the correct MDMT of negative one-hundred-fifty (-150) degrees Fahrenheit. This violation was documented on or about February 24, 2012.

Pursuant to 29 C.F.R. 1903.19, within (10) calendar days of the abatement date, the employer must submit documentation showing that it is in compliance with the standard, including describing the steps that it is taking to ensure that accurate process safety information is maintained.

Date By Which Violation Must be Abated:	09/07/2012
Proposed Penalty:	\$ 3000.00

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

29 CFR 1910.119(e)(3)(i): The process hazard analysis did not address the hazards appropriate to the complexity of the process:

a) The employer does not ensure that the process hazard analysis adequately addresses the hazards appropriate to the complexity of the process. This violation occurred on or about February 24, 2012 and times prior thereto when the employer failed to address the consequences of low temperature on the Trim Reboiler (E-2225) in the Process Hazard Analysis.

Pursuant to 29 C.F.R. 1903.19, within (10) calendar days of the abatement date, the employer must submit documentation showing that it is in compliance with the standard, including describing the steps that it is taking to ensure that the hazards of the process are addressed in the Process Hazard Analysis.

Date By Which Violation Must be Abated:	09/07/2012
Proposed Penalty:	\$ 7000.00

See pages 1 through 5 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.



Citation and Notification of Penalty

Company Name: Plains Gas Solutions, LLC
Inspection Site: 4905 Fournat Rd., Eunice, LA 70535

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

29 CFR 1910.119(f)(3): The operating procedures were not reviewed as often as necessary to assure that they reflect current operating practice, including changes that result from changes in process chemicals, technology, and equipment, or changes to facilities:

- a) The employer does not review the operating procedures as often as necessary to assure that they reflect the current operating practice, including changes that result from changes in process chemicals, technology, equipment and changes to facilities. This violation occurred when the employer failed to review the operating procedures when operating practice was changed to utilize the Trim Reboiler (E-2225) hot oil heating during Ethane Recovery operations in the Demethanizer Unit of the Basile Plant.
- b) The employer does not review the operating procedures as often as necessary to assure that they reflect the current operating practice, including changes that result from changes in process chemicals, technology, equipment and changes to facilities. This violation occurred when the employer failed to review the operating procedures when the facility was modified by adding a new liquid-carrying line from the product tank to a point upstream of the GSP valve in the Demethanizer Unit of the Basile Plant.

Pursuant to 29 C.F.R. 1903.19, within (10) calendar days of the abatement date, the employer must submit documentation showing that it is in compliance with the standard, including describing the steps that it is taking to ensure that changes to operating procedures are updated in accordance with the standard.

Date By Which Violation Must be Abated:	09/07/2012
Proposed Penalty:	\$ 7000.00



Citation and Notification of Penalty

Company Name: Plains Gas Solutions, LLC
Inspection Site: 4905 Fournat Rd., Eunice, LA 70535

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

29 CFR 1910.119(j)(6)(i): In the construction of new plants and equipment, the employer did not assure that equipment as fabricated was suitable for the prodcess application for which it was used:

a) The employer does not ensure that equipment as it is fabricated is suitable for the process application for which they will be used. This violation occurred on or about February 24, 2012 and times prior thereto when the Demethanizer Unit was utilized with Liquid Natural Gas that had chemical properties that were not appropriate for the process equipment, as it was fabricated.

Pursuant to 29 C.F.R. 1903.19, within (10) calendar days of the abatement date, the employer must submit documentation showing that it is in compliance with the standard, including describing the steps that it is taking to ensure that process equipment is suitable for the process application for which they will be used.

Date By Which Violation Must be Abated:	09/07/2012
Proposed Penalty:	\$ 7000.00



Citation and Notification of Penalty

Company Name: Plains Gas Solutions, LLC
Inspection Site: 4905 Fournat Rd., Eunice, LA 70535

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

29 CFR 1910.119(l)(1): The employer did not establish and implement written procedures to manage changes to process chemicals, technology, equipment, and procedures; and, changes to facilities that affect a covered process:

- a) The employer does not implement written procedures to manage changes to process chemicals, technology, equipment, and procedures; and changes to facilities that affect a covered process. This violation occurred when the employer failed to implement management of change procedures when operating practice was changed to utilize the Trim Reboiler (E-2225) hot oil heating during Ethane Recovery operations in the Demethanizer Unit of the Basile Plant.
- b) The employer does not implement written procedures to manage changes to process chemicals, technology, equipment, and procedures; and changes to facilities that affect a covered process. This violation occurred when the employer failed to implement management of change procedures when the facility was modified by adding a new liquid-carrying line from the product tank to a point upstream of the GSP valve in the Demethanizer Unit of the Basile Plant.
- c) The employer does not establish and implement written procedures to manage changes to process chemicals, technology, equipment, and procedures; and changes to facilities that affect a covered process. This violation occurred when the employer failed to implement management of change procedures when low temperature alarm TALL 2421 was bypassed.
- d) The employer does not establish and implement written procedures to manage changes to process chemicals, technology, equipment, and procedures; and changes to facilities that affect a covered process. This violation occurred when the employer failed to implement management of change procedures when TAL 2225C and TAH 2225 were bypassed.
- e) The employer does not establish and implement written procedures to manage changes to process chemicals, technology, equipment, and procedures; and changes to facilities that affect a covered process. This violation occurred when the employer failed to implement management of change procedures when low temperature alarm TAL 2221C was bypassed.

Pursuant to 29 C.F.R. 1903.19, within (10) calendar days of the abatement date, the employer must submit documentation showing that it is in compliance with the standard, including describing the steps that it is taking to ensure that management of change procedures are implemented any time there are changes to process chemicals, technology, equipment, and procedures; and, changes to facilities that affect a covered process.

See pages 1 through 5 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.



Citation and Notification of Penalty

Company Name: Plains Gas Solutions, LLC
Inspection Site: 4905 Fournat Rd., Eunice, LA 70535

Date By Which Violation Must be Abated:	09/07/2012
Proposed Penalty:	\$ 7000.00

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

29 CFR 1910.119(l)(5): A change covered 29 CFR 1910.119(l) resulted in a change in the operating procedures or practices required by 29 CFR 1910.119(f), and such procedures or practices were not updated:

a) The employer does not update operating procedures in accordance with changes covered by the Management of Change paragraph of this section. This violation occurred on or about February 24, 2012 in the Demethanizer Unit when plant personnel bypassed the Sides Reboiler (E-2224) and the Bottoms Reboiler (E-2223) without updating the startup procedures, normal operating procedures, shutdown, or emergency shutdown procedures for the Demethanizer System.

Pursuant to 29 C.F.R. 1903.19, within (10) calendar days of the abatement date, the employer must submit documentation showing that it is in compliance with the standard, including describing the steps that it is taking to ensure that changes to operating procedures are updated in accordance with the standard.

Date By Which Violation Must be Abated:	09/07/2012
Proposed Penalty:	\$ 7000.00



Citation and Notification of Penalty

Company Name: Plains Gas Solutions, LLC
Inspection Site: 4905 Fournat Rd., Eunice, LA 70535

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

29 CFR 1910.119(m)(4): A report was not prepared at the conclusion of the investigation of an incident which resulted in, or could reasonably have resulted in a catastrophic release of highly hazardous chemical in the workplace, which includes at a minimum 1910.119(m)(4)(i) through 1910.119(m)(4)(v):

- a) The employer does not prepare incident reports for each incident which resulted in, or could reasonably have resulted in a catastrophic release of highly hazardous chemicals in the workplace. This violation occurred on or about December 19, 2011 when the Sides and Bottoms Reboiler (E-2224/E-2223), in the Demethanizer Unit of the Basile Plant, cracked and released hydrocarbon gas.
- b) The employer does not prepare incident reports for each incident which resulted in, or could reasonably have resulted in a catastrophic release of highly hazardous chemicals in the workplace. This violation occurred on or about January 14, 2012 when the Sides and Bottoms Reboiler (E-2224/E-2223), in the Demethanizer Unit of the Basile Plant, cracked and released hydrocarbon gas.
- c) The employer does not prepare incident reports for each incident which resulted in, or could reasonably have resulted in a catastrophic release of highly hazardous chemicals in the workplace. This violation occurred on or about February 10, 2012 when the Sides and Bottoms Reboiler (E-2224/E-2223), in the Demethanizer Unit of the Basile Plant, cracked and released hydrocarbon gas.

Pursuant to 29 C.F.R. 1903.19, within (10) calendar days of the abatement date, the employer must submit documentation showing that it is in compliance with the standard, including describing the steps that it is taking to ensure that incident reports are prepared for each incidents which released or could reasonably have resulted in a catastrophic release of chemicals in the workplace.

Date By Which Violation Must be Abated:	09/07/2012
Proposed Penalty:	\$ 3000.00

See pages 1 through 5 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.



Citation and Notification of Penalty

Company Name: Plains Gas Solutions, LLC
Inspection Site: 4905 Fournat Rd., Eunice, LA 70535

Citation 2 Item 1a Type of Violation: Willful

29 CFR 1910.119(l)(2)(ii): Management of Change procedures did not assure that impacts to safety and health were identified prior to any changes being made:

a) The employer does not address the impact of changes to the process on safety and health. This violation occurred on or about February 24, 2012 when the employer approved the bypass of the Sides and Bottoms Reboilers (E-2223/E-2224) with the Management of Change (MOC) dated February 21, 2012 without evaluating the impact of the changes on safety and health.

Pursuant to 29 C.F.R. 1903.19, within (10) calendar days of the abatement date, the employer must submit documentation showing that it is in compliance with the standard, including describing the steps that it is taking to ensure that the impact of process changes on safety and health are addressed prior to the change.

Date By Which Violation Must be Abated:	09/07/2012
Proposed Penalty:	\$ 70000.00



Citation and Notification of Penalty

Company Name: Plains Gas Solutions, LLC
Inspection Site: 4905 Fournat Rd., Eunice, LA 70535

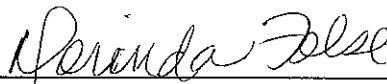
Citation 2 Item 1b Type of Violation: **Willful**

29 CFR 1910.119(i)(1): The employer did not perform a pre-startup safety review for modified facilities when the modification was significant enough to require a change in the process safety information:

a) The employer does not ensure that a pre-startup safety review is performed for modified facilities when the modification was significant enough to require a change in the process safety information. This violation occurred on or about February 24, 2012 in the Demethanizer Unit when the Bottoms and Sides Reboilers were bypassed and taken out of service prior to a startup.

Pursuant to 29 C.F.R. 1903.19, within (10) calendar days of the abatement date, the employer must submit documentation showing that it is in compliance with the standard, including describing the steps that it is taking to ensure that pre-startup safety reviews are conducted whenever facilities are modified in a manner significant enough to require a change in the process safety information.

Date By Which Violation Must be Abated: **09/07/2012**



DORINDA FOLSE
Area Director

U.S. Department of Labor
Occupational Safety and Health Administration
Suite 201
9100 Bluebonnet Centre
Baton Rouge, LA 70809-2985
Phone: (225)298-5458 FAX: (225)298-5457



INVOICE/ DEBT COLLECTION NOTICE

Company Name: Plains Gas Solutions, LLC
Inspection Site: 4905 Fournat Rd., Eunice, LA 70535
Issuance Date: 08/21/2012

Summary of Penalties for Inspection Number 316289396

Citation 1, Serious	= \$	41000.00
Citation 2, Willful	= \$	70000.00
TOTAL PROPOSED PENALTIES	= \$	111000.00

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.

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

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 3%. 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.

Dorinda Folse

DORINDA FOLSE
Area Director

8/21/12

Date