



# PENALTY REDUCTION AGREEMENT (PRA) FREQUENTLY ASKED QUESTIONS (FAQs)

## CAN I APPLY FOR A PRA AFTER I HAVE FILED AN APPEAL OR RECEIVED A DECISION ON MY APPEAL?

- No. A PRA is an agreement executed instead of and in lieu of going through the first or second appeal process. If you want a penalty reduction as a part of a first appeal, a first appeal settlement can be signed or a decision letter issued to include a penalty reduction. If you wish to obtain a penalty reduction after receiving a first appeal decision, you can file a second appeal requesting to appeal the penalty, but only if you requested review of the penalty in the first appeal.

## HOW LONG DOES IT TAKE TO RECEIVE APPROVAL OF MY PRA REQUEST?

- You will receive notification within 3 business days of submitting your PRA request. If you have not received an email notification within 3 business days, please check your email system's spam or junk filter before contacting MIOsha.

**Note:** To ensure uninterrupted delivery of PRA system emails, please add the email address [MIOsha-PRA@mihealth.org](mailto:MIOsha-PRA@mihealth.org) to your email address book.

## WHAT IF I CHANGE MY MIND AFTER I SUBMIT THE PRA IN THE ONLINE SYSTEM?

- Prior to the approval of your PRA by MIOsha, you can contact the issuing division's PRA Coordinator to cancel your PRA request. Once the PRA has been approved and signed by MIOsha, the agreement is final.

## WHAT IF OUR COMPANY IS EXPERIENCING FINANCIAL DIFFICULTY AND WE CAN'T PAY THE REDUCED PENALTY ALL AT ONCE OR WITHIN THE 15 WORKING DAY TIMEFRAME SET BY THE PRA?

- You can contact the issuing division after approval of your PRA to discuss what payment options may be available to you.

## WHERE DO I SEND MY ABATEMENT?

- You can electronically upload abatement documentation for review following submission of your online PRA request (5mb limit per file with unlimited number of files in 25mb bundles; .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .jpeg and .gif files accepted). A link to upload abatement will be located on the page confirming your PRA submission. You may also return to the system to submit abatement at a later time by clicking the **Upload Abatement for a PRA** button on the [MIOsha PRA](#) web page.

- You can mail or fax your abatement to the address or fax number listed in the cover letter included in your citation package. **Note:** Photos should not be faxed.
- If you are not applying for a PRA but wish to submit abatement to MIOSHA related to an inspection, you will want to email, mail or fax your abatement documentation to the address listed in the cover letter included in your citation package.

#### **HOW DO I SUBMIT MY PAYMENT?**

- Once you have received confirmation that your PRA has been approved, you may promptly pay online via E-Check (free) or Credit Card (convenience fee may apply) at: <https://www.thepayplace.com/mi/leo/mioshapenaltypmt>.

**Note:** The system may take up to 24 hours after your PRA was approved to reflect the reduced penalty amount permitted under the PRA.

You may also submit payment by mail to the appropriate division at the address below:

- MIOSHA General Safety and Health Division, 530 W. Allegan St., P.O. Box 30644, Lansing, MI 48909-8144
- MIOSHA Construction Safety and Health Division, 530 W. Allegan St., P.O. Box 30645, Lansing, MI 48909-8145

**Note:** When paying by mail, indicate GI or CS for the appropriate division, and the inspection number, on the payment, or include a copy of your PRA Approval letter.

#### **WHO DO I CONTACT IF I HAVE FURTHER QUESTIONS ABOUT A PRA?**

- If you have questions:
  - Call the General Industry Safety and Health Division (GISHD) at (517) 284-7750 and request to speak to the PRA Coordinator.
  - Call the Construction Safety and Health Division (CSHD) at (517) 284-7680 and request to speak to the PRA Coordinator.