

NJ Department of Health 2025 RTK Survey Instructions

January 2026

- To access the Right to Know Survey(s) (RTK) open Internet Explorer and type in the address www.nj.gov then hit enter. This brings you to the “The Official Website For The State Of New Jersey”

OFFICIAL SITE OF THE STATE OF NEW JERSEY

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Governor Mikie Sherrill • Lt. Governor Dr. Dale G. Caldwell

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myNJ Login

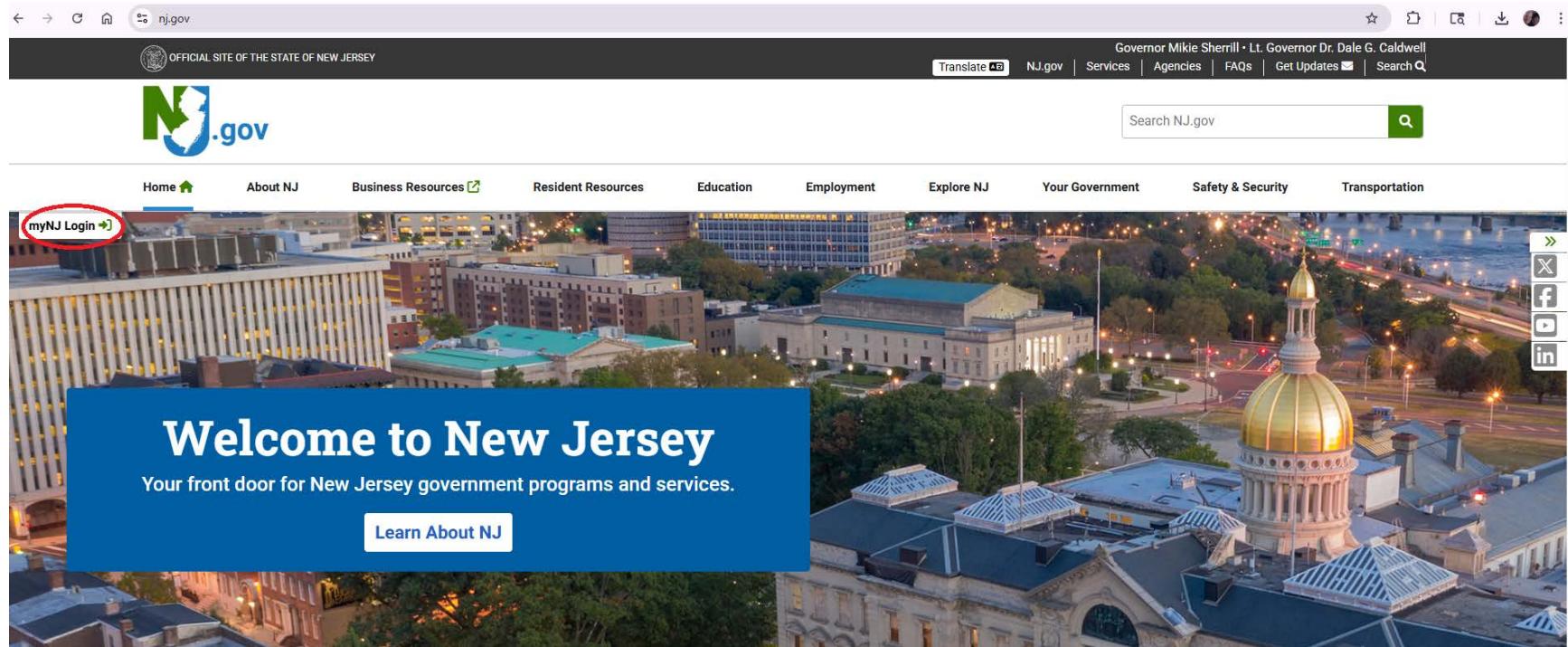
Welcome to New Jersey
Your front door for New Jersey government programs and services.

Learn About NJ

New Jersey Features

- If you have used the RTK Online Survey System in the past then click on Login and enter your logon id and password.

NOTE: If you have not used the RTK Online Survey System before, you will need a myNewJersey portal account and must contact RTK to be added as a user (see “General RTK Survey Instructions”).



New Jersey Features

- You must log into the My New Jersey portal account that you accepted the RTK authorization code in. The authorization code was sent to you in an e-mail from rtksurvey when you were added as a user. When you accepted the authorization code it gave you the link to RTK Surveys on your portal page.

The screenshot shows the 'Log In to myNewJersey' page. The page has a header with the 'myNewJersey' logo and a sub-header 'powered by njoit'. The main form is titled 'Log In to myNewJersey' and contains fields for 'Login ID:' and 'Password:', each with a 'Forgot your [field]?' link. A 'Log In' button is at the bottom, with 'Need help?' text nearby. To the right, a sidebar says 'Enter login id & password' and 'Don't have a myNewJersey account?'. A 'Sign Up' button is also there. Red arrows point from the text 'If you can't remember click on Forgot your logon ID or Forgot your password' to the 'Forgot your login ID?' and 'Forgot your password?' links.

If you can't remember click on Forgot your logon ID or Forgot your password

Enter login id & password

Don't have a myNewJersey account?

Sign Up

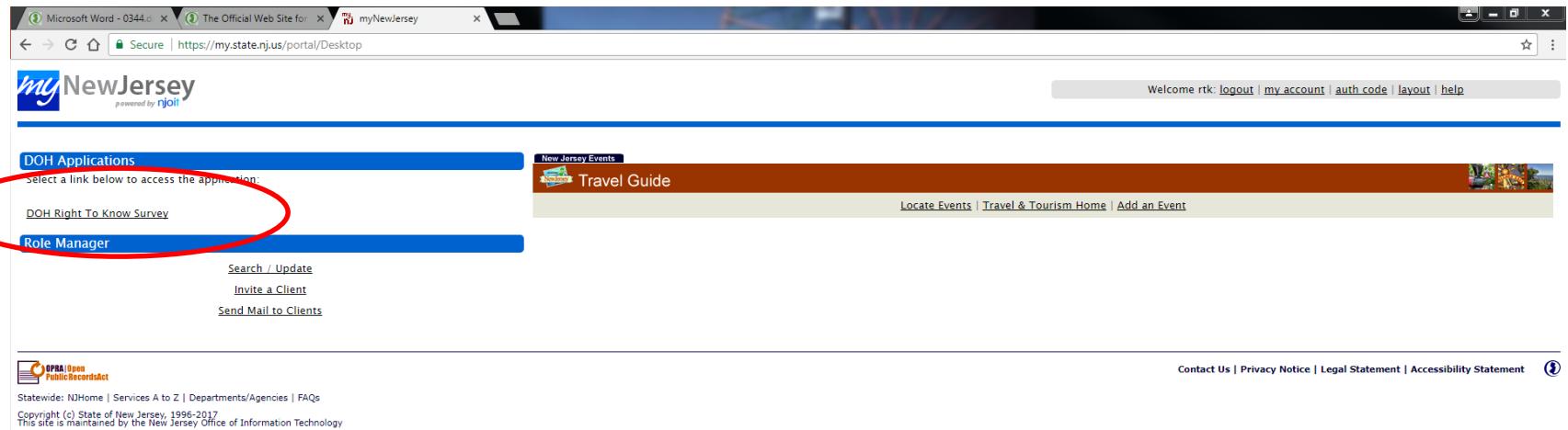
Log In

Forgot your login ID?

Forgot your password?

Need help?

- Once you have logged into the My New Jersey portal click on the link DOH Right to Know Survey



Microsoft Word - 0344.d... The Official Web Site for myNewJersey

Secure | https://my.state.nj.us/portal/Desktop

Welcome rtk: [logout](#) | [my account](#) | [auth code](#) | [layout](#) | [help](#)

myNewJersey powered by NJolt

DOH Applications
Select a link below to access the application:

[DOH Right To Know Survey](#) (circled in red)

[Role Manager](#)

[Search / Update](#)
[Invite a Client](#)
[Send Mail to Clients](#)

New Jersey Events Travel Guide

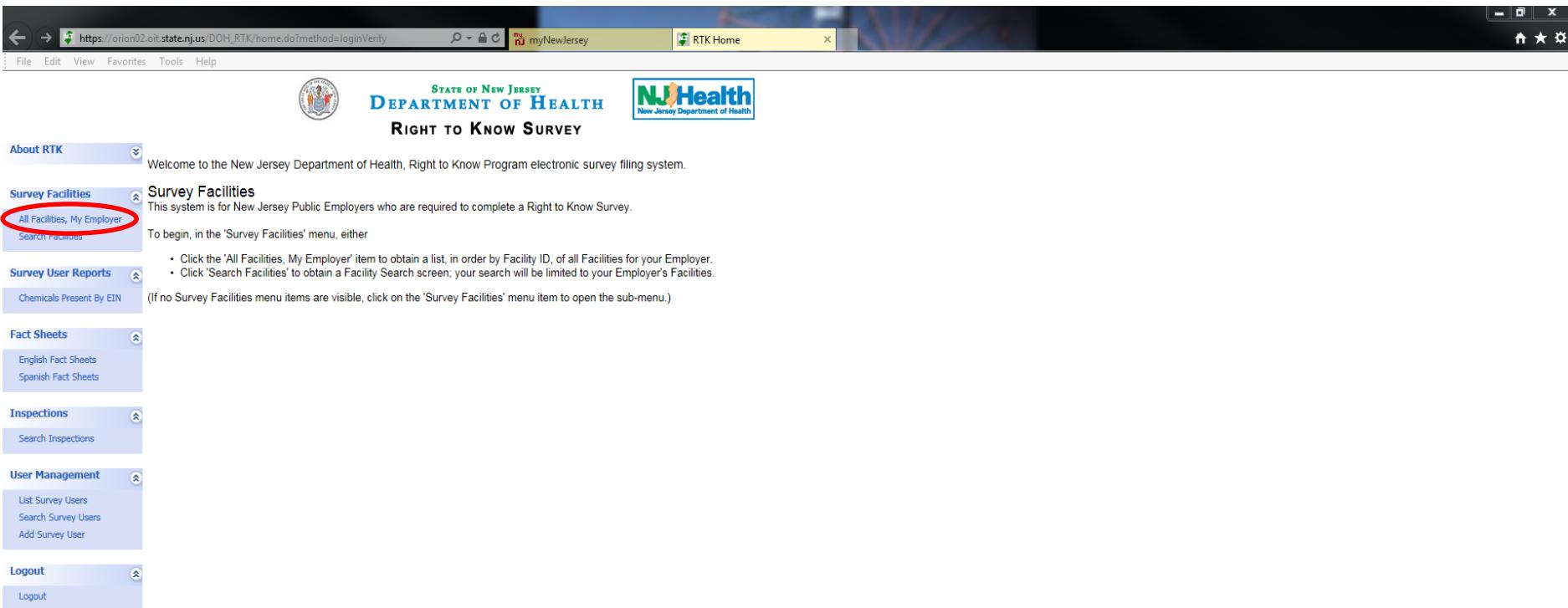
[Locate Events](#) | [Travel & Tourism Home](#) | [Add an Event](#)

OPRA | Open Public Records Act

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- To get to your RTK Survey(s): under “Survey Facilities” section click on “All Facilities, My Employer”



https://orion02.oit.state.nj.us/DOH_RTK/home.do?method=loginVerify myNewJersey RTK Home

File Edit View Favorites Tools Help

STATE OF NEW JERSEY
DEPARTMENT OF HEALTH
NJHealth
New Jersey Department of Health

RIGHT TO KNOW SURVEY

About RTK

Welcome to the New Jersey Department of Health, Right to Know Program electronic survey filing system.

Survey Facilities

All Facilities, My Employer (circled in red)
This system is for New Jersey Public Employers who are required to complete a Right to Know Survey.

To begin, in the 'Survey Facilities' menu, either

- Click the 'All Facilities, My Employer' item to obtain a list, in order by Facility ID, of all Facilities for your Employer.
- Click 'Search Facilities' to obtain a Facility Search screen; your search will be limited to your Employer's Facilities.

Survey User Reports

Chemicals Present By EIN

Fact Sheets

English Fact Sheets
Spanish Fact Sheets

Inspections

Search Inspections

User Management

List Survey Users
Search Survey Users
Add Survey User

Logout

This system is restricted to authorized users. Random audits are routinely performed.
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Identify which facility survey you would like to open and click on [Surveys](#)

Screenshot of the NJ Health Right to Know Survey system interface. The page title is "Employer Facilities" and the sub-page title is "RIGHT TO KNOW SURVEY". The URL is https://orion02.oit.state.nj.us/DOH_RTK/empFacilities.do?parameter=getEmployerFa. The page shows a list of facilities with a red arrow pointing to the "Surveys" column.

Employer and Facilities:
EIN: 12345678 Employer Name: Right to Know Test Employer Status: none

Survey Facilities
All Facilities, My Employer Search Facilities

View-Access Facilities
All Assigned Municipalities
All Assigned Facilities Search Facilities

View-Access Reports
Chemicals Present By Locality

Survey User Reports
Chemicals Present By EIN

Fact Sheets
English Fact Sheets
Spanish Fact Sheets

Inspections
Survey Facilities
View-Access Facilities

User Management
List Survey Users
Search Survey Users
Add Survey User

Logout

Facilities List - 19 Records

EIN	Facility ID	Facility Name	County	Hazardous Chemicals Reported	2016 Survey Status	Facility Status	Surveys
12345678	12345678000	RTK Test Facility	Mercer	User	Ongoing	Active	Surveys
12345678	12345678001	RTK Unit - Test Facility #1	Mercer	User	Not Started	Active	Surveys
12345678	12345678002	RTK TEST FACILITY #2	Mercer	User	Not Started	Active	Surveys
12345678	12345678003	RTK Test Facility #3 - Convention Center	Atlantic	User	Not Started	Active	Surveys
12345678	12345678004	RTK Test Facility # 4 - DPW GARAGE	Burlington	User	Not Started	Active	Surveys
12345678	12345678005	RTK TEST FACILITY #5 - RECREATION CENTER	Camden	User	Not Started	Active	Surveys
12345678	12345678006	RTK TEST FACILITY #6 - HIGH SCHOOL	Cape May	User	Not Started	Active	Surveys
12345678	12345678007	RTK TEST FACILITY #6 - MAINTENANCE SHOP	Burlington	User	Not Started	Active	Surveys
12345678	12345678008	RTK TEST FACILITY #7	Mercer	User	Not Started	Active	Surveys
12345678	12345678009	RTK - Test Facility #8	Atlantic	User	Not Started	Active	Surveys
12345678	12345678010	RTK TEST FACILITY #10	Burlington	none	Not Started	Active	Surveys
12345678	12345678011	RTK TEST SURVEY #11 - DPW GARAGE	Camden	none	Not Started	Active	Surveys
12345678	12345678012	RTK TEST FACILITY #12 - CHEMISTRY LAB	Bergen	none	Not Started	Active	Surveys
12345678	12345678013	RTK TEST FACILITY #13 - COMMUNITY POOL	Atlantic	none	Not Started	Active	Surveys
12345678	12345678014	RTK TEST FACILITY - # 13	Burlington	none	Not Started	Active	Surveys
12345678	12345678015	RTK TEST FACILITY # 14	Atlantic	none	Not Started	Active	Surveys

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When opening the RTK Survey for the first time, click on the red plus  under the column heading "Add"



under the column heading "Add"

When opening the RTK Survey after you have added it you will click on red folder  under column heading "Edit"



When opening the RTK Survey after you have added it you will click on red folder  under column heading "Edit"

, , , Yes, rtkadministrator, 04/06/2016, rtkadministrator, 12/08/2016; 2015, Submitted, , , Yes, rtkadministrator, 05/29/2015, rtkadministrator, 03/04/2016; 2014, Submitted, , , Yes, Jessica Perrini, 06/06/2014, rtkadministrator, 05/29/2015; 2013, Submitted, , , Yes, Jessica Perrini, 06/06/2014, rtkadministrator, 05/29/2015. The left sidebar shows navigation links for About RTK, Survey Facilities, Reports for This Survey, Survey User Reports, Fact Sheets, User Management, and Logout. The Reports for This Survey section is expanded, showing Inventory by Product and Inventory by Chemical. The Survey User Reports section is expanded, showing Chemicals Present By Locality and Chemicals Present By EIN. The Fact Sheets section is expanded, showing English Fact Sheets and Spanish Fact Sheets. The User Management section is expanded, showing List Survey Users, Search Survey Users, Add Survey User, List View-Access Users, Search View-Access Users, and Add View-Access User. The Logout section is expanded, showing Logout. The bottom of the page has a copyright notice: 'This system is restricted to authorized users. Random audits are routinely performed. Copyright © 2013 New Jersey Department of Health. All Rights Reserved.'

The survey cover page will open. Much of the information that was entered on the previous year's Survey will auto fill into the next year's Survey and other information you will need to re-enter. All sections of the cover page must be completed with the exception of section "K", which should only be completed if you share a building with a different employer.

Screenshot of the NJ Health Right to Know Survey Cover Page (SurveyCover.do) in a web browser.

Page Headers:

- Address bar: https://www2.state.nj.us/DOH/RTK/SurveyCover.do?paramete
- Page title: Survey Details
- Page header: State of New Jersey
- Page header: NJ Health New Jersey Department of Health

Left Sidebar (About RTK):

- About RTK
- Facilities
 - All Facilities, My Employer
 - Search Facilities
- Fact Sheets
 - English Fact Sheets
 - Spanish Fact Sheets
- User Management
 - List Users
 - User Search
 - Add User
- Logout

Survey Year Section:

Survey Year
(Meets requirements of the Workplace Survey)

Buttons: Save, Save And Go To List, Submit, Save And Go To Inventory

Facility Information:

Facility ID	SIC / NAICS	Co / Mun	Due Date	(A) Facility Location
12345678001	9131 / 111111	1111	7/15/2015	RTK UNIT - TEST FACILITY #1

Facility Mailing Address:

RTK Unit - Test Facility #1
ATTN RTK COORDINATOR
ATTN RTK COORDINATOR
135 BROAD STREET
TRENTON NJ 08625

Survey Questions:

B. Are there any substances or materials present at this facility that are on the Right to Know Hazardous Substance List? *

Yes No

D. Indicate the nature of the operations conducted at this facility *

-- Select --

Other Nature of Operations:

C. Number of Employees at this facility *
Number of employees exposed or potentially exposed to hazardous chemicals at this facility *

E. Are you reporting Products with Unknown Ingredients? *

Yes No

[Add Products with Unknown Ingredients](#)

F. Employer Email Address * rtksurvey@doh.state.nj.us

G. CERTIFICATION OF RESPONSIBLE OFFICIAL

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.

Certifier Name *
Certifier Title *
Date Certified
Telephone Number *
Ext.
Signature *

H. POLICE AND FIRE DEPARTMENTS

Enter the respective phone numbers, name and addresses (include Zip Code) of your local fire and police departments.
(Do NOT list 911 as the phone number)

POLICE DEPARTMENT:
Telephone Number * 609-555-1212

FIRE DEPARTMENT:
Telephone Number * 609-555-1321

System Status:

- 5:00 PM
- 4/29/2015

To view, add, or delete inventory click on “Save And Go To Inventory”

Screenshot of the "Right To Know Survey" application interface. The page is titled "Survey Year" and includes the "State of New Jersey Department of Health" logo and the "NJ Health" logo.

The main content area shows a facility record for "RTK UNIT - TEST FACILITY #1". The facility details are as follows:

Facility ID	SIC / NAICS	Co / Mun	Due Date	Facility Location
12345678001	9131 / 111111	1111	7/15/2015	RTK UNIT - TEST FACILITY #1

The "Save And Go To Inventory" button is highlighted with a red circle.

On the left, a sidebar menu includes:

- About RTK
- Facilities
- Fact Sheets
- User Management
- Logout

The "Facilities" section shows a search result for "All Facilities, My Employer".

The "Fact Sheets" section lists "English Fact Sheets" and "Spanish Fact Sheets".

The "User Management" section lists "List Users", "User Search", and "Add User".

The "Logout" section lists "Logout".

The main form contains several sections:

- Survey Year**: (Meets requirements of the Workplace Survey)
- Facility Mailing Address:** RTK Unit - Test Facility #1, ATTN RTK COORDINATOR, ATTN RTK COORDINATOR, 135 BROAD STREET, TRENTON NJ 08625
- B.** Are there any substances or materials present at this facility that are on the Right to Know Hazardous Substance List? *
 Yes No
- D.** Indicate the nature of the operations conducted at this facility *
-- Select --
Other Nature of Operations:
- C.** Number of Employees at this facility *
Number of employees exposed or potentially exposed to hazardous chemicals at this facility *
- E.** Are you reporting Products with Unknown Ingredients? *
 Yes No
[Add Products with Unknown Ingredients](#)
- F.** Employer Email Address *
- G. CERTIFICATION OF RESPONSIBLE OFFICIAL**
I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.
Certifier Name *
Certifier Title *
Date Certified
Telephone Number *
Signature *
- H. POLICE AND FIRE DEPARTMENTS**
Enter the respective phone numbers, name and addresses (include Zip Code) of your local fire and police departments.
(Do NOT list 911 as the phone number)
- POLICE DEPARTMENT:** Telephone Number *
- FIRE DEPARTMENT:** Telephone Number *

System status bar on the right shows: 500 PM 4/29/2015

Inventory from the previous year's RTK Survey has been loaded into the next year's RTK Survey. Please review all information for all products. If there has been "No Change" to any information, then "Return to Survey Cover" and your survey is ready to be submitted. If you need to make changes, click on "Edit" next to the product you want to change.

Survey Year
(Meets requirements of the Workplace Survey)

FACILITY ID: 12345678001 **SIC:** 9131 **NAICS:** 111111
FACILITY NAME: RTK Unit - Test Facility #1 **EMPLOYER NAME:** Right to Know Test Employer

Instructions: If products are listed, click the 'Edit' button for a product, or click the product name in the menu's Products area, to open that product record for editing. If no products are listed, click the 'Add Product' button to create a product record.

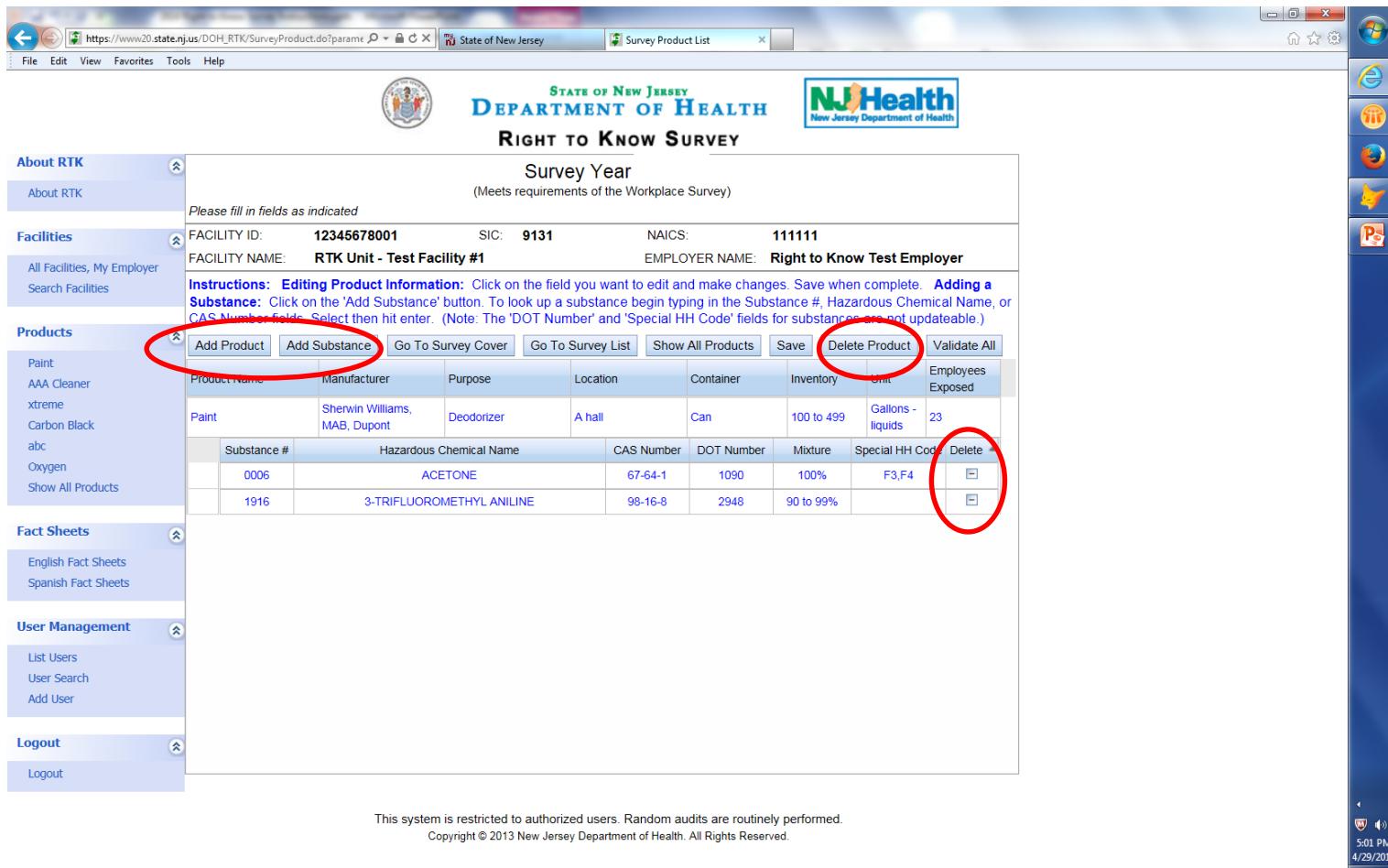
	Product Name	Manufacturer	Purpose	Location	Container	Inventory	Unit	Employees Exposed
Edit	Paint	Sherwin Williams, MAB, Dupont	Deodorizer	A hall	Can	100 to 499	Gallons - liquids	23
Edit	AAA Cleaner	ABC Company	Cleaning Products-General	closet	Can	10 to 99	Pounds - solids	12
Edit	xtreme	abe	Hydrolic Fluid	C Hall	Can	1 to 9	Gallons - liquids	87
Edit	Carbon Black	Under Armor	Adhesives	B Hall	Can	10 to 99	Pounds - solids	123
Edit	abc	christe	Lubricant	D Hall	Silo	500 to 999	Gallons - liquids	96
Edit	Oxygen	Air Gas	Medical/First Aid Supplies	Bay	Cylinder	10,000 to 24,999	Cubic Ft - gases	12

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5:01 PM
4/29/2015

After clicking edit, the product information will open. Make changes to whatever needs updating. You can delete a Hazardous Chemical Ingredient by clicking on under the Column Heading “Delete” or you can delete the entire product by clicking on “Delete Product”.

Add Hazardous Chemical Ingredients and or Products by clicking on the “Add Product” / “Add Substance” buttons.



STATE OF NEW JERSEY
DEPARTMENT OF HEALTH
RIGHT TO KNOW SURVEY

Survey Year
(Meets requirements of the Workplace Survey)

FACILITY ID: 12345678001 SIC: 9131 NAICS: 111111
FACILITY NAME: RTK Unit - Test Facility #1 EMPLOYER NAME: Right to Know Test Employer

Instructions: **Editing Product Information:** Click on the field you want to edit and make changes. Save when complete. **Adding a Substance:** Click on the 'Add Substance' button. To look up a substance begin typing in the Substance #, Hazardous Chemical Name, or CAS Number fields. Select then hit enter. (Note: The 'DOT Number' and 'Special HH Code' fields for substances are not updateable.)

Product	Producer Name	Manufacturer	Purpose	Location	Container	Inventory	Unit	Employees Exposed
Paint	Paint	Shewin Williams, MAB, Dupont	Deodorizer	A hall	Can	100 to 499	Gallons - liquids	23
Substance #	Hazardous Chemical Name			CAS Number	DOT Number	Mixture	Special HH Code	Delete
0006	ACETONE			67-64-1	1090	100%	F3,F4	<input type="button" value="-"/>
1916	3-TRIFLUOROMETHYL ANILINE			98-16-8	2948	90 to 99%		<input type="button" value="-"/>

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Logout

Multi-Delete Option

(To be used when you have completed a large clean out and have multiple products to delete from your inventory.)

Screenshot of the NJ Department of Health Right to Know Survey Product List page.

The page title is "Survey Product List". The header includes the State of New Jersey Department of Health logo and the NJ Health logo.

The main content area shows a table of products:

	Product Name	Manufacturer	Purpose	Location	Container	Inventory	Unit	Employees Exposed
Edit	WINDEX	SC JOHNSONS	Cleaning Products-General	STORAGE	Bottles or jugs (plastic)	10 to 99	Gallons - liquids	10
Edit	SPRAY BUFF	INCREDIBLE	Cleaning Products-General	2ND FLOR SLOP SINK	Bottles or jugs (plastic)	1 to 9	Gallons - liquids	50
Edit	XYZ	123	Other	STOREROOM	Battery	1 to 9	Pounds - solids	25
Edit	SUPER GLUE	ELMER'S	Adhesives	ART ROOM	Bottles or jugs (plastic)	10 to 99	Gallons - liquids	30
Edit	FORTIFICATION SEAL	JOHN A. EARL	Boiler Treatment	BASEMENT STORAGE	Bottles or jugs (plastic)	10 to 99	Gallons - liquids	5
Edit	CLOROX	CLOROX COMPANY	Cleaning Products-General	JANITOR'S CLOSET	Bottles or jugs (plastic)	1 to 9	Gallons - liquids	4
Edit	ALL-PURPOSE CLEANER	ALL-PURPOSE	Cleaning Products-General	JANITOR'S CLOSET	Bottles or jugs (glass)	1 to 9	Gallons - liquids	2

A red circle highlights the "Multi-Delete" button in the toolbar above the table.

The left sidebar contains a navigation menu with the following items:

- About RTK
- Survey Facilities
 - All Facilities, My Employer
 - Search Facilities
- View-Access Facilities
- Reports for This Survey
- View-Access Reports
- Survey User Reports
- Fact Sheets
 - English Fact Sheets
 - Spanish Fact Sheets
- Products
 - WINDEX
 - SPRAY BUFF
 - XYZ
 - SUPER GLUE
 - FORTIFICATION SEAL
 - CLOROX
 - ALL-PURPOSE CLEANER
 - Show All Products
- Inspections
 - Survey Facilities
 - View-Access Facilities
- User Management
 - List Survey Users

Multi-Delete Option

https://orion02.oit.state.nj.us/DOH_RT/SurveyProduct.do?parameter=showMultiDelete

File Edit View Favorites Tools Help

STATE OF NEW JERSEY
DEPARTMENT OF HEALTH
RIGHT TO KNOW SURVEY

NJ Health
New Jersey Department of Health

About RTK

Survey Facilities
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Products

Inspections
Survey Facilities
View-Access Facilities

User Management
List Survey Users
Search Survey Users
Add Survey User

Logout

Please fill in fields as indicated
(Meets requirements of the Workplace Survey)

FACILITY ID: 12345678006 SIC: 8211 NAICS: 611110
FACILITY NAME: RTK TEST FACILITY #6 - HIGH SCHOOL EMPLOYER NAME: Right to Know Test Employer

Instructions for Delete: Select the Products to be deleted by checking the checkbox next to each. (Click the checkbox in the header to select all products.) Then click the 'Delete Selected' button. Note: The list can be sorted by any column by clicking in the column's header.

Product Name	Manufacturer	Purpose	Location	Container	Inventory	Unit	Employees Exposed
WINDEX	SC JOHNSONS	Cleaning Products-General	STORAGE	Bottles or jugs (plastic)	10 to 99	Gallons - liquids	10
SPRAY BUFF	INCREDIBLE	Cleaning Products-General	2ND FLOR SLOP SINK	Bottles or jugs (plastic)	1 to 9	Gallons - liquids	50
XYZ	123	Other	STOREROOM	Battery	1 to 9	Pounds - solids	25
SUPER GLUE	ELMER'S	Adhesives	ART ROOM	Bottles or jugs (plastic)	10 to 99	Gallons - liquids	30
FORTIFICATION SEAL	JOHN A. EARL	Boiler Treatment	BASEMENT STORAGE	Bottles or jugs (plastic)	10 to 99	Gallons - liquids	5
CLOROX	CLOROX COMPANY	Cleaning Products-General	JANITOR'S CLOSET	Bottles or jugs (plastic)	1 to 9	Gallons - liquids	4
ALL-PURPOSE CLEANER	ALL-PURPOSE	Cleaning Products-General	JANITOR'S CLOSET	Bottles or jugs (glass)	1 to 9	Gallons - liquids	2

Red arrows point to the checkboxes for WINDEX, SPRAY BUFF, and XYZ. A red circle highlights the 'Delete Selected' button.

To check for Errors (names of products with missing information) click on “Validate All”



The screenshot shows a web-based application for the Right to Know Survey. The main header includes the State of New Jersey seal, the Department of Health logo, and the NuHealth logo. The page title is "RIGHT TO KNOW SURVEY". On the left, a sidebar menu lists "About RTK", "Facilities", "Products", "Fact Sheets", "User Management", and "Logout". The "Products" section is expanded, showing a table of chemical entries. The "Validate All" button in the table header is circled in red. The table data is as follows:

	Product Name	Manufacturer	Purpose	Location	Container	Inventory	Unit	Employees Exposed
Edit	Paint	Sherwin Williams, MAB, Dupont	Deodorizer	A hall	Can	100 to 499	Gallons - liquids	23
Edit	AAA Cleaner	ABC Company	Cleaning Products-General	closet	Can	10 to 99	Pounds - solids	12
Edit	xtreme	abe	Hydrolic Fluid	C Hall	Can	1 to 9	Gallons - liquids	87
Edit	Carbon Black	Under Armor	Adhesives	B Hall	Can	10 to 99	Pounds - solids	123
Edit	abc	christe	Lubricant	D Hall	Silo	500 to 999	Gallons - liquids	96
Edit	Oxygen	Air Gas	Medical/First Aid Supplies	Bay	Cylinder	10,000 to 24,999	Cubic Ft - gases	12

At the bottom, a footer note states: "This system is restricted to authorized users. Random audits are routinely performed." and "Copyright © 2013 New Jersey Department of Health. All Rights Reserved." The system status bar on the right shows the date and time: "5:01 PM 4/29/2015".

Click on “Return to Survey Cover” to submit your RTK Survey



The screenshot shows a web-based application for the New Jersey Right to Know Survey. The interface includes a left sidebar with navigation links for 'About RTK', 'Facilities', 'Products', 'Fact Sheets', 'User Management', and 'Logout'. The main content area displays survey details, facility information, and a product list table. The 'Return to Survey Cover' button in the product list table is highlighted with a red circle.

Survey Year
(Meets requirements of the Workplace Survey)

FACILITY ID: 12345678001 **SIC:** 9131 **NAICS:** 111111
FACILITY NAME: RTK Unit - Test Facility #1 **EMPLOYER NAME:** Right to Know Test Employer

Instructions: If products are listed, click the 'Edit' button for a product, or click the product name in the menu's Products area, to open that product record for editing. If no products are listed, click the 'Add Product' button to create a product record.

	Product Name	Manufacturer	Purpose	Location	Container	Inventory	Unit	Employees Exposed
Edit	Paint	Sherwin Williams, MAB, Dupont	Deodorizer	A hall	Can	100 to 499	Gallons - liquids	23
Edit	AAA Cleaner	ABC Company	Cleaning Products-General	closet	Can	10 to 99	Pounds - solids	12
Edit	xtreme	abe	Hydrolic Fluid	C Hall	Can	1 to 9	Gallons - liquids	87
Edit	Carbon Black	Under Armor	Adhesives	B Hall	Can	10 to 99	Pounds - solids	123
Edit	abc	christe	Lubricant	D Hall	Silo	500 to 999	Gallons - liquids	96
Edit	Oxygen	Air Gas	Medical/First Aid Supplies	Bay	Cylinder	10,000 to 24,999	Cubic Ft - gases	12

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4/29/2015

When you are ready to submit your survey, click the signature box, enter your telephone number and then click on "Submit"

Survey Year
(Meets requirements of the Workplace Survey)

Please fill in fields as indicated

Save **Save And Go To List** **Submit** **Save And Go To Inventory** **Printable Survey**

Facility ID	SIC / NAICS	City, Mun	Due Date	(A) Facility Location
12345678001	9131 / 111111	1111	7/15/2015	RTK UNIT - TEST FACILITY #1

Facility Mailing Address:
 RTK Unit - Test Facility #1
 ATTN RTK COORDINATOR
 ATTN RTK COORDINATOR
 135 BROAD STREET
 TRENTON NJ 08625

B. Are there any substances or materials present at this facility that are on the Right to Know Hazardous Substance List? *
 Yes No

D. Indicate the nature of the operations conducted at this facility *
 Garage

Other Nature of Operations:

C. Number of Employees at this facility *
 Number of employees exposed or potentially exposed to hazardous chemicals at this facility *
 15
 12

E. Are you reporting Products with Unknown Ingredients? *
 Yes No
[Add/Edit Products with Unknown Ingredients](#)

F. Employer Email Address *
 rtksurvey@doh.state.nj.us

G. CERTIFICATION OF RESPONSIBLE OFFICIAL
 I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.
 Certifier Name * rtk Administrator
 Certifier Title * rtkadministrator
 Date Certified 06/03/2015
 Telephone Number * 609-984-2202
 Signature *

H. POLICE AND FIRE DEPARTMENTS
 Enter the respective phone numbers, name and addresses (include Zip Code) of your local fire and police departments.
 (Do NOT list 911 as the phone number)

POLICE DEPARTMENT:		FIRE DEPARTMENT:	
Telephone Number *	609-555-1212	Telephone Number *	609-555-1321
Department Name *	Any Police Department	Department Name *	Any Fire Department
Address *	1 Main Street	Address *	2 Main Street
City *	Anytown	City *	Anytown
State *, Zip *	NJ 08600	State *, Zip *	NJ 08055

When you have submitted your survey the “Status” will say “submitted” and the red folder in the “Edit” column will disappear. From now on you will have “View” Only. You will always be able to print a copy of your survey by selecting “View” and then “Printable Survey”



STATE OF NEW JERSEY
DEPARTMENT OF HEALTH
RIGHT TO KNOW SURVEY



About RTK Facility and Surveys:

Facility ID: 12345678001 Facility Name: RTK Unit - Test Facility #1 Status: Active

Survey Facilities [Return to Facilities List](#)

Reports for This Survey

[Inventory by Product](#) [Inventory by Chemical](#)

Fact Sheets

[English Fact Sheets](#) [Spanish Fact Sheets](#)

User Management

[List Survey Users](#) [Search Survey Users](#)
[Add Survey User](#)
[List View-Access Users](#) [Search View-Access Users](#)
[Add View-Access User](#)

Logout

Logout

Survey Year	Status	Add	Edit	View	Hazardous Chemicals Reported	Created By	Date Created	Last Changed By	Date Last Changed
2016	Not Started								
2015	Submitted				Yes	rtkadministrator	09/29/2015	rtkadministrator	03/04/2016
2014	Submitted				Yes	RTKTESTER	04/29/2015	mlday	09/29/2015
2013	Submitted				Yes	rtkadministrator	05/16/2014	RTKTESTER	04/29/2015

Two red arrows point upwards from the bottom of the table towards the “Edit” and “View” columns in the first two rows of the “Survey List” table.

Reports for this survey

(Note: have the survey open)

 **RIGHT TO KNOW SURVEY**

Survey Year
(Meets requirements of the Workplace Survey)

Please fill in fields as indicated

FACILITY ID:	12345678006	SIC:	8211	NAICS:	611110
FACILITY NAME:	RTK TEST FACILITY #6 - HIGH SCHOOL			EMPLOYER NAME:	Right to Know Test Employer

Instructions: If products are listed, click the 'Edit' button for a product, or click the product name in the menu's Products area, to open that product record for editing. If no products are listed, click the 'Add Product' button to create a product record.

[Add Product](#) [Return to Survey Cover](#) [Save](#) [Validate All](#)

	Product Name	Manufacturer	Purpose	Location	Container	Inventory	Unit	Employees Exposed
Edit	WINDEX	SC JOHNSONS	Cleaning Products-General	STORAGE	Bottles or jugs (plastic)	10 to 99	Gallons - liquids	10
Edit	SPRAY BUFF	INCREDIBLE	Cleaning Products-General	2ND FLOR SLOP SINK	Bottles or jugs (plastic)	1 to 9	Gallons - liquids	50
Edit	XYZ	123	Other	STOREROOM	Battery	1 to 9	Pounds - solids	25
Edit	SUPER GLUE	ELMER'S	Adhesives	ART ROOM	Bottles or jugs (plastic)	10 to 99	Gallons - liquids	30
Edit	FORTIFICATION SEAL	JOHN A. EARL	Boiler Treatment	BASEMENT STORAGE	Bottles or jugs (plastic)	10 to 99	Gallons - liquids	5
Edit	CLOROX	CLOROX COMPANY	Cleaning Products-General	JANITOR'S CLOSET	Bottles or jugs (plastic)	1 to 9	Gallons - liquids	4

Reports for This Survey

- [Inventory by Product](#)
- [Inventory by Chemical](#)

View-Access Reports

- [Chemicals Present By Locality](#)

Survey User Reports

- [Chemicals Present By EIN](#)

Fact Sheets

- [English Fact Sheets](#)
- [Spanish Fact Sheets](#)

Products

There are many reports you can generate yourself. One that might be useful when completing your survey, is to generate a report sorted by location. This way you can visit the areas of the facility with a list of what is in each room.

- Select “Inventory by Product”
- Then “Sort By” change from Product Name to Location.
- You can then select “File” Print
- Or you can save the file for future use.



Survey Inventory By Product Category Report

[Return To Survey](#)

Facility ID: 12345678006

Facility Name: RTK TEST FACILITY #6 - HIGH SCHOOL

Survey Year: 2018

Setup Screen

To Generate This Report for Specific Product Categories, Select Them Using the Selection Fields Below.

To Generate This Report for All Inventory, Leave All Selection Fields Unselected.

Products Reported in this Survey

-- Select --

Manufacturers Reported in this Survey

-- Select --

Purposes Reported in this Survey

-- Select --

Product Locations Reported in this Survey

-- Select --

Container Types Reported in this Survey

-- Select --

Inventory Ranges Reported in this Survey

-- Select --

Units of Measure Reported in this Survey

-- Select --

Sort This Report By:

Product Location

Sort Direction:

Ascending

[Generate Products Report](#)

Reports – All facilities

Click “Chemicals Present by EIN” if you are interested of making a list of all your facilities with inventory of a particular chemical

Welcome to the New Jersey Department of Health, Right to Know Program electronic survey filing system.

Survey Facilities
This system is for New Jersey Public Employers who are required to complete a Right to Know Survey.

To begin, in the 'Survey Facilities' menu, either

- Click the 'All Facilities, My Employer' item to obtain a list, in order by Facility ID, of all Facilities for your Employer.
- Click 'Search Facilities' to obtain a Facility Search screen; your search will be limited to your Employer's Facilities.

(If no Survey Facilities menu items are visible, click on the 'Survey Facilities' menu item to open the sub-menu.)

View-Access Facilities
This Login provides View-Only Access to Right to Know surveys for all Facilities in the assigned Municipality or Municipalities.

To begin, in the 'View-Access Facilities' menu, either

- Click 'All Assigned Municipalities' to obtain a list of Assigned Municipalities and a link to list the Facilities in each Municipality.
- Click 'All Assigned Facilities' to obtain a list, in order by Municipality and Facility Name, of all Assigned Facilities.

(If no View-Access Facilities menu items are visible, click on the 'View Access Facilities' menu item to open the sub-menu.)

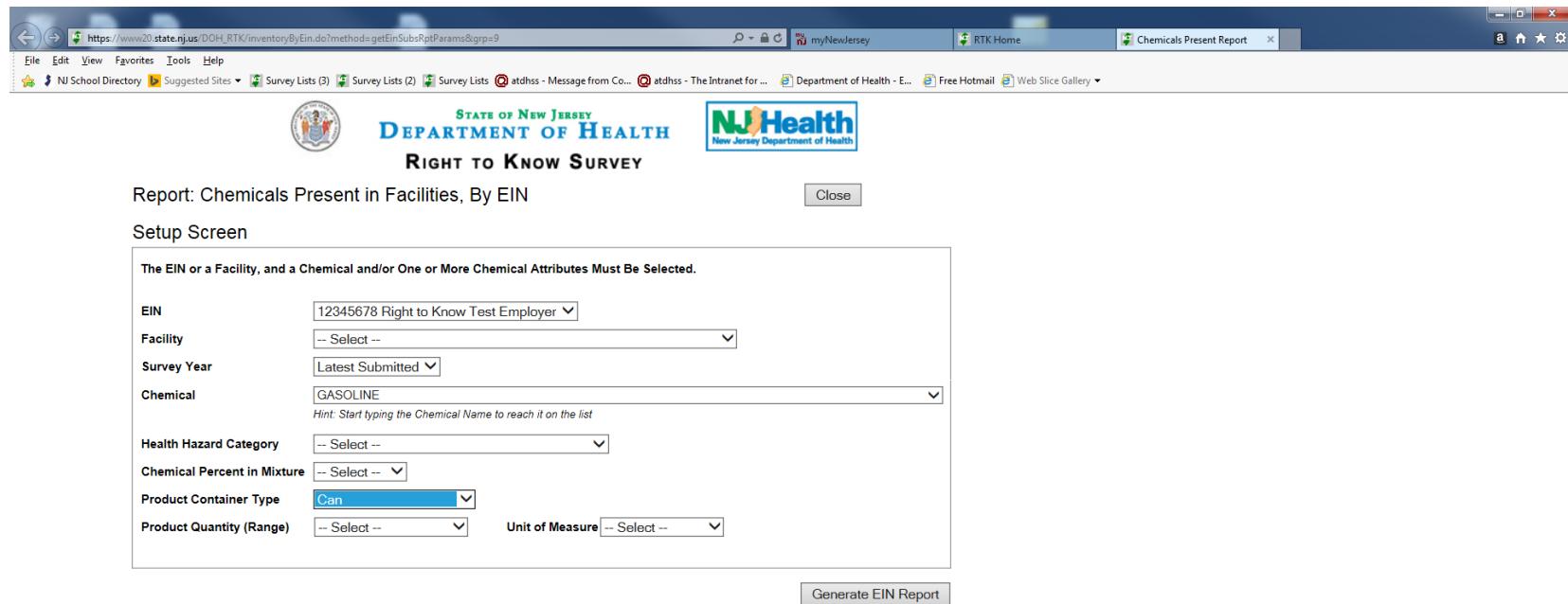
Fact Sheets

User Management

Logout

This system is restricted to authorized users. Random audits are routinely performed.
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For Example: generate a report of all facilities reporting gasoline in a can



Report: Chemicals Present in Facilities, By EIN Close

Setup Screen

The EIN or a Facility, and a Chemical and/or One or More Chemical Attributes Must Be Selected.

EIN 12345678 Right to Know Test Employer

Facility -- Select --

Survey Year Latest Submitted

Chemical GASOLINE
Hint: Start typing the Chemical Name to reach it on the list

Health Hazard Category -- Select --

Chemical Percent in Mixture -- Select --

Product Container Type Can

Product Quantity (Range) -- Select -- **Unit of Measure** -- Select --

Generate EIN Report

This system is restricted to authorized users. Random audits are routinely performed.
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If you have questions or need help

- *(Preferred)* Send us an e-mail at rtksurvey@doh.nj.gov or
- Please call us at (609) 984-2202