

NJ Department of Health  
2019 RTK Survey  
Instructions

January 2020

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

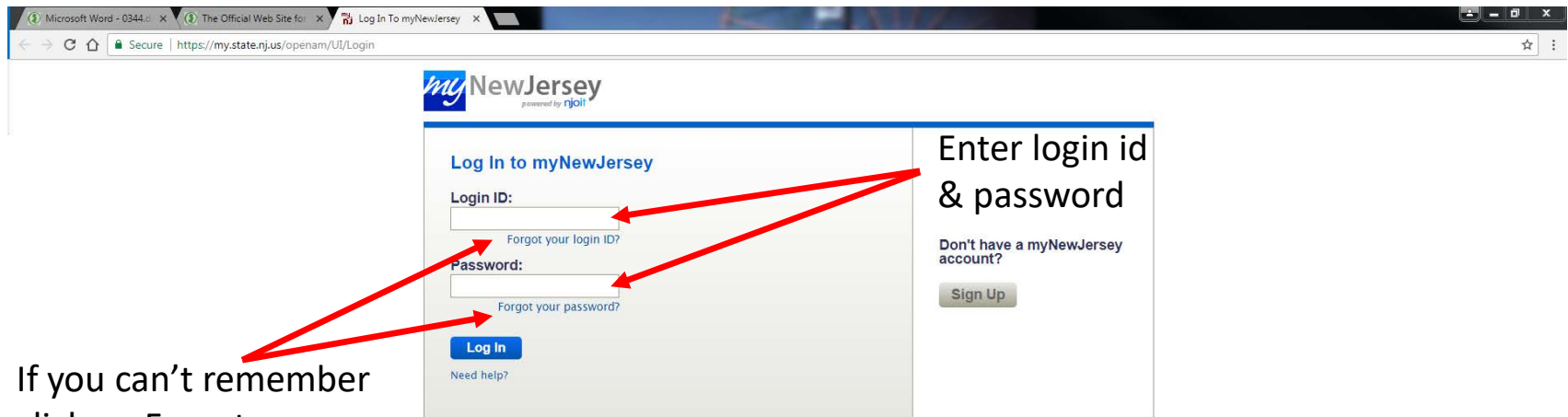
The screenshot shows the NJ.gov website interface. At the top, the browser address bar displays "https://nj.gov/" and the page title is "The Official Web Site for Th...". The website header includes the NJ State Seal and the text "THE OFFICIAL WEBSITE FOR THE STATE OF NEW JERSEY". Navigation links include "NJ Home", "Services A to Z", "Departments/Agencies", and "FAQs". A main navigation bar lists categories such as "About NJ", "Business", "Community & Wellness", "Education", "Employment", "Government", "Public Safety & Security", "Things to do in NJ", and "Transportation & Motor Vehicles". Below this is a "Login | Register" link and a search icon. The main content area features a large banner image of three people in a warehouse setting, with a woman handing a can to another woman. Overlaid on the image is the text: "Best Ways to Give Support for 2018 Hurricane Recovery" and "Learn more about how you can assist people in need when a disaster strikes." Below the banner is a "Spotlights" section with several small image thumbnails, one of which has the text "if you" visible.

- 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”) .

The image is a screenshot of the NJ.gov website. At the top, the browser address bar shows 'https://nj.gov/'. The website header includes the NJ State Seal and the text 'THE OFFICIAL WEBSITE FOR THE STATE OF NEW JERSEY'. To the right, it lists 'Governor Phil Murphy • Lt. Governor Sheila Oliver' and links for 'NJ Home', 'Services A to Z', 'Departments/Agencies', and 'FAQs'. A blue navigation bar contains various categories: 'NJ.gov', 'About NJ', 'Business', 'Community & Wellness', 'Education', 'Employment', 'Government', 'Public Safety & Security', 'Things to do in NJ', and 'Transportation & Motor Vehicles'. Below this bar, the 'Login | Register' link is circled in red. A search icon is also visible. The main content area features a large banner image of three people in a warehouse setting, with the text 'Best Ways to Give Support for 2018 Hurricane Recovery' and a sub-headline 'Learn more about how you can assist people in need when a disaster strikes.' Below the banner is a 'Spotlights' section with several small image thumbnails, one of which has the text 'if you' visible.

- 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 a web browser window with the URL <https://my.state.nj.us/openam/UI/Login>. The page features the myNewJersey logo (powered by tjoi) and a login form titled "Log In to myNewJersey". The form includes fields for "Login ID:" and "Password:", each with a "Forgot your login ID?" and "Forgot your password?" link below it. A "Log In" button is at the bottom of the form, and a "Need help?" link is below it. To the right of the form is a section titled "Enter login id & password" with a "Don't have a myNewJersey account?" link and a "Sign Up" button. Three 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

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

The screenshot shows a web browser window with the URL <https://my.state.nj.us/portal/Desktop>. The page header includes the 'my New Jersey' logo (powered by rjoi) and a user welcome message: 'Welcome rtk: [logout](#) | [my account](#) | [auth code](#) | [layout](#) | [help](#)'. The main content area is divided into two columns. The left column has a blue header 'DOH Applications' and contains the text 'Select a link below to access the application:' followed by a list of links: 'DOH Right To Know Survey' (circled in red), 'Role Manager', 'Search / Update', 'Invite a Client', and 'Send Mail to Clients'. The right column has a brown header 'New Jersey Events' and contains a 'Travel Guide' section with links for 'Locate Events', 'Travel & Tourism Home', and 'Add an Event'. The footer includes the 'OPRA | Open Public Records Act' logo, navigation links for 'Statewide: NJHome | Services A to Z | Departments/Agencies | FAQs', copyright information 'Copyright (c) State of New Jersey, 1996-2017', and a note 'This site is maintained by the New Jersey Office of Information Technology'. On the right side of the footer, there are links for 'Contact Us | Privacy Notice | Legal Statement | Accessibility Statement' and an accessibility icon.

- 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

NJ Health  
New Jersey Department of Health

**RIGHT TO KNOW SURVEY**

About RTK

Survey Facilities

All Facilities, My Employer

Search 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

Logout

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.)

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](#)

Browser address bar: [https://orion02.oit.state.nj.us/DOH\\_RTK/empFacilities.do?parameter=getEmployerFa](https://orion02.oit.state.nj.us/DOH_RTK/empFacilities.do?parameter=getEmployerFa)

Page Title: Employer Facilities

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

### RIGHT TO KNOW SURVEY

About RTK **Employer and Facilities:**


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

Survey Facilities **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	<a href="#">Surveys</a>
12345678	12345678001	RTK Unit - Test Facility #1	Mercer	User	Not Started	Active	<a href="#">Surveys</a>
12345678	12345678002	RTK TEST FACILITY #2	Mercer	User	Not Started	Active	<a href="#">Surveys</a>
12345678	12345678003	RTK Test Facility #3 - Convention Center	Atlantic	User	Not Started	Active	<a href="#">Surveys</a>
12345678	12345678004	RTK Test Facility # 4 - DPW GARAGE	Burlington	User	Not Started	Active	<a href="#">Surveys</a>
12345678	12345678005	RTK TEST FACILITY # 5 - RECREATION CENTER	Camden	User	Not Started	Active	<a href="#">Surveys</a>
12345678	12345678006	RTK TEST FACILITY #6 - HIGH SCHOOL	Cape May	User	Not Started	Active	<a href="#">Surveys</a>
12345678	12345678007	RTK TEST FACILITY #6 - MAINTENANCE SHOP	Burlington	User	Not Started	Active	<a href="#">Surveys</a>
12345678	12345678008	RTK TEST FACILITY # 7	Mercer	User	Not Started	Active	<a href="#">Surveys</a>
12345678	12345678009	RTK - Test Facility #8	Atlantic	User	Not Started	Active	<a href="#">Surveys</a>
12345678	12345678010	RTK TEST FACILITY #10	Burlington	none	Not Started	Active	<a href="#">Surveys</a>
12345678	12345678011	RTK TEST SURVEY # 11 - DPW GARAGE	Camden	none	Not Started	Active	<a href="#">Surveys</a>
12345678	12345678012	RTK TEST FACILITY #12 - CHEMISTRY LAB	Bergen	none	Not Started	Active	<a href="#">Surveys</a>
12345678	12345678013	RTK TEST FACILITY #13 - COMMUNITY POOL	Atlantic	none	Not Started	Active	<a href="#">Surveys</a>
12345678	12345678014	RTK TEST FACILITY - # 13	Burlington	none	Not Started	Active	<a href="#">Surveys</a>
12345678	12345678015	RTK TEST FACILITY # 14	Atlantic	none	Not Started	Active	<a href="#">Surveys</a>

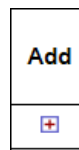
Page navigation: 1

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When opening the RTK Survey for the first time, click on the red plus



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"



Browser address bar: [https://www20.state.nj.us/DOH\\_RTK/surveyCoverSave.do?method=Submit](https://www20.state.nj.us/DOH_RTK/surveyCoverSave.do?method=Submit)

Navigation: File Edit View Favorites Tools Help

Logos: STATE OF NEW JERSEY DEPARTMENT OF HEALTH, NJ Health

**RIGHT TO KNOW SURVEY**

About RTK Facility and Surveys:  
Facility ID: 12345678006 Facility Name: RTK TEST FACILITY #6 - HIGH SCHOOL Status: Active

Survey Facilities Return to Facilities List

Search Facilities

Reports for This Survey  
Inventory by Product  
Inventory by Chemical

Survey User Reports  
Chemicals Present By Locality  
Chemicals Present By EIN

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	04/06/2016	rtkadministrator	12/08/2016
2014	Submitted		📁		Yes	rtkadministrator	05/29/2015	rtkadministrator	03/04/2016
2013	Submitted		📁		Yes	Jessica Perrini	06/06/2014	rtkadministrator	05/29/2015



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.

STATE OF NEW JERSEY  
DEPARTMENT OF HEALTH  
RIGHT TO KNOW SURVEY

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

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

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

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

**D.** Indicate the nature of the operations conducted at this facility \*  
-- Select --  
Other Nature of Operations:

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

**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 \*

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

STATE OF NEW JERSEY  
DEPARTMENT OF HEALTH  
RIGHT TO KNOW SURVEY

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**

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

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

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

**D.** Indicate the nature of the operations conducted at this facility \*  
-- Select --  
Other Nature of Operations:

**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 \*  
Signature \*   
Ext.

**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

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.

**STATE OF NEW JERSEY DEPARTMENT OF HEALTH**  
**RIGHT TO KNOW SURVEY**

Survey Year  
 (Meets requirements of the Workplace Survey)

Please fill in fields as indicated

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.

Buttons: Add Product, Return to Survey Cover, Save, Validate All

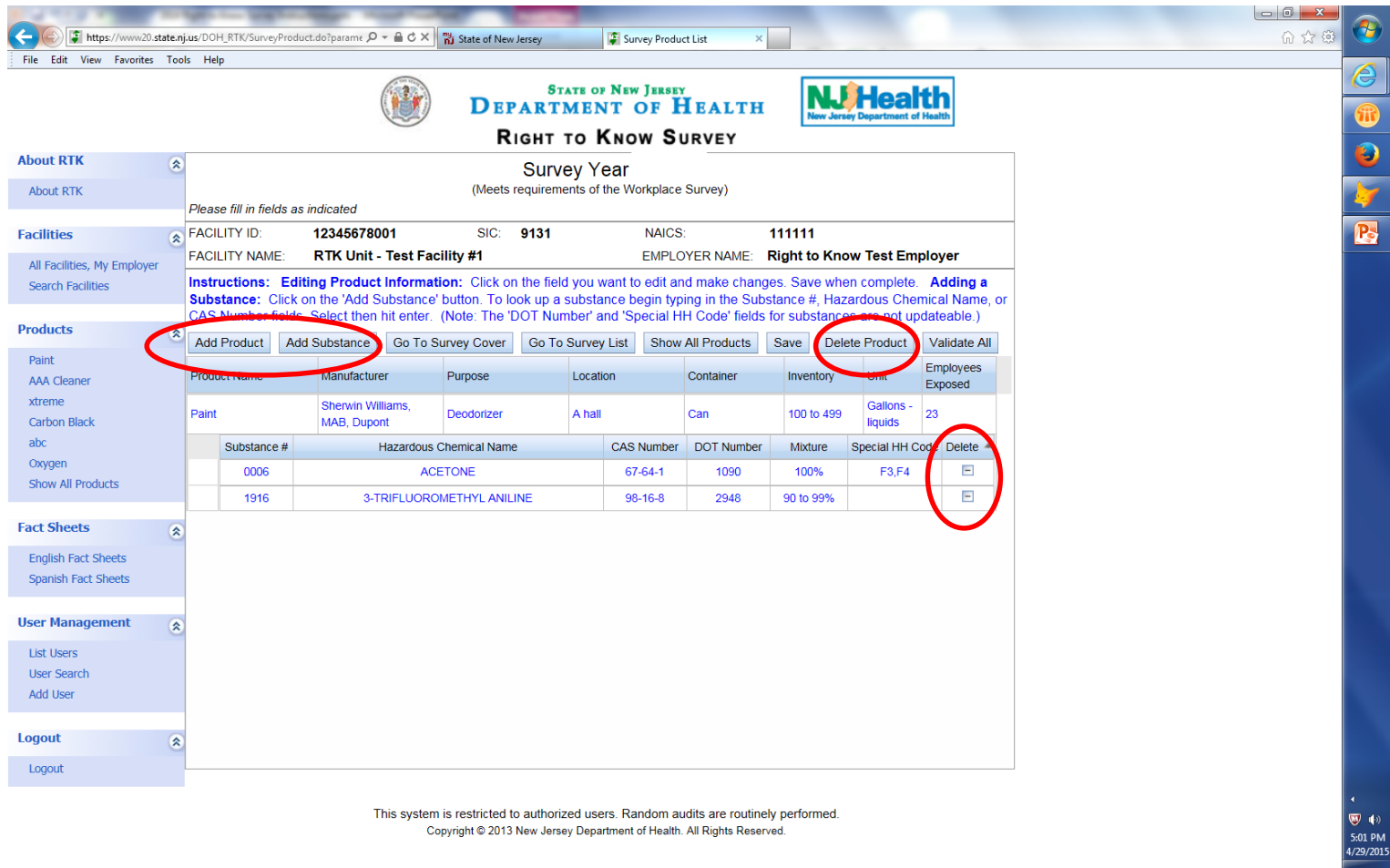
Product Name	Manufacturer	Purpose	Location	Container	Inventory	Unit	Employees Exposed
<a href="#">Edit</a> Paint	Sherwin Williams, MAB, Dupont	Deodorizer	A hall	Can	100 to 499	Gallons - liquids	23
<a href="#">Edit</a> AAA Cleaner	ABC Company	Cleaning Products-General	closet	Can	10 to 99	Pounds - solids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

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 4/23/2015

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)



Please fill in fields as indicated

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.)

Buttons: Add Product, Add Substance, Go To Survey Cover, Go To Survey List, Show All Products, Save, Delete Product, Validate All

Product Name	Manufacturer	Purpose	Location	Container	Inventory	Unit	Employees Exposed
Paint	Sherwin 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	
1916	3-TRIFLUOROMETHYL ANILINE	98-16-8	2948	90 to 99%		

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# Multi-Delete Option

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

The screenshot shows the NJ Health Department of Health 'Right to Know Survey' interface. The page header includes the state logo and 'NJ Health' branding. The main content area is titled 'RIGHT TO KNOW SURVEY' and contains a form with the following details:

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

Below the form, there are instructions and a row of action buttons: 'Add Product', 'Return to Survey Cover', 'Save', 'Validate All', and 'Multi-Delete'. The 'Multi-Delete' button is circled in red.

The main data table lists the following products:


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


The left sidebar contains navigation menus for 'About RTK', 'Survey Facilities', 'View-Access Facilities', 'Reports for This Survey', 'View-Access Reports', 'Survey User Reports', 'Fact Sheets', 'Products', 'Inspections', and 'User Management'.

# Multi-Delete Option

https://orion02.oit.state.nj.us/DOH\_RTK/SurveyProduct.do?parameter=showMultiDe... Department of Health - Enviro... myNewJersey Survey Product List

File Edit View Favorites Tools Help

 **STATE OF NEW JERSEY**  
**DEPARTMENT OF HEALTH**  
**RIGHT TO KNOW SURVEY**



**About RTK**

**Survey Facilities** *Please fill in fields as indicated*

All Facilities, My Employer  
Search Facilities

**View-Access Facilities**

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.

**Delete Selected** **Cancel**

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

**Reports for This Survey**

**View-Access Reports**

**Survey User Reports**

**Fact Sheets**  
English Fact Sheets  
Spanish Fact Sheets

**Products**

**Inspections**  
Survey Facilities  
View-Access Facilities

**User Management**  
List Survey Users  
Search Survey Users  
Add Survey User

**Logout**

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

STATE OF NEW JERSEY  
DEPARTMENT OF HEALTH  
RIGHT TO KNOW SURVEY

Survey Year  
(Meets requirements of the Workplace Survey)

Please fill in fields as indicated

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.

Add Product Return to Survey Cover Save **Validate All**

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

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Click on "Return to Survey Cover" to submit your RTK Survey

The screenshot shows the NJ Health Department's Right to Know Survey interface. The browser address bar displays [https://www20.state.nj.us/DOH\\_RTK/surveyCoverSave.do?meth](https://www20.state.nj.us/DOH_RTK/surveyCoverSave.do?meth). The page header includes the State of New Jersey Department of Health logo and the NJ Health logo. The main content area is titled "RIGHT TO KNOW SURVEY" and "Survey Year (Meets requirements of the Workplace Survey)".

Facility information is displayed as follows:

- 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.

Buttons: Add Product, **Return to Survey Cover** (circled in red), Save, Validate All

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

Footer: This system is restricted to authorized users. Random audits are routinely performed. Copyright © 2013 New Jersey Department of Health. All Rights Reserved. 5:01 PM 4/23/2015

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 <b>Submit</b> Save And Go To Inventory Printable Survey			
<b>Facility ID</b>	<b>SIC / NAICS</b>	<b>City / Mun</b>	<b>Due Date</b>
12345678001	9131 / 111111	1111	7/15/2015
<b>Facility Mailing Address:</b> RTK Unit - Test Facility #1 ATTN RTK COORDINATOR ATTN RTK COORDINATOR 135 BROAD STREET TRENTON NJ 08625		<b>(A) Facility Location</b> RTK UNIT - TEST FACILITY #1	
<b>B.</b> Are there any substances or materials present at this facility that are on the Right to Know Hazardous Substance List? * <input checked="" type="radio"/> Yes <input type="radio"/> No		<b>C.</b> Number of Employees at this facility * Number of employees exposed or potentially exposed to hazardous chemicals at this facility * 15 12	
<b>D.</b> Indicate the nature of the operations conducted at this facility * Garage Other Nature of Operations:		<b>E.</b> Are you reporting Products with Unknown Ingredients? * <input checked="" type="radio"/> Yes <input type="radio"/> No <a href="#">Add/Edit Products with Unknown Ingredients</a>	
		<b>F.</b> Employer Email Address * rtksurvey@doh.state.nj.us	
<b>G. CERTIFICATION OF RESPONSIBLE OFFICIAL</b>			
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 * <input checked="" type="checkbox"/>
rtk Administrator rtkadministrator		06/03/2015 609-984-2202	Ext.
<b>H. POLICE AND FIRE DEPARTMENTS</b> 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)			
<b>POLICE DEPARTMENT:</b>		<b>FIRE DEPARTMENT:</b>	
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
- Survey Facilities
- Search Facilities
- 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

Facility and Surveys:

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

[Return to Facilities List](#)

Survey List

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



# Reports for this survey

(Note: have the survey open)



STATE OF NEW JERSEY  
DEPARTMENT OF HEALTH



## RIGHT TO KNOW SURVEY

### About RTK

### Survey Facilities

All Facilities, My Employer  
Search Facilities

### View-Access Facilities

All Assigned Municipalities  
All Assigned Facilities  
Search Facilities

### 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

### 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
<a href="#">Edit</a>	WINDEX	SC JOHNSONS	Cleaning Products-General	STORAGE	Bottles or jugs (plastic)	10 to 99	Gallons - liquids	10
<a href="#">Edit</a>	SPRAY BUFF	INCREDIBLE	Cleaning Products-General	2ND FLOR SLOP SINK	Bottles or jugs (plastic)	1 to 9	Gallons - liquids	50
<a href="#">Edit</a>	XYZ	123	Other	STOREROOM	Battery	1 to 9	Pounds - solids	25
<a href="#">Edit</a>	SUPER GLUE	ELMER'S	Adhesives	ART ROOM	Bottles or jugs (plastic)	10 to 99	Gallons - liquids	30
<a href="#">Edit</a>	FORTIFICATION SEAL	JOHN A. EARL	Boiler Treatment	BASEMENT STORAGE	Bottles or jugs (plastic)	10 to 99	Gallons - liquids	5
<a href="#">Edit</a>	CLOROX	CLOROX COMPANY	Cleaning Products-General	JANITOR'S CLOSET	Bottles or jugs (plastic)	1 to 9	Gallons - liquids	4

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 --

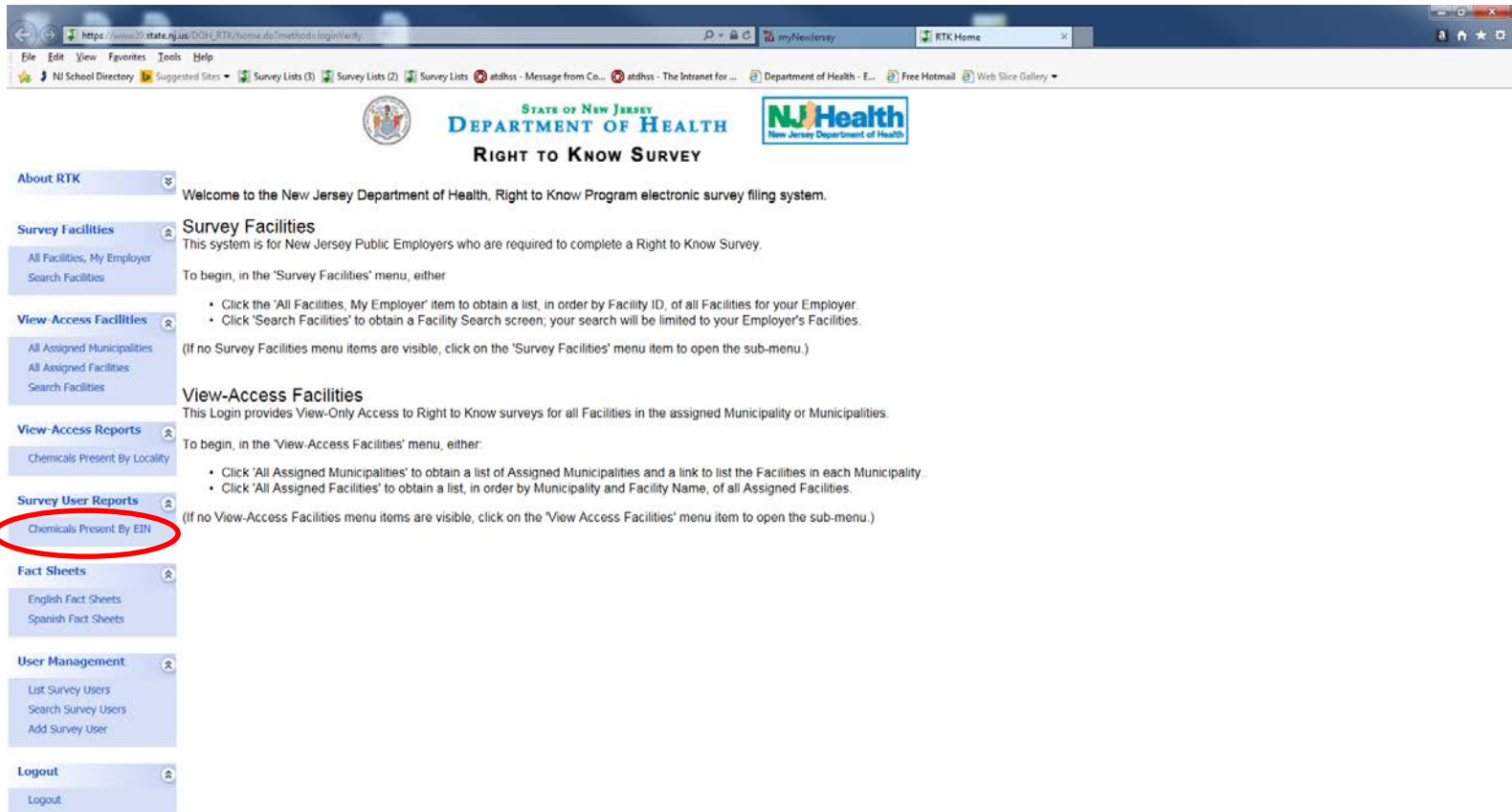
Sort This Report By: Product Location

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



The screenshot shows a web browser window with the URL <https://www2.state.nj.us/DOH/RTK/home.do?method=loginWard>. The page header includes the State of New Jersey Department of Health logo and the "RIGHT TO KNOW SURVEY" title. The main content area is divided into several sections:

- About RTK**: 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.)
- View-Access Reports**: Chemicals Present By Locality.
- Survey User Reports**: **Chemicals Present By EIN** (highlighted with a red circle).
- Fact Sheets**: English Fact Sheets, Spanish Fact Sheets.
- User Management**: List Survey Users, Search Survey Users, Add Survey User.
- Logout**: Logout.



# 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

Facility

Survey Year

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

Health Hazard Category

Chemical Percent in Mixture

Product Container Type

Product Quantity (Range)  Unit of Measure

Generate EIN Report

# If you have questions or need help

- Please call us at (609) 984-2202
- Send us an e-mail at [rtksurvey@doh.state.nj.us](mailto:rtksurvey@doh.state.nj.us)