

NJ DoH Right to Know

Instructions for View Access



RTK Surveys



Due every year on July 15



Must be completed online



Every employer must appoint someone as the ERRO (Employer Responsible RTK Official)



ERRO's will coordinate the survey submission from their employer



Survey submission must be from ERRO or Facility Survey Coordinator NOT Consultant

Agencies Involved

NJ Department of Health

- Workplace Survey
 - Public Employers
- Container labeling
 - Public and Private Employers
- Hazardous Fact Sheets

NJ Dept. of Environmental Protection

- Community RTK Survey
 - Private Employers

NJ Dept. of Labor and Workforce Development

- Fee Assessments covered employers
 - Private Employers

Covered Public Employers

- State Agencies
- County Governments
- Municipal Governments
- State and County Colleges and Universities
- Public Schools
- Highway Authorities
- Municipal Utility Authorities
- Sewerage Treatment

What's needed to comply with NJ right to know rules

- Annual Right to Know Survey – List any product w/ingredients on RTK Haz. Sub. List
- Containers Labeled - with top 5 ingredients + CAS #s
- RTK Poster – Posted
- Right to Know Central File - contains
- Copy of Survey
- MSDS/SDS for every product onsite
- RTK Website Address for access to NJ RTK Hazardous Substance List & RTK Hazardous Substance Fact Sheets

RTK Access Instructions

- The RTK Survey online system operates through the myNewJersey Portal. You must have a portal account to access the RTK Survey online system:
 - If you already have an account then click on Login
 - If you need to create an account then click on Register
 - Follow instructions provided online
- Contact NJ DoH RTK at rtksurvey@doh.nj.gov to request view access
- You will receive an e-mail from “rtksurvey” with an authorization code to use.
- Once you are logged into the *myNewJersey* Portal:
 - Click on “auth code”
 - Enter your authorization code from the e-mail sent to you by “rtksurvey”



[Login | Register](#)



Welcome to the New NJ.gov!

Our new website contains all of the information New Jersey needs with a clean and fully responsive design no matter your device.

Spotlights

Carousel navigation area with three slides:

- Slide 1: **9-1-1 in an emergency:** (with a red background)
- Slide 2: (partially visible, showing the state seal)
- Slide 3: **if you SEEICAV** (with a dark background)

System tray at the bottom shows: nj.gov/#myCarousel, taskbar icons (Internet Explorer, File Explorer, Chrome, Mail, PowerPoint), and system clock: 12:07 PM 1/19/2018.



NJ.gov Auth Code Link

Email with Code

The screenshot shows the myNewJersey portal interface. The navigation bar includes links for 'Welcome rtk: logout', 'my account', 'auth_code', 'layout', and 'help'. The 'auth_code' link is circled in red. Below the navigation bar, there is a 'Travel Guide' section with links for 'Locate Events', 'Travel & Tourism Home', and 'Add an Event'. At the bottom of the page, there are links for 'Contact Us', 'Privacy Notice', 'Legal Statement', and 'Accessibility Statement'.

The screenshot shows an email titled 'Authorization code for DOH RTK Survey' from 'rtksurvey' to 'virainia brenton'. The email content includes the following text:

Dear Ginnie,

Important DOH RTK Survey Registration Information

Your authorization code for the DOH RTK Survey role is below. This code is personalized for you and need only be used one time to provide access to your DOH RTK Survey information via the myNewJersey portal. After you enter it in step 8 below, you won't need to enter it again.

Your authorization code is: **268C2B95AFCA**

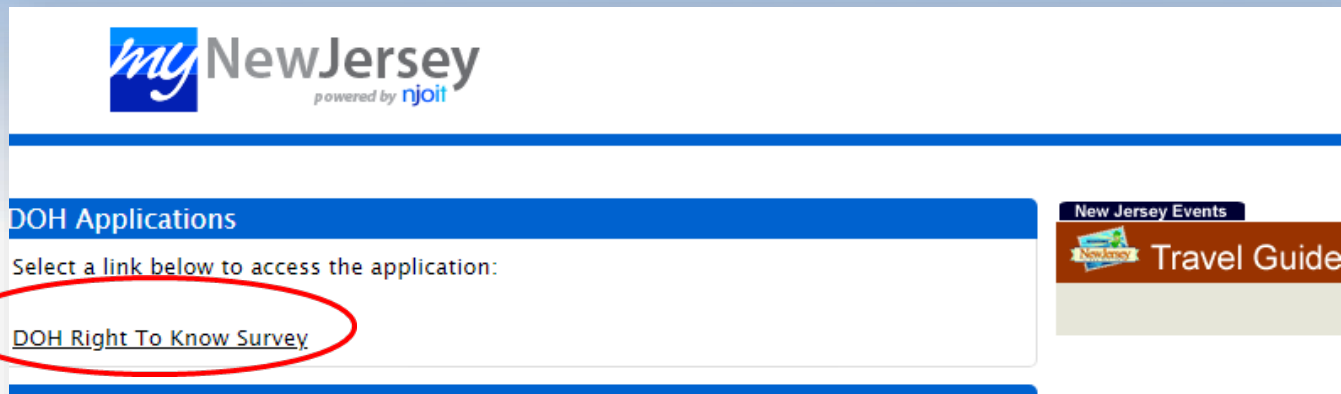
Please follow these instructions carefully:

If you have already registered for the myNewJersey portal, go to <http://www.state.nj.us/> and follow the instructions starting at step 6.

1. Open an Internet browser, type <http://www.state.nj.us/> in the address box and press the Enter key.
2. You will see the New Jersey home page. You need to register here before you can access information that's personalized for you.
3. Click 'Register' near the upper left part of the page.
4. On the 'Create Your myNewJersey Account' page, enter the requested information. Be sure to include a challenge question and valid email address in case you forget your password.
5. Now that you've created your account, logout. Then click the 'Go to the New Jersey Homepage' link. The next step will verify that you know your ID and password.
6. Click 'Login' near the upper left part of the page, and enter your ID and password on the 'Log On to myNewJersey' page.
7. Once you're logged in, click the 'enter authorization code' link to the right of the welcome message.
8. Copy this code 268C2B95AFCA and paste it into the box labeled 'Enter your authorization code', and click the 'Finished' button.
9. The system will log you out.

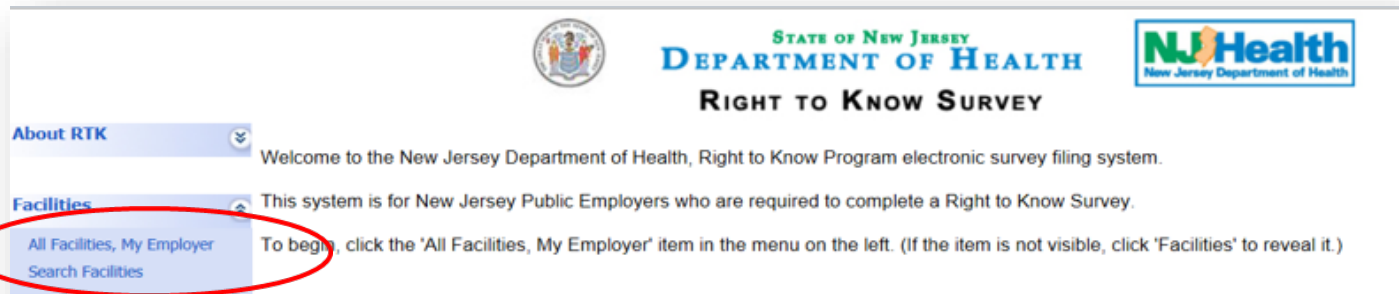
Accessing RTK

Step 1



The screenshot shows the 'myNewJersey' website header with the 'powered by njoit' logo. Below the header is a blue bar labeled 'DOH Applications'. Underneath, it says 'Select a link below to access the application:'. A red circle highlights the link 'DOH Right To Know Survey'. To the right, there is a 'New Jersey Events' section with a 'Travel Guide' link.

Step 2



The screenshot shows the 'STATE OF NEW JERSEY DEPARTMENT OF HEALTH RIGHT TO KNOW SURVEY' page. It features the NJ Health logo and a navigation menu on the left. A red circle highlights the 'All Facilities, My Employer' link under the 'Facilities' section. The main content area contains a welcome message and instructions: 'This system is for New Jersey Public Employers who are required to complete a Right to Know Survey. To begin, click the 'All Facilities, My Employer' item in the menu on the left. (If the item is not visible, click 'Facilities' to reveal it.)'

Reports

- **Run Reports by:**
 - County
 - Municipality
 - Facility



About RTK

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

View-Access Facilities

Search Facilities

View-Access Facilities

This Login provides View-Only Access to Right to Know surveys for all Facilities in the State of New Jersey.

View-Access Reports

Chemicals Present By Locality

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

Fact Sheets

Inspections

Logout

Logout



RIGHT TO KNOW SURVEY

Report: Chemicals Present in Facilities, By Locality

Close

Setup Screen

A Locality (County or Municipality), and a Chemical and/or One or More Chemical Attributes Must Be Selected.

County

Select County ▼

Municipality

Select Municipality ▼

Survey Year

Latest Submitted ▼

Chemical

-- Select --

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

Health Hazard Category

-- Select --

Chemical Percent in Mixture

-- Select --

Product Container Type

-- Select --

Product Quantity (Range)

-- Select --

Unit of Measure

-- Select --

Generate Report



RIGHT TO KNOW SURVEY

Report: Chemicals Present in Facilities, By Locality

Close

Setup Screen

A Locality (County or Municipality), and a Chemical and/or One or More Chemical Attributes Must Be Selected.

County	Atlantic	▼
Municipality	Absecon City	▼
Survey Year	Latest Submitted	▼
Chemical	GASOLINE ▼	
	<i>Hint: Start typing the Chemical Name to reach it on the list</i>	
Health Hazard Category	-- Select -- ▼	
Chemical Percent in Mixture	-- Select -- ▼	
Product Container Type	-- Select -- ▼	
Product Quantity (Range)	-- Select -- ▼	Unit of Measure -- Select -- ▼

Generate Report

**NEW JERSEY DEPARTMENT OF HEALTH
Right to Know Survey
Chemicals Present By Locality**

Criteria: Absecon City Facilities With Products Containing the Chemical GASOLINE; For Latest Submitted Surveys

Facility Name: **ABSECON CITY - ABSECON FIREHOUSE**

Facility ID: **43955200002**

Municipality: **Absecon City**

County: **Atlantic**

Facility Location: **NEW JERSEY AVE & NEW RD ABSECON CITY**

Product Name	Manufacturer	Purpose	Location	Container	Inventory	Unit	Employees Exposed
GASOLINE	SUN OIL CO.	Fuel	HAZARDOUS CABINET	Bottles or jugs (plastic)	1 to 9	Gallons - liquids	43

Sub No	Hazardous Chemical Name	CAS Number	DOT Number	Mixture	Special HH Code
0957	GASOLINE	8006-61-9	1203	Unknown	CA,F3

Facility Name: **ABSECON CITY BD OF ED - COMMUNITY SCH COMPLEX**

Facility ID: **43971800000**

Municipality: **Absecon City**

County: **Atlantic**

Facility Location: **800 IRELAN AVE ABSECON CITY**

Product Name	Manufacturer	Purpose	Location	Container	Inventory	Unit	Employees Exposed
GASOLINE	GENERIC	Fuel	MAINTENANCE	Bottles or jugs (plastic)	10 to 99	Gallons - liquids	13

Sub No	Hazardous Chemical Name	CAS Number	DOT Number	Mixture	Special HH Code
0957	GASOLINE	8006-61-9	1203	100%	CA,F3

Facility Name: **NJ TURNPIKE AUTH-GS PKWY DIV - ABSECON MAINT**

Facility ID: **22600295125**

Municipality: **Absecon City**

County: **Atlantic**

Facility Location: **MILEPOST 41 SB ABSECON CITY**

Product Name	Manufacturer	Purpose	Location	Container	Inventory	Unit	Employees Exposed
GASOLINE	SUNOCO	Fuel	OUTSIDE	Below ground tank	10,000 to 24,999	Gallons - liquids	20

Sub No	Hazardous Chemical Name	CAS Number	DOT Number	Mixture	Special HH Code
0957	GASOLINE	8006-61-9	1203	100%	CA,F3





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Inspections

Logout

Logout



RIGHT TO KNOW SURVEY

- About RTK
- View-Access Facilities
 - Search Facilities
- View-Access Reports
 - Chemicals Present By Locality
- Fact Sheets
- Inspections
- Logout

Facility Search

EIN:* Facility Id:*

Facility Name: Facility Address:

Facility City: Facility Zip:

County Code: SIC: NAICS:

COMU Code: Year:

Step 1

Step 2

Facilities List - 2 Records

Step 3

Facility ID	Facility Name	Municipality	County	Hazardous Chemicals Reported	2020 Survey Status	Facility Status	S
12345678000	RTK Test Facility	Trenton City	Mercer	User	Submitted	Active	Surveys
12345678019	TEST FACILITY-#19	Closter Boro	Bergen	none	Not Started	Active	Surveys

RIGHT TO KNOW SURVEY










- About RTK
- View-Access Facilities
- View-Access Reports
- Fact Sheets
- Inspections
- Logout

Facility and Surveys:

Facility ID: 12345678000
 Facility Name: RTK Test Facility
 Status: Active

[Return to Facilities List](#)

Survey List

Survey Year	Status	View	Hazardous Chemicals Reported	Created By	Date Created	Last Changed By	Date Last Changed
2021	Ongoing		Yes	rtkadministrator	04/15/2021	rtkadministrator	04/15/2021
2020	Submitted		Yes	rtkadministrator	10/02/2020	rtkadministrator	10/02/2020
2019	Submitted		Yes	mlday	05/22/2019	rtkadministrator	10/02/2020
2018	Submitted		Yes	mlday	05/22/2019	mlday	05/22/2019
2017	Submitted		Yes	rtkadministrator	06/14/2018	mlday	05/22/2019
2016	Submitted		Yes	rtkadministrator	03/16/2018	rtkadministrator	06/14/2018
2015	Not Started		Yes	rtkadministrator	09/29/2015	rtkadministrator	01/07/2016
2014	Not Started		Yes	rtkadministrator	03/03/2015	rtkadministrator	09/29/2015
2013	Submitted		Yes	rtkadministrator	03/14/2018	rtkadministrator	03/16/2018



This Survey Can Be Updated But May Not Be Certified and Submitted Until After the End of the Current Calendar Year.

Survey Year 2021

(Meets requirements of the Workplace Survey)

Please fill in fields as indicated

[Return To Surveys List](#) [View Survey Inventory](#) [Printable Survey](#)

Facility ID	SIC / NAICS	Co / Mun	Due Date	(A) Facility Location
12345678000	1111 / 11111	1111	7/15/2022	135 EAST STATE STREET

Facility Mailing Address:

RTK Test Facility
ATTN RTK COORDINATOR
135 EAST STATE 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 *

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

[View 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.



RIGHT TO KNOW SURVEY

This Screen is for View Only; Changes Cannot Be Made.

Survey Year 2021

(Meets requirements of the Workplace Survey)

Please fill in fields as indicated

FACILITY ID:	12345678000	SIC:	1111	NAICS:	11111
FACILITY NAME:	RTK Test Facility	EMPLOYER NAME:	Right to Know Test Employer		

[Return to Survey Cover](#)

	Product Name	Manufacturer	Purpose	Location	Container	Inventory	Unit	Employees Exposed
View	409	SC JOHNSON	Cleaning Products-General	CUSTODIAL CLOSET	Bottles or jugs (plastic)	10 to 99	Gallons - liquids	4
View	DUSTER	BLOW OFF	Cleaning Products-General	ADMIN BUILDING KITCHEN	Can	Less than 1	Cubic Ft - gases	2
View	ABC CLEANER	CHERRELLE	Cleaning Products-General	CUBICLE	Cylinder	100 to 499	Pounds - solids	12
View	CHEMICAL A	CHERRELLE	Laboratory Chemical	STORAGE ROOM B	Cylinder	Less than 1	Pounds - solids	300
View	CALCIUM	FLINN	Laboratory Chemical	LAB	Bottles or jugs (glass)	Less than 1	Gallons - liquids	3
View	MOTOR OIL	EXXON	Lubricant	GARAGE	Bottles or jugs (plastic)	10 to 99	Gallons - liquids	3

RIGHT TO KNOW SURVEY

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Survey Year 2021

(Meets requirements of the Workplace Survey)

Please fill in fields as indicated

FACILITY ID:	12345678000	SIC:	1111	NAICS:	11111
FACILITY NAME:	RTK Test Facility	EMPLOYER NAME:	Right to Know Test Employer		

[Return to Survey Cover](#)

[Show All Products](#)

Product Name	Manufacturer	Purpose	Location	Container	Inventory	Unit	Employees Exposed
409	SC JOHNSON	Cleaning Products- General	CUSTODIAL CLOSET	Bottles or jugs (plastic)	10 to 99	Gallons - liquids	4
Substance #	Hazardous Chemical Name		CAS Number	DOT Number	Mixture	Special HH Code	Delete ▲
1076	ISOPROPYL ALCOHOL		67-63-0	1219	50 to 59%	F3	<input type="checkbox"/>
0342	CARBON BLACK		1333-86-4	1361	1 to 9%	CA	<input type="checkbox"/>

**Survey Year 2021
Chemical Inventory
RTK Test Facility (Facility ID 12345678000)**

Product Name	Manufacturer	Purpose	Location	Container	Inventory	Units	Employees Exposed
409	SC JOHNSON	Cleaning Products-General	CUSTODIAL CLOSET	Bottles or jugs (plastic)	10 to 99	Gallons - liquids	4

Sub No	Hazardous Chemical Name	CAS Number	DOT Number	Mixture	Special HH Code
0342	CARBON BLACK	1333-86-4	1361	1 to 9%	CA
1076	ISOPROPYL ALCOHOL	67-63-0	1219	50 to 59%	F3

Product Name	Manufacturer	Purpose	Location	Container	Inventory	Units	Employees Exposed
ABC CLEANER	CHERRELLE	Cleaning Products-General	CUBICLE	Cylinder	100 to 499	Pounds - solids	12

Sub No	Hazardous Chemical Name	CAS Number	DOT Number	Mixture	Special HH Code
1234	METHYL BUTYRATE	623-42-7	1237	100%	F3

Product Name	Manufacturer	Purpose	Location	Container	Inventory	Units	Employees Exposed
CALCIUM	FLINN	Laboratory Chemical	LAB	Bottles or jugs (glass)	Less than 1	Gallons - liquids	3

Sub No	Hazardous Chemical Name	CAS Number	DOT Number	Mixture	Special HH Code
0309	CALCIUM	7440-70-2	1401	50 to 59%	



Contact Us

rtksurvey@doh.nj.gov
609 984-2202

