

## Q & A from February 3, 2016 CRTK Webinar

**Q-** My company has two locations, one is the manufacturing location and the other is the warehouse for finished products. Do I have to report for both locations?

**A-** Yes, both locations must complete a survey, unless both buildings are on a contiguous property.

**Q-** Can multiple persons have access to the same report to act as contributors or reviewers?

**A-** In the reporting process you can have multiple people involved in the data collection process; once all data is collected it should be turned over to the person named as the official contact with us and that person should be brought up to speed if needed as to the contents of the entire report.

**Q-** Are fully sealed lead acid batteries with 40% sulfuric acid part of the scope of this reporting?

**A-** Yes, also UPS battery back-up systems used for power back-up in the office are also considered in reporting. Sulfuric acid has a 500lb. reporting threshold. Report it at or above 500 lbs.

**Q-** Why don't the agencies and departments have electronic access?

**A-** We have been exploring this question for years, but it is difficult to reach consensus at the various County and local government levels. We are making progress towards this goal at the County level though.

**Q-** Are the EHSs we are discussing currently Extremely or Environmentally Hazardous Substances?

**A-** Environmentally Hazardous Substances, unless otherwise indicated.

**Q-** What does N.O.S. stand for?

**A-** Not Otherwise Specified

**Q-** If there are 4 locations with Toluene at 500lbs and they can be grouped together into one line, should it be reported as 2,000lbs with 4 locations or as 500lbs with 4 locations?

**A-** They can be considered 2,000 pounds at 4 locations provided the other variables are the same, e.g., same purity, physical state. This would be an inventory range of 14 that could be used for maximum daily and average daily, if applicable.

**Q-** What is the penalty for an error in reporting (mislabelled packaging vs. missed ingredient entirely)?

**A-** Errors in reporting can be corrected by you online for your specific facility and resubmitted to us to comply.

**Q-** I have a new location in NJ. How do I add that to my list of facilities?

**A-** You may go to [www.nj.gov/dep/opppc](http://www.nj.gov/dep/opppc) and go to the first box, which is labeled Community Right to Know Facility Identification Number Request Form, to request a FACID for the new location.

**Q-** If I'm replacing someone at my job that was doing the CRTK for the past years, do I have to create a new account?

**A-** Yes, you need your own account. You will still be able to access the previously submitted Surveys, because those surveys are Facility ID specific, not account specific.

**Q-** Hello - I have a colleague who is attending the meeting via phone. Is there a way to obtain the slides from this webinar?

**A-** The slides are on our website: [www.nj.gov/dep/opppc](http://www.nj.gov/dep/opppc)

**Q-** Are these quantities calculated by usage over a year or average quantity located within the facility at any given time?

**A-** Quantities should be for the highest amounts the facility had last year in a 24 hour period. It is NOT over the entire year!

**Q-** If I have a facility that is unmanned and inspected weekly would this be considered unmanned?

**A-** Yes.

**Q-** Are gasoline tanks at gas station reportable?

**A-** Yes, you can total the types of gasoline as a single line entry. Convert the gallons to pounds by multiplying by 7 pounds per gallon. Container type is usually TB for below ground tank.

**Q-** Is there a way to have someone from NJDEP come and take inventory of the chemicals, if I am unsure of how to do this?

**A-** If you would like one of us to come and review your business and bring you up to speed as to your eCRTK reporting, call (609) 292-6714 and we'll arrange a meeting.

**Q-** If out of business in 2015, but the site still has chemicals being removed in early 2016, is it active in 2015 report, and will a report be needed for 2016?

**A-** Yes, you must report any chemicals that were on site during the reporting year.

**Q-** Is there a fee associated with reporting?

**A-** No.

**Q-** Can you please verify the address of the SERC for 302 notification?

**A-** Office of Pollution Prevention and Right To Know  
Mail Code 22-03C  
PO Box 420  
Trenton, NJ 08625

**Q-** If a chemical ingredient found in a mixture on site (like the Toluene ex.?) is it that the chemical is considered a mixture?

**A-** In the example where you had toluene, benzene, & xylene, these constituents are each a part of a mixture. Toluene in paint is also part of a mixture. A pure scenario is when you have Toluene in a drum with no other constituents.

**Q-** If we are a tenant in the facility, do we need to report just our personnel or for the entire facility?

**A-** If your business is under a covered NAICS code covered by NJDEP - CRTK you would need to complete your own CRTK survey or exemption letter, whichever would apply. You do not need to report for the other companies at the location.

**Q-** When is the earliest for the year we can start entering the information?

**A-** The system is usually turned on in the first week of the New Year. For reporting on 2016, you must wait until the following year (2017) to update information.

**Q-** Is there another webinar besides this one if we missed a lot of it?

**A-** No, we only do two webinars a year, and there was one in January. We will consider having more in the future, if there is a demand for it.

**Q-** How do companies using public warehouses report CRTK?

**A-** If the materials are under the operational control of the warehouse, the warehouse should report them. If the materials are under the operational control of the company, the company is responsible for reporting them.

**Q-** If you purchase a company during 2015 that had reported for 2014, do you report under a parent company or report as done the previous year?

**A-** The 2015 submission should reflect the current owner. If possible, we encourage using the same Facility ID as the previous company. The company information can be updated in Part 1 of the Survey.

**Q-** Why can't local agencies be given access to state submittals?

**A-** We have started a pilot project to allow Counties access to our information. At the local level, we also have the capacity to provide the information electronically. However, each local agency must be cleared for Homeland Security Purposes. This is an ongoing process.