

NJDEP
BUREAU OF LOCAL ENVIRONMENTAL MANAGEMENT & RIGHT TO KNOW
COMMUNITY RIGHT TO KNOW (CRTK) ENFORCEMENT
FREQUENTLY ASKED QUESTIONS

Why did I receive this survey?

Your business activity has been identified as being covered under the Community Right to Know Program, based on your North American Industry Classification System (NAICS) code. These codes are assigned by the Department of Labor and Workforce Development.

What are the NAICS codes?

NAICS stands for North American Industry Classification System and identifies your business activity using a 6-digit number assigned by the Department of Labor and Workforce Development. NAICS replaced the Standard Industrial Classification (SIC) code system.

I think the NAICS code assigned to my business is wrong. Can it be changed?

If the business activity has changed or you feel that the code is inaccurate, you should contact the Department of Labor and Workforce Development at 609-292-2633 to update the code and then contact our office at with the new code.

What is the FACID number?

FACID stands for New Jersey Facility Identification number. It is the 11-digit number issued by the NJDEP CRTK Program. You will need this for filing the exemption or survey.

My company has been closed for years. Why do you continue to send me surveys?

It is possible that the Department of Labor and Workforce Development or the Department of Treasury has not closed your company's accounts due to outstanding payments or failure to file a closure form. If the business was active at any time during the reporting year, the survey or exemption must be completed for the time frame the business was active. Then you can email, fax or call our office and report the company closed and we will make it out of business in our system. Also, you should go to the CRTK report and on the Company Info page, Question C, select "Out of Business".

For a full explanation on closing businesses with the Department of Treasury, please visit <http://www.nj.gov/njbgs/>.

How do I determine if I have any Environmental Hazardous Substances at my facility? You can go to <http://www.nj.gov/dep/enforcement/opppc/crtk/figdoc.htm>, where an Environmental Substance List can be found to make your determination.

If I do not have any Environmental Hazardous Substances (EHSs), do I have to complete this survey?

A facility in a covered NAICS code, even with no EHSs, must comply with our program, in the form of a CRTK Reporting Exemption Form, and send copies to all the designated agencies. You will not have to submit an exemption form every year, if your status does not change.

My business has more than one location. How many surveys do I need to fill out?

You must complete a survey for each location.

If there are multiple facilities/businesses operating out of the same building and sharing substances, how many surveys should be submitted?

Each facility/business should complete a CRTK Survey listing all the hazardous substances present at the site at or above the applicable threshold.

Where do I get Safety Data Sheets (SDSs) for the chemicals and products at the facility?

You can get the SDSs from your product supplier or directly from the manufacturer. The container label should have the name and telephone number of the manufacturer.

Do I have to report the sulfuric acid and/or lead in batteries present at my facility?

If the aggregate amount of lead or sulfuric acid in the batteries in your forklifts, pallet jacks, and your backup power supply for your computers and/or building meets or exceeds 500 pounds at your facility, then these substances must be reported on the CRTK Survey.

Note: For a facility with an uncovered NAICS code the threshold for lead is 10,000 pounds. This applies to both industrial and commercial batteries. The batteries in automobiles and trucks are exempt from reporting.

What if I have a large quantity of a chemical not listed on the NJ CRTK Environmental Hazardous Substance list?

If the quantities of this substance at the facility are at or above 10,000 pounds at any one time, it must be listed in the hazardous substance page of the survey. This requirement is under the federal Emergency Planning and Community Right to Know Act (EPCRA), not the state CRTK law. So, it applies regardless of your NAICS code.

My company has toluene in different container types. However, together they exceed the reporting threshold. How do I report the toluene?

Because the toluene is in different container types, there must be an entry for each one. For example, if toluene is in a can, drum and jug, you will have three separately entries for that chemical.

My facility stores ammonia in both anhydrous and aqueous forms. How do I determine if the reporting threshold is exceeded?

The reportable quantity for anhydrous ammonia is based upon 100% of the anhydrous ammonia. The reportable quantity for aqueous ammonia is the ammonia equivalent weight for concentrations of 20% or greater. That is, only consider solutions/mixtures with concentrations of ammonia that are at or above 20%. For example, do not consider a 15% ammonia solution, but do account for a 25% ammonia solution. Once you have determined that the solution/mixture must be accounted for, determine whether you exceed the threshold quantity. In this case, consider only the weight of the ammonia in the solution/mixture towards the threshold quantity.

Example: The threshold quantity for ammonia is 500 pounds. If you have 2,500 pounds or more of a 20% ammonia solution, you have 500 pounds or more of ammonia in the solution and would have exceeded the threshold quantity.

If you have any questions, please contact the Department via e-mail:

rtk@dep.nj.gov