

# RTK Coordinator Instructions

- One person from each employer will be the Employer Responsible RTK Official (ERRO)
- This assignment is made by your employer
- If you are the assigned to be the ERRO you need to register with RTK Staff to get online access to your employer's surveys:
  - Call the RTK Infoline at (609) 984-2202 and ask the staff to register you.
  - The RTK staff will add your name to our online system and you will receive an e-mail from "rtksurvey". The e-mail will contain instructions and an authorization code. You will need to have a myNewJersey account set up before you call. Go to [www.nj.gov](http://www.nj.gov) to set up your account before calling. If you already have an account on myNewJersey account you should use that account logon id.
  - After you receive your e-mail with the authorization code go to *myNewJersey* Portal located at [www.nj.gov](http://www.nj.gov) follow instructions in this slide show and in the application.
  - If you would like to assign others one or more of the surveys to complete review slides beginning at slide 30 of this presentation.

# Facility Survey Coordinator Instructions

- The ERRO will assign you one or more facility surveys to complete.
- You will receive an e-mail from “rtksurvey” with an authorization code to use.
- Review the following slides and read instructions provided in the application.
- Complete the surveys assigned to you.
- Save **or** submit them. Follow your RTK Coordinator’s instructions.
- **NOTE: once submitted you will not be able to make changes to your survey!!**

The RTK Survey online system operates through the *myNewJersey* Portal. You must have a portal account to access the RTK Survey online system.

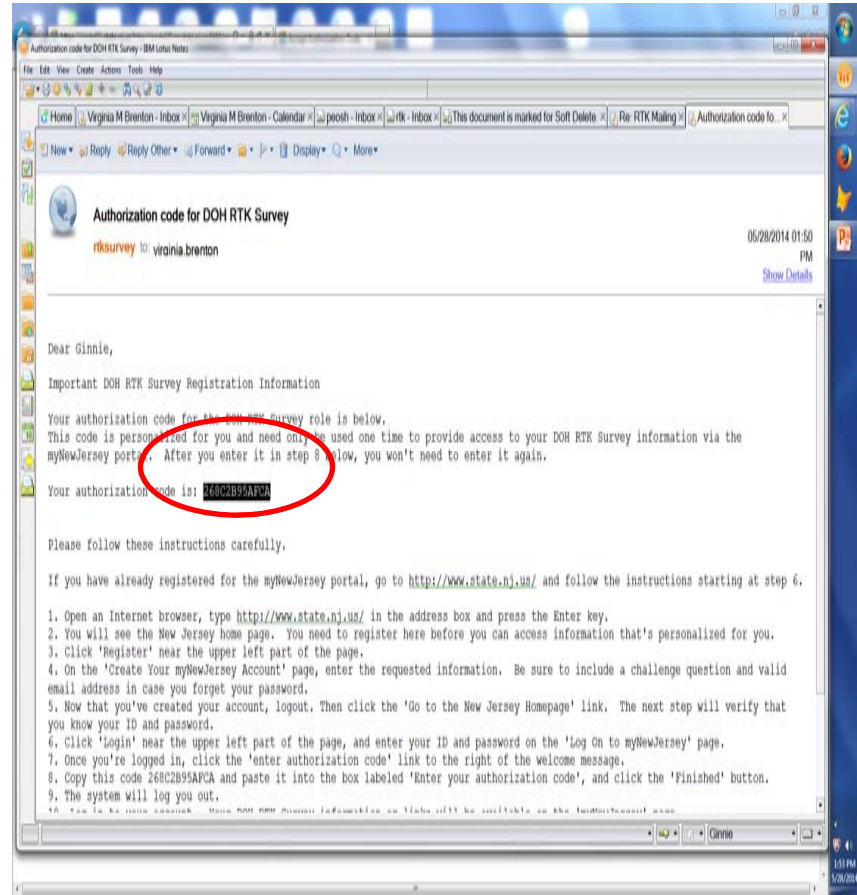
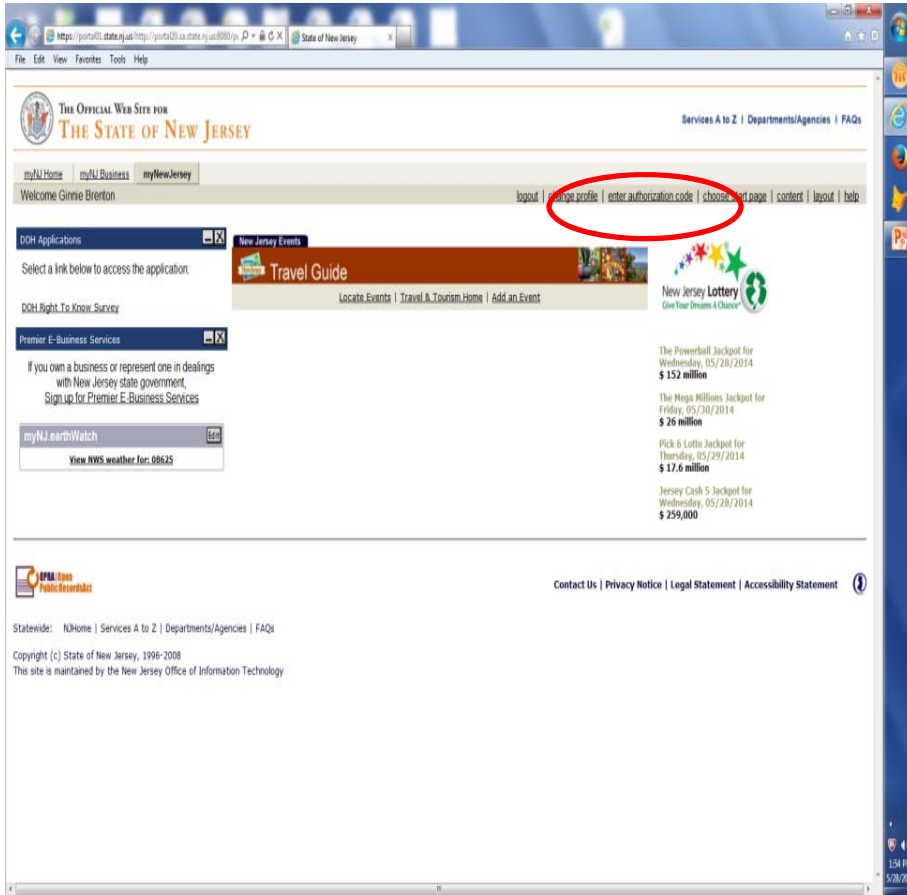
If you already have an account then click on Login

If you need to create an account then click on Register

Follow instructions provided online



Once you are logged into the NJ Portal  
Click on “enter authorization code”  
Enter your authorization code from the e-mail sent to you by “rtksurvey”



After you enter your “Authorization Code” the link to the RTK Survey application will appear (you may be instructed to log out and log back into the *myNewJersey* Portal to receive the link)

Click on the link to open the application

The screenshot shows the myNewJersey portal interface. At the top, the browser address bar displays the URL <https://portal01.state.nj.us/http://portal20.sa.state.nj.us:8080/pr>. The page header includes the text "THE OFFICIAL WEB SITE FOR THE STATE OF NEW JERSEY" and navigation links for "Services A to Z", "Departments/Agencies", and "FAQs". Below the header, there are tabs for "myNJ Home", "myNJ Business", and "myNewJersey". A welcome message reads "Welcome Ginnie Brenton" with links for "logout", "change profile", "enter authorization code", "choose start page", "content", "layout", and "help".

The main content area features several sections:

- DOH Applications:** A section with a sub-header "Select a link below to access the application:". Below this, the link "DOH Right To Know Survey" is circled in red. Other links include "Premier E-Business Services".
- New Jersey Events:** A section with a "Travel Guide" banner and links for "Locate Events", "Travel & Tourism Home", and "Add an Event".
- New Jersey Lottery:** A section with the slogan "Give Your Dreams A Chance" and a list of lottery jackpots:
  - The Powerball Jackpot for Saturday, 05/31/2014: \$ 173 million
  - The Mega Millions Jackpot for Friday, 05/30/2014: \$ 26 million
  - Pick 6 Lotto Jackpot for Thursday, 05/29/2014: \$ 17.6 million
  - Jersey Cash 5 Jackpot for Thursday, 05/29/2014: \$ 50,000

At the bottom of the page, there is a footer with the "OPRA Open Public Records Act" logo, "Contact Us", "Privacy Notice", "Legal Statement", and "Accessibility Statement" links. The footer also includes the text: "Statewide: NJHome | Services A to Z | Departments/Agencies | FAQs", "Copyright (c) State of New Jersey, 1996-2008", and "This site is maintained by the New Jersey Office of Information Technology". The system tray in the bottom right corner shows the time as 9:40 AM on 5/29/2014.

Click on "All Facilities, My Employer" to begin

The screenshot shows a web browser window with the URL [https://www20.state.nj.us/DOH\\_RTK/home.do?method=loginV](https://www20.state.nj.us/DOH_RTK/home.do?method=loginV). The page header includes the State of New Jersey Department of Health logo and the NJ Health logo. The main heading is "RIGHT TO KNOW SURVEY".

The left sidebar contains the following menu items:

- 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
  - Logout

The main content area contains the following text:

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

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.)

At the bottom of the page, there is a disclaimer: "This system is restricted to authorized users. Random audits are routinely performed. Copyright © 2013 New Jersey Department of Health. All Rights Reserved." The system clock in the bottom right corner shows 1:55 PM on 5/28/2014.

A list of all your employer's facilities will appear  
Click on "Surveys" on the far right to open the RTK Survey for that facility.

Note: Only Facilities with "Facility Status" = Active will have RTK Survey(s) to complete

STATE OF NEW JERSEY  
DEPARTMENT OF HEALTH  
RIGHT TO KNOW SURVEY

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

Facilities List - 6 Records

EIN	Facility ID	Facility Name	County	Hazardous Chemicals Reported	2013 Survey Status	Facility Status	Surveys
12345678	12345678000	RTK Test Facility	Mercer	User	Submitted	Active	<a href="#">Surveys</a>
12345678	12345678001	RTK Unit - Test Facility #1	Mercer	none	Ongoing	Active	<a href="#">Surveys</a>
12345678	12345678002	RTK TEST FACILITY #2	Mercer	User	Submitted	Active	<a href="#">Surveys</a>
12345678	12345678003	RTK Test Facility #3 - Convention Center	Atlantic	none	Ongoing	Active	<a href="#">Surveys</a>
12345678	12345678004	RTK Test Facility # 4 - DPW GARAGE	Burlington	none	Not Started	Active	<a href="#">Surveys</a>
12345678	12345678005	RTK TEST FACILITY # 5 - RECREATION CENTER	Camden	none	Not Started	Active	<a href="#">Surveys</a>

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5/28/2014


If you prefer to perform a search for a particular facility or group of facilities (i.e. all facilities from one county, city, or street, etc.) then click on “Search Facilities” and enter your search criteria.

The screenshot shows the 'RIGHT TO KNOW SURVEY' interface. On the left, a sidebar contains navigation links: 'About RTK', 'Facilities' (with 'Search Facilities' circled in red), 'Fact Sheets' (with 'English Fact Sheets' and 'Spanish Fact Sheets'), 'User Management' (with 'List Users', 'User Search', and 'Add User'), and 'Logout'. The main content area has a 'Facility Search' form with fields for EIN, Facility Name, Facility City, County Code, COMU Code, Facility ID, Facility Address, Facility Zip, SIC, NAICS, and Survey Year. A 'Search' button is located below the form. Below the search form is a table titled 'Facilities List - 6 Records'.

EIN	Facility ID	Facility Name	County	Hazardous Chemicals Reported	2013 Survey Status	Facility Status	Surveys
12345678	12345678000	RTK Test Facility	Mercer	User	Submitted	Active	<a href="#">Surveys</a>
12345678	12345678001	RTK Unit - Test Facility #1	Mercer	none	Ongoing	Active	<a href="#">Surveys</a>
12345678	12345678002	RTK TEST FACILITY #2	Mercer	User	Submitted	Active	<a href="#">Surveys</a>
12345678	12345678003	RTK Test Facility #3 - Convention Center	Atlantic	none	Ongoing	Active	<a href="#">Surveys</a>
12345678	12345678004	RTK Test Facility # 4 - DPW GARAGE	Burlington	none	Not Started	Active	<a href="#">Surveys</a>
12345678	12345678005	RTK TEST FACILITY # 5 - RECREATION CENTER	Camden	none	Not Started	Active	<a href="#">Surveys</a>

At the bottom of the table, there is a pagination control showing '1' of 1 records.




Click on the  to open the survey and start to complete it.

STATE OF NEW JERSEY  
DEPARTMENT OF HEALTH  
RIGHT TO KNOW SURVEY

About RTK Facility and Surveys:  
Facility ID: 12345678004 Facility Name: RTK Test Facility # 4 - DPW GARAGE Status: Active

Return to Facilities List

Survey Year	Status	Add	Edit	View	Hazardous Chemicals Reported	Created By	Date Created	Last Changed By	Date Last Changed
2013	Not Started								

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1:56 PM  
5/28/2014

You must complete all sections of the Cover Page

**STATE OF NEW JERSEY DEPARTMENT OF HEALTH**  
**RIGHT TO KNOW SURVEY**  
 (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	Co / Mun	Due Date	(A) Facility Location
12345678001	9131 / 111111	1111	7/15/2014	RTK UNIT - TEST FACILITY #1 135 BROAD STREET TRENTON

**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 \*** 100  
 Number of employees exposed or potentially exposed to hazardous chemicals at this facility \* 60

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

**E. Are you reporting Products with Unknown Ingredients? \***  
 Yes  No  
[Add/Edit 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.  
 Last Changed By: Simi Octania-Pole Name: Ginnie Brenton Signature \*  Date: 05/16/2014  
 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 \*

When you have completed entering information on the Cover page of your RTK Survey Click on the system “SAVE” button to save your information. You can also choose “Save And Go To List” or “Save and Go To Inventory”. Do NOT Use other commands such as those in the tool box bar as they are outside this application and will not work properly.

DO Not use

STATE OF NEW JERSEY  
DEPARTMENT OF HEALTH  
RIGHT TO KNOW SURVEY

Survey Year 2014  
(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

Use

Facility ID	SIC / NAICS	Co / Mun	Due Date	(A) Facility Location
12345678001	9131 / 111111	1111	7/15/2014	RTK UNIT - TEST FACILITY #1 135 BROAD STREET TRENTON

**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 \* 100  
Number of employees exposed or potentially exposed to hazardous chemicals at this facility \* 60

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

**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.  
Last Changed By: Simi Octania-Pole Name: Ginnie Brenton Signature \*  Date: 05/16/2014  
Title \* RTK Coordinator Telephone Number \* 609-984-2202 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

If you have more than one union representing employees at this facility you can report additional unions by clicking on the link "Add/Edit Information for Additional Unions" in Section I located on the Survey Cover page.

The screenshot shows a web browser window displaying the 'RIGHT TO KNOW SURVEY' form. The browser address bar shows the URL: <https://www20.state.nj.us/DOH/RTK/SurveyCover.do?paramete>. The page header includes the State of New Jersey Department of Health logo and 'NJ Health' branding. The form is titled 'Survey Yes' and includes a navigation bar with buttons for 'Save', 'Save And Go To List', 'Submit', 'Save And Go To Inventory', and 'Printable Survey'. The form is divided into several sections: A) Facility Location, B) Substances and Operations, C) Number of Employees, D) Certification of Responsible Official, E) Police and Fire Departments, F) Union Representative, G) Facility Emergency Contact, and H) Part of Facility Covered. Section I, 'UNION REPRESENTATIVE', contains a table for reporting unions. A red circle highlights the link 'Add/Edit Information for Additional Unions' in the 'This Survey Has Reported' row. The system footer includes a copyright notice for 2013 New Jersey Department of Health.

Facility ID	SIC / NAICS	Co / Mun	Due Date	(A) Facility Location
12345678001	9131 / 111111	1111	7/15/2014	RTK UNIT - TEST FACILITY #1 135 BROAD STREET TRENTON

**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: 60  
E. Are you reporting Products with Unknown Ingredients? \*  
 Yes  No

**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.  
Last Changed By: Ginnie Brenton Name: Ginnie Brenton Signature: [Signature] Date: 05/18/2014  
Title: RTK Coordinator Telephone Number: 609-984-2202 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:	FIRE DEPARTMENT:
Telephone Number * 609-555-1212 Department Name * Any Police Department Address * 1 Main Street City * Anytown State *, Zip * NJ 08600	Telephone Number * 609-555-1321 Department Name * Any Fire Department Address * 2 Main Street City * Anytown State *, Zip * NJ 08055

**I. UNION REPRESENTATIVE \***  
Are employees at this facility represented by a union? \*  Yes  No (If 'Yes', all information in this section must be entered.)

Union Rep. Name	Union Address
Robert Union	1 Union Circle

Union Name (Abbrev) CWA Local Number 36 City Any town  
Telephone Number 609-555-8787 State Zip NJ  
This Survey Has Reported 1 Additional Union(s). [Add/Edit Information for Additional Unions](#)

**J. FACILITY EMERGENCY CONTACT**  
Contact Name \* Mary Emergency Telephone Number \* 609-555-2323

**K. PART OF FACILITY COVERED (Check box if applicable)**  
 This survey only covers part of the facility. The rest of the facility is occupied by (specify name of employer):  
NJ Department of Health

\* Denotes required information

NOTE: You are required to send a copy of this survey to your County Lead Agency, local health department, local fire and police departments, and Local Emergency Planning Committee. You must keep a copy of the survey in your Right to Know Central File and make it available to your employees.

Save Save And Go To List Submit Save And Go To Inventory

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After you click on “Add/Edit Information for Additional Unions” from the cover page then Click on “Add A Union” button and a new line will appear where you will enter the additional union information.

(To Be Completed Only When There is More Than One Union At A Facility)

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

**Union Information**

Representative Name *	Union Name (Abbrev) *	Local Number *	Address *	City *	ST *	Zip *	Telephone *	Ext	Delete Entry

\* Denotes required information

Send copies of this form along with the Right to Know Survey Update to your County Lead Agency, local health department, local fire and police departments, and Local Emergency Planning Committee.

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5/29/2014

Enter additional Union Information into the boxes provided  
Then click on "Save"  
Continue to "Add A Union" until all union's are entered.  
Then click on "Save and Return to Survey"

(To Be Completed Only When There is More Than One Union At A Facility)

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

**Union Information** Add A Union Save Save and Return to Survey

Representative Name *	Union Name (Abbrev)*	Local Number *	Address *	City *	ST *	Zip *	Telephone *	Ext	Delete Entry
Karl Brother	IFPTE	195	100 Main Street	Anytown	NJ	08976	609-555-1234		<input type="checkbox"/>

\* Denotes required information

Send copies of this form along with the Right to Know Survey Update to your County Lead Agency, local health department, local fire and police departments, and Local Emergency Planning Committee.

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5/29/2014

# How Do I Add Products With Unknown Ingredients

## Click on Products with Unknown Ingredients in section E located on the Survey Cover Page

STATE OF NEW JERSEY  
DEPARTMENT OF HEALTH  
NJ Health  
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 Printable Survey

Facility ID	SIC / NAICS	Co / Mun	Due Date	(A) Facility Location
12345678001	9131 / 111111	1111	7/15/2014	RTK UNIT - TEST FACILITY #1 135 BROAD STREET TRENTON

**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 \* 100  
Number of employees exposed or potentially exposed to hazardous chemicals at this facility \* 60

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

**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.  
Last Changed By: Simi Octania-Pole Name: Ginnie Brenton Signature \*  Date: 05/16/2014  
Title \* RTK Coordinator Telephone Number \* 609-984-2202 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

Click on "Add A Product"  
Enter Product Name, Manufacturer's name, Address, City, State, and zip into the boxes.

Survey Year 20

(To Be Completed Only When You Are Unable to Identify Specific Chemical Components of a Trade Name Substance)

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

**Products with Unknown Ingredients Information** [Add A Product](#) [Save](#) [Save and Return to Survey](#)

Product Trade Name	Manufacturer or Supplier Name	Address	City	ST *	Zip *	Delete Entry
<input type="text"/>						<input type="checkbox"/>

\* Denotes required information

Send copies of this form along with the Right to Know Survey Update to your County Lead Agency, local health department, local fire and police departments, and Local Emergency Planning Committee.

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5/30/2014



After all "Products with Unknown Ingredients" information has been entered either:  
Click on "Save" and then "Add A Product" continue until all products with unknown ingredients have been added OR  
Click on "Save and Return to Survey"

STATE OF NEW JERSEY  
DEPARTMENT OF HEALTH  
RIGHT TO KNOW SURVEY

Survey Year 20  
(To Be Completed Only When You Are Unable to Identify Specific Chemical Components of a Trade Name Substance)

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

**Products with Unknown Ingredients Information** Add A Product Save Save and Return to Survey

Product Trade Name	Manufacturer or Supplier Name	Address	City	ST *	Zip *	Delete Entry
ABC Floor Scrubber	Any Company	1 Elm Street	Trenton	NJ	08638	

\* Denotes required information

Send copies of this form along with the Right to Know Survey Update to your County Lead Agency, local health department, local fire and police

4:08 PM 6/4/2014

When you are ready to enter your inventory  
Click on “Save And Go To Inventory” to enter your inventory of products with hazardous ingredients

The screenshot shows the 'RIGHT TO KNOW SURVEY' interface for 'Survey Year 20'. The browser address bar shows the URL: [https://www.20.state.nj.us/DOH\\_RTK/SurveyCover.do?paramete](https://www.20.state.nj.us/DOH_RTK/SurveyCover.do?paramete). The page header includes the State of New Jersey Department of Health logo and 'NJ Health New Jersey Department of Health'. The main content area is titled 'Survey Year 20 (Meets requirements of the Workplace Survey)'. Below the title, there are several buttons: 'Save', 'Save And Go To List', 'Submit', 'Save And Go To Inventory' (circled in red), and 'Printable Survey'. A table lists survey data for Facility ID 12345678001, SIC / NAICS 9131 / 111111, Co / Mun 1111, Due Date 7/15/2014, and Facility Location RTK UNIT - TEST FACILITY #1, 135 BROAD STREET, TRENTON. The 'Facility Mailing Address' is also provided. Below the table, there are sections for 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 \* (100) and Number of employees exposed or potentially exposed to hazardous chemicals at this facility \* (60), D. Indicate the nature of the operations conducted at this facility \* (Other/Test Facility), E. Are you reporting Products with Unknown Ingredients? \* (Yes/No), and F. Employer Email Address \* (rtksurvey@doh.state.nj.us). Section G. CERTIFICATION OF RESPONSIBLE OFFICIAL includes a declaration and fields for Last Changed By (Simi Octania-Pole), Name (Ginnie Brenton), Signature, Date (05/16/2014), Title (RTK Coordinator), and Telephone Number (609-984-2202). Section H. POLICE AND FIRE DEPARTMENTS includes fields for Police Department Telephone Number (609-555-1212) and Fire Department Telephone Number (609-555-1321).

Click on "Add Product" to begin.

The screenshot shows a web browser window with the URL [https://www20.state.nj.us/DOH\\_RTK/saveSurveyGrid.do?param](https://www20.state.nj.us/DOH_RTK/saveSurveyGrid.do?param). The page is titled "RIGHT TO KNOW SURVEY" and "Survey Year 20". The header includes the State of New Jersey Department of Health logo and the NJ Health logo. The main content area is divided into several sections:

- About RTK**
- Facilities**: Includes "All Facilities, My Employer" and "Search Facilities".
- Products**: Contains the "Add Product" button (circled in red), "Return to Survey Cover", "Save", and "Validate All" buttons. Below this is a table with columns: Product Name, Manufacturer, Purpose, Location, Container, Inventory, Unit, and Employees Exposed.
- Fact Sheets**: Includes "English Fact Sheets" and "Spanish Fact Sheets".
- User Management**: Includes "List Users", "User Search", and "Add User".
- Logout**: Includes "Logout".

Below the main content area, there is a footer with the text: "This system is restricted to authorized users. Random audits are routinely performed. Copyright © 2013 New Jersey Department of Health. All Rights Reserved." The system tray in the bottom right corner shows the time as 10:17 AM on 5/30/2014.

Complete ALL Product Information  
Then Click on SAVE

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

### RIGHT TO KNOW SURVEY

Survey Year 201  
(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
AAA Cleaner	ABC Company	Cleaning Products- General	Closet	Can	10 to 99	Pounds - solids	12

**Enter product information  
into each column above  
then click on SAVE**

This system is restricted to authorized users. Random audits are routinely performed.  
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10:44 AM  
5/30/2014

After you SAVE your product information this screen will appear

Click on “Add Substance” to add the first hazardous ingredient

NOTE: Only ingredients on the RTK Hazardous Substance List (HSL) will be accepted.

If the ingredient you enter is not on the RTK HSL the system will send a message “This substance is not on the RTK HSL and is not reportable.”

STATE OF NEW JERSEY  
DEPARTMENT OF HEALTH  
RIGHT TO KNOW SURVEY

Survey Year 20  
(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 what you hit enter. (Note: The 'DOT Number' and 'Special HH Code' fields for substances are not updateable.)

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
AAA Cleaner	ABC Company	Cleaning Products-General	closet	Can	10 to 99	Pounds - solids	12

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To enter hazardous ingredients that are on the RTK Hazardous Substance List  
Enter the hazardous ingredients by typing into any one of three (3) boxes then hit enter.

STATE OF NEW JERSEY  
DEPARTMENT OF HEALTH  
RIGHT TO KNOW SURVEY

Survey Year 2011  
(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.)

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
AAA Cleaner	ABC Company	Cleaning Products-General	closet	Can	10 to 99	Pounds - solids	12
Substance #	Hazardous Chemical Name	CAS Number	DOT Number	Mixture	Special HH Code	Delete	
				--Select--			

Enter information into any one of these 3 boxes then hit enter. The remaining info should auto fill.

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1:47 PM  
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You must now select the % of the mixture that this ingredient represents with respect to the entire product (i.e. 100% of the mixture, 25 % of the mixture, etc.) Click on “Select” in the “Mixture” Column, select the mixture %, then click “SAVE”

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DEPARTMENT OF HEALTH  
RIGHT TO KNOW SURVEY

Survey Year 201  
(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.)

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
AAA Cleaner	ABC Company	Cleaning Products-General	closet	Can	10 to 99	Pounds - solids	12

Substance #	Hazardous Chemical Name	CAS Number	DOT Number	Mixture	Special HH Code	Delete
0006	ACETONE	67-64-1	1090	--Select--	F3,F4	🗑

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To Continue Adding Products & Hazardous Ingredients: To add additional products click on “SAVE” to save the first product. Then click on “Add A Product”. A new line for product information will appear.

To add additional hazardous substances click on “SAVE” after adding your first hazardous substance ingredient. Then click on “Add Substance” add the next substance + mixture %, then click on “SAVE”

STATE OF NEW JERSEY  
DEPARTMENT OF HEALTH  
RIGHT TO KNOW SURVEY

Survey Year 2013  
(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.)

**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
AAA Cleaner	ABC Company	Cleaning Products-General	closet	Can	10 to 99	Pounds - solids	12

Substance #	Hazardous Chemical Name	CAS Number	DOT Number	Mixture	Special HH Code	Delete
0006	ACETONE	67-64-1	1090	10 to 24% (53)	F3,F4	<input type="checkbox"/>

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When you have finished entering all reportable products & hazardous substances (ingredients) Click on “Validate All” to ensure there are no errors or missing information.

The screenshot displays the 'Right to Know Survey' interface. At the top, it shows the State of New Jersey Department of Health logo and the 'Right to Know Survey' title. The survey details include Facility ID: 12345678001, SIC: 9131, NAICS: 111111, Facility Name: RTK Unit - Test Facility #1, and Employer Name: Right to Know Test Employer. A table lists hazardous substances, with one entry for ACETONE. The 'Validate All' button is highlighted with a red circle.

**Survey Year 2014**  
(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	Employee Exposed
AAA Cleaner	ABC Company	Cleaning Products-General	closet	Can	10 to 99	Pounds - solids	12

Substance #	Hazardous Chemical Name	CAS Number	DOT Number	Mixture	Special HH Code	Delete
0006	ACETONE	67-64-1	1090	10 to 24% (53)	F3,F4	[X]

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When you have completed your inventory page(s) and you have "SAVED" it Click on 'Go To Survey Cover' to Submit your survey.

STATE OF NEW JERSEY  
DEPARTMENT OF HEALTH  
RIGHT TO KNOW SURVEY

Survey Year 2014  
(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
AAA Cleaner	ABC Company	Cleaning Products-General	closet	Can	10 to 99	Pounds - solids	12

Substance #	Hazardous Chemical Name	CAS Number	DOT Number	Mixture	Special HH Code	Delete
1809	1,1,2,2-TETRACHLOROETHANE	79-34-5	1702	10 to 24% (53)		☐
1043	ISOBUTYL ALCOHOL	78-83-1	1212	60 to 69%	F3	☐
1091	KEROSENE	8008-20-6	1223	80 to 89%	F2	☐
0006	ACETONE	67-64-1	1090	10 to 24%	F4,F3	☐

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3:23 PM  
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Ready To Submit Your Survey??

Click on "Submit"

The screenshot shows a web browser window with the URL [https://www20.state.nj.us/DOH\\_RTK/SurveyCover.do?paramete](https://www20.state.nj.us/DOH_RTK/SurveyCover.do?paramete). The page is titled "STATE OF NEW JERSEY DEPARTMENT JHealth Jersey Department of Health RIGHT TO KNOW SURVEY". The main content area is titled "Survey Year (Meets requirements of the Workplace Survey)" and contains a form with several sections. A red circle highlights the "Submit" button in the top navigation bar of the form. The form includes a table with the following data:

Facility ID	SIC / NAICS	Co./Man	Due Date	(A) Facility Location
12345678001	9131 / 111111	1111	7/15/2014	RTK UNIT - TEST FACILITY #1 135 BROAD STREET TRENTON

Below the table, there are several sections for data entry:

- Facility Mailing Address:** RTK Unit - Test Facility #1, 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? \*** (Radio buttons for Yes and No).
- C. Number of Employees at this facility \*** (Input field: 100). **Number of employees exposed or potentially exposed to hazardous chemicals at this facility \*** (Input field: 60).
- D. Indicate the nature of the operations conducted at this facility \*** (Dropdown menu: Other, Other Nature of Operations: Test Facility).
- E. Are you reporting Products with Unknown Ingredients? \*** (Radio buttons for Yes and No).
- F. Employer Email Address \*** (Input field: rtksurvey@doh.state.nj.us).
- G. CERTIFICATION OF RESPONSIBLE OFFICIAL** (Text area for certification, Last Changed By: Simi Octania-Pole, Name: Ginnie Brenton, Signature \* [checked], Date: 05/16/2014, Title \* [input field], Telephone Number \* 609-984-2202, Ext.: [input field]).
- H. POLICE AND FIRE DEPARTMENTS** (Text area for department information, Telephone Number \* 609-555-1212, Telephone Number \* 609-555-1321).

## Not Ready To Submit Your Survey??

Click on “Save” and you can return to continue completing your survey at a later time.

**IMPORTANT NOTE:** To ensure data is not lost, be sure to “SAVE” your work often and whenever you leave your computer idle for more than a few minutes.

The screenshot shows a web browser window with the URL [https://www20.state.nj.us/DOH\\_RTK/SurveyCover.do?paramete](https://www20.state.nj.us/DOH_RTK/SurveyCover.do?paramete). The page title is "Survey Year 20" and it is part of the "RIGHT TO KNOW SURVEY" by the "STATE OF NEW JERSEY DEPARTMENT OF HEALTH".

On the left sidebar, there are sections for "About RTK", "Facilities", "Fact Sheets", "User Management", and "Logout".

The main content area contains a form with the following elements:

- A red circle highlights the "Save" button.
- Buttons: "Save", "Save And Go To List", "Submit", "Save And Go To Inventory", "Printable Survey".
- Table with columns: Facility ID, SIC / NAICS, Co / Mun, Due Date, (A) Facility Location.
- Form fields for "Facility Mailing Address" and "Other Nature of Operations".
- Form fields for "Number of Employees at this facility" and "Number of employees exposed or potentially exposed to hazardous chemicals at this facility".
- Form fields for "Are you reporting Products with Unknown Ingredients?".
- Form field for "Employer Email Address".
- Section "G. CERTIFICATION OF RESPONSIBLE OFFICIAL" with fields for "Last Changed By", "Name", "Signature", "Date", "Title", and "Telephone Number".
- Section "H. POLICE AND FIRE DEPARTMENTS" with fields for "POLICE DEPARTMENT" and "FIRE DEPARTMENT" telephone numbers.

The bottom right corner of the browser window shows the system clock: 1:37 PM, 5/29/2014.


Once your survey is submitted you will not be able to make changes!!

You will be able to view and print your survey

STATE OF NEW JERSEY  
DEPARTMENT OF HEALTH  
RIGHT TO KNOW SURVEY

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

Return to Facilities List

Survey Year	Status	Add	Edit	View	Hazardous Chemicals Reported	Created By	Date Created	Last Changed By	Date Last Changed
2013	Submitted				Yes	Monica Day	05/14/2014	rtk Administrator	05/20/2014

To View Submitted Survey ... Click Here

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# Assigning Surveys to others to complete.

- Only the Employer's RTK Coordinator can assign others RTK surveys to complete. Surveys can be assigned
  - to another employee
  - to a consultant
  - to more than one person if necessary

To assign a facility survey to someone else to complete  
Click on "All Facilities My Employer"

STATE OF NEW JERSEY  
DEPARTMENT OF HEALTH  
RIGHT TO KNOW SURVEY

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

Facilities List - 6 Records

EIN	Facility ID	Facility Name	County	Hazardous Chemicals Reported	2013 Survey Status	Facility Status	Surveys
12345678	12345678000	RTK Test Facility	Mercer	User	Submitted	Active	<a href="#">Surveys</a>
12345678	12345678001	RTK Unit - Test Facility #1	Mercer	none	Ongoing	Active	<a href="#">Surveys</a>
12345678	12345678002	RTK TEST FACILITY #2	Mercer	User	Submitted	Active	<a href="#">Surveys</a>
12345678	12345678003	RTK Test Facility #3 - Convention Center	Atlantic	none	Ongoing	Active	<a href="#">Surveys</a>
12345678	12345678004	RTK Test Facility # 4 - DPW GARAGE	Burlington	none	Ongoing	Active	<a href="#">Surveys</a>
12345678	12345678005	RTK TEST FACILITY # 5 - RECREATION CENTER	Camden	none	Not Started	Active	<a href="#">Surveys</a>

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Under the “User Management” Section ...Click on “Add User”

STATE OF NEW JERSEY  
DEPARTMENT OF HEALTH  
RIGHT TO KNOW SURVEY

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

Facilities List - 6 Records

EIN	Facility ID	Facility Name	County	Hazardous Chemicals Reported	2013 Survey Status	Facility Status	Surveys
12345678	12345678000	RTK Test Facility	Mercer	User	Submitted	Active	<a href="#">Surveys</a>
12345678	12345678001	RTK Unit - Test Facility #1	Mercer	none	Ongoing	Active	<a href="#">Surveys</a>
12345678	12345678002	RTK TEST FACILITY #2	Mercer	User	Submitted	Active	<a href="#">Surveys</a>
12345678	12345678003	RTK Test Facility #3 - Convention Center	Atlantic	none	Ongoing	Active	<a href="#">Surveys</a>
12345678	12345678004	RTK Test Facility # 4 - DPW GARAGE	Burlington	none	Ongoing	Active	<a href="#">Surveys</a>
12345678	12345678005	RTK TEST FACILITY # 5 - RECREATION CENTER	Camden	none	Not Started	Active	<a href="#">Surveys</a>

User Management  
Add User

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5/30/2014



Under “Role” click on “Facility Survey Coordinator” or “Employer Consultant”

The screenshot shows a web browser window with the URL [https://www20.state.nj.us/DOH\\_RTK/userAdd.do?method=user](https://www20.state.nj.us/DOH_RTK/userAdd.do?method=user). The page title is "State of New Jersey" and the browser tab is "User Details". 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 titled "Add User" and contains a form with the following fields:

EIN	12345678	User Login Name	
	12345678003-RTK Test Facility #3 - Convention Center 12345678000-RTK Test Facility 12345678004-RTK Test Facility # 4 - DPW GARAGE 12345678005-RTK TEST FACILITY # 5 - RECREATION 12345678001-RTK Unit - Test Facility #1 12345678002-RTK TEST FACILITY #2	Role	Facility Survey Coordinator Facility Survey Coordinator Employer Consultant
First Name		Last Name	
Title		Status	Active
E-Mail		Comments	

At the bottom of the page, there is a disclaimer: "This system is restricted to authorized users. Random audits are routinely performed. Copyright © 2013 New Jersey Department of Health. All Rights Reserved." The system clock in the bottom right corner shows 3:41 PM on 6/3/2014.

Complete all new user information: User Login Name, First, Last name, Title, Email

The screenshot shows a web browser window with the URL [https://www20.state.nj.us/DOH\\_RTK/userAdd.do?method=user](https://www20.state.nj.us/DOH_RTK/userAdd.do?method=user). The page header includes the State of New Jersey Department of Health logo and the text "RIGHT TO KNOW SURVEY". The main content area is titled "Add User" and contains a form with the following fields:

EIN	12345678	User Login Name	<input type="text"/>
User Facility	12345678003-RTK Test Facility #3 - Convention Center 12345678000-RTK Test Facility 12345678004-RTK Test Facility # 4 - DPW GARAGE 12345678005-RTK TEST FACILITY # 5 - RECREATION 12345678001-RTK Unit - Test Facility #1 12345678002-RTK TEST FACILITY #2	Role	Facility Survey Coordinator
First Name	<input type="text"/>	Last Name	<input type="text"/>
Title	<input type="text"/>	Status	Active
E-Mail	<input type="text"/>	Comments	<input type="text"/>

Red boxes highlight the User Login Name, First Name, Last Name, Title, and E-Mail fields. The form also includes a "Logout" button and a footer with the text: "This system is restricted to authorized users. Random audits are routinely performed. Copyright © 2013 New Jersey Department of Health. All Rights Reserved." The system clock shows 3:18 PM on 5/30/2014.

Highlight the facilities you want to transfer by left clicking on your mouse and dragging it over the facility name until it is highlighted

Then click on the **>>** key.

This will assign the chosen facilities to new user

The screenshot shows a web browser window with the URL [https://www20.state.nj.us/DOH\\_RTK/userAdd.do?method=user](https://www20.state.nj.us/DOH_RTK/userAdd.do?method=user). The page title is "State of New Jersey" and the page content is for the "RIGHT TO KNOW SURVEY". The page features the logos for the State of New Jersey Department of Health and NJ Health. The main content area is titled "Add User" and contains a form with the following fields:

EIN	12345678	User Login Name	
		Role	Facility Survey Coordinator
User Facility	12345678003-RTK Test Facility #3 - Convention Center 12345678000-RTK Test Facility 12345678004-RTK Test Facility # 4 - DPW GARAGE 12345678005-RTK TEST FACILITY # 5 - RECREATION 12345678001-RTK Unit - Test Facility #1 12345678002-RTK TEST FACILITY #2	<b>&gt;&gt;</b> <<	
First Name		Last Name	
Title		Status	Active
E-Mail		Comments	

At the bottom of the page, there is a disclaimer: "This system is restricted to authorized users. Random audits are routinely performed. Copyright © 2013 New Jersey Department of Health. All Rights Reserved." The system clock in the bottom right corner shows 3:21 PM on 5/30/2014.

Check that the highlighted facilities have moved from the left box to the right box.

The screenshot shows the 'Add User' form in the State of New Jersey Department of Health RTK Survey system. The form includes the following fields and options:

- 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:** Logout

The 'Add User' form fields are:

- EIN:** 12345678
- User Login Name:** (empty)
- Role:** Facility Survey Coordinator
- User Facility:** 12345678003-RTK Test Facility #3 - Convention Center; 12345678002-RTK TEST FACILITY #2; 12345678000-RTK Test Facility
- First Name:** (empty)
- Last Name:** (empty)
- Title:** (empty)
- Status:** Active
- E-Mail:** (empty)
- Comments:** (empty)

A blue arrow points from the highlighted facilities in the 'User Facility' field to the 'Role' dropdown menu.

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3:25 PM 5/30/2014

Highlighted Facilities should have moved to the right hand side under "Facility Coordinator"

When you have finished moving the selected surveys

Click on “Add”

The system will now send an e-mail to this person with an “Authorization Code” for them to enter into their *myNewJersey* Portal Account

The screenshot shows a web browser window with the URL [https://www20.state.nj.us/DOH\\_RTK/userAdd.do](https://www20.state.nj.us/DOH_RTK/userAdd.do). The page header includes the State of New Jersey Department of Health logo and the text "RIGHT TO KNOW SURVEY". The main content area is titled "Add User" and contains a form with the following fields:

EIN	12345678	User Login Name	
		Role	Facility Survey Coordinator
User Facility	12345678003-RTK Test Facility #3 - Convention Center 12345678002-RTK TEST FACILITY #2 12345678000-RTK Test Facility		12345678004-RTK Test Facility # 4 - DPW GARAGE 12345678005-RTK TEST FACILITY # 5 - RECREATION 12345678001-RTK Unit - Test Facility #1
First Name		Last Name	
Title		Status	Active
E-Mail		Comments	

Below the form, there is a "Logout" section with an "Add" button circled in red.

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To remove a person from being able to access a survey they were once assigned...  
Find the person by Clicking on List Users or User Search,  
Click on the person's name to open their "User Login Details"  
Click on Status Arrow and change from "Active" to "INACTIVE"  
Click on "Add"

The screenshot shows a web browser window with the URL [https://www20.state.nj.us/DOH\\_RTK/userAdd.do?method=user](https://www20.state.nj.us/DOH_RTK/userAdd.do?method=user). The page header includes the State of New Jersey Department of Health logo and the text "RIGHT TO KNOW SURVEY". The main content area is titled "Add User" and contains a form with the following fields:

EIN	12345678	User Login Name	
Role		Facility Survey Coordinator	
User Facility	12345678003-RTK Test Facility #3 - Convention Center 12345678000-RTK Test Facility 12345678004-RTK Test Facility # 4 - DPW GARAGE 12345678005-RTK TEST FACILITY # 5 - RECREATION 12345678001-RTK Unit - Test Facility #1 12345678002-RTK TEST FACILITY #2	>> <<	
First Name		Last Name	
Title		Status	Active
E-Mail		Comments	Active InActive

The "Add" button is circled in red. The "Status" dropdown menu is also circled in red, showing the "InActive" option selected.

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6/3/2014



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



- 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

**Employer and Facilities:**

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

Facilities List - 6 Records

EIN	Facility ID	Facility Name	County	Hazardous Chemicals Reported	2013 Survey Status	Facility Status	Surveys
12345678	12345678000	RTK Test Facility	Mercer	User	Submitted	Active	<a href="#">Surveys</a>
12345678	12345678001	RTK Unit - Test Facility #1	Mercer	none	Ongoing	Active	<a href="#">Surveys</a>
12345678	12345678002	RTK TEST FACILITY #2	Mercer	User	Submitted	Active	<a href="#">Surveys</a>
12345678	12345678003	RTK Test Facility #3 - Convention Center	Atlantic	none	Ongoing	Active	<a href="#">Surveys</a>
12345678	12345678004	RTK Test Facility # 4 - DPW GARAGE	Burlington	none	Ongoing	Active	<a href="#">Surveys</a>
12345678	12345678005	RTK TEST FACILITY # 5 - RECREATION CENTER	Camden	none	Not Started	Active	<a href="#">Surveys</a>

1

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