

Frequently Asked Questions

Q: Can I submit my RTK Survey in hard (paper) copy to the New Jersey Department of Health (NJDOH)?

A: No, all RTK Surveys must be completed online.

Q: Do I need to send copies of my completed RTK Survey to the local fire, police, health departments, county lead agency and local emergency planning committee.

A: No, your completed RTK Survey will be available to all the required agencies online. . You DO NOT need to send a hard copy. Keep a copy for your facility's RTK Central File.

Q: Must I fill out the survey even if I have no hazardous chemicals present at my facility?

A: Yes, every public employer facility must have a completed RTK Survey. Employers without any reportable hazardous chemicals will complete and submit only the first page of the Survey (the Survey Cover page).

Q: Who should complete the RTK Survey?

A: Each employer will be required to assign someone to be the Employer Responsible RTK Official (ERRO). ERRO will be in charge of ensuring that RTK Surveys for all employer facilities have been completed and submitted online to NJDOH. The ERRO can either complete the surveys themselves, assign the surveys to other employees to complete, or transfer the surveys to a consultant who will complete the inventory and Survey Cover Page (if hired to do so) and save on the system for the ERRO to submit. ERRO's must be added to the RTK Online System by RTK Staff. Call 609-984-2202.

Q: What needs to be reported on the RTK Survey?

A: You must report all chemical products containing hazardous ingredients present at your facility. Hazardous chemicals and ingredients are chemicals that are on the RTK Hazardous Substance List (RTKHSL).

Q: How do I determine what products have the ingredients I must report?

A: For every product or chemical in your inventory you are required to have an up-to-date Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS). MSDS/SDS are developed and distributed by the product's manufacturer. Check the MSDS/SDS and the product's label for the product ingredients. Check the RTKHSL, available at www.nj.gov/health/rtkweb to see if any of the ingredients in your product are on the RTKHSL and report them. You will not be able to report chemicals that are not on the HSL.

Q: I have a new facility, how do I get a survey added to my online list?

A: If during calendar year for which you are completing the RTK Survey, you have built, purchased, or leased a new facility or if you have a facility that is not listed, please have your ERRO contact the RTK by e-mail (rtksurvey@doh.nj.gov) or call (609) 984-2202. The new facility can only be added by the RTK Staff.

Q: What should I do if a facility listed no longer belongs to my employer or was demolished (the online system "Status" is listed as "Active") and there is a survey on the online system there for me to complete?.

A: Please have your ERRO contact the RTK by e-mail (rtksurvey@doh.nj.gov) or call (609) 984-2202. The facility can only be deleted by the RTK Staff.

Q: How can I make corrections to the "Mailing Address" or "Facility Location" information listed on the first page of the online RTK Survey?

A: Please have your ERRO contact the RTK by e-mail (rtksurvey@doh.nj.gov) or call (609) 984-2202. Changes to the address and location can only be added by the RTK Staff.

Have a question, can't find what you are looking for, and need to change an address, add or delete a facility? Send us an email or call the RTK Infoline at (609) 984-2202.