NJ Department of Health
2021 RTK Survey Instructions

December 2021
To access the Right to Know Survey(s) (RTK) open Internet Explorer and type in the address www.nj.gov then hit enter. This brings you to the “The Official Website For The State Of New Jersey”
If you have used the RTK Online Survey System in the past then click on Login and enter your logon id and password.

NOTE: If you have not used the RTK Online Survey System before, you will need a myNewJersey portal account and must contact RTK to be added as a user (see “General RTK Survey Instructions”).
You must log into the My New Jersey portal account that you accepted the RTK authorization code in. The authorization code was sent to you in an e-mail from rtksurvey when you were added as a user. When you accepted the authorization code it gave you the link to RTK Surveys on your portal page.

If you can’t remember click on Forgot your logon ID or Forgot your password
• Once you have logged into the My New Jersey portal click on the link 
  DOH Right to Know Survey
• To get to your RTK Survey(s): under “Survey Facilities” section click on “All Facilities, My Employer”
Identify which facility survey you would like to open and click on **Surveys**.
When opening the RTK Survey for the first time, click on the red plus under the column heading “Add”.

When opening the RTK Survey after you have added it you will click on red folder under column heading “Edit”.

Facility and Surveys:

<table>
<thead>
<tr>
<th>Survey Year</th>
<th>Status</th>
<th>Add</th>
<th>Edit</th>
<th>View</th>
<th>Hazardous Chemicals Reported</th>
<th>Created By</th>
<th>Date Created</th>
<th>Last Changed By</th>
<th>Date Last Changed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>Not Started</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>Submitted</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>Headadministrator</td>
<td>04/06/2016</td>
<td>Headadministrator</td>
<td>12/08/2016</td>
</tr>
<tr>
<td>2014</td>
<td>Submitted</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>Headadministrator</td>
<td>05/29/2015</td>
<td>Headadministrator</td>
<td>03/04/2016</td>
</tr>
<tr>
<td>2013</td>
<td>Submitted</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>Jessica Pirrinc</td>
<td>09/06/2014</td>
<td>Headadministrator</td>
<td>09/29/2015</td>
</tr>
</tbody>
</table>
The survey cover page will open. Much of the information that was entered on the previous year’s Survey will auto fill into the next year’s Survey and other information you will need to re-enter. All sections of the cover page must be completed with the exception of section “K”, which should only be completed if you share a building with a different employer.
To view, add, or delete inventory click on “Save And Go To Inventory”
Inventory from the previous year’s RTK Survey has been loaded into the next year’s RTK Survey. Please review all information for all products. If there has been “No Change” to any information, then “Return to Survey Cover” and your survey is ready to be submitted. If you need to make changes, click on “Edit” next to the product you want to change.
After clicking edit, the product information will open. Make changes to whatever needs updating. You can delete a Hazardous Chemical Ingredient by clicking on \(-\) under the Column Heading “Delete” or you can delete the entire product by clicking on “Delete Product”.

Add Hazardous Chemical Ingredients and or Products by clicking on the “Add Product” / “Add Substance” buttons.
Multi-Delete Option

(To be used when you have completed a large clean out and have multiple products to delete from your inventory.)
Multi-Delete Option

(Meets requirements of the Workplace Survey)

## Reports for This Survey

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Manufacturer</th>
<th>Purpose</th>
<th>Location</th>
<th>Container</th>
<th>Inventory</th>
<th>Unit</th>
<th>Employees Exposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>WINDEX</td>
<td>SC JOHNSONS</td>
<td>Cleaning Products-General</td>
<td>STORAGE</td>
<td>Bottles or jugs (plastic)</td>
<td>10 to 99</td>
<td>Gallons - liquids</td>
<td>10</td>
</tr>
<tr>
<td>SPRAY BUFF</td>
<td>INCREDIBLE</td>
<td>Cleaning Products-General</td>
<td>2ND FLOR SLOP SINK</td>
<td>Bottles or jugs (plastic)</td>
<td>1 to 9</td>
<td>Gallons - liquids</td>
<td>50</td>
</tr>
<tr>
<td>XYZ</td>
<td>123</td>
<td>Other</td>
<td>STOREROOM</td>
<td>Battery</td>
<td>1 to 5</td>
<td>Pounds - solids</td>
<td>25</td>
</tr>
<tr>
<td>SUPER GLUE</td>
<td>ELMER’S</td>
<td>Adhesives</td>
<td>ART ROOM</td>
<td>Bottles or jugs (plastic)</td>
<td>10 to 99</td>
<td>Gallons - liquids</td>
<td>30</td>
</tr>
<tr>
<td>FORTIFICATION SEAL</td>
<td>JOHN A. EARL</td>
<td>Boiler Treatment</td>
<td>BASEMENT STORAGE</td>
<td>Bottles or jugs (plastic)</td>
<td>10 to 99</td>
<td>Gallons - liquids</td>
<td>5</td>
</tr>
<tr>
<td>CLOROX</td>
<td>CLOROX COMPANY</td>
<td>Cleaning Products-General</td>
<td>JANITOR’S CLOSET</td>
<td>Bottles or jugs (plastic)</td>
<td>1 to 9</td>
<td>Gallons - liquids</td>
<td>4</td>
</tr>
<tr>
<td>ALL-PURPOSE CLEANER</td>
<td>ALL-PURPOSE</td>
<td>Cleaning Products-General</td>
<td>JANITOR’S CLOSET</td>
<td>Bottles or jugs (glass)</td>
<td>1 to 9</td>
<td>Gallons - liquids</td>
<td>2</td>
</tr>
</tbody>
</table>

**Instructions for Delete:** Select the Products to be deleted by checking the checkbox next to each. (Click the checkbox in the header to Select all Products.) Then click the 'Delete Selected' button. Note: The list can be sorted by any column by clicking in the column's header.
To check for Errors (names of products with missing information) click on “Validate All”
Click on “Return to Survey Cover” to submit your RTK Survey

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Manufacturer</th>
<th>Purpose</th>
<th>Location</th>
<th>Container</th>
<th>Inventory</th>
<th>Unit</th>
<th>Employees Exposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paint</td>
<td>Sherwin-Williams, MAB, DuPont</td>
<td>Deodorizer</td>
<td>A hall</td>
<td>Can</td>
<td>100 to 499</td>
<td>Gallons - liquids</td>
<td>23</td>
</tr>
<tr>
<td>AAA Cleaner</td>
<td>ABC Company</td>
<td>Cleaning Products - General</td>
<td>Closet</td>
<td>Can</td>
<td>10 to 99</td>
<td>Pounds - solids</td>
<td>12</td>
</tr>
<tr>
<td>xtreme</td>
<td>abc</td>
<td>Hydraulic Fluid</td>
<td>C Hall</td>
<td>Can</td>
<td>1 to 9</td>
<td>Gallons - liquids</td>
<td>57</td>
</tr>
<tr>
<td>Carbon Black</td>
<td>Under Armor</td>
<td>Adhesives</td>
<td>B Hall</td>
<td>Can</td>
<td>10 to 99</td>
<td>Pounds - solids</td>
<td>123</td>
</tr>
<tr>
<td>abc</td>
<td>chirsie</td>
<td>Lubricant</td>
<td>D Hall</td>
<td>Silo</td>
<td>500 to 999</td>
<td>Gallons - liquids</td>
<td>96</td>
</tr>
<tr>
<td>Oxygen</td>
<td>Air Gas</td>
<td>Medical/First Aid Supplies</td>
<td>Bay</td>
<td>Cylinder</td>
<td>10,000 to 24,999</td>
<td>Cubic Ft - gases</td>
<td>12</td>
</tr>
</tbody>
</table>
When you are ready to submit your survey, click the signature box, enter your telephone number and then click on “Submit”
When you have submitted your survey the “Status” will say “submitted” and the red folder in the “Edit” column will disappear. From now on you will have “View” Only. You will always be able to print a copy of your survey by selecting “View” and then “Printable Survey”.
Reports for this survey
(Note: have the survey open)
There are many reports you can generate yourself. One that might be useful when completing your survey, is to generate a report sorted by location. This way you can visit the areas of the facility with a list of what is in each room.

- Select “Inventory by Product”
- Then “Sort By” change from Product Name to Location.
- You can then select “File” Print
- Or you can save the file for future use.
Survey Inventory By Product Category Report

Facility ID: 12345678006    Facility Name: RTK TEST FACILITY #6 - HIGH SCHOOL
Survey Year: 2018

Setup Screen

To Generate This Report for Specific Product Categories, Select Them Using the Selection Fields Below.
To Generate This Report for All Inventory, Leave All Selection Fields Unselected.

- Products Reported in this Survey
- Manufacturers Reported in this Survey
- Purposes Reported in this Survey
- Product Locations Reported in this Survey
- Container Types Reported in this Survey
- Inventory Ranges Reported in this Survey
- Units of Measure Reported in this Survey

Sort This Report By:
- Product Location

Sort Direction:
- Ascending
Reports – All facilities

Click “Chemicals Present by EIN” if you are interested of making a list of all your facilities with inventory of a particular chemical.
For Example: generate a report of all facilities reporting gasoline in a can
If you have questions or need help

• *(Preferred)* Send us an e-mail at rtksurvey@doh.nj.gov
  or

• Please call us at (609) 984-2202