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:
  
  • (Preferred) Send RTK an e-mail at rtksurvey@doh.nj.gov RTK or 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 to set up your account before calling. If you already have an account with myNewJersey you should use that account logon id;

  • After you receive your e-mail with the authorization code, go to the myNewJersey Portal located at 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 *myNewJersey* Portal:
Click on “auth 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 the next time you log in.
(you will be instructed to log out and log back into the myNewJersey Portal to receive the link)

Click on “DOH Right To Know Survey” to open the application.
Click on “All Facilities, My Employer” to begin
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.
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.
Click on the + to open the survey and start to complete it.
You must complete all sections of the Cover Page.
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.
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.
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.
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”
How Do I Add Products With Unknown Ingredients?

Click on **Products with Unknown Ingredients** in section E located on the Survey Cover Page
Click on “Add A Product”

Enter Product Name, Manufacturer’s name, Address, City, State, and zip into the boxes.
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**”
When you are ready to enter your inventory:
Click on “Save And Go To Inventory” to enter your inventory of products with hazardous ingredients.
Click on “Add Product” to begin
Complete **ALL** Product Information
Then Click on SAVE

Enter product information into each column above then click on SAVE
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.”
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 (Substance #, or Hazardous Chemical Name, or CAS Number ) then hit enter.

Enter information into any **one** of these 3 boxes then hit enter. The remaining info should auto fill.
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”
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”
When you have finished entering all reportable products & hazardous substances (ingredients) Click on “Validate All” to ensure there are no errors or missing information.
When you have completed your inventory page(s) and you have “SAVED” it, Click on “Go To Survey Cover” to submit your survey.
Ready To Submit Your Survey??

Click on “Submit”
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.
Once your survey is submitted you will not be able to make changes!!

You will be able to view and print your survey

To View Submitted Survey … Click Here
Assigning Surveys to others to complete

• Only the ERRO (Employer Responsible RTK Official) 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 "Add User" under the "User Management" section.
Under “Role” click on “Facility Survey Coordinator” or “Employer Consultant”
Complete all new user information:

User Login Name, First, Last name, Title, Email
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
Check that the highlighted facilities have moved from the left box to the right box.

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.
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**, Under “User Management”
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”
To log out of the system click on **Logout**
If you have questions or need help

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

• Please call us at *(609) 984-2202*