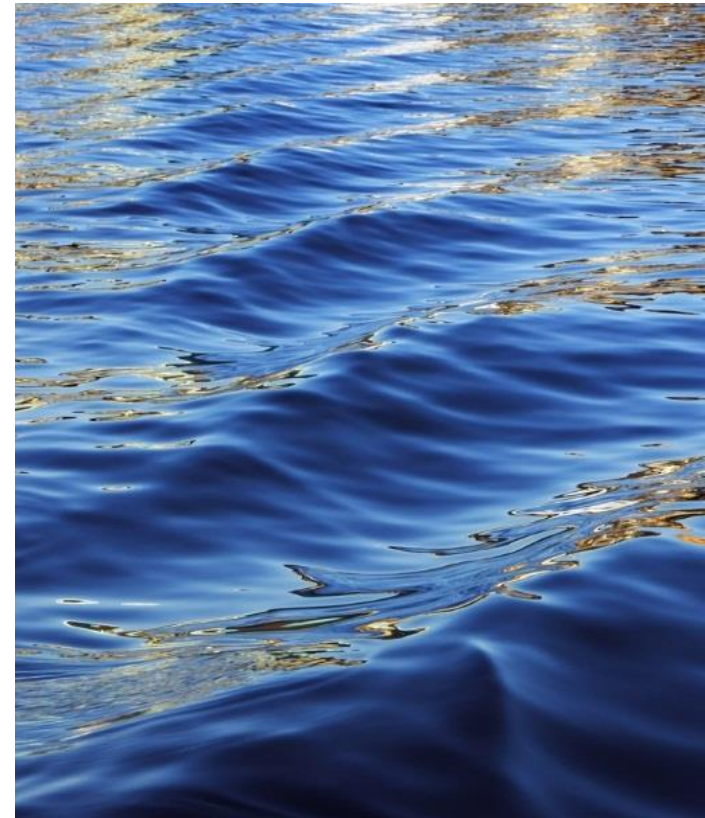


Community Right to Know Survey

A quick step-by-step guide to online reporting



Purpose of completing the eCRTK Survey...

- Increase community awareness of chemical hazards
- Inform emergency response units of chemical use for informational purposes
- All surveys are due by **March 1st** of every calendar year
- Surveys can only be submitted and accepted electronically online
- For further information please go to:
<http://www.nj.gov/dep/enforcement/opppc/crtk/figdoc.htm>

You will need to scroll down to the Right to Know tab and click on 2015 Workshop Slides (pdf.)



Deciding if your facility is exempt or non-exempt?

- First, locate all chemicals within your facility that have a Safety Data Sheet (SDS). The SDS will provide you with chemical information and their constituents.
- Secondly, refer to NJDEP's Environmental Hazardous Substances (EHS) pdf., which can be found at the link below: <http://www.nj.gov/dep/enforcement/opppc/crtk/figdoc.htm>
- Next, check to see if your chemicals are found on the EHS list and determine if they are above or below the reporting threshold requirements.
- Most importantly, if you have chemicals that are above the reporting thresholds, you will need to submit a survey. If you are below, you can apply for exemption.



Reasons why your facility would be **Exempt...**

Exempt

- Your facility is:
 - 1.) Administrative office only
 - 2.) Non-user of hazardous chemicals
 - 3.) User below thresholds of reporting chemicals
 - 4.) Unstaffed site, for e.g. your facility is a cell or water tower
- If your facility meets the exemption requirements please follow the link below to electronically submit your exemption form to us.
<http://www.nj.gov/dep/opppc/crtk/crtkrptexemptfm.html>
- Once you have completed and submitted the form please print, sign and send a copy to your local:
 - 1.) Police Department
 - 2.) Fire Department
 - 3.) County Right to Know Lead Agency
 - 4.) Local Emergency Planning Committee
- After we have received and processed your exemption form your facility is exempt in our program.



Reasons why your facility would be **Non-Exempt**...

Non-Exempt

- Your facility is over reporting thresholds.
- You will need to complete a Community Right to Know Survey (eCRTK) online at www.njdeponline.com.



Before submitting the eCRTK Survey, let's take a closer look at a few common chemical conversions.

Here are some examples of common conversions for **solids, liquids, mixtures and gases.**

First, you will need to take a look at your EHS list and SDS to help you determine the quantity of products and chemicals that are produced, stored and used at your facility.

Please note that all conversions must be converted into pounds (lbs.).

Solids...



Conversion of Solids

Solid = of definite shape and volume; not liquid or gaseous



Example 1 (solids): Company A has 2,000 pounds of a solid adhesive containing 5% (0.05) toluene as indicated on the SDS. What is the weight of toluene?

2,000 pounds of product x 0.05 toluene (per SDS) = 100 pounds of toluene (Below Threshold)

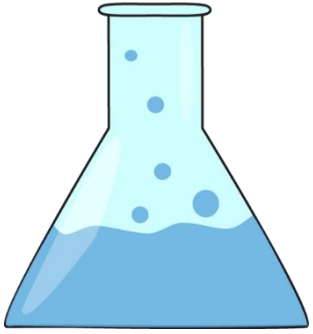
Example 2 (solids): Company B has 28 car batteries sitting on their shelf. Car batteries contain lead, in a solid form, and Sulfuric Acid, in a liquid form. *The average weight for a car battery is 39 pounds, and more than half of the weight is lead.* What is the weight of lead?

28 car batteries x 39 pounds = 1,092 pounds

1,092 pounds x .55 = 601 pounds of lead (Above Threshold)

(cont'd)

Pure Liquids...



Conversion of Pure Liquids

Liquid = flowing freely like water

Having the properties of a liquid: being neither solid nor gaseous



Example 1 (pure liquids): You must convert gallons to pounds. Company B has a 5,000- gallon tank filled with methyl isobutyl ketone. What is the weight of methyl isobutyl ketone?

Gallons of EHS x density (see Note#1) (pounds/gallon from SDS) = pounds of EHS

5,000 gallons EHS x 6.7 pounds/gallon – 33,500 pounds of methyl isobutyl ketone (Above Threshold)

Example 2 (pure liquids):

Example 2 (liquids): Company B has 28 car batteries sitting on their shelf. Car batteries contain lead, in a solid form, and Sulfuric Acid, in a liquid form. What is the weight of Sulfuric Acid? *Car batteries contain approximately 35% of Sulfuric Acid.*

28 car batteries x 39 pounds = 1,092 pounds

1,092 pounds x .35 = 382 pounds of Sulfuric Acid (Below Threshold).

This example is an estimate and the calculations presented here may not be the actual calculations that you derive. Therefore, please refer to your SDS for an exact figure to determine your reporting threshold.

Mixtures & Liquids...

Conversion of Mixtures

Mixture = a portion of matter consisting of two or more components
in varying proportions that retain their own properties.

Example 1 (liquids – mixtures): Company C has 10 gallons of paint containing 15% (0.15) toluene and 15 gallons of solvent containing 20% (0.20) toluene. What is the weight of toluene?

Gallons of product x density of product (pounds/gallon from SDS) = pounds of paint

Pounds of paint x (% of EHS) = pounds of EHS



Paint :

10 gallons of paint x 8.3 pounds/gallon (see Note# 2) = 83 pounds of paint

83 pounds of paint x 0.15 (toluene) = 12 pounds of toluene in paint

Solvent:

15 gallons of solvent x 6.5 pounds/gallon (from SDS) = 98 pounds of solvent

98 pounds of solvent x 0.20 (toluene) = 20 pounds of toluene in solvent



To determine if the total quantity of toluene exceeds the reporting threshold, add the quantities of toluene:

12 pounds + 20 pounds = 32 pounds total toluene (Below Threshold)

(cont'd)

Cont'd Conversions...

Notes:

- 1.) If the specific gravity of product is listed instead of density, you can get density by multiplying the specific gravity by 8.3 pounds/gallon (density of water): Specific gravity x 8.3 pounds/gallon = density of product (pounds/gallon)
 - 2.) If the specific gravity and the density are not found on the SDS, use 8.3 pounds/gallon to estimate weight.
- **Example 2 (liquids – mixtures):** Company D has 120 gallons of a mixture containing 40% (0.40) benzene. The MSDS for the product indicates the specific gravity of the product is 0.96. How much benzene is present in the mixture?

$$0.96 \times 8.3 \text{ pounds /gallon} = 8.0 \text{ pounds/gallon}$$

$$120 \text{ gallons} \times 8.0 \text{ pounds/gallon} = 960 \text{ pounds of product}$$

$$960 \text{ pounds} \times 0.40 \text{ (benzene)} = 384 \text{ pounds of benzene (Below Threshold)}$$



(cont'd)

Gases...

Conversion of Gases

Gases = an airlike fluid substance which expands freely to fill any space available, irrespective of its quantity.



- **Example 1 (liquids – gases): You must convert cubic feet to pounds.** Company H stores 2,000 cubic feet of methane in liquid form and stores chlorine as a gas in five 1,000 cubic feet cylinders. What is the maximum daily inventory of each EHS?
- **Methane:**
 $2,000 \text{ ft.}^3 \text{ methane} \times 26.3 \text{ pounds/ft.}^3 \text{ (table)} = 52,600 \text{ pounds of methane (liquid) (Above Threshold)}$
- **Chlorine:**
 $1,000 \text{ ft.}^3 \text{ /cylinder} \times 5 \text{ cylinders} = 5,000 \text{ ft.}^3 \text{ of chlorine gas}$
 $5,000 \text{ ft.}^3 \times 0.200 \text{ pounds/ft.}^3 \text{ (table)} = 1,000 \text{ pounds of chlorine gas (Above Threshold)}$

Figure 1: Gas Conversion Table

Gas	Stored as Gas lbs./ft. ³	Stored as Liquid lbs./ft. ³
Acetylene	.068	24.0
Ammonia	.048	38.0
Chlorine	.200	87.7
Dichlorodifluoromethane (Freon 12)	.329	82.7
Chlorodifluoromethane (Freon 22)	.461	75.5
Hydrogen	.005	4.28
Methane	.043	26.3
Nitrogen	.073	50.5
Oxygen	.083	71.2
Propane	.155	36.0
1,1,2 Trichloro- 1,1,2 trifluoroethane (Freon 113)	.231	97.7

Now, let's get started with establishing your [NJDEPonline.com](https://njdep.com) user account.

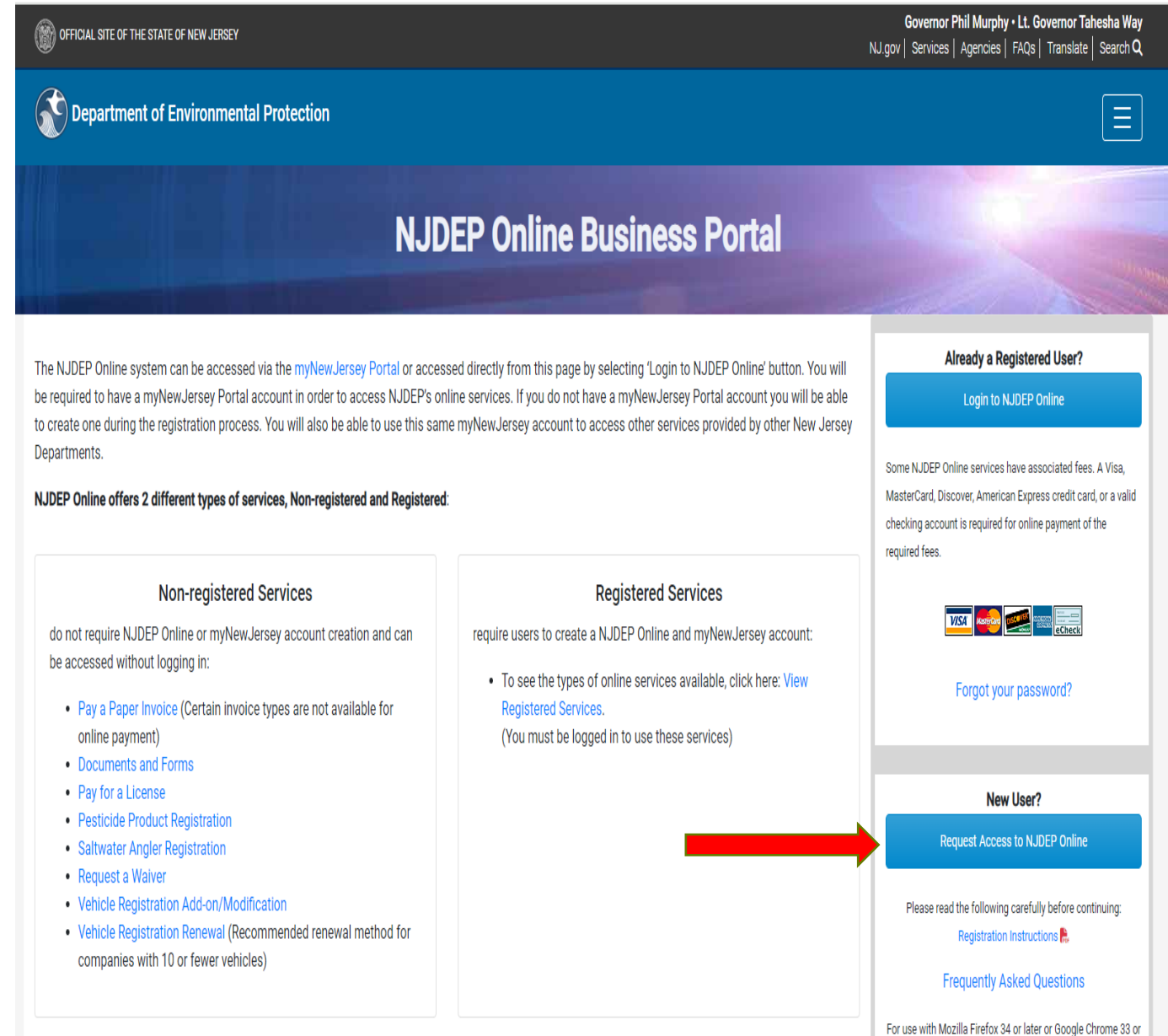
Steps to getting started...

New user account set-up requesting access:

- Go to www.njdeponline.com and click on “Request Access to NJDEP Online.”
- Please note, if you already have an account created you can simply log in.

For use with Microsoft Internet Explorer 11, Mozilla Fire Fox 34 or later and Google Chrome 33 or later.

For optimal performance, it is advised to maintain only one browser window or tab when using NJDEP Online.



The screenshot shows the NJDEP Online Business Portal. At the top, it says "OFFICIAL SITE OF THE STATE OF NEW JERSEY" and "Department of Environmental Protection". The main heading is "NJDEP Online Business Portal". Below this, there is a section for "Already a Registered User?" with a "Login to NJDEP Online" button. A red arrow points from the "Registered Services" section to this button. There is also a "New User?" section with a "Request Access to NJDEP Online" button. The page also includes a list of services under "Non-registered Services" and "Registered Services".

OFFICIAL SITE OF THE STATE OF NEW JERSEY

Governor Phil Murphy • Lt. Governor Tahesha Way
NJ.gov | Services | Agencies | FAQs | Translate | Search

Department of Environmental Protection

NJDEP Online Business Portal

The NJDEP Online system can be accessed via the [myNewJersey Portal](#) or accessed directly from this page by selecting 'Login to NJDEP Online' button. You will be required to have a myNewJersey Portal account in order to access NJDEP's online services. If you do not have a myNewJersey Portal account you will be able to create one during the registration process. You will also be able to use this same myNewJersey account to access other services provided by other New Jersey Departments.

NJDEP Online offers 2 different types of services, Non-registered and Registered:

Non-registered Services

do not require NJDEP Online or myNewJersey account creation and can be accessed without logging in:

- [Pay a Paper Invoice](#) (Certain invoice types are not available for online payment)
- [Documents and Forms](#)
- [Pay for a License](#)
- [Pesticide Product Registration](#)
- [Saltwater Angler Registration](#)
- [Request a Waiver](#)
- [Vehicle Registration Add-on/Modification](#)
- [Vehicle Registration Renewal](#) (Recommended renewal method for companies with 10 or fewer vehicles)

Registered Services


require users to create a NJDEP Online and myNewJersey account:

- To see the types of online services available, click here: [View Registered Services](#).
(You must be logged in to use these services)

Already a Registered User?

[Login to NJDEP Online](#)

Some NJDEP Online services have associated fees. A Visa, MasterCard, Discover, American Express credit card, or a valid checking account is required for online payment of the required fees.



[Forgot your password?](#)

New User?

[Request Access to NJDEP Online](#)

Please read the following carefully before continuing:
[Registration Instructions](#)

[Frequently Asked Questions](#)

For use with Mozilla Firefox 34 or later or Google Chrome 33 or

Creating your account and linking to NJDEP online...

- Fill in all required fields.
- Click on the “Request” button.



newjersey njdep department of environmental protection

Search

njdep online

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Documents and Forms Non-Registered Services Registered Services

Version: 5.7 Help | Login

WARNING: You are using a browser that is not fully supported by the services currently available on NJDEPOnline. If possible, please use the same version (or later) of one of our supported browsers:
Firefox 34, Internet Explorer 11

1. Request access to NJDEP Online 2. Link Your NJDEP Online service to your myNewJersey account 3. Use NJDEP Online


Please provide the following information to begin setting up your NJDEP Online account

*Contact Name:

*Organization Name:

*E-Mail Address:

*Confirm E-Mail:



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statewide: njhome | citizen | business | government | services A to Z | departments | search

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Department of Environmental Protection
P. O. Box 402
Trenton, NJ 08623-0402
Last Updated: June 24, 2004

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Linking your NJDEP online services...

- If you **do have** a MyNewJersey Account:

Fill out section (A) with your myNewJersey “Log On ID and Password” and click on Link NJDEP Online to My Account.

- If you **do not have** a MyNewJersey Account:

Fill out section (B) with your desired “Log On ID, Password, Security Question and Security Answer” and click on Create this new myNewJersey Account and Link NJDEP Online to It. (Please remember to write down your information and keep it for your records.)

1. Request access to NJDEP Online 2. Link Your NJDEP Online service to your myNewJersey account 3. Use NJDEP Online

Use this page to tell us about your myNewJersey account by picking one of the three choices below.

A. I already have a myNewJersey account. Link it to my NJDEP Online information:

My Log On ID is and my password is

B. I don't have a myNewJersey account yet. I'll create a new one now and link it to my NJDEP Online information:

Pick a Log On ID If you forget your password later, we'll ask you the following question. If you answer it correctly, we'll send a new password to your email address.

Pick a password Question you want us to ask

Retype your password Your answer

First name Email address

Last name Retype your email address

* All items in B are required if you're creating a new account. Your name and email address are filled in based on Step 1, but ignore them and use choice A instead if you already have a myNewJersey account.

Use choice C below if you can't remember your Log On ID - please don't create another new account.

Review your information and be sure it's correct before you click the Create Account button.

C. I already have a myNewJersey account but I can't remember what it is.
Please use the [Contact Form](#) to tell us your name and email address and a myNewJersey team member will contact you during normal business hours to help. Then you'll need to start over at step 1.

More information:

What is myNewJersey? It's a system that uses a single ID to let you access many services. If you have a business, you can access taxes, permits, payments, and other information. If you're an employee, you can get pension and payroll information, and for many departments, access your email and other resources when you're not in the office.

How does myNewJersey help me? It lets you access all of your information without having to remember separate account IDs and passwords for each service. Plus, you only have to log in once each "session" (each time you need any one of the services). You can access any other service during that same session, without having to log in again.

Why do I need myNewJersey to use NJDEP Online? NJDEP Online is the service that lets you log in with your permits. myNewJersey is the system that logs you in, or "authenticates" you, to be able to access NJDEP Online and any other services you're authorized to use.

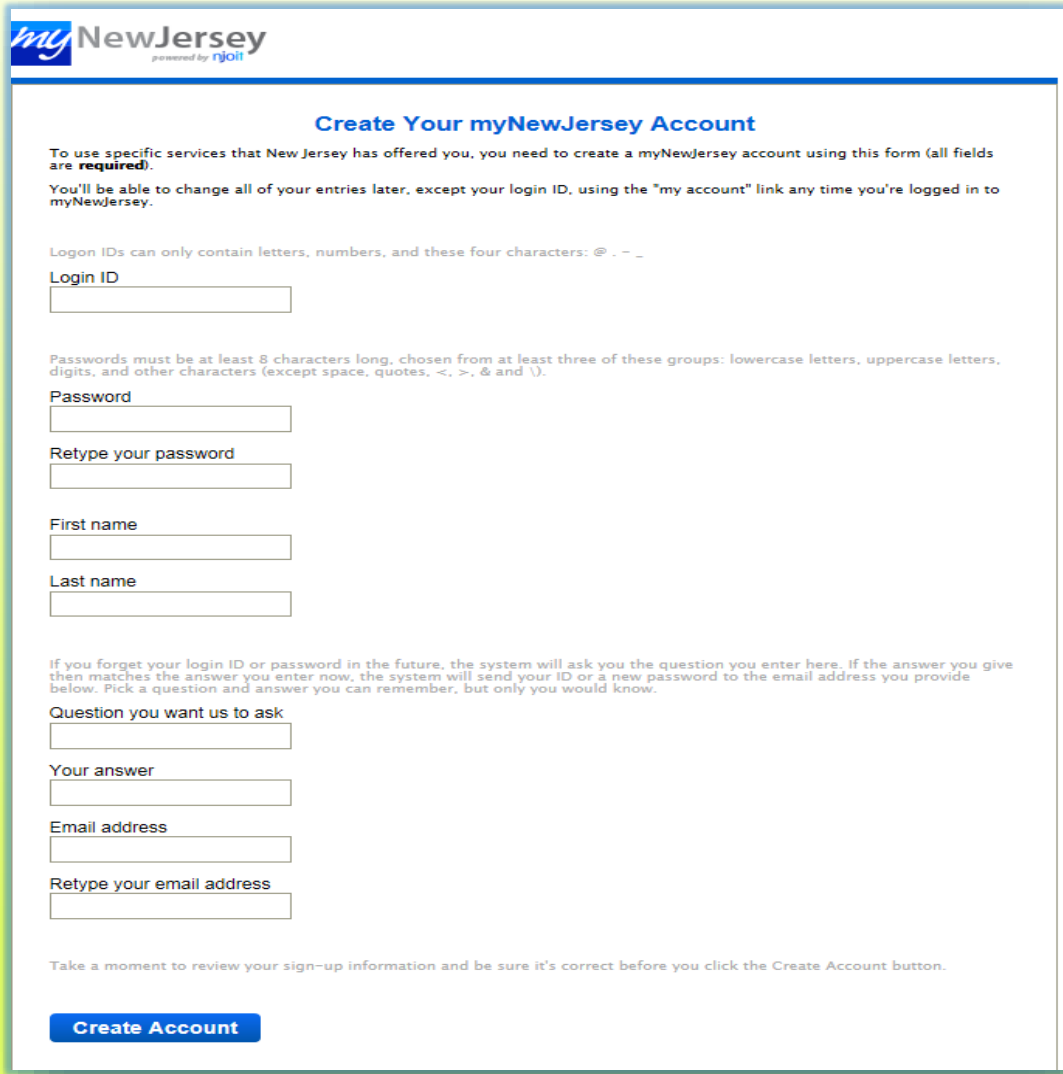
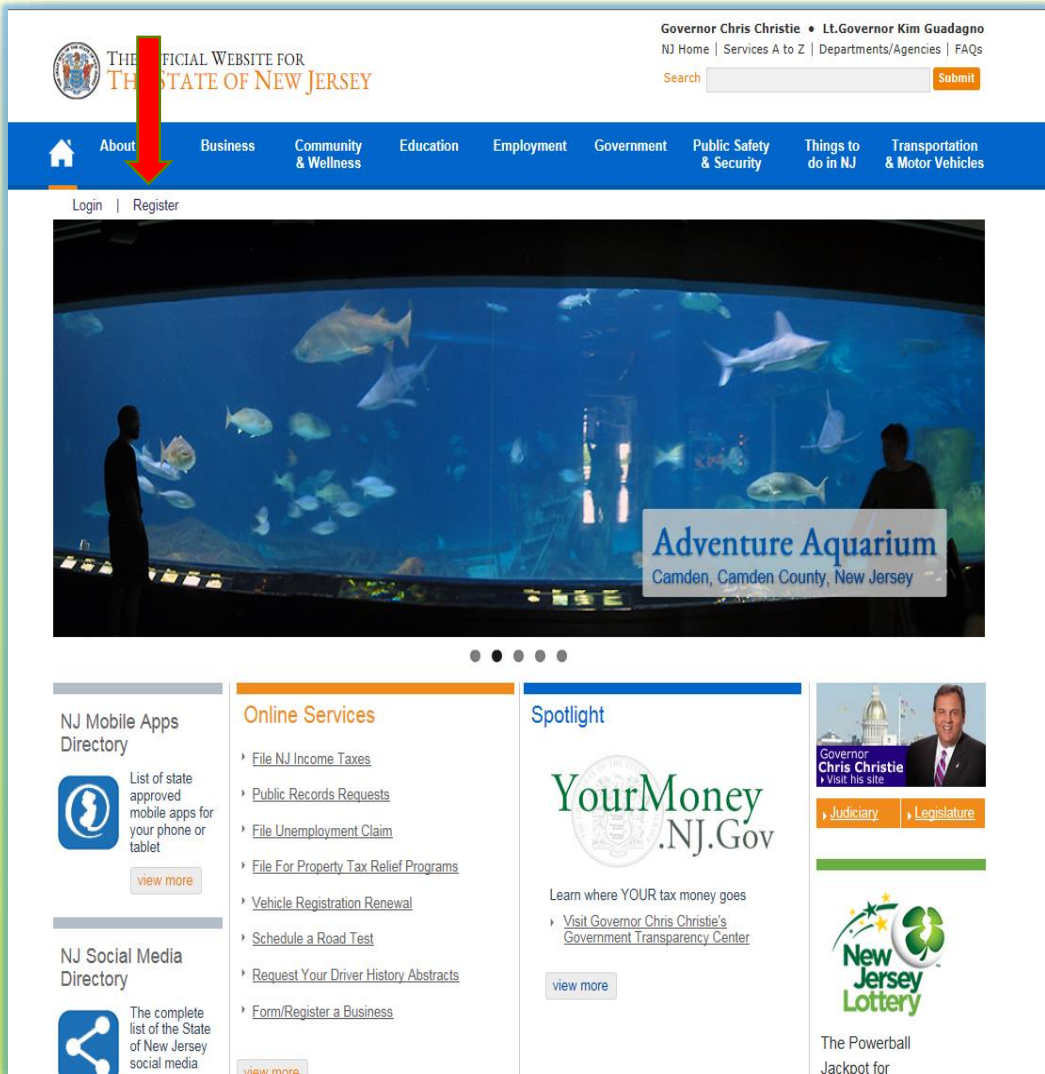
Do I have to do this each time? No, you only have to request access to NJDEP Online once, and you only have to link it to your myNewJersey account once. Each time you need to use NJDEP Online in the future, just use your myNewJersey ID and password to log in and you'll be taken to your NJDEP Online information. Creating more than one myNewJersey account is unnecessary and will cause confusion for you later.

[Contact Us](#) | [Privacy Notice](#) | [Legal Statement](#) | [Accessibility Statement](#)

Statewide: [NJHome](#) | [Services A to Z](#) | [Departments/Agencies](#) | [FAQs](#)

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The "MyNewJersey" portal was developed so that businesses and individuals had to login only once and then navigate to the appropriate program that they needed.



The State's goal was to eliminate the different login ID'S as well as trying to remember each individual website that people had to go to in order to conduct business with the State of New Jersey.

<http://www.nj.gov/>

Adding your contact information...

- Please fill out the required fields where you see the asterisk (*) symbol, including the Contact Numbers section.
- Next, click on the “Add Contact Number” to input your information.



njhome | citizen | business | government | services A to Z | departments search

newjersey njdep department of environmental protection njdep online

njdep home | about dep | index by topic | programs/units | dep online

Documents and Forms Non-Registered Services Registered Services

Version: 5.7
Welcome MyNewJersey Portal user. Please provide the following information to create your RSP account. [Help](#) | [Back to MyNJ](#)

CONTACT INFORMATION

• This account setup process is for the new NJDEP Online. Please ensure that you complete the setup before closing your browser.

* First Name:	<input type="text"/>	* Address Line 1:	<input type="text"/>
Middle Initial:	<input type="text"/>	Address Line 2:	<input type="text"/>
* Last Name:	<input type="text"/>	Address Line 3:	<input type="text"/>
Title:	<input type="text"/>	* City:	<input type="text"/> ▼
* E-Mail Address:	<input type="text"/>	* State:	New Jersey ▼
* Confirm E-Mail:	<input type="text"/>	* Zip:	<input type="text"/>
Organization Name:	<input type="text"/>		
Organization Type:	<input type="text"/> ▼		

CONTACT NUMBERS

Note: At least one contact number is required.

You do not have any contact numbers. Click 'Add Contact Number' to add one.

[Add Contact Number](#) [Continue](#) [Clear](#)

Adding your contact number...

- Please note that your contact number must be entered without dashes. Ex.6092922082
- Once, you filled out the contact number information you can hit "Save."


The screenshot shows the NJDEP online portal interface. At the top, there is a navigation bar with links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. A search box is located on the right. Below the navigation bar, there are tabs for 'Documents and Forms', 'Non-Registered Services', and 'Registered Services'. The main content area is titled 'ADD CONTACT NUMBER' and contains the following text: 'Note: Contact number must be entered without dashes. Ex: 6092922082'. The form fields are: '*Contact # Type:' (a dropdown menu), '* Contact Number:' (a text input field), 'Extension:' (a text input field), and 'Comments:' (a text area). A red arrow points to the 'Save' button, which is next to a 'Cancel' button. At the bottom of the page, there are links for 'contact dep', 'privacy notice', 'legal statement', and 'accessibility statement'.



Finishing up your contact information...

- Complete all required fields and double check to make sure all your information is correct.
- After, you have filled out all your information please hit "Continue."

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 newjersey **njdep**
department of environmental protection njdep online

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Documents and Forms | **Non-Registered Services** | **Registered Services**



Version: 5.7
Welcome MyNewJersey Portal user. Please provide the following information to create your RSP account. [Help](#) | [Back to MyNJ](#)

CONTACT INFORMATION


1 - Add Contact Info	* First Name: john	* Address Line 1: 1 Marin Street
2 - Setup Challenge Questions	Middle Initial:	Address Line 2:
3 - Create Certification PIN	* Last Name: smith	Address Line 3:
4 - View Facilities	Title:	* City: Smithville (Atlantic) ▼
Please Note You may click on a previously visited page (above) to navigate back to that screen.	* E-Mail Address: johnsmith@mail.com	* State: New Jersey ▼
	* Confirm E-Mail: johnsmith@mail.com	* Zip: 08205 x
	Organization Name: Smith Co.	
	Organization Type: Other ▼	

CONTACT NUMBERS

Note: At least one contact number is required.

Phone Number	Type	Remove	Edit
6099844164	Cell Phone Number		

Clicking a column title will sort the table by that column.





Next, let's set-up your challenge questions...

- There are “five” challenge questions for the purposes of protecting your security. Please note that you cannot have the same answer to more than one question.
- Once you are finished, this will take you to the next page, that will then ask you to create a Certification (PIN) Personal Identification Number.



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new jersey
department of environmental protection

Search

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Version: 5.7

Welcome MyNew Jersey Portal user. Please provide the following information to create your RSP account. [Help](#) | [Back to MyNJ](#)

CHALLENGE/RESPONSE QUESTIONS

1 - Add Contact Info

2 - Setup Challenge Questions

3 - Create Certification PIN

4 - View Facilities

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

Challenge Questions:

Please provide responses for five security questions. Select each question only one time. You cannot have the same answer to more than one question. Select another question if you have identical answers. Note that answers are NOT case sensitive:

* **Question 1:**
Select [] []

* **Question 2:**
Select [] []

* **Question 3:**
Select [] []

* **Question 4:**
Select [] []

* **Question 5:**
Select [] []

* Required

Continue


Creating your Certification (PIN) Personal Identification Number...

- Now, that you have successfully completed the challenge questions, you will be asked to create a Certification PIN.
- The Certification PIN is used to electronically certify a permit/application/submittal. However, it is **not** required to submit the eCRTK Survey.
- Please keep your Certification PIN in a safe place for you to locate and remember.



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 **njdep**
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Version: 5.7

Welcome **MyNew Jersey Portal** user. Please provide the following information to create your RSP account. [Help](#) | [Back to MyNJ](#)

CREATE A NEW CERTIFICATION PIN

1 - Add Contact Info

2 - Setup Challenge Questions

3 - Create Certification PIN

4 - View Facilities

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

Enter a new Certification PIN of your choosing in the two fields below to proceed.


The Certification PIN is used to electronically certify a permit/application/submittal. The Certification PIN is different from the password you use to log into the portal, although they may be set to the same values.

Note: The Certification PIN must be between 8 and 40 characters (inclusive), chosen from at least two of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and \).

Certification PIN is case sensitive.

Certification PIN:

Retype Certification PIN:

[contact dep](#) | [privacy notice](#) | [legal statement](#) | [accessibility statement](#) 

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statewide: [njhome](#) | [citizen](#) | [business](#) | [government](#) | [services A to Z](#) | [departments](#) | [search](#)

Adding the CRTK Program to your MyNewJersey account...

- On the right side of your screen, there will be a list of NJDEP programs. Scroll down to locate the Right to Know and Pollution Prevention Program and click next to the Community Right to Know Survey.
- Next, check the box next to it and hit "Ok."



The screenshot shows a web application window with a menu bar (File, Edit, View, Favorites, Tools, Help) and a scrollable list of NJDEP programs. The programs are organized into sections:

- Division of Land Use Regulation**
 - Apply for Land Use Permit by Certification
 - Apply for Letter of Interpretation
 - Renew Tidelands License
 - Tidelands License Ownership Change
- Water Monitoring**
 - Water Quality Data Exchange
- Well Permitting**
 - Well Permitting Service Selection
- Right to Know and Pollution Prevention Program**
 - Excess Emission Monitoring Performance Reports (EEMPR)
 - Periodic Compliance Certification
 - Diesel Retrofit Program
 - Community Right To Know Survey
 - Release and Pollution Prevention Report and Pollution Prevention Plan Summary
- Underground Storage Tank (UST) Program**
 - Initial UST Registration
 - Modification of UST Registration
 - Renewal of UST Registration
 - Underground Storage Tank Notice of Intent to Close
- Water Supply**
 - Drinking Water(eDWR)
 - Private Well Testing Act (PWTA) Analytical Results
 - Water Diversion, Water Utilization and Monitoring Results Submittal
 - Physical Connection Program Service Selection

A red arrow points to the next to "Community Right To Know Survey" under the "Right to Know and Pollution Prevention Program" section. At the bottom right, another red arrow points to the "OK" button. A "Check All" button is located at the bottom left, and a "Cancel" button is at the bottom right.

You can now add your facility...

- After, the CRTK Program has been added, you will be prompted to add your facility. Click on "Add Facilities."

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new jersey njdep department of environmental protection

njdep online

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My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder

Version: 5.7
Currently logged in: john smith

Help | Logout

PROGRAM LIST FOR SERVICES

You have selected some services that require facilities to be included in your profile. For each service listed, you will need to add at least one facility from one of the following listed programs. If a service is listed multiple times, you must add one or more facilities to your profile prior to accessing that service.


Service Description	Program
Community Right To Know Survey	Right To Know

Clicking a column title will sort the table by that column.

My Facilities

Note: You may add Facilities/Program Interests by clicking the "Add Facilities" button below.

You do not have any facilities in your profile. You may add facilities by selecting the Add Facility button on the My Workspace screen.

 [Add Facilities](#)

Click the "Add Facilities" button to add facilities to your profile. Click the "Done" button when you are finished adding facilities.

Note: You do not need to add facilities to your profile at this time. However, you will not have access to certain services until you add the appropriate facilities to your profile.

Done



Searching for your facility...

- Below the Facility Search, under "Pick the search you want to perform:" leave the first radio button (☉) marked.
- Input your 11 digit facility identification number. Remember to keep all the zeroes and leave the facility name blank.
- Hit search.



Environmental Protection Department dep online

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[Profile](#) | [Certifications](#) | [Payments](#) | [Documents and Forms](#) | [Permit Folder](#)

[Alert PIN](#) | [Edit Facility Selection](#) | [Favorite Contacts](#) | [Security Administration](#)

[Help](#) | [Logout](#)

FACILITY SEARCH

In most cases your Program Interest Number is your Facility ID.

Users adding NJPDES Permits to their profile should do so by selecting the "Water Quality" value from the NJDEP Program option. The user should then enter the NJPDES permit number they wish to add to their profile in the "Facility ID" field and click on the Search button.

Pick the search you want to perform:

- Retrieve only those facilities that match the search criteria (Need facility ID or name for search)
- Retrieve the sites and all of the site's facilities that match the search criteria (Need facility ID or name for search)
- Retrieve NJPDES Permit Numbers (Need NJDEP Program and NJPDES permit # for search)
- Retrieve the facilities that are associated with an Alternate ID
- Retrieve all Program Interest records for a specific NJDEP Program Interest Type (No facility ID or name needed for search)

(Optional) Select NJDEP Program:

Enter either a Facility ID or a Facility Name (if searching by Alternate ID, enter as the Facility ID):

Facility ID: (For NJPDES Facilities Use The NJPDES Permit Number)

Facility Name:

Results after searching for your facility...

- You should now see your facility. Make sure the box next to your facility is marked and hit "Add Selected Facilities."

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search

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Profile Certifications Payments Documents and Forms Permit Folder

Cert PIN Edit Facility Selection Favorite Contacts Security Administration

Help | Logout

FACILITY SEARCH RESULTS

Please select the facilities you wish to add to your profile. Once you are done selecting facilities, click the 'Add Selected Facilities' button.

Any facilities matching your search criteria that are currently associated with your profile will be separated from the search results and placed into a smaller datagrid above your search results. These facilities will also be automatically added to your selected facilities so that you may change your access type, if needed.

Facilities already in your user profile:

Facilities currently not in your user profile:

Facility	Facility ID	Program	Program Interest Type	County	Municipality
<input checked="" type="checkbox"/> TEST FACILITY 55	00000054209	Right To Know		Mercer	Trenton City

Clicking a column title will sort the table by that column.

Clear/Check All Add More Facilities Add Selected Facilities Cancel

contact dep | privacy notice | legal statements | accessibility statement



Completing the set-up of your facility...

- If you need to add more facilities click “Add Facility.”
- If you have multiple locations please use the “Add Facility”, which it will direct you back to the Facility Search screen.
- You will see that your facility is now added and you can select “Complete Setup.”

Version: 5.7
Currently logged in: john smith

MY FACILITIES

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
TEST FACILITY 55	00000012345	Right to Know	Individual With Direct Knowledge	Granted				

Clicking a column title will sort the table by that column.

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

[Add Facility](#) [Complete Setup](#)

department: [njdep home](#) | [about dep](#) | [index by topic](#) | [programs/units](#) | [dep online](#)
statewide: [njhome](#) | [citizen](#) | [business](#) | [government](#) | [services A to Z](#) | [departments](#) | [search](#)

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Department of Environmental Protection




Be sure to click "DONE"...

- Once you have added your facility/facilities, please click on "DONE" to finish the set-up process.



[Skip Navigation](#)

njhome | citizen | business | government | services A to Z | departments

 newjersey **njdep**
department of environmental protection njdep online

njdep home | about dep | index by topic | programs/units | dep online

[My Workspace](#) [User Profile](#) [Certifications](#) [Payments](#) [Documents and Forms](#) [Permit Folder](#)





Version: 5.6
Currently logged in: John Doe [Help](#) [Logout](#)

PROGRAM LIST FOR SERVICES

You already have the required facilities in your profile.

My Facilities


Note: You may add Facilities/Program Interests by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
TEST FACILITY 55	00000012345	Right to Know	Individual With Direct Knowledge	Granted				

Clicking a column title will sort the table by that column.

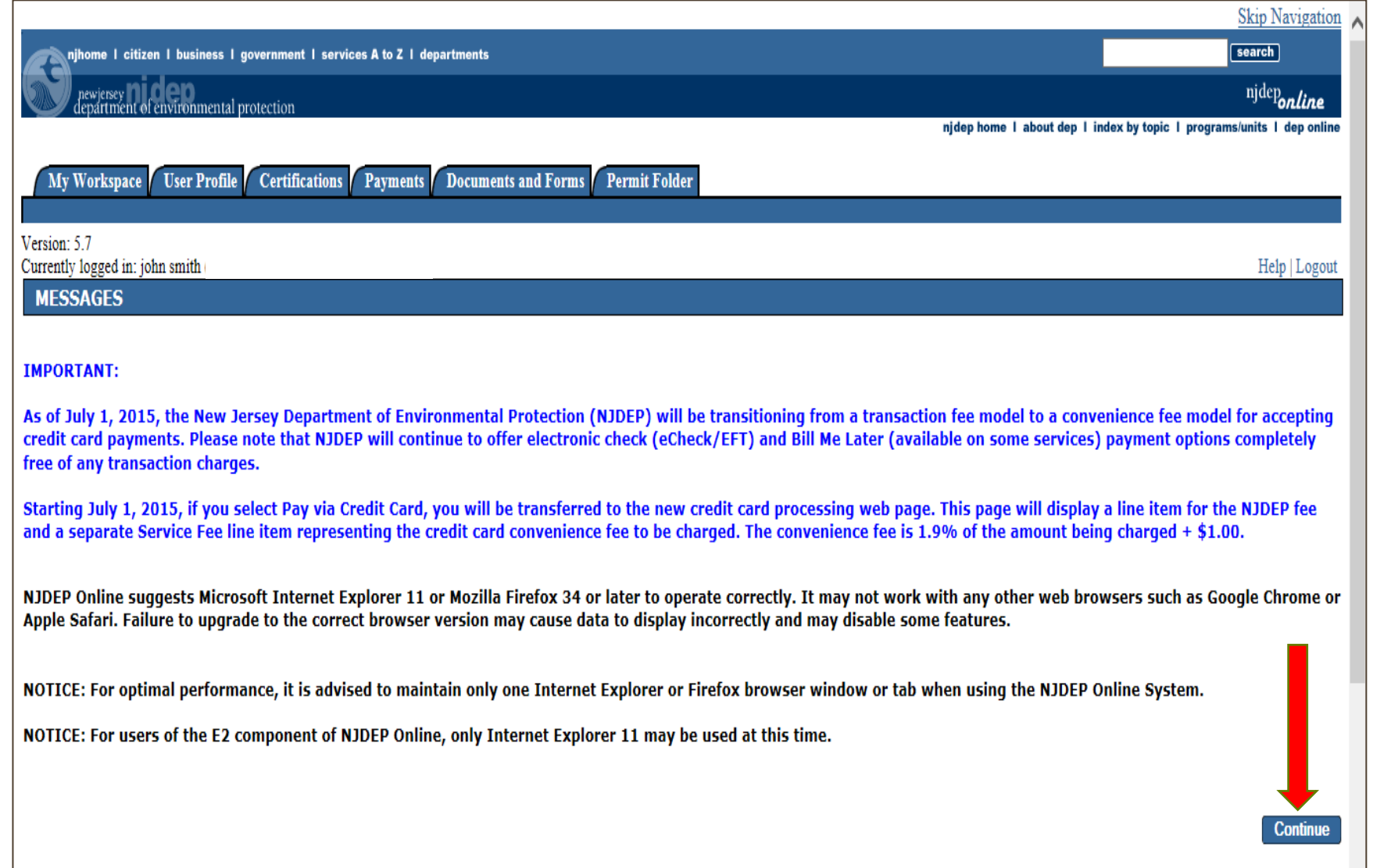
Click the "Add Facilities" button to add facilities to your profile. Click the "Done" button when you are finished adding facilities.

Note: You do not need to add facilities to your profile at this time. However, you will not have access to certain services until you add the appropriate facilities to your profile.



Congratulations! You finished with the set-up process.

- And your page should look like this.



The screenshot displays the NJDEP Online user interface. At the top, there is a navigation bar with links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. A search box is located on the right side of this bar. Below the navigation bar, the NJDEP logo and 'njdep online' are visible. A secondary navigation bar contains links for 'njdep home', 'about dep', 'index by topic', 'programs/units', and 'dep online'. A horizontal menu below this contains tabs for 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. The main content area shows 'Version: 5.7' and 'Currently logged in: john.smith'. A 'MESSAGES' section is highlighted in blue, containing an 'IMPORTANT:' notice. The notice text states: 'As of July 1, 2015, the New Jersey Department of Environmental Protection (NJDEP) will be transitioning from a transaction fee model to a convenience fee model for accepting credit card payments. Please note that NJDEP will continue to offer electronic check (eCheck/EFT) and Bill Me Later (available on some services) payment options completely free of any transaction charges. Starting July 1, 2015, if you select Pay via Credit Card, you will be transferred to the new credit card processing web page. This page will display a line item for the NJDEP fee and a separate Service Fee line item representing the credit card convenience fee to be charged. The convenience fee is 1.9% of the amount being charged + \$1.00. NJDEP Online suggests Microsoft Internet Explorer 11 or Mozilla Firefox 34 or later to operate correctly. It may not work with any other web browsers such as Google Chrome or Apple Safari. Failure to upgrade to the correct browser version may cause data to display incorrectly and may disable some features. NOTICE: For optimal performance, it is advised to maintain only one Internet Explorer or Firefox browser window or tab when using the NJDEP Online System. NOTICE: For users of the E2 component of NJDEP Online, only Internet Explorer 11 may be used at this time.' A red arrow points down to a 'Continue' button at the bottom right of the page.



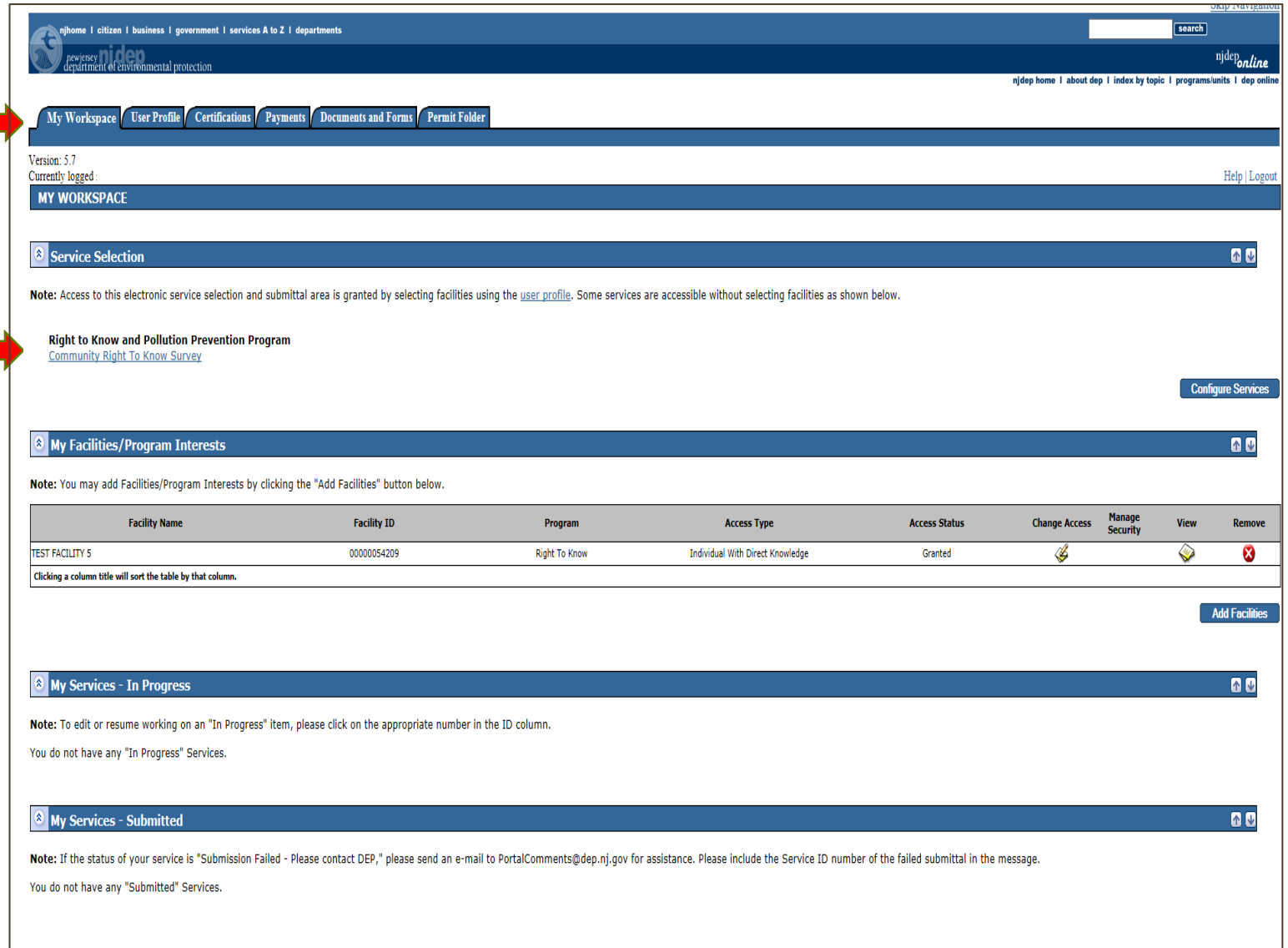
You are now ready to start the eCRTK Survey.

*****Security Alert!*****

Before starting the eCRTK Survey make sure your web browser is updated or have an installed new version to support this application.

First, go to your My Workspace tab...

- Click on the My Workspace tab, in the upper left hand side of the screen.
- To access your eCRTK Survey click on the corresponding link.



njhome | citizen | business | government | services A to Z | departments

njdep
new jersey
department of environmental protection

njdep online
njdep home | about dep | index by topic | programs/units | dep online

My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder

Version: 5.7
Currently logged:

MY WORKSPACE

Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

Right to Know and Pollution Prevention Program
[Community Right To Know Survey](#)

Configure Services

My Facilities/Program Interests

Note: You may add Facilities/Program Interests by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
TEST FACILITY 5	00000054209	Right To Know	Individual With Direct Knowledge	Granted				

Clicking a column title will sort the table by that column.

Add Facilities

My Services - In Progress

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

You do not have any "In Progress" Services.

My Services - Submitted

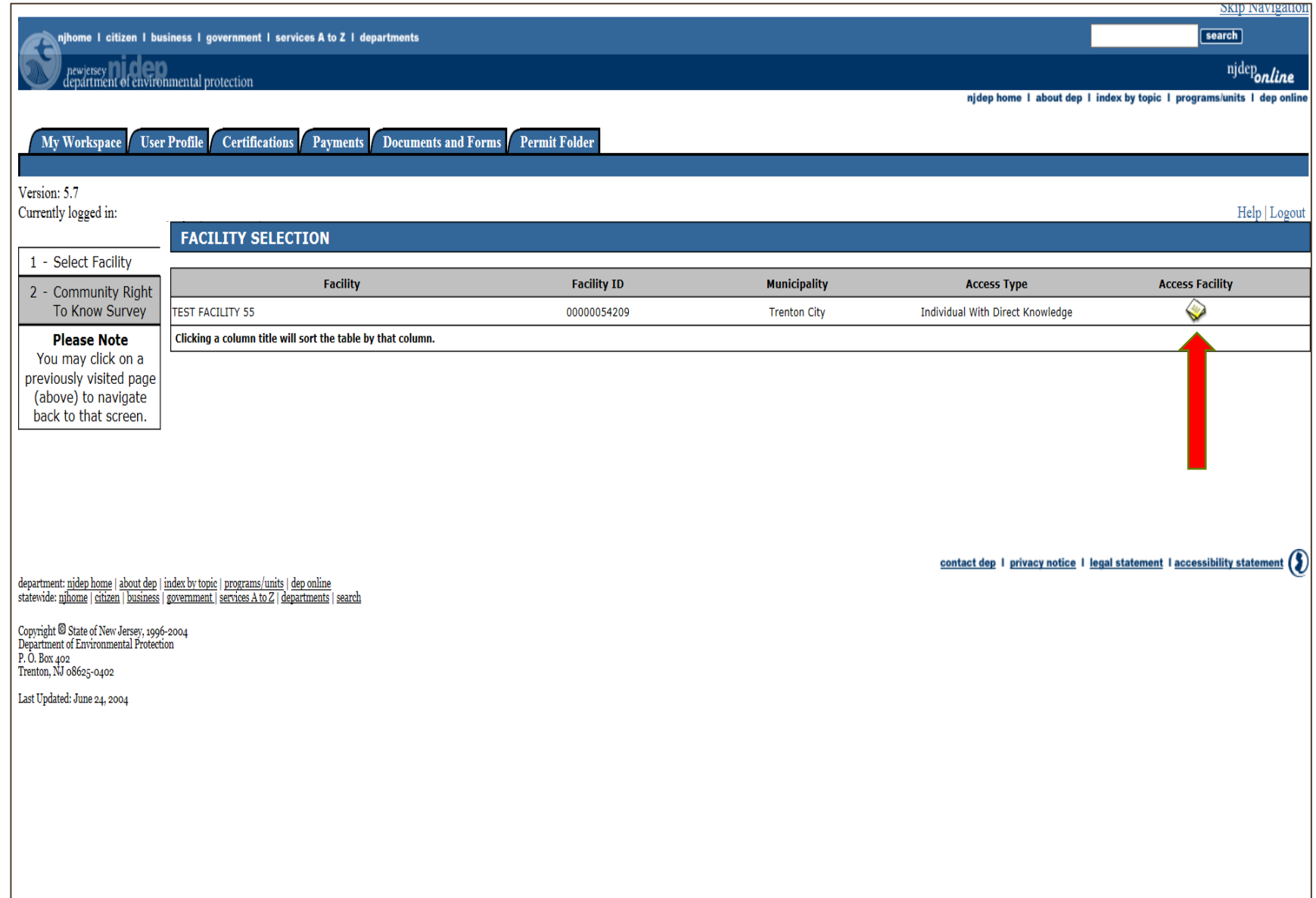
Note: If the status of your service is "Submission Failed - Please contact DEP," please send an e-mail to PortalComments@dep.nj.gov for assistance. Please include the Service ID number of the failed submittal in the message.

You do not have any "Submitted" Services.



Next, let's access your facility...

- After, clicking the eCRTK Survey link you will see your facility show up. Click on the icon under "Access Facility" to see your facility.




new jersey njdep department of environmental protection njdep online

My Workspace User Profile Certifications Payments Documents and Forms Permit Folder

Version: 5.7
Currently logged in: Help | Logout

FACILITY SELECTION

Facility	Facility ID	Municipality	Access Type	Access Facility
TEST FACILITY 55	00000054209	Trenton City	Individual With Direct Knowledge	

Clicking a column title will sort the table by that column.

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

department: njdep home | about dep | index by topic | programs/units | dep online
statewide: njhome | citizen | business | government | services A to Z | departments | search

contact dep | privacy notice | legal statement | accessibility statement

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Department of Environmental Protection
P. O. Box 402
Trenton, NJ 08625-0402
Last Updated: June 24, 2004



Accessing your eCRTK Survey...

- Make sure that you are in the current reporting year before starting the survey.

COMMUNITY RIGHT TO KNOW SURVEY IT'S THE LAW!

[CRTK HOME](#) [SURVEY INSTRUCTIONS](#)

Community Right to Know

Click the **Continue** button to fill out a survey. Click the **Back** button to return to DEP Online.

Facility ID **0000054209**
FEIN **123456789**
Facility Name **TEST FACILITY 55**
Reporting Year ▾


Electronic Survey Submitted but not Posted. Surveys that have not yet been processed and cannot be revised. Please check back in 24 hours.
Electronic Survey Submitted and Posted. Surveys that have been processed and can be revised.
No Survey Submitted. A Survey has not been received for the reporting year.



For assistance please contact the Office of Pollution Prevention and Right to Know
@ (609) 292-6714 between the hours of 8:00am and 5:00pm EST.





Site optimized for [Netscape/InternetExplorer](#) 4.0 browsers and above
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Five quick and easy steps in completing the eCRTK Survey...



COMMUNITY RIGHT TO KNOW SURVEY  IT'S THE LAW! 

[COMPANY INFO](#) [SUBSTANCE LIST](#) [VERIFY DATA](#) [SUBMIT SURVEY](#) [Go to Facility List](#)    




Facility ID: 0000054209 Facility Name: TEST FACILITY 55

WELCOME : TEST FACILITY 55






Your Survey status:
In progress Survey, last modified on : 01/05/17. Your changes will be saved for 90 days from this date.
Survey must be submitted by March 1.

Reporting Year : 2016
Facility Id : 0000054209
NAICS Code : 212324

SURVEY REPORTING 5 BASIC STEPS

STEP 1	Click the COMPANY INFO Button (Complete) <ul style="list-style-type: none">Review & Update Part 1 Company Information. (Previous year's information is displayed)Answer Survey Questions B1 and B2Review & Update Contact InformationSave
STEP 2	Click the SUBSTANCE LIST Button (Incomplete) <ul style="list-style-type: none">Review & Update Part 2 Substance Inventory Report. (Previous year's information is displayed)Add or Delete Substances as required<ul style="list-style-type: none">Complete Items are Indicated by Incomplete Items are Indicated by Save
STEP 3	Click the VERIFY DATA Button <ul style="list-style-type: none">Verifies Completeness of SurveyReview /Correct ErrorsSave
STEP 4	Click the SUBMIT SURVEY Button <ul style="list-style-type: none">Reverifies Completeness of SurveyAccept Survey Certification StatementSubmit eCRTK Survey to DEPeMail Acknowledgment is Generated & Sent to email Address entered in Part 1
STEP 5	Click the  Button <ul style="list-style-type: none">To Log Out of eCRTK

ADDITIONAL SURVEY FEATURES

Go to Facility List	Click to Return to the Facility Selection List to work with another Facility
	Click to Return to this 5 Basic Steps Page at any time
	Click to Access the Survey Help Pages
	Click to Preview your data in your Browser. Print or Save Locally using Browser
	Click Logo to Access the DEP Home Page
	Click Logo to Access the State of NJ Home Page

Step 1: Company/Facility Information

- Please complete all that applies to your company/facility.
- You will need to check off on section (B) if your company/facility has environmental hazardous substances above or below the reporting threshold.
- Once, you completed this section of the eCRTK Survey click "Save to File."



COMMUNITY RIGHT TO KNOW SURVEY ITS THE LAW

COMPANY INFO SUBSTANCE LIST VERIFY DATA SUBMIT SURVEY Go to Facility List

Facility ID: 00000012345 Facility Name: TEST FACILITY 55

Save to File PART 1 - COMPANY/FACILITY INFORMATION

Mailing Address Facility Location REQUEST CHANGE

A Company Name 1 TEST FACILITY 55		Street 123 ANY STREET
Name 2		City TRENTON
Street/PO Box 123 ANY STREET		State NJ Zip Code 08625
Apt./Suite No.		County MERCER
City TRENTON		Company Contact Name BILL JOHNSON
State NJ Zip Code 08625		Company Contact Email Address MIKESMITH@DEP.STATE.NJ.US

B Does this facility Produce, Store or Use NJ CRTK Environmental Hazardous Substances:

1. in any quantity? * Yes No * You must check "Yes" if you have Environmental Hazardous Substances in any quantity at your facility.

2. above thresholds? Yes No

C Facility Status Active Note: If you select "Out of Business" this survey must be completed for the period of time that the business was active during the reporting year.

H Subject to EPCRA Reporting No

*Yes means that your facility is subject to the federal EPCRA reporting requirements only, or that you reported an EPCRA-Only substance at or above the reporting threshold on your most recent survey. You must report the additional information under the "EPCRA Section Information" heading below.

D Number of employees at this facility 1

E Number of facilities in New Jersey 1

F Federal EIN (FEIN) [Click here for a list of facilities under this FEIN](#) (Do NOT call us for this number. We cannot give it to you on the phone.) 123456789

G R&D exemption approval number for this facility: N/A

Facility NAICS Code 212324

Briefly describe the current operations or business conducted at this facility:
COOKIE MANUFACTURER

Contact Information

I Emergency Contact Name BILL JOHNSON	J Official Contact Name BILL JOHNSON
Title MANAGER	Title MANAGER
Emergency Contact Phone (609) 111-1111	Official Contact Phone (609) 111-1111
Facility Phone (609) 111-1111	

Union Representative

K Union Name/Local #	Email Address
Representative Name	Phone

EPCRA Section Information

Note: This information is required either if the Facility is eligible for "EPCRA Only" reporting or if one or more EPCRA-Only Substances are reported.

TRI Facility ID RMP Facility ID

The TRI and RMP ID fields will be pre-populated if they apply to your facility.

Is this facility subject to Chemical Accident Prevention under Section 112R of CAA (40 CFR, Part 68, Risk Management Program)? No

Is this facility subject to Emergency Planning under Section 302 of EPCRA (40 CFR Part 355)? No

Facility EPCRA Section 302 Emergency Coordinator (if applicable)

Name	
24-Hour Phone	Title
Email Address	

Latitude 43 Is this Location: Manned Unmanned

Longitude -74 Maximum Number of Occupants 40

Parent Company Information (Optional)

Name	
Address	
Phone Number	
Dun & Bradstreet #	
Email Address	

Save to File



Step 2: Substance List

- If you have reported chemicals from the previous year, it will be reported into the current reporting year's survey.
- Deleting chemicals: Click on that particular chemical and then click the "Delete Substance" tab.
- If a red "X" is marked next to the chemical please update it. Once it is updated, it will have a green "✓."
- Adding new chemicals: This information can be found on the next slide.
- Once you completed this section of the eCRTK Survey click "Save to File."

COMMUNITY RIGHT TO KNOW SURVEY IT'S THE LAW!

COMPANY INFO SUBSTANCE LIST VERIFY DATA SUBMIT SURVEY Go to Facility List ? Print EHS

Facility ID: 00000012345 Facility Name: TEST FACILITY 55

Select Substance(s) to Add By:
Name CAS #

- X ACROLEIN
- X BENZENE
- X GASOLINE
- X PVC (CHLOROETHYLENE POLYMER)

PART 2 - CHEMICAL INVENTORY REPORT Validate Chemical Save to File Delete Substance

Substance Description Hazards Inventory Information
(Check all that apply)

Record Status: Incomplete (Click the 'Validate Chemical' button for a list of missing items.)

Substance Name: **ACROLEIN**

Substance Number: **0021**

CAS Number: **107-02-8**

DOT Number: **1092**

Purity (check one):
 Pure
 Mixture

Physical State (check one):
 Solid
 Liquid
 Gas

EPCRA Only: No

Does this EPCRA-Only Mixture Contain EPCRA Section 302 Extremely Hazardous Substance(s)?
 Yes
 No Enter EHS

Location(s): UHBIUOUIH

Hazards:
 Fire
 Sudden Release of Pressure
 Reactive
 Acute Health Effects
 Chronic Health Effects
 None per MSDS

Inventory Information:
Container Type: CB - Carboy
Container Description: Must complete if 'Other' selected above
Inventory (lbs) Go to gallon & cubic feet conversion help:
Max. Daily: Select Inventory Range
Avg. Daily: Select Inventory Range
Trade Secret: No Yes
Days on Site:
Storage Pressure: 01 - Ambient Pressure
Storage Temperature: 04 - Ambient Temperature

Validate Chemical Save to File Delete Substance

Cont'd Step 2: Adding New Chemicals and Information

- You can click on the “Name” or “CAS #” to find the chemical that your company/facility used in that corresponding year.
- Next, select the box(es) that corresponds to your chemical(s) and click the “Add Substance(s)” tab located in the upper right hand corner of your screen.
- Once, your chemical substance is added please fill out all necessary information associated with that chemical.

COMMUNITY RIGHT TO KNOW SURVEY IT'S THE LAW!

COMPANY INFO SUBSTANCE LIST VERIFY DATA SUBMIT SURVEY Go to Facility List

Facility ID: 0000012345 Facility Name: TEST FACILITY 55

Select Substance(s) to Add to Survey

Add Substance(s) to Survey

NJ CRTK Environmental Hazardous Substance (EHS) List - Scroll Down to find the substance(s) you wish to add. Place a check in the Select checkbox next to each substance and then click the 'Add Substance(s)' button. If you do not see the substance on this list, select "Other Substance" and click the 'Add Substance(s)' button.

ALL SUBSTANCES HIGHLIGHTED IN RED ARE EPCRA SECTION 302 EXTREMELY HAZARDOUS SUBSTANCES.

Select	CAS Number	Substance Name	Reporting Threshold (Pounds)
<input type="checkbox"/>	354-11-0	1,1,1,2-TETRACHLORO-2-FLUOROETHANE	500
<input type="checkbox"/>	630-20-6	1,1,1,2-TETRACHLOROETHANE	500
<input type="checkbox"/>	71-55-6	1,1,1-TRICHLOROETHANE	500
<input type="checkbox"/>	354-14-3	1,1,2,2-TETRACHLORO-1-FLUOROETHANE	500
<input type="checkbox"/>	79-34-5	1,1,2,2-TETRACHLOROETHANE	500
<input type="checkbox"/>	79-00-5	1,1,2-TRICHLOROETHANE	500
<input type="checkbox"/>	13474-88-9	1,1-DICHLORO-1,2,2,3,3-PENTAFLUOROPROPANE	500
<input type="checkbox"/>	812-04-4	1,1-DICHLORO-1,2,2-TRIFLUOROETHANE	500
<input type="checkbox"/>	111512-56-2	1,1-DICHLORO-1,2,3,3,3-PENTAFLUOROPROPANE	500
<input type="checkbox"/>	1717-00-6	1,1-DICHLORO-1-FLUOROETHANE (HCFC-141B)	500
<input checked="" type="checkbox"/>	57-14-7	1,1-DIMETHYL HYDRAZINE	500
<input type="checkbox"/>	96-18-4	1,2,3-TRICHLOROPROPANE	500
<input type="checkbox"/>	120-82-1	1,2,4-TRICHLOROBENZENE	500
<input type="checkbox"/>	95-63-6	1,2,4-TRIMETHYLBENZENE	500
<input type="checkbox"/>	106-88-7	1,2-BUTYLENE OXIDE	500
<input type="checkbox"/>	96-12-8	1,2-DIBROMO-3-CHLOROPROPANE	500
<input type="checkbox"/>	106-93-4	1,2-DIBROMOETHANE	500
<input type="checkbox"/>	422-44-6	1,2-DICHLORO-1,1,2,3,3-PENTAFLUOROPROPANE	500
<input type="checkbox"/>	354-23-4	1,2-DICHLORO-1,1,2-TRIFLUOROETHANE	500
<input type="checkbox"/>	431-86-7	1,2-DICHLORO-1,1,3,3,3-PENTAFLUOROPROPANE	500
<input type="checkbox"/>	1649-08-7	1,2-DICHLORO-1,1-DIFLUOROETHANE	500
<input type="checkbox"/>	95-50-1	1,2-DICHLOROBENZENE	500
<input type="checkbox"/>	107-06-2	1,2-DICHLOROETHANE	500

Step 3: Verifying Data

- Once, all contact information and chemicals have been added click on "Verify Data."
- If by chance, your survey is missing information you will see a message that will prompt you to complete all required fields.

COMMUNITY RIGHT TO KNOW SURVEY IT'S THE LAW!

COMPANY INFO SUBSTANCE LIST **VERIFY DATA** SUBMIT SURVEY Go to Facility List

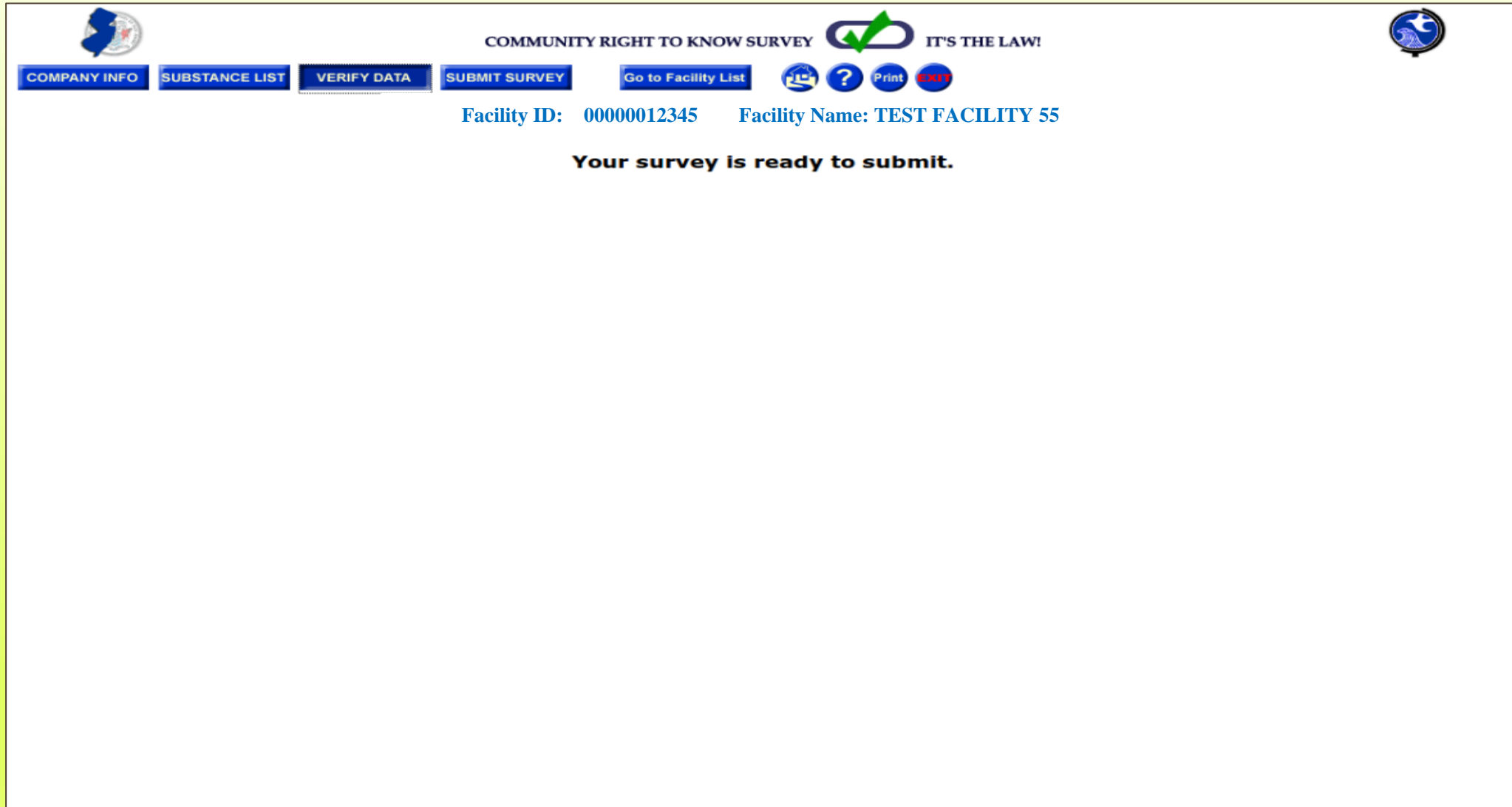
Facility ID: 00000012345 Facility Name: TEST FACILITY 55

Your survey is missing data for the following substance(s). Please click on the substance name to open the substance record, and complete all required fields.

- BENZENE
- GASOLINE
- PVC (CHLOROETHYLENE, POLYMER)
- ACROLEIN



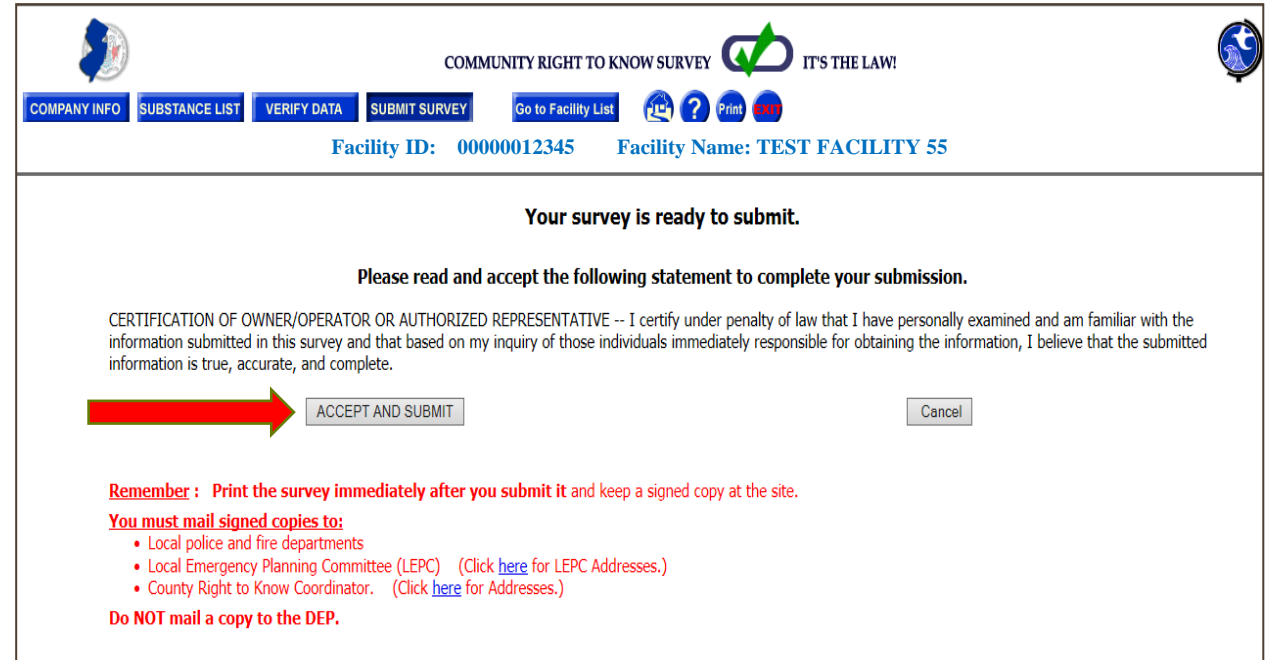
Now, that the corrections are fixed you are ready to submit.



The screenshot shows a web application interface for a 'COMMUNITY RIGHT TO KNOW SURVEY'. At the top left is a logo with a blue arrow pointing right. The main header text reads 'COMMUNITY RIGHT TO KNOW SURVEY' followed by a green checkmark icon and the slogan 'IT'S THE LAW!'. Below the header is a navigation bar with several buttons: 'COMPANY INFO', 'SUBSTANCE LIST', 'VERIFY DATA', 'SUBMIT SURVEY', 'Go to Facility List', a globe icon, a question mark icon, a 'Print' button, and a red 'EXIT' button. The main content area displays 'Facility ID: 00000012345' and 'Facility Name: TEST FACILITY 55'. Below this, a bold message states 'Your survey is ready to submit.' A circular logo is visible in the top right corner of the interface.

Step 4: Submitting your eCRTK Survey

- Once you hit “Submit” it will be electronically sent to us.
- Make sure you save a copy for your records.
- Now, that you have completed and submitted the form please print, sign and send a copy to your local:



COMMUNITY RIGHT TO KNOW SURVEY IT'S THE LAW!

COMPANY INFO SUBSTANCE LIST VERIFY DATA SUBMIT SURVEY Go to Facility List

Facility ID: 00000012345 Facility Name: TEST FACILITY 55

Your survey is ready to submit.

Please read and accept the following statement to complete your submission.

CERTIFICATION OF OWNER/OPERATOR OR AUTHORIZED REPRESENTATIVE -- I certify under penalty of law that I have personally examined and am familiar with the information submitted in this survey 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.

ACCEPT AND SUBMIT Cancel

Remember : Print the survey immediately after you submit it and keep a signed copy at the site.

You must mail signed copies to:

- Local police and fire departments
- Local Emergency Planning Committee (LEPC) (Click [here](#) for LEPC Addresses.)
- County Right to Know Coordinator. (Click [here](#) for Addresses.)

Do NOT mail a copy to the DEP.



- 1.) Police Department
- 2.) Fire Department
- 3.) County Right to Know Lead Agency
- 4.) Local Emergency Planning Committee



Step 5: Click the  Button

To Log out of eCRTK



Thank-you for submitting your eCRTK survey!

If you have any questions, please contact the Department via e-mail:
rtk@dep.nj.gov

