

RTK Survey General Instructions

If you are a Research Laboratory:

1. Fill out the Receipt and Acknowledgement of Materials Form. Return it to REHS *immediately*.
2. Complete the Research and Development Exemption Application. *If you applied for a R & D Exemption in a previous survey year, it is not necessary to complete another application unless your room location or scope of research has changed.*
 - a. If you must complete the R & D Exemption Application Form, be sure to include a campus map highlighting your building.
 - b. If your facility did not produce goods for commercial sale in the year 2005, you must complete the Room Information Form and the Laboratory Supervisor Certification Form. Chemical Inventory Forms are not necessary.
 - c. If your facility did produce goods for commercial sale in the year 2005, you must complete the Chemical Mixture Inventory Form or the Pure Chemical Inventory Form, whichever is appropriate for your non-R & D activities. You must also complete the Laboratory Supervisor Certification Form.
3. Complete the Training Certification Form.
4. Keep a copy of all completed forms for your files.
5. **Return all items to REHS by .**

If you are not a Research Laboratory:

1. Fill out the Receipt and Acknowledgement of Materials Form. Return it to REHS *immediately*.
2. Complete the Chemical Mixture Inventory Form or Pure Chemical Inventory Form for *ANY NEW CHEMICALS AT YOUR FACILITY*.
 - a. Chemicals with more than one ingredient should be listed on the Chemical Mixture Inventory Form.
 - b. Chemicals with only one ingredient should be listed on the Pure Chemical Inventory Form.
4. Complete the Training Certification Form.
5. Keep a copy of all completed forms for your files.
6. **Return all items to REHS by**

Contact REHS: at 732/445-2550 if you have questions about completing the RTK survey forms.

Return all survey items to: REHS
27 Road 1
Building 4086
Livingston Campus
Piscataway, NJ 08854