

Instructions For Completing RTK Research & Development Exemption Application Form

A separate RTK R & D Exemption application form must be submitted for every research laboratory for which an exemption is requested. If you have previously applied for R & D Exemption, you do not need to reapply unless your laboratory has moved to a different location, you have acquired additional lab space, or the scope of your research has changed.

Facility Information: Fill in the Building, Room and Campus information requested.
(top of form) Fill in the 11 digit N J Employer ID Number corresponding to your campus from the table below.

<u>Question</u>	<u>Directions</u>
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| 1. | Use a photocopy of your campus map from the Rutgers phone directory or the Rutgers website and highlight where your building is located. |
| 2. | Provide a brief description of the R & D activities in your laboratory. |
| 3. | Enter the percentage of the facility's total time devoted to R & D activities. To qualify for an R & D exemption your R & D activities must exceed 50% of the total activity. |
| 4. | Enter the percentage of time, if any, spent in quality control support of production activities at your facility (usually 0% for Rutgers R & D labs). |
| 5. | Enter if any time is spent in the production of goods for commercial sale (usually NO for Rutgers R & D labs). |
| 6. | The Room Information Form is included in this packet. Please return it along with this application. |
| 7. | The Pure Chemical Inventory Form and the Chemical Mixture Inventory Form are included in this packet. Please return the appropriate form(s) with this application. |
| 8. | The R & D Laboratory Supervisor Certification Form is included in this packet. Please complete it and return it with your application. |
| 9. | This section must be filled in <u>completely</u> (Name, Title, Telephone) and is essential that this form is signed and dated by the laboratory supervisor. |

NJ Employer ID Numbers

ADELPHIA - 9999932000	HUTCHENSON MEMORIAL FOREST - 9999932019
BLUEBERRY/CRANBERRY - 9999932002	LG COOK 4-H CAMP - 9999932010
BRIDGETON - 9999932003	LIVINGSTON - 9999932001
BURL CTY RECLAMATION GREENHOUSE - 9999932018	MGSA CIVIC SQ - 9999932012
BUSCH - 9999932004	NEWARK - 9999932009
CAMDEN - 9999932005	NJ ECOCOMPLEX - 9999932017
COLLEGE AVE - 9999932013	NJ TECH CENTER RT 1 SOUTH - 9999932021
COOK - 9999932006	OYSTER RESEARCH/CAPE SHORE - 9999932014
CREAM RIDGE - 9999932007	PINELANDS - 9999932015
DOUGLASS - 9999932008	SYNDER FARM - 9999932020
HASKIN SHELLFISH/BIVALVE - 9999932016	TUCKERTON/ LITTLE EGG HARBOR - 9999932011