

RTK DATABASE INSTRUCTIONS

Database Link: <https://www.rci.rutgers.edu/~rehs/rtk/>

DUE: April 20th 2009

Log in with your NET ID and password

If you have questions please contact Jennifer Mancini (jmancini@aps.rutgers.edu) or Nick Taylor (ntaylor@aps.rutgers.edu) or by calling 732-445-2550.

Once submitted, all previous information will be available.

TRAINING RECORDS:

The supervisor, PI or designee must provide this form for all faculty and/or staff under his/her supervision.

1. Enter the Supervisor information
2. Enter each employee's information, including the supervisor (Use the Magnifying Glass on the left to search and select employee information)
3. When complete, select the certification statement box and click the Submit button

Once the form is submitted you will be able to make any changes until the final submission deadline.

LAB EXEMPTIONS: - Completed by Research and Development Laboratories ONLY.

1. Enter Building information
2. Enter Supervisor information
3. Complete the Questions section
4. When complete, select the certification statement box and click the Submit button

We are requiring every Research and Development (R&D) Laboratory supervisor to complete this form online this year.

CHEMICAL INVENTORY: (If you are an R&D Lab and completed the Lab Exemption you do not need to complete this section.)

All non R&D departments must complete must complete a full survey of all chemicals in their possession.

1. For each chemical in your inventory, click on Add Substance
2. Many of the Facilities, Housing, and Dining chemicals are included under the Common Products button, check this list to see if your product is there, then select the product and it will auto fill the product information into the database
3. Complete the Product information sections and click the Save Substance button (Most of this information is available on the product MSDS)

NOTE: You can go back and add to this section an unlimited number of times until the final submission deadline.

4. Click on the Certification Statement button (top of page) after all of your chemicals have been entered to certify that the information you have entered is correct