RTK DATABASE INSTRUCTIONS
Database Link: https://halflife.rutgers.edu/rtk

DUE: May 1st, 2010

Log in with your NET ID and password

If you have questions please contact Kim Hopf (khopf@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

You are only required to complete the Research and Development (R&D) Laboratory exemption if you did not complete one last year.

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

The 2009 RTK survey is an update survey. This requires reporting of any new chemicals added to your inventory in 2009. All non R&D departments must complete an update survey and complete the certification.

1. For each chemical added to your inventory in 2009, click on the Add Substance button.

   NOTE: If you have no new chemicals to add, click on the Submission Certification button and select the “I have no new chemicals added to my inventory for the RTK reporting year 2009.” And then click the Submit button at the bottom of the page.

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)
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