

Right to Know Central File

Pursuant to NJAC 8:59-7.2(d), a public employer shall, upon written request, provide an employee or employee representative with a copy of a Right-to-Know Survey, appropriate Hazardous Substance Fact Sheet(s) (HSFS), and, if applicable, (Material) Safety Data Sheets ([M] SDS) at no cost. This information shall be provided as soon as possible, but at the latest, within five (5) working days of the request. For a mixture, a public employer shall, upon written request, provide an employee or employee representative with a copy of the appropriate (M)SDS.

In accordance with the provisions of the Worker and Community Right-to-Know Act (NJSA 34:5A-12) and the Worker and Community Right-to-Know Act Rules (NJAC 8:59-7.2), the following documents are available online at www.pars-rtk.com.

- (Material) Safety Data Sheets

Note: Allowing employee access to this database website from the workplace during the work shift satisfies the requirements to provide employee access to the (M)SDS.

INSTRUCTIONS

1. Log on to www.pars-rtk.com.
2. When prompted, enter "HCRHS" as the UserID and "RTK" as the Password into the appropriate fields.
3. Use the drop-down menu to select a facility to search, or check "Show ALL Facilities" to perform a global search.
4. Once a facility has been selected, the database will provide the user with five (5) search options:
 - *Product Name*
 - *Ingredient Name*
 - *Location (This option is unavailable when searching all facilities.)*
 - *Manufacturer*
 - *CAS Number*
5. Once an option has been selected, a text box will be presented to filter the list. The full name of the search criteria will not be needed; a partial name will suffice. A partial name will provide a list of products that have the selected "text" in them. Choosing the icon under the (M)SDS heading for the product of choice opens the (M)SDS for viewing.

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