

Preparation for Right to Know Inventory & Labeling Surveys

To comply with the RTK Inventory & Labeling requirements, we have a few reminders.

Representatives from J.A. Montgomery Risk Control will soon contact you to schedule the annual chemical inventory. We visit every location where you store chemicals. To assist in conducting an efficient and complete inventory; we ask your help.

1. Please look at your chemical inventory and safely discard any chemicals, paints and oils you no longer need or plan to use. If it is not there it does not have to be inventoried.
2. Representatives need free access to each storage location, so please assure that cabinet doors and shelves are accessible. A neat and orderly arrangement makes this task easier and safer and assists us in completing the inventory in a timely fashion.
3. Look at your MSDS/Hazardous Substance Fact Sheets. Is there a binder in each work location that contains the sheets for products used at that location? You may obtain a CD-ROM of all of the Hazardous Substance Fact Sheets online at:
<http://nj.gov/health/eoh/rtkweb/rtkorderform.shtml>
4. **NEW:** The standard requires that you maintain a Central File and our representatives will be making a spot check of your File. The Central File consists of the following records:
 - The last full survey and updates for subsequent years
 - The MSDS or Safety Data Sheet for every hazardous chemical product on site
 - The NJ Hazardous Substance Fact Sheets for materials on your inventory
 - A copy of the "Green Book" or reference to the online NJ HazMat List
5. This is a good time to check that there are no unlabeled containers or illegible labels. Look for secondary containers with inappropriate labels. Nothing should be stored in food containers (bottles, jugs, etc.). Discard or properly label any questionable items. Here are a few suggestions for good storage practices:
 - No corrosives stored above eye level
 - All containers set firmly on shelves with no overhang
 - Secondary containers (ex. spray bottles) properly labeled with product name and principle hazard on each
 - Flammable liquids cabinets contain only flammable liquids
 - All tanks and bulk containers have the name and CAS# of the contents posted.

Please make an effort to address these issues before the summer inventory & labeling surveys begin.