



## State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Office of Pollution Prevention and Right to Know

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KIM GUADAGNO  
*Lt. Governor*

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*Commissioner*

January 15, 2015

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P.O. BOX 148  
OCEANPORT, NJ 07757

US ARMY FORT MONMOUTH-  
CHARLES WOOD AREA  
CHARLES WOOD AREA  
EATONTOWN, NJ 07724  
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Dear Employer,

This letter is being sent to notify you of your obligation to comply with the Community Right to Know (CRTK) reporting requirements pursuant to the Worker and Community Right to Know Act, N.J.S.A. 34:5A and Worker and Community Right to Know regulations, N.J.A.C. 7:1G and/or the Emergency Planning and Community Right to Know Act (EPCRA).

An employer covered under the Act and regulation shall complete and submit to the New Jersey Department of Environmental Protection (NJDEP), by March 1, a CRTK Survey indicating the presence of environmental hazardous substances during the reporting year.

All CRTK Surveys must be submitted electronically. To complete and submit the Survey, please go to [www.njdeponline.com](http://www.njdeponline.com). Please see the Community Right to Know Guidance Document located at <http://www.nj.gov/dep/opppc/figdoc.htm> for step-by-step instructions on how to set-up an online account and complete a CRTK Survey.

If you believe your facility is Exempt from reporting requirements you may submit a CRTK Reporting Exemption Form found at <http://www.nj.gov/dep/opppc>. You do not need to set up an online account to submit this form.

Failure to comply with the reporting requirements may result in enforcement actions, including the issuance of a penalty.

The Office of Pollution Prevention and Right to Know will be conducting CRTK training webinars in January and February. To register for these webinars, please go to <http://www.nj.gov/dep/opppc/>.

Should you have any questions, or need additional information, please contact this office at 609-777-0518.

Sincerely,

Chief, Office of Pollution Prevention  
and Right to Know