To all Rowan University vendors,

Rowan University is a public employer with the responsibility to assist workers in learning about the hazards of the products they work with. This is mandated by the New Jersey Department of Health Right to Know Act. In order for Rowan University to comply with these legal responsibilities, the organization must complete an annual Right to Know Survey, ensure products are properly labeled, create and maintain a Right to Know Central File, and display the Right to Know Poster.

**Vendors that provide products for Rowan University are required to:**

- Ensure products are properly labeled and Safety Data Sheets (SDS) are provided
  - Labeling
    - All labels are required to meet Global Harmonizing System (GHS) Standards, which include:
      - Product Identifiers
        - Name
        - Top Five (5) Ingredients
        - Corresponding Chemical Abstract Service (CAS) Numbers
      - Hazard Statements
      - Precautionary Statements/First Aid
      - Manufacturer Information
      - Global Harmonizing System (GHS) Symbols/Hazard Pictograms
      - Signal Words
  - Safety Data Sheets (SDS)
    - A current Safety Data Sheet (SDS) must be shipped with each product

The New Jersey Right to know Act is part of New Jersey Statutes Annotated (N.J.S.A.) 34:5A-1 and the Right to Know Act Regulations can be found in the New Jersey Administrative Code (N.J.A.C.) 8:59. These statutes and codes provide standards that are required for all public employers to abide by.

After a recent Right to Know Inspection, it has been brought to our attention that we are still receiving products that are not in compliance with these regulations. Per Rowan University’s Terms and Conditions Statement, section 1.7, all vendors must comply with all local, state, and federal rules and regulations applicable to this contract and to the work to be done hereunder. If a vendor is not adhering to these laws, Rowan University will move to terminate contracts with this vendor.

For more information on the Right to Know Act, please contact:

**The New Jersey Department of Health**
P. O. Box 360
Trenton, NJ 08625-0360
Phone: (609) 984-2202

**Rowan University**
**Environmental Health and Safety**
Phone: (856) 256-5105
Email: EHS@rowan.edu