



**APPLICATION FOR THIRD PARTY RIGHT TO KNOW (RTK) INSTRUCTOR
REGISTRATION
[MGL, CHAPTER 111F; 454 CMR 21.07]**

I, _____, would like to apply to register
(please print or type)
with the Massachusetts Department of Labor Standards as a third party Right to Know
instructor.

In addition to this application form I am submitting:

1. A statement of my qualifications which covers my education, work experience, and professional skills. (Minimum requirements are listed on page 2).
2. A sample of a training plan that includes, at a minimum, all of the mandated requirements as outlined in 454 CMR 21.07. (See page 3).

I understand that any registration that is issued is valid until this coming June 30 and that a renewal notice will be sent to me at the address I submit below. Once an application is accepted, an annual fee of \$20.00 is required to be paid by bank check or money order made payable to the Commonwealth of Massachusetts.

I hereby certify under penalty of perjury that the information I am submitting in application for RTK instructor registration by the Massachusetts Department of Labor Standards is true and accurate.

Signature _____ Date _____

Address _____

City/Town, State, Zip Code _____

Phone Number(s) _____

QUALIFICATIONS

Education

A bachelor's degree in industrial hygiene, health education, the natural sciences, environmental safety or a related field.

Experience

Work of five or more years in one of the above areas or in a related field may be substituted for the above educational requirements.

Professional Skills

1. Ability to coordinate an educational program
2. Ability to evaluate the specific needs of the employees
3. In-depth knowledge of the Massachusetts Right to Know Law
4. Ability to evaluate the specific hazards of a workplace

MAILING ADDRESS

The application form and supporting documents should be mailed to:

Third Party Right to Know
MA Department of Labor Standards
Westboro State Hospital – Hadley Building
167 Lyman Street
Westboro, MA 01581

**MASSACHUSETTS DEPARTMENT OF LABOR STANDARDS
RTK TRAINING REQUIREMENTS (454 CMR 21.07)**

Instruction or training shall include but not be limited to the following:

- 1) A detailed explanation of employee rights including:
- 2) Workplace notice;
 - a) Container labeling;
 - b) Request of an MSDS;
 - c) Work refusal;
 - d) Discrimination, discipline, discharge;
 - e) Hearings and appeals;
 - f) Instruction or training.
- 3) Introduction to a sample MSDS:
 - a) Name, address, emergency telephone number;
 - b) Preparer's name, address and date;
 - c) List of ingredients and percentages;
 - d) Health information;
 - e) Occupational exposure limits;
 - f) First aid procedures;
 - g) Physical data;
 - h) Fire and explosion hazards;
 - i) Reactivity;
 - j) Employee protection;
 - k) Other regulatory controls.
- 4) Explanation of workplace MSDSs with reference to specific substances used, handled or stored.
- 5) Explanation of designated substances as they apply to labeling:
 - a) Carcinogenic;
 - i) Mutagenic;
 - ii) Teratogenic;
 - b) Neurotoxic.
- 6) Orientation and explanation of protective clothing and equipment as it relates to the proper handling and use of toxic or hazardous substances in the workplace.
- 7) Employers shall maintain a record of training or instruction given to employees. This record, at a minimum, shall describe the instruction or training, the date or dates on which it was given, the names of the employees and the person giving the training or instruction. These records shall be maintained by the employer for the duration of each employee's employment and shall be made available to the Director or the Director's representative.