



December 8, 2025

Satchell Haughton
 Director of Buildings and Grounds
Middlesex County Magnet Schools
 112 Rues Lane
 East Brunswick, NJ 08816

RE: 2025 RTK Survey Preparation
Development of District Digital Central File and RTK QR Code
RTK Re-Inspection Support
Proposal 121025-J01

Dear Mr. Haughton:

Thank you for considering **Epic Environmental Services, LLC** for your district's environmental compliance requirements. We are pleased to submit the following proposal for the preparation of the **Middlesex County Magnet Schools's** New Jersey 2025 Right to Know (RTK) Surveys and perform RK labeling for the upcoming RTK compliance re-inspection.

2025 RTK Survey Preparation

The New Jersey 2025 RTK Surveys will be started from scratch. The following tasks will be provided to ensure the district's compliance with these requirements.

- Perform **complete** physical inventory of each District facility.
- Research & obtain SDSs for all products identified during the inventory. Develop electronic MSDS/SDS Library as described below.
- The 2025 RTK Survey for each facility will be completed using the New Jersey Department of Health on-line system.
- An electronic copy (PDF) of the Surveys will be provided to the district following online submission of the Surveys. The Surveys may be made available to district staff electronically.
- The Middlesex County Department of Health, local police departments, fire departments, and offices of emergency management will have online access to the Surveys.
- Epic will perform RTK product labeling at each facility, where necessary.
- Epic will be present during the RTK re-inspection to address any issues found during the re-inspection.

Inventory, SDS Research, RTK Survey Data Entry:	\$12,000
RTK Label Generation, Application, Re-Inspection Support:	\$ 6,000 (\$1,200/facility)
RTK QR Code:	\$ 300 (optional service)
Total:	\$18,300

For subsequent years, the cost of the surveys and Central File updates will be as follows:

2026	\$ 6,000 + \$300 QR Code
2027	\$ 6,000 + \$300 QR Code
2028	\$ 6,000 + \$300 QR Code

HEALTH

Epic Enviromental Services, LLC
 Tele: 856.205.1077

SAFETY

www.epicenviro.com

ENVIRONMENT

80 Fork Bridge Road
 Pittsgrove, NJ 08318

Development of District Digital Central File and RTK QR Code

Epic proposes to digitize the district's entire MSDS/SDS library. Epic will provide electronic copies of **all product MSDSs and SDSs**.

- **MSDS/SDS** will be provided alphabetically by product name.
- **MSDS/SDS** will be searchable by product name, manufacturer, and if applicable, product code/UPC.
- **MSDS/SDS** will be in pdf format.
- Each product will be a unique file.
- The **MSDS/SDS Library** database will be hosted on School servers, making them easily accessible to all employees with computer access.
- Once the **MSDS/SDS Library** has been completed, there will be NO monthly or yearly administrative costs.
- New **MSDS/SDS** will be acquired and added to the database as part of annual RTK inventory/survey services.
- Digital "Central File" will be developed and will include all MSDS/SDS, 2025 RTK Surveys, NJRTK Hazardous Substance List, and all NJRTK Hazardous Substance Fact Sheets.
- Develop and support RTK QR Code (optional service).

All work and payments will be completed in accordance with the provisions above, as well as the attached Standard Terms & Conditions. You may indicate your acceptance of this proposal and authorize Epic Environmental Services, LLC to begin work by signing the enclosed authorization form and returning it to me. If possible, please give two to three weeks advance notice for scheduling.

Epic Environmental Services, LLC would be pleased to manage your RTK and HazCom programs, and we are confident that our presence will ensure your district's compliance with the NJDHSS regulations. Please feel free to call me at 856-205-1077 should you have any questions.

Regards,



James Eberts
President
Epic Environmental Services, LLC