

# DEP Right to Know Inspections of Clinical Locations



## Overview

The NYC Department of Environmental Protection (DEP) oversees the use and storage of hazardous substances that pose a threat to public health and the environment in New York City through its Right-to-Know (RTK) Program. The RTK Program requires businesses and facilities to file an annual Tier II report detailing the quantity, location, and chemical nature of every hazardous substance stored within their facilities throughout the five boroughs. The DEP then conducts annual inspections for each site reporting hazardous chemicals.

EHS is available to aid with inspections, but Practice Managers and staff at clinical locations must be knowledgeable and know how to respond to a DEP inspector and assist with the annual RTK inspection.

## Frequently Asked Questions

### Who reports chemical inventories to the DEP?

- Each **practice is responsible for keeping a Salute inventory** log of chemicals (e.g., anything flammable, corrosive, toxic, etc.) and compressed gasses (e.g., oxygen) kept on site.
- EHS files the annual DEP-RTK report** based on the Salute inventory record.

### What clinical locations does EHS currently report for?

- As of 2021, EHS has reported inventories for the following clinical locations:

Building Code	Building Name	Address
CL	Chelsea Clinic	53 West 23rd Street
DV	DV Building	425 East 61 Street
EP	East Side Phys Expansion	215 East 85th Street
ES	East Side Physician Office	211 East 80th Street
LM*	Wellness Center	170 William Street
MR	MRI Center	416 East 55th Street
WM	156 William Street	156 William Street
WO	Worth Street Building	40 Worth Street
WP	West Side Practice	2315 Broadway
WS	West Side Physician Office	12 West 72nd Street
WE	232 West 80th Street	232 West 80th Street

\*The practice at LM building has closed and EHS will no longer report for 2022.

### What is involved in the inspection?

- Every year, the DEP inspects each reporting site.
- This is a quality assurance inspection to check our reports for accuracy and chemical storage conditions.
- Inspectors are escorted by practice managers, head nurses, or EHS.
- Inspectors are shown where and how chemicals are stored (e.g., practice room, storage closet, etc.).
- Inspectors may ask how staff has access to SDS ([Chemwatch](#)).

### When do inspections occur?

- Inspections are unannounced. If EHS gets an advanced warning, we will notify you.



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- You can call EHS for assistance with an inspection **(646-962-7233)**.
- DEP inspectors should introduce themselves and show identification.
- **You can call 212-490-4179 to confirm this is a real inspection.**
- **What happens after the inspection?**
  - The DEP will send a follow-up email summarizing the results to EHS after an inspection is complete.
  - If no violation is issued, there is no follow-up needed.
- **What if there is a problem?**
  - DEP can issue fines for improper reporting, storage, or being denied entry to a facility.
  - **First Violation: \$250-\$2,500. Second Violation: \$1,750-\$5,000. Subsequent Violation: \$3,750-\$10,000**
- **What can you do to be prepared for a DEP inspection?**
  - Log in to [Salute](#), check your chemical inventory for accuracy, and make edits as needed.
  - Contact EHS ([ehs@med.cornell.edu](mailto:ehs@med.cornell.edu)) for help with access to Salute or creating a new inventory.
  - Consult the EHS Update: [Chemical Storage and Segregation](#).
  - Educate Staff on [access to Safety Data Sheets \(SDS\)](#) and how to escort an inspector.
  - Notify EHS of any changes in Practice Managers or site locations.
  - Contact EHS if you have any questions or would like to arrange training:  
646-962-7233 (immediate attention or inspector is on-site)  
[ehs@med.cornell.edu](mailto:ehs@med.cornell.edu) (request training)