



SiteHawk  **Communicator Tutorial**

General User

AGENDA

- 1 Accessing SiteHawk Communicator
- 2 *Quick***SEARCH**
- 3 Lost?
- 4 Help

Accessing SiteHawk Communicator for the General User



General User access to SRJC's Safety Data Sheet (SDS) inventory is now available to all SRJC students and employees online through our SDS management vendor, SiteHawk Communicator. To access SRJC's SiteHawk Communicator website, begin at SRJC's Environmental Health & Safety Department webpage (ehs.santarosa.edu). Click on the left menu link titled 'Hazard Communication' and then click the left menu link titled "SRJC Safety Data Sheet (SDS) Inventory".

SANTA ROSA JUNIOR COLLEGE
Building on a Legacy of Excellence

Environmental Health & Safety

Search...

[A-Z Index](#)

ENVIRONMENTAL HEALTH & SAFETY HOME

MISSION STATEMENT

The Environmental Health and Safety (EHS) Department supports the mission of the Sonoma County Junior College District by promoting health, safety and environmental protection throughout the District with the objective of maintaining a safe learning and working environment.

- The department provides leadership in developing and supporting high quality policies, procedures, programs and training opportunities in support of the protection of life, property, and the environment.
- The department provides legal and regulatory compliance research, hazard assessment, advice and assistance to enable students, faculty, staff and visitors to protect themselves from potential health hazards they may encounter in the District.
- The department promotes the principles of environmental protection and sustainability by supporting responsible management of hazardous materials and wastes, including source reduction, substitution, reuse, and recycling.

EH&S LOCATION & HOURS

Location: 1808 Albany Dr
Hours: M - F, 8 A.M. - 5 P.M.

CONTACT EH&S

Phone: (707) 527-4803
E-mail: ehsweb@santarosa.edu

MAILING ADDRESS

1501 Mendocino Ave,
Santa Rosa, CA 95401

EMERGENCY CONTACT

District Police
(707) 527-1000

EHS Home

- [Report an Injury or Illness Incident](#)
- [Report a Safety Hazard](#)
- [Publications and Forms](#)
- [Bloodborne Pathogen Plan \(PDF\)](#)
- [Injury and Illness Prevention Plan \(PDF\)](#)
- [Automated External Defibrillators](#)
- [Hazard Communication Plan](#)
- [Aerial Lift Manuals](#)
- [District Safety & Health Committee](#)

Accessing SiteHawk Communicator for the General User



Once on the SRJC Online SDS Management access page, to access the password protected site, use your SRJC student or employee ID and associated password and you will be given access to SRJC's complete SDS inventory. You will also have access to some useful training information.

SANTA ROSA JUNIOR COLLEGE Santa Rosa Junior College - Corporation

SRJC ONLINE SAFETY DATA SHEET (SDS) INVENTORY

SRJC Online SDS Management through

SiteHawk Communicator is an innovative, SaaS-based chemical data management platform utilized by SRJC to deliver compliance with global hazard communication standards including HazCom 2012, GHS and WHMIS 2015. With SiteHawk you can quickly access SRJC's SDSs with a "Google-like" search interface. .

Login help/recovery:

SRJC Student ID Number

OR

Faculty/Staff Username

Student SRJC Pin Code

OR

Faculty/Staff Password

Login

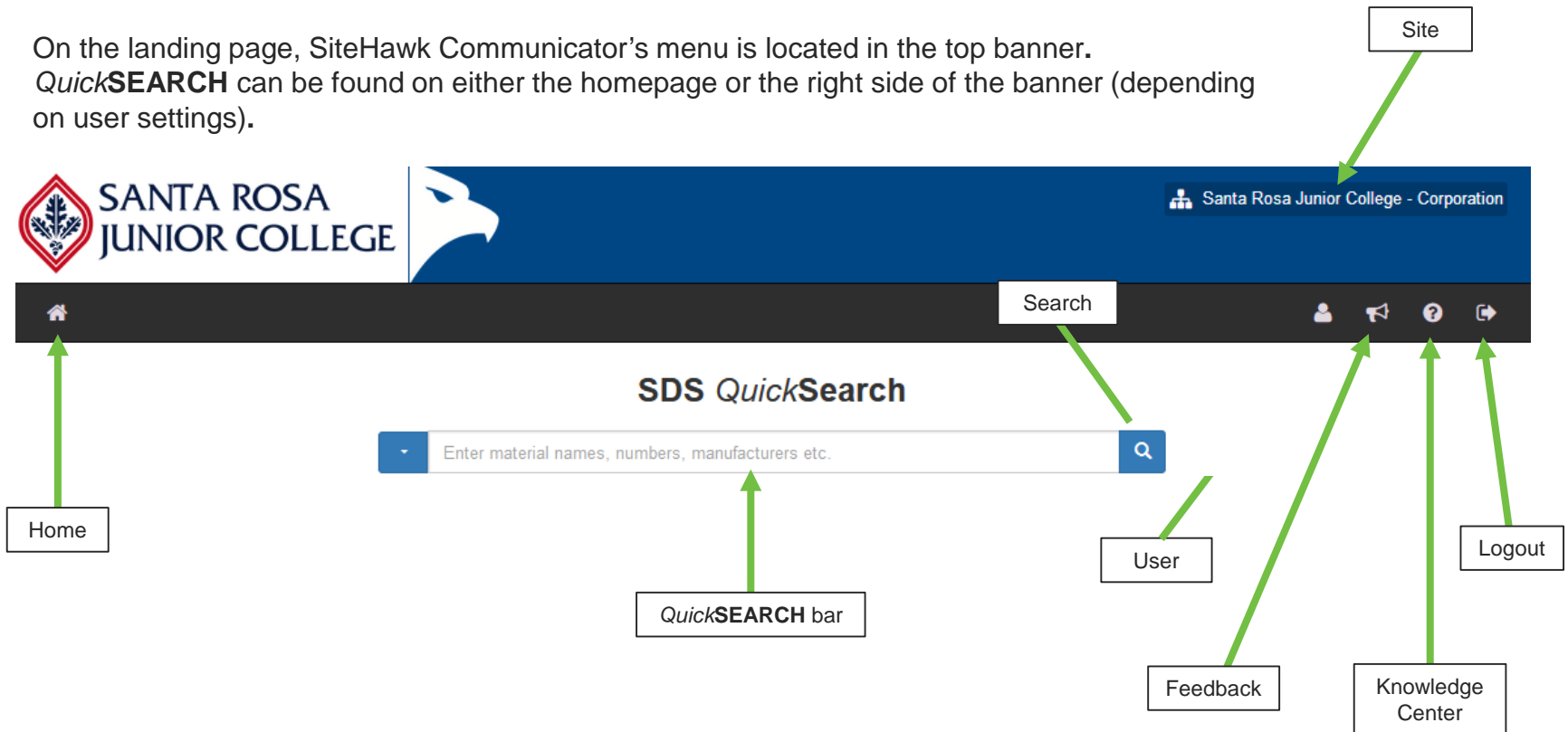
- [Help for Students](#)

- [Help for Faculty/Staff](#)

Accessing SiteHawk Communicator




On the landing page, SiteHawk Communicator's menu is located in the top banner. **QuickSEARCH** can be found on either the homepage or the right side of the banner (depending on user settings).



QuickSEARCH enables you to search for materials. Searches can be conducted using up to five search terms, such as Material Name, Manufacturer, CAS and more.



SDS QuickSearch

 
- Hil|
HIL00398
HIL00703
HIL00707
HIL00714
HIL00802
HIL00805
HIL00810
HIL00816
HIL00818
HIL00819
HIL00827
HIL00832
HIL00834
HILLYARD

Type a search term and press Enter, or select the appropriate suggestion from the dropdown list.

Click the magnifying glass icon or press Enter to begin the search.

Search results are located in the main section of the page in a list table format. To sort the results by category, simply click the desired column header (click once for A-Z sorting or click twice for Z-A sorting). Additionally, filter a column by clicking the filter icon located beside the column header. Once the desired material is found, click the SDS icon to view the SDS.

SDS QuickSearch

The screenshot displays the SDS QuickSearch interface. At the top, there is a search bar with two active filters: 'Hillyard' and 'Cleaner'. Below the search bar is a table with the following columns: SiteHawk ID, Material, CAS, Manufacturer, and Matched. The table contains five rows of search results. A blue dropdown arrow is located at the top left of the table, and a 'Filter' button is located in the 'Manufacturer' column. A green box highlights the dropdown menu, which shows 'Matched Phrase Options' and two options: '1 of 2 Terms(15)' and '2 of 2 Terms(5)'. A green arrow points from the dropdown menu to the 'Matched' column header. A box labeled 'SDS' points to the SDS icon in the first row of the table.

	SiteHawk ID	Material	CAS	Manufacturer	Matched
▶ ↓ SDS EN	1837090	Green Select® Glass Cleaner		Hillyard Industries	Manufacturer. Material Synonym. Primary Name
▶ ↓ SDS EN	1617071	Non-Acid Restroom Disinfectant/Cleaner		Hillyard Industries	Manufacturer. Primary Name
▶ ↓ SDS EN	294563	Non-Acid Restroom Disinfectant/Cleaner		Hillyard Industries	Manufacturer. Primary Name
▶ ↓ SDS EN	262499	Restroom Cleaner		Hillyard Industries	Manufacturer. Material Synonym. Primary Name
▶ ↓ SDS EN	1837092	Shower Room Cleaner		Hillyard Industries	Manufacturer. Primary Name

SDS

The blue dropdown arrow lists the Matched Phrase Options from the search results. Additionally, the Matched column on the far right indicates which term was matched.

Lost?



If you get lost, click on the Home icon. Before you do another search make sure the site window shows Santa Rosa Junior College – Corporation. If it doesn't then click on the window to change it.

The screenshot shows the SDS QuickSearch interface. At the top left is the Santa Rosa Junior College logo. Below it is a navigation bar with a Home icon (a house) and a Site Window icon (a person). The Site Window is currently set to "Santa Rosa Junior College - Corporation". Below the navigation bar is the "SDS QuickSearch" search bar with the placeholder text "Enter material names, numbers, manufacturers etc." and a search button. A callout box labeled "Home" points to the Home icon. Another callout box labeled "Site Window" points to the Site Window icon. A third callout box points to the Site Window dropdown menu, which is open and shows a list of options: "Santa Rosa Junior College - Corporation (1974)", "Santa Rosa Junior College - Corporation (1974)", "Petaluma Campus (5122)", "Public Safety Training Center (5123)", "Santa Rosa Campus (5121)", "Santa Rosa Junior College - Catalog (5120)", "Shone Farm (5125)", and "Southwest Santa Rosa Center (5124)".

Help



The SiteHawk Knowledge Center is accessible to all users from any page within the SiteHawk application. It provides articles, PowerPoints and instructions on best practices for SiteHawk features and functionality. SiteHawk contact information is at the bottom of the page. You can also always contact your supervisor, instructor or the SRJC Environmental Health and Safety Department at (707) 527-4803 for additional assistance.

The screenshot shows the SiteHawk Knowledge Center interface. At the top left is the Santa Rosa Junior College logo. The main header is blue with the SiteHawk logo, a search bar, and a user profile icon. Below the header is a dark navigation bar with icons for home, user, help, and share. The main content area is titled "Welcome to the SiteHawk Knowledge Center" and features a grid of 18 topic tiles: Administration, All Airboles, Chemical Inventory Tracking (CIT), Corporate Features, Dashboard, How To Airboles, Ledgers, Material Analysis Profiling System (MAPS), Product Release, Reports, Search, Training Resources, Videos, and Webinars. A footer bar contains a "Contact Support" link. Annotations include a green arrow pointing to a search bar with the text "Use the search bar to find specific topics or features." and another green arrow pointing to a question mark icon in the navigation bar with the text "Click the question mark icon to access the Knowledge Center."

SANTA ROSA JUNIOR COLLEGE

SiteHawk Search

Santa Rosa Junior College - Corporation

Welcome to the SiteHawk Knowledge Center

Administration All Airboles Chemical Inventory Tracking (CIT)

Corporate Features Dashboard How To Airboles

Ledgers Material Analysis Profiling System (MAPS) Product Release

Reports Search Training Resources

Videos Webinars

Contact Support

Use the search bar to find specific topics or features.

Click the question mark icon to access the Knowledge Center.



THANK YOU
