

SWIS Portal Agreement: Web Submission

Please review the [SWIS Agency Portal website](#) to become familiar with the process for submitting inspection reports online. By completing and returning this form, your agency agrees to the requirements, procedures, and responsibilities for submitting inspection reports using the SWIS Agency Portal.

City/County:	
Agency/Department Name:	

LEA Primary Contacts and Staff Authorized to Submit Inspection Forms

After new staff have created a [WebPass](#), please fill in the information below.

- Primary Contact: person responsible for verifying that additional users are authorized to submit reports on behalf of your agency, such as a supervisor or manager.
- LEA Staff: any LEA staff authorized to submit inspections via the SWIS Agency Portal.

If necessary, additional staff may be added on a second page.

Primary Contact Name:		
Title:	Phone Number:	Email Address:
LEA Staff Name:		
Title:	Phone Number:	Email Address:
LEA Staff Name:		
Title:	Phone Number:	Email Address:
LEA Staff Name:		
Title:	Phone Number:	Email Address:

Primary Contact/Supervisor Signature:

Primary Contact/Supervisor Printed Name:

The LEA's Primary Contact will receive an email notification when the agreement has been approved. New LEA contacts will be added to the LEA Directory and the Roundtable email distribution list to receive emails from their LEA Roundtable chair. To opt out of the Roundtable email distribution list, contact PermitTrainingAssistance@CalRecycle.ca.gov.

Email the completed, signed form to: PermitTrainingAssistance@CalRecycle.ca.gov