

Solid Waste Information System (SWIS) [Agency Portal](#) Agreement

By completing and returning this form, your agency agrees to the requirements, procedures, and responsibilities for submitting inspection reports and other solid waste related documents using the SWIS Agency Portal.

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| City/County: | |
| Agency/Department Name: | |

LEA Primary Contacts and Staff Authorized to Submit Inspection Forms

1. Provide requested information below so that staff can be added to the [LEA Directory](#). Once a CalRecycle [WebPass](#) has been created, staff can begin to submit inspections electronically.

- 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.

2. Identify staff no longer with the LEA and to be removed from the LEA Directory and SWIS.

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| Primary Contact Name: | | |
| Title: | Phone Number: | Email Address: |
| <input type="checkbox"/> Opt out of Roundtable distribution list | <input type="checkbox"/> Opt out of receiving All LEA Emails | <input type="checkbox"/> Request access to upload other documents in SWIS |
| New LEA Staff Name: | | |
| Title: | Phone Number: | Email Address: |
| <input type="checkbox"/> Opt out of Roundtable distribution list | <input type="checkbox"/> Opt out of receiving All LEA Emails | <input type="checkbox"/> Request access to upload other documents in SWIS |
| New LEA Staff Name: | | |
| Title: | Phone Number: | Email Address: |
| <input type="checkbox"/> Opt out of Roundtable distribution list | <input type="checkbox"/> Opt out of receiving All LEA Emails | <input type="checkbox"/> Request access to upload other documents in SWIS |
| New LEA Staff Name: | | |
| Title: | Phone Number: | Email Address: |
| <input type="checkbox"/> Opt out of Roundtable distribution list | <input type="checkbox"/> Opt out of receiving All LEA Emails | <input type="checkbox"/> Request access to upload other documents in SWIS |

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|---|
| Staff No Longer associated with the LEA Program and to be removed from the LEA Directory and SWIS. |
| Name: |
| Name: |
| Name: |

Primary Contact/Supervisor Signature:

Primary Contact/Supervisor Printed Name:

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- The LEA's Primary Contact will receive an email notification when the agreement has been approved to submit inspection reports online.
- Roundtable email distribution list receives emails from the Regional LEA Roundtable chair about upcoming meetings.
- All LEA Emails are periodically sent from the Waste Permitting, Compliance, and Mitigation Division and contain important information including training announcements, public meeting reminders, and regulatory updates.
- Access to upload digital inspection information is automatically assigned to those listed on the agreement. If also requesting access to upload other solid waste related documents, CalRecycle staff will be in contact to schedule a 45-minute mandatory remote training.
- [Introduction to the SWIS Portal Webinar](#) – In October 2021, CalRecycle provided a virtual webinar of the SWIS Agency Portal. This webinar consists of an overview of the portal and a demonstration on how to navigate and utilize the different features of the portal. Please be advised that the webinar is not the same as the document upload training for new LEAs.

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