

## **Updates to the Solid Waste Information System (SWIS) Agency Portal – LEA Document Submittals**

Updates to the Submit LEA Draft Document and Submit LEA Final Document pages have been made to allow LEAs to submit Agency related documents via the [SWIS Agency Portal](#). The Category field drop-down has been updated to include an Agency option and the Type field includes a drop-down of different types of Agency related documents (Designation Information Package (DIP), Enforcement Program Plan (EPP), and Evaluation related document types). The changes were published on March 1, 2023, and are provided in the attached document for your reference.

The LEA Electronic Document Coding List Descriptions and LEA Electronic Document Coding List Summary on the SWIS Agency Portal Home page have been updated to include the Agency category and Agency document types.

If you have any questions on the Agency document types or whether an Agency related document should be submitted as a draft or final, please contact your [LEA Evaluations Contact](#).

*This announcement is being sent on behalf of the Permitting and Assistance Branch, CalRecycle.*

## SWIS Agency Portal Submit Document Page Updates February 2023

Updates to the Submit LEA Draft Document and Submit LEA Final Document pages have been made so LEAs can submit Agency related documents via the SWIS Agency Portal. The Category field drop-down has been updated to include an Agency option and the Type field includes a drop-down of different types of Agency related documents (Designation Information Package (DIP), Enforcement Program Plan (EPP), and Evaluation (EVAL) related document types). Although the screen shots below are for the Submit LEA Draft Document page, the same changes were made for the Submit LEA Final Document, so the steps below are the same whether a draft or final document.

The LEA Electronic Document Coding List Descriptions and LEA Electronic Document Coding List Summary links on the Home page have been updated to include the Agency category and Agency document types.

If you have any questions on the document types or whether an Agency related document should be submitted as a draft or final, please contact your [LEA Evaluations Contact](#).

1. For an Agency related document, click the Category field and select Agency from the drop-down.

### Submit LEA Draft Document

• Complete the form below to upload and submit one draft document at a time. Refer to the *Document Category* and *Document Type* dropdown fields below to see the list of document types.

- Microsoft Word is the preferred document upload format.
- Document size is limited to 150 MB. If document is larger than 150 MB, divide into separate multiple documents, include sequence information in each document title, and link each document to the first/initial document using the "Link to Previous Document" button.
- When you save the form, the document is transmitted to CalRecycle and you will receive an email confirmation.
- Hover over the small question mark icons next to each field for additional information.

**General Document Information**

Submitter  
Jeff Hackett ( )

Agency (Name, LEA, EA, County, #) \* ⓘ  
Los Angeles County

Category \* ⓘ  
All Categories  
All Categories  
Agency  
CEQA  
Cleanup Program  
Closure  
Correspondence  
Enforcement  
Monitoring Reports & Control Plans  
Permits

Site  
None

Type \* ⓘ  
Select Document Category first...

Received Date  
2/7/2023

State Clearinghouse Number ⓘ

Document Status

2. After the Agency category is selected, click the Type field and select the document type from the drop-down. Utilize the LEA Electronic Document Coding List Descriptions link on the Home page for descriptions of the different document types.

(Note: after the Agency category is selected, the Site field is no longer viewable on the page since Agency related documents are not for a specific site so do not select a site.)

#### Submit LEA Draft Document

• Complete the form below to upload and submit one draft document at a time. Refer to the *Document Category* and *Document Type* dropdown fields below to see the list of document types.

- Microsoft Word is the preferred document upload format.
- Document size is limited to 150 MB. If document is larger than 150 MB, divide into separate multiple documents, include sequence information in each document title, and link each document to the first/initial document using the "Link to Previous Document" button.
- When you save the form, the document is transmitted to CalRecycle and you will receive an email confirmation.
- Hover over the small question mark icons next to each field for additional information.

**General Document Information**

Submitter  
Jeff Hackett( )

Agency (Name, LEA, EA, County, #) \* ?  
Los Angeles County

Category \* ?  
Agency

Title \* ?

Description ?

Document Date \* ?  
[Calendar Icon]

Received Date  
2/7/2023 [Calendar Icon]

**Document Status**

Document Status  
Submit

**Upload Document**

**Type \* ?**

- All Types
- DIP - Board of Supervisor/City Council Enabling Resolution (N1234)
- DIP - Enumeration of Solid Waste Haulers and Vehicles (N1240)
- DIP - Form 1000 (N1232)
- DIP - Hearing Panel/Hearing Officer (N1237)
- DIP - LEA Designation Cover Letter (N1233)
- DIP - Org Chart: Designated Agency (N1236)
- DIP - Org Chart: LEA/Operation Separation (N1235)
- DIP - Solid Waste Facilities and Disposal Sites Enumeration (N1239)
- DIP - Tabulation of City/County Population Data (N1238)
- EPP - Annual Update Submittal Cover Letter (N1228)
- EPP - Correspondence (N1230)
- EPP - Enabling Ordinances for Jurisdictional Authority (N1223)
- EPP - Fiscal Year Budget (N1242)
- EPP - Goals & Objectives (N1202)
- EPP - Inspection, Investigation, Compliance Assurance, Enforcement & Hearing Panel Procedure Manual (N1208)
- EPP - LEA Certification Request Letter (N1201)
- EPP - LEA Checklist (N1229)
- EPP - LEA Service Agreement Between Counties (N1222)

3. Nothing else has changed on the submit page, so all of the remaining steps are the same as currently done for submitting a draft or final document (i.e., complete all the required fields, upload the document, and then submit).