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.

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.)

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).