

## Requesting Access to the Solid Waste Information System (SWIS) Agency Portal

The Solid Waste Information System (SWIS) Agency Portal is where authorized Local Enforcement Agency (LEA) staff can securely upload final and draft documents and inspection data electronically to CalRecycle. In addition, LEAs can view solid waste information and published documents related to solid waste facilities, operations, and disposal sites.

LEAs can sign in to the [SWIS Agency Portal](#) with their CalRecycle [WebPass](#). A single CalRecycle WebPass will provide LEA staff access to all the functions of the former LEA Portal and SWIS Digital Inspection Program (DIP) in one web application.

### To request access to the SWIS Agency Portal:

1. Create a CalRecycle [Webpass](#)
2. Complete and have your supervisor/manager sign the [SWIS Agency Portal Agreement](#)
3. Submit [SWIS Agency Portal Agreement](#) (for staff that will enter solid waste inspection data) to [permittrainingassistance@calrecycle.ca.gov](mailto:permittrainingassistance@calrecycle.ca.gov)
4. Request Document Upload Training (for staff that will also be uploading other solid waste documents) by emailing [permittrainingassistance@calrecycle.ca.gov](mailto:permittrainingassistance@calrecycle.ca.gov)

### Document Upload Training for New LEAs:

New staff are required to complete a one-hour virtual training on uploading documents to the Agency Portal. For additional information, or to schedule training, contact [permittrainingassistance@calrecycle.ca.gov](mailto:permittrainingassistance@calrecycle.ca.gov).

### Additional SWIS Agency Portal Resources

- [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.