

These materials were developed under the auspices of the Board for specific local enforcement agency inspection reporting training and presentations and are posted as reference documents for those local government staff. They are not intended to stand alone as informational or training materials. If you require assistance in obtaining access to the presentations, call the Public Affairs Office at (916) 341-6300 or Amy Norris at (916) 324-3533.



SWIS DIP

Quick Start Guide for Web Form Users



Click Sign-Up

- ▶ First time users click on the [Sign-up](http://www.ciwmb.ca.gov/swis/DIP/) Link on SWIS Home Page <http://www.ciwmb.ca.gov/swis/DIP/>

Click either Sign up Link

The screenshot shows the SWIS Digital Inspections Program (SWIS DIP) website. On the left is a navigation menu with links to the SWIS Home Page, SWIS DIP Home Page, FAQs, an Introductory Slide Show (PDF, 1.6 MB), a Testing Guide, a Data Exchange Agreement (PDF, 711 KB), XML Schemas, and XML Help. The main content area is titled "SWIS Digital Inspections Program (SWIS DIP)" and features a quote from the County of Merced: "It simplifies record keeping and the reports get to the Board quicker and easier. I can bypass the mailroom." Below the quote is a paragraph describing the program and a list of key links: "Sign up to begin testing!", "View the Quick Start Instruction Guide for Web Form Users", "Find answers to your Web Form FAQs", and "XML Help available online". A "Key Links..." box on the right contains "Sign up to use the Self-Testing System" and "Access the Self-Testing and Digital Input Systems". A footer section includes the date "Last updated: September 14, 2009" and contact information for Amy Norris. Two blue arrows are overlaid on the page: one points from the "Sign up" link in the main content to the "Sign up to use the Self-Testing System" link in the Key Links box, and the other points from the "Sign up" link in the main content to the "Sign up to begin testing!" link in the main content.

SWIS Digital Inspections Program (SWIS DIP)

"It simplifies record keeping and the reports get to the Board quicker and easier. I can bypass the mailroom." ---County of Merced. [Read more....](#)

The Solid Waste Information System Digital Inspections Program (SWIS DIP) provides an easy, electronic way to submit statutorily mandated inspection reports. Using SWIS DIP reduces waste and paperwork, and improves the accuracy and consistency of your reports. Inspections may be submitted using the SWIS DIP fill-in web form, or with XML web services.

SWIS DIP is fast, convenient, and very easy to learn. A self-testing process ensures LEA staff have mastered the program before submitting financial forms. Using SWIS DIP is voluntary, but the advantages greatly outweigh the paper method. It's easy to learn more:

- [Sign up](#) to begin testing!
- View the [Quick Start](#) Instruction Guide for Web Form Users
- Find answers to your Web Form [FAQs](#)
- [XML Help](#) available online

For additional information, use the contact information at the bottom of this page.

[SWIS DIP Documents and Presentations Archive](#)

Last updated: September 14, 2009
California Integrated Waste Management Board, <http://www.ciwmb.ca.gov/SWIS/DIP/>
Amy Norris: anorris@ciwmb.ca.gov (916) 324-3533

Test Invitation

- ▶ The SWIS Digital Inspections Program Test Invitation will open. Fill in info.
- ▶ If you receive an error message, e-mail anorris@ciwmb.ca.gov.

SWIS Digital Inspections Program Test Invitation

If you would like to evaluate and/or test the SWIS Digital Inspections Program, please complete the form below. If are you representing a specific local enforcement agency (LEA), please select your LEA in the Enforcement Agency field. If you are a vendor or other interested party please check the Vendor/Interested Party field. If you already have a Cal/EPA WebPass, please enter it's email address in the email field below.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email Address:	<input type="text"/>
Enforcement Agency:	Select an Enforcement Agency ▾
Vendor/Interested Party:	<input type="checkbox"/>
<input type="button" value="Submit"/>	

SWIS Online <https://secure.ciwmb.ca.gov/SWISOnline/>

Contact: [Amy Norris](mailto:anorris@ciwmb.ca.gov)

Cal/EPA WebPass Invitation

- ▶ After signing in, you will receive an e-mail with a link to WebPass Create Account Page.
- ▶ The password you create will be your SWIS DIP password. You can change your password or ask for a reminder at this link:
<https://secure.calepa.ca.gov/WebPass/Default.aspx>

Cal/EPA WebPass: Create Account

To create your Cal/EPA WebPass account, **complete these two steps:**

- 1. Fill in the form below and then select the Create My Account button.
- 2. Follow the instructions in the email message you will receive after completing step 1.

It is **important** to follow through and complete step 2 to activate your Cal/EPA WebPass account. Your Cal/EPA WebPass account must be activated before you can access any web site, service, or feature which is secured by Cal/EPA WebPass.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email Address:	<input type="text"/>
Confirm Email Address:	<input type="text"/>
<input type="checkbox"/> Password:	<input type="text"/>
Confirm Password:	<input type="text"/>
<input type="checkbox"/> Security Question:	<input type="text" value="- Select -"/>
Answer:	<input type="text"/>
<input type="checkbox"/> Personal Assurance Phrase:	<input type="text"/>
	What is a "personal assurance phrase"?
Verification Words:	<div style="border: 1px solid gray; padding: 5px;"><p>1 0 gospels</p><p>Type the two words: <input type="text"/></p><p> reCAPTCHA™ stop spam. read books.</p></div>
	<input type="button" value="Create My Account"/>

Getting Started

- ▶ Once you have confirmed your WebPass account by following links you will receive in two more e-mails, you're ready to go. Go back to home page and click on [Access](#) in "Key Links..." when you're ready to start using the self-testing system.

SWIS Digital Inspections Program (SWIS DIP)

The Solid Waste Information System Digital Inspections Program (SWIS DIP) provides an easy, electronic way to submit statutorily mandated inspection reports. SWIS DIP brings the reporting process into the 21st Century, reducing waste and paperwork.

The new method is fast, convenient, and very easy to learn. A self-testing process ensures LEA staff have mastered the program before submitting official forms. Using SWIS DIP is voluntary, but the advantages outweigh the paper method. It's easy to learn more:

- View the [introductory slide show](#) (Adobe PDF, 1.6 MB) and [Testing Guide](#) (Adobe PDF, 1.9 MB)
- Find answers to your [FAQs](#)
- [Sign up](#) to begin testing!

For additional information, use the contact information at the bottom of this page.

[SWIS DIP Documents and Presentations Archive](#)

Last updated: August 13, 2009
California Integrated Waste Management Board, <http://www.ciwmb.ca.gov/SWIS/DIP/>
Amy Norris: anorris@ciwmb.ca.gov (916) 324-3533

Key Links...

- [Sign up to use the Self-Testing System.](#)
- [Access the Self-Testing and Digital Input Systems.](#)

Sign-In with CalEPA WebPass

SWIS Online Sign-In

Email Address:

Next

SWIS Online Sign-In

Email Address:

During WebPass registration you provided a "personal assurance phrase" to help protect you against phishing scams. If the phrase you see below is the one you provided, you can safely enter your password.

Personal Assurance Phrase:

Password:

Sign In

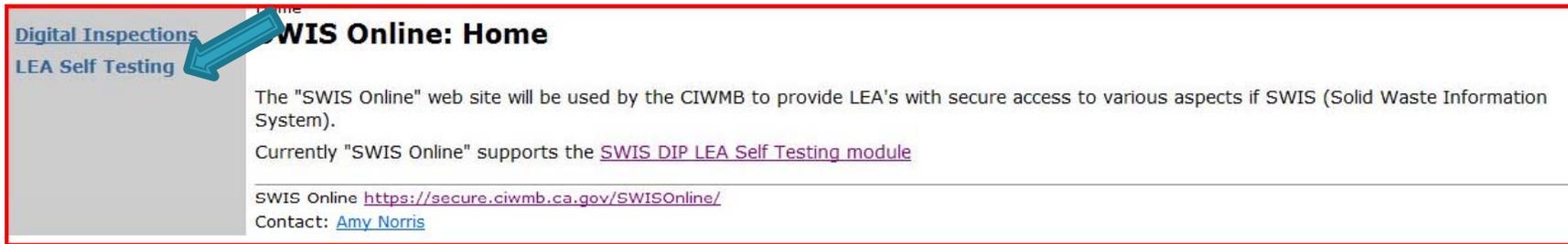
 



3-Clicks

▶ Choose:

1. "LEA Testing,"
2. "Web Form Submissions," then
3. "Start Testing"



This screenshot shows the 'SWIS Online: Home' page. On the left, a navigation menu includes 'Digital Inspections' and 'LEA Self Testing'. A blue arrow points from 'LEA Self Testing' to the main content area. The main content area has a title 'SWIS Online: Home' and a paragraph explaining the site's purpose. Below the paragraph is a link for 'SWIS DIP LEA Self Testing module'. At the bottom, there is contact information for 'Amy Norris'.

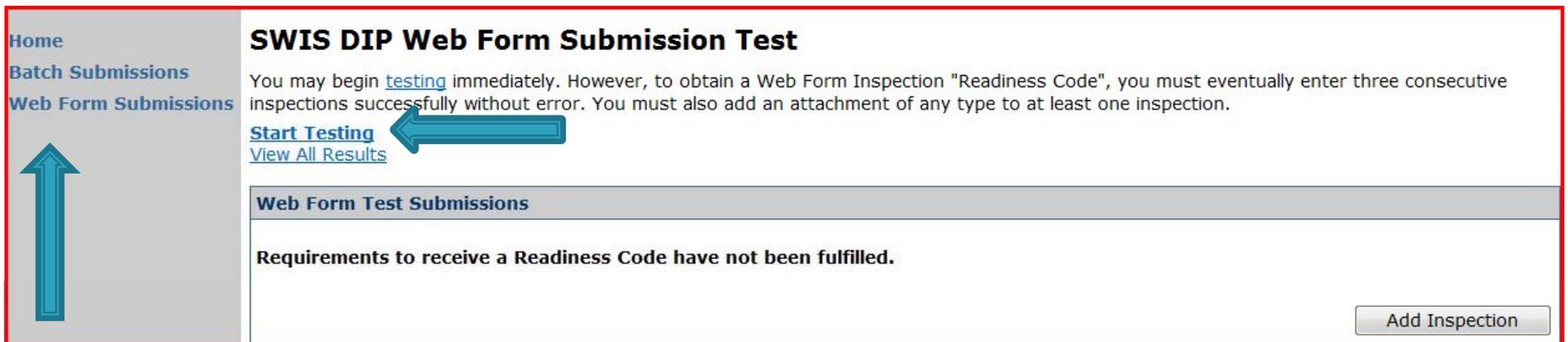
Digital Inspections
LEA Self Testing

SWIS Online: Home

The "SWIS Online" web site will be used by the CIWMB to provide LEA's with secure access to various aspects of SWIS (Solid Waste Information System).

Currently "SWIS Online" supports the [SWIS DIP LEA Self Testing module](#)

SWIS Online <https://secure.ciwmb.ca.gov/SWISOnline/>
Contact: [Amy Norris](#)



This screenshot shows the 'SWIS DIP Web Form Submission Test' page. On the left, a navigation menu includes 'Home', 'Batch Submissions', and 'Web Form Submissions'. A blue arrow points from 'Web Form Submissions' to the main content area. The main content area has a title 'SWIS DIP Web Form Submission Test' and a paragraph explaining the testing process. Below the paragraph are two links: 'Start Testing' and 'View All Results'. A blue arrow points from 'Start Testing' to the right. Below the links is a section titled 'Web Form Test Submissions' with a message: 'Requirements to receive a Readiness Code have not been fulfilled.' At the bottom right, there is an 'Add Inspection' button.

Home
Batch Submissions
Web Form Submissions

SWIS DIP Web Form Submission Test

You may begin [testing](#) immediately. However, to obtain a Web Form Inspection "Readiness Code", you must eventually enter three consecutive inspections successfully without error. You must also add an attachment of any type to at least one inspection.

[Start Testing](#)
[View All Results](#)

Web Form Test Submissions

Requirements to receive a Readiness Code have not been fulfilled.

Select Swis Number

- ▶ Select a SWIS number, or search a specific SWIS number and begin entering mock inspection information.

Select an Inspection Type

SWIS Number:

Site Name:

<u>SWIS NUMBER</u>	<u>SITE NAME</u>	<u>LOCATION</u>	<u>ENFORCEMENT AGENCY</u>	<u>OPERATOR</u>
01-AA-0001	Turk Island Landfill	32505 Union City Blvd	County of Alameda	Turk Island Company
01-AA-0003	Pleasanton Garbage Service SW TS	3110 Busch Road	County of Alameda	Pleasanton Garbage Service, Inc
01-AA-0004	West Beach Sanitary Landfill	Sw Corner Alameda Nas	County of Alameda	
01-AA-0006	Davis Street Sanitary Landfill	W End Of Davis St.	County of Alameda	Waste Management Of Alameda County
01-AA-0007	Davis St Trans Sta/Resource Recov Complx	2615 Davis Street	County of Alameda	Waste Mgt. Of Alameda Co.
01-AA-0008	Tri Cities Recycling & Disposal Fac	7010 Auto Mall Parkway	County of Alameda	Waste Mgt. Of Alameda Co.
Multiple Activities	Altamont Landfill & Resource Recv`ry	10840 Altamont Pass Road	County of Alameda	Waste Management Of Alameda County
01-AA-0010	Vasco Road Sanitary Landfill	4001 North Vasco Road	County of Alameda	Republic Services Of California I, L.L.C
01-AA-0011	Albany Landfill	W End Buchanan St.	County of Alameda	
01-AA-0012	City Of Alameda SW II-2 Disposal Site	N Side Doolittle Dr @ Br To Alameda Isl.	County of Alameda	

Page 1 of 268
1 2 3 4 5 6 7 8 9 10 ... [Show All](#) [Export To Excel](#)
Count: 2,672

Enter Information

- ▶ Practice entering information, adding attachments, and making comments.
- ▶ Choose “Draft” or “Submit to Board”
- ▶ Click “Save” at the top left of the form to save and submit.
- ▶ Once three of these tests have been completed, in which one must contain attachments, your agency is ready to apply for a Readiness Code.
- ▶ Only one person in your agency is required to do the three tests. Once your agency is approved, any inspector may submit official reports without further testing.



View of Inspection Screen

Inspection Report: Closed Disposal Site Inspection Report (188)
Enter information and select save.
Fields marked with * (asterisk) are required.

Save Cancel

Inspection Report Status
Status: Draft

Enforcement Agency: County of Alameda
SWIS Number: * 01-AA-0004 [SWIS Number Lookup](#)
Program Code (Select only one code): *
 LEA Periodic LEA Focused

Received Date: 8/31/2009
Inspection Date: *

Time In:
Time Out:

Inspection Time:

Received By (Operator):

Facility Name: West Beach Sanitary Landfill
Facility Location: Sw Corner Alameda Nas
Inspector: *

Owner:
Also Present:

No Violations Or Area's Of Concern On Inspection Report:

Owner/Operator Email:
Latitude:
Longitude:

V	A	Post Closure	
<input type="checkbox"/>	<input type="checkbox"/>	20750 - Site Maintenance	Add/Edit Comments
<input type="checkbox"/>	<input type="checkbox"/>	21180 - PostClosure Maintenance	Add/Edit Comments

Toggle between Draft or Submit to Board. When submitting actual inspections, Draft status allows future editing, and Submit to Board reports are final.

Scroll down on screen to find "upload attachments." Browse, then add...

Upload Attachments

Attachment Title	File Name	Content Type
<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="Add"/>

Readiness Code and Agreement

- ▶ Once three tests are complete, click on the Apply for Readiness Code Button. Write down the code that will appear.
- ▶ Print out the Agreement found on SWIS DIP Lea Testing Home <https://secure.ciwmb.ca.gov/SWISOnline/Inspection/LEASelfTest/Default.asp>
[X](#)
- ▶ Fill out the form, including readiness code, and mail as instructed

SWIS DIP Web Form Submission Test

You may begin [testing](#) immediately. However, to obtain a Web Form Inspection "Readiness Code", you must eventually enter three consecutive inspections successfully without error. You must also add an attachment of any type to at least one inspection.

[Start Testing](#)

[View All Results](#)

Web Form Test Submissions

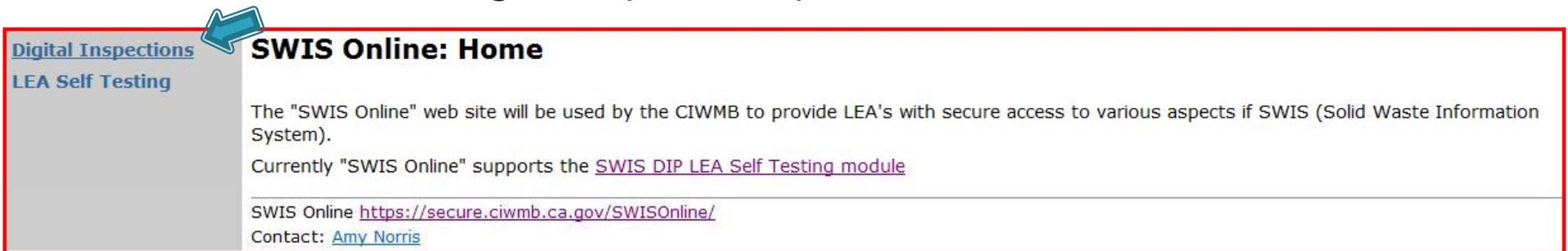


TRANSACTION	SWIS NUMBER	NAME	ACTIVITY	INSPECTION DATE	ATTACHMENTS	REGULATIONS	
Complete	01-AA-0009	County Test LEA	Solid Waste Landfill	8/20/2009	0	1	View Inspection
Complete	01-AA-0004	County Test LEA	Solid Waste Disposal Site	8/30/2009	1	1	View Inspection
Complete	01-AA-0004	County Test LEA	Solid Waste Disposal Site	8/31/2009	0	1	View Inspection

Page 1 of 1 Count: 3

Web Submitter View

- ▶ You will be notified via e-mail when your agreement has been processed.
- ▶ To begin submitting official reports, sign in at the [Access](#) link on the homepage, then choose Digital Inspections, and Submit Web Form Inspection to submit official digital inspection reports



Digital Inspections
LEA Self Testing

SWIS Online: Home

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SWIS Online <https://secure.ciwmb.ca.gov/SWISOnline/>
Contact: [Amy Norris](#)



Search Inspections
Submit Web Form Inspection
LEA Self Testing

Digital Inspection: Home

The SWIS Digital Inspection program is designed to make submitting your inspection reports easier and more efficient.

You have the option to submit your inspection report using the [Batch submission](#) or [Web Form submissions](#).

SWIS Online <https://secure.ciwmb.ca.gov/SWISOnline/>
Contact: [Amy Norris](#)

Questions?

- ▶ Call or e-mail Amy Norris
- ▶ 916-324-3533
- ▶ anorris@ciwmb.ca.gov

