



CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY

# INTEGRATED WASTE MANAGEMENT BOARD

## SWIS Digital Inspections Program

# System Evaluation and Self-Testing Guide

---

Version 0.90 [DRAFT]

**Note: This document is still under development pending feedback from LEA testers.**

## Table of Contents

About this Guide.....	2
Goals of the Self Testing Portion of the SWIS DIP System .....	2
Getting Started .....	3
Web Form Submissions .....	5
Adding Attachments.....	9
Applying for a Readiness Code .....	9
XML Batch Upload Submissions [available soon].....	11
XML Web Service Submissions [available soon].....	11

## About this Guide

This guide is for use by LEA representatives and other interested parties who wish to technically evaluate the system used by SWIS Digital Inspections Program (SWIS DIP) for electronic submittal of solid waste facility data to the California Integrated Waste Management Board (CIWMB). The guide explains how to 1) access the testing portion of SWIS DIP system, 2) how to enter/upload test data into the system, and 3) how an LEA representative can perform a formal self-test demonstrating their ability to successfully use the system prior to completing a data exchange agreement and participating in the program.

If you need general background information about SWIS DIP, please review the materials on the SWIS DIP Internet site at <http://www.ciwmb.ca.gov/SWIS/DIP/> . Documents you should review include the [SWIS DIP Data Exchange Agreement](#), the [SWIS DIP XML schema](#) (if you intend to perform XML-based data exchanges).

## Goals of the Self Testing Portion of the SWIS DIP System

The SWIS DIP System exposes self testing functionality to any LEA representative or other interested party. The goals of these testing pages are:

- 1) Allow users to evaluate and become familiar with any of the electronic data submission methods their LEA might want to use (i.e., Web Form, XML Batch, XML Web Service).
- 2) Focus users on self-testing and evaluating the system to minimize users contacting Board staff for assistance.
- 3) Allow a user associated with a specific LEA to perform a series of test submissions demonstrating their LEA’s ability to use a specific data submission method. When they consecutively and successfully complete the series of tests, they will receive a “readiness code”

attesting to their LEA's ability to successfully use that data submission method. They will provide this six character Readiness Code in their [data exchange agreement application](#) to the CIWMB.

## Getting Started

To access the testing portion of the SWIS DIP System, a Local Enforcement Agency (LEA) representative or other interested party ("user") must first be able to log in to the SWIS Online System using a Cal/EPA WebPass. Anyone with an personal/unique email address can create a Cal/EPA WebPass for themselves at the Cal/EPA WebPass site (<https://secure.calepa.ca.gov/WebPass/>) using their email address as their username and a password. Once created, users can use their WebPass to sign into any web applications they have rights been granted rights to access.

When a user wants to access the test portion of the system, they initially would browse to SWIS DIP Program web site (<http://www.ciwmb.ca.gov/SWIS/DIP/>) where they would see a link to "Sign up" for the self testing system (<https://secure.ciwmb.ca.gov/SWISOnline/LEAInvite.aspx>).



The screenshot shows a web browser window with the title "SWIS Online v1.0.0" and a navigation bar with "Home | Reports | Help | Sign In". The main heading is "SWIS Digital Inspections Program Test Invitation". Below the heading is a paragraph of instructions: "If you would like to evaluate and/or test the SWIS Digital Inspections Program, please complete the form below. If are you representing a specifit 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." The form contains the following fields: "First Name:" (text input), "Last Name:" (text input), "Email Address:" (text input), "Enforcement Agency:" (dropdown menu with "Select an Enforcement Agency" selected), and "Vendor/Interested Party:" (checkbox). A "Submit" button is located at the bottom right of the form. At the bottom of the page, there is a footer with "SWIS Online <https://secure.ciwmb.ca.gov/SWISOnline/>" and "Contact: [CIWMB\\_Webmaster](#)".

The user must supply their first name, last name, email address, and either indicate what LEA they are associated with, or if they are a vendor or other interested party. When they submit this form, the following will occur:

- 1) Their email address and LEA will be automatically validated against a list of LEA representatives (and their emails) the CIWMB already has on file. If they are on this list and their email address has not yet been established with a Cal/EPA WebPass, they will receive information on the web page and in an email indicating how they can establish a WebPass and then sign in to the system. If their email address already is associated with a Cal/EPA WebPass, they will be directed to immediately sign in to the SWIS Online System.
- 2) If the user is not a validated LEA representative or they indicated they were a vendor/interested party, they will also receive instructions on a web page and an email indicating they should establish a WebPass and then their access will need to be approved by the SWIS DIP Coordinator. Once the user establishes their Cal/EPA WebPass, the SWIS DIP

Coordinator will automatically receive an email concerning the user's request for access. The SWIS DIP Coordinator will review the request, and they use the SWIS DIP system administration pages to enable the users access.

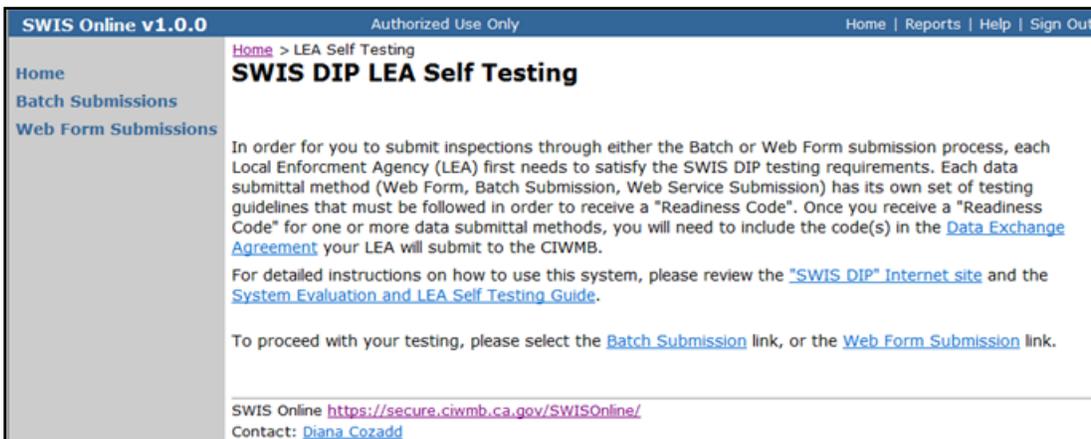
Once a user has established their Cal/EPA WebPass and either been automatically validated or received approval to access the system from the SWIS DIP Coordinator, they will enter their Cal/EPA WebPass email/password into the SWIS Online Sign-In page to access the SWIS DIP testing pages.



Once you have logged in to the SWIS Online system using your WebPass account, select the "LEA Self Testing" hyperlink in the grey left navigation bar.



You will be directed to the "SWIS DIP LEA Self Testing" home page.

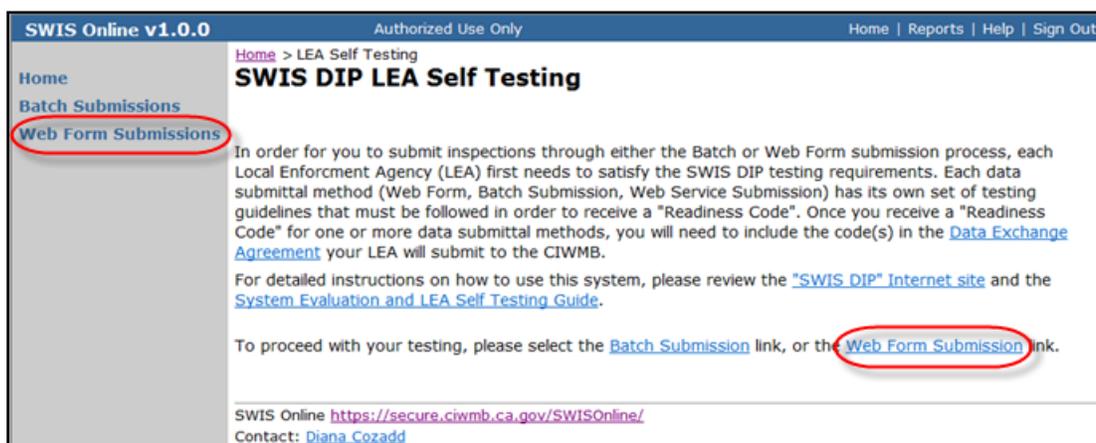


At this point, a user is free to begin evaluating and using the different data submittal methods offered by the system (i.e., web form, XML Batch, XML Web Services). The remainder of this document discusses how to test the *Web Form* and *XML Batch upload* submission methods. The *XML Web Services* portion of this document will be developed at a later time.

## Web Form Submissions

In order to successfully complete the Web Form testing process you must successfully submitting three single inspection entries consecutively. Every inspection you submit must contain at least one violation/area of concern, and at least one of your three successful submissions must contain an attachment.

From the SWIS DIP LEA Self Testing page, select either of the “Web Form Submission” links highlighted below.

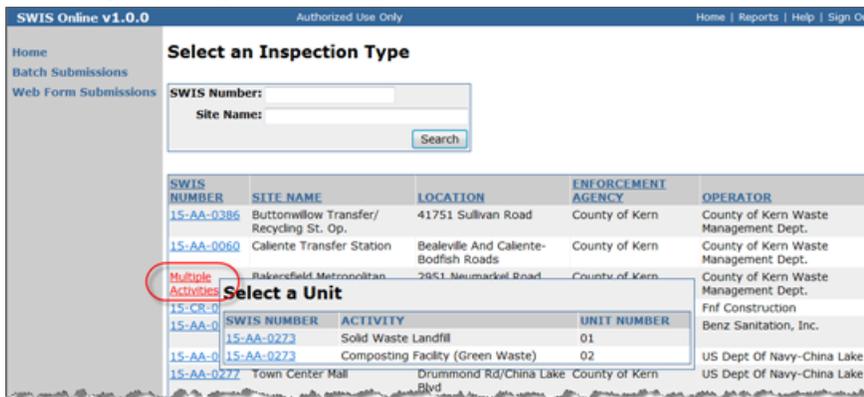


You will then be redirected to the LEA Self Testing Single Submission Home Page. If this is the first time you have visited this page or you have yet to submit an inspection the page will appear as below. If another representative from your LEA has already accessed/tested the system, this screen may look somewhat different reflecting their past activities. This page explains the testing procedures as well as display the results of the recent submissions if applicable. To enter an inspection record, select the

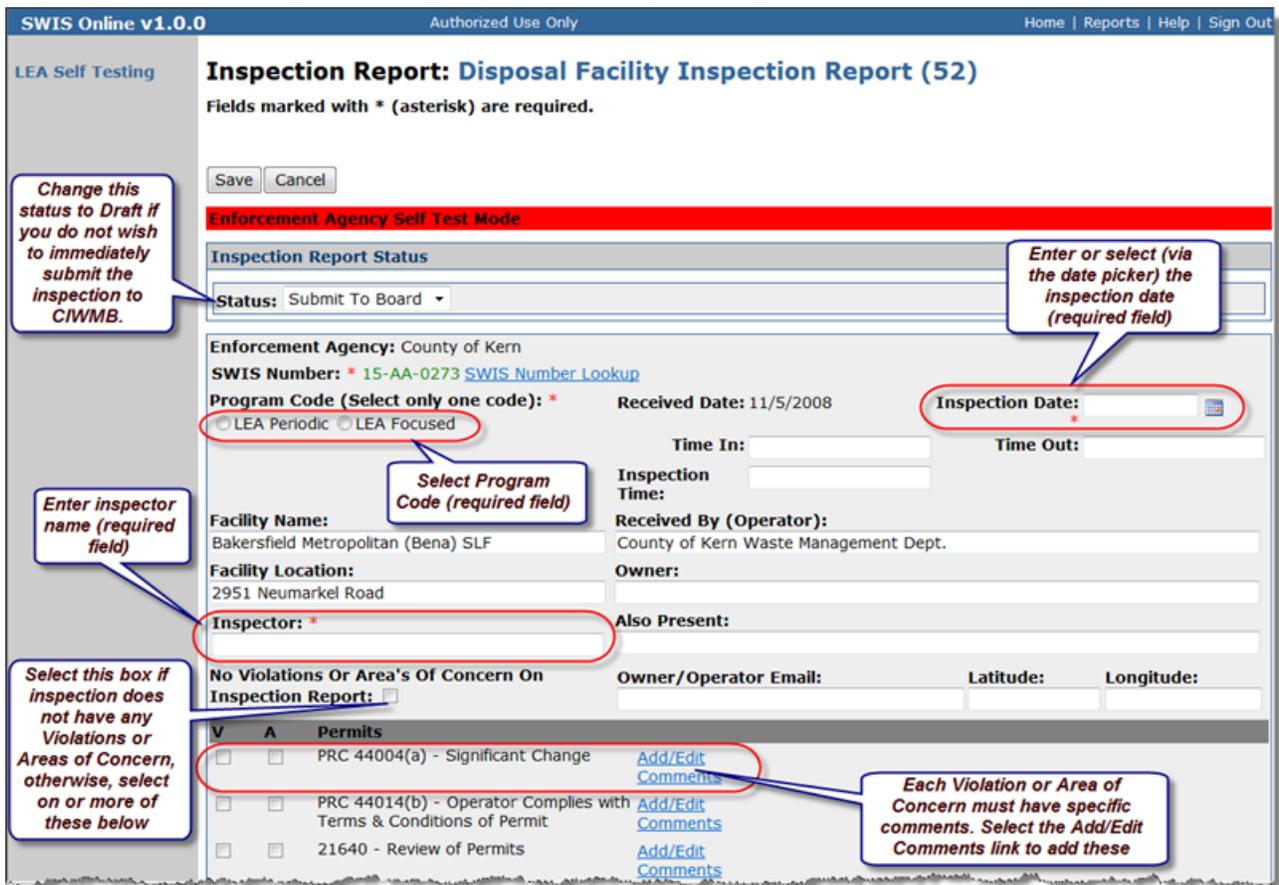
“Start Testing” link.

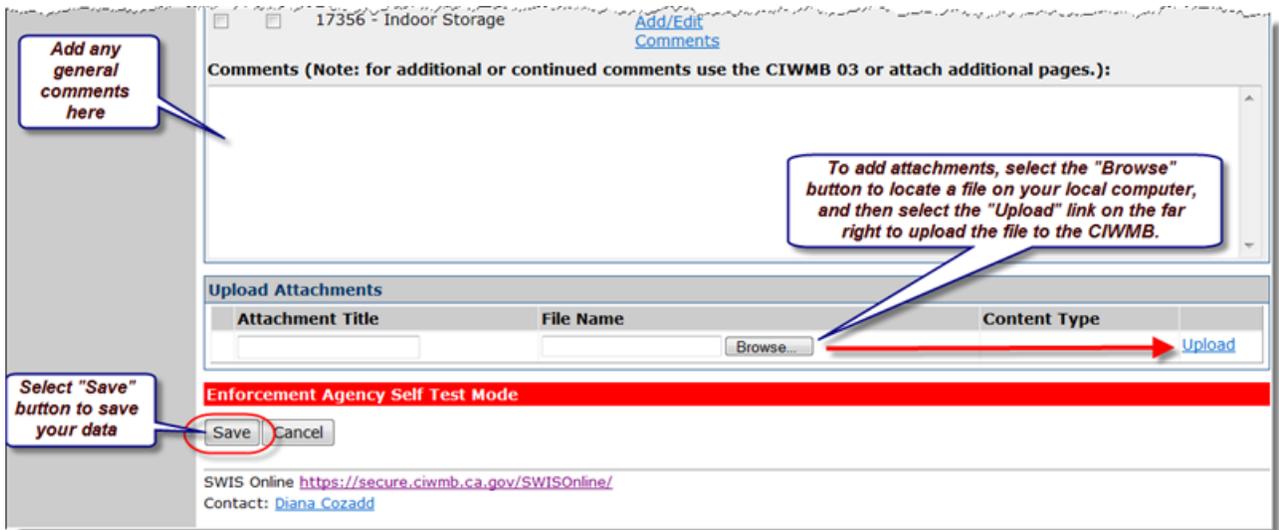
You will then be directed to the Inspection Type screen. If you are affiliated with an LEA, this page will show a list of your LEA’s SWIS sites. If you are a vendor or other interested party test not affiliated with an LEA, you will see a list of all SWIS sites statewide. You can use the search form to narrow your facility site list, and the numbered paging links or the “Select All” link at the bottom of the table to view additional page or see all sites at once. Select the SWIS Number of the site you wish to complete an inspection for. If the site has multiple activities (units), a sub-screen will appear allowing you to select the appropriate activity.

Selecting a facility with multiple activities...

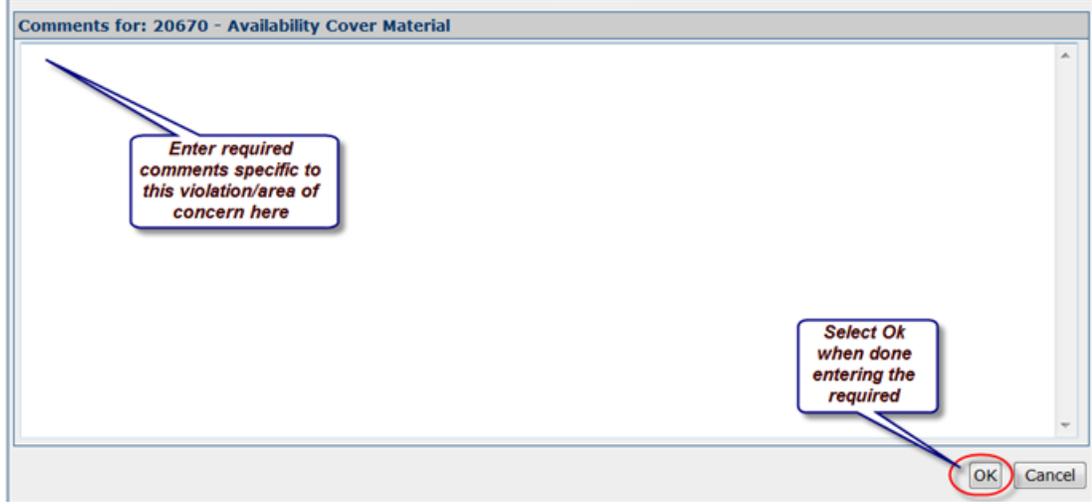


You will then be redirected to the SWIS Inspection web form. Notice the site's SWIS Number is already applied, as well as the facility's name, location, and received by fields. You will notice a read asterisk (\*) next to the required fields that must have data before you will be allowed to save the form. The required fields are Program Code, Inspection Date, and Inspector.





After you complete at least the three required fields you can either select the “No Violations or Areas of Concern on Inspection Report” check box, or you select one or more Violations or Areas of Concern fields down the form. Each of these must also include a specific comment, which is entered by selecting the “Add/Edit Comments” link to the right of each regulation. This will deploy a comments sub-screen where you enter the required comments about the violation/area of concern for that specific regulation. Select the “Ok” button at the bottom of the sub-screen when you are done. If you fail to leave a comment for each Area Of Concern of Violation you check off the form will not allow you to save the inspection.



Once all the required fields have been entered, select the “Save” button at the bottom (or top) of the form. If you have not provided all necessary fields, the form will not post and text will appear at the top of the page providing detailed instructions on what you need to provide/complete.

When you successfully enter an inspection, you will then be returned to the SWIS DIP Web Form Submission page with a listing of your just entered inspection, as well as other recent test submissions

you and other representatives of your LEA may have submitted. You can continue to enter more test submissions using the “Add Inspection” button.

**SWIS Online v1.0.0** Authorized Use Only Home | Reports | Help | Sign Out

**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.

[Add Inspection](#)

TRANSACTION	SWIS NUMBER	NAME	ACTIVITY	INSPECTION DATE	ATTACHMENT	REGULATIONS	
Complete	15-AA-0050	County of Kern	Solid Waste Landfill	10/26/2008	1	1	<a href="#">View Inspection</a>
Complete	15-AA-0050	County of Kern	Solid Waste Landfill	10/26/2008	0	1	<a href="#">View Inspection</a>

Page 1 of 1 Count: 2

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

## Adding Attachments

As you enter additional test inspection, test adding attachments. The system support adding most common attachments of at least 5MB in size. While you are entering a new inspection, scroll toward the bottom of the form where the “Upload Attachments” section is located.

Upload Attachments			
Attachment Title	File Name	Content Type	
<input type="text"/>	<input type="text"/> <a href="#">Browse...</a>		<a href="#">Add</a>

Enter the title of the document and select the “Browse” button to view a sub-screen that allows you to locate the file you wish to attach (upload) to this inspection on your local computer. After you have selected the file, select the “Add” link to the right of the “Browse” button. You will see the page refresh and if you scroll back down to the bottom of the page you will see your attachment.

Upload Attachments			
Attachment Title	File Name	Content Type	
Inspection Document	Test Inspection.pdf	Inspection Document	<a href="#">Delete</a>
<input type="text"/>	<input type="text"/> <a href="#">Browse...</a>		<a href="#">Add</a>

If you wish to view the file, click on the icon in the far left column. If you wish to remove it, click on the “Delete” link. If you wish to add another document, repeat the process above.

## Applying for a Readiness Code

If your LEA wishes to submit production data to the CIWMB, a representative of your LEA must eventually enter three consecutive inspections successfully without error, at least one of which

includes an attachment. Once these requirements are met, the SWIS DIP Web Form Submission Test page will display an alert indicating you can apply for a Readiness code. A Readiness Code needs to be only achieved once for an LEA by any authorized LEA representative.

Depending up on where you are in the process of using the self testing system and whether other representatives of our LEA have used the system previously, you will see different text on the SWIS DIP Web Form Submission Test page either indicating your progress toward receiving a Readiness Code, or possibly text indicating you have received a Readiness Code.

Once you have successfully entered three inspections (one of which includes an attachment), the Single Inspection Home Page should look something like this:

**SWIS Online v1.0.0** Authorized Use Only Home | Reports | Help | Sign Out

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**

TRANSACTION	SWIS NUMBER	NAME	ACTIVITY	INSPECTION DATE	ATTACHMENTS	REGULATIONS	
Complete	15-AA-0050	County of Kern	Solid Waste Landfill	10/26/2008	0	1	<a href="#">View Inspection</a>
Complete	15-AA-0050	County of Kern	Solid Waste Landfill	10/26/2008	1	1	<a href="#">View Inspection</a>
Complete	15-AA-0050	County of Kern	Solid Waste Landfill	10/26/2008	0	1	<a href="#">View Inspection</a>

Page 1 of 1 Count: 3

Click on the "Apply for Readiness Code" button.

**SWIS Online v1.0.0** Authorized Use Only Home | Reports | Help | Sign Out

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.  
[Continue Testing](#)  
[View All Results](#)

**Web Form Submission Readiness Code**  
The Readiness Code for County of Kern for Single Submissions Inspections is **CVKXZW**. If you wish to continue testing you may do so without affecting your Readiness Code. Make sure you include the Readiness Code in your agreement with CAL/EPA.

**Web Form Test Submissions**

TRANSACTION	SWIS NUMBER	NAME	ACTIVITY	INSPECTION DATE	ATTACHMENTS	REGULATIONS	
Complete	15-AA-0050	County of Kern	Solid Waste Landfill	10/26/2008	0	1	<a href="#">View Inspection</a>
Complete	15-AA-0050	County of Kern	Solid Waste Landfill	10/26/2008	1	1	<a href="#">View Inspection</a>
Complete	15-AA-0050	County of Kern	Solid Waste Landfill	10/26/2008	0	1	<a href="#">View Inspection</a>

Page 1 of 1 Count: 3

SWIS Online <https://secure.ciweb.ca.gov/SWISOnline/>  
Contact: [Diana Cozadd](#)

After you click on the “Apply for a Readiness Code” button your Readiness Code will be displayed on the screen. You will need this code when you complete and submit your [data exchange agreement application](#) to the CIWMB.

California Integrated Waste Management Board  
**SWIS Digital Inspections Program  
Data Exchange Agreement (Version 1.0)**

**Instructions:** This document describes all of the conditions a Local Enforcement Agency (LEA) must agree to, and follow, in order to electronically submit solid waste inspection data to the California Integrated Waste Management Board (CIWMB). Prior to submitting this data exchange agreement, an LEA representative must:

1. Review all materials on the SWIS Digital Inspections Program web site (<http://www.ciwmb.ca.gov/SWIS/DIP/>);
2. Use the testing site to receive a "Readiness Code" for each electronic data submittal method the LEA will use;
3. Carefully read the entirety of this Data Exchange Agreement document; and,
4. Complete this cover page, have it signed by LEA's Program Manager, and mail to the address at the bottom of this page.

City/County: \_\_\_\_\_  
Division/Department Name: \_\_\_\_\_

**Selection of Electronic Inspection Data Submittal Method**  
Indicate which electronic data submittal method(s) the LEA will use by entering the appropriate Readiness Code(s). A representative of the LEA must have previously accessed the test site and received a "Readiness Code" for each method the LEA wishes to use. Although selecting a method(s) indicates the LEA's electronic data submission intent, LEAs can continue to submitting inspections via paper forms if necessary as this is a voluntary program.

<b>Web Forms</b> LEAs complete a web form for each inspection.	Enter Readiness Code: <input type="text"/>
<b>XML Batch Uploads</b> Authorized users can upload a batch of inspection records formatted in the Board's specified XML format.	Enter Readiness Code: <input type="text"/>
<b>XML "Real time" Web Service</b> Real time submission of individual records through machine-to-machine exchange of XML formatted data.	Not available until later 2009.

*Enter your Web Forms Readiness Code here*

You or other LEA representative may continue testing even after you receive a Readiness Code. Continued testing will not affect your readiness status.

## **XML Batch Upload Submissions [available soon]**

This section will be available by mid-November 2008.

## **XML Web Service Submissions [available soon]**

This section will be available in late by early December 2008.