Florida Department of Environmental Protection
Division of Waste Management
Bureau of Solid and Hazardous Waste

SWIFT

Solid and Hazardous Waste Information Field Tracking

SWIFT User Manual *Release 2.1*
For SWIFT Release v1.4

Prepared by Inspired Technologies

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Chapter 1 - Introduction

Bureau of Solid Waste and Hazardous Waste has implemented a Hazardous Waste Informational Field Tracking (SWIFT) system project. The system facilitates a more efficient, consistent, and complete process to record regulatory data and improve compliance inspection information consistency. The goal of the system is to unify the ability for field staff to have all relevant information at their disposal for performing job functions for compliance and enforcement via a field data unit (i.e. ruggedized laptop).

1.1 Authentication

SWIFT authentication is established upon initial use of the application. Users will be prompted for credentials which are supplied by the SWIFT staff during deployment and coincide with the user's current network login information. Users will be prompted for their SWIFT logon information during each synchronization process. Detailed information about synchronization is provided in Chapter 3.

1.2 New Inspectors

New inspectors will follow the current protocol used to request network accounts through the DWM Helpdesk.

Upon obtaining this information, contact SWIFT Support to have a SWIFT profile established. SWIFT Support can be contacted at: SWIFT_Support@dep.state.fl.us

1.3 Password Resets

If a user forgets their password, submit a password reset request to SWIFT support at SWIFT_Support@dep.state.fl.us

1.4 SWIFT Training URLs

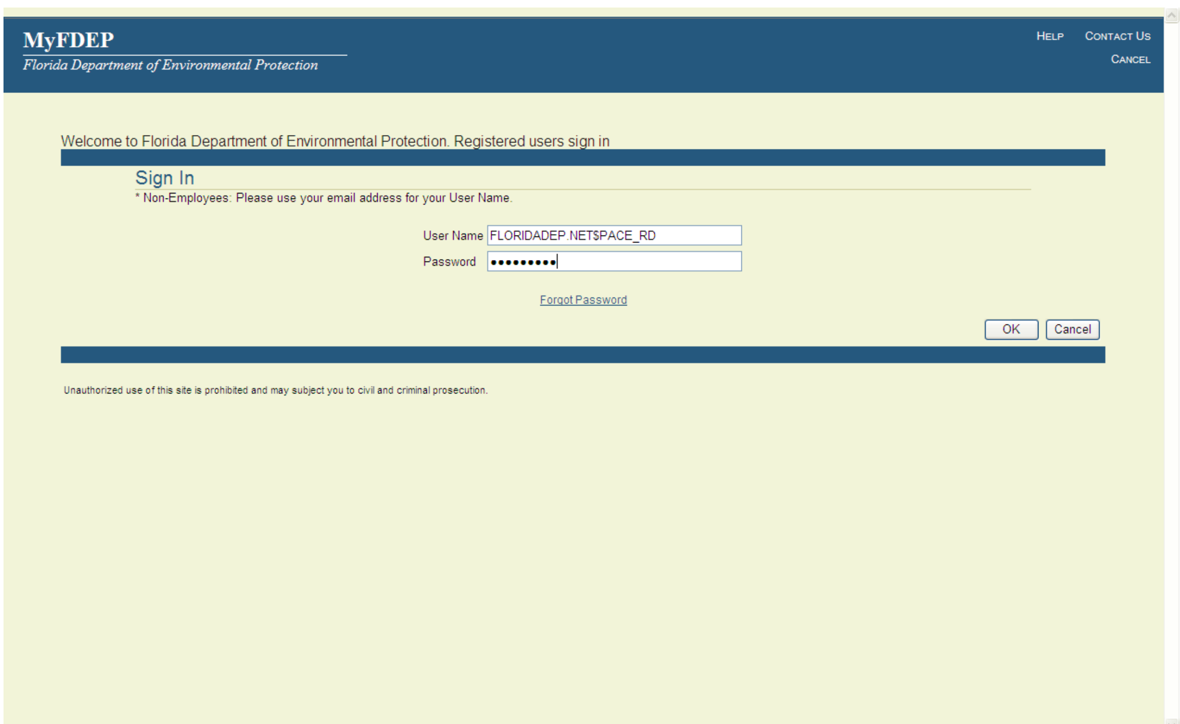
The following URLs are the production URLs to gain access to SWIFT in both connected and disconnected state.

Website	URL
SWIFT Hazardous Waste Connected	http://depprod.dep.state.fl.us:7777/DwmSwifthw
SWIFT Hazardous Waste Disconnected	http://localhost:8888/DwmSwifthw

1.5 Accessing SWIFT

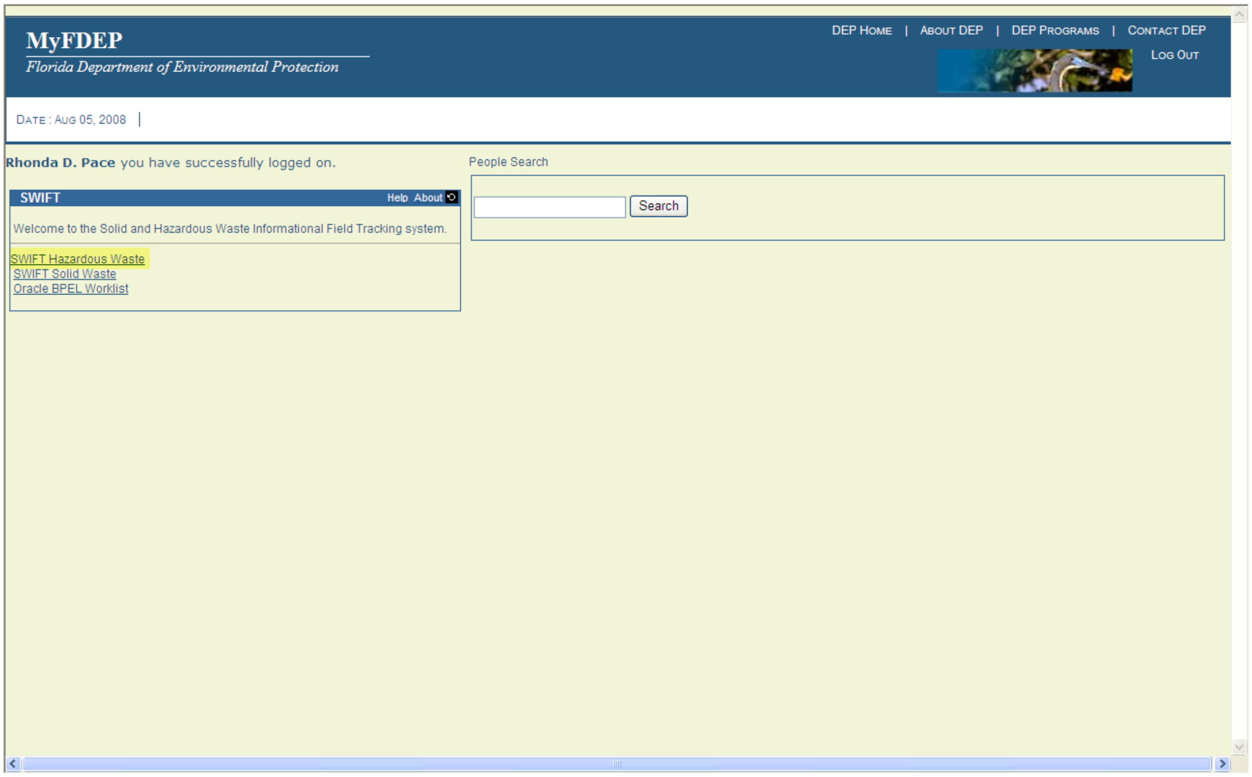
After entering the production URL into the Windows IE browser, the following dialog box may display. This is a Windows prompt based on Windows settings and is not related to the SWIFT application. Enter anything into the User Name field (in the example below, the letter 'a' was entered) leave the "Password" field blank and then click "Ok".

The Florida Department of Environmental Protection "MyFDEP" welcome page is displayed.



In the "User Name" field enter the user's ID in the FloridaDep.net format. The format is FLORIDADEP.NET$USER_ID. In the example above, the user ID is '*PACE_RD*' so the full User Name would be '*FLORIDADEP.NET$PACE_RD*'. Enter the password assigned to the User Id and click "Ok" to continue.

From the DEP single sign on page (SSO) users have access to both the SWIFT application as well as the Oracle BPEL worklist. To enter the application, click the "SWIFT Hazardous Waste" link.



The SWIFT welcome screen is displayed.

Chapter 2 - Navigation

The following provides detail instruction for how to navigate, find, and execute functions within SWIFT.

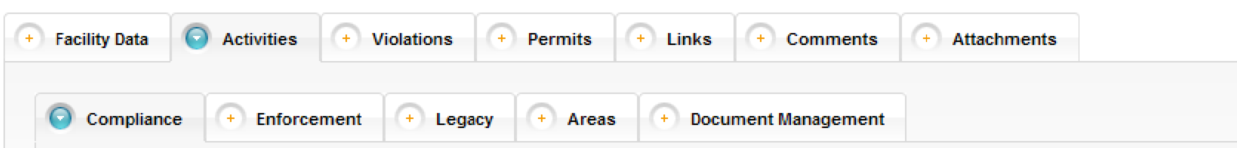
*Note – the application utilizes a consistent flow of information for each area of the system. All functions operationally work the same and are only limited based on a given business process definition.

2.1 Menus

SWIFT utilizes several types of navigation techniques all with a specific intended use. ***Menus*** are used at a high level outside the context of a facility. Home, Facility Browser, Library Documents, Bulletins and Reminders are examples of horizontal menu items.

2.2 Tabs

Tabs are used to group related information and make large amounts of data readily available while minimizing screen real estate. If there is no data for the tab, it will display as disabled or grayed out (as a visual queue to the user that no data is present in the tab).

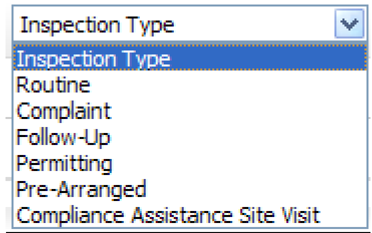


2.3 Text Links

Text Links are another form of navigation. In SWIFT, text links initiate activities and open popup windows for additional user interaction.   Facility Search and adding Comments and Attachments are examples of popup windows. Text links have an adjacent icon and both the text and icon are clickable portions of the link.

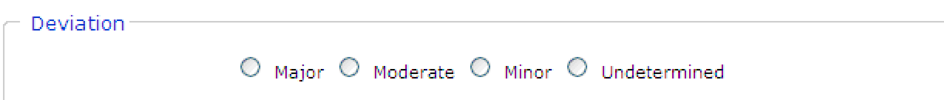
2.4 Dropdowns

Dropdown boxes are text boxes with any number of different options available for the user to choose. A user may only select one option at a time. Once the option required is highlighted, there will usually be a “submit” or “go” button associated with the dropdown list to activate the selection. This form of navigation is used when performing a site inspection. In the inspection process the checklists are presented as options within a dropdown.



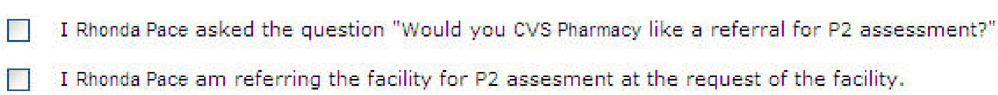
2.5 Radio Buttons

Radio Button navigation is a grouping of selection options where only one option can be selected at a time. When a user selects one radio button, all the others are automatically deselected. This form of navigation is used when citing a violation. Each criteria section within the violation pages is presented as a radio button.



2.6 Check Boxes

Check Boxes are another form of navigational grouping. Check boxes allow the user to select multiple options. This form of navigation is used when performing a site inspection.



2.7 List Data

List Data is displayed throughout the application. To minimize clutter in the browser, lists are limited to a pre-defined number of records. If the data set exceeds the default number of displayed records, *pagination* navigation is used. Six buttons are available in pagination. From left to right; First Page, Fast Backwards, Previous Page, Next Page, Fast Forward, Last Page. Pages are selected using the nested page numbers. Selecting an item in the list is accomplished by clicking anywhere on the item row.

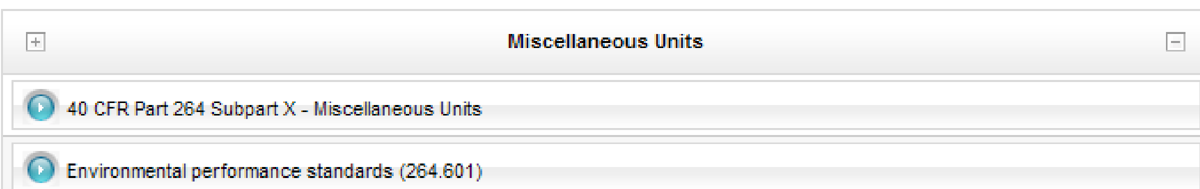
1,000 Record(s) found, displaying 10 record(s), from 1 to 10. Page 1 / 100.

ME ID	EPA ID	Name	Address	City	Locked	Locked By
93	FLD984249284	Osceola Auto Salvage	4691 S Orange Blossom Trl	Kissimmee		
240	FLD047094073	Total Distribution Services Car Wash Recycle System	1401 E Landstreet Rd	Orlando		
304	FL0000361220	Auburndale Power Partners, L P	1501 W Derby Ave	Auburndale		
305	FLD981754856	Murphy Auto Group Inc DBA Toyota of Winter Haven	4099 Lake Alfred Rd	Winter Haven		
412	FLD981859820	Tisch Coin Laundry	10450 W Terry St	Bonita Springs		
546	FLD045003613	Georgia Pacific Corrugated LLC	400 State Road 70 W	Lake Placid		
843	FLR000011221	Cracker Boy Boat Works Inc	1124 Ave C	Riviera Beach		WILLIAMS_TD
973	FLD984253294	Florida Distillers Company	425 Recker Hwy	Auburndale		
1038	FLD152764767	Howco Environmental Services	843 43rd St S	St Petersburg		
1239	FLD161150446	Metalplate Galvanizing, Inc	7123 Moncrief Rd W	Jacksonville		

1 2 3 4 5 6 7 8 9 10

2.8 Collapsible Sections

Several areas throughout the application contain collapsible fields. These sections can be expanded by clicking the section header and collapsed again in the same manner. This type of field is designed to allow a more manageable view from a user's perspective and in a tablet PC environment. For an additional level of control, users may choose to "Collapse All" or "Expand All".



Chapter 3 - Disconnected State

The following is a description of the working modes users will encounter in performing tasks within SWIFT. There are two distinct modes of operation; disconnected and connected. The disconnected state represents a condition where the ToughBook is not connected to the FDEP network or via live Internet connectivity. The connected state represents a physical connection by either dedicated FDEP network or live internet connectivity.

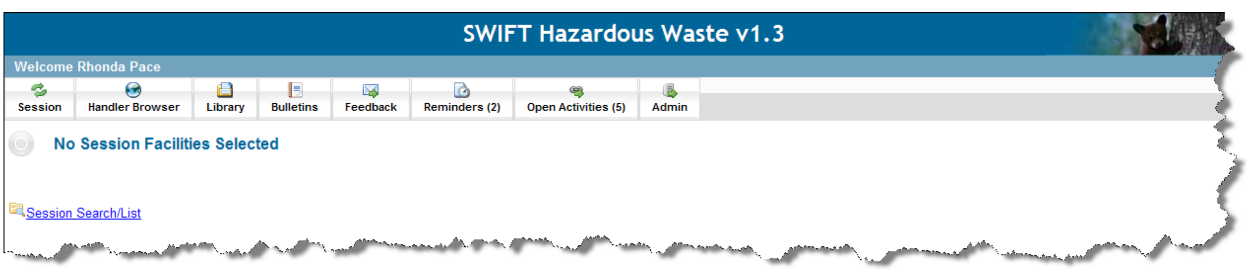
3.1 Connected State

The following are step by step instructions on how to establish a session for Disconnected state in SWIFT. A user may create a session either from a desktop or through the ToughBook in the Connected application.

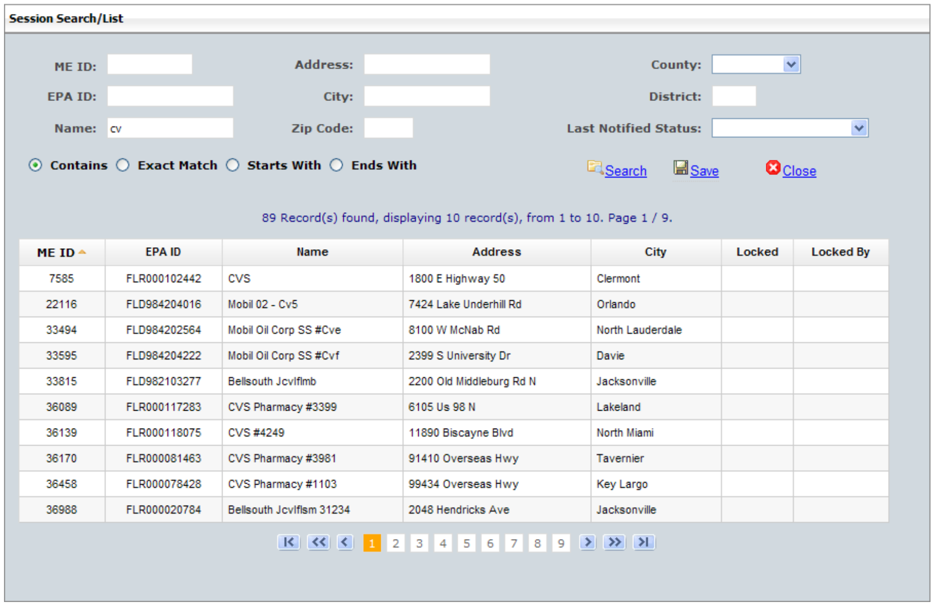
[**Note**: It is assumed the application has already been accessed within an Internet Explorer (IE) 7 browser window and the user has logged in and opened the application.]

3.2 Establishing a Session

1. From the main menu, click the Session button at the top left of the screen. Note the status (located directly beneath the Session menu item) indicates “No Facilities Checked Out.” This status will change once the session is established. To begin searching for facilities, click the “Session Search/List” link. The Session Search/List dialog box will display.

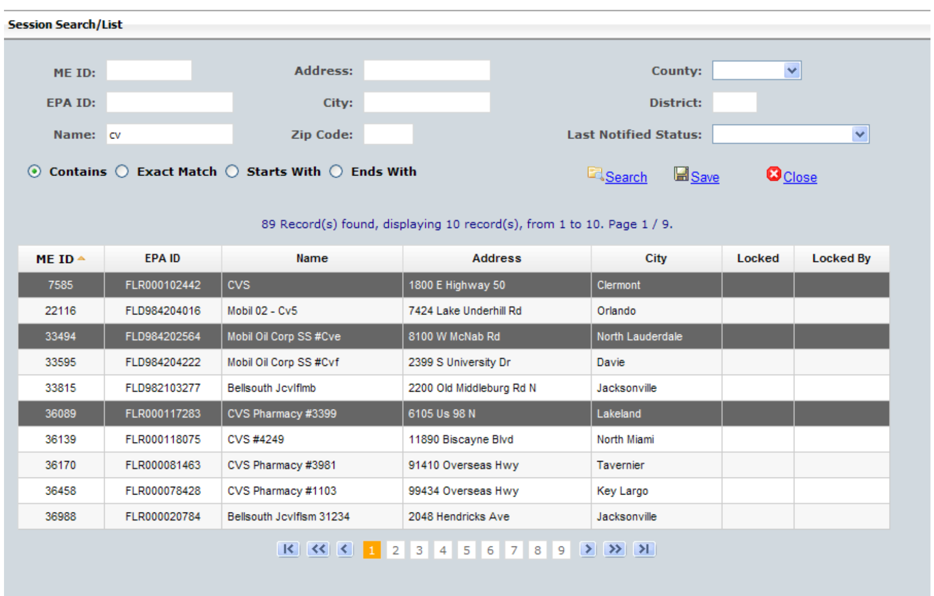


2. The list can be paged through by clicking the Next/Previous icons at the bottom of the display box. Also Facilities can be searched by typing in appropriate parameters. Wildcard searches may be performed by selecting one of the 4 radio buttons: “Contains” (default selection), “Exact Match”, “Starts With” and “Ends With” and typing in part of the parameter. In the following example, *‘cv’* was typed into the “Name” criteria text box as a partial parameter and the “Contains” radio button was selected. When the search is initiated, only those facilities beginning with the letters ‘*cv*’ were returned. Please note that partial number criteria, such as the ID’s and ZIP codes are not searchable. To view all facilities available to the logged in user, click the “Search” link without typing in any search criteria.



ME ID	EPA ID	Name	Address	City	Locked	Locked By
7585	FLR000102442	CVS	1800 E Highway 50	Clermont		
22116	FLD984204016	Mobil 02 - Cv5	7424 Lake Underhill Rd	Orlando		
33494	FLD984202564	Mobil Oil Corp SS #Cve	8100 W McNab Rd	North Lauderdale		
33595	FLD984204222	Mobil Oil Corp SS #Cvf	2399 S University Dr	Davie		
33815	FLD982103277	Bellsouth Jcvlflmb	2200 Old Middleburg Rd N	Jacksonville		
36089	FLR000117283	CVS Pharmacy #3399	6105 Us 98 N	Lakeland		
36139	FLR000118075	CVS #4249	11890 Biscayne Blvd	North Miami		
36170	FLR000081463	CVS Pharmacy #3981	91410 Overseas Hwy	Tavernier		
36458	FLR000078428	CVS Pharmacy #1103	99434 Overseas Hwy	Key Largo		
36988	FLR000020784	Bellsouth Jcvlflsm 31234	2048 Hendricks Ave	Jacksonville		

3. Clicking the facility will highlight it in dark gray as a visual indicator that the facility has been selected for “Checking Out.” If a facility has been selected (highlighted) in error, press and hold down the CTRL key on the computer keyboard and click the highlighted facility that needs to be unselected. Once all facilities that need to be “Checked Out” for the session are selected, click the “Save” button.



ME ID	EPA ID	Name	Address	City	Locked	Locked By
7585	FLR000102442	CVS	1800 E Highway 50	Clermont		
22116	FLD984204016	Mobil 02 - Cv5	7424 Lake Underhill Rd	Orlando		
33494	FLD984202564	Mobil Oil Corp SS #Cve	8100 W McNab Rd	North Lauderdale		
33595	FLD984204222	Mobil Oil Corp SS #Cvf	2399 S University Dr	Davie		
33815	FLD982103277	Bellsouth Jcvlflmb	2200 Old Middleburg Rd N	Jacksonville		
36089	FLR000117283	CVS Pharmacy #3399	6105 Us 98 N	Lakeland		
36139	FLR000118075	CVS #4249	11890 Biscayne Blvd	North Miami		
36170	FLR000081463	CVS Pharmacy #3981	91410 Overseas Hwy	Tavernier		
36458	FLR000078428	CVS Pharmacy #1103	99434 Overseas Hwy	Key Largo		
36988	FLR000020784	Bellsouth Jcvlflsm 31234	2048 Hendricks Ave	Jacksonville		

4. Once the session has been saved, the status will change to “Facility Check Out: Created” and the list of selected facilities will display. Please Note: No more than 25 facilities can be checked out by a single user at one time. Selecting 26 or more will result in an error. Also, if a facility has already been saved to a session by a user and a second user highlights it and clicks save, the session will still be created but

the following error message will display in red: "*The following facilities have been saved in another session and were not added to your session.*"

5. **NOTE**: When creating a session from the desktop, do not click the "Go Disconnected" link as a disconnected application has not been fully loaded on the desktop workstation. This link is only applicable when establishing a session on a ToughBook.

Very Important: Once the session is established, the user must close the browser before opening the connected application on their ToughBook.

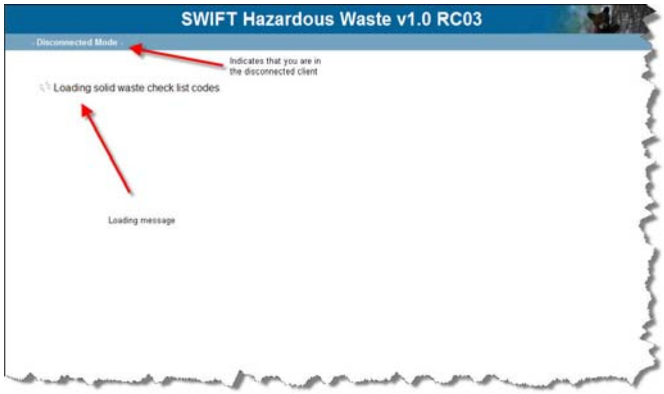
6. At this point, the facilities may be removed from the session before going Disconnected. To do so, click the "Remove All Facilities" link. This will delete all saved facilities from the session. Individual facilities can be deleted by clicking the "Remove" icon within the facility row. [**NOTE**: The status may still indicate "Created." This issue has been identified and we are working on correcting it]

3.3 Disconnected State

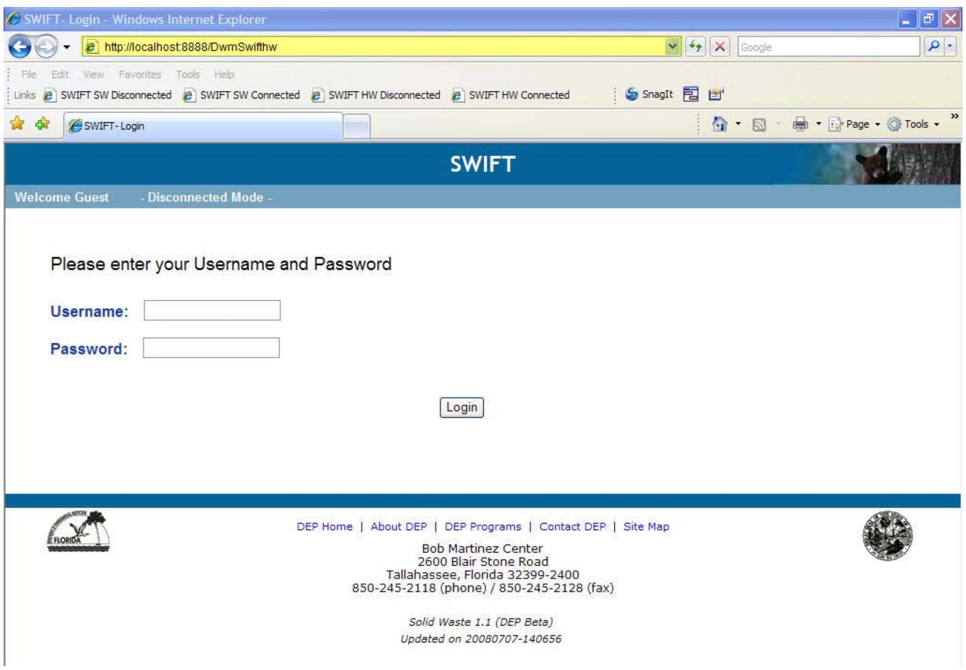
1. Once a session has been established (either via desktop or ToughBook), go to the Disconnected client installed on the ToughBook and login. If the session was created on the Toughbook, to open the Disconnected client click the "Go Disconnected" link. If the session was created on a desktop, the user can open the client by opening the Windows IE Browser and typing the following URL in the address bar: http://localhost:8888/DwmSwifthw

Very Important: Users must have internet connectivity to complete the session by clicking the "Go Disconnect' link.

2. The application will begin a loading process that will down load all facilities that were "checked out" during the session. There will be a series of messages displayed indicating the progress of the load. Once a user enters a disconnected state, there will be a "Disconnected Mode" status at the top of the page as a visual indicator of what state is being presented. If "Disconnected Mode" is not displayed at the top, then the user is in "Connected State."



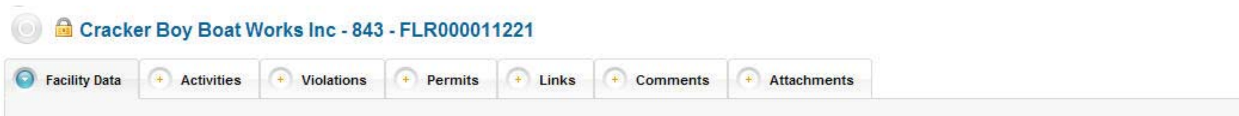
3. After the facilities have completed loading, enter the application by clicking the appropriate program area button. Once in, click on “Session” to confirm that the facilities “checked out” have been loaded. From this point, a user may disconnect from the internet connection or network cable and perform any activity they could engage in via the online (Connected State) application. A BPEL Workflow activity is the only feature that cannot be accessed as the user must be connected to send Inspections, NCLs, etc. through the BPEL process to the supervisor for approval. All facilities loaded, now present as “Locked” to any other user.



3.4 Synchronization

1. While in the disconnected state with fully loaded facilities, if another user tries to access one of the “checked out” facilities via the connected state application, they will be able to view all non-activity data. Any activity or event which would cause a change to the facility’s data set will be disabled until the facility has been

synchronized. Users can access facilities in connected state that are locked by them.



2. To synchronize the facilities and release the “locked” status, click on the Session menu item. The list of “checked out” facilities is displayed with a “Synchronize” link beneath. Click the “Synchronize” link. [**NOTE**: Currently, synchronization is all or none. A user cannot select which facilities they wish to synch. Once a user clicks the synchronization link, all facilities checked out by that user will synchronize and the session will be terminated. **In case of a synchronization error, please contact the support group for further direction.**

3. Once the synchronization is complete, the Disconnected client is closed and the Connected client is opened to the login page. Login to the connected state to view the data entered while in disconnected.

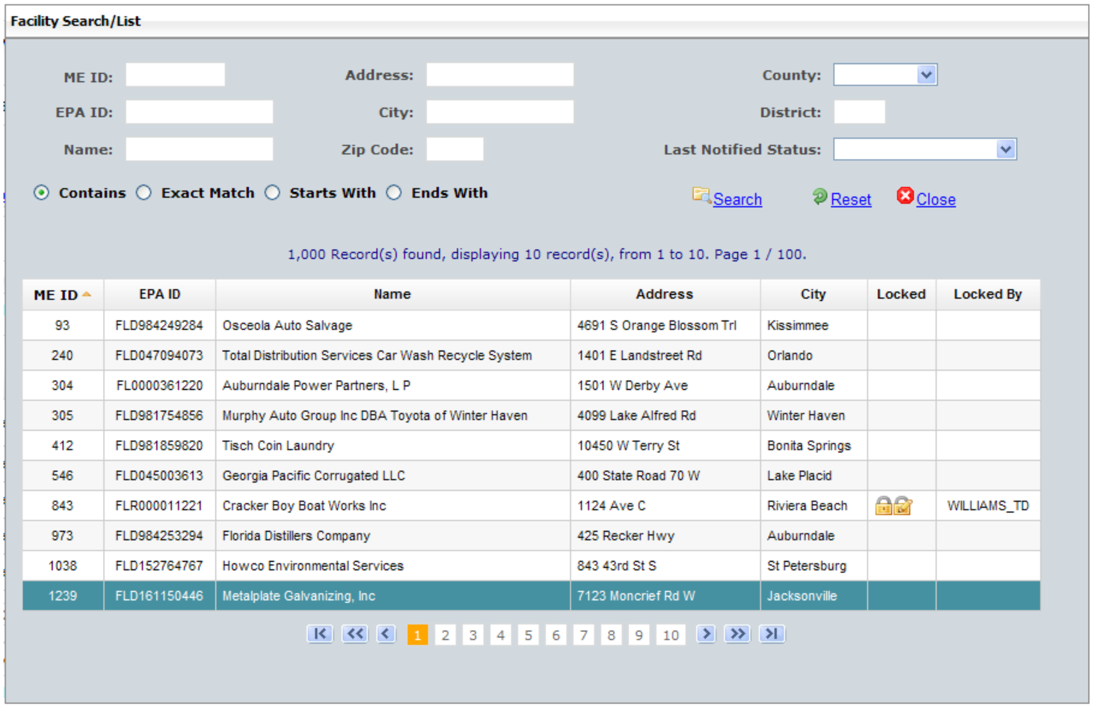
Chapter 4 - Facility Search and Journal

The following provides functional overview of the search and journal capabilities of SWIFT. These features provide a great deal of flexibility in finding disparate information throughout the system and easy access to the chronological aspects of all information retained within SWIFT for a given facility.

4.1 <u>Facility Search and List</u>

While in the Handler Browser perspective, click the Facility Search/List text link in the upper right hand corner of the browser when searching and/or selecting a facility.

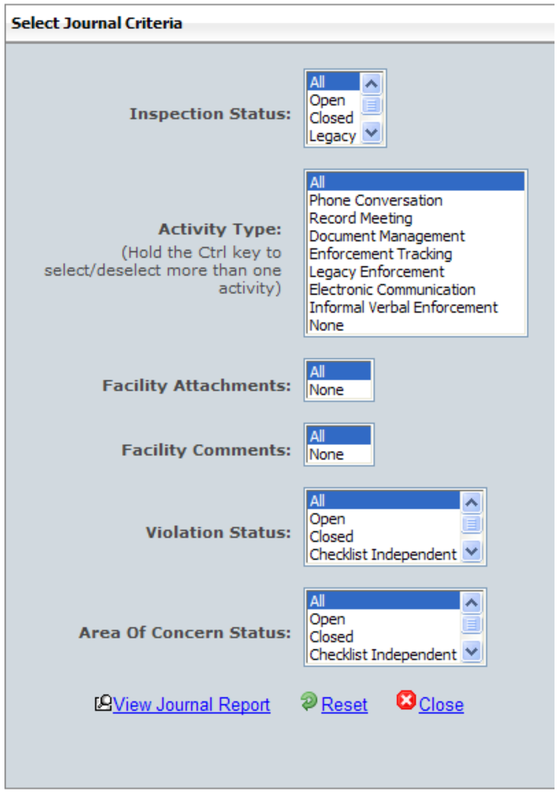
Enter search criteria in any or all of the available fields, click Search. A list of facilities matching the criteria is returned and displayed. The same wildcard search options available in Sessions are also available in the Handler Browser. Select a facility by clicking the facility record from the list. The facility data is retrieved and displayed in the Handler Browser perspective. The Facility Search/List is automatically closed upon selection. Sorting and grouping functionality will be added in later phases of production. Users may also click the “Search” button without entering any criteria to display the full list of facilities assigned to each user. The ‘Locked’ and ‘Locked By’ columns of the list indicate a user has the facility “checked out” in Disconnected state. If the facility is ‘Locked’, an icon  appears in the Locked column and the user ID appears in the ‘Locked By’ column. Facilities locked by other users are view only until the user synchronizes the datasets.



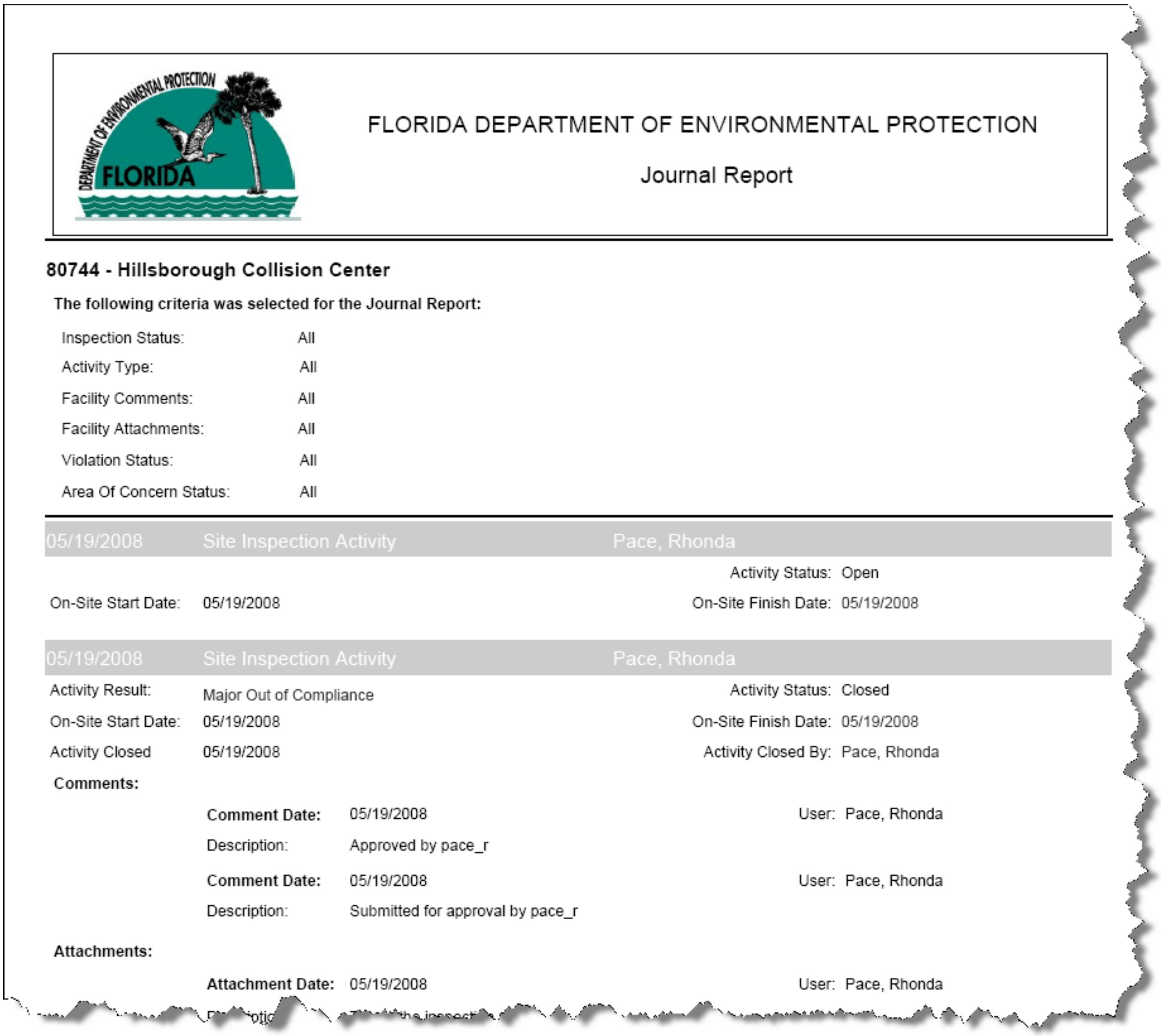
4.2 Journal

The *Journal* provides a chronological list (log) of all events, activities, outcomes, documents, attachments, comments, and any other interaction that has been documented about the facility. Documents, reports, and attached files are presented as links; the user may click on the link and immediately view the item. To begin running a Journal Report, click the Journal button.

When clicking the Journal button, the “Select Journal Criteria” dialog box displays. The user may perform an ad hoc query by selecting the various options provided to compile an individual Journal document.



Once the criteria selection is completed, click on the "View Journal Report" button. The user will receive a notification indicating that the journal is being prepared. Click OK to close the notification message. Once the Journal has been compiled, the user has the option of opening or saving the report. Selecting "Open" will display the report on screen. When saving, the report saves as a PDF document and can be opened and/or printed at a later time.


FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

Journal Report

80744 - Hillsborough Collision Center

The following criteria was selected for the Journal Report:

Inspection Status:	All
Activity Type:	All
Facility Comments:	All
Facility Attachments:	All
Violation Status:	All
Area Of Concern Status:	All

05/19/2008 Site Inspection Activity Pace, Rhonda

Activity Status: Open

On-Site Start Date: 05/19/2008 On-Site Finish Date: 05/19/2008

05/19/2008 Site Inspection Activity Pace, Rhonda

Activity Result: Major Out of Compliance Activity Status: Closed

On-Site Start Date: 05/19/2008 On-Site Finish Date: 05/19/2008

Activity Closed 05/19/2008 Activity Closed By: Pace, Rhonda

Comments:

Comment Date: 05/19/2008 User: Pace, Rhonda

Description: Approved by pace_r

Comment Date: 05/19/2008 User: Pace, Rhonda

Description: Submitted for approval by pace_r

Attachments:

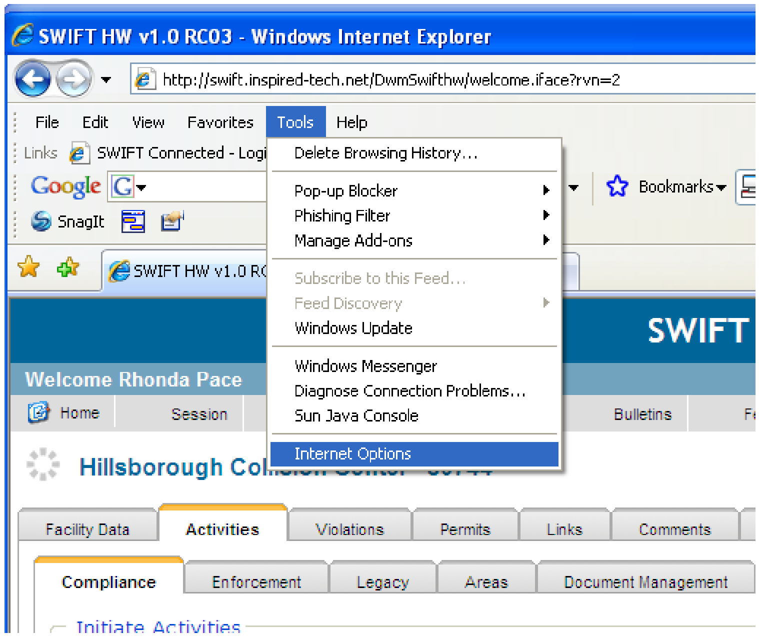
Attachment Date: 05/19/2008 User: Pace, Rhonda

4.3 Internet Security Instructions for viewing Reports in SWIFT

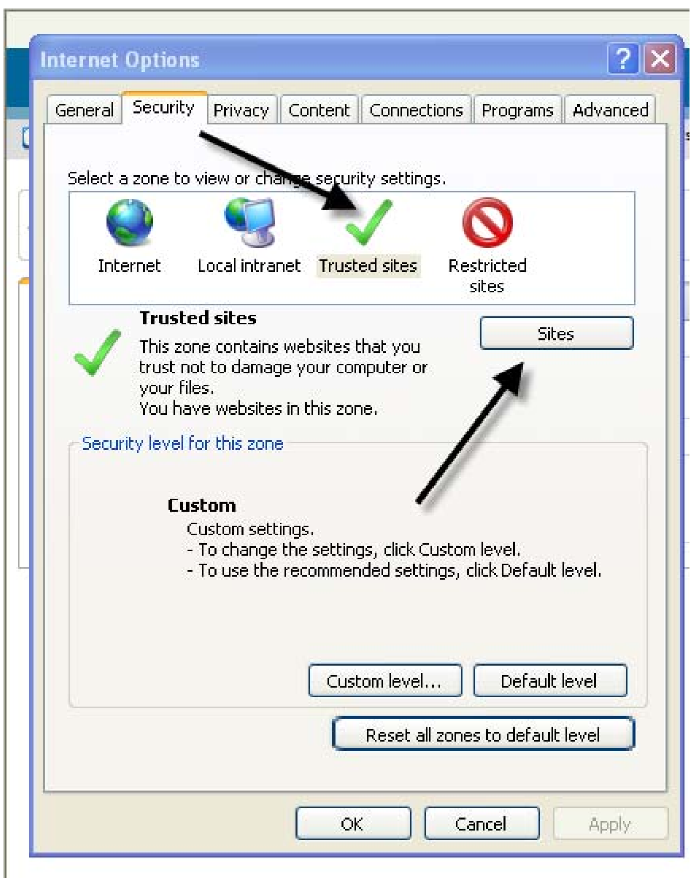
When viewing a Journal Report or Inspection Report for the first time, the computer's security settings may need to be adjusted to allow for the pop-up window to display the requested report. [**Note**: Setting security features on the user's ToughBook may need to be done by someone in the IT department. Depending on the permissions, the user may or may not have the privileges to change the following.]

To adjust security settings:

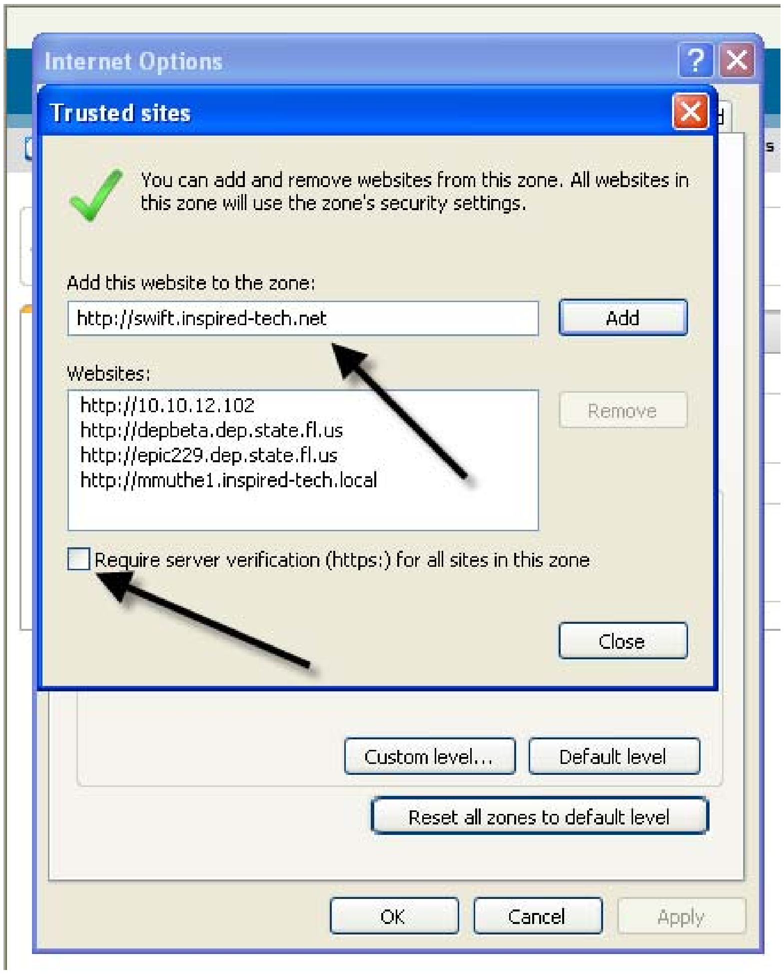
1. Go to the SWIFT application
2. Go to "Tools" on the Internet Browser toolbar
3. Select "Internet Options"



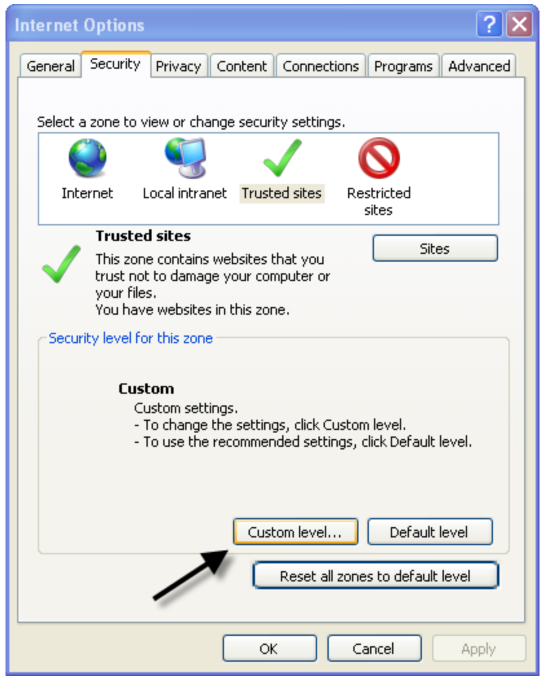
4. Select the “Security” tab
5. Select the Check mark Icon with “Trusted Sites” under it



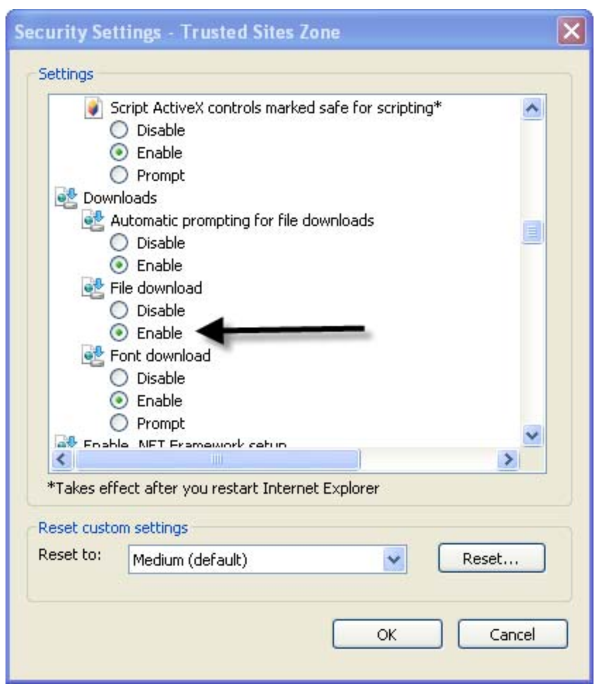
6. Select the “Sites” button in the middle of the page
7. Un-check the “Require server verification (https:) for all sites in this zone”



8. Ensure the SWIFT URL **http://depprod.dep.state.fl.us:7777/DwmSwifthw** is in the “Add this website to the zone:” box
9. Select the “Add” button
10. The SWIFT URL http://**depprod.dep.state.fl.us:7777/DwmSwifthw** should now be in the list of websites
11. Select CLOSE
12. Select the “Custom Level” button in the “Internet Options Trusted Site” box



13. This “Security Settings – Trusted Sites Zone” box will appear:



14. Scroll down to Downloads
15. By Default the “Disable” radio button is checked in the File Download section
16. Select the “Enable” radio button
17. Select OK
18. Select Apply
19. Select OK again
20. Initiate pulling up a Report in SWIFT

Chapter 5 - Authoring Facilities

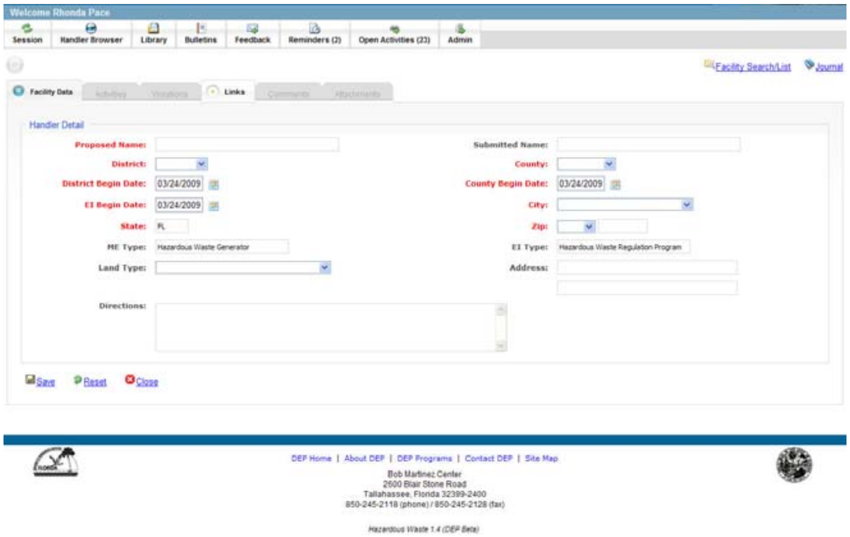
The following provides instructions on authoring new facilities within the SWIFT application. New facilities may be authored while either in a Connected or Disconnected state. Once authored, inspectors may perform any activity available in the SWIFT application.

5.1 Authoring in Connected Mode

To add new facilities while in Connected mode, click the Facility Search/List in the upper right hand corner of the application. Facility Search/List

The Facility Search/List dialog box is displayed.

Click the "Add New Facility" link Add New Facility to open the editable Facility Data interface. The tabs for Activities, Violations, Comments and Attachments are disabled (displayed in gray) until the new facility has been saved.

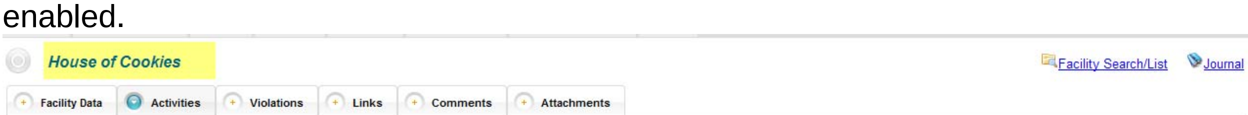


The fields in red indicate mandatory fields. In addition the user MUST enter either an address in the Address field or driving directions or Latitude/Longitude coordinates in the Directions field. After entering the data in the interface click "Save" to continue.

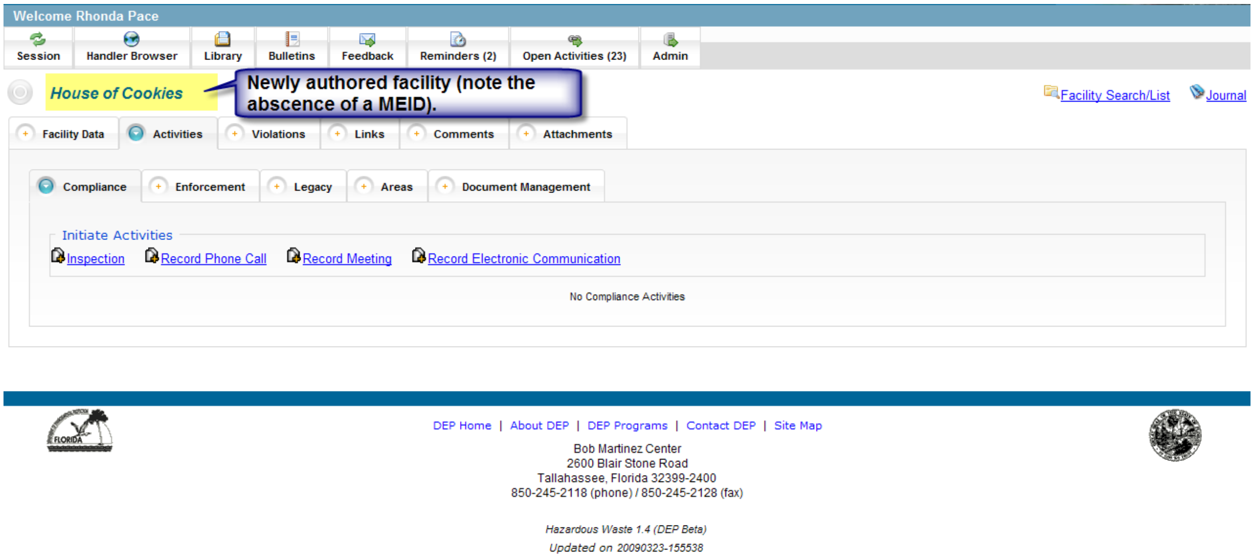
Very Important: Facilities authored in the Connected mode cannot be edited. Verify the data entered into the interface is accurate before clicking "Save"

Other options on this interface are "Reset" which will clear all the entered data and "Cancel" which will close the "Facility Data" interface without creating a new facility.

Once saved, the Facility Data with the completed information is displayed and the previously disabled tabs, Activities, Violations, Comments and Attachments are enabled.



All activities available in the SWIFT application are also available in the newly authored facility. However, in accordance with DEP business rules, only one site inspection can be started per newly authored facility. In addition, the site inspection, as well as any activity that requires submission for approval, cannot be submitted until a MEID has been assigned to the facility.

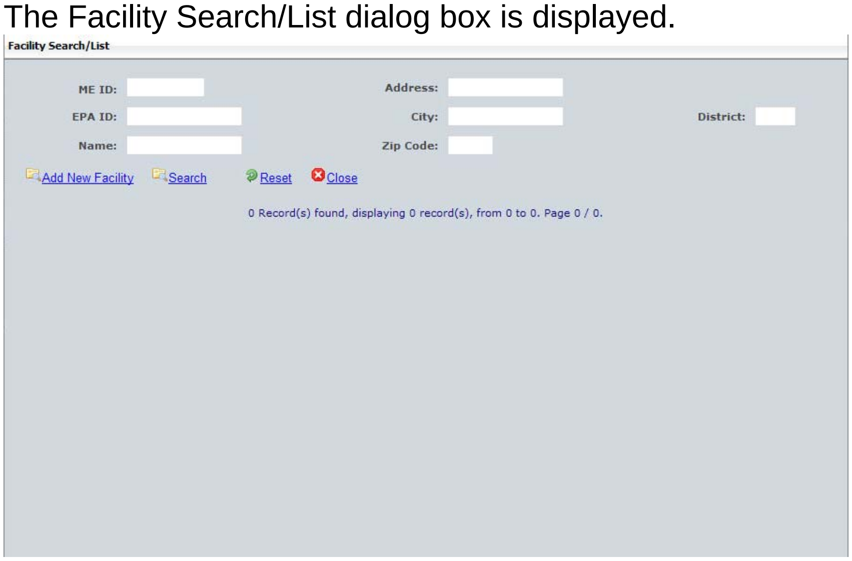


5.2 Authoring in Disconnected Mode

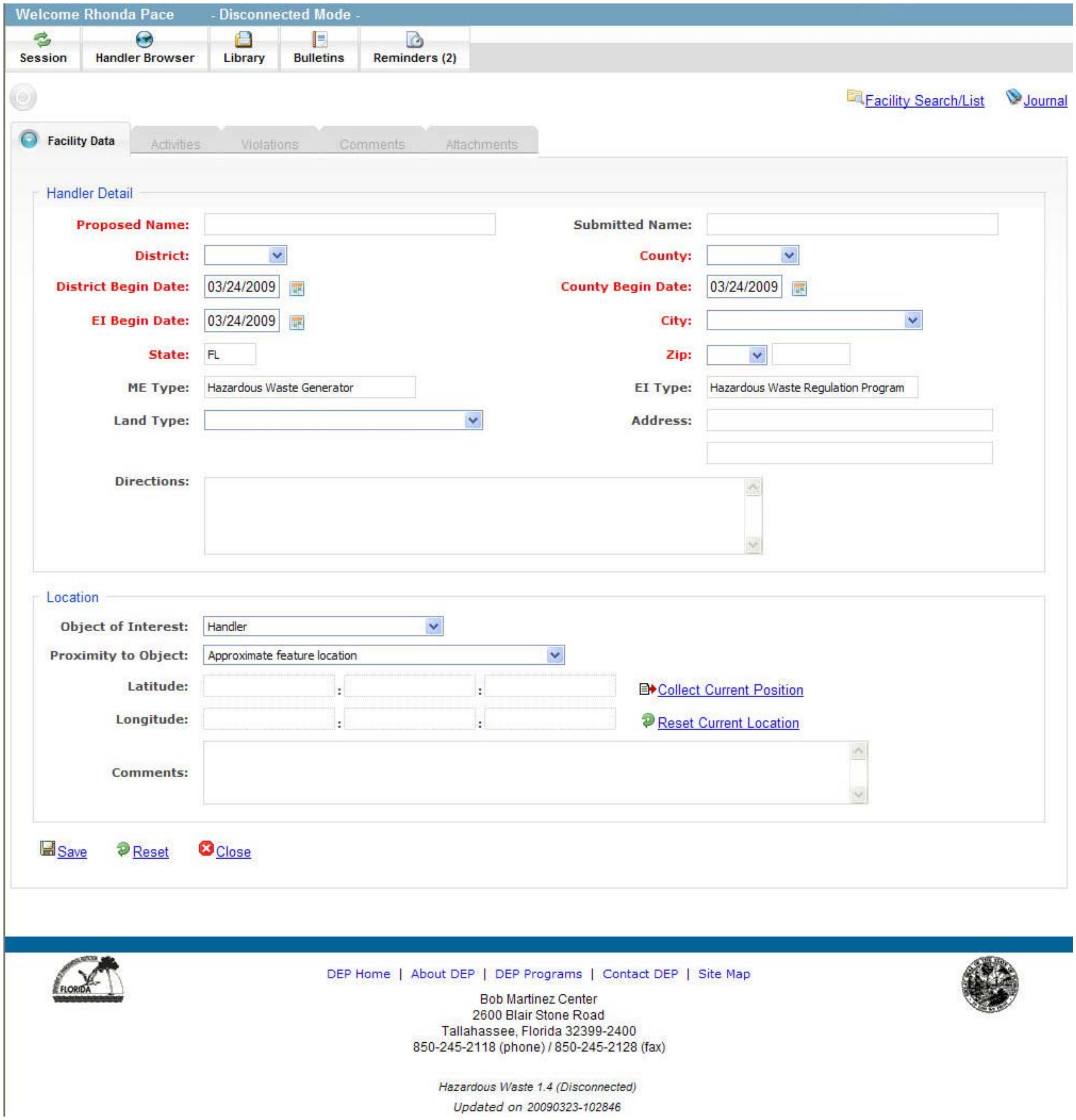
Authoring a facility in Disconnected mode is very similar to authoring while Connected with the significant difference being the capturing of the GEO Location data (Lat/Long).

As in the instructions for Authoring in Connected mode, click the Facility Search/List in the upper right hand corner of the application. Facility Search/List

The Facility Search/List dialog box is displayed.



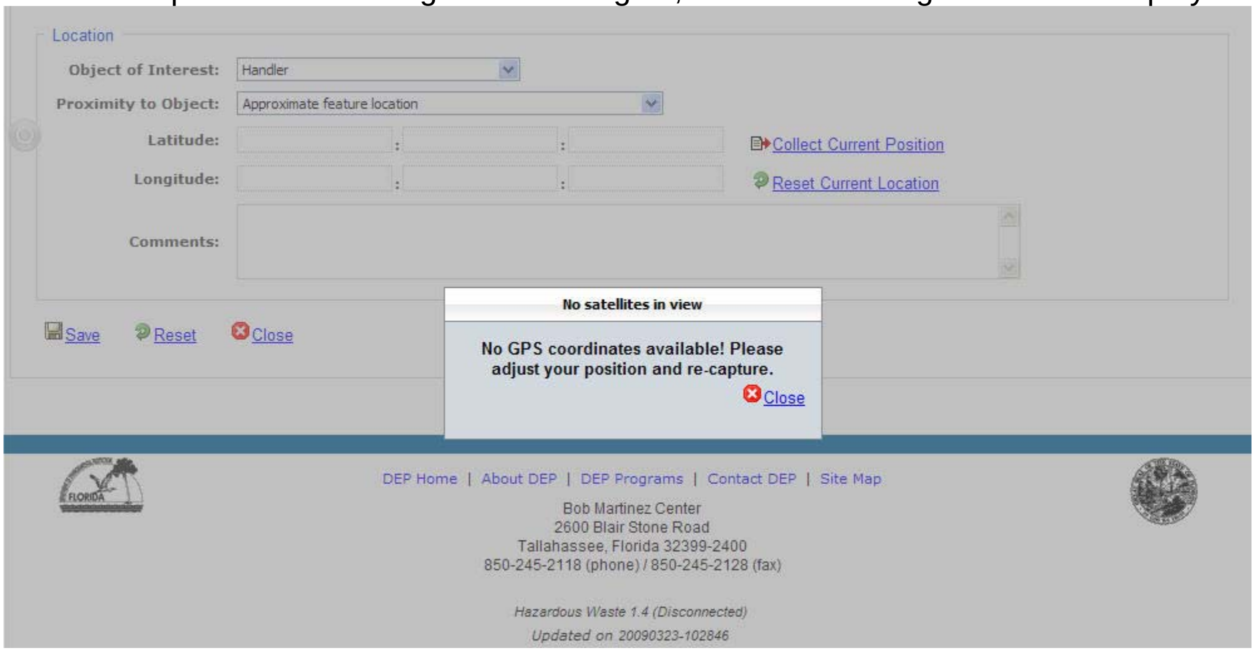
Click the “Add New Facility” link Add New Facility to open the editable Facility Data interface. The tabs for Activities, Violations, Comments and Attachments are disabled (displayed in gray as a visual indicator) until the new facility data has been saved.



The fields in red indicate mandatory fields. In Disconnected mode, the user has the added ability of capturing a GPS coordinate as well as additional optional fields. If the Inspector is unable to obtain GPS coordinates due to equipment failure or obstructed access to a satellite users MUST enter either an address in the “Address” field or driving directions or a latitude/longitude (gathered by another GPS device) in the “Directions” field. Enter the required data and any additional information available.

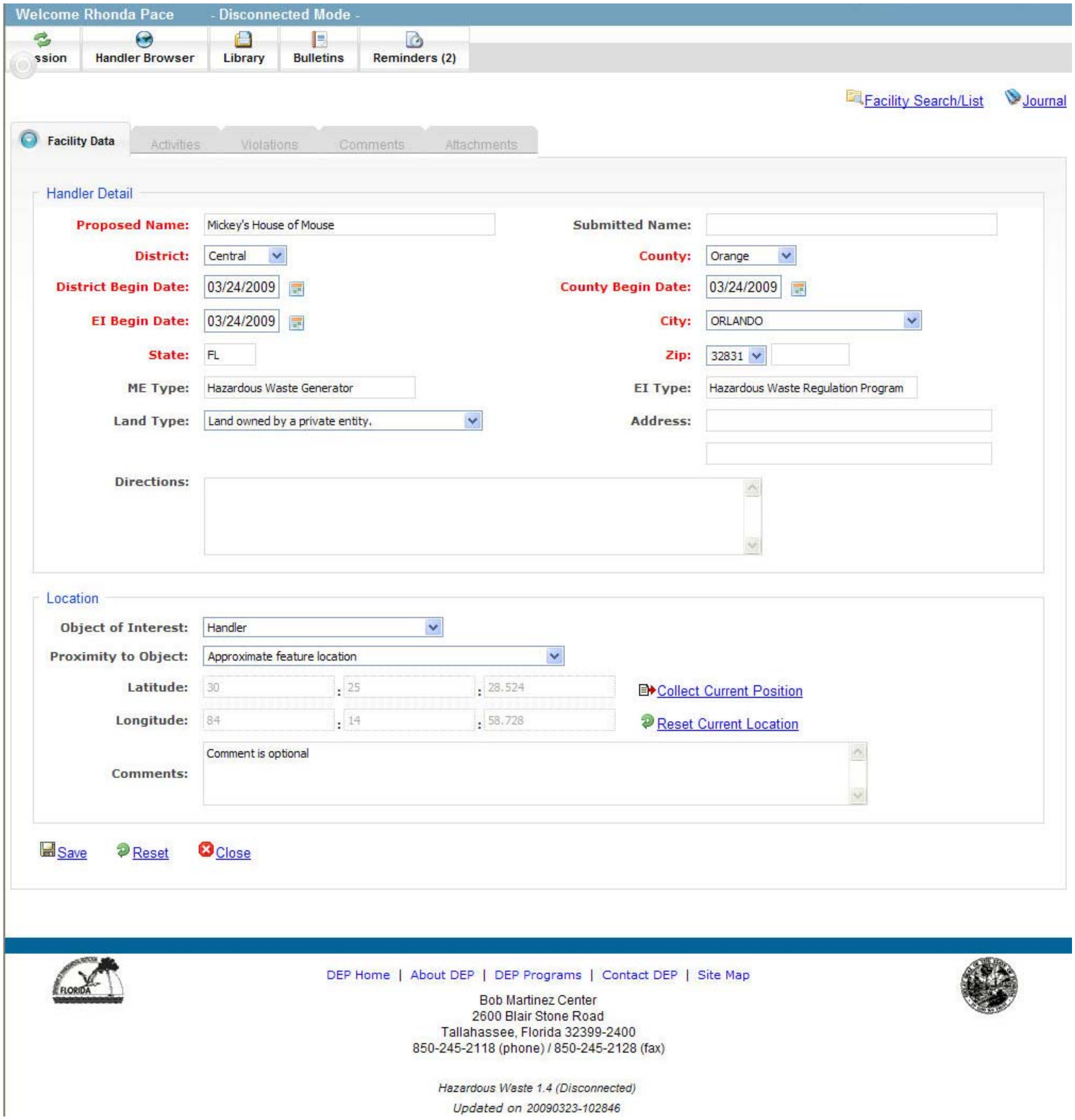
To capture the GPS coordinates click the “Collect Current Position” link. Please note, the coordinates cannot be manually entered into the Latitude/Longitude fields through this interface, however they can be recorded in the “Directions” field. Users must be in a stationary position to obtain the coordinates and within unobstructed access of a satellite. Capturing the GEO location is not mandatory for synchronization to the SWIFT server.

If there is a problem accessing a satellite signal, the error message below will display.



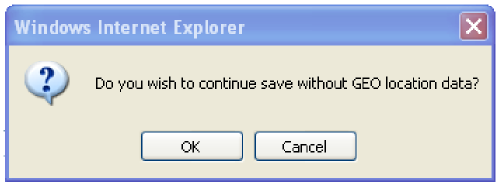
Click the “Close” link and try moving to another position within the facility before clicking the “Collect Current Position” link again.

A successful capture will display the Lat/Long coordinates in the appropriate textboxes.

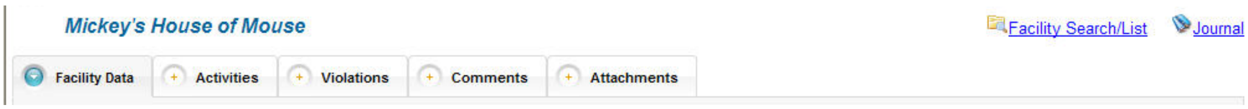


Note that the coordinates appear in a gray font as a visual indicator that they are not editable. However, the inspector may choose to obtain a different set of coordinates. To do so, click the "Reset Current Location" link and the Lat/Long fields will be cleared. Only one set of GPS coordinates may be captured per newly authored facility. Once the facility is saved, the coordinates cannot be edited within the SWIFT application.

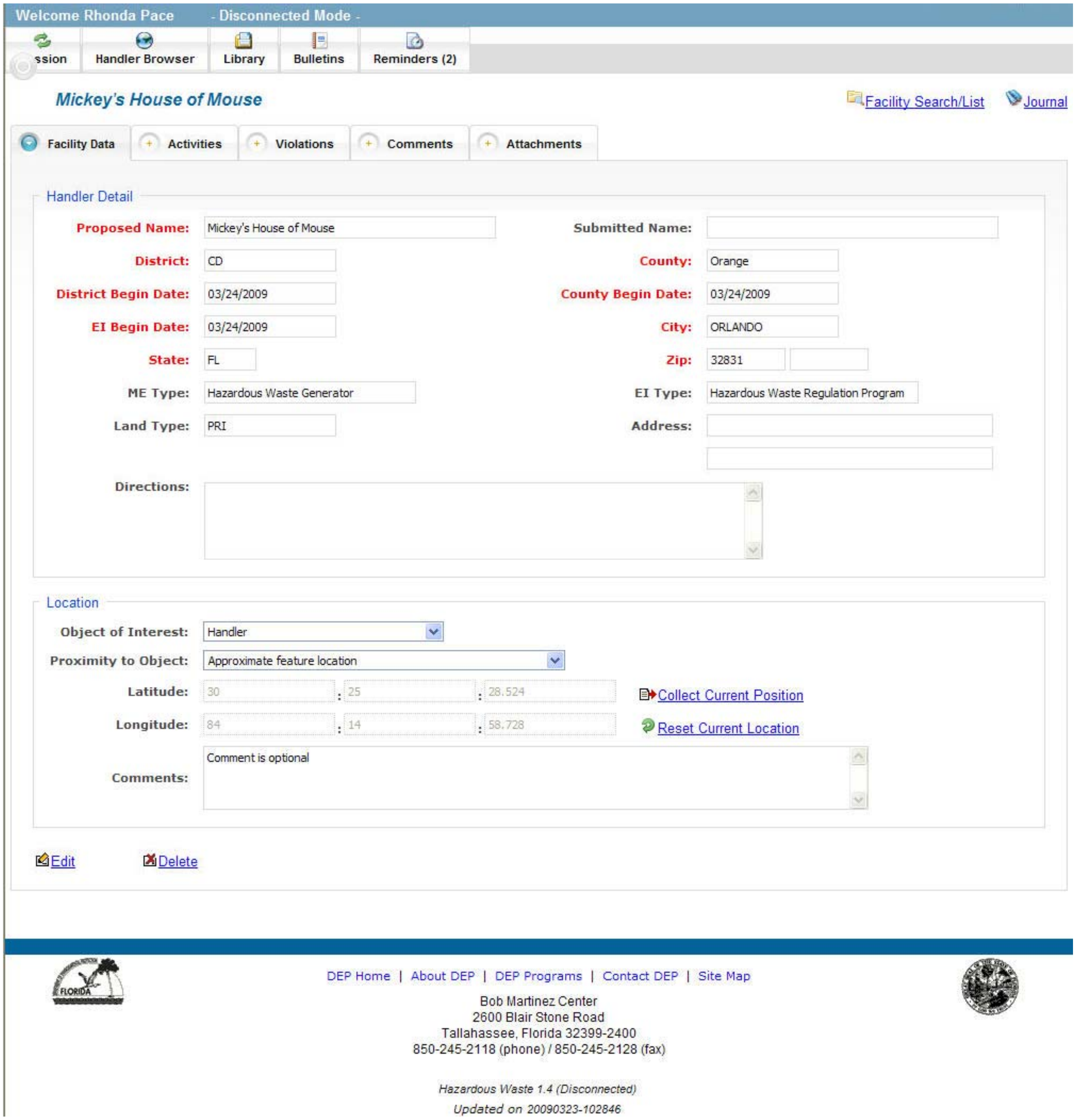
Collecting the GEO location data is optional for saving the newly authored facility and for synchronization. If the inspector chooses not to capture a GPS location, the following Warning Message will display after clicking "Save".



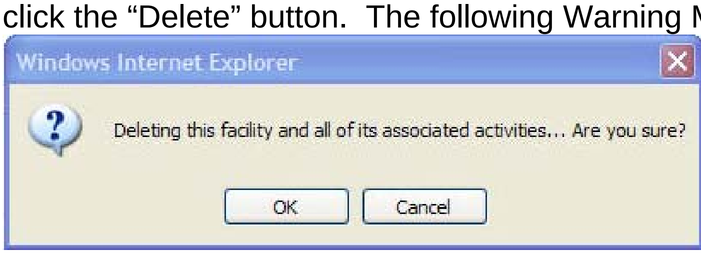
Click “Ok” to continue. As previously stated, if no Geo Location is recorded inspectors must enter data in either the “Address” or “Directions” fields. The Facility Data interface is displayed and the previously disabled tabs; Activities, Violations, Comments and Attachments are enabled.



All activities available in the SWIFT application are also available in the newly authored facility. However, in accordance with DEP business rules, only one site inspection can be started per newly authored facility. In addition, the site inspection, as well as any activity that requires submission for approval, cannot be submitted until a MEID has been assigned to the facility.



Once saved, newly authored facilities can be deleted prior to synchronization. To do so, click the "Delete" button. The following Warning Message will display.

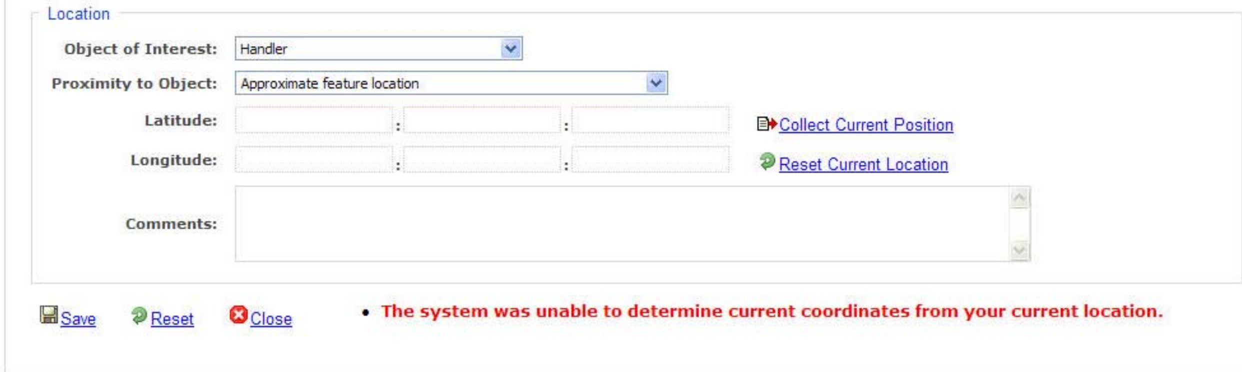


Click “Ok” to continue with the deletion. It is important to note that deleting the facility will delete all associated activities that have been performed against it including the site inspection. Once deleted, the information cannot be recovered.

Users may also edit the newly authored facility (this feature not available in Connected mode) by clicking the “Edit” link, updating the information and clicking “Update”.

5.3 Troubleshooting the “Capture Current Location” Feature

Certain hardware or software issues may cause the error displayed below.

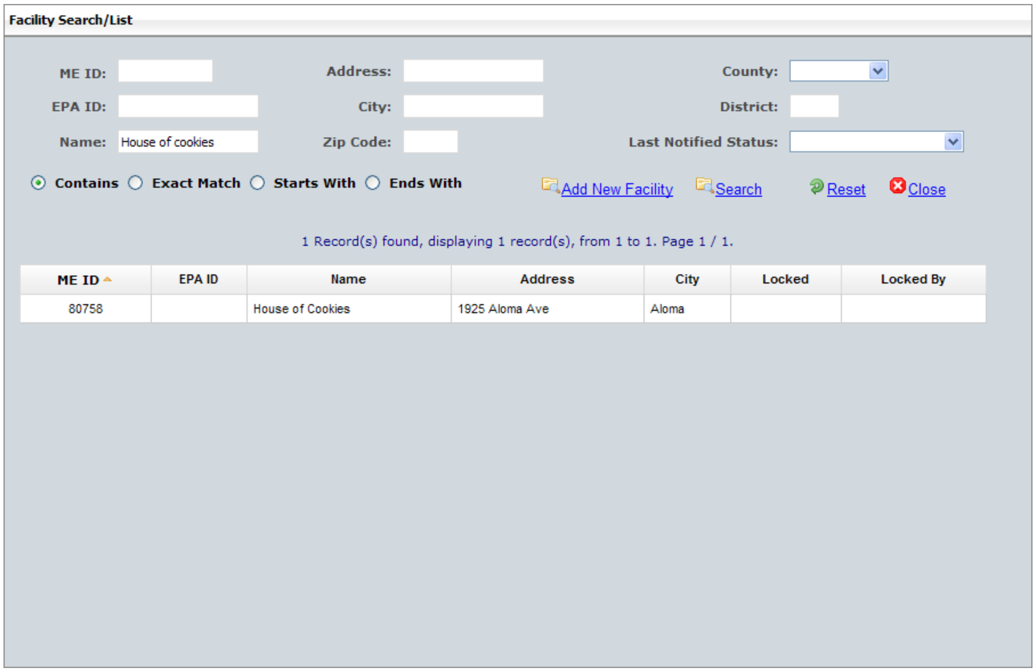


If this occurs, close out all applications and restart the Toughbook. If the problem persists after rebooting, please contact SWIFT Support
SWIFT_Support@dep.state.fl.us

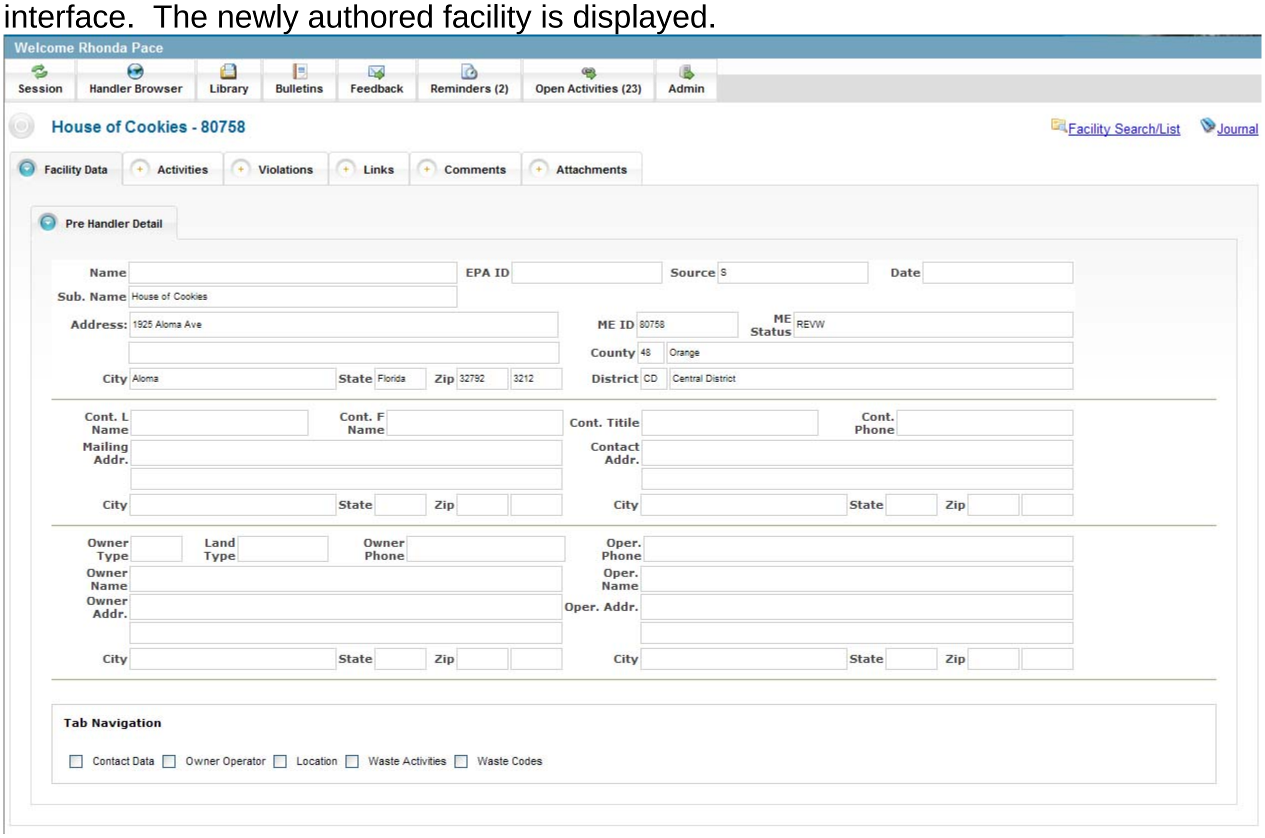
5.4 Accessing a Newly Authored Facility

Once saved as a facility, activities may be performed against the facility or users may choose to access other facilities available to them. In the event of the latter, the inspector may need to, at some point, navigate back to the newly authored facility. The following instructions apply regardless if the user is in Connected or Disconnected mode. Please note: Newly authored facilities cannot be added to sessions for use/view in Disconnected Mode.

To return to an authored facility, click the Facility Search/List and enter the criteria to narrow the results to the newly authored facility. In the example below, a facility called “*House of Cookies*” was created. Entering this criterion in the “Name” field and clicking “Search” displays the facility in the results list.



Clicking the row displaying the "*House of Cookies*" facility, displays the Facility Data interface. The newly authored facility is displayed.



Chapter 6 - Handler Browser

The following provides functional overview of the facility browser function. This feature is key to establishing the facility the user is interested in working with for a given field activity. All aspects of functionality are explained in this section.

6.1 User Interface Reference

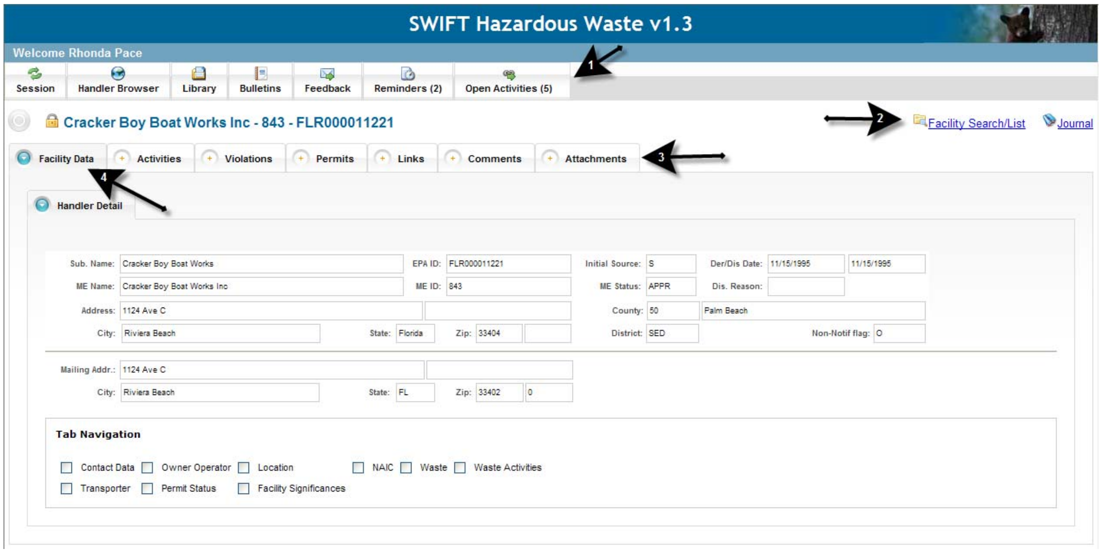
The Hazardous Waste Information Field Tracking main screen displays in the “Handler Browser” perspective.

The “Handler Browser” has four (4) major regions for presenting and navigating information and accessing workflow (as described in the table below):

Region	**Description**	
1	All main level application features a user can perform independent of selecting a specific facility	
	Feature	**Description**
	Session	Presents the user with ability to “check-out” facilities to work in disconnected state and to synchronize (check-in) facilities after performing activities.
	Handler Browser	Presents the user with all facility specific features of the application. This is where facility information is navigated and workflow is managed.
	Library Documents	Presents the user with the ability to access a library of documents in connected (on network) and disconnected (off network) states. The library documents are presented in categories (or groupings) that are defined by the program area. These are documents that are not specific to a facility. Facility specific documents are found in the “Facility Browser” perspective.
	Bulletins/Alert	Allows administrative users to generate and view bulletins.
	Feedback	Clicking the feedback menu item opens a form to allow users to send comments, suggestions or issues directly to

		SWIFT Support
	Reminders	Allows users to create and manage day reminders outside of a facility context.
	Open Activities	Displays a complete list of all activities that are NOT in a ‘Closed’ state.
Region	**Description**	
2	Presents all functions a user needs to perform for a facility, ***independent*** of a specific work flow.	
	Feature	**Description**
	Facility Search List	Provides the ability to locate facilities. The user is presented with a variety of search criteria that can narrow the list of facilities from which to pick. Examples include: facility name, ID, address, district, county, type of facility, etc. From the search list results, the user selects which facility to view. The user also has control of whether the system will perform a query to Oculus to obtain a current list of all documents for the facility being selected. In this manner, the user can improve performance associated with navigating/selecting facilities.
	Journal	Provides a chronological list (log) of all events, activities, outcomes, documents, attachments, comments, and any other interaction that has been documented about the facility. Documents, reports, and attached files are presented as links; the user may click on the link and immediately view the item.
Region	**Description**	
3	Presents all functions a user needs to perform workflow driven activities.	
	Feature	**Description**
	Facility Data	Allows the user to view and update (if allowed by business rule) regulatory data. The user customizes their view of information as described in 4a & 4b.
	Activities	Provides the perspective from which all workflows are executed (i.e., compliance and enforcement) workflows are executed. Also provides a navigation and maintenance view for all activities associated with a facility (including legacy activities imported from other systems). Compliance activities shown were checklist driven. The user identifies the facility types being inspected, selects the type of inspection activity (i.e., routine, complaint, etc.) and the workflow process presents an interaction that allows the inspector to address all checklist items. Selecting a “not ok” to any condition prompts the user to cite an area of concern

		or violation specific to that question (rule text appears on screen). The user indicates deviation level and harm level; the system derives the significance (SNC) based on business rules for deviation & harm. The user may attach files (such as pictures or scanned in documents) directly associated with the violation at this time. An explanation is entered and any corrective action required before the user saves the new violation.
	Violations	Provides a navigation and maintenance view for all violations associated with a facility. Also provides a specific tab for viewing violations imported from legacy systems.
	Permitting	Provides a view of related permitting information associated with a facility. Future enhancements will extend the permitting view to include the permitting workflow process.
	Links	Provides a list of helpful links the inspector can utilize while connected to a network.
	Comments	Comments can be stored at the facility level and viewed. Comments added from within an activity such as an inspection or enforcement activity are viewable from within that activity.
	Attachments	Attachments can be stored at the facility level and viewed. Attachments added from within an activity such as an inspection or enforcement activity are viewable from within that activity.
Region	**Description**	
4	Presents all regulatory data about a facility. A user is allowed to modify only data that has been "business rule" approved by the program area. A user's role is also used to allow or restrict any update capability.	
4a	Tabs displayed once the user selects "Facility Data" are determined by each user (see 4b). The user may save preferences for tabbed data and the system will "remember" those selections and present those tabs each time the user selects "Facility Data." If there is no data for the tab, it will display as disabled (as a visual queue to the user that no data is present on the tab).	
4b	This collection of checkboxes represents the categories (or groupings) of regulatory data available to the user. Checking (selecting) a box in this area causes a tab for that data to immediately display. The user is not limited to any combination of selections. In fact, the user might select no regulatory data items to view and the "Facility Data" tab will simply contain the check boxes that allow the user to "turn on" the tabs again. Tabs that do not contain data to display will be disabled (grayed out) as a visual queue that no data is available.	



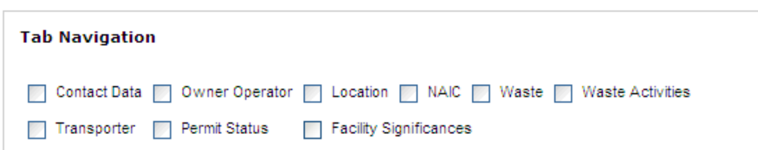
6.2 Facility Data

6.2.1 Regulatory Data

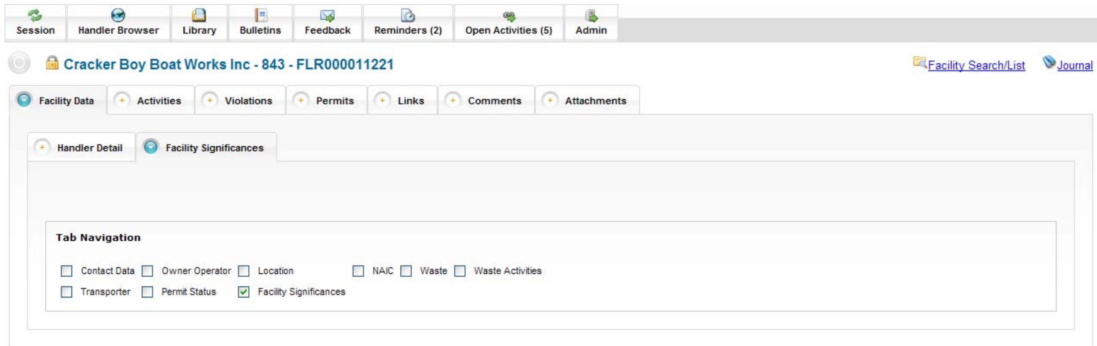
Upon initial login to the SWIFT application only the Regulatory Data tab will display. This section allows the user to view and update (if allowed by business rule) the facilities regulatory data.

6.2.2 Additional Tab Navigation

Users may choose from a selection of optional “Tab Navigation” check boxes, which are presented at the bottom of the Facility Data section.



Once a check box is clicked, a new tab will display within the Facility Data section. After initial login to the SWIFT application, the tabs displayed (once the user selects *Facility Data)* are determined by each user. The user may save preferences for tabbed data and the system will “remember” those selections and present those tabs each subsequent time the user enters the Facility Data section within the session. If there is no data for the tab, it will display as disabled (as a visual queue to the user that no data is present on the tab). The Facility Significances tab contains information regarding the facilities Federal status. Detailed history would be contained within this tab.



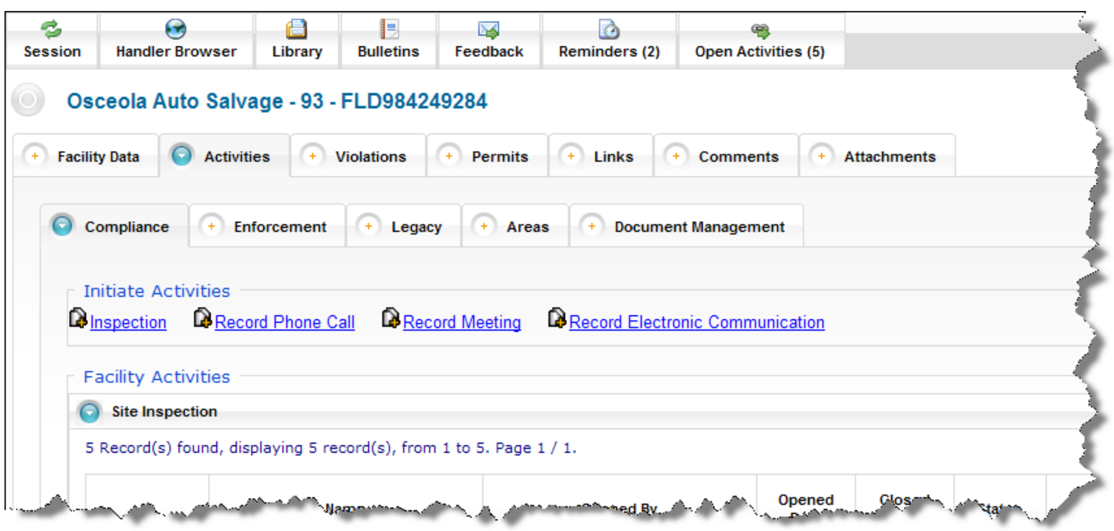
6.3 Activities

6.3.1 Compliance Workflow

The Compliance tab is the default for the Activities tab. From within the Compliance tab, users have the ability to start or edit an inspection, record a phone Call or record a meeting.

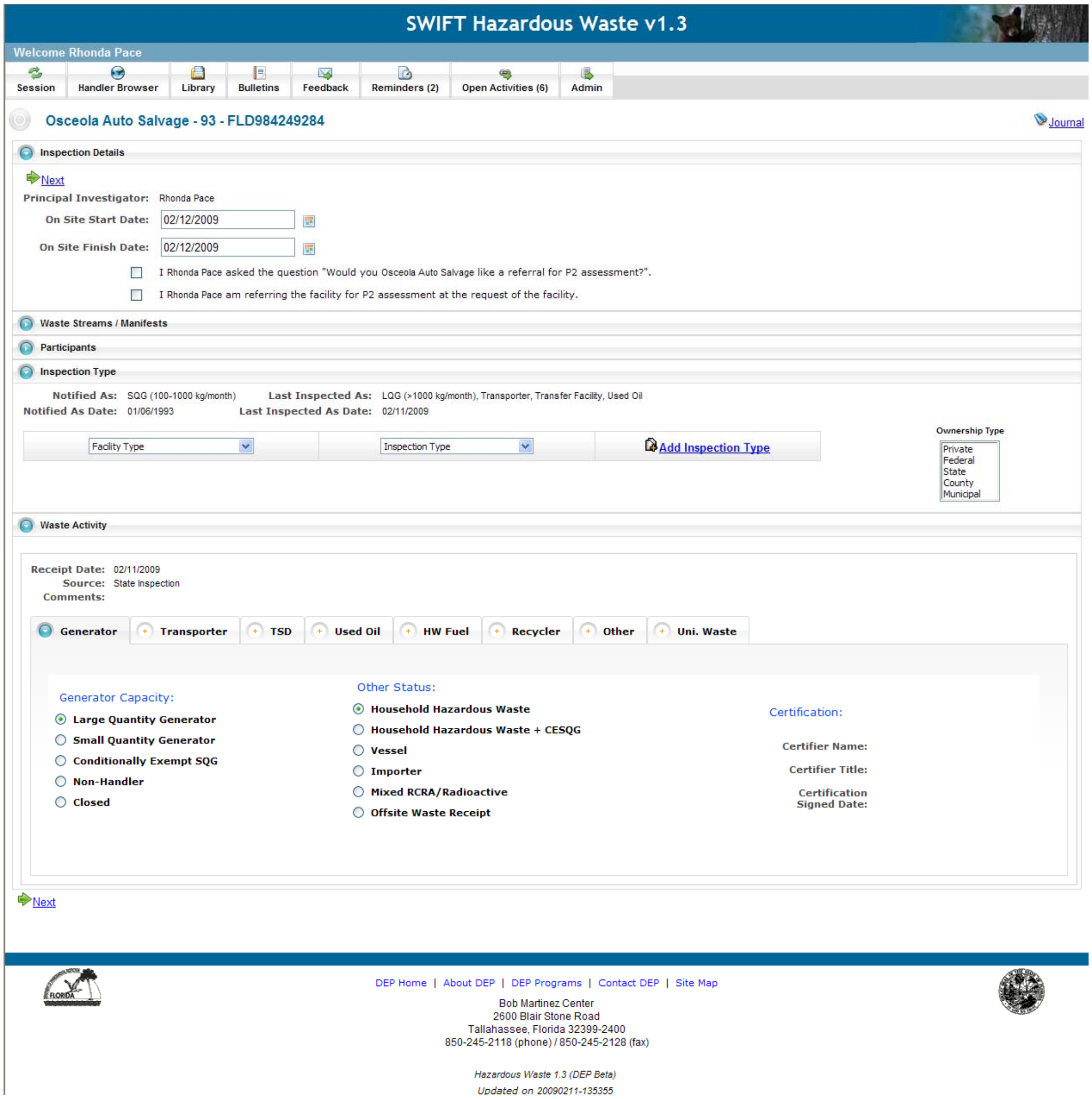
6.3.1.1 Site Inspection

The following information in this chapter provides detailed explanations of the screens within an inspection and step-by-step instructions on how to perform a compliance inspection in SWIFT. These directions apply to both the Connected and Disconnected states. It is assumed a facility has already been selected. Navigate to the Activities Tab and click the Inspection text link in the Initiate Activities section to initiate the inspection process.

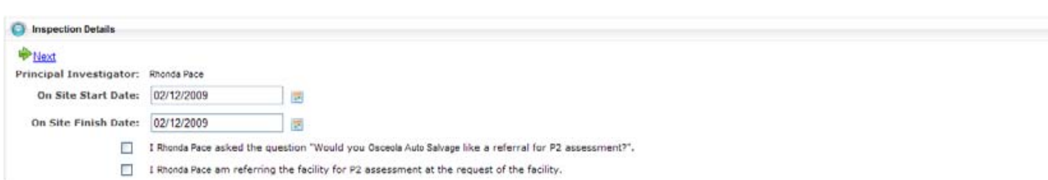


Cover Page

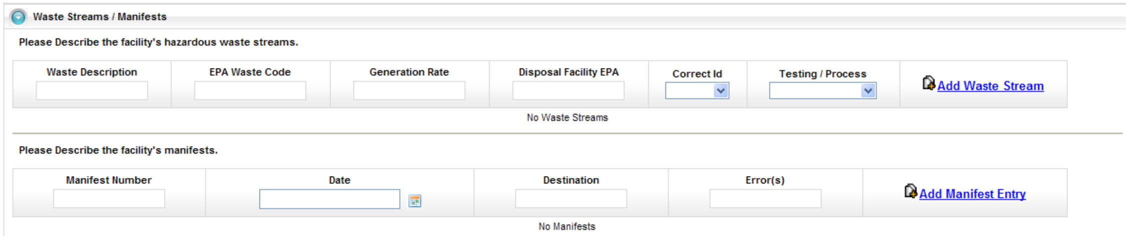
Clicking the Inspection link from the Compliance tab displays the Cover Page. The Cover Page consists of several sections most of which are mandatory to complete before proceeding into the inspection process.



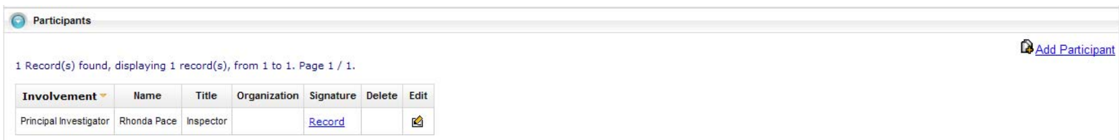
The first section is *Inspection Details*. Here the initiating inspector's name is displayed and the "On Site Start Date" and "On Site Finish Date" is indicated. Both of these dates default to the current date but a user may change either date by clicking the calendar icon and selecting a date from the displayed calendar or manually typing the date. Also, optional check boxes are available to indicate that (1) the inspector has offered to recommend the facility for P2 Assessment and that (2) the inspector is referring the facility for P2 Assessment at the request of the facility.



The second section is *Waste Streams / Manifest*. This section is entirely optional and is provided as a work sheet for inspectors to determine how to proceed in the inspection process.

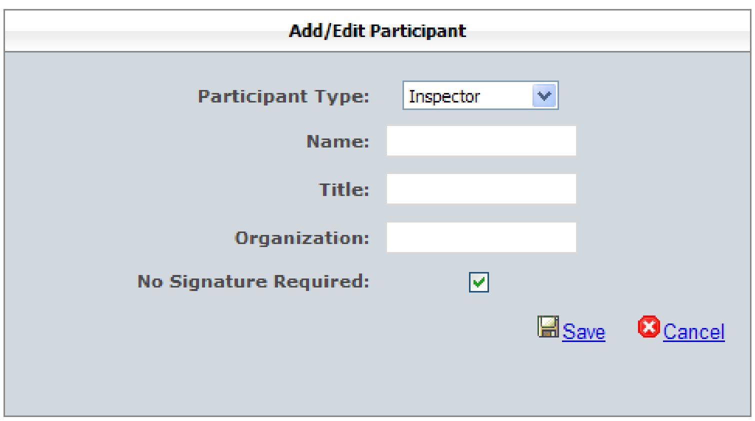


In the *Participants* section, the initiating inspector's name is automatically entered as a participant and cannot be deleted. In addition, the inspector's signature is the only mandatory signature required on the inspection report.



To add additional participants to the site inspection, click the "Add Participant" link.

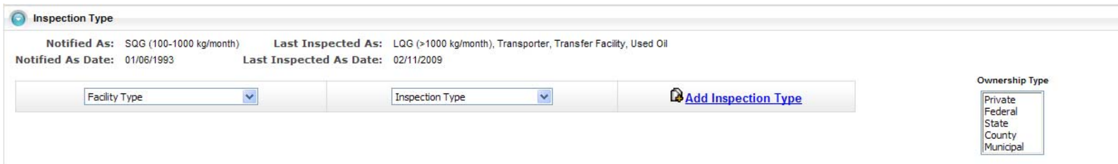
Very Important: A Representative Participant <u>MUST</u> be added before submission of the inspection.



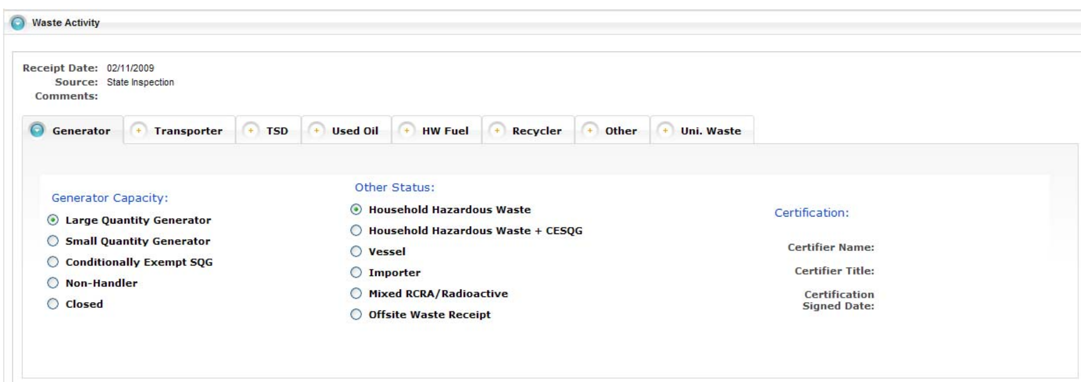
In the Add/Edit Participant dialog box, select the "Participant Type" from the drop down and enter the participant's name. The "Title," "Organization," and "No Signature Required" fields are optional. Click "Save" to add the participant. Note that the "No Signature Required" check box is selected (checked on) by default indicating that the participants signature is not required.

The *Inspection Type* is also a mandatory section. You can add as many inspection types as needed for the inspection being conducted but at least one 'Inspection Type' MUST be added. Begin by selecting a 'Facility Type' and an 'Inspection Type' from the drop down lists and clicking the "Add

Inspection Type" link. If an inspection type is added in error, click the delete icon to remove it from the 'Inspection Type' list. "Ownership Type" is also mandatory. Select the appropriate option(s). Multiple selections are permitted. To select multiple types, press and hold the CTRL key while clicking the options. Selected the options will be highlighted in dark blue.



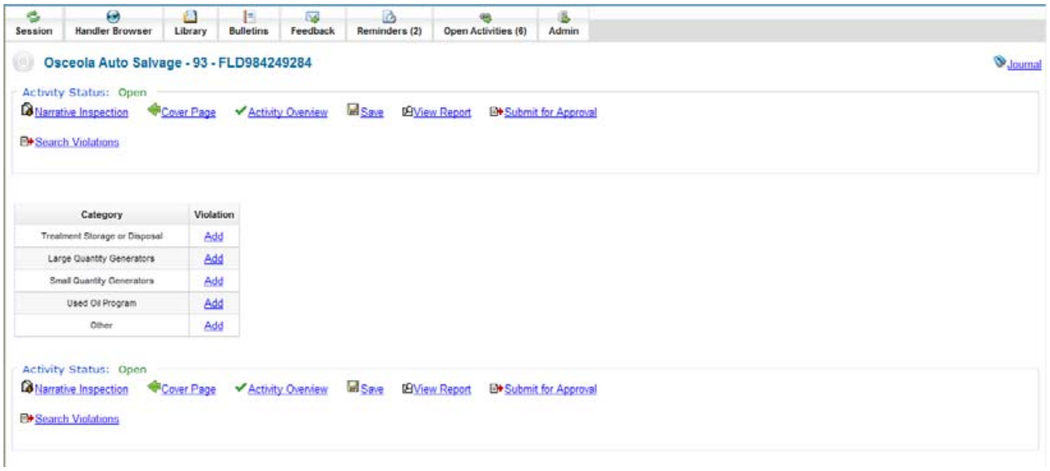
The "Waste Activity" section is the final section on the Cover Page and is expanded by default. The Waste Activity choices are defaulted according to either the last inspection or notification (if one previously exists). If there are no changes to the facilities waste activities, click next to continue. If there are changes, select the appropriate tab and click appropriate selections within. For the purpose of this explanation, the 'Generator' tab is selected and the 'Large Quantity Generator' and 'Household Hazardous Waste' radio buttons selected.



Once all waste activities have been selected, click "Next" to proceed. It is important to note that clicking "Next" saves all the data collected on the Cover Page. The waste activities indicated, are immediately updated in CHAZ. Subsequent changes to the Waste Activities within the life of the open inspection will be recorded to track their history. Subsequent inspections opened will display the Last Inspected As information from what was entered in the previous inspection or if a subsequent notification was received.

Categories/Checklist Screen

From the Cover Page, the Categories/Checklist screen is displayed. Here the Activity Status for the inspection is shown (in the illustration below, the status is "Open").



Actions that can be taken from this page include:

Narrative Inspection allows the user to enter text to further discuss the details of the inspection. This free form text will be presented in the Inspection Report. Instructions on completing this section are detailed below.

Cover Page allows the user to navigate back to the Cover Page.

Activity Browser allows the user to navigate back to the Activity Browser.

Save allows the user to manually save any data collection or modifications. The database saves the inspection data automatically as a user navigates from one screen to the next. However, it is a good practice to click the Save button in case of power failure or Internet disruption to avoid any data loss.

View Report allows the user to view a PDF version of the report. Inspections that have not been finalized (closed) will display a DRAFT watermark in the upper left hand corner of the report.

Submit for Approval allows the user to submit the finished inspection to their supervisor for approval.

Search Violations allows the user to search for rules to cite Violations or Areas of Concern. Once a minimum of one violation is cited, an additional link will appear to allow users to view a listing of violations cited. Instructions on using this feature are detailed in the *Citing a Violation or Area of Concern section below*.

Also, displayed on this screen is a listing of all the checklist categories. All available categories will be displayed on the Category/Checklist screen regardless of any selections made on the Cover Page.

Category	Violation
Treatment Storage or Disposal	Add
Large Quantity Generators	Add
Small Quantity Generators	Add
Used Oil Program	Add
Other	Add

Clicking on any category name will display the categories' associated checklists. In the graphic below, the *Used Oil Program* was selected as evidenced by the Category name being highlighted in dark gray. Immediately beneath the Category section, the checklists associated with the highlighted category are displayed, (in this example, the Used Oil Program Checklists).

Category	Violation
Treatment Storage or Disposal	Add
Large Quantity Generators	Add
Small Quantity Generators	Add
Used Oil Program	Add
Other	Add

Used Oil Program Checklists	Append To Report
Used Oil Generator Checklist	☐
Used Oil Marketer	☐
Used Oil Processor	☐
Used Oil Transporter	☐

From within the checklist section, there are two actions which can be taken. Clicking the "*Append To Report*" checkbox will append the designated checklist(s) to the Inspection Report.

Clicking on any of the individual checklists will display the checklists to the right of the Category/Checklist section. In the graphic below, the *Used Oil Generator Checklist* is selected.

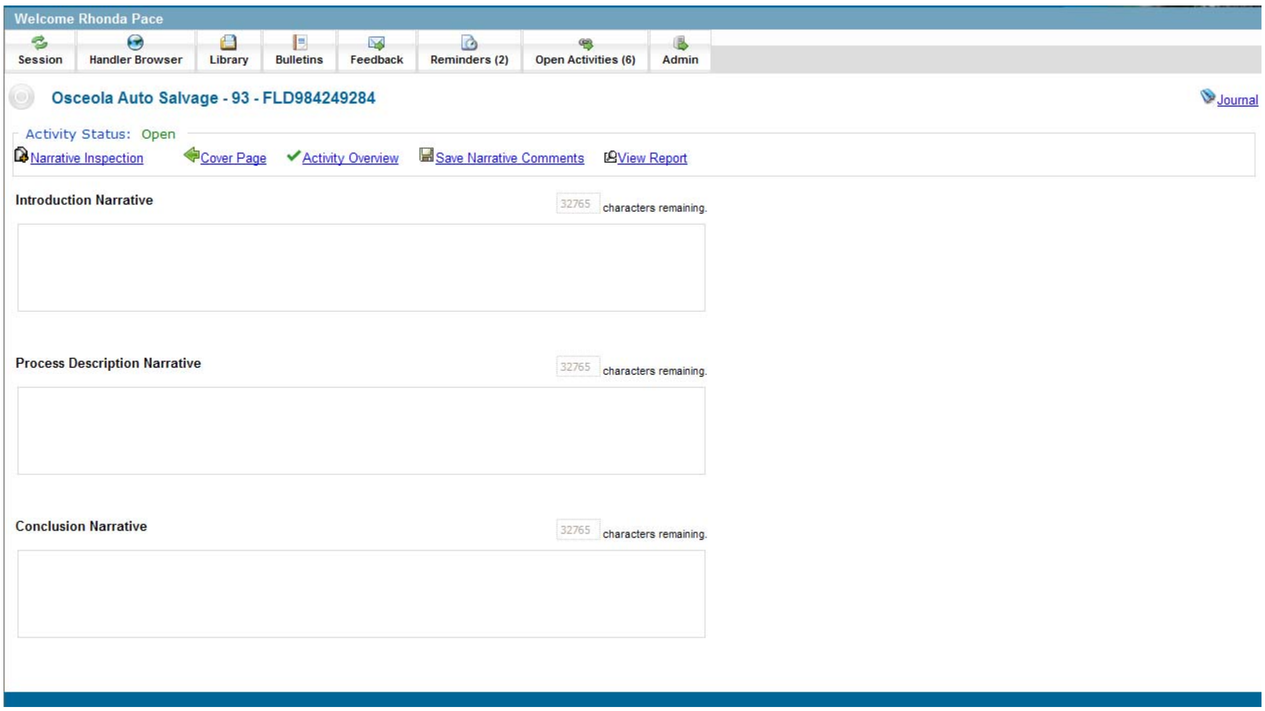
Category	Violation
Treatment Storage or Disposal	Add
Large Quantity Generators	Add
Small Quantity Generators	Add
Used Oil Program	Add
Other	Add

Used Oil Program Checklists	Append To Report
Used Oil Generator Checklist	☐
Used Oil Marketer	☐
Used Oil Processor	☐
Used Oil Transporter	☐

Used Oil Generator Checklist
On site storage of unmixed used oil or filter shipped through certified transporters
Generator Self Transport
Processor, Marketer & Burner Applicability

Narrative Inspection

The “Narrative Inspection” link is an optional section, which allows the inspector to add text to be displayed in the inspection report. There are three (3) sections of narrative that can be included: “Introduction Narrative,” “Process Description Narrative” and “Conclusion Narrative.” After typing in the text, click “Save Narrative Comments” to commit the information. To continue working on the inspection, click the “Cover Page” link then click “Next” to return to the checklist section.



Citing a Violation or Area of Concern

Violations and Areas of concern are cited from the Category/Checklist screen. There are three (3) distinct ways to cite Violations/Areas of Concern. They can be cited directly from the Category, or from within a checklist, or by forming ad hoc rule combinations. The first way, from a Category, is discussed in Method One (1) below.

<u>Category Method</u>

As stated previously, all available categories are displayed on the Category/Checklist section. Next to the category name is an “Add” link.

Category	Violation
Treatment Storage or Disposal	Add
Large Quantity Generators	Add
Small Quantity Generators	Add
Used Oil Program	Add
Other	Add

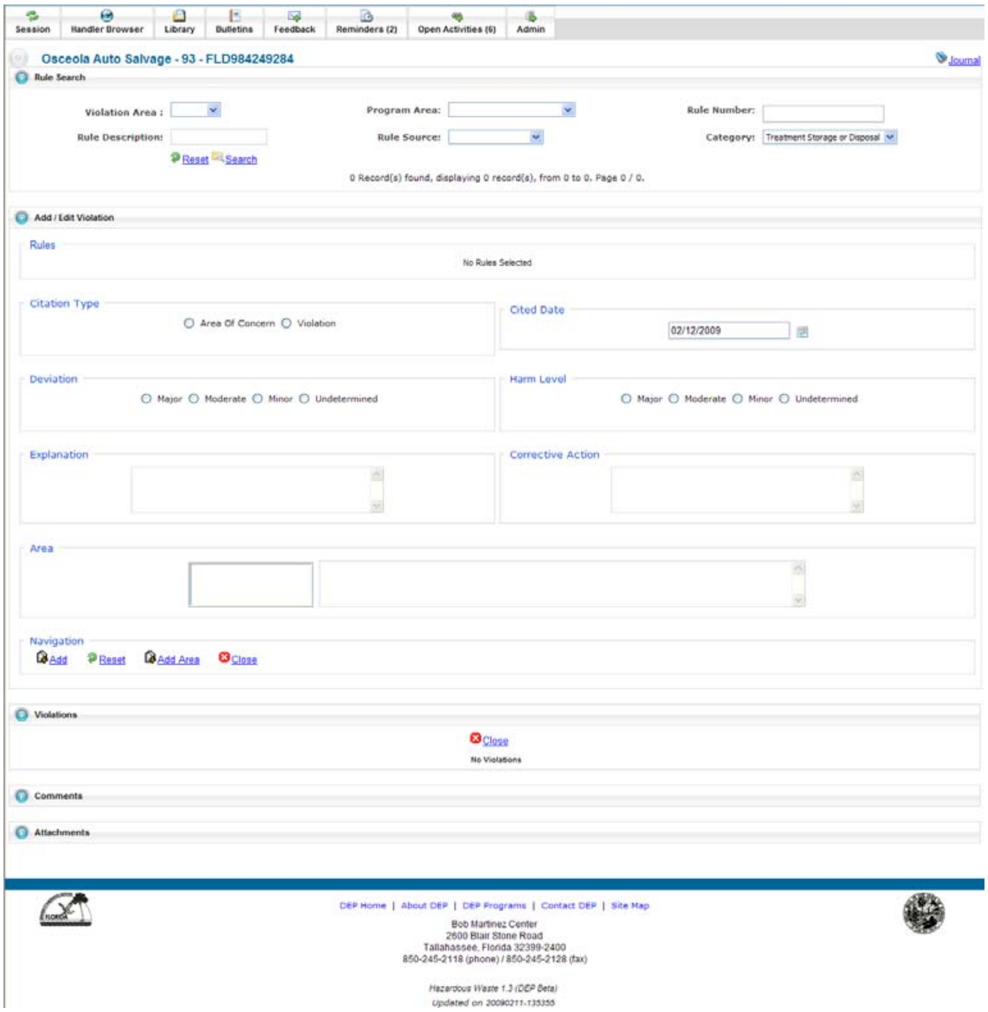
Clicking the “Add” link opens the Violation Citation screen. This screen has five (5) main collapsible sections: *Rule Search, Add/Edit Violation, Violations, Comments and Attachments*.

The *Rule Search* section allows the user to search for a specific rule(s) in order to cite a Violation or Area of Concern (AOC). Contained below are detailed instructions on how to search for rules, which will be provided in the Searching for Rules section.

The *Add/Edit Violation* section displays the rule that was searched for and added to the Violation or Area of Concern and provides the fields necessary for the citation. Contained below are detailed instructions on how to complete the citation form, which will be provided in the Add/Edit Violation section.

The *Violations* section will display all the violations or Areas of Concern that have been cited during the inspection.

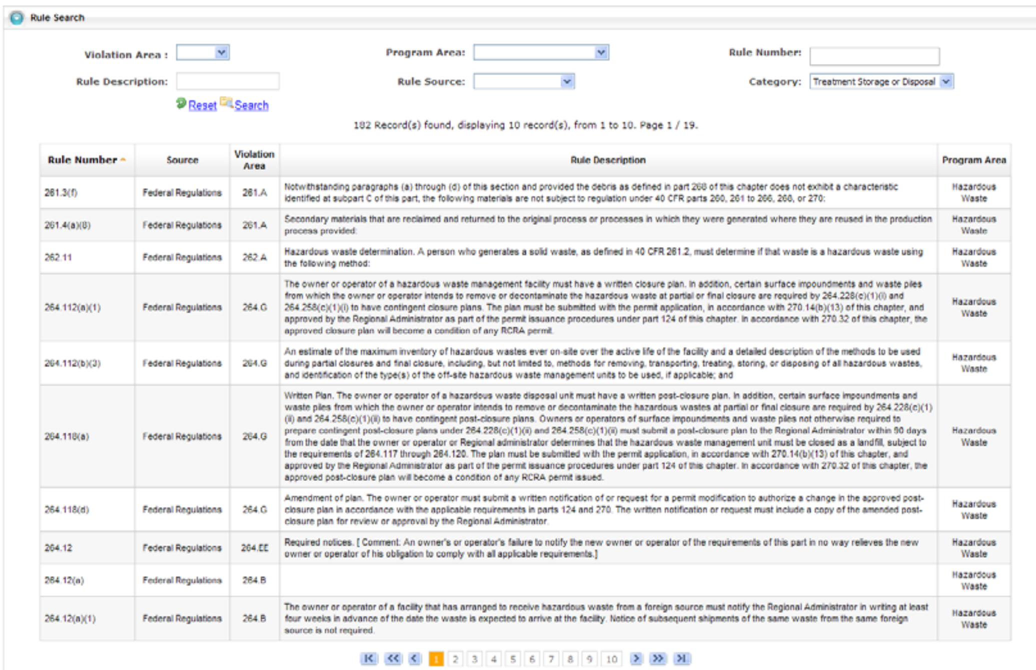
The *Comments* and *Attachment* sections will display a list of any Comments or Attachments that have been added for a selected Violation/AOC.



Searching for a Rule
For the purposes of this illustration, the "Add" link next to the *Treatment Storage or Disposal* category was clicked.

Note in the Rule Search section graphic above, the Category dropdown defaults to *Treatment Storage or Disposal.* This was the category where the "Add" link was selected. Users may also choose to change the category, or refine the search by entering additional parameters. If the search results exceed 200 rules, the following error is displayed; "*A Maximum of 200 Has Been Selected. Please use the search criteria to narrow your search.*" Users may choose to add more parameters to further refine the search or page through results listed. In this example, no additional parameters were selected. Click "Search" to view the results.

The resulting search list (see graphic below) displays 182 rules associated with the *Treatment Storage or Disposal* category.


Rule Search

Violation Area : | Program Area: | Rule Number:

Rule Description: | Rule Source: | Category: Treatment Storage or Disposal

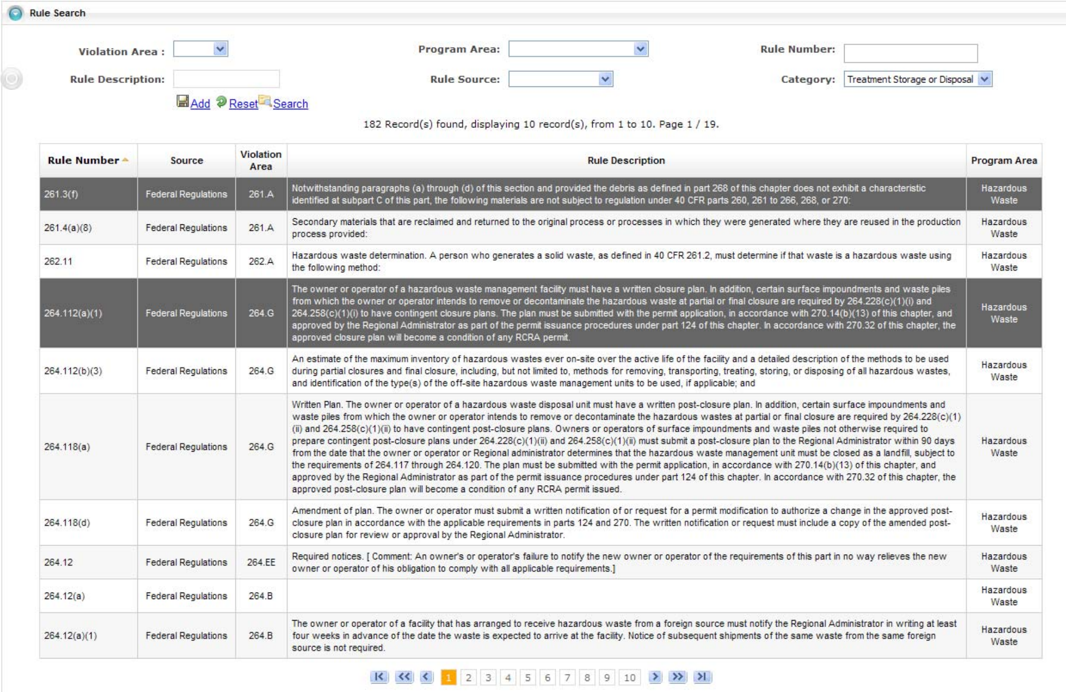
Reset Search

182 Record(s) found, displaying 10 record(s), from 1 to 10. Page 1 / 19.

Rule Number	Source	Violation Area	Rule Description	Program Area
261.3(f)	Federal Regulations	261.A	Notwithstanding paragraphs (a) through (d) of this section and provided the debris as defined in part 268 of this chapter does not exhibit a characteristic identified at subpart C of this part, the following materials are not subject to regulation under 40 CFR parts 260, 261 to 266, 268, or 270:	Hazardous Waste
261.4(a)(8)	Federal Regulations	261.A	Secondary materials that are reclaimed and returned to the original process or processes in which they were generated where they are reused in the production process provided:	Hazardous Waste
262.11	Federal Regulations	262.A	Hazardous waste determination. A person who generates a solid waste, as defined in 40 CFR 261.2, must determine if that waste is a hazardous waste using the following method:	Hazardous Waste
264.112(a)(1)	Federal Regulations	264.G	The owner or operator of a hazardous waste management facility must have a written closure plan. In addition, certain surface impoundments and waste piles from which the owner or operator intends to remove or decontaminate the hazardous waste at partial or final closure are required by 264.228(c)(1)(i) and 264.258(c)(1)(i) to have contingent closure plans. The plan must be submitted with the permit application, in accordance with 270.14(b)(13) of this chapter, and approved by the Regional Administrator as part of the permit issuance procedures under part 124 of this chapter. In accordance with 270.32 of this chapter, the approved closure plan will become a condition of any RCRA permit.	Hazardous Waste
264.112(b)(3)	Federal Regulations	264.G	An estimate of the maximum inventory of hazardous wastes ever on-site over the active life of the facility and a detailed description of the methods to be used during partial closures and final closure, including, but not limited to, methods for removing, transporting, treating, storing, or disposing of all hazardous wastes, and identification of the type(s) of the off-site hazardous waste management units to be used, if applicable; and	Hazardous Waste
264.118(a)	Federal Regulations	264.G	Written Plan. The owner or operator of a hazardous waste disposal unit must have a written post-closure plan. In addition, certain surface impoundments and waste piles from which the owner or operator intends to remove or decontaminate the hazardous wastes at partial or final closure are required by 264.228(c)(1)(ii) and 264.258(c)(1)(ii) to have contingent post-closure plans. Owners or operators of surface impoundments and waste piles not otherwise required to prepare contingent post-closure plans under 264.228(c)(1)(ii) and 264.258(c)(1)(ii) must submit a post-closure plan to the Regional Administrator within 90 days from the date that the owner or operator or Regional administrator determines that the hazardous waste management unit must be closed as a landfill, subject to the requirements of 264.117 through 264.120. The plan must be submitted with the permit application, in accordance with 270.14(b)(13) of this chapter, and approved by the Regional Administrator as part of the permit issuance procedures under part 124 of this chapter. In accordance with 270.32 of this chapter, the approved post-closure plan will become a condition of any RCRA permit issued.	Hazardous Waste
264.118(d)	Federal Regulations	264.G	Amendment of plan. The owner or operator must submit a written notification of or request for a permit modification to authorize a change in the approved post-closure plan in accordance with the applicable requirements in parts 124 and 270. The written notification or request must include a copy of the amended post-closure plan for review or approval by the Regional Administrator.	Hazardous Waste
264.12	Federal Regulations	264.EE	Required notices. [Comment: An owner's or operator's failure to notify the new owner or operator of the requirements of this part in no way relieves the new owner or operator of his obligation to comply with all applicable requirements.]	Hazardous Waste
264.12(a)	Federal Regulations	264.B		Hazardous Waste
264.12(a)(1)	Federal Regulations	264.B	The owner or operator of a facility that has arranged to receive hazardous waste from a foreign source must notify the Regional Administrator in writing at least four weeks in advance of the date the waste is expected to arrive at the facility. Notice of subsequent shipments of the same waste from the same foreign source is not required.	Hazardous Waste

1 2 3 4 5 6 7 8 9 10

Users may select one or multiple rules by clicking the appropriate row. Once selected, the rule is highlighted in dark gray as a visual indicator of the choices made. To deselect a rule, press and hold the CTRL key  located on the computer keyboard and click the rule.


Rule Search

Violation Area : Program Area: Rule Number:

Rule Description: Rule Source: Category: Treatment Storage or Disposal

Add Reset Search

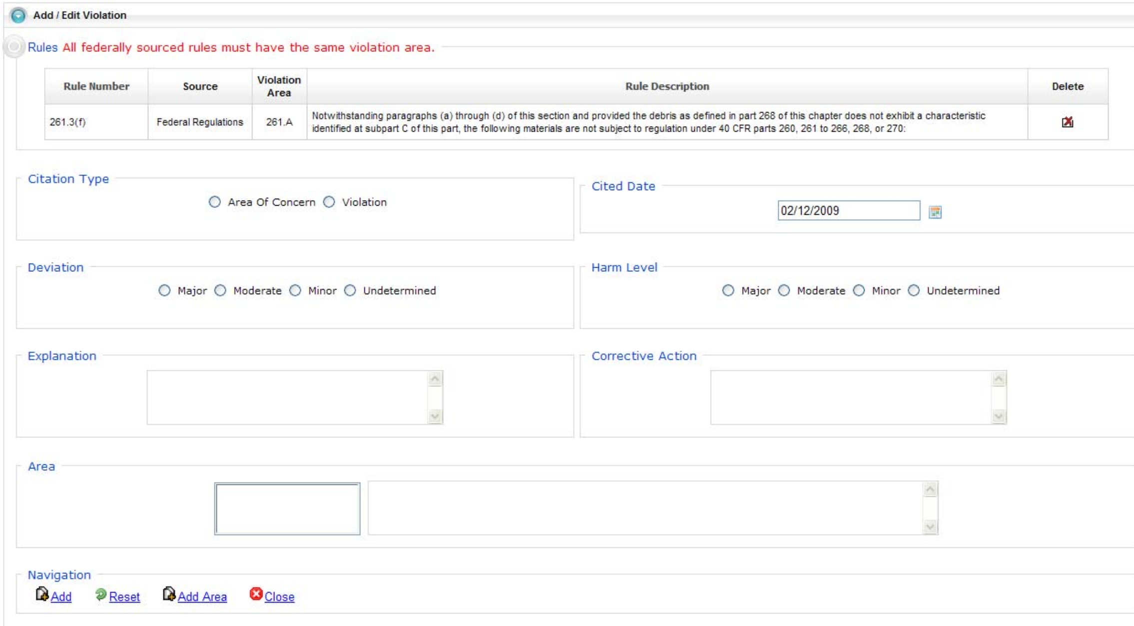
182 Record(s) found, displaying 10 record(s), from 1 to 10. Page 1 / 19.

Rule Number	Source	Violation Area	Rule Description	Program Area
261.3(f)	Federal Regulations	261.A	Notwithstanding paragraphs (a) through (d) of this section and provided the debris as defined in part 268 of this chapter does not exhibit a characteristic identified at subpart C of this part, the following materials are not subject to regulation under 40 CFR parts 260, 261 to 266, 268, or 270:	Hazardous Waste
261.4(a)(8)	Federal Regulations	261.A	Secondary materials that are reclaimed and returned to the original process or processes in which they were generated where they are reused in the production process provided:	Hazardous Waste
262.11	Federal Regulations	262.A	Hazardous waste determination. A person who generates a solid waste, as defined in 40 CFR 261.2, must determine if that waste is a hazardous waste using the following method:	Hazardous Waste
264.112(a)(1)	Federal Regulations	264.G	The owner or operator of a hazardous waste management facility must have a written closure plan. In addition, certain surface impoundments and waste piles from which the owner or operator intends to remove or decontaminate the hazardous waste at partial or final closure are required by 264.228(c)(1)(i) and 264.258(c)(1)(i) to have contingent closure plans. The plan must be submitted with the permit application, in accordance with 270.14(b)(13) of this chapter, and approved by the Regional Administrator as part of the permit issuance procedures under part 124 of this chapter. In accordance with 270.32 of this chapter, the approved closure plan will become a condition of any RCRA permit.	Hazardous Waste
264.112(b)(3)	Federal Regulations	264.G	An estimate of the maximum inventory of hazardous wastes ever on-site over the active life of the facility and a detailed description of the methods to be used during partial closures and final closure, including, but not limited to, methods for removing, transporting, treating, storing, or disposing of all hazardous wastes, and identification of the type(s) of the off-site hazardous waste management units to be used, if applicable; and	Hazardous Waste
264.118(a)	Federal Regulations	264.G	Written Plan. The owner or operator of a hazardous waste disposal unit must have a written post-closure plan. In addition, certain surface impoundments and waste piles from which the owner or operator intends to remove or decontaminate the hazardous wastes at partial or final closure are required by 264.228(c)(1)(ii) and 264.258(c)(1)(ii) to have contingent post-closure plans. Owners or operators of surface impoundments and waste piles not otherwise required to prepare contingent post-closure plans under 264.228(c)(1)(ii) and 264.258(c)(1)(ii) must submit a post-closure plan to the Regional Administrator within 90 days from the date that the owner or operator or Regional administrator determines that the hazardous waste management unit must be closed as a landfill, subject to the requirements of 264.117 through 264.120. The plan must be submitted with the permit application, in accordance with 270.14(b)(13) of this chapter, and approved by the Regional Administrator as part of the permit issuance procedures under part 124 of this chapter. In accordance with 270.32 of this chapter, the approved post-closure plan will become a condition of any RCRA permit issued.	Hazardous Waste
264.118(d)	Federal Regulations	264.G	Amendment of plan. The owner or operator must submit a written notification of or request for a permit modification to authorize a change in the approved post-closure plan in accordance with the applicable requirements in parts 124 and 270. The written notification or request must include a copy of the amended post-closure plan for review or approval by the Regional Administrator.	Hazardous Waste
264.12	Federal Regulations	264.EE	Required notices. [Comment: An owner's or operator's failure to notify the new owner or operator of the requirements of this part in no way relieves the new owner or operator of his obligation to comply with all applicable requirements.]	Hazardous Waste
264.12(a)	Federal Regulations	264.B		Hazardous Waste
264.12(a)(1)	Federal Regulations	264.B	The owner or operator of a facility that has arranged to receive hazardous waste from a foreign source must notify the Regional Administrator in writing at least four weeks in advance of the date the waste is expected to arrive at the facility. Notice of subsequent shipments of the same waste from the same foreign source is not required.	Hazardous Waste

1 2 3 4 5 6 7 8 9 10

Once one rule has been selected, the “Add” link is enabled. Select all the rules that apply to the Violation or AOC being cited and click “Add” to save them. In this example, Rule Numbers 261.3(f) and 264.112(a) (1) were selected.

Due to RCRA Translation business rules, a violation cannot contain Federal Regulations, which contain multiple violation areas. In the example above, the Rule Number 261.3(f) has a Violation Area of 261.A. Rule Number 264.112(a) (1) has a Violation Area of 264.G. Since the Violation Areas are not the same, the SWIFT application will accept the first rule {261.3(f)} and add it to the Add/Edit Violation section and return the error “*All federally sourced rules must have the same violation area*” in regards to the 264.112(a) (1).



At this point, users may add additional rules as long as they are within the same violation area (261.A in this example), or cite the Violation or AOC by selecting and entering the appropriate information.

Add/Edit Violation

The user selects the Citation Type by choosing either the Violation or Area of Concern radio button.

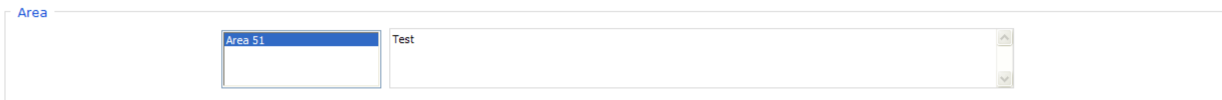
The cited date for the violation will always default to the inspection "Onsite Start Date." However, a user may override the date by manually typing in the date or selecting the pop-up calendar feature. The cited date cannot be earlier than the "On Site Start Date" indicated on the Cover Page or later than the current date.

For Violations, the Deviation and Harm Level are mandatory fields and default to "Undetermined" upon the selection of the Violation radio button as the Citation Type. When an Area of Concern is selected for the Citation Type, the Deviation and Harm Level options are disabled.

The Explanation and Corrective Action text boxes are also mandatory for Violation citation types. For AOC's only the Explanation is mandatory, and the Corrective Action optional.

The last section in the Add/Edit Violations section is the Area. A few things to note, if areas have been added via the “Areas” tab, the list will display them in the area section. If no areas were previously added, clicking the “Add Area” link will display a pop-up box allowing new areas to be added (see Chapter 5, Section 5.3.4 Areas).

When citing a Violation or Area of Concern, the area is an optional field. Selecting an area from the list will display a read only version of the areas description. If a user wants to edit the description, they must do so through the “Areas” tab.



The Violations section displays a list of all the Areas of Concern or Violations that have been cited during the current inspection.

Clicking on one of the rows will display the Violation/Area of Concern detail information and allow for editing of the citation or provide the opportunity for Comments and Attachments to be added. Citation Types are indicated by an “A” for Area of Concern and “V” for Violation. The status for both will remain as “Pending” until the inspection has been closed and then the status will update to “Open.”

Continue searching and citing violations as needed. As previously noted, the Category may be changed in the Rule Search section to search other categories or the user my return to the Category/Checklist screen and select another category by clicking “Add” next to the category name. The user may also choose to add Violations/Areas of Concerns from either of the two (2) additional methods available. To return to the Category/Checklist screen, click the Close Close button at the bottom of the Add/Edit Violations section or at the top of the Violations section.

Checklist Method

The second way to cite violations is through the traditional method of using Checklists. In this example, the “Other” category has been selected, and from this category, the associated Universal Waste Batteries checklists have been selected. Just as in the Category Method, “Add” links are situated next to the checklist question. (If no link appears, this question has been determined by the Program Area to not be citable).

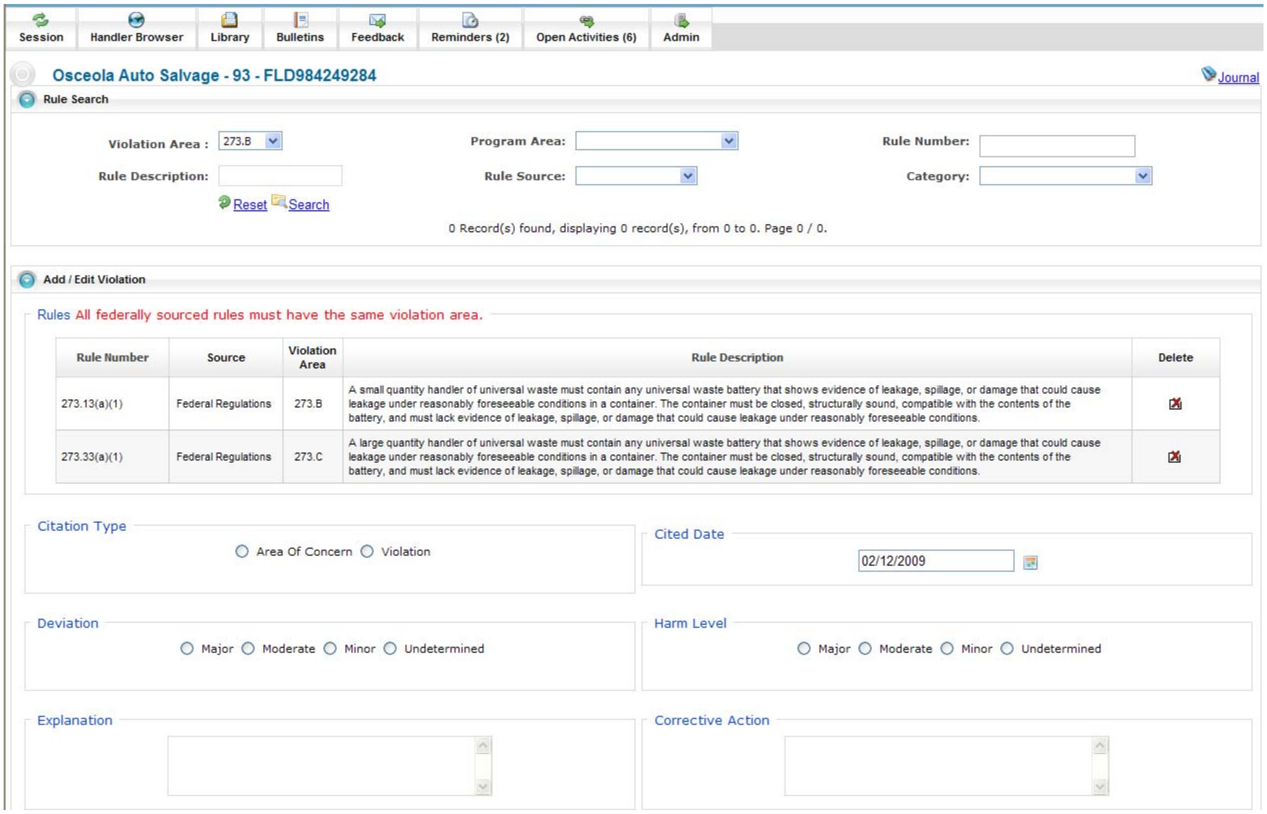
Universal Waste Batteries

Universal Waste Batteries

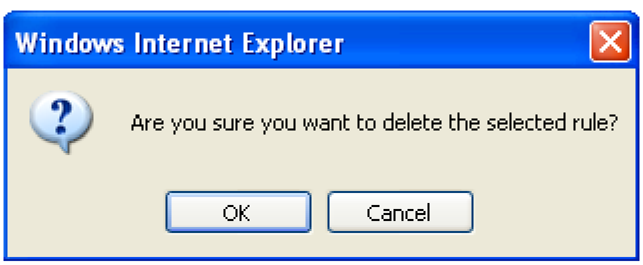
ID	Question	Violation
36.10	Are batteries that show evidence of leakage, spillage, or damage that could cause leaks contained?	Add
36.20	If batteries are contained, are containers closed, structurally sound, and compatible with the battery contents and without leaks?	Add
36.30	Are batteries managed in such a way that ensures the casing is not breached and remains intact and closed?	Add
36.40	Are batteries or containers of batteries labeled with either "Universal Waste Batteries" or "Waste Batteries" or "Used Batteries"?	Add

Clicking “Add” next to any question will display the Violations Screen. In this example, question 36.10 was selected. This is the same screen that appeared when the Category “Add” link was clicked. However, this time the Violation Area dropdown defaults to 273.B and the Category dropdown is blank.

The Program Area has determined that this particular question can have one of two Federally Sourced rules associated with it. Since the two (2) rules are of different Violation Areas, the alert message “*All federally sourced rules must have the same violation area*” is displayed above the rule and both associated rules are displayed. The user MUST delete one of the rules in order to continue citing the violation.



Clicking the Delete icon next to the rule be deleted will display a warning message asking the user to confirm the deletion.

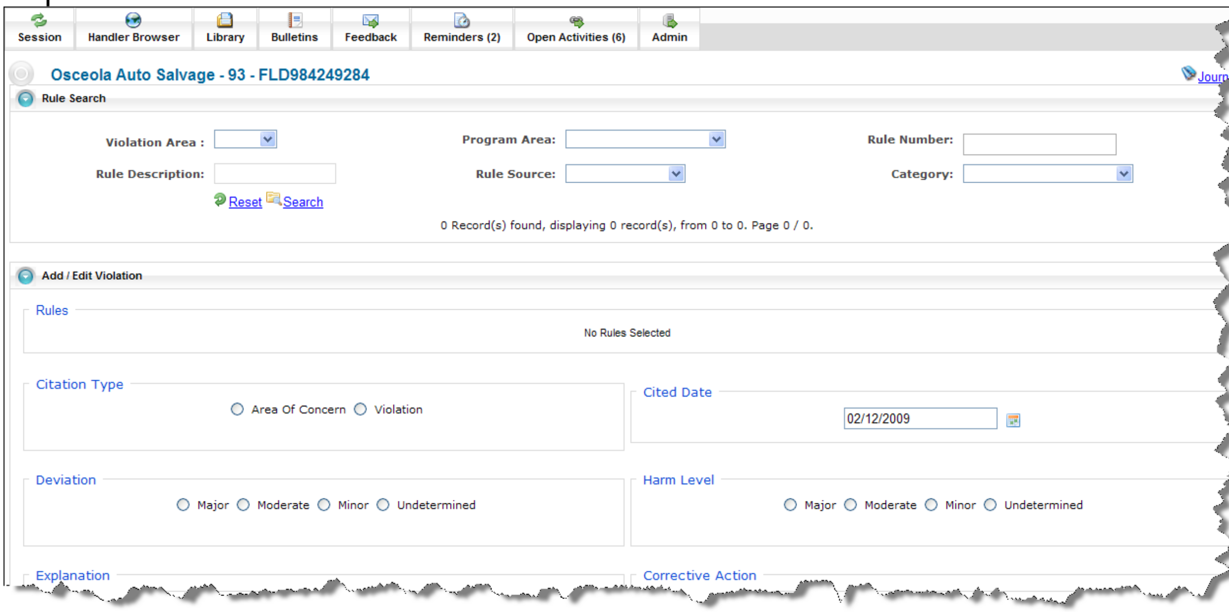


Click "OK" and the rule will be removed from the Add/Edit Violation section.

Not all checklist questions will require the user to edit the associated rules. However, the ability to add and/or delete rules to a checklist question in addition to the already associated rules is available. To continue citing the violation, refer to the Add/Edit Violation section above.

Search Rules Method

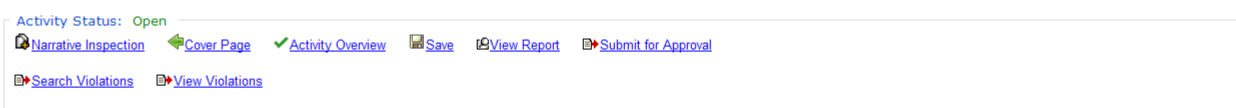
The final method of citing a violation is by directly searching for a rule using the rule search engine. The "Search Violations" link is available from the Categories/Checklist screen. Clicking the link opens the Violation screen with all parameters blank.

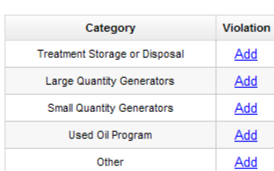


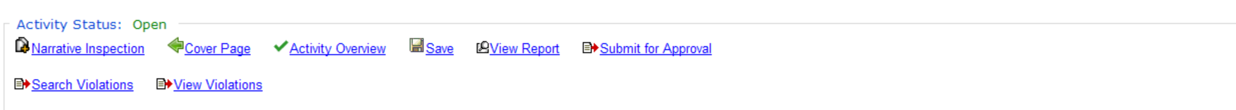
Users may search by entering one or more criteria in the various fields. The more criteria entered will narrow the search even more. For details on searching for rules, review the [Searching for Rules](#) section above. To clear the fields of previously entered criteria, click the “Reset” link. Continue searching and adding violations as previously detailed in the [Add/Edit Violation](#) section.

View Violations

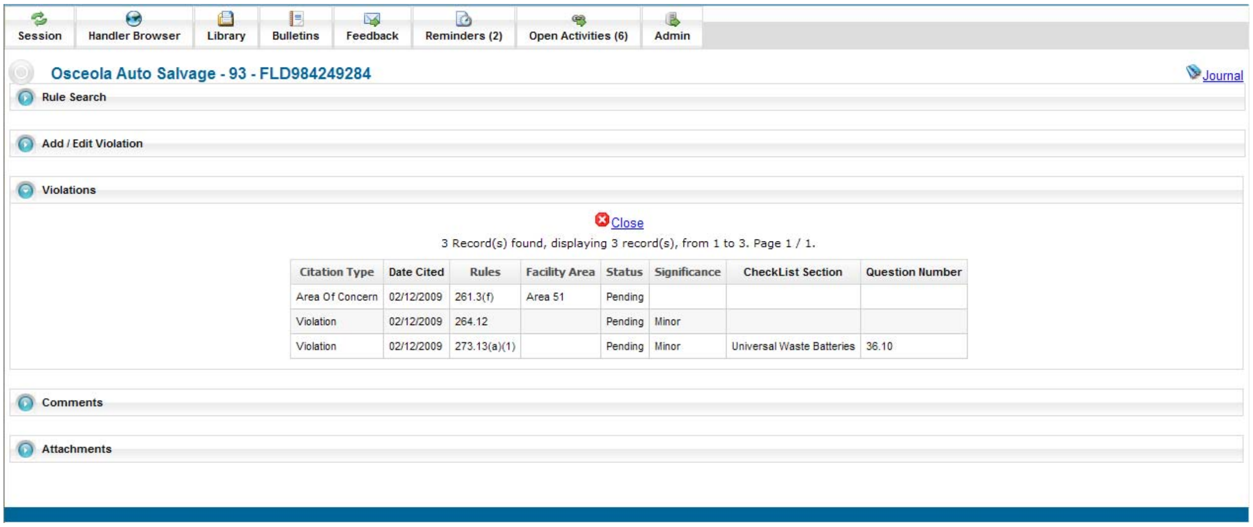
Once a minimum of one violation has been cited, regardless of the method used to cite it, the “View Violations” link is enabled on the Category/Checklist screen. This link remains hidden in new inspections until the first violation or area of concern is added.



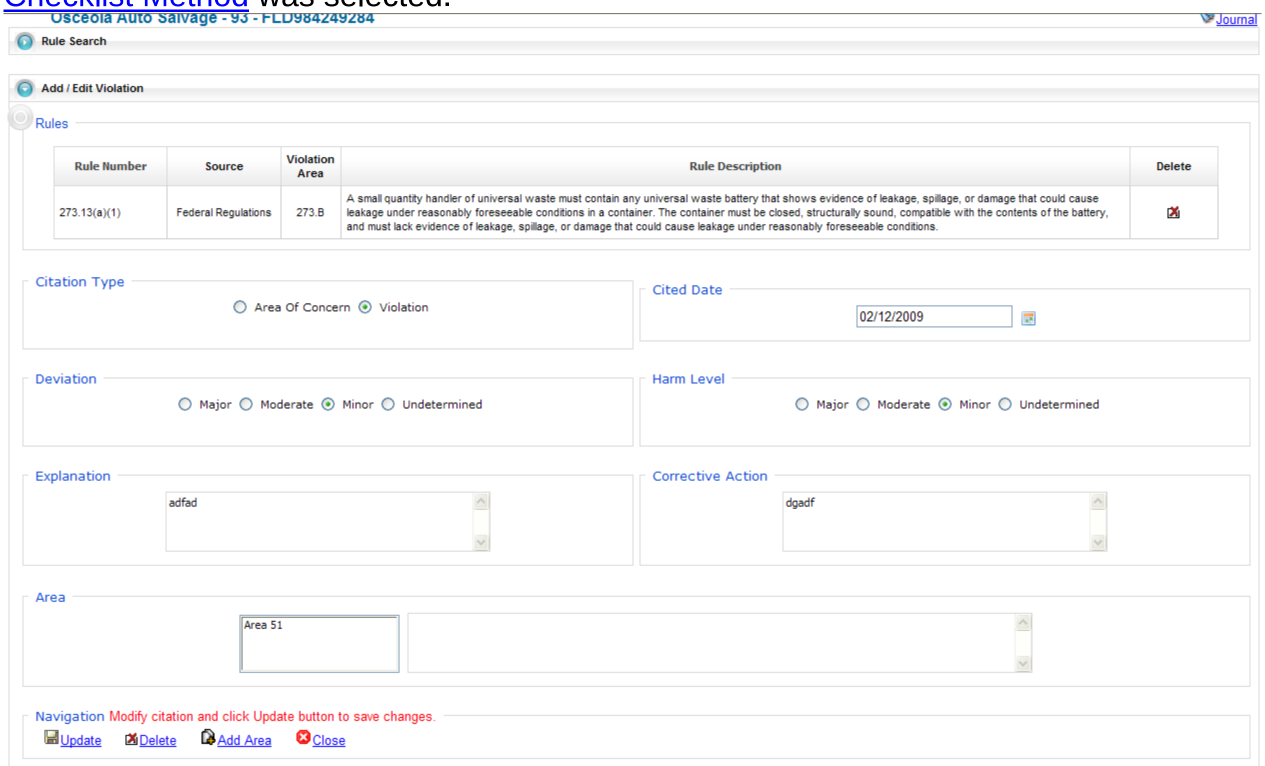




Clicking this link opens the Violation screen with all sections but the Violations section collapsed.



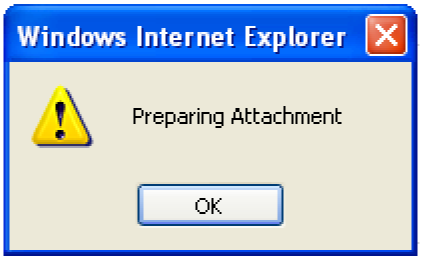
Modifications to existing Violations or Areas of Concern can be updated here by clicking on the appropriate row. The details of the Violation/AOC are displayed with the ability to make updates, which includes adding/deleting associated rules. In the graphic below, the Violation added using the Checklist Method was selected.



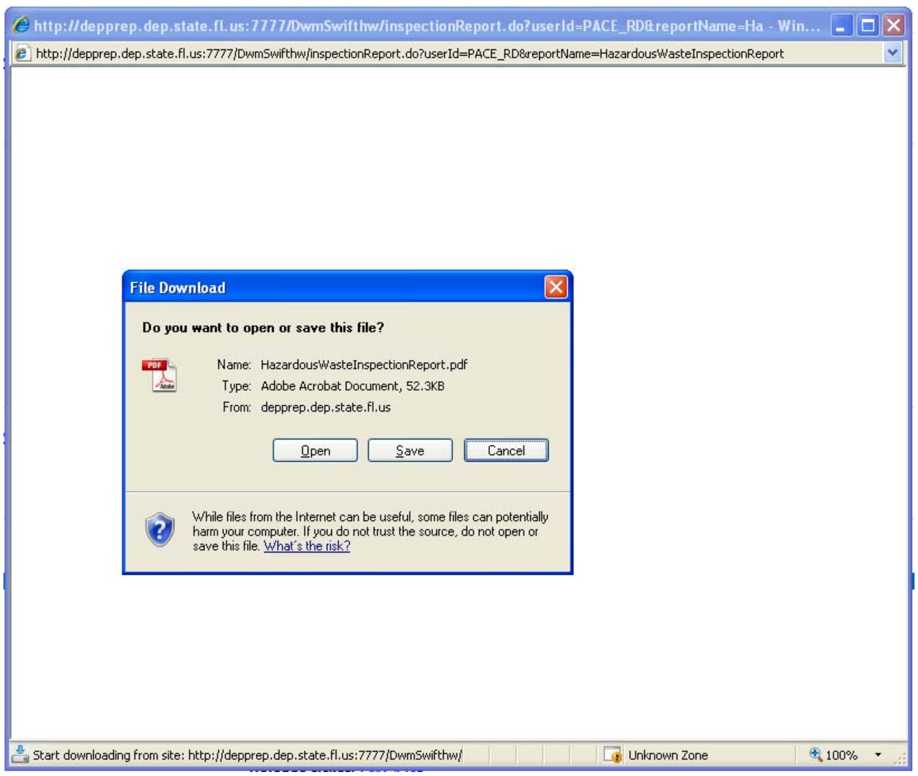
An "Update" and "Delete" link are now available. Changes can be made to any field and the "Update" link clicked to commit the changes or the entire Violation/AOC may be deleted by clicking the "Delete" link.

View Report

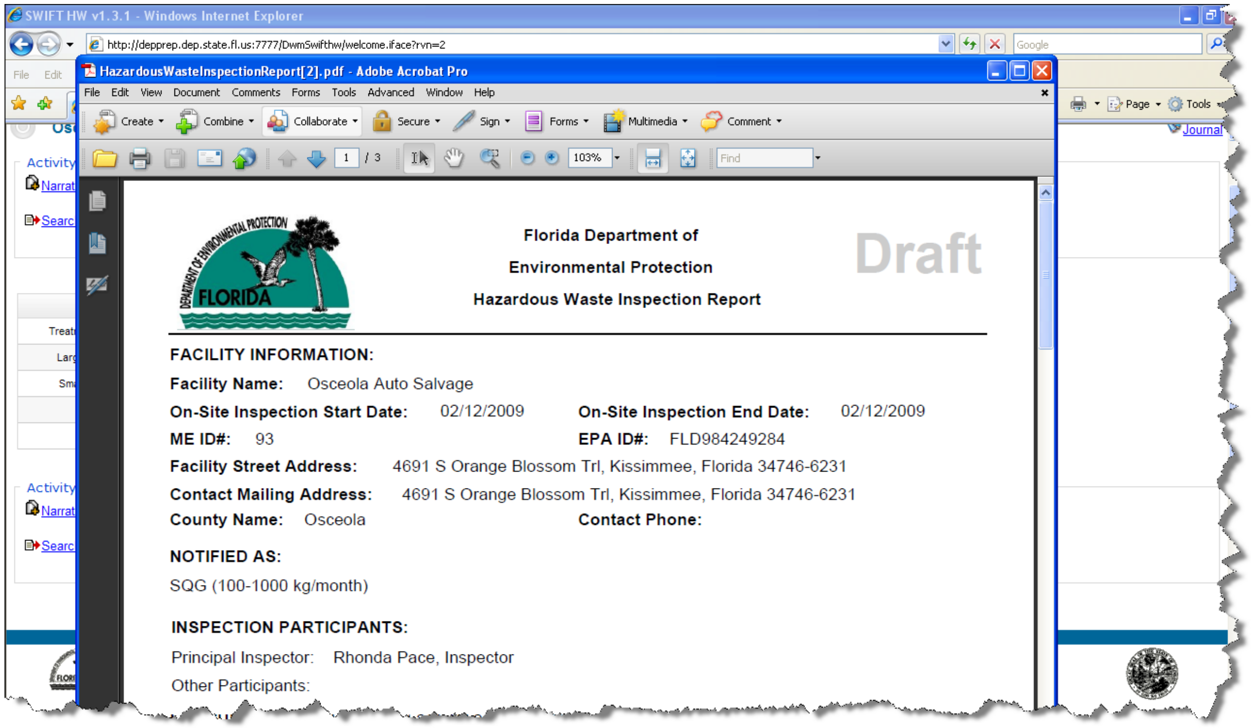
At anytime during the inspection process, the “View Report” link may be clicked to view the Draft report. Once the inspection is finalized (in a closed status), the report is considered in its final state and the Draft watermark is removed. Clicking the link displays a message box indicating that the attachment is being prepared.



Click “Ok” to proceed. The File Download dialog box is displayed.



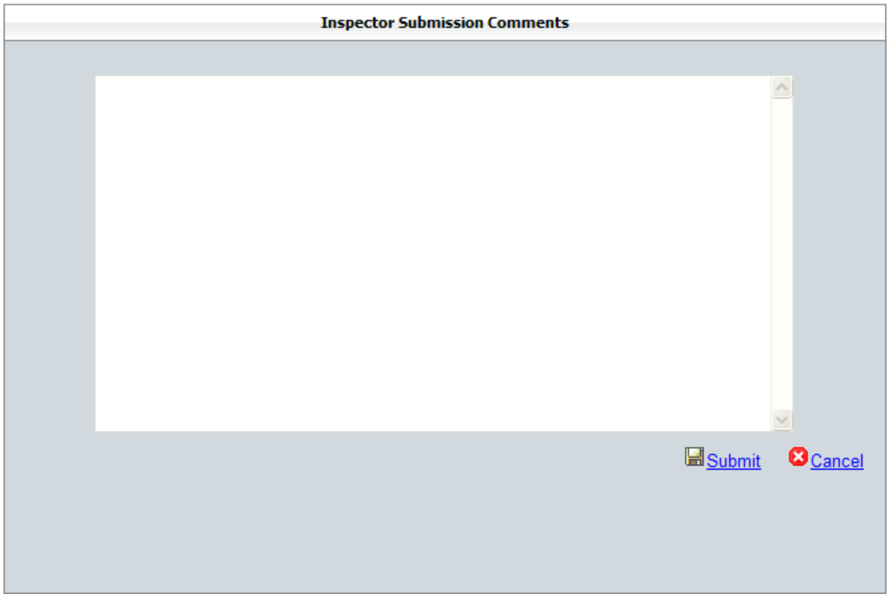
User may choose to save the report or open. Clicking the “Open” button opens the report in a new window as a PDF.



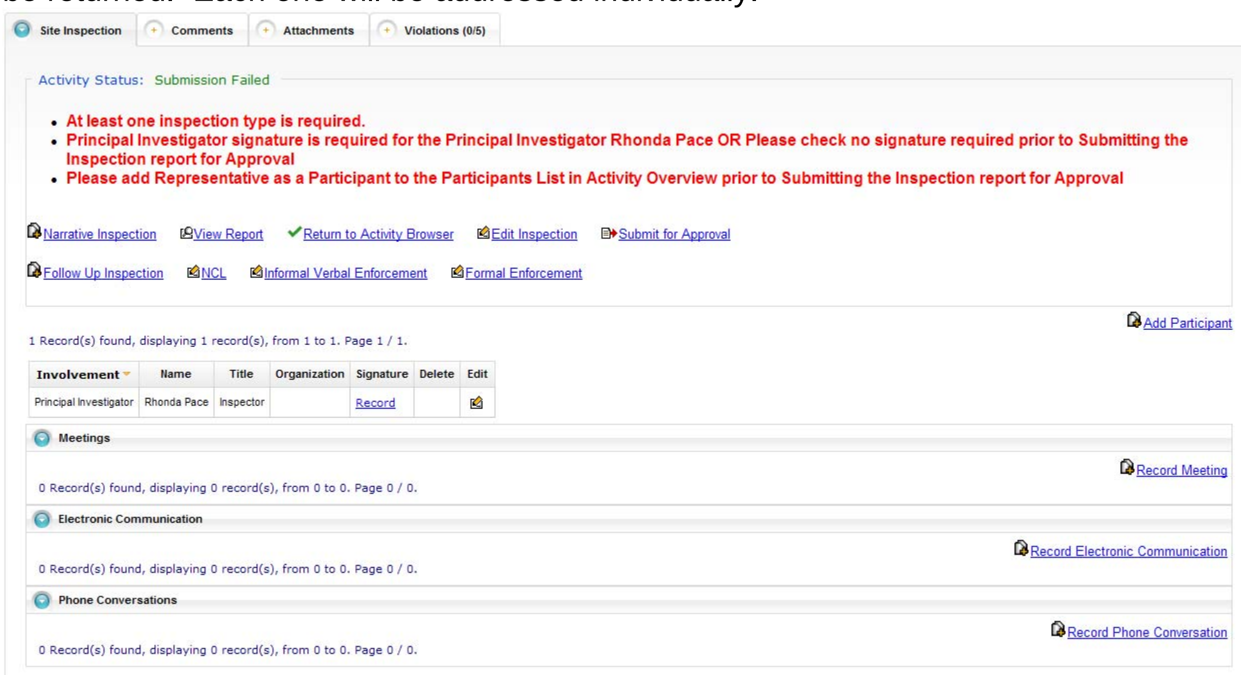
Submit for Approval

The final step in the inspection process is submitting the report for approval. Clicking the link displays a warning message to remind the user to verify that the correct Waste Activity codes have been indicated.

Click "Ok" to proceed. The Inspector Submission Comments dialog box is displayed. This feature allows the inspector to send final comments to the supervisor regarding the submission of the document. At this time, the comments are mandatory to complete the submission process. Upon entering the comments, click "Submit" to finalize the submission process.



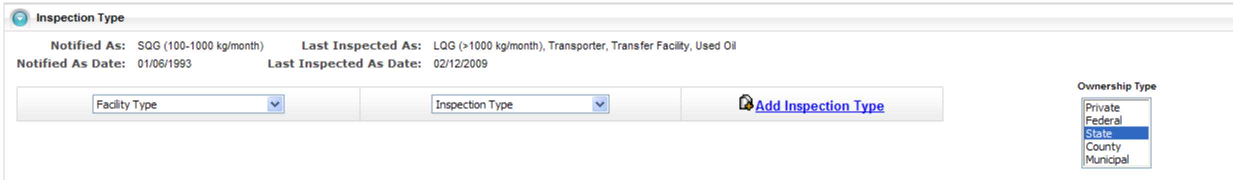
Once comments are entered and the “Submit” link is clicked, the SWIFT application checks for various mandatory items the inspection must contain and returns any appropriate errors. Below is a list of possible errors that can be returned. Each one will be addressed individually.



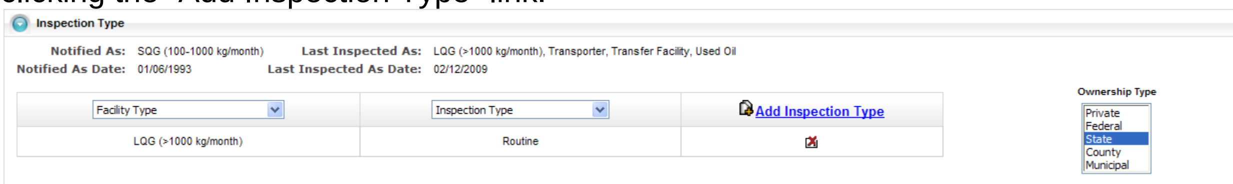
Submission Error Messages

Inspection Type Error

If the inspector did not indicate an inspection type on the Cover Page when initiating the inspection, the “At least one inspection type is required” error message will be returned. To correct this error, click on the “Edit Inspection” link to display the Cover Page.

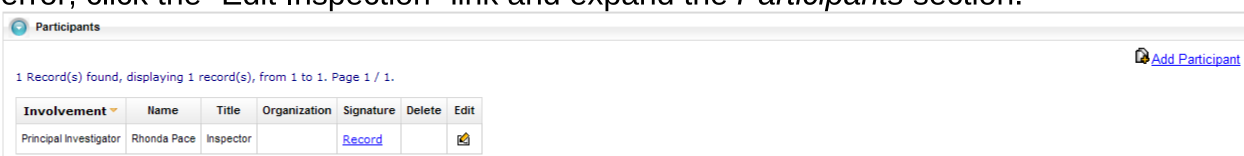


In the *Inspection Type* section, add at least one inspection type by selecting a "Facility Type" and "Inspection Type" from the appropriate dropdowns and clicking the "Add Inspection Type" link.



Signature Error

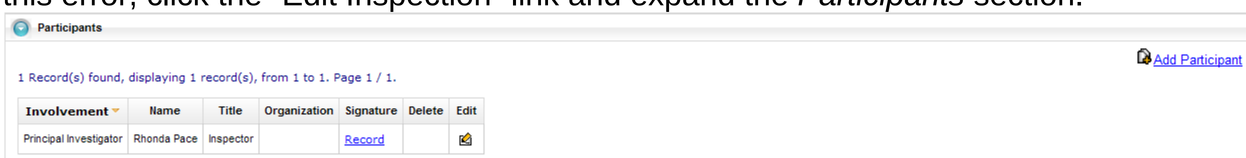
If the Principal Inspector or any additional participants whose signatures are required to complete the inspection have not signed the inspection report, the error message "*Principal Investigator signature is required for the Principal Investigator Rhonda Pace OR Please check no signature required prior to Submitting the Inspection report for Approval"* will display. To correct this error, click the "Edit Inspection" link and expand the *Participants* section.



Next to each of the participants is a "Record" link. Clicking this link will open a Flash plug-in that has been fully integrated with the SWIFT application. If for some reason the signature block does not display, check to make sure you have an update version of Macromedia Flash Player installed.

Using the stylus on the Toughbook or the mouse on a desktop, sign the name on the signature line. If you need to make corrections, click "Clear" and try again. Once satisfied with the signature, click "Submit" and the signature will be committed. Click "Done" to exit the signature block.

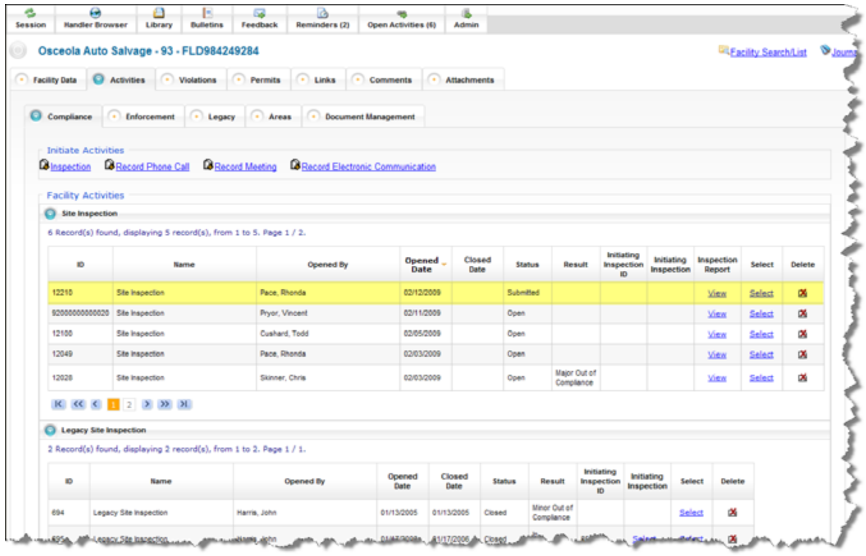
Representative Error
If the user has forgotten to enter a representative upon initiating the inspection when the inspection is submitted, the error message "*Please add Representative as a Participant to the Participants List in Activity Overview prior to Submitting the Inspection report for Approval*" is displayed. To correct this error, click the "Edit Inspection" link and expand the *Participants* section.



Follow the direction as detailed in the Participants section of the Cover Page instructions.

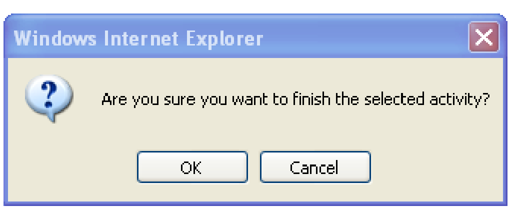
Once all the errors are corrected, click the "Submit for Approval" link again. Click "Ok" on the Waste Activity message box. Update the "Inspector Submission Comments" if necessary and click "Submit".

Upon successful submission, the BPEL process is engaged and an email notification is sent to both the initiating inspector as well as the designated approver. The email sent to the appointed approver contains the activity information and a link to the BPM Worklist. For instructions on accessing and using the Business Process Management tool (BPM), see Chapter 6 – Business Process Management Tools. The status is updated to "Submitted" and the "Site Inspection" activity screen is displayed

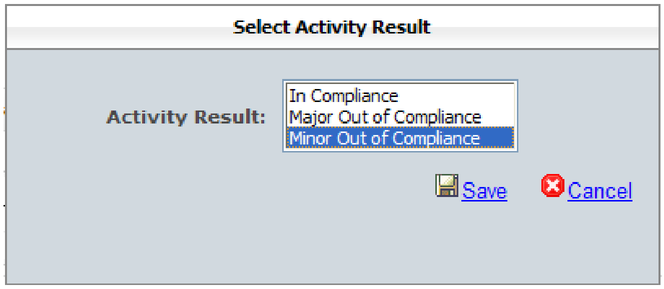


Upon approval, the inspection status is updated to “Approved” and the inspection can be finished or reopened. The Finish Inspection process locks the inspection from further edits, generates the final report, changes the inspection status to “Closed” and submits the inspection report to Oculus for posting. This also changes the status on violations within the inspection from ‘Pending’ to ‘Open.’ Only facilities that have an EPA ID may be finished. If the facility does not have an EPA ID, the inspector must wait until the facility has been promoted before finishing the inspection. Once an inspection is in a closed state, it cannot be reopened. However, an inspector can initiate a Follow-up inspection.

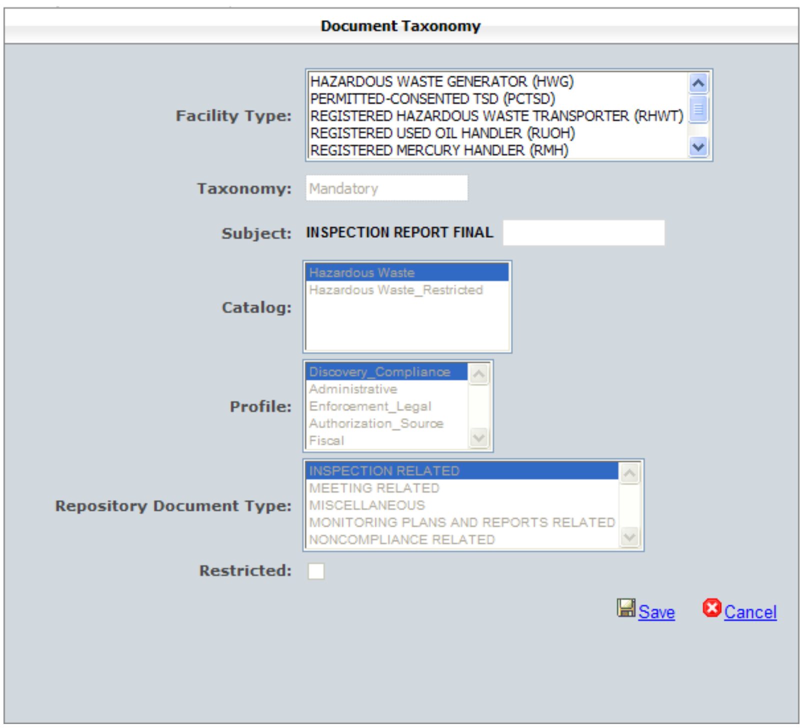
To finish an inspection, click the “Finish Inspection” link. A warning message will display prompting verification to proceed and then click “OK.”



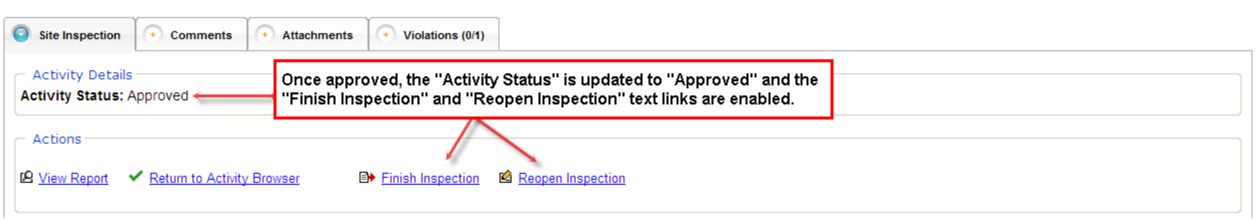
The “Select Activity Result” dialog box will display. The significance of the inspection is predetermined and the choice is displayed as the highlighted option (“Major Out of Compliance” in the example below). The inspector may override the defaulted significance by clicking the preferred option. Click “Save” to commit the selection.



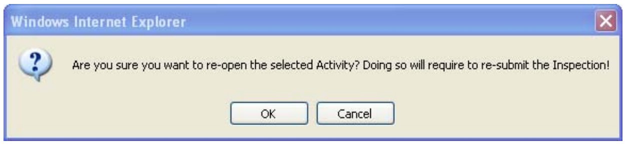
The “Document Taxonomy” dialog box is displayed. Select the “Facility Type from the drop down box. The subject line (that appears in Oculus) is defaulted to “INSPECTION REPORT FINAL.” To the right of the subject line, there is a text box where users may add text to the subject line. The subject line cannot be longer than 60 characters in total. Once the taxonomy dialog box is complete, click the “Save” link to finalize the inspection process. The status of the inspection is now “Closed.”



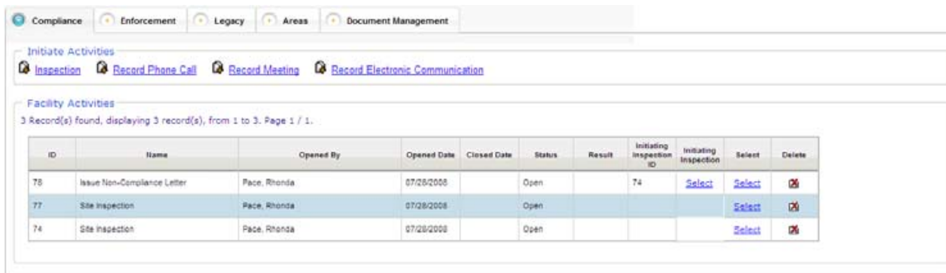
An inspection can be reopened prior to closing (clicking the “Finish Inspection” link) by clicking the “Reopen Inspection.” Doing so will change the inspection status to “Open.” Once the necessary edits have been made, the inspection will need to be submitted for approval again.



Upon clicking the “Reopen Inspection” link, the user is prompted to confirm this action.



Clicking “Ok” will direct the user back to the Activity Browser page and changes the Inspection Status to “Open” (see Site Inspection ID 77 in the graphic below). From this point, clicking the “Select’ link will open the Cover Page of the inspection.

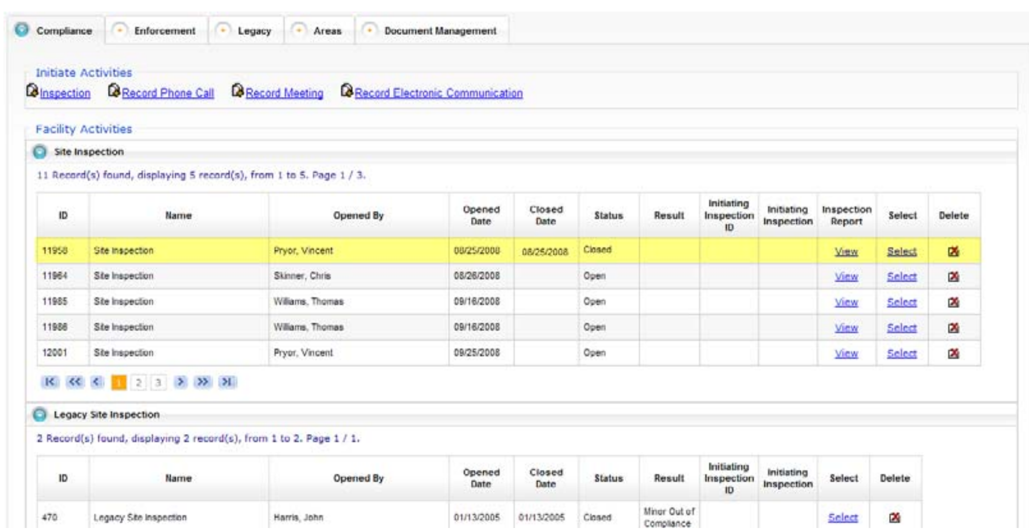


A disapproved inspection will return to an “Open” status to allow the user to make edits and resubmit.

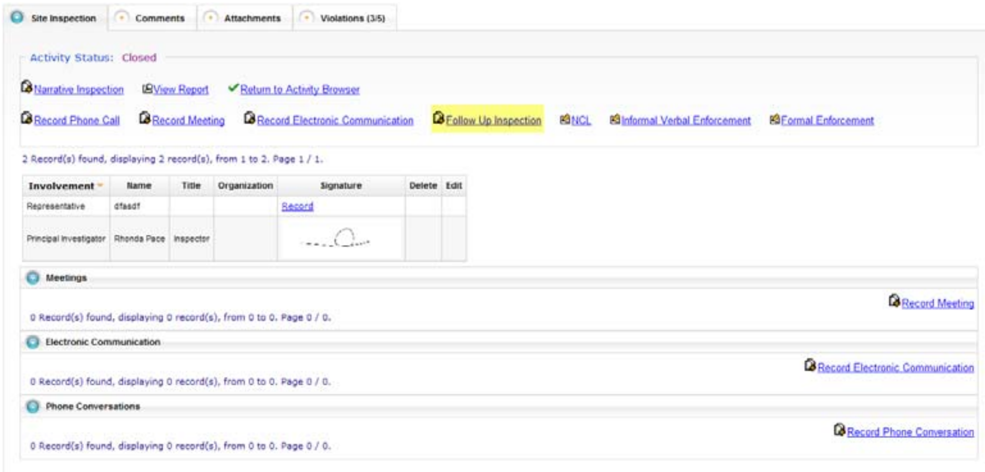
6.3.1.2 Follow Up Inspection

Follow-up Inspections may be performed upon the finishing of an Inspection. The initiating inspection MUST be in a “Closed” status before the option of a follow up is allowed.

1. To initiate a follow-up inspection, select the “Closed” inspection from the Activity Browser page.

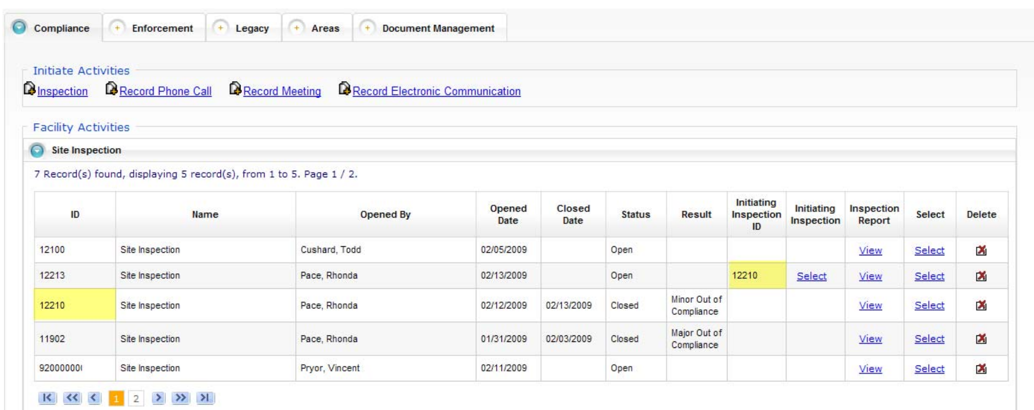


2. The Inspection Overview page is opened.



3. Click the "Follow-Up Inspection" link. The inspection Cover Page is displayed. Follow the directions as previously instructed on Site inspections. (Chapter 5, Section 5.3.1.1)

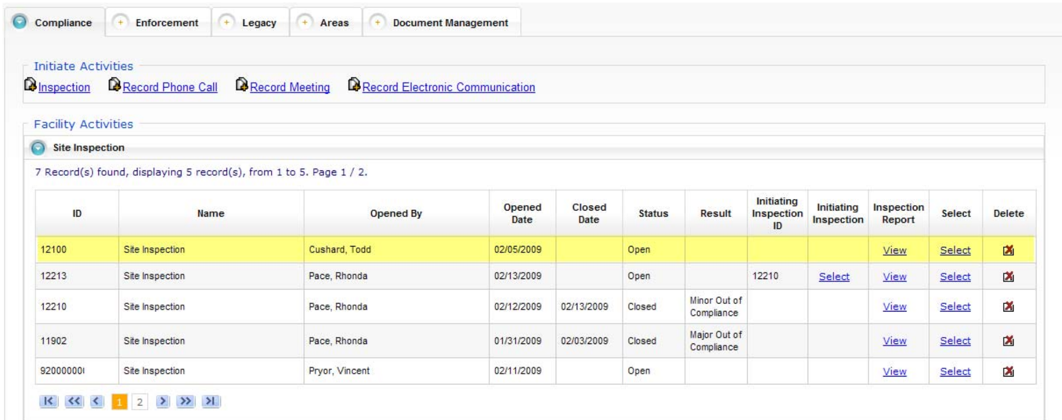
4. When viewing the Activity Browser, follow-up inspections are linked by the activity ID located in the first column of the data array. The fourth column from the right "Initiating Inspection Id" displays the original inspection ID linked to the follow-up inspection.



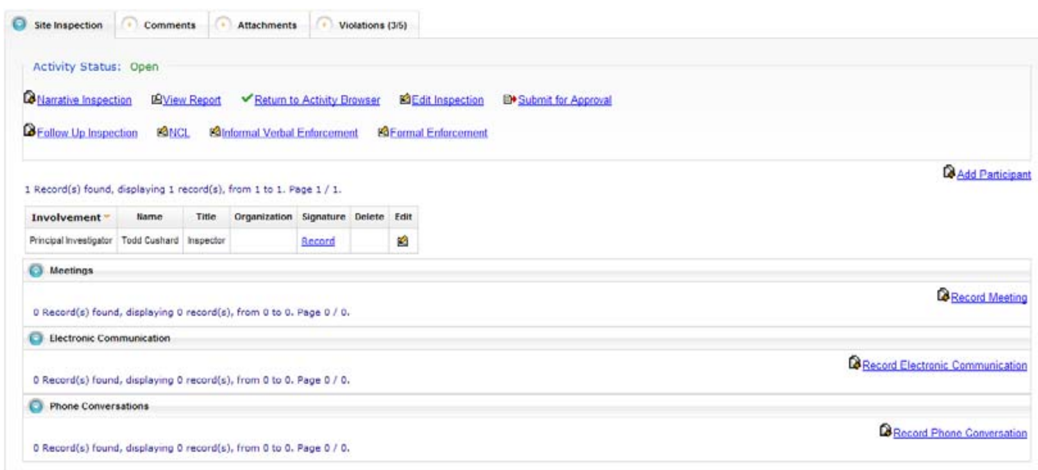
6.3.1.3 Editing an Inspection

In some instances, an inspection may need to be edited prior to submission. Only inspections with an "Open" or "Submission Failed" status can be edited.

5. To edit an inspection, navigate to the Compliance tab within the Activities section of the Handler Browser. A listing of all the compliance activities created will be displayed.



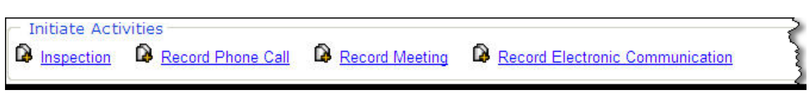
6. Click the “Select” text link within the inspection record that requires editing.



7. Click the “Edit Inspection” text link. The checklist cover Page for the selected inspection will be displayed. Make any changes necessary to the cover Page and click “Next.” If there are no changes to the cover Page, click “Next” to continue through to the checklists. Continue working the checklists as explained in the “Site Inspection” section of this manual.

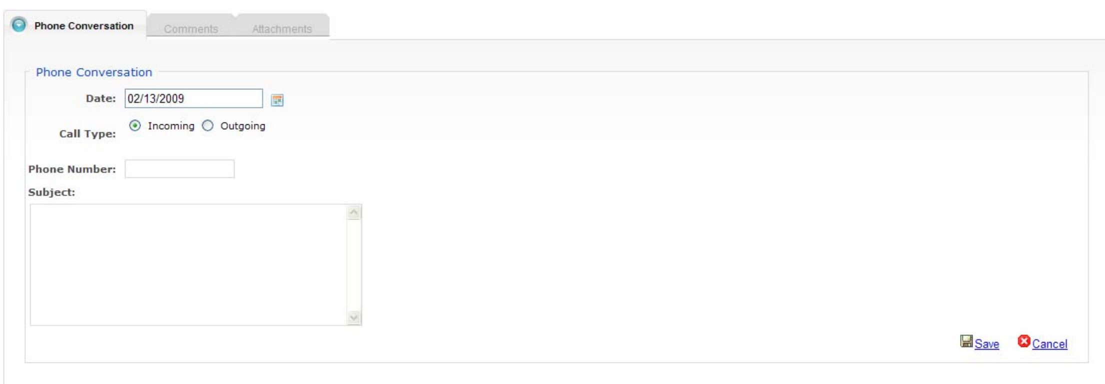
6.3.1.4 Record Phone Call

Additional actions available in the Compliance Activities section are *Record Phone Call, Record Meeting* and *Record Electronic Communication*. These activities allow users to document phone calls and meetings pertinent to a facilities compliance status or that generate information helpful when performing future inspections. These activities are initiated by clicking the appropriate icon.

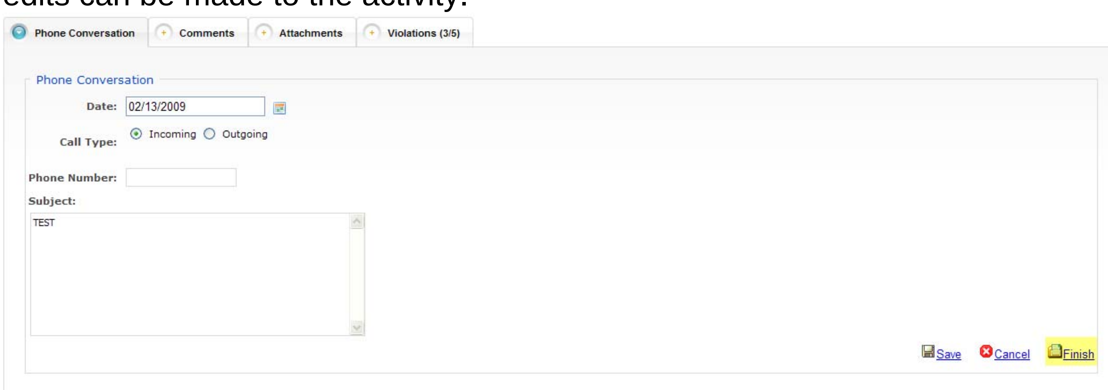


Record Phone Call collects the date of the event, the type of call (incoming or outgoing), a phone number and a subject. The subject field is similar to a comment field and allows a user to record the information collected during the event. To record a phone call, click the "Record Phone Call" link and enter the necessary information. All fields are mandatory.

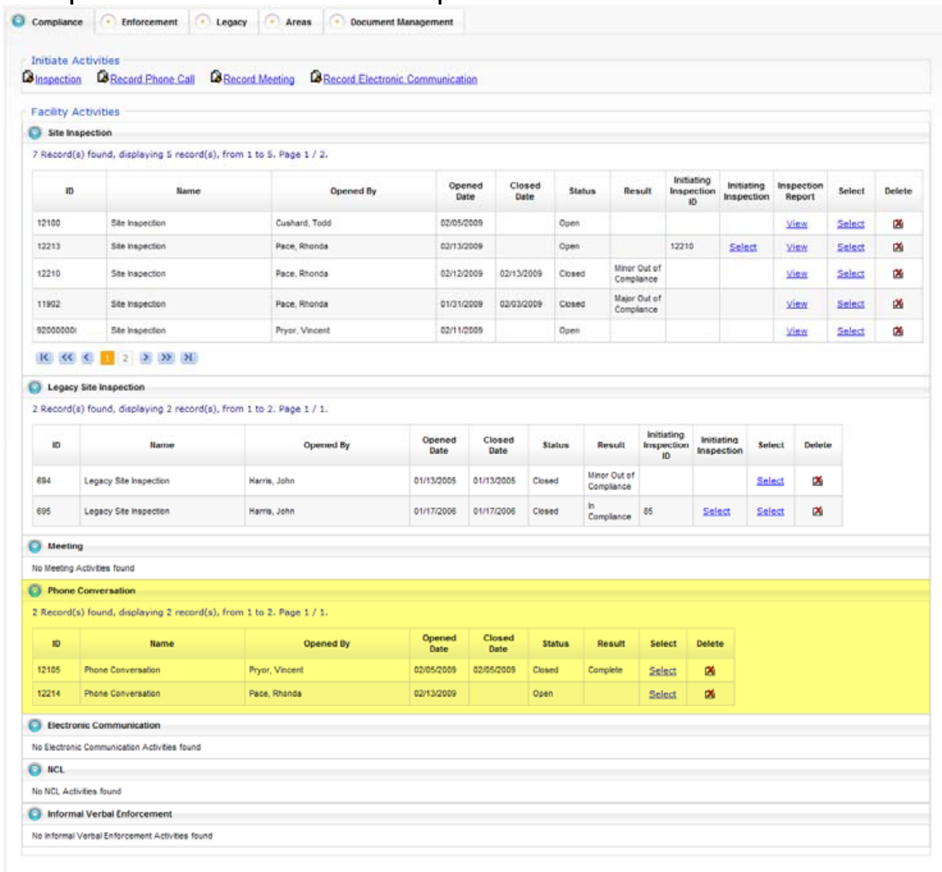
The Phone Conversation section has two additional tabs that are disabled (grayed out). Once the fields on the Phone Conversation screen have been saved, the Comments and Attachments tabs will be enabled. To add Comments and/or Attachments, please refer to Chapters 9 Comments and Chapter 10 Attachments for full instructions. In addition to the Comments and Attachments tabs, a fourth tab, Violations, is now displayed. Clicking on the Violations tab displays a listing of all violations the facility has been cited. Clicking on a Violation within the listing will display the details of the violation and, if the violation is in an "Open" state, provide the opportunity to resolve the violation. For more information on resolving violations, please refer to Chapter 7, Section 7.2 Resolving Violations.



Once a phone conversation has been saved, the activity will be displayed with an "Open" status in the Compliance tab lists of activities. To close an open Phone Conversation, select the activity by clicking the "Select" text link. Once inside the activity, click "Finish." The status is changed to "Closed" and no edits can be made to the activity.

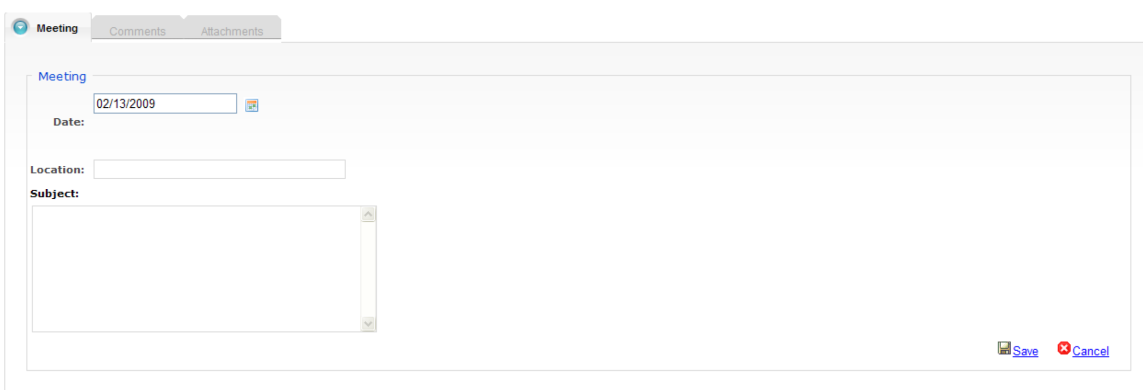


A history of all the Record Phone Calls for that facility is displayed in a collapsible section on the Compliance Tab.



6.3.1.5 Record Meeting

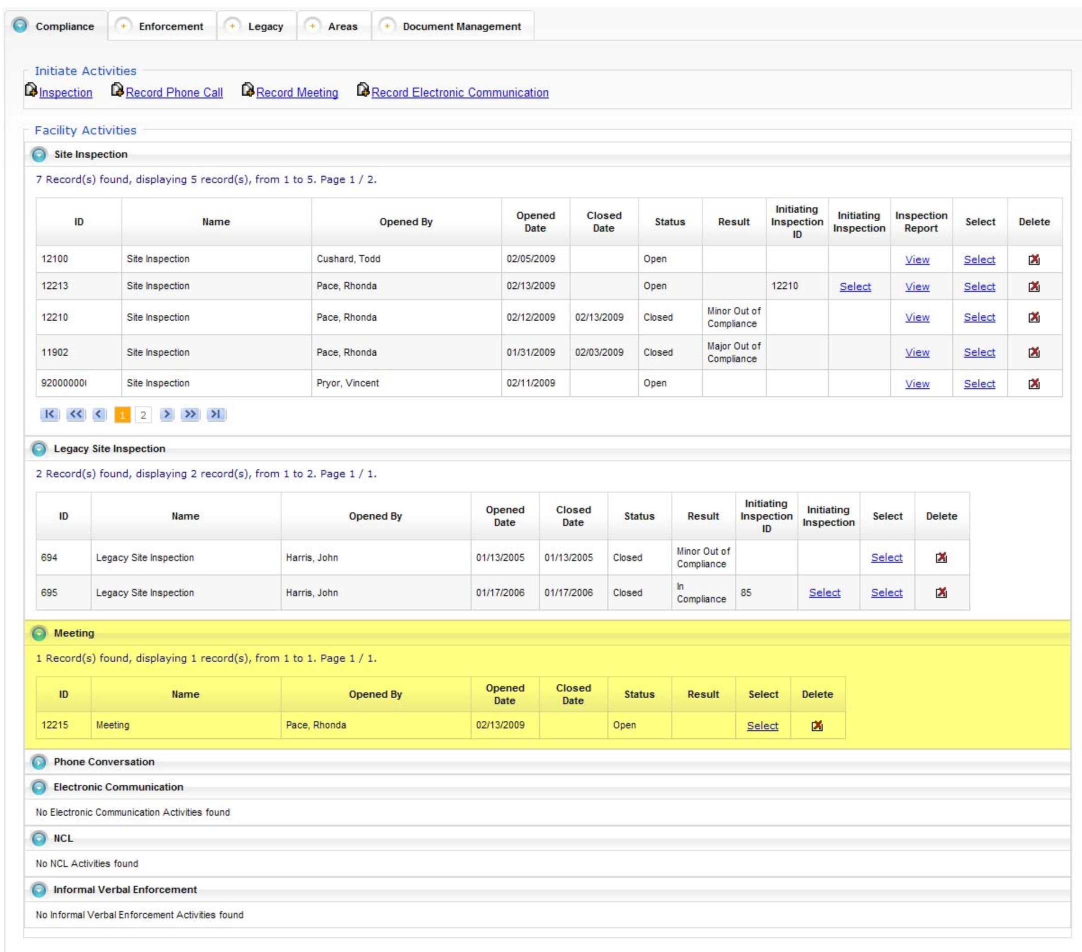
Similar to Record a Phone Call, Record Meeting activity collects the date, location and subject of a meeting. To record a meeting, click the “Record Meeting” link.



As with the Record a Phone Call, the Comments, Attachments and Violations tab will be enabled upon saving the meeting activity.

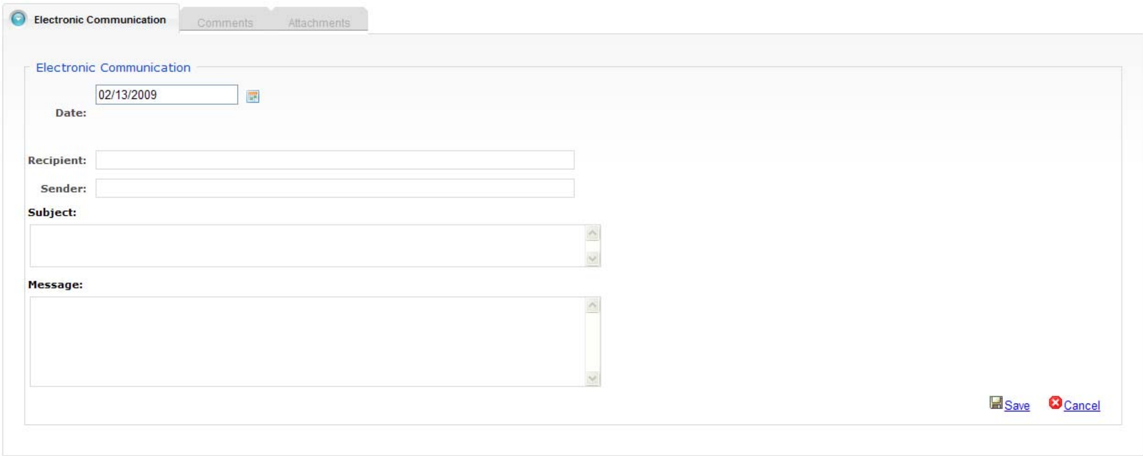
Once a meeting activity has been saved, the activity will be displayed with an "Open" status in the Compliance tab lists of activities. To close an open meeting, select the activity by clicking the "Select" text link. Once inside the activity, click "Finish." The status is changed to "Closed" and no edits can be made to the activity.

A history of all the Record Meetings for that facility is displayed in a collapsible section on the Compliance Tab.



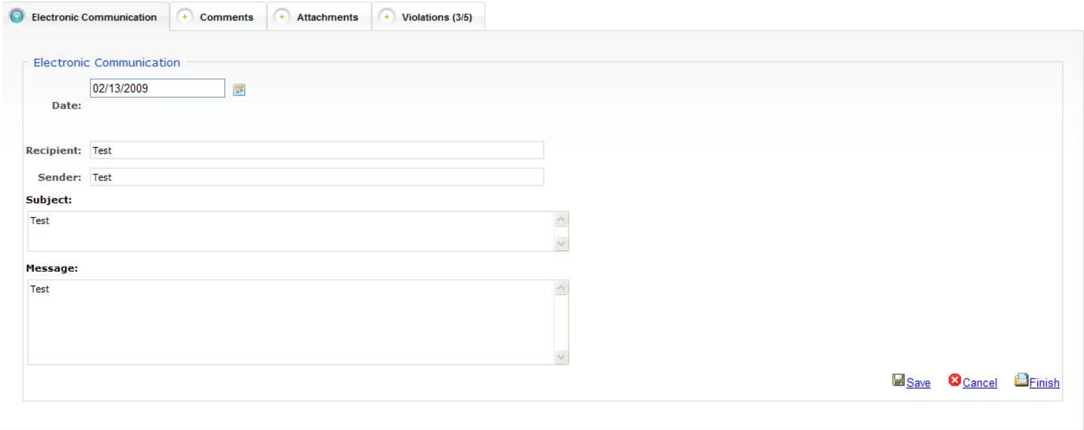
6.3.1.6 Record Electronic Communication

Similar to Record a Phone Call and Record Meeting, the Record Electronic Communication activity collects the date, recipient's name, sender, subject and message of any type of electronic communication including faxes and emails. To record an electronic communication, click the "Record Electronic Communication" link.

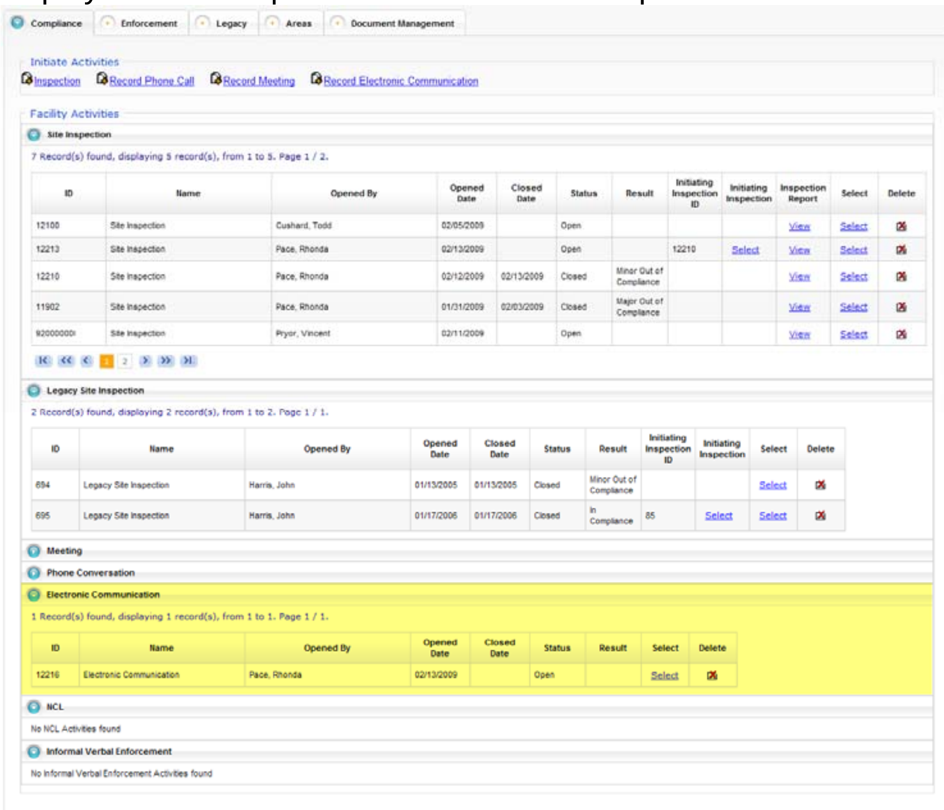


As with the Record a Phone Call, the Comments, Attachments and Violations tab will be enabled upon saving the electronic communication activity.

Once an electronic communication activity has been saved, the activity will be displayed with an "Open" status in the Compliance tab lists of activities. To close an open electronic communication, select the activity by clicking the "Select" text link. Once inside the activity, click "Finish." The status is changed to "Closed" and no edits can be made to the activity.



A history of all the Record Electronic Communications for that facility is displayed in a collapsible section on the Compliance Tab.



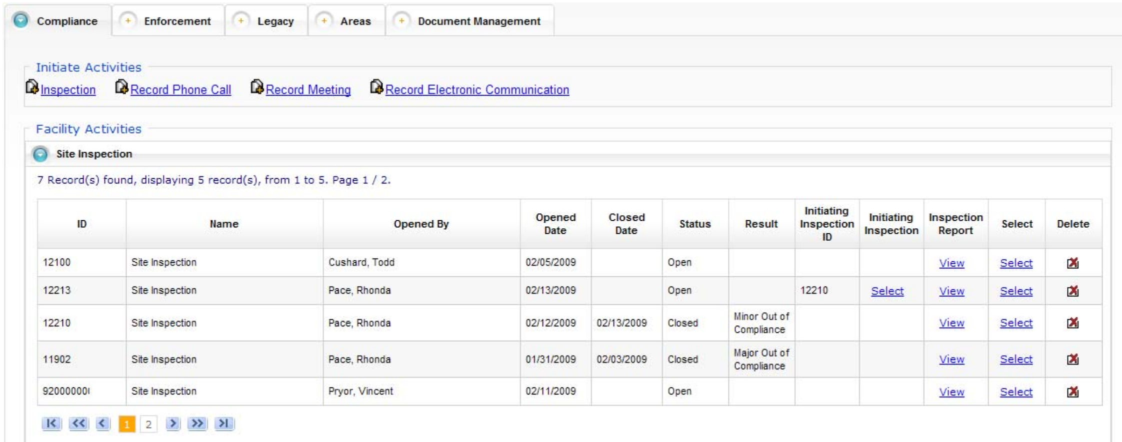
6.3.2 Enforcement Workflow

Enforcement is a process of bringing an out of compliance facility back into compliance. Enforcement occurs when a facility is cited for at least one violation or the inspector recommends enforcement for other determining factors. Enforcement is categorized to be either “formal” or “informal.”

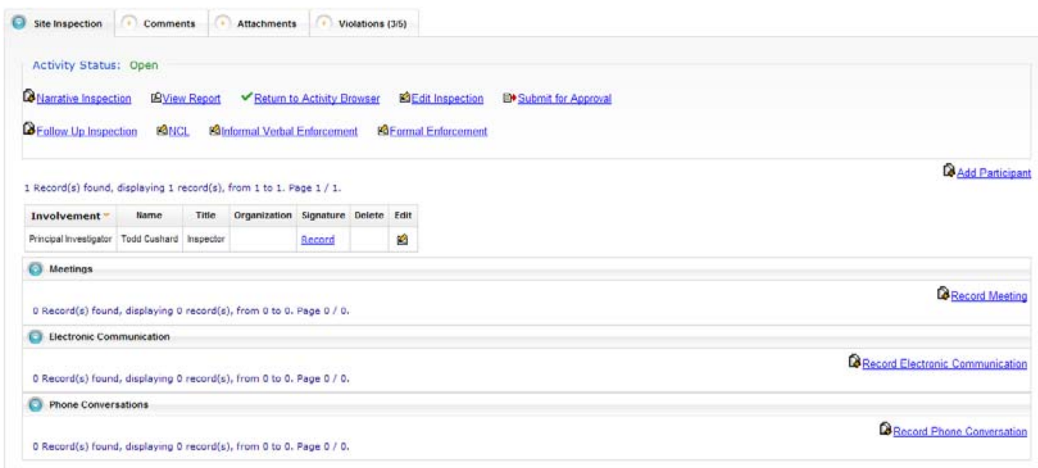
6.3.2.1 NCL

Users are able to generate a Non-Compliance Letter (NCL) as a result of an inspection regardless of the inspections status. In addition, users have the ability to update violations and/or resolve any open violations as a result of the facility’s response to the letter. An NCL is considered “informal” enforcement.

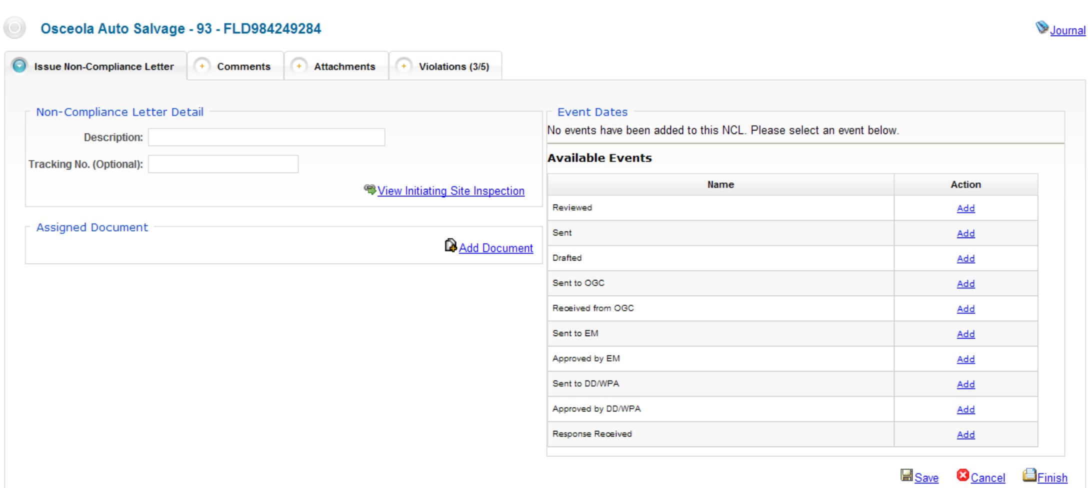
To issue a Non-Compliance Letter within the Compliance activity, select an inspection from the “Facilities Activity” list. The inspection activity may be in status.



Click the “Select” text link to view the Site Inspection available actions.

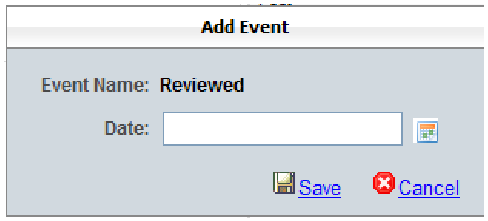


The enforcement actions that can be initiated against the inspection include “NCL,” “Informal Verbal Enforcement” and “Formal Enforcement.” To begin the NCL activity, click the “NCL” link and the screen below will display.



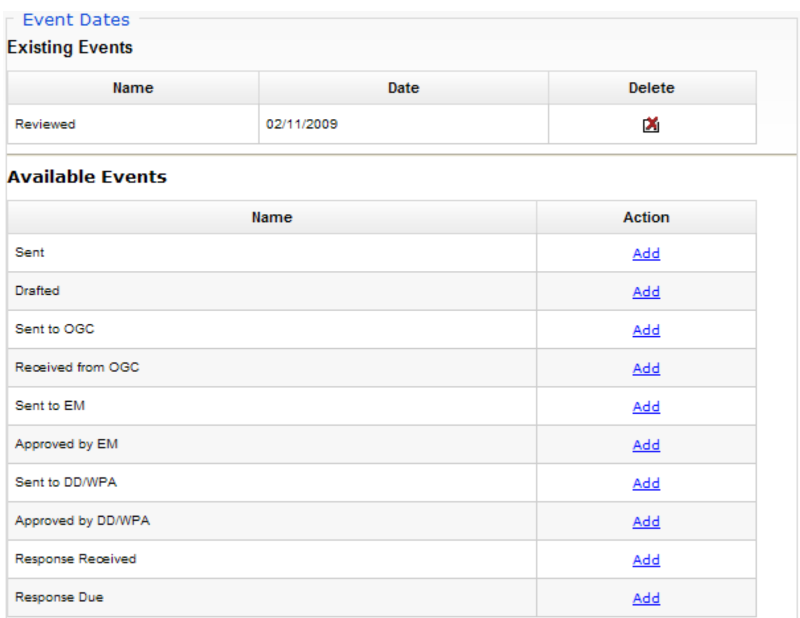
In the "Non-Compliance Letter Detail" section, the user may choose to enter in a description (optional) and a tracking number (optional). Also, a link to review the inspection is provided.

Events within the NCL can be manually tracked by clicking the "Add" link next to the "Available Event" in the "Event Dates" section. Doing so displays a popup window with a calendar to associate a date with the chosen event. To select the date, click the calendar icon to display a calendar and to select dates or manually enter in the date.



Click "Save" to commit the date.

When dates are added to available events, these events are removed from the list of "Available Events" and moved to the "Existing Events" section. Deleting any of these events will add them once again to the "Available Events" section. Certain events are system generated such as "Submitted Approval" and "Approved" among others.


Event Dates

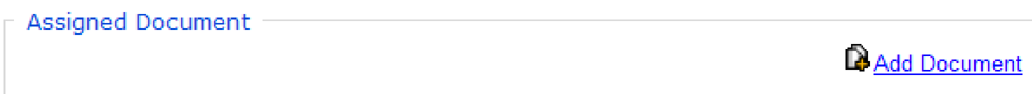
Existing Events

Name	Date	Delete
Reviewed	02/11/2009	

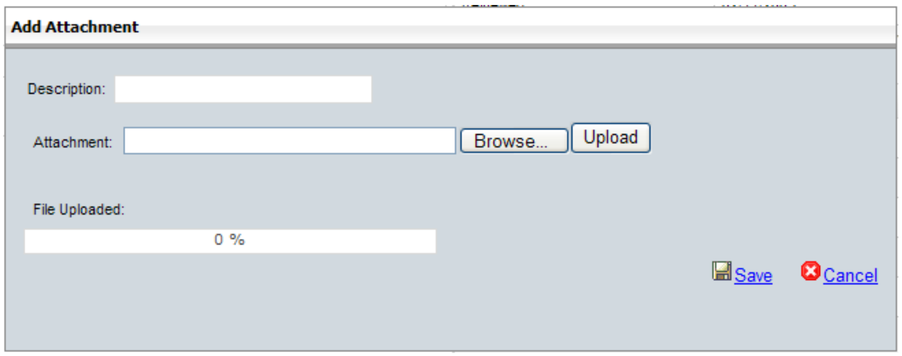
Available Events

Name	Action
Sent	Add
Drafted	Add
Sent to OGC	Add
Received from OGC	Add
Sent to EM	Add
Approved by EM	Add
Sent to DD/WPA	Add
Approved by DD/WPA	Add
Response Received	Add
Response Due	Add

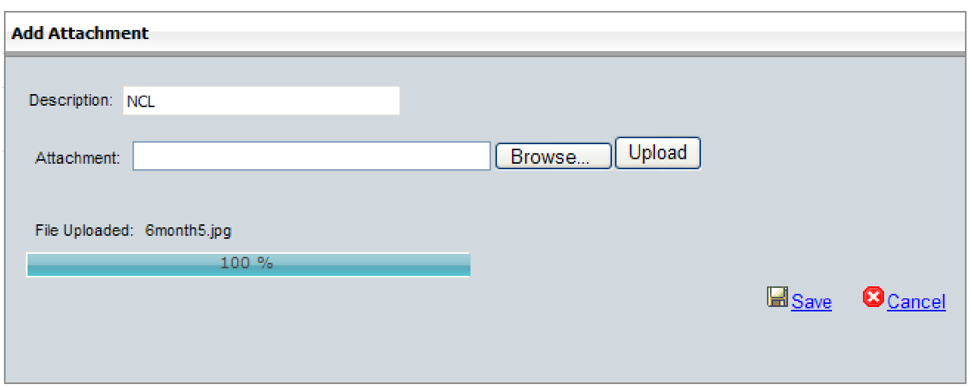
When a final version of the NCL is completed and is ready for supervisor approval, the document will need to be uploaded in the "Assigned Document" section. Only one document can be assigned as the NCL. If edits need to be made before the document is submitted, delete the currently assigned document and re-assign the modified document. Future releases will allow the document to be edited. Edits to the "Assigned Document" can only be made if the document has not been submitted or the document as been submitted and subsequently "Not Approved."



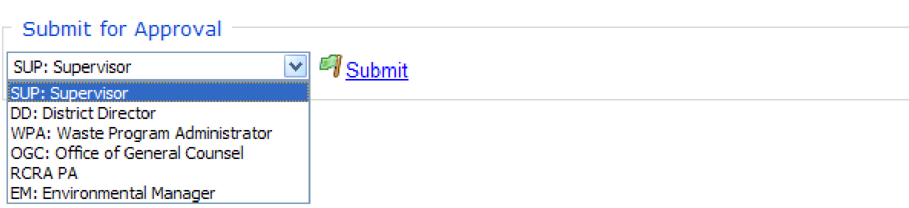
To assign the NCL letter for submission for supervisor approval, click the "Add Document" text link. The "Add Attachment" dialog box is displayed.



Enter the Description (mandatory field) and click the browse button to locate the document. Once highlighted, click "Upload." The "File Uploaded" bar will show 100% when the file has been uploaded. Click "Save" to complete the attachment.

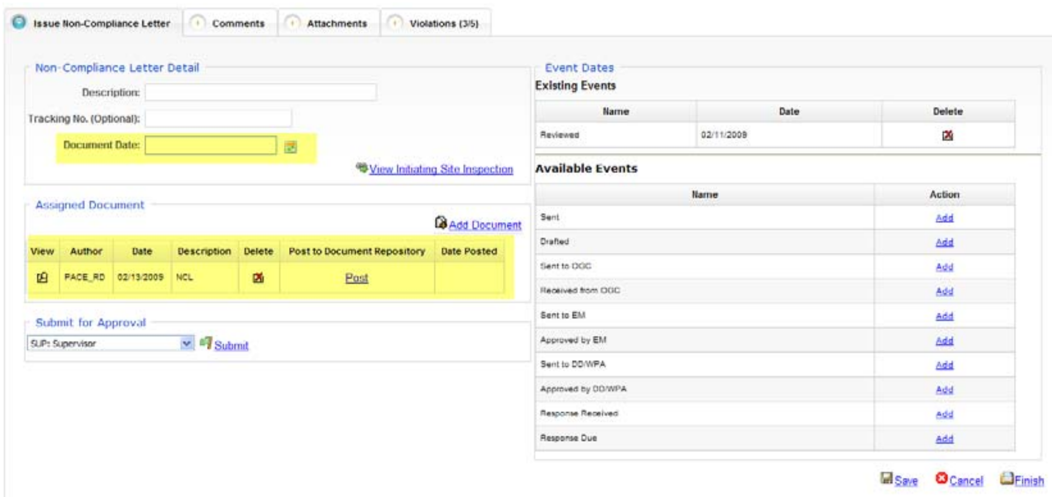


Once the document has been assigned and the event dates added, the NCL can be submitted (through the BPEL) process for approval. From the "Submit for Approval" dropdown list, select the appropriate authority to approve the NCL and click "Submit."

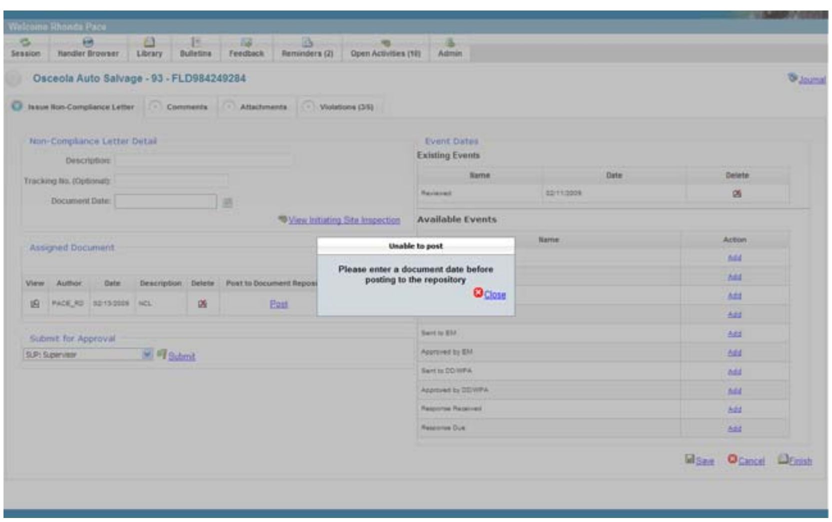


The BPM process is initiated (refer to Chapter 6 Business Process Management Tool for instructions and workflow). After the submission, the “Submit” link becomes disabled to prevent the “Assigned Document” from being submitted multiple times. If the document is subsequently “Not Approved,” then the “Submit” will be enabled.

The Assigned Document information will display as a record and the “Add Document” link is disabled. A new field called “Document Date” is enabled. This date is directly beneath the Tracking No. and is mandatory for posting to Oculus. The document can now be submitted to the Document Repository (Oculus). Click the “Post” text link in the “Post to Document Repository” column. Once submitted, the date of submission will appear in the “Date Posted” column.

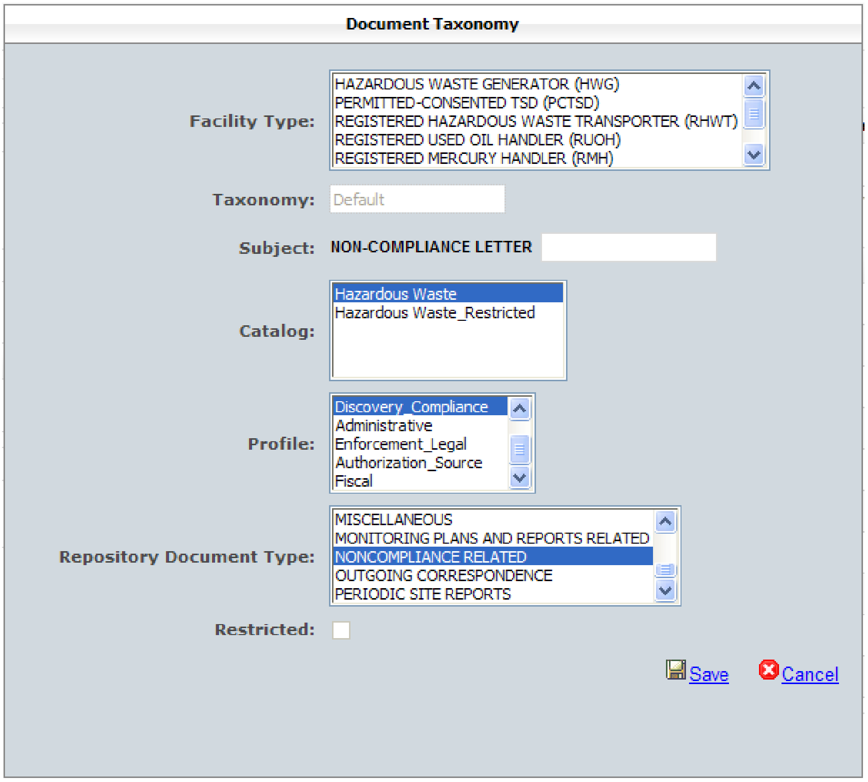


If the Document Date was not entered prior to clicking “Post,” the following error will display.



Click the “Close” button and enter a date in the Document Date field either by manually typing it in or opening the calendar feature and click “Post” again.

The “Document Taxonomy” dialog box is displayed.



From the drop down lists, select the “Facility Type.” The “Taxonomy” is defaulted for the NCL document. Optionally enter text to be added to the subject line. Select the “Catalog,” “Profile,” and “Repository Document Type” appropriate for the NCL letter assigned. Click “Save” to commit the document to the repository.

Upon clicking “Save,” the date is added to the document record to indicate that the document was submitted to Oculus and the “Submit” link is disabled to prevent the document from being submitted multiple times.

Assigned Document

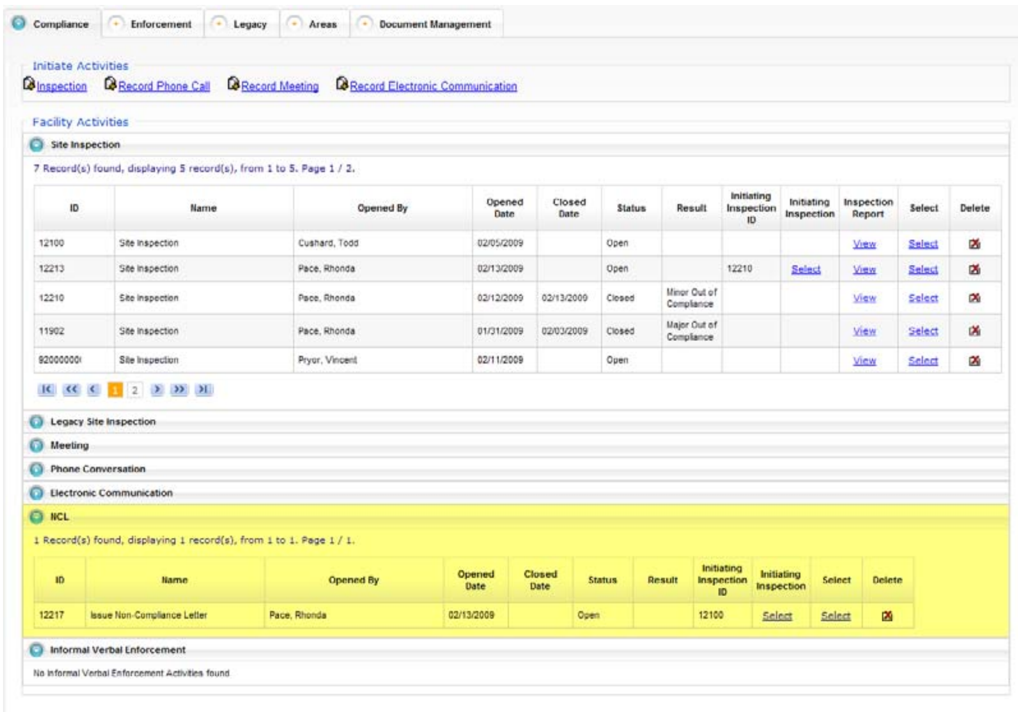
Add Document

View	Author	Date	Description	Delete	Post to Document Repository	Date Posted
	PACE_RD	02/13/2009	NCL		Post	02/13/2009

Other activities that can be generated from within the NCL include adding comments and attachments (refer to Chapters 9 - Comments and Chapter 10 - Attachments for instructions). Multiple drafts of the NCL and any additional documentation may be attached to the NCL activity by clicking on the Attachments tab and clicking the “Add Document” link.

Comments can be manually added and comments added through the BPM process are systematically added. Violations can also be viewed and resolved from within this activity. For instructions for resolving violations refer to Chapter 7 – section 7.2 Resolving Violations.

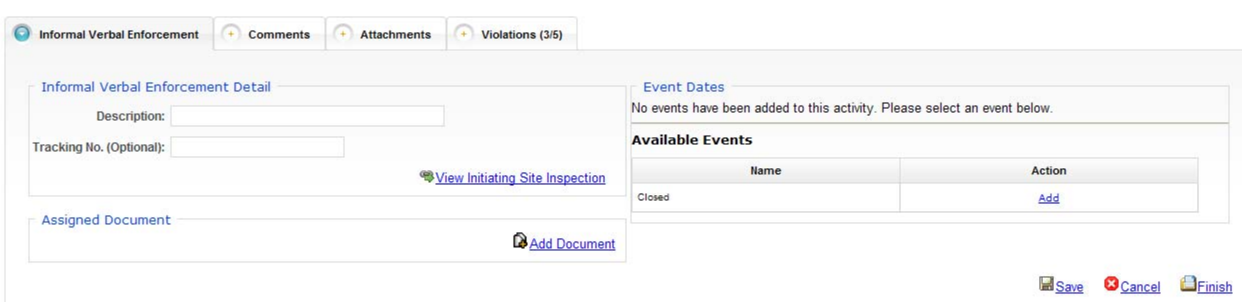
Upon approval of the NCL letter, the status changes to “Approved”. A history of all the NCL activities recorded for the facility appears in the NCL collapsible section on the Compliance Tab.



This opens NCL activity. Click on the “Add” link next to the Issue event from the list of “Available Events” to manually add the date of issuance of the NCL to the facility.

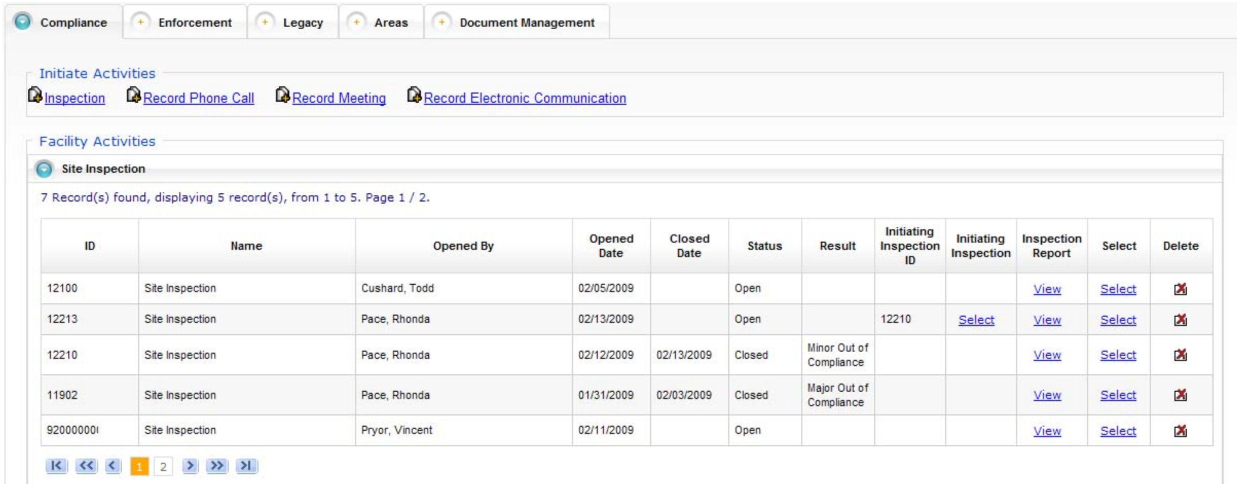
6.3.2.2 Informal Verbal Enforcement (IVR)

Informal Verbal Enforcement activities function exactly like a NCL. This activity provides an area for inspectors to indicate additional non-written communication between inspector and facility.

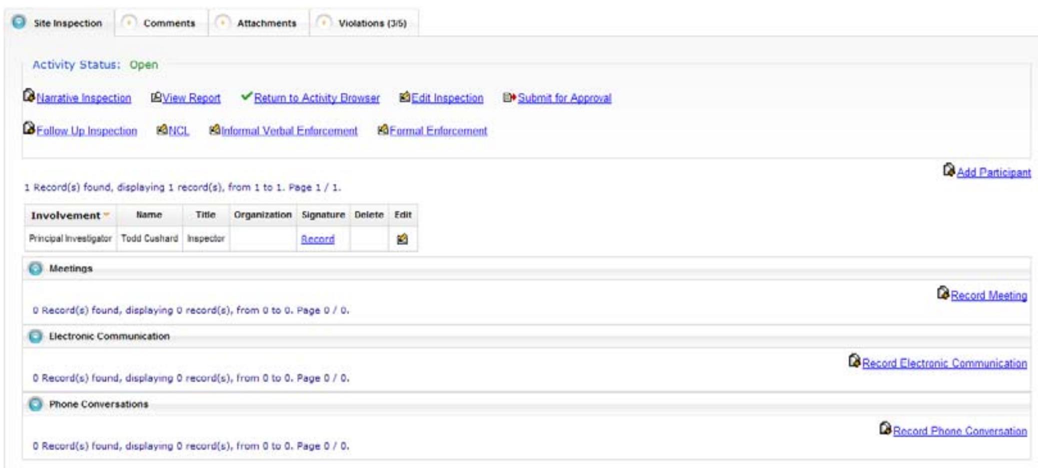


6.3.2.3 Tracking Activity

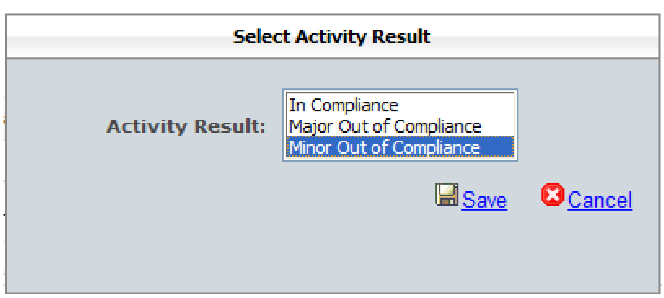
1. To open a tracking activity, first open the inspection that has prompted the Formal Enforcement activity by clicking the “Select” link from the “Activities list.



2. This opens the inspection activity details page



3. Click the “Formal Enforcement” text link to open the Tracking activity. The user is prompted to confirm the state inspection result. The defaulted result is highlighted in dark blue. To change, click the new status to highlight and click “Save” to continue.



4. From within the tracking activity, there are a number of actions the inspector can initiate. The “Finish Date” is a required field and must be entered before any action can be initiated. Below is an explanation and instructions on each action.

SWIFT Hazardous Waste v1.3.1

Welcome Rhonda Pace

Session | Handler Browser | Library | Bulletins | Feedback | Reminders (2) | Open Activities (12) | Admin

Osceola Auto Salvage - 93 - FLD984249284

Journal

Enforcement Tracking | Comments | Attachments | Violations (3/5)

Save Cancel

Activity Information

Facility: Osceola Auto Salvage
Activity: Enforcement Tracking Activity
Date Opened: 02/13/2009
Status: Open
OGC Case Number:
Finish Date:

Activity Actions

Close Without Enforcement Close With Enforcement

Facility Significances

Create Facility Significance Entry

Assign Violations

Available Violations (Assign a violation to this Enforcement Tracking activity by clicking on the appropriate violation from the list below)

Opened Date	Cited Date	Facility Area	Status	Significance	Checklist Section	Question Number	Resolved Date
02/12/2009	02/12/2009		Open	Minor			
02/12/2009	02/12/2009		Open	Minor	Universal Waste Batteries	36.10	

2 Record(s) found, displaying 2 record(s), from 1 to 2. Page 1 / 1.

Related Activities

3 Record(s) found, displaying 3 record(s), from 1 to 3. Page 1 / 1.

ID	Name	Opened By	Opened Date	Closed Date	Status	Result	Edit
12218	Informal Verbal Enforcement	Pace, Rhonda	02/13/2009		Open		Edit
12217	Issue Non-Compliance Letter	Pace, Rhonda	02/13/2009		Open		Edit
12100	Site Inspection	Cushard, Todd	02/05/2009		Open	Major Out of Compliance	Edit

Site Inspections

Inspection

0 Record(s) found, displaying 0 record(s), from 0 to 0. Page 0 / 0.

Documents

Add Document

0 Record(s) found, displaying 0 record(s), from 0 to 0. Page 0 / 0.

Meetings

Record Meeting

0 Record(s) found, displaying 0 record(s), from 0 to 0. Page 0 / 0.

Electronic Communication

Record Electronic Communication

0 Record(s) found, displaying 0 record(s), from 0 to 0. Page 0 / 0.

Phone Conversations

Record Phone Conversation

0 Record(s) found, displaying 0 record(s), from 0 to 0. Page 0 / 0.

Save Cancel

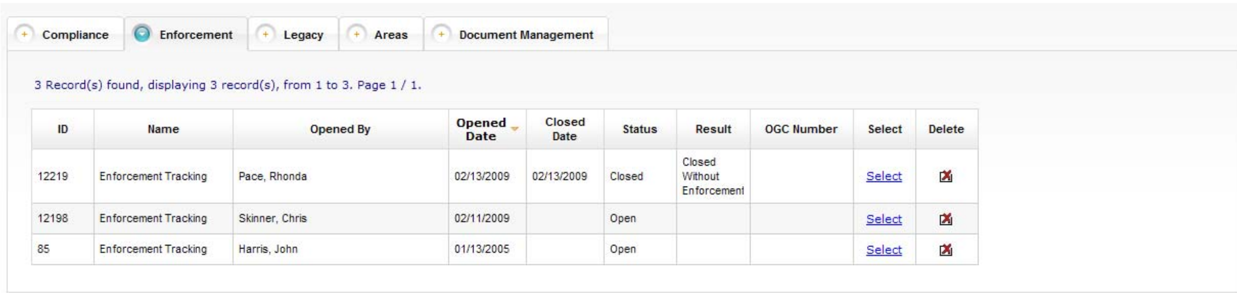
DEP Home | About DEP | DEP Programs | Contact DEP | Site Map

Bob Martinez Center
2600 Blair Stone Road
Tallahassee, Florida 32399-2400
850-245-2118 (phone) / 850-245-2128 (fax)

Hazardous Waste 1.3.1 (DEP Beta)
Updated on 20090212-130733

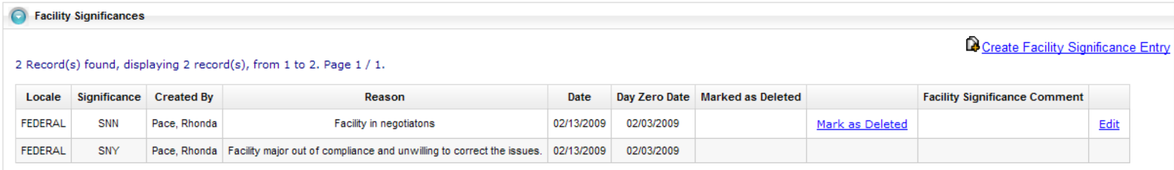
5. The Enforcement Tracking activity consists of 9 sections: “Activity Information,” “Activity Actions,” “Assign Violations,” “Related Activities,” “Site Inspections,” “Documents,” “Meetings,” “Electronic Communications” and “Phone Conversations.”
6. The Activity Information section consists of the facility name, activity type, date opened, and status. These fields are pre-populated and cannot be altered. Two additional fields available for user entry are “OGC Case Number” and “Finish Date.”
7. The Activity Actions section allows the user to either close a case with enforcement or without enforcement. Clicking on the “Close Without Enforcement” link will close the tracking activity without requiring any further action. The status is changed to “Closed” and the result is “Closed Without Enforcement”. Clicking the “Close With Enforcement” link will close the tracking activity without requiring any further action. The status is changed to “Closed” and the result is “Closed With Enforcement.”

> Very Important: All assigned violations MUST either be ‘Marked as Deleted’ or ‘Resolved’ prior to closing with enforcement or closing without enforcement.



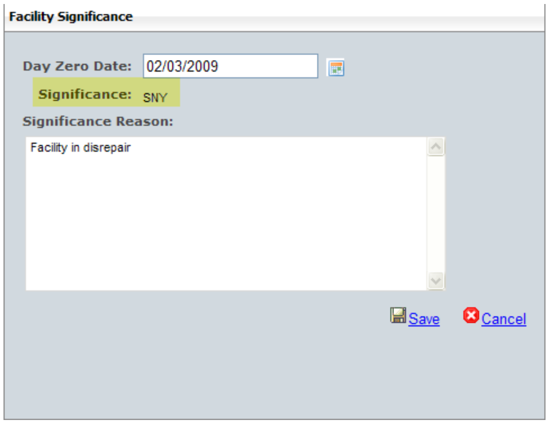
ID	Name	Opened By	Opened Date	Closed Date	Status	Result	OGC Number	Select	Delete
12219	Enforcement Tracking	Pace, Rhonda	02/13/2009	02/13/2009	Closed	Closed Without Enforcement		Select	
12198	Enforcement Tracking	Skinner, Chris	02/11/2009		Open			Select	
85	Enforcement Tracking	Harris, John	01/13/2005		Open			Select	

8. In the Facility Significance section, user’s can designate the facility as a Federal SNC. The significance can be changed from SNY to SNN or the entry can be “Marked as Deleted” or (once marked) can be “UnMarked as Deleted.” Comments are required for both of these actions.

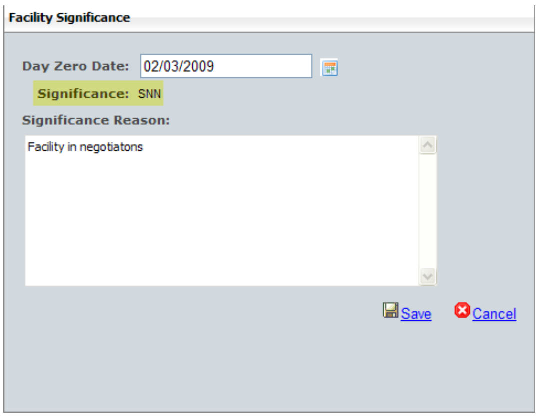


Locale	Significance	Created By	Reason	Date	Day Zero Date	Marked as Deleted		Facility Significance Comment	
FEDERAL	SNN	Pace, Rhonda	Facility in negotiatons	02/13/2009	02/03/2009		Mark as Deleted		Edit
FEDERAL	SNY	Pace, Rhonda	Facility major out of compliance and unwilling to correct the issues.	02/13/2009	02/03/2009				

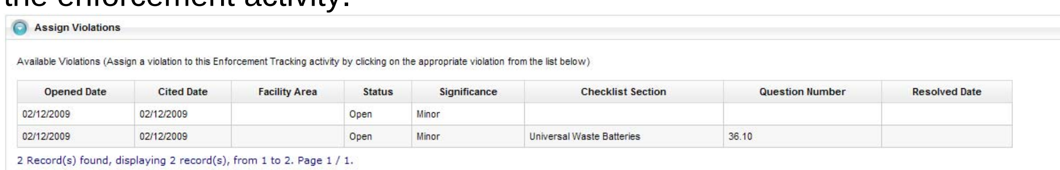
9. Clicking the “Create Facility Significance Entry” link in the upper right hand corner of this section opens the “Facility Significance” dialog box. The “Day Zero Date” is pulled from the initiation inspections start date and the “Significance” is defaulted to SNY. “Significance Reason” is a mandatory field. After typing in the explanation, click “Save” to add the entry.



10. Clicking the “Create Facility Significance Entry” link again will change the “Significance” to a SNN and will require comments.



11. The Assign Violations section allows the inspector to have immediate access to the violations, which may have caused the facility to go into enforcement and be provides the ability to assign one or all violations to the enforcement activity.



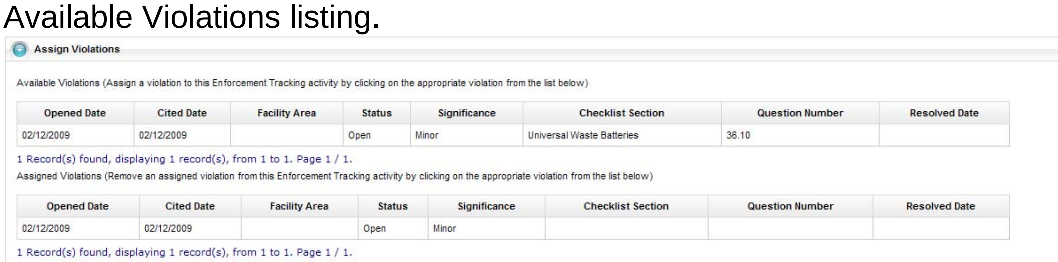
Assign Violations

Available Violations (Assign a violation to this Enforcement Tracking activity by clicking on the appropriate violation from the list below)

Opened Date	Cited Date	Facility Area	Status	Significance	Checklist Section	Question Number	Resolved Date
02/12/2009	02/12/2009		Open	Minor			
02/12/2009	02/12/2009		Open	Minor	Universal Waste Batteries	36.10	

2 Record(s) found, displaying 2 record(s), from 1 to 2. Page 1 / 1.

To assign a violation, click on the record within the Available Violations listing. The violation(s) is now assigned. To ‘un-assign,’ click the violation in the Assigned Violations and it is removed and re-displayed in the Available Violations listing.



Assign Violations

Available Violations (Assign a violation to this Enforcement Tracking activity by clicking on the appropriate violation from the list below)

Opened Date	Cited Date	Facility Area	Status	Significance	Checklist Section	Question Number	Resolved Date
02/12/2009	02/12/2009		Open	Minor	Universal Waste Batteries	36.10	

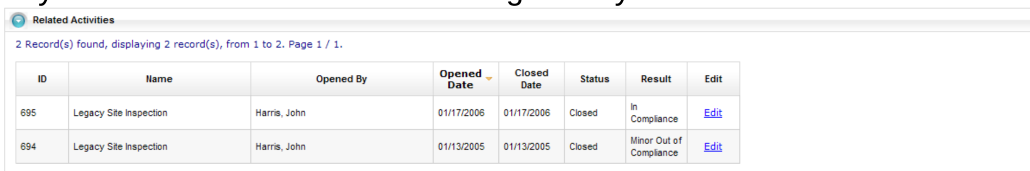
1 Record(s) found, displaying 1 record(s), from 1 to 1. Page 1 / 1.

Assigned Violations (Remove an assigned violation from this Enforcement Tracking activity by clicking on the appropriate violation from the list below)

Opened Date	Cited Date	Facility Area	Status	Significance	Checklist Section	Question Number	Resolved Date
02/12/2009	02/12/2009		Open	Minor			

1 Record(s) found, displaying 1 record(s), from 1 to 1. Page 1 / 1.

12. Related Activities is a complete listing of all activities associated with the inspection. This list also provides an “Edit” link to allow the user to update any activities from within the tracking activity.

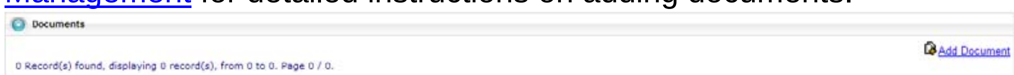

Related Activities

2 Record(s) found, displaying 2 record(s), from 1 to 2. Page 1 / 1.

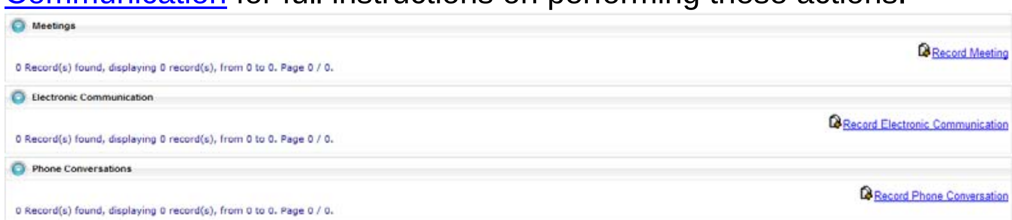
ID	Name	Opened By	Opened Date	Closed Date	Status	Result	Edit
695	Legacy Site Inspection	Harris, John	01/17/2006	01/17/2006	Closed	In Compliance	Edit
694	Legacy Site Inspection	Harris, John	01/13/2005	01/13/2005	Closed	Minor Out of Compliance	Edit

13. An inspection can be initiated from within the Enforcement tracking activity. Click “Inspection” button and follow the instructions previously provided for conducting an inspection (see Chapter 5 Section 5.3.1.1 Site Inspection).

14. In the Document section, users can add pertinent documents by clicking the “Add Document” link. Refer to Chapter 5 Section 5.3.5 Document Management for detailed instructions on adding documents.



15. The remaining sections, “Meetings”, “Electronic Communications” and “Phone Conversations” operate the same as on other levels of the application. See Chapter 5 Section 5.3.1.4 Record Phone Call and Section 5.3.1.5 Record Meeting and Section 5.3.1.6 Record Electronic Communication for full instructions on performing these actions.



16. Other actions that can be performed from within the tracking activity are Adding Comments, Adding Attachments and Resolving Violations. These events can be initiated by clicking the appropriately labeled tab to the right of the Enforcement Tracking tab.

Comments and Attachments operate in the same way as in other levels of the application. See Chapter 9 Comments and Chapter 10 Attachments for full instructions on adding comments and attachments.

6.3.2.4 Resolving Violations

Violations can be resolved from within an Enforcement Tracking, Document Management and an NCL activity (among others). For detailed instructions on resolving violations, refer to Chapter 7 Section 7.2 Resolving Violations.

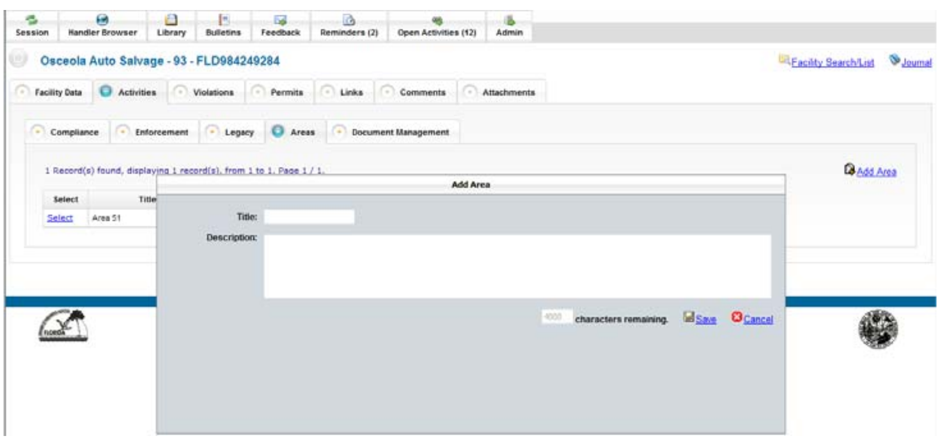
6.3.3 Legacy

At the time of SWIFT rollout to production, all closed projects and their associated activities and violations (if closed) will be imported into the SWIFT application in the Legacy section with view only access. In future production releases, users will be able to sort, as well as view, all the historical data of a facility. Legacy data is explained in further

6.3.4 Areas

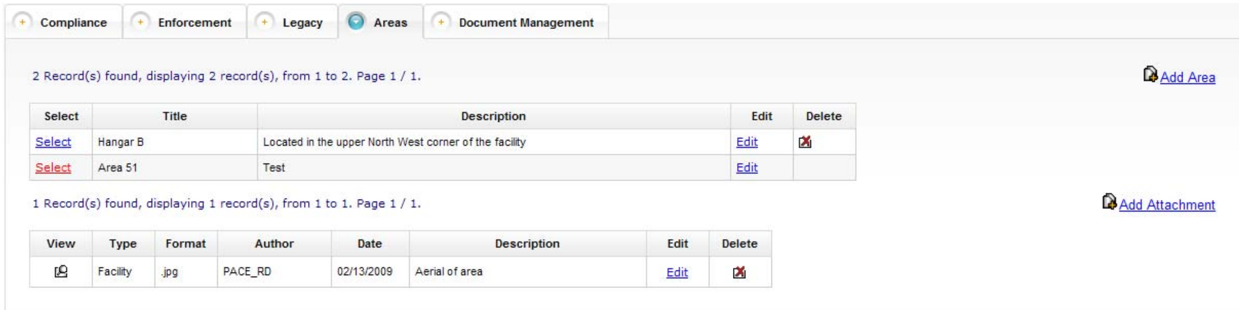
The *Area* section allows users to define specific geographic or logical areas within a facility. These Areas are then made available for selection when adding violations and areas of concern (AOC). Assigning an Area to a violation or AOC is optional.

To add an area, click on the "Activities" tab from within the Facility Browser. Select the "Areas" tab. Click the "Add Area" link and the "Add Area" dialog box is displayed. Enter the title and description of the area and click save.



Once an area is added, the user may also upload an image or site map of the area as additional documentation.

From the Area records, click on the "Select" text link.



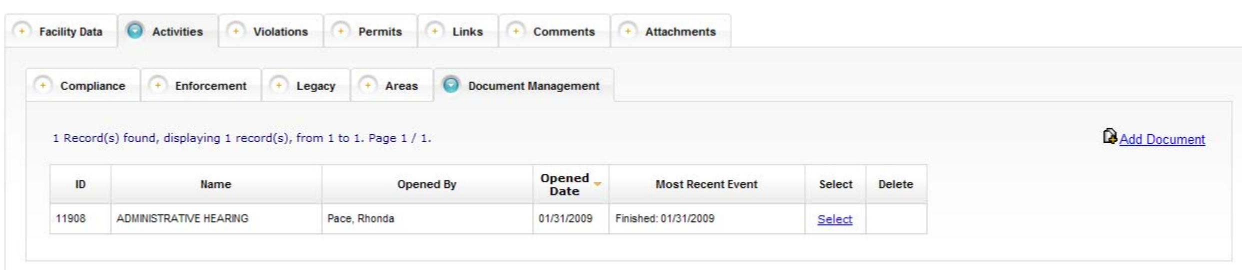
The "Add Attachment" link is displayed (if attachments have been loaded previously, a listing of all the attachments added through the Areas tab will also display). For instructions on adding attachments, refer to Chapter 10 – Attachments.

Areas may be added, updated and deleted. If an area exists as part of an open violation, the option to delete is disabled.

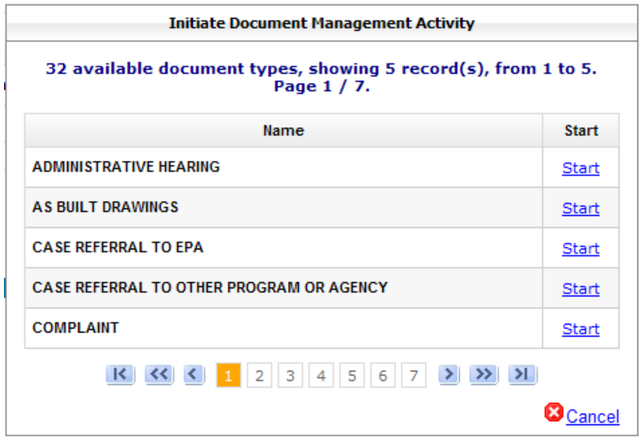
6.3.5 Document Management

Document Management provides the user with a navigation and maintenance view of all tracked document types for the facility. Document types are selected by the user and relevant dates are available to the user for tracking the events associated with the document lifecycle: i.e., draft date, review date, approval date, issue date, etc. The user has the ability to bring in (attach) the final document directly to the tracking entry. When the document is finished, the user has the option of submitting to the Document Repository. The Oculus taxonomy (associated with the document type) is submitted, along with the document, directly to Oculus. It is important to note that facilities without an EPA ID may not post documents to Oculus.

To begin, navigate to the Activities tab within the Facility Browser. From there, click on the Document Management tab.

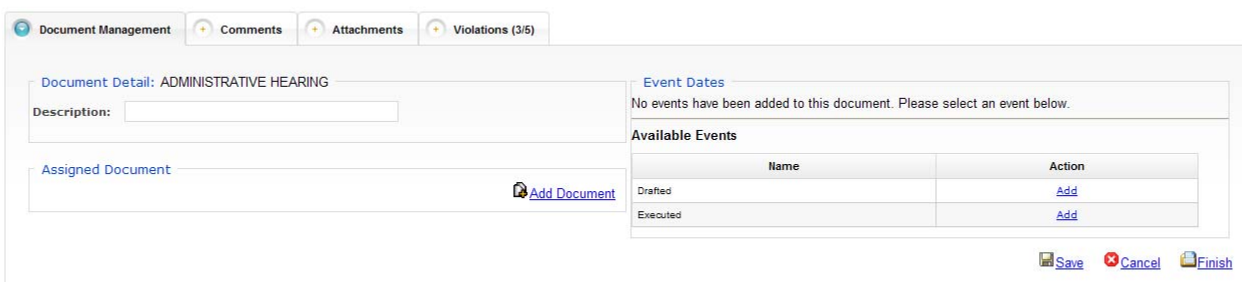


At this point, existing documents may be edited or reviewed by clicking the "Select' link within the row of the appropriate document. New document records are added by clicking the "Add Document" text link in the lower right corner of the Document Management tab. The "Initiate Document Management Activity" dialog box is displayed.



The dialog box presents users with a paginated list of all document types available for tracking. This list is based on analysis of the current COMET activities and has been approved by the Solid Waste Program Area. Document types are presented in alphabetical order. Refer to Chapter 2 Section 2.7 List Data for full instructions on navigating through the dialog box.

Users can select the desired document type by clicking the "Start" text link adjacent to the document name, which will open a new management activity. In the example below, the Administrative Hearing document type was selected. Document Management activity functions like the NCL activity discussed in Chapter 5 Section 5.3.2.1 NCL.

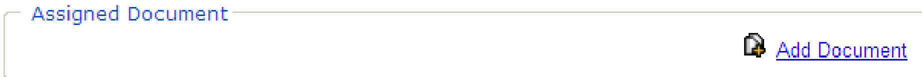


A Document Management activity has four sections:

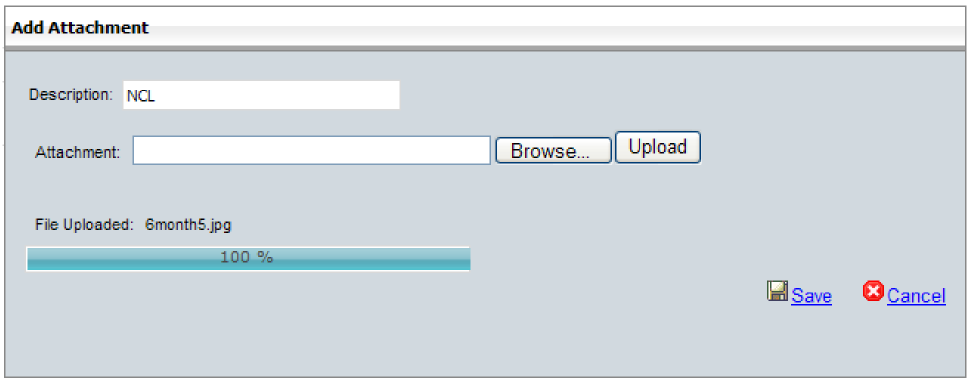
Document Detail – Provides a text field to provide a detailed description of the document if needed. This is not a required field.

Assigned Document – Allows users to attach the document being tracked. This function is identical to adding any other attachment within the SWIFT application. It is a known issue that some received documents will be too large to attach in this manner, therefore it is not required.

Only one document can be assigned per document management activity. If edits need to be made before the document is submitted, delete the currently assigned document and re-assign the modified document. Future releases will allow the document to be edited. Edits to the "Assigned Document" can only be made if the document has not been submitted or the document as been submitted and subsequently “Not Approved.”

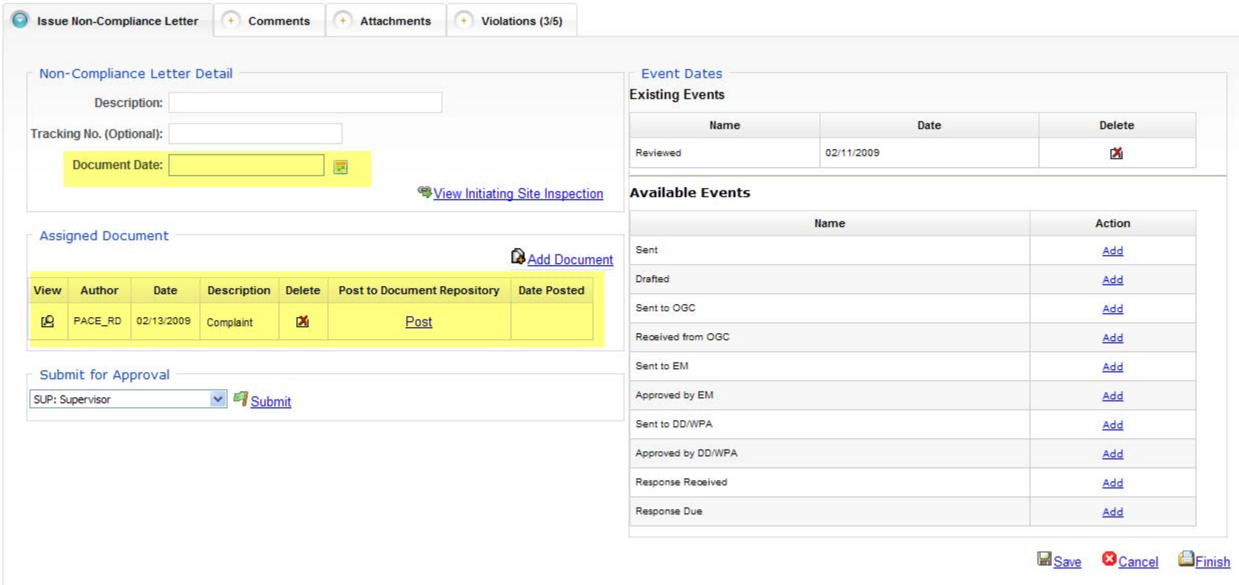


To assign the document for submission for supervisor approval, click the “Add Document” text link. The “Add Attachment” dialog box is displayed.

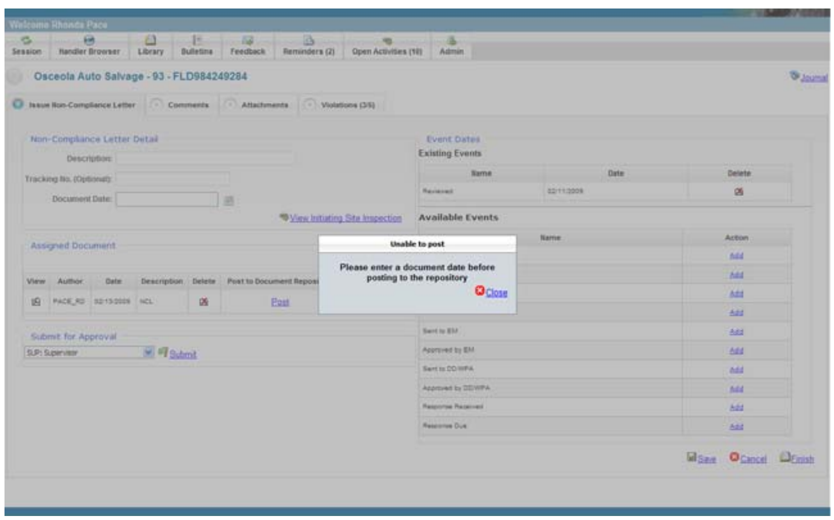


Enter the Description (mandatory field) and click the browse button to locate the document. Once highlighted, click “Upload.” The “File Uploaded” bar will show 100% when the file has been uploaded. Click “Save” to complete the attachment.

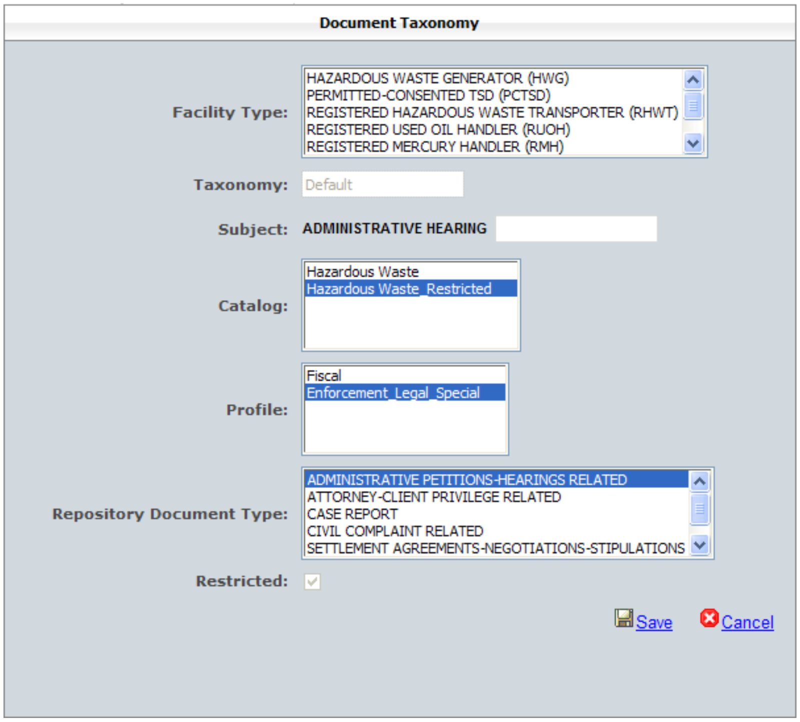
Once attached, the document will be listed in the Assigned Document section with the option of submitting the document to the Document Repository. Also, a new mandatory field, “Document Date,” is displayed. This field must be completed prior to posting to the document repository. If the facility does not have an EPA ID, the “Post” link will be disabled. Users must wait until the facility is promoted before posting documents to Oculus.



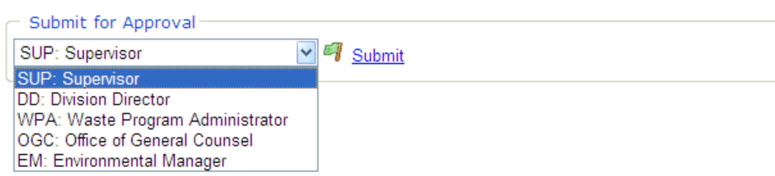
To submit the document to the repository, click the “Post” link in the “Post to Document Repository” column. If you have not filled in the “Document Date,” the following error will display.



Close the warning prompt, enter the date, and then click “Post” again. The “Document Taxonomy” dialog box is displayed. Select the appropriate options from the drop down based on the business rules and click “Save” to commit the document. Please note the Subject line, the type printed in all caps in the example below (ADMINISTRATIVE HEARING), will appear as the document’s subject line when reviewing documents in Oculus. To the right of the established subject line, there is a text box that the user may optionally add additional text to display. The subject line can contain up to 60 characters; therefore, the number of characters available for additional text will be determined by subtracting the number of characters (including spaces) of the established subject line from 60.

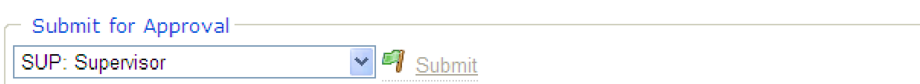


Submit For Approval – Documents that have the ability and/or requirement to be submitted for approval will require a document to be attached before executing such submittals. Once the document has been assigned and the event dates added, the NCL can be submitted (through the BPEL) process for approval. From the “Submit for Approval” dropdown list, select the appropriate authority to approve the NCL and click “Submit.”



The Assigned Document information will display as a record and the “Add Document” link is disabled. In addition, the “Submit” link is disabled preventing a second submission.

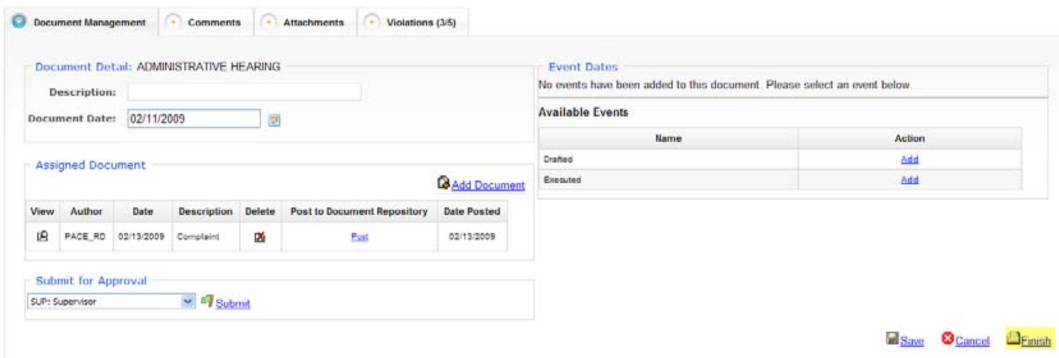
Note: The process for submitting documents for approval will use the same BPM Worklist functionality utilized by the inspection report approvals. Refer to Chapter 6 – Business Process Management Tools for instructions and workflow.



Event Dates – Each document type has associated dates that are applicable to that specific document type. These dates are listed in the “Available Events” section of Event Dates. Users can track any of these available dates by clicking Add and entering the date in the interface presented.

For documents that may have iterations of dates (i.e. multiple approvals, multiple drafts, etc.), users can delete the current date event and add the updated one. There is no business requirement to track the history of such iterations.

Once a document in the document management activity has been approved and posted to Oculus, the activity can be closed by clicking the “Finish” link. It is not mandatory to Post the document to Oculus prior to closing. However, if the Document Management activity is closed, the document cannot be posted through that activity. In addition prior to closing the activity, violations in an ‘Open’ status can be resolved from within the document management activity by accessing the Violations tab. For more information on resolving violations, review Chapter 7 Section 7.2 Resolving Violations.

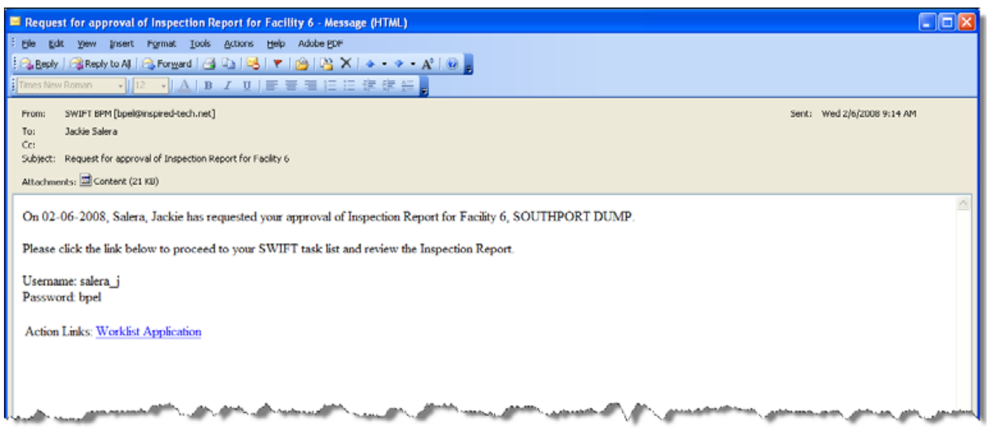


Chapter 7 - BPM (Business Process Management)

BPM (Business Process Management) is an Oracle Worklist tool that manages steps in the SWIFT workflow. In this phase, Oracle BPM is being used to manage approvals on inspection reports.

7.1 <u>BPM Approval Request</u>

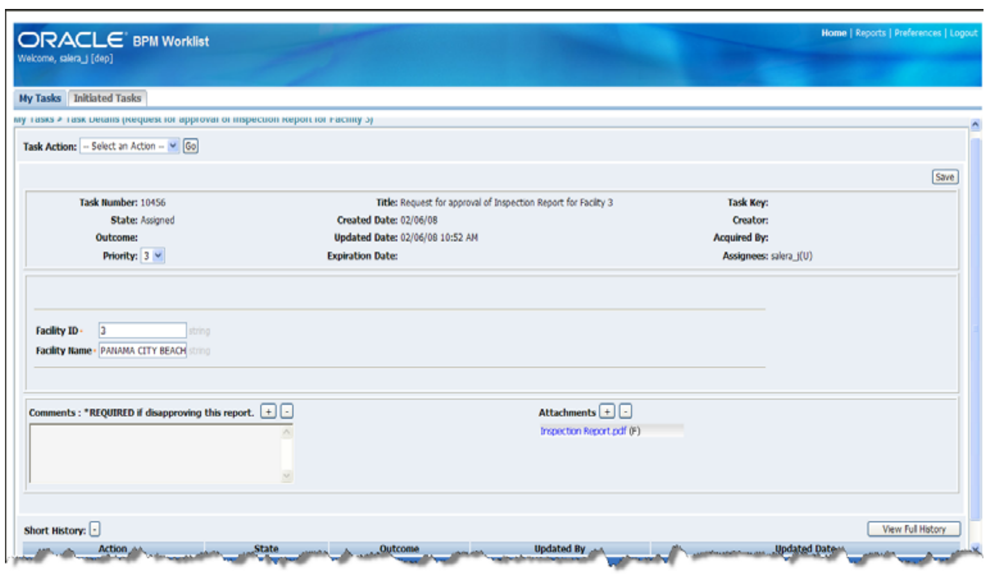
When a user selects the “Submit for Approval” button at the end of an Inspection, Enforcement or Document Management activity, SWIFT creates a task (for the reviewer) in a BPM Worklist. The BPM sends the reviewer an email notification about the new request for an approval. The email looks something like the sample shown below:



In this sample, the requester name (“Jackie Salera”) on the 1st line of text, and the “To:” name (“Jackie Salera”) are the same. This will only be true for beta testing. In the production workflow, the name on the 1st line of text will be the person who clicked on the “Submit Inspection Report for Approval,” and the “To:” entry will be the person responsible for approving the inspection report. *Note, the facility is identified both in the subject line and the body of the email.*

In the email notification, the reviewer is provided with a link to the BPM Worklist where APPROVED or NOT APPROVED can be designated. The BPM Worklist for each user will contain ALL tasks submitted for approval regardless of by whom.

Upon login, the user will be taken directly to the task detail of the requested approval noted in the notification email. Users can navigate to other tasks within the BPM Worklist interface. When an inspection is submitted, the task will contain a link to the Journal report for the facility as well as a link to the inspection report submitted for supervisory approval.



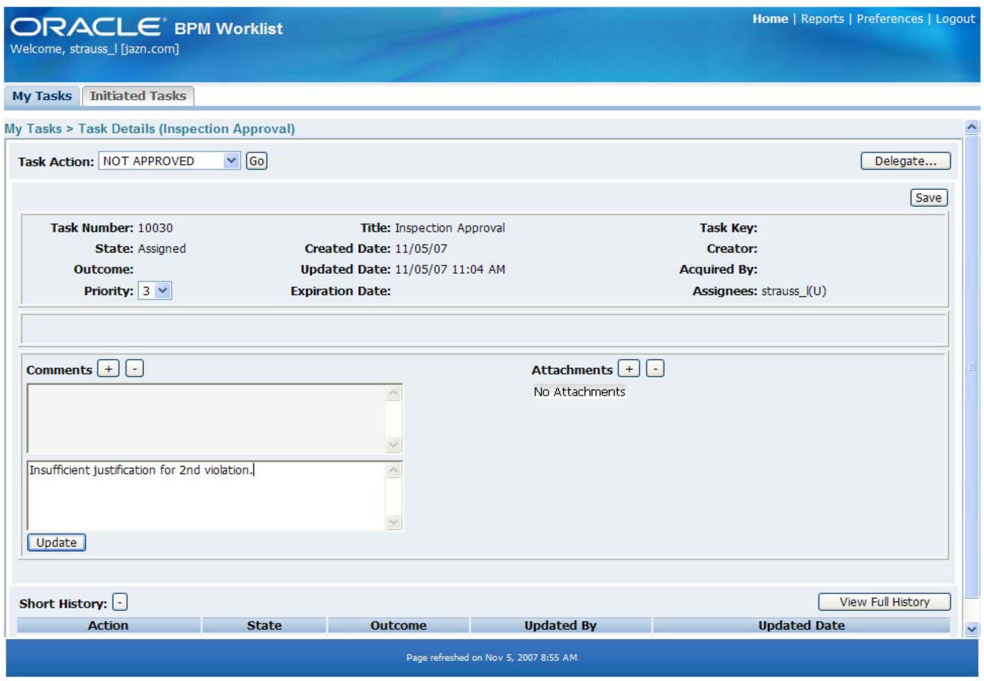
After taking some action on the task, the user should click on the number in the “Task Number” column (or the title) to view the details of additional request for approval.

[Note: At this time, do NOT use the “Actions” drop down to select “NOT APPROVED” request. A “NOT APPROVED” decision must have comments entered. Comments can only be entered from the task details page. Follow the instruction in the next paragraph for all APPROVED and NOT APPROVED responses.]

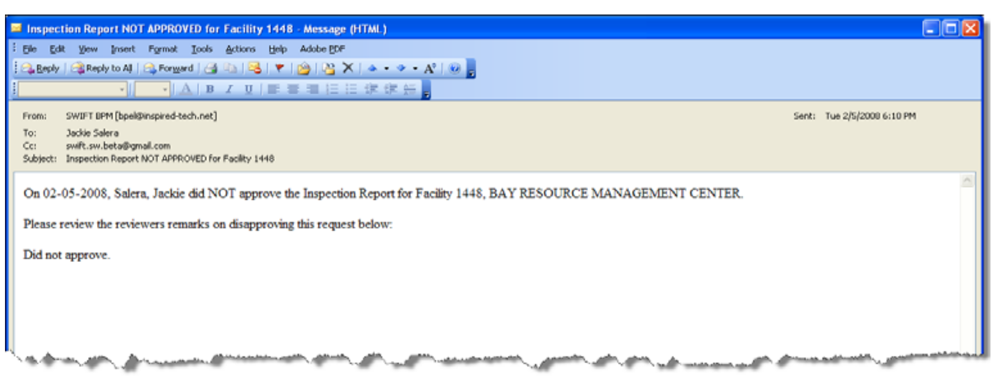
To approve a request, simply select “APPROVED” from the “Task Action:” drop down list.

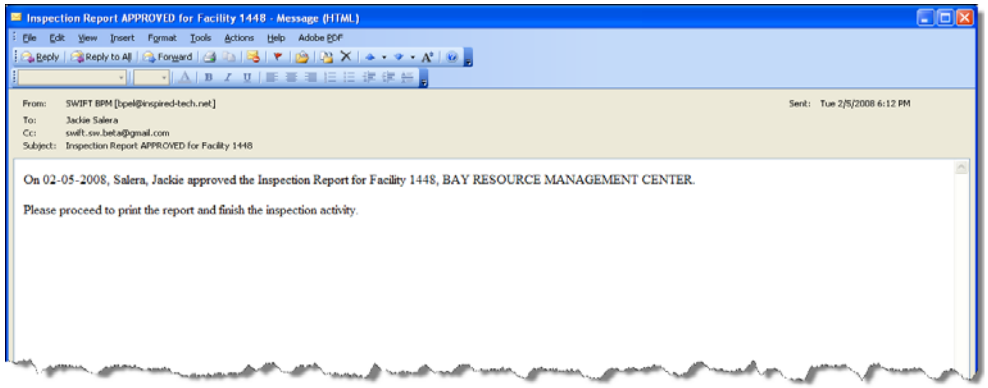
[Note: The user may enter comments at any time on an open request and click “Update” (or “Save”) to save the comments.]

To reject a request, **(1)** **(very important)** click on the “Comments [+]” button to add comment text explaining why a user is disapproving the request, **(2)** select “NOT APPROVED” from the “Task Action:” drop down list, and **(3)** click on the “Go” button. The user will be returned to the “My Tasks” tab and a message will display in the upper left indicating “Your request was processed successfully.” The completed task will be removed from the user’s task list (See sample below).



The Business Process Manager then submits an email back to the requestor with notification of the APPROVED or NOT APPROVED status (see samples below) with comments, then updates the activity status to allow the user to finish the inspection.



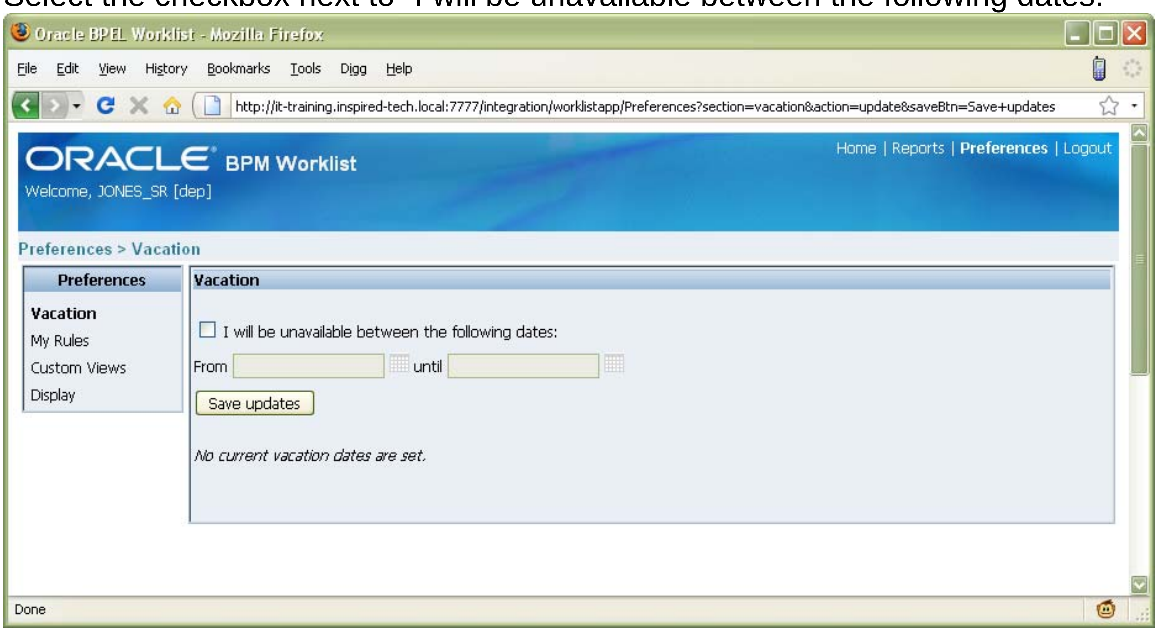


7.2 Vacation Rules and Re-Assigning Requests

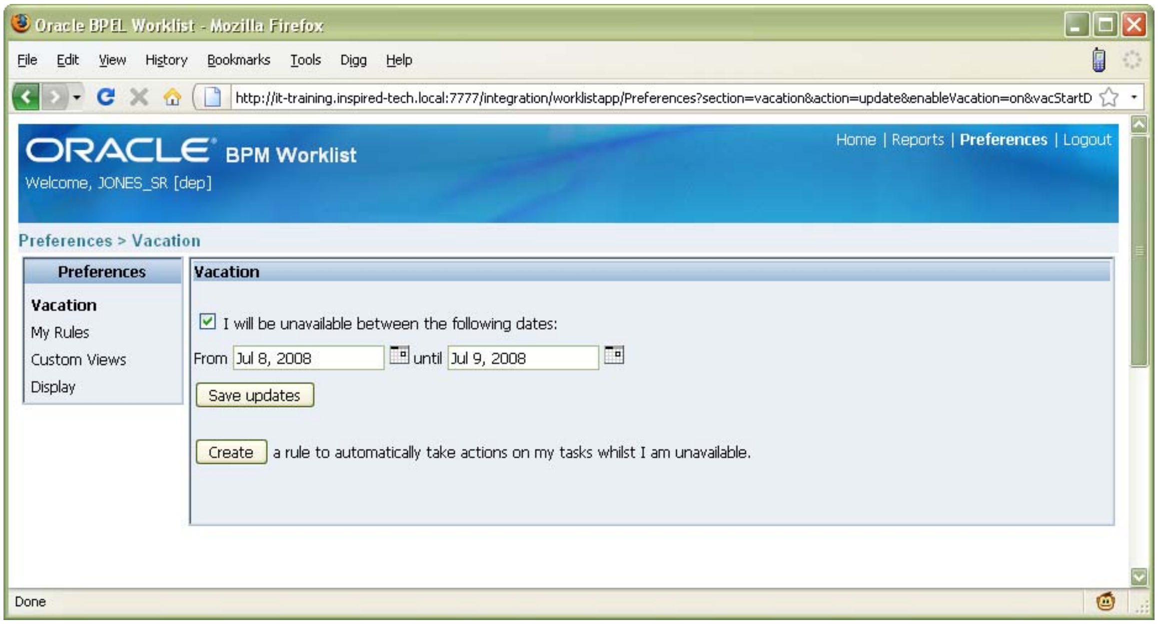
When an approver is going to be unavailable for a length of time, they may choose to create a vacation rule which will allow all requests assigned to them be automatically re-routed to another approver of their choice. In addition, individual tasks can be re-assigned to other approvers.

To set up a vacation rule:

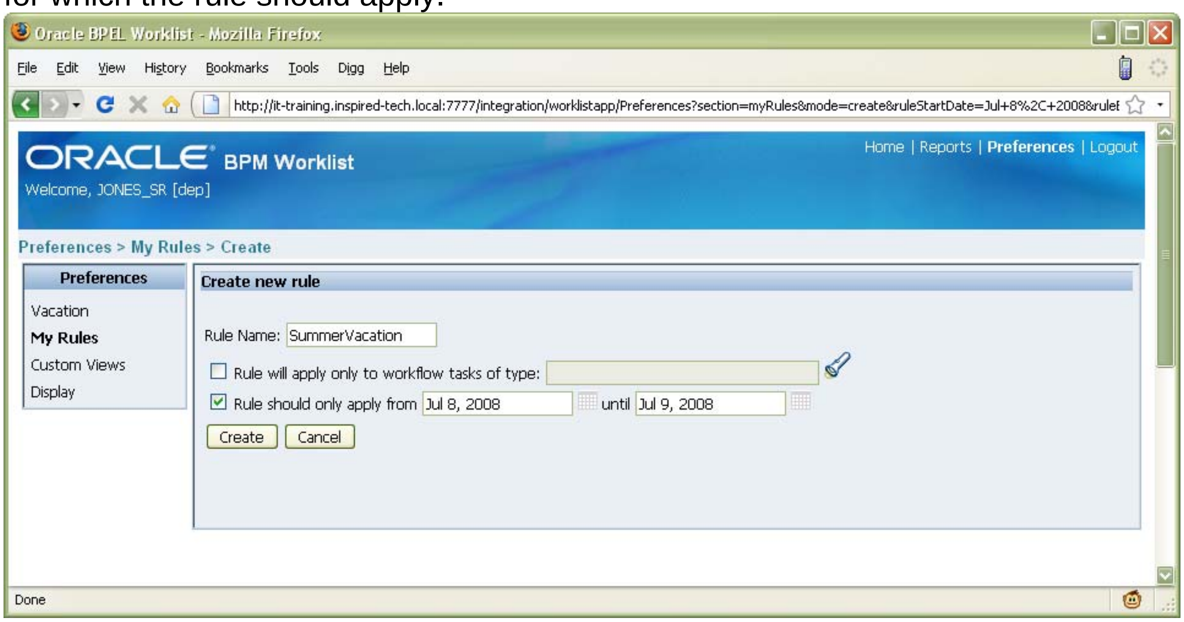
Login to BPM Worklist and Click ‘Preferences’ link in the upper-right corner. Select the checkbox next to “I will be unavailable between the following dates:”



Select the ‘From’ and ‘Until’ dates from the pop-up calendars and Click ‘Save Updates.’



Click the ‘Create’ button to create a rule for this vacation period. Enter a name for the new rule in the ‘Rule Name’ field. Select the workflow task type (Inspection Activity, Enforcement Referral or Document Approval). Use the flashlight  icon to browse the list of task types. Leave unselected to apply to all tasks. (This is the recommended setting). Once complete, confirm the dates for which the rule should apply.

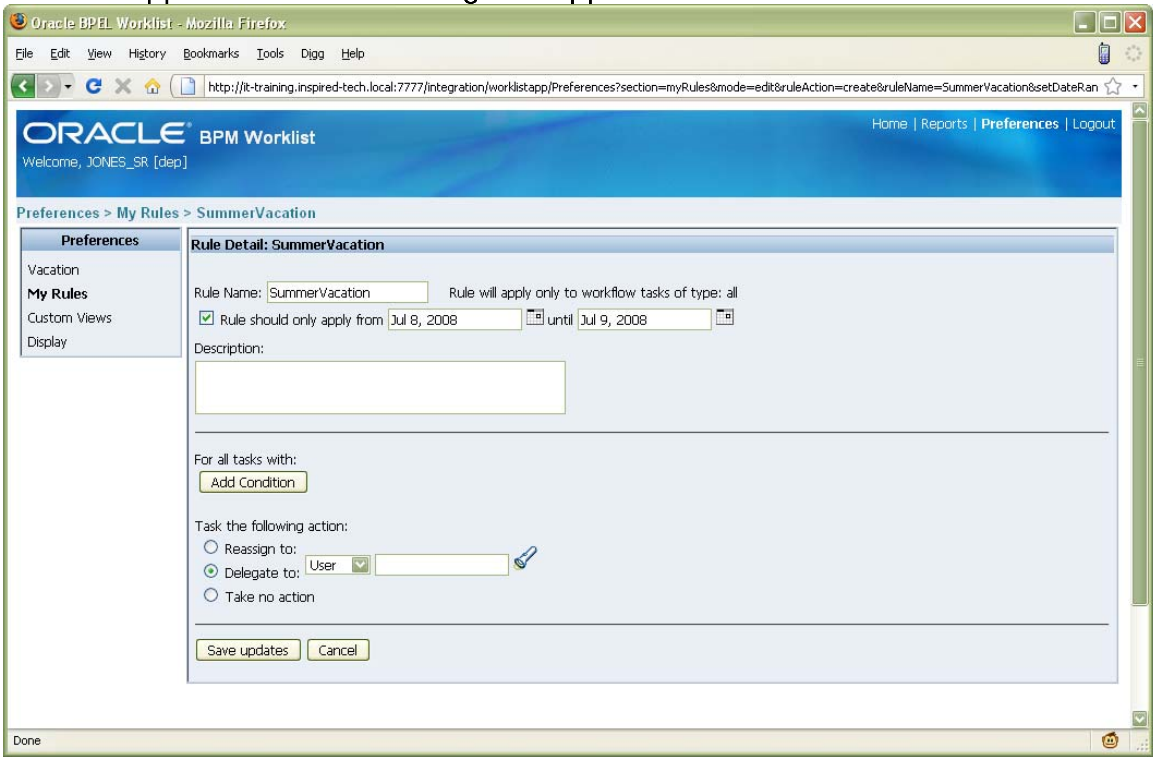


Click ‘Create’ button to proceed to rule conditions.

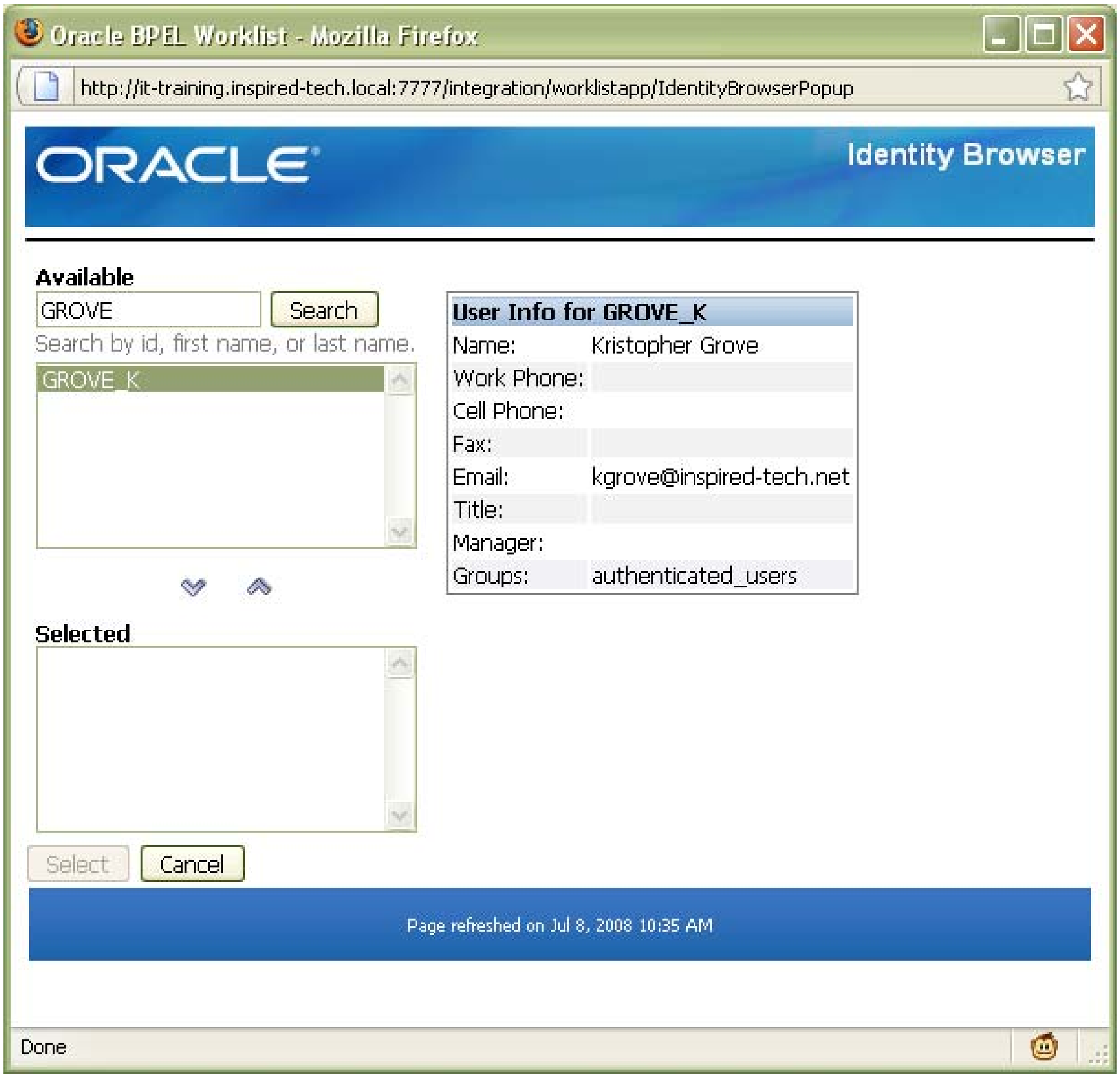
7.3 Select ‘Reassign’, ‘Delegate’ or ‘Take no action’.

As an approver, users can reassign tasks to subordinates or groups under the approver’s management. If the approver user has been granted the BPMWorkflowReassign role, then tasks can be reassigned to any user or group. Reassigning a task will remove it from the original approver’s worklist and places it in the worklist for the selected user.

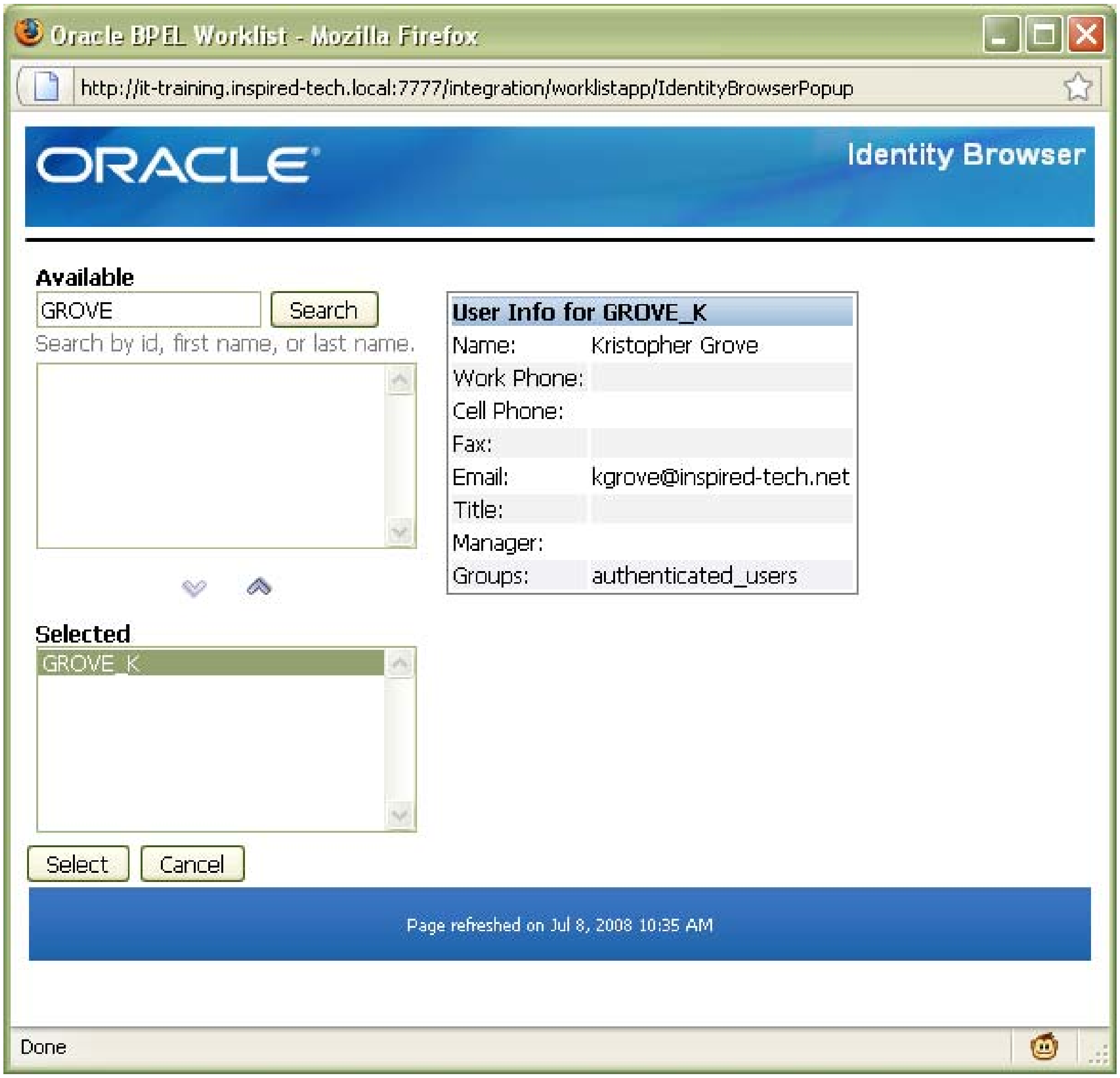
Delegate allows the user to act on the approvers behalf. The task is listed in both the approver’s and the delegated approver’s worklist.



Use the flashlight  icon to select from a list of Users or Groups. Type the user’s first name or last name or ID in the search field and click the ‘Search’ button. The user’s name should appear in the list of available users.

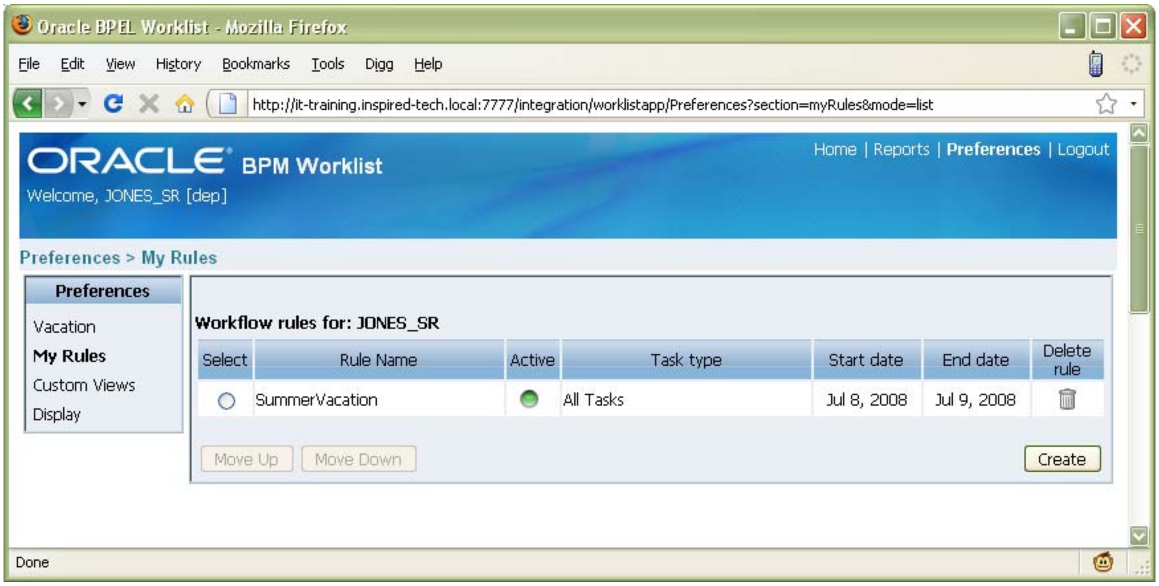

Oracle BPEL Worklist - Mozilla Firefox
http://it-training.inspired-tech.local:7777/integration/worklistapp/IdentityBrowserPopup
ORACLE
Identity Browser
Available
GROVE
Search
Search by id, first name, or last name.
GROVE_K
User Info for GROVE_K
Name: Kristopher Grove
Work Phone:
Cell Phone:
Fax:
Email: kgrove@inspired-tech.net
Title:
Manager:
Groups: authenticated_users
Selected
Select
Cancel
Page refreshed on Jul 8, 2008 10:35 AM
Done

Click the icon to move the user's name to the 'Selected' list:



Click the 'Select' button and then Click the 'Save Updates' button.

The new workflow rule now appears in the ‘My Rules’ list and shows that it is Active.



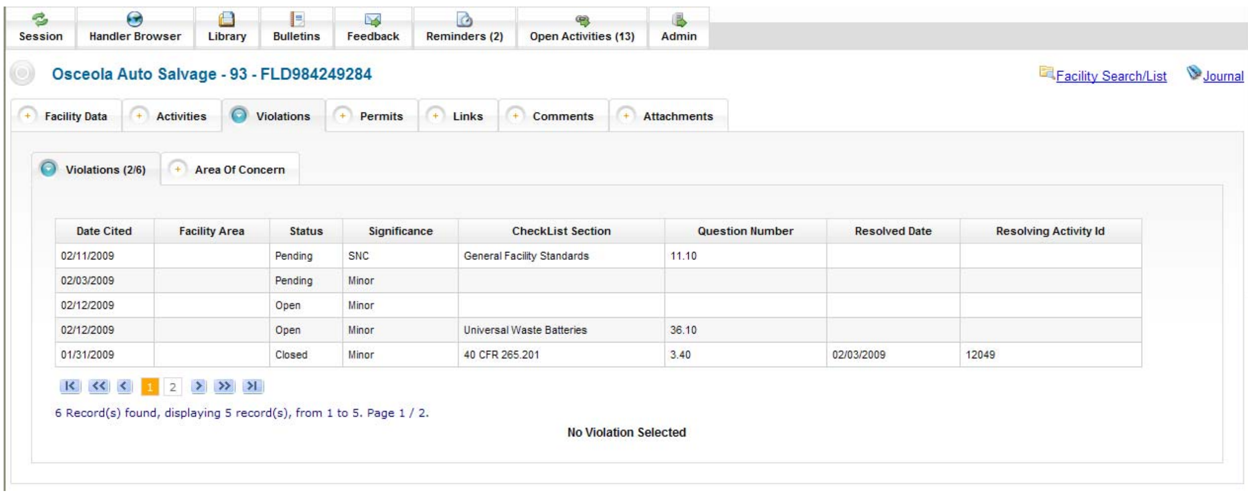
To edit a rule, click the rule name (hyperlink) in the ‘My Rules’ list.

Chapter 8 - Violations

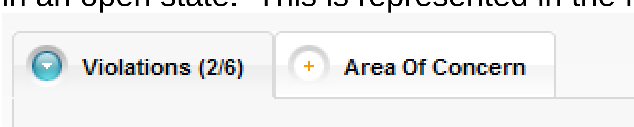
The following provides functional overview of how violations are handled in conjunction with inspection activities. All aspects of functionality are explained in this section.

8.1 Violations and Areas of Concern (AOC)

All *Violations and Areas of Concern* will be listed in this section of the SWIFT application as read only (non-legacy violations are listed separately in the Legacy tab).

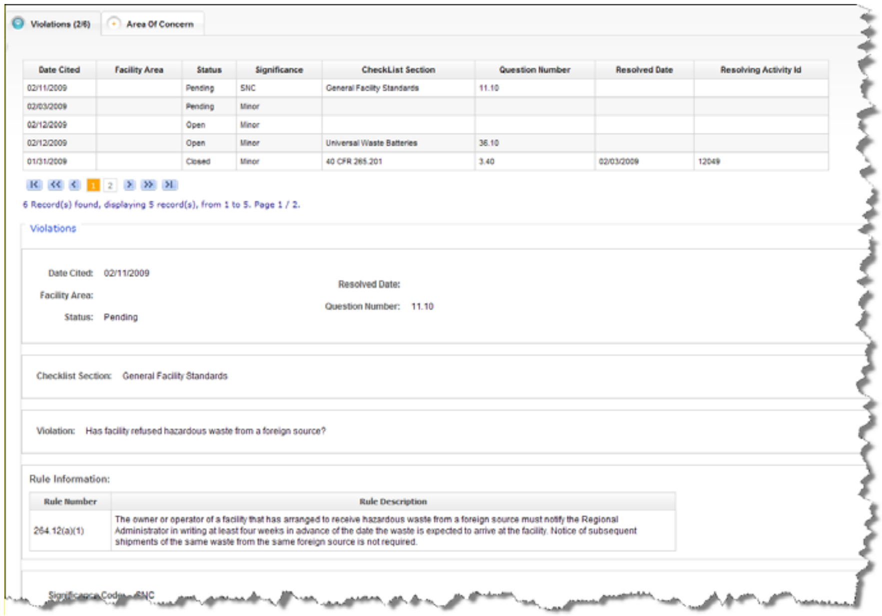


Note the Violations tab displays the number of 'Open' violations to total violations in the tab. In the example above, there are a total of seven (7) violations five (5) of which are in an open state. This is represented in the fraction of 5/7.



Clicking on a violation in the list will display the details of the citation information in the detail section below the listing. The violation, check list section and rule information is also displayed with the citation information.

Users may add attachments or comments or view previously added attachments and/or comments from this page. To view the Areas of Concern (AOC) or Legacy violations, click the corresponding tab.



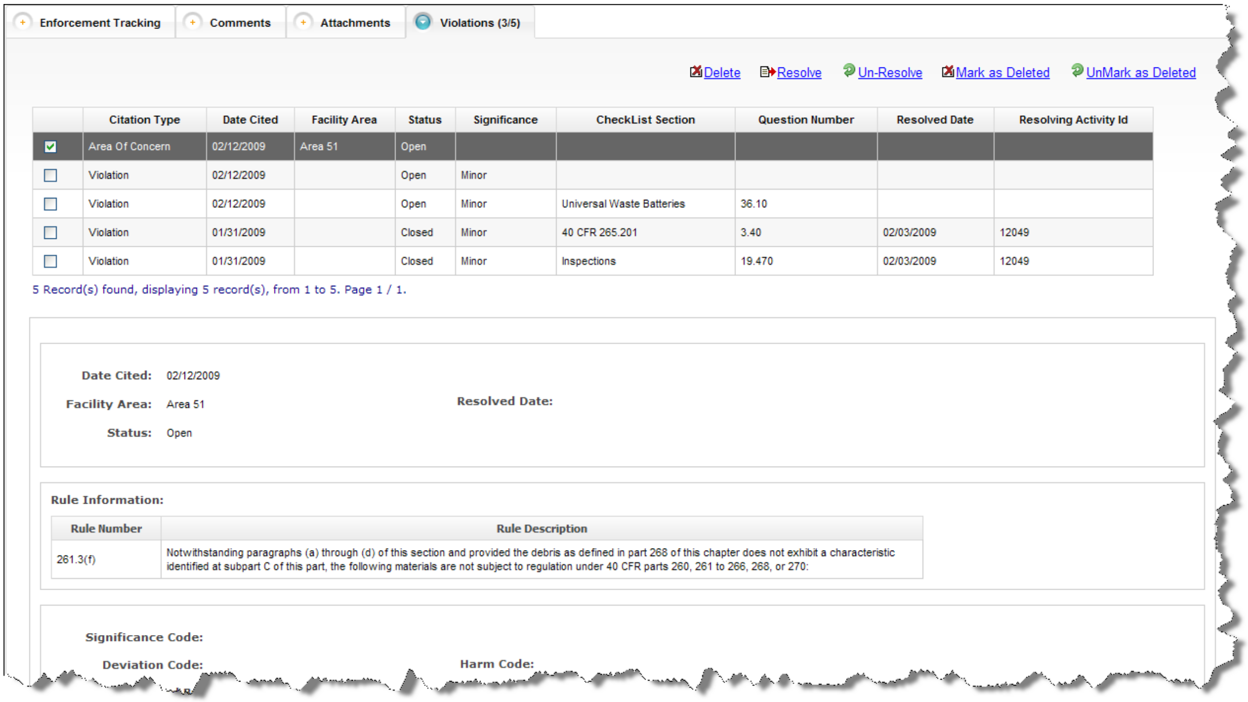
Violations can only be added from within a site inspection. See Chapter 5 Section 5.3.1.1 Site Inspection for full details on adding violations.

8.2 Resolving Violations

Violations may be resolved within the following activities: “Record Phone Call,” “Record Meeting,” “Record Electronic Communication,” “Enforcement Tracking Activity,” “NCL,” “Document Management” and a “Site Inspection” with an open status. The violations tab at the facility level is view only. Violations MUST be in an “Open” state before they can be resolved. Therefore, the inspection in which the violation has to have been submitted, approved, and then finished (closed) before the violation status will update to “Open.”

The example below demonstrates how to resolve a violation from an Enforcement tracking activity. To begin resolving the violation, click on the Violations tab from within the tracking activity.

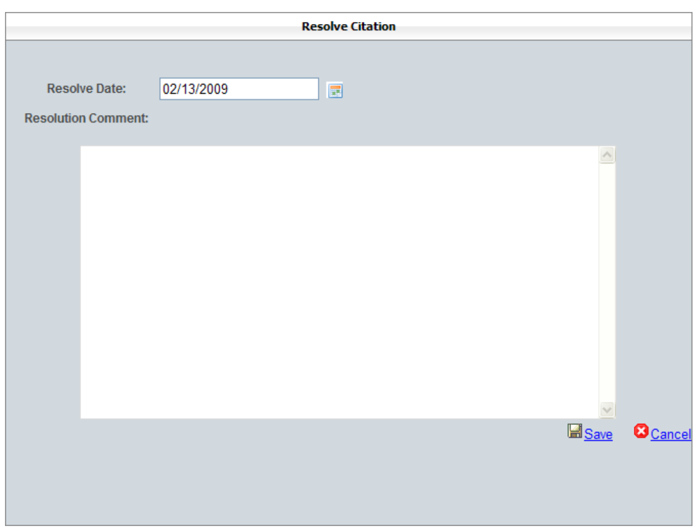
From the list of violations, select the record of the violation the user wants to resolve by clicking directly on the record within the listing. Again, the violation must be in an “Open” state and the activity must be in an “Open” state to be resolved. Any other state and the resolve options are disabled.



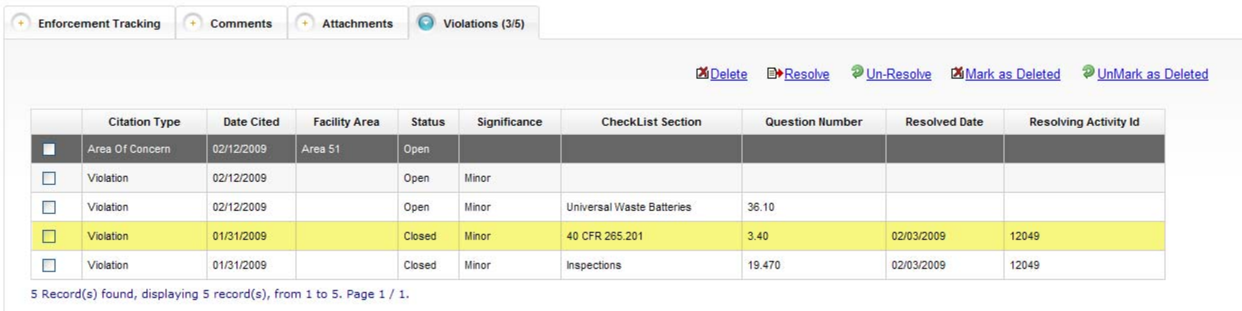
The details of the violation are displayed below the list of violations and five links are displayed. Only two links, "Resolve" and "Mark as Deleted" are enabled.

By clicking the icon in the "Marked as Deleted" column, the user may choose to delete a violation leaving a record of the cited event for reporting purposes. This will require a comment to be tracked as part of the event. When marking as deleted, it is mandatory to add comments. Once the violation is marked as deleted, the link becomes disabled and the Un-Mark as deleted becomes enabled. This allows the user to move the violation back to an open state if incorrectly marked.

To resolve a resolution, click the "Resolve" text link. A popup box will open allowing the user to add comments.



Comments are mandatory and violations cannot be resolved without adding them. Upon saving the “Resolution Comments,” the “Resolve” button becomes disabled, the “Un-resolve” button is enabled, the “Edit Resolutions” text link is enabled and the violation status is changed to “Closed.”



	Citation Type	Date Cited	Facility Area	Status	Significance	CheckList Section	Question Number	Resolved Date	Resolving Activity Id
	Area Of Concern	02/12/2009	Area 51	Open					
	Violation	02/12/2009		Open	Minor				
	Violation	02/12/2009		Open	Minor	Universal Waste Batteries	36.10		
	Violation	01/31/2009		Closed	Minor	40 CFR 265.201	3.40	02/03/2009	12049
	Violation	01/31/2009		Closed	Minor	Inspections	19.470	02/03/2009	12049

5 Record(s) found, displaying 5 record(s), from 1 to 5. Page 1 / 1.

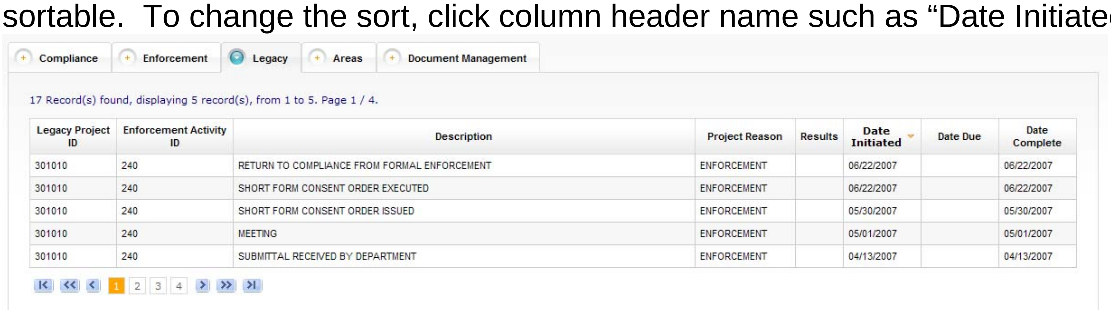
In cases where a resolution to a violation may need to be reversed, the user may click the “Un-Resolve” button (doing so will delete the previous “Resolved” event date and associated comments).

Un-resolving a violation will change the “Un-resolve” button to a disabled state and will enable the “Resolve” button and also update the violation status to “Open.” This can only be done within the Activity where the violation was originally resolved and must occur while the activity is in an “Open” status.

8.3 <u>Legacy Data</u>

At the time of SWIFT rollout to production, all closed projects and their associated activities and violations (if closed) will be imported into the SWIFT application in the Legacy section. Users will be able to view and sort all the historical data of a facility.

The legacy data will appear in the “Legacy” tab with the field column names being sortable. To change the sort, click column header name such as “Date Initiated.”

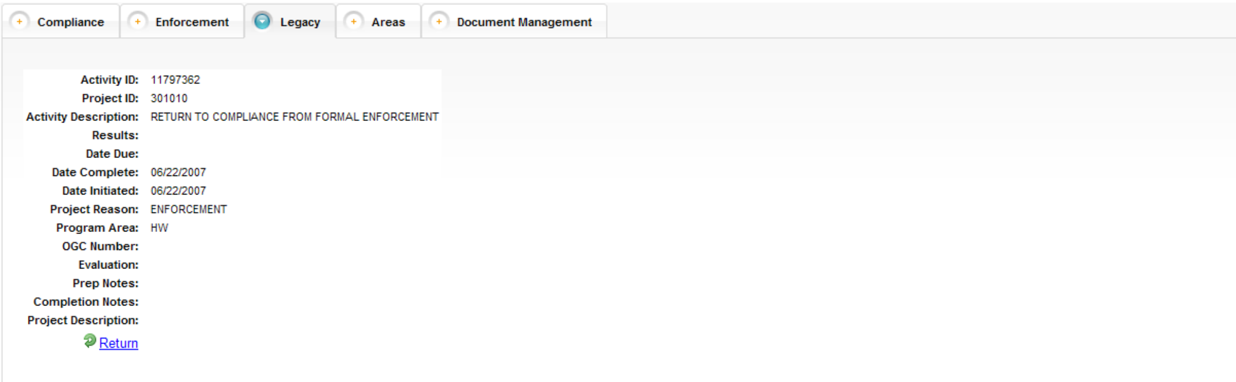


17 Record(s) found, displaying 5 record(s), from 1 to 5. Page 1 / 4.

Legacy Project ID	Enforcement Activity ID	Description	Project Reason	Results	Date Initiated	Date Due	Date Complete
301010	240	RETURN TO COMPLIANCE FROM FORMAL ENFORCEMENT	ENFORCEMENT		06/22/2007		06/22/2007
301010	240	SHORT FORM CONSENT ORDER EXECUTED	ENFORCEMENT		06/22/2007		06/22/2007
301010	240	SHORT FORM CONSENT ORDER ISSUED	ENFORCEMENT		05/30/2007		05/30/2007
301010	240	MEETING	ENFORCEMENT		05/01/2007		05/01/2007
301010	240	SUBMITTAL RECEIVED BY DEPARTMENT	ENFORCEMENT		04/13/2007		04/13/2007

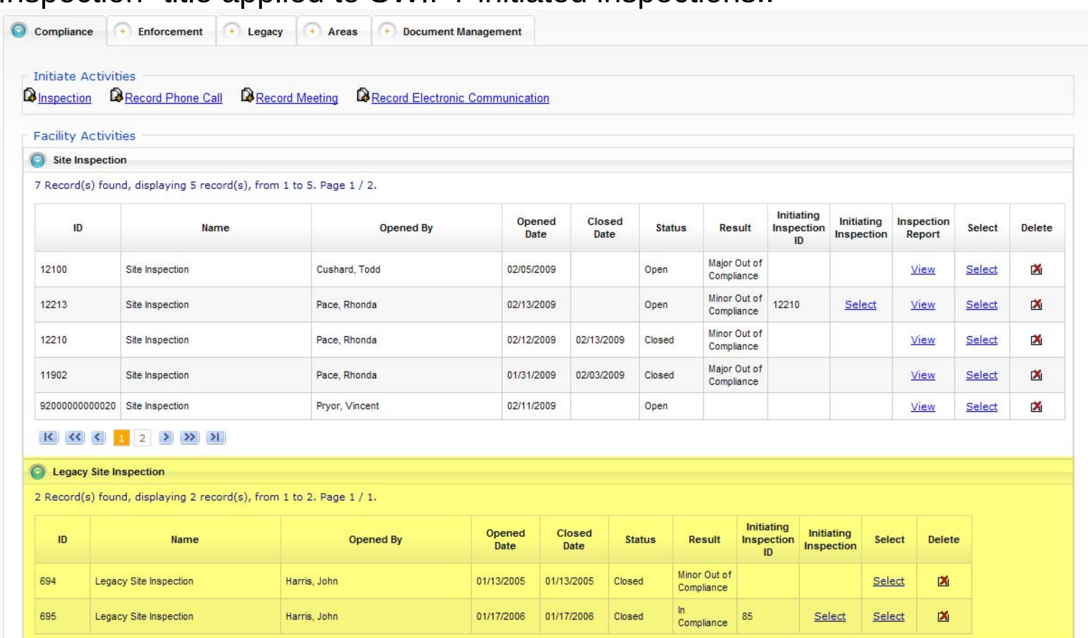
1 2 3 4

To view the details of the legacy activity from within the Legacy Tab, click the activity. The legacy detail is displayed (see graphic below). The Legacy Project ID (first column in the graphic above) is the Comet project number. The Enforcement Activity ID is the SWIFT initiated number associated with the Enforcement Tracking activity. When clicking on any of the entries above, the details of the activity are displayed.

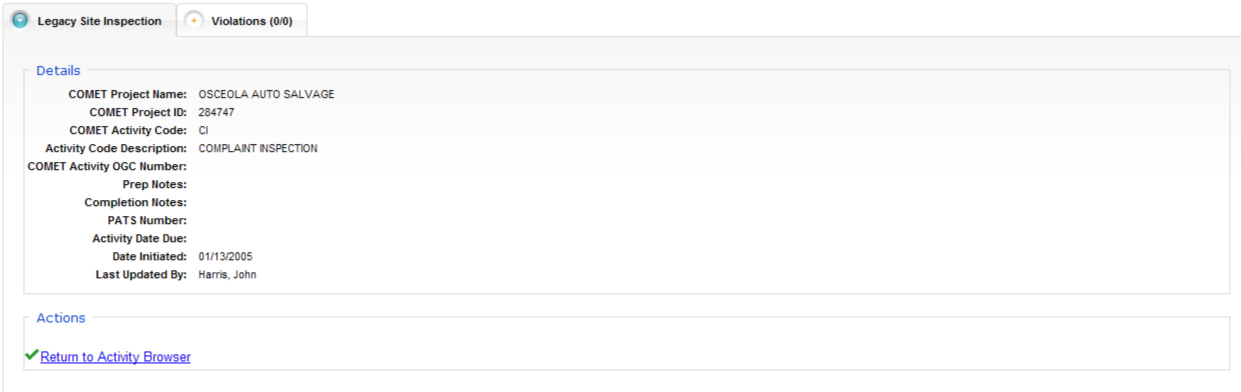


Click the “Return” link to go back to the list of legacy data.

Legacy site inspections are displayed in the Legacy section of the Compliance Tab. They are labeled with the distinction of “Legacy” in their title as opposed to the “Site Inspection” title applied to SWIFT initiated inspections..



Clicking the “Select” link within a legacy site inspection displays the detail information of the activity. Click “Return to Activity Browser” to return to the list of compliance activities.


Legacy Site Inspection | Violations (0/0)

Details

COMET Project Name:	OSCEOLA AUTO SALVAGE
COMET Project ID:	284747
COMET Activity Code:	CI
Activity Code Description:	COMPLAINT INSPECTION
COMET Activity OGC Number:	
Prep Notes:	
Completion Notes:	
PATS Number:	
Activity Date Due:	
Date Initiated:	01/13/2005
Last Updated By:	Harris, John

Actions

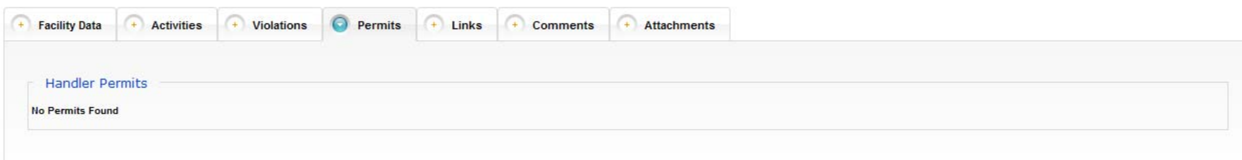
Return to Activity Browser

Chapter 9 - Permitting

The following provides functional overview how to review basic permit information for a given facility. This feature will be expanded in future releases of SWIFT.

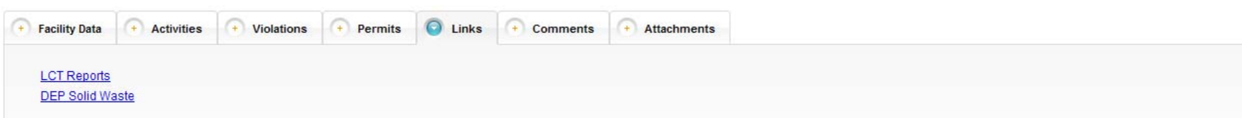
9.1 Permitting

At the facility level, the *Permitting* tab has been enabled and provides view only access to permit data in WACS.



9.2 Links

Adjacent to Permitting features, there is a *Links* tab or centralized location with any useful information outside the realm of SWIFT. Currently, LCT Reports and the DEP Solid Waste links are provided. Going forward, additional links will be added based on feedback from the user community and information provided by the Program Area.

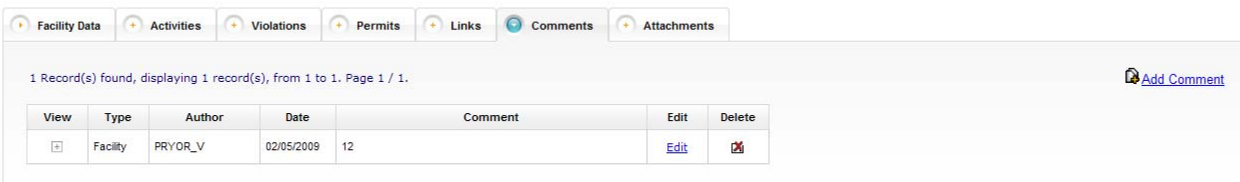


Chapter 10 - Comments

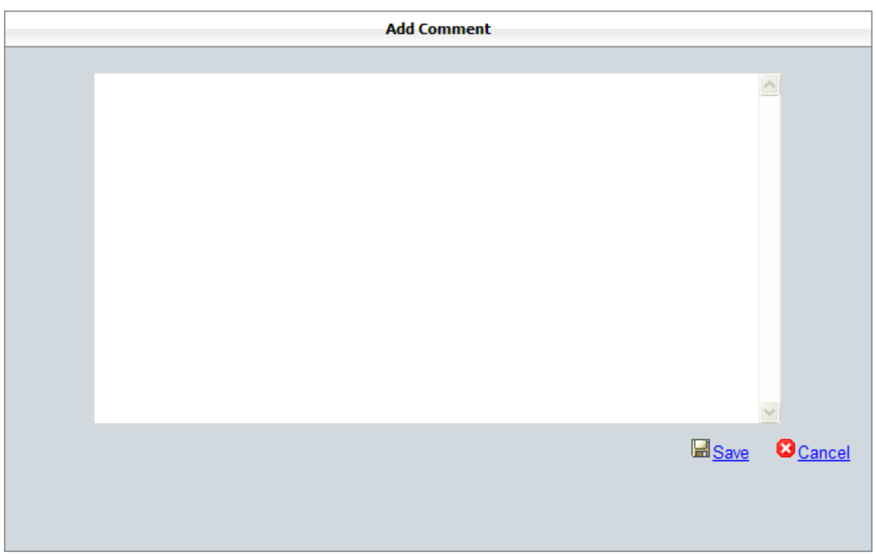
The following provides functional overview of how comments are handled in SWIFT. Most areas of SWIFT allow for the ability to provide additional comments as additional documentation for a given feature being executed. All aspects of functionality are explained in this section.

10.1 Add a Comment

Comments can be added throughout SWIFT and are stored at the level they are added. From the Comments tab(s), the user will be able to view a list of comments previously entered as well as add additional comments and edit or delete existing comments. To view a Comment, click on the ⊞ icon located in the "View" column.

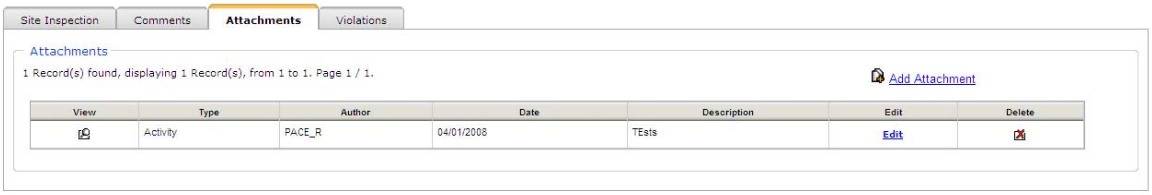


To add a Comment, click the "Add Comment" link. The "Add Comment" dialog box is displayed. Type in the comment and click "Save" to add or click "Cancel" to close the dialog box without saving the comment.



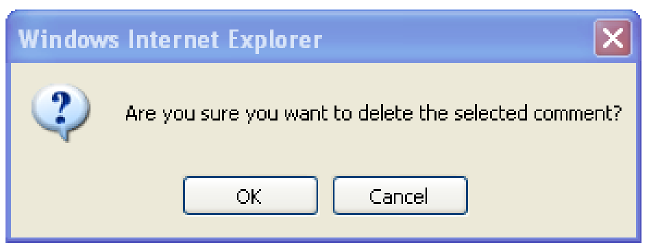
10.2 Edit/Delete/View a Comment

To view a Comment, click on the icon located in the "View" column.



The user may also choose to Edit the description or Delete the attachment completely from this section. Editing the Comment opens the Comment window,

When deleting, the user will be prompted with a verification dialog box. Click okay to Delete or Cancel to retain the Comment.

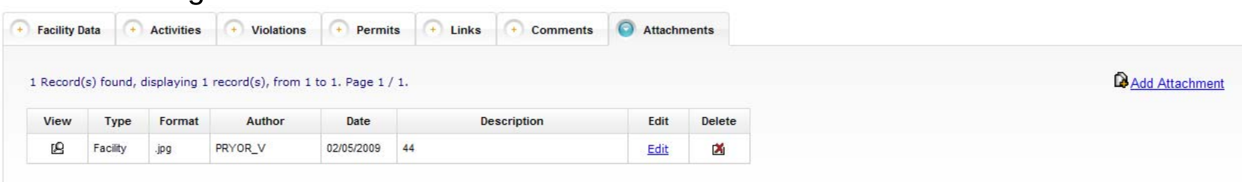


Chapter 11 - Attachments

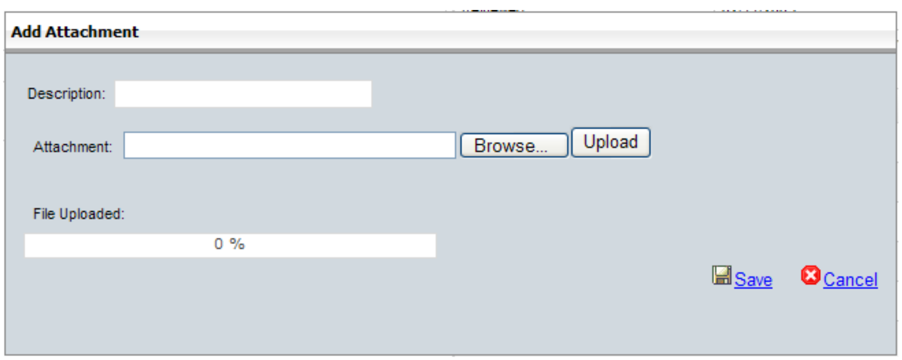
The following provides functional overview of how document attachments are handled in SWIFT. There are numerous areas of SWIFT that allow for the ability to document attachments as additional documentation for a given feature being executed. All aspects of functionality are explained in this section.

11.1 Add an Attachment

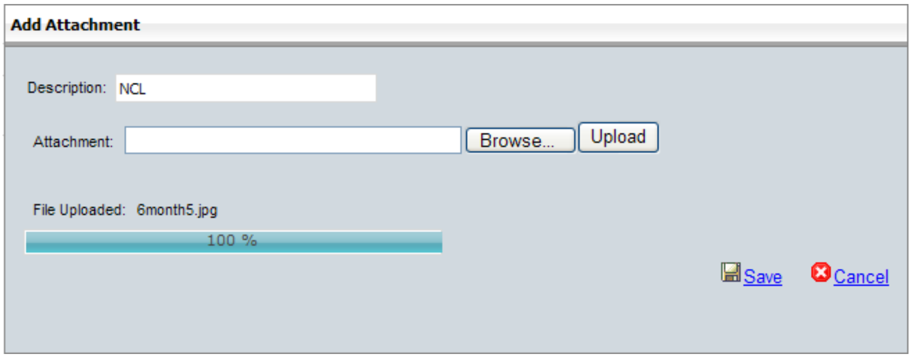
Attachments, like comments, can be added throughout SWIFT and are stored at the level they are added. From the Attachments tab(s), the user will be able to view a list of Attachments previously uploaded as well as add additional Attachments and edit or delete existing Attachments.



To add an Attachment, click on the "Add Attachment" link. The Add Attachment dialog box is displayed.



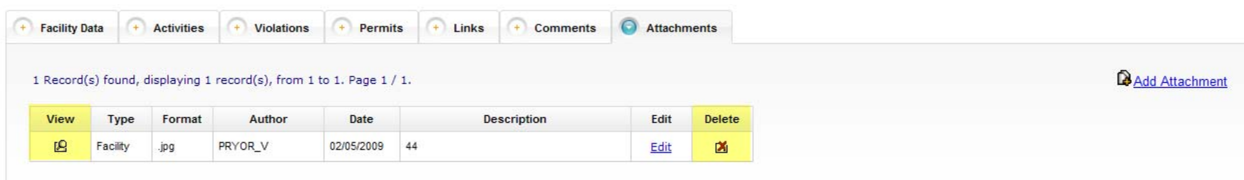
Enter the description (maximum of 100 characters) and browse to the file to be uploaded. Click Upload. Once uploaded, the File Uploaded progress bar will indicate 100% and the "Save" button will be enabled. The user may still edit the Description as this point.



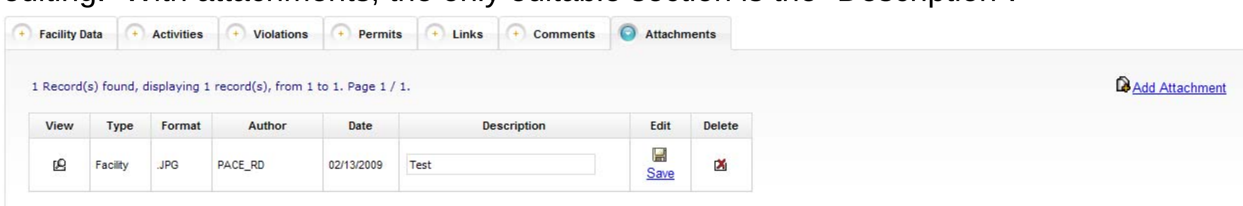
Clicking the “Save” button will complete the process of attaching a file or image within the Attachment section.

11.2 Edit/Delete/View an Attachment

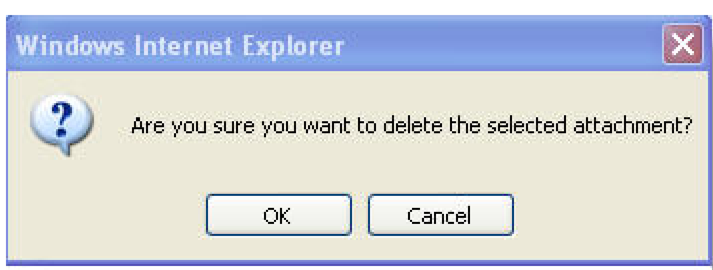
To view an Attachment, click on the icon located in the “View” column. The attachment is opened in a new window for viewing.



The user may also choose to Edit the description or Delete the attachment completely from this section. If the “Edit” link is clicked the attachment is opened for editing. With attachments, the only editable section is the “Description”.



When deleting, the user will be prompted with a verification dialog box. Click okay to Delete or Cancel to retain the Attachment.



11.3 Attachment File Size Limitations

All files documents that are added as attachments within the SWIFT system have file size limitations depending on the area in which the document is being added. Below is a table detailing the file size limitations for all document type attachments.

Document Type	File size in Megabytes (M)
Library document	20M
Bulletin attachment	5M
Document Management and NCL documents	20M
All other Attachments	1M

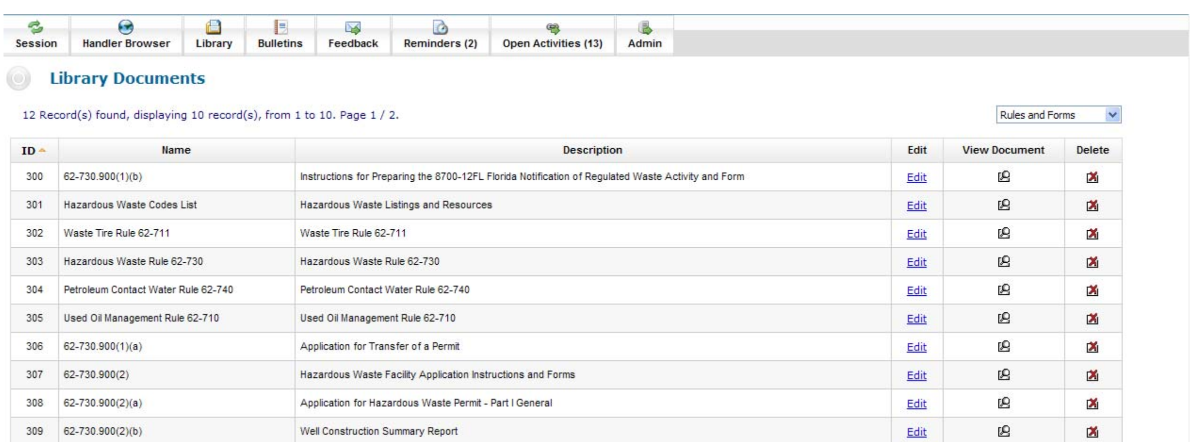
Chapter 12 - Library Documents

The following provides functional overview of how library documents are handled in SWIFT. This is a repository of program area maintained information that provides a reference library of information that is easily obtainable at all times based on theme of information. All aspects of functionality are explained in this section.

12.1 Viewing Library Documents

The *Library Documents* section presents the user with the ability to access a library of documents in Connected (on network) and Disconnected (off network) states. The library documents are presented in categories (or groupings) that are defined by the program area. The ability to add, update and/or delete library documents and their respective categories will be an administrative feature with access defined by a user's profile.

Clicking on any of the categories will display the documents available for review. To view a document, click on the icon in the "View Document" column of the data listing.

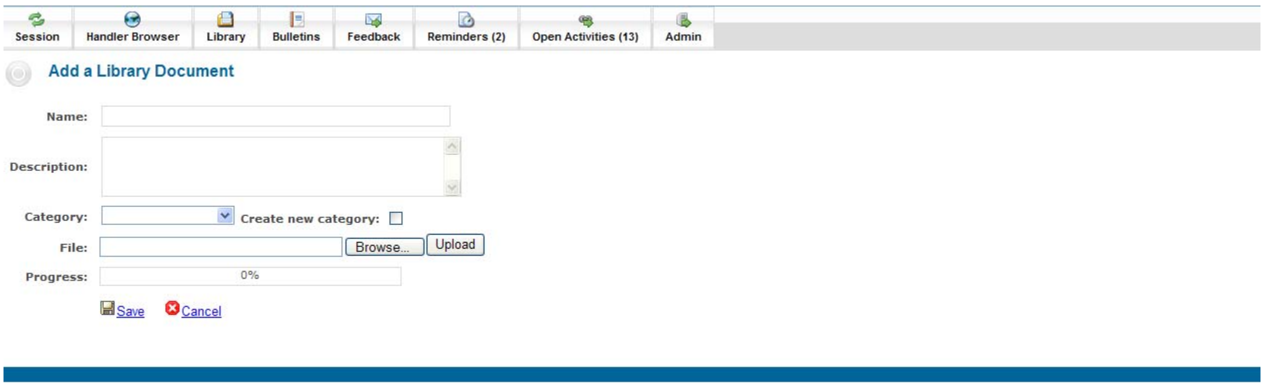


ID	Name	Description	Edit	View Document	Delete
300	62-730.900(1)(b)	Instructions for Preparing the 8700-12FL Florida Notification of Regulated Waste Activity and Form	Edit		
301	Hazardous Waste Codes List	Hazardous Waste Listings and Resources	Edit		
302	Waste Tire Rule 62-711	Waste Tire Rule 62-711	Edit		
303	Hazardous Waste Rule 62-730	Hazardous Waste Rule 62-730	Edit		
304	Petroleum Contact Water Rule 62-740	Petroleum Contact Water Rule 62-740	Edit		
305	Used Oil Management Rule 62-710	Used Oil Management Rule 62-710	Edit		
306	62-730.900(1)(a)	Application for Transfer of a Permit	Edit		
307	62-730.900(2)	Hazardous Waste Facility Application Instructions and Forms	Edit		
308	62-730.900(2)(a)	Application for Hazardous Waste Permit - Part I General	Edit		
309	62-730.900(2)(b)	Well Construction Summary Report	Edit		

Note: These are documents are not specific to a facility. Facility specific documents are found in the "Facility Browser."

12.2 Adding Library Documents

Users with administrative access are able to add documents to the Library Documents section. To add a document, click the "Add Document" link located directly beneath the document menu. The below form will be displayed.



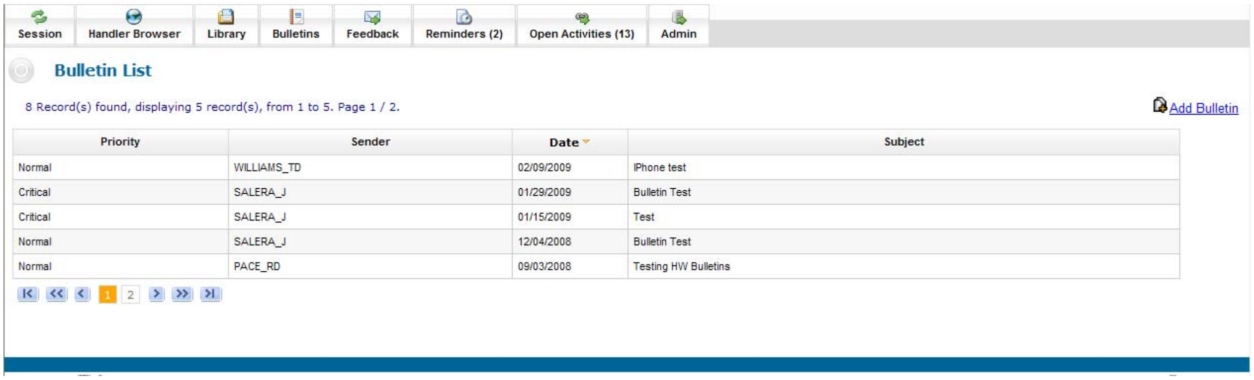
Type in the Name, Description (optional), and select the Category of the document. If creating a new Category, the user should click the "Create new Category" check box. Browse for the document located on the user's desktop or server and click "Upload." The "File Uploaded" progress bar will display the percentage uploaded. Once the upload is complete, the user will receive a confirmation notice indicating that the document has been added to the Library.

Chapter 13 - Bulletins

The following provides functional overview of how bulletins are handled in SWIFT. This is an internal SWIFT feature that allows all users of the system and program area management to provide controlled information to flow to the system users. This is not a replacement for e-mail or other online information resources. It is meant to provide secure and recorded transfer of key information to the SWIFT users. All aspects of functionality are explained in this section.

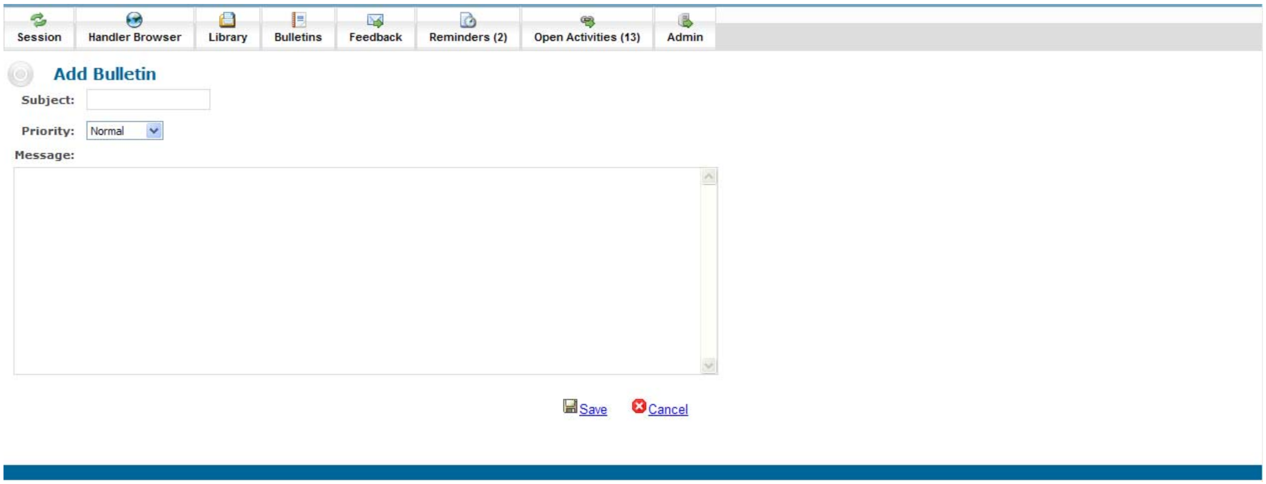
13.1 Bulletins

Bulletins are used by management to send out important information to all users. When a user synchronizes and receives a bulletin, the bulletin will appear automatically when SWIFT restarts. The user is required to acknowledge receipt of the bulletin before proceeding into the SWIFT application.



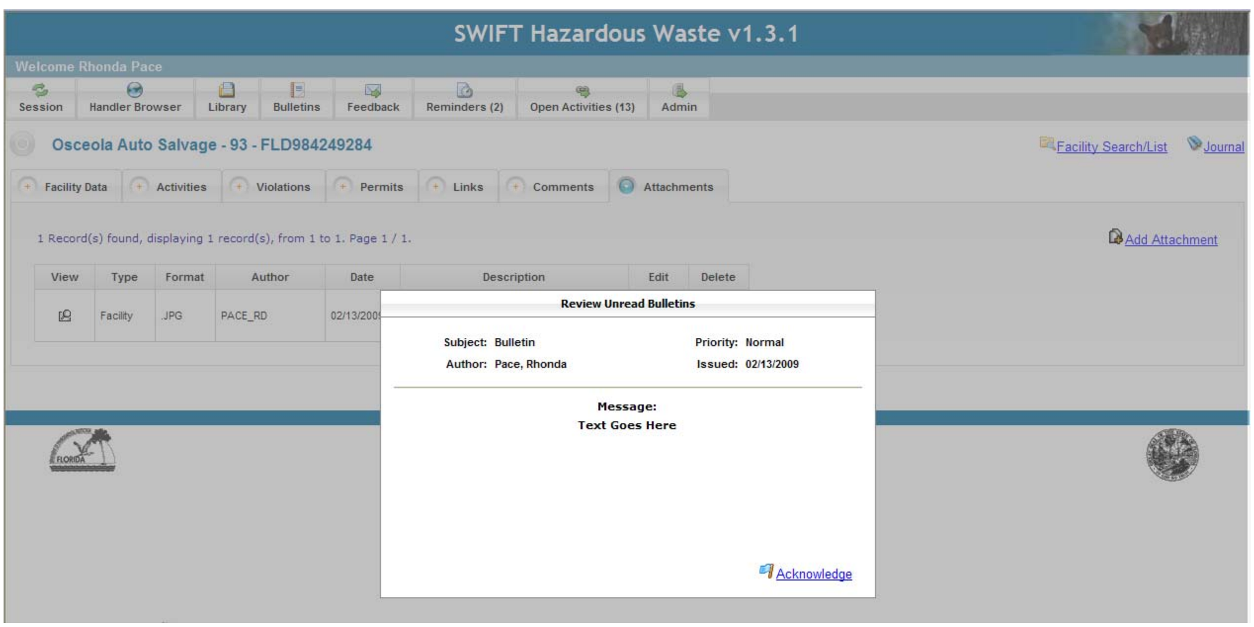
13.2 Adding a Bulletin

To add a Bulletin, click the “Add Bulletin” link located in the top right corner of the Bulletins/Alerts section. The “Add Bulletin” screen below will display. Enter a Subject, choose a Priority Level and type message. Click “Save” to complete the Bulletin. The next time a user logs into the system, the bulletin will display.



13.3 Acknowledging a Bulletin

After a bulletin has been added, the next time a user logs in the bulletin will display with the remainder of the application being disabled. To proceed into the application, click the "Acknowledge" text link. Once clicked, the user may continue to operate the application as previously instructed.

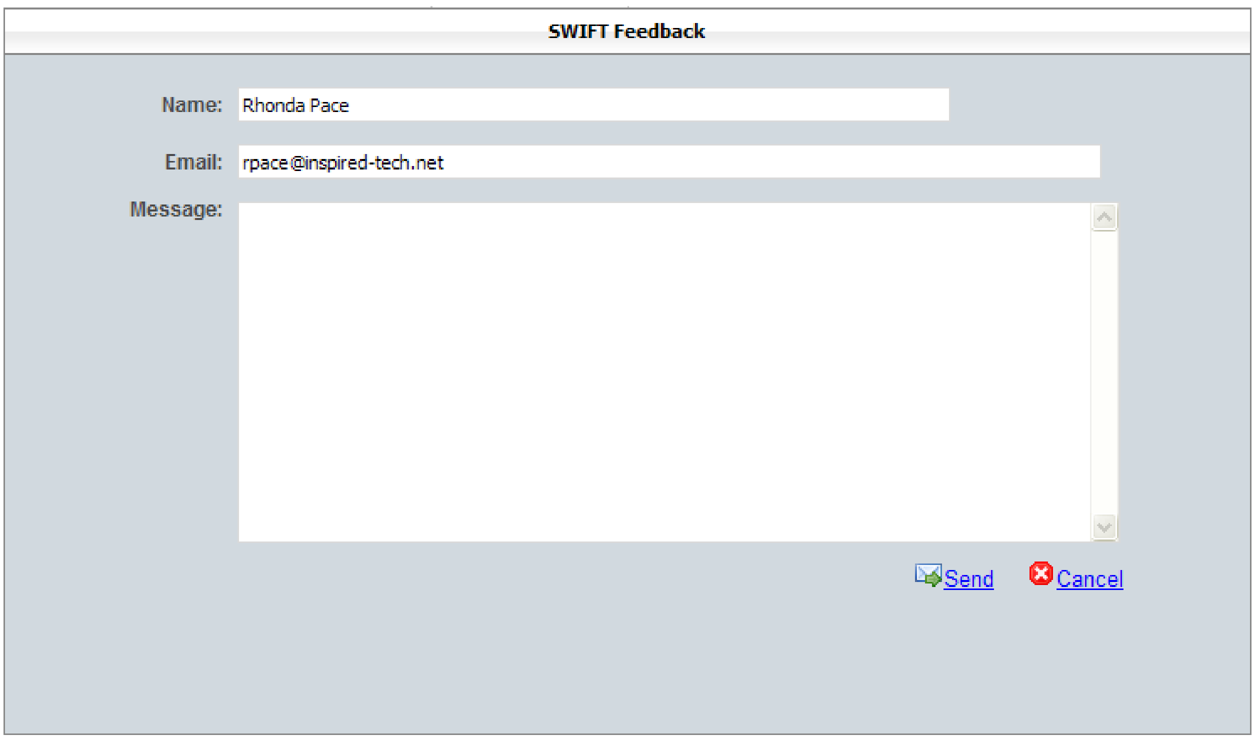


Chapter 14 - Feedback

For added convenience, support questions and feedback can be provided directly from the SWIFT application.   Submitting support emails through the "Feedback" functionality ensures the entire support team receives the issue or comment. All support issues are logged and address within four (4) hours of receipt.

14.1 Feedback

To provide feedback or notify the support desk when experiencing difficulties, click the "Feedback" button located on the main menu tool bar. Doing so will open the SWIFT Feedback form. The logged in user's name and email address are populated by default and the user may changes these if desired. Changes will be remembered throughout the active session but will revert to the email address within the user profile upon termination of the session.

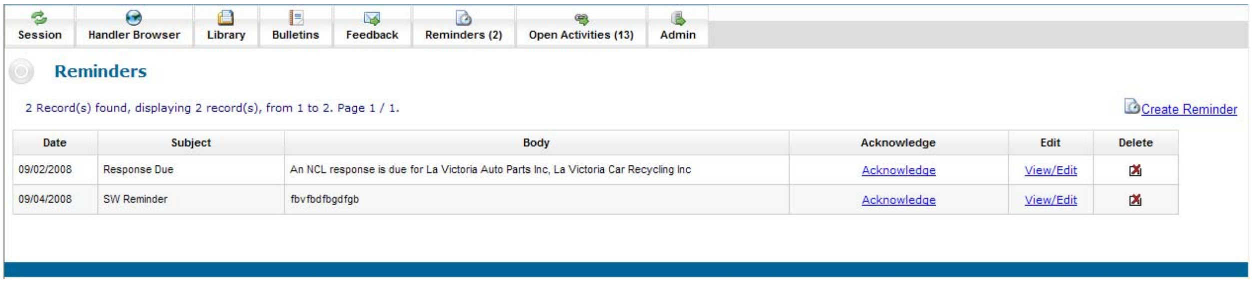


Chapter 15 - Reminders

The following provides functional overview of how reminders are handled in SWIFT. This meant to provide a given user of the system the ability to set private reminders for any task that he\she would like the system to track for them. These reminders are not based on a specific business rule and are set at the sole discretion of the user of the system. All aspects of functionality are explained in this section.

15.1 Reminders

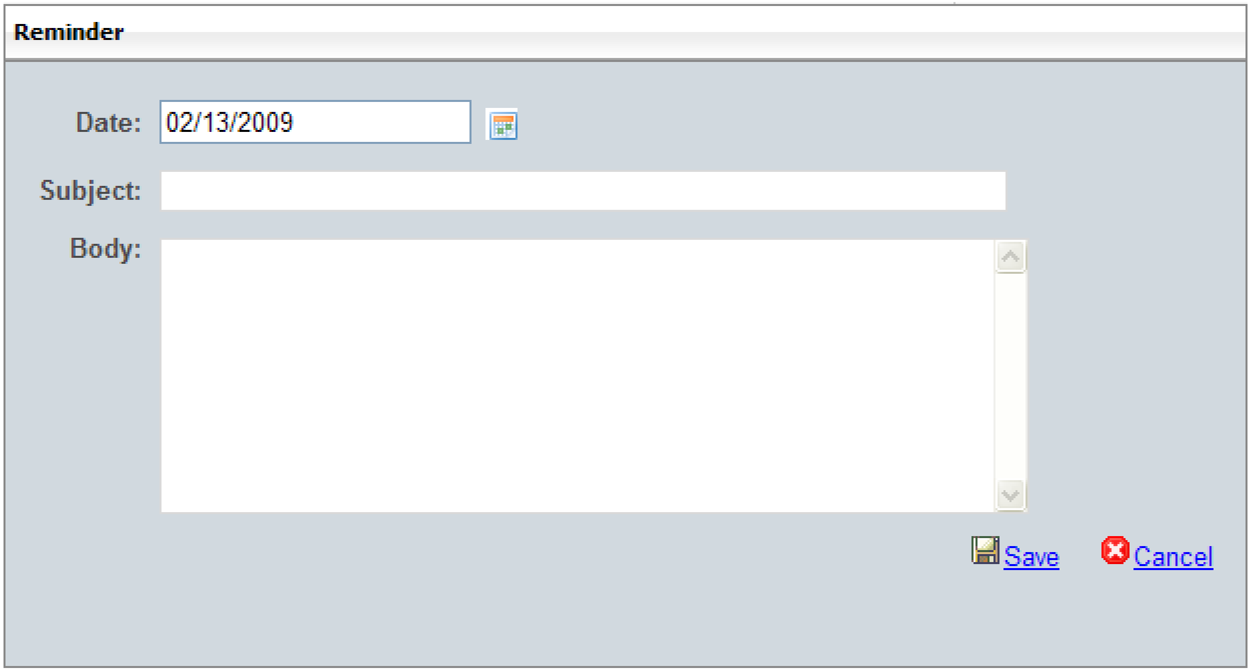
Outside the facility context, the Reminders functionality has been added. Reminders are specific to the user and can be used much like an appointment book. The current implementation only allows for day level reminders, although the need for time specific reminders has already been identified by internal testing, and will be implemented in a future release.



Date	Subject	Body	Acknowledge	Edit	Delete
09/02/2008	Response Due	An NCL response is due for La Victoria Auto Parts Inc, La Victoria Car Recycling Inc	Acknowledge	View/Edit	
09/04/2008	SW Reminder	fbvfbdfbgdfgb	Acknowledge	View/Edit	

15.2 Create Reminders

Click the Create Reminder button to add a new reminder. The date field is pre-populated to the current date but is editable by clicking the calendar icon next to the date field. The date field is the “date due.” Two additional fields are available: Subject and Body. Much like an email, the subject is a general description of the reminder and the body should be used to add more detailed information.



15.3 Acknowledge Reminders

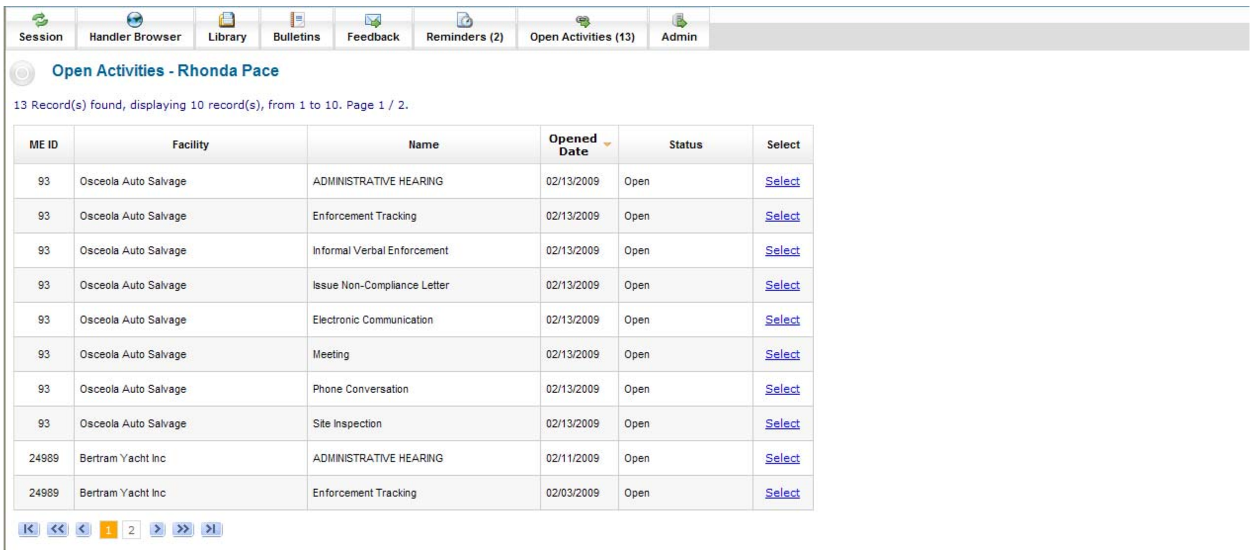
To acknowledge a reminder, click on the link "Acknowledge." Once this link is clicked, the reminder will be removed from the user's list, but the information will be retained in the database for reporting purposes. If a user chooses to delete a reminder, all traces of the reminder will be removed.

Chapter 16 - Open Activities

For ease of use, all open activities for every facility are viewable from a single location. This allows inspectors a quick link to activities currently being worked.

16.1 Open Activities

To access a listing of all open activities for every facility for a logged in user, click on the “Open Activities” menu button located on the main menu tool bar.



ME ID	Facility	Name	Opened Date	Status	Select
93	Osceola Auto Salvage	ADMINISTRATIVE HEARING	02/13/2009	Open	Select
93	Osceola Auto Salvage	Enforcement Tracking	02/13/2009	Open	Select
93	Osceola Auto Salvage	Informal Verbal Enforcement	02/13/2009	Open	Select
93	Osceola Auto Salvage	Issue Non-Compliance Letter	02/13/2009	Open	Select
93	Osceola Auto Salvage	Electronic Communication	02/13/2009	Open	Select
93	Osceola Auto Salvage	Meeting	02/13/2009	Open	Select
93	Osceola Auto Salvage	Phone Conversation	02/13/2009	Open	Select
93	Osceola Auto Salvage	Site Inspection	02/13/2009	Open	Select
24989	Bertram Yacht Inc	ADMINISTRATIVE HEARING	02/11/2009	Open	Select
24989	Bertram Yacht Inc	Enforcement Tracking	02/03/2009	Open	Select

A paginated listing of all open activities will display along with the Facility Name, WACS ID and a hyperlink to directly take the user to the activity in question. The same list of open activities will appear regardless of what facility currently selected.

Clicking the “Select” link next to any activity will direct the user to the Facility/Activity requested.

Chapter 17 - Support

SWIFT will continue to be updated and improved over the coming weeks and months as we complete our deployment throughout the state. Not only do we want to make the transition to SWIFT an easy one, but we would also like to continue to receive feedback on how to improve SWIFT to better allow the users to do their job as inspectors. Please contact us with comments and suggestions as well as problems encountered in the field.

17.1 Contact Information

Phone Support:	850-245-7616 or 850-245-7615
Alternative Number:	850-386-8324 (ask for SWIFT Support)
Support Email:	SWIFT_Support@dep.state.fl.us