

Introduction to SWIFT Training Video Transcript

SWIFT is the solid waste informational field tracking system used within the Division of Waste Management's Tanks, Solid Waste and Hazardous Waste programs. 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 relating to compliance and enforcement. Each inspector will receive a toughbook, digital camera and printer/scanner needed to conduct an inspection.

We will focus on the solid waste program functionality within SWIFT.

To access SWIFT an icon may appear on your desktop. If there is not a desktop icon go to the DWM DEPNET. Click IT, then click on My DEP Portal, then click Solid Waste. Notice in the upper left corner that I was automatically logged in. At the top of the screen are several options.

Home – takes you to the SWIFT home where you can enter HW or SW.

Session – refers to the facilities you have checked out and may inspect in the disconnected.

Facility Browser – opens detailed information for the facility you are currently working on.

Library – provides information on workflow, user guides and copies of each of the checklists.

Bulletins – are sent to all SWIFT users when a new update is made.

Feedback – allows you to email SWIFT Support with potential questions or errors.

Reminders – are individualized based on work load and open activities of an inspector

Open Activities – lists all open and are currently in progress activities for the individual inspector.

Facility Search List - searches for a solid waste facility. Enter the information you have then click search. Click on the desired facility. In the Facility Data tab, the name and id appear along with detailed information. Regulatory Detail information is pulled from the WACS database. For additional tabs click the tab navigation at the bottom.

Click on the activities tab to view compliance and enforcement history.

Click on the violations tab to view violations and areas of concern.

Click on the permitting tab to view permit data, which is pulled from PA.

The last three tabs links, comments and attachments aren't commonly used at this time.

To get an overview of all the tabbed data click on Journal. You can search the journal by specific criteria. The journal opens in PDF format and can helpful when conducting a file review.