

Subpart W Impoundment Photographic Reporting (SWIPR)

User Guide

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Setting up an Account and Logging In

1. Visit <https://cdx.epa.gov/> to begin registration for SWIPR. If you do not already have a CDX account, Click the “Register with CDX” button.
2. Check the box to accept the Terms and Conditions and click the green “Proceed” button.
3. Upon acceptance of the Terms and Conditions, you will be directed to the “Core CDX Registration” page. Here you will be prompted to select a program service name. In the “Active Program Services List”, search for “SWIPR”. Select “SWIPR: Subpart W Impoundment Photographic Reporting” from the prepopulated dropdown list.
4. You will be directed to the “Registration Information” section of the “Core CDX Registration” page. Some registration information will be pre-populated at the top of the page in the blue box. You will be required to fill in information in two sections:
 - a. Part 1: User Information - Please fill out all of the required fields. Required fields are denoted by an asterisk - e.g., name, security questions/answers.
 - b. Part 2: Organization Info – Enter in your company or organization name and select the green “Search” button to see if your organization is already listed in the SWIPR system.
 - i. If your organization is available, please select it from the table of search results by clicking on the blue hyperlink number next to the “Org ID”. You will then be prompted to enter some additional required fields (e.g., email, phone number). To complete your request, click the green “Submit Request for Access” button at the bottom of the page.
 - ii. If you searched for your organization and the system indicated that “No data was found matching your criteria” that means your organization was not already entered in the SWIPR system. You will need to add your organization to the database. To add your organization, click on the blue hyperlinked text “request that we add your organization” at the bottom of the screen and complete the required fields. Click the green “Submit Request for Access” button at the bottom of the page when finished.
5. Shortly after completing step 5 above, you will receive an email confirmation that your account was created. This email will be sent to the same email address provided in step 5. Check your spam or junk folder if you do not see this email within a few minutes. Follow the link in the email, and login with your username and password to confirm the creation of your CDX account for SWIPR reporting access.
6. Upon logging in, you will be directed to the “CDX Registration: LexisNexis Identity Verification” page. Complete the required fields shown on the “Identity Verification” page by either verifying existing information or entering new information (e.g., home address, home or personal phone, birthdate, last 4 of SSN). When all of the required fields have been completed, check the “The name above is me.” box as well as the green “Proceed with Verification” button. **Note: The information that you enter on this page should be unique to you (i.e. your home address, your date of birth), as they are used to verify your identity.**
7. You will next be directed to the “CDX Registration: Additional Verification” page. Select your 5 signature questions and answers. This will be used to verify your identity. Click on the green “Save Answers” button at the bottom when you are finished. An automatically generated

message will be sent by the CDX system when your signature questions and answers have been updated.

8. The next page is also part of the additional verification step, but is optional.
 - i. Enter in your mobile phone number if you would like to electronically sign your submissions with a phone and click the green "Send" button. If you choose to use a phone, you will receive a text message with a pin. Enter that pin on the website and click "Verify"
 - ii. If you do not wish to enter your mobile number click the blue hyperlink "Skip Mobile Number Setup" at the bottom right of the page. Your mobile number can be updated at any time in the future if you change your mind.
9. You will next be directed to the "Electronic CDX Electronic Signature Agreement" page. Review the agreement and click the green "Sign Electronically" button at the bottom of the page. A pop up window will open up, asking for confirmation of your acceptance of the terms. Click the green "Accept" button to proceed.
 - a. You will be asked to identify yourself in three steps:
 - iii. Authentication - Enter your CDX password, then select the green "Login" button.
 - iv. Verification - You will also be asked a secret question, or a pin will be sent to your mobile number to confirm your identity.
 1. Enter the answer to your secret question and select the green "Answer" button. Note: There is a maximum of three possible questions posed (one attempt for each question) before your account is locked out and you will have to contact CDX for additional assistance.
 2. Or, select the option to verify via text message on your mobile phone and select the green "Send" button to receive the code. Enter that code in and select "Verify" to proceed. Note that the verification via text will only be sent if you added a mobile phone number to your account in step 9 above.
 - v. Sign File – The final step in the eSignature process is to sign the file. Click the green "Sign" button to proceed.
10. An automatic email will be sent from the CDX system when your eSignature has been accepted and when your account is activated. In your browser, you will now see the SWIPR program listed in your CDX account dashboard (screenshot shown below).

CDX Central Data Exchange

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Services Manage		
Status	Program Service Name	Role
	SWIPR: Subpart W Impoundment Photographic Reporting	Submit Report

CDX Service Availability

[See the status for all program services](#)

News and Updates

No news/updates.

[Add Program Service](#) [Manage Your Program Services](#)

Adding Impoundments to your Account

1. In your MyCDX Account Dashboard, select the “Submit Report” hyperlink (see screen shot below) after you are logged in to CDX/SWIPR.

The screenshot shows the EPA MyCDX Central Data Exchange dashboard. The top navigation bar includes 'Home', 'About', 'Recent Announcements', 'Terms and Conditions', 'FAQ', and 'Help'. Below this, the 'CDX Central Data Exchange' header is visible, along with a 'Contact Us' link and a login status for 'ANGELA_SUBMITTER'. The main content area features a 'Services' table with columns for 'Status', 'Program Service Name', and 'Role'. A red box highlights the 'Submit Report' link in the 'Role' column for the 'SWIPR: Subpart W Impoundment Photographic Reporting' service. A red arrow points to this link. To the right of the table, there are sections for 'CDX Service Availability' and 'News and Updates'. At the bottom of the table, there are two buttons: 'Add Program Service' and 'Manage Your Program Services'.

2. In the first blue box on the page, confirm your “Organization Point of Contact (POC) Information”. Note this will be pre-populated based on information submitted during the registration process.
3. If this is the first time adding an impoundment to your account, you will not see any impoundments listed in the second blue box on the page under “Manage Facility Impoundments.” To add a new impoundment, click the green “Add/Manage Impoundments” button. This will prompt a window to pop up. In the new window, there are two tabs. The first tab, “My Impoundments” will not show any impoundments if this is your time adding one to your account. To add a new impoundment, you can either click the grey “Add Impoundment” tab or the green “Add Impoundment” button at the bottom left of your screen.
4. Before adding new impoundments, it is a system requirement to search the existing registry of files. When searching through existing registry files, you must enter in, at a minimum the zip code. However, entering in more specific search terms will yield fewer results to search through. Enter in the applicable information related to your search and click the green “Search Impoundments” button at the bottom of the page. Note that your impoundment will only be listed if you or someone else has entered it in the system already.
5. After you complete your initial search, if your impoundment is listed in the results, select the radio button next to the listing and select the green “Proceed with Selection” button at the bottom of the screen. Proceed to step 7 below.
6. If your impoundment is not included in the search results, you will need to add an impoundment. To add an impoundment, click the blue hyperlink at the bottom of the window, “Can’t find your Impoundment? Click here to create it.” After clicking the hyperlink, a new

window will open up with a map image on the right. For each new impoundment you add, you will need to enter the following (remember, you must create an entry for each impoundment):

- a. Impoundment Name – This field is required and the name should be descriptive. Some examples could be, “Facility Name Impoundment #1”, “Knob Hill Lakeside Impoundment”. It’s important to include the Facility or Company name and a descriptive element in the name (a number or landmark).
 - b. Impoundment Address – Add an address near the impoundment. We prefer that you use the actual or mailing address of the Facility as a starting point. You will be able to pinpoint the actual location later in the process. After you enter in an address, click the green “Map Impoundment” button.
 - c. Coordinates – Note that the coordinates will be auto-populated once your location is mapped. To move the red X on the map to the actual impoundment location, click the green “Move point on map” button which is located in the pop-up window highlighting the location on the map. You may now click on the red X and drag it to the actual impoundment location on the map.
 - d. When you have added all the necessary impoundment details in step 6, and you have the X over the impoundment that you wish to save to your account, click the green “Submit” button.
7. On the next screen, you must select the green “Save Selected Impoundment” button before you choose the blue “Close” button to ensure that this impoundment is added to your account for future reporting. Once you save the impoundment, you will see that it is no longer in “Pending” status and it is given a registry ID #. The impoundment is now associated with your CDX SWIPR reporting account. **Note: It is important to select the green “Save Selected Impoundment” button before selecting the blue “Close” button on the right side of the screen. If you close the window before saving the impoundment, you will have to start the process of adding an impoundment from the beginning.**
8. If you are ready to begin submitting reports for your impoundments, you may now follow the steps listed under “Submitting a Report.”

Submitting a Report

1. Once your impoundments are added to your account, you can begin submitting reports. Select “Submit Reports” from the main screen after you are logged in to CDX/SWIPR.
2. The impoundments that you have added previously should be listed in your Impoundment Reports screen (the next screen after selecting “Submit Reports” from the Account Dashboard). See image below.

In order to submit Impoundment photographs through the SWIPR system, please select the impoundment you wish to submit images of from the list below. You may add or edit impoundments by clicking the green "Add/Manage Impoundments" button below.

Select	Impoundment Name	Impoundment Address	Lat./Long.	Registry ID	Program ID
<input type="button" value="Select"/>	TEST IMPOUNDMENT #3	7859 VERVAIN CT SPRINGFIELD VA, 22152	38.769149, -77.2175307	999982977835	SWIPR10001524

3. Click the green “Select” button next to the Impoundment that you would like to submit photographs for. Note: You may only submit images for one impoundment at a time. However, you may include many images of an impoundment in one submission, making sure to note date and time that images were taken (and any other relevant notes).
4. Upload your photograph by clicking the green “Add Photo...” button. You will be prompted to find the location where your image is saved on your computer. Navigate to this location and select the image that you would like to upload from the pop-up window. Click “Open” to add the image to your submission. Please submit JPG images less than 50 MB. You may only upload one file at a time, but you can upload several images to the same report for one impoundment (i.e. an east facing photo, an aerial photo). Repeat the process, adding as many photos as you wish to include. Once you have added all images that you wish to submit for this specific impoundment, click the green “Upload” button.
5. For each photograph uploaded, please enter a description of the photo and/or site location (i.e. east-facing, aerial view) in the “Upload Photograph” section of the page. Note that each of the files you uploaded will be listed in this box. Associated with each photograph are several fields that should be completed to provide details about each photograph. Date and time fields are required entries and should reflect when the submitted photograph was taken.
6. In the “Additional Notes” section include any relevant information about the submission or impoundment in general. This could include weather related information (“It has rained more than 2 inches in the last week”) or site-specific descriptions (“This impoundment is on a hill; the photos above reflect the shallowest portion.”).

7. After all descriptions and notes are completed, select the green "Review Report" button at the bottom of the screen. This will allow you to review your report before submitting. You must select "Yes" under the blue "Certification" box to certify and submit your report (the default is no). Click the green "Certify and Submit" button at the bottom of the screen or click the green "Edit Report" button if changes are needed. Once you click the green "Certify and Submit" button you will then be prompted in a pop-up window to enter your account password and to verify your identity by answering a secret question or by entering in a code sent to you via text message. After you complete these steps, click the green "Sign" button to file the report.
8. You will receive an email and see a message on the next screen confirming your submission (see image below).



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Your report has been submitted successfully. You may view your submitted reports on the "Submission History" tab.
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