"How To Guide" when using the MS4 Tracking and Reporting Tool

The NYCSCA MS4 Tracking and Reporting Tool is an online application that was developed by the NYCSCA to support the exchange of information between Stakeholders who provide input during the MS4 permit process. The application is managed by the NYCSCA - Architecture and Engineering (A&E) Department and Design and Construction Services (DCIM). The tool facilitates the exchange of information between SCA internal and external users.

AEoR Role – Making assignments and assessing Project Applicability.
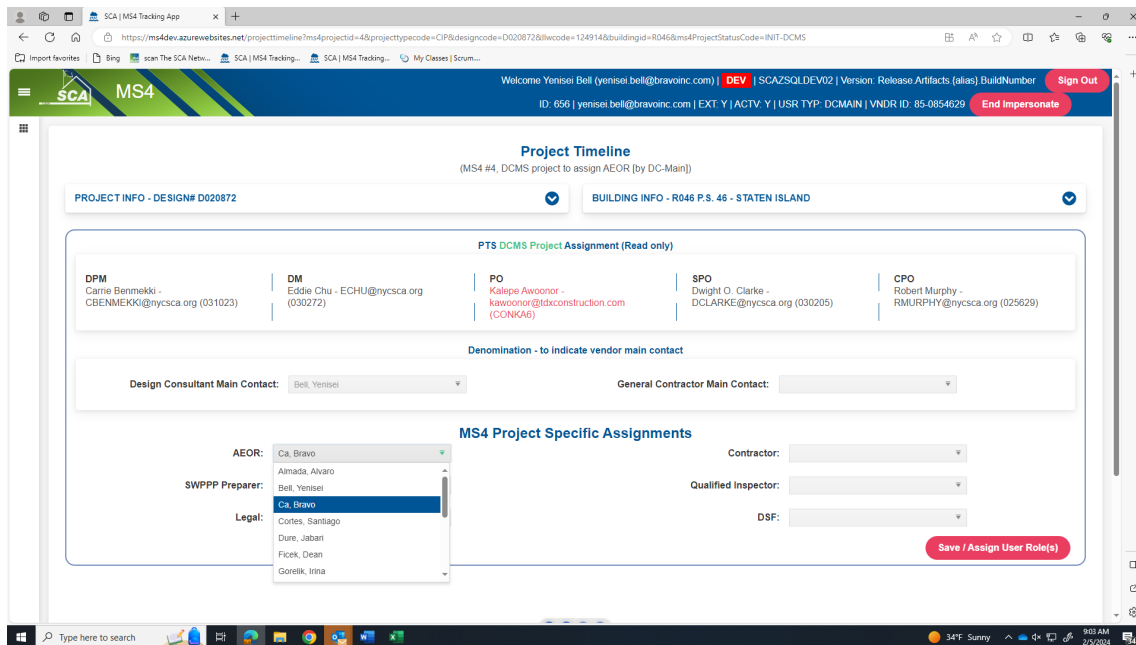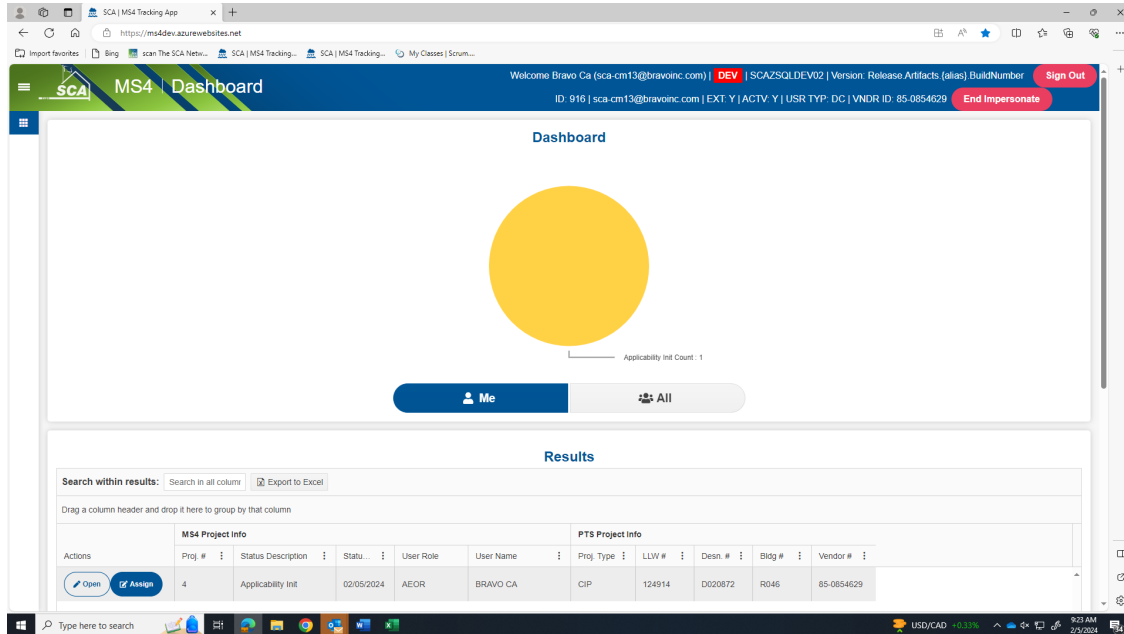
1. The AEoR will receive an email notification stating the AEoR has been assigned to a project believed to be an MS4 project. The notification will come from the A&E DM/DPM if the project is an A&E In-House project or from the Design Consultant Main Contact (DC Main) if the project is an A&E DCMS project.
2. The AEoR logs into the MS4 Tracking and Reporting Tool.
3. The AEoR assigns a Stormwater Pollution Prevention Plan (SWPPP) Preparer and a Qualified Inspector to the project.
4. The AEoR answers questions to determine the "Project's MS4 Applicability".
   a. Answers to the Project Applicability questions will determine the process flow of the MS4 application.

MS4 Tracking and Reporting Tool - Role *(User Groups)*									
User Groups	**Design Phase**				**Construction Phase**				
	A&E DM/DPM	**Design Consultant (DC) Main Contact**	**AEoR**	**SWPPP Preparer**	**Construction Management (PO, SPO, CPO)**	**General Contractor**	**Qualified Inspector**	**SWPPP Preparer**	**Division of School Facilities (DSF)**
MS4 Phases			Active	Active	Active	Active	Active	Active	Active
Design Phase									
Project Applicability	In-House Project: *Assign AEoR*	DCMS Project: *Assign - AEoR*	Project Applicability	Project Applicability	-	-	-	-	-
SWPPP Permit Application			-	SWPPP Permit Application	-	-	-	-	-
Construction Phase									
Permit Initiation	DCMS Project: *Assign - DC Main*		-	-	Permit Initiation	Permit Initiation	-	-	-
Construction			-	-	-	Construction	Construction	-	-
Close Out			-	-	-	Close Out	-	Close Out	Close Out
DSF Reporting			-	-	-	-	-	-	DSF Reporting

Using the Tool

1. **AEoR – Making Assignments**
   a. Log into MS 4
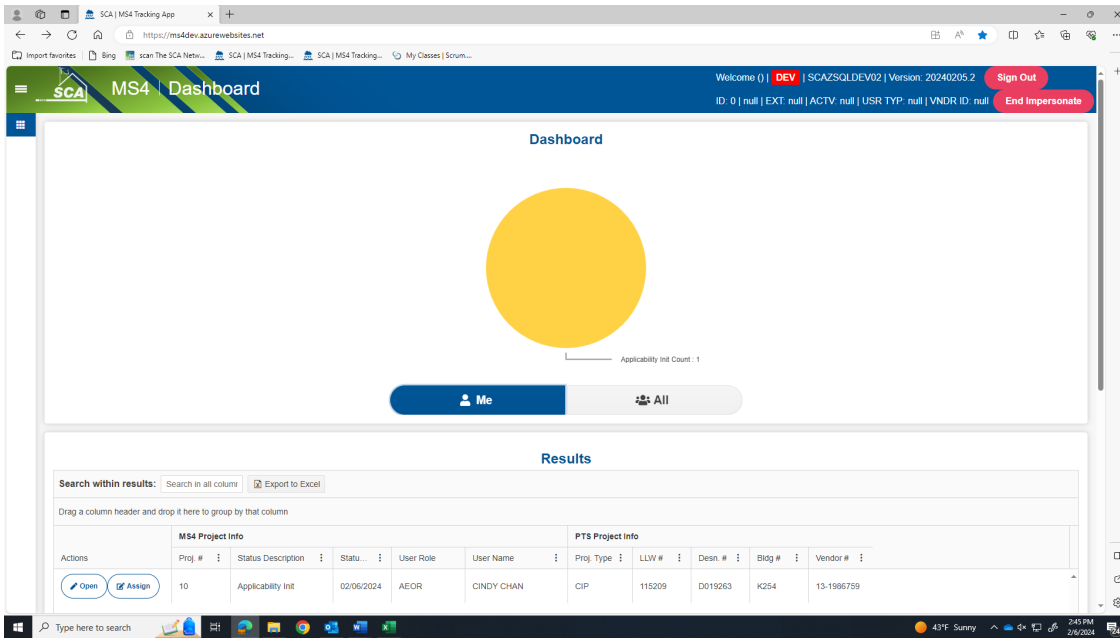   b. "Click" **Assign** to assign **SWPPP Preparer** and **Qualified Inspector**

Note: Construction Management (CM) (PO SPO/CPO) will need to assign the General Contract (GC) to the MS4 project as soon as the GC is known.
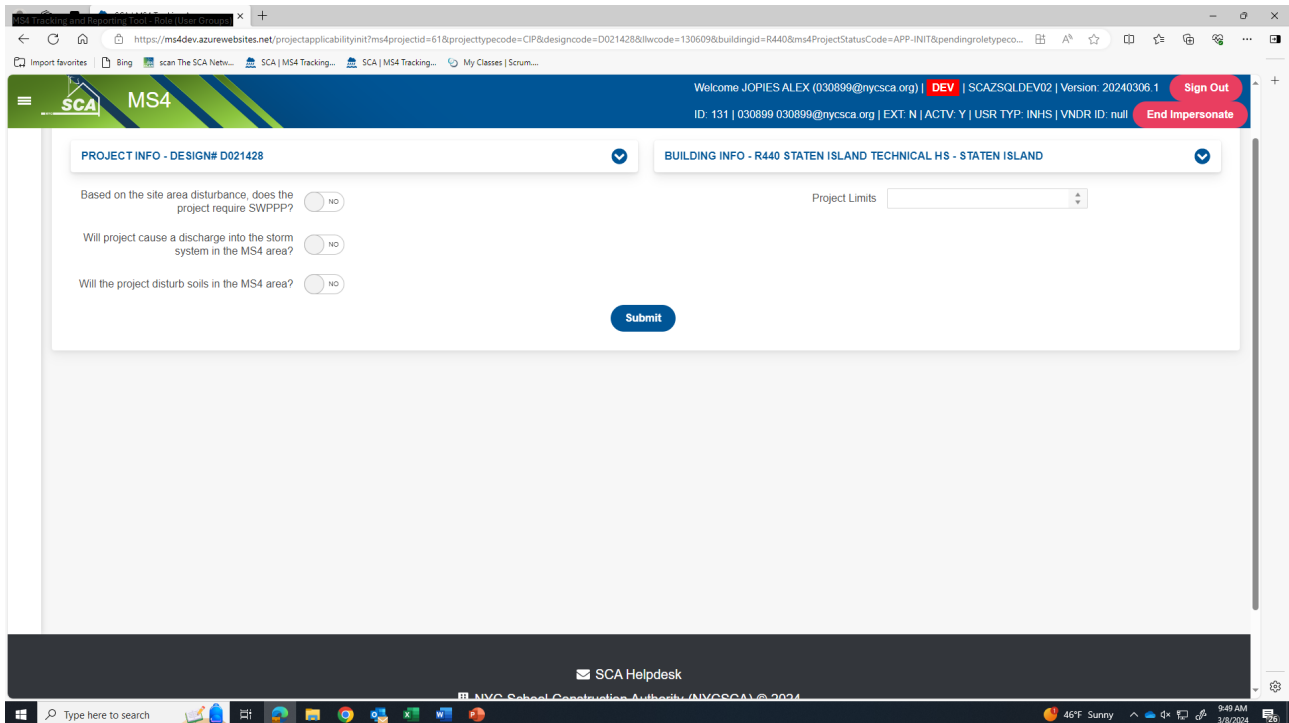
………………. Assignment Phase is completed …………….…..

2. AEoR - Design Phase - Project Applicability

a. "Click" **Open**

b. Answer questions relevant to the disturbance:

1. The AEoR answers will determine the process flow:
    a. **Entire Process (*potentially*)** – Requires SWPPP Preparer to make a further assessment.
    b. **Straight to the General Contractor (GC)** – Requires further review by the SWPPP Preparer or because the discharge will go into the Storm System in the MS4 area or the project disturbance is in the MS4 area, the construction contractor will ensure the project adheres to MS4.
    c. **Process Ends** - Requires SWPPP Preparer to make a further assessment and the SWPPP Preparer determines that the project will combine sewers or there is no discharge or disturbance of the soil in the MS 4 area.

User Role	Application Phases and Process Steps	Entire Process Design Phase: - Project Applicability - SWPPP Permit Application Construction Phase: - Permit Initiation - Construction - Close-Out	Straight to Contractor (GC) Design Phase: - Project Applicability Construction Phase: - Construction - Close-Out			Straight to End Scenario Design Phase: - Project Applicability Construction Phase: - (None)	
		#1	#2	#3	#4	#5	#6
	Design Phase - Project Applicability						
1 **AEoR**	Does Site Area Disturbance requires SWPPP (**)	Yes	Yes	No	No	Yes	No
	Will project cause discharge into Storm System in MS4 Area			Yes	No		No
	Will project disturb soils in MS 4 area				Yes		No
	Fill in project limits						
2 SWPPP Preparer	Enter Total Area Disturbance or Increased Impervious Area (**) *(If either is over the limits, MS4 permit required)*	> over limits	< less limits			> over limits < less limits	
	Answer if Combine Sewers (**)	No	No			Yes	
	Answer if DEP Stormwater Construction Permit required (**)	default-Yes	No			disabled	

Entire Process
- **Scenario 1**
    - **AEoR states: Site Area Disturbance requires SWPPP** *(Yes)*
    - **SWPPP Preparer indicates: Total Area Disturbance _or_ Increased Impervious Area** (*is <u>over</u> the allowable limits)*. A DEP Stormwater Construction permit will be required.

Straight to the Contractor (GC) (*Skips SWPPP Permit Application and Construction Permit Initiation and goes to Construction)*
- **Scenario 2**
    - **AEoR states: Site Area Disturbance requires SWPPP** *(Yes)*
    - **SWPPP Preparer indicates:**
        - **Total Area Disturbance _or_ Increased Impervious Area** *(is within allowable limits)*
        - **DEP Stormwater Construction Permit required** *(No)*
- **Scenario 3**
    - **AEoR states:**
        - **Site Area Disturbance requires SWPPP** *(No)*
        - **Project will discharge into Storm System in MS4 area** *(Yes)*
- **Scenario 4**
    - **AEoR states:**
        - **Site Area Disturbance requires SWPPP** *(No)*
        - **Project will discharge into Storm System in MS4 area** *(No)*
        - **Project will disturb soils in MS4 area** *(Yes)*

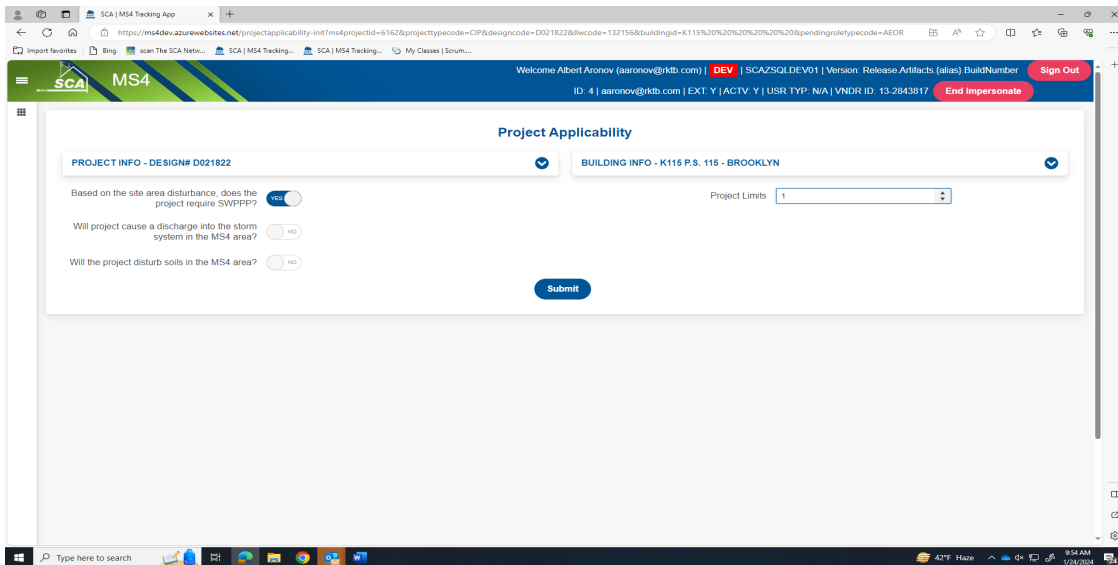**Straight to End** *(Process ends; project determined not to be an MS4 project)*
- **Scenario 5**
    - **AEoR states: Site Area Disturbance requires SWPPP** *(Yes)*
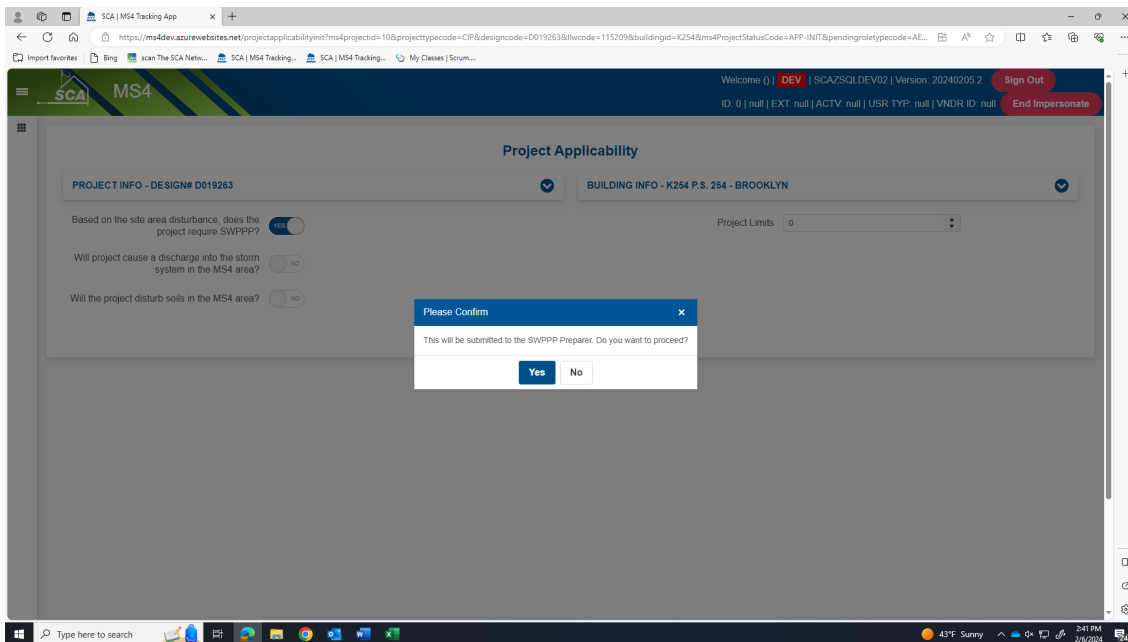   - **SWPPP Preparer indicates: Combine Sewers will be used** *(Yes)*

- **Scenario 6**
    - **AEoR states: Site Area Disturbance requires SWPPP** *(No); Discharge into Storm Systems (No); Disturb soils in MS4 area (No)*
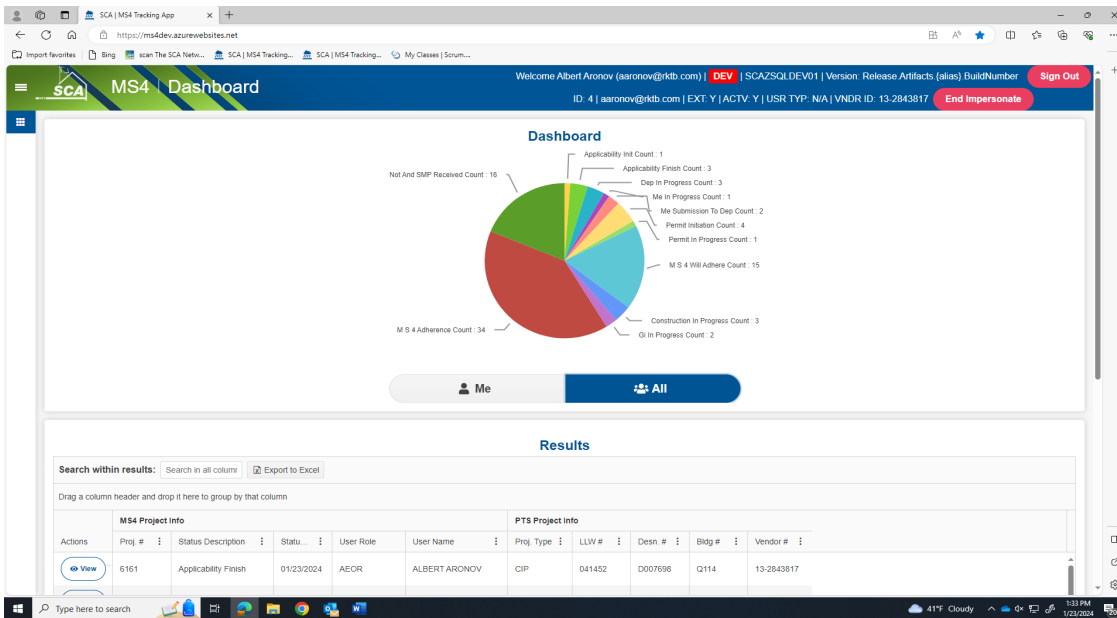
c. For this illustration, the AEoR will select *"Yes"* requires SWPPP, enter the *"Project Limits"* and click **"Submit."**

d. A pop up will display stating that project will be submitted to SWPPP Preparer. "Click" **Yes.**

e. Refresh "**All;"** Dashboard displays status "*Applicability Finish."*

f. Email notification goes to SWPPP stating. ***"The project is in an MS 4 area. Based on the area of disturbance, a SWPPP is required. Please begin the SWPPP process."***

Reminder: As stated above, the flow of the MS4 application process will be determined from how the AEoR and the SWPPP Preparer answer the Project Applicability questions e.g.) Scenarios #1-#6).

……… AEoR has completed the AEoR's Design – Project Applicability section …………