



“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.

Construction Management (CM)-(PO/SPO/CPO)

Construction Management (CM) (PO SPO/CPO) has an active role during the Construction Phase of the MS4 process.

1. Construction Management makes assignments inside the MS4 Tracking and Reporting tool when a project qualifies for an MS4 application as soon as the General Contractor (GC) is known and has an active role during the Construction Phase - Permit Initiation.
2. Construction Management also oversees the GC throughout the Construction phase.

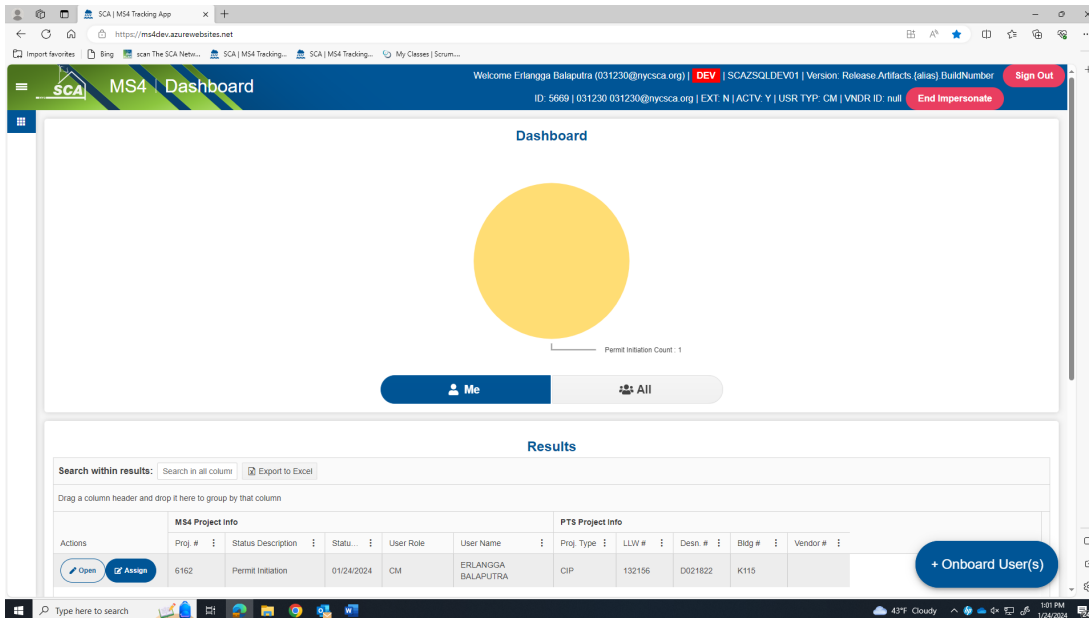
MS4 Tracking and Reporting Tool - Role (User Groups)									
User Groups	Design Phase				Construction Phase				
	A&E DM/DPM	Design Consultant (DC) Main Contact	AEoR	SWPPP Preparer	Construction Management (PO, SPO, CPO)	General Contractor	Qualified Inspector	SWPPP Preparer	Division of School Facilities (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
DSF Reporting			-	-	-	-	-	-	DSF Reporting

Using the Tool

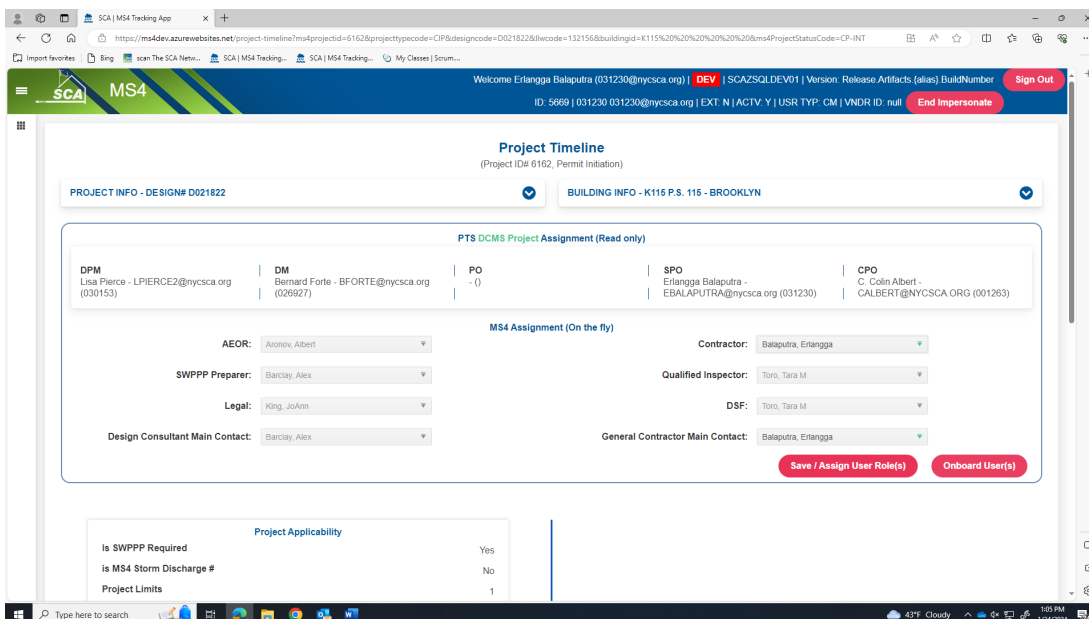
1. SCA Construction Management (PO/SPO/CPO) - Assigning General Contractor (GC)

Note: When a project qualifies for an MS4 application, and the General Contractor (GC) is known, assignments should be made as soon as possible inside the MS4 Tracking and Reporting tool.

- a. Receives email notification.
- b. "Log" into MS4.
- c. Click "All" Dashboard displays status Construction permit has been initiated **"Permit Initiation."**

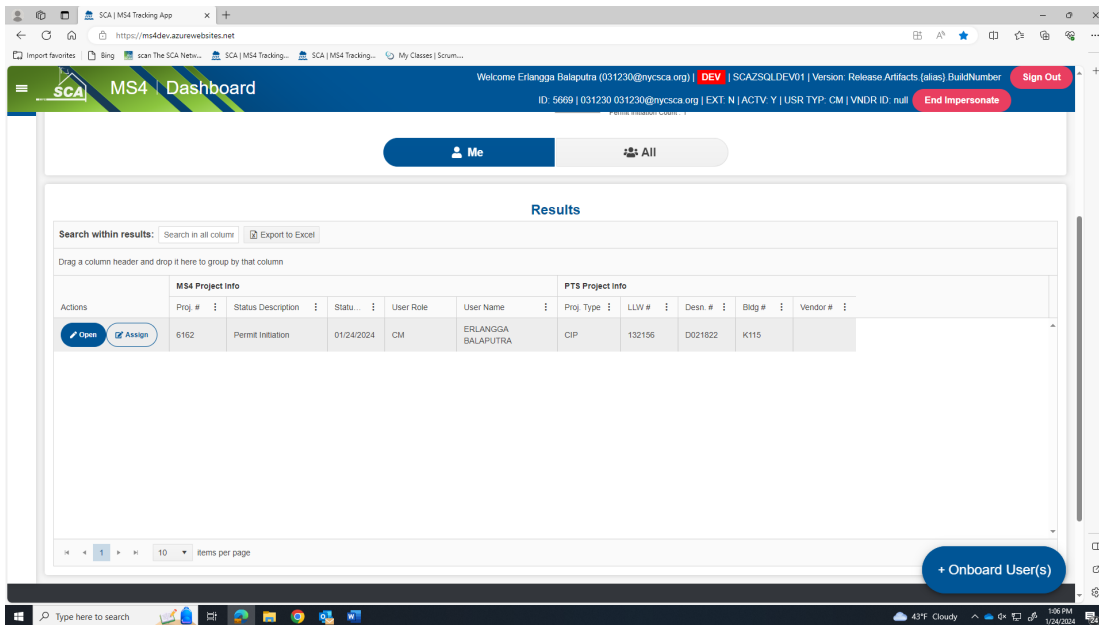


- d. Click "Assign" and assign the Contractor (General Contractor (GC))
- e. Click "Save/Assign User Role."



2. SCA Construction Management (PO/SPO/CPO) - Construction Permit Initiation

a. Return to Dashboard (under ME), “Open” the Project.



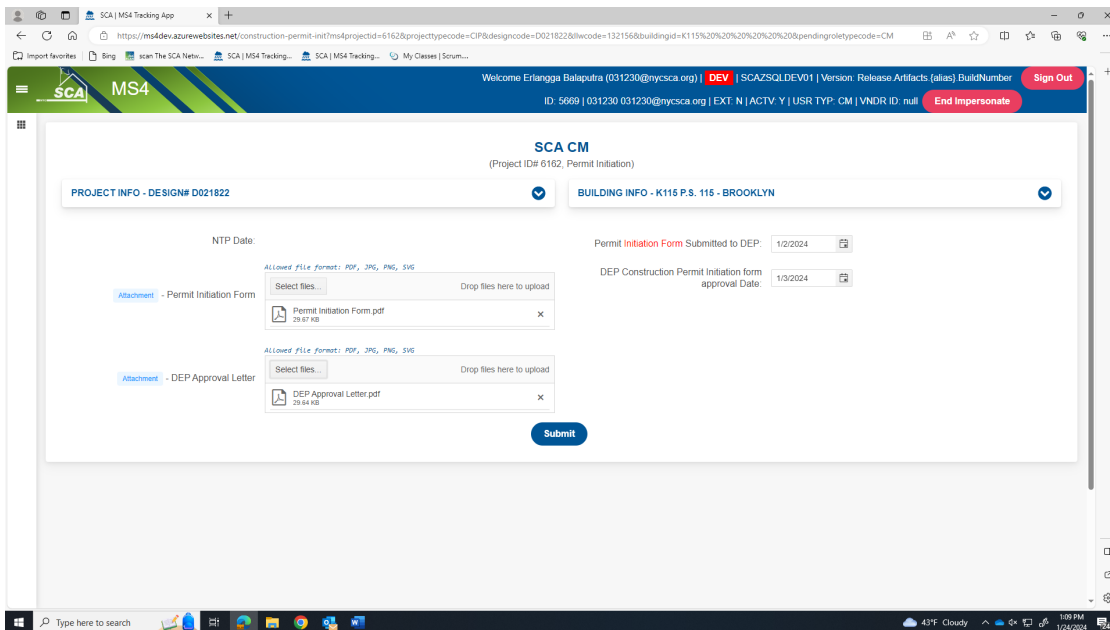
b. “Enter” Permit Initiation Form Submitted to DEP date.

c. “Enter” DEP Construction Permit Initiation Form Approval date.

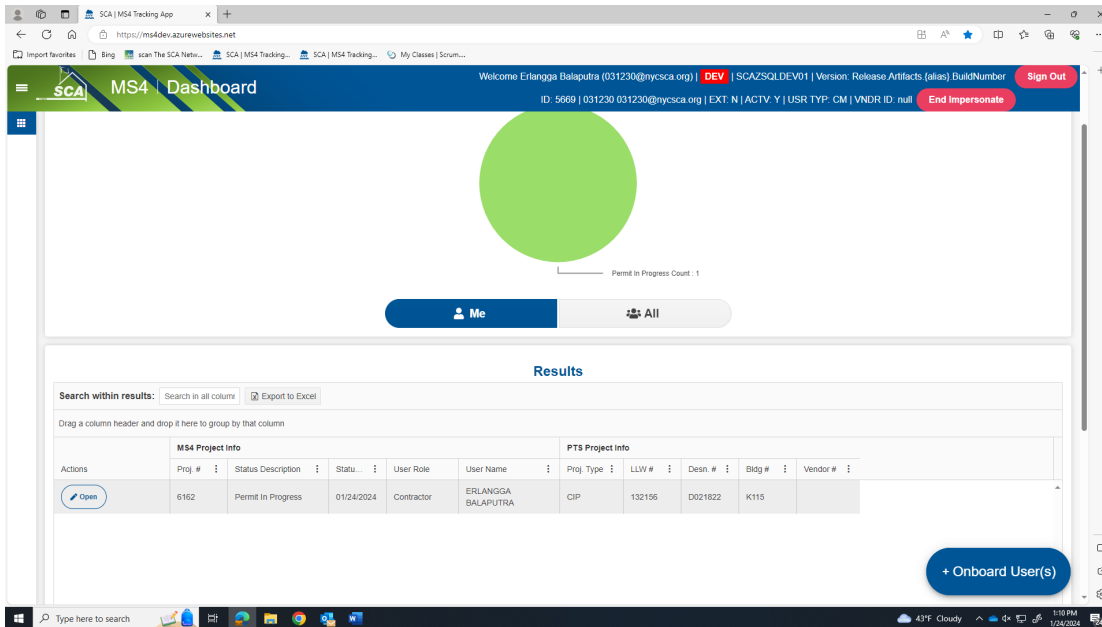
d. “Attach” Permit Initiation Form

e. “Attach” DEP Approval Letter

f. “Click” Submit.



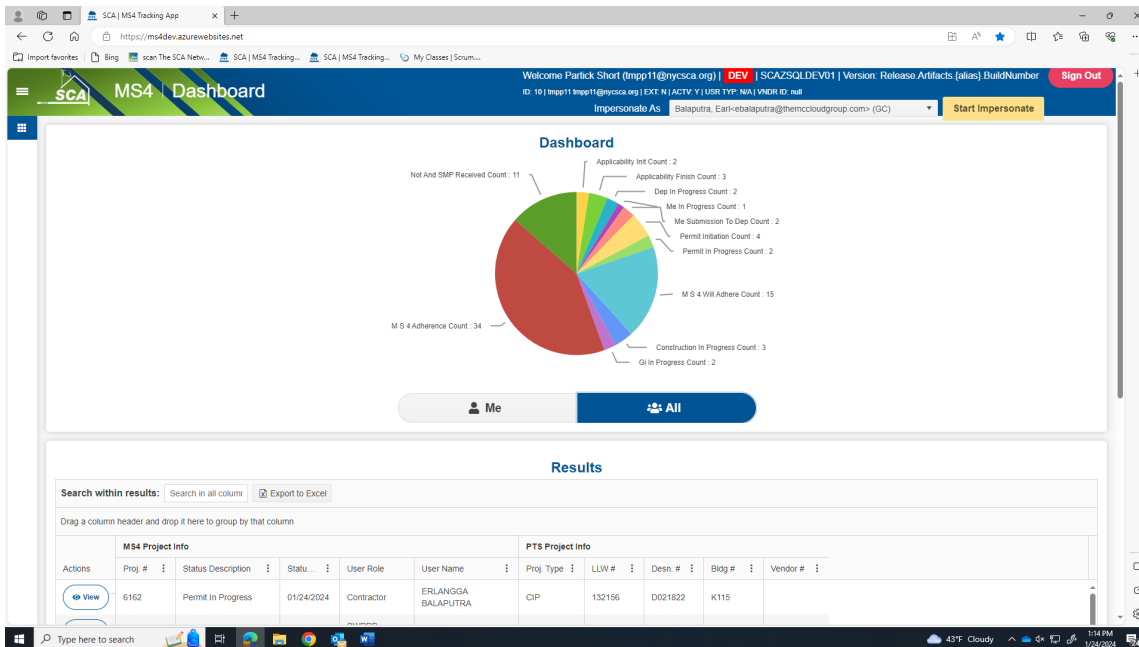
3. Dashboard displays Construction **“Permit in Progress.”**



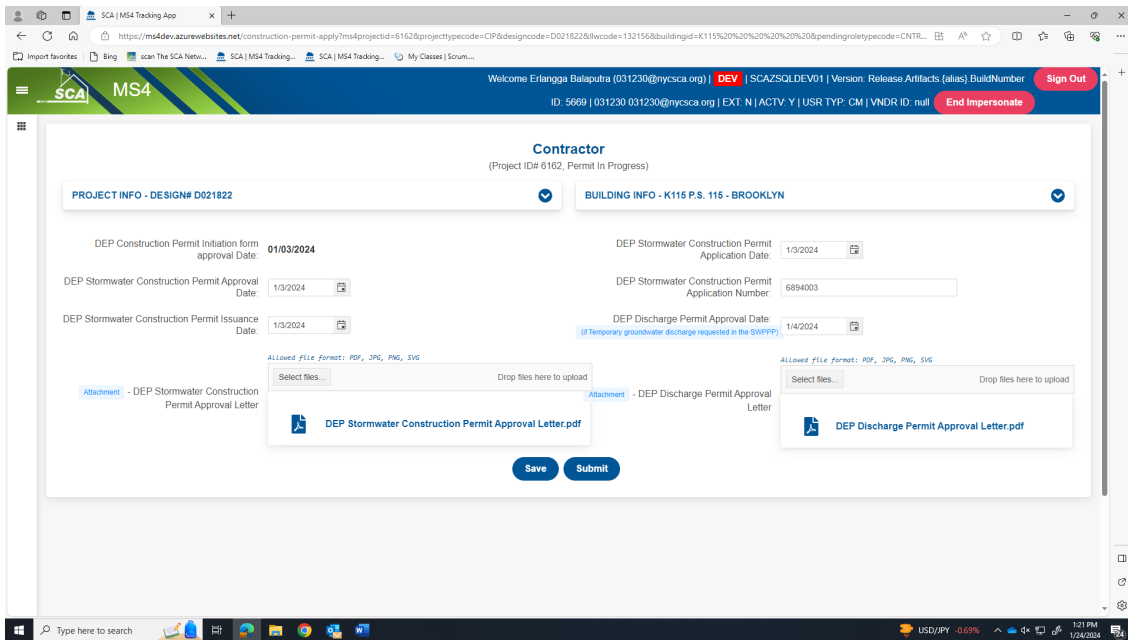
4. An email notification is sent to the General Contractor (GC) for action.

5. General Contractor (GC)

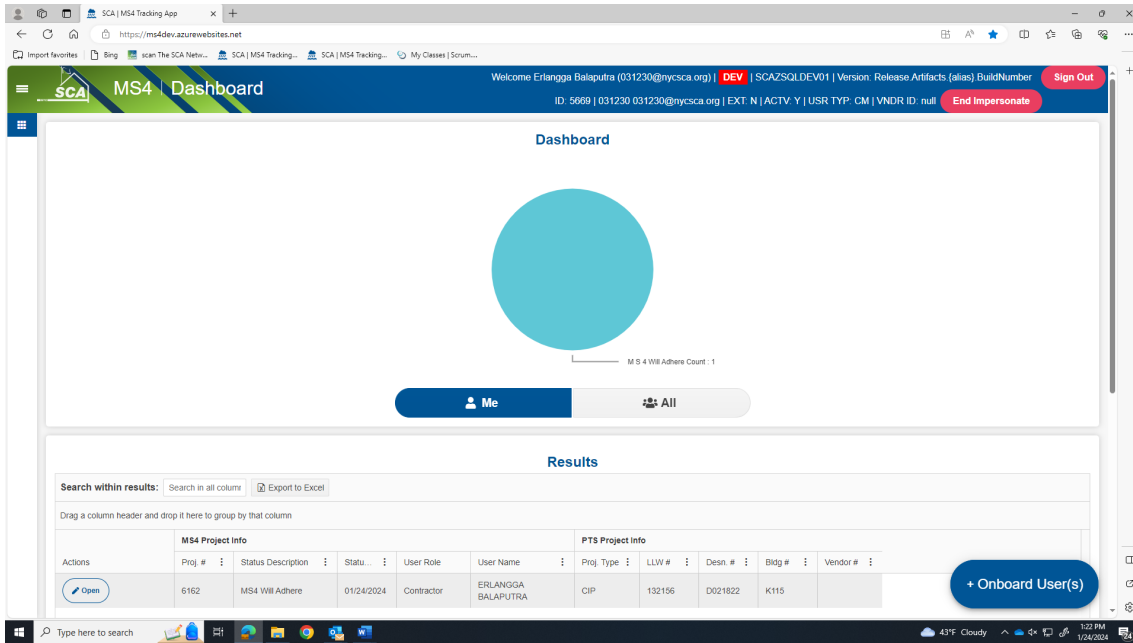
- a. Receives email notification.
- b. “Log” into MS4.
- c. Dashboard displays the that the Construction **“Permit in Progress.”**
- d. “Click” Open.



- e. DEP Construction Permit Initiation Form Approval Date is pre-populated.
- f. **“Enter” each field:**
 1. DEP Stormwater Construction Permit Application Date
 3. DEP Stormwater Construction Permit Approval Date
 4. DEP Stormwater Construction Permit Application Number
 5. DEP Stormwater Construction Permit Issuance Date
 6. Contractor Receives Discharge Permit from DEP
- g. **“Attach” *DEP Stormwater Construction Permit Approval Letter***
- h. **“Attach” *DEP Discharge Permit Approval Letter***
- i. **“Click” Submit.**



j. Dashboard displays **“MS4 Will Adhere”**.



..... Construction Permit Initiation Phase is completed

Construction Management has completed their actions within the MS4 Tracking and Reporting Tool.

..... Construction starts

The General Contractor (GC) will continue to use the MS4 tool through Construction and Construction close-out.