"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.

Design Consultant Main Contact (DC Main) - Assignment of Resources

The A&E DPM/DM assigns the Design Consultant (DC) Main Contact for A&E DCMS projects, in turn the DC Main Contact will assign the AEoR to the MS4 project.

| User Groups	MS4 Tracking and Reporting Tool - Role *(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	In-House Project: *Assign AEoR*	DCMS Project: *Assign - AEoR*							
Project Applicability			Project Applicability	Project Applicability	-	-	-	-	-
SWPPP Permit Application			-	SWPPP Permit Application	-	-	-	-	-
Construction Phase	DCMS Project: *Assign - DC Main*								
Permit Initiation			-	-	Permit Initiation	Permit Initiation	-	-	-
Construction			-	-	-	Construction	Construction	-	-
Close Out			-	-	-	Close Out	-	Close Out	Close Out
DSF Reporting			-	-	-	-	-	-	DSF Reporting

Using the Tool

1. **DC Main Contact makes assignment.**
   a. Log into MS 4
   b. "Click" **Assign** for the project that requires **DCMS Assign AEOR**
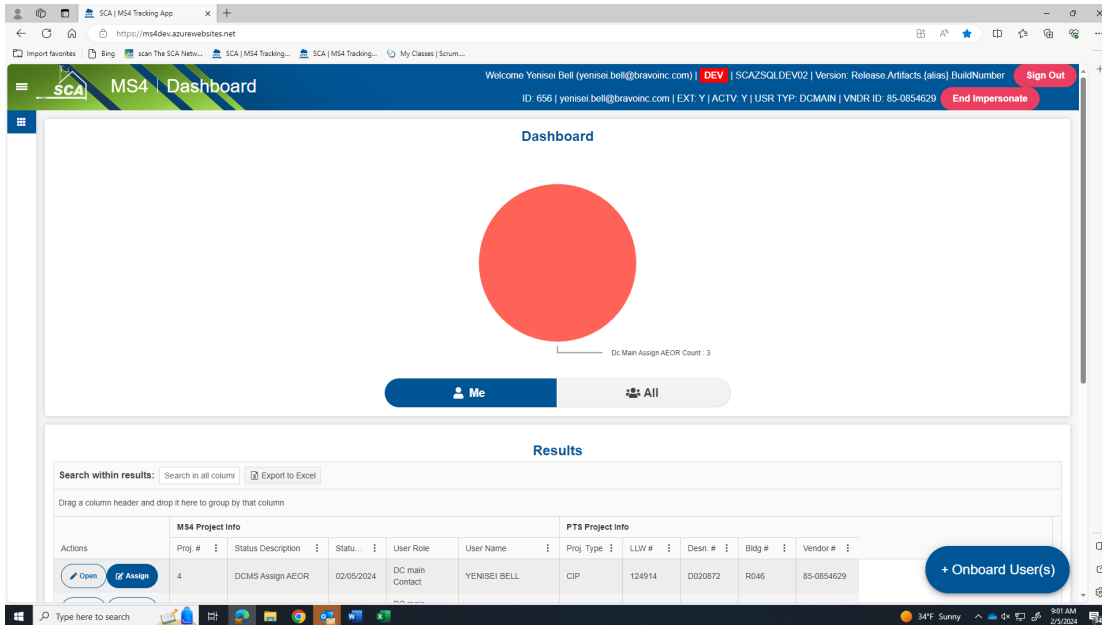
   c. "Assign" **AEOR** *Note: Green arrow will indicate which roles the AEOR can assign to a User.*
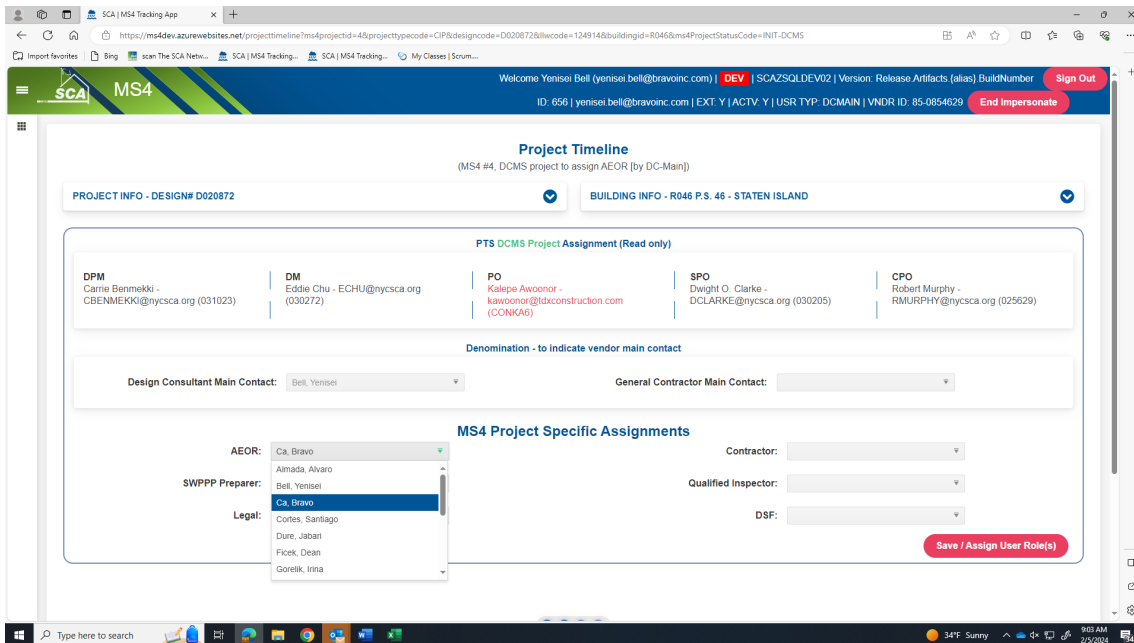
   d. "**Save/Assign User Role**"
   e. Email message will be sent to AEOR; Project status *"Applicability Initiated."*

   ……… Assignments made by the DC Main is completed …………