"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.

A&E DM/DPM Role - Assignment of Resources

The A&E DPM/DM makes assignments inside the MS4 Tracking and Reporting tool when a project qualifies for an MS4 application.

1. The DM/DPM assigns the AEoR to the MS4 project for A&E In-House projects.
2. The DM/DPM 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.

| 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	**In-House Project:** *Assign AEoR* **DCMS Project:** *Assign - DC Main*	**DCMS Project:** *Assign - AEoR*							
Project Applicability			Project Applicability	Project Applicability	-	-	-	-	-
SWPPP Permit Application			-	SWPPP Permit Application	-	-	-	-	-
Construction Phase									
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. **DM/DPM**
   a. Log into MS 4
   b. "Click" **+New Project.**
   c. Select CIP or CAP
   d. Search by the "Design Number or Building Number" for a CIP Project; "LLW Number or Building Number for a CAP Project.
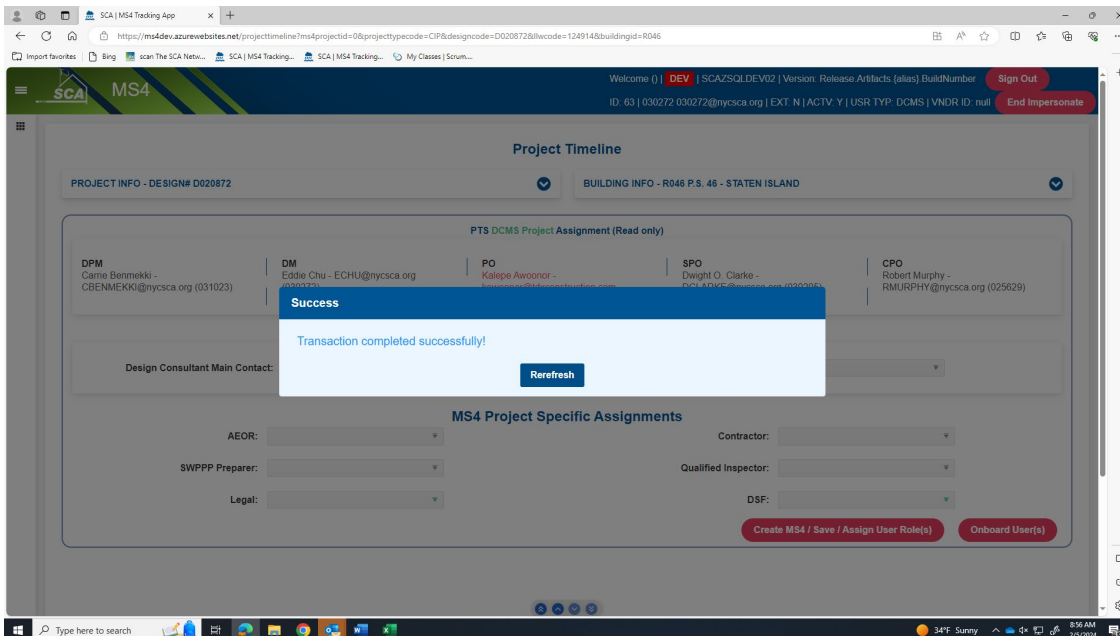   e. "Click" **Search**
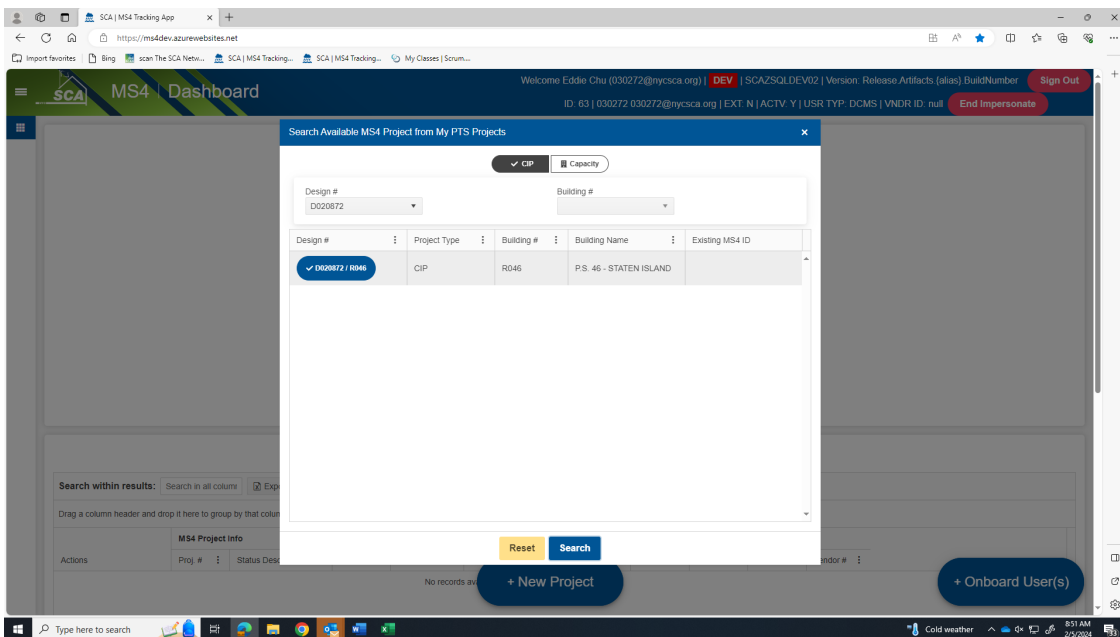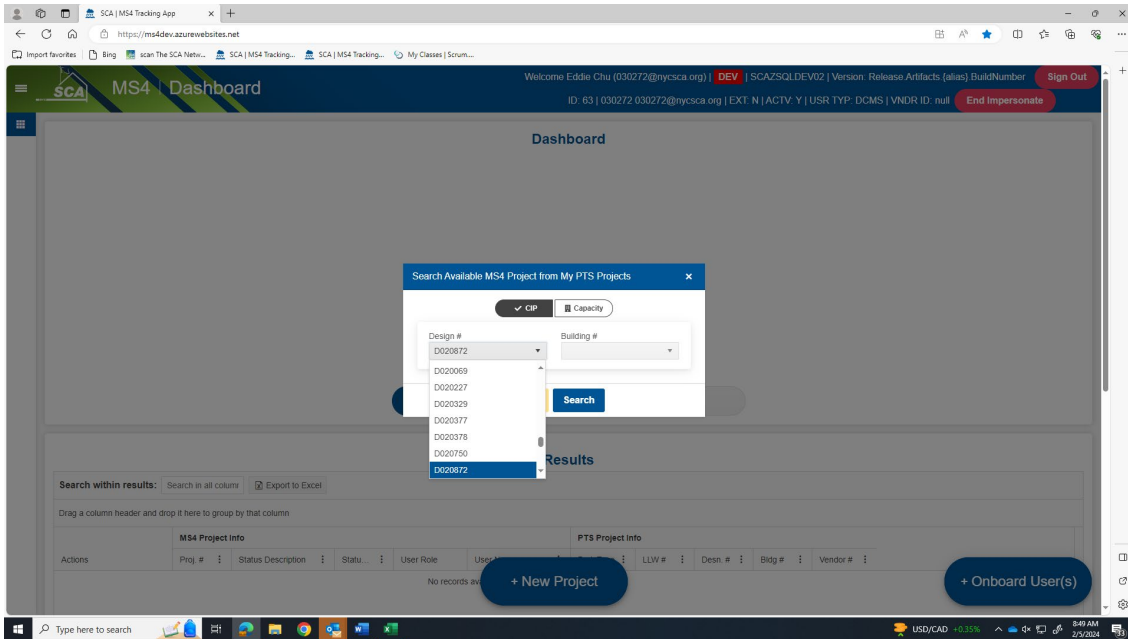
The following is an example of DCMS project.

f. DM/DPM "Assigns" **Design Consultant (DC) Main Contact.** *Note: A "Green arrow" will indicate which role the AEOR can assign to a User.*
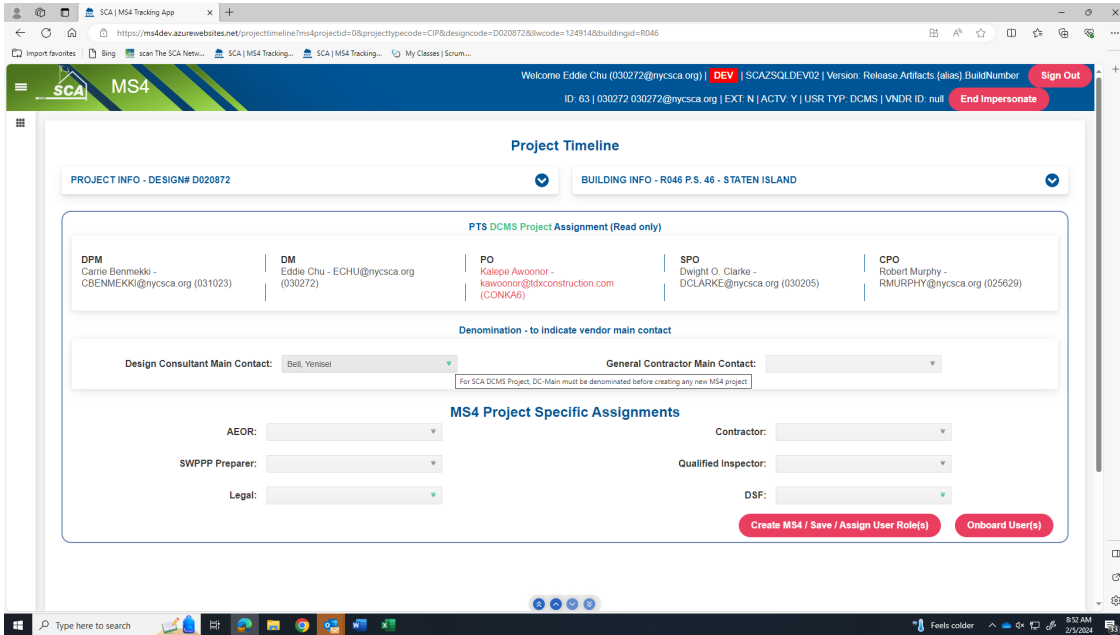
g. "Click" **Create MS4/Save Assign User Roles**
h. "Pop up" will display **Transaction completed successfully.**

Note: These same steps are followed for an In-House Project except the DM/DPM would assign the AEOR only.

……… Assignments made by the DM/DPM is completed …………