



“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.

Division of School Facilities (DSF) – Construction Close-out (if applicable) and DSF Reporting.

1. The Division of School Facilities (DSF) has a role in the Construction Close Phase if the disturbance is over one acre or will just be notified when a project completes the MS4 process, and all the documentation associated with that project is available for reporting.

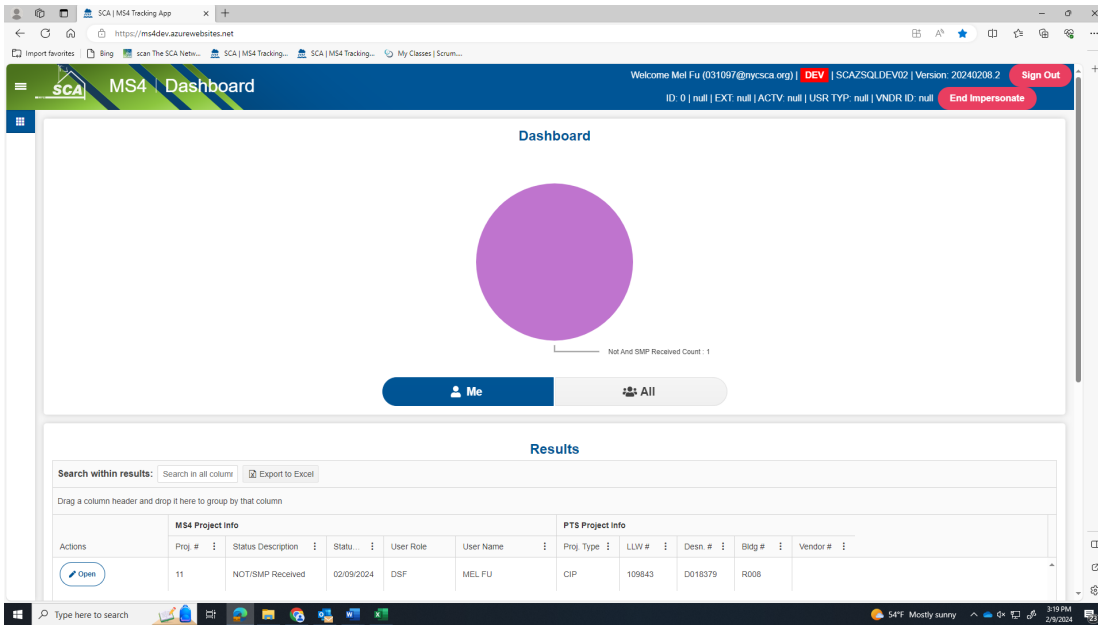
MS4 Tracking and Reporting Tool - Role (User Groups)									
User Groups	Design Phase				Construction Phase				
	A&E DM/DPM	Design Consultant (DC) Main Contact	AEoR	SWPPP Preparer	Construction Management (PO, SPO, CPO)	General Contractor	Qualified Inspector	SWPPP Preparer	Division of School Facilities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

Construction Closeout Phase

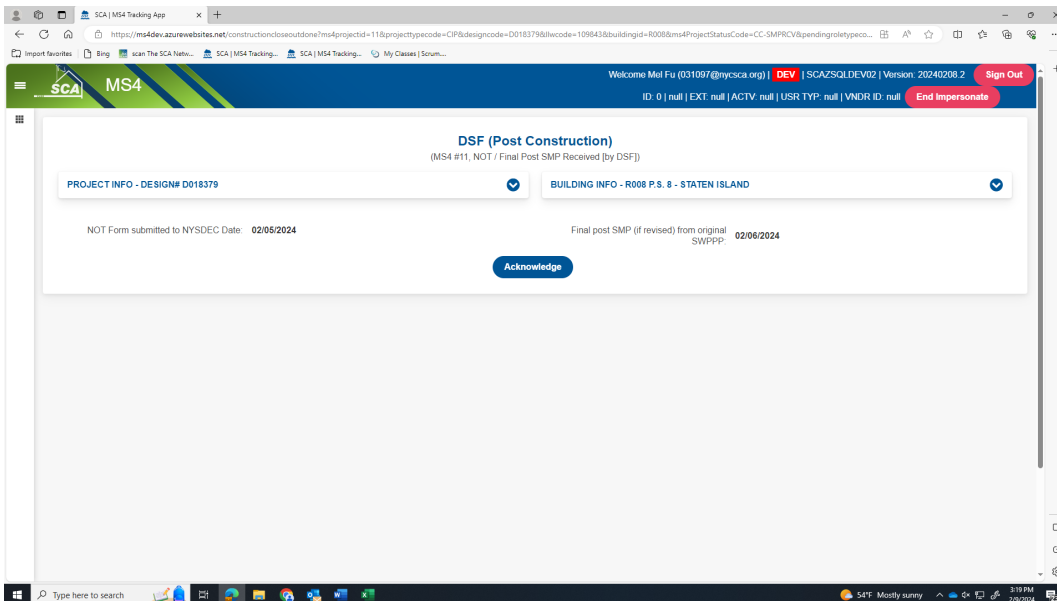
Note: For this illustration, the disturbed area was over one acre.

1. DSF

- a. Receives email notification.
- b. "Log" into MS4.
- c. Dashboard displays **Notice of Termination /Storm Water Management Plan (NOT/SMP) Received.**



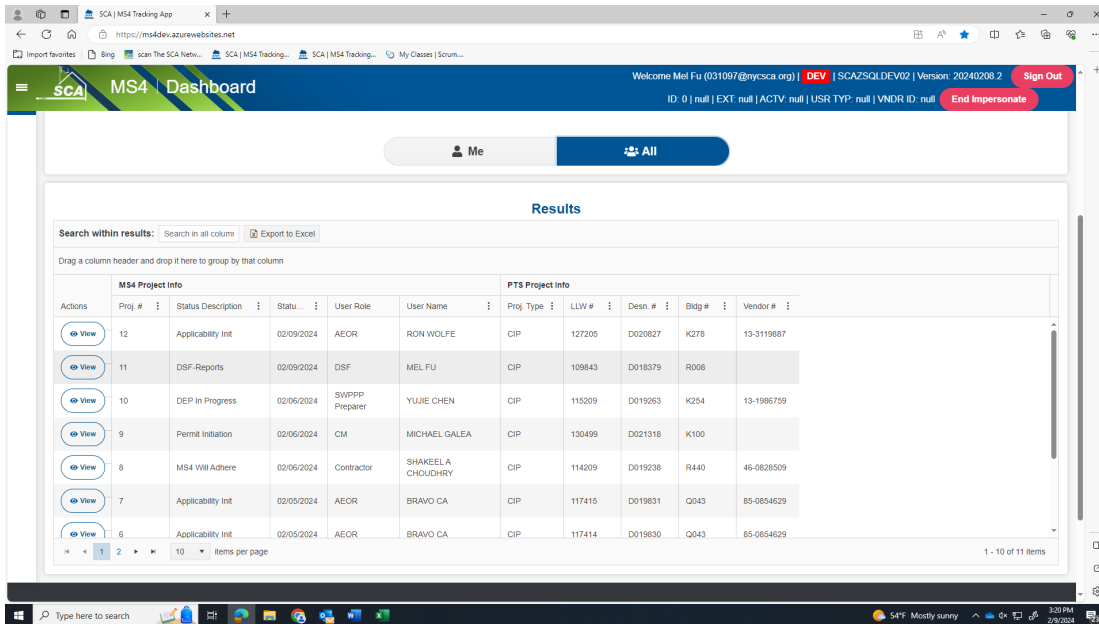
- a. Date that NOT form was submitted to NYSDEC will be displayed.
- b. Date of Final post SMP (if revised) from original SWPPP will be displayed.
- c. "Click" **Acknowledge**



..... Process Ends

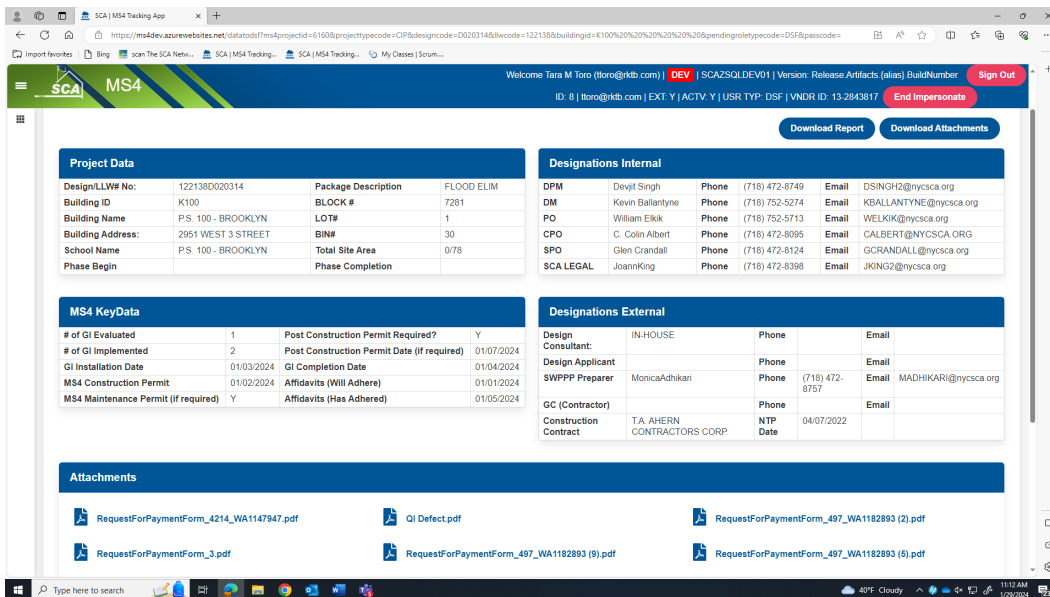
Division of School Facilities (DSF) screen - Reporting

a. Dashboard displays status *DSF Reports*

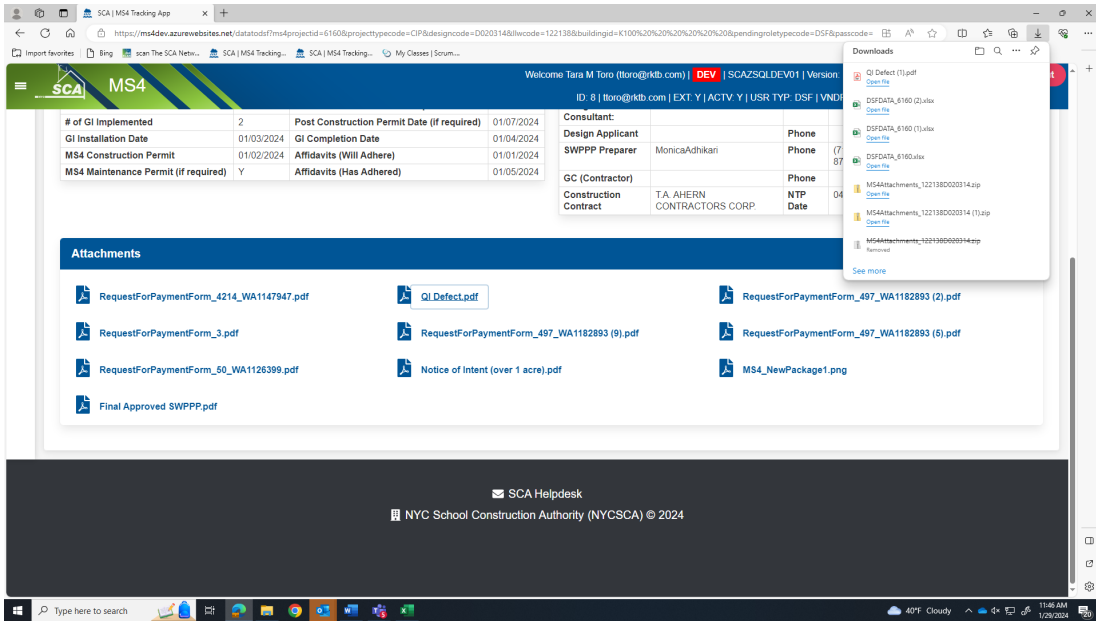


b. "Click" View

Information associated with the MS 4 project MS4 information will be displayed on DSF Screen.



a. DSF can download a specific attachment or all documents that have been attached.



b. DSF can also download the Report.

- “Click” Download Report

