"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.

General Contractor (GC)

The General Contractor (GC) has an active role throughout the Construction Phase of the MS4 process.

1. When a project qualifies for an MS4 application and as soon as the General Contractor (GC) is known, Construction Management will assign the GC to the project inside the MS4 Tracking and Reporting tool.
2. Construction Management will initiate the Construction Permit and then notify the GC to complete the permit initiation process, perform respective Construction, and work with a Qualified Inspector to Close-Out Construction.

| 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. **General Contractor (GC)**

   Note: When a project qualifies for an MS4 application, and the General Contractor (GC) is known, Construction Management will assign the GC to the project inside the MS4 Tracking and Reporting tool. Construction Management will also initiate the Construction permit process. An email notification will be sent to the GC to complete the process; followed by Construction and Construction Close-out.
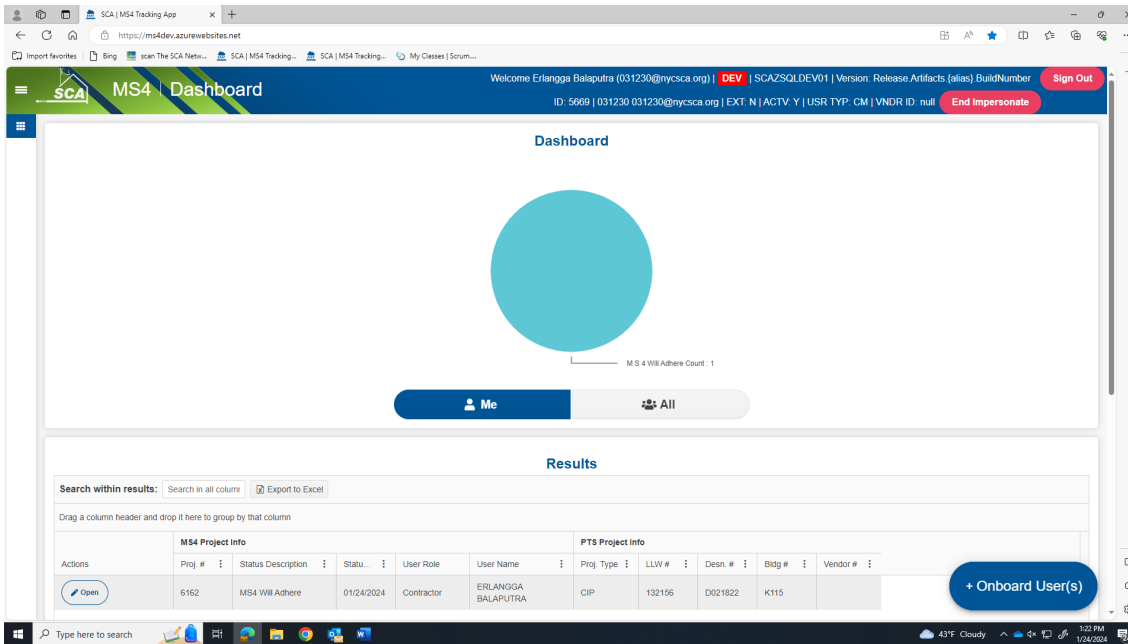
   a. Receives email notification.
   b. "Log" into MS4.
   c. Dashboard displays the that the Construction *"Permit in Progress."*
   d. "Click" **Open**.
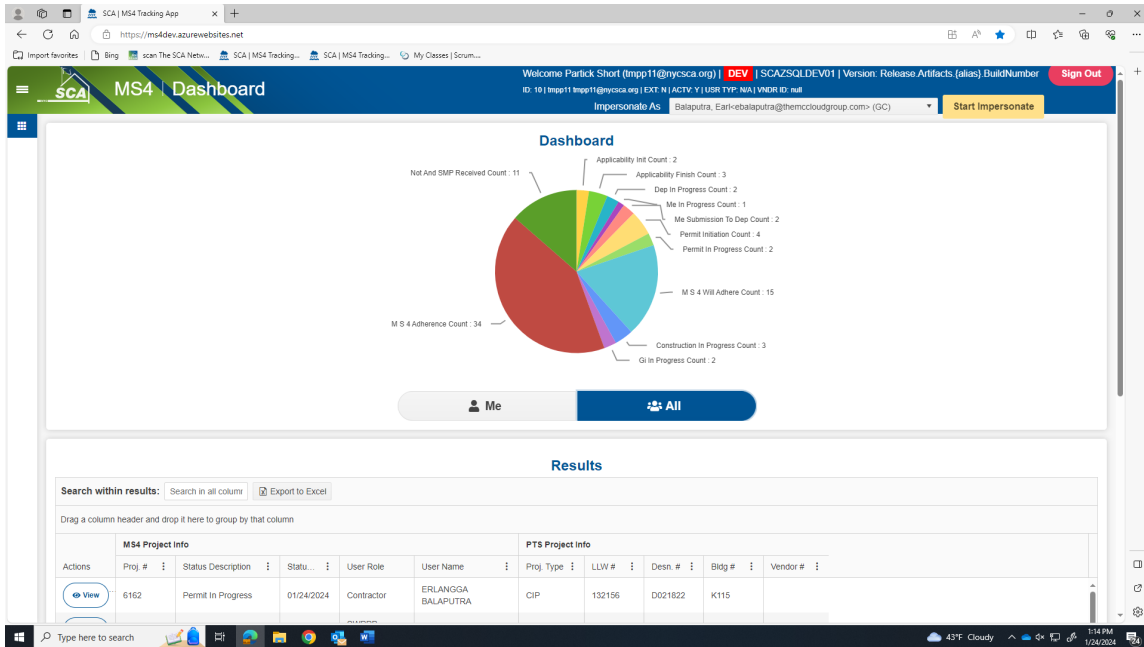
   e. DEP Construction Permit Initiation Form Approval Date is pre-populated.
   f. "**Enter**" **each field**:
      1. DEP Stormwater Construction Permit Application Date
      3. DEP Stormwater Construction Permit Approval Date
      4. DEP Stormwater Construction Permit Application Number
      5. DEP 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**.
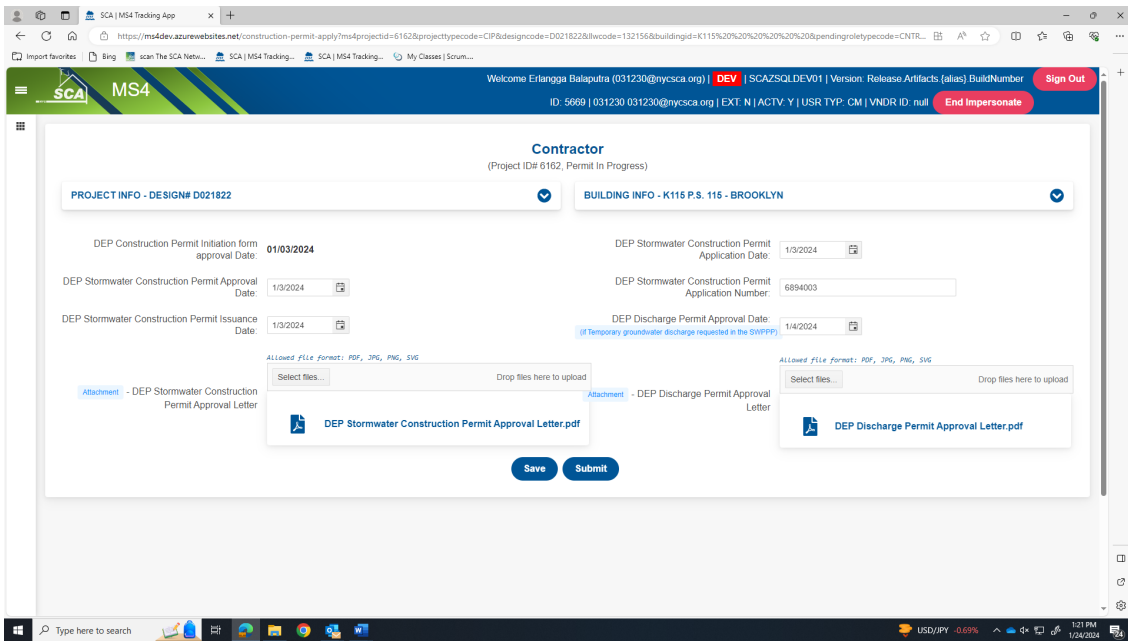
j. Dashboard displays *"MS4 Will Adhere"*.

……… Construction Permit Initiation Phase is completed; Construction starts ……..

Construction Phase - Construction

1. **General Contractor (GC**)
   a. Receives email notification.
   b. "Log" into MS4.
   c. Dashboard displays *"MS4 Will Adhere"*.
   d. "Click" Open.
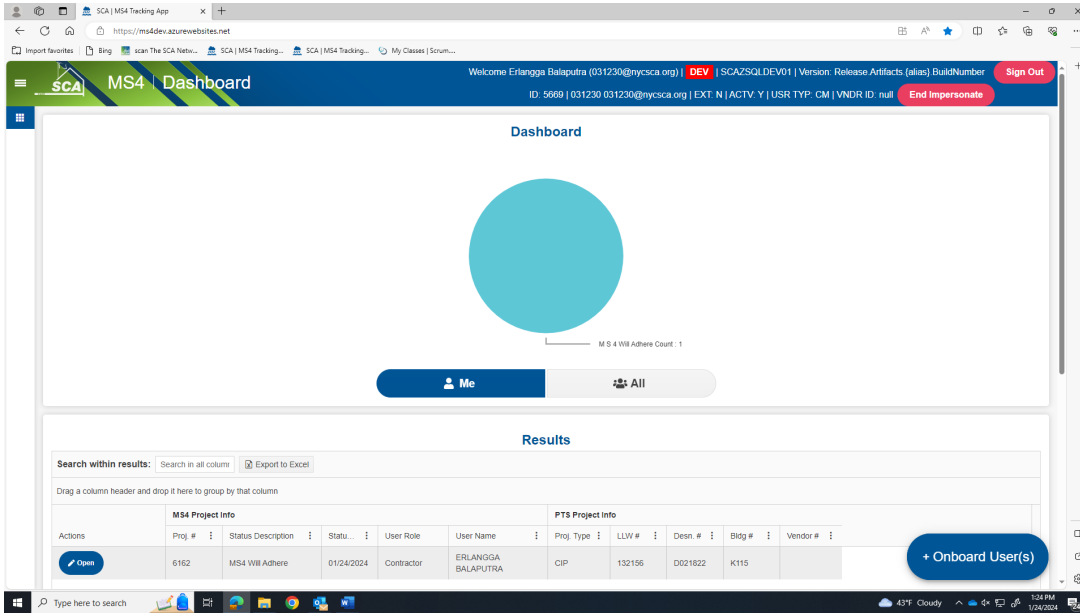
   e. "Enter" Date -Affidavit of MS4 Adherence
   f. *"Attach" "Will Adhere Certificate."*
   g. "Enter" Stormwater Work Start Date.
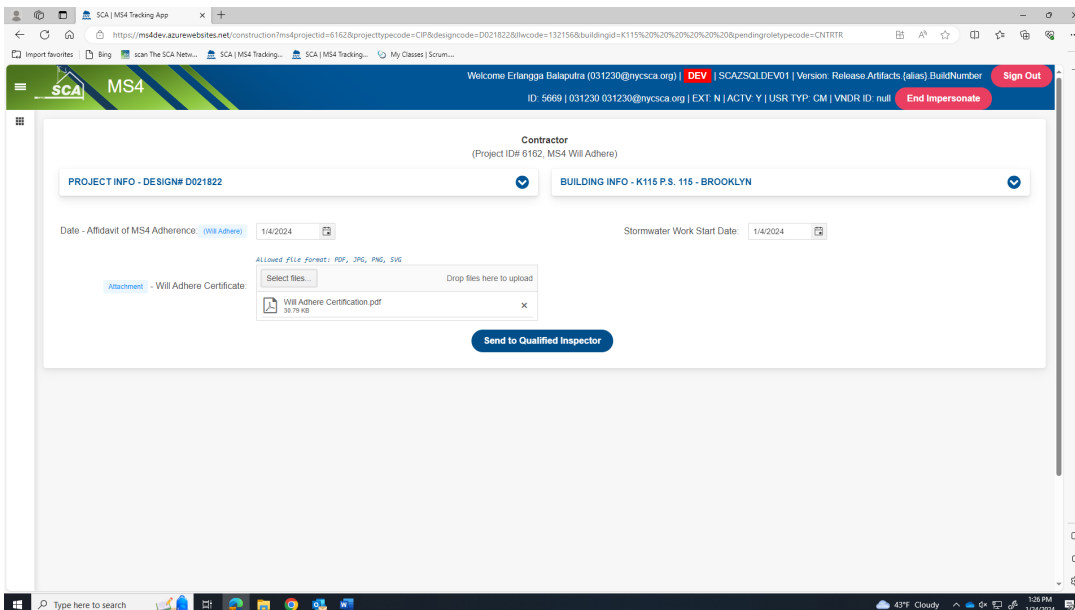
   h. "Click" *Send to Qualified Inspector*.

i. Dashboard displays *"Construction in Progress."*

j. *An email notification is sent to the Qualified Inspector (QI) for action*.

2. **Qualified Inspector (QI)**
    a. Receives email notification.
    b. "Log" into MS4.
    c. Dashboard displays *"Construction in Progress."*
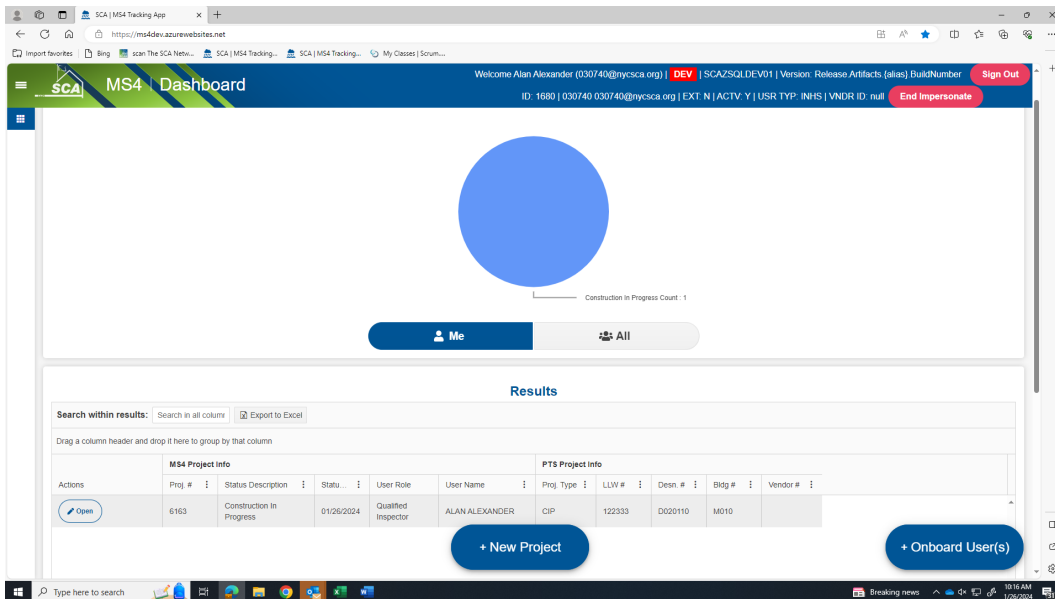
    d. "Click" **Open**
    e. Stormwater Work Start date – auto populates.
    f. "Enter" **Start Date of Ongoing Inspection**
   g. "Enter" **Description of Constructed GI Strategies**

    - **If No Deficiency is added, "**Click" **Submit**
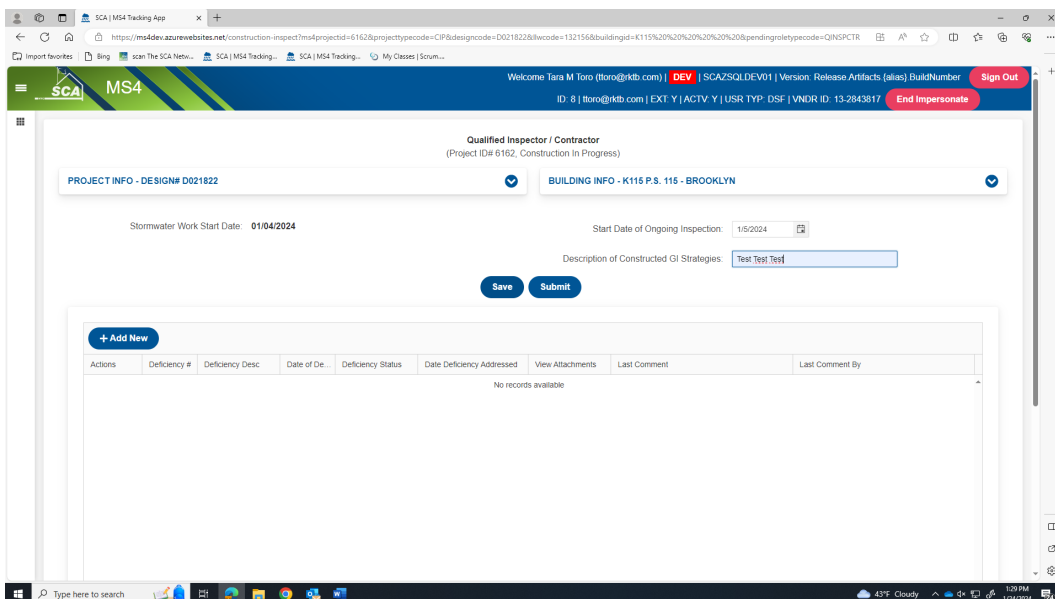
    - Upon Submit the process goes to *"Construction Close Out-Phase"*
    - An email notification is sent to the General Contractor (GC) with status of **"MS4 Adherence."**
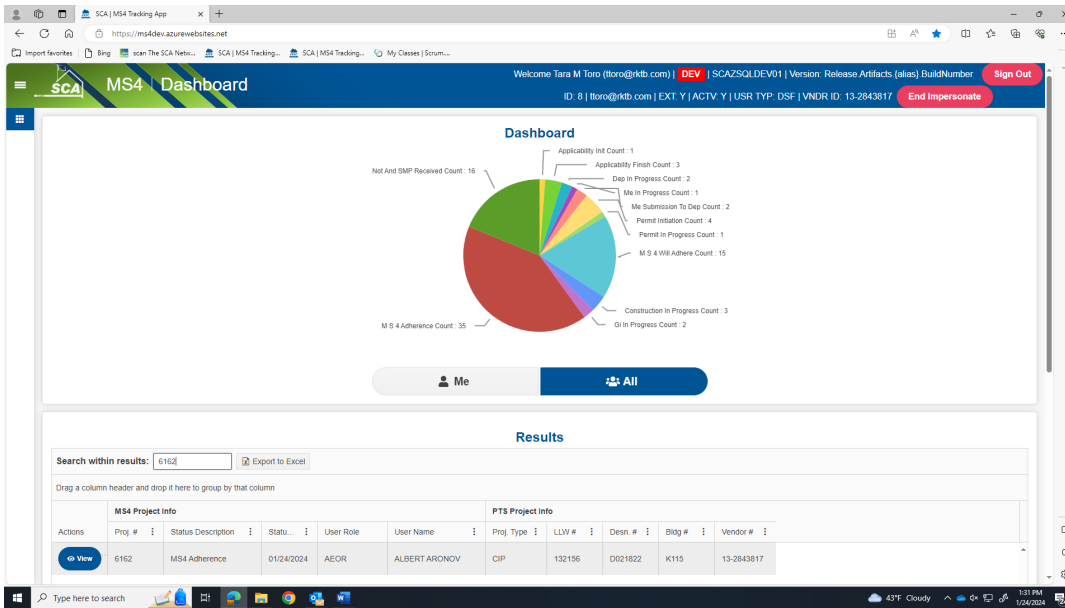
- **However, if a Deficiency item is added, an exchange will start between QI and GC in the Deficiency Grid**.
  - QI enters deficiency description and comment.
  - GC addresses deficiency.
  - QI and GC go back and forth with comments until deficiencies are closed.
  - QI closes deficiencies.

- QI will "Click" **Add New. "**Fill in" **Deficiency Description. "**Add" **Initial Comments** to start the dialog with the Contractor (GC). **Attachments** can be uploaded and **"Save".**
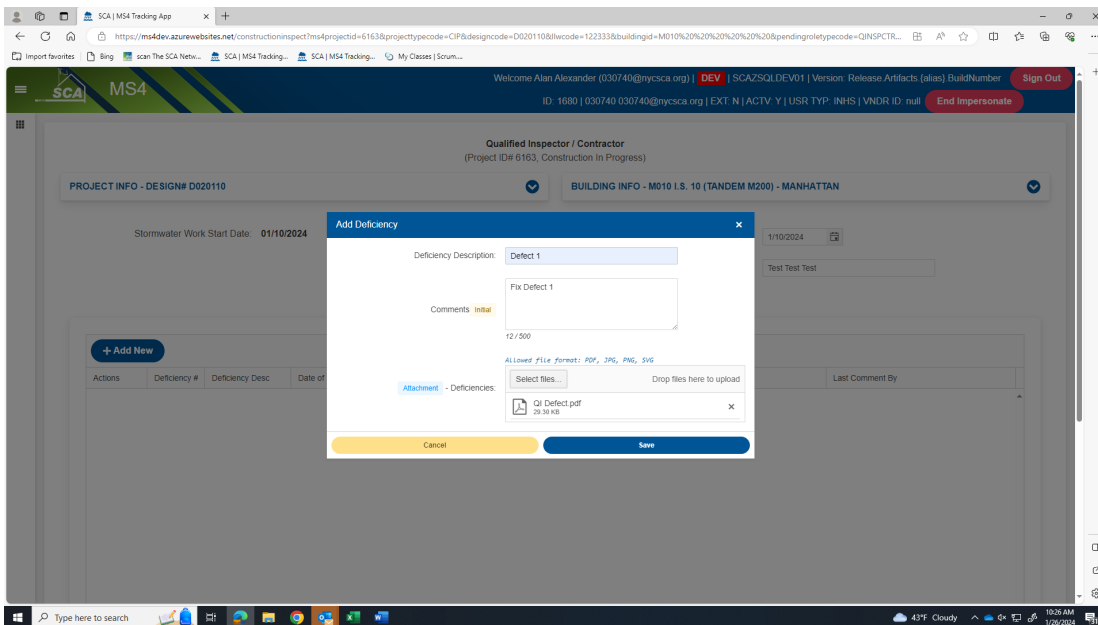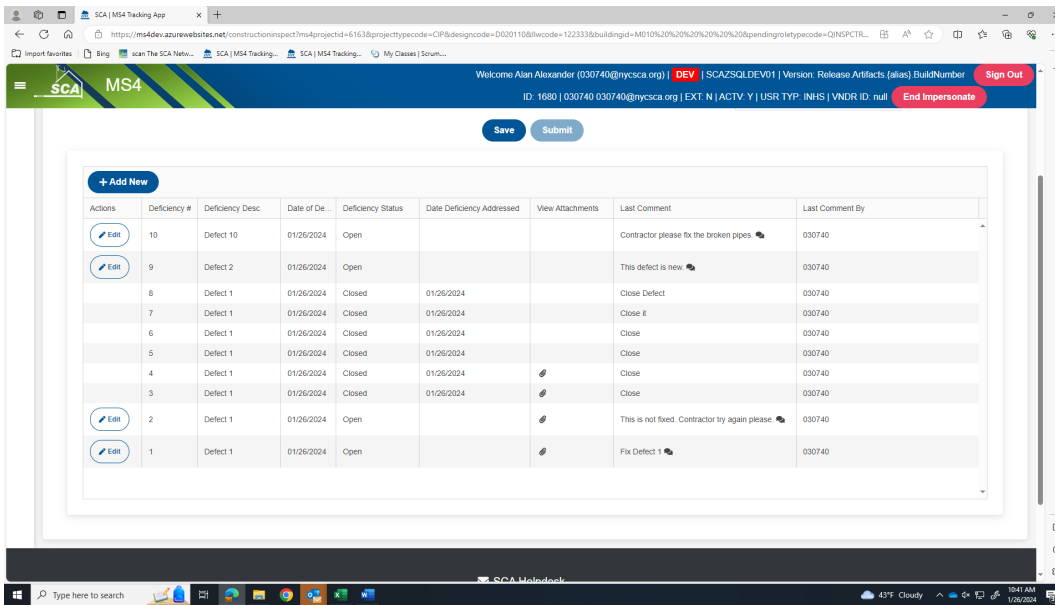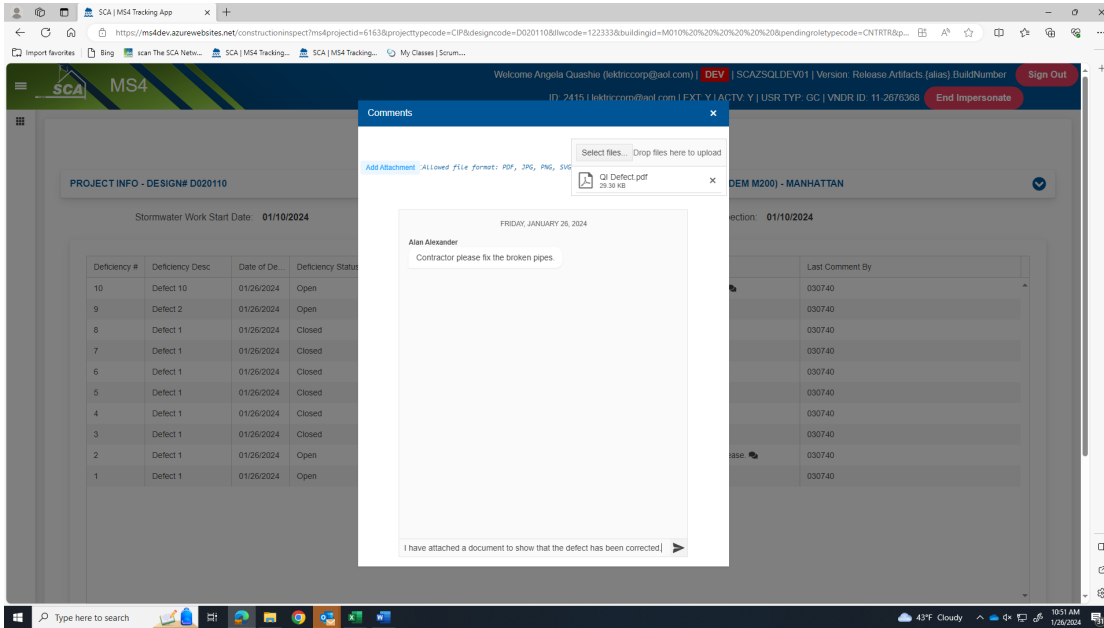
From the Contractor's (GC's) Dashboard.

- Deficiency Status will indicate Open deficiencies and Closed deficiencies.
- GC will see the QI's last comments.
- GC will address the Open defects.
  - "Scroll" to **Last Comment**
  - "Click" **Chat box.**
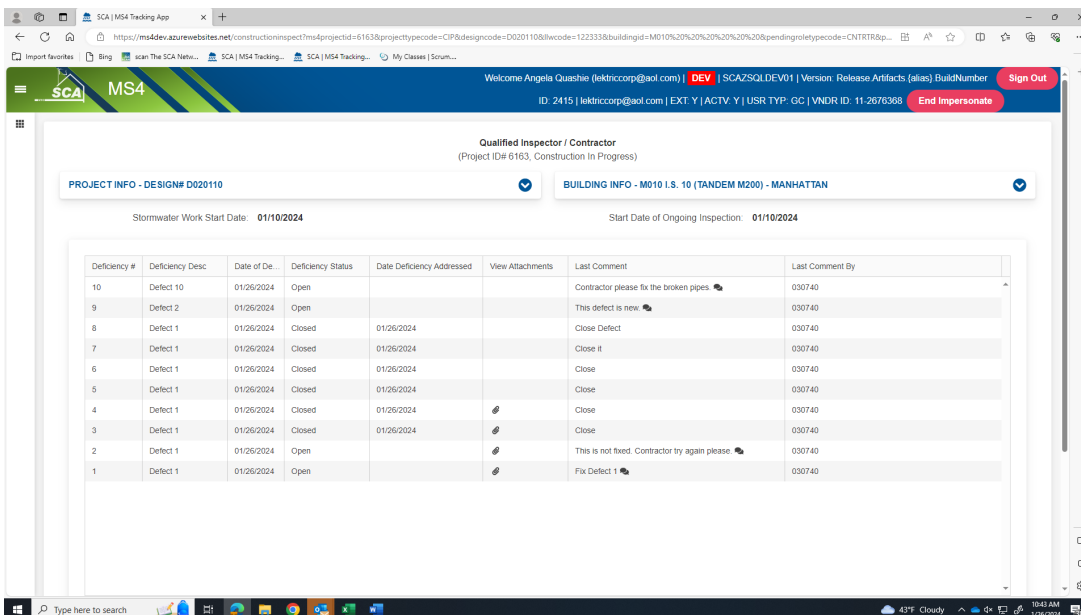
  - **"Comment pop up"** will display the **Qualified Inspector's comments**.

- o The Contractor (GC) will address the defects. **Upload an Attachment** and/or **Provide comments.**
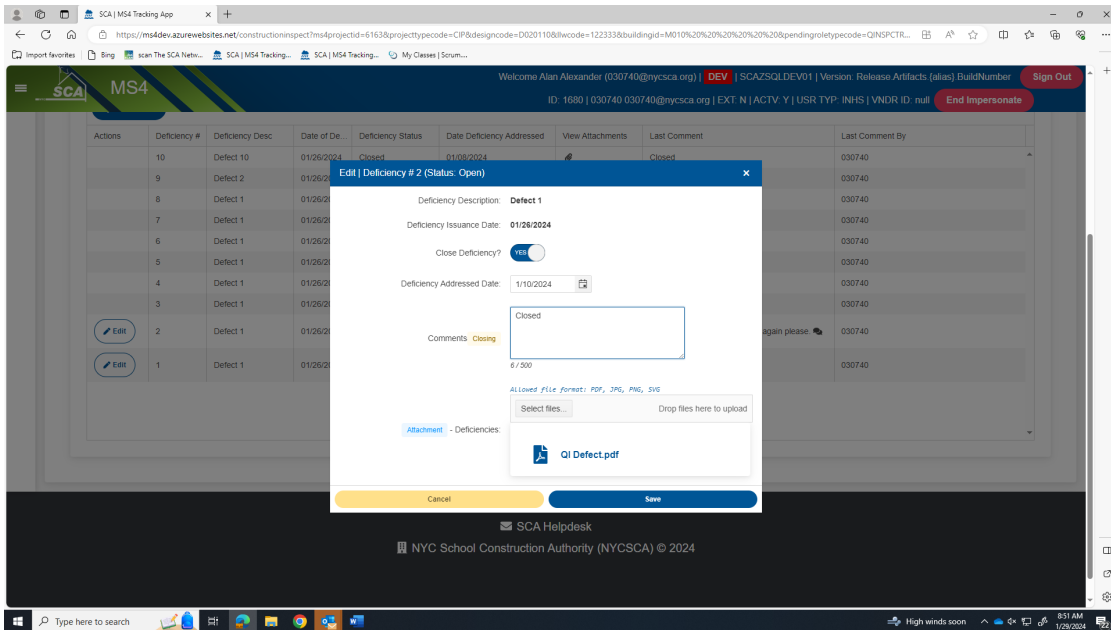- o "Click" the arrow to **Submit comments.**

- Contractor's Dashboard will reflect the last comment the Contractor made to the Qualified Inspector.
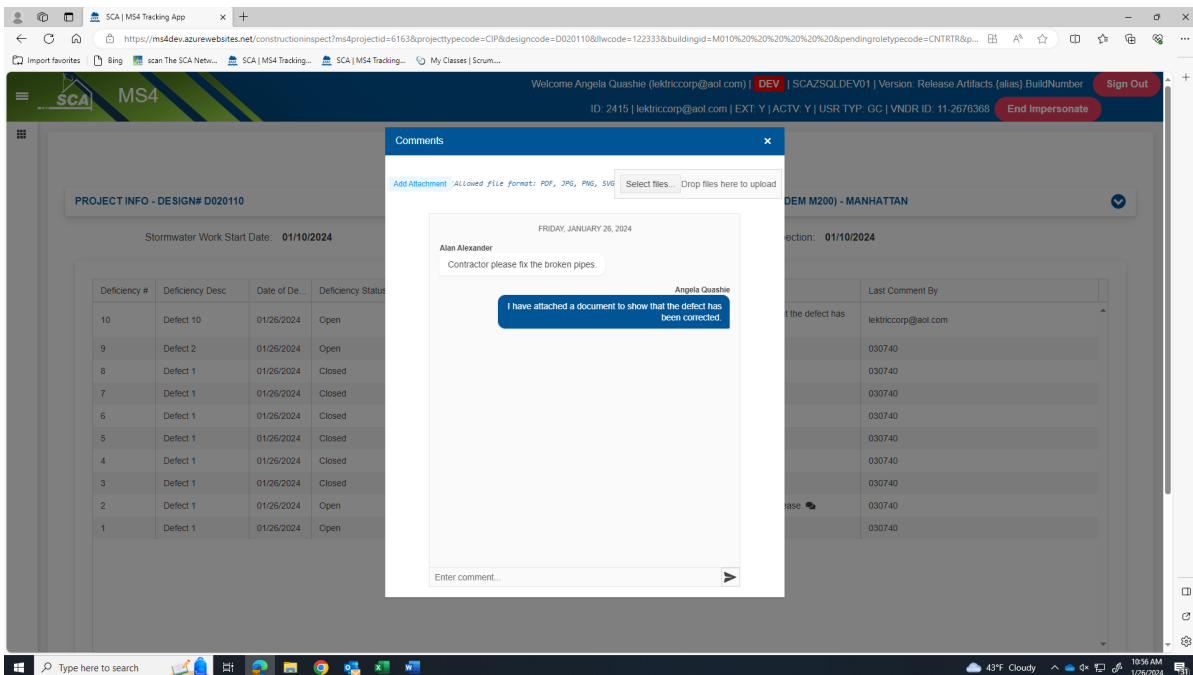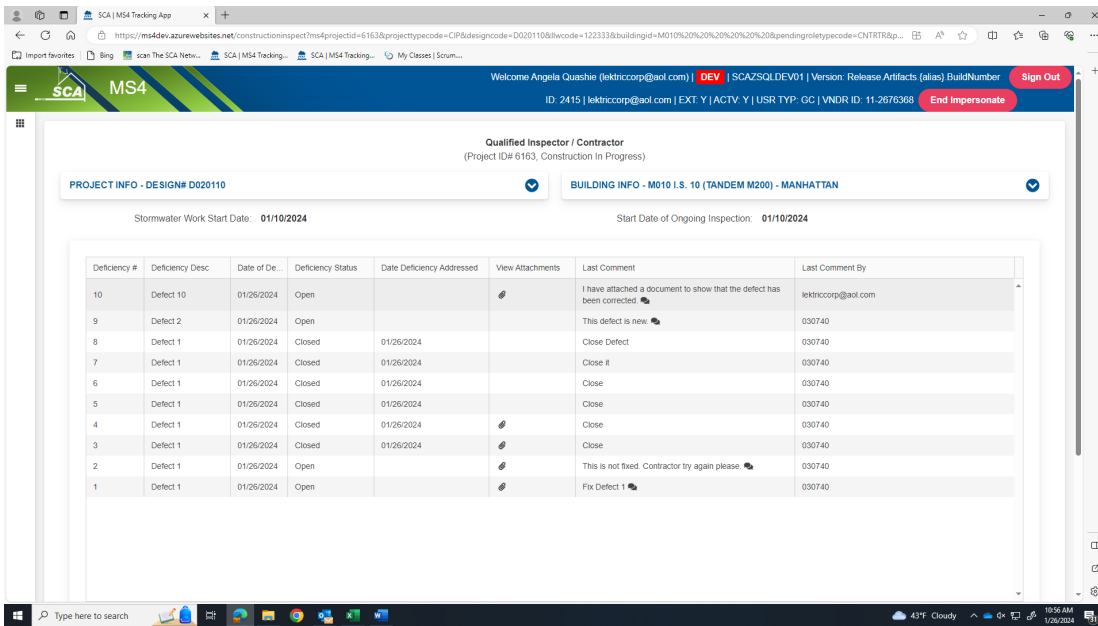
From the Qualified Inspector's (QI) Dashboard

- The QI will review the Contractor's (GC's) comments. When satisfied, the QI will close the defect.
- To Close an item "Click" **Edit.** From the popup "Click" **YES** to Close Deficiency. "Add" **Comment** and **Save.**
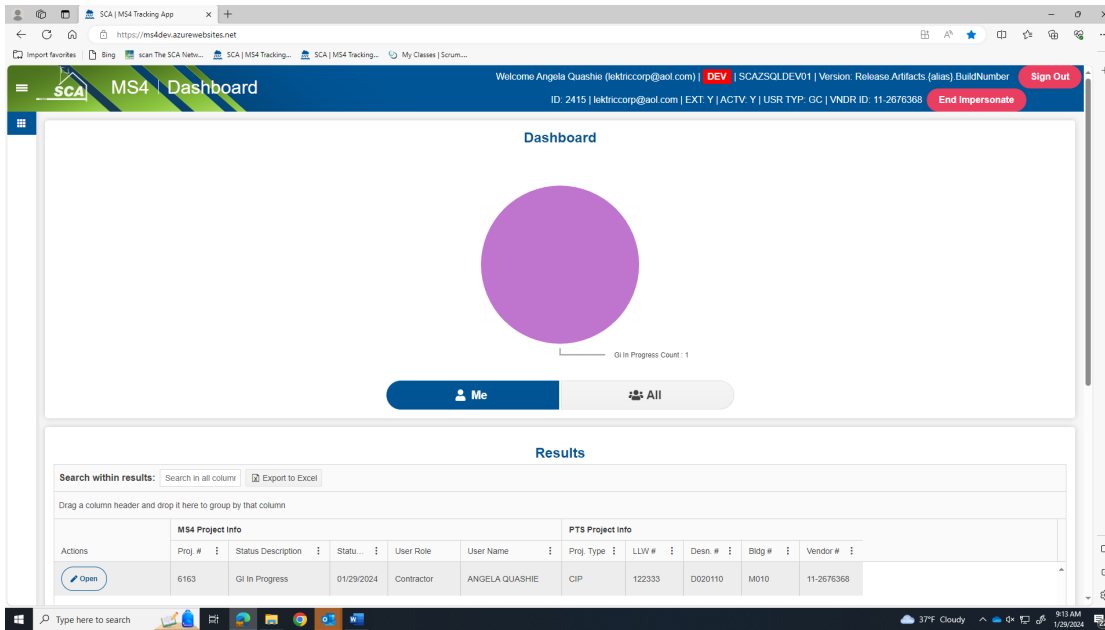
o   When <u>all</u> defects have been satisfied, the QI will "Click" **Save.** "Click" **Submit**
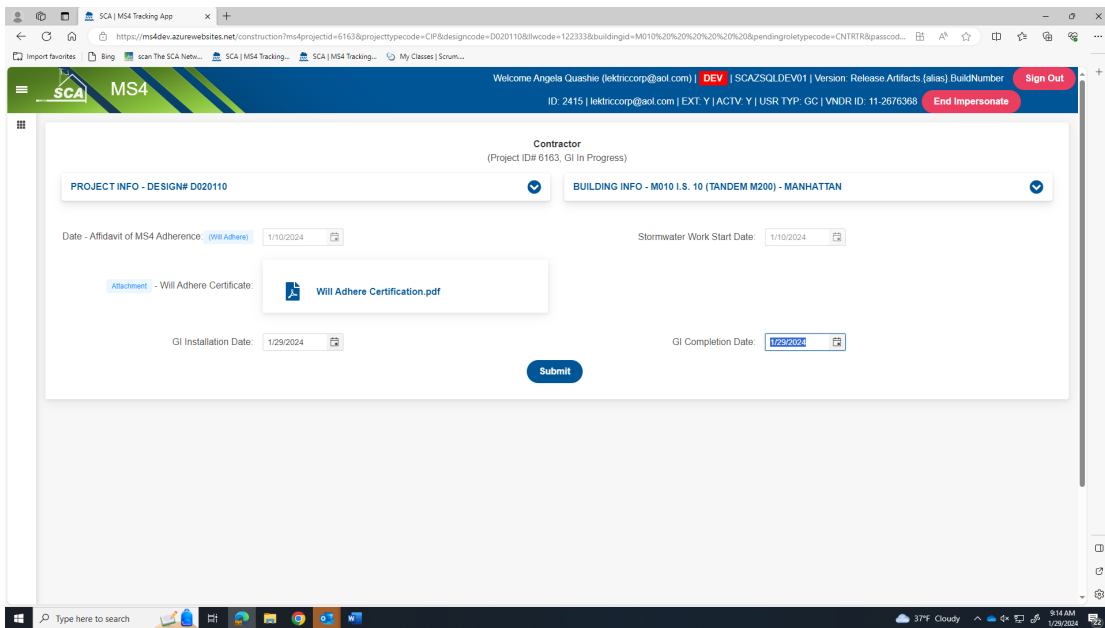
h. Dashboard displays *GI In Progress*
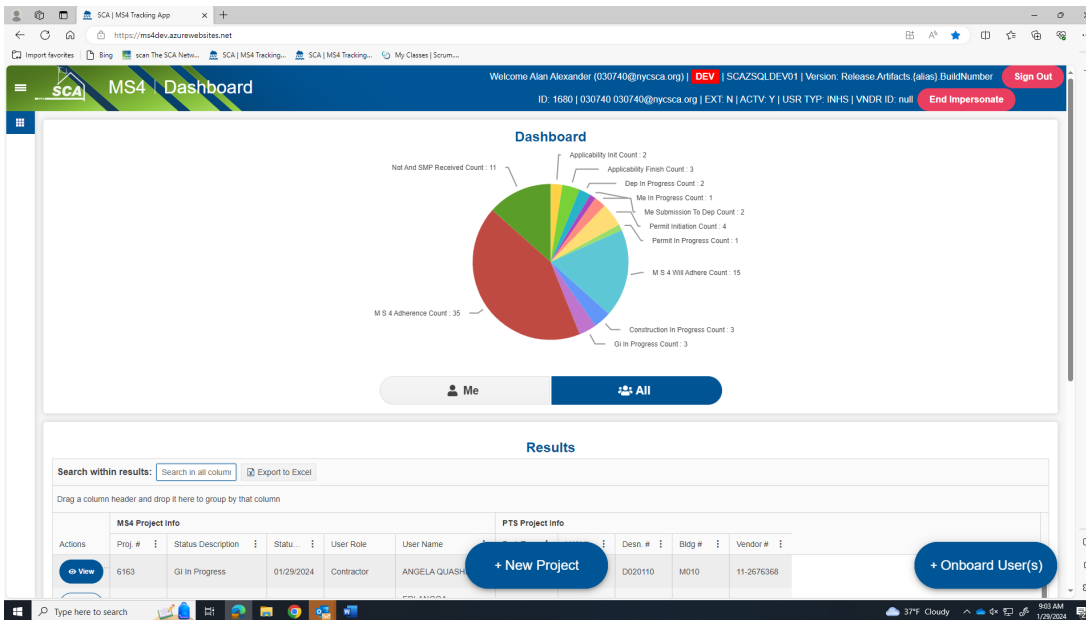
3. **General Contractor (GC)**
   a. Receives email notification.
   b. "Log" into MS4.
   c. Dashboard displays *GI In Progress*
   d. "Click" Open.

   e. These fields will auto populate:
      o Date Affidavit of MS4 Adherence.
      o Stormwater Work Start Date.
      o Will Adhere Certificate.
   f. "Enter" *GI Installation date* and "Enter" *GI Completion date*.
   g. Click" **Submit**

h. Dashboard displays **"MS4 Adherence."**

……… Construction is completed. Construction Close out Phase starts …………

Construction Closeout Phase
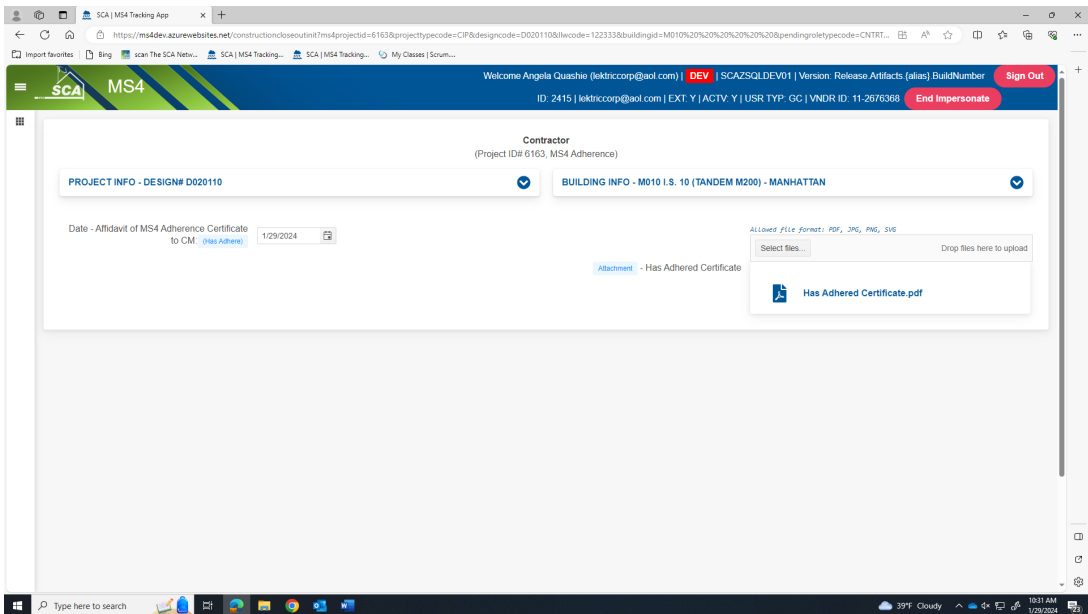
1. **General Contractor (GC)**
   a. Dashboard displays **"MS4 Adherence."**
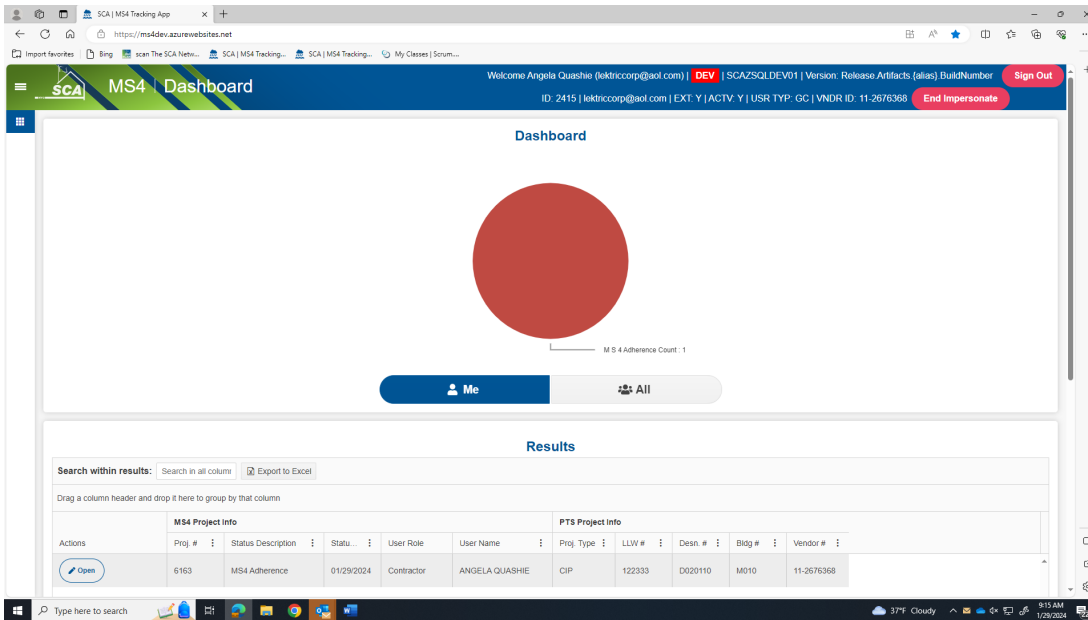
   b. "Click" **Open**
   c. "Enter Date – Affidavit of MS4 Adherence Certification to CM.
   d. "Attach" *Has Adhered Certificate.*
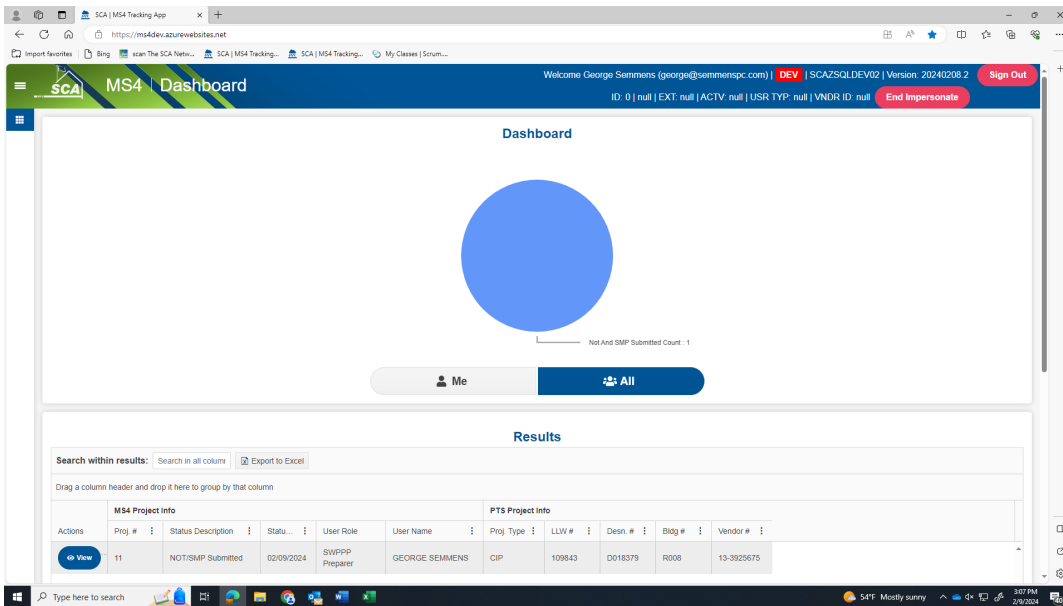   e. "Click" **Submit**

   a. Dashboard displays *MS4 has Adherence*.

Note: *if disturbed area was over one acre. An email notification would be sent to SWPPP for action to enter date Notice of Intent NOT) Form was submitted to NYSDEC.*

2. **SWPPP (if required)**
   a. Receives email notification (*stated but not shown*)
   b. "Log" into MS4.
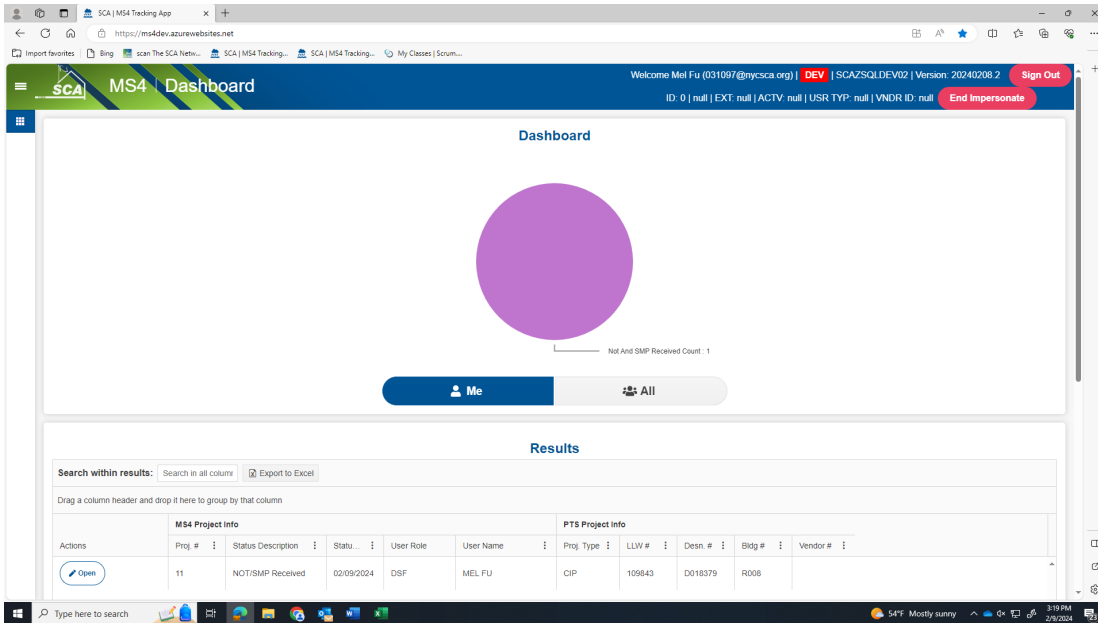   c. Dashboard displays ***NOT/SMP Submitted.***

   d. "Enter" date ***NOT form was submitted to NYSDEC***.
   e. "Enter" date ***Final post SMP (if revised from original***)
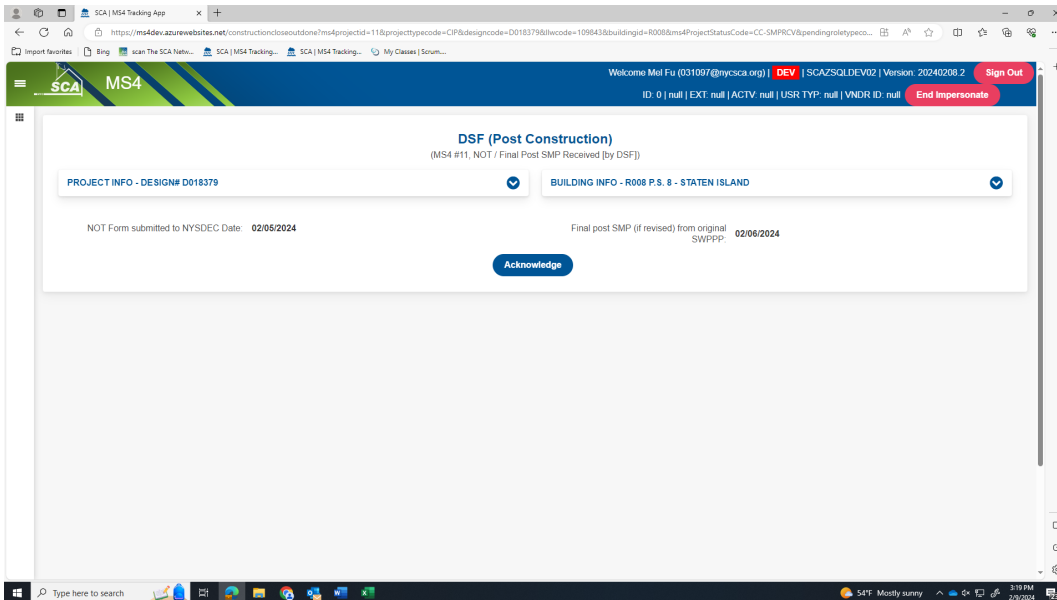   f. "Click" **Submit**
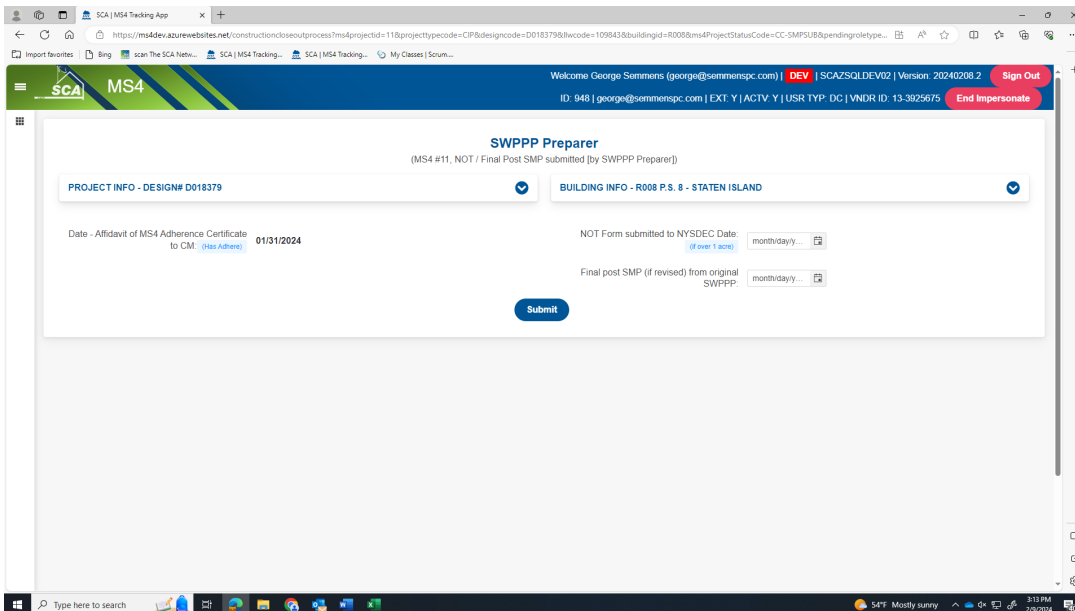
   g. An email ***notification is sent to the Division of School Facilities (DSF) for action***.

3. **DSF (if required)**
   a. Receives email notification.
   b. "Log" into MS4.
   c. Dashboard displays ***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** ……………………………………….