

# "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 Tracki	ng and Reporting Tool -	Role (User Grou	ps)			
		D	esign Phase				Construction I	Phase	
User Groups	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:		Project Applicability	Project Applicability	-	-	-	-	-
SWPPP Permit Application	Assign AEoR		-	SWPPP Permit Application	-	-	-	-	-
Construction Phase	Ŭ	DCMS Project:							
Permit Initiation	DCMS Project:	ASSIGN - AEOR	-		Permit Initiation	Permit Initiation		•	
Construction	Assign - DC Main		-	-	-	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.

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Actions Proj.# : Status Description : Statu • View - 6162 Permit In Progress 01/24/20	Contractor ERLANGGA CIP	152156 D021822 K115

- 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.

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DEP Construction Permit Initiation form approval Date:	01/03/2024	DEP Stormwater Construction Permit Application Date:	1/3/2024
DEP Stormwater Construction Permit Approval Date:	1/3/2024	DEP Stormwater Construction Permit Application Number:	6894003
DEP Stormwater Construction Permit Issuance Date:	1/3/2024	DEP Discharge Permit Approval Date: (If Temporary groundwater discharge requested in the SWPPP	1/4/2024
	Allowed file format: PDF, JPG, PNG, SVG		Allowed file format: PDF, JPG, PNG, SVG
Attachment - DEP Stormwater Construction	Select files Drop files here to u	Attachment - DEP Discharge Permit Approval	Select files Drop files here to upload
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### j. Dashboard displays "MS4 Will Adhere".

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...... 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.

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- e. "Enter" Date -Affidavit of MS4 Adherence
- f. "Attach" "Will Adhere Certificate."
- g. "Enter" Stormwater Work Start Date.

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**h.** "Click" Send to Qualified Inspector.

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

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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."

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- 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

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- 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."

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- 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".

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#### 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.

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6	Defect 1	01/26/2024	Closed	01/26/2024		Close	030740	
6	Defect 1	01/26/2024	Closed	01/26/2024		Close	030740	
4	Defect 1	01/26/2024	Closed	01/26/2024		Close	030740	
3	Defect 1	01/26/2024	Closed	01/26/2024	8	Close	030740	
2	Defect 1	01/26/2024	Open		8	This is not fixed. Contractor try again please. 🎭	030740	
1	Defect 1	01/26/2024	Open		6	Fix Defect 1 🎭	030740	

• "Comment pop up" will display the **Qualified Inspector's comments**.

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

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6					Alan Alexander							
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	8	Defect 1	01/26/2024	Closed					030740			
	7	Defect 1	01/26/2024	Closed					030740			
	6	Defect 1	01/26/2024	Closed					030740			
	5	Defect 1	01/26/2024	Closed					030740			
	4	Defect 1	01/26/2024	Closed					030740			
	3	Defect 1	01/26/2024	Closed					030740			
	2	Defect 1	01/26/2024	Open				ase. 🎭	030740			
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• Contractor's Dashboard will reflect the last comment the Contractor made to the Qualified Inspector.

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	MS <sup>2</sup>								
					ID: 24	115   lektriccorp@aol.com   EXT: "	Y   ACTV: Y   USR TY	P: GC   VNDR ID: 11-2676368 End II	npersonate
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					Alan Alexander				
	Deficiency #	Deficiency Desc	Date of De	Deficiency Statu	us	Angela Quashie		Last Comment By	
	10	Defect 10	01/26/2024	Open	I have attached a document	to show that the defect has been corrected.	t the defect has	lektriccorp@aol.com	-
	9	Defect 2	01/26/2024	Open				030740	
	8	Defect 1	01/26/2024	Closed				030740	
	7	Defect 1	01/26/2024	Closed				030740	
	6	Defect 1	01/26/2024	Closed				030740	
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				(Proje	Qualified Inspector act ID# 6163, Constru	/ Contractor uction In Progress)		
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s	tormwater Work Sta	rt Date: 01/10	/2024			Start Date of Ongoing Inspection: 01/10/2	2024	
Deficiency #	Deficiency Desc	Date of De	Deficiency Status	Date Deficiency Addressed	View Attachments	Last Comment	Last Comment By	
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9	Defect 2	01/26/2024	Open			This defect is new. 🎭	030740	
8	Defect 1	01/26/2024	Closed	01/26/2024		Close Defect	030740	
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5	Defect 1	01/26/2024	Closed	01/26/2024		Close	030740	
4	Defect 1	01/26/2024	Closed	01/26/2024	0	Close	030740	
3	Defect 1	01/26/2024	Closed	01/26/2024	8	Close	030740	
2	Defect 1	01/26/2024	Open		8	This is not fixed. Contractor try again please. 🎭	030740	
1	Defect 1	01/26/2024	Open		8	Fix Defect 1 🎭	030740	

#### 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.



+ Add	New							
Actions	Deficiency #	Deficiency Desc	Date of De	Deficiency Status	Date Deficiency Addressed	View Attachments	Last Comment	Last Comment By
	10	Defect 10	01/26/2024	Closed	01/08/2024	8	Closed	030740
	9	Defect 2	01/26/2024	Closed	01/09/2024		Closed	030740
	8	Defect 1	01/26/2024	Closed	01/26/2024		Close Defect	030740
	7	Defect 1	01/26/2024	Closed	01/26/2024		Close it	030740
	6	Defect 1	01/26/2024	Closed	01/26/2024		Close	030740
	5	Defect 1	01/26/2024	Closed	01/26/2024		Close	030740
	4	Defect 1	01/26/2024	Closed	01/26/2024	0	Close	030740
	3	Defect 1	01/26/2024	Closed	01/26/2024	6	Close	030740
	2	Defect 1	01/26/2024	Closed	01/10/2024	B	Closed	030740
	1	Defect 1	01/26/2024	Closed	01/23/2024	8	closed	030740

- When all defects have been satisfied, the QI will "Click" Save. "Click" Submit
- h. Dashboard displays GI In Progress

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#### 3. General Contractor (GC)

- **a.** Receives email notification.
- **b.** "Log" into MS4.
- c. Dashboard displays GI In Progress
- d. "Click" Open.

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

SCA MS4	Welcome Angela Quashie (lektriccom@aol.com)   DEV   SCAZSQLDEV01   Version: Release Artifacts (alias)	BuildNumber Sign O
		u impersonate
	Contractor (Project ID# 6163, GI In Progress)	
PROJECT INFO - DESIGN# D020110	SUILDING INFO - M010 I.S. 10 (TANDEM M200) - MANHATTAN	٢
Date - Affidavit of MS4 Adherence: (VIII Admre)	Stormwater Work Start Date: 1/10/2024	
Attachment - Will Adhere Certificate: Will Adhere Certification.pd	r	
GI Installation Date: 1/29/2024	Gi Completion Date: 11221/2022	
	Submit	

### h. Dashboard displays "MS4 Adherence."

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

## **Construction Closeout Phase**

#### 1. General Contractor (GC)

a. Dashboard displays "MS4 Adherence."

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<u>śca</u> MS4	Dashbo	ard			I	): 2415   lektrico	orp@aol.com	EXT: Y   ACT	/: Y   USR TY	P: GC   VNDR ID: 11-267	6368 🛑	End Impe	rsonate		
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- b. "Click" Open
- c. "Enter Date Affidavit of MS4 Adherence Certification to CM.
- d. "Attach" Has Adhered Certificate.
- e. "Click" Submit

MSA	Welcome Ange	la Quashie (lektriccorp@aol.com)   DEV   SCAZ	SQLDEV01   Version: Release Artifacts.{ali	as}.BuildNumber Sign
SCA NIGH	IC	0: 2415   lektriccorp@aol.com   EXT: Y   ACTV: Y	USR TYP: GC   VNDR ID: 11-2676368	End Impersonate
	Cont (Project ID# 6163	ractor 8, MS4 Adherence)		
PROJECT INFO - DESIGN# D020110	٢	BUILDING INFO - M010 I.S. 10 (TANDEM M	200) - MANHATTAN	•
Date - Affidavit of MS4 Adherence Certificate to CM: (Has Adhere)			Allowed file format: PDF, JPG, PNG, SVG Select files	Drop files here to upload
		Attachment - Has Adhered Certificate	Has Adhered Certificate.pc	if

**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.

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- d. "Enter" date NOT form was submitted to NYSDEC.
- e. "Enter" date Final post SMP (if revised from original)
- f. "Click" Submit

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	ID: 948   george@semmenspc.com   EXT: Y   ACTV: Y   USR TYP: DC   VNDR ID: 13-3925675 End Impersor	nate
s	SWPPP Preparer	
(MS4#11, NOT / Fina	nal Post SMP submitted [by SWPPP Preparer])	
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Date - Affidavit of MS4 Adherence Certificate	NOT Form submitted to NYSDEC Date:	
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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.

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- **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

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