



“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.

Qualified Inspector (QI)

The Qualified Inspector (QI) has an active role during the Construction Phase of the MS4 process.

1. As the General Contractor performs MS4 construction, the Qualified Inspector inspects the associated work and ensures deficiencies are properly addressed to enable Construction close-out to take place.

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 - 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

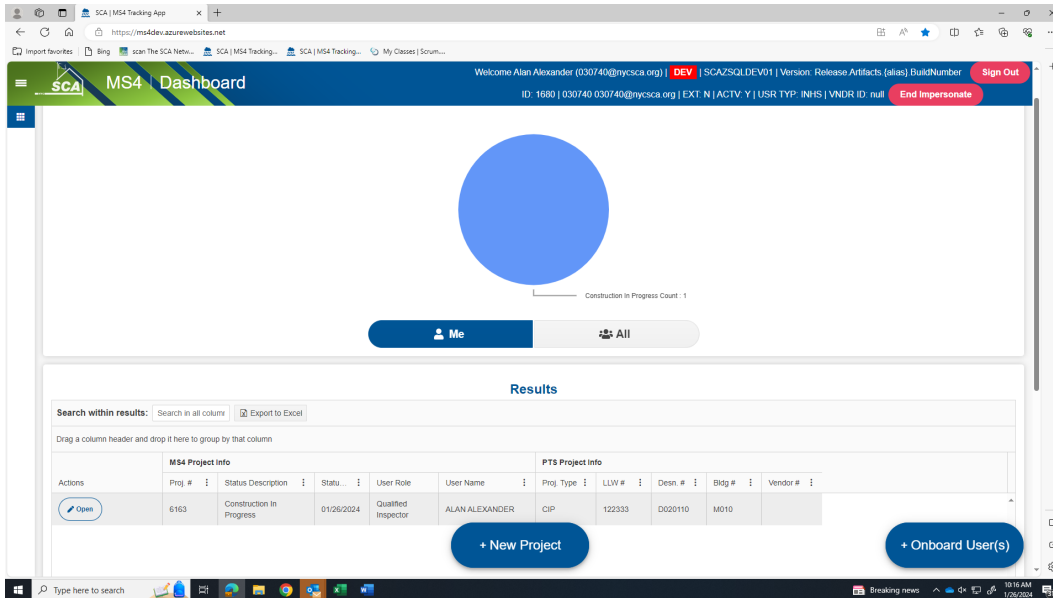
Using the Tool

1. Qualified Inspector (QI)

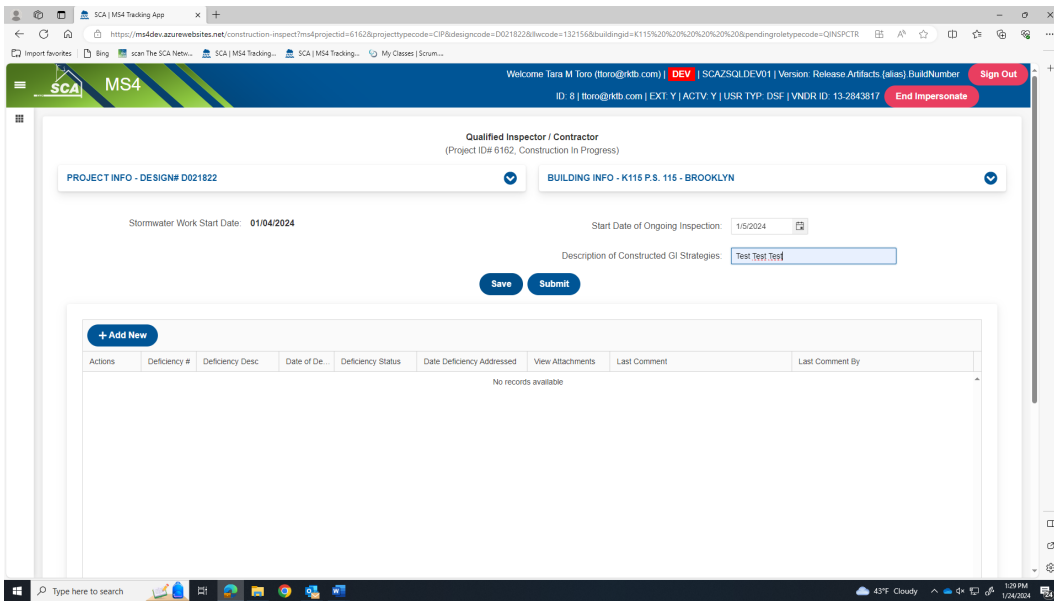
Note: The Qualified Inspector (QI) will receive an email notification when assigned to an MS4 project. The QI will receive another email notification from the General Contractor (GC) when MS4 Construction Phase has started. During the Construction Phase a back-and-forth exchange will take place between the QI and Contractor until all construction deficiencies are addressed.

1. Qualified Inspector (QI)

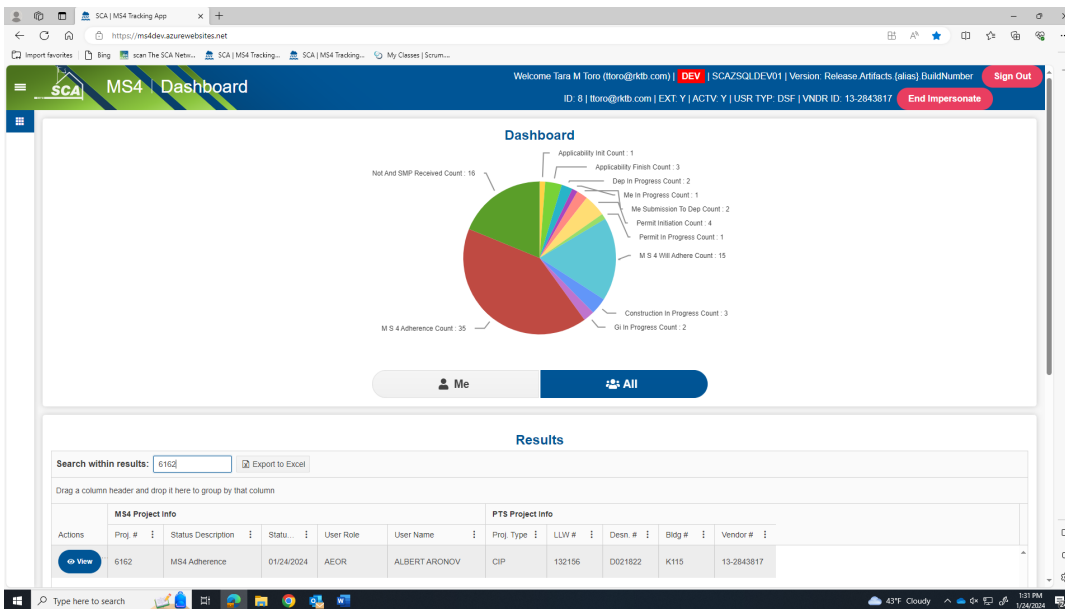
- a. Receives email notification.
- b. “Log” into MS4.
- c. Dashboard displays **“Construction in Progress.”**



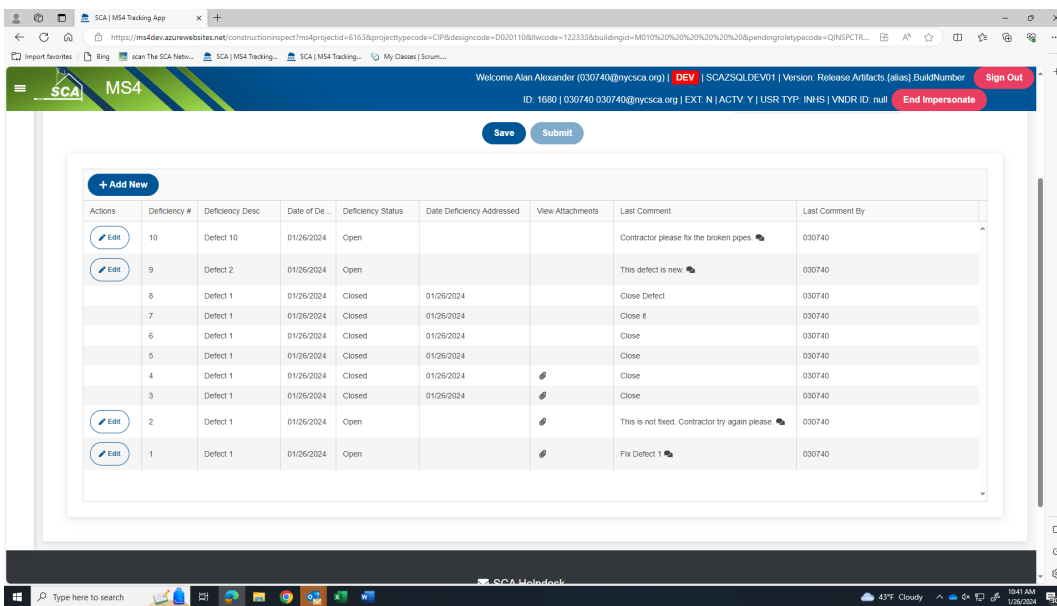
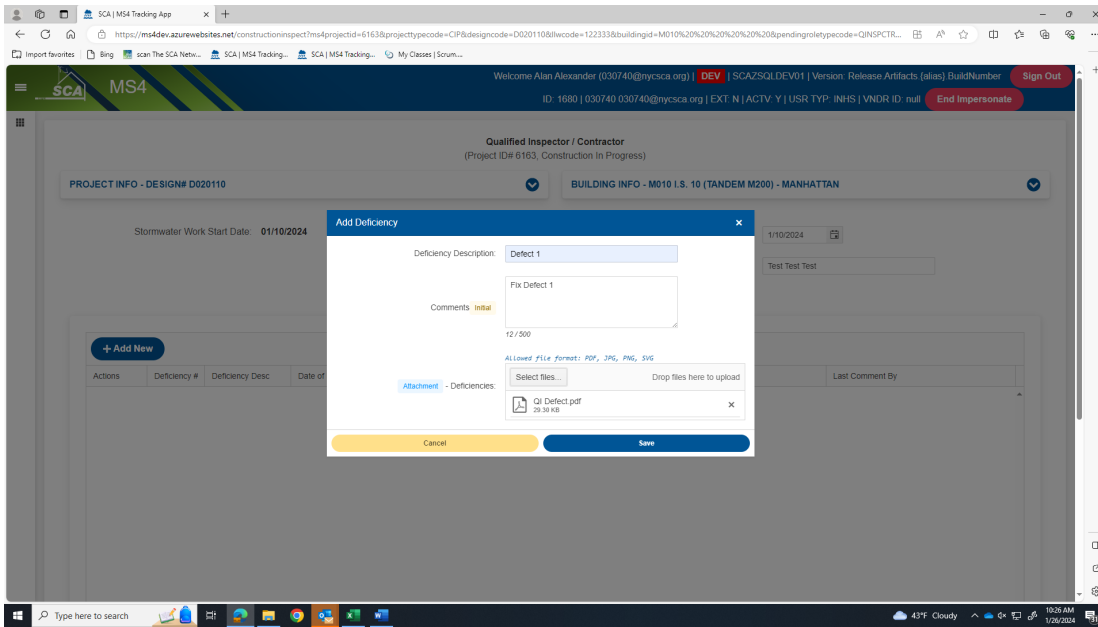
- d. “Click” Open
 - e. Stormwater Work Start date – auto populates.
 - f. “Enter” **Start Date of Ongoing Inspection**
 - g. “Enter” **Description of Constructed GI Strategies**
- **If No Deficiency is added, “Click” Submit**



- 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 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.
- “Click” **Add New.** “Fill in” **Deficiency Description.** “Add” **Initial Comments** to start the dialog with the Contractor (GC). “Provide” **an attachment if you like.** “Click” **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.

The screenshot displays the SCA MS4 Tracking App interface. At the top, there is a navigation bar with the SCA logo and MS4 text. Below this, a header section identifies the user as Angela Quashie and provides system information like 'DEV | SCA7SQLDEV01 | Version: Release Artifacts [alias] BuildNumber'. A 'Sign Out' button is visible in the top right corner.

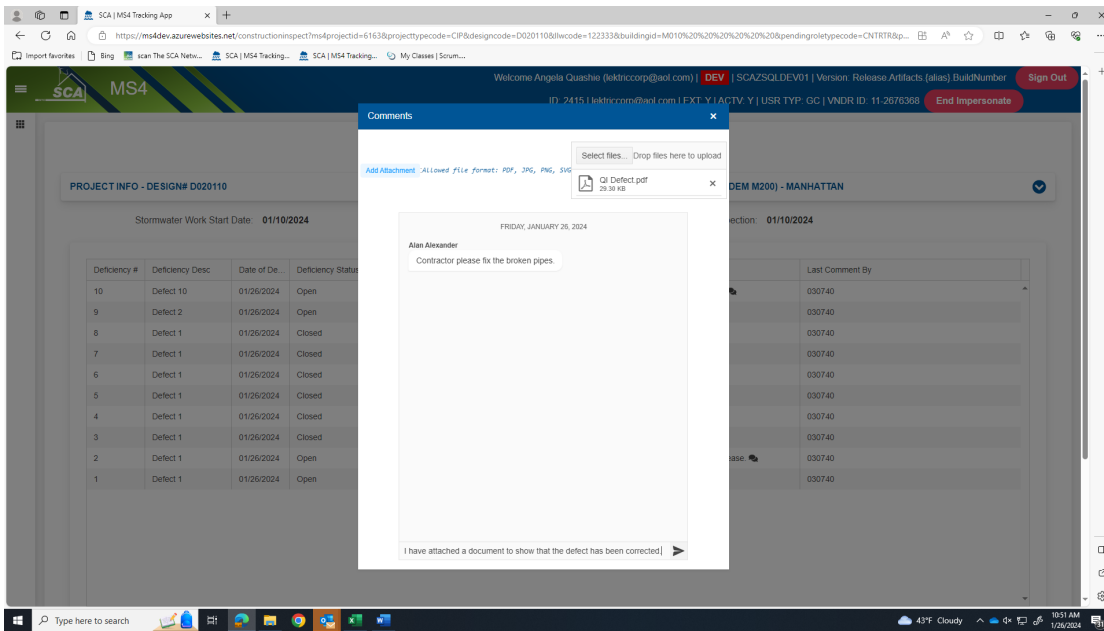
The main content area is titled 'Qualified Inspector / Contractor' and includes project details: 'PROJECT INFO - DESIGN# D020110' and 'BUILDING INFO - M010 L.S. 10 (TANDEM M200) - MANHATTAN'. It also shows 'Stormwater Work Start Date: 01/10/2024' and 'Start Date of Ongoing Inspection: 01/10/2024'.

The central part of the interface is a table with the following columns: Deficiency #, Deficiency Desc, Date of De..., Deficiency Status, Date Deficiency Addressed, View Attachments, Last Comment, and Last Comment By. The table contains 10 rows of data, with the most recent entry (ID 10) being 'Open' and the oldest (ID 1) being 'Open'.

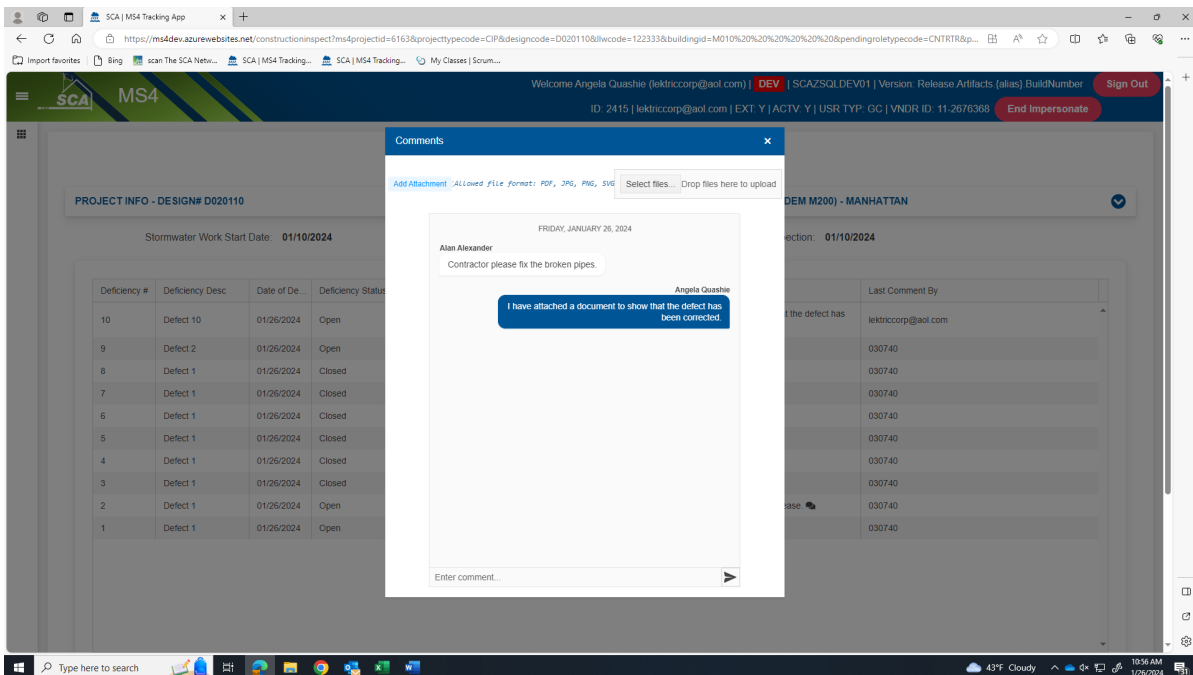
Deficiency #	Deficiency Desc	Date of De...	Deficiency Status	Date Deficiency Addressed	View Attachments	Last Comment	Last Comment By
10	Defect 10	01/26/2024	Open			Contractor please fix the broken pipes 🗨️	030740
9	Defect 2	01/26/2024	Open			This defect is new 🗨️	030740
8	Defect 1	01/26/2024	Closed	01/26/2024		Close Defect	030740
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	📎	Close	030740
3	Defect 1	01/26/2024	Closed	01/26/2024	📎	Close	030740
2	Defect 1	01/26/2024	Open		📎	This is not fixed. Contractor try again please. 🗨️	030740
1	Defect 1	01/26/2024	Open		📎	Fix Defect 1 🗨️	030740

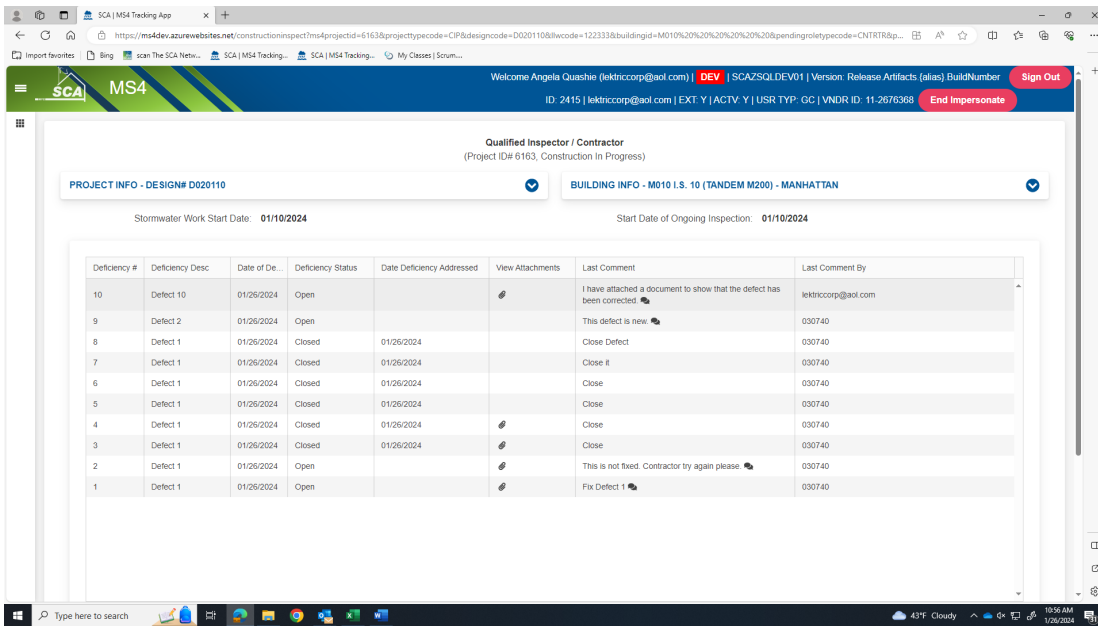
- “Comment pop up” will display the **Qualified Inspector’s** comments.

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



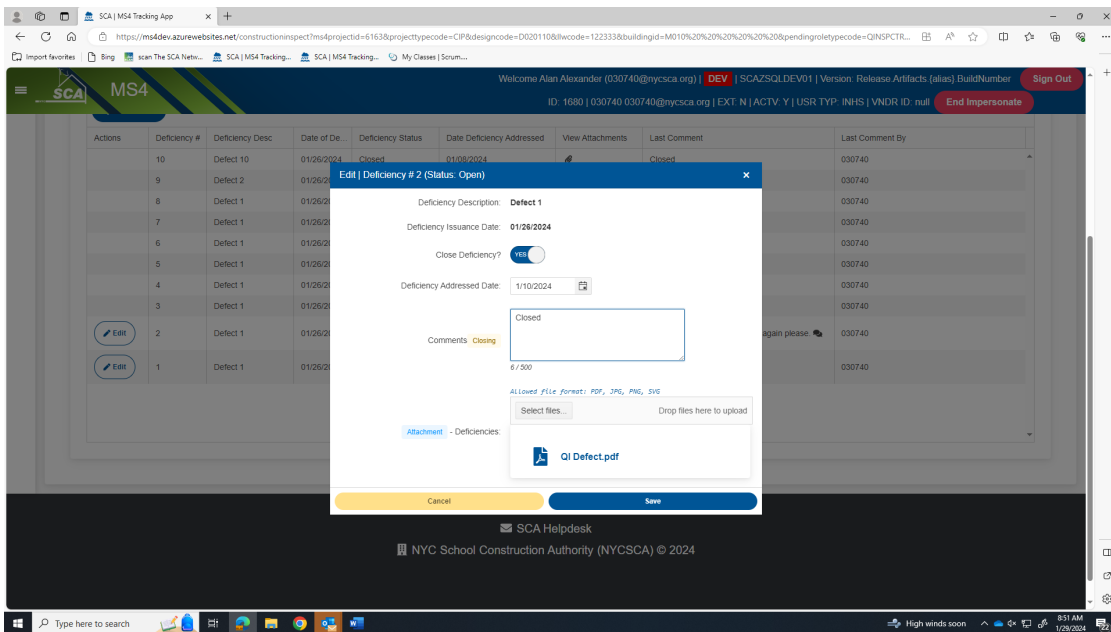
- Contractor’s Dashboard will reflect the last comment the Contractor made to the Qualified Inspector.





From the Qualified Inspector's (QI) Dashboard

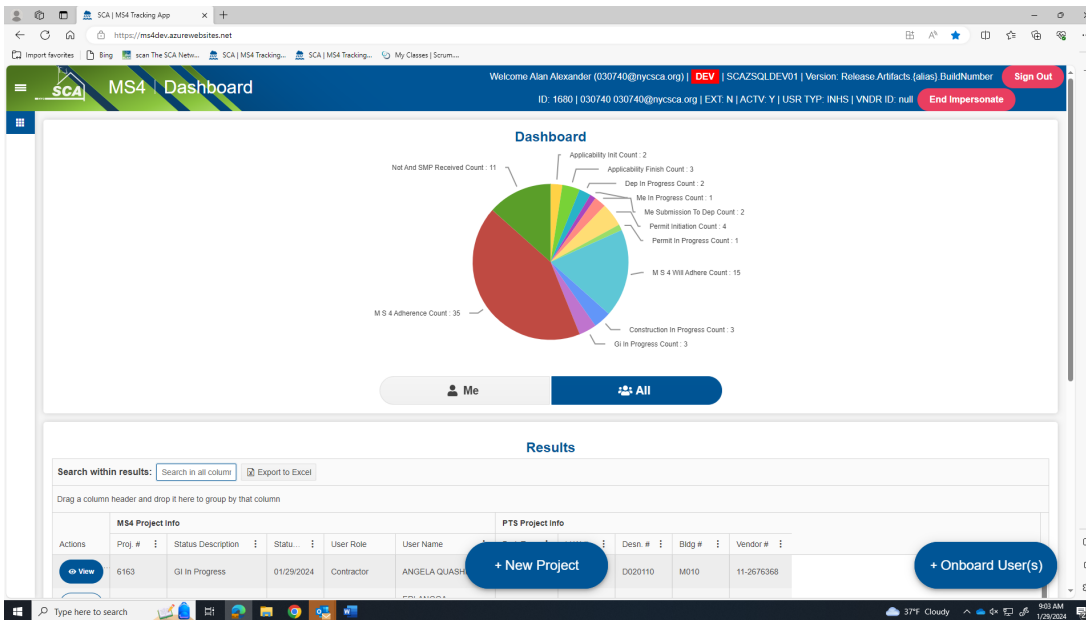
- The QI will review the Contractor's (GC's) comments. When satisfied, the QI will close the defect.
- To Close an item "Click" **Edit**. From the popup "Click" **YES** to Close Deficiency. "Add" **Comment** and **Save**.



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	01/06/2024		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		Close	030740
	3	Defect 1	01/26/2024	Closed	01/26/2024		Close	030740
	2	Defect 1	01/26/2024	Closed	01/10/2024		Closed	030740
	1	Defect 1	01/26/2024	Closed	01/23/2024		closed	030740

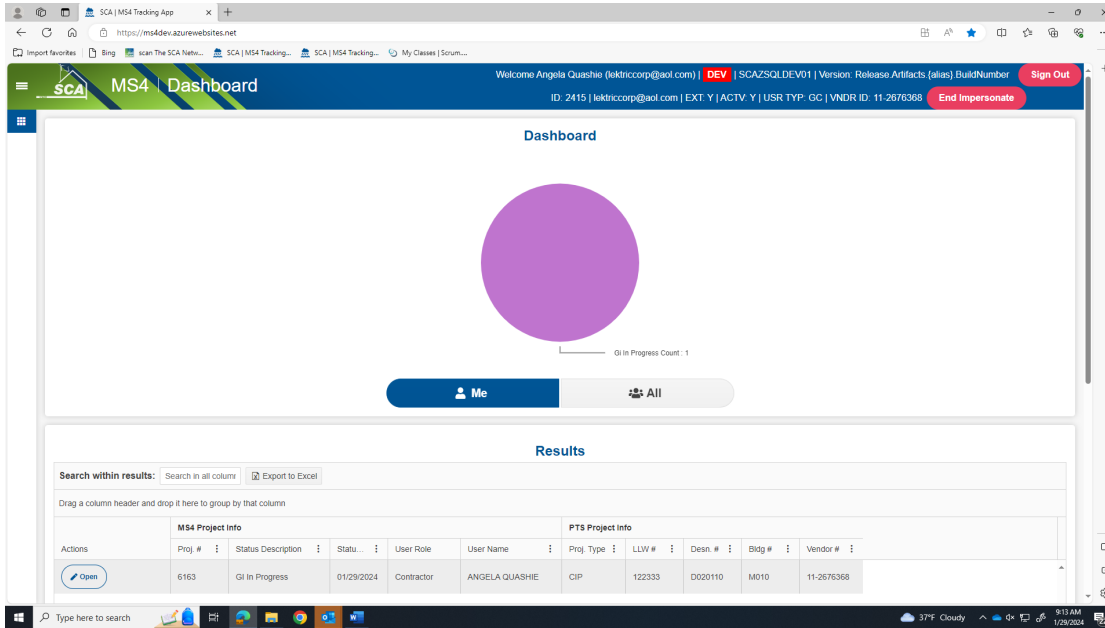
- When all defects have been satisfied, “Click” **Save**. “Click” **Submit**

h. Dashboard displays *GI In Progress*

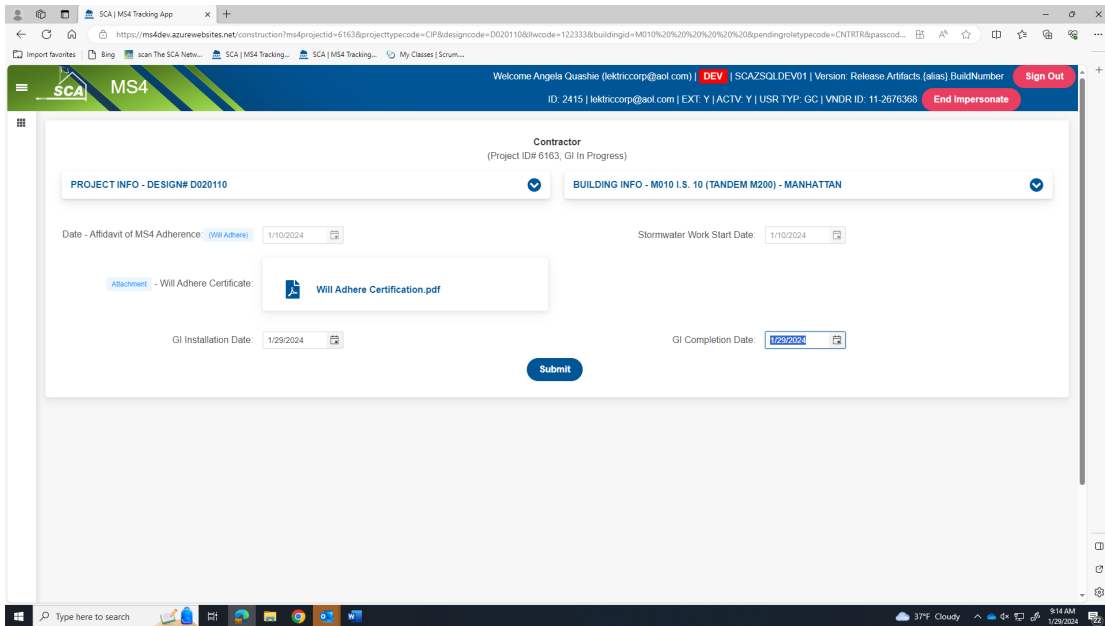


2. General Contractor (GC)

- 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.”

The screenshot shows the MS4 Tracking App dashboard. At the top, there is a navigation bar with the SCA logo and the text "MS4 | Dashboard". The user is identified as Angela Quashie (elektrcorp@aol.com) with a "DEV" role. The dashboard features a large red circle in the center, with a label "MS4 Adherence Count: 1" below it. Below the circle are two buttons: "Me" and "All". The "Results" section contains a table with the following data:

MS4 Project Info				PTS Project Info						
Proj #	Status Description	Status	User Role	User Name	Proj. Type	LLW #	Desn. #	Bldg #	Vendor #	
6163	MS4 Adherence	01/29/2024	Contractor	ANGELA QUASHIE	CIP	122333	D020110	M010	11-2676368	

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