

"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 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		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
						1			
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."

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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 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

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	7	Defect 1	01/26/2024	Closed	01/26/2024		Close it	030740	
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	5	Defect 1	01/26/2024	Closed	01/26/2024		Close	030740	
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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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s	itormwater Work Sta	rt Date: 01/10/	2024			Start Date of Ongoing Inspection: 01	1/10/2024	
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• "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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• Contractor's Dashboard will reflect the last comment the Contractor made to the Qualified Inspector.

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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.



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	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
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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	8	Close	030740
	3	Defect 1	01/26/2024	Closed	01/26/2024	8	Close	030740
	2	Defect 1	01/26/2024	Closed	01/10/2024	8	Closed	030740
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- When <u>all</u> defects have been satisfied, "Click" **Save.** "Click" **Submit**
- h. Dashboard displays GI In Progress

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2. 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

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	Contractor (Project ID# 6163, GI In Progress)	
PROJECT INFO - DESIGN# D020110	BUILDING INFO - M010 I.S. 10 (TANDEM M200) - MANHATTAN	•
Date - Affidavit of MS4 Adherence: (Will Adhere)	Stormwater Work Start Date: 1/10/2024	
Attachment - Will Adhere Certificate: Will Adhere Certification.pc	df	
Gi Installation Date: 1/29/2024 Éà	GI Completion Date: [12592022]	
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h. Dashboard displays "MS4 Adherence."

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