



“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.

SWPPP Preparer – Design Phase and Construction Close-out *(if applicable)*.

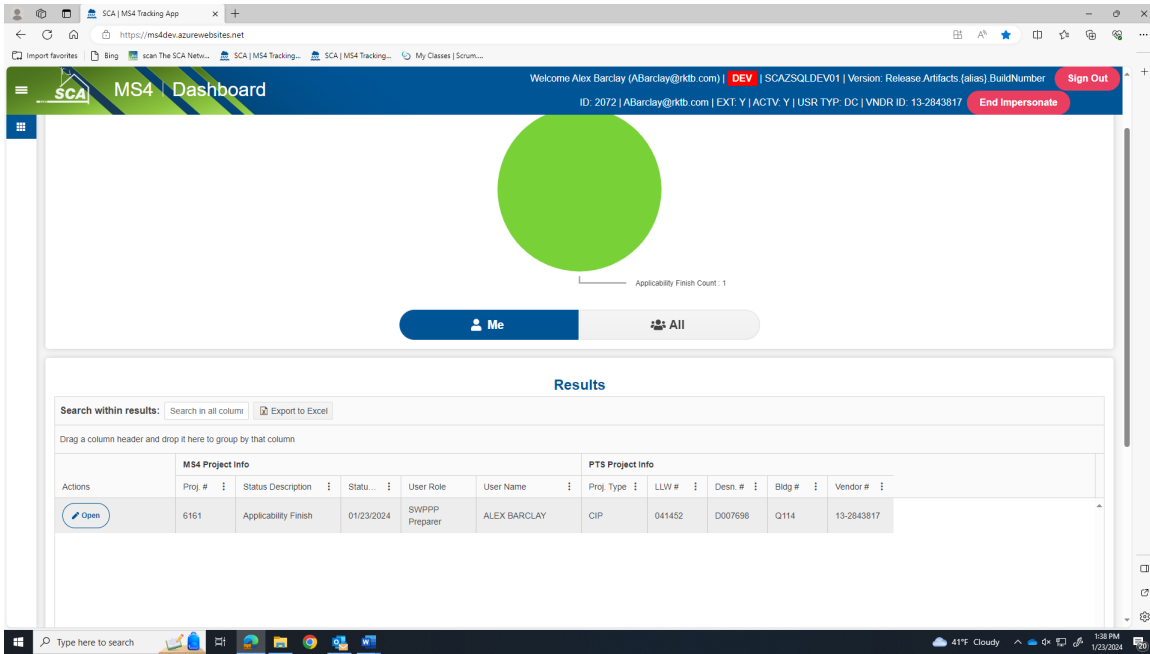
1. The Stormwater Pollution Prevention Plan (SWPPP) Preparer will receive an email notification from the AEO R stating the SWPPP Preparer has been assigned to a project believed to be an MS4 project.
2. The SWPPP Preparer logs into the MS4 Tracking and Reporting Tool.
3. The SWPPP answers questions to determine the “Project’s MS4 Applicability”.
 - a. Answers to the Project Applicability questions will determine the process flow of the MS4 application.
4. The SWPPP Preparer also has a role in the Construction Close Phase if the disturbance is over one acre.

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
DSF Reporting			-	-	-	-	-	-	DSF Reporting

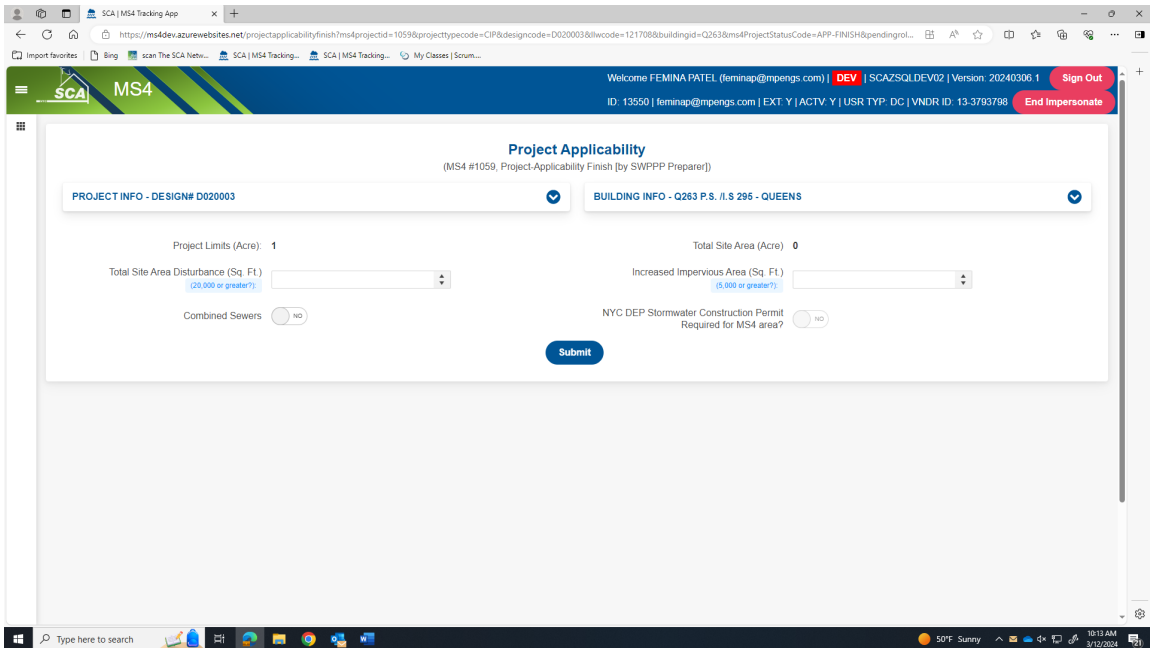
Using the Tool

1. SWPPP Preparer

- a. Receives email notification.
- b. Dashboard highlights “ME” and displays status “*Applicability Finish.*”
- c. “Open” recently created project.



- d. Project Limits and Total Site Area – auto populate.



1. The answers the SWPPP Preparer provide to the next set of questions determine the process flow:
 - a. **Entire Process** – Total Area Disturbance or Increased Impervious Area is over the required limit.
 - b. **Straight to the General Contractor (GC)** – Total Area Disturbance or Increased Impervious Area is less than the required limit; there will not be Combined Sewers; and the DEP Stormwater Construction Permit is not required. This scenario will go straight to the Contractor to ensure the project adheres to MS4.
 - c. **Process Ends** – The SWPPP Preparer determines that the project will have Combined Sewers.

User Role	Application Phases and Process Steps	Entire Process	Straight to Contractor (GC)			Straight to End Scenario		
		Design Phase: - Project Applicability - SWPPP Permit Application Construction Phase: - Permit Initiation - Construction - Close-Out #1	Design Phase: - Project Applicability Construction Phase: - Construction - Close-Out #2	#3	#4	Design Phase: - Project Applicability Construction Phase: - (None) #5	#6	
Design Phase - Project Applicability								
1	AEOE	Does Site Area Disturbance requires SWPPP (**)	Yes	Yes	No	No	Yes	No
		Will project cause discharge into Storm System in MS4 Area			Yes	No		No
		Will project disturb soils in MS 4 area				Yes		No
		Fill in project limits						
2	SWPPP Preparer	Enter Total Area Disturbance or Increased Impervious Area (**) (If either is over the limits, MS4 permit required)	> over limits	< less limits			> over limits < less limits	
		Answer if Combine Sewers (**)	No	No			Yes	
		Answer if DEP Stormwater Construction Permit required (**)	default-Yes	No			disabled	

Entire Process

- Scenario 1
 - AEOE states: Site Area Disturbance requires SWPPP (Yes)
 - SWPPP Preparer indicates: Total Area Disturbance or Increased Impervious Area (is over the allowable limits). A DEP Stormwater Construction permit will be required.

Straight to the Contractor (GC) (Skips SWPPP Permit Application and Construction Permit Initiation and goes to Construction)

- Scenario 2
 - AEOE states: Site Area Disturbance requires SWPPP (Yes)
 - SWPPP Preparer indicates:
 - Total Area Disturbance or Increased Impervious Area (is within allowable limits)
 - DEP Stormwater Construction Permit required (No)
- Scenario 3
 - AEOE states:
 - Site Area Disturbance requires SWPPP (No)
 - Project will discharge into Storm System in MS4 area (Yes)
- Scenario 4
 - AEOE states:
 - Site Area Disturbance requires SWPPP (No)
 - Project will discharge into Storm System in MS4 area (No)
 - Project will disturb soils in MS4 area (Yes)

Straight to End

- Scenario 5
 - AEOE states: Site Area Disturbance requires SWPPP (Yes)
 - SWPPP Preparer indicates: Combine Sewers will be used (Yes)
- Scenario 6
 - AEOE states: Site Area Disturbance requires SWPPP (No); Discharge into Storm Systems (No); Disturb soils in MS4 area (No)

For this illustration, enter either “Total Site Area Disturbance” or “Increased Impervious Area” over the required limits. The requirement for a “NYC DEP Stormwater Construction Permit” automatically defaults to “Yes.”
e. “Combined Sewers” (No)

The screenshot shows a web browser window displaying the SCA MS4 Tracking App. The page title is "Project Applicability" with a subtitle "(MS4 #56, Project-Applicability Finish [by SWPPP Preparer])". The form is divided into two main sections: "PROJECT INFO - DESIGN# D020207" and "BUILDING INFO - K329 P.S. 329 - BROOKLYN".

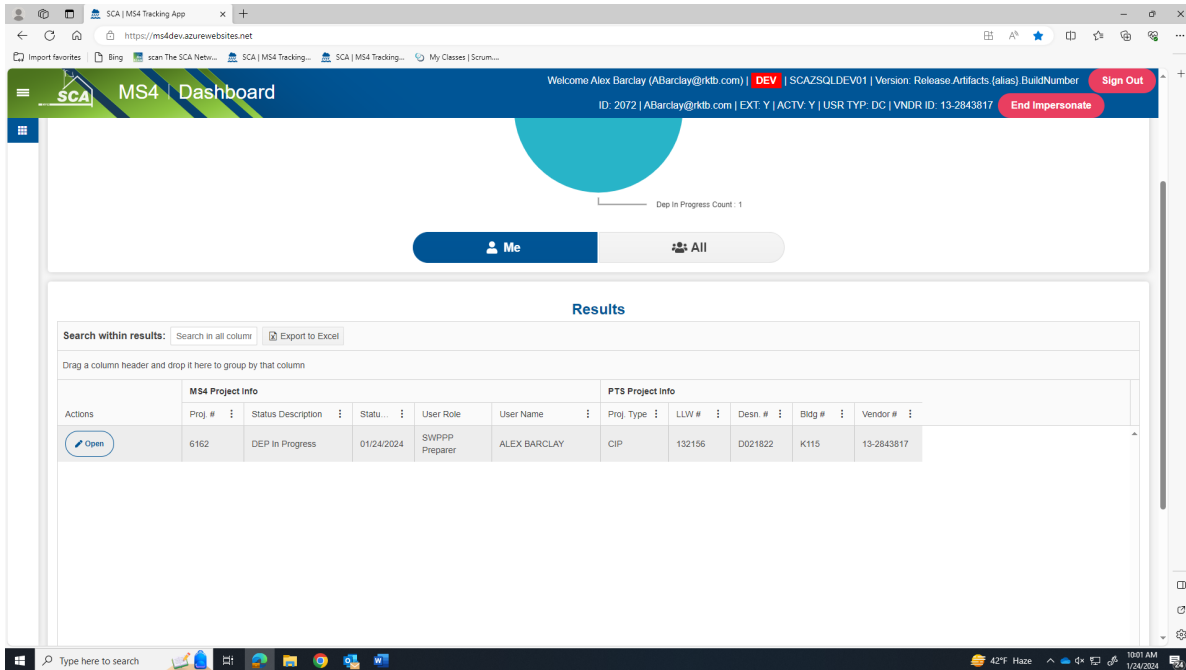
Under "PROJECT INFO", the "Project Limits (Acre)" is set to 1. The "Total Site Area Disturbance (Sq. Ft.)" is set to 25,000, with a note "(20,000 or greater?)". The "Combined Sewers" toggle is set to "NO".

Under "BUILDING INFO", the "Total Site Area (Acre)" is set to 0. The "Increased Impervious Area (Sq. Ft.)" is set to 0, with a note "(5,000 or greater?)". The "NYC DEP Stormwater Construction Permit Required for MS4 area?" toggle is set to "YES".

A "Submit" button is located at the bottom center of the form.

f. “Click” **Submit**, Back to Dashboard.

g. Dashboard displays status “DEP in Progress.”



h. Email notification is sent stating, “The first SWPPP permit application has been submitted in the DEP portal (date).”

..... Design Phase - Project Applicability is completed

Design Phase - SWPPP Permit Application

1. SWPPP Preparer

- a. Dashboard displays status **“DEP in Progress.”**
- b. **“Click” Open. “Populate” each field.**
 - Date SWPPP Submitted to DEP (initial)
 - SWPPP Permit Application Number
 - DEP Feedback Date
 - SWPPP Resubmitted to DEP Date
 - DEP Acceptance Form Received
- c. **“Include” Post Construction SMP (for this scenario): “Select” Yes**

(Applicable if site area is over 1 Acre)

- Date approved SWPPP and NOI submitted to NYSDEC.
 - Date acknowledgement of NOI letter was received from NYSDEC.
 - CGP Identification Number.
- d. **“Enter each field”:**
 - A number of assessed GI into Storm Water Management Plan.
 - A number of implemented GI into the Storm Water Management Plan.
 - Attach Final Approved SWPPP
 - Attach Notice of Intent (if over one acre)
 - e. **“Click” Submit**

The screenshot displays the SCA MS4 Tracking App interface. The browser address bar shows a URL with various parameters. The page header includes the SCA logo, 'MS4', and user information: 'Welcome, Jopies Alex (030899@mycscsca.org) | DEV | SCAZSQLDEV01 | Version: Release Artifacts: {alias} BuildNumber | Sign Out'. Below the header, there is a navigation menu and a 'Maintenance Easement.pdf' attachment. The main form area is titled 'Applicable If Site Area is Over 1 Acre' and contains several fields and sections:

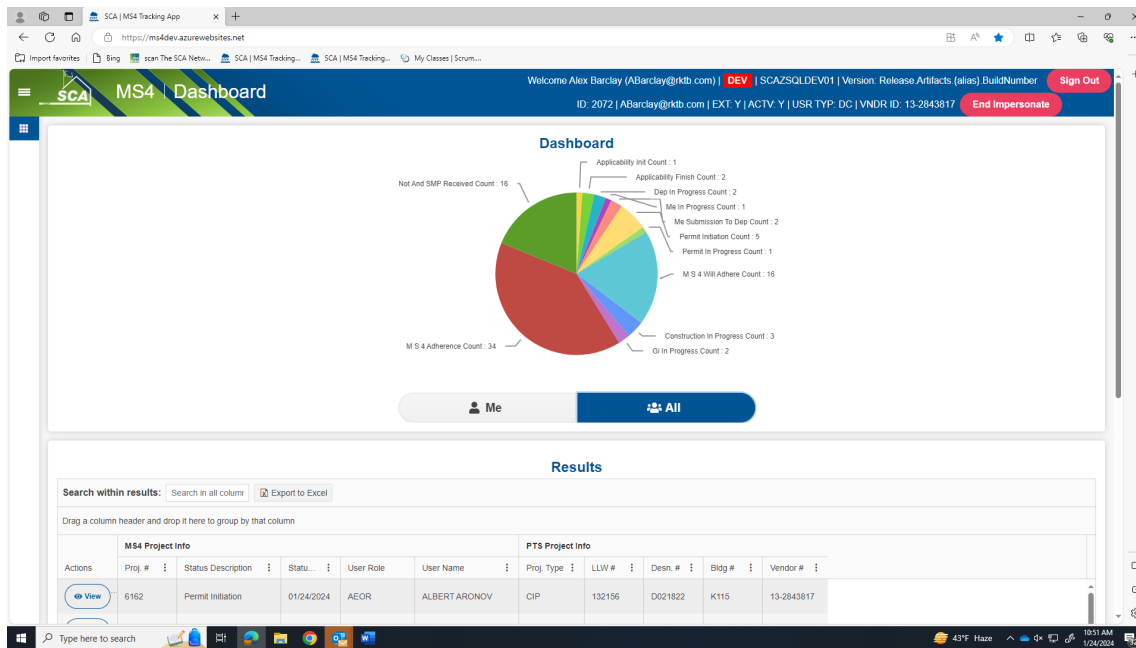
- Approved SWPPP and NOI Submitted to NYSDEC:** 1/11/2024
- Acknowledgement of NOI letter from NYSDEC:** 1/11/2024
- CGP Identification Number:** (empty field)
- SWPPP Includes Post Construction SMP?**
- DEP Requested Maintenance Easement (ME)?**
- Request to DP/MDM from SWPPP Preparer of Maintenance Easement Requirement:** 01/26/2024
- SWPPP Preparer Receives Maintenance Easement from Legal:** 01/26/2024
- Maintenance Easement Submitted to DEP for Acceptance:** 1/26/2024
- Maintenance Easement Accepted by DEP:** 1/26/2024
- # of Assessed GI into the Storm Water Management Plan:** 1
- # of Implemented GI into the Storm Water Management Plan:** 1

There are two file upload sections:

- Attachment - Final Approved SWPPP:** A file named 'Final Approved SWPPP.pdf' is attached.
- Attachment - Notice of Intent (if over 1 acre):** A file named 'Notice of Intent (over 1 acre).pdf' is attached.

At the bottom of the form, there are 'Save' and 'Submit' buttons.

- f. **An email notification is sent to SCA Construction Management Department indicating the Construction Permit has been initiated.**
- g. Click **“All;”** Dashboard will refresh to displays status **“Permit Initiation.”**



..... Design Phase is completed. Construction Phase starts

Note: During the Construction Phase, the SWPPP Preparer only has a role during Construction Close-out if the disturbed area is over one acre. An email notification will be sent to SWPPP for action to enter date Notice of Termination (NOT) Form was submitted to NYSDEC.

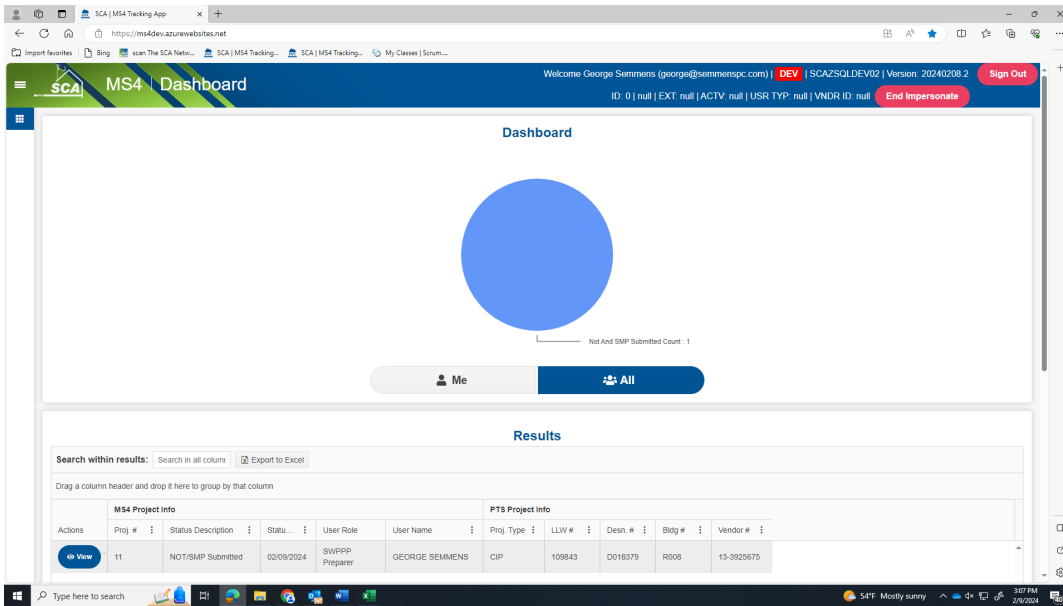
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Construction Phase	DCMS Project: Assign - DC Main								
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Construction			-	-	-	Construction	Construction	-	-
Close Out			-	-	-	Close Out	-	Close Out	Close Out
DSF Reporting			-	-	-	-	-	-	DSF Reporting

Construction Closeout Phase

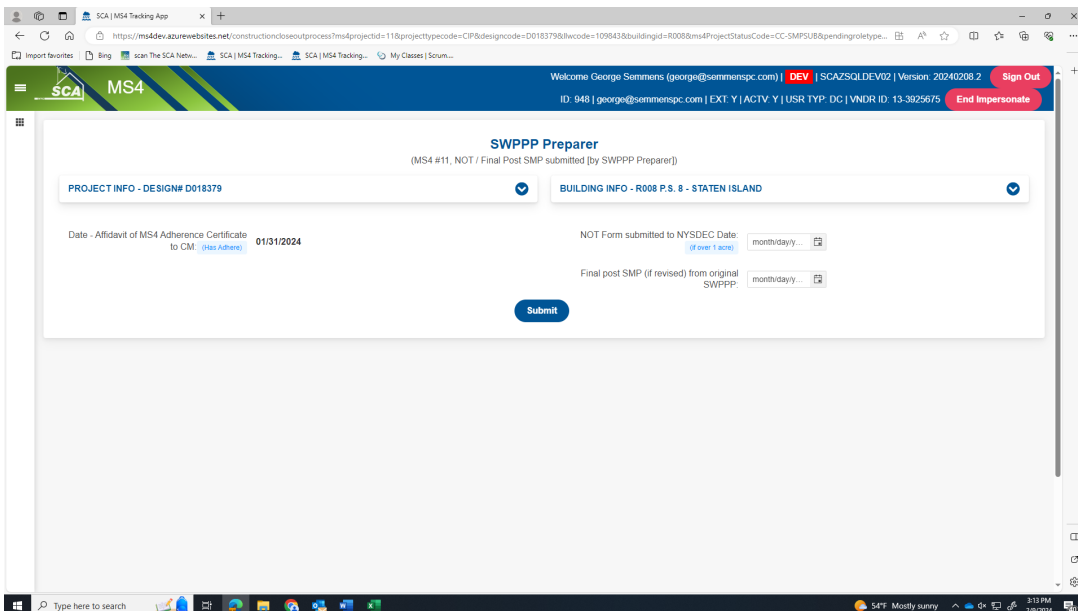
Note: For this illustration, the disturbed area was over one acre.

1. SWPPP Preparer

- a. Receives email notification.
- b. “Log” into MS4.
- c. Dashboard displays **NOT/SMP Submitted**.



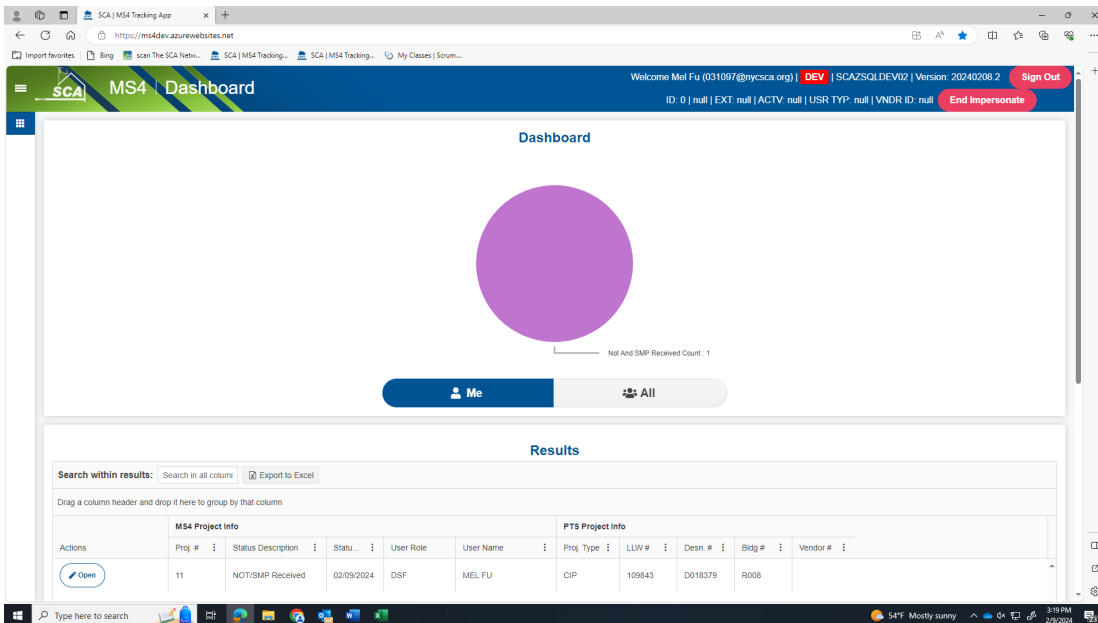
- d. “Enter” date **NOT form was submitted to NYSDEC**.
- e. “Enter” date **Final post SMP (if revised from original)**
- f. “Click” **Submit**



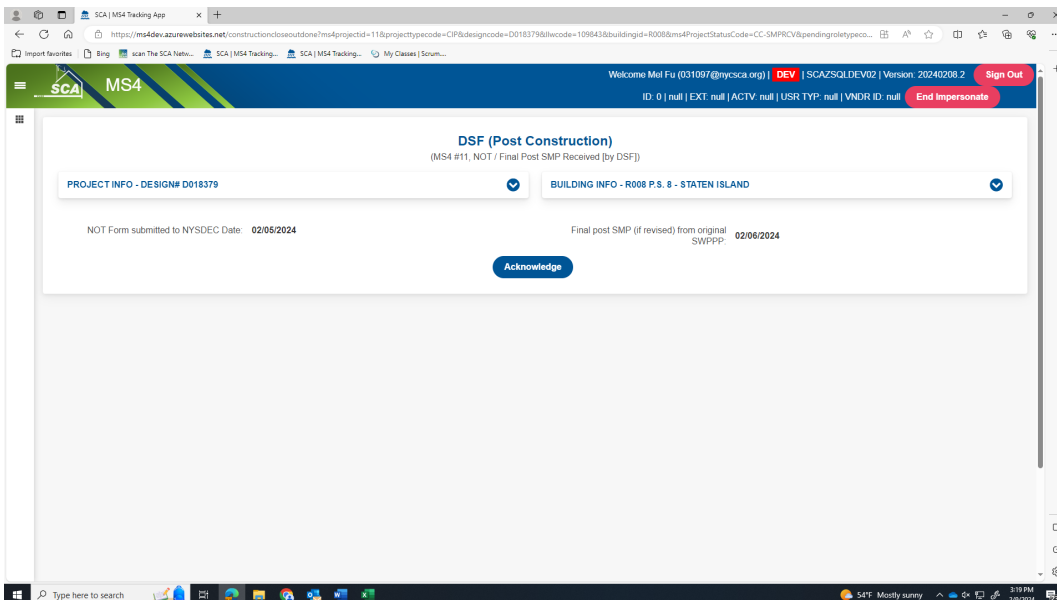
- g. An email **notification is sent to the Division of School Facilities (DSF) for action**.

2. DSF

- 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