

"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 AEoR 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 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	DCMC Projects	DCMS Project: Assign - AEoR							
Permit Initiation	Acciden DC Main		-	-	Permit Initiation	Permit Initiation	-	-	-
Construction	Assign - DC Main		-	-	-	Construction	Construction	-	-
Close Out			-	-		Close Out	-	Close Out	Close Out
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Using the Tool

1. SWPPP Preparer

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

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

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		ID: 13550 feminap@mpengs.com EXT: Y ACTV: Y USR]	TYP: DC VNDR ID: 13-3793798 End Impersona
	Project A (MS4 #1059, Project-Applicab	pplicability (lity Finish (by SWPPP Preparer))	
PROJECT INFO - DESIGN# D020003	۲	BUILDING INFO - Q263 P.S. /I.S 296 - QUEENS	0
Project Limits (Acre): 1		Total Site Area (Acre) 0	
Total Site Area Disturbance (Sq. Ft.) (20.000 or greater?):	\$	Increased Impervious Area (Sq. Ft.) (5,000 or greater?):	•
Combined Sewers		NYC DEP Stormwater Construction Permit Required for MS4 area?	
	su	bmit	

- 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.

			Entire Process	Straight	to Contracto	or (GC)	Straight to	End Scenario
	User Role	Application Phases and Process Steps	Design Phase: - Project Applicability - SWPPP Permit Application Construction Phase: - Permit Initiation - Construction - Close-Out	Design Phase: - Project Applic Construction Pl - Construction - Close-Out	ability nase:		Design Phase: - Project Applic. Construction Phas - (None)	ability ;e:
			#1	#2	#3	#4	#5	#6
		Deside Dhase Designt Applicability						
		Design Phase - Project Applicability						
		Does Site Area Disturbance requires SWPPP (**)	Yes	Yes	No	No	Yes	No
1	AFoR	Will project cause discharge into Storm System in MS4 Area			Yes	No		No
-	ALON	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
 - AEoR states: Site Area Disturbance requires SWPPP (Yes)
 - SWPPP Preparer indicates: Total Area Disturbance <u>or</u> Increased Impervious Area (is <u>over</u> 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
 - AEoR states: Site Area Disturbance requires SWPPP (Yes)
 - SWPPP Preparer indicates:
 - Total Area Disturbance <u>or</u> Increased Impervious Area (is within allowable limits)
 - **DEP Stormwater Construction Permit required** (No)
- Scenario 3
 - AEoR states:
 - Site Area Disturbance requires SWPPP (No)
 - Project will discharge into Storm System in MS4 area (Yes)
 - Scenario 4
 - AEoR 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
 - AEoR states: Site Area Disturbance requires SWPPP (Yes)
 - SWPPP Preparer indicates: Combine Sewers will be used (Yes)
- Scenario 6
 - AEoR 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)

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			Project Ap (MS4 #56, Project-Applicability	pplicability Finish [by SWPPP Preparer])			
	PROJECT INFO - DESIGN# D020207		0	BUILDING INFO - K329 P.S. 329 - BROOKLYN		•	
	Project Limits (Acre):	1		Total Site Area (Acre) 0			
	Total Site Area Disturbance (Sq. Ft.)	25,000	\$	Increased Impervious Area (Sq. Ft.)	\$		
				NVC DEB Stormwater Construction Pormit			
	Combined Sewers	NO		Required for MS4 area?			
			Sub	mit			
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f. "Click" Submit, Back to Dashboard.

g. Dashboard displays status "DEP in Progress."

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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

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			Maintenance Easement.pdf
	Applicable If S	ite Area Is Over 1 Acre	
Approved SWPPP and NOI Submitted to NYSDEC:	1/1/2024	Acknowledgement of NOI letter from NYSDEC:	1/1/2024
CGP Identification Number:			
SWPPP Includes Post Construction SMP?	TT.	DEP Requested Maintenance Easement (ME)?	
Request to DPM/DM 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
	Allowed file format: PDF, JPG, PNG, SVG Select files Drop files here to uploa	d	Allowed file format: PDF, JPG, PNG, SVG Select files Dron files here to unload
Attachment - Final Approved SWPPP	Final Approved SWPPP.pdf Delete	Attachment - Notice of Intent (if over 1 acre)	Notice of Intent (over 1 acre).pdf Delete
		_	
	Save	Submit	

- 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."

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...... 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.

			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	-	-	-		-
		DCMS Project:							
Construction Phase	DCMS Project:	Assign - AEoR							
Permit Initiation	Assign - DC Main		-	-	Permit Initiation	Permit Initiation	-	-	-
Construction	nooigin Do main		-	-	-	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.

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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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	PROJECT INFO - DESIGN# D018379	BUILDING INFO - R008 P.S. 8 - STATEN ISLAND	
	Date - Affidavit of MS4 Adherence Certificate to CM: (Has Adhere) 01/31/2024	NOT Form submitted to NYSDEC Date monthidapy 2	
		Final post SMP (if revised) from original swPPP.	
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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.

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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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