



“How To Guide” when using the MS4 Tracking and Reporting Tool

Background: Municipal Separate Storm Sewer System (MS4):

A municipal separate storm sewer system (MS4) is a publicly owned conveyance or system of conveyances (including but not limited to streets, ditches, catch basins, curbs, gutters, and storm drains) that is designed or used for collecting or conveying stormwater and that discharges to surface waters of the State. Separate storm sewers carry stormwater runoff directly to local waterbodies and serve 30–40% of New York City.

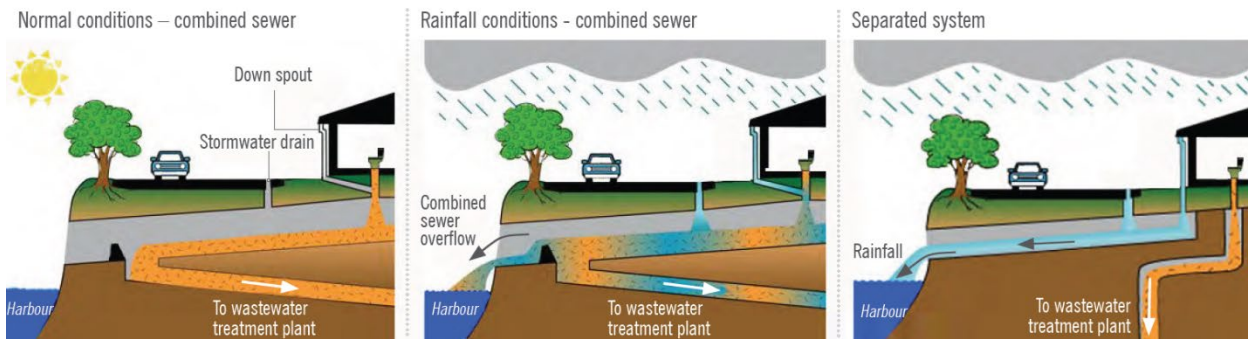
As stormwater flows over streets and other impervious surfaces, it sweeps up pollutants such as oils, chemicals, pathogens, and sediments. In separate sewer areas, this pollution is carried by stormwater and discharged directly into local waterways. This can have a negative impact on water quality and recreational uses.

Municipal Separate Storm Sewer System (MS4) Permit

A Municipal Separate Storm Sewer System (MS4) Permit is required under the Clean Water Act and is issued by New York State Department of Environmental Conservation (DEC).

The New York City Department of Environmental Protection (DEP) is responsible for coordinating the interagency efforts to meet the City’s MS4 Permit requirements.

In accordance with NYC Local Law 97, the New York City School Construction Authority (NYCSCA) is required to submit tracking and reporting of MS4 applications for every qualified Construction (Capacity and Non-Capacity) project to the NYC Department of Education (DOE).



(Table 1)

NYCSCA 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.

SCA-Internal Users:

- A&E In-House and DCMS Studio (DM/DPM/AEOR)
- Design Construction Services
- Construction Management (PO/CPO/SPO)

SCA-External Users:

- Design Consultants, including Design Applicant, and Stormwater Pollution Prevention Plan (SWPPP) Preparers
- General Construction Contractors
- Qualified Inspectors

How does the process start:

The AEOR reviews the project 's design and determines if the project qualifies for a Municipal Separate Storm Sewer System (MS4).

MS4 Criteria:

1. The project site area has over one (1) acre of disturbance and tributary to separate sewers. (until June 2022).
2. The project has 20,000 sf. of disturbance or 5,000 sf. of increased impervious area. (June 2022 onward)

What happens next:

Roles are assigned in the MS4 Tracking and Reporting tool.

1. The DM/DPM searches in the MS4 Tracking and Reporting tool to find the project; Non-Capacity (CIP) projects use Design number or Building number, Capacity (CAP) projects use LLW number or Building number.
2. For A&E DCMS projects, the DM/DPM assigns the Design Consultant (DC) Main Contact. The DC Main Contact assigns the AEOR to the MS4 project.
3. For A&E In-House projects, the DM/DPM assigns the AEOR to the MS4 project.

The AEOR logs into the MS4 Tracking and Reporting Tool. The AEOR assigns a Stormwater Pollution Prevention Plan (SWPPP) Preparer and a Qualified Inspector to the project. The AEOR answers questions to determine the projects MS4 "Applicability". Electronic notifications are sent to alert the next Stakeholder in line that an action is required.

Documents can be uploaded and accessed.

There is transparency to know the status of the MS4 application, at any given point throughout the process.

Construction Management (CM) (PO SPO/CPO) will need to assign the General Contractor (GC) to the MS4 project as soon as the GC is known.

MS4 Process Phases:

The MS4 process is broken into two Phases: Design and Construction. Each phase has distinct components that require actions to be taken before moving to the next component or process phase.

1. Design Phase

- a. Project Applicability – *Determines if an MS4 permit is required based on the Site Area Disturbance.*
- b. Stormwater Pollution Prevention Plan (SWPPP) Permit Application – *Tracks the DEP SWPPP Permit Application submission and Final Plan approval.*

2. Construction Phase

- a. Permit Initiation - *Tracks the DEP Stormwater Construction Permit application and approval.*
- b. Construction – *Construction is performed and is inspected by a Qualified Inspector.*
- c. Construction Close – *Acknowledgement that site has “MS4 Adherence”.*

3. Division of School Facilities (DSF) Reporting - *Enables DSF to obtain detailed MS4 project information.*

Users in each phase:

- 1. Design Phase:** *A&E DM/DPM, Design Consultant (DC) Main contact, AEoR, SWPPP Preparer*
- 2. Construction Phase:** *Construction Management (PO, SPO, CPO) General Contractor, Qualified Inspector, Division of School Facilities (DSF), and SWPPP Preparer*

Design Phase - Project Applicability – *Determines if MS4 permit is required based on the Site Area Disturbance.* Answers provided by the AEoR or AEoR and the SWPPP Preparer will determine the direction the MS4 process will take. e.g.) “Entire process,” “Straight to the Construction Contractor,” “Straight to the End.”

Answers to Project Applicability questions determine the process flow

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	Design Phase: - Project Applicability Construction Phase: - Construction - Close-Out			Design Phase: - Project Applicability Construction Phase: - (None)			
		#1	#2	#3	#4	#5	#6		
Design Phase - Project Applicability									
1	AEoR	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 (end to end)

Scenario 1

- a. **AEoR states:** Site Area Disturbance requires SWPPP (Yes)
- b. **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 Construction Contractor (Skips SWPPP Permit Application and Construction Permit Initiation and goes to Construction)

Scenario 2

- a. **AEoR states:** Site Area Disturbance requires SWPPP (Yes)
- b. **SWPPP Preparer indicates:**
 - Total Area Disturbance or Increased Impervious Area (is within allowable limits)
 - DEP Stormwater Construction Permit required (No)

Scenario 3

- a. **AEoR states:**
 - Site Area Disturbance requires SWPPP (No)
 - Project will discharge into Storm System in MS4 area (Yes)

Scenario 4

- a. **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 (Process ends; project determined not to be an MS4 project)

Scenario 5

- a. **AEoR states:** Site Area Disturbance requires SWPPP (Yes)
- b. **SWPPP Preparer indicates:** Combine Sewers will be used (Yes)

Scenario 6

- a. **AEoR states:** Site Area Disturbance requires SWPPP (No); Discharge into Storm Systems (No); Disturb soils in MS4 area (No).

Design Phase - Stormwater Pollution Prevention Plan (SWPPP) Permit Application – Tracks the DEP SWPPP Permit Application submission and final plan approval.

The SWPPP Preparer submits the DEP SWPPP Permit Application and gains Final Plan approval.

		Design Phase - SWPPP Permit Application	Status
1	SWPPP Preparer	Populate each field:	DEP In-Progress
		· Date SWPPP Submitted to DEP (initial)	
		· SWPPP Permit Application Number	
		· DEP Feedback Date	
		· SWPPP Resubmitted to DEP Date	
		· DEP Acceptance Form Received	
		Does SWPPP include Post Construction SMP	Yes/No
		if site area over 1 Acre (enter)	
		· Date approved SWPPP and NOI submitted to NYSDEC.	
		· Date acknowledgement of NOI letter was received from NYSDEC.	
		· CGP Identification Number.	
		Enter each field:	
		· Number of assessed GI into Storm Water Management Plan.	
		· Number of implemented GI into the Storm Water Management Plan.	
		· Attach" Final Approved SWPPP	
		· "Attach" Notice of Intent (if over 1 acre)	

Construction Phase - Permit Initiation - *Tracks the DEP Stormwater Construction Permit application and approval.*

The SCA Construction Management team and General Contractor records dates and documents associated with the DEP Stormwater Construction Permit application and approval.

		Construction Phase - Construction Permit Initiation	Status
1	SCACM (PO/SPO/CPO)	"Assign" Contractor (General Contractor-GC)	Construction Permit Initiation
		"Open" project	
		"Enter" date when Permit Initiation Form was submitted to DEP	
		"Enter" DEP Construction Permit Initiation form Approval Date.	
		"Attach" Permit Initiation Form	
		"Attach" DEP Approval Letter	
2	General Contractor (GC)	Enter each field:	Construction Permit In-Progress
		DEP Stormwater Construction Permit Application Date	
		DEP Stormwater Construction Permit Approval Date	
		DEP Stormwater Construction Permit Application Number	
		DEP Stormwater Construction Permit Issuance Date	
		DEP Discharge Permit Approval Date (if discharge requested in SWPPP)	
		"Attach" DEP Stormwater Construction Permit Approval Letter	
		"Attach" DEP Discharge Permit Approval Letter	

Construction Phase - Construction – *Construction is performed, and work is inspected by a Qualified Inspector.*

The General Contractor performs construction including “Green Infrastructure.” A Qualified Inspector inspect the work. Deficiencies are addressed and then closed.

		Construction Phase - Construction	Status
1	General Contractor (GC)	Enter Date - Affidavit of MS4 Adherence "Attach" Will Adhere Certificate. Enter Stormwater Work Start Date.	MS4 - Will Adhere
2	Qualified Inspector (QI)	Enter Start Date of Ongoing Inspection Enter Description of Constructed GI Strategies	Construction In-Progress
3	QI/GC	Deficiency Discussion - QI enters deficiency description and "Save" comment. - GC addresses deficiency. - QI and GC go back and forth with comments until deficiencies are closed. - QI "Saves" edit & comment. Click "Submit" to close deficiencies.	
4	General Contractor (GC)	Enter GI Installation date. Enter GI Completion date.	GI - In Progress

Construction Phase - Construction Close – *Acknowledgement that site has “MS4 Adherence”.*

The General Contractor provides evidence the project has obtained MS4 adherence, and the Division of School Facilities (DSF) provides acknowledgement. The process ends.

		Construction Phase - Construction Close-Out	Status
1	General Contractor (GC)	Enter Date Affidavit of MS4 Adherence Certification went to CM. "Attach" Has Adhered Certificate.	MS4 Adherence
2	SWPPP Preparer	Enter Date NOT Form was submitted to NYSDEC (if over 1 acre) . Enter date of Final SMP (if revised)	(if required) NOT/SMP Submitted
3	DSF	NOT Form submitted to NYSDEC (if over 1 acre) will be displayed. Final post SMP (if revised) from original SWPPP date will be displayed "Click" Acknowledge	(if required) NOT/SMP Received
Process Ends			

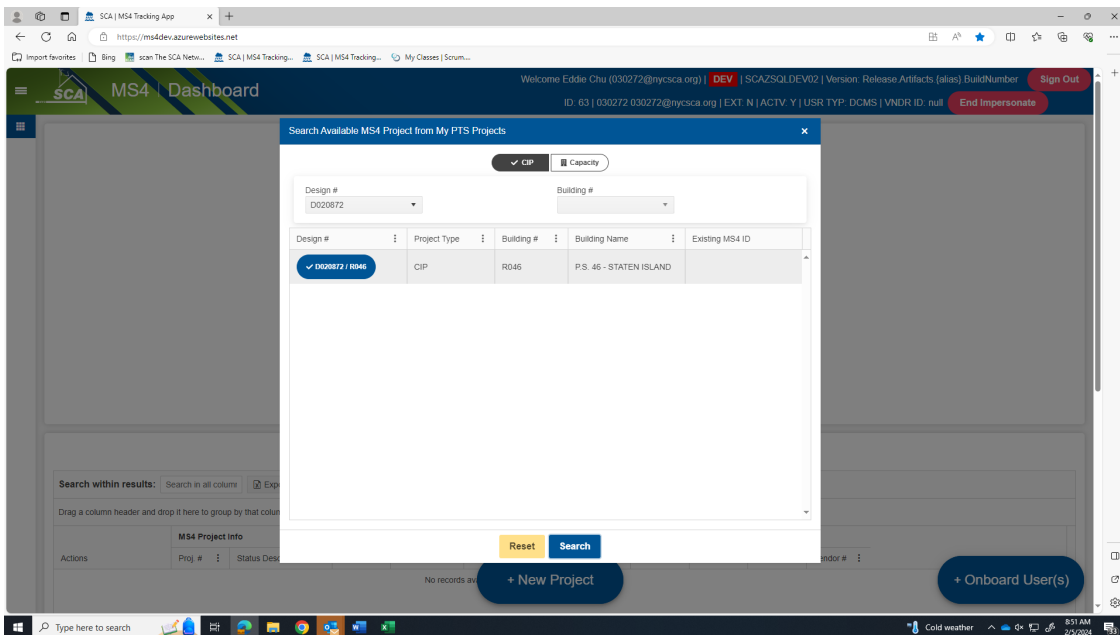
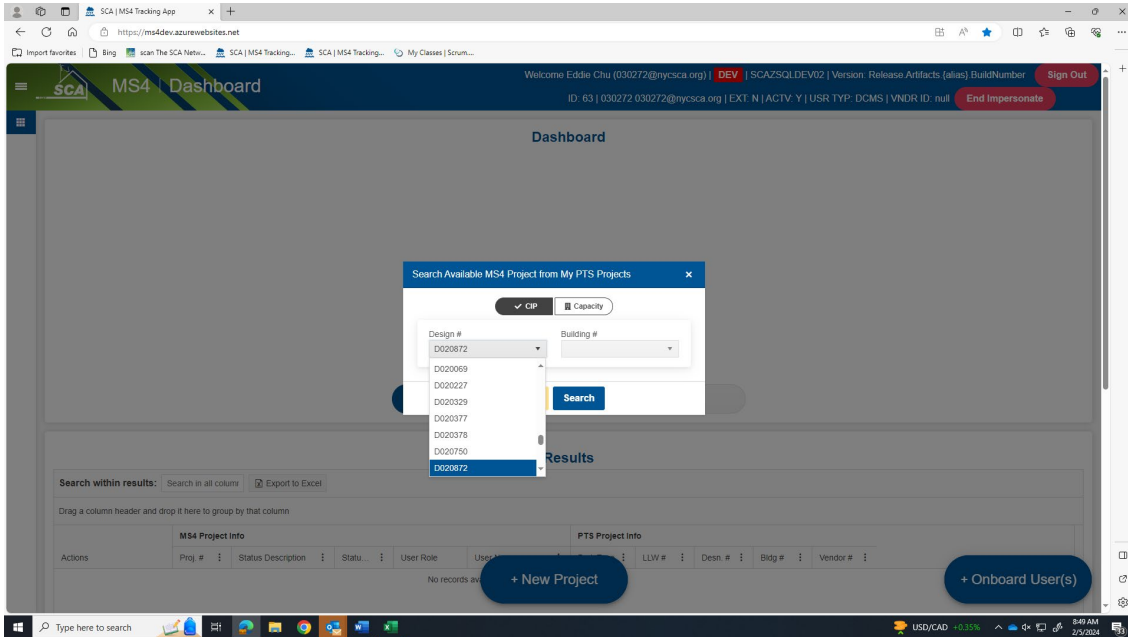
Division of School Facilities (DSF) Screen – *Enables DSF to view and download information associated with the MS4 project for Reporting purposes.*

		Division of School Facilities (DSF) Screen	DSF Reports
1	DSF	"View" all Information associated with the MS 4 project "Click" Download Report "Click" Download All Attachments or "Click" Specific Attachment to view	

Using the Tool – Assigning Roles to the MS4 Project

1. DM/DPM

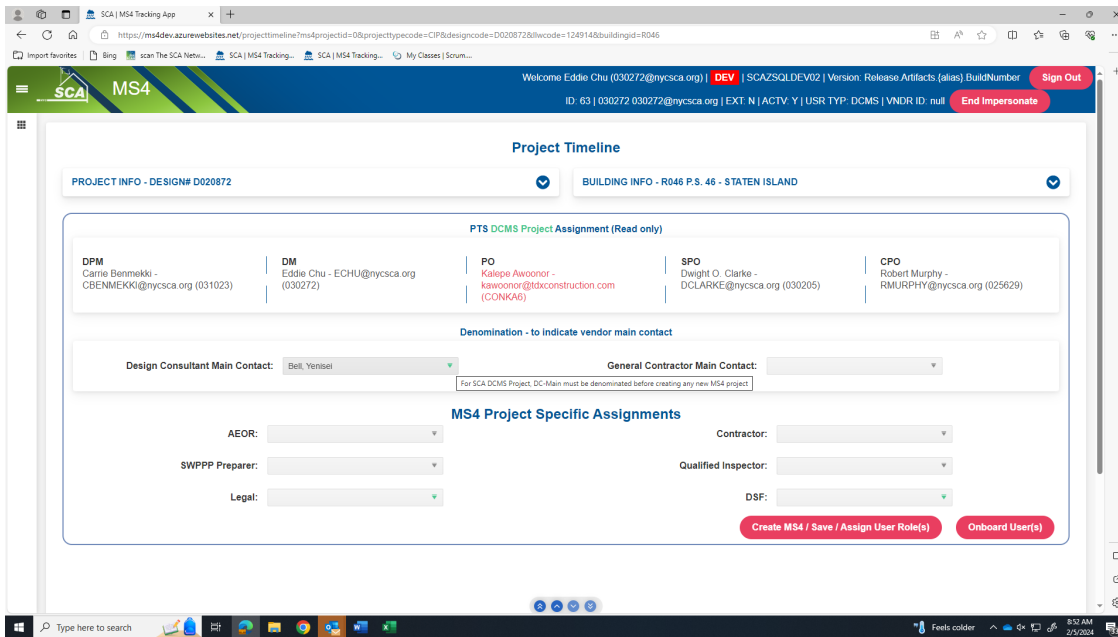
- a. Log into MS 4
- b. “Click” +New Project.
- c. Select CIP or CAP project using Design Number or building number (CIP) or LLW number for (CAP).
- d. “Click” Search



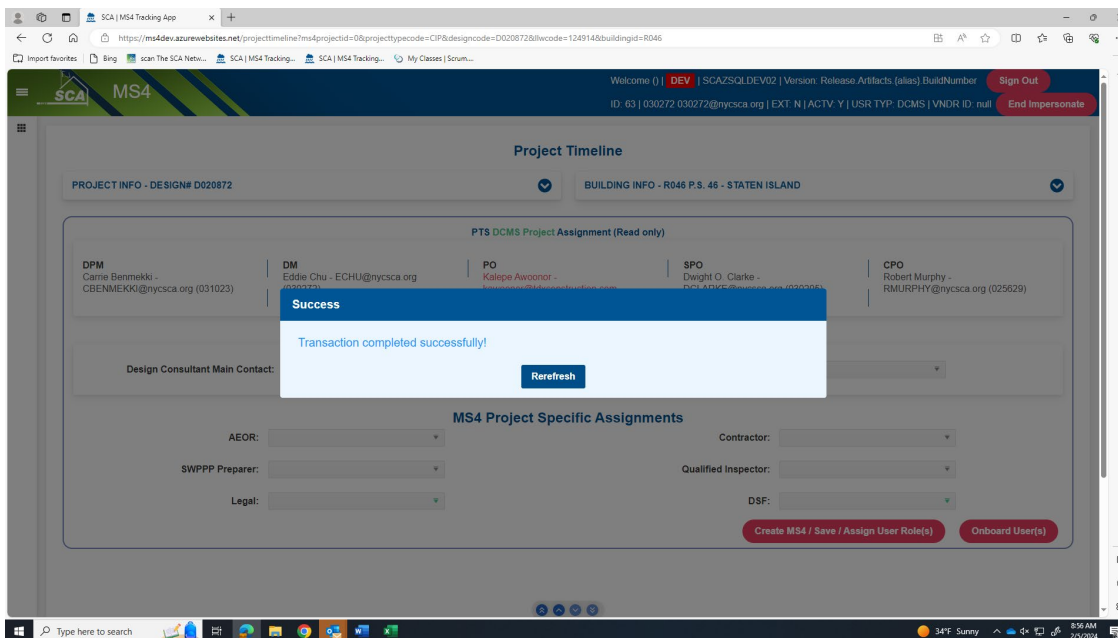
- e. For DCMS Projects, DM/DPM "Assigns" Design Consultant (DC) Main Contact.
- f. For In-House Projects DM/DPM "Assigns" AEOR.

The following is an example of DCMS project.

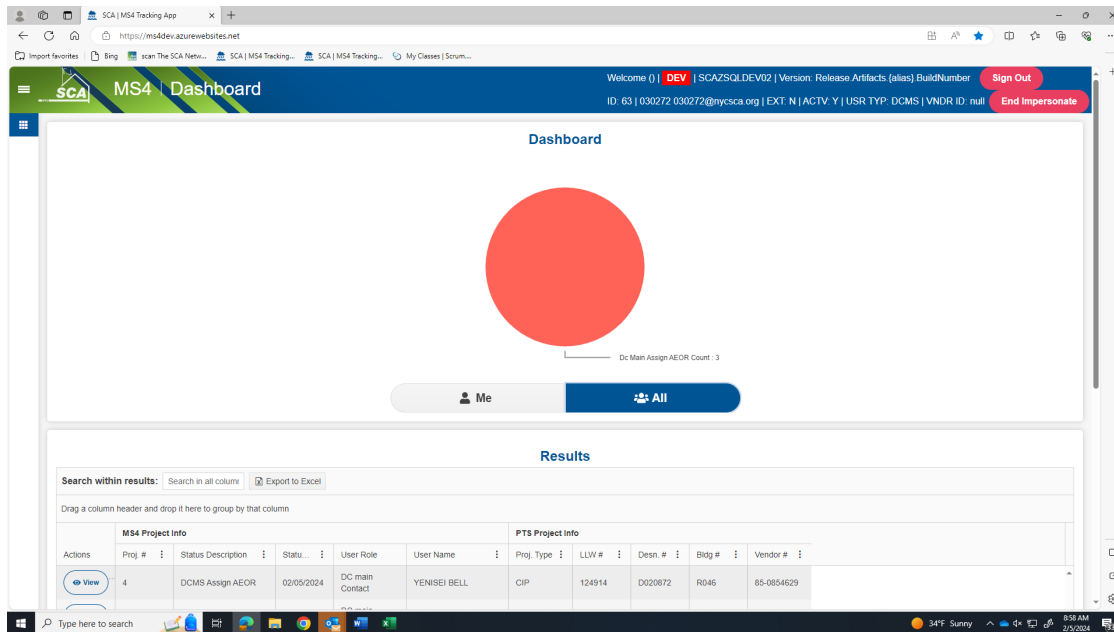
- g. DM/DPM "Assigns" Design Consultant (DC) Main Contact.



- h. "Click" Create MS4/Save Assign User Roles
- i. "Pop up" will display Transaction completed successfully.

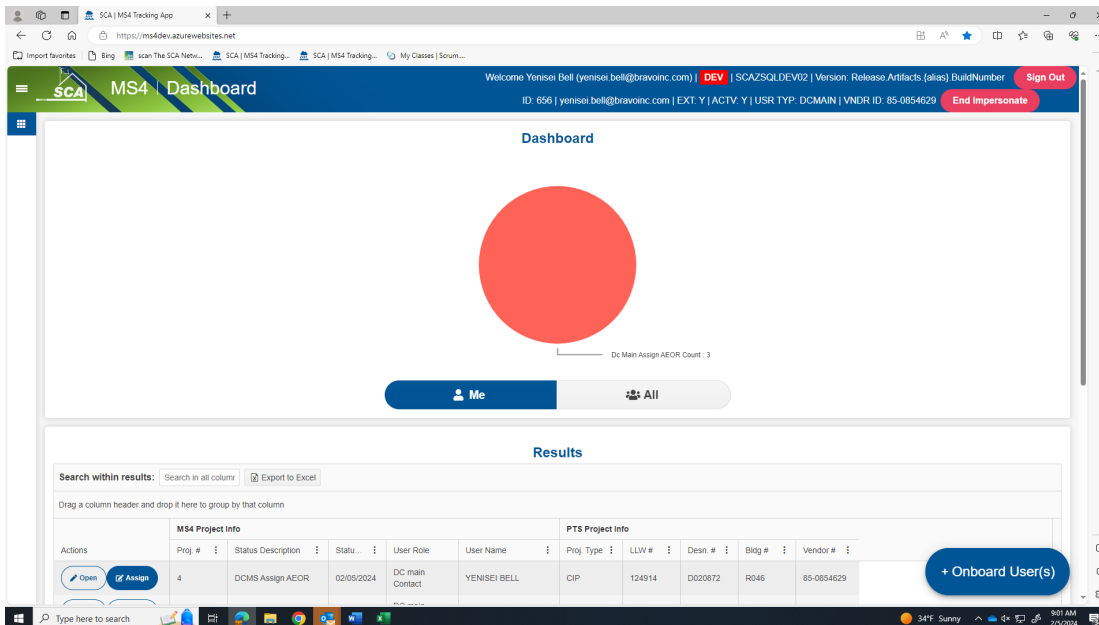


- j. "Click" All.
- k. Dashboard will display status: (next action) "DCMS Assign AEOR" (user role) DC Main Contact

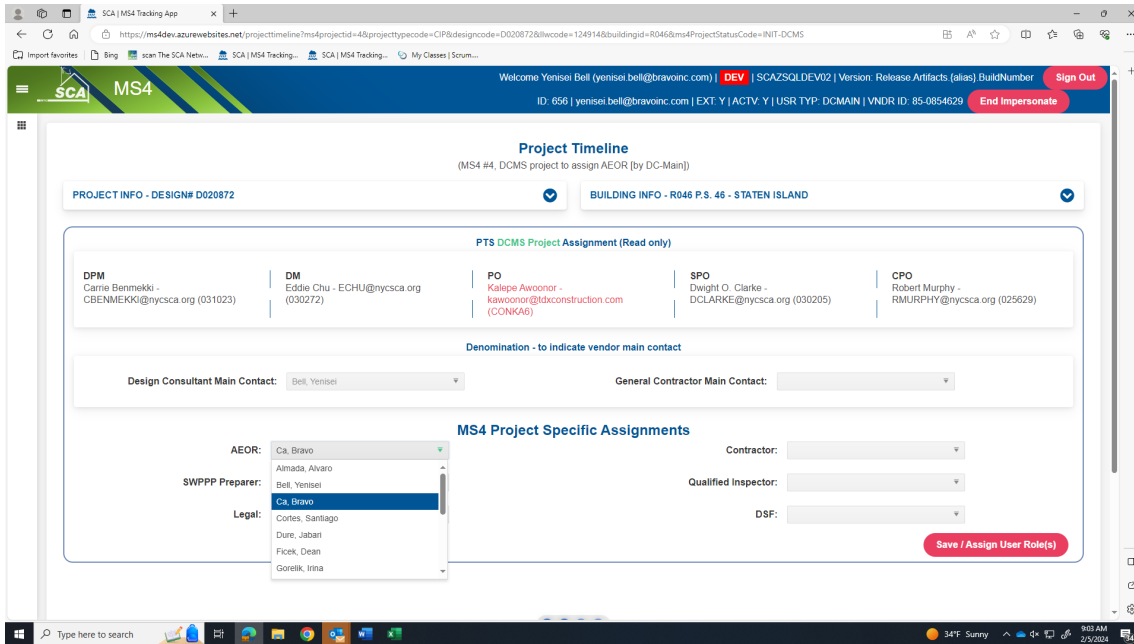


2. DC Main Contact makes assignment.

- a. Log into MS 4
- b. "Click" Assign for the project that requires DCMS Assign AEOR



c. "Assign" AEOR Note: Green arrow will indicate which roles the AEOR can assign to a User.

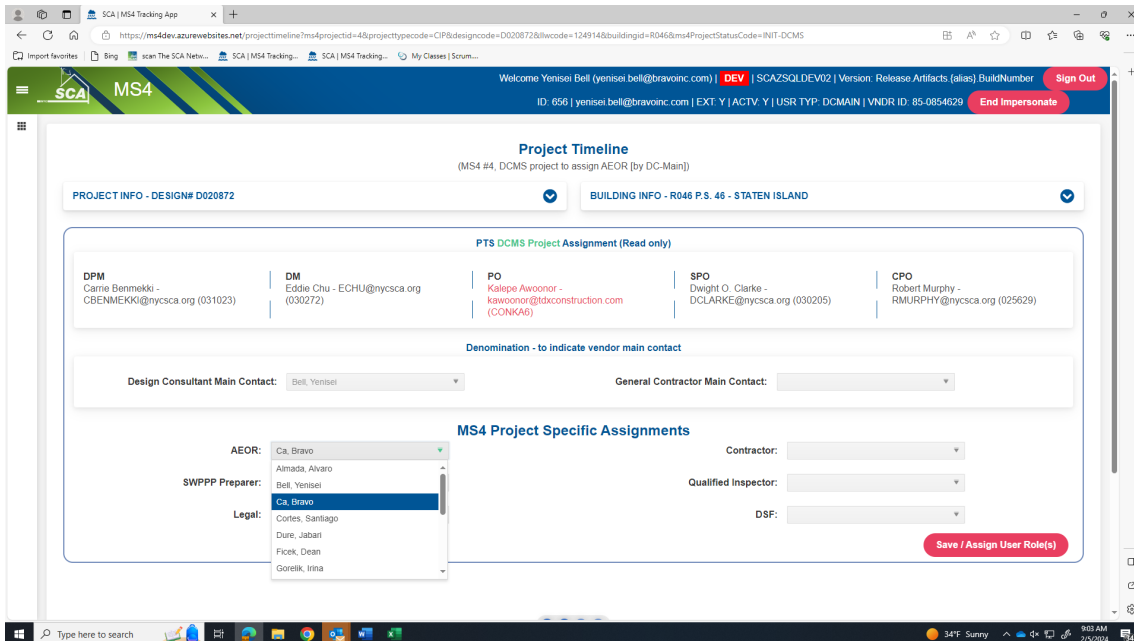
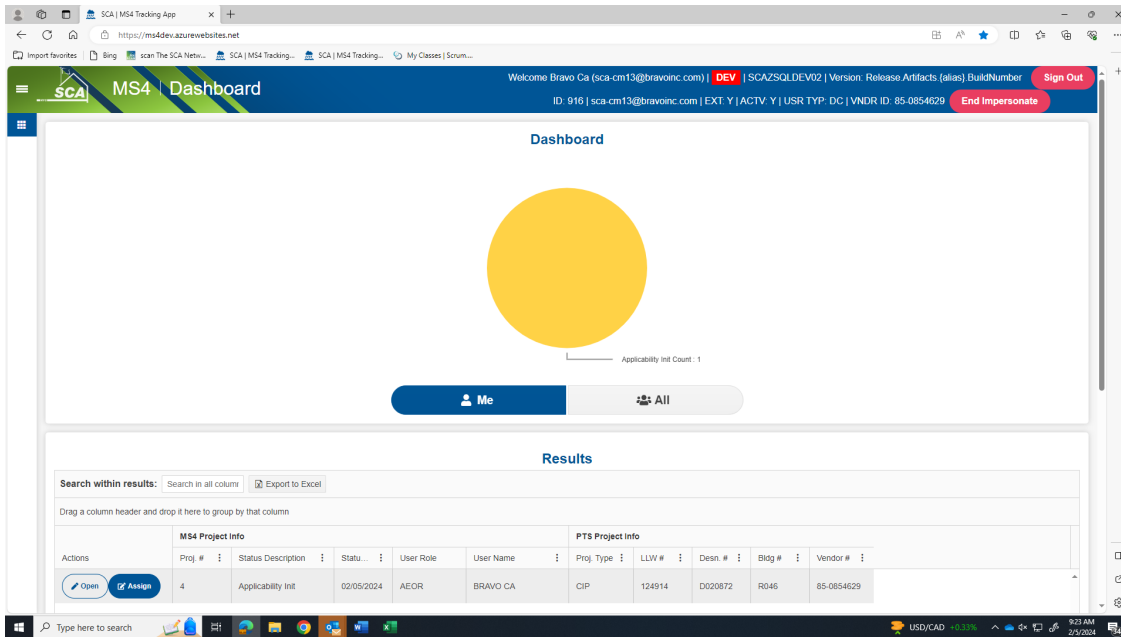


d. "Save/Assign User Role"

e. Email message will be sent to AEOR; Project status "Applicability Initiated."

3. AEOR assignments

- a. Log into MS 4
- b. "Click" Assign to assign SWPPP Preparer and Qualified Inspector



4. Construction Management (CM) (PO SPO/CPO) will need to assign the General Contract (GC) to the MS4 project as soon as the GC is known.

..... Assignment Phase is completed

Design Phase - Project Applicability

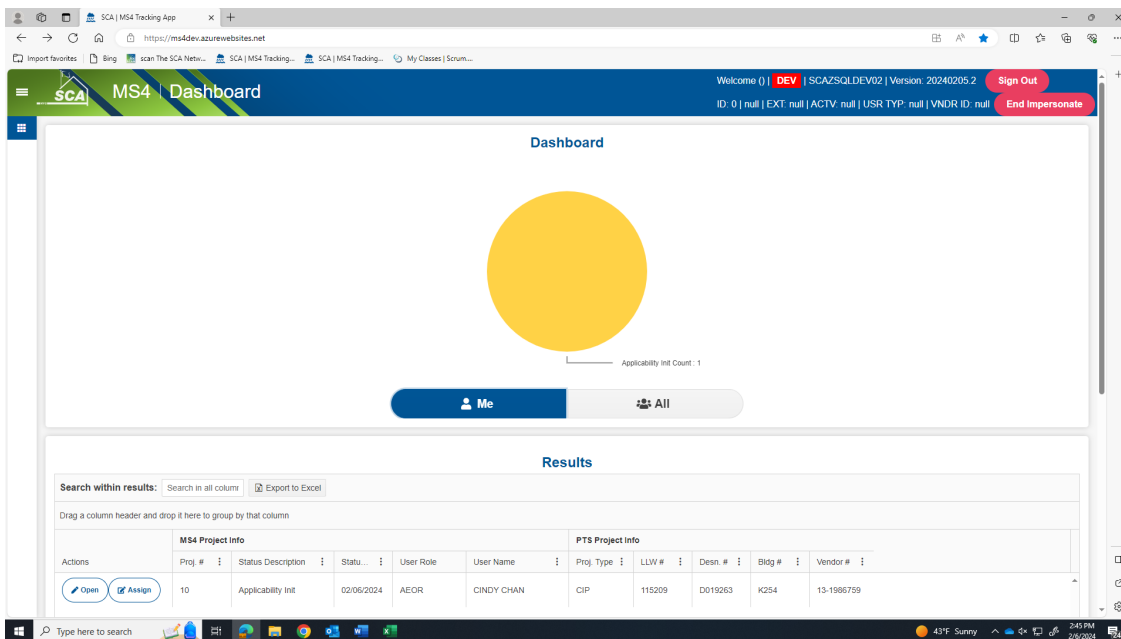
The “Entire Process” will be shown using this scenario.

- **Scenario 1**
 - **AEoR 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.

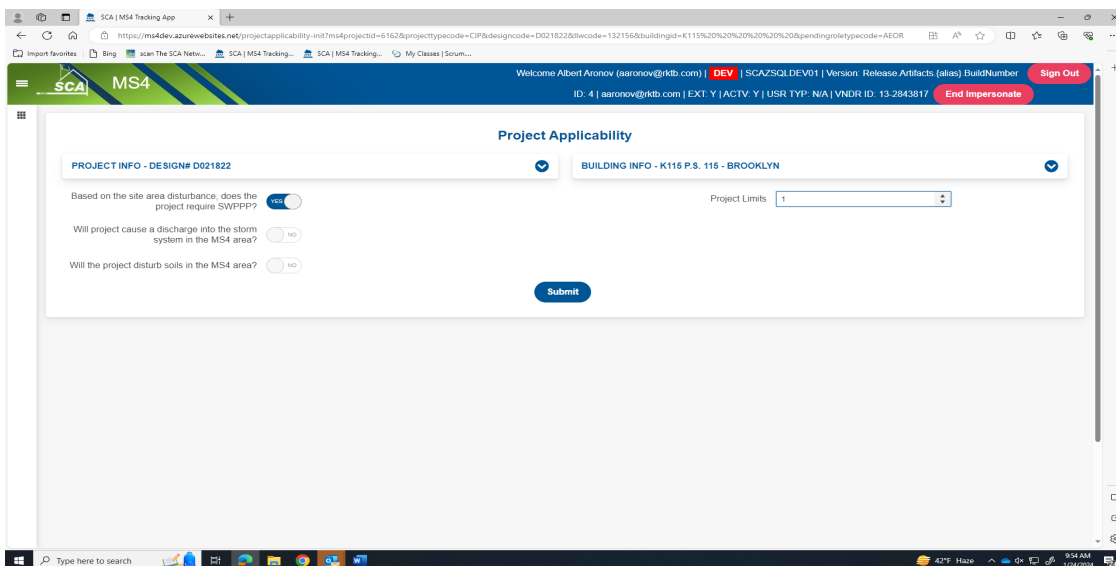
For our purpose, **Scenario 1** will be followed:

1. AEoR

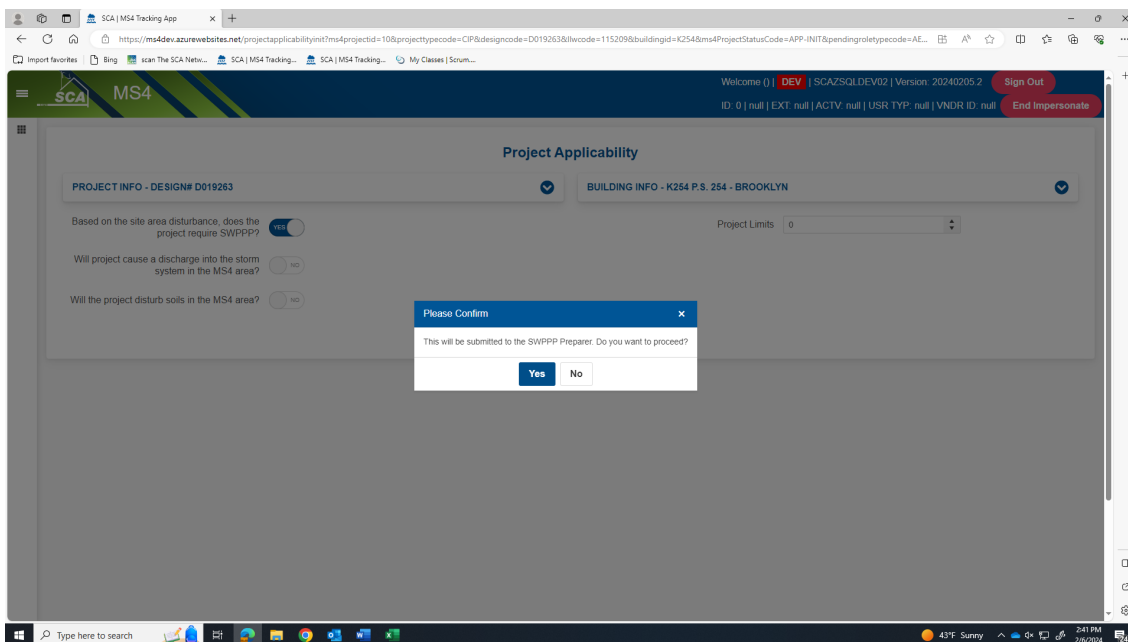
- Log into MS 4.
- Dashboard will display project status “**Applicability Initiation.**”
- “Click” **Open**



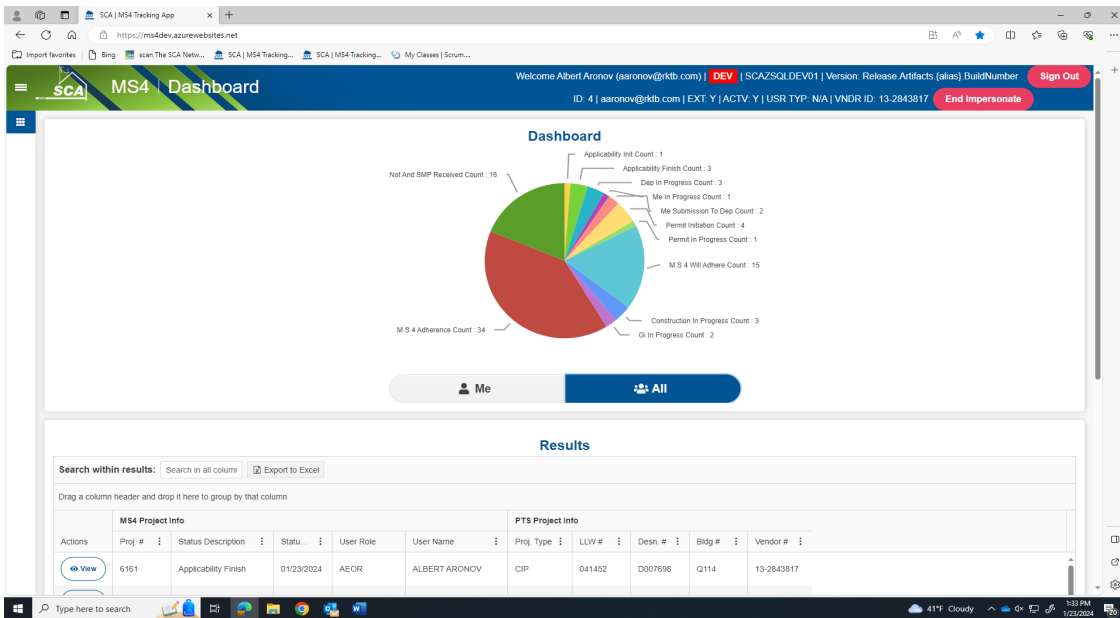
- d. Answer questions relevant to the disturbance; select **“Yes”** requires SWPPP, enter the **“Project Limits”** and click **“Submit.”**



- e. A pop up will display stating that project will be submitted to SWPPP Preparer. **“Click” Yes.**



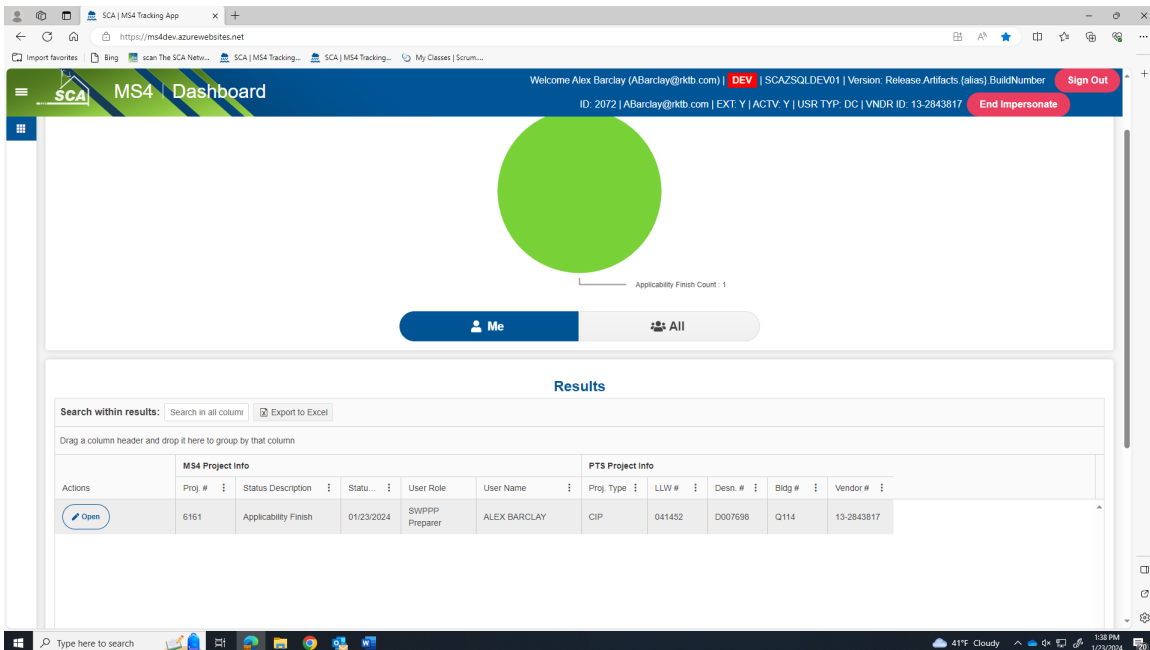
- f. Refresh **“All;”** Dashboard displays status **“Applicability Finish.”**



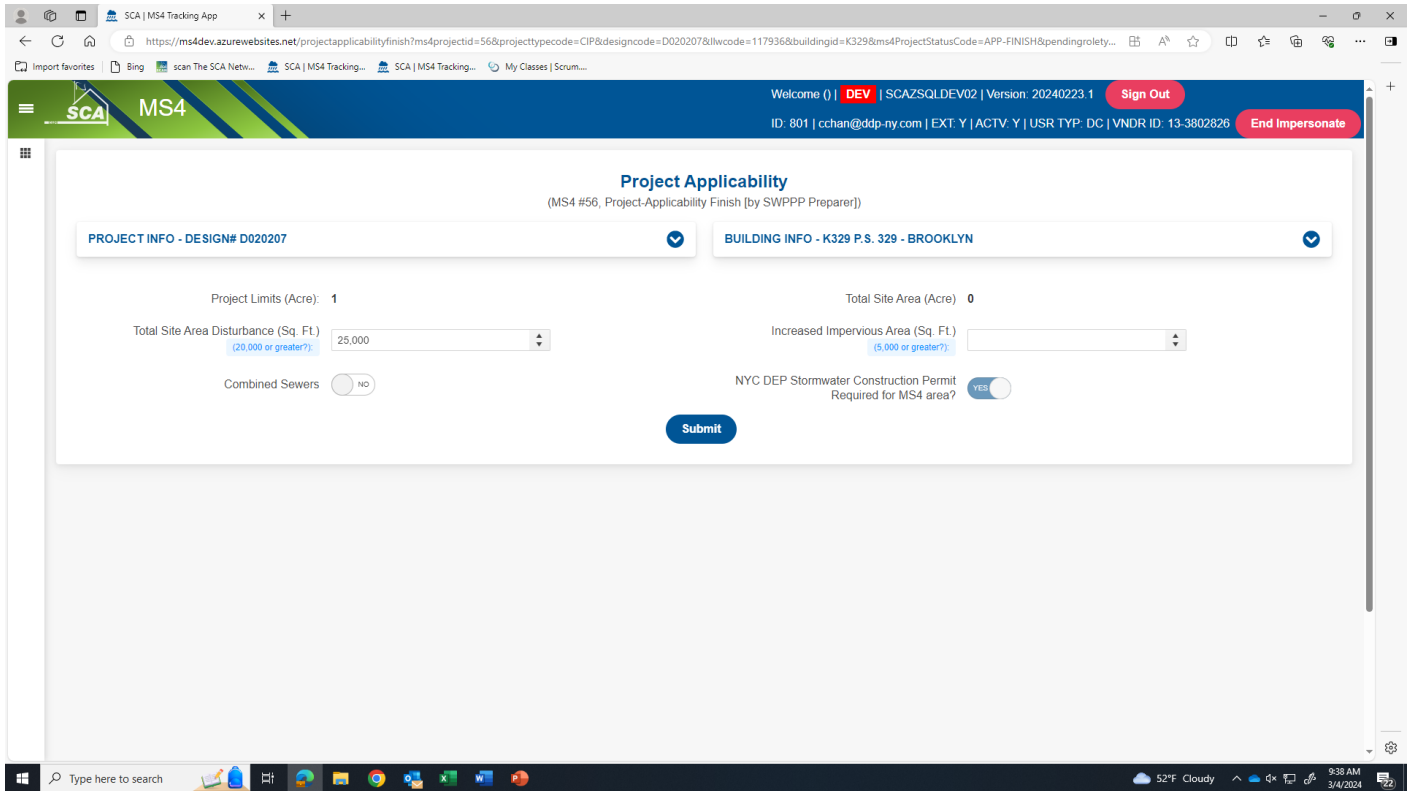
g. Email notification goes to SWPPP stating, ***“The project is in an MS 4 area. Based on the area of disturbance, a SWPPP is required. Please begin the SWPPP process.”***

2. SWPPP Preparer

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

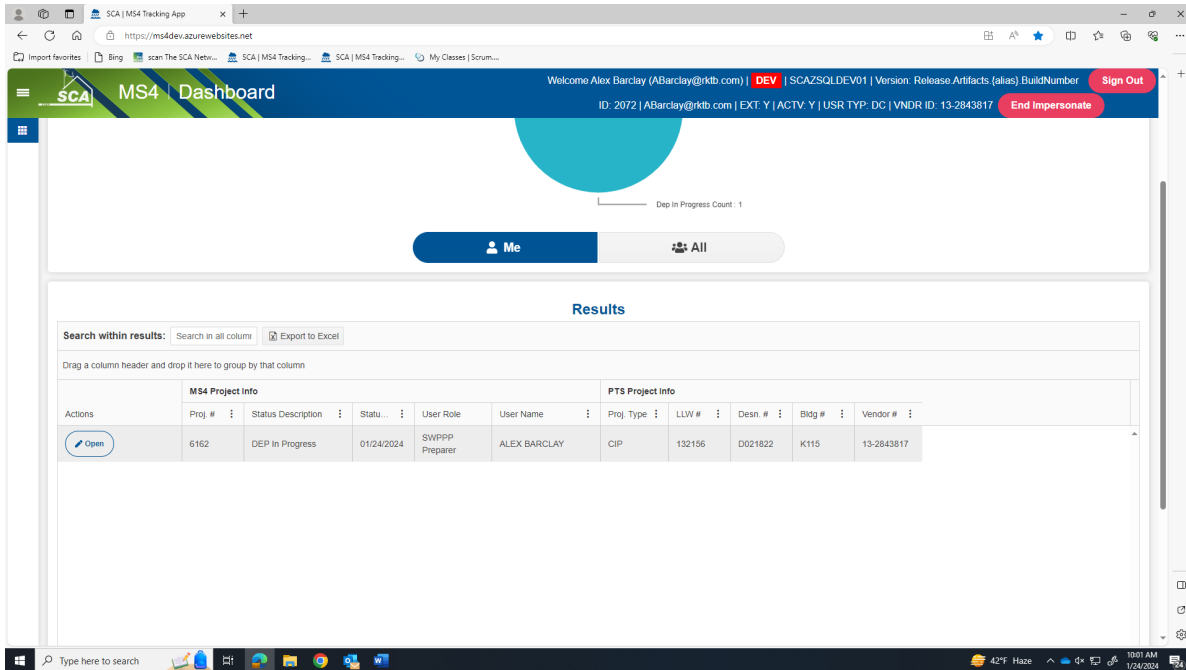


- d. Project Limits and Total Site Area – auto populates.
- e. Enter **“Total Site Area Disturbance”** or **“Increased Impervious Area”**.
For this scenario, enter one over the criteria limits. Note: The requirement for a “NYC DEP Stormwater Construction Permit” automatically defaults to “Yes”.
- f. **“Combined Sewers” (No)**



- g. **“Click” Submit, Back to Dashboard.**

h. Dashboard displays status “DEP in Progress.”



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

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

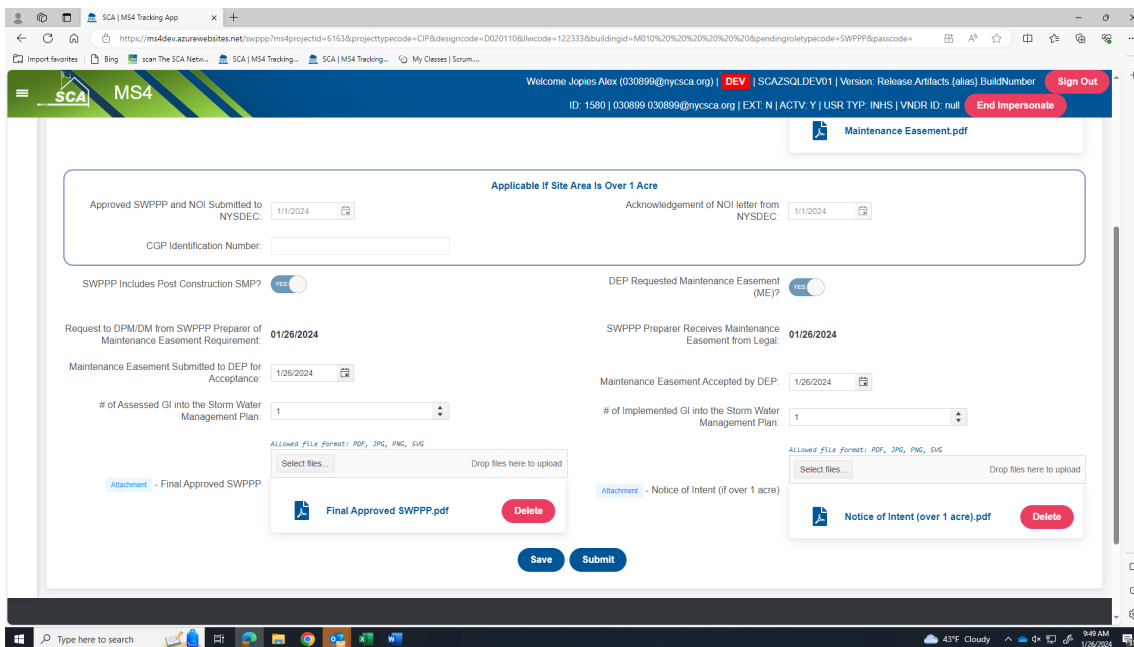
Design Phase - SWPPP Permit Application

1. SWPPP Preparer

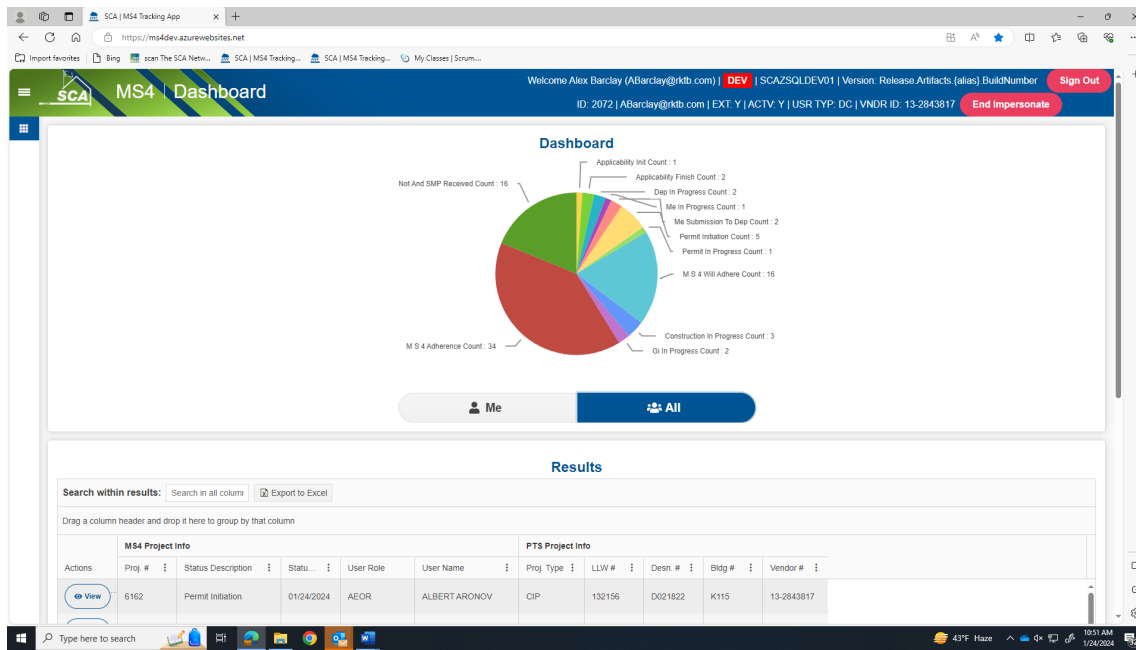
- a. Dashboard displays status **“DEP in Progress.”**
- b. **“Click” Open. “Populate” each field.**
 - Date SWPPP Submitted to DEP (initial)
 - SWPPP Permit Application Number
 - DEP Feedback Date
 - SWPPP Resubmitted to DEP Date
 - DEP Acceptance Form Received
- c. **“Include” Post Construction SMP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



- 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.”**

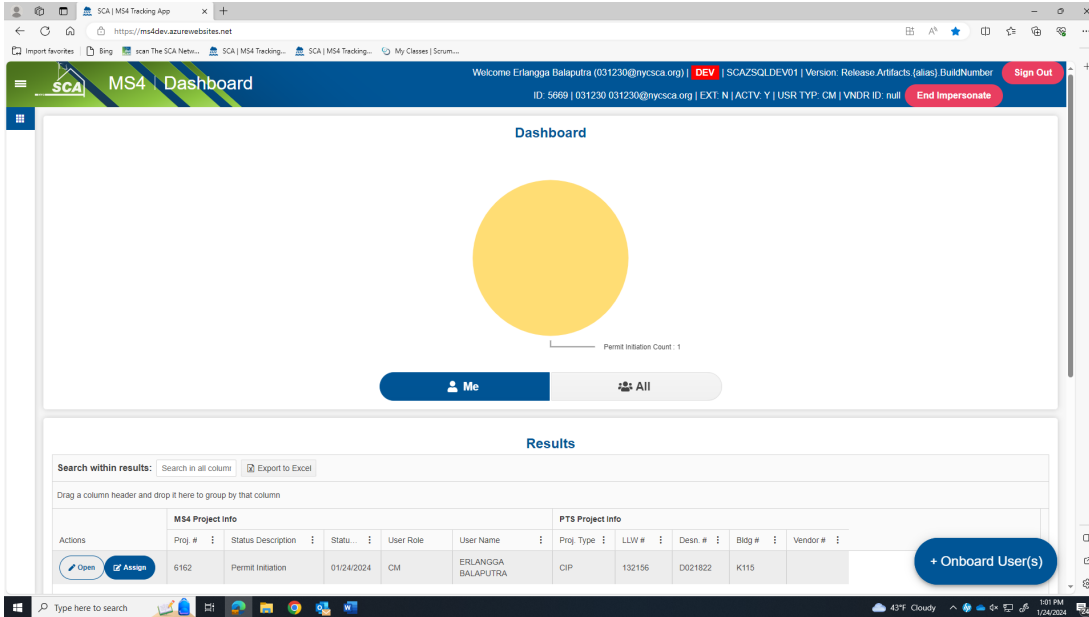


..... **Design Phase is completed. Construction Permit Initiation Phase starts**

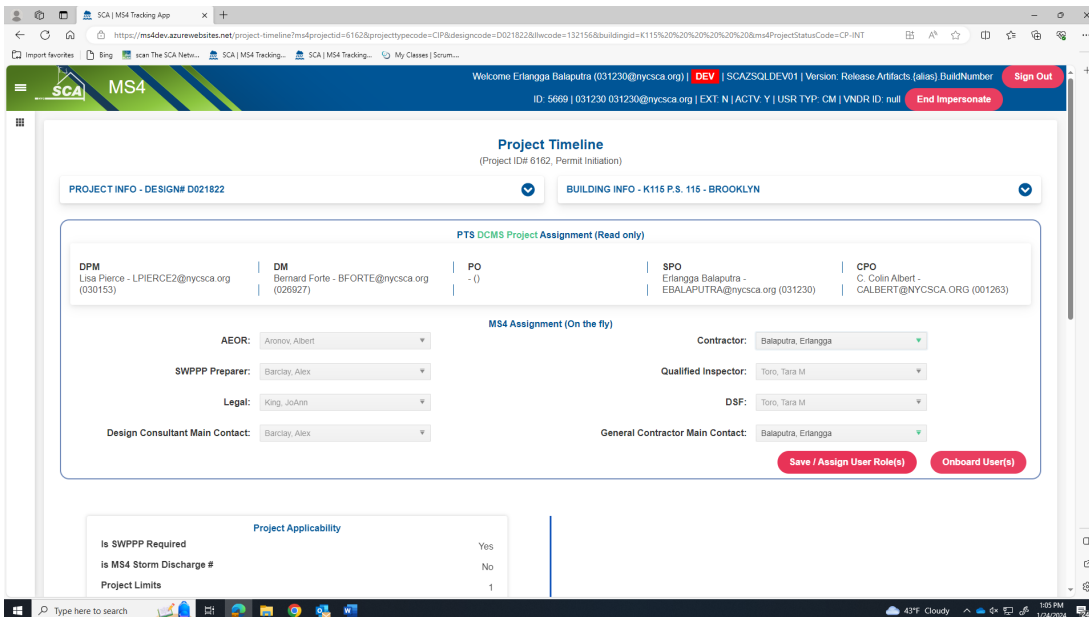
Construction Permit Initiation Phase

1. SCA Construction Management (PO/SPO/CPO)

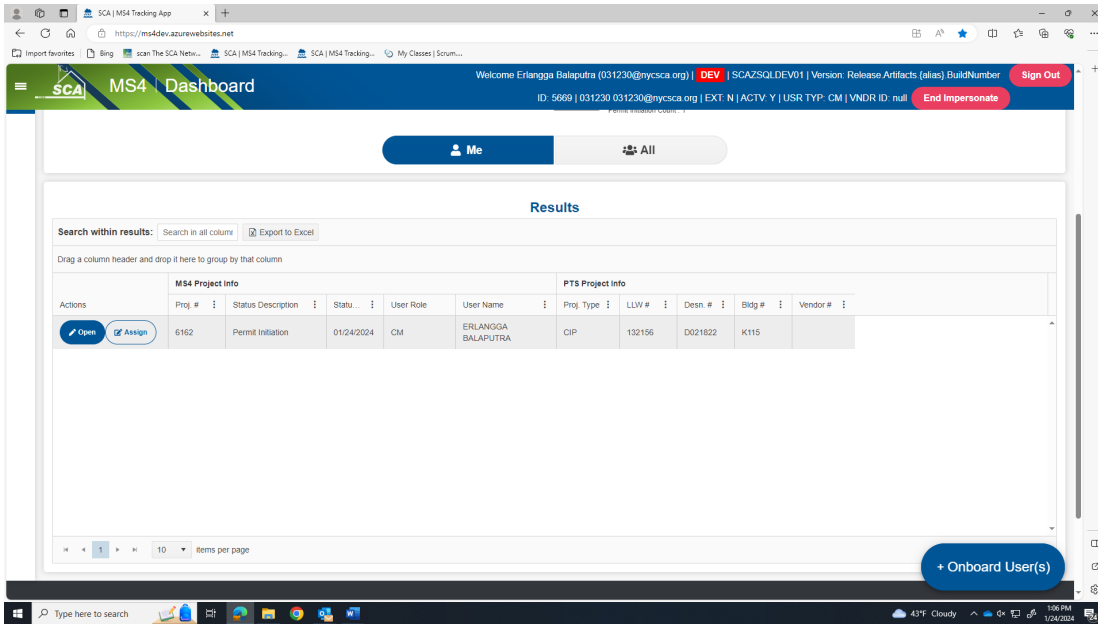
- a. Receives email notification.
- b. "Log" into MS4.
- c. Click "All" Dashboard displays status Construction permit has been initiated **"Permit Initiation."**



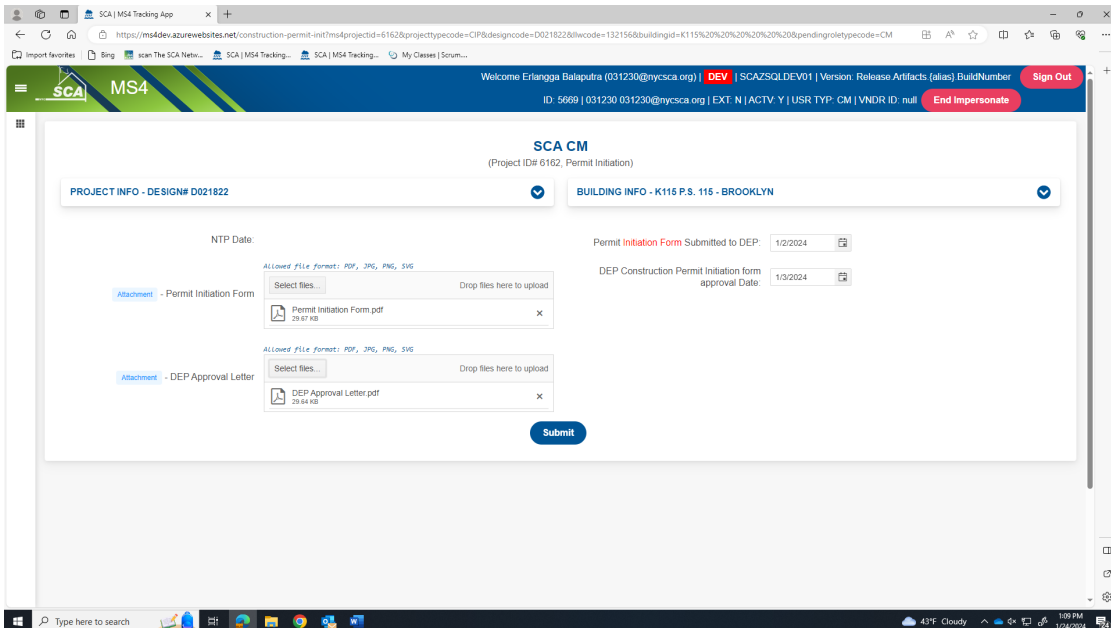
- d. Click "Assign" to assign Contractor (General Contractor (GC)) and click "Save/Assign User Role."



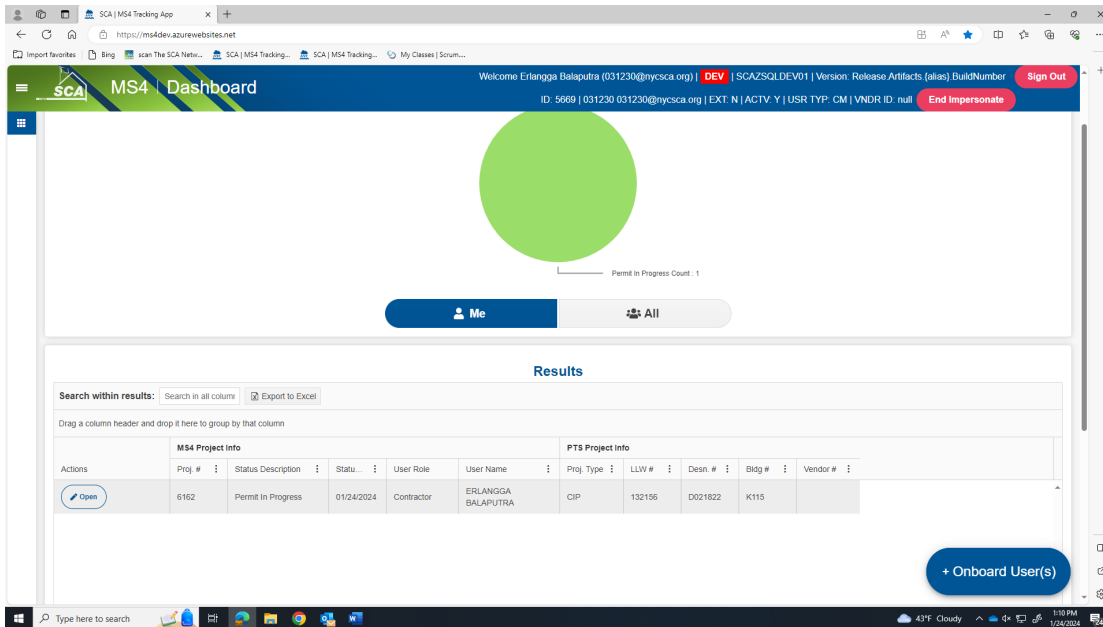
e. Return to Dashboard (under ME), “Open” the Project.



- f. “Enter” Permit Initiation Form Submitted to DEP date.
- g. “Enter” DEP Construction Permit Initiation Form Approval date.
- h. “Attach” Permit Initiation Form
- i. “Attach” DEP Approval Letter
- j. “Click” Submit.



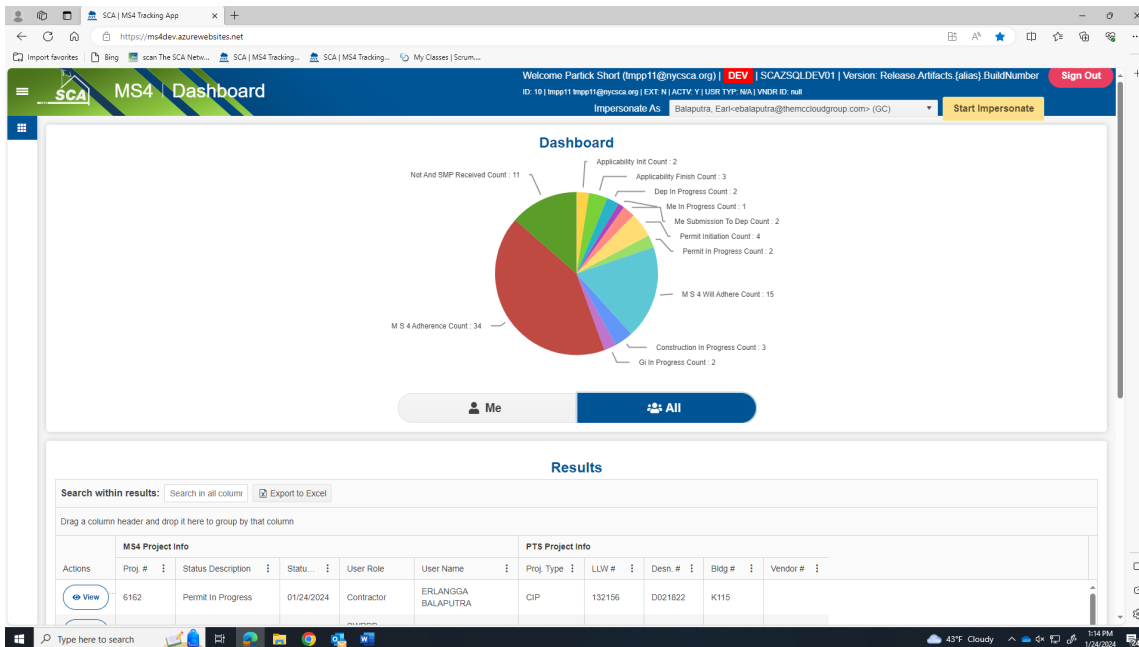
2. Dashboard displays Construction **“Permit in Progress.”**



3. An email notification is sent to the General Contractor (GC) for action.

4. General Contractor (GC)

- a. Receives email notification.
- b. “Log” into MS4.
- c. Dashboard displays the that the Construction **“Permit in Progress.”**
- d. “Click” Open.



- 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.**

The screenshot displays the SCA MS4 Tracking App interface. The user is logged in as Erlangga Balaputra (031230@nycsca.org) with the role of a Contractor. The current project is identified as 'PROJECT INFO - DESIGN# D021822' and 'BUILDING INFO - K115 P.S. 115 - BROOKLYN'. The form contains the following fields and attachments:

- DEP Construction Permit Initiation form approval Date:** 01/03/2024
- DEP Stormwater Construction Permit Approval Date:** 1/3/2024
- DEP Stormwater Construction Permit Issuance Date:** 1/3/2024
- DEP Stormwater Construction Permit Application Date:** 1/3/2024
- DEP Stormwater Construction Permit Application Number:** 6894003
- DEP Discharge Permit Approval Date:** 1/4/2024

Two attachments are visible:

- Attachment - DEP Stormwater Construction Permit Approval Letter:** A PDF file named 'DEP Stormwater Construction Permit Approval Letter.pdf' is attached.
- Attachment - DEP Discharge Permit Approval Letter:** A PDF file named 'DEP Discharge Permit Approval Letter.pdf' is attached.

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

j. Dashboard displays **“MS4 Will Adhere”**.

The screenshot shows a web browser window displaying the MS4 Dashboard. The page title is "MS4 Dashboard" and the user is logged in as Erlangga Balaputra. The dashboard features a large teal circle in the center, with a label "MS 4 Will Adhere Count: 1" below it. Below the circle is a navigation bar with "Me" and "All" options. The main content area is titled "Results" and contains a table with columns for "MS4 Project Info" and "PTS Project Info". The table has one row of data. A "+ Onboard User(s)" button is visible in the bottom right corner of the table area.

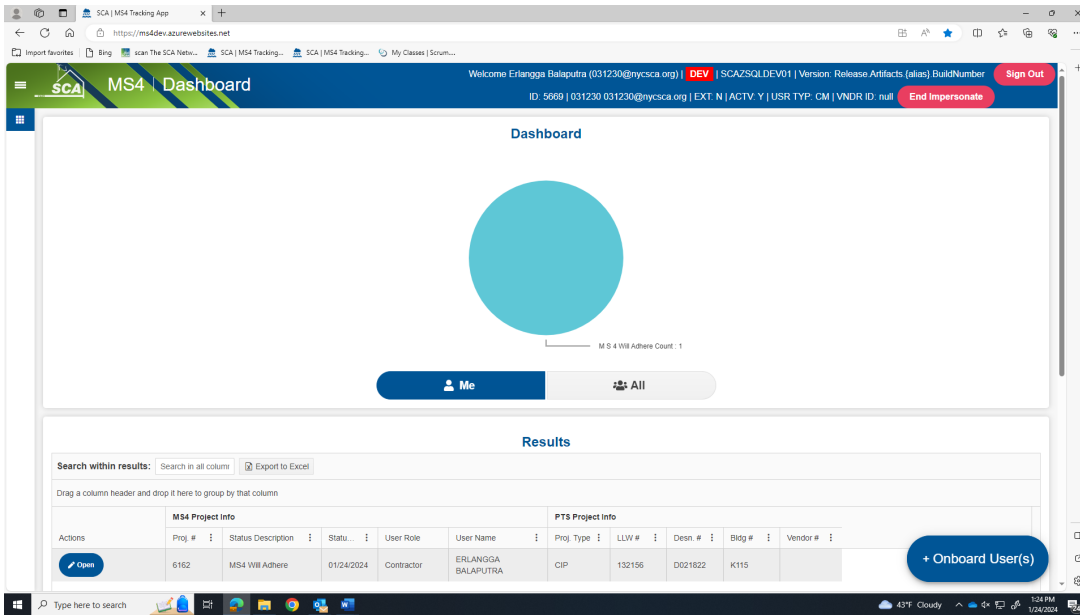
MS4 Project Info					PTS Project Info				
Proj #	Status Description	Status	User Role	User Name	Proj Type	LLUW #	Desn. #	Bldg #	Vendor #
6162	MS4 Will Adhere	01/24/2024	Contractor	ERLANGGA BALAPUTRA	CIP	132156	D021822	K115	

..... Construction Permit Initiation Phase is completed. Construction starts

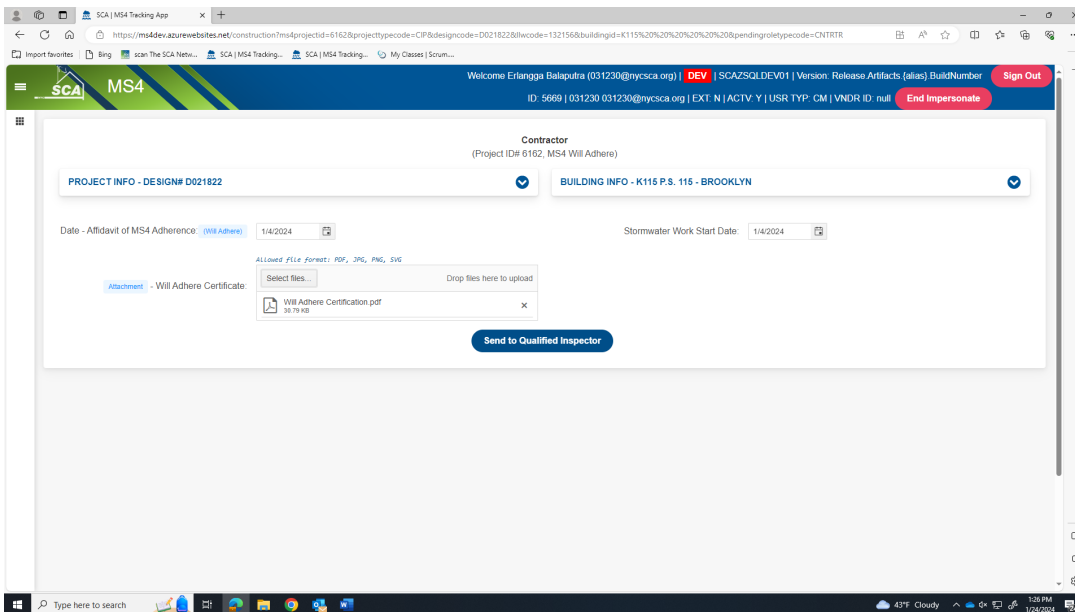
Construction Phase - Construction

1. General Contractor (GC)

- a. Receives email notification.
- b. "Log" into MS4.
- c. Dashboard displays **"MS4 Will Adhere"**.
- d. "Click" Open.



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



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

i. Dashboard displays **“Construction in Progress.”**

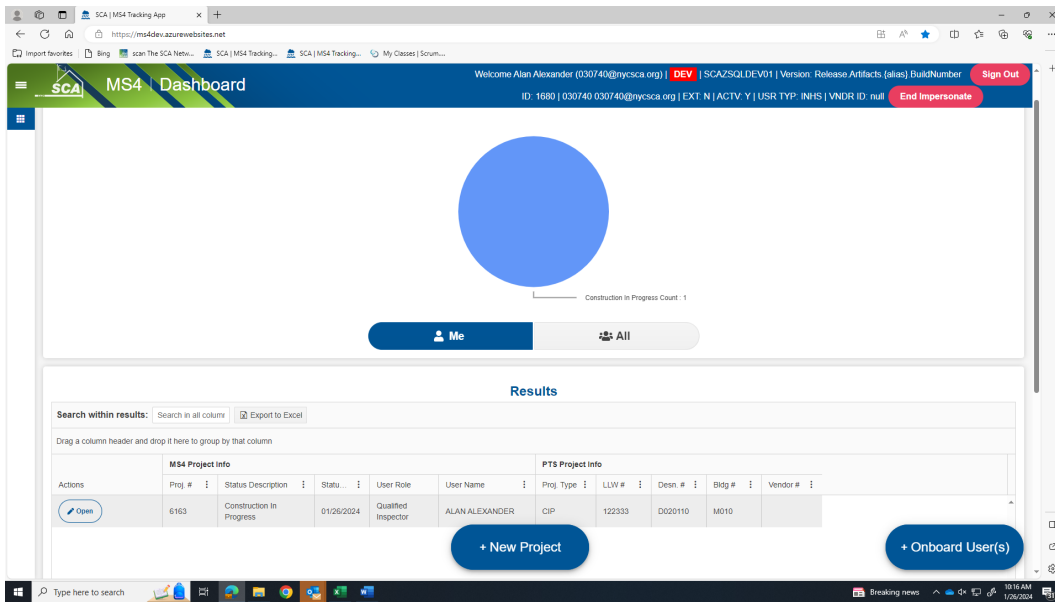
The screenshot shows a web application dashboard for MS4. The header includes the SCA logo, 'MS4 Dashboard', and user information: 'Welcome Angela Quashio (eltricc@pt.com) | DEV | SCAZSQLDEV01 | Version: Release Artifacts (alias) BuildNumber | Sign Out'. Below the header, the main content area is titled 'Dashboard' and features a large blue circle representing a 'Construction in Progress Count: 1'. Below this, there are two buttons: 'Me' and 'All'. The 'Results' section contains a table with columns for 'MS4 Project Info' and 'PTS Project Info'. The table has a search bar and an 'Export to Excel' button. The table data is as follows:

MS4 Project Info				PTS Project Info						
Proj #	Status Description	Statu...	User Role	User Name	Proj Type	LLW #	Desn. #	Blg #	Vendor #	
6163	Construction In Progress	01/26/2024	Contractor	ANGELA QUASHIE	CIP	122333	D020110	M010	11-2676368	

j. **An email notification is sent to the Qualified Inspector (QI) for action.**

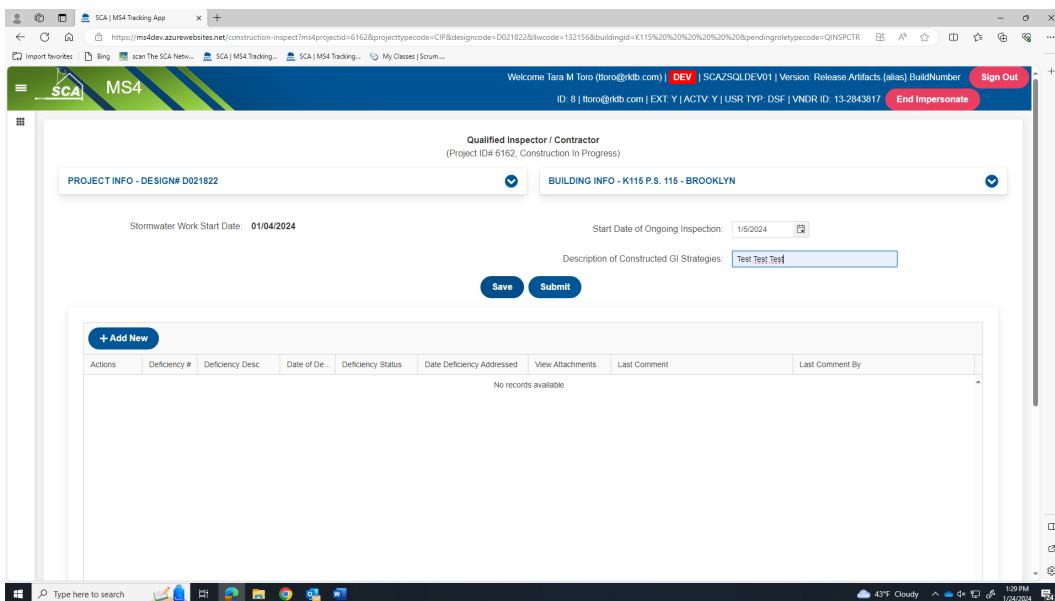
2. Qualified Inspector (QI)

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

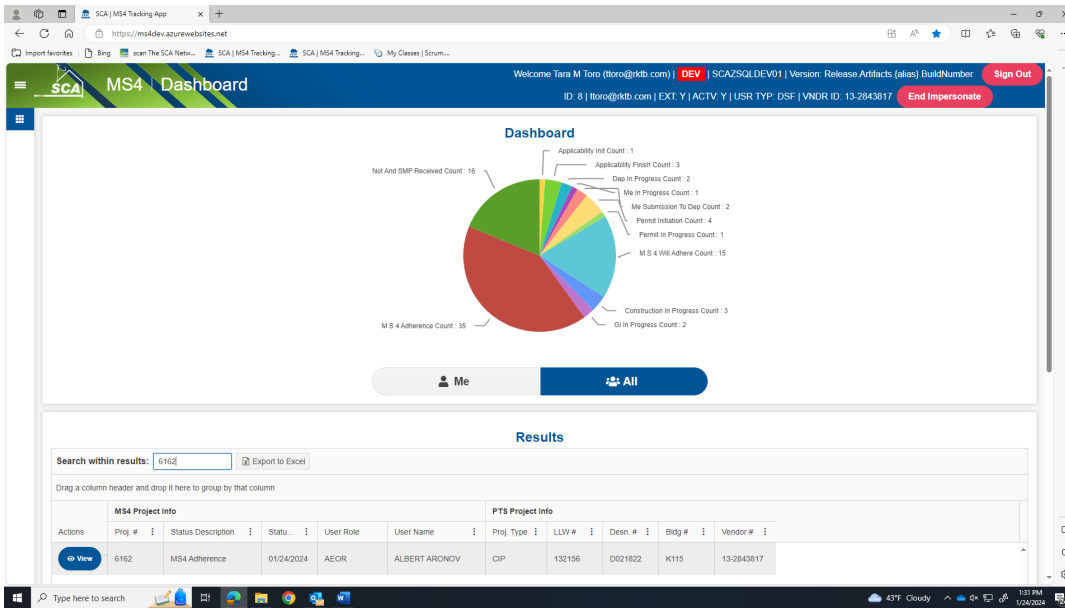


- d. “Click” Open
- e. Stormwater Work Start date – auto populates.
- f. “Enter” Start Date of Ongoing Inspection
- g. “Enter” Description of Constructed GI Strategies

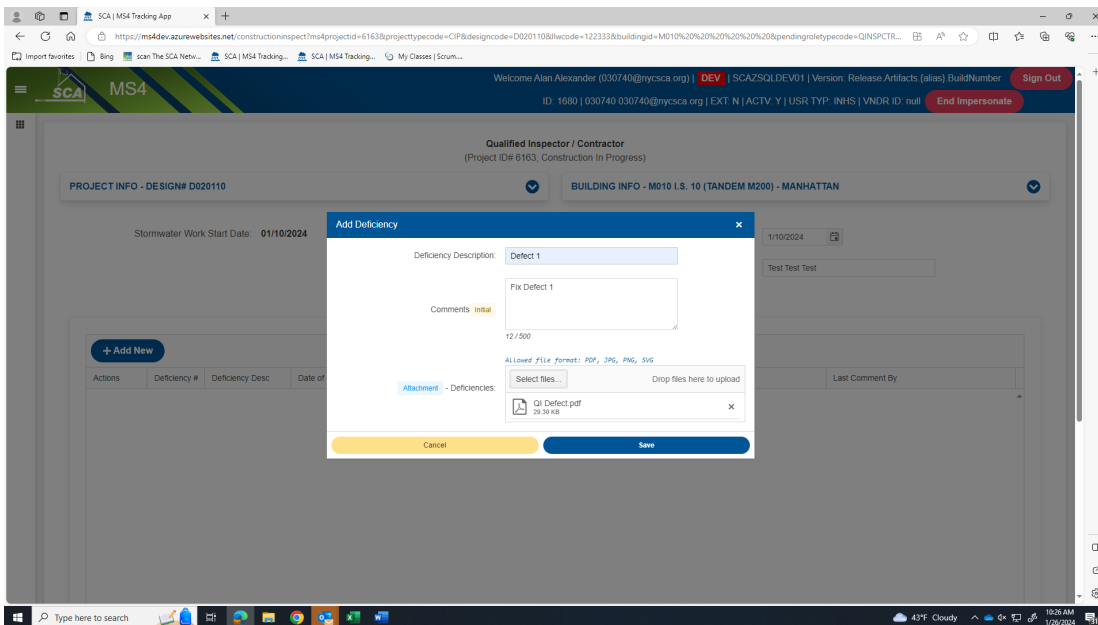
- If No Deficiency is added, “Click” Submit

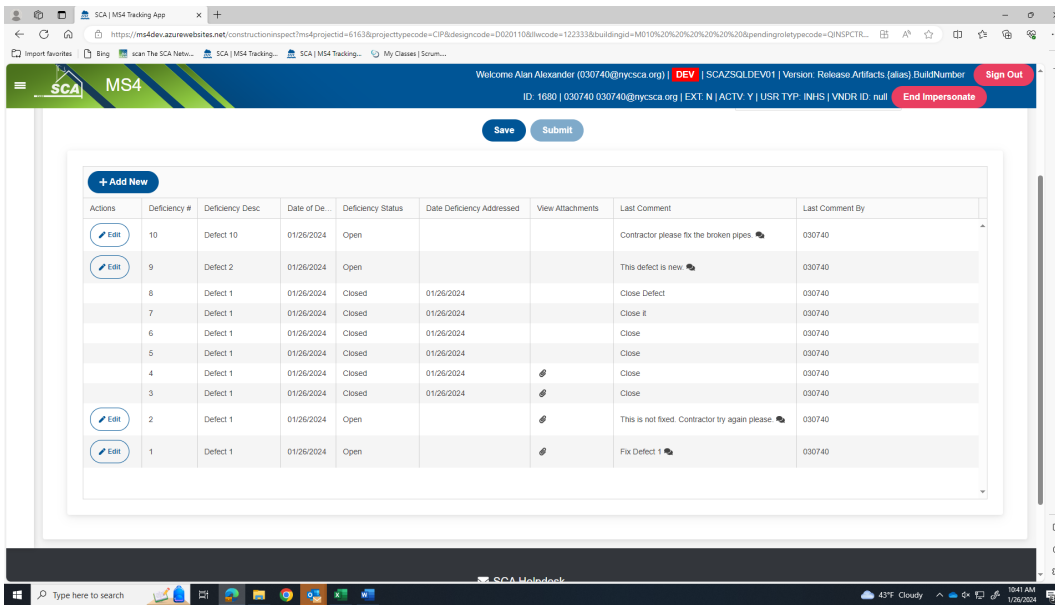


- Upon Submit the process goes to **“Construction Close Out-Phase”**
- An email notification is sent to the General Contractor (GC) with status of **“MS4 Adherence.”**



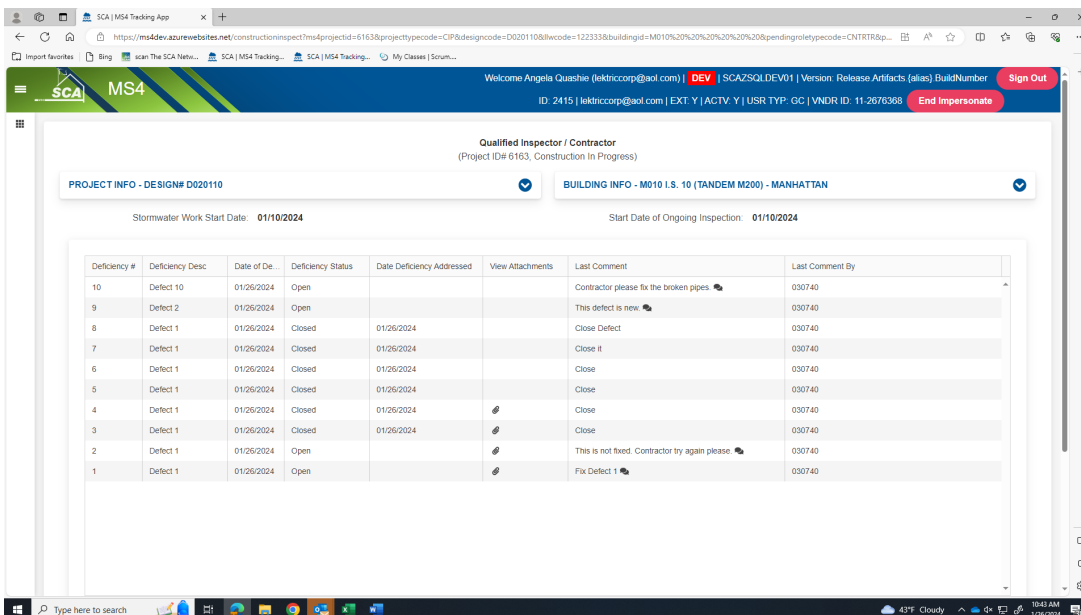
- However, if a Deficiency item is added, an exchange will start between QI and GC in Deficiency Grid.
 - QI enters deficiency description and comment.
 - GC addresses deficiency.
 - QI and GC go back and forth with comments until deficiencies are closed.
 - QI closes deficiencies.
- “Click” Add New. “Fill in” Deficiency Description. “Add” Initial Comments to start the dialog with the Contractor (GC). “Provide” an attachment if you like. “Click” Save





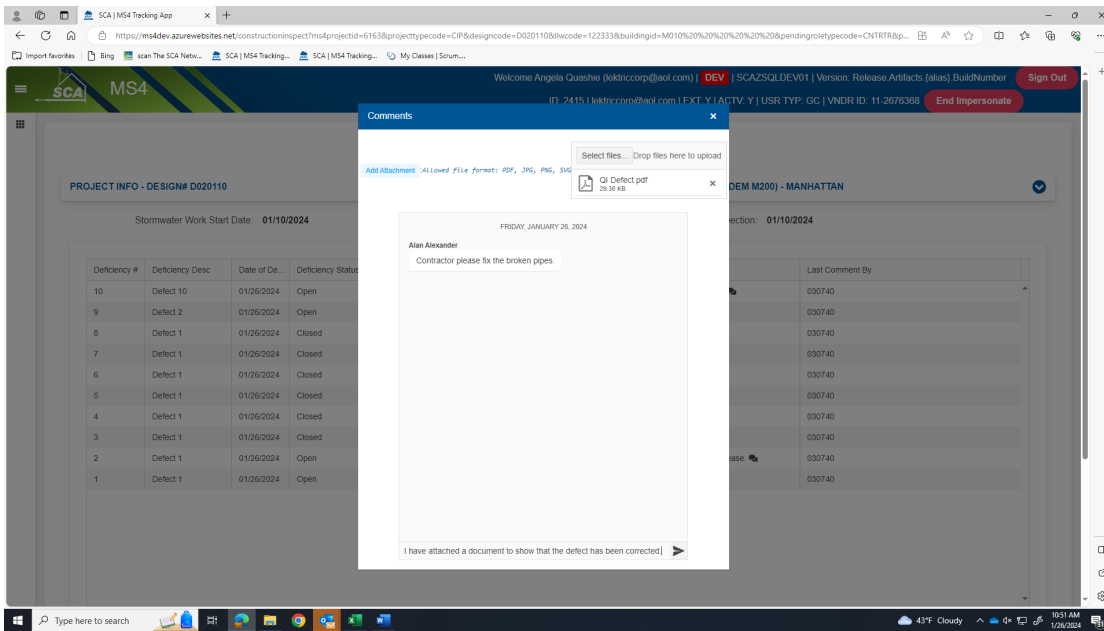
From the Contractor's (GC's) Dashboard.

- 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.

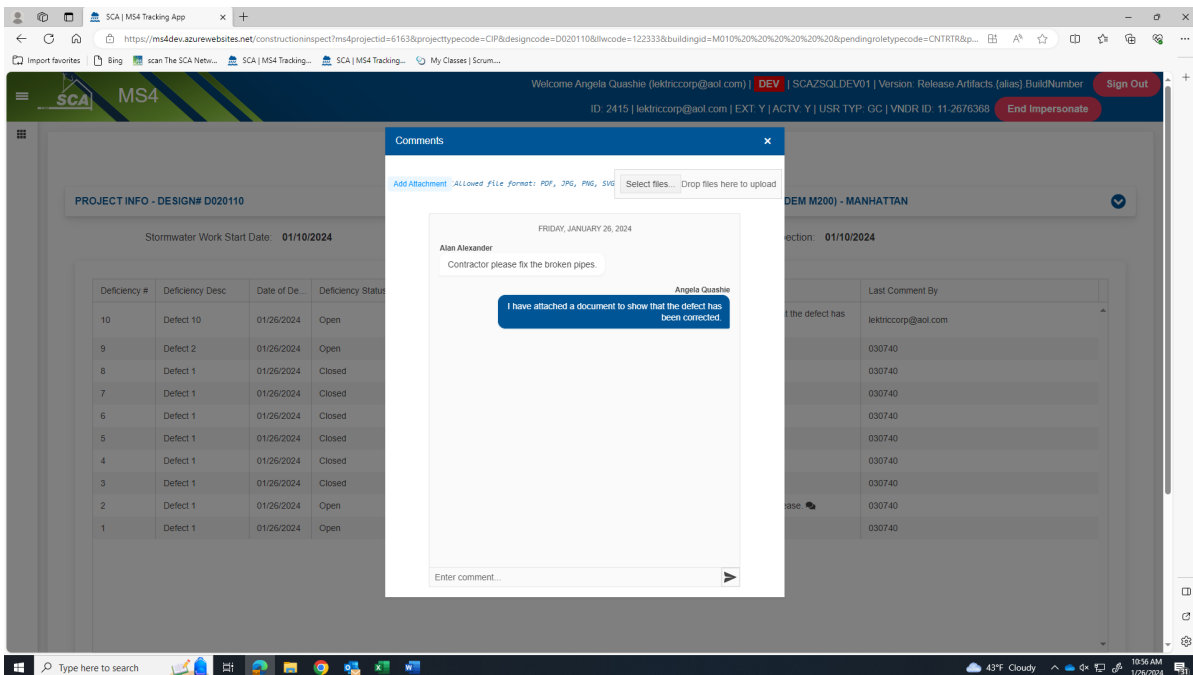


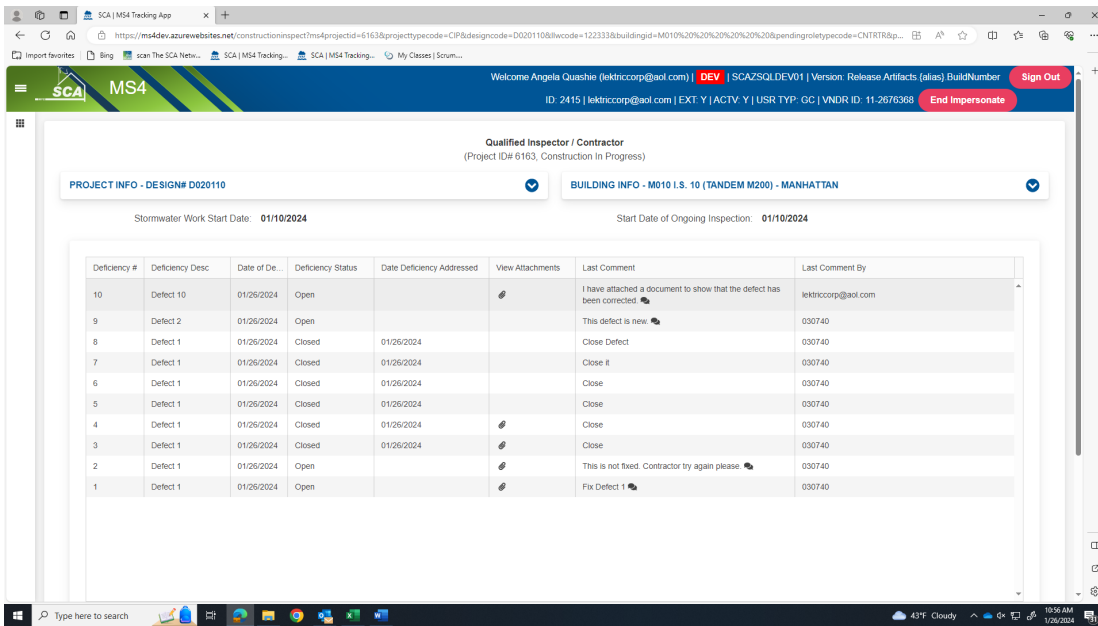
- "Comment pop up" will display the Qualified Inspector's comments.

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



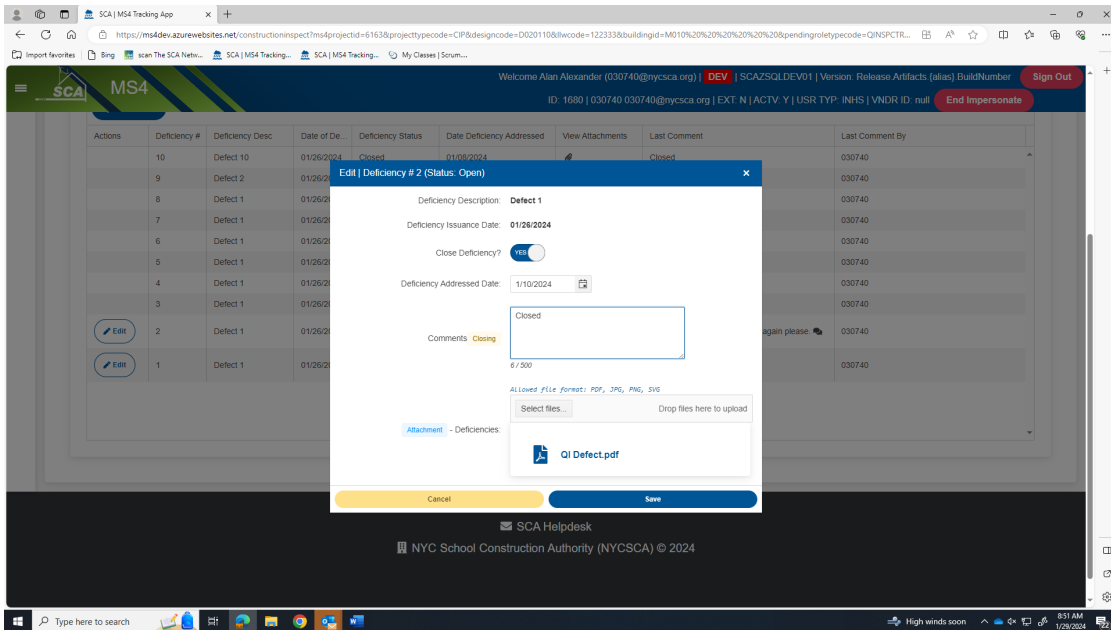
- Contractor’s Dashboard will reflect the last comment the Contractor made to the Qualified Inspector.





From the Qualified Inspector's (QI) Dashboard

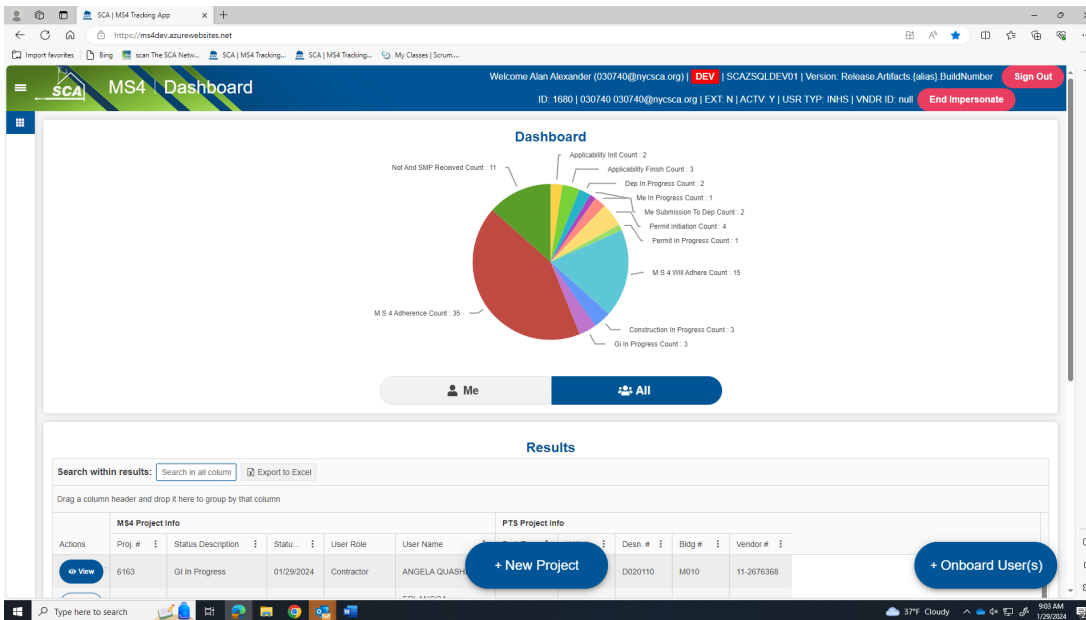
- The QI will review the Contractor's (GC's) comments. When satisfied, the QI will close the defect.
- To Close an item "Click" **Edit**. From the popup "Click" **YES** to Close Deficiency. "Add" **Comment** and **Save**.



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

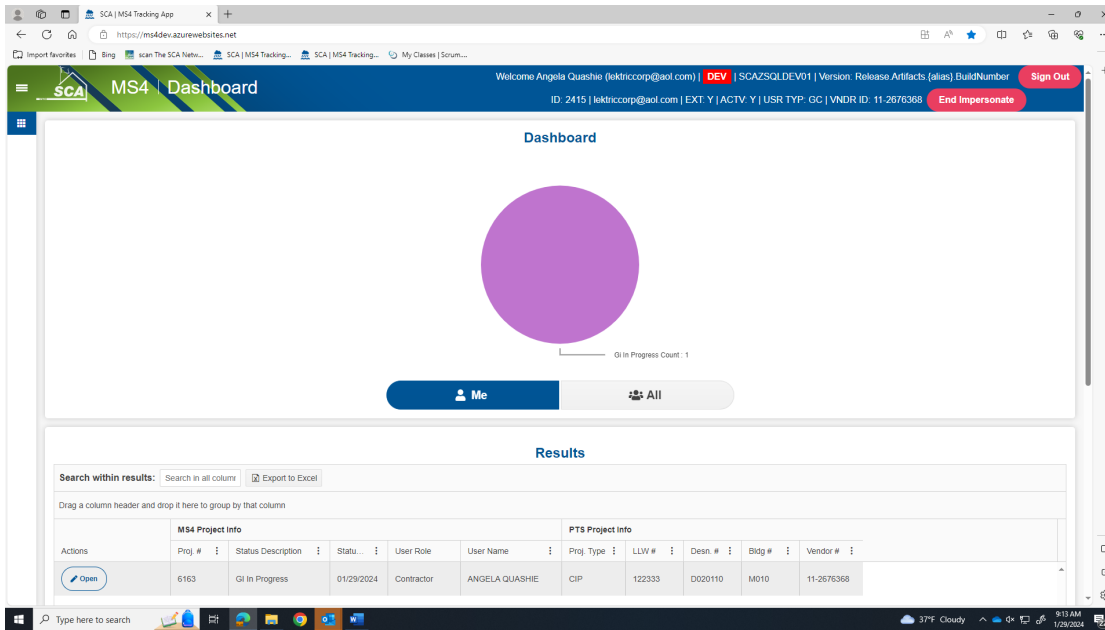
- When all defects have been satisfied, “Click” **Save**. “Click” **Submit**

h. Dashboard displays *GI In Progress*

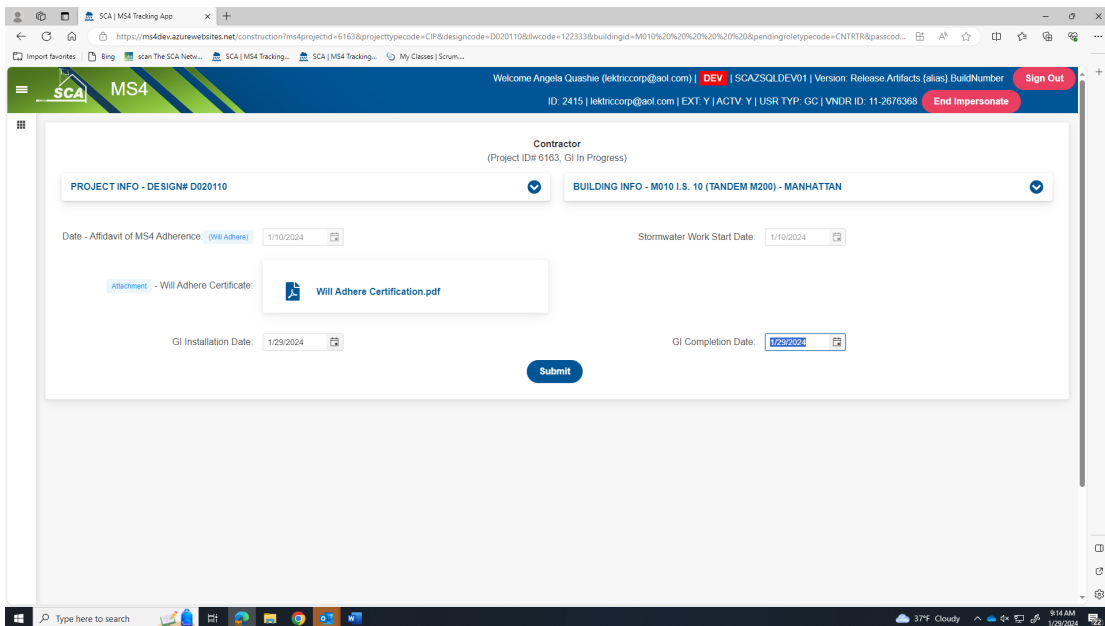


3. General Contractor (GC)

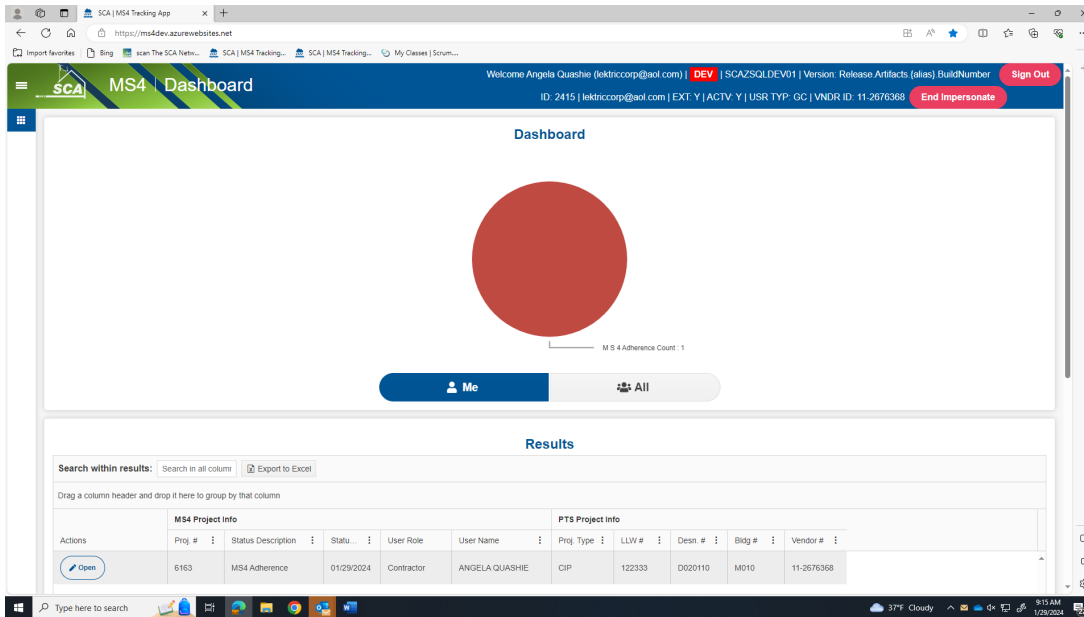
- a. Receives email notification.
- b. “Log” into MS4.
- c. Dashboard displays *GI In Progress*
- d. “Click” Open.



- 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.”

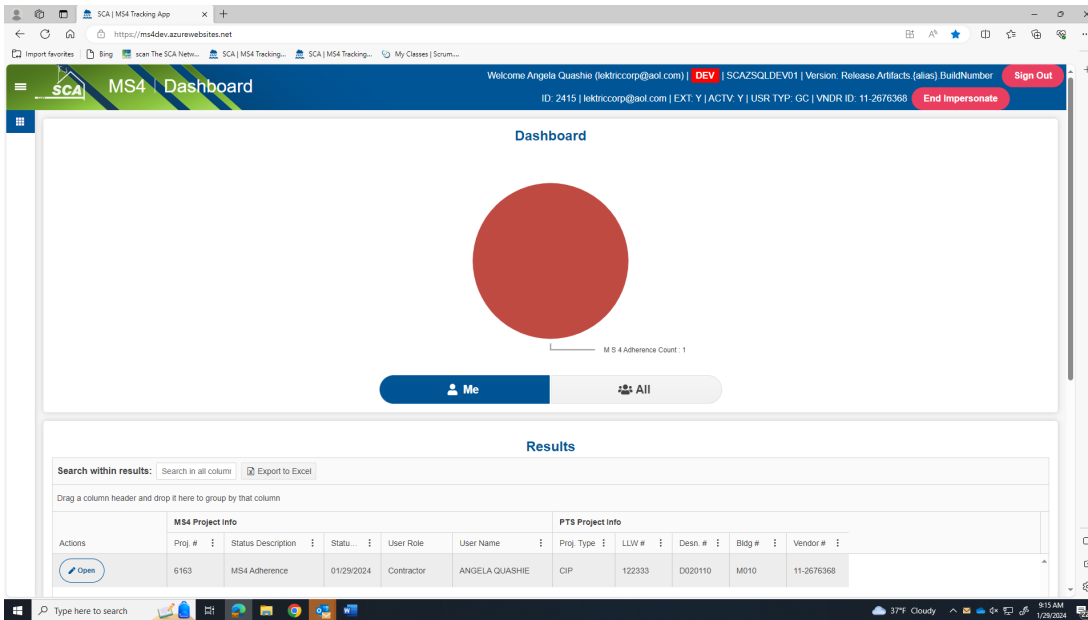


..... Construction is completed. Construction Close out Phase starts

Construction Closeout Phase

1. General Contractor (GC)

a. Dashboard displays “MS4 Adherence.”

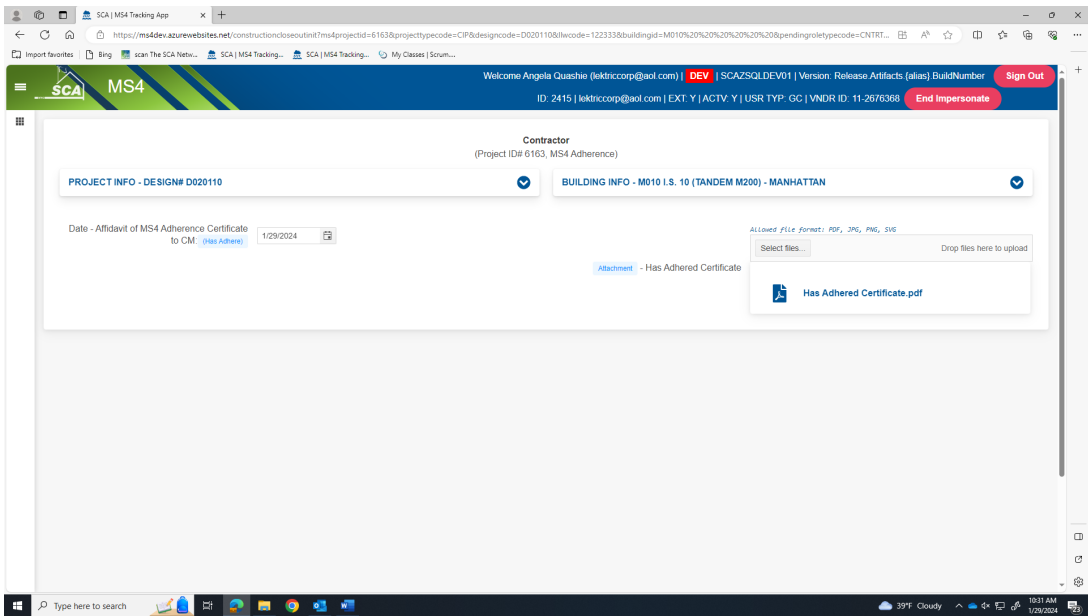


b. “Click” Open

c. “Enter Date – Affidavit of MS4 Adherence Certification to CM.

d. “Attach” *Has Adhered Certificate*.

e. “Click” Submit

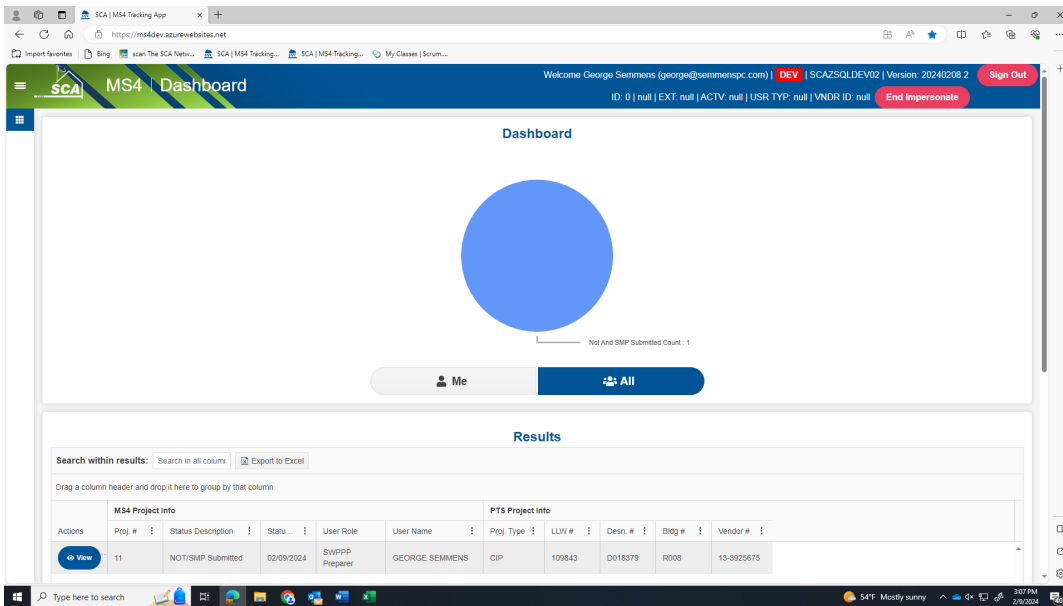


a. Dashboard displays *MS4 has Adherence*.

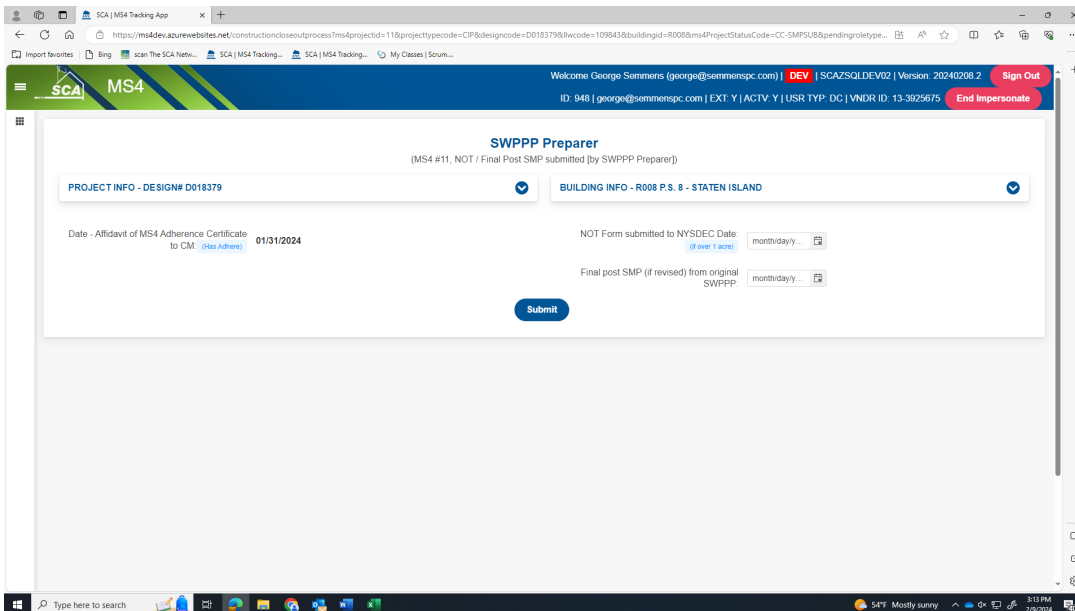
Note: if disturbed area was over one acre. An email notification would be sent to SWPPP for action to enter date Notice of Termination (NOT) Form was submitted to NYSDEC.

2. SWPPP (if required)

- a. Receives email notification (*stated but not shown*)
- b. “Log” into MS4.
- c. Dashboard displays ***NOT/SMP Submitted.***



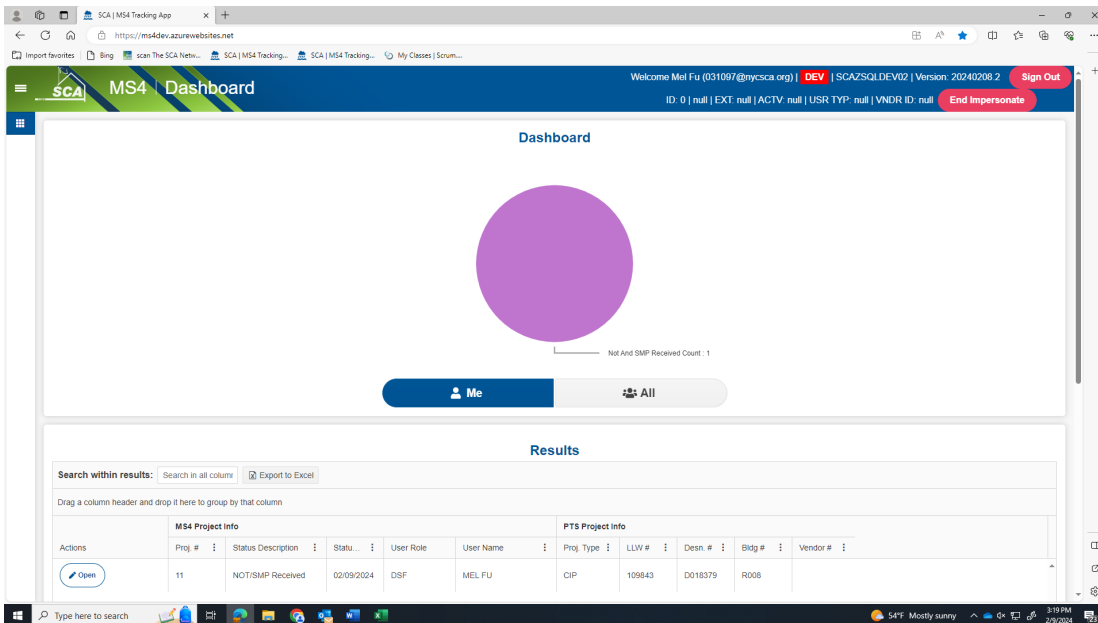
- d. “Enter” date ***NOT form was submitted to NYSDEC.***
- e. “Enter” date ***Final post SMP (if revised from original)***
- f. “Click” **Submit**



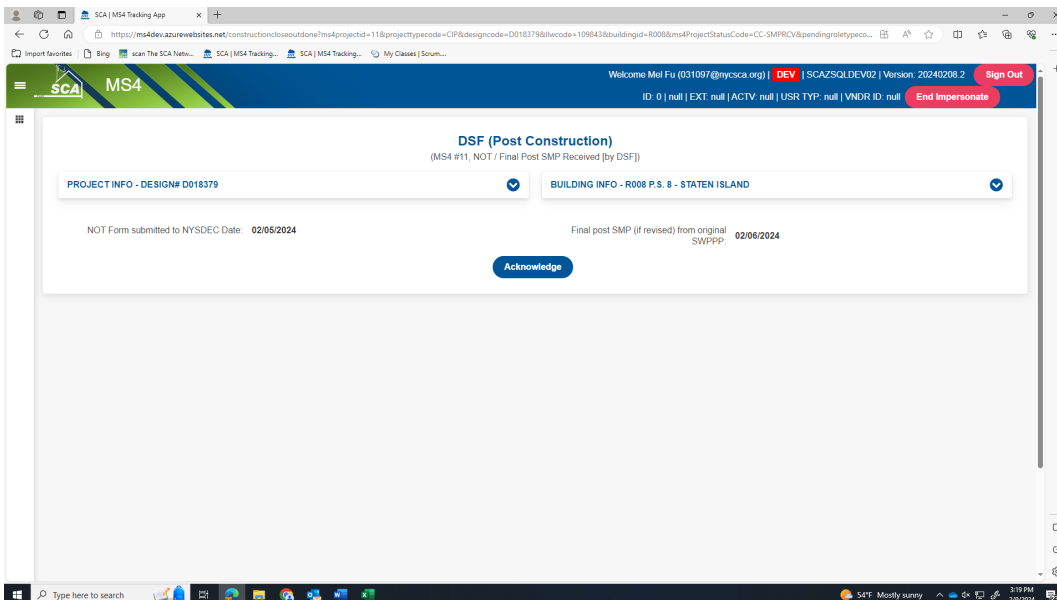
- g. An email ***notification is sent to the Division of School Facilities (DSF) for action.***

3. DSF (if required)

- a. Receives email notification.
- b. "Log" into MS4.
- c. Dashboard displays **NOT/SMP Received**.

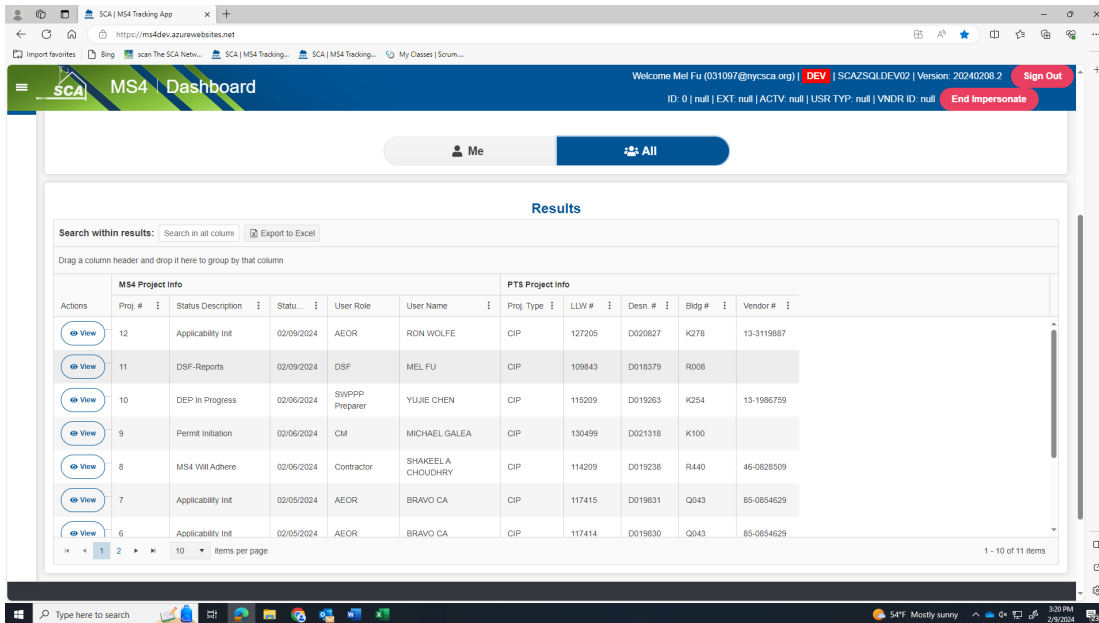


- a. Date that NOT form was submitted to NYSDEC will be displayed.
- b. Date of Final post SMP (if revised) from original SWPPP will be displayed.
- c. "Click" Acknowledge



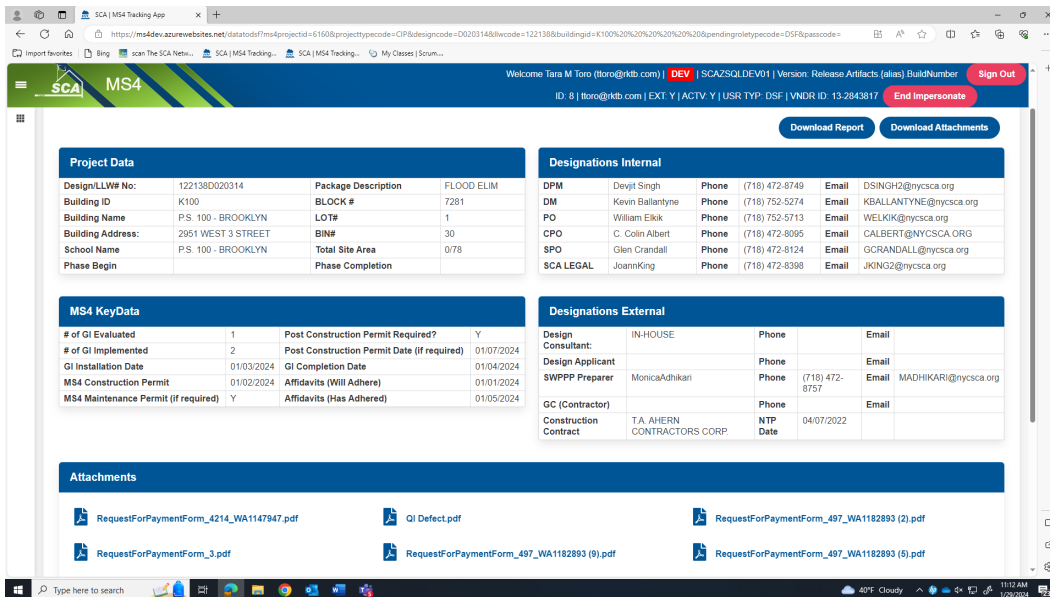
..... Process Ends

Division of School Facilities (DSF) screen
a. Dashboard displays status *DSF Reports*

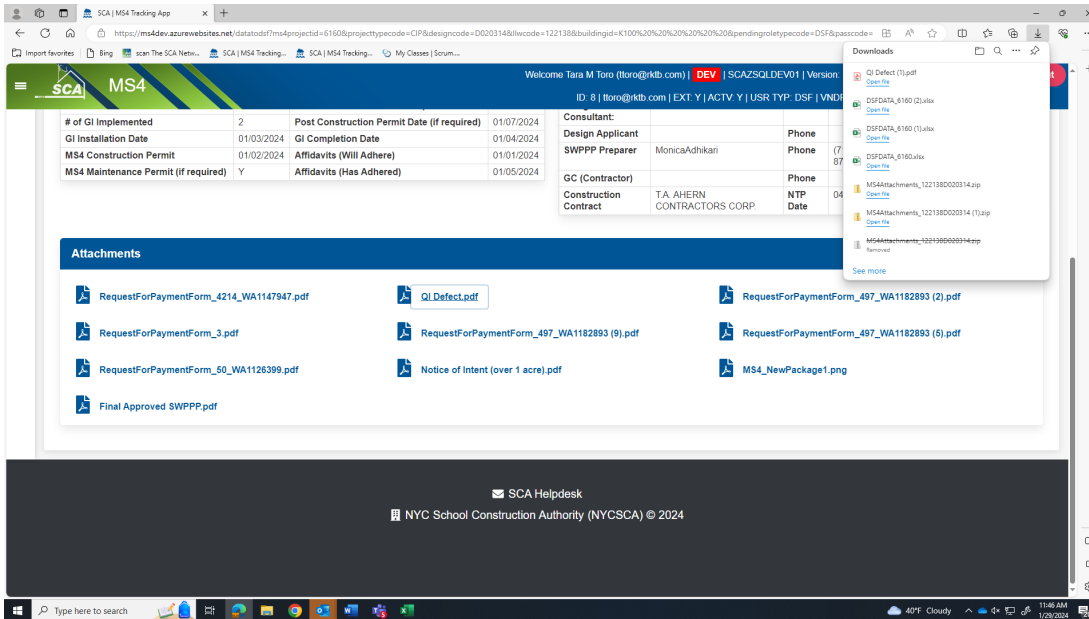


b. "Click" View

Information associated with the MS 4 project MS4 information will be displayed on DSF Screen.



a. DSF can download a specific attachment or all documents that have been attached.



b. DSF can also download the Report.

- “Click” Download Report

