

# "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.

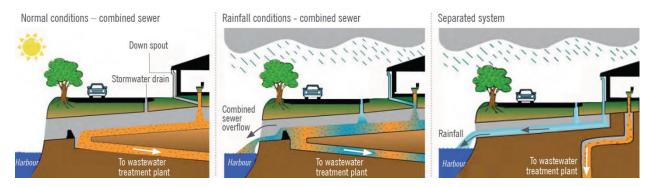
As stormwater flows over streets and other impervious surfaces, it sweeps up pollutants such as oils, chemicals, pathogens, and sediments. In separate sewer areas, this pollution is carried by stormwater and discharged directly into local waterways. This can have a negative impact on water quality and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





# 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 imperious 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 A	oplicat	oility questions de	etermine t	the proce	ess flow		
				Entire Process	Straight	to Contract	or (GC)	Straight to	End Scenario
	Us er Role	Application Phases and Process Steps	Design Phase: - Project Applicability - SWPPP Permit Application Construction Phase: - Permit Initiation - Construction - Close-Out	opect Applicability VPPP Permit Application truction Phase: armit Initiation onstruction Construction Construction Construction Construction				cability ase:	
				#1	#2	#3	#4	#5	#6
		Design Phase - Project Applicability							
		Does Site Area Disturbance requires SWPPP	(**)	Yes	Yes	No	No	Yes	No
1	AEoR	Will project cause discharge into Storm System in MS4 Area				Yes	No		No
1		Will project disturb soils in MS 4 area					Yes		No
		Fill in project limits			L				
2	CW/DDD Dremerer	Enter Total Area Disturbance or Increased Impervious Area (If either is over the limits, MS4 permit required)	(**)	>over limits	<less limits<="" td=""><td></td><td></td><td>&gt;over limits <less limits<="" td=""><td></td></less></td></less>			>over limits <less limits<="" td=""><td></td></less>	
		Answer if Combine Sewers	(**)	No	No			Yes	
		Answer if DEP Stormwater Construction Permit required	(**)	default-Yes	No			disabled	

# Answers to Project Applicability questions determine the process flo

#### 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.*

		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 Pla	an.
		Attach" Final Approved SWPPP	
		"Attach" Notice of Intent (if over 1 acre)	

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

# **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.

			<b>6</b>
		Construction Phase - Construction Permit Initiation	Status
			-
1	SCACM		Construction
1	(PO/SPO/CPO)	"Assign" Contractor (General Contractor-GC)	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	
n	General		Construction
2	Contractor (GC)	Enter each field:	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	MS4 - Will Adhere
		"Attach" Will Adhere Certificate.	
		Enter Stormwater Work Start Date.	
2	Qualified Inspector (QI)	Enter Start Date of Ongoing Inspection	Construction In-Progress
		Enter Description of Constructed GI Strategies	
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.	GI - In Progress
		Enter GI Completion date.	

## **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		
1	Contractor (GC)	Enter Date Affidavit of MS4 Adherence Certification went to CM.	MS4 Adherence
		"Attach" Has Adhered Certificate.	
2	SWPPP Preparer	Enter Date NOT Form was submitted to NYSDEC (if over 1 acre) .	(if required) NOT/SMP Submitted
		Enter date of Final SMP (if revised)	NOT/SIMP Submitted
3	DSF	NOT Form submitted to NYSDEC (if over 1 acre) will be displayed.	(if required)
		Final post SMP (if revised) from original SWPPP date will be displayed	NOT/SMP Received
		"Click" Acknowledge	No1/Sin Accelved
		Process Ends	

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

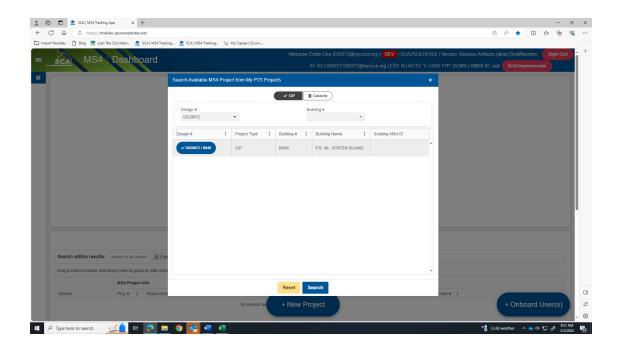
		Division of School Facilities (DSF) Screen	DSF Reports
1	DSF	"View" all Information associated with the MS 4 project	
		"Click" Download Report	
		"Click" Download All Attachments or "Click" Specific Attachment to vie	2W

# 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

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- 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.

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		PTS DCMS Project As	ssignment (Read only)			
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		Denomination - to indic	ate vendor main contac	t		
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		MS4 Project Spec	cific Assignmen	ts		
AEOR:	Ψ			Contractor:	Ψ	
SWPPP Preparer:	Ÿ			Qualified Inspector:	Ψ	
Legal:	*			DSF:	Ψ.	
				Create MS4 / Sa	ave / Assign User Role(s) Onboa	ard User(s)

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

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## j. "Click" All.

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

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#### 2. DC Main Contact makes assignment.

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

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

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## 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

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	ca org (025629)
MS4       D 686   yenesei belig/bravoinc.com   EXT. Y   ACTV. Y   USR TYP. DCMANN   VNDR ID. 85.0654029         Project Timeline (MS4 #4, DCMS project to assign AEOR [by DC-Main])         BUILDING INFO - R046 P.S. 46 - S TATEN ISLAND         PTS DCMS Project Assignment (Read only)         PTS DCMS Project Assignment (Read only)         PPM CBE/NMER/Gigmycsca.org (031023)       PO Mappe Awonor - Meanoparty Education com       SPO Dugint O. Clarke - DCLARKE Egnycsca.org (030205)       CPO Robert Murphy- Robert Murphy- DCLARKE Egnycsca.org (030205)       CPO Robert Murphy- Robert Specific Assignments         MS4 Project Specific Assignments         AEOR:       Contractor Main Contact:       *	ca.org (025629)
20     20	

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**

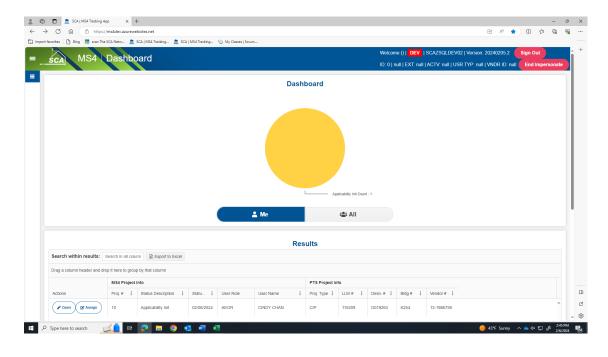
The "Entire Process" will be shown using this scenario.

- 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

- **a.** Log into MS 4.
- b. Dashboard will display project status "Applicability Initiation."
- c. "Click" Open



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

	62&projecttypecode=CIP&designcode=D021822&llwcode=132156&buildingid=K115%20%20%20%20%20%20%20@pendingrolet	ー の × typecode=AEOR 時 A <sup>1</sup> 公 印 な 後 破 …
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	ID: 4   aaronov@rktb.com   EXT: Y   ACTV: Y   USR TYP: N/A   VN	IDR ID: 13-2843817 End Impersonate
	Project Applicability	
PROJECT INFO - DESIGN# D021822	BUILDING INFO - K115 P.S. 115 - BROOKLYN	•
Based on the site area disturbance, does the project require SWPPP?	Project Limits 1	•
Will project cause a discharge into the storm system in the MS4 area?		
Will the project disturb soils in the MS4 area?	_	
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e. A pop up will display stating that project will be submitted to SWPPP Preparer. "Click" Yes.

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	Project Aj	oplicability			
PROJECT INFO - DESIGN# D019263	0	BUILDING INFO - K254 P.S	8. 254 - BROOKLYN		•
Based on the site area disturbance, does the project require SVVPPP?			Project Limits 0	\$	
Will project cause a discharge into the storm system in the MS4 area?					
Will the project disturb soils in the MS4 area?					
	Please Confirm This will be submitted to the SWPPP Pr	enarer. Do you want to proceed?			
		No			
	103	NO			

f. Refresh "All;" Dashboard displays status "Applicability Finish."

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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.

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**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)

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			Project Applicability (MS4 #56, Project-Applicability	pplicability y Finish (by SWPPP Preparer])		
	PROJECT INFO - DESIGN# D020207		•	BUILDING INFO - K329 P.S. 329 - BROOKLYN	٢	
	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?):	A v	
	Combined Sewer	S NO		NYC DEP Stormwater Construction Permit Required for MS4 area?		
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g. "Click" Submit, Back to Dashboard.

## h. Dashboard displays status "DEP in Progress."

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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

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		ID	1580   030899 030899@nycsca.org   EXT: N   A	ACTV: Y   USR TYP: INHS   VNDR ID: null	End Impersonate
				Maintenance Easement.pdf	
		Applicable If Site Ar	ea 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?	YES		DEP Requested Maintenance Easement (ME)?	755	
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 \$	
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Attachment - Final Approved SWPPP	Final Approved SWPPP.pdf	Delete	Attachment - Notice of Intent (if over 1 acre)	Notice of Intent (over 1 acre)	
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		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 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."

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

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		(Project ID# 6162	, Permit Initiation)			
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DPM Lisa Pierce - LPIERCE2@nycsca.org (030153)	DM Bernard Forte - BFORTE@nycsca.org (026927)	<b>PO</b> - ()	SPO Erlangga Balaputra - EBALAPUTRA@nyc:	sca.org (031230)	CPO C. Colin Albert - CALBERT@NYCSCA.ORG	(001263)
		MS4 Assignme	ent (On the fly)			
AEOR:	Aronov, Albert 💌		Contractor:	Balaputra, Erlangga	•	
SWPPP Preparer:	Barclay, Alex 👻		Qualified Inspector:	Toro, Tara M	Ŧ	
Legal:	King, JoAnn 👻		DSF:	Toro, Tara M	Ψ	
Design Consultant Main Contact:	Barclay, Alex 🔻		General Contractor Main Contact:	Balaputra, Erlangga	Ψ.	
				Save / Assign	n User Role(s) Onboa	ard User(s)
	Project Applicability					
Is SWPPP Required		Yes				
is MS4 Storm Discharge # Project Limits		No 1				
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e. Return to Dashboard (under ME), "Open" the Project.

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- 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.

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NTP Date:			Permit Initiation Form Submitted to DEP:	1/2/2024	
	Allowed file format: PDF, JPG, PNG, SVG		DEP Construction Permit Initiation form	1/3/2024	
Attachment - Permit Initiation Form	Select files	Drop files here to upload	approval Date:	1/3/2024	
	Permit Initiation Form.pdf 29.67 KB	×			
	Allowed file format: PDF, JPG, PNG, SVG				
Attachment - DEP Approval Letter	Select files	Drop files here to upload			
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2. Dashboard displays Construction "Permit in Progress."

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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.

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- 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.

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PROJECT INFO - DESIGN# D021822		٢	BUILDING INFO - K115 P.S. 115 - BROOKLY	N		•
DEP Construction Permit Initiation form approval Date:	01/03/2024		DEP Stormwater Construction Permit Application Date:	1/3/2024		
DEP Stormwater Construction Permit Approval Date:	1/3/2024		DEP Stormwater Construction Permit Application Number:	6894003		
DEP Stormwater Construction Permit Issuance Date:	1/3/2024		DEP Discharge Permit Approval Date: (If Temporary groundwater discharge requested in the SWPPP)	1/4/2024		
	Allowed file format: PDF, JPG, PNG, SVG			Allowed file f	format: PDF, JPG, PNG, SVG	
Attachment - DEP Stormwater Construction	Select files	Drop files here to uploa	Attachment - DEP Discharge Permit Approval	Select files.		Drop files here to upload
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## j. Dashboard displays "MS4 Will Adhere".

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...... 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.

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

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https://ms4dev.azurewebsites.net/const	ruction?ms4projectid=6162&projecttypecode=CIP	&designcode=D021822&llwcode	=1321568:buildingid=K115%20%20%20%20%20%208:pendingroletypecode=CNTRTR	
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		(Project ID# 6162,	MS4 Will Adhere)	
PROJECT INFO - DESIGN# D021822		•	BUILDING INFO - K115 P.S. 115 - BROOKLYN	⊘
Date - Affidavit of MS4 Adherence: (Will Adhere)	1/4/2024		Stormwater Work Start Date: 1/4/2024	
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		Send to Qualit	led Inspector	

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

## i. Dashboard displays "Construction in Progress."

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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."

MS4   Dashboard MS4   Dashboard MS4	tavorites   🕒 Bing 👼 sc	//ms4dev.azurewebsites		SCA   MS4 Tracking	😒 My Classes   Sc	zum							Bă	A* ★	CD f	¢ ⊕	9
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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

mpersonate	P. DSF (VNDR ID: 13-2843817 End Impert		Qualified Inspe (Project ID# 6162, C4					
٢		ruction In Progress)	(Project ID# 6162, Cr				_	
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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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		ispector / Contractor 8, Construction In Progress)			
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Edit	10	Defect 10	01/26/2024	Open			Contractor please fix the broken pipes.	030740
Edit	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	8	Close	030740
	3	Defect 1	01/26/2024	Closed	01/26/2024	6	Close	030740
✓ Edit	2	Defect 1	01/26/2024	Open		8	This is not fixed. Contractor try again please.	030740
Edit	1	Defect 1	01/26/2024	Open		8	Fix Defect 1 👟	030740

#### 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.

	4					Quashie (lektriccorp@aol.com)   DEV   SCAZSQL 415   lektriccorp@aol.com   EXT: Y   ACTV: Y   USF		
					Qualified Inspecto act ID# 6163, Const			
ROJECTINFO	- DESIGN# D02011	0			۲	BUILDING INFO - M010 I.S. 10 (TANDEM M200)	- MANHATTAN	•
s	tormwater Work Sta	rt Date: 01/10	/2024			Start Date of Ongoing Inspection: 01.	/10/2024	
Deficiency #	Deficiency Desc	Date of De	Deficiency Status	Date Deficiency Addressed	View Attachments	Last Comment	Last Comment By	
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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	
6	Defect 1	01/26/2024	Closed	01/26/2024		Close	030740	
4	Defect 1	01/26/2024	Closed	01/26/2024	0	Close	030740	
3	Defect 1	01/26/2024	Closed	01/26/2024	6	Close	030740	
2	Defect 1	01/26/2024	Open		8	This is not fixed. Contractor try again please. 🗣	030740	
1	Defect 1	01/26/2024	Open		6	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.**

CA	MS4							SR TYP: GC   VNDR ID: 11-2676368	
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PROJEC	T INFO - DESIGN#	D020110		Add Attachment 'Allowed file format: PDF, JPG, PWG, SVG	QI Defect.pdf 29.30 KB	×	DEM M20	0) - MANHATTAN	0
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8	Defect 1	01/26/2024	Closed					030740	
7	Defect 1	01/26/2024	Closed					030740	
6	Defect 1	01/26/2024	Closed					030740	
5	Defect 1	01/26/2024	Closed					030740	
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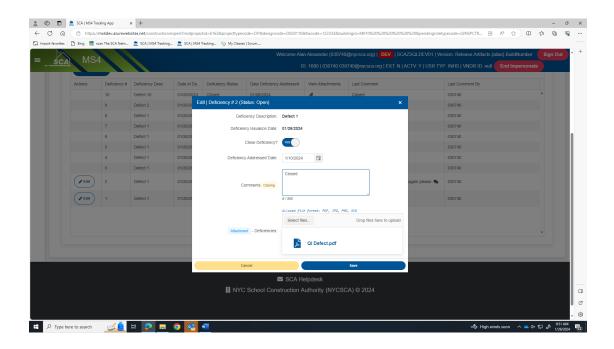
• Contractor's Dashboard will reflect the last comment the Contractor made to the Qualified Inspector.

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_				ID: 2415   lektriccorp@aol.com   EXT	×	P: GC   VNDR ID: 11-2676368	nd Impersonate
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9	Defect 2	01/26/2024	Open			030740	
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7	Defect 1	01/26/2024	Closed			030740	
6	Defect 1	01/26/2024	Closed			030740	
5	Defect 1	01/26/2024	Closed			030740	
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020110			۲	BUILDING INFO - M010 I.S. 10 (TANDEM M200) - M/	ANHATTAN
ork Start Date: 01/10/	2024			Start Date of Ongoing Inspection: 01/10/2	024
lesc Date of De	Deficiency Status	Date Deficiency Addressed	View Attachments	Last Comment	Last Comment By
01/26/2024	Open		8	I have attached a document to show that the defect has been corrected.	lektriccorp@aol.com
01/26/2024	Open			This defect is new. 👟	030740
01/26/2024	Closed	01/26/2024		Close Defect	030740
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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	
	6	Defect 1	01/26/2024	Closed	01/26/2024		Close	030740	
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	4	Defect 1	01/26/2024	Closed	01/26/2024	0	Close	030740	
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	1	Defect 1	01/26/2024	Closed	01/23/2024	8	closed	030740	

- When <u>all</u> defects have been satisfied, "Click" **Save.** "Click" **Submit**
- h. Dashboard displays GI In Progress

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### 3. 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:
  - 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

sca MS4	Welcome Angela Quashie (lektriccorp@aol.com)   DEV  SCAZSQLDEV01   Version: Release Artifacts (alias ID: 2415   lektriccorp@aol.com   EXT: Y   ACTV: Y   USR TYP: GC   VNDR ID: 11-2676368	BuildNumber Sign O
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	Contractor (Project ID# 6163, GJ In Progress)	
PROJECT INFO - DESIGN# D020110	SUILDING INFO - M010 I.S. 10 (TANDEM M200) - MANHATTAN	٢
Date - Alfidavit of MS4 Adherence: (VIII Admire)	Stormwater Work Start Date. 1/10/2024	
Attachment - Will Adhere Certificate: Will Adhere Certification.pdf		
GI Installation Date: 1/29/2024	GI Completion Date: 112212022	
	Submit	

## h. Dashboard displays "MS4 Adherence."

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

## **Construction Closeout Phase**

#### 1. General Contractor (GC)

a. Dashboard displays "MS4 Adherence."

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- b. "Click" Open
- c. "Enter Date Affidavit of MS4 Adherence Certification to CM.
- d. "Attach" Has Adhered Certificate.
- e. "Click" Submit

CA MS4		Quashie (lektriccorp@aol.com)   DEV   SCAZ		
	ID: 1	2415   lektriccorp@aol.com   EXT: Y   ACTV: Y	USR TYP: GC   VNDR ID: 11-2676368	End Impersonate
	Contra (Project ID# 6163, I			
PROJECT INFO - DESIGN# D020110	٢	BUILDING INFO - M010 I.S. 10 (TANDEM M2	200) - MANHATTAN	•
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**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.

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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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= <u>śca</u> MS4	ID: 948   george@semmenspc.com   EXT: Y   ACTV: Y   USR TYP: DC   VNDR ID: 13-3925675 End Impersonate
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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.

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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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## Division of School Facilities (DSF) screen

a. Dashboard displays status DSF Reports

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( view )	12	Applicability Init	02/09/2024	AEOR	RON WOLFE	CIP	127205	D020827	K278	13-3119887			
( View	° 11	DSF-Reports	02/09/2024	DSF	MEL FU	CIP	109843	D018379	R008				
( View	10	DEP In Progress	02/06/2024	SWPPP Preparer	YUJIE CHEN	CIP	115209	D019263	K254	13-1986759			
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( View	. 8	MS4 WII Adhere	02/06/2024	Contractor	SHAKEEL A CHOUDHRY	CIP	114209	D019238	R440	46-0828509			
@ View	. 7	Applicability Init	02/05/2024	AEOR	BRAVO CA	CIP	117415	D019831	Q043	85-0854629			
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b. "Click" View

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

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Project Data						Designatio	ons Internal					
Design/LLW# No:	122138D02	20314	Package Description	FLO	DD ELIM	DPM	Devjit Singh	Phone	(718) 472-87	49 Email	DSING	iH2@nycsca.org
Building ID	K100		BLOCK #	7281		DM	Kevin Ballantyne	Phone	(718) 752-52	74 Email	KBALL	ANTYNE@nycsca.org
Building Name	P.S. 100 - E	BROOKLYN	LOT#	1		PO	William Elkik	Phone	(718) 752-57	13 Email	WELK	K@nycsca.org
Building Address:	2951 WES	T 3 STREET	BIN#	30		CPO	C. Colin Albert	Phone	(718) 472-80	95 Email	CALBE	RT@NYCSCA.ORG
School Name	P.S. 100 - E	BROOKLYN	Total Site Area	0/78		SPO	Glen Crandall	Phone	(718) 472-81			NDALL@nycsca.org
Phase Begin			Phase Completion			SCA LEGAL	JoannKing	Phone	(718) 472-83	98 Email	JKING	2@nycsca.org
# of GI Evaluated # of GI Implemented		1	Post Construction Permit Requi Post Construction Permit Date (		Y 01/07/2024	Design Consultant:	IN-HOUSE		Phone		Email	
GI Installation Date		2 01/03/2024	GI Completion Date	ii required)	01/04/2024	Design Applic	ant		Phone		Email	
MS4 Construction Per	mit	01/02/2024			01/01/2024	SWPPP Prepa	rer MonicaAdhika	ri	Phone	(718) 472- 8757	Email	MADHIKARI@nycsca
MS4 Maintenance Per	nit (if required)	Y	Affidavits (Has Adhered)		01/05/2024	GC (Contracto	r)		Phone	0151	Email	
						Construction	T.A. AHERN CONTRACTO	PS COPP	NTP Date	04/07/2022		
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Attachments												
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**a.** DSF can download a specific attachment or all documents that have been attached.

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- **b.** DSF can also download the Report.
  - "Click" Download Report

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MS4 Construction Permit	1/2/2024 Affidavits (Will Adhere)	1/1/2024	GC (Contractor)	Phor				Email	WELKIK@nycsca.org	
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