

# How to Complete the MS4 Annual Report as a Coalition/Group Jointly



Department of  
Environmental  
Conservation

Note: To access the forms in nForm, an account needs to be made (see "[Creating an NY.gov Account for nForm](#)"). Anyone can create an account; it is not limited to regulated entities. For ease of reading, "Coalition" is used throughout to indicate any groups filing jointly.

## If the report is *fully* completed by the Coalition

### OPTION 1:

1. Coalition starts the form for the MS4 Operator using the eNOI submission number
2. Coalition completes form with information provided by Coalition
3. Coalition/MS4 Operator will check the boxes at the top of each section indicating the portions completed "jointly"
4. MS4 Operator completes Certification Form
5. As needed, MS4 Operator completes the Duly Authorized Representative form or provides written authorization
6. Coalition/MS4 Operator submits the form

### OPTION 2:

1. Coalition provides the information for the entire report to the MS4 Operator
2. MS4 Operator will start the form using the eNOI submission number
3. MS4 Operator completes form with information provided by Coalition
4. Coalition/MS4 Operator will check the boxes at the top of each section indicating the portions completed "jointly"
5. MS4 Operator completes Certification Form
6. As needed, MS4 Operator completes the Duly Authorized Representative form or provides written authorization
7. Coalition/MS4 Operator submits the form

## If the report is *partially* completed by the Coalition

### OPTION 1:

1. Coalition starts the form for the MS4 Operator using the eNOI submission number
2. Coalition completes sections of form that have been done jointly
3. "Share" access to the form with the appropriate MS4 Operator (see "How to Share Access to a Submission" recording and PDF on the [MS4 General Permit webpage](#))
4. MS4 Operator completes sections done individually
5. Coalition/MS4 Operator will check the boxes at the top of each section indicating the portions completed "jointly"
6. MS4 Operator completes Certification Form
7. As needed, MS4 Operator completes the Duly Authorized Representative form or provides written authorization
8. Coalition/MS4 Operator submits the form

### OPTION 2:

1. Coalition provides the information for the portions of the report the MS4 Operator
2. MS4 Operator will start the form using the eNOI submission number
3. MS4 Operator completes the form
4. Coalition/MS4 Operator will check the boxes at the top of each section indicating the portions completed "jointly"
5. MS4 Operator completes Certification Form
6. As needed, MS4 Operator completes the Duly Authorized Representative form or provides written authorization
7. Coalition/MS4 Operator submits the form

### OPTION 3:

1. The MS4 Operator starts the form using the eNOI submission number
2. MS4 Operator completes portions of the form
3. MS4 Operator "shares" the form with Coalition
4. Coalition completes designated sections
5. Coalition/MS4 Operator will check the boxes at the top of each section indicating the portions completed "jointly"
7. MS4 Operator completes Certification Form
8. As needed, MS4 Operator completes the Duly Authorized Representative form or provides written authorization
9. Coalition/MS4 Operator submits the form