

**Commanding Officer
U.S. Coast Guard
Operations Systems Center
Kearneysville, WV 25430**



CANAPS User Guide

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1. INTRODUCTION

United States Coast Guard (USCG) and Environmental Protection Agency (EPA) Federal On-Scene Coordinators (FOSCs) require access to Oil Spill Liability Trust Fund (OSLTF) or Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) funds to respond to pollution incidents.

The National Pollution Funds Center's (NPFC's) Ceiling and Number Assignment Processing System (CANAPS) is an Internet-based "wizard" that issues OSLTF Federal Project Numbers (FPN) and CERCLA Project Numbers (CPN) and authorized ceiling limits ("budgets") for federally funded pollution removal actions. CANAPS allows field units to request the following:

- New project numbers and initial project funding ceilings
- Ceiling amendments (increases or decreases)
- Project cancellations
- Current ceiling status of existing projects.

CANAPS can be remotely accessed by both Coast Guard (CG) and EPA FOSCs and authorized NPFC Case Management (Cm) and Financial Management Division (Cf) users. The system assigns financial information promptly, securely, and accurately without human intervention, and automatically generates and issues ceiling messages to key parties via the Coast Guard Messaging System (CGMS).

The FOSC is able to launch the CANAPS application from any Internet-accessible personal computer (PC) and enter the required information. Based on incident criteria and other parameters, the system generates a unique, accurate FPN or CPN, and the associated Accounting String and Document Control Number (DCN) templates. The system creates the appropriate ceiling messages and distributes them to all applicable recipients. The system also generates ceiling amendment messages (for example, a ceiling increase, decrease, or cancellation).

1.1 Contact Us

If you have questions or need assistance, you may contact the NPFC during normal business hours, Monday through Friday 7:30 a.m. – 4:00 p.m. [Eastern Standard Time (EST)], by one of the following methods:

- Web Address: <http://www.uscg.mil/npfc/>
- NPFC Command Duty Officer Cell Phone: (202) 494-9118
- CANAPS Point of Contacts (POCs): Mr. Greg Buie
(703) 872-6073
Gregory.W.Buie@uscg.mil
or
Mr. Mark McEwen
(703) 872-6084
Mark.L.McEwen@uscg.mil

2. ACCESSING CANAPS

To access CANAPS, complete the following steps:

1. Enter: [HTTPS://NPFC.USCG.MIL/CANAPS](https://npfc.uscg.mil/canaps) in the **Address** field of the Web browser.
2. Press the **ENTER** key.

The CANAPS Entry Point screen appears similar to the following figure.

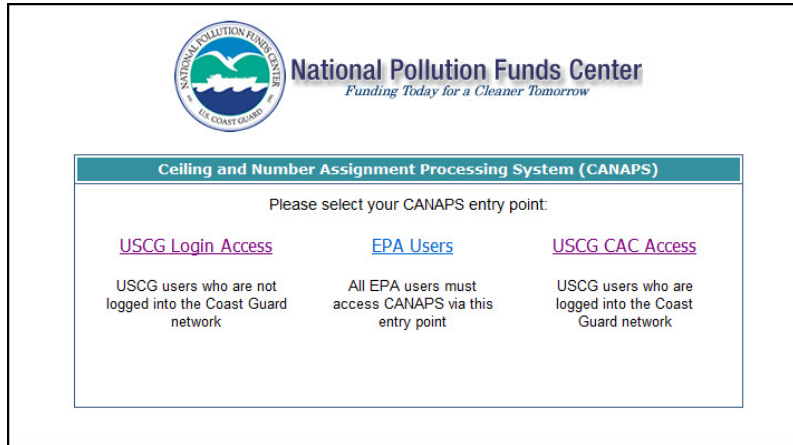


Figure 2-1 CANAPS Entry Point Screen

3. Select your *{point of entry}* from the three choices provided (**USCG Login Access**, **EPA Users**, or **USCG CAC Access**).

3. CREATING USER ACCOUNTS

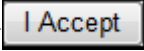
Every CANAPS user is required to have an individual CANAPS account. A user can access CANAPS through one of the following three entry points:

- **USCG Login Access**
- **EPA Users**
- **USCG CAC Access.**

The following sections describe the process of creating user accounts for each of the three entry points.

3.1 CANAPS Account for USCG Users Not Logged Into the Network and/or EPA Users

To create a CANAPS account for USCG users not logged into the CG network and/or EPA users, complete the following steps:

1. On the CANAPS Entry Point screen, click the **USCG Login Access** or **EPA Users** link (whichever is appropriate), and then click the **I Accept** button () on the Warning Banner.

The CANAPS Login screen appears similar to the following figure.

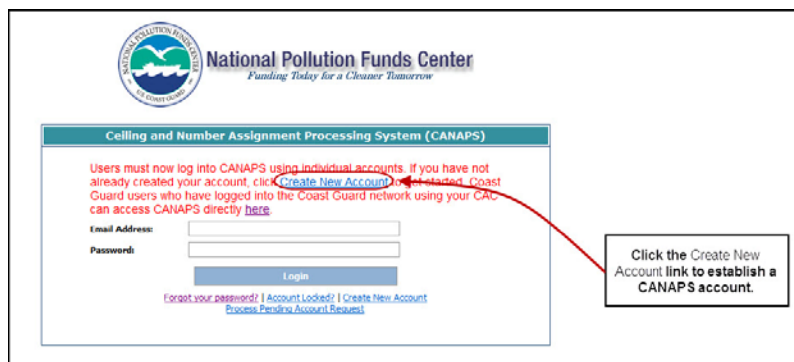


Figure 3-1 Create New Account Link

2. Click the **Create New Account** link to create a new account.

The CANAPS Account Creation Request screen appears similar to the following.

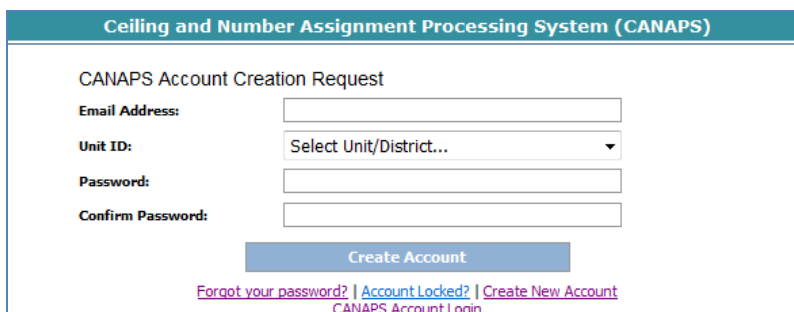


Figure 3-2 CANAPS Account Creation Request Screen

3. Enter a valid {USCG or EPA electronic mail (e-mail) address} in the **USCG or EPA Email Address** field.

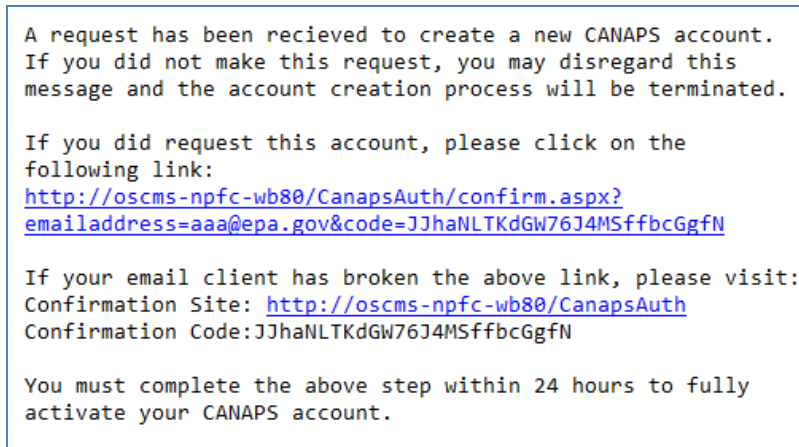
NOTE: USCG users must enter a valid USCG e-mail address and EPA users must enter a valid EPA e-mail address.

4. Select a {Unit ID} from the **Unit ID** drop-down menu.
5. Enter a {password} in the **Password** field, and then re-enter the {password} in the **Confirm Password** field.

NOTE: The password must be at least 8 characters in length and contain the following: at least one lowercase and one uppercase character, and either a number or special character. The password cannot be a recently used password either.

6. Click the **Create Account** button ().

An account creation e-mail message is sent to the user and appears similar to the following figure.



A request has been recieved to create a new CANAPS account.
If you did not make this request, you may disregard this message and the account creation process will be terminated.

If you did request this account, please click on the following link:
<http://oscms-npfc-wb80/CanapsAuth/confirm.aspx?emailaddress=aaa@epa.gov&code=JJhaNLTKdGW76J4MSffbcGgfn>

If your email client has broken the above link, please visit:
Confirmation Site: <http://oscms-npfc-wb80/CanapsAuth>
Confirmation Code:JJhaNLTKdGW76J4MSffbcGgfn

You must complete the above step within 24 hours to fully activate your CANAPS account.

Figure 3-3 Account Creation E-mail Message

7. Click the {link} contained in the e-mail message.

The USCG/EPA user is able to logon to CANAPS using their e-mail address and password.

NOTE: The e-mail verification must be completed within 24 hours to fully activate the CANAPS account.

3.2 USCG CAC Access

Accounts for USCG users who are logged into the CG network will automatically and transparently be created upon first access. However, upon initial access, USCG users will be required to identify their current {unit/district}. For more information pertaining to logging on via CAC access, refer to [Section 4.3, Logon with USCG CAC Access](#).

4. LOGGING ONTO CANAPS

4.1 Logon as a USCG User


USCG users who are not logged into the CG network can logon through the **USCG Login Access** entry point. To logon through this entry point, complete the following steps:

1. Access the CANAPS site.

The CANAPS Entry Point screen appears.

2. Click the **USCG Login Access** link.

The DHS Security Notice screen appears.

3. Click the **I Accept** button ()

The CANAPS Login screen appears.

4. Enter a valid {USCG e-mail address} in the **Email Address** field.

NOTE: The e-mail address must be a valid USCG e-mail address (for example, contain @uscg.mil).

5. Enter the {password} in the **Password** field, and then click the Login button ()

The USCG user is logged into CANAPS and the CANAPS Welcome screen appears.

NOTE 1: If you have forgotten your password, refer to [Section 4.4, Resetting a CANAPS Account Password](#) for instructions on how to reset your account.

NOTE 2: If your account has been locked, refer to [Section 4.5, Locked Accounts in CANAPS](#) for instructions on how to unlock your account.

NOTE 3: If your account has been disabled, refer to [Section 4.6, Disabled Accounts in CANAPS](#) for instructions on how to re-enable your account.

4.2 Logon as an EPA User

To logon as an EPA user, complete the following steps:

1. Access the CANAPS site.

The CANAPS Entry Point screen appears.

2. Click the **EPA Users** link.

The DHS Security Notice screen appears.

3. Click the **I Accept** button ()

The CANAPS Login screen appears.

4. Enter a valid {EPA e-mail address} in the **Email Address** field.

5. Enter the {password} in the **Password** field, and then click the Login button ()

The EPA user is logged into CANAPS and the CANAPS Welcome screen appears.

NOTE 1: If you have forgotten your password, refer to [Section 4.4, Resetting a CANAPS Account Password](#) for instructions on how to reset your account.

NOTE 2: If your account has been locked, refer to [Section 4.5, Locked Accounts in CANAPS](#) for instructions on how to unlock your account.

NOTE 3: If your account has been disabled, refer to [Section 4.6, Disabled Accounts in CANAPS](#) for instructions on how to re-enable your account.

4.3 Logon with USCG CAC Access

USCG users connected to the USCG network via CAC will be authenticated via Active Directory (AD) and will not be required to enter an e-mail address and password.

AD authentication requires the USCG user to be connected to the Coast Guard One (CGOne) network to access CANAPS.


To logon via CAC access, complete the following steps:

1. Access the CANAPS site.


The CANAPS Entry Point screen appears.

2. Click the **USCG CAC Access** link.

The DHS Security Notice screen appears.

3. Click the **I Accept** button ().

The Select Sector/Unit ID screen appears (for first-time users only).

4. Select your current {unit/district} from the **Unit ID** drop-down menu, and then click the **Continue** button (.

The user is logged into CANAPS and the CANAPS Welcome screen appears.

To access CANAPS via CAC from outside a USCG facility, a USCG user will need to CAC-Remote Access Service (RAS) to the CGOne network first. From within a USCG facility, if the USCG user does NOT have their CAC available, they will need to obtain a temporary network login password from their local support unit. Once connected to the network, the user will be able to access CANAPS. Alternatively, the USCG user can access CANAPS without going through the USCG network; Refer to [Section 4.1, Logon as a USCG User](#).

4.4 Resetting a CANAPS Account Password

USCG users who are not logged into the CG network and EPA users who have forgotten their password will need to reset their password in order to gain access to CANAPS.

To reset a forgotten password, complete the following steps:

1. From the CANAPS Logon screen, click the **Forgot your password?** link, as shown in the following figure.

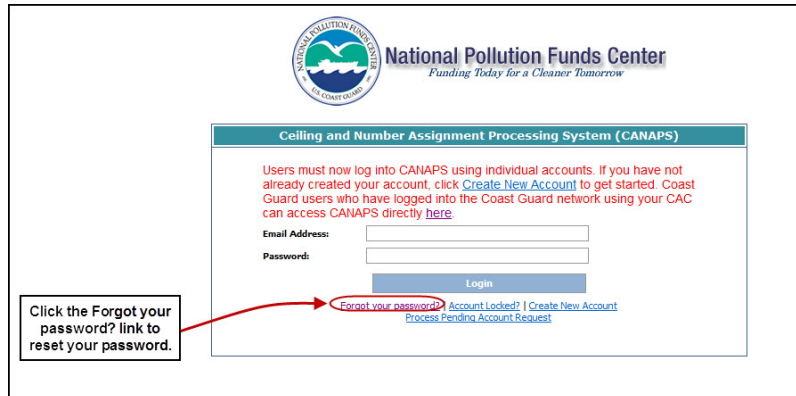


Figure 4-1 Forgot Your Password? Link

The CANAPS Password Change Request screen appears.

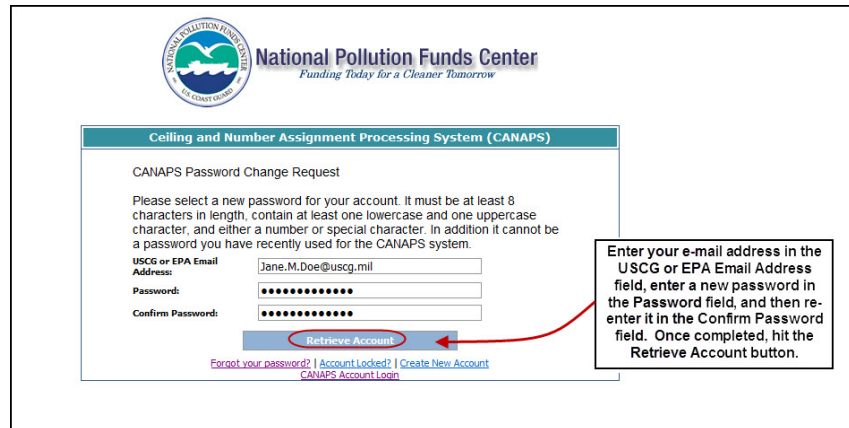


Figure 4-2 CANAPS Password Change Request Screen

2. Enter a valid {USCG or EPA e-mail address} in the **USCG or EPA Email Address** field.
3. Enter a new {password} in the **Password** field, and then re-enter the {password} in the **Confirm Password** field.

NOTE: The password must be at least 8 characters in length and contain the following: at least one lowercase and one uppercase character, and either a number or special character. Users cannot re-use any of the eight previously used passwords.

4. Click the **Retrieve Account** button .

The CANAPS Account Request Confirmation screen appears, similar to the following figure, and an e-mail message is sent to the {USCG or EPA e-mail address} entered on the CANAPS Password Change Request screen.

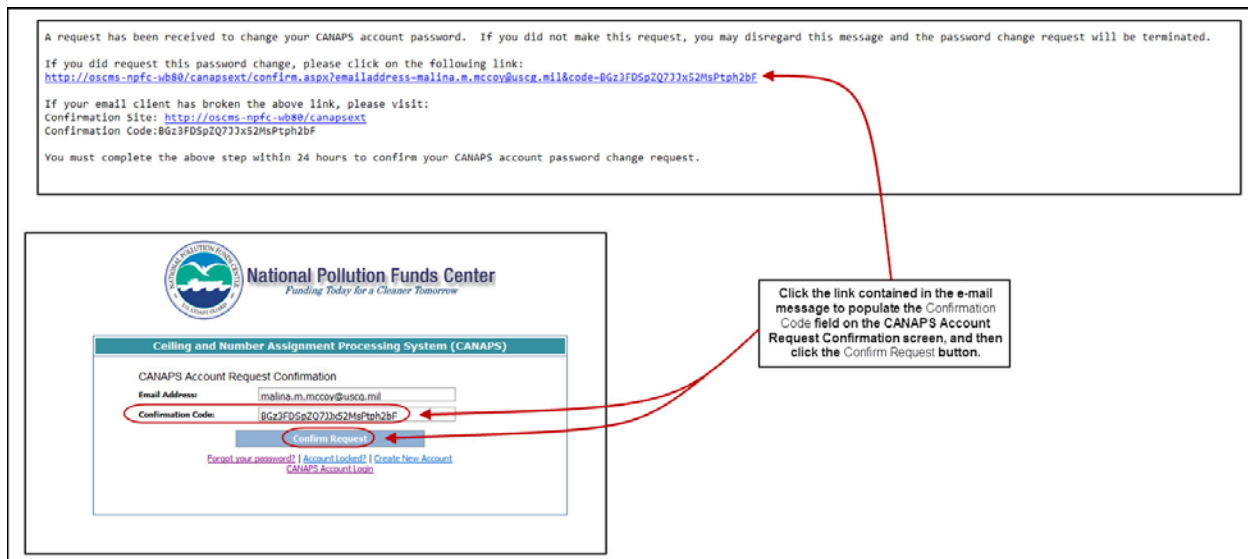



Figure 4-3 CANAPS Account Request Confirmation Screen

5. Navigate to your {USCG or EPA e-mail account} and open the e-mail message with the following subject line: “**New CANAPS Password Requested**”.
6. Click the link inside the e-mail message, as shown above in Figure 4-3.


*The **Email Address** and **Confirmation Code** fields, on the CANAPS Account Request Confirmation screen, are automatically populated.*

7. Click the **Confirm Request** button ().

The DHS Security Notice screen appears.

8. Click the **I Accept** button ().

The CANAPS Login screen appears.

9. Enter your {Email Address} and {Password} in the appropriate fields, and then click the **Login** button ().

The CANAPS Main Menu screen appears.

4.5 Locked Accounts in CANAPS

A USCG user who is not logged into the CG network and/or an EPA user's CANAPS account will be locked after three consecutive failed logon attempts. Once a user's account has been locked, the user will be notified the account has been locked and the password may be reset by clicking a **click here** link, as shown in the following figure.

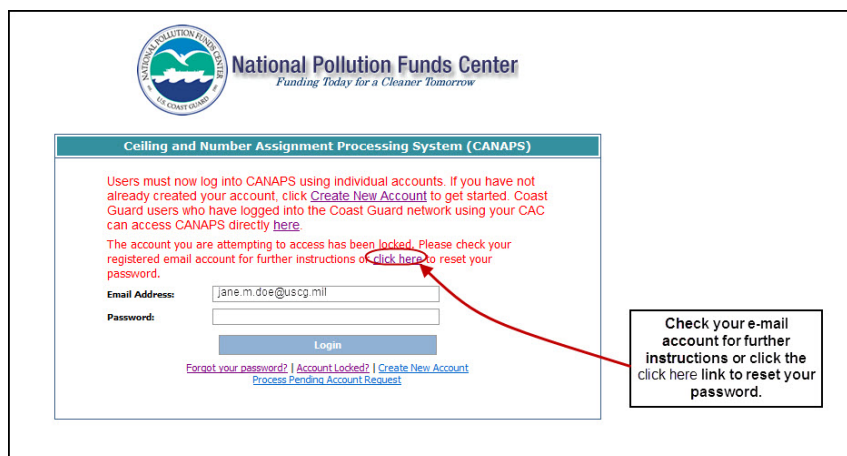


Figure 4-4 Click Here Link

NOTE 1: An e-mail message will also be sent to the user containing instructions on how to unlock the account.

NOTE 2: This does **NOT** apply to USCG users who enter CANAPS through the **USCG CAC Access** entry point since those users access CANAPS via single sign-on.

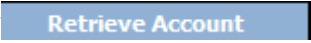
To unlock an account, complete the following steps:

1. From the CANAPS Login screen, click the **click here** link (as shown in Figure 4-4).

The CANAPS Password Change Request screen appears.

2. Enter a valid {USCG or EPA e-mail address} in the **USCG or EPA Email Address** field.
3. Enter a new {password} in the **Password** field, and then re-enter the {password} in the **Confirm Password** field.


NOTE: The password must be at least 8 characters in length and contain the following: at least one lowercase and one uppercase character, and either a number or special character. Users cannot re-use any of the eight previously used passwords.

4. Click the **Retrieve Account** button ().


The CANAPS Account Request Confirmation screen appears, similar to Figure 4-3, and an e-mail message is sent to the {USCG or EPA e-mail address} entered on the CANAPS Password Change Request screen.

5. Navigate to your {USCG or EPA e-mail account} and open the e-mail message with the following subject line: “**New CANAPS Password Requested**”.
6. Click the link inside the e-mail message, as shown above in [Figure 4-3](#).

*The **Email Address** and **Confirmation Code** fields, on the CANAPS Account Request Confirmation screen, are automatically populated.*

7. Click the **Confirm Request** button ().

The CANAPS Login screen appears.

8. Enter your {Email Address} and {Password} in the appropriate fields, and then click the **Login** button (.

The CANAPS Main Menu screen appears.

4.6 Disabled Accounts in CANAPS

CANAPS user accounts will be disabled after 45 days of inactivity or upon password expiration, which occurs every 90 days. An e-mail message will be sent to the user informing them the account has been disabled and instructing the user to reset the account password. Refer to [Section 4.4, Resetting a CANAPS Account Password](#) for detailed instructions.

5. THE CANAPS WELCOME SCREEN

**WARNING: Use of this system is restricted to authorized CG and EPA users only.
Unauthorized use is prohibited.**

The CANAPS Welcome screen allows users to perform the following:

- [Request a new project number and ceiling from NPFC](#)
- [Increase or decrease the ceiling for an existing project](#)
- [Cancel a previously opened project \(only when no funds have been expended\)](#)
- [Check the current ceiling for a previously opened project](#)
- [Check for the answers to the most commonly asked CANAPS questions](#)
- Contact the CANAPS POCs for questions or issues regarding CANAPS

NOTE: Refer to [Section 1.1, Contact Us](#) for CANAPS POC contact information.

- [Change your CANAPS account settings \(for example, Unit ID\)](#)
- [Manage CANAPS Administrators](#)
- [Access CANAPS Ballston Utilities functions.](#)

NOTE: The *User Administration* and *Ballston Utilities* menu options are only viewable by authorized users.

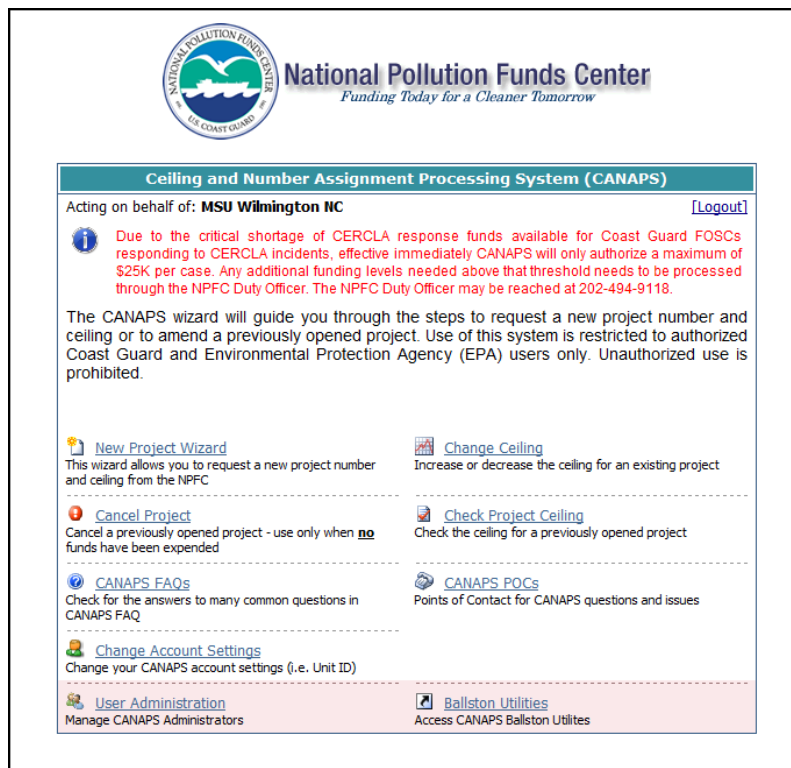


Figure 5-1 CANAPS Welcome Screen

6. CANAPS FAQs

The **CANAPS FAQs** menu option displays a list of the most Frequently Asked Questions (FAQs) about the CANAPS application.

To access the CANAPS FAQs, complete the following steps:


1. Click the **CANAPS FAQs** link (located on the CANAPS Welcome screen).

The CANAPS FAQ's screen appears displaying the most frequently asked questions (refer to Table 6-1 for a listing of the CANAPS FAQs).

Table 6-1 CANAPS FAQs

Question	Answer
What is CANAPS?	CANAPS stands for Ceiling and Number Assignment Processing System. It's an automated system that allows USCG and EPA FOSCs in the field to get project numbers and authorized budget ceilings.
Does CANAPS use cookies?	CANAPS only uses cookies to maintain state during the session. No information is stored in cookies.
What does the (*) mean?	Asterisks (*) indicate required fields. If the user selects the "Next" button before entering all required fields, the system will prompt you to complete them. The system will <u>not</u> allow the user to proceed to the next step until all required fields are entered.
Do CANAPS sessions time out?	If a user leaves the CANAPS session inactive (in other words, hits no keys or enters no data in any field), the browser will time out after 20 minutes. Time-Outs can be avoided by entering data or pressing any key, such as the "Next" or "Back" button on the browser.
Why am I locked out?	Three (3) failed logon attempts will lock the user out. You will need to initiate a password change/account recovery request from the CANAPS website.
What if I have trouble launching CANAPS?	Always start any troubleshooting from a freshly opened browser session. Close ALL browser windows and exit Internet Explorer or Netscape. Re-launch the browser, and then type in the URL (http://www.npfc.uscg.mil/canaps). After you get past the logon screen, you will be at the main menu. Contact the NPFC if problems persist.
How can I enter multiple email addresses to receive copies of the confirmation email for my transaction?	Separate each address by a semi-colon (;) or comma (,). Do not use other special characters. Be sure if you cut and paste the addresses from another document that there aren't hidden characters embedded in them.
What is the proper format for	Only enter six (6) alphanumeric characters. Do not put "FPN" or "CPN", dashes, or other characters in front of the number.

Question	Answer
entering a Project Number?	The letters can be upper or lower case. Be sure to type the number “zero” (0), not the letter “oh” (O).

2. Once finished reviewing the CANAPS FAQs, click the  button in the Web browser to return to the CANAPS Welcome screen.

NOTE: *Contact the NPFC directly for additional questions not answered in the FAQ section.*

7. ENTERING A NEW PROJECT

The **New project wizard** menu option allows users to request a new project number and ceiling from the NPFC.

To enter a new project, complete the following step:

Click the **New project wizard** link (located on the CANAPS Main Menu screen).

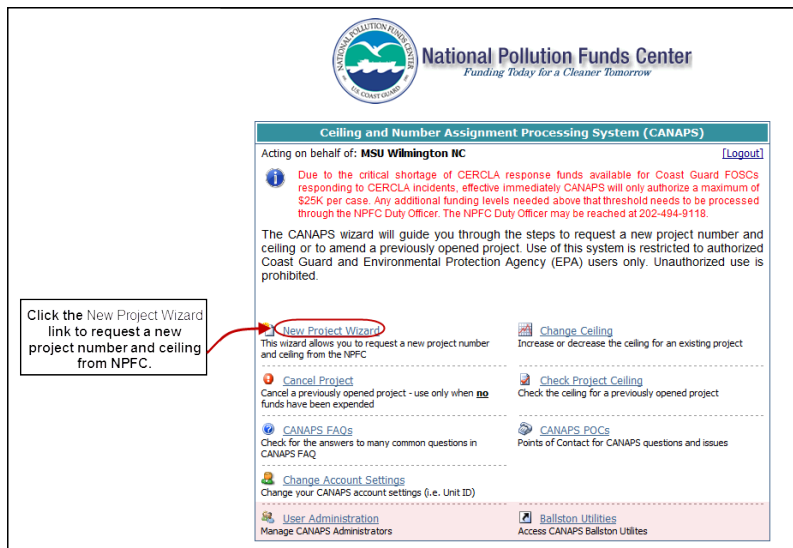


Figure 7-1 New Project Wizard Link

The FOSC/POC Information (Step 1 of 5) screen appears.

7.1 FOSC/POC Information (Step 1 of 5) Screen

The FOSC/POC Information (Step 1 of 5) screen allows users to enter information about the Federal On-Scene Coordinator (FOSC)/POC.

NOTE: Click the **Step 1 Help** link located in the top left corner of the FOSC/POC Information (Step 1 of 5) screen for more detailed information regarding each of the fields.

The screenshot shows the 'FOSC/POC Information (Step 1 of 5)' screen. At the top left, a red circle highlights the 'Step 1 Help' link, with a text box pointing to it: 'Click the Step 1 Help link for useful tips on completing the FOSC/POC Information screen.' The form contains several fields, each with an asterisk (*) indicating it is required: 'FOSC Unit' (a dropdown menu), 'POC/FOSC Name', 'POC/FOSC Phone Number', 'POC/FOSC Fax Number', 'POC/FOSC Email', 'Requestor's Name', 'Requestor's Phone', and 'Confirmation Email Address(es)'. A red circle highlights the 'Next >>' button at the bottom. A text box points to this button: 'Once all required fields have been completed, click the Next button to proceed to the Next screen. An asterisk (*) indicates a required field.' A legend at the top right states: '* Indicates a Required Field.'

Figure 7-2 FOSC/POC Information (Step 1 of 5) Screen

To complete the FOSC/POC Information (Step 1 of 5) screen, complete the following steps:


1. Click the down arrow next to the **FOSC Unit** field, and then select the appropriate {*FOSC Unit*} from the drop-down menu. This is a required field.

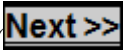
NOTE 1: *The FOSC Unit field defaults to the {unit you are logged in under}. For example, Sector Boston.*

NOTE 2: *If necessary, a project may be requested on behalf of another unit. However, this should not be done without the prior concurrence of the {responsible unit}. If acting as a surrogate (requesting a project for another unit), then select {that unit} from the drop-down menu.*

2. Enter the {*name of the POC/FOSC*} in the **POC/FOSC Name** field. This is a required field and accepts free text data. The format for this field is {*Title/RankΔFirst NameΔLast NameΔSuffix*} (for example, **LT JOHN DOE, Jr.**).
3. Enter the {*telephone number of the POC/FOSC*} in the **POC/FOSC Phone Number** field. This field accepts numeric characters, dashes (-), and spaces.
4. Enter the {*fax number of the POC/FOSC*} in the **POC/FOSC Fax Number** field. This field accepts numeric characters, dashes (-), and spaces.
5. Enter the {*e-mail address of the POC/FOSC*} in the **POC/FOSC Email** field. This is a free text field.
6. Enter the {*name of the Requestor*} in the **Requestor's Name** field. This is a required field and accepts free text data. The format for this field is {*Title/RankΔFirst NameΔLast NameΔSuffix*} (for example, **LT JOHN DOE, Jr.**).
7. Enter the {*telephone number of the Requestor*} in the **Requestor's Phone** field. This field accepts numeric characters, dashes (-), and spaces.
8. Enter the {*e-mail address of the Requestor and any additional individuals*} in the **Confirmation Email Address(es)** field. This is a required field and must be in the following format: {*text*}@{*domain name*}, for example janedoe@aol.com.

NOTE: *The requestor's e-mail address must be entered first in the **Confirmation Email Address(es)** field. A maximum of 25 e-mail addresses can be entered in the **Confirmation Email Address(es)** field. E-mail addresses must be separated by a comma (,) or a semicolon (;).*

9. Click the **Next** button ()

NOTE: *All required information must be entered prior to clicking the **Next** button ().*
The Incident Information (Step 2 of 5) screen appears.

7.2 Incident Information (Step 2 of 5) Screen

The Incident Information (Step 2 of 5) screen allows users to enter information about the incident or threat of incident.

NOTE: Click the [Step 2 Help](#) link located in the top left corner of the Incident Information (Step 2 of 5) screen for more detailed information regarding each of the fields.

Figure 7-3 Incident Information (Step 2 of 5) Screen

To complete the Incident Information (Step 2 of 5) screen, complete the following steps:

1. Enter the {date of the incident} in the **Incident Date** field. This is a required field and accepts free text data. The format for the date is {MM/DD/YYYY} (for example, **07/15/2009**).

NOTE: The Incident date defaults to the current date. This field may be changed to a prior date, but not one in the future.


2. Enter the {location of the incident} in the **Incident Location** field. This is a required field and accepts free text data up to 100 alphanumeric characters. The location may be the city, county, mile marker, or buoy number where the incident occurred.
3. Click the down arrow next to the **Incident State** field, and then select the appropriate {state} from the drop-down menu (or type the {first letter} of the state to more quickly locate the correct state). This is a required field.
4. Enter the {navigable body of water the incident occurred} in the **Navigable Body of Water** field. This field accepts free text data.


NOTE: The **Navigable Body of Water** field is a required field if **Oil** is selected from the **Type of Product Spilled** drop-down menu.

5. Click the down arrow next to the **Type of Product Spilled** field, and then select the appropriate {product} from the drop-down menu. The only option available to EPA users is **oil**. This is a required field.

6. Enter the {numeric quantity} of the {product} spilled in the **Amount Spilled** field. This field accepts numeric characters only.

NOTE: *If a {unit of measure} is selected from the **Units** drop-down menu, then the **Amount Spilled** field becomes a required field.*

7. Click the down arrow next to the **Units** field, and then select the appropriate {unit of measure} from the drop-down menu.
8. Enter the {MISLE Case or Activity Number} in the **MISLE Case/Activity Number** field. This field accepts free text data.
9. Enter the {NRC Incident Number} in the **NRC Incident Number** field. This field accepts free text data.
10. Enter the {name of the responsible party} in the **Responsible Party** field. This field accepts free text data.
11. If this incident/threat involves un-mixed Oil and Hazmat products, then check **Yes** to indicate that a related CERCLA project is also being opened. Only complete for the applicable Oil cases.
12. Click the **Next** button .

NOTE: *All required information must be entered prior to clicking the **Next** button ().*
The Spill Information (Step 3 of 5) screen appears.

7.3 Spill Information (Step 3 of 5) Screen

The Spill Information (Step 3 of 5) screen allows users to enter information about the spill.

NOTE: Click the [Step 3 Help](#) link located in the top left corner of the Spill Information (Step 3 of 5) screen for more detailed information regarding each of the fields.

Figure 7-4 Spill Information (Step 3 of 5) Screen

To complete the Spill Information (Step 3 of 5) screen, complete the following steps:

1. Click the down arrow next to the **Source of Spill/Threat** field, and then select the {source of the spill/threat} from the drop-down menu. This is a required field.
2. Click the down arrow next to the **Vessel Type** field, and then select the {type of vessel} from the drop-down menu.

NOTE: *Vessel Type* field becomes a required field if *Vessel_COFR* or *Vessel_NON_COFR* is selected from the *Source of Spill/Threat* drop-down menu. If *Mystery* is selected from the *Source of Spill/Threat* drop-down menu, then the *Vessel Type*, *Vessel/Facility Name*, and *Vessel Identification Number (VIN)* fields become inactive.

3. Enter the {name of the vessel or facility} in the **Vessel/Facility Name** field. This field accepts free form text data.

NOTE: *Vessel/Facility Name* field becomes a required field if a value other than *Mystery* is selected from the *Source of Spill/Threat* drop-down menu. If *Facility* is selected from the *Source of Spill/Threat* drop-down menu, then the *Vessel/Facility Name* field becomes the *Facility Name* field. If *Vessel_NON_COFR* or *Vessel_COFR* is selected from the *Source of Spill/Threat* drop-down menu, then the *Vessel/Facility Name* field becomes the *Vessel Name* field.

4. Enter the {vessel's identification number} in the **Vessel Identification Number (VIN)** field. This field accepts free form text data; however is disabled if *Mystery* is selected in the *Source of Spill/Threat* drop-down menu.
5. Click the down arrow next to the **Has the FOSC Made Determination of a Substantial Threat of a Discharge or Release?**, and then select the appropriate {value} from the drop-down menu.

NOTE: *Has the FOSC Made Determination of a Substantial Threat of a Discharge or Release?* field becomes a required field if a numeric value is not entered in the **Amount Spilled** field on the Incident Information (Step 2 of 5) screen.

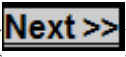
6. Enter a {description of the threat} in the **Description of Substantial Threat** field. This field accepts free form text data.


NOTE: *Description of Substantial Threat* field becomes a required field if **Yes** is selected from the *Has the FOSC Made Determination of a Substantial Threat of a Discharge or Release?* drop-down menu.

7. Enter the {numeric quantity of the amount that could be spilled} in the **Potential Amount that Could be Spilled** field. This field accepts free form text data.

NOTE: *If a {unit of measure} is selected from the Units drop-down menu, then the Potential Amount that Could be Spilled field becomes a required field.*

8. Click the down arrow next to the **Units** field, and then select the appropriate {unit of measure} from the drop-down menu.
9. Enter any {additional comments} in the **Additional Comments** field. This field accepts free form text data up to a maximum of 2000 alphanumeric characters.

10. Click the **Next** button ()

NOTE: *All required information must be entered prior to clicking the Next button().*
The FOSC Response Information (Step 4 of 5) screen appears.

7.4 FOSC Response Information (Step 4 of 5) Screen

The FOSC Response Information (Step 4 of 5) screen allows users to request a project ceiling.

NOTE: Click the [Step 4 Help](#) link located in the top left corner of the FOSC Response Information (Step 4 of 5) screen for more detailed information regarding each of the fields.

Step 4 Help

FOSC Response Information (Step 4 of 5)

Click the [Step 4 Help](#) link for useful tips on completing the FOSC Response Information screen

FOSC Action Commence Date: 5/4/2010

Estimated CG Personnel & Equipment Costs (CG Cases only):

Estimated OSLTF/CERCLA Costs (e.g., Contractor, Travel, etc.):

Total Estimated Project Costs:

Next >

Once all required fields have been completed, click the Next button to proceed to the Next screen.

Figure 7-5 FOSC Response Information (Step 4 of 5) Screen

To complete the FOSC Response Information (Step 4 of 5) screen, complete the following steps:

1. Enter the {action commencement date} in the **FOSC Action Commence Date** field. This is a required field and accepts free text data. The format for the date is {MM/DD/YYYY} (for example, **12/07/2009**).


NOTE 1: The *FOSC Action Commence Date* defaults to the current date. This field may be changed to a prior date, but cannot be prior to the **Incident Date**.


NOTE 2: The *Estimated CG Personnel & Equipment Costs (CG Cases only)* field is presently inactive. When activated in a later version of CANAPS, it will capture estimated CG personnel and equipment costs.


2. Enter the {estimated OSLTF/CERCLA costs} in the **Estimated OSLTF/CERCLA Costs (e.g., Contractor, Travel, etc.)** field. This is a required field and accepts numeric characters.

NOTE: Please consider the following when entering the requested amount in the *Estimated OSLTF/CERCLA Costs (e.g., Contractor, Travel, etc.)* field:

- If the amount requested is greater than \$50,000, you will be prompted to confirm the amount
 - Please be advised that the NPFC and EPA have established ceiling thresholds in order to manage OSLTF and CERCLA funds
 - CANAPS will only issue a ceiling up to the allowable threshold
 - The confirming e-mail message will advise you of the amount authorized and provide additional information if the amount requested exceeded the threshold
 - The system will automatically notify the NPFC if you have requested a higher ceiling.
3. The system will automatically calculate the sum of the **Estimated CG Personnel & Equipment Costs (CG Cases only)** and the **Estimated OSLTF/CERCLA Costs (e.g., Contractor, Travel, etc.)** fields and display the total in the **Total Estimated Project Costs** field.

4. Click the **Next** button ().

NOTE 1: All required information must be entered prior to clicking the **Next** button ().

NOTE 2: If the amount requested is greater than \$50,000, then the amount must be confirmed by clicking the **Next** button () a second time, as shown in the following figure.

Step 4 Help

FOSC Response Information (Step 4 of 5)

* Indicates a Required field.

Ceiling amount is greater than \$50,000. Confirm by clicking next again.

FOSC Action Commence Date: 5/4/2010 *

Estimated CG Personnel & Equipment Costs (CG Cases only):

Estimated OSLTF/CERCLA Costs (e.g., Contractor, Travel, etc.):

Total Estimated Project Costs: 100000.00

Next >

If the amount requested is greater than \$50,000 and the Next button has been clicked, then the system will prompt you to confirm by clicking Next again.

Figure 7-6 Confirm Requested Amount Screen

The CGMS Message Information (Step 5 of 5) screen appears.

7.5 CGMS Message Information (Step 5 of 5) Screen

The CGMS Message Information (Step 5 of 5) screen allows users to address the CGMS message.

NOTE: Click the **Step 5 Help** link located in the top left corner of the CGMS Message Information (Step 5 of 5) screen for more detailed information regarding each of the fields.


To complete the CGMS Message Information (Step 5 of 5) screen, complete the following steps:

NOTE: A list of default addressees appears in a read-only format. This section of the screen lists all the addressees to whom the official CGMS message will be sent automatically.

1. Select any *{additional addressees}* from the **Additional Addressees** list.

NOTE: Hold down the **CTRL** key while highlighting items with the mouse to select more than one additional addressee.

2. Enter a *{message reference}* in the **Message Reference (optional)** field, if desired. This field accepts free form text data.

3. Click the **Next** button (.

The Confirm Information screen appears similar to the following figure.

Confirm Information

Requesting Unit:	SECTOR BALTIMORE	POC/FOSC Name:	EDWARD CULLEN
Requestor Name:	EDWARD CULLEN	POC/FOSC Phone:	
Requestor Phone:	5558675309	POC/FOSC Fax:	
Requestor Email:	BALRIAJ.MCCOY@USCG.MIL	POC/FOSC Email:	EDWARD.CULLEN@VAMPS.COM
Requested Ceiling:	\$100,000.00	Body of Water:	BALTIMORE HARBOR
Incident Date:	5/4/2010	Commence Date:	5/4/2010
Incident Location:	BALTIMORE HARBOR	Incident State:	MARYLAND
Amount Spilled:		Related CERCLA Project:	NO
Type of Product Spilled:	UNKNOWN	Source of Spill:	MYSTERY
Vessel/Facility Name:		Vessel Type:	
Responsible Party:		MISLE Case Number:	
Vtl:		Potential Amount:	
Substantial Threat:	NO	NRC Incident Number:	
Description of Substantial Threat:		Message Reference:	
Additional Comments:			


Submit FPN/CPN Request to the NPFC>

• Please Review the Information on this screen to ensure it is correct. Click the "Back" button on the browser to return to the previous screens to make any necessary edits.

Click the Submit FPN/CPN Request to the NPFC> button to submit your request to the NPFC.

Figure 7-7 Confirm Information Screen

- Ensure all information on the Confirm Information screen is correct, and then click the **Submit FPN/CPN Request to the NPFC** button (**Submit FPN/CPN Request to the NPFC>**).

NOTE: If any information on the Confirm Information screen is incorrect, click the **Back** button () in the Web browser as many times as needed to return to the screen the {incorrect data} is located.

The CANAPS Response screen appears and a read-only message indicating your request has been processed and a CGMS message will be sent out is displayed.

CANAPS Response

Your request has been processed and a CGMS message will be sent out. The project information is displayed below. You will also receive an email with this information. The NPFC case officer has been notified. Please print out this screen in case the Confirmation Email is delayed.

Incident Name:	MYSTERY - B03901
Incident Date:	7/15/2009
Incident Location:	BALTIMORE
FPN/CPN:	B03901
Accounting String:	2HSZ/101/95/0/B03901/33285/XXXX
DCN:	DD-03/24/3HXAYYY
Approved Ceiling:	\$50,000.00
Type of Product:	HAZARDOUS MATERIAL
Amount Spilled:	
Source of Spill:	MYSTERY
Case Officer Name:	MR. PAT RYAN
Case Officer Email:	PRyan@ballston.uscg.mil
Case Officer Phone:	2025556732

Return to Main Menu

Figure 7-8 CANAPS Response Screen

- Click the **Return to Main Menu** button (**Return to Main Menu**) to return to the CANAPS Welcome screen to perform another CANAPS function.

7.6 New Project Confirmation E-mail Message

The CANAPS application creates a confirmation e-mail message once the **Submit FPN/CPN Request to the NPFC** button ([Submit FPN/CPN Request to the NPFC](#)) is clicked. The subject line of the e-mail contains the {project number}, as well as the {type of CANAPS transaction} (for example New CANAPS project, Update CANAPS Project, and so forth).

The body of the e-mail message includes, but is not limited to, the following: the {project number}, the {project date}, the {total amount requested}, and the {approved total ceiling}.

NOTE: *If the ceiling amount requested exceeds the established limit, then the message will advise the {recipient} to contact the NPFC for additional funds.*

The e-mail message also includes the **Case Officer Name** and contact information. The NPFC Case Officer is assigned based on {FOSC district} for USCG cases and by {incident state} for EPA cases.

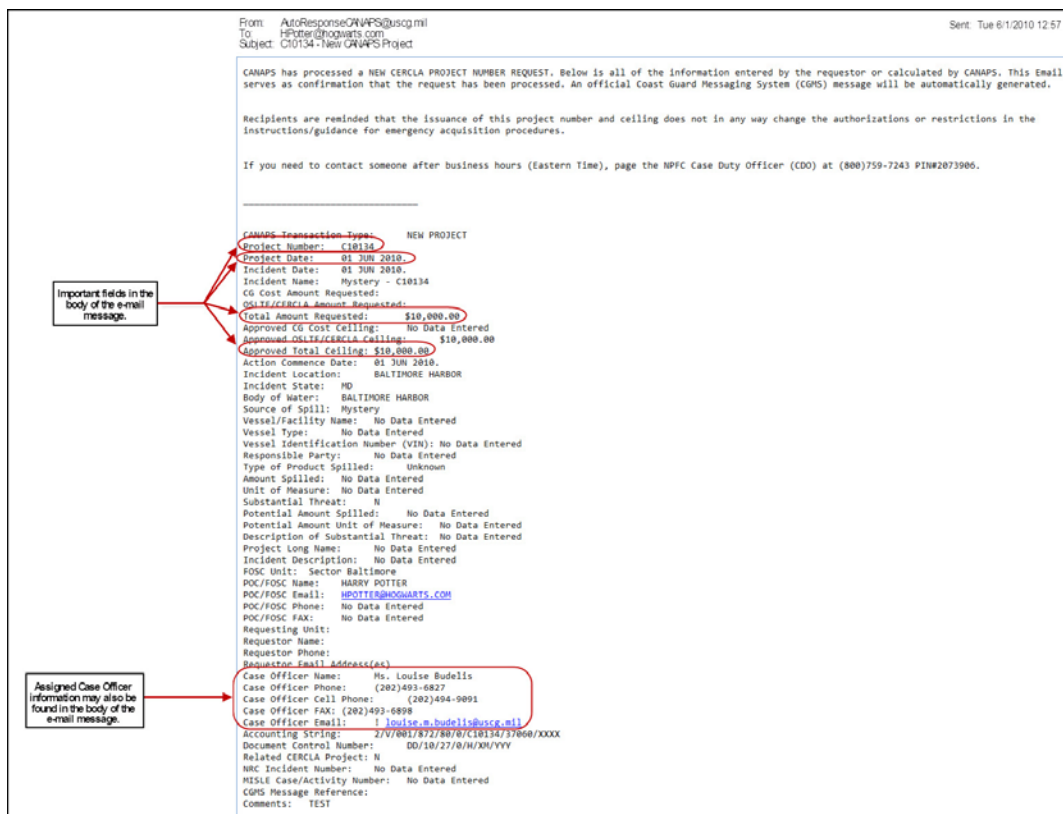


Figure 7-9 New Project Confirmation Email

7.7 New Project CGMS Message

Figure 7-10 is an example of the CGMS message that CANAPS creates once the **New project wizard** is completed. The body of the CGMS message includes, but is not limited to the following: the new *{project number}*, the *{authorized ceiling}*, the *{NPFC Case Officer Contact}* information, and the *{accounting string}* information.

The diagram shows a text-based CGMS message with two callout boxes. The first box, labeled 'The project number and the authorized ceiling amount.', points to lines 1 and 2 of the message. The second box, labeled 'NPFC POC information and the accounting line information.', points to lines 13, 15, and 16. Red circles highlight the specific data points mentioned in the callouts.

```
P 060329Z JUL 07
FM COMCOGARD NPFC WASHINGTON DC//CANAPS//
TO COMCOGARD SECTOR BOSTON MA
INFO COGARD NATIONAL RESPONSE CENTER WASHINGTON DC
CCGDONE BOSTON MA//DR/DRM//
COGARD AST FORT DIX NJ
COGARD FINCEN CHESAPEAKE VA//OG//
COGARD SILC NORFOLK VA//PCB-1//
COMDT COGARD WASHINGTON DC//CG-3R/CG-3RPP//
BT
UNCLAS//N16465//
SUBJ: FPN NOTIFICATION MARSH HARBOR MARINA - B07053
1. FPN ISSUED FOR THIS RESPONSE IS B07053.
2. AUTHORIZED CEILING: $500,000.00
3. PROJECT DATES:
  A. INCIDENT DATE: 05 JUL 2007
  B. FOSC ACTION COMMENCE DATE: 05 JUL 2007
  C. DATE PROJECT CREATED: 05 JUL 2007
4. INCIDENT LOCATION: MARSH HARBOR MARINA, NH
5. BODY OF WATER: NEW RIVER
6. SUSPECTED SOURCE: FACILITY
7. ESTIMATED QUANTITY OF OIL DISCHARGED: 55 Barrels
8. FOSC DETERMINATION OF SUBSTANTIAL THREAT: U.
9. DESCRIPTION OF SUBSTANTIAL THREAT: N/A.
10. EST POTENTIAL QUANTITY THAT COULD BE DISCHARGED: N/A.
11. PROJECT LONG NAME: MARSH HARBOR MARINA AND BOAT SALES/RENTALS
    COMPANY FIRE
12. INCIDENT DESCRIPTION: MARINA AND BOAT SELLER FACILITY CAUGHT FIRE.
13. NPFC POINT OF CONTACT:
  A. NAME: MR. PAT R YAN
  B. PHONE: (202)493-6732
  C. CELL PHONE: (202)841-5929
  D. EMAIL: PATRICK.E.RYAN@USCG.MIL
14. FOSC POINT OF CONTACT:
  A. NAME: HENRY SMITH
  B. PHONE: N/A.
  C. FAX: N/A.
  D. EMAIL: N/A.
15. CAS ACCOUNTING STRING: 2/H/SZ/101/95/0/B07053/37010/XXXX, WHERE XXXX
    IS OBJECT CLASS.
16. DOCUMENT CONTROL NUMBER: DD/07/24/7/H/XB/YYY, WHERE DD IS THE
    DOCUMENT TYPE AND YYY IS THE UNIT SEQUENCE NUMBER
17. FOLLOW NPFC TOPS FOR FUND MANAGEMENT, CEILING MANAGEMENT, AND
    RESOURCE DOCUMENTATION.
18. POLREPS
  A. ON ALL POLREPS FOR THIS CASE, FOSC MUST INCLUDE COMCOGARD
    NPFC, COGARD FINCEN (OGQ), COGARD NSFCC, AND COMCOGARD MLC
    LANT AS INFO ADDRESSEES.
  B. INCLUDE AUTHORIZED CEILING AND DAILY COST DATA IN POLREPS.
19. CONTRACTING INFO:
  A. IF HIRING A CONTRACTOR UNDER A BOA, ENSURE AN ATP
    (AUTHORIZATION TO PROCEED) MESSAGE IS ISSUED. OTHERWISE, IF
    OTHER CONTRACTING SUPPORT IS REQUIRED, CONTACT MLCA (FCP-2).
    CERTIFY CONTRACTOR INVOICES IAW MLC PROCEDURS. CONTACT MLCA
    (FCP-2) IF QUESTIONS ARISE.
20. ALL PRFAS SHOULD BE OBLIGATED IN FPD BY THE UNIT. FORWARD PRFAS,
    THEIR CERTIFIED INVOICES, AND SUPPORTING COST DOCUMENTATION TO
    THE NPFC POC NOTED ABOVE.
21. ALL OBLIGATIONS COMPLETED BY THE UNIT (I.E., PURCHASE ORDERS) WILL
    BE PAID BY THE FINANCE CENTER. ENTER OBLIGATIONS IN FPD. FORWARD
    CERTIFIED INVOICES IAW STANDARD PROCEDURES TO THE FINANCE CENTER.
22. THIS MESSAGE WAS AUTOMATICALLY GENERATED BY THE CANAPS SYSTEM.
23. CIMS_EMAIL FPN: B07053 TYPE: CEILING AUTHORIZATION
24. CANAPS ID 060329Z JUL 07
BT
NNNN
```

Figure 7-10 New Project CGMS Message

8. HOW TO CHANGE A PROJECT CEILING

CANAPS has a **Change a Project Ceiling** Wizard that allows users to increase or decrease the ceiling for an existing project.

To change a project ceiling, complete the following steps:

- [Step 1](#): Enter the Project Number
- [Step 2](#): Review the selected project information and enter the new ceiling amount
- [Step 3](#): Address the CGMS Message
- [Step 4](#): Confirm the information and submit the request
- [Step 5](#): Receive the CANAPS response and confirmation messages (e-mail and CGMS).

NOTE: Refer to [Section 8.6, Amended Project Confirmation E-mail Message](#) through [Section 8.7, Amended Project Confirmation CGMS Message](#) for examples of the confirmation e-mail and CGMS confirmation messages.

8.1 Entering the Project Number

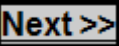
To enter the Project Number, complete the following steps:

1. Click the **Change a project ceiling** link (located on the CANAPS Welcome screen).

The Change a Project's Ceiling screen appears.

Figure 8-1 Change a Project's Ceiling Screen

2. Enter the {project number whose ceiling you wish to change} in the **Project Number** field.
3. Click the **Next** button (**Next >>**).

NOTE: A project number must be entered prior to clicking the **Next** button ().

The Project Information screen appears similar to the following figure.

Figure 8-2 Project Information Screen

8.2 Entering a New Ceiling Amount


Review the following information on the Project Information screen to ensure the correct project information is being displayed:

- **Project #**
- **Incident Name**
- **Current Ceiling**
- **Obligations and Expenditures**

NOTE: If the Current Ceiling Total is less than the Obligations and Expenditures amount, then the user will have to confirm the variance is intended. NPFC will be notified of the variance and will contact the POC/FOSC to resolve the issue.

- **Vessel/Facility Name**
- **Body of Water**
- **Incident Date**
- **Incident Location**
- **Case Officer**
- **Incident State**
- **Source of Spill**
- **Vessel Type**

- **Amount Spilled**
- **Responsible Party**
- **Type of Product Spilled.**

If the incorrect project information is being displayed, click the **Back** button () in the Web browser to return to the previous screen to re-enter the correct project number.

Once it has been determined the correct project information is being displayed, complete the following steps to change the project's ceiling:

1. Enter the {name of the requestor} in the **Requestor's Name** field. This is a required field and accepts free text data. The format for this field is {Title/Rank_ΔFirst Name_ΔLast Name_ΔSuffix} (for example, **LT JOHN DOE, Jr.**).
2. Enter the {telephone number of the requestor} in the **Requestor's Phone** field. This is a required field and accepts free text data.
3. Enter a {new ceiling amount} in the **New Ceiling** field. This is a required field and accepts free text data.

NOTE 1: *CANAPS will only issue a ceiling up to the allowable threshold. Threshold values may vary at times due to the availability of funds.*

NOTE 2: *The confirmation e-mail message will advise you of the amount authorized and provide additional information if the amount requested exceeded the threshold. The system will automatically notify the NPFC that you have requested a higher ceiling.*

4. Enter the {e-mail address of the requestor and any additional individuals you want the new Project Information sent to} in the **Confirmation Email Address(es)** field. This is a required field and accepts free text data.

NOTE: *The requestor's e-mail address must be entered first in the **Confirmation Email Address(es)** field. A maximum of 25 e-mail addresses can be entered in the **Confirmation Email Address(es)** field. E-mail addresses must be separated by a comma (,) or a semicolon (;).*

5. Ensure the {name} in the **POC/FOSC Name** field is correct. If it is incorrect, update accordingly. This is a required field and accepts free text data.

NOTE: *The name in the **POC/FOSC Name** field is automatically populated with data from the most recent prior CANAPS transaction for the selected case.*

6. Ensure the {telephone number} in the **POC/FOSC Phone** field is correct. If it is incorrect, update accordingly. This field accepts free text data.

NOTE: *The name in the **POC/FOSC Phone** field is automatically populated with data from the most recent prior CANAPS transaction for the selected case.*

7. Ensure the {fax number} in the **POC/FOSC Fax Number** field is correct. If it is incorrect, update accordingly. This field accepts free text data.

NOTE: *The name in the **POC/FOSC Fax** field is automatically populated with data from the most recent prior CANAPS transaction for the selected case.*

8. Ensure the {e-mail address} in the **POC/FOSC Email** field is correct. If it is incorrect, update accordingly. This field accepts free text data.

NOTE: The name in the **POC/FOSC Email** field is automatically populated with data from the most recent prior CANAPS transaction for the selected case.

9. Once all required fields have been completed, click the **Next** button (**Next >>**).

NOTE: If the ceiling amount requested is greater than \$50,000, you will be prompted to confirm the amount by clicking the **Next** button (**Next >>**) a second time.

The CGMS Message Information screen appears.

8.3 Addressing the CGMS Message

The CGMS Message Information screen, as shown in the following figure, allows users to address the CGMS message.

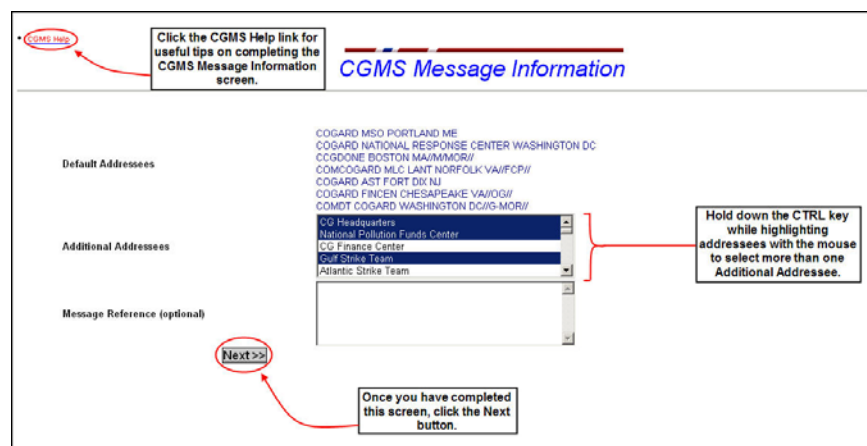


Figure 8-3 CGMS Message Information Screen

To address the CGMS Message, complete the following steps:

NOTE: A read-only list of Default addressees is displayed at the top of the screen. This is a list of all of the addressees to whom the official CGMS message will be sent to automatically.

1. Select {additional addressees} from the **Additional Addressees** drop-down menu.

NOTE: Hold down the **CTRL** key while highlighting addressees with the mouse to select more than one additional addressee.

2. Enter a {message} in the **Message Reference (optional)** field, if necessary.

3. Click the **Next** button (**Next >>**).

The Confirm Project Change Information screen appears similar to the following figure.

Confirm Project Change Information

Project #:	P10019
Incident Name:	Mystery - P10019
Project Long Name:	
Incident Date:	5/25/2010
Incident Location:	BALTIMORE HARBOR
Incident Description:	
Case Officer:	MR. PAT RYAN
New CG Cost Ceiling:	
New OSLT/ICERCLA Ceiling:	\$75,000.00
New Total Ceiling:	\$75,000.00
Requestor Name:	EDWARD CULLEN
Requestor Phone:	3042645152
Confirmation Email Address:	MALINA.MCCOY@USCG.MIL
FOSC/POC Name:	EDWARD CULLEN
FOSC/POC Phone:	3042645152
FOSC/POC Fax:	
FOSC/POC Email:	MALINA.MCCOY@USCG.MIL
CGMS Message Ref:	TEST

Submit Change Request

• Please review the information on the screen to ensure it is correct. Click the "Back" button on the browser to return to previous screens to make any necessary edits.

Once it has been determined the information on the screen is correct, click the Submit Change Request button to submit the request.


Figure 8-4 Confirm Project Change Information Screen

8.4 Confirming the Information and Submitting the Change Request

The Confirm Project Change Information screen allows users to submit change requests for processing.

To submit a change request, complete the following steps:

1. Confirm the {project information} displayed on the screen is correct.

NOTE: If the incorrect project information is being displayed, click the **Back** button () in the Web browser to return to the previous screen(s) to make any {necessary edits}.

2. Click the **Submit Change Request** button (Submit Change Request) to submit the request.

The CANAPS Response screen appears.

8.5 CANAPS Response

The CANAPS Response screen confirms the change request has been submitted for processing. The Response screen also displays the project's {new approved ceiling amount}, and issues a confirmation e-mail message to the {specified addressees}.

The screenshot shows the 'CANAPS Response' screen. At the top, it says 'Please print this screen in case the Confirmation Email is delayed.' Below this is a table of project details. A red box highlights the 'Current Ceiling' field, which is linked by a red arrow to a 'New project ceiling.' label. At the bottom, a red box highlights the 'Return to Main Menu' button, which is linked by a red arrow to a text box that says 'Click the Return to Main Menu link to return to the CANAPS Main Menu screen.'

CANAPS Response	
Please print this screen in case the Confirmation Email is delayed.	
Project #:	002001
Incident Name:	MOCTERY, 002001
Current Ceiling:	\$100,000.00
Amount Requested:	\$100,000.00
Obligations and Expenditures:	\$0.00
Vessel/Facility Name:	DODGOWN
Body of Water:	THE COVE
Incident Location:	PACIFIC OCEAN PARK
Case Officer:	MRS. PAT RYAN
Incident State:	CALIFORNIA
Old Ceiling:	\$900,000.00
Vessel Type:	FERRY
Amount Spilled:	1000 GALLONS
Incident Date:	2002-11-22
Responsible Party:	CKY INDUSTRIAL
Type of Product Spilled:	OIL

Click the Return to Main Menu link to return to the CANAPS Main Menu screen.

Return to Main Menu

Figure 8-5 Newly Approved Project Ceiling Amount

NOTE 1: If an amount is requested that exceeds the established limit, the system will only issue a ceiling up to the defined limit and a message near the bottom of the screen will advise you to contact the NPFC Case Officer to request additional funds.

NOTE 2: A copy of the CANAPS Response screen should be printed out in the event the confirmation e-mail message is delayed.

Click the **Return to Main Menu** button (**Return to Main Menu**) to return to the CANAPS Welcome screen to perform another CANAPS function.

8.6 Amended Project Confirmation E-mail Message

The CANAPS application creates a confirmation e-mail message once the **Submit Change Request** button (**Submit Change Request**) is clicked. The subject line of the e-mail contains the {project number}, as well as the {type of CANAPS transaction} (for example New CANAPS project, Update CANAPS Project, and so forth).

NOTE: *If the ceiling amount requested exceeds the established limit, then the message will advise the {recipient} to contact the NPFC for additional funds.*

The body of the e-mail message includes, but is not limited to, the following: **Project Number**, the **Previous Total Ceiling**, **Total Amount Requested**, **Approved Total Ceiling**, and so forth.

The screenshot shows an email from AutoResponseCANAPS@ballston.uscg.mil, dated Tuesday, December 08, 2009 2:19 PM, sent to McCoy, Malina CTR. The subject is B07053 - Update CANAPS Project. The body text states that CANAPS has processed a CEILING UPDATE REQUEST and provides a list of project details. A diagram on the left, labeled 'Important project information.', has red arrows pointing to the following fields in the list: CANAPS Transaction Type, Project Number, Previous Total Ceiling, Total Amount Requested, and Approved Total Ceiling.

From: AutoResponseCANAPS@ballston.uscg.mil
Sent: Tuesday, December 08, 2009 2:19 PM
To: McCoy, Malina CTR
Subject: B07053 - Update CANAPS Project

CANAPS has processed a CEILING UPDATE REQUEST. Below is all of the information entered by the user or calculated by CANAPS. This Email serves as confirmation that the request has been processed. An official Coast Guard Messaging System (CGMS) message will be automatically generated.

Recipients are reminded that the issuance of this project number and ceiling does not in any way change the authorizations or restrictions in the instructions/guidance for emergency acquisition procedures.

If you need to contact someone after business hours (Eastern Time), page the NPFC Case Duty Officer (CDO) at (800)759-7243 PIN#2073906.

Important project information.

CANAPS Transaction Type:	CEILING UPDATE
Project Number:	B07053
Ceiling Update Date:	08 DEC 2009.
Incident Date:	08 DEC 2009.
Incident Name:	MARSH HARBOR MARINA - B07053
Previous CG Cost Ceiling:	No Data Entered
Previous OSLTE/CERCLA Ceiling:	\$500,000.00
Previous Total Ceiling:	\$500,000.00
CG Cost Ceiling Requested:	No Data Entered
OSLTE/CERCLA Amount Requested:	\$425,000.00
Total Amount Requested:	\$425,000.00
Approved CG Cost Ceiling:	No Data Entered
Approved OSLTE/CERCLA Ceiling:	\$425,000.00
Approved Total Ceiling:	\$425,000.00
CG Cost Obligations/Expenditures:	No Data Entered
OSLTE/CERCLA Obligations/Expenditures:	\$0.00
Total Obligations/Expenditures:	\$0.00
Incident Location:	MARSH HARBOR MARINA
Incident State:	NH
FOSC Unit:	Sector Boston
POC/FOSC Name:	EDWARD CULLEN
POC/FOSC Email:	No Data Entered
POC/FOSC Phone:	No Data Entered
POC/FOSC FAX:	No Data Entered
Requesting Unit:	Sector Boston
Requestor Name:	JANE DOE
Requestor Phone:	(555)555-5555
Requestor Email Address(es):	JANE.M.DOE@somedomain.com
CGMS Reference:	
Case Officer Name:	Mr. John Doe
Case Officer Phone:	(555)867-5309
Case Officer Cell Phone:	(555)867-5309
Case Officer FAX:	(555)555-5555
Case Officer Email:	John.A.Doe@uscg.mil

Figure 8-6 Amended Project Confirmation E-mail Message

8.7 Amended Project Confirmation CGMS Message

Figure 8-7 is an example of the CGMS message that CANAPS creates once a project has been amended. The {project number} and the {type of transaction} are contained in the **Subject** line of the CGMS message. The newly approved {ceiling amount} can be found in **line 1** in the body of the e-mail message.

```
P 060329Z DEC 09
FM COMCOGARD NPFC WASHINGTON DC//CANAPS//
TO COMCOGARD SECTOR BOSTON MA
INFO COGARD NATIONAL RESPONSE CENTER WASHINGTON DC
CCGDONE BOSTON//DR/DRM//
COGARD AST FORT DIX NJ
COGARD FINCEN CHESAPEAKE VA//OG//
COGARD SILC NORFOLK VA//PCB-1//
COMDT COGARD WASHINGTON DC//CG-3R/CG-3RPP//
BT
UNCLAS//NI16465//
SUBJ: FPN CEILING AMENDMENT FOR MARSH HARBOR MARINA - B07053
1. AUTHORIZED CEILING IS CHANGED FROM $500,000.00 TO $425,000.00
2. CEILING CHANGE DATE: 08 DEC 2009.
3. INCIDENT LOCATION: MARSH HARBOR MARINA, NH
4. NPFC POINT OF CONTACT:
  A. NAME: MR. EDWARD CULLEN.
  B. PHONE: (555)867-5309.
  C. CELL PHONE: (555)867-5309.
  D. FAX: (555)867-5309.
  E. EMAIL: EDWARD.V.CULLEN@USCG.MIL.
5. FOSC POINT OF CONTACT:
  A. NAME: HARRY POTTER.
  B. PHONE: N/A.
  C. FAX: N/A.
  D. EMAIL: N/A.
6. CAS ACCOUNTING STRING: 2/H/SZ/101/95/0/B07053/37010/XXXXX, WHERE XXXXX
  IS OBJECT CLASS.
7. DOCUMENT CONTROL NUMBER: DD/07/24/7/H/XB/YYY. WHERE DD IS THE
  DOCUMENT TYPE AND YYY IS THE UNIT SEQUENCE NUMBER.
8. FOLLOW NPFC TOPS FOR FUND MANAGEMENT, CEILING MANAGEMENT, AND
  RESOURCE DOCUMENTATION.
9. POLREPS
  A. ON ALL POLREPS FOR THIS CASE, FOSC MUST INCLUDE COMCOGARD
     NPFC, COGARD FINCEN (OGQ), COGARD NSFCC, AND COMCOGARD MLC
     LANT AS INFO ADDRESSEES.
  B. INCLUDE AUTHORIZED CEILING AND DAILY COST DATA IN POLREPS.
10. THIS MESSAGE WAS AUTOMATICALLY GENERATED BY THE CANAPS SYSTEM.
11. CIMS_EMAIL FPN: B07053 TYPE: CEILING AMENDMENT
12. CANAPS ID 060329Z DEC 09
BT
NNNN
```

Project number and type of transaction can be found in the Subject line.

New ceiling amount.

Figure 8-7 Amended Project CGMS Message

9. HOW TO CANCEL A PROJECT

CANAPS has a **Cancel a Project** Wizard that allows users to cancel a previously opened project, provided no funds have been expended.

To cancel a project, complete the following steps:

- [Step 1](#): Enter the Project Number
- [Step 2](#): Review the selected project information and enter requestor information
- [Step 3](#): Address the CGMS Message
- [Step 4](#): Confirm the information and submit the request
- [Step 5](#): Receive the CANAPS response and confirmation messages (e-mail and CGMS).

NOTE: Refer to [Section 9.6, Cancelled Project Confirmation E-mail Message](#) through [Section 9.7, Cancelled Project Confirmation CGMS Message](#) for examples of the confirmation e-mail and CGMS confirmation messages.

9.1 Entering the Project Number

To enter the Project Number, complete the following steps:

1. Click the **Cancel a project** link (located on the CANAPS Welcome screen).

The Cancel Project screen appears.

Figure 9-1 Cancel Project Screen

2. Enter the {project number of the project you wish to cancel} in the **Project** Number field.


NOTE: Only projects for which no funds have been expended may be cancelled.

3. Click the **Next** button (**Next >>**).

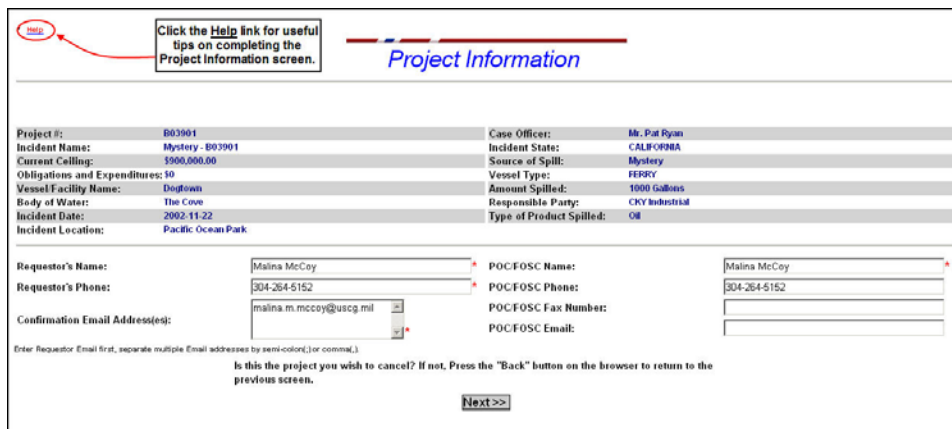
NOTE: A project number must be entered prior to clicking the **Next** button (**Next >>**).

The Project Information screen appears.

9.2 Enter Requestor Information

Review the information on the Project Information screen to ensure the correct project information is being displayed. If the incorrect project information is being displayed, click the **Back** button () in the Web browser to return to the previous screen to re-enter the correct project number. Once it has been determined the correct project information is being displayed, complete the following steps:

NOTE: Click the **Help** link, located in the top left corner of the Project Information screen, for more detailed information regarding each of the fields.



Project Information	
Project #:	B03901
Incident Name:	Mystery - B03901
Current Ceiling:	\$900,000.00
Obligations and Expenditures:	\$0
Vessel/Facility Name:	Dispersant
Body of Water:	The Cove
Incident Date:	2002-11-22
Incident Location:	Pacific Ocean Park
Case Officer:	Mr. Pat Ryan
Incident State:	CALIFORNIA
Source of Spill:	Mystery
Vessel Type:	FERRY
Amount Spilled:	1000 Gallons
Responsible Party:	CRV Industrial
Type of Product Spilled:	Oil

Requestor's Name:	<input type="text" value="Malina McCoy"/>	POC/FOSC Name:	<input type="text" value="Malina McCoy"/>
Requestor's Phone:	<input type="text" value="304-264-5152"/>	POC/FOSC Phone:	<input type="text" value="304-264-5152"/>
Confirmation Email Address(es):	<input type="text" value="malina.m.mccoy@uscg.mil"/>	POC/FOSC Fax Number:	<input type="text"/>
	<input type="text"/>	POC/FOSC Email:	<input type="text"/>

Enter Requestor Email first, separate multiple Email addresses by semi-colon(;) or comma(,).

Is this the project you wish to cancel? If not, Press the "Back" button on the browser to return to the previous screen.

Figure 9-2 Help Link

1. Enter the {name of the requestor} in the **Requestor's Name** field. This is a required field and accepts free text data. The format for this field is {Title/Rank_First Name_Last Name_Suffix} (for example, LT. JOHN DOE, Jr.).
2. Enter the {telephone number of the requestor} in the **Requestor's Phone** field. This is a required field and accepts free text data.
3. Enter the {e-mail address of the requestor and any additional individuals you want the cancellation confirmation e-mail sent to} in the **Confirmation Email Address(es)** field. This is a required field and accepts free text data.

NOTE: The requestor's e-mail address must be entered first in the **Confirmation Email Address(es)** field. A maximum of 25 e-mail addresses can be entered in the **Confirmation Email Address(es)** field. E-mail addresses must be separated by a comma (,) or a semicolon (;).

4. Ensure the {name} in the **POC/FOSC Name** field is correct. If it is incorrect, update accordingly. This is a required field and accepts free text data.

NOTE: The name in the **POC/FOSC Name** field is automatically populated with data from the most recent prior CANAPS transaction for the selected case.

5. Ensure the {telephone number} in the **POC/FOSC Phone** field is correct. If it is incorrect, update accordingly. This field accepts free text data.


NOTE: The name in the **POC/FOSC Phone** field is automatically populated with data from the most recent prior CANAPS transaction for the selected case.

6. Ensure the {fax number} in the **POC/FOSC Fax Number** field is correct. If it is incorrect, update accordingly. This field accepts free text data.

NOTE: The name in the **POC/FOSC Fax** field is automatically populated with data from the most recent prior CANAPS transaction for the selected case.

7. Ensure the {e-mail address} in the **POC/FOSC Email** field is correct. If it is incorrect, update accordingly. This field accepts free text data.

NOTE: The name in the **POC/FOSC Email** field is automatically populated with data from the most recent prior CANAPS transaction for the selected case.

8. Once all required fields have been completed, click the **Next** button ()

The CGMS Message Information screen appears.

9.3 Addressing the CGMS Message

The CGMS Message Information screen allows users to address the CGMS message.

To address the CGMS Message, complete the following steps:

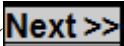
NOTE 1: Click the **CGMS Help** link, located in the top left corner of the CGMS Message Information screen, for more detailed information regarding each of the fields.

NOTE 2: A read-only list of Default addressees is displayed at the top of the screen. This is a list of all of the addressees to whom the official CGMS message will be sent to automatically.

1. Select {additional addressees} from the **Additional Addressees** drop-down menu.

NOTE: Hold down the **CTRL** key while highlighting addressees with the mouse to select more than one additional addressee.

2. Enter a {message} in the **Message Reference (optional)** field, if necessary.

3. Click the **Next** button ()

The Confirm Project Cancellation screen appears, similar to the following figure.


Figure 9-3 Confirm Project Cancellation Screen

9.4 Confirming the Information and Submitting the Change Request

The Confirm Project Cancellation screen allows users to submit the cancellation request for processing.

To submit the cancellation request, complete the following:

1. Confirm the *{project information}* displayed on the screen is correct.

NOTE: If the incorrect project information is being displayed, click the **Back** button () in the Web browser to return to the previous screens to make any {necessary edits}.

2. Click the **Submit Cancel Request** button (**Submit Cancel Request**) to submit the request.

The CANAPS Response screen appears.

9.5 CANAPS Cancellation Response

The CANAPS Response screen confirms the cancellation request has been submitted for processing and informs the user a CGMS message will be generated and sent. A confirmation e-mail message will also be sent to the *{specified addressees}* informing them of the cancellation.

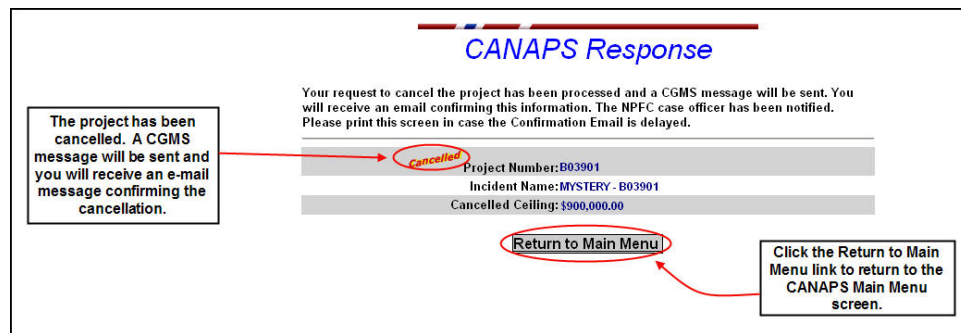


Figure 9-4 CANAPS Cancellation Response Screen

Click the **Return to Main Menu** button (**Return to Main Menu**) to return to the CANAPS Welcome screen to perform another CANAPS function.

9.6 Cancelled Project Confirmation E-mail Message

The CANAPS application creates a confirmation e-mail message once the **Submit Cancel Request** button (**Submit Cancel Request**) is clicked. The subject line of the e-mail contains the *{project number}*, as well as the *{type of CANAPS transaction}* (for example New CANAPS project, Update CANAPS Project, and so forth). The body of the e-mail message also contains the new **Total Approved Ceiling** amount of \$0.00

From: AutoResponseCANAPS@ballston.uscg.mil
Sent: Tuesday, December 08, 2009 4:24 PM
To: McCoy, Malina CTR
Subject: B07053 - Cancel CANAPS Project

CANAPS has processed a PROJECT CANCELLATION REQUEST. Below is all of the information entered by the requestor or calculated by CANAPS. This Email serves as confirmation that the request has been processed. An official Coast Guard Messaging System (CGMS) message will be automatically generated.

If you need to contact someone after business hours (Eastern Time), page the NPFC Case Duty Officer (CDO) at (800)759-7243 PIN#2073906.

Important project information.

The cancellation notification shows the Previous Total Ceiling and the newly Total Approved Ceiling of \$0.00 due to the cancellation.

CANAPS Transaction Type: PROJECT CANCELLATION

Project Number: B07053

Project Cancellation Date: 08 DEC 2009

Incident Date: 08 DEC 2009

Incident Name: MARSH HARBOR MARINA - B07053

Previous CG Cost Ceiling: No Data Entered

Previous OSLTF/CERCLA Ceiling: \$425,000.00

Previous Total Ceiling: \$425,000.00

CG Cost Ceiling Requested: No Data Entered

OSLTF/CERCLA Amount Requested: \$0.00

Total Amount Requested: \$0.00

CG Cost Approved Ceiling: No Data Entered

OSLTF/CERCLA Approved Ceiling: \$0.00

Total Approved Ceiling: \$0.00

Incident Location: MARSH HARBOR MARINA

Incident State: NH

FOSC Unit: Sector Boston

POC/FOSC Name: EDWARD CULLEN

POC/FOSC Email: No Data Entered

POC/FOSC Phone: No Data Entered

POC/FOSC FAX: No Data Entered

Requesting Unit: Sector Boston

Requestor Name: JANE DOE

Requestor Phone: (555)555-5555

Requestor Email Address(es): JANE.M.DOE@somedomain.com

CGMS Reference:

Case Officer Name: Mr. John Doe

Case Officer Phone: (555)867-5309

Case Officer Cell Phone: (555)867-5309

Case Officer FAX: (555)555-5555

Case Officer Email: John.A.Doe@uscg.mil


Figure 9-5 Cancelled Project Confirmation E-mail

9.7 Cancelled Project Confirmation CGMS Message

Figure 9-6 is an example of the CGMS message that CANAPS creates once a project has been cancelled.

NOTE: *The {project number} and the {type of transaction} are contained in the **Subject** line of the CGMS message.*

```
P 060329Z DEC 09
FM COMCOGARD NPFC WASHINGTON DC//CANAPS//
TO COMCOGARD SECTOR BOSTON MA
INFO COGARD NATIONAL RESPONSE CENTER WASHINGTON DC
CCGDONE BOSTON//DR/DRM//
COGARD AST FORT DIX NJ
COGARD FINCEN CHESAPEAKE VA//OG//
COGARD SILC NORFOLK VA//PCB-1//
COMDT COGARD WASHINGTON DC//CG-3R/CG-3RPP//
BT
UNCLAS//N16465//
SUBJ: CANCEL FPN AND CEILING FOR MARSH HARBOR MARINA - B07053
1. FPN B07053 ISSUED FOR THIS RESPONSE IS CANCELLED.
2. AUTHORIZED CEILING IS CHANGED FROM $425,000.00 TO $0.00
3. DATE CASE CANCELLED: 08 DEC 09
4. FOSC CERTIFIES NO FEDERAL FUNDS EXPENDED ON THIS CASE.
5. FOSC POINT OF CONTACT:
  A. NAME: HARRY POTTER.
  B. PHONE: (555)867-5309.
  C. FAX: (555)867-5309.
  D. EMAIL: N/A.
6. THIS MESSAGE WAS AUTOMATICALLY GENERATED BY THE CANAPS SYSTEM.
7. CIMS_EMAIL FPN: B07053 TYPE: CEILING CANCELLATION
8. CANAPS ID 060329Z DEC 09
BT
NNNN
```



The Project Number and type of transaction are contained in the Subject line of the CGMS message.

Figure 9-6 Cancelled Project CGMS Message

10. CHECKING A PROJECT'S CEILING

The **Check ceiling for a project** menu option allows users to check the ceiling for a previously opened project.

To check the ceiling for a project, complete the following steps:

1. Click the **Check ceiling for a project** link (located on the CANAPS Welcome screen).

The Check Project Ceiling screen appears.

Figure 10-1 Check Project Ceiling Screen

2. Enter the {project number whose ceiling you wish to check} in the **Project Number** field, and then click the **Next** button (**Next >>**).

NOTE: A project number must be entered prior to clicking the **Next** button **Next >>**

The Project Information screen appears displaying the project's current ceiling.

Project Information	
Project #:	003901
Incident Name:	MCCLELLY - 003901
Current Ceiling:	9900,000.00
Obligations and Expenditures:	10.00
Vessel/Facility Name:	DOGTOWN
Body of Water:	THE COVE
Incident Date:	2002-11-22
Incident Location:	PACIFIC OCEAN PARK
Case Officer:	MR. PAT RYAN
Incident State:	CALIFORNIA
Source of Spill:	MYSTERY
Vessel Type:	FERRY
Amount Spilled:	1000 GALLONS
Responsible Party:	CRY INDUSTRIES
Type of Product Spilled:	OR

Figure 10-2 Project's Current Ceiling

3. Click the **Return to Main Menu** button (**Return to Main Menu**) to return to the CANAPS Welcome screen to perform another CANAPS function.

11. CHANGING ACCOUNT SETTINGS

Users and administrators have the capability of changing various settings assigned to a CANAPS account, as described in the following sections.

11.1 Changing a User's Default Unit

Users are assigned to a default unit that is used to automatically populate the unit information in the CANAPS wizard when opening a new case. The default unit is managed by the individual user. To change the default unit, a user can access the following form through the **Change Account Settings** link (located on the CANAPS Welcome screen).

To change the default unit, complete the following steps:

1. Click the **Change Account Settings** link (located on the CANAPS Welcome screen).

The Change Unit ID screen appears similar to the following.

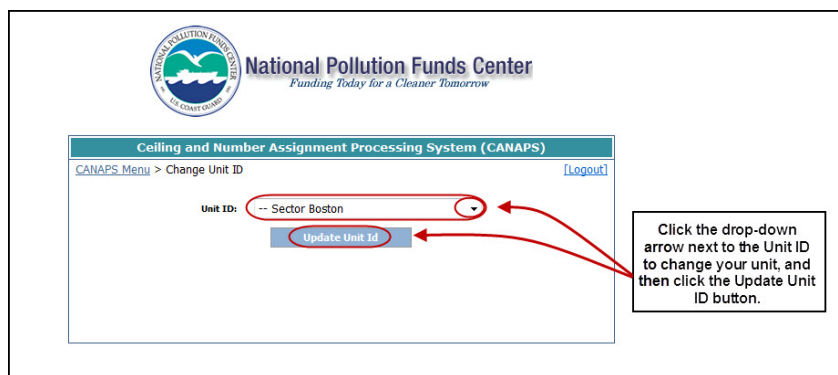



Figure 11-1 Change Unit ID Screen

2. Click the drop-down arrow next to **Unit ID** to select a new {unit ID}, and then click the **Update Unit ID** button ().

The Unit ID is updated.

12. MANAGING CANAPS ADMINISTRATORS

The **User Administration** menu option allows CANAPS administrators to edit user accounts, deactivate accounts, and to export a list of user accounts to Microsoft (MS) Excel.

NOTE: The *User Administration* menu option is only viewable by authorized users.

12.1 Editing a User's Account

To edit a CANAPS user, complete the following steps:

1. Click the **User Administration** link (located on the CANAPS Welcome screen).

The Manage User Accounts screen appears similar to the following figure.

The screenshot shows the 'Manage User Accounts' interface. At the top is the National Pollution Funds Center logo and title. Below is a header bar for 'Ceiling and Number Assignment Processing System (CANAPS)'. The main area contains a search filter section with a 'Show All Districts / Sectors' checkbox, a 'Unit ID' dropdown (set to 'NPFC (NPFCF)'), a 'Status' dropdown (set to 'Active Only'), and an 'Email Address' input field. Below the filters, it shows 'Total Records: 2' and 'Show 10 records'. A table lists the users with columns: Username, District / Sector, Status, Last Login, and action buttons (Admin, Exempt, Review, Delete, Change). The table contains two rows: one for 'user@uscg.mil' in 'Sector Hampton Roads' and another for 'user.b.o'connor@uscg.mil' in 'District 1 - Boston, MA'. At the bottom right is a 'Deactivate Accounts' button.

Username	District / Sector	Status	Last Login	Admin	Exempt	Review	Delete	Change
user@uscg.mil	Sector Hampton Roads	Active	12/29/2010	X		X	X	X
user.b.o'connor@uscg.mil	District 1 - Boston, MA	Active	1/11/2011					

Figure 12-1 Manage User Accounts Screen

2. Click the **Show All Districts/Sectors** checkbox to display users in all districts/sectors or select a {unit} from the **Unit ID** drop-down menu.

NOTE 1: If the *Show All Districts/Sectors* checkbox is selected, the **Unit ID** field becomes read-only.

NOTE 2: **Unit ID** defaults to your current unit.

3. If necessary, select a {status} from the **Status** drop-down menu.

NOTE: **Status** defaults to *All*.


4. If necessary, enter the {e-mail address} of the CANAPS administrator you wish to edit.

NOTE: The e-mail address does not have to be complete. For example, if @uscg.mil is entered, all users (within the selected search criteria) with an e-mail address ending in @uscg.mil will be displayed.

- Once finished selecting/entering all search criteria, click the **Apply Filter** button

().

All relevant search results are displayed.

- Click the notepad icon () next to the {user} you wish to edit, as shown in the following figure.

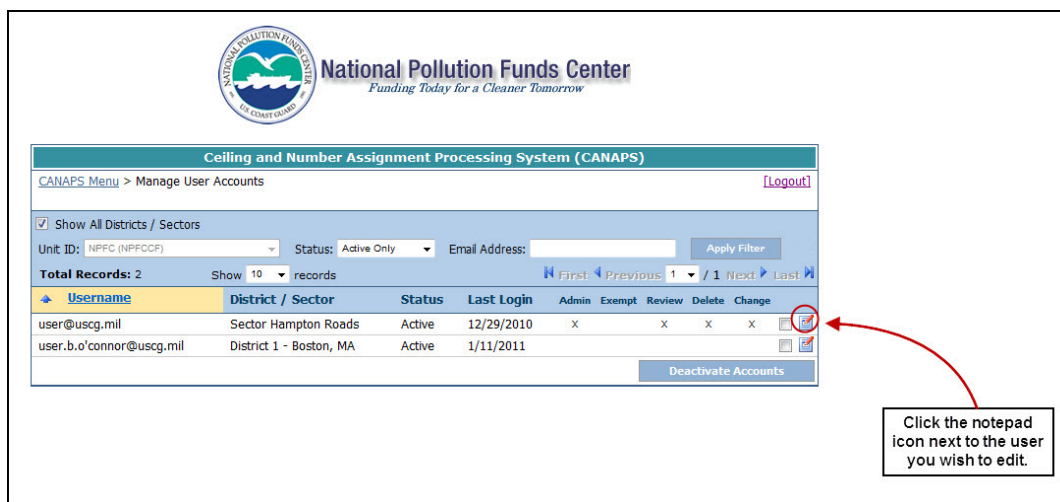


Figure 12-2 Edit User

The Edit User Account screen appears similar to the following figure.

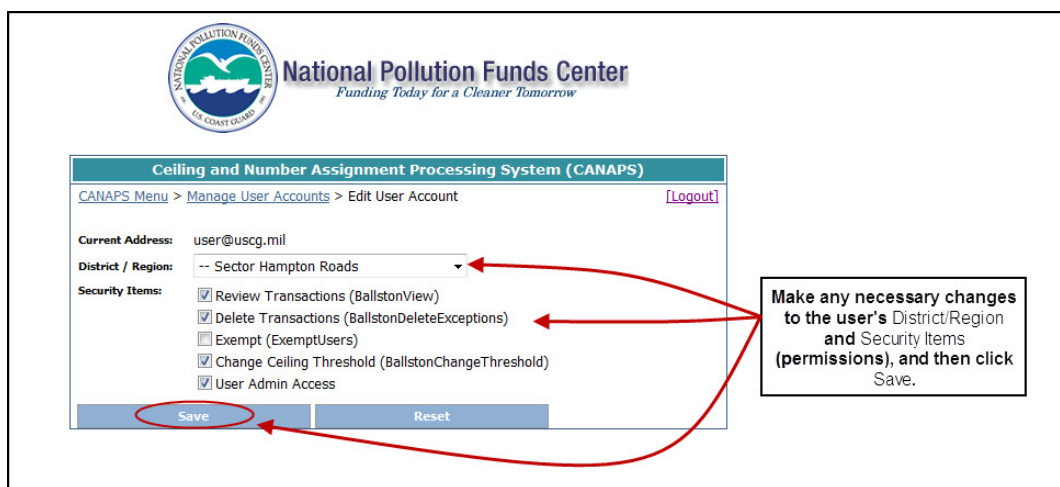


Figure 12-3 Edit User Account Screen

NOTE: The user's e-mail address appears read-only and cannot be edited by an administrator.

- If necessary, update the user's current {district/region} by selecting a new {district/region} from the **District/Region** drop-down menu.
- If necessary, update the user's permissions by selecting or de-selecting checkboxes under **Security Items**.

9. Once all changes have been made, click the **Save** button.

A screen appears indicating all changes have been updated successfully.

10. Click the **User Management** link to return to the Manage User Accounts screen or click the **CANAPS Menu** link to return to the Main Menu screen.

12.2 Deactivating a User's Account

If a user leaves his current position and no longer has a valid **@uscg.mil** or **@epa.gov** e-mail address, then the user's CANAPS account should be deactivated.

To deactivate a user's account, complete the following steps:

1. Click the **User Administration** link (located on the CANAPS Welcome screen).

The Manage User Accounts screen appears.

2. Select and/or enter all necessary search criteria (**Unit ID**, **Status**, and **Email Address**), and then click the **Apply Filter** button.

All relevant search results are displayed.

3. Select the checkbox next to the {user account(s)} you wish to deactivate, as shown in the following figure, and then click the **Deactivate Accounts** button.

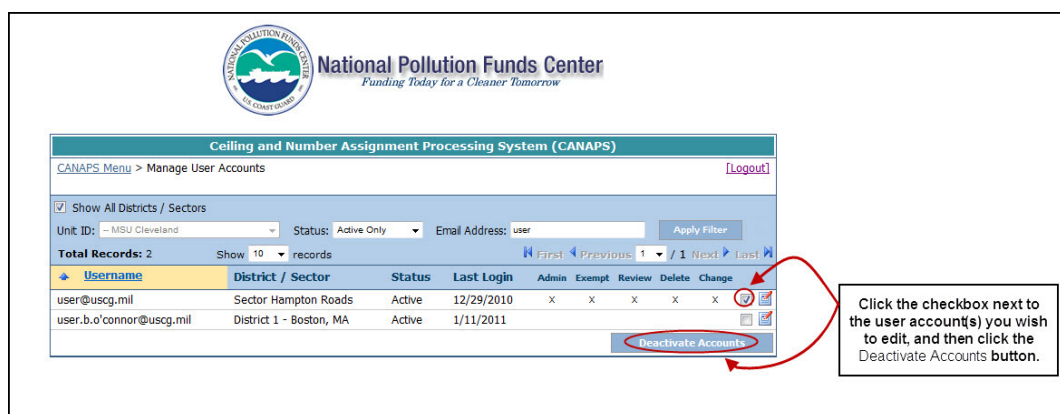


Figure 12-4 Deactivate Accounts Button

*The user's status changes from **Active** to **Inactive**.*

NOTE 1: If a user's account is deactivated by mistake, select the checkbox next to the {user account(s)} you wish to reactivate, and then click the **Reactivate Accounts** button. The **Reactivate Accounts** button only appears for user accounts with a status of **Inactive**.

NOTE 2: If a user's account is deactivated and the user still has a valid **@uscg.mil** or **@epa.gov** e-mail address, then the user may reactivate his own account by entering CANAPS via the **USCG CAC Access** entry point. If entering via the **USCG Login Access** or **EPA Users** entry points, a user may need to have his account unlocked prior to being able to login with his e-mail address and password.

13. CANAPS BALLSTON UTILITIES FUNCTIONS

The **CANAPS Ballston Utilities** menu option allows authorized users to perform the following functions:

- [Change the ceiling thresholds for all fund types](#)
- [Review CANAPS transactions that have occurred within the last 14 days](#)
- [Review CANAPS transactions that were not processed by the PA interface.](#)

NOTE: The **Ballston Utilities** menu option is only viewable by authorized users.

To access the CANAPS Ballston Utilities functions, complete the following steps:

1. From the CANAPS Welcome screen, click the **Ballston Utilities** link, as shown in the following figure.

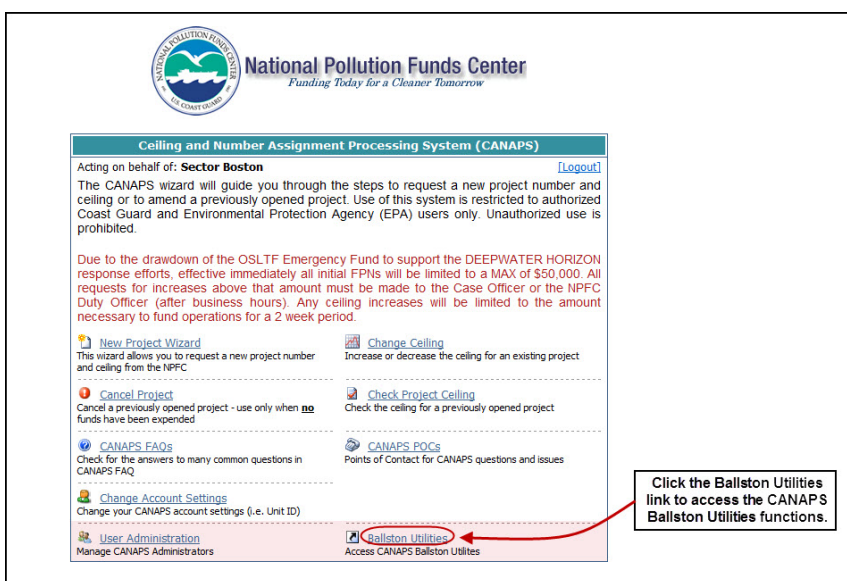


Figure 13-1 Ballston Utilities Menu Option

The Welcome to the Ceiling and Number Assignment Processing System (CANAPS) screen appears similar to the following figure.

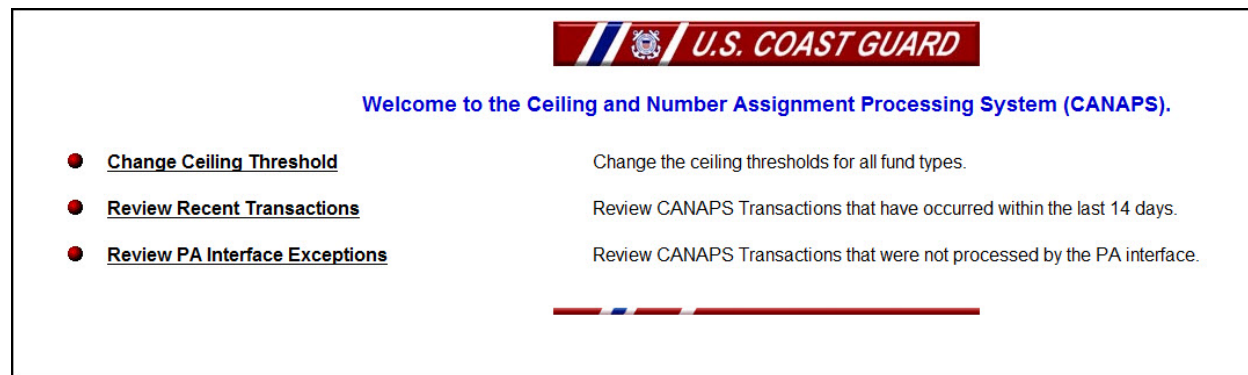


Figure 13-2 Welcome to the Ceiling and Number Assignment Processing System (CANAPS) Screen

13.1 Change Ceiling Threshold

The **Change Ceiling Threshold** menu option allows authorized users to change the ceiling thresholds for all fund types and to view the history of threshold changes.

To change ceiling thresholds, complete the following steps:

NOTE 1: Only users with the **Change Ceiling Threshold** permissions have the ability to change a ceiling's threshold.

NOTE 2: Users with the **Exempt** permissions are exempt from all ceiling threshold rules.

1. Click the **Change Ceiling Threshold** link.

The Change Thresholds screen appears similar to the following figure.

The screenshot shows a web application titled "Change Thresholds". It contains a table with the following data:

Fund	Agency	Effective Date	Current Amount	New Amount
CERCLA	CG	8/27/2010 2:31:36 AM	\$249,998.00	249998.0000
OSLTF	CG	8/27/2010 2:31:36 AM	\$5,000.00	5000.0000
OSLTF	EPA	8/27/2010 2:31:36 AM	\$50,000.00	50000.0000

Below the table are three buttons: "Return to Main Menu", "Save Threshold", and "View History". The "Save Threshold" and "View History" buttons are circled in red. A red arrow points from the "View History" button to a text box on the right. The text box contains the following instructions:

Enter a new threshold amount in the New Amount field for the fund you wish to update, and then click the Save Threshold button. Click the View History button to view the threshold change history.

Figure 13-3 Change Thresholds Screen

2. Enter a new {threshold amount} into the **New Amount** field next to the {fund} you wish to update, and then click the **Save Threshold** button (**Save Threshold**).

The new threshold amount is saved.

To view the threshold history, complete the following steps:

1. From the Change Thresholds screen, click the **View History** button (**View History**).

The Threshold Change History screen appears displaying a list of all threshold changes.

2. Click the **Return to Main Menu** button (**Return to Main Menu**) once you have completed reviewing the threshold history.

13.2 Review Recent Transactions

The **Review Recent Transactions** menu option allows users to review transactions that have occurred within the last 14 days.

To review recent transactions, complete the following steps:

NOTE: Only users with the **Review Transactions** permissions have the ability to review recent transactions.

1. Click the **Review Recent Transactions** link.

The Transactions Within the Last 14 Days screen appears similar to the following figure.

Transaction Date	Project Number	Requesting Unit	Incident Name	Old Ceiling	Approved Ceiling	Requested Ceiling	Trans Type
9/14/2010 10:48:48 AM	B10025	National Pollution Funds Center	Mystery - B10025	\$55,000.00	\$0.00	\$0.00	CNCL
9/14/2010 10:42:35 AM	B10025	National Pollution Funds Center	Mystery - B10025		\$50,000.00	\$50,000.00	CRTE
9/14/2010 10:43:29 AM	B10025	National Pollution Funds Center	Mystery - B10025	\$50,000.00	\$55,000.00	\$55,000.00	UPDT
9/14/2010 10:34:48 AM	C10083	District 1 - Boston, MA	Mystery - C10083	\$1,599.00	\$0.00	\$0.00	CNCL
9/14/2010 10:13:42 AM	C10083	District 1 - Boston, MA	Mystery - C10083		\$1,234.00	\$1,234.00	CRTE
9/14/2010 10:14:53 AM	C10083	District 1 - Boston, MA	Mystery - C10083	\$1,234.00	\$1,255.00	\$1,255.00	UPDT
9/14/2010 10:17:15 AM	C10083	District 1 - Boston, MA	Mystery - C10083	\$1,255.00	\$1,299.00	\$1,299.00	UPDT

To view additional details for a transaction, click the Project Number link next to the Transaction Date you wish to view.

Return to Main Menu

Figure 13-4 Transactions Within the Last 14 Days Screen

2. To view additional information for a specific transaction, click the **Project Number** link next to the {transaction date} you wish to view.

The Project Details screen appears similar to the following figure.

Project Details	
Project Information	
Project Number	B10025
Project Date	14 Sep 2010
Accounting String	2/VIS/172/95/0/B10025/70100000
Document Control Number	DD1024/0418/YYY
Obligations and Expenditures Total	\$0.00
Transaction Information	
Transaction Date/Time	14 Sep 2010
Transaction Type	LPOD
Amount Requested	\$55,000.00
Approved Ceiling	\$55,000.00
Requesting Unit	National Pollution Funds Center
Requester Name	MALINA MCCOY
Requester Phone	304261512
Requester Email Address(es)	MALINA.MCCOY@USCG.MIL
CGMS Message Reference	TEST
FOSC/POC Name	TEST
FOSC/POC Email	No Data Available
FOSC/POC Phone	No Data Available
FOSC/POC Fax	No Data Available
Incident Information	
Incident Name	Mystery - B10025
Incident Date	14 Sep 2010
Incident Location	HERE
Incident State	MA
Action Commence Date	14 Sep 2010
Body of Water	OCEAN
Source of Spill	Mystery
Vessel/Facility Name	No Data Available
Vessel Type	No Data Available
VIN	No Data Available
Responsible Party	No Data Available
Type of Product	Oil
Amount Spilled	No Data Available
Unit of Measure	No Data Available
NRC Incident Number	No Data Available
Substantial Threat Indicator	N
Potential Amount Spilled	No Data Available
Potential Unit of Measure	No Data Available
Description of Substantial Threat	No Data Available
Related CERCLA Project	Y
NRC Incident Number	No Data Available
MISLE Case/Activity Number	No Data Available
Comment	TEST
FOSC Unit	Sector Boston
Case Officer	
Case Officer Name	Mr. Pat Ryan
Case Officer Email	Patrick.E.Ryan@uscg.mil
Case Officer Phone	2024306732
Case Officer Fax	2024306696

Return to Main Menu

Figure 13-5 Project Details Screen

NOTE: All fields on the Project Details screen are read-only.

- Once finished reviewing the information, click the **Return to Main Menu** button

(**Return to Main Menu**).

13.3 Review PA Interface Exceptions

The **Review PA Interface Exceptions** menu option allows authorized users to review CANAPS transactions that were not processed by the PA interface and to delete transactions when necessary.

To review unprocessed transactions, complete the following steps:

- Click the **Review PA Interface Exceptions** link.

The Review PA Interface Exceptions screen appears similar to the following figure.

Review PA Interface Exceptions									
Transaction Date	Project Number	Requesting Unit	Incident Name	Old Ceiling	Approved Ceiling	Requested Ceiling	Exception Code	Explanation	
6/8/2010 3:55:14 PM	N06008	MSU Port Arthur DBL 152 - N06008		\$301,655.00	\$75,000.00	\$75,000.00 308		NEMIS-308: EXISTING EXPENDITURES AND OBLIGATIONS GREATER THAN NEW CEILING AMOUNT	Delete
6/8/2010 3:55:14 PM	N06008	MSU Port Arthur DBL 152 - N06008		\$301,655.00	\$75,000.00	\$75,000.00 308		NEMIS-308: EXISTING EXPENDITURES AND OBLIGATIONS GREATER THAN NEW CEILING AMOUNT	Delete
6/8/2010 3:55:14 PM	N06008	MSU Port Arthur DBL 152 - N06008		\$301,655.00	\$75,000.00	\$75,000.00 308		NEMIS-308: Blah, Blah, Blah	Delete
6/8/2010 3:55:14 PM	N06008	MSU Port Arthur DBL 152 - N06008		\$301,655.00	\$75,000.00	\$75,000.00 308		NEMIS-308: Blah, Blah, Blah NEW CEILING AMOUNT	Delete
6/8/2010 2:10:39 PM	N10036	MSU Morgan City	DEEPWATER HORIZON - N10036	\$150,000,000.00	\$150,000,000.00	\$150,000,000.00 308		NEMIS-308: EXISTING EXPENDITURES AND OBLIGATIONS GREATER THAN NEW CEILING AMOUNT	Delete

To view additional details for an exception, click the Project Number link next to the Transaction Date you wish to view.

[Return to Main Menu](#)

To delete an exception, click the Delete button next to exception you wish to delete.

Figure 13-6 Review PA Interface Exceptions Screen

- To view additional information for a specific exception, click the **Project Number** link next to the {transaction date} you wish to view.

The Project Details screen appears.

NOTE: All fields on the Project Details screen are read-only.

- Once finished reviewing the information, click the **Return to Main Menu** button ([Return to Main Menu](#)).

To delete an exception, complete the following steps:

NOTE: Only users with the **Review Transactions** and **Delete Transactions** permissions have the ability to delete an exception.

- From the Review PA Interface Exceptions screen, click the **Delete** button next to the {transaction} you wish to delete.

The transaction is deleted.

- Once finished, click the **Return to Main Menu** button ([Return to Main Menu](#)).