

FOR OFFICIAL USE ONLY

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



CANAPS User Guide

Version 5.0

October 11, 2012

Table of Contents

1.	INTRODUCTION.....	1
1.1	Contact Us.....	1
2.	ACCESSING CANAPS.....	2
3.	CREATING USER ACCOUNTS.....	3
3.1	CANAPS Account for USCG Users Not Logged Into the Network and/or EPA Users.....	3
3.2	USCG CAC Access.....	4
4.	LOGGING ONTO CANAPS.....	5
4.1	Logon as a USCG User.....	5
4.2	Logon as an EPA User.....	5
4.3	Logon with USCG CAC Access.....	6
4.4	Resetting a CANAPS Account Password.....	7
4.5	Locked Accounts in CANAPS.....	9
4.6	Disabled Accounts in CANAPS.....	10
5.	THE CANAPS WELCOME SCREEN.....	11
6.	CANAPS FAQs.....	12
7.	ENTERING A NEW PROJECT.....	14
7.1	FOSC/POC Information (Step 1 of 5) Screen.....	14
7.2	Incident Information (Step 2 of 5) Screen.....	16
7.3	Spill Information (Step 3 of 5) Screen.....	18
7.4	FOSC Response Information (Step 4 of 5) Screen.....	20
7.5	CGMS Message Information (Step 5 of 5) Screen.....	21
7.6	New Project Confirmation E-mail Message.....	23
7.7	New Project CGMS Message.....	24
8.	HOW TO CHANGE A PROJECT CEILING.....	25
8.1	Entering the Project Number.....	25
8.2	Entering a New Ceiling Amount.....	26
8.3	Addressing the CGMS Message.....	28
8.4	Confirming the Information and Submitting the Change Request.....	29
8.5	CANAPS Response.....	30
8.6	Amended Project Confirmation E-mail Message.....	31
8.7	Amended Project Confirmation CGMS Message.....	32
9.	HOW TO CANCEL A PROJECT.....	33
9.1	Entering the Project Number.....	33
9.2	Enter Requestor Information.....	34
9.3	Addressing the CGMS Message.....	35
9.4	Confirming the Information and Submitting the Change Request.....	36
9.5	CANAPS Cancellation Response.....	36
9.6	Cancelled Project Confirmation E-mail Message.....	36
9.7	Cancelled Project Confirmation CGMS Message.....	38
10.	CHECKING A PROJECT’S CEILING.....	39
11.	CHANGING ACCOUNT SETTINGS.....	40
11.1	Changing a User’s Default Unit.....	40

12.	MANAGING CANAPS ADMINISTRATORS	41
12.1	Editing a User’s Account	41
12.2	Deactivating a User’s Account	43
13.	CANAPS BALLSTON UTILITIES FUNCTIONS	44
13.1	Change Ceiling Threshold	45
13.2	Review Recent Transactions.....	46
13.3	Review PA Interface Exceptions	47

List of Figures

Figure 2-1	CANAPS Entry Point Screen.....	2
Figure 3-1	Create New Account Link.....	3
Figure 3-2	CANAPS Account Creation Request Screen.....	3
Figure 3-3	Account Creation E-mail Message.....	4
Figure 4-1	Forgot Your Password? Link	7
Figure 4-2	CANAPS Password Change Request Screen.....	7
Figure 4-3	CANAPS Account Request Confirmation Screen	8
Figure 4-4	Click Here Link.....	9
Figure 5-1	CANAPS Welcome Screen.....	11
Figure 7-1	New Project Wizard Link.....	14
Figure 7-2	FOSC/POC Information (Step 1 of 5) Screen.....	15
Figure 7-3	Incident Information (Step 2 of 5) Screen.....	16
Figure 7-4	Spill Information (Step 3 of 5) Screen	18
Figure 7-5	FOSC Response Information (Step 4 of 5) Screen	20
Figure 7-6	Confirm Requested Amount Screen.....	21
Figure 7-7	Confirm Information Screen	22
Figure 7-8	CANAPS Response Screen.....	22
Figure 7-9	New Project Confirmation Email.....	23
Figure 7-10	New Project CGMS Message.....	24
Figure 8-1	Change a Project’s Ceiling Screen.....	25
Figure 8-2	Project Information Screen	26
Figure 8-3	CGMS Message Information Screen	28
Figure 8-4	Confirm Project Change Information Screen.....	29
Figure 8-5	Newly Approved Project Ceiling Amount.....	30
Figure 8-6	Amended Project Confirmation E-mail Message	31

Figure 8-7 Amended Project CGMS Message.....32

Figure 9-1 Cancel Project Screen33

Figure 9-2 Help Link34

Figure 9-3 Confirm Project Cancellation Screen.....35

Figure 9-4 CANAPS Cancellation Response Screen.....36

Figure 9-5 Cancelled Project Confirmation E-mail37

Figure 9-6 Cancelled Project CGMS Message38

Figure 10-1 Check Project Ceiling Screen.....39

Figure 10-2 Project’s Current Ceiling.....39

Figure 11-1 Change Unit ID Screen40

Figure 12-1 Manage User Accounts Screen41

Figure 12-2 Edit User.....42

Figure 12-3 Edit User Account Screen42

Figure 12-4 Deactivate Accounts Button.....43

Figure 13-1 Ballston Utilities Menu Option44

Figure 13-2 Welcome to the Ceiling and Number Assignment Processing System (CANAPS) Screen.....44

Figure 13-3 Change Thresholds Screen.....45

Figure 13-4 Transactions Within the Last 14 Days Screen46

Figure 13-5 Project Details Screen47

Figure 13-6 Review PA Interface Exceptions Screen.....48

List of Tables

Table 6-1 CANAPS FAQs.....12

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.

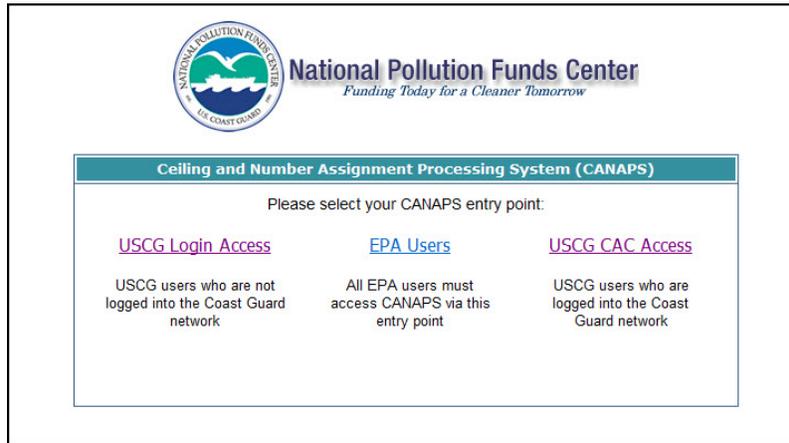


Figure 2-1 CANAPS Entry Point Screen

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.

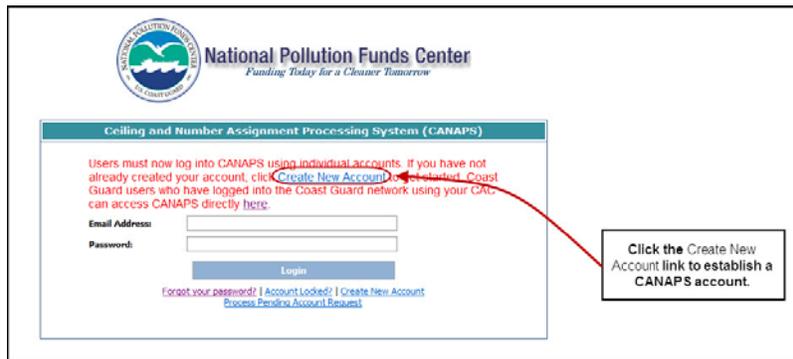


Figure 3-1 Create New Account Link

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

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

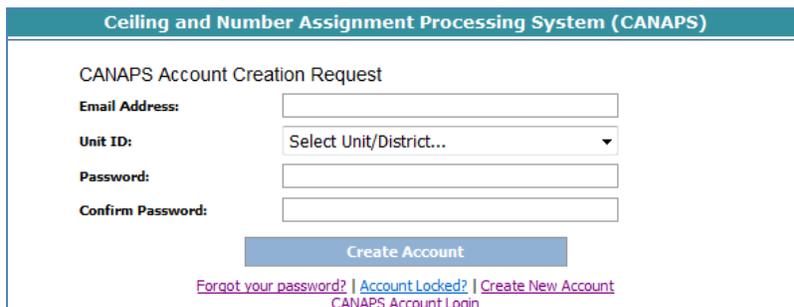


Figure 3-2 CANAPS Account Creation Request Screen

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

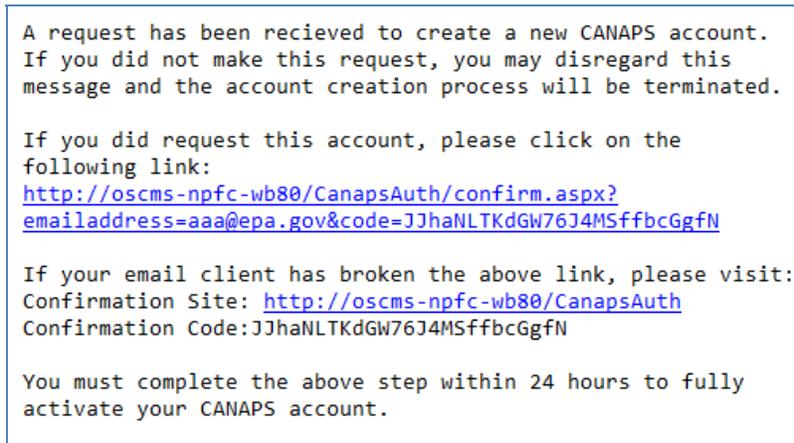
NOTE: *USCG users must enter a valid USCG e-mail address and EPA users must enter a valid EPA e-mail address.*

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.

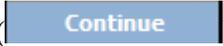
The CANAPS Entry Point screen appears.

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.

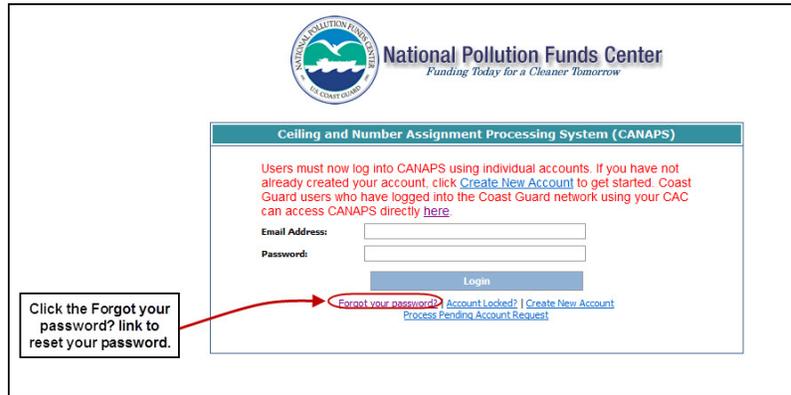


Figure 4-1 Forgot Your Password? Link

The CANAPS Password Change Request screen appears.

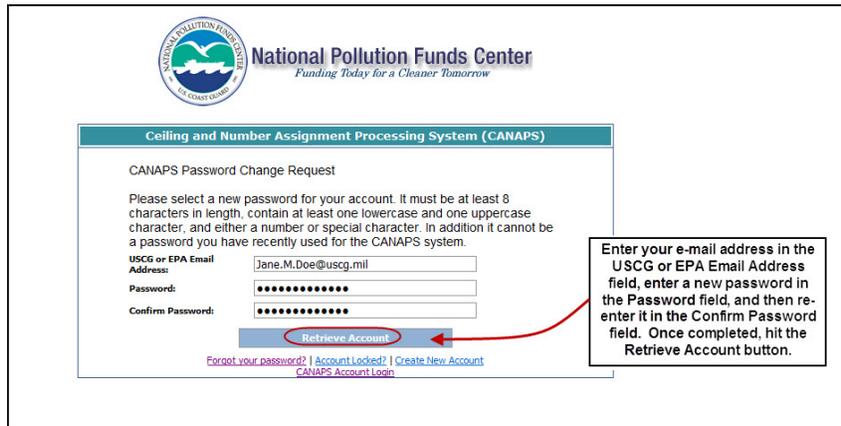


Figure 4-2 CANAPS Password Change Request Screen

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. The password cannot be a recently used password either.

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.

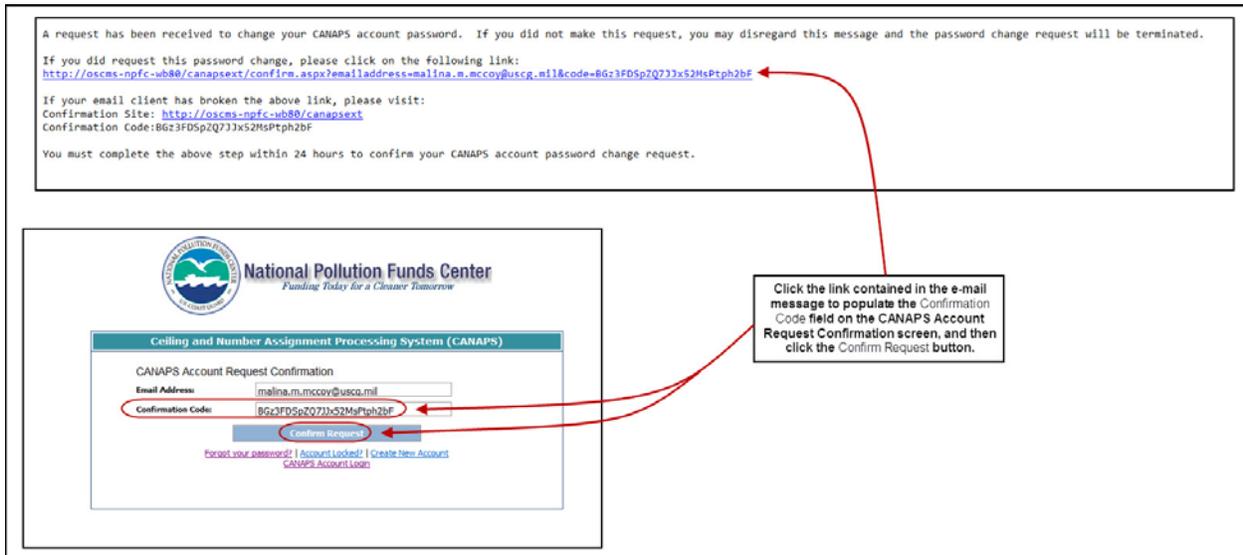


Figure 4-3 CANAPS Account Request Confirmation Screen

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.

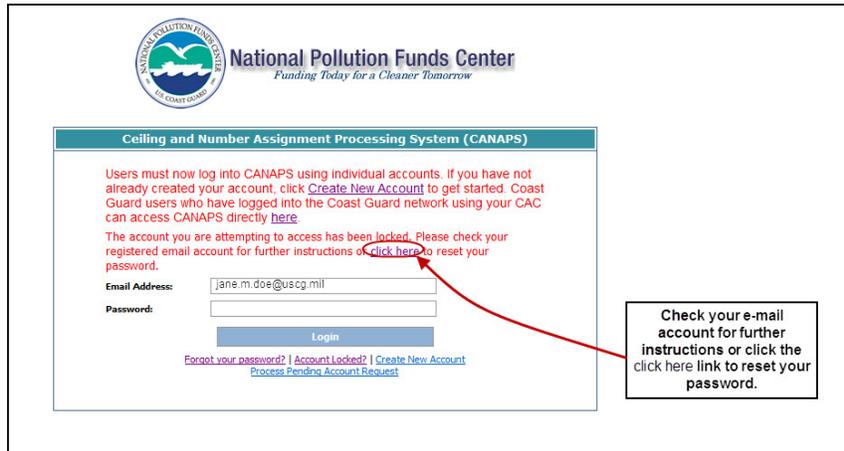


Figure 4-4 Click Here Link

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. The password cannot be a recently used password either.

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.

FOR OFFICIAL USE ONLY

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).

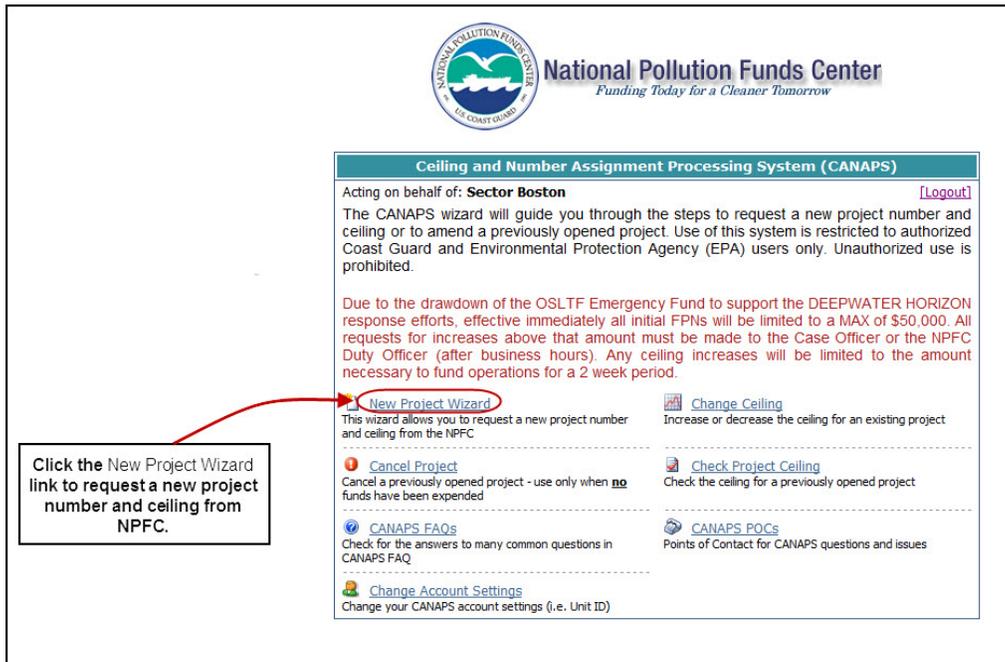


Figure 7-1 New Project Wizard Link

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.

FOSC/POC Information (Step 1 of 5)

* Indicates a Required Field.

FOSC Unit *

POC/FOSC Name *

POC/FOSC Phone Number

POC/FOSC Fax Number

POC/FOSC Email

Requestor's Name *

Requestor's Phone *

Confirmation Email Address(es) *

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

Click the **Step 1 Help** link for useful tips on completing the FOSC/POC Information screen.

Once all required fields have been completed, click the Next button to proceed to the Next screen. An asterisk (*) 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/Rank_First Name_Last Name_Suffix} (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/Rank_First Name_Last Name_Suffix} (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.

FOR OFFICIAL USE ONLY

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.

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 (**Next >>**).

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

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

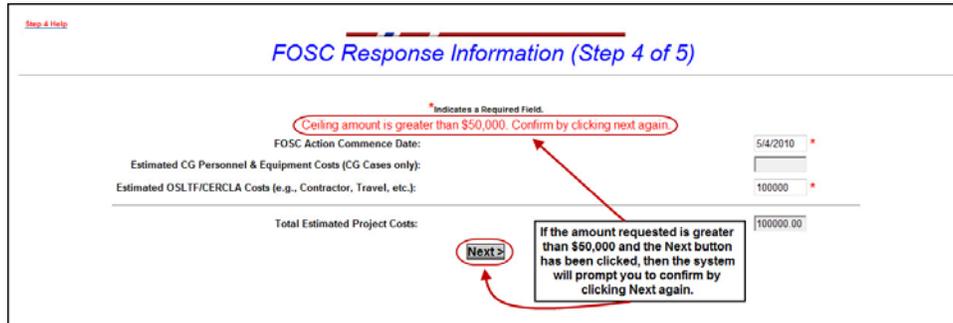


Figure 7-6 Confirm Requested Amount Screen

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 (**Next >>**).

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:	BALRJA.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

4. 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:	2H/SZ/101/95/0/B03901/33285/XXXX
DCN:	DD.03/24/3HXA/YYY
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

5. 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.

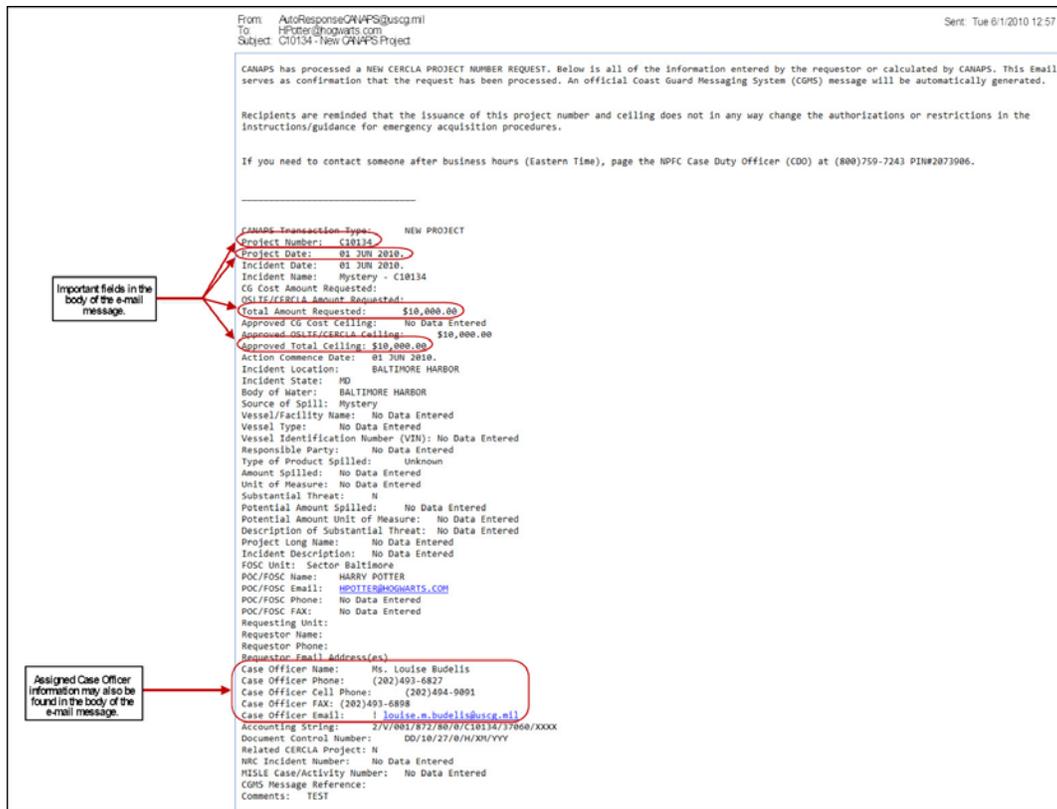


Figure 7-9 New Project Confirmation Email

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.

```

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. FO SC 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. FO SC 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. FO SC 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/101195/0/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, FO SC 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

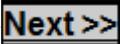
To enter the Project Number, complete the following steps:

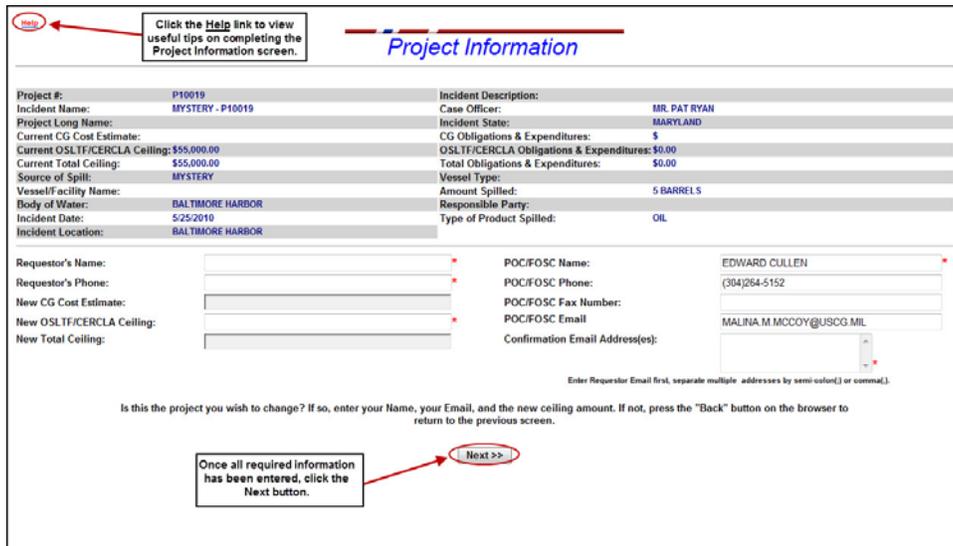
1. Click the **Change a project ceiling** link (located on the CANAPS Welcome screen).

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.



Project Information

Project #: P10019 Incident Description: MR. PAT RYAN
 Incident Name: MYSTERY - P10019 Case Officer: MR. PAT RYAN
 Project Long Name: Incident State: MARYLAND
 Current CG Cost Estimate: CG Obligations & Expenditures: \$
 Current OSLF/CERCLA Ceiling: \$55,000.00 OSLF/CERCLA Obligations & Expenditures: \$0.00
 Current Total Ceiling: \$55,000.00 Total Obligations & Expenditures: \$0.00
 Source of Spill: MYSTERY Vessel Type:
 Vessel/Facility Name: Amount Spilled: 5 BARRELS
 Body of Water: BALTIMORE HARBOR Responsible Party:
 Incident Date: 5/25/2010 Type of Product Spilled: OIL
 Incident Location: BALTIMORE HARBOR

Requestor's Name: POC/FOSC Name: EDWARD CULLEN
 Requestor's Phone: POC/FOSC Phone: (304)264-5152
 New CG Cost Estimate: POC/FOSC Fax Number:
 New OSLF/CERCLA Ceiling: POC/FOSC Email: MALINA.M.MCCOY@USCG.MIL
 New Total Ceiling: Confirmation Email Address(es):

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

Is this the project you wish to change? If so, enter your Name, your Email, and the new ceiling amount. If not, press the "Back" button on the browser to return to the previous screen.

Once all required information has been entered, click the Next button.

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.

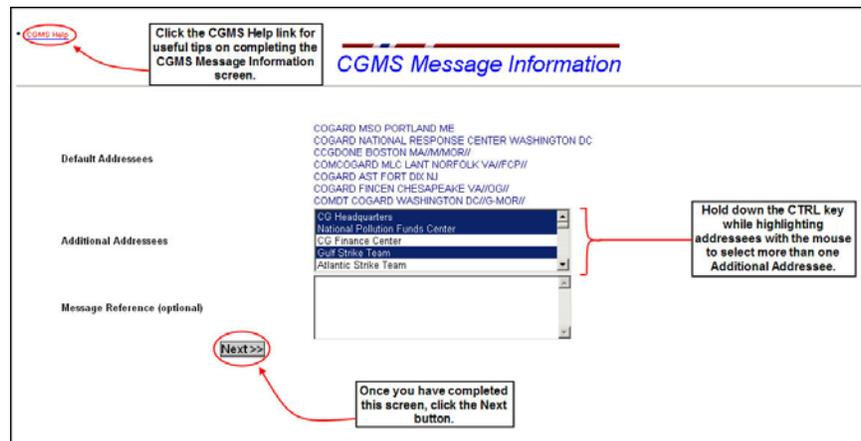


Figure 8-3 CGMS Message Information Screen

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 OSLTFCERCLA 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}*.

CANAPS Response

Please print this screen in case the Confirmation Email is delayed.

Project #:	003901	Case Officer:	MICHAEL RYAN
Incident Name:	MSCEERY-003901	Incident State:	CALIFORNIA
Current Ceiling:	\$100,000.00	Old Ceiling:	\$900,000.00
Amount Requested:	\$100,000.00	Vessel Type:	FERRY
Obligations and Expenditures:	10.00	Amount Spilled:	1000 GALLONS
Vessel Facility Name:	DOSCOON	Incident Date:	2002-11-22
Body of Water:	THE COVE	Responsible Party:	CRYBEUSTRAL
Incident Location:	PACIFIC OCEAN PARK	Type of Product Spilled:	OIL

Annotations in the screenshot:
 - A box labeled "New project ceiling." has an arrow pointing to the "Current Ceiling" field.
 - A box labeled "Click the Return to Main Menu link to return to the CANAPS Main Menu screen." has an arrow pointing to the "Return to Main Menu" button.

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.

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.

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 OSLTF/CERCLA Ceiling:	\$500,000.00
Previous Total Ceiling:	\$500,000.00
CG Cost Ceiling Requested:	No Data Entered
OSLTF/CERCLA Amount Requested:	\$425,000.00
Total Amount Requested:	\$425,000.00
Approved CG Cost Ceiling:	No Data Entered
Approved OSLTF/CERCLA Ceiling:	\$425,000.00
Approved Total Ceiling:	\$425,000.00
CG Cost Obligations/Expenditures:	No Data Entered
OSLTF/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

Important project information.

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.

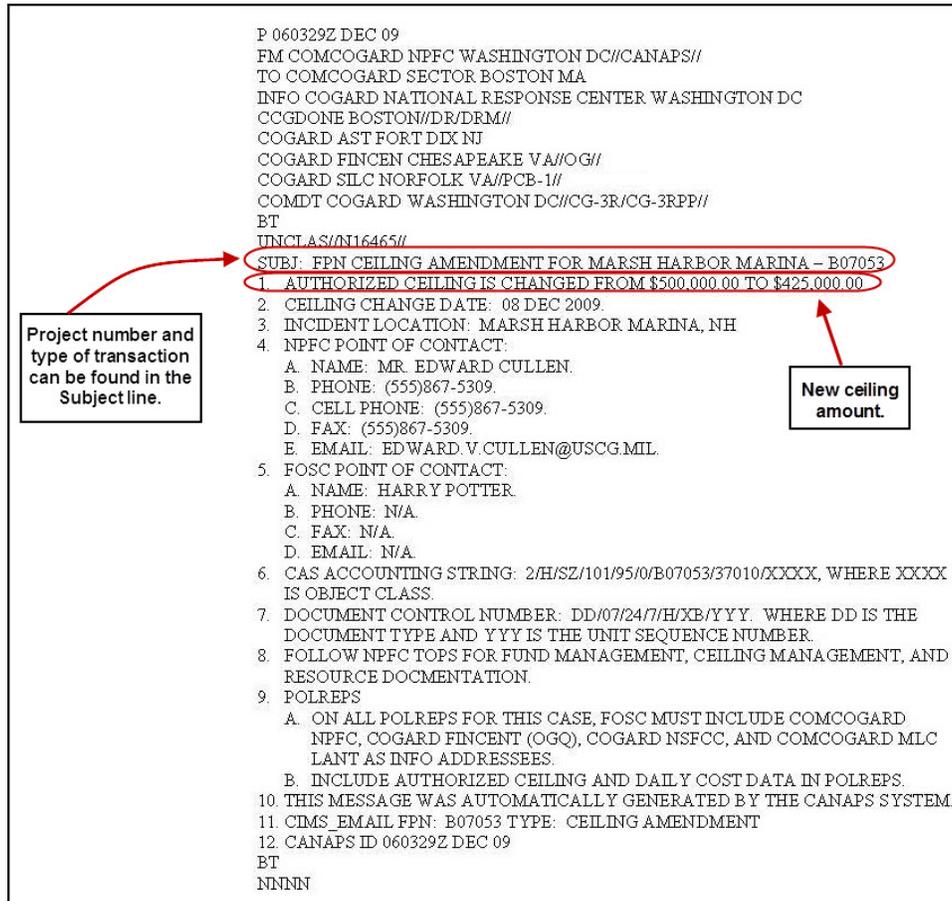


Figure 8-7 Amended Project CGMS Message

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.

The screenshot shows the 'Cancel Project' screen. At the top is the logo for the National Pollution Funds Center, U.S. Coast Guard. Below the logo is the title 'Cancel Project' in blue. A horizontal line separates the title from the main content. The main content starts with the text 'Please enter the Project Number whose ceiling you wish to cancel.' Below this is a text input field with the label 'Project Number:' to its left. To the right of the input field is a button labeled 'Next >>'. Below the input field and button is a note: 'Note: Only projects for which no funds have been expended may be cancelled.' To the right of the 'Next >>' button is a callout box with a black border containing the text 'Enter the project number of the project to be cancelled, and then click Next.' Red circles highlight the 'Project Number:' label and the 'Next >>' button. Red arrows point from the callout box to these two elements.

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 >>**).

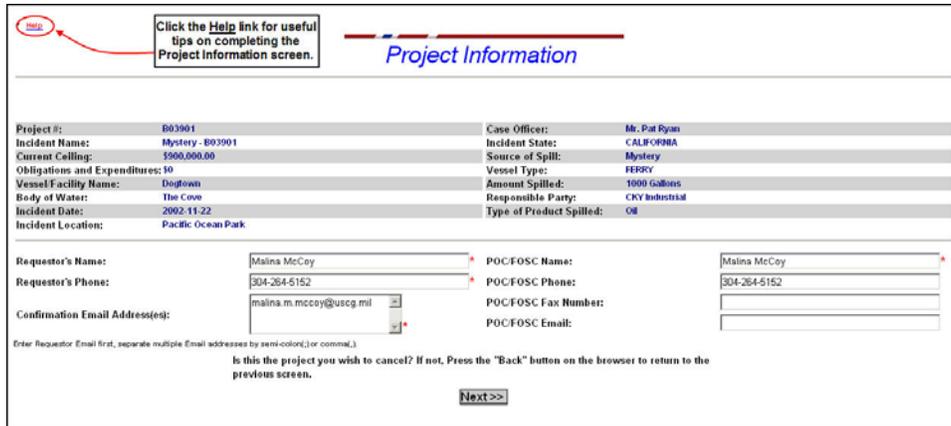
NOTE: A project number must be entered prior to clicking the **Next** button (**Next >>**).

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	Case Officer:	Mr. Pat Ryan
Incident Name:	Mystery - B03901	Incident State:	CALIFORNIA
Current Ceiling:	\$900,000.00	Source of Spill:	Mystery
Obligations and Expenditures:	10	Vessel Type:	FERRY
Vessel/Facility Name:	Disposal	Amount Spilled:	1000 Gallons
Body of Water:	The Cove	Responsible Party:	CRV Industrial
Incident Date:	2002-11-22	Type of Product Spilled:	Oil
Incident Location:	Pacific Ocean Park		

Requestor's Name:	Malina McCoy	POC/FOSC Name:	Malina McCoy
Requestor's Phone:	304-264-5152	POC/FOSC Phone:	304-264-5152
Confirmation Email Address(es):	malina.m.mccoy@uscg.mil	POC/FOSC Fax Number:	
		POC/FOSC Email:	

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.

Next >>

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.

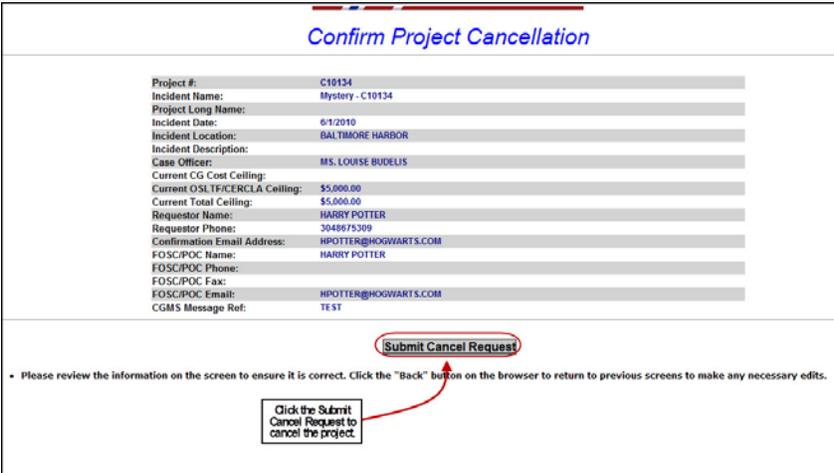
1. Select {additional addressees} from the **Additional Addressees** drop-down menu.

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.



Confirm Project Cancellation	
Project #:	C10134
Incident Name:	Mystery - C10134
Project Long Name:	
Incident Date:	6/1/2010
Incident Location:	BALTIMORE HARBOR
Incident Description:	
Case Officer:	MS. LOUISE BUDELIS
Current CG Cost Ceiling:	
Current OSLTF/CERCLA Ceiling:	\$5,000.00
Current Total Ceiling:	\$5,000.00
Requestor Name:	HARRY POTTER
Requestor Phone:	3048975309
Confirmation Email Address:	HPOTTER@HOGWARTS.COM
FOSC/POC Name:	HARRY POTTER
FOSC/POC Phone:	
FOSC/POC Fax:	
FOSC/POC Email:	HPOTTER@HOGWARTS.COM
CGMS Message Ref:	TEST

Submit Cancel Request

Click the Submit Cancel Request to cancel the project.

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.

Figure 9-3 Confirm Project Cancellation Screen

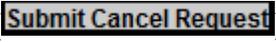
9.4 Confirming the Information and Submitting the Change Request

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 () 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.

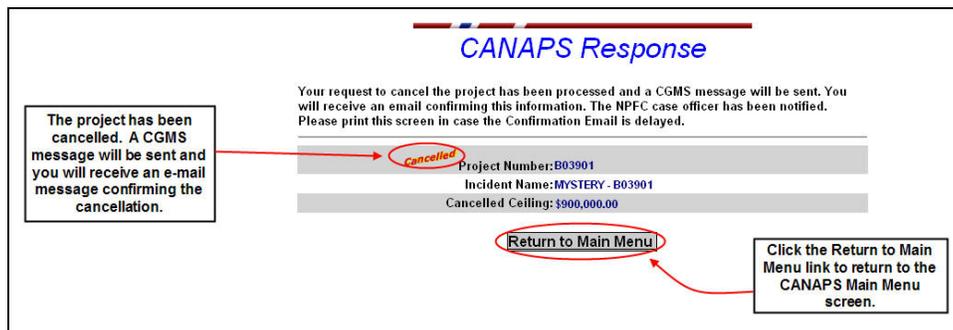
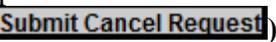


Figure 9-4 CANAPS Cancellation Response Screen

Click the **Return to Main Menu** button () 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 () 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

FOR OFFICIAL USE ONLY

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

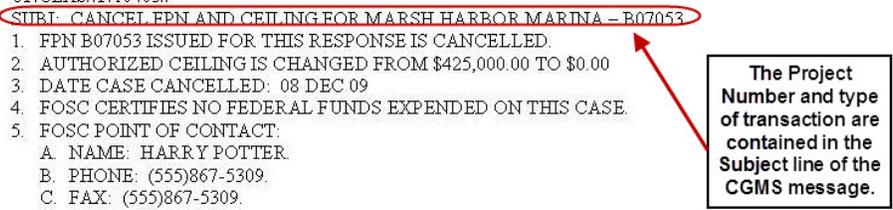
Figure 9-5 Cancelled Project Confirmation E-mail

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.

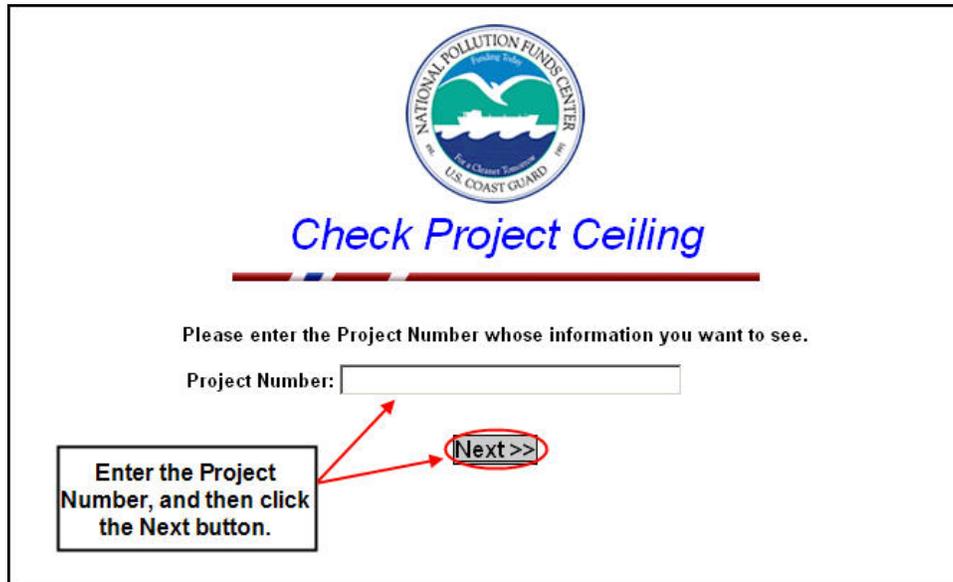
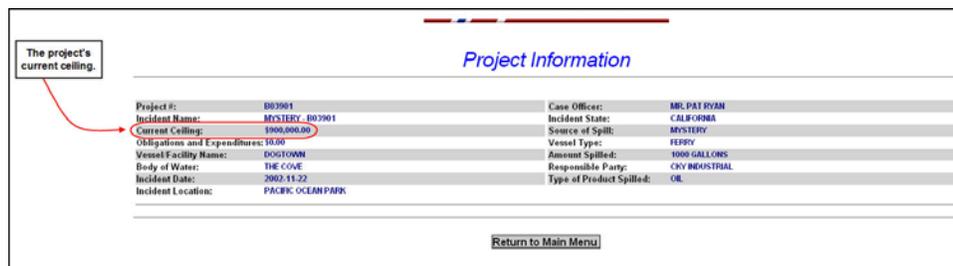


Figure 10-1 Check Project Ceiling Screen

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	Case Officer:	MR. PAT RYAN
Incident Name:	MYJERRY_003901	Incident State:	CALIFORNIA
Current Ceiling:	1000,000.00	Source of Spill:	MYJERRY
Obligations and Expenditures:	10.00	Vessel Type:	FERRY
Vessel/Facility Name:	DOGTOWN	Amount Spilled:	1000 GALLONS
Body of Water:	THE COVE	Responsible Party:	CRY INDUSTRIAL
Incident Date:	2002-11-22	Type of Product Spilled:	OR
Incident Location:	PACIFIC OCEAN PARK		

[Return to Main Menu](#)

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.

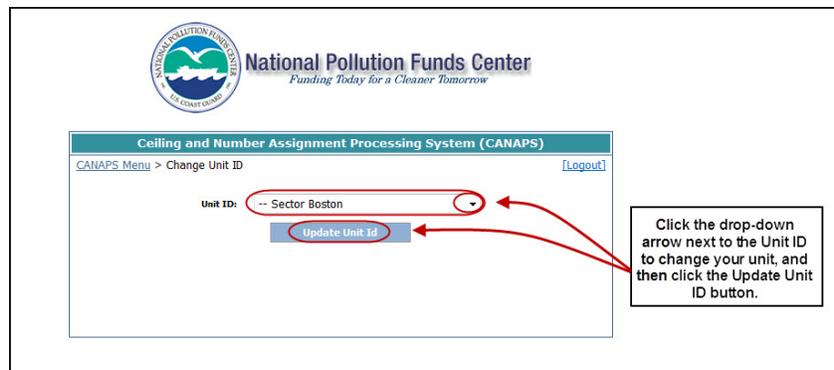


Figure 11-1 Change Unit ID Screen

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.

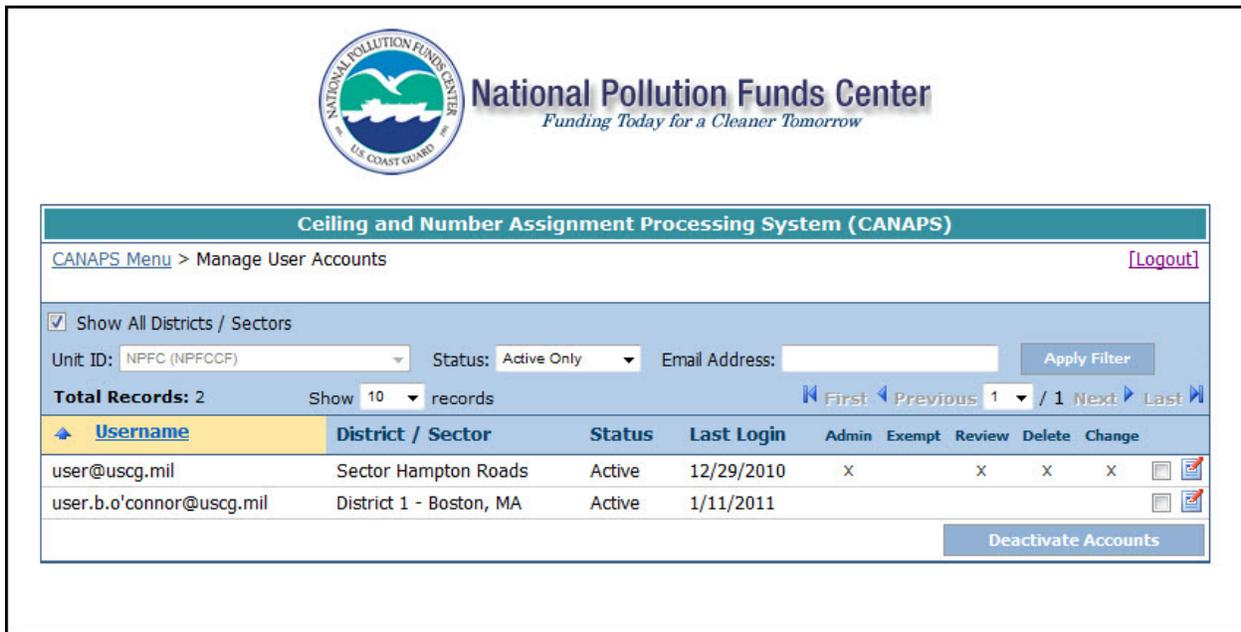


Figure 12-1 Manage User Accounts Screen

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.

FOR OFFICIAL USE ONLY

- 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.

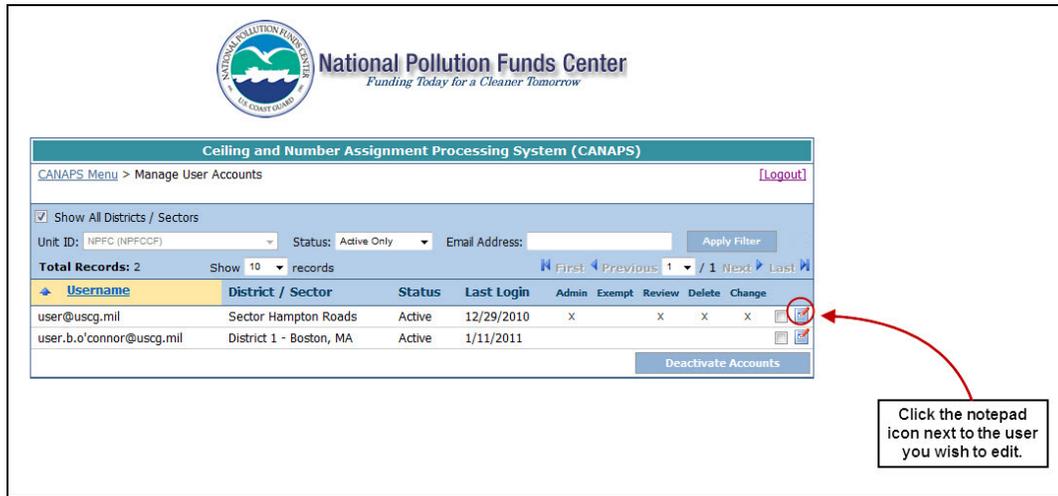


Figure 12-2 Edit User

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

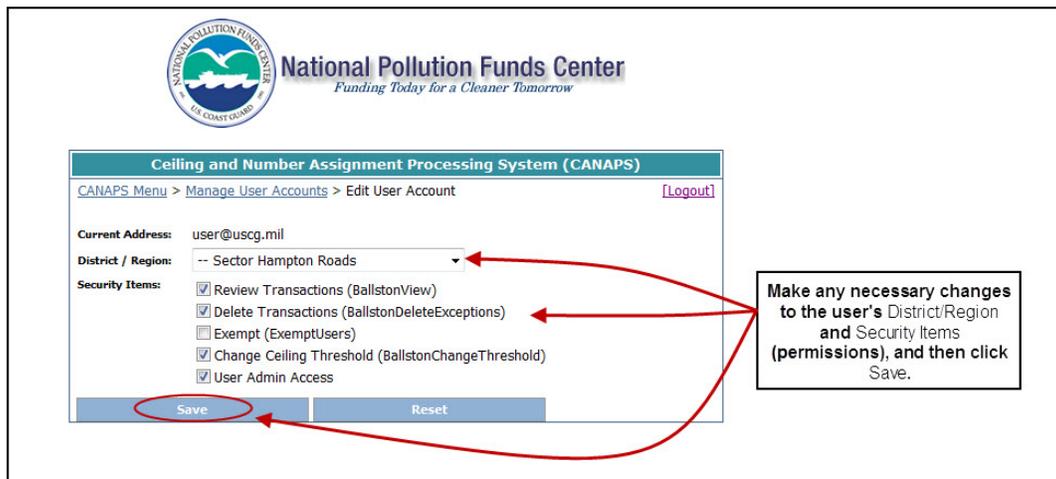


Figure 12-3 Edit User Account Screen

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**.

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

A screen appears indicating all changes have been updated successfully.

- 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:

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

The Manage User Accounts screen appears.

- 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.

- 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.

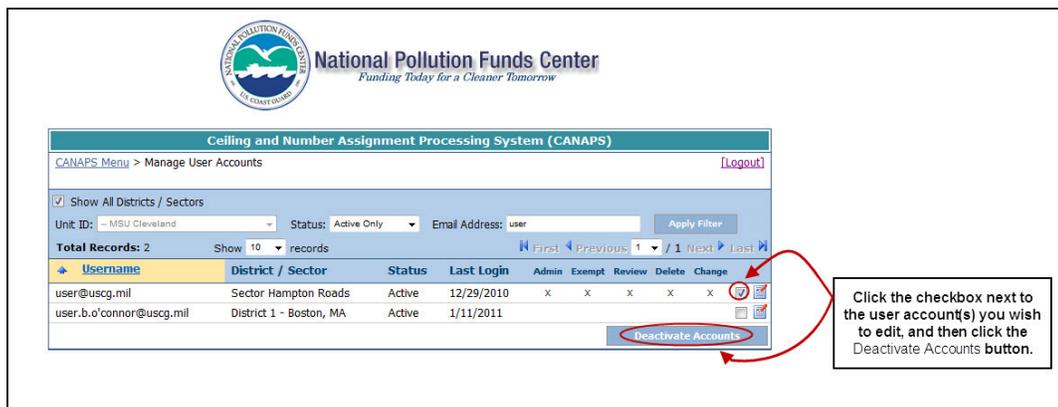


Figure 12-4 Deactivate Accounts Button

*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.

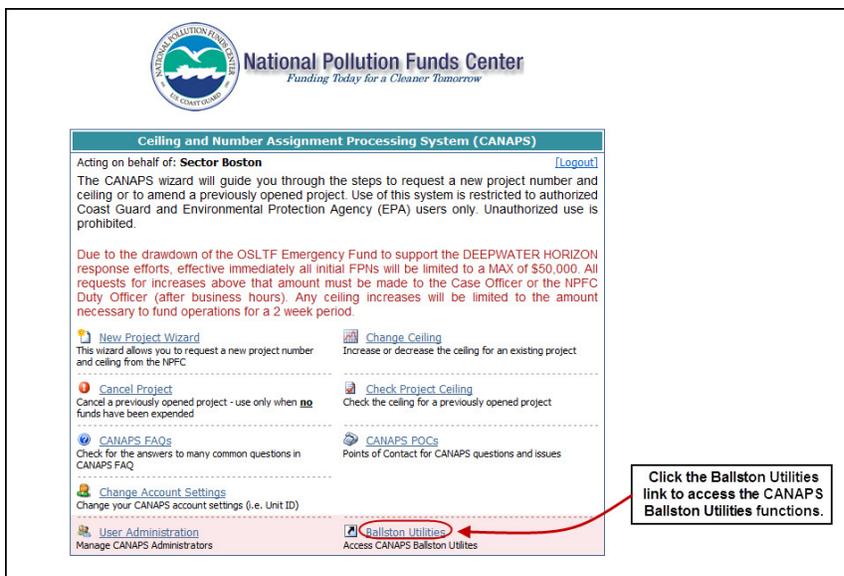


Figure 13-1 Ballston Utilities Menu Option

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

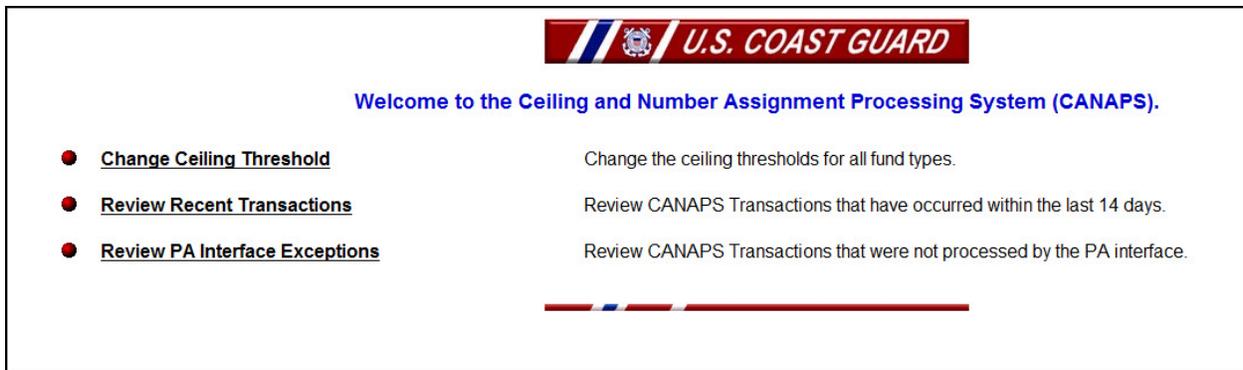


Figure 13-2 Welcome to the Ceiling and Number Assignment Processing System (CANAPS) Screen

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.

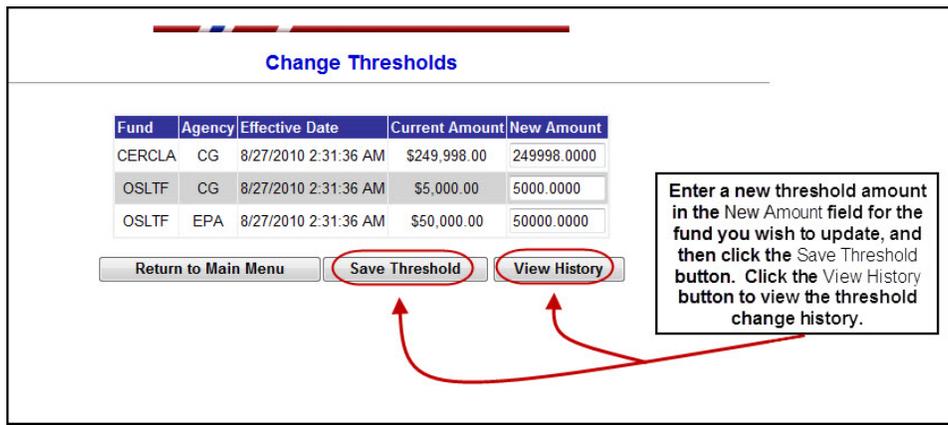


Figure 13-3 Change Thresholds Screen

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 ().

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 ().

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

2. Click the **Return to Main Menu** button () 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	\$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	LIPDT
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	\$1,234.00	CRTE
9/14/2010 10:14:53 AM	C10083	District 1 - Boston, MA	Mystery - C10083	\$1,255.00	\$1,255.00	\$1,255.00	LIPDT
9/14/2010 10:17:15 AM	C10083	District 1 - Boston, MA	Mystery - C10083	\$1,255.00	\$1,299.00	\$1,299.00	LIPDT

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	010025
Project Date	14 Sep 2010
Accounting String	2V/IS/172/95/0/010025/37010/0000
Document Control Number	DD/10/24/0/H/1B/YYYY
Obligations and Expenditures Total	\$0.00
Transaction Information	
Transaction Date/Time	14 Sep 2010
Transaction Type	LPODT
Amount Requested	\$55,000.00
Approved Ceiling	\$55,000.00
Requesting Unit	National Pollution Funds Center
Requestor Name	MALPIA MCCOY
Requestor Phone	3024341532
Requestor Email Address(es)	MALPIA.M.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 - 010025
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
NRIC 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
NRIC Incident Number	No Data Available
MSLE 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	2024336732
Case Officer Fax	2024336896
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



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

Return to Main Menu

To view additional details for an exception, click the **Project Number** link next to the *{transaction date}* you wish to view.

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 ().

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 (.