



**CEILING AND NUMBER ASSIGNMENT
PROCESSING SYSTEM (CANAPS)
VERSION 2.5**

FIELD USER TUTORIAL

REVISED SEPTEMBER 2008

CANAPS VERSION 2.4 FIELD USER TUTORIAL

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OVERVIEW

The Ceiling And Number Assignment Processing System (CANAPS) supports the assignment of Oil Spill Liability Trust Fund (OSLTF) Federal Project Numbers (FPNs) and Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Project Numbers (CPNs), and associated project funding ceilings.

The CANAPS Internet Wizard provides the following functions:

- Request New Project Number and Ceiling
- Change Project Ceiling
- Cancel Project
- Check Ceiling for a Project

System Help

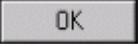
- Browse through the CANAPS FAQs available through the Welcome screen.
- Each screen has a Help button in the top left corner that explains how to complete each field in the screen.

Click on  in your browser to return to the Wizard.

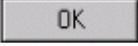
HOW TO LOG ON

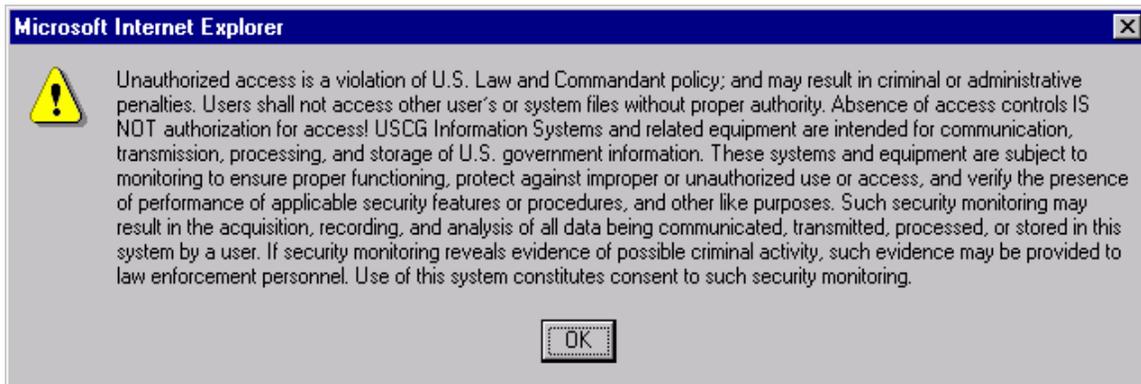
1. Start Internet Explorer or Netscape.
2. Go to the CANAPS Web site.
 - The Demo site is at <HTTPS://NPFC.USCG.MIL/CANAPSDEMO>.
 - The Production software site is at <HTTPS://NPFC.USCG.MIL/CANAPS>.
3. When the **Enter Network Password** window appears, enter the valid **User Name** and **Password** for *your* unit.

Be sure to enter your User ID and Password correctly. The **User Name** and **Password** fields are case sensitive. You will not be able to proceed if invalid values are entered.

4. Click  to proceed.



5. Read the Advisory Notice when it appears. Click  to enter CANAPS.



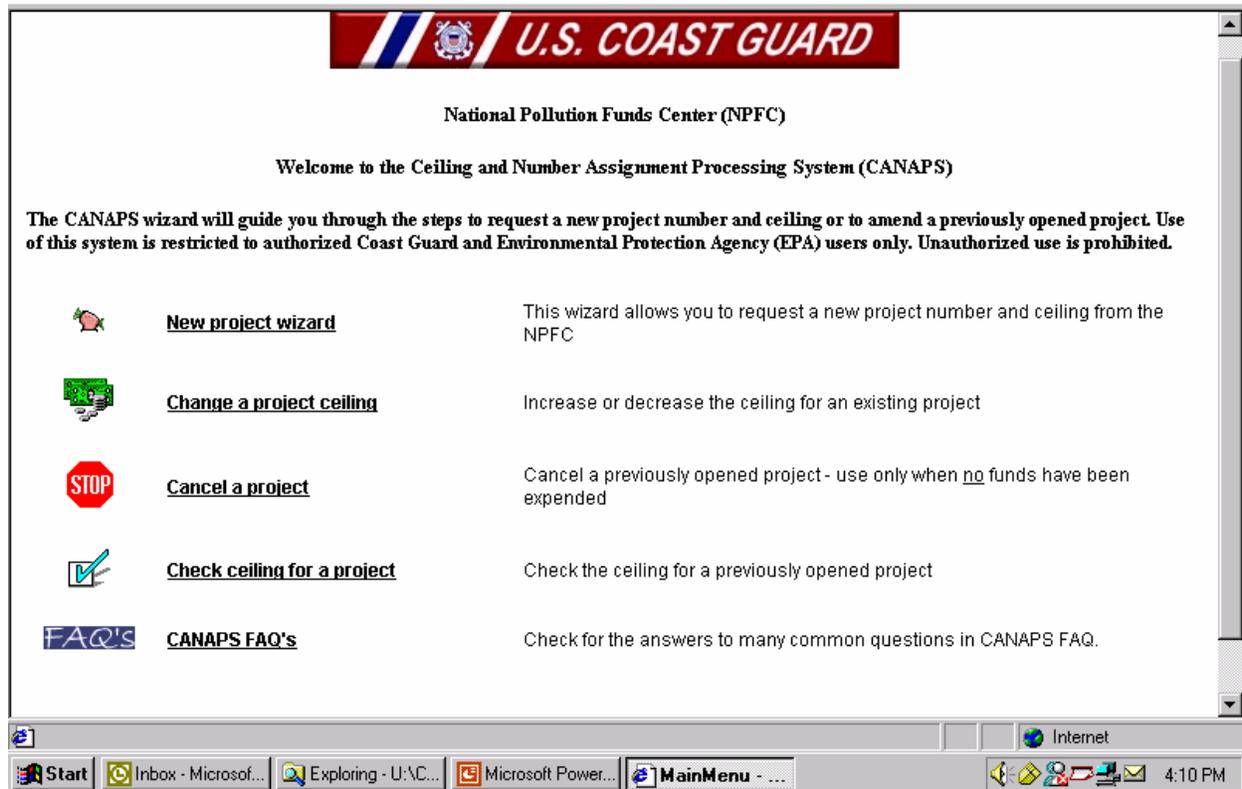
6. You are now at the **CANAPS Welcome** screen, from which you can create, amend, cancel, and view information on a project.

THE CANAPS WELCOME SCREEN

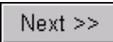
From the **Welcome Screen**, you can perform five functions. The CANAPS Wizard will guide you through the steps to request a new project number and ceiling, or to amend a previously opened project. Each of these functions is described in the following pages.

Use of this system is restricted to authorized Coast Guard and Environmental Protection Agency (EPA) users only. Unauthorized use is prohibited.

FUNCTION	PERFORMS
New Project Wizard	Request a new project number and ceiling from the NPFC
Change a Project Ceiling	Increase or decrease the ceiling for an existing project
Cancel a Project	Cancel a previously opened project - use only when no funds have been expended
Check Ceiling for a Project	Check the current ceiling for a previously opened project
CANAPS FAQ's	Check for the answers to common questions in CANAPS FAQ.



CANAPS Navigation

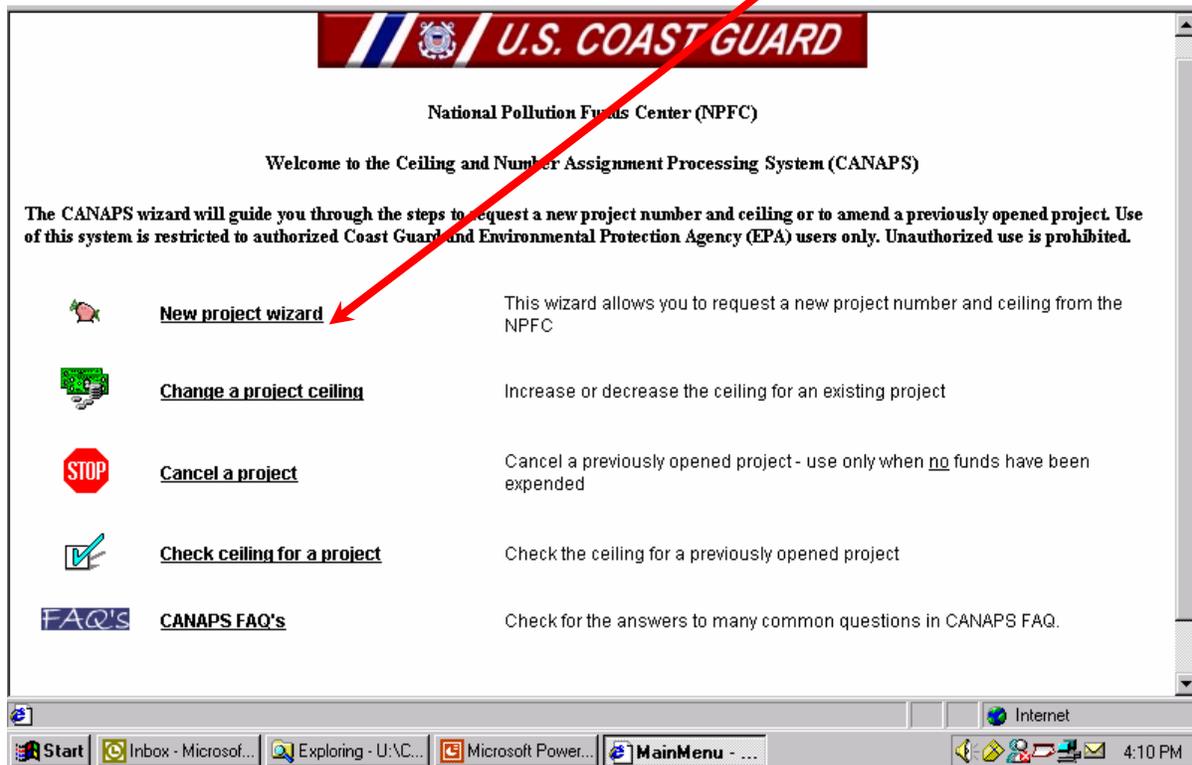
- Select an option from the Welcome screen
- Click on  in the Wizard to go to the next step.
- Asterisks (*) throughout the Wizard indicate required fields. If you select  before entering all of these fields, the system will prompt you to complete them.
- The system does NOT allow you to continue to the next step until all required fields have been entered.
- To return to a previous screen to review or change entered information, click on  in your browser.

CANAPS FAQs

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 not 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 30 minutes. Time-Outs can be avoided by entering data or pressing any key, such as the "Next" or "Back" button on the browser.
What is my CANAPS User ID and Access Key (password)?	CANAPS has its own set of User IDs. CG Unit User IDs are MISLE port codes (BOSMS, LOSMS, etc.). EPA User IDs are EPAR1, EPAR2, etc. Access keys are case sensitive. Make sure the caps lock key is not on. Some keys have the number "zero" (0) in them; NO keys have the letter "oh" (o). Some keys have the number "one" in them; NO keys have the lower case letter "ell" (l). Contact gregory.w.buie@uscg.mil or mark.l.mcewen@uscg.mil if you have questions about your specific Access Key.
Why am I locked out?	Five (5) failed logon attempts will lock the user out for two (2) minutes. Wait the required period and try again. Contact the NPFC if problems persist.
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 (www.npfc.gov/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. If you cut and paste the addresses from another document, be sure hidden characters aren't embedded in them.

HOW TO ENTER A NEW PROJECT

- Start by clicking on New Project Wizard (the first link) on the CANAPS Welcome screen.
- Step 1: Enter the Incident FOSC/POC information.
- Step 2: Enter the Incident/Threat information.
- Step 3: Enter Spill information.
- Step 4: Enter FOSC Response information.
- Step 5: Address the CGMS Message.
- Confirm entered information before submitting the request.
- Submit the request to CANAPS.
- Receive the CANAPS Response and Confirmation Messages



Step 1: Enter FOSC/POC Information

Use the **FOSC/POC Information** screen to enter information about the FOSC/Point of Contact (POC). There is a Help Screen for each step in the Wizard. The table below explains how to complete each field.

FIELD	REQUIRED	INSTRUCTIONS
FOSC Unit	Yes	Select the requesting unit from the drop down list. If necessary, you may request a project on behalf of another unit. <ul style="list-style-type: none"> You should not do so, however, without the prior concurrence of the responsible unit. If you are acting as a surrogate, i.e., requesting a project for another unit, select <u>that</u> unit from the drop down list.
POC/FOSC Name	Yes	Enter the FOSC/POC name in the following format: Title/Rank, First Name, Last Name, [Suffix]. If you are acting as a surrogate, enter the responsible unit's FOSC/POC information.
POC/FOSC Phone Number		Enter the FOSC/POC's phone number, including the Area Code. You do not need to enter formatting characters (e.g., parentheses or dashes), only the ten (10) digits.
POC/FOSC Fax Number		Enter the FOSC/POC's fax number, including the Area Code. You do not need to enter formatting characters (e.g., parentheses or dashes), only the ten (10) digits.
POC/FOSC Email		Enter the FOSC/POC's Email address.
Requestor's Name	Yes	Enter your name in the Requestor's Name field in the following format: Title/Rank, First Name, Last Name, [Suffix].
Requestor's Phone	Yes	Enter your phone number, including the Area Code. You do not need to enter formatting characters (e.g., parentheses or dashes), only the ten (10) digits. This number will be used by the NPFC Case Officer to contact you if there are any questions.
Confirmation Email Address(es)	Yes	Enter the Email address(es) that you want the new Project information to be sent to. <ul style="list-style-type: none"> You can send up to 25 different Confirmation Emails by separating the Email addresses with semi-colons (;) or commas (,). Put the Requestor's Email address first. Be sure to enter the Email address(es) correctly or the message will <u>not</u> be received.
	Yes	Click the Next button after you have filled in all the required fields to move to the next step.

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(,).

Next >>

Step 2: Enter Incident/Threat Information

Use the **Incident Information** screen to enter information about the incident or threat of incident. The table below explains how to complete each field.

FIELD	REQUIRED	INSTRUCTIONS
Incident Date	Yes	Date that the discharge or release occurred or the threat commenced. This field may be changed to a prior date, but not one in the future. It defaults to the current date.
Incident Location	Yes	For example, the city, county, mile marker, or buoy number where the incident occurred. Maximum of 100 alphanumeric characters.
Incident State	Yes	Pick the state where the incident occurred. You may scroll through the drop down list or type the first letter of the state to more quickly locate the correct state.
Navigable Body of Water		Body of water where the incident occurred. This is <u>required</u> for Oil cases.
Type of Product Spilled	Yes	Select the type of product spilled from the drop down list. EPA users will only see OIL in the drop down list.
Amount Spilled		Enter the numeric quantity that was spilled.
Units		Pick the unit of measure from the drop down list for the quantity spilled.
MISLE Case/Activity Number		Enter the MISLE Case/Activity number if it is known.
NRC Incident Number		Enter the NRC Incident number if it is known.
Project Long Name		Optional text field that may be used to provide a more descriptive name for the project. Maximum of 240 alphanumeric characters.
Incident Description		Optional text field that may be used to provide more descriptive information about the incident. Maximum of 250 alphanumeric characters.
Responsible Party		Enter the Responsible Party's name if known.
Related CERCLA Project		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 case.
<input type="button" value="Next >>"/>	Yes	Click the Next button after you have filled in all the required fields to move to the next step.

Step 2 - Microsoft Internet Explorer provided by United States C

UNCLASSIFIED

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

• [Step 2 Help](#)

Incident Information (Step 2 of 5)

* Indicates a Required Field.

Incident Date *

Incident Location *

Incident State *

Navigable Body of Water

Type of Product Spilled *

Amount Spilled Units

MISLE Case/Activity Number

NRC Incident Number

Project Long Name

Incident Description

Responsible Party

Is there a related CERCLA Project? (Only complete for applicable Oil Projects.)
 Yes
 No

Done Local intranet

Start | Inbox - Microsoft Outlook | CANAPS on ARLMS-NPF... | CANAPS Project | CANAPS_Tutorial 07-20... | Step 2 - Microsoft In... | 1:28 PM

Step 3: Enter Spill Information

Use the **Spill Information** screen to enter information about the spill. The table below explains how to complete each field.

FIELD	REQUIRED	INSTRUCTIONS
Source of Spill	Yes	Select the Source of Spill from the drop down list.
Vessel Type		Pick the vessel type from the list. This is <u>required</u> if the Source of Spill is Vessel_COFR or Vessel_Non_COFR. Disabled if the Source of Spill is “mystery.”
Vessel/Facility Name		Enter the Vessel/Facility Name. This is <u>required</u> if the Source of Spill is a Vessel (COFR or Non-COFR) or Facility. Maximum 21 characters. Disabled if the Source of Spill is “mystery.”
Vessel Identification Number (VIN)		Enter the Vessel Identification Number, if known. Disabled if the Source of Spill is “mystery.”
Substantial Threat		Indicate whether the FOSC has made a determination that there is a substantial threat of discharge for oil or hazardous materials. Choose the answer from the list provided. This field is <u>required</u> if no amount has been spilled yet (you did not fill out the Amount Spilled in Step 2).
Description of Substantial Threat		Enter a description of the substantial threat. This is required if “Yes” was picked from the Substantial Threat Indicator drop down list.
Potential Amount That Could be Spilled		Enter the numeric quantity that could be spilled.
Units		Pick the unit of measure from the drop down list for the potential amount that could be spilled.
Additional Comments		Add any additional comments (maximum 2,000 characters).
<input type="button" value="Next >>"/>	Yes	Click the Next button after you have filled in all the required fields to move to the next step.

[Step 3 Help](#)

Spill Information (Step 3 of 5)

* Indicates a Required Field.

Source of Spill/Threat *

Vessel Type

Vessel/Facility Name

Vessel Identification Number (VIN)

Has the FOSC Made a Determination of a Substantial Threat of a Discharge or Release?

Description of Substantial Threat

Potential Amount that Could be Spilled Units

Additional Comments

Step 4: Request a Project Ceiling

Use the **FOSC Response Information** screen to request a project ceiling. The table below explains how to complete each field.

FIELD	REQUIRED	INSTRUCTIONS
FOSC Action Commence Date	Yes	Enter the action commence date. The date defaults to today's date. It may be changed to an earlier date, but cannot be earlier than the Incident Date.
Estimated CG Personnel & Equipment Costs		This field is presently inactive. When activated in a later version of CANAPS, it will capture estimated CG personnel and equipment costs.
Estimated OSLTF/ CERCLA Costs	Yes	<p>This field captures the estimated costs that will be incurred against the OSLTF Emergency Fund (EF) on oil cases or the CERCLA Fund for hazardous material cases.</p> <p>Enter the Requested Amount.</p> <ul style="list-style-type: none"> • 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. • Threshold values may vary at times due to the availability of funds. • CANAPS will only issue a ceiling up to the allowable threshold. • The confirming Email 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.
Total Estimated Project Costs		The system will automatically calculate the sum of the previous two fields (Estimated CG Costs and Estimated OSLTF/CERCLA Costs) and display the total in this field.
<input type="button" value="Next >>"/>	Yes	<p>Click the Next button after you have filled in all the required fields to move to the next step.</p> <p>If the amount requested is greater than \$50,000, the system will prompt you to click the Next button again to confirm the requested amount.</p>

The screenshot shows a Microsoft Internet Explorer window titled "Wizard4 - Microsoft Internet Explorer provided by U.S. Coast Guard". The browser's address bar and menu bar are visible. The main content area displays "Step 4 Help" in red text, followed by a decorative horizontal line with a red and blue pattern. Below this is the title "FOSC Response Information (Step 4 of 5)" in blue, italicized font. A horizontal line separates the title from the form fields. A legend indicates that an asterisk (*) denotes a required field. The form includes three input fields: "FOSC Action Commence Date" with the value "3/23/2005", "Estimated CG Personnel & Equipment Costs (CG Cases only)" which is empty, and "Estimated OSLTF/CERCLA Costs (e.g., Contractor, Travel, etc.)" with the value "55000". A horizontal line is placed below the second and third fields. The "Total Estimated Project Costs" is displayed as "55000.00" in a greyed-out field. A "Next >" button is centered below the form. The browser's status bar at the bottom shows "Done" and "Local intranet". The Windows taskbar at the very bottom includes the Start button and several open applications: "Inbox - Microsoft ...", "U:\CANAPS Proje...", "CANAPS_Tutorial...", "Microsoft PowerPo...", and "Wizard4 - Micr...". The system clock shows "1:17 PM".

Step 4 Help

FOSC Response Information (Step 4 of 5)

*Indicates a Required Field.

FOSC Action Commence Date: *

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

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

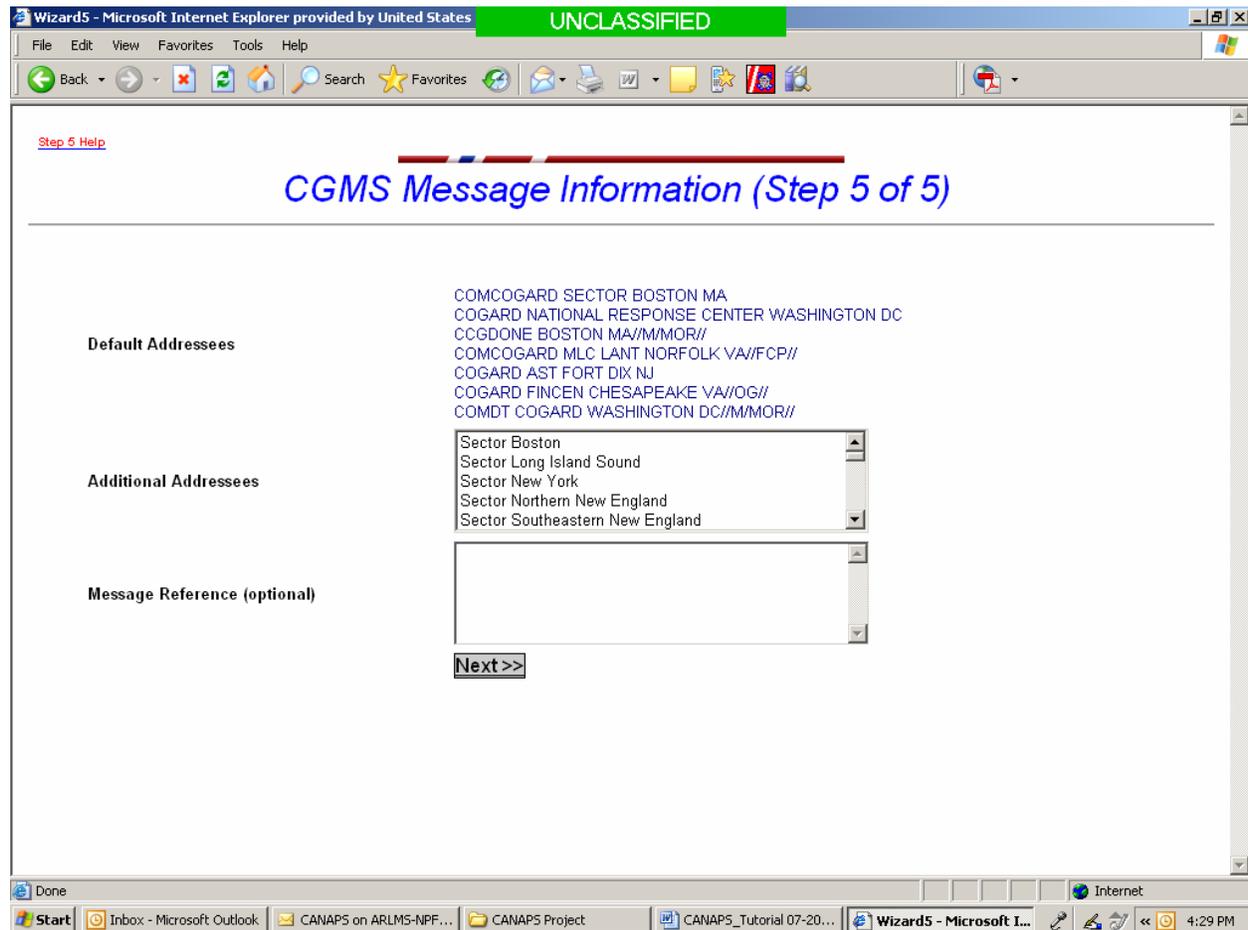
Total Estimated Project Costs:

Next >

Step 5: Address the CGMS Message

Use the **CGMS Message Information** screen to address the CGMS message. The table below explains how to complete each field.

FIELD	REQUIRED	INSTRUCTIONS
Default Addressees		This section of this screen lists all of the addressees to whom the official CGMS message will be sent automatically. The default addressees are specific to each CG Sector/MSU/District or EPA Region.
Additional Addressees		If there are additional addressees that you want to add to this specific message, select them from the drop down list. Hold the "CTRL" key while highlighting items with the mouse to select more than 1 additional addressee.
Message References		Enter a message reference, if desired.
<input type="button" value="Next >>"/>	Yes	Click the Next button to review the message information prior to submitting the request.



Step 6: Confirm the Information and Submit the Request

Use the **Confirm Information** screen to verify that the new information you have entered is correct.



- If any item is in error or needs revision, click **Back** in the browser as many times as needed to return to the specific data entry screen where that data is located.
- After making the changes, proceed again through the Wizard.
- By clicking **Submit FPN/CPN Request to the NPFC**, you are submitting your request to the NPFC. The system will provide you with the message confirmation information you need to proceed with your response activities.

Confirm Information

Requesting Unit:	SECTOR BOSTON	POC/FOSC Name:	HENRY SMITH
Requestor Name:	PAT BENNIS	POC/FOSC Phone:	
Requestor Phone:	5555555555	POC/FOSC Fax:	
Requestor Email:	PATRICIA.P.BENNIS@USCG.MIL	POC/FOSC Email:	
Requested CG Cost Estimate:		Body of Water:	NEW RIVER
Requested OSLTF/CERCLA Ceiling:	\$565,000.00	Commence Date:	7/5/2007
Requested Total Ceiling:	\$565,000.00	Incident State:	NEW HAMPSHIRE
Incident Date:	7/5/2007	Related CERCLA Project:	NO
Incident Location:	MARSH HARBOR MARINA	Source of Spill:	FACILITY
Amount Spilled:	55 BARRELS	Vessel Type:	
Type of Product Spilled:	OIL	MISLE Case Number:	
Vessel/Facility Name:	MARCH HARBOR MARINA	Potential Amount:	
Responsible Party:		NRC Incident Number:	
VIN:		Incident Description:	MARINA AND BOAT SELLER FACILITY CAUGHT FIRE
Substantial Threat:	UNKNOWN	Project Long Name:	MARSH HARBOR MARINA AND BOAT SALES/RENTALS COMPANY FIRE
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.

You can confirm the following information on this page:

Requesting Unit	POC/FOSC Name	Incident Date	FOSC Action Commence Date
Requestor Name	POC/FOSC Phone	Incident Location	Substantial Threat Indicator
Requestor Phone	POC/FOSC FAX	Incident State	Description of Substantial Threat
Requestor Email	POC/FOSC Email	Body of Water	NRC Incident Number
Source of Spill	Type of Product Spilled	Amount Spilled	MISLE Case Number
Vessel Type	Vessel/Facility Name	VIN	Additional Comments
Requested CG Cost Estimate		Responsible Party	CGMS Message Reference
Requested OSLTF/CERCLA Cost Ceiling		Potential Amount That Could Be Spilled	
Requested Total Ceiling		Related CERCLA Project Indicator	
Project Long Name		Incident Description	

Step 7: Get the Project Number and Approved Ceiling

The CANAPS Response screen then informs you that your request has been processed and that a CGMS message will be sent. The Response screen displays selected project information, including the new project number (FPN/CPN) and approved ceiling for the spill. Information you can find on the screen includes:

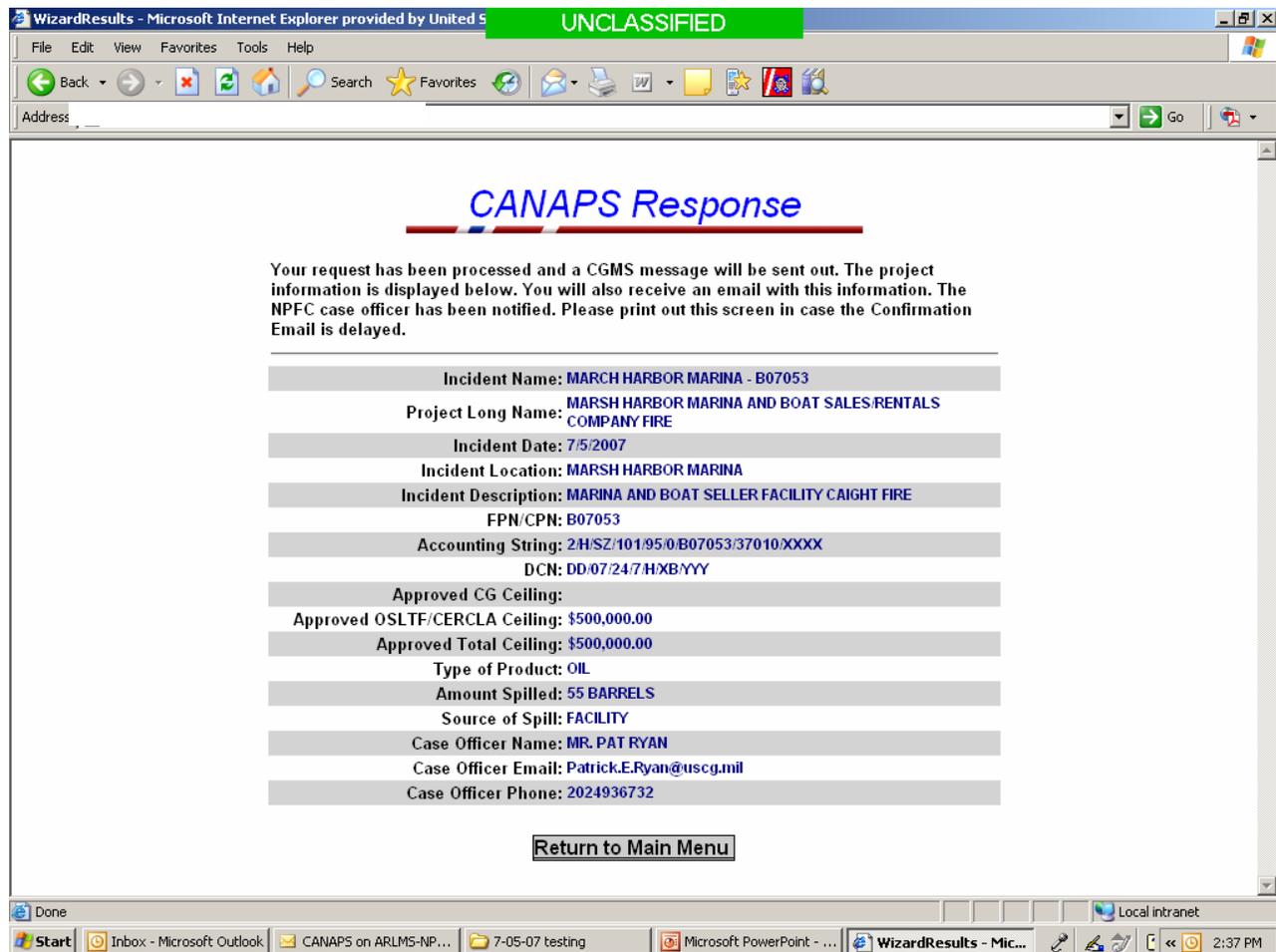
Incident Name	Project Long Name	Incident Description	Source of Spill
Incident Date	Project Number (FPN/CPN)	Type of Product	Amount Spilled
Incident Location	Accounting String	Document Control Number (DCN)	
Approved CG Ceiling		NPFC Case Officer Name	
Approved OSLTF/CERCLA Ceiling		NPFC Case Officer Email	
Approved Total Ceiling		NPFC Case Officer Phone Number	

This screen also advises you that you (and other designated recipients) will receive a Confirmation Email with this information, and that the designated NPFC Case Officer has been notified.

Print out a copy of the screen in case the Confirmation Email is delayed.

Click on [Return to Main Menu](#) to return to the **CANAPS Welcome** screen to perform another CANAPS function.

Click on  at the top of the browser's window to close the CANAPS session.



Step 8: CANAPS Sends a New Project Confirmation Email

The Email below is a sample Confirmation Email that CANAPS creates once you complete the New Project Wizard. Note that the Subject of the Email includes the type of CANAPS transaction (i.e., new project) and Project Number.

The body of the message includes the new **Project Number** and **Approved Ceiling** amounts. If you have requested an amount that exceeds the established limit, the message will advise you to contact the NPFC for additional funds.

The message also includes **NPFC Case Officer Contact** and **Accounting Line** information. The Case Officer is assigned based on FOSC District for USCG cases and by Incident State for EPA cases.

From: AutoResponseCANAPS@ballston.uscg.mil
 Sent: Thursday, July 05, 2007 2:37 PM
 To: Bennis, Patricia
 Subject: B07053 - New CANAPS Project

CANAPS has processed a NEW OIL PROJECT NUMBER REQUEST. However, the amount requested exceeds the current maximum threshold. The maximum amount has been approved. Please contact the NPFC Case Officer identified below during normal business hours (Eastern Time) to discuss the need for additional funds.

If you need to contact someone after business hours (Eastern Time), page the NPFC Case Duty Officer (CDO) at (800)759-7243 PIN#2073906. You may also email the CDO Pager at 2073906@skytel.com. Please be advised that messages to the pager cannot exceed 500 characters.

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.

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.

CANAPS Transaction Type:	NEW PROJECT
Project Number:	B07053
Project Date:	05 JUL 2007.
Incident Date:	05 JUL 2007.
Incident Name:	MARSH HARBOR MARINA - B07053
CG Cost Amount Requested:	No Data Entered
OSLTF/CERCLA Amount Requested:	\$565,000.00
Total Amount Requested:	\$565,000.00
Approved CG Cost Ceiling:	No Data Entered
Approved OSLTF/CERCLA Ceiling:	\$500,000.00
Approved Total Ceiling:	\$500,000.00
Action Commence Date:	05 JUL 2007.
Incident Location:	MARSH HARBOR MARINA
Incident State:	NH
Body of Water:	NEW RIVER
Source of Spill:	Facility
Vessel/Facility Name:	MARSH HARBOR MARINA
Vessel Type:	No Data Entered
Vessel Identification Number (VIN):	No Data Entered
Responsible Party:	No Data Entered
Type of Product Spilled:	Oil
Amount Spilled:	55
Unit of Measure:	Barrels
Substantial Threat:	U
Potential Amount Spilled:	No Data Entered
Potential Amount Unit of Measure:	No Data Entered
Description of Substantial Threat:	No Data Entered
Project Long Name:	MARSH HARBOR MARINA AND BOAT SALES/RENTALS COMPANY FIRE

Incident Description:	MARINA AND BOAT SELLER FACILITY CAUGHT FIRE
FOSC Unit:	Sector Boston
POC/FOSC Name:	HENRY SMITH
POC/FOSC Email:	No Data Entered
POC/FOSC Phone:	No Data Entered
POC/FOSC FAX:	No Data Entered
Requesting Unit:	Sector Boston
Requestor Name:	PAT BENNIS
Requestor Phone:	(555)555-5555
Requestor Email Address(es)	PATRICIA.P.BENNIS@USCG.MIL
Case Officer Name:Mr.	Pat Ryan
Case Officer Phone:	(202)493-6732
Case Officer Cell Phone :	(202)841-5929
Case Officer FAX:	(202)493-6896
Case Officer Email:	Patrick.E.Ryan@uscg.mil
Accounting String:	2/H/SZ/101/95/0/B07053/37010/XXXX
Document Control Number:	DD/07/24/7/H/XB/YYY
Related CERCLA Project:	N
NRC Incident Number:	No Data Entered
MISLE Case/Activity Number:	No Data Entered
CGMS Message Reference:	
Comments:	No Data Entered

Step 9: CANAPS Creates a New Project CGMS Message

Below is a sample CGMS message that CANAPS creates once you complete the New Project Wizard. Note that the message includes the new **Project Number** and **Approved Ceiling** (in paragraphs 1 and 2). It also includes the **NPFC Case Officer Contact Information**. (in paragraph 13) and **Accounting Line** information (in paragraphs 15 and 16).

```
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//
COMCOGARD MLC LANT NORFOLK VA//FCP//
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 RYAN.
  B. PHONE: (202)493-6732.
  C. CELL PHONE: (202)841-5929.
  D. FAX: (202)493-6896.
  E. 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 PROCEDURES.
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

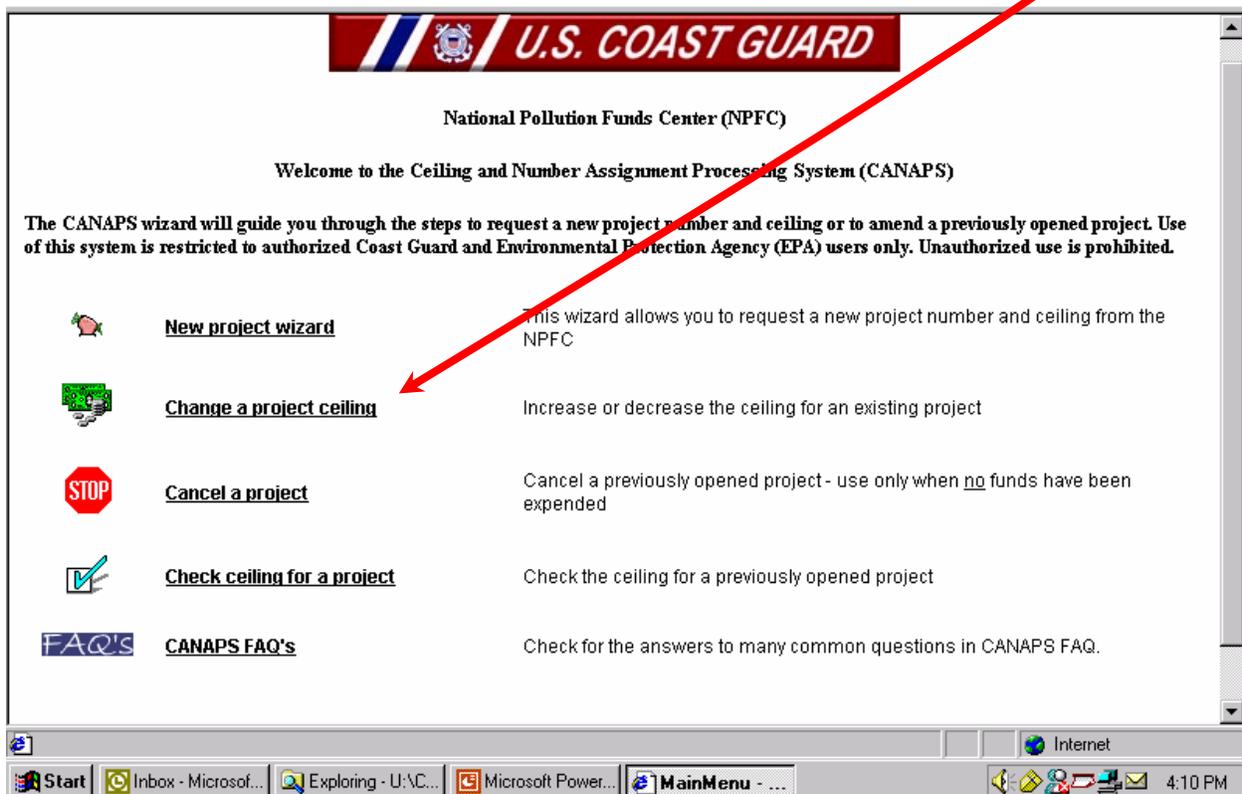
24. CANAPS ID 060329Z JUL 07

BT
NNNN

HOW TO CHANGE A PROJECT CEILING

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

- Start by clicking on **Change a Project Ceiling** (the second link) on the CANAPS Welcome screen.
- Step 1: Enter the Project Number.
- Step 2: Review selected project information and enter the new ceiling amount.
- Step 3: Address the CGMS Message.
- Step 4: Confirm the Information and submit the request.
- Receive the CANAPS Response and Confirmation Messages.



Step 1: Enter the Project Number

Use the **Change a Project's Ceiling** screen to enter the project whose ceiling you wish to amend. The table below explains how to complete each field.

FIELD	REQUIRED	INSTRUCTIONS
Project Number	Yes	Enter the Project Number for which you wish to amend the ceiling.
<input type="button" value="Next >>"/>	Yes	Click the Next button after you have filled in all the required fields to move to the next step.

Change1 - Microsoft Internet Explorer provided by U.S. Coast Guard

File Edit View Favorites Tools Help



Change a Project's Ceiling

Please enter the Project Number whose ceiling
you wish to change.

Project Number:

Step 2: Enter the New Ceiling

Review the information displayed on the **Project Information** screen first to confirm you are amending the correct

project. If you have the wrong project, use  in your browser to return to the previous screen to enter the correct project number.

The screen lists the following information to help you verify the project:

Project Number	Incident Name	Project Long Name	Incident Description
Incident Date	Case Officer	Body of Water	Responsible Party
Incident Location	Incident State	Source of Spill	Vessel Type
Type of Product Spilled		Amount Spilled	Vessel/Facility Name
Current CG Cost Estimate		CG Obligations & Expenditures	
Current OSLTF/CERCLA Ceiling		OSLTF/CERCLA Obligations & Expenditures	
Current Total Ceiling		Total Obligations & Expenditures	

Note that the system displays the current sum of Obligations and Expenditures (if any) for the selected project. It will warn you if the new Ceiling Total is less than this and ask you to confirm that the variance is intended. NPFC will be notified of the variance and will contact the POC/FOSC to resolve the issue.

Once you are sure you have the correct project, enter your change request. The table below explains how to complete each field.

FIELD	REQUIRED	INSTRUCTIONS
Requestor's Name	Yes	Enter your name in the Requestor's Name field in the following format: Title/Rank, First Name, Last Name, [Suffix].
Requestor's Phone	Yes	Enter your phone number, including the Area Code. You do not need to enter formatting characters (e.g., parentheses or dashes), only the ten (10) digits. This number will be used by the NPFC Case Officer to contact you if there are any questions.
New CG Cost Estimate		This field is presently inactive. When activated in a later version of CANAPS, it will capture estimated CG personnel and equipment costs.
New OSLTF/CERCLA Ceiling	Yes	Enter the New Requested OSLTF/CERCLA Ceiling Amount <u>TOTAL</u> . <ul style="list-style-type: none"> • 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 the OSLTF and CERCLA funds. • Threshold values may vary at times due to the availability of funds. • CANAPS will only issue a ceiling up to the allowable threshold. • The confirming Email 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.

FIELD	REQUIRED	INSTRUCTIONS
New Total Ceiling		The system will automatically calculate the sum of the previous two fields (Estimated CG Costs and Estimated OSLTF/CERCLA Costs) and display the total in this field.
Confirmation Email Address(es)	Yes	Enter the Email address(es) that you want the new Project information to be sent to: <ul style="list-style-type: none"> You can send up to 25 different Confirmation Emails by separating the Email addresses with semi-colons (;) or commas (,). Put the Requestor's Email address first. Be sure to enter the Email address(es) correctly or the message will <u>not</u> be received.
POC/FOSC Name	Yes	This field is automatically populated with data from the most recent prior CANAPS transaction for this case. Please review and update this data as necessary.
POC/FOSC Phone Number		This field is automatically populated with data from the most recent prior CANAPS transaction for this case. Please review and update this data as necessary.
POC/FOSC Fax Number		This field is automatically populated with data from the most recent prior CANAPS transaction for this case. Please review and update this data as necessary.
POC/FOSC Email		This field is automatically populated with data from the most recent prior CANAPS transaction for this case. Please review and update this data as necessary.
<input type="button" value="Next >>"/>	Yes	Click the Next button after you have filled in all the required fields to move to the next step.

Change2Info - Microsoft Internet Explorer provided by United States Coast Guard

UNCLASSIFIED

[Help](#)

Project Information

Project #:	B07053	Incident Description:	MARINA AND BOAT SELLER FACILITY CAUGHT FIRE
Incident Name:	MARCH HARBOR MARINA - B07053	Case Officer:	MR. PAT RYAN
Project Long Name:	MARSH HARBOR MARINA AND BOAT SALES.RENTALS COMPANY FIRE	Incident State:	NEW HAMPSHIRE
Current CG Cost Estimate:		CG Obligations & Expenditures:	\$
Current OSLTF/CERCLA Ceiling:	\$425,000.00	OSLTF/CERCLA Obligations & Expenditures:	\$0.00
Current Total Ceiling:	\$425,000.00	Total Obligations & Expenditures:	\$0.00
Source of Spill:	FACILITY	Vessel Type:	
Vessel/Facility Name:	MARCH HARBOR MARINA	Amount Spilled:	55 BARRELS
Body of Water:	NEW RIVER	Responsible Party:	
Incident Date:	7/5/2007	Type of Product Spilled:	OIL
Incident Location:	MARSH HARBOR MARINA		

Requestor's Name: <input type="text"/>	POC/FOSC Name: <input type="text" value="HENRY SMITH"/>
Requestor's Phone: <input type="text"/>	POC/FOSC Phone: <input type="text"/>
New CG Cost Estimate: <input type="text"/>	POC/FOSC Fax Number: <input type="text"/>
New OSLTF/CERCLA Ceiling: <input type="text"/>	POC/FOSC Email: <input type="text"/>
New Total Ceiling: <input type="text"/>	Confirmation Email Address(es): <input type="text"/>

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.

Next >>

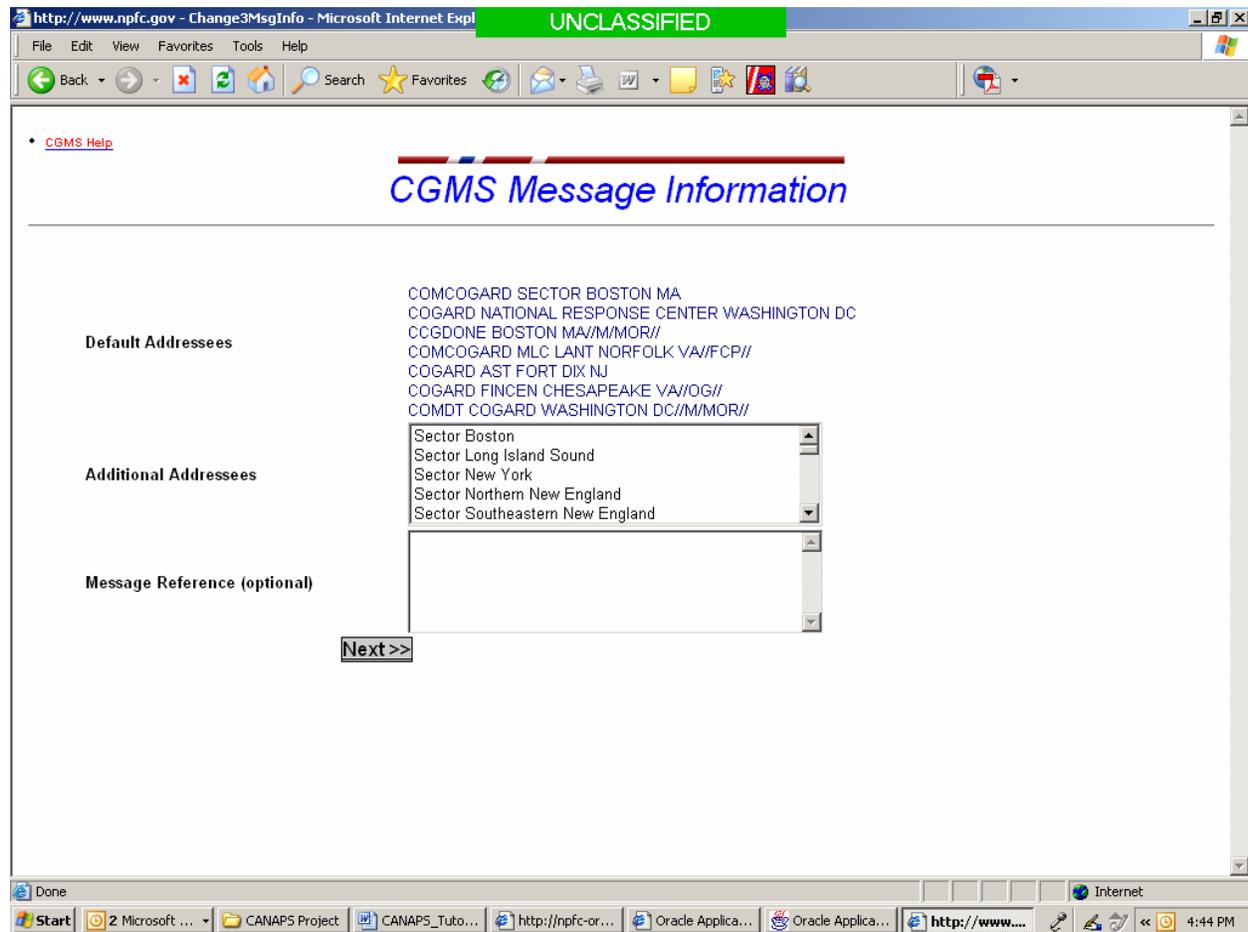
Done

Start | Inbox - Microsoft ... | CANAPS on ARLM... | CANAPS_Tutorial ... | Microsoft PowerPo... | CGMS Message Re... | Change2Info - ... | Local intranet | 2:07 PM

Step 3: Address the CGMS Message

Use the **CGMS Message Information** screen to address the CGMS message. The table below explains how to complete each field.

FIELD	REQUIRED	INSTRUCTIONS
Default Addressees		This section of this screen lists all of the addressees to whom the official CGMS message will be sent automatically.
Additional Addressees		If there are additional addressees that you want to add to this specific message, select them from the drop down list. Hold the "CTRL" key while highlighting items with the mouse to select more than 1 additional addressee.
Message References		Enter a message reference, if necessary.
<input type="button" value="Next >>"/>	Yes	Click the Next button to review the message information prior to submitting the request.

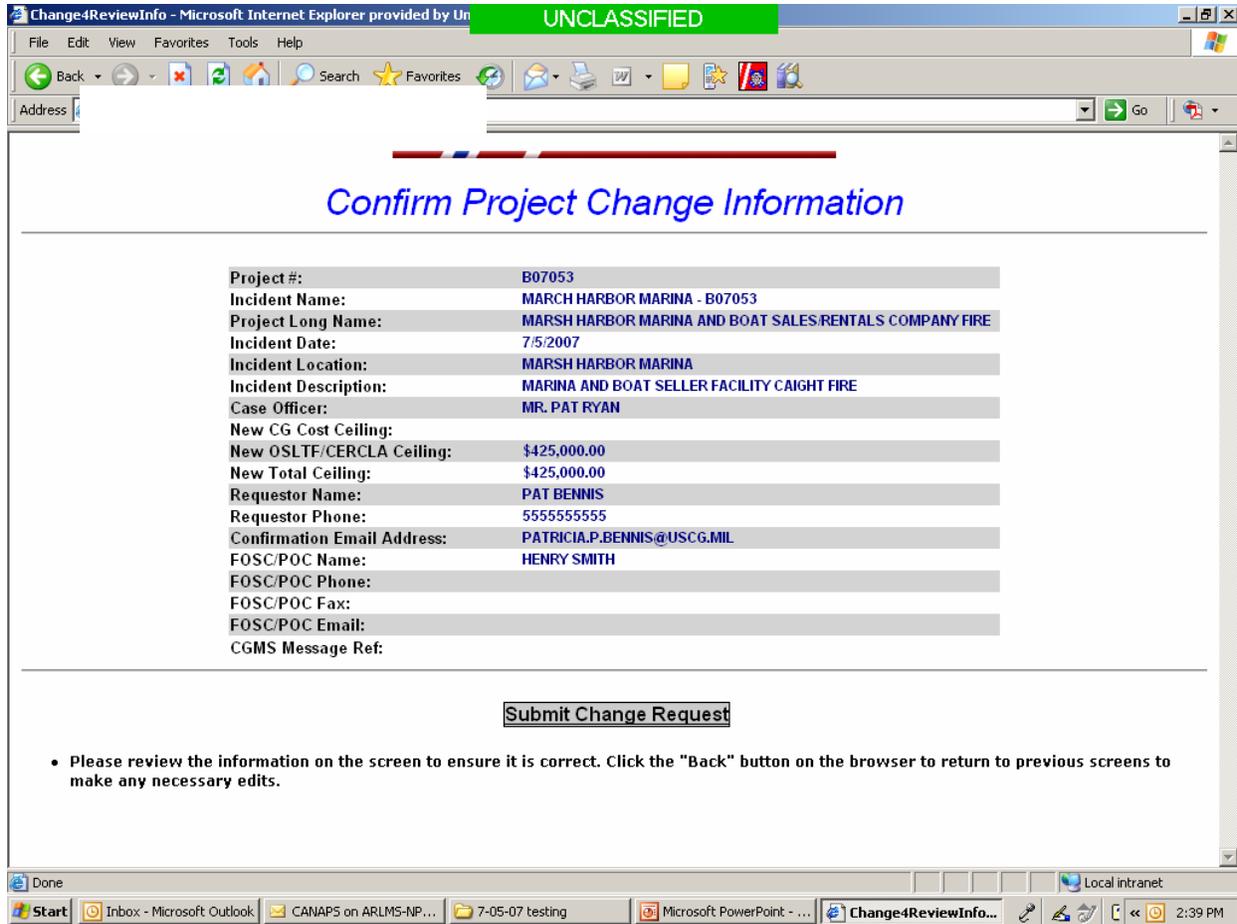


Step 4: Confirm the Information

Use the **Confirm Project Change Information** screen to verify that new information you have entered is correct.



- If any item is in error or needs revision, click **Back** in the browser to return to the previous screen and make the change.
- By clicking **Submit Change Request**, you are submitting your request to the NPFC. The system will provide you with the message confirmation information you need to proceed with your response activities.



You can confirm the following information on this page:

Project Number	Incident Name	Project Long Name	
Incident Date	Incident Location	Incident Description	
NPFC Case Officer	Requestor Name	Requestor Phone Number	Confirmation Email Address
FOSC/POC Name	FOSC/POC Phone Number	FOSC/POC FAX Number	FOSC/POC Email
New CG Cost Ceiling	New OSLTF/CERCLA Ceiling		CGMS Message Reference
New Total Ceiling			

Step 5: Get the New Ceiling

The **CANAPS Response** screen informs you that your request has been processed and that a CGMS message will be sent. **The Response screen shows you the project's new approved ceiling amounts and issues a Confirmation Email to the specified addressees.**

If you have requested an amount 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 page will advise you to contact the NPFC Case Officer to request additional funds.

This screen displays certain project information, including the project number, your requested ceiling, and the approved amount. Information you can find on the screen includes:

Project Number	Incident Name	Project Long Name	
Incident Location	Incident Date	Incident Description	
Incident State	Body of Water	Type of Product Spilled	Amount Spilled
Vessel Type	Vessel/Facility Name	Responsible Party	NPFC Case Officer Name
Current CG Cost Ceiling	CG Cost Amount Requested	Old CG Cost Amount	CG Obligations & Expenditures
Current OSLTF/CERCLA Ceiling	OSLTF/CERCLA Amount Requested	Old OSLTF/CERCLA Ceiling	OSLTF/CERCLA Obligations & Expenditures
Current Total Ceiling	Total Amount Requested	Old Total Ceiling	Total Obligations & Expenditures

Print out a copy of the screen in case the Confirmation Email is delayed.

Click on [Return to Main Menu](#) to return to the **CANAPS Welcome** screen to perform another CANAPS function, or click on  at the top of your browser's window to close the CANAPS session.

CANAPS Response

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

Project #:	B07053	Case Officer:	MR. PAT RYAN
Incident Name:	MARCH HARBOR MARINA - B07053	Incident State:	NEW HAMPSHIRE
Project Long Name:	MARSH HARBOR MARINA AND BOAT SALES/RENTALS COMPANY FIRE	Old CG Cost Ceiling:	
Current CG Cost Ceiling:		Old OSLTF/CERCLA Cost Ceiling:	\$500,000.00
Current OSLTF/CERCLA Cost Ceiling:	\$425,000.00	Old Total Ceiling:	\$500,000.00
Current Total Ceiling:	\$425,000.00	Vessel Type:	
CG Cost Amount Requested:		Amount Spilled:	55 BARRELS
OSLTF/CERCLA Amount Requested:	\$425,000.00	Incident Date:	7/5/2007
Total Amount Requested:	\$425,000.00	Responsible Party:	
CG Obligations & Expenditures:		Type of Product Spilled:	OIL
OSLTF/CERCLA Obligations & Expenditures:	\$0.00	Body of Water:	NEW RIVER
Total Obligations & Expenditures:	\$0.00	Incident Location:	MARSH HARBOR MARINA
Vessel/Facility Name:	MARCH HARBOR MARINA	Incident Description:	MARINA AND BOAT SELLER FACILITY CAUGHT FIRE

[Return to Main Menu](#)

Step 6: CANAPS Sends an Amended Project Confirmation Email

The Email below is a sample Confirmation Email that CANAPS creates once you complete the Change Project Ceiling Wizard. Note that the Subject of the Email includes the type of CANAPS transaction (i.e., Update CANAPS Project) and Project Number.

If you have requested an amount that exceeds the established limit, the message will advise you who to contact for additional funds.

The message also includes the Project Number, the Previous Ceiling Amounts, Amounts Requested, and New Approved Ceiling Amounts.

From: AutoResponseCANAPS@ballston.uscg.mil
 Sent: Thursday, July 05, 2007 2:40 PM
 To: Bennis, Patricia
 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 a 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:	05 JUL 2007.
Incident Date:	05 JUL 2007.
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 Amount 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:	HENRY SMITH
POC/FOSC Email:	No Data Entered
POC/FOSC Phone:	No Data Entered
POC/FOSC FAX:	No Data Entered
Requesting Unit:	Sector Boston
Requestor Name:	PAT BENNIS
Requestor Phone:	(555)555-5555
Requestor Email Address(es):	PATRICIA.P.BENNIS@USCG.MIL
CGMS Reference:	
Case Officer Name:	Mr. Pat Ryan
Case Officer Phone:	(202)493-6732
Case Officer Cell Phone:	(202)841-5929

Case Officer FAX:	(202)493-6896
Case Officer Email:	Patrick.E.Ryan@uscg.mil

Step 7: CANAPS Creates an Amend Project CGMS Message

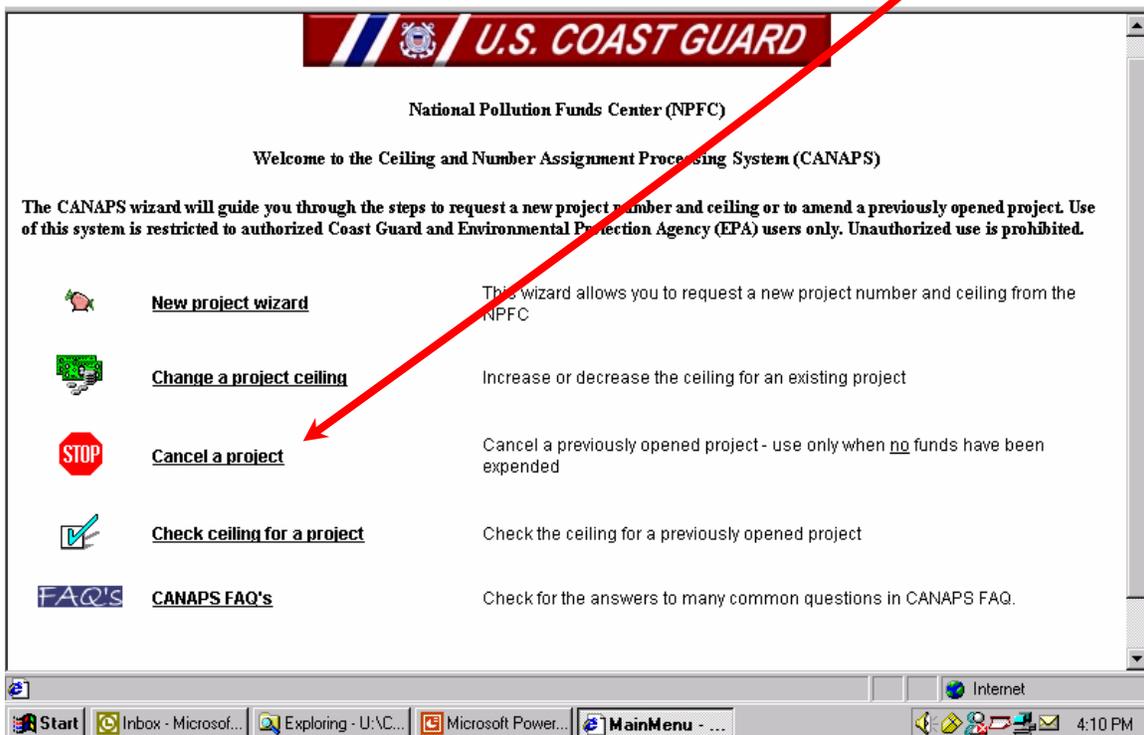
Below is a sample CGMS message that CANAPS creates once you amend a project ceiling. Note that the message includes the **Project Number** in the Subject line and the new **Approved Ceiling** in the first paragraph of the message.

```
P 060332Z JUL 07
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//
COMCOGARD MLC LANT NORFOLK VA//FCP//
COMDT COGARD WASHINGTON DC// CG-3R/CG-3RPP //
BT
UNCLAS //N16465//
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: 05 JUL 2007.
3. INCIDENT LOCATION: MARSH HARBOR MARINA , NH.
4. NPFC POINT OF CONTACT:
  A. NAME: MR. PAT RYAN.
  B. PHONE: (202)493-6732.
  C. CELL PHONE: (202)841-5929.
  D. FAX: (202)493-6896.
  E. EMAIL: PATRICK.E.RYAN@USCG.MIL.
5. FOSC POINT OF CONTACT:
  A. NAME: HENRY SMITH.
  B. PHONE: N/A.
  C. FAX: N/A.
  D. EMAIL: N/A.
6. CAS ACCOUNTING STRING: 2/H/SZ/101/95/0/B07053/37010/XXXX,
  WHERE XXXX 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/MLC
    PAC AS INFO ADDRESSEES.
  B. INCLUDE AUTHORIZED CEILING AND DAILY COST DATA ON POLREPS.
10. THIS MESSAGE WAS AUTOMATICALLY GENERATED BY THE CANAPS SYSTEM.
11. CIMS_EMAIL FPN: B07053 TYPE: CEILING AMENDMENT
12. CANAPS ID 060332Z JUL 07
BT
NNNN
```

HOW TO CANCEL A PROJECT

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

- Start by clicking on **Cancel a Project** (the third link) on the CANAPS Welcome screen.
- Step 1: Enter the Project Number.
- Step 2: Review selected project information.
- Step 3: Address the CGMS Message
- Step 4: Confirm the information and submit the request.
- Receive the CANAPS Response and Confirmation Messages.

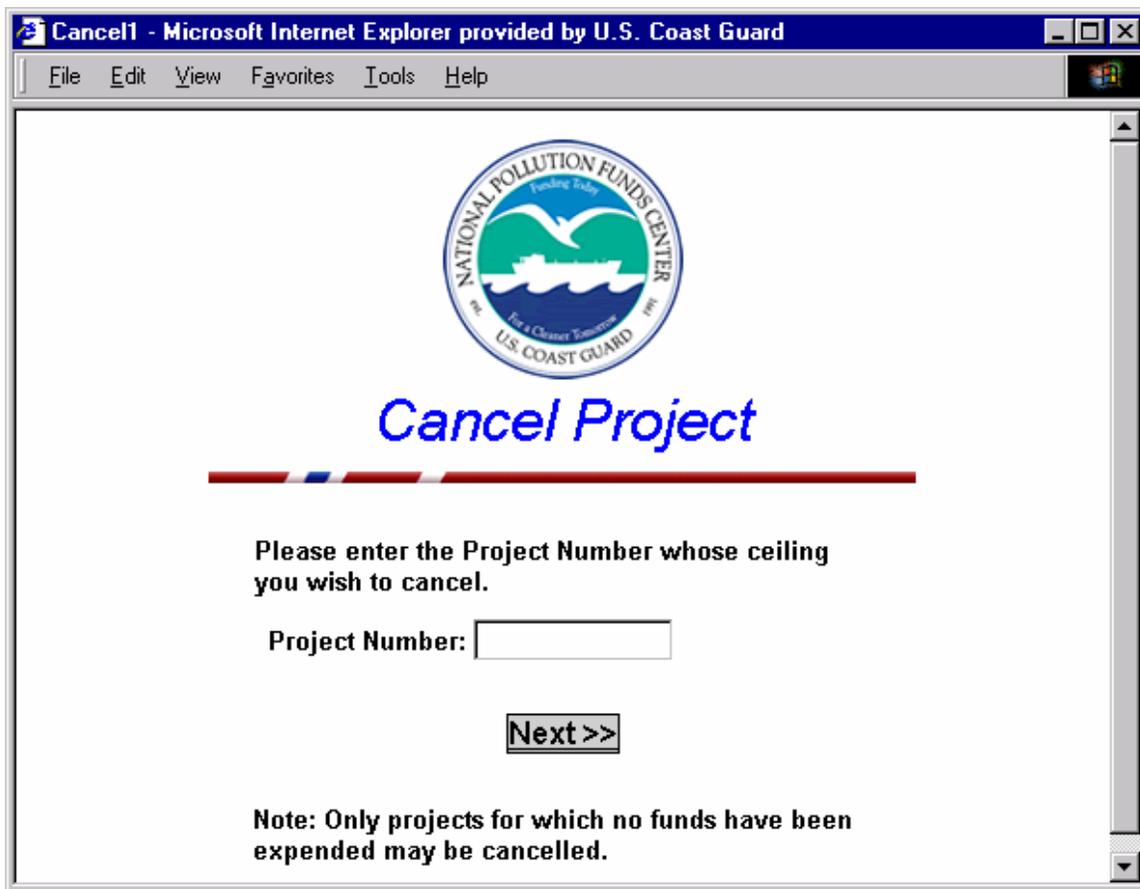


Step 1: Enter the Project Number

Use the **Cancel Project** screen to enter the project whose ceiling you wish to cancel. Only projects for which *no* funds have been expended may be cancelled. The system will *not* allow you to use this function to close a completed case.

The table below explains how to complete each field.

FIELD	REQUIRED	INSTRUCTIONS
Project Number	Yes	Enter the Project Number you wish to cancel.
<input type="button" value="Next >>"/>	Yes	Click the Next button after you have filled in all the required fields to move to the next step.



Step 2: Confirm You're Canceling the Correct Project

Review the **Project Information** screen first to confirm you are canceling the correct project.



If you have the wrong project, use  in your browser to return to the previous screen to enter the correct project number.

The screen lists the following information to help you verify the project:

Project Number	Case Officer	Incident Name	Project Long Name
Incident Location	Incident State	Incident Date	Incident Description
Body of Water	Source of Spill	Vessel Type	Vessel/Facility Name
Type of Product Spilled		Amount Spilled	Responsible Party
Current CG Cost Ceiling		CG Obligations & Expenditures	
Current OSLTF/CERCLA Ceiling		OSLTF/CERCLA Obligations & Expenditures	
Current Total Ceiling		Total Obligations & Expenditures	

Once you are sure you have the correct project, enter the appropriate information. The table below explains how to complete each field.

FIELD	REQUIRED	INSTRUCTIONS
Requestor's Name	Yes	Enter your name in the Requestor's Name field in the following format: Title/Rank, First Name, Last Name, [Suffix].
Requestor's Phone	Yes	Enter your phone number, including the Area Code. You do not need to enter formatting characters (e.g., parentheses or dashes), only the ten (10) digits. This number will be used by the NPFC Case Officer to contact you if there are any questions.
Confirmation Email Address(es)	Yes	Enter the Email address(es) that you want the Cancel Project information to be sent to. <ul style="list-style-type: none"> You can send up to 25 different Confirmation Emails by separating the Email addresses with semi-colons (;) or commas (,). Put the Requestor's Email address first. Be sure to enter this correctly or you will <u>not</u> receive the Confirmation Email from CANAPS.
POC/FOSC Name	Yes	This field is automatically populated with data from the most recent prior CANAPS transaction for this case. Please review and update this data as necessary.
POC/FOSC Phone Number		This field is automatically populated with data from the most recent prior CANAPS transaction for this case. Please review and update this data as necessary.
POC/FOSC Fax Number		This field is automatically populated with data from the most recent prior CANAPS transaction for this case. Please review and update this data as necessary.

FIELD	REQUIRED	INSTRUCTIONS
POC/FOSC Email		This field is automatically populated with data from the most recent prior CANAPS transaction for this case. Please review and update this data as necessary.
<input type="button" value="Next >>"/>	Yes	Click the Next button after you have filled in all the required fields to move to the next step.

Project Information

Project #:	B07053	Case Officer:	Mr. Pat Ryan
Incident Name:	MARCH HARBOR MARINA - B07053	Incident State:	NEW HAMPSHIRE
Project Long Name:	MARSH HARBOR MARINA AND BOAT SALES/RENTALS COMPANY FIRE	Source of Spill:	Facility
Current CG Cost Ceiling:		Vessel Type:	
Current OSLTF/CERCLA Ceiling:	\$425,000.00	Amount Spilled:	55 Barrels
Current Total Ceiling:	\$425,000.00	Responsible Party:	
CG Obligations & Expenditures:		Type of Product Spilled:	Oil
OSLTF/CERCLA Obligations & Expenditures:		Incident Date:	7/5/2007
Total Obligations & Expenditures:	\$0	Incident Location:	MARSH HARBOR MARINA
Vessel/Facility Name:	MARCH HARBOR MARINA	Incident Description:	MARINA AND BOAT SELLER FACILITY CAUGHT FIRE
		Body of Water:	NEW RIVER

Requestor's Name: * POC/FOSC Name: *

Requestor's Phone: * POC/FOSC Phone:

Confirmation Email Address(es): * POC/FOSC Fax Number:

POC/FOSC Email:

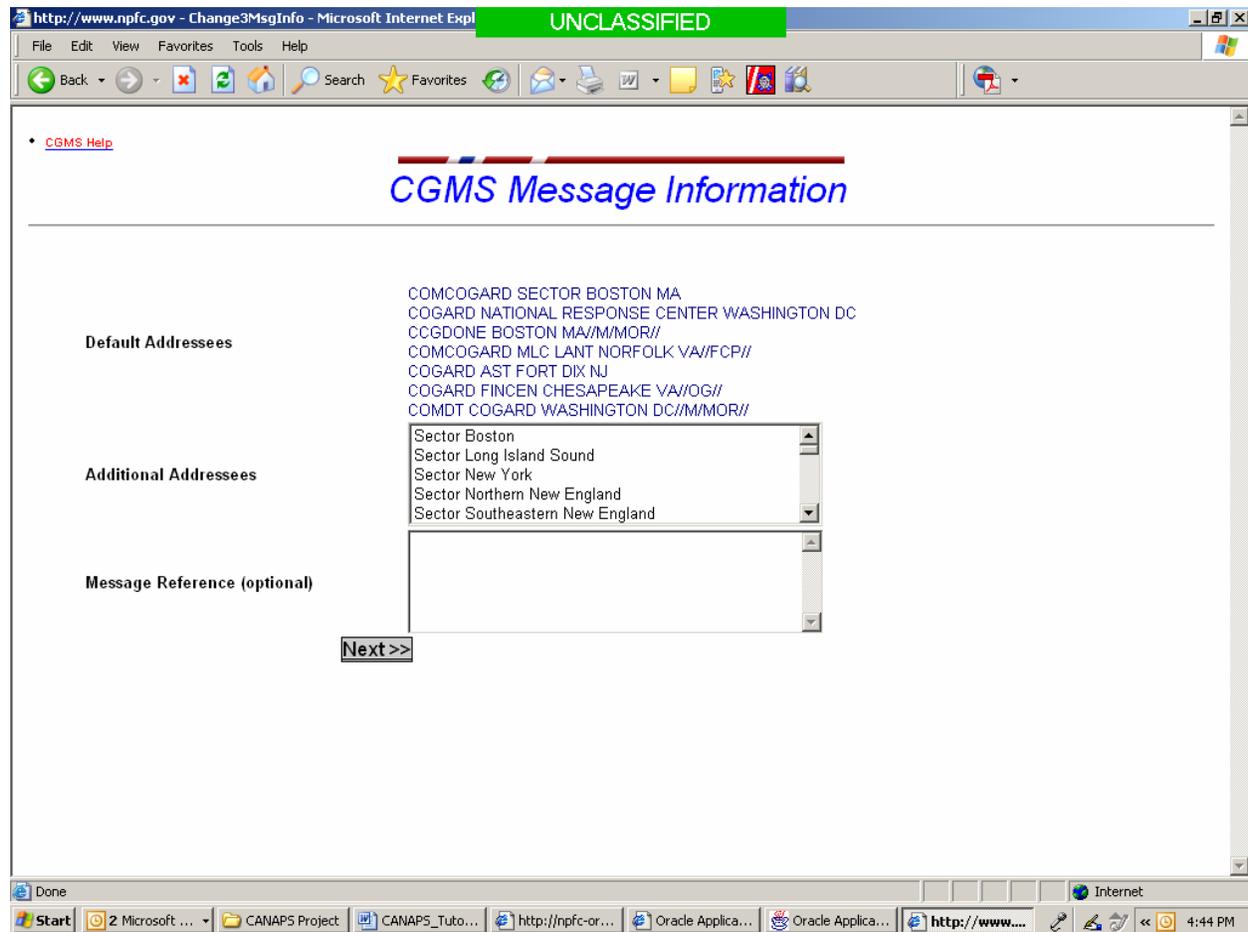
Enter Requestor Email first, separate multiple Email addresses by semi-colon(;) or comma(,).

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

Step 3: Address the CGMS Message

Use the **CGMS Message Information** screen to address the CGMS message. The table below explains how to complete each field.

FIELD	REQUIRED	INSTRUCTIONS
Default Addressees		This section of this screen lists all of the addressees to whom the official CGMS message will be sent automatically.
Additional Addressees		If there are additional addressees that you want to add to this specific message, select them from the drop down list. Hold the "CTRL" key while highlighting items with the mouse to select more than 1 additional addressee.
Message References		Enter a message reference, if necessary.
<input type="button" value="Next >>"/>	Yes	Click the Next button to review the message information prior to submitting the request.

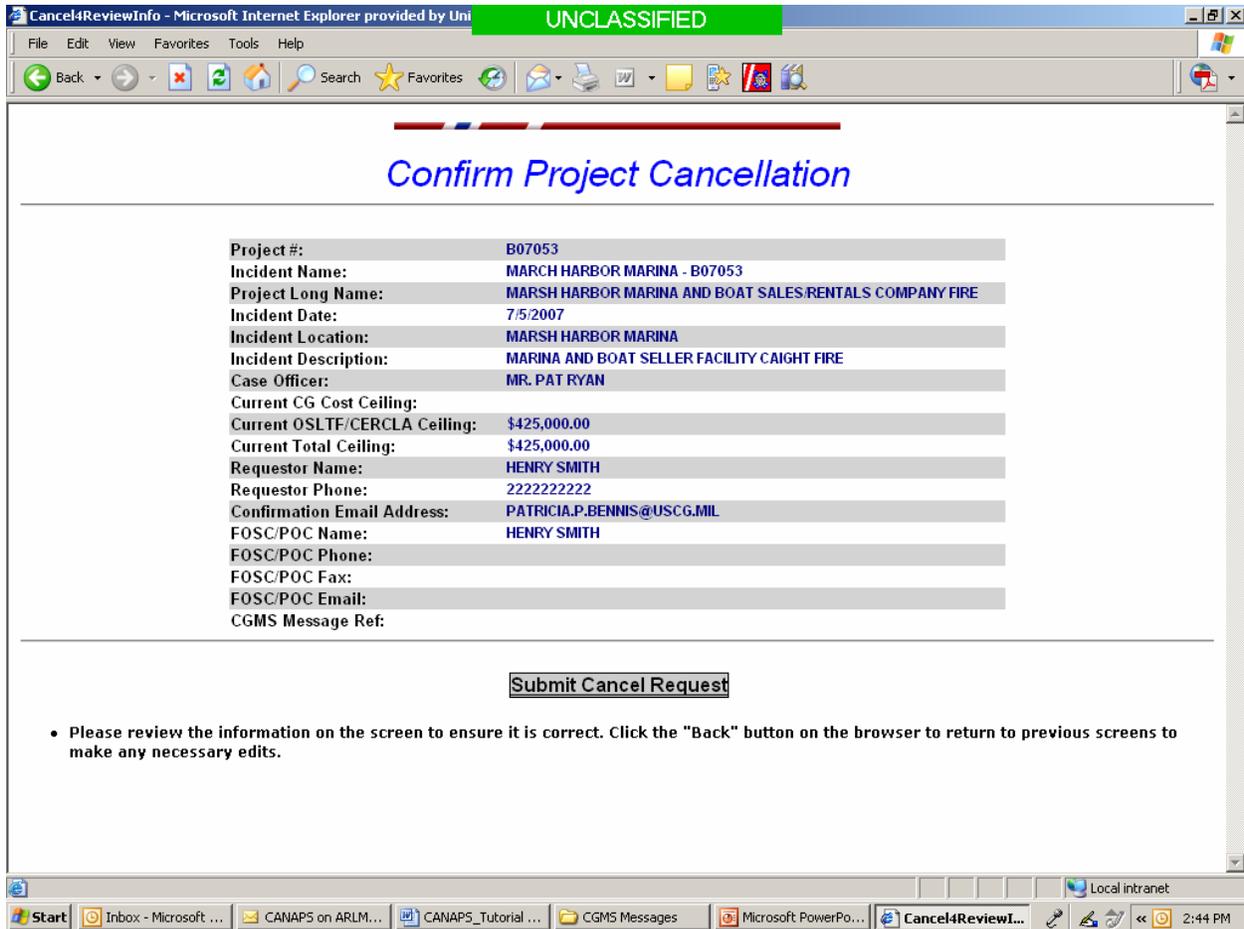


Step 4: Confirm the Information

Use the **Confirm Project Cancellation** screen to verify that you are canceling the correct project and that the Email and message information is correct.



- If any item is in error or needs revision, click  in the browser to return to the previous screen and make the change.
- By clicking **Submit Cancel Request**, you are submitting your request to the NPFC. The system will provide you with the message confirmation information you need to proceed with your response activities.



You can confirm the following information on this page:

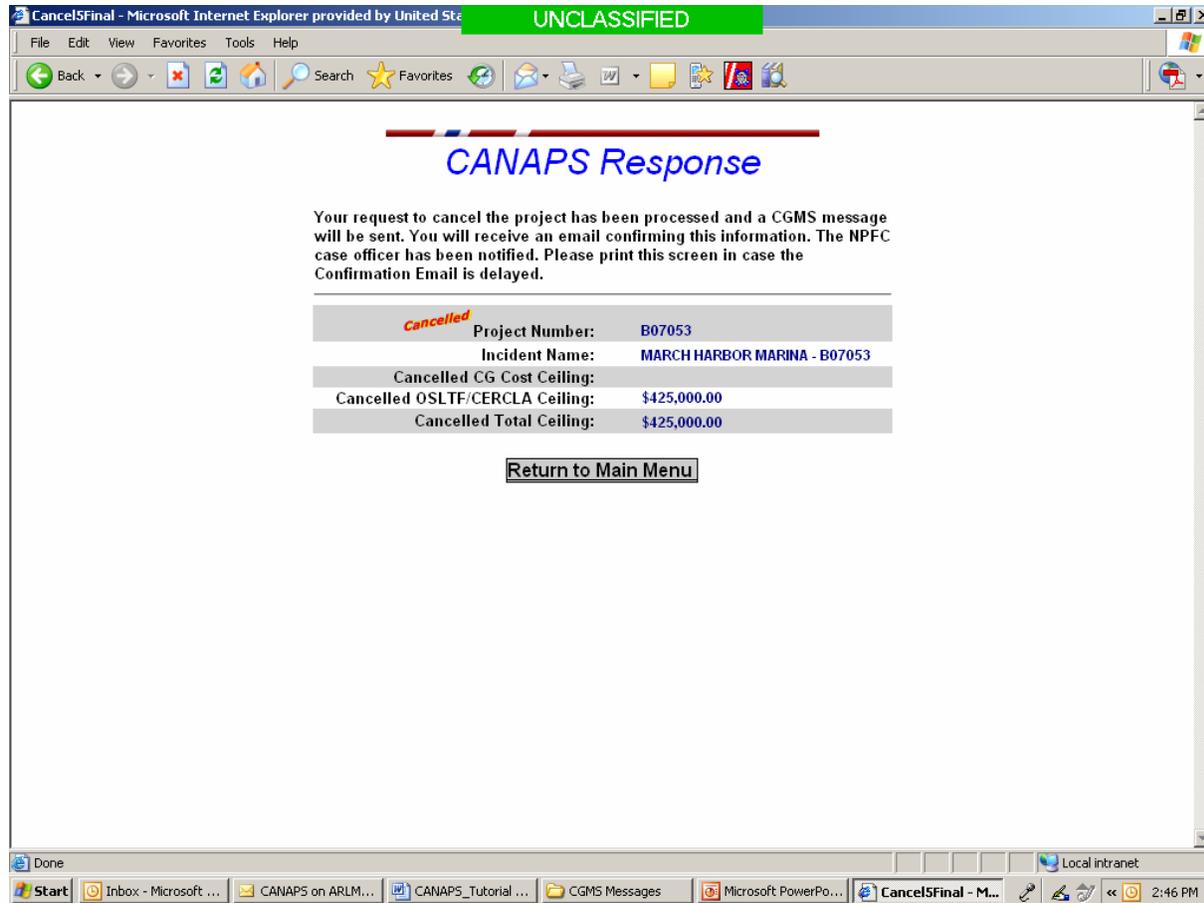
Project Number	Incident Name	Project Long Name
Incident Date	Incident Location	Incident Description
Requestor Name	Requestor Phone Number	Confirmation Email Address
FOSC/POC Name	FOSC/POC Phone Number	NPFC Case Officer
FOSC/POC FAX Number	FOSC/POC Email	CGMS Message Reference
Current CG Cost Ceiling	Current OSLTF/CERCLA Ceiling	Current Total Ceiling

Step 5: Confirm the Project Cancellation

The **CANAPS Response** screen then confirms that the project along with its ceiling has been cancelled. It reminds you that a CGMS message will be sent, that you will receive a Confirmation Email, and that the NPFC Case Officer has been notified.

Print out a copy of the screen in case the Confirmation Email is delayed.

Click on [Return to Main Menu](#) to return to the **CANAPS Welcome** screen to perform another CANAPS function, or click on  at the top of your browser's window to close the CANAPS session.



CANAPS Response

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

Cancelled	Project Number:	B07053
	Incident Name:	MARCH HARBOR MARINA - B07053
	Cancelled CG Cost Ceiling:	
	Cancelled OSLTF/CERCLA Ceiling:	\$425,000.00
	Cancelled Total Ceiling:	\$425,000.00

[Return to Main Menu](#)

Step 6: CANAPS Sends a Cancelled Project Confirmation Email

The Email below is a sample Confirmation Email that CANAPS creates once you complete the **Cancel Project Ceiling Wizard**. Note that the Subject of the Email includes the **Type of CANAPS Transaction** (i.e., Cancel CANAPS Project) and **Project Number**. It shows that the **Ceiling Amount** has been set to \$0.00

From: AutoResponseCANAPS@ballston.uscg.mil
 Sent: Friday, July 06, 2007 2:47 PM
 To: Bennis, Patricia
 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.

CANAPS Transaction Type:	PROJECT CANCELLATION
Project Number:	B07053
Project Cancellation Date:	06 JUL 2007.
Incident Date:	05 JUL 2007.
Previous CG Cost Ceiling:	No Data Entered
Previous OSLTF/CERCLA Ceiling:	\$425,000.00
Previous Total Ceiling:	\$425,000.00
CG Cost Amount 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:	HENRY SMITH
POC/FOSC Email:	No Data Entered
POC/FOSC Phone:	No Data Entered
POC/FOSC FAX:	No Data Entered
Requesting Unit:	Sector Boston
Requestor Name:	HENRY SMITH
Requestor Phone:	(222)222-2222
Requestor Email Address(es):	PATRICIA.P.BENNIS@USCG.MIL
CGMS Reference:	
Case Officer Name:	Mr. Pat Ryan
Case Officer Phone:	(202)493-6732
Case Officer Cell Phone:	(202)841-5929
Case Officer FAX:	(202)493-6896
Case Officer Email:	Patrick.E.Ryan@uscg.mil

Step 7: CANAPS Creates a Cancel Project CGMS Message

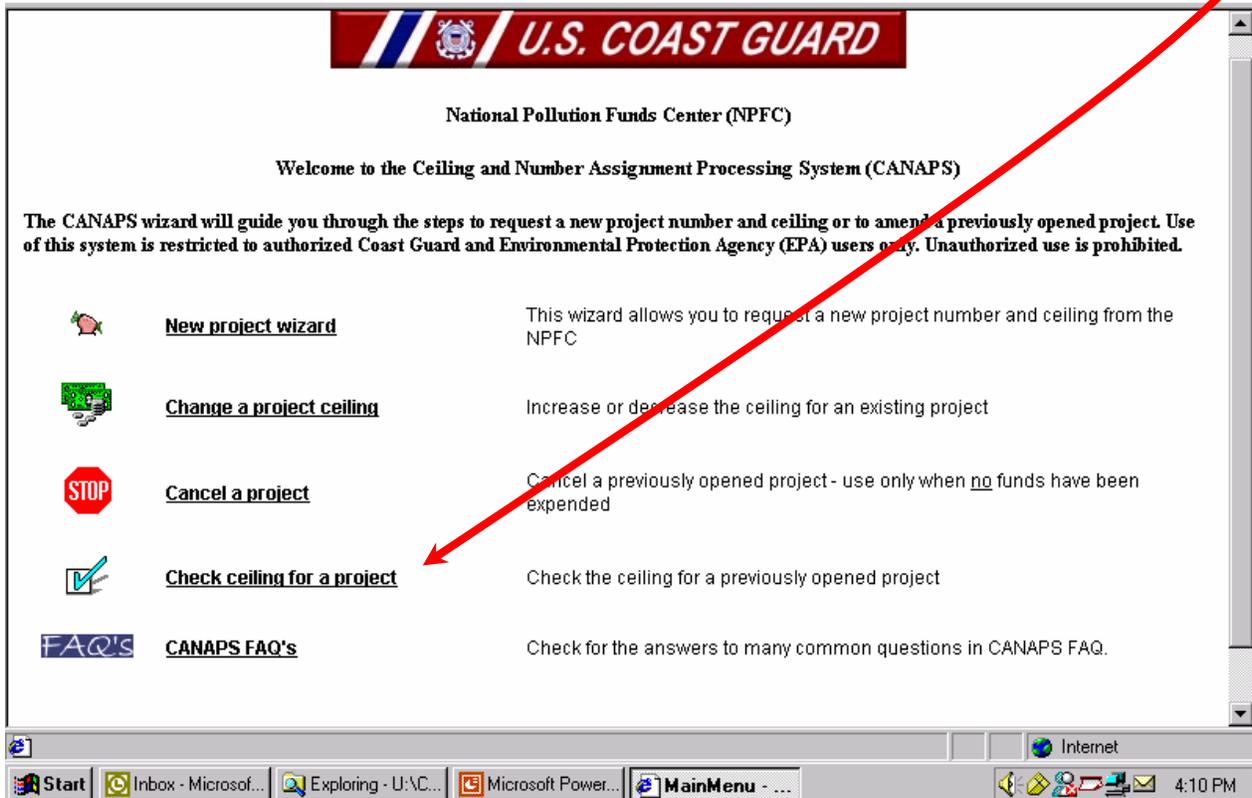
Below is a sample CGMS message that CANAPS creates once you cancel a project. Note that the **Project Number** and **Type of CANAPS Transaction** are in the Subject and first paragraph of the message.

```
P 060442Z JUL 07
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//
COMCOGARD MLC LANT NORFOLK VA//FCP//
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: 06 JUL 2007.
4. FOSC CERTIFIES NO FEDERAL FUNDS EXPENDED ON THIS CASE.
5. FOSC POINT OF CONTACT:
  A. NAME: HENRY SMITH.
  B. PHONE: (222)222-2222.
  C. FAX: (222)333-5555.
  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 060442Z JUL 07
BT
NNNN
```

HOW TO CHECK A PROJECT'S CEILING

CANAPS allows you to check the ceiling of any previously opened project.

- Start by clicking on **Check Ceiling for a Project** (the fourth link) on the CANAPS Welcome screen.
- Step 1: Enter the project number.
- Step 2: View project information.

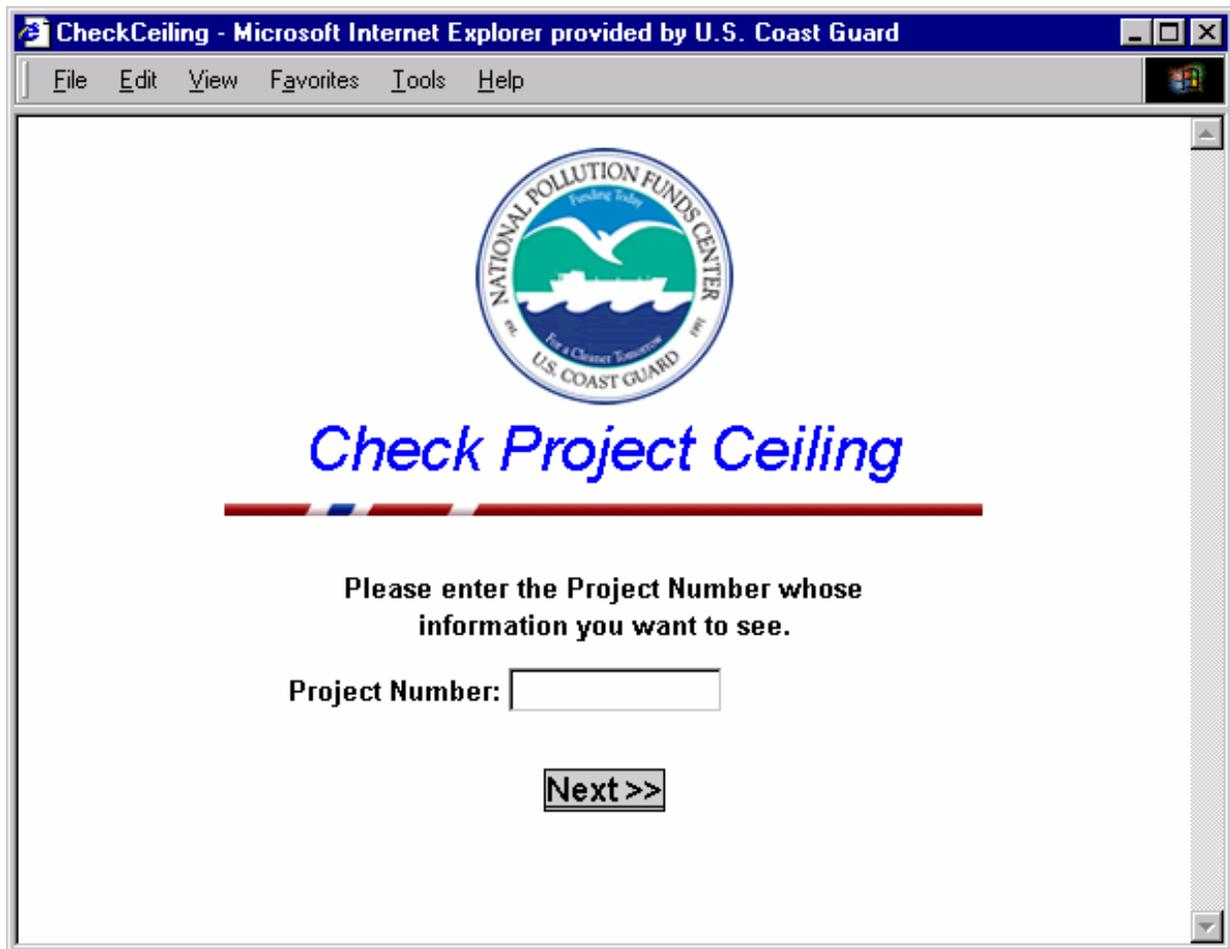


Step 1: Enter the Project Number

Use the **Check Project Ceiling** screen to look up information on a specific project.

The table below explains how to complete each field.

FIELD	REQUIRED	INSTRUCTIONS
Project Number	Yes	Enter the Project Number you wish to look up.
<input type="button" value="Next >>"/>	Yes	Click the Next button after you have filled in all the required fields to move to the next step.



Step 2: View the Information

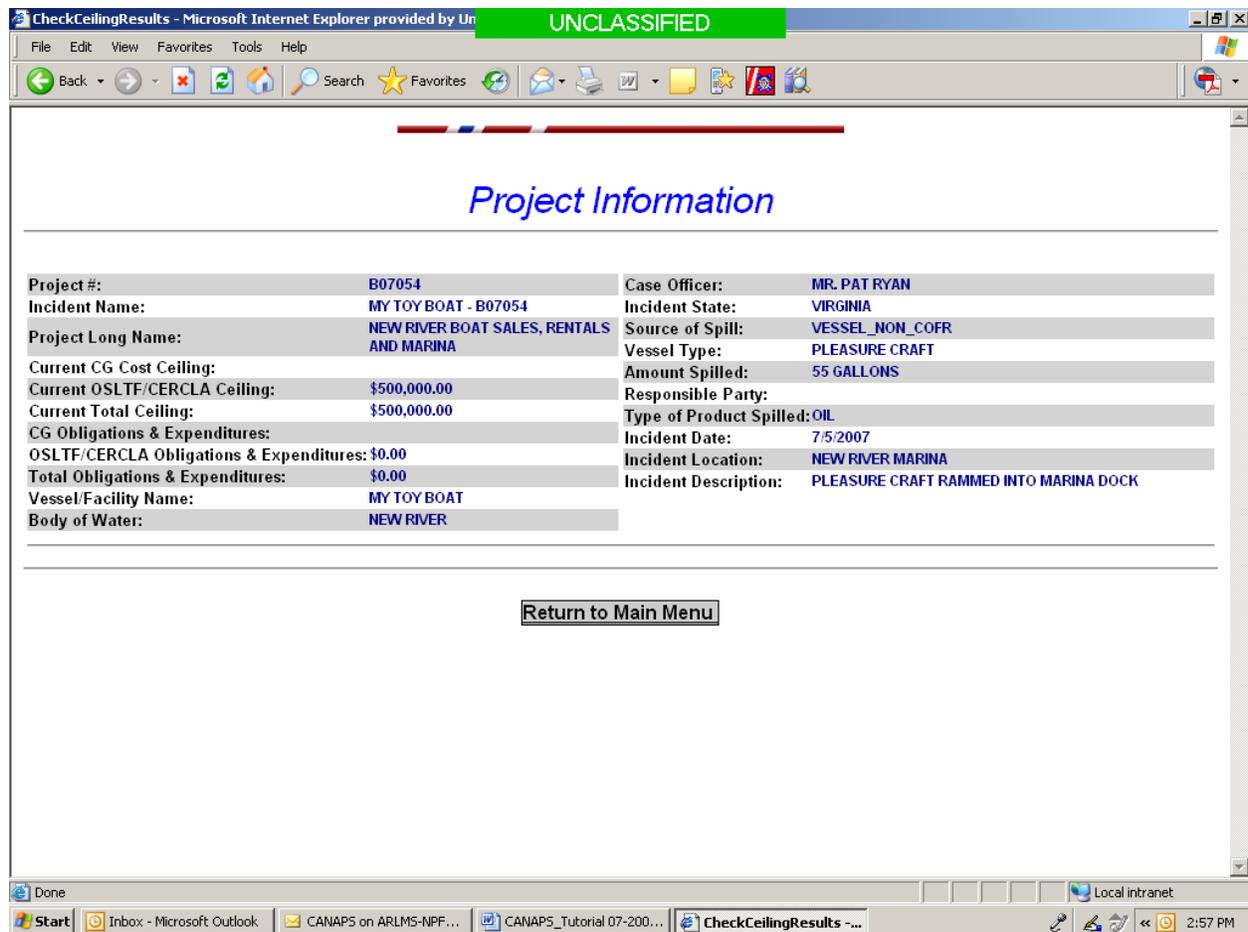
Find the information you want on the **Project Information** screen.



If you have the wrong project, use **Back** in your browser to return to the previous screen to enter the correct project number. The screen lists the following information:

Project Number	Incident Name	Project Long Name	
Incident Location	Incident State	Incident Description	
Type of Product Spilled	Amount Spilled	Source of Spill	Vessel Type
Body of Water	NPFC Case Officer	Responsible Party	Vessel/Facility Name
Current CG Cost Ceiling		CG Obligations & Expenditures	
Current OSLTF/CERCLA Ceiling		OSLTF/CERCLA Obligations & Expenditures	
Current Total Ceiling		Total Obligations & Expenditures	

Click on **Return to Main Menu** to return to the **CANAPS Welcome** screen to perform another CANAPS function, or click on at the top of your browser's window to close the CANAPS session.



CONTACT US

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National Pollution Funds Center

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Arlington, Virginia 22203-1804

Phone: (202) 493-6999

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