



Federal Aviation  
Administration



# FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

## DESK REFERENCE GUIDE

SUBJECT: Responding to NPH

*\*You are required to have a registered e-filing account*

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All references to software products remain the protected trademarks of their manufacturers. The instructions in this document may reference Microsoft application(s). This is not meant in any way to express a preference for any particular product since there are many different browsers, programs, and operating systems available to the user. For simplicity only, one brand/product is used in the examples that follow.



## Responding to NPH

ANY RESOLUTION OF THE ISSUE(S) DESCRIBED IN THE NPH MUST BE COMMUNICATED TO THE FAA VIA YOUR REGISTERED E-FILE ACCOUNT SO THAT A FAVORABLE DETERMINATION CAN SUBSEQUENTLY BE ISSUED.

You must upload your Response to a Notice of Presumed Hazard (NPH).

### Constraints

1. Response to an NPH must a PDF file; only PDF files can be uploaded to the system.
2. There is a 25MB file size limit per document.

### Uploading a Response to a NPH

To upload a Response to a NPH, go to the "My Cases in Interim Status" screen and select the desired Project Name Link.

#### Example: My Cases in Interim Status Screen – Project Name Link

My Cases in INTERIM Status faa.gov Tools: [Print this page](#)

Please refer to the assigned ASN on all inquiries to the FAA

All Cases	Filter by Case Status	Cases Requiring Action
<a href="#">Show All Cases (4397)</a>	<a href="#">Draft (86)</a>   <a href="#">Accepted (144)</a>   <a href="#">Work in Progress (43)</a> <a href="#">Interim (99)</a>   <a href="#">Determined (3009)</a>   <a href="#">Circularized (2)</a>   <a href="#">Terminated (1108)</a>	<a href="#">7460-2 Required (1048)</a>   <a href="#">Add Letter (5)</a> <a href="#">Cases Due to Expire (53)</a>

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[View Folder](#) [Create Folder](#) [Manage Folders](#) [Transfer Cases](#)

ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received	City	State
<input type="checkbox"/>	2012-ANE-1376-OE	<a href="#">CENTR-000217096-12</a>	251-63	Interim	09/20/2012	03/15/2013		Livermore Falls	ME
<input type="checkbox"/>	2012-ANE-1377-OE	<a href="#">CENTR-000217096-12</a>	251-64	Interim	09/20/2012	03/15/2013		Livermore Falls	ME



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To upload a Response to a NPH, select the applicable Interim status case **Upload a PDF** link.

**Example:** Project Summary Screen – Upload a PDF Link

Off Airport

Project Summary : CENTR-000217096-12

Structure	City, State	Lat/Long	Map	Actions
251-62 Terminated 2012-ANE-1375-OE	Livermore Falls, ME	44° 24' 24.43" 70° 9' 50.93"	Show Map	Clone Upload a PDF
251-63 Interim 2012-ANE-1376-OE	Livermore Falls, ME	44° 24' 20.57" 70° 8' 50.74"	Show Map	Clone Upload a PDF Add 7460-2
251-64 Interim 2012-ANE-1377-OE	Livermore Falls, ME	44° 24' 16.75" 70° 8' 50.55"	Show Map	Clone Upload a PDF Add 7460-2

Select the type of document "**NPH resp.**" from the Choose Type of Document dropdown and then **[Browse]** your computer to find the Response to a NPH PDF file.

**Example:** Upload a Response to a NPH (PDF File) – Case Document Upload

Choose Type of Document:  ▼

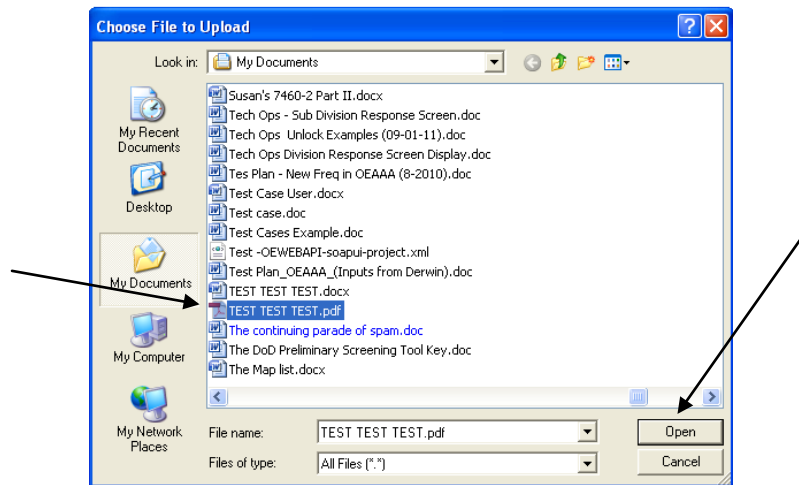
File to upload:  No file selected.

*Only PDF files may be uploaded to the system*



Once the Response to a NPH file for upload is located on the computer, **[Open]** it, then select the **[Submit]** button to continue.

**Example: Choose a File to Upload – Case Document**



You'll receive confirmation when the Response to a NPH\_document is successfully uploaded.

The following message will display:

"Your file has been uploaded successfully to ASN: 2013-AXX-####-OE."

**View Uploaded Response to a NPH**

To view an uploaded Response to a NPH, go to the "My Cases in Interim Status" screen and select the desired **Structure Name** Link.



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**Example: My Cases in Interim Status Screen – Structure Name Link**

My Cases in INTERIM Status

Please refer to the assigned ASN on all inquiries to the FAA

All Cases Filter by Case Status

[Show All Cases \(4397\)](#) [Draft \(86\)](#) | [Accepted \(144\)](#) | [Work in Progress \(99\)](#) | [Determined \(3009\)](#) | [Circularized \(2\)](#) | [Te](#)

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View Folder Create Folder Manage Folders Transfer Ca

ASN	Folder Name	Project Name	Structure Name	Status
<input type="checkbox"/> 2012-ANE-1376-OE		CENTR-000217096-12	<a href="#">251-63</a>	Interim
<input type="checkbox"/> 2012-ANE-1377-OE		CENTR-000217096-12	<a href="#">251-64</a>	Interim

An uploaded Response to NPH (PDF file) is visible within your registered e-file account on the **Details for Case** screen.

**Example: Details for Case screen – Uploaded Response to a NPH (PDF File)**

Details for Case : (Tower 53/5)

[Show Project Summary](#)

<b>Date Accepted:</b>	12/31/2013
<b>Date Determined:</b>	02/06/2014
<b>Letters:</b>	02/06/2014 <a href="#">NPH</a>
	01/09/2014 <a href="#">ADD</a>
<b>Documents:</b>	12/31/2013 <a href="#">FAA Engr Cert 53-...</a>
<b>Project Documents:</b>	None

*You may upload as many PDF Response documents as your case requires, there is a 25MB file size limit per document.*