2.3.5 Preparation of Administrative Draft EIR

The campus prepares an Administrative Draft EIR directly, or with the assistance of consultants, based on issues identified in the Initial Study; responses to the Notice of Preparation (NOP) scoping session(s); discussions with other campus units and departments such as the Office of Environmental Health and Safety, Facilities Maintenance, Transportation and Housing; and other preliminary environmental analysis.


Before beginning work on an Administrative Draft EIR, the campus should consult with the Offices of the President and the General Counsel to discuss the project definition, methodologies to be used for technical analyses, the range of alternatives that should be evaluated, and any important issues that have been identified to date. Early discussion and review of preliminary draft outlines and sections is especially important for projects that may be controversial.

It is possible to begin the Administrative Draft EIR before the end of the NOP review period, but issues raised by the comments may necessitate some changes in approach or scope. After identifying key environmental issues, the campus should consider whether there is a need to bring in outside legal counsel to assist with the project and discuss this option with the Office of General Counsel. It should also continue to meet with any internal campus committees or working groups that have been established to assist with environmental review of campus projects.

Steps for Preparing an Administrative Draft EIR

- Refer to Section 3.3 of this Handbook for a detailed model approach for preparing each section of the EIR.

- Prepare outlines and describe methodologies to be used for each of the technical sections.

- Consult with the Offices of the President and General Counsel.