

Environmental Document Submittal Requirements for Regents Approvals

Quantity/Format Requirements for Regents Approvals - Quantities are indicated in parentheses ()					
Format	Initial Study/ NDs/MNDs	EIRs	LRDPs and LRDP EIRs	Addendum to EIR	Addendum to ND/MND
Paper Copies ^a	• Final ND/MND (4) ^c	• Final EIR (4) ^c	• LRDP (10) ^d • LRDP EIR (10) ^d	• Addendum (4) ^c	• Addendum (4) ^c
CDs ^b	CDs (20 for G&B or 37 for FB) containing: • Final ND/MND (pdf) • ND/MND Summary (pdf) • Findings (pdf) – optional on CD	CDs (20 for G&B or 37 for FB) containing: • Final EIR (pdf) • EIR Summary (pdf) • Findings (pdf) – optional on CD	CDs (37) containing: • LRDP (pdf) • LRDP EIR (pdf) • LRDP EIR Summary (pdf) • Findings (pdf) – optional on CD	CDs (20 for G&B or 37 for FB) containing: • Addenda • EIR on which the Addendum is based ^e • Findings (pdf) – optional on CD	• CDs (20 for G&B or 37 for FB) containing: • Addenda • ND /MND on which Addendum is based ^e • Findings (pdf) – optional on CD
Email	• ND/MND Summary (pdf) • Findings (Word + pdf)	• EIR Summary (pdf) • Findings (Word + pdf)	• LRDP EIR Summary (pdf) • Findings (Word + pdf)	• Findings (Word + pdf) • Addendum (pdf)	• Findings (Word + pdf) • Addendum (pdf)

GB = Grounds and Buildings Committee FB = Full Board^f

Notes:

- Bind multiple volumes into individual sets
- Label each CD with document title & date, and enclose in a paper CD "sleeve" with transparent cover showing the CD label. Check CDs to confirm files are present and readable. CDs that open to a clear Table of Contents or Index format are preferred. For LRDPs and LRDP EIRs, the originating campus should distribute CDs to all other campuses and LBNL.
- OP internal distribution of 4 ND/MND, Project EIR, and Addenda hard copies: 1 to PEP file, 1 to OGC, 1 to Archives, 1 to Secretary of Regents.
- OP internal distribution of 10 LRDP & LRDP EIR hard copies: 1 to Sec. of Regents, 1 to Dir. PEP, 1 to PEP file, 1 to OGC, 6 to PEP archive.
- In addition to the Addendum, burn a copy of the base CEQA document onto the CD.
- Most common Full Board approvals for which CEQA documents must be submitted*:
 - LRDPs
 - Projects analyzed with the LRDP EIR seeking design approval at same meeting as LRDP approval
 - Projects that involve a joint Budget and Design Approval
 - Real estate purchases or ground leases that go to the Finance Committee for approval

* Pursuant to Regents Procedure 1-RP January 2003, Full Board approval may be required for any project as determined by the judgment of the President.

General Notes:

1. Include SCH# on the title page of EIRs, NDs/MNDs, and Addenda.
2. Summary Sections should include: (i) brief summary of project description, (ii) a summary of potentially significant impacts and how they are dealt with, (iii) alternatives, and (iv) if applicable, the Mitigation Monitoring and Reporting Program. If MND, you will need to create this Summary. If EIR, we suggest use of the EIR's Executive Summary chapter, which should already include the requested information.

Where to send all CDs and paper copies:

Appropriate UCOP staff person: Charlotte Strem, Mary O'Keefe, or Alicia Jensen
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Email Submittals should be sent to the appropriate UCOP staff person: Charlotte.Strem@ucop.edu, Mary.OKeefe@ucop.edu, or Alicia.Jensen@ucop.edu