

## 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 <sup>a</sup>	• Final ND/MND (4) <sup>c</sup>	• Final EIR (4) <sup>c</sup>	• LRDP (10) <sup>d</sup> • LRDP EIR (10) <sup>d</sup>	• Final addendum (20 for G&B or 37 for FB)	• Final addendum (20 for G&B or 37 for FB)
CDs <sup>b</sup>	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 <sup>e</sup> • Findings (pdf) – optional on CD	• CDs (20 for G&B or 37 for FB) containing: • Addenda • ND /MND on which Addendum is based <sup>e</sup> • 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 )	• Findings (Word + pdf )

GB = Grounds and Buildings Committee    FB = Full Board<sup>f</sup>

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 and Project EIR hard copies: 1 to PDC 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. PDC, 1 to PDC file, 1 to OGC, 6 to PDC 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) a summary of potentially significant impacts and how they are dealt with, (ii) a summary of comments received and responses, and (iii) if applicable, the Mitigation Monitoring and Reporting Program.

### Where to send all CDs and paper copies:

Appropriate PDC staff person: Charlotte Strem, Mary O'Keefe, or Alicia Jensen  
UCOP  
Planning, Design, and Construction  
1111 Franklin Street, 6<sup>th</sup> Floor  
Oakland, California 94607-5200

**Email Submittals** should be sent to the appropriate PDC staff person: [Charlotte.Strem@ucop.edu](mailto:Charlotte.Strem@ucop.edu), [Mary.OKeefe@ucop.edu](mailto:Mary.OKeefe@ucop.edu), or [Alicia.Jensen@ucop.edu](mailto:Alicia.Jensen@ucop.edu)