

Final Environmental Document Submittal Requirements for Regents Approvals (Last updated May 13, 2019)

Submittal Requirements for Regents Approvals - Quantities are indicated in parentheses () – Paper, CD and electronic submittals are required for all projects

	Initial Study/ NDs/MNDs	EIRs	LRDPs and LRDP EIRs	Addendum to EIR	Addendum to ND/MND
Paper Copies^I	- Final IS-ND/MND (1) - MMRP - Findings (1)	- Draft & Final EIR (1) - MMRP (if not in FEIR) - Findings (1)	- LRDP (2)^{II} - LRDP Draft & Final EIR (2)^{II} - MMRP (if not in FEIR) - Findings (1)	- Final Addendum (1) - Findings (1)	- Final Addendum (1) - Findings (1)
CDs^{III} (All in PDF)	CDs (2) containing: - Final IS-ND/MND - MMRP - Findings	CDs (2) containing: - Draft & Final EIR - MMRP (if not in FEIR) - Findings	CDs (2) containing: - LRDP - LRDP EIR - Findings	CDs (2) containing: - Final Addendum - EIR on which the Addendum is based - Findings	- CDs (2) containing: - Final Addendum - ND/MND on which Addendum is based - Findings
Electronic: (All in PDF)	Environmental documents smaller than 10 MB should be emailed to UCOP PEP by the due date^{IV}. Environmental documents 10 MB or larger should be posted on a campus webpage by the due date^{IV} and the link should be forwarded to UCOP PEP. This link will be inserted into the Regents Item and should open the document directly (instead of a webpage that requires navigation through other documents). The documents shall remain posted at least 40 days after the final day of the Regents Meeting.				
	- Final IS-ND/MND - MMRP - Findings	- Draft & Final EIR - MMRP (if not in FEIR) - Findings	- LRDP - LRDP EIR (Draft & Final) - MMRP (if not in FEIR) - Findings	- Final Addendum - EIR on which the Addendum is based - Findings	- Final Addendum - ND/MND on which the Addendum is based - Findings
Website link in item	For CEQA analysis that tiers from the LRDP EIR or incorporates the LRDP EIR by reference, include in the Regents item's "List of Attachments" - Refer to Regents Item Template: - URL link to the LRDP, LRDP EIR, any addenda and/or other CEQA analyses that update the LRDP EIR analysis. - The most recent LRDP documents (including all prior amendments should remain accessible on each campus' website				
Environmental Impact Summary (EIS)	EIS are required only for IS/NDs, IS/MNDs, and EIRs – Refer to Regents Items Template for sample language. The EIS should be 1 to 2 pages (max), included directly within the Regents item Word file as an attachment titled "Environmental Impact Summary", and provided at the time draft Regents Items are due to UCOP.				
Dept of Fish & Wildlife Fee	UCOP PEP is responsible for filing NODs for Regents Items. To assure timely filing of NODs, include with final environmental documents, a check payable to the California Department of Fish and Wildlife. To confirm current filing fee amount applicable, visit the CDFW website: https://www.wildlife.ca.gov/Conservation/CEQA/Fees . Fees are updated annually.				

Send paper copies & CDs to: Brian Harrington or Ha Ly, UCOP Physical and Environmental Planning, 1111 Franklin Street, 6th Floor, Oakland, CA 94607
Electronic Submittals to: Brian.Harrington@ucop.edu or Ha.Ly@ucop.edu

***Campuses are responsible for complying with CEQA Guidelines Section 15088 which requires a written proposed response, either in a printed copy or in an electronic format, to a public agency on comments made by that public agency at least 10 days prior to certifying an EIR.**

^I Paper copies: bind multiple volumes into individual sets, no three-ring binders accepted. Include SCH# on the title page of EIRs, NDs/MNDs, and Addenda. In

^{II} OP internal distribution of paper copies: 1 to Sec. of Regents, 1 to PEP file/archive for LRDPs only.

^{III} OP internal distribution of CDs: 1 to Regents, 1 to PEP file/archive. Check CDs to ensure title and date are labeled on CD and files are readable.

^{IV} Due dates for final environmental documents are approx. 2 weeks before a Regents meeting, see website for specific dates:

<https://www.ucop.edu/design-services/resources/ceqa-compliance-planning/environmental-document-submission-information.html>