CEQA Database User Guide

Agency Tool

Governor's Office of Planning and Research, State Clearinghouse Unit

April 2021

1400 TENTH STREET SACRAMENTO, CALIFORNIA 95814

TEL 1-916-445-0613 | STATE.CLEARINGHOUSE@OPR.CA.GOV | WWW.OPR.CA.GOV

Table of Contents

READ FIRST **2**
Quick Resource Guide 3
Helpful hints for all submissions 7
State Clearinghouse Regions Map 8
FAQ 9
New Features 10
ACCESS AND AUTHENTICATION **13**
LOG ON 13
LOG OFF 15
AGENCY ROLE MANAGEMENT **15**
Role Descriptions 15
Which role can I request? 16
What can Administrators, Submitters, and Reviewers do? 17
Pending Role Requests 17
Role-Based Access 18
CEQASubmit role-based Functionalities 19
Approve pending agency role 23
Reject agency role request 24
Role Revocation 26
DOCUMENT MANAGEMENT **29**
Create new document (new SCH number) 29
Create a new document (existing) for all users 31
Edit existing document (unpublished) 33
Change the Document Type 34
Add an attachment 38
Print Document Root 41
Change the Lead Agency 42
Submit a NOE Document 45
Submit a NOD Document 47
Submit a Draft or Final Environmental Document with a NOC Form 49
NOC Functions 49
Submission Requirements for CEQA Documents 50
Add Review Agencies 51
Setting review periods 53
View documents submitted (Agency Administrators) 55
Print from CEQAnet (Portal) 56
CEQAnet: Download All Attachments 57

Welcome to the CEQA Database!

In March 2019, the Governor's Office of Planning and Research (OPR), State Clearinghouse Unit (SCH) launched CEQA Submit and the new and improved version of CEQAnet. Together, the two online platforms serve as the new way to submit and publish Environmental Documents and Notices.

As of November 3, 2020, **the SCH stopped accepting emails and hardcopies of CEQA Documents** and now require that all agencies submit documents via CEQA Submit for publication to CEQAnet.

Upon receipt of documents to CEQA Submit, SCH staff reviews and then publishes those documents to CEQAnet. Upon publication, anyone can then use CEQAnet to access those documents. It only posts electronic copies of original documents received March 2019 and later, but it houses *records* of all CEQA documents the SCH has ever received.

This User Guide contains all the information you will need to successfully publish Environmental Documents and Notices to CEQAnet via CEQA Submit. Most of the instructions in this document are specific to CEQA Submit only; the last two subsections contain some instructions for using CEQAnet.

New users who need to submit CEQA documents should begin by reading the **'Quick Resource Guide'** for an overview of the most essential instructions for using CEQA Submit. The rest of the User Guide contains detailed explanations, with pictures, of each type of document submission, user capabilities, instructions on how to fill out specific fields in CEQA Submit, and more.

Thanks for using our new CEQA Database!

– The State Clearinghouse Team

Quick Resource Guide

Overview of how to submit documents via CEQA Submit

First, register into CEQA Submit.

- Follow all of the instructions on the CEQA Submit Registration Form
- Log in to CEQA Submit

Next, click the type of CEQA document you wish to submit to jump to instructions.

- Draft and Final Environmental Document
- Notice of Determination (NOD)
- Notice of Exemption (NOE)

Instructions for submitting Draft and Final Environmental Documents

Includes all NOC subtype documents

1) Begin by filling out the Notice of Completion (NOC) Transmittal form. This form is required for all Draft Environmental Documents; if your Final Document is not going under review, you do not need to fill out a NOC form.

2) From the CEQA Submit Home Page, navigate to My Documents > Add Document
   - If your project never circulated through the State Clearinghouse (SCH), you will select "Add New Project – Generate SCH Number". After your document is published, the SCH will assign your project a SCH number. Refer to "Helpful Hints", "Create New Document", and "Submit an Environmental Document with a NOC Form" for detailed instructions.
   - If your draft previously circulated through the SCH, select "Existing Project – Enter SCH Number". The published document will be filed under the existing SCH number. Refer to "Helpful Hints", "Create New Document (Existing)", and "Submit an Environmental Document with a NOC Form" for detailed instructions.

3) Select the *type* of Draft or Final Environmental Document you are filing (see list of NOC subtypes). Do NOT select "NOC" as the Document Type. The Document Type is the box you checked on the NOC form in the "Document Type" section. For Finals, select "FIN". **Note**: Finals are certified/approved documents – do not select the "FIN" category if it is not certified/approved.

4) Copy the information from the NOC form into all data entry fields.

5) Upload the NOC form and all other required attachments to the "Attachments" tab. Refer to "Submission Requirements for CEQA Documents" and "Add an Attachment" to learn what other attachments are required and how to upload those attachments. Please assure that all attachments are Text-Recognized (OCR-compliant) and that the NOC form is signed by the Lead Agency representative (e-signatures are fine). Assure that Attachments are in the correct document categories.

6) When you create your submission, the project will be labeled "Unsubmitted" until you officially submit your document to the SCH.
   - From the Document Root screen, select "Actions" (below "Navigation")
   - The system will prompt you to "Submit Document" if there are no errors in submission
   - If your submission is successful, the "Submitted" label will appear as depicted below

You will receive a confirmation email from the State Clearinghouse when your document is published. For same day review and publication of Draft or Final Environmental Documents, please submit by **3:30 p.m.**

Instructions for submitting Notices of Determination (NOD)

1) From the CEQA Submit Home Page, navigate to My Documents > Add Document
   - If your draft environmental document never circulated through the State Clearinghouse (SCH), select "Add New Project – Generate SCH Number". After your document is published, the SCH will assign your project a SCH number. Refer to "Helpful Hints", "Create New Document", and "Submit a NOD Document" for detailed instructions.
   - If your draft environmental document previously circulated through the SCH, select "Existing Project – Enter SCH Number". The published document will be filed under the existing SCH number. Refer to "Helpful Hints", "Create New Document (Existing)", and "Submit a NOD Document" sections for detailed instructions.

     Note for *Responsible Agencies*: you are not the Lead Agency – you must request Submitter access to the Lead Agency in charge of the project. All data entry fields should copy the data from the NOD form on behalf of the Responsible Agency[1].

2) Copy the information from the NOD form into the respective fields in the Database. See "Submit a NOD Document" for details on the fields.

3) Determine if you must pay or provide proof of California Department of Fish and Wildlife (CDFW) CEQA filing fees
   - State LEAD Agencies: Yes, you must pay/provide proof of CDFW filing fees. See "Submission Requirements for CEQA Documents", "NOD" tab.
   - LOCAL Agencies: No proof of payment is required in your submission. You must file CDFW CEQA fees through the County Clerk of the project location's county(ies).

4) Upload the NOD form and any other supporting materials into the "Attachments" tab (see "Add an Attachment" for detailed instructions). Please make sure all attachments are Text-Recognized (OCR-compliant) and make sure the NOD form is signed by the Lead Agency Representative (e-signatures are fine). Assure that Attachments are in the correct document categories. **Note**: uploading a NOD form with your submission is **optional for State agencies** but **required for local agencies**.

5) When you create your submission, the project will be labeled "Unsubmitted" until you officially submit your document to the SCH.
   - From the Document Root screen, select "Actions" (below "Navigation")
   - The system will prompt you to "Submit Document" if there are no errors in submission
   - If your submission is successful, the "Submitted" label will appear as depicted below.

You will receive a confirmation email from the State Clearinghouse when your Notice is published. For same day posting and publication of NODs, please submit by **4:00 p.m.**

[1] Reference CEQA Guidelines Sections 15096(i)

Instructions for submitting Notices of Exemption (NOE)

1) From the CEQA Submit Home Page, navigate to My Documents > Add Document
   - If your project never circulated through the State Clearinghouse (SCH), select "Add New Project – Generate SCH Number". After your document is published, the SCH will assign your project a SCH number. Refer to "Helpful Hints", "Create New Document", and "Submit a NOE Document" for detailed instructions.
   - If your project previously circulated through the SCH, select "Existing Project – Enter SCH Number". The published document will be filed under the existing SCH number. Refer to "Helpful Hints", "Create New Document (Existing)", and "Submit a NOE Document"

   Note for *Responsible Agencies*: you are not the Lead/Public Agency – you must request Submitter access to the Lead/Public Agency in charge of the project. All data entry fields should copy the data from the NOE form on behalf of the Responsible Agency.

2) Copy the information from the NOE form into the respective fields in the Database. See "Submit a NOE Document" for details on the fields.

3) Upload the NOE form and any other supporting materials into the "Attachments" tab (see "Submission Requirements for CEQA Documents" and "Add an Attachment" for detailed instructions). Please make sure all attachments are Text-Recognized (OCR-compliant) and make sure the NOE form is signed by the Lead Agency Representative (e-signatures are fine). Assure that Attachments are in the correct document categories. **Note**: uploading a NOE form with your submission is **optional for State agencies** but **required for local agencies**.

4) When you create your submission, the project will be labeled "Unsubmitted" until you officially submit your document to the SCH.
   - From the Document Root screen, select "Actions" (below "Navigation")
   - The system will prompt you to "Submit Document" if there are no errors in submission
   - If your submission is successful, the "Submitted" label will appear as depicted below.

You will receive a confirmation email from the State Clearinghouse when your Notice is published. For same day posting and publication of NOEs, please submit by **4:00 p.m.**

Helpful hints for all submissions

Document Details Tab

- Add a description of the *project* in the field labeled "Document Details"
- If a SCH number has not been assigned to a document, information entered in "Document Details" will be copied over to "Project Details" when a document is published

Project Details Tab

- The “Project Details” of an SCH number will be updated to match the Document Description of the most recent Environmental Document; this includes Addendums that are added to an existing SCH number.

Attachments Tab

- Users should upload all attachments under the same submission – do not make separate submissions for each attachment
- User should use descriptive names for the attachments (i. e. “NOC_Town Hall Project”; “Summary Form_Town Hall Project”)
- All uploads must be text-recognized and signed where applicable

Note: *Users can add unlimited electronic files as Attachments (>1 GB per upload).*

Regions Tab

Describe the geographic area of the project site. Fill out all tabs that apply.

- Is the project site located in northern or southern California? Refer to SCH Regions Map (Figure 1)
- Is the project site in an “unincorporated” location?
- Is the project site “citywide”?
- Is the project site “countywide”?
- Is the project site “statewide”?
- Is the project site “nationwide”?

Figure 1

State Clearinghouse Regions Map

FAQ

Frequently Asked Questions about CEQA Submit

Why must I copy the same information from my forms into the CEQA Submit fields (redundancy)?

Draft or Final Environmental Documents:
This information helps the SCH staff review and select the appropriate State reviewing agencies and helps the State agencies that are reviewing the proposed draft or final.

Notices of Determinations and Exemptions:
Providing as much information on the form and in the fields of the Document Root helps the agencies and the public know more about the project.

Is there training available on the current and new features of the CEQA Submit database?

Yes, upon request.

The OPR staff is able to book trainings through Teams. If you need alternative applications to conduct a training, please inform a staff member.

I don't see the Lead Agency I am submitting a CEQA document for?

Confirm that the Lead Agency is not in our Database by choosing the "Request Access" option from the Home Page.

When submitting a CEQA document as the Lead or Responsible Agency or as a Consultant from a Consulting Firm, you must select the Lead Agency by choosing "Request Access" from the home page and then "Select a Government Agency Type" from the sub type list.

If you do not see the Lead Agency you are submitting for or on behalf of, please email the SCH **before 1:00 p.m.** during business hours for same day request with the following information:

- Lead Agency official name
- Website of the Lead Agency

If the Lead Agency does not have a website, provide information verifying the Lead Agency is valid along with the contact person's name and email of the Lead Agency.

How do I provide feedback on the CEQA database?

Email the SCH at state.clearinghouse@opr.ca.gov or use the Contact Us option on CEQA Submit and CEQAnet.

We value your feedback – we expect to make refinements and improvements based on your input. Please let us know how to improve the user experience.

New Features

Features recently added to the CEQA Submit database

New County Clerk field for NOD and NOE documents

Affected Users: All Users

Affected Site: CEQA Submit and CEQAnet

What is changing?

"County Clerk" is a new field located in the Document Roots of NOD and NOE documents – under the Notice of Exemption/Determination tab. This field captures which county (or counties) the project was filed in.

Users can select their county clerk by going to the County Clerk field and searching for their county. The list of counties is in alphabetical order, and users can filter the list using the Search function. Users must select "Save" to retain changes.

Note: This field only appears for submissions where the Lead Agency is a local agency. If you are a local agency, or if you are a State Responsible agency, please fill out the county clerk(s) that correspond to the county(ies) that the Lead filed the NOD/NOE in[2].

Label update: "Lead Agency" to "Public Agency"

Affected Users: All Users

Affected Site: CEQA Submit and CEQAnet

What is changing?

In CEQA Submit, the field previously labeled "Lead Agency" has changed to "Public Agency" for all NOE documents. Users will see this field upon document creation and on the Document Root screen, under the Document Details tab.

On CEQAnet, the Advanced Search filter for "Lead Agency" has changed to "Lead/Public Agency". This is also reflected on the Recent Postings page.

Select the document type

Affected Users: All Users

Affected Site: CEQA Submit

What is changing?

When a user selects a document type, the Add Document screen displays the applicable fields for that document type.

For NOE documents, the following fields appear:

- Public Agency (previously Lead Agency)
- Document Type
- Title

[2] Reference CEQA Guidelines Sections 15062(c)(2); 15075; 15094; 15096(i)

- Received
- Document Description

For NOD document types, the following fields appear:

- Lead Agency
- Document Type (Users can select a NOD, NDE)
- Title
- Received
- Document Description

For environmental documents that include an NOC, users can select any type of an environmental document being proposed. The following fields appear:

- Lead Agency
- Document Type
- Title
- Present Land Use
- Document Description

User can add multiple contacts for each document

Affected Users: All Users

Affected Site: CEQA Submit and CEQAnet

What is changing?

This new feature allows a user to add multiple Contacts per document and can designate them as a Lead/Public Agency, Project Applicant[3], Parties Undertaking Project, Responsible Agency or Consulting Firm Contact type.

Users must confirm Fish and Wildlife payment

Affected Users: All users except OPR Administrators

Affected Site: CEQA Submit

What is changing?

During document creation for a NOD document type (NOD or NDE), users will have to complete a checkbox to confirm that they completed a payment to the Department of Fish and Wildlife. This checkbox is only visible when a user's Lead Agency list includes at least one State agency. Visit CDFW's website for more information.

Users can create copies of any existing documents

Affected Users: All Users

Affected Site: CEQA Submit

What is changing?

Users can now create a copy of any existing document. To do this, on the Document Root screen, expand the Navigation tab and select "Create a Copy".

The copied document will include the following tabs:

[3] See Sections 15062 (a)(6); 15063 (d)(6); 15075 (b)(8); 15094 (b)(10)" of CEQA Guidelines: https://www.califaep.org/docs/CEQA_Handbook_2021.pdf

- Document Details (editable during add process)
- Contact
- Regions
- Counties
- Cities
- Location Details
- Local Action Types (NOC Only)
- Development Types (NOC Only)
- Project Issues (NOC Only)
- Notice of Determinations (NOD Only)
- Notice of Exception (NOE Only)
- Title
- Description

The following tabs will NOT be copied:

- Attachments
- Review Agencies
- Review Period
- Navigation > Internal Notes
- Navigation > Library
- Navigation > Letters
- Navigation > Review Agencies
- County Clerk (NOD and NOE only)

New file types that users can upload to CEQA Submit

Affected Users: All users

Affected Site: CEQA Submit and CEQAnet

What is changing?

The following file types are now permitted for upload on CEQA Submit:

- Adobe Acrobat (PDF)
- MS Word (DOC)
- MS Excel (XLS)
- Open Office/Word (DOCX)
- Open Spreadsheet/Excel (XLSX)
- Plain Text (TXT)
- Web Page (HTML)
- Image/JPEG (JPG)
- Image/GIF (GIF)
- Image/Portable Network Graphic (PNG)
- Compressed (ZIP)
- Comma Separated Values (CSV)

Note: Library is only available to OPR Administrators.

Access and Authentication

In this section:

Subpages in this section include directions for logging in and logging out of CEQA Submit.

Log-on

Description

This process enables Registered Users to access CEQA Submit.

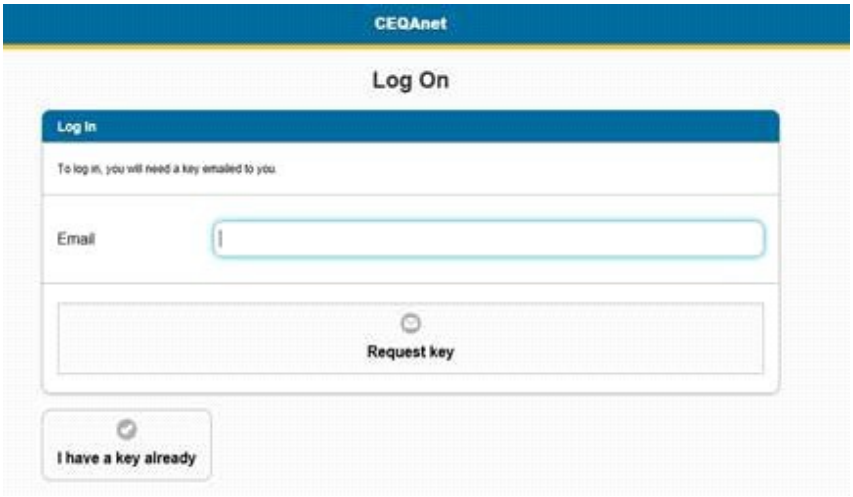
Required Preconditions

An OPR administrator must have created an account with the user's valid email address. Refer to the CEQA Submit Registration Form if you are not already registered.

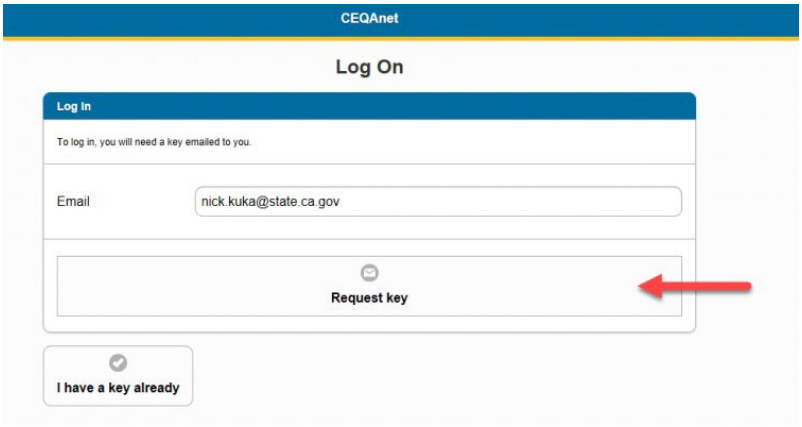
Step-by-Step Instructions

Step 1: Go to https://ceqasubmit.opr.ca.gov

Step 2: Enter your *registered* email address

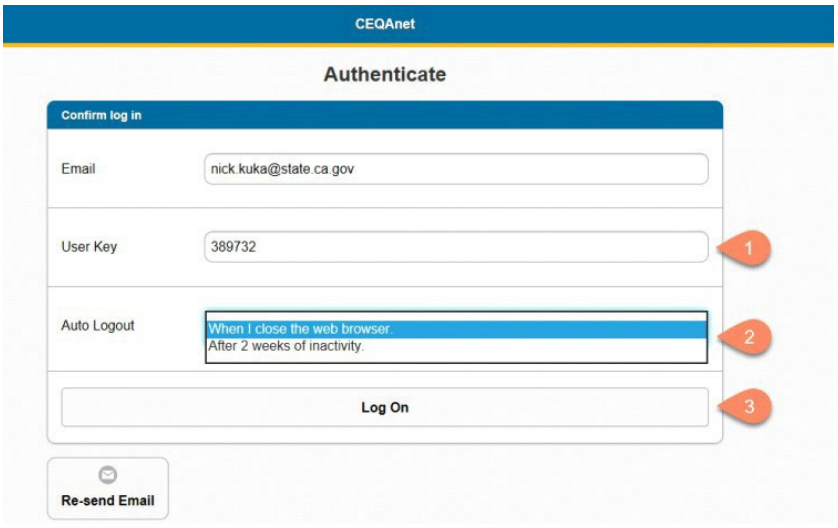


Step 3: Click Request Key



The application will send an email to your inbox with a unique number. Copy the number and go back to the CEQA Submit. On the Authenticate screen, enter that number in User Key field.

Step 4: Enter the unique number in the User Key field, select when you want the application to log you out, and click the "Log On" button. (Hint: if you plan to use CEQA Submit repeatedly, select “After 2 weeks of inactivity” so you do not have to request a new key each time you want to log in.)



You will know you have successfully logged in when you see the Homepage:

Log-off

Description

This process enables registered users to log off CEQA Submit.

Required Preconditions

A user with a registered account must be logged into the application.

Step-by-Step Instructions

Step 1: Click on your account name at the top right corner of the screen.

Step 2: Click "Log off" on the Account Management screen

Agency Role Management

In this section:

In order to be able to submit documents on CEQA Submit, you must have an assigned role. Subpages in this section include descriptions of the different user roles in CEQA Submit and functionalities that will allow you request, approve, reject, or revoke agency roles.

Role Descriptions

Registered User

Any individual possessing an account in the CEQA Submit database application.

Agency Administrator ("Admin")

Any Registered User with at least one approved Agency Admin role for at least one agency. The Admin plays both an administrative role and a content oversight role for project submissions and is typically the individual who is "in charge" of the project(s) at the Lead Agency. Users must request the Admin role for each agency they are a part of.

Agency Submitter ("Submitter")

Any Registered User with at least one approved Agency Submitter role for at least one agency. Submitters are individuals who need to submit documents for the Lead Agency, on behalf of the Lead Agency (i.e. Consultants), or as a Responsible Agency. Users must request the Submitter role for each agency they will need to represent.

OPR Administrator

Any Registered User with "Super User" enabled.

Public Portal Visitor

Any individuals accessing the CEQA Net Public Portal.

OPR Staff (Not Currently Available)

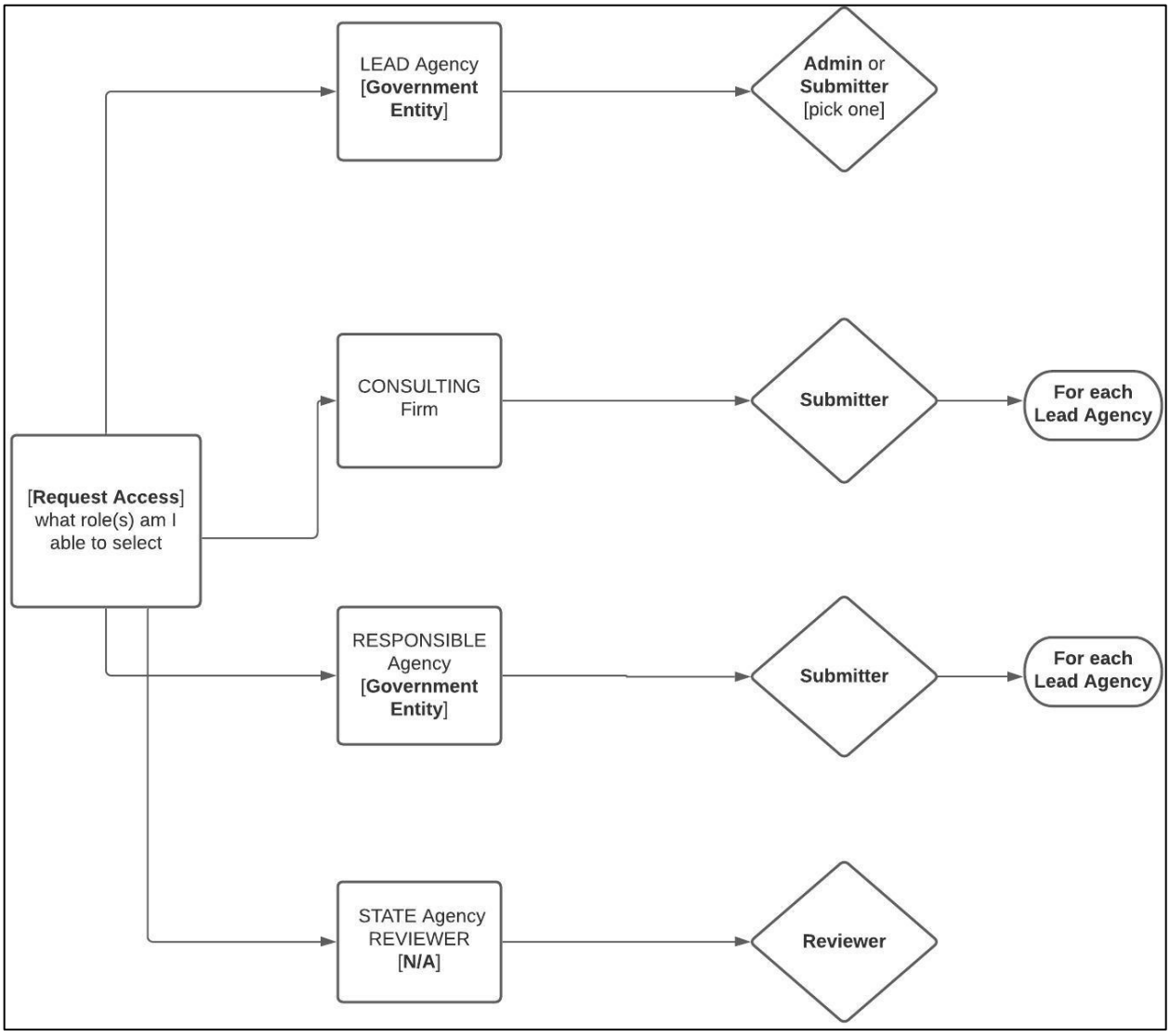
Any Registered User with "OPR Staff" enabled.

Agency Reviewer (Not Currently Available)

Any Registered User with at least one approved Agency Reviewer role for at least one agency. This role must be assigned for each agency the user will need to represent. This role can only be assigned on behalf of a California "State" agency.

Which role can I request?

- If you are the Lead Agency (government entity), you can choose the Admin OR Submitter role (one or the other). The State Clearinghouse must approve this role for you.
- If you are the Consulting Firm, you can only choose the Submitter role (for each Lead Agency you are representing). The Lead Agency Administrator must approve this role for you.
- If you are the Responsible Agency (government entity), you can only choose the Submitter role (for each Lead Agency you are filing for). Either the State Clearinghouse or the Lead Agency Administrator can approve this role for you. (**Note**: The Responsible Agency is not the Lead Agency. Please select the Lead Agency for which you are filing as a Responsible Agency.)



What can Administrators, Submitters, and Reviewers do?

- Administrator Capabilities
  - Approve a Consultant's or Staff from within the Lead Agency's "Submitter" role requests to submit CEQA documents on behalf of the Lead Agency. (Note that all Consultants and Staff members must be registered users)
  - Submit a CEQA document
- Submitter Capabilities
  - Submit a CEQA Document on behalf of a Lead Agency or as a Responsible Agency

Pending Role Requests

Any Registered User can request a Submitter or Administrator role. After requesting a role, the request will be "Pending" until approved. Registered Users can use functionalities based on their **approved** roles with some exceptions. Exceptions to this general rule are depicted in the Role Based Access and CEQA Submit role-based functionalities sections by showing "Agency Pending" as if it were a separate

role. In this way, the "AP" column in each chart depicts the exceptional cases where a Registered User with only a pending role request can complete activities that are otherwise prohibited for Registered Users with no approved or pending roles.

Within these exceptions, users can only complete the activities on behalf of the agencies for which they have a pending request. If an Agency Administrator or OPR Administrator should reject the pending role request, actions taken while the request was still pending are **not** undone. For example, a Registered User with a pending request for an Agency Submitter role at "Department A" creates and submits a document to OPR. After the document is submitted to OPR, the "Department A" administrator rejects the user's role request. In this scenario, the document remains submitted to OPR and OPR retains the discretion of the document's disposition.

Role-based access

Key:

OPR Administrator = **OA**
OPR Staff = **OS**
Agency Administrator = **AA**
Agency Reviewer = **AR**
Agency Submitter = **AS**
Agency Pending = **AP**
Registered User = **RU**
Public Portal Visitor = **PPV**

✔ = Has access
✕ = Does not have access

Access To	PPV	RU	AP	AS	AR	AA	OS	OA
CEQAnet Public Portal	✔	✔	✔	✔	✔	✔	✔	✔
CEQA Submit Database	✕	✔	✔	✔	✔	✔	✔	✔
CEQA Submit Database (Super User Functions)	✕	✕	✕	✕	✕	✕	✕	✔

CEQA Submit role-based functionalities

Key:

OPR Administrator = **OA**
OPR Staff = **OS**
Agency Administrator = **AA**
Agency Reviewer = **AR**
Agency Submitter = **AS**
Agency Pending = **AP**
Registered User = **RU**

✔ = Can use the specified functionality
✕ = Cannot use the specified functionality
◆ = Use of the functionality is conditional

Functionality	**RU**	**AP**	**AS**	**AR**	**AA**	**OS**	**OA**
Manage their own registered user account	✔	✔	✔	✔	✔	✔	✔
Request agency roles	✔	✔	✔	✔	✔	✔	✔
Create CEQA documents for new SCH numbers	✕	✔	✔	✔	✔	✔	✔
Add CEQA documents to existing SCH numbers	✕	✔	✔	✔	✔	✔	✔
View documents they have created	✕	✔	✔	✔	✔	✔	✔
Edit documents they have created	✕	✔	✔	✔	✔	✔	✔
Delete un-submitted documents	✕	✔	✔	✔	✔	◆	◆
Submit documents they have created (NOC,NOD, NOE) to OPR	✕	✔	✔	✔	✔	✔	✔
View read-only versions of documents they have submitted	✕	✔	✔	✔	✔	✔	✔
Request a recall of submitted documents	✕	✔	✔	✔	✔	◆	◆
Add comments to a published NOC document	✕	✕	✕	✔	✔	✔	✔

Approve/reject/revoke agency role requests	✗	✗	✗	✗	✓	✗	✓
Functionality	**RU**	**AP**	**AS**	**AR**	**AA**	**OS**	OA
Approve "Agency Administrator" role requests	✗	✗	✗	✗	◆	✗	✓
View read-only versions of documentssubmitted for an agency(s)	✗	✗	✗	✗	◆	✗	✓
Create documents using a stamped SCHNumber	✗	✗	✗	✗	✗	✓	✓
Approve/reject a document recall request	✗	✗	✗	✗	✗	✓	✓
Edit Documents after Submission to OPR	✗	✗	✗	✗	✗	✓	✓
Add/Remove documents from the OPR Library always	✗	✗	✗	✗	✗	✓	✓
Add internal notes to documents always	✗	✗	✗	✗	✗	✓	✓
Change Add/Change NOC document reviewingagencies after submission to OPR	✗	✗	✗	✗	✗	✓	✓
Publish documents (NOC, NOD, NOE) to the Public Portal	✗	✗	✗	✗	✗	◆	✓
Edit documents after they have been published	✗	✗	✗	✗	✗	✗	✓
Manage other Registered User accounts	✗	✗	✗	✗	✗	✗	✓
Enable or disable OPR Staff role	✗	✗	✗	✗	✗	✗	✓
Enable or disable OPR Staff publication settings	✗	✗	✗	✗	✗	✗	✓
Enable or disable Super User permissions	✗	✗	✗	✗	✗	✗	✓
Create and manage agency profiles	✗	✗	✗	✗	✗	✗	✓
Set Blackout Dates	✗	✗	✗	✗	✗	✗	✓
Print the Review Period Calendar	✗	✗	✗	✗	✗	✗	✓

Description

This process will allow a Registered User to request roles with lead agencies so that they can complete activities on behalf of those agencies.

The application will enforce the following business rules for assigning Agency roles to Registered Users:

a. Agency roles are assigned per each agency

b. Registered Users can only use agency role functionalities on behalf of agencies for which they have an approved (or pending) role.

c. Registered Users can have approved roles for multiple agencies.

d. Only one approved role is allowed per agency, per Registered User.

A Registered User is not allowed to have an approved "Agency Submitter" role and an approved "Agency Reviewer" role for the same agency.

e. Registered Users can request a different role for an agency, on behalf of which they already have an approved role.

This means that a Registered User with an approved "Agency Submitter" role for an agency can request an "Agency Administrator" role for the same agency. Once the request is made, the Registered User will have both an approved role, and a pending role for the same agency simultaneously. If the new pending role is approved, the previously approved role for the same agency is automatically removed.

f. Only one pending role is allowed per agency, per Registered User.

Required Preconditions

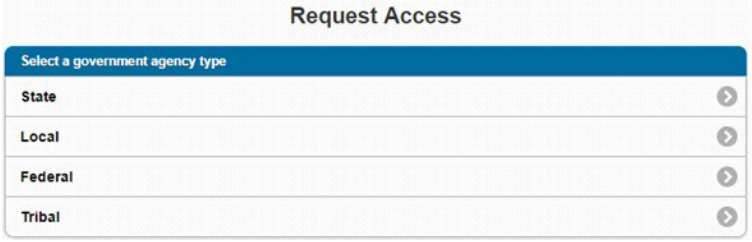
A registered user must have a valid email address and be successfully logged into CEQA Submit.

Step-by-Step Instructions

Step 1: Click "Request Access" on the CEQA Submit Start menu

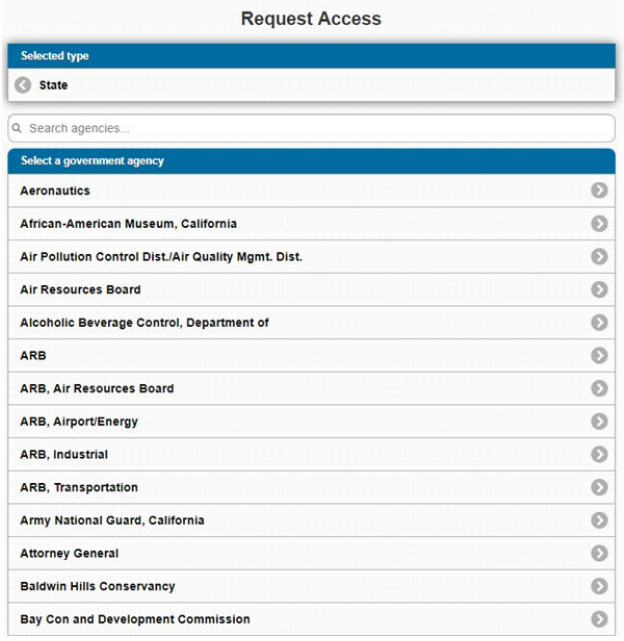
Note: In this example, the user does not have any approved roles, therefore, the application moves to the Request Access screen in Step 2. If the user has at least one approved role, the application will move the My Agencies screen.

Step 2: Select an agency type on the Request Access screen.

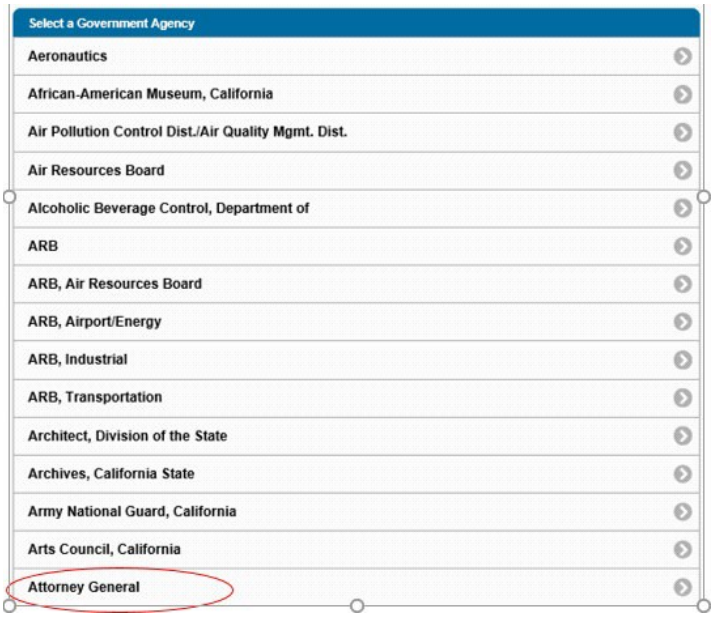


In this example, the user is requesting a role with a State agency.

Step 3: Select the name of the agency by scrolling through the list OR type in search box.

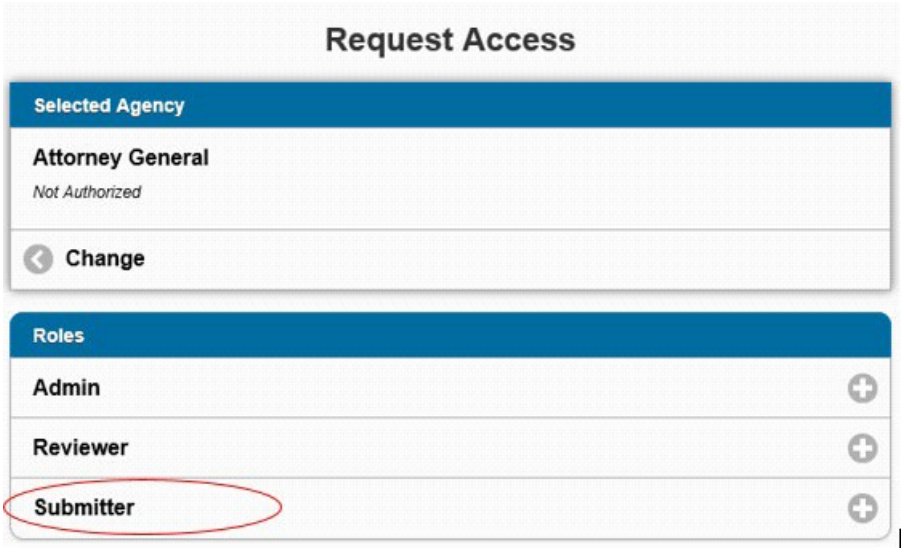


Step 4: Click on the selected name of the agency.



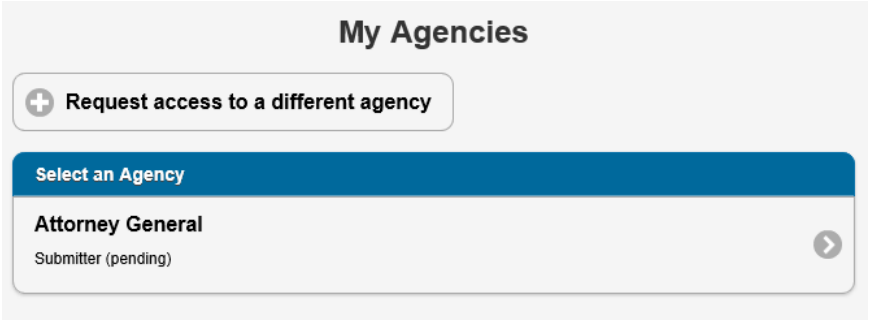
In this example, the user is requesting a role for Attorney General.

Step 5: Click one role from the list of "Roles".



In this example, the user is requesting a "Submitter" role with the Attorney General agency. The name of the agency for which the user is requesting a role for is listed under "Selected Agency".

The user has successfully requested a role when the application moves to the My Agencies screen.



The user's role will remain pending until the Agency Administrator (AA) or OPR Administrator (OA) approves the role request.

Approve pending agency role

Description

This process will allow an Agency Administrator to approve pending role requests for their agency so that the requester can complete actions on behalf of the agency. Agency Administrators are Registered Users with approved Administrator roles for a specific agency or multiple specific agencies. Agency Administrators can use this process to approve role requests on behalf of their agency(ies) only.

Required Preconditions

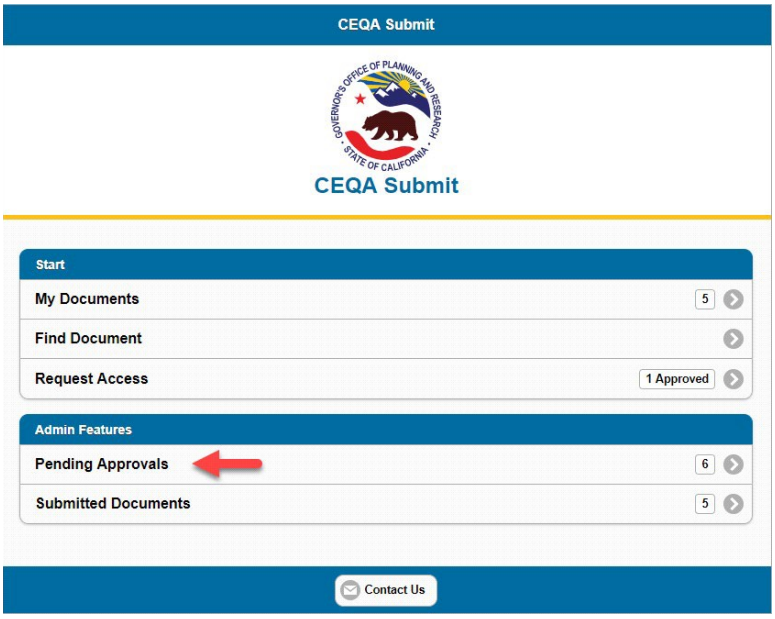
- A Registered User with an Approved Agency Administrator role request must have successfully logged into the application.

- OPR Administrators can also complete this activity

- A Registered User has created a pending role request for the same agency as the approving Agency Administrator.

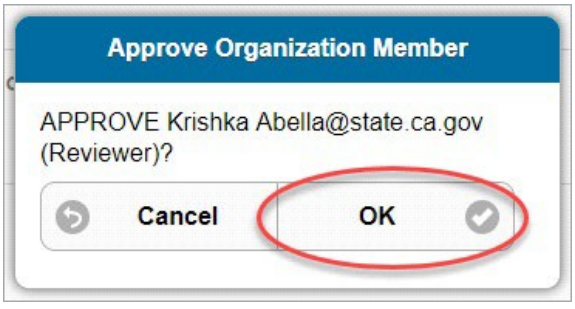
Step-By-Step Instructions

Step 1: Click the "Pending Approvals" Link on the Homepage menu.



Step 2: Select a role request to approve by clicking the requester's name.

Step 3: When the confirmation box appears, click the "OK" button.



Note: Clicking the "Cancel" button will stop the approval process, but it will not reject the request.

Reject agency role request

Description

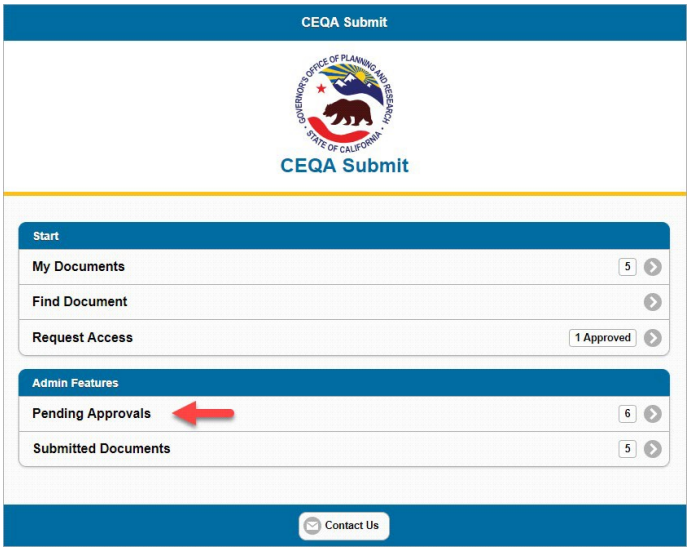
This process will allow an Agency Administrator to reject pending role requests for their agency so that the requester cannot complete actions on behalf of the agency. Agency Administrators can use this process to reject role requests on behalf of their agency(ies) only.

Required Preconditions

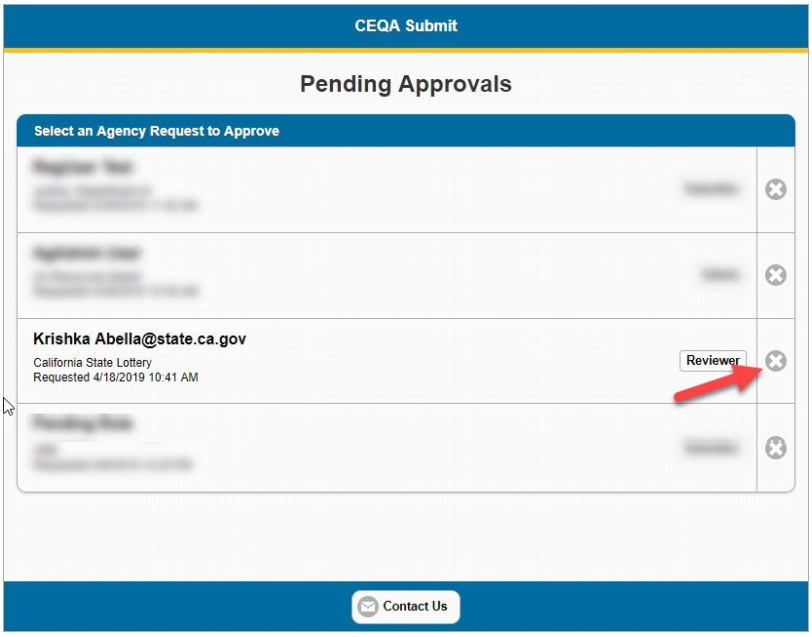
- A Registered User with an Approved Agency Administrator role request must have successfully logged into the application.
    - OPR Administrators can also complete this activity
- A Registered User has created a pending role request for the same agency as the approving Agency Administrator.

Step-by-Step Instructions

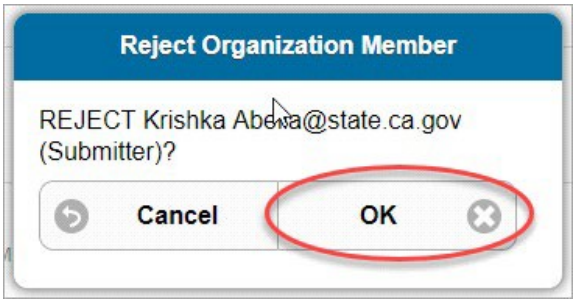
Step 1: Click the "Pending Approvals" Link on the Homepage menu.



Step 2: Reject a role request to approve by clicking the "X" button next to the requester's name.



Step 3: When the confirmation box appears, click the "OK" button.



Clicking the "Cancel" button will stop the rejection process, but it will not approve the request.

Role Revocation

Description

This process will allow an Agency Administrator to revoke a Registered User's (RU) approved agency role using the "Approved Roles" interface so that the requester cannot complete actions on behalf of the agency. Agency Administrators are Registered Users with approved Administrator roles for a specific agency or multiple specific agencies. Agency Administrators can use this process to revoke a role on behalf of their agency(s) only.

Consequences

- If a Registered User's (RU) agency role is revoked, the RU will not be able to complete activities on behalf of that agency including:
    - Administrative or Reviewer functions
    - Approve, reject, revoke agency role requests
    - Submit comments for NOC documents
    - Create or submit documents (for the revoked agency)

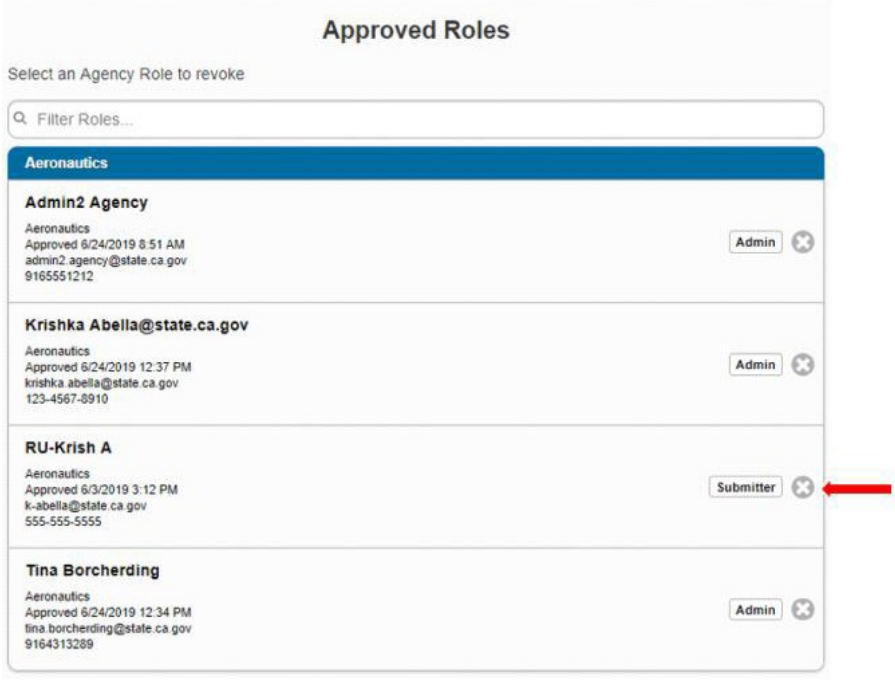
Required Preconditions

- A Registered User with an Approved Agency Administrator role request must have successfully logged into the application.
    - OPR Administrators can also complete this activity
- A Registered User, whose role is to be revoked, has an approved role for the same agency as the Agency Administrator.

Step-by-Step Instructions

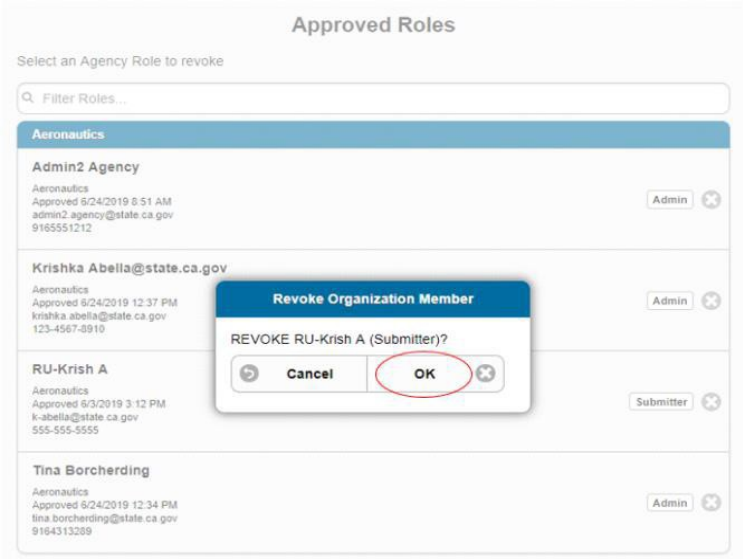
Step 1: Click on Approved Roles on the Homepage

Step 2: Select an Agency Role to revoke



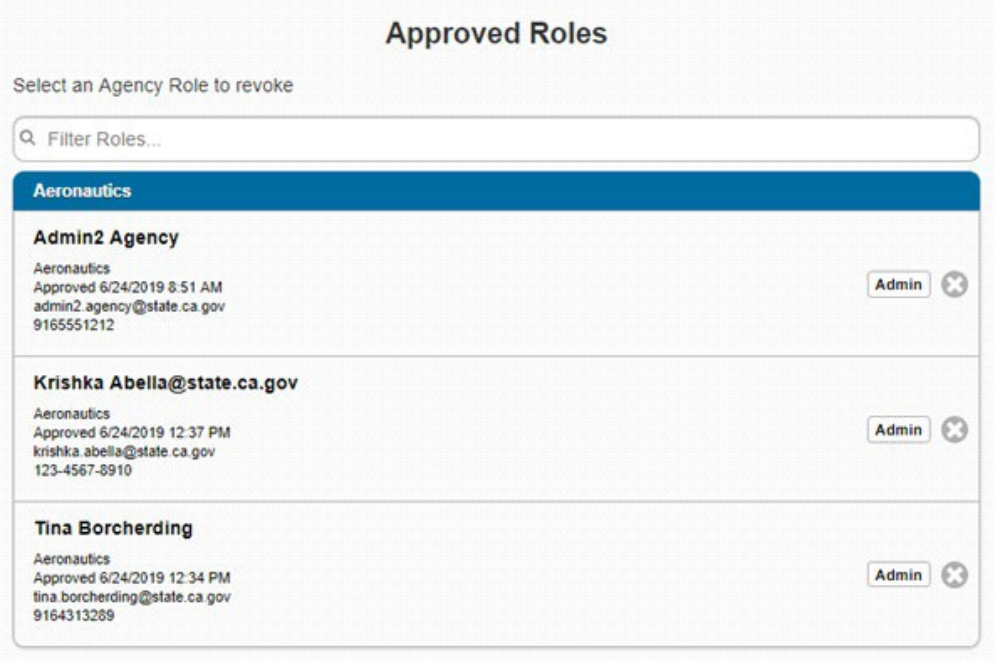
In this example, the Agency Role to be revoked is the Submitter role.

Step 3: Confirm that the selected Agency Role will be revoked.



You can cancel the selection and no action occurs.

Step 4: Verify that the selected Agency Role was removed from the Approved Roles screen.



Step 5: Click the Home icon to return to the Homepage

Document Management

In this section:

Subpages in this section include functionalities that will allow you create, edit, and submit documents ofany type.

Create new document (new SCH number)

Description

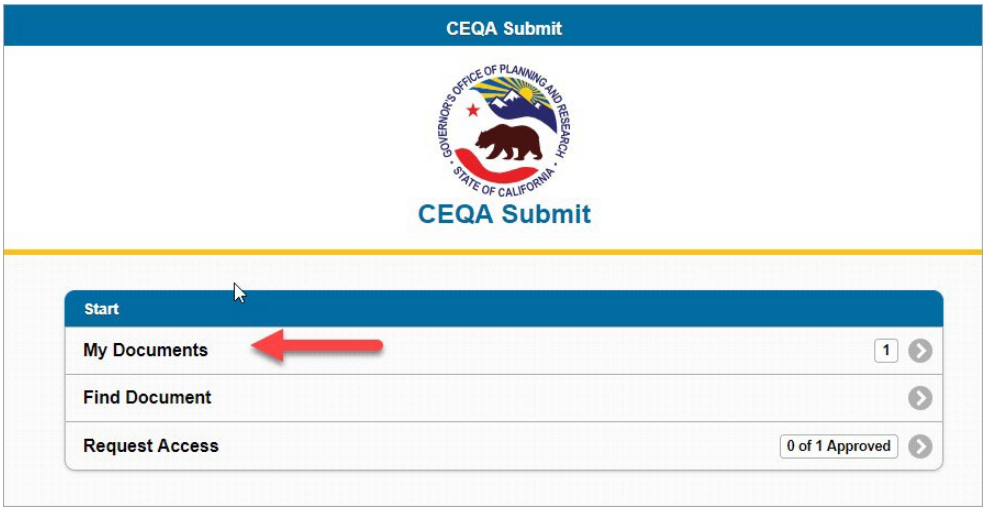
This process creates new CEQA documents for new projects. This process should not be used if the SCH number has already been created by or entered into the application. If you are adding a document to an existing SCH number that is already in the database, use the "Create New Document (Existing)" process.

Required Preconditions

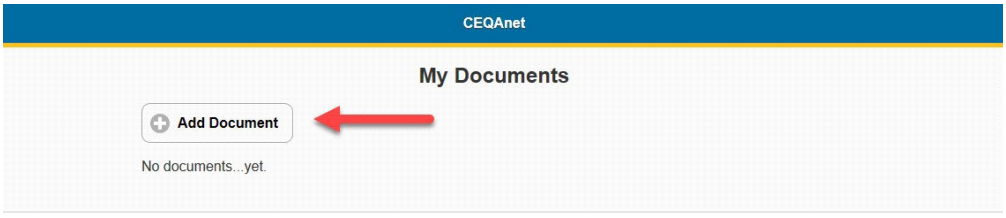
- A Registered User with pending agency role request must have successfully logged into the application.
- Registered Users with approved agency roles and OPR Administrators can also complete this activity

Step-by-Step Instructions

Step 1: Click "My Documents" on the dashboard menu.

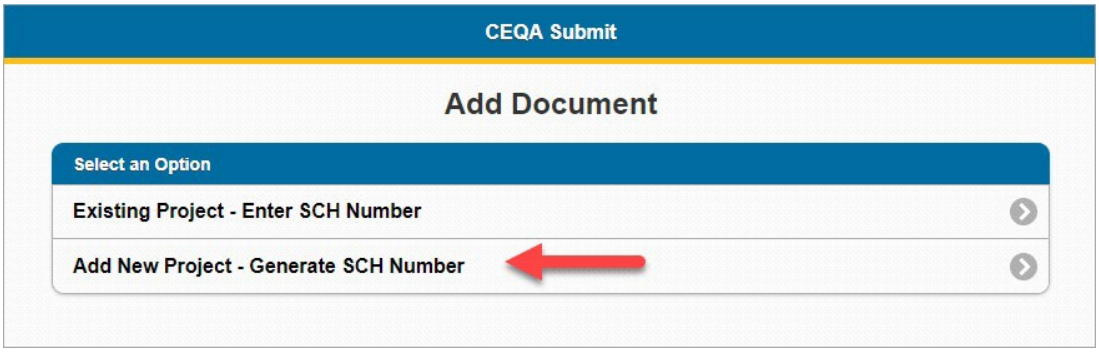


Step 2: Click the "Add Document" button.

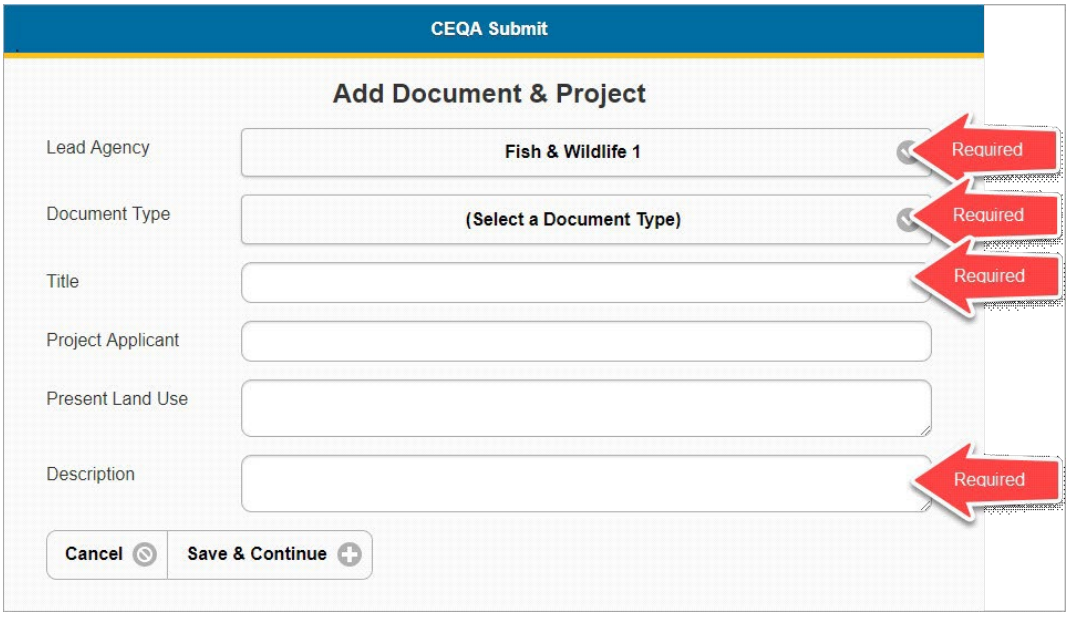


If a user has never created any documents, the application skips this screen and goes directly to the SCH Options screen. If a user has no pending or approved role requests the application redirects the user to request an agency role.

Step 3: Select “Add New Project - Generate SCH number”.

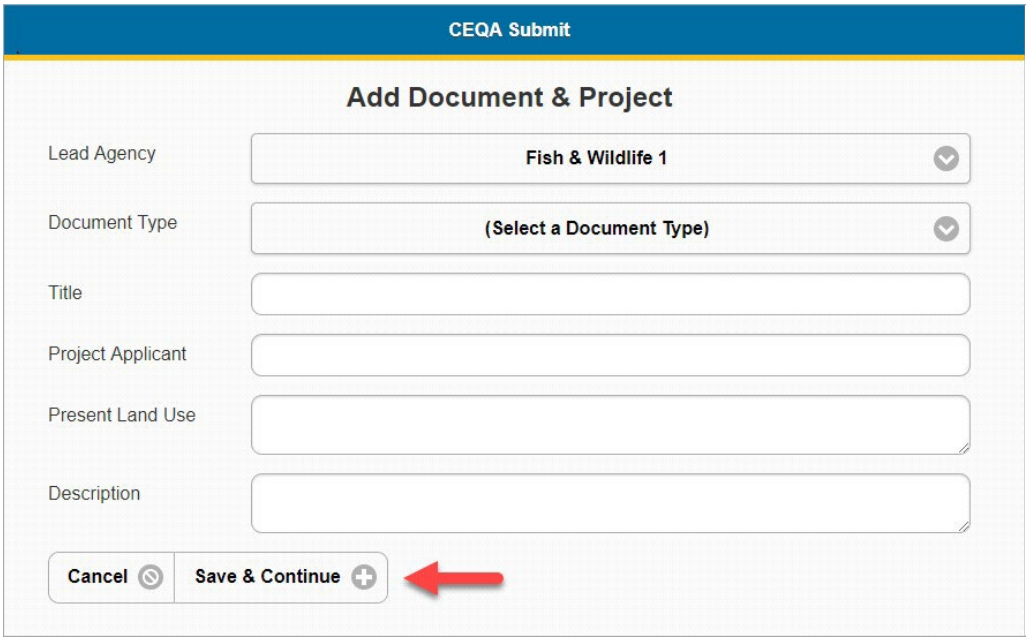


Step 4: Complete the required fields.



If you have only one pending or approved agency role, the "Lead Agency" field will default to your agency. Otherwise, you will need to select a Lead Agency from the drop-down list. Agencies that appear on the list will match your pending or approved agency roles. Then, once you click save (in the next step), the document will be created, and you will be able to continue to edit its data. If you select an incorrect document type, you will not be able to change it afterthe document has been created. Take care to select the correct document type.

Step 5: Click the “Save & Continue” button.



Create a new document (existing) for all users

Description

This process describes how to add a new document to an existing SCH number for all users.

Required Preconditions

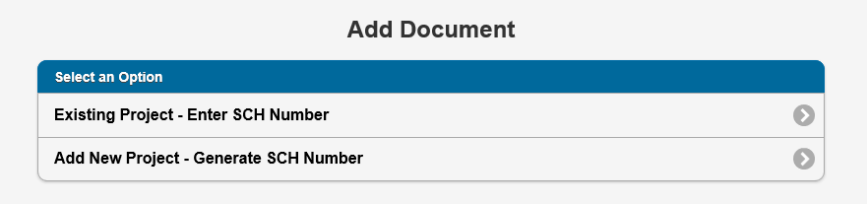
- The SCH number to be used has already been generated or entered into the application.
- A Registered User with a pending agency role request must have successfully logged into the application. All Registered Users with approved roles can also perform this activity.

Step-by-Step Instructions

Step 1: Click "My Documents" on the Homepage menu.

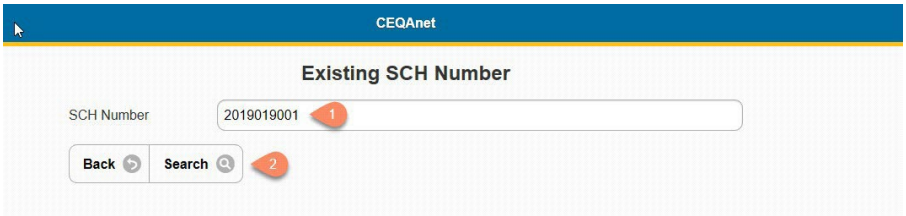
Note: the application displays a "0" count for My Documents if the registered user has never created a document.

Step 2: Click "Existing Project-Enter SCH Number"



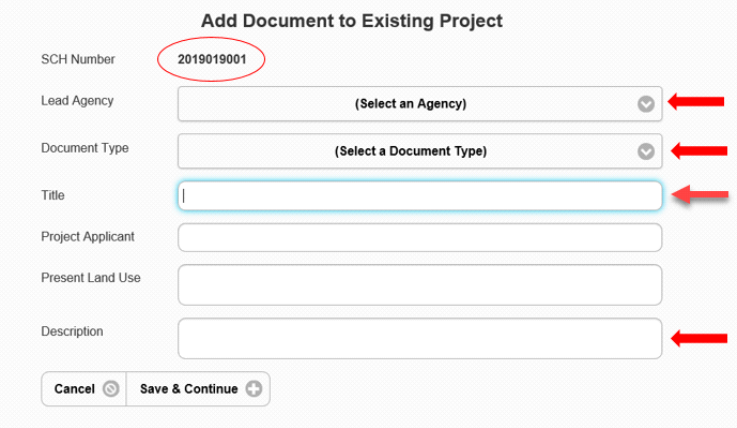
If a registered user has never created any documents, the application skips to "Add Document"screen. If a registered user has created at least one document, the application proceeds to the "My Documents".

Step 3: Provide the existing SCH number and then click the "Search" button.

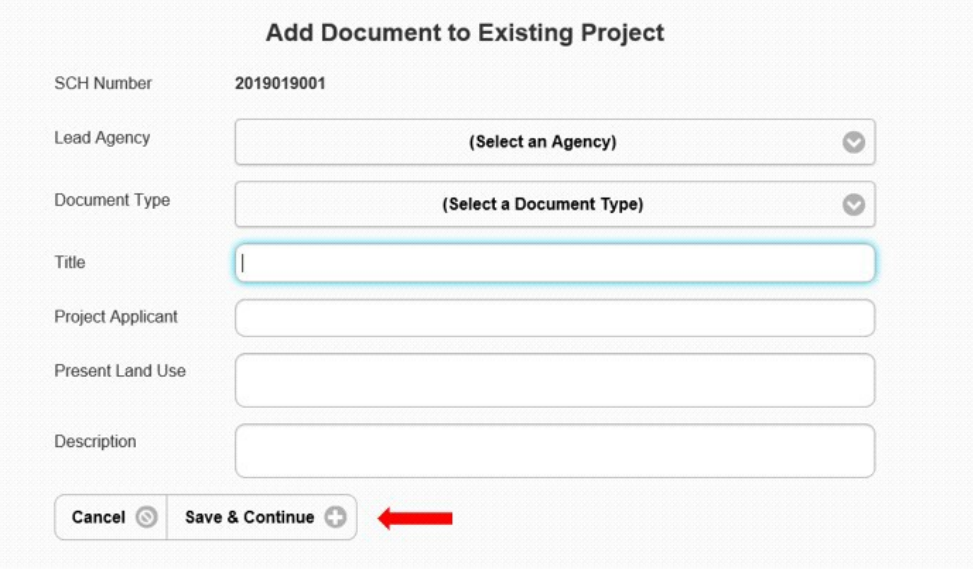


Step 4: Click the "Add New Document to Project" button.

Step 5: Complete the required fields



Step 6: Click "Save & Continue" and the application moves to the Document Root screen



Edit existing document (unpublished)

Description

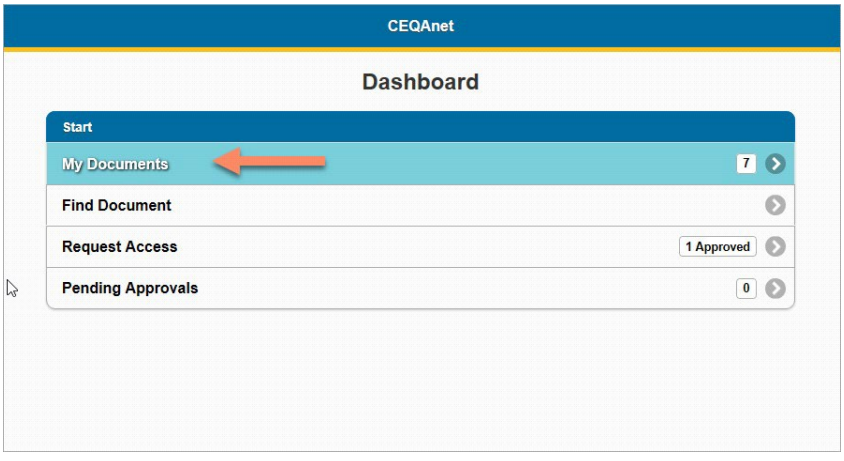
This process will allow a Registered User to edit the data for an unpublished document.

Required Preconditions

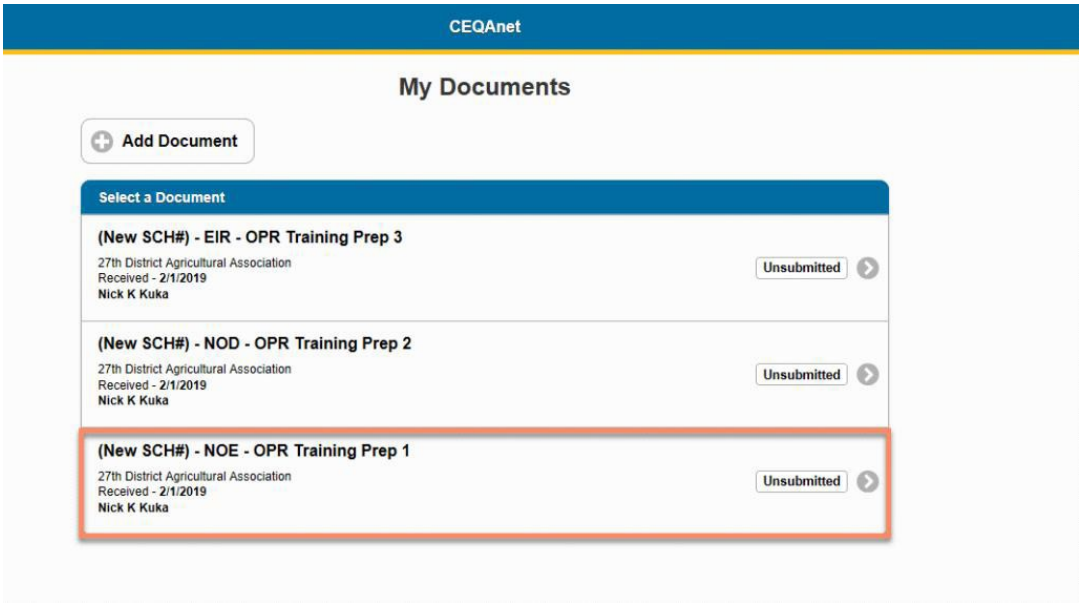
- A Registered User must have successfully logged into the application.
- The document must have already been created by the user trying to edit.
- For all non-OPR Registered Users, the document must have a status of "Unsubmitted."
    - Only OPR Administrators can edit documents after they have been submitted.

Step-by-Step Instructions

Step 1: Click "My Documents" on the dashboard menu.



Step 2: Select the document you would like to edit from the list of documents you have created.



Step 3: Make the required changes to the document's data.

Change the Document Type

Description

This process will allow anyone with the ability to edit a specific document to change that document's type. A Registered User with pending or approved agency roles will only be able to complete this activity for documents they have created AND that remain unsubmitted to OPR. Once the document has been submitted, only an OPR Administrator can complete this activity.

Document types

Within CEQA Submit, documents can belong to three major types of forms:

1. Notice of Completion (NOC) (This is **NOT** a document type, see NOC sub-types).
2. Notice of Determination (NOD)
3. Notice of Exemption (NOE)

These are the "major" form types that represent significantly different CEQA document records. NOCs and NODs have multiple subtypes, and the NOE is the only major document type that does not have any subtypes.

NOC sub-types include:

NOA	Notice of Availability
NOI	Notice of Intent
CON	Early Consultation Notice
NOP	Notice of Preparation (of an EIR)
EIR	Draft Environmental Impact Report
SIR	Supplemental EIR
SBE	Subsequent EIR

Neg Dec/ND	Negative Declaration
MND	Mitigated Negative Declaration
FED	Functional Equivalent Document
SCEA	Sustainable Communities Environmental Assessment
RAN	Request for Advanced Notification
EA	Draft Environmental Assessment
EIS	Draft Environmental Impact Statement
FONSI	Finding of No Significant Impact
MEA	Master Environmental Assessment
SEA	Supplemental Environmental Assessment
SIS	Revised/Supplemental Impact Statement
TRI	Tribal Compact Environmental Evaluation
BIA-LA	Bureau of Indian Affairs Notice of Land Acquisition
BIA-ND	Bureau of Indian Affairs Notice of Decision
NDE	Notice of Decision
ADM	Addendum
FIS	Final Environmental Statement
JD	Joint Document
FIN	Final Document
REV	Revised
FYI	Informational
RC	Response to Comments
ROD	Record of Decision
OTH	Other type (none of the above)

NOD subtypes include:

- Notice of Decision (NDE)

Business Rules

While completing this activity, the application will enforce the following business rules:

1. Only users with edit access to the document root screen can change a document's type.
2. A document's major type cannot be changed.

   For example, an MND document cannot be changed to an NOE document because MNDs are a sub-type of NOC. NOCs and NOEs are significantly different in CEQA Submit and allowing a change of this kind would result in data loss.
3. A document's subtype can be changed to a different subtype of the same major type.

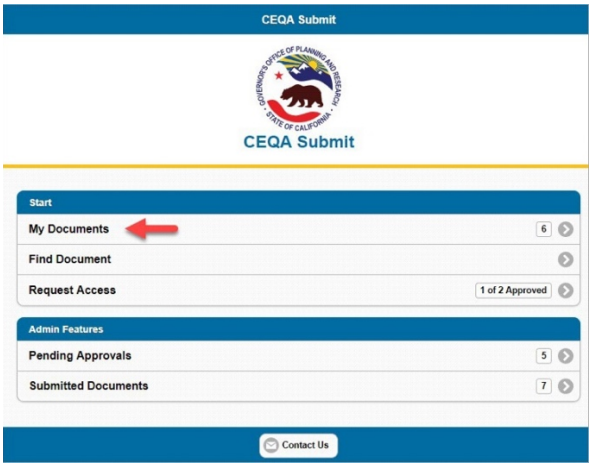
   An NOC sub-type, like an MND, can be changed to and EIR, another NOC sub-type.

Required Preconditions

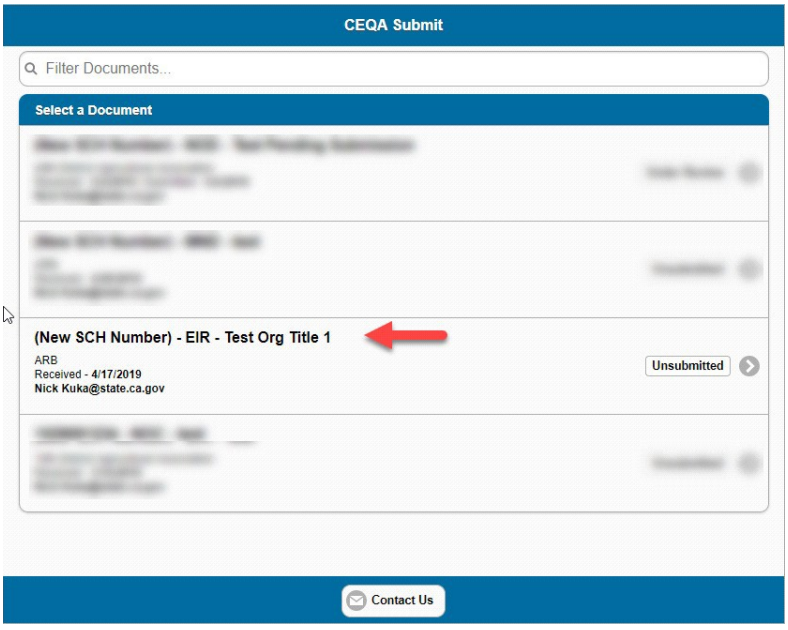
- The Registered User must have successfully logged into the application.
- The Registered User must have edit access to the document they need to edit.

Step-by-Step Instructions

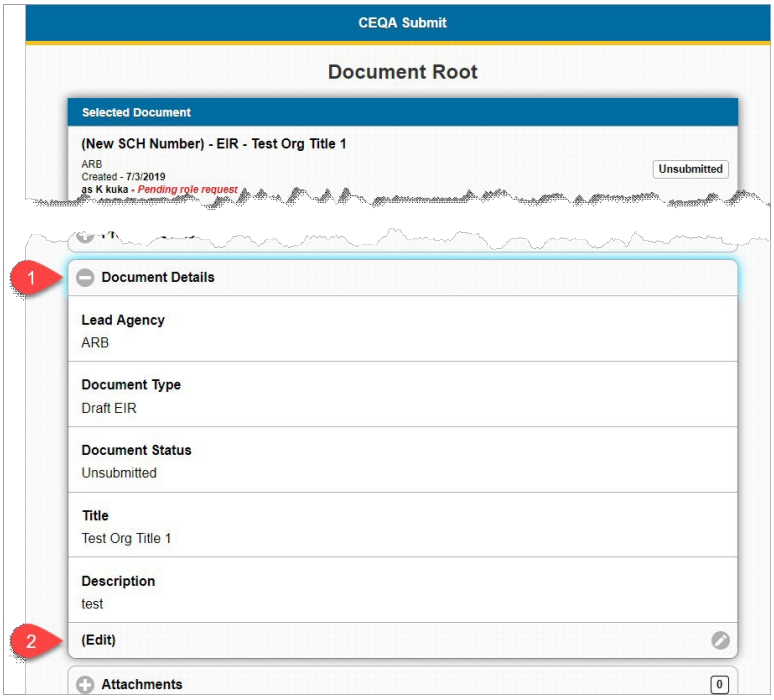
Step 1: Click "My Documents" on the Homepage menu.



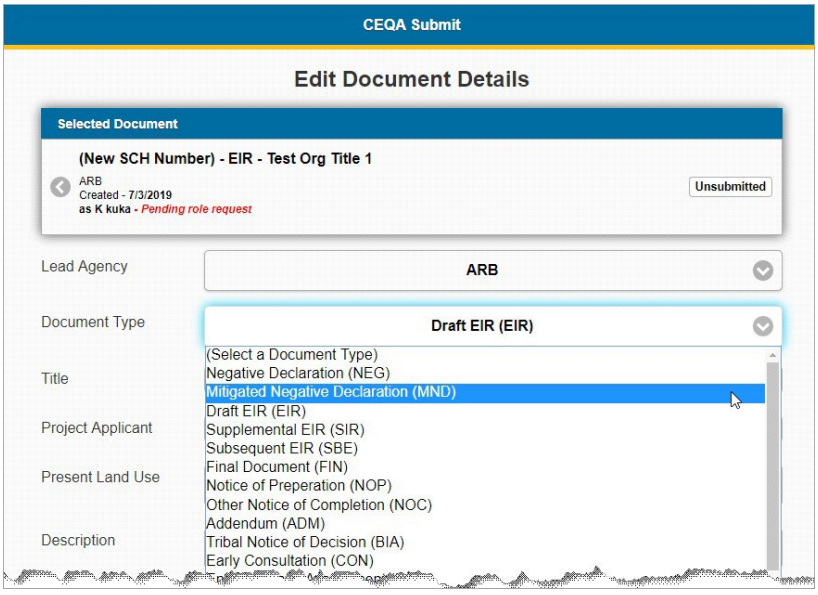
Step 2: Select the document you would like to edit from the list of documents you have created.



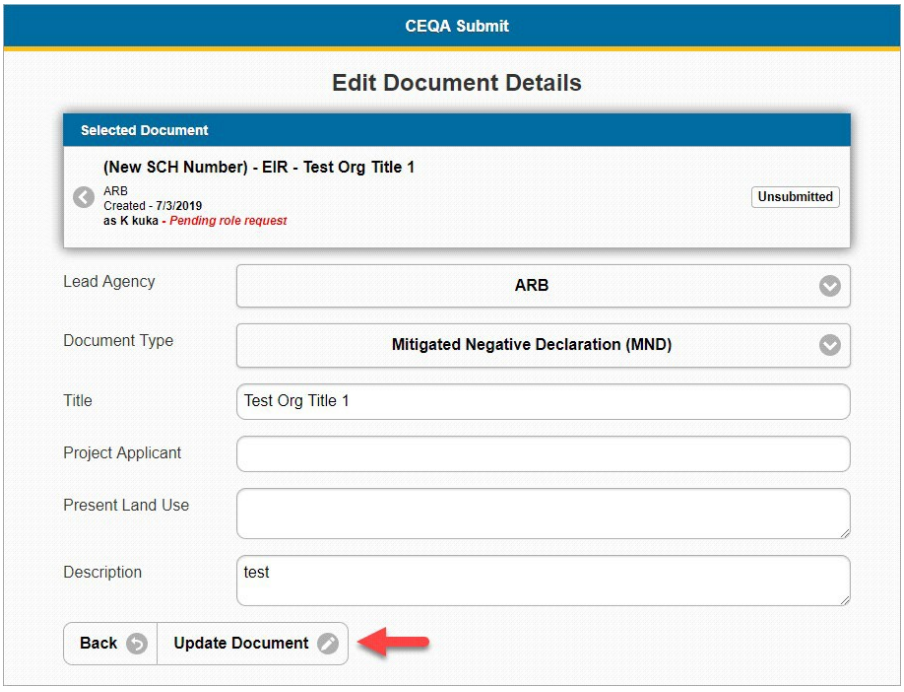
Step 3: Expand the "Document Details" group and click the "Edit" link.



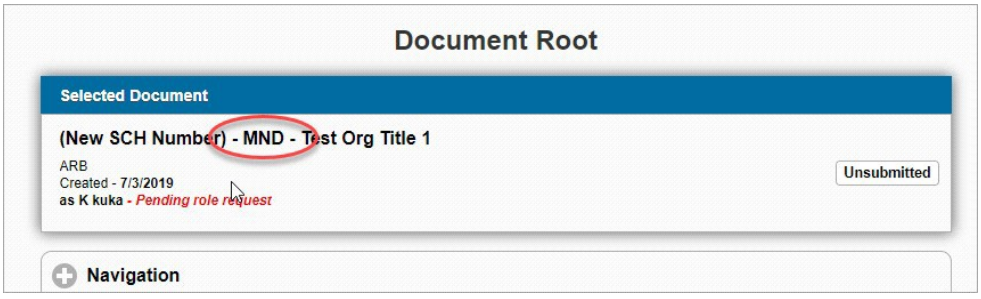
Step 4: Select the new document type.



Step 5: Click the "Update Document" button.



The new document type will be displayed in the document summary box.



Add an attachment

Description

This process will allow a Registered User (RU) to add attachments to an existing document. All Attachments are published on the public portal when the document is published by OPR Administrators.

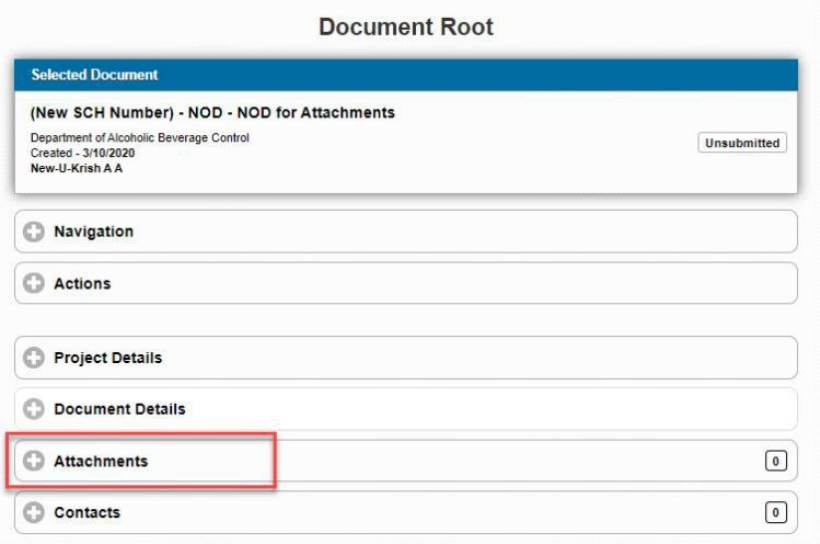
Required Preconditions

- A registered user must have successfully logged into the application.
- The user must have already found the document and accessed the document's edit screen.

For help see Edit existing document (unpublished).

Step-by-Step Instructions

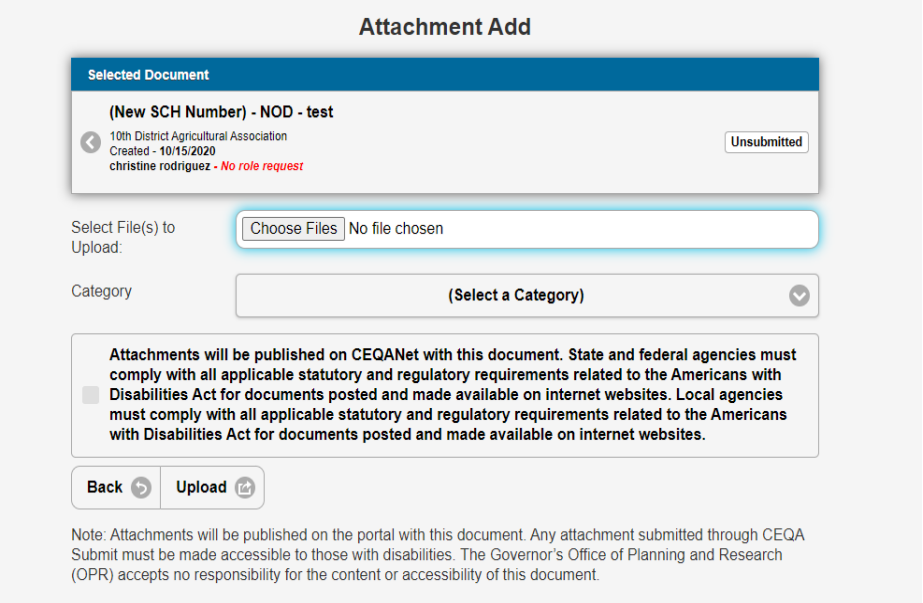
Step 1: Select the "Attachments" link on the "Document Root" screen.



If this is the first attachment to the document, no attachments are displayed when the "Attachments" link is expanded. If this is not the first attachment, a list of electronic files is displayed when expanded.

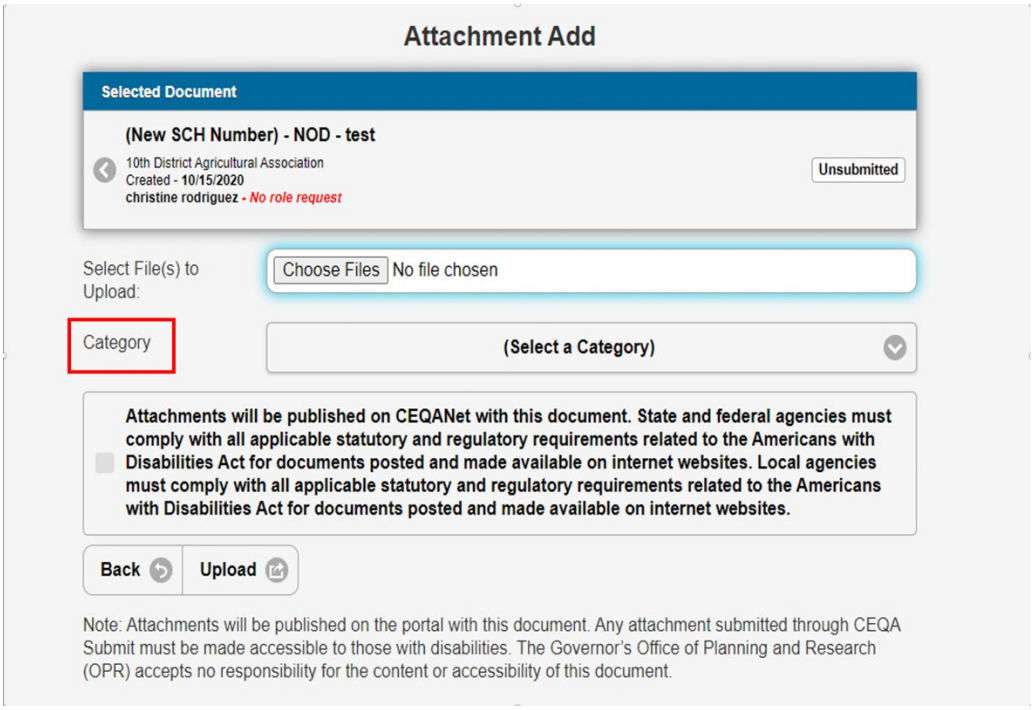
Step 2: Expand the "Attachments" link and select "Edit".

Step 3: Click "Choose Files" and select a file using the "Browse" button.

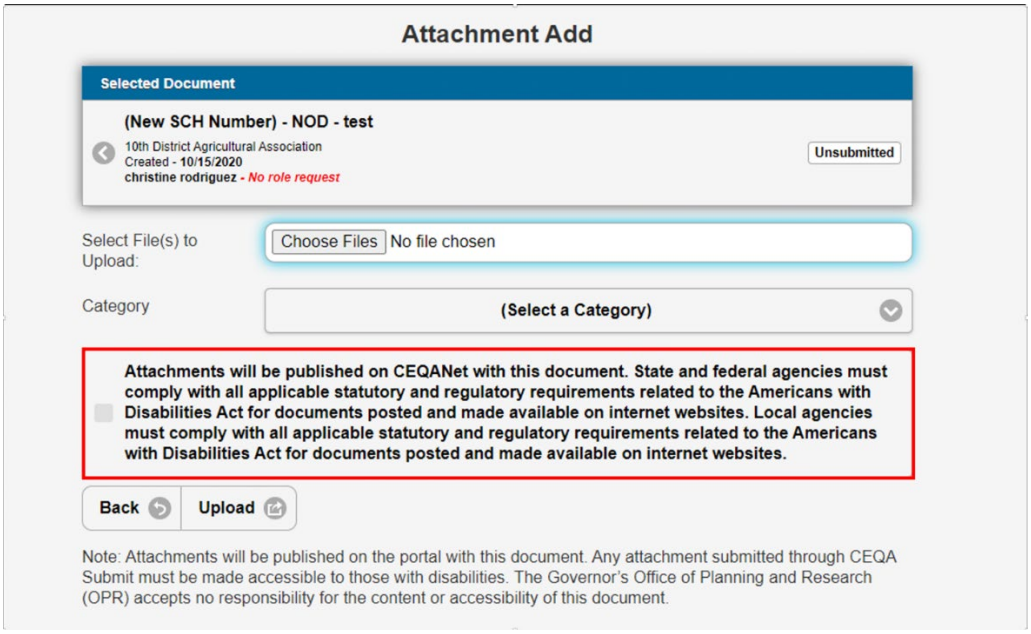


Note: Users can drag and drop multiple files at a time.

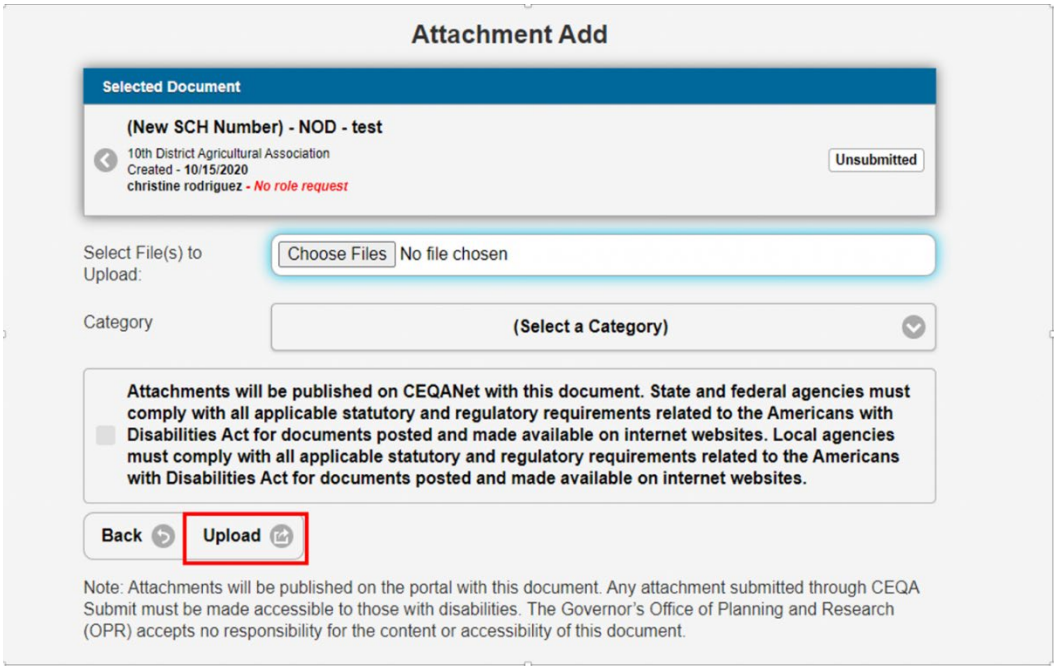
Step 4: Select an appropriate category for the attachment and then click the"Upload" button.



Step 5: Check the box to acknowledge the disclaimer. Users must acknowledge the disclaimer or else the application does not complete the upload.

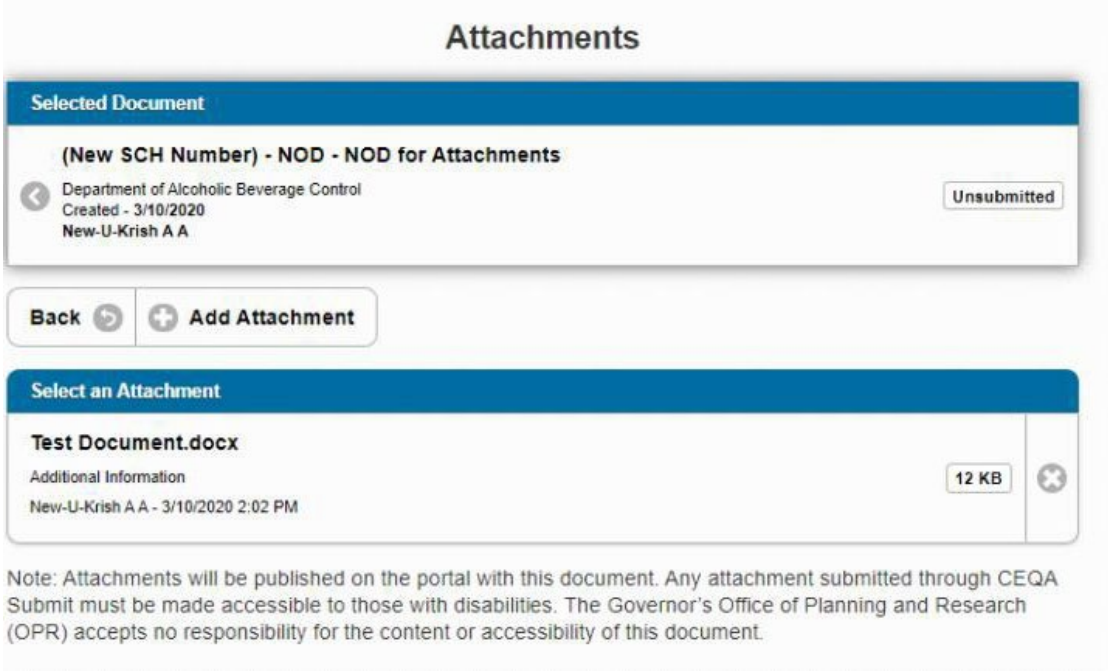


Step 6: Select "Upload"



Note: *Users can add unlimited electronic files as Attachments (>1 GB per upload).*

You have successfully uploaded an electronic file when it is displayed on the Attachments page.



Print Document Root

Description

This process will allow an Agency Submitter the ability to print a version of the Document Root screen so that they perform any internal routing process using CEQA Submit data.

Required Preconditions

- The Agency Submitter (AS) must be logged into CEQA Submit.
- The document must already exist in the application.
    - The document's creator is the only user that can access the Printable Document Root.
    - The Printable Document Root applies to all major and sub–Document Types (NOC, NOD, and NOE)
- The Printable Document Root includes a blank Signature field, a blank Date field, and blank Title (Title of the person signing) Field.
- The Printable Document Root is enabled for any document status.

Step-by-Step Instructions

Step 1: Click on My Documents

Step 2: Locate a document and click on it

Step 3: The application goes to the Document Root of the selected document.

Step 4: Click on Navigation to expand the section.

Step 5: Click "Print"

Step 6: The Printable Document Root expands all the sections of the Document Root except for the Navigation section.

Change the Lead Agency

Description

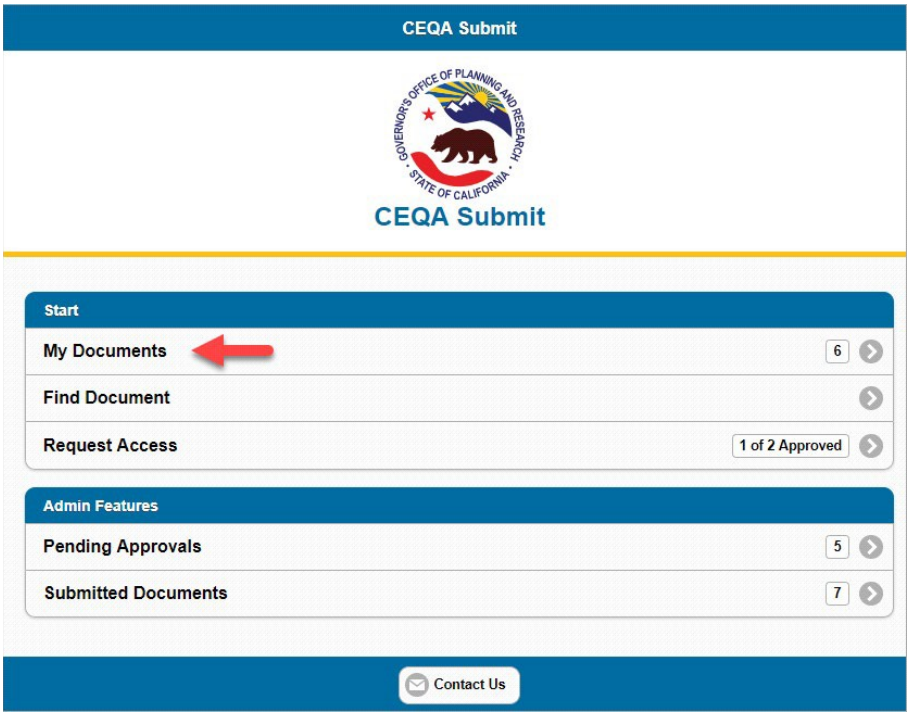
This process will allow anyone with the ability to edit a specific document, to change that document's Lead Agency. A Registered User with pending or approved agency roles will only be able to complete this activity for documents they have created AND that remain unsubmitted to OPR. Once the document has been submitted, only an OPR Administrator can complete this activity.

Required Preconditions

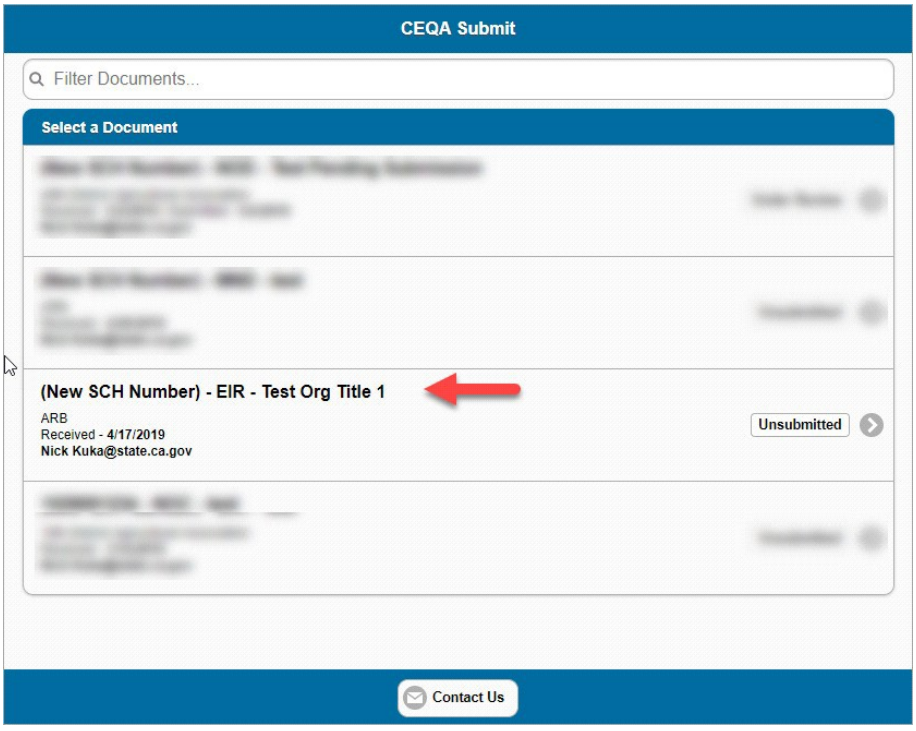
- A Registered User must have successfully logged into the application.
- The Registered User must have access to the document they need to edit.
- The Registered User must have a pending/approved role request for the new Lead Agency.

Step-by-Step Instructions

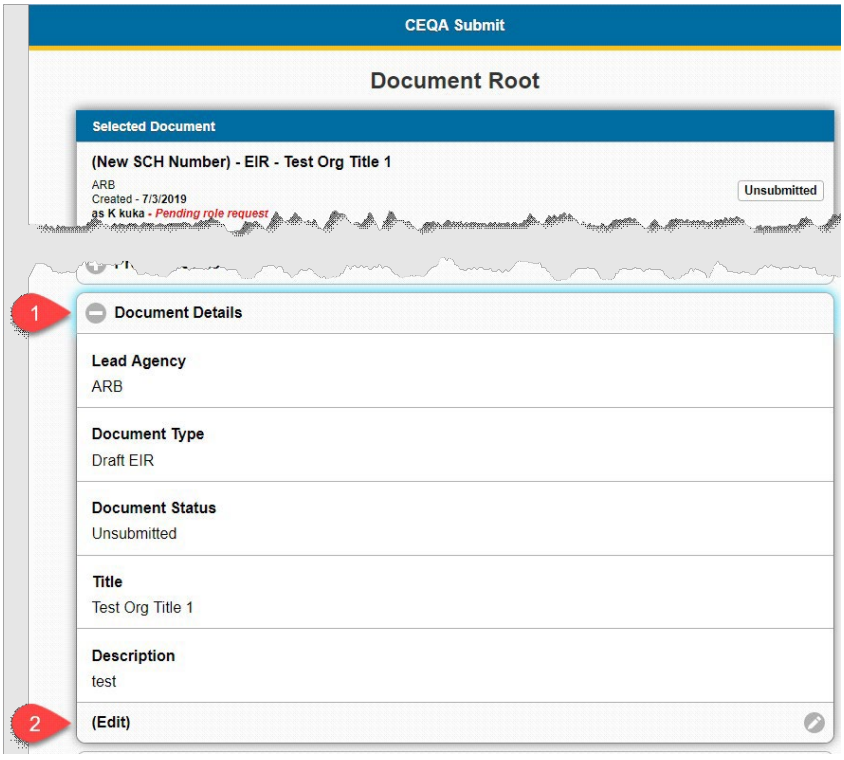
Step 1: Click "My Documents" on the Homepage menu.



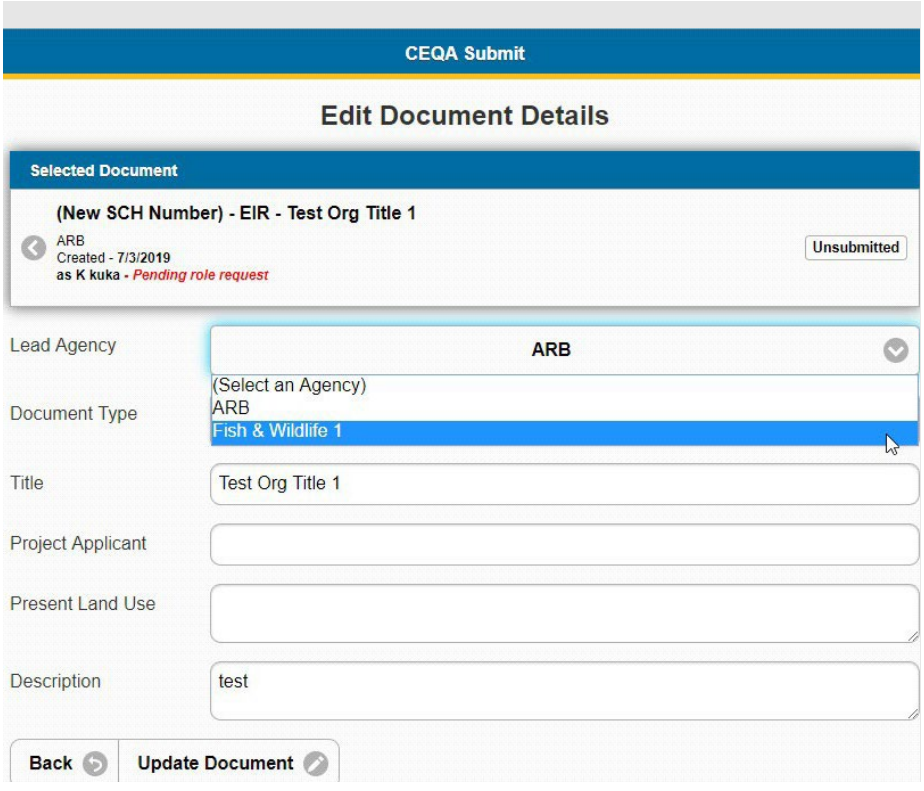
Step 2: Select the document you would like to edit from the list of documents you have created.



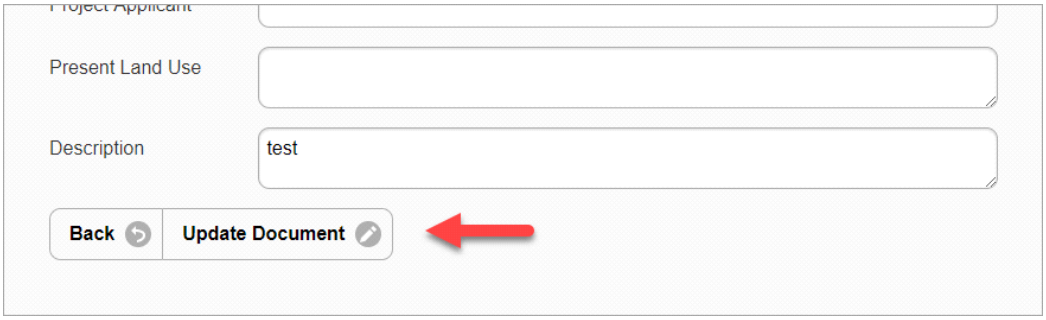
Step 3: Expand the "Document Details" group and click the "Edit" link.



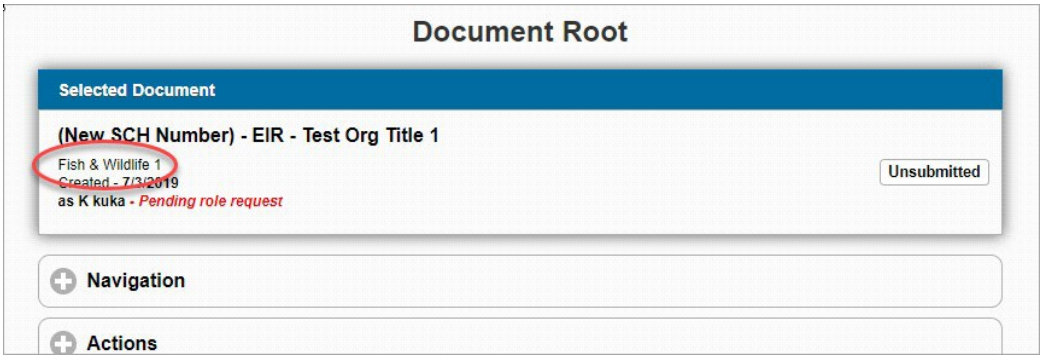
Step 4: Select the new Lead Agency value.



Step 5: Click the "Update Document" button.



The new Lead agency should be displayed in the document's summary box.



Submit a NOE Document

Description

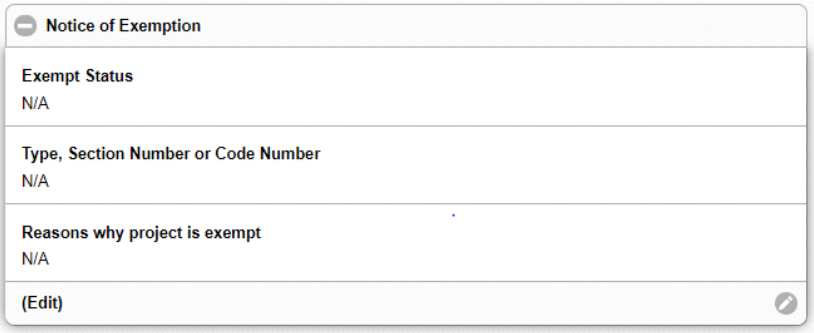
This process describes the required fields to submit a Notice of Exemption (NOE) document. All these fields must be completed in order to successfully submit a NOE document. If left blank, the application does not allow the document to be electronically submitted and provides an error message for the missing fields.

Required Preconditions

- The document must be designated as a NOE document.
- The document must have all minimum required fields completed in addition to NOE specific fields.
- The document's status must be "unsubmitted"

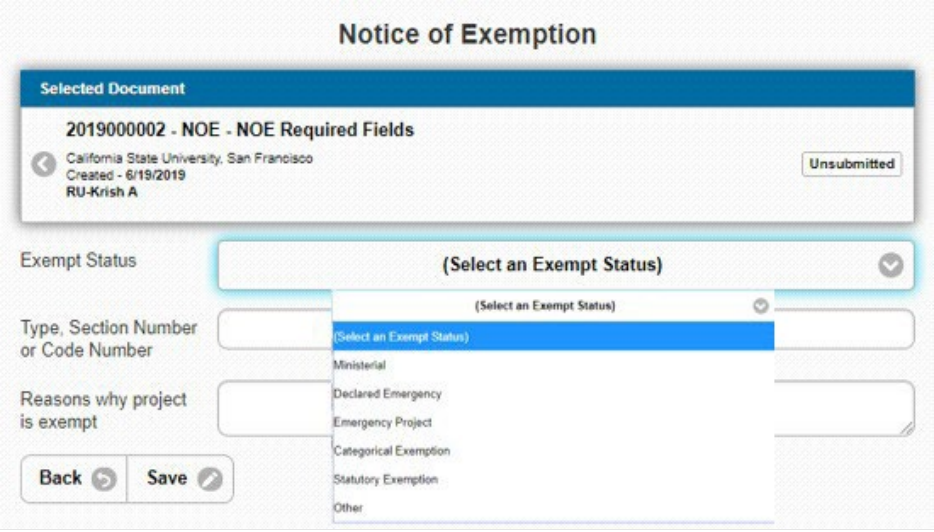
Step-by-Step Instructions

Step 1: On the Document Root screen of an NOE Document with a "unsubmitted"status, Go to the "Notice of Exemption"



Step 2: Click Edit and the application moves to the next screen.

Step 3: On the Notice of Exemption page, select the appropriate Exempt Status from the dropdown menu.



Note: The selected Exempt Status may prefill the "Type, Section Number or Code Number" field.

Step 4. Complete the "Type, Section Number or Code Number" field. This is automatically prefilled if the following Exempt Status is selected.

- Ministerial
- Declared Emergency
- Emergency Project

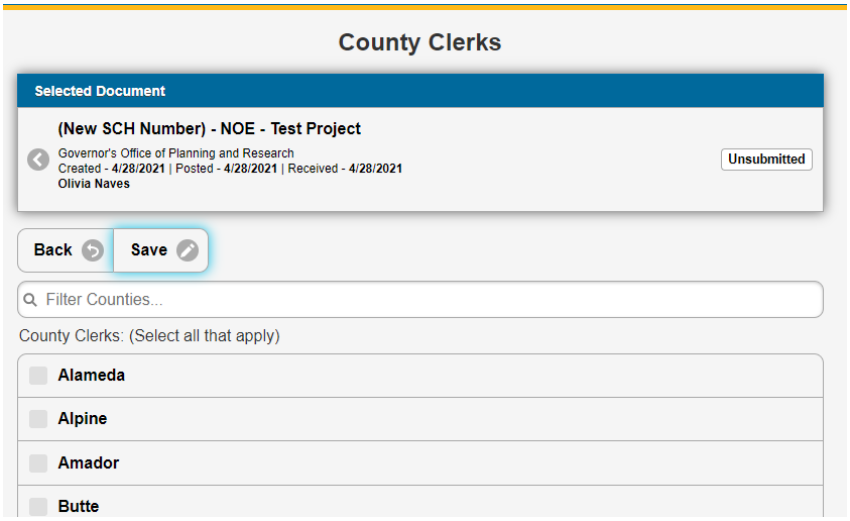
If the following Exempt Status is selected, this field will be blank for the user tocomplete.

- Categorical Exemption
- Statutory Exemption
- Emergency

Step 5: Complete the "Reasons why project is exempt" field. Click “Save”.

The application allows multiple Exemptions for a single Notice of Exemption (NOE)document. When multiple Exemptions are added, they are displayed in the same order as dropdown menu.

Step 4: Fill out the “County Clerk” tab. Click “Save”.



Note: This field only appears for submissions where the Lead/Public Agency is a local agency. If you are a local agency, or if you are a State Responsible agency, please fill out the county clerk(s) that correspond to the county(ies) that the Lead filed the NOE in[4].

Submit a NOD Document

Description

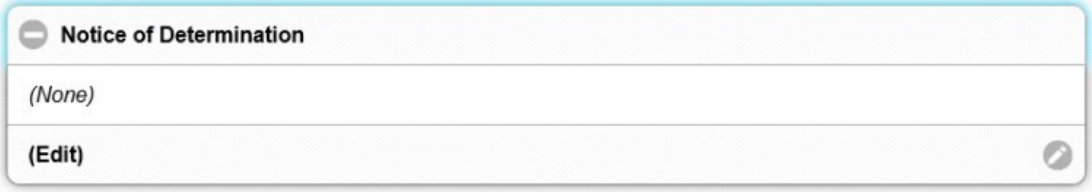
This process describes the required fields to submit a Notice of Determination (NOD) document. In addition, all these fields must be completed to successfully submit a NOD. If left blank, the application does not allow the document to be electronically submitted and provides an error message for the missing fields.

Required Preconditions

- The document must be designated as a NOD document or NOD subtype
- All minimum required fields completed in addition to NOD specific fields
- The document's status must be "unsubmitted"

Step-by-Step Instructions

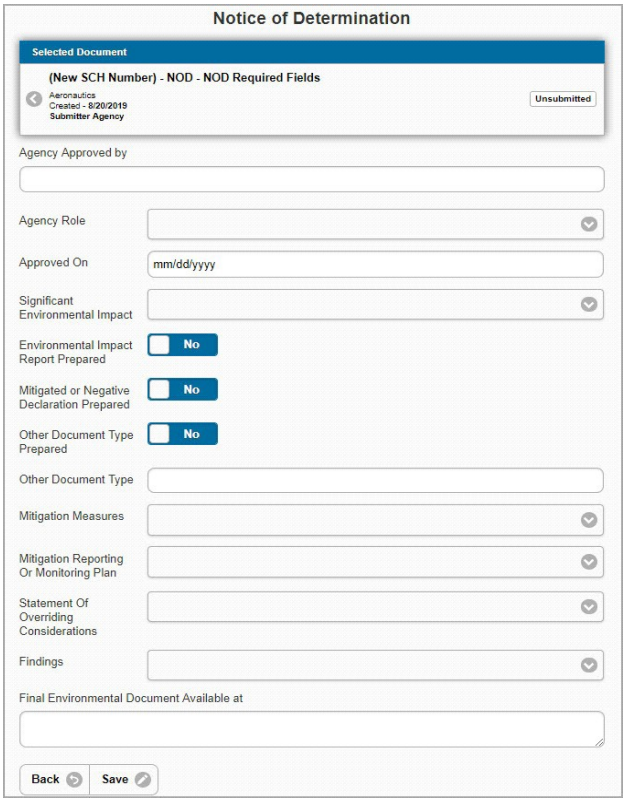
Step 1: On the Document Root screen of an NOD Document with a "unsubmitted"status, go to the "Notice of Determination" field.



Step 2: Click Edit and the application moves to the next screen.

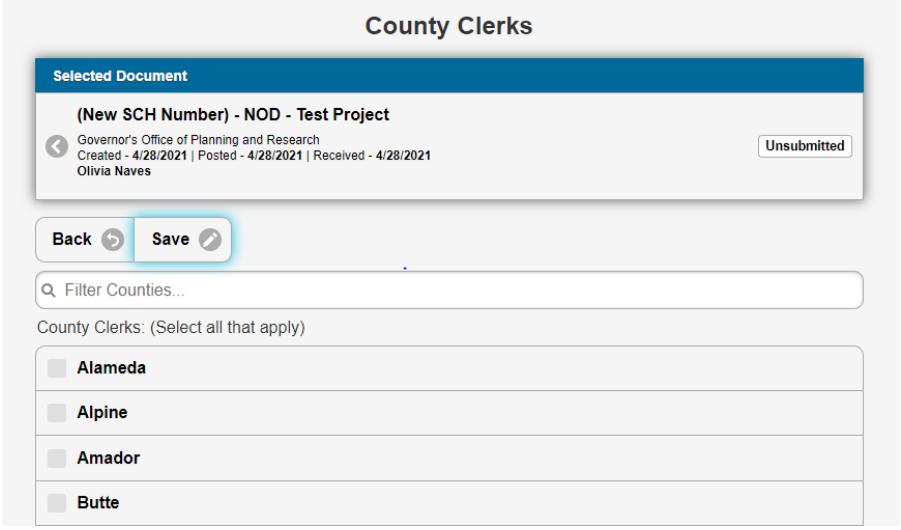
[4] Reference CEQA Guidelines Sections 15062(c)(2); 15075; 15094; 15096(i)

Step 3: Complete all the fields on the Notice of Determination tab. Make sure to click “Save” after filling out the fields or your information will be deleted.



TIP: The “Final Environmental Document Available at” field should provide the location of the Final Document so that the public knows where they may obtain a copy of it if they desire. You may provide a web link, an address, or any other information that would allow someone to access the document.

Step 4: Fill out the “County Clerk” tab. Click “Save”.



Note: This field only appears for submissions where the Lead Agency is a local agency. If you are a local

agency, or if you are a State Responsible agency, please fill out the county clerk(s) that correspond to the county(ies) that the Lead Agency filed the NOD in[5].

Submit a Draft or Final Environmental Document with a NOC Form

Description

This process describes the required fields to submit a Notice of Completion (NOC) Transmittal form with your draft or final environmental document. All fields must be completed to successfully submit a proposed draft or final environmental document. If left blank, the application does not allow the document to be electronically submitted and provides an error message about the missing fields.

Required Preconditions

- Select a Document Type to Add from the sub-type list of the proposed environmental document. Do not select NOC as the Document Type – the NOC is just a form that supplements documents going under review. The lead agency must have determined the proposed type of environmental document. See "NOC subtypes".)
- The document's status must be "unsubmitted". Users cannot edit published submissions.
- All documents, regardless of type, must have the following:
  - At least one region, county, or city
  - At least one Contact
- All NOCs sub-types, except for BIA and BLA must have the following fields completed:
  - At least one Local Action Type
  - At least one Development Type
  - At least one Project Issue
  - At least one Review Agency

NOC Functions

In this section

Instructions on how to submit NOC subtype documents. See "Quick Guide" section for overview.

Steps for Submittal:

Step 1: On the Document Root screen of an environmental document, after filling out the initial document description when you create a page, fill out contact (select Edit and select Save entries) and location (select Edit and select Save entries) sections

Tip: Copy the information from the NOC form into all data entry fields.

Step 2: Upload the NOC form and all other required attachments to the "Attachments" tab. Refer to "Submission Requirements" and "Add an Attachment" instructions to see what other attachments are required and how to upload those attachments. Please assure that all attachments are Text-Recognized (OCR-compliant) and that the NOC form is signed by the Lead Agency representative (e-signatures are fine). Assure that Attachments are in the correct document categories.

Step 3: Go to Local Action Types and select Edit

[5] Reference CEQA Guidelines Sections 15062(c)(2); 15075; 15094; 15096(i)

Step 4: Select at least one applicable Local Action Type and select Save.

Step 5: Go to Development Types and select Edit

Step 6: Select at least one applicable Development Type from the list.

Note: Each Development Type field has built in validation rules and will notify users to enter the appropriate unit if applicable.

Note: "Save" and then go to "Selected Document" at the very top, to return to "Document Root".

Step 7: Go to Project Issues and select Edit

Step 8: Select at least one applicable Project Issue from the list and select Save.

Step 9: Go toReview Agencies and select Edit.

Step 10: Select at least one Review Agency from the list and select Save.

Step 11: Go toReview Period and select Edit

Step 12: Select the business days of Review Started and Ended

Note: Must not start/end on weekend or holidays; See requirements for a shorter review.

Step 13: Go to Actions and select Submit Document

Step 14: Confirm all disclaimers on the Submit Document screen and select Confirm Submit.

Submission Requirements for CEQA Documents

Draft/Final Environmental Documents

Includes Environmental Impact Reports (EIRs), Negative Declarations (NDs/MNDs), NEPA Federal Documents, and all other Notice of Completion (NOC) subtypes.

Please include all the following materials in the "Attachments" section in CEQA Submit:

- Draft/Final Environmental Document (Category: for Uncertified documents, select Draft Environmental Document; for Final/Certified Documents, select Final Environmental Document)
    - **Note:** if your Final is *not* going under review, the NOC form and Summary Form are optional uploads to supplement your Final Document.
- Initial Study (IS) (Category: Draft Environmental Document)
- Notice of Availability (NOA) OR Notice of Intent (NOI) (Category: Draft Environmental Document)
- Notice of Completion (NOC) form (Category: Notice of Completion)
- OPR Summary Form (Category: Draft Environmental Document)

Notices of Preparation (NOPs)

Please include all the following materials in the "Attachments" section in CEQA Submit:

- Notice of Preparation (NOP) form (Category: Draft Environmental Document)
- Notice of Completion (NOC) form (Category: Notice of Completion)
- Additional references to the NOP (Category: Draft Environmental Document)

Refer to CEQA Guidelines Section 15082 for more information on NOPs.

Notices of Determination (NODs)

Please include all the following materials in the “Attachments” section in CEQA Submit:

- Notice of Determination (NOD) form (Category: Notice of Determination)
- Additional references to the NOD (Category: Notice of Determination)
- Certified/Approved Final Draft (optional; Category: Final Environmental Document)
- Pay fees or show proof of payment
    - State Lead Agencies make checks payable to California Department of Fish and Wildlife (CDFW). See most up to date CEQA Environmental Document Filing Fees
    - Local Agencies: Pay fees to County Clerk’s Office to comply with E.O. N-80-20

Refer to CEQA Guidelines Sections 15075 and 15094 for more information on NODs.

Notices of Exemption (NOEs)

Please include all the following materials in the “Attachments” section in CEQA Submit:

- Notice of Exemption (NOE form) (Category: Notice of Exemption)
- Additional references to the NOE (Category: Notice of Exemption)

Refer to CEQA Guidelines Section 15062 for more information on NOEs.

Add Review Agencies

Description

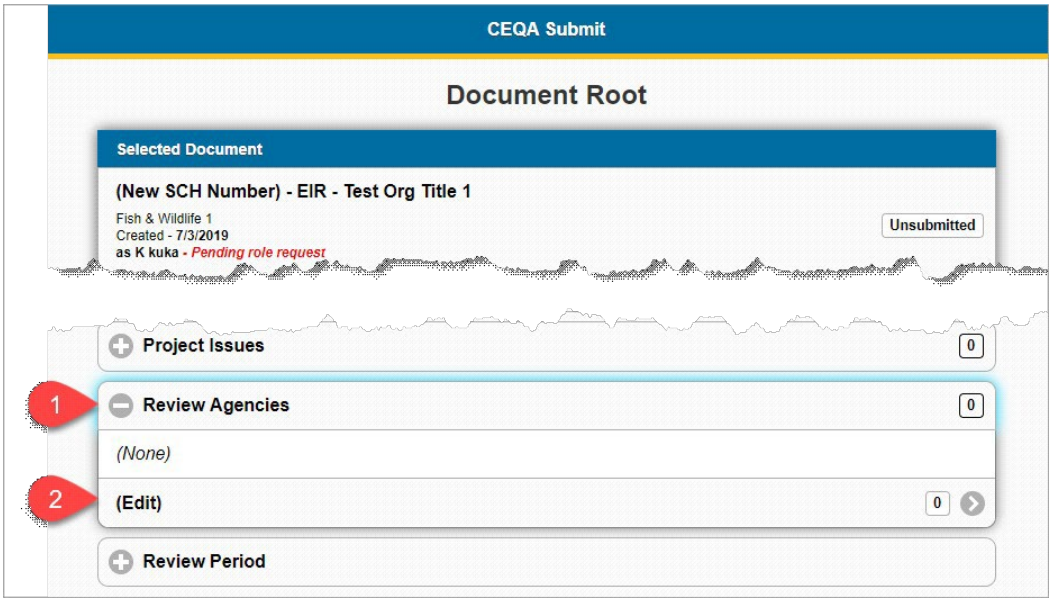
This process will allow a Registered User to specify reviewing agencies for an NOC type document.

Required Preconditions

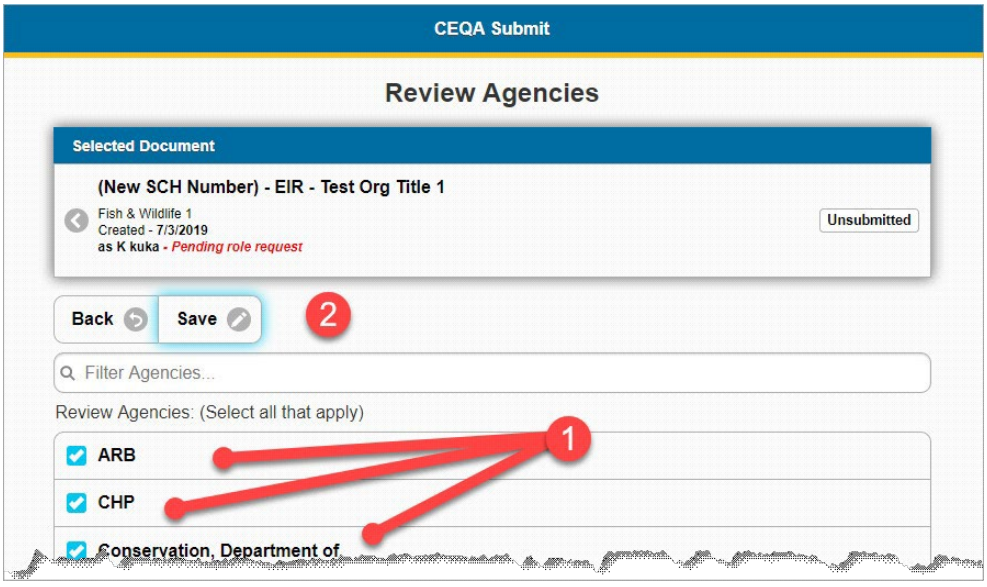
- A Registered User with a pending or approved role must have successfully logged into the application.
    - OPR Administrators can also complete this activity.
- The user must have already found the document and accessed the document's edit screen.
- For help see: Edit existing document (unpublished). The document must be an NOC document type.

Step-by-Step Instructions

Step 1: Click the "Review Agencies" group and then the "Edit" link on the "Document Root" screen.

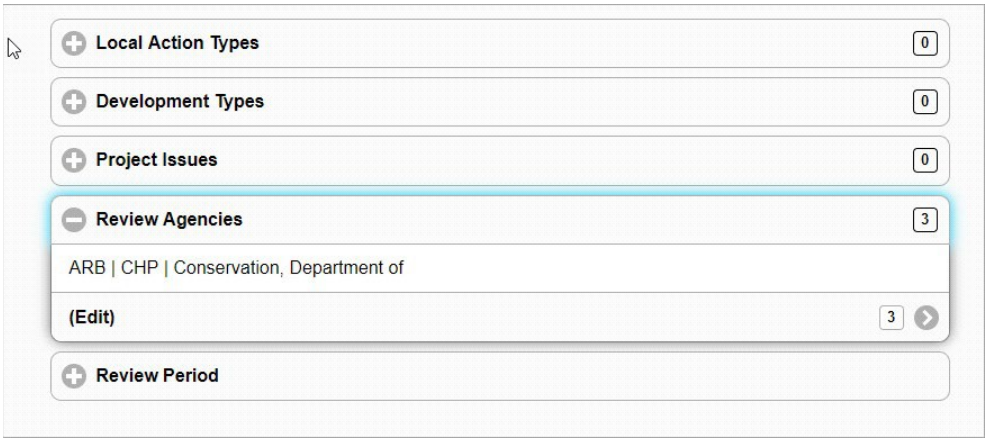


Step 2: Select or deselect agencies using the checkboxes, and then click the "Save" button.



Note: Several agencies will appear selected by default. The default selections are controlled by OPR.

Step 4: You can verify your selected reviewing agencies by expanding the "Review Agencies" group on the"Document Root" screen.



Setting review periods

Description

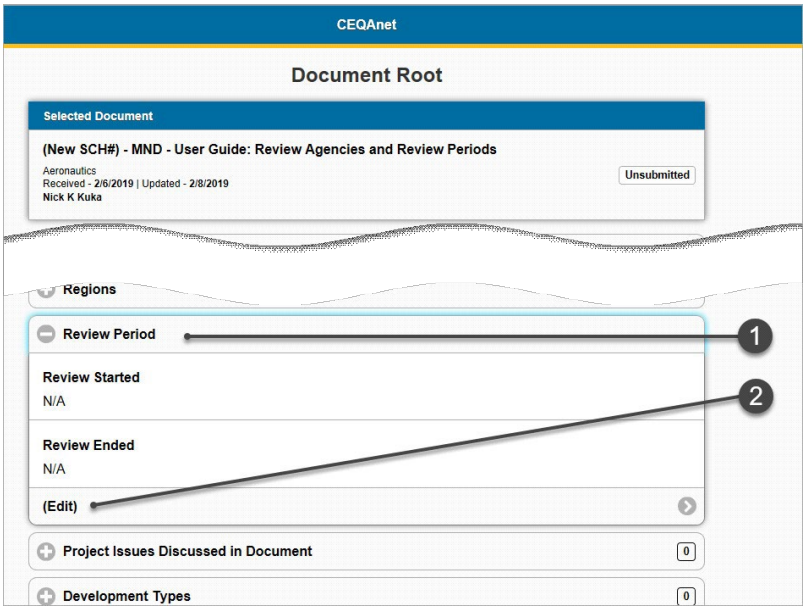
This process will allow a Registered User to set/change a review period for an NOC document.

Required Preconditions

- A registered user must have successfully logged into the application.
- The user must have already found the document and accessed the document's edit screen.
- For help see: Edit existing document (unpublished). The document must be a NOC type document

Step-by-Step Instructions

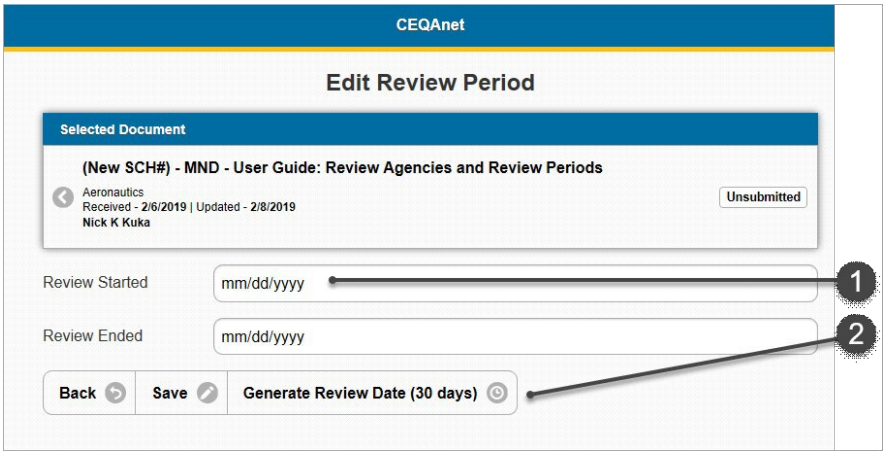
Step 1: Expand the "Review Period" group on the "Document Root" screen and click the "Edit" link.



Step 2: Use the "Edit Review Period" screen to calculate the review period.

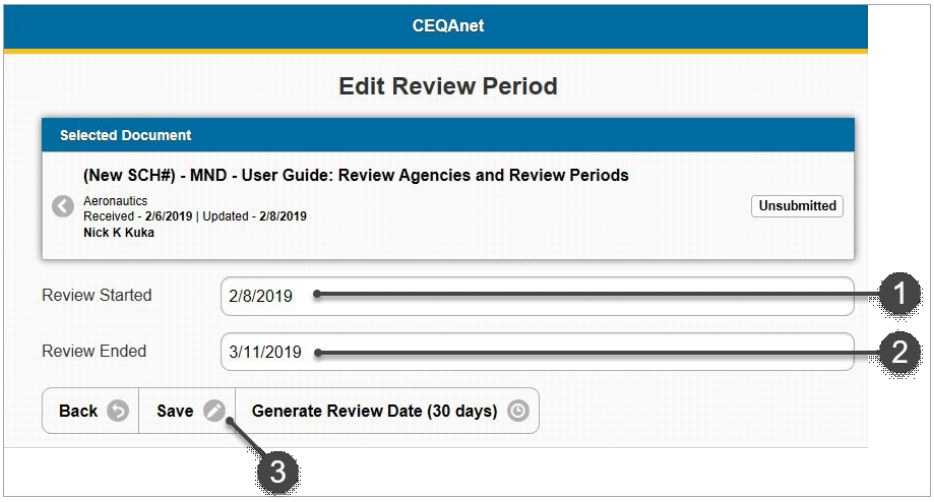
➢ To specify a start date, enter the date in the "Review Started" field. ***Note:*** *if the field is left blank the application will automatically use the current date as the "Review Started" date. For the purposes of this guide the date will be left blank, and the start date used will be the current date when this page was created.*

- After you have specified a start date (or left the field blank) click the "Generate Review Date" button.
  Note: *The period duration used in the calculation will automatically correspond to the document type. In the example below, the MNDdocument type has a default review period of 30 calendar days.*

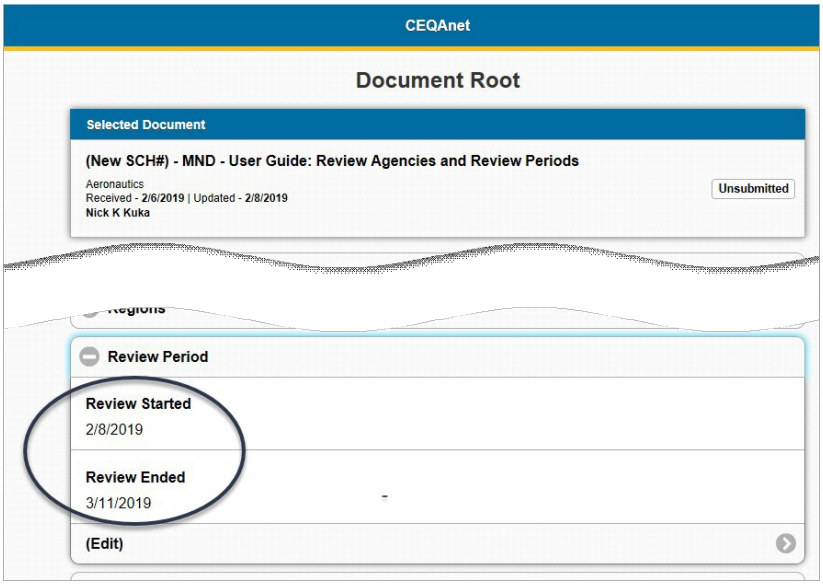


Step 3: Review and/or adjust the period dates.

1. The calculated start date will be the date you specified, or the current date if you left the field blank. You can change the start date.
2. The end date can be changed. The application will calculate the end date in the following way:
   a. The application will add the total duration in calendar days to the start date
   b. If the resulting date is not a business day OR is a "blackout" date, the application will add calendar days until the end date falls on a non-blackout business day.
3. When you are satisfied with the review period dates, click the "Save" button.



Step 4: Expand the "Review Period" group on the document root screen and the new review period will be displayed.



View documents submitted (Agency Administrators)

Description

This process will allow an Agency Administrator to view a list of documents with a status of "submitted" for the agency that they are approved to be an Agency Administrator for.

Required Preconditions

- A registered user with an Agency Administrator role must have successfully logged into the application.
- A registered user can be an Agency Administrator for more than one agency at a time.
- Documents must exist in the database.

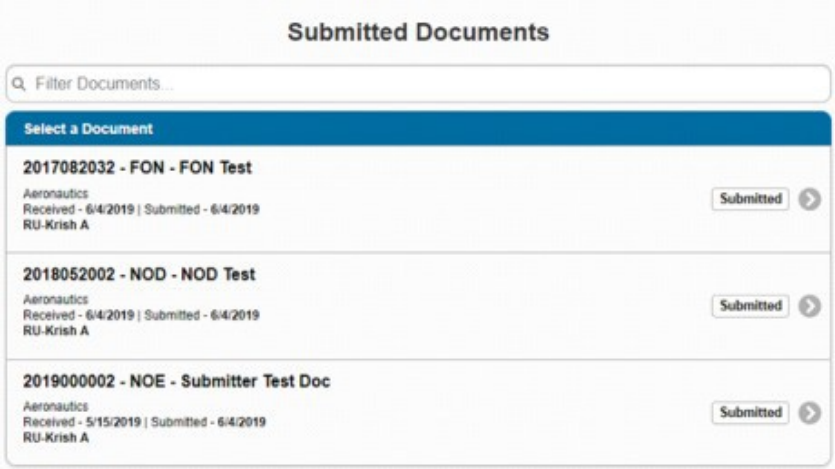
Step-by-Step Instructions

Step 1: Click the "Submitted Documents" link on the homepage menu.

Note: The count of the number of documents submitted will match the number of documents listed on the Submitted Documents screen.

Step 2: The list is displayed. You can access a document on the list by clicking its title.

Note: The documents will be listed from oldest to newest.



Print from CEQAnet (Portal)

Description

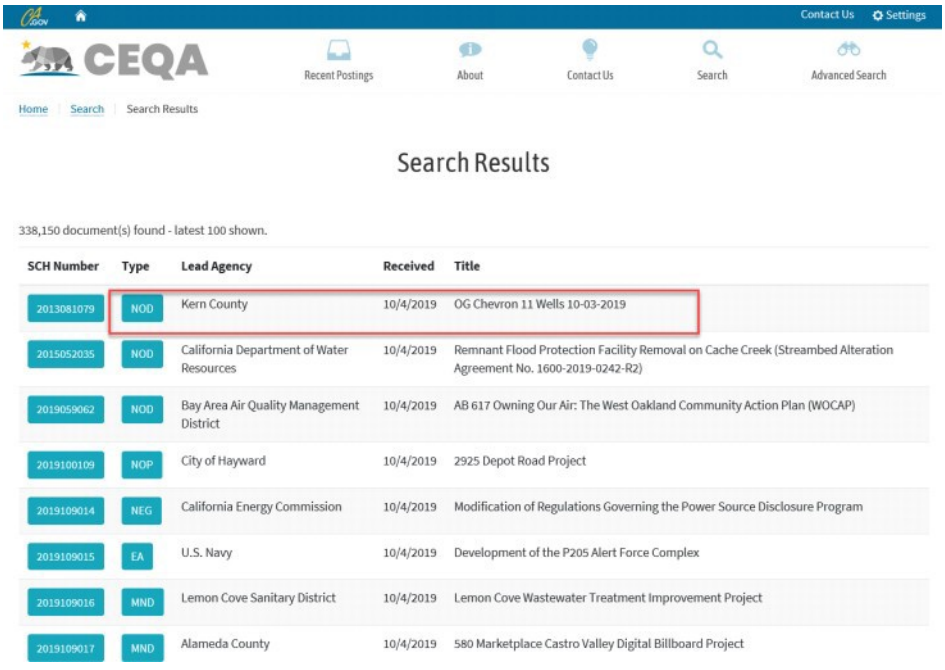
This process will allow a Public Portal Visitor (PPV) to print a version of the Document Details from CEQAnet.

Required Preconditions

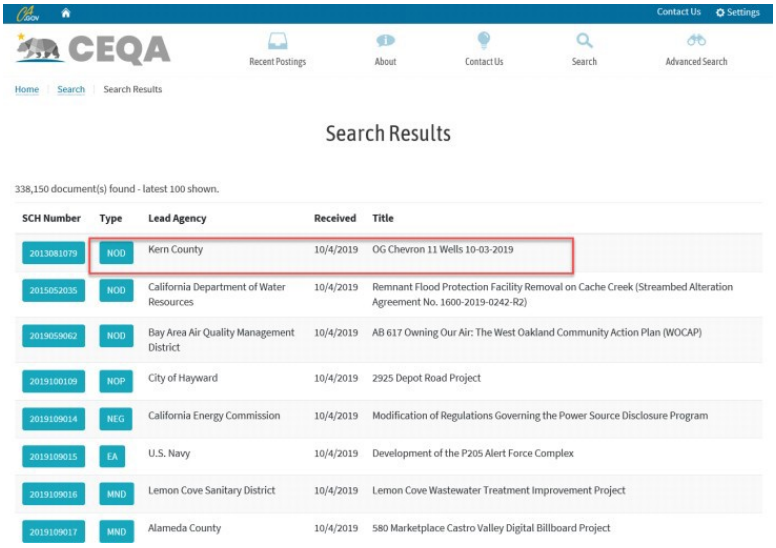
A link to CEQAnet: https://ceqanet.opr.ca.gov/

Step-by-Step Instructions

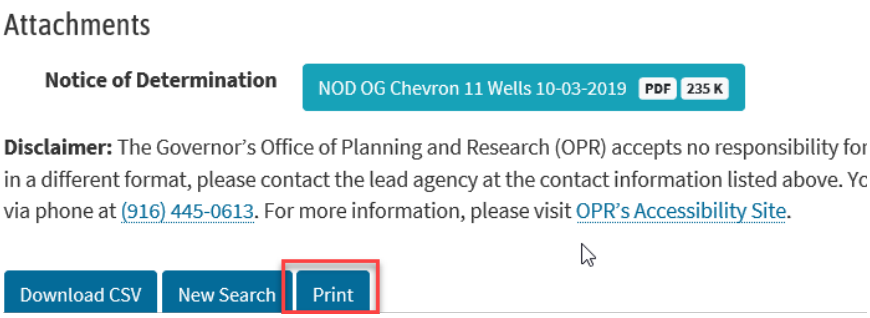
Step 1: Select any document from Results page. In this example, NOD document was selected.



Step 2: The application moves to the Document Details page. Scroll to the bottom of this page



Step 3: Select the Print button



CEQAnet: Download All Attachments

Description

This process will allow a Public Portal Visitor (PPV) to download all Attachments for a Published Document on CEQAnet at one time.

Required Preconditions

- A link to CEQAnet: https://ceqanet.opr.ca.gov/
- A Document with more than one attachment

Step-by-Step Instructions

Step 1: From the Search Results page, scroll to the Attachments section.

Step 2: Select Download All Attachments

Note: The application downloads all attachments and groups the attachments by its designated category.