



**Register and Submit CEQA Documents to
Office of Planning and Research (OPR), State Clearinghouse (SCH)**

Upon **validating** your **registration** to **submit CEQA documents to OPR**, please **read through** the **CEQA Database Terms of Use** (attached).

First Time Users:

Please Email OPR at state.clearinghouse@opr.ca.gov with *applicable* information below:

LEAD AGENCY REPRESENTATIVE *Submitting* CEQA document(s):

- Lead Agency Representative Name (Person submitting CEQA documents):
- Lead Agency Representative (Official) Work Email:

LEAD AGENCY REPRESENTATIVE *Authorizing* a Consultant at Consulting Firm to submit CEQA documents:

- Lead Agency Representative Name (Person **authorizing Consultant** at Consulting Firm):
- Lead Agency Representative (Official) Work Email (MUST use Official Work Email to Authorize):

- Please include additional staff, who need to register with the CEQA Database to submit CEQA documents to be registered with the above information.

CONSULTING FIRM, CONSULTANT *submitting* CEQA document(s):

- Consultant Name (Person submitting CEQA documents):
- Consultant Email:
 - *See **Request Agency Role***; Submitter Role **MUST** be Approved by LEAD AGENCY
 - Lead Agency Representative Name (Person **authorizing** Consultant at Consulting Firm to submit on behalf of LEAD AGENCY):
 - Lead Agency Representative (Official) Work Email:
 - MUST use Official Work Email to Authorize Consultant

- Please identify additional staff, who need to register with the CEQA Database *to submit CEQA Documents or authorization* to the above information.

RESPONSIBLE AGENCY REPRESENTATIVE *submitting* CEQA document(s):

- Responsible Agency Representative Name (Person submitting CEQA documents):
- Responsible Agency Representative (Official) Work Email:
 - See **Request Agency Role**
- Please identify additional staff, who need to register with the CEQA Database *to submit CEQA Documents or authorization* to the above information.

Request Agency Role to Submit CEQA Documents and/or Authorize a 'Submitter':

LEAD AGENCY REPRESENTATIVE - (PICK ONE): "**Admin**" (> 5 *per* Agency) or "**Submitter**" (unlimited *per* agency)

- Agency Administrator (**Admin**) capabilities:
 - 1) Approve Consulting Firm's Consultant(s) and/or Staff within Lead Agency
 - 2) Submit CEQA Documents.
 - Refer to **Page 8** in 'User Guide' Manual

CONSULTING FIRM - "**Submitter**" (**ONLY**)

- 1) Must "Request Access" (from home page) to LEAD Agency (**If submitting for multiple Lead Agencies; request to be a "submitter" for EACH Lead Agency**)
 - Lead Agency Should be Listed accordingly, per PROJECT
 - Refer to **Page 8** in 'User Guide' Manual

RESPONSIBLE AGENCY REPRESENTATIVE - "**Submitter**" (**ONLY**)

- 1) Must "Request Access" (from home page) to LEAD Agency (**NOT** Responsible Agency)
 - Lead Agency Should be Listed accordingly, per PROJECT
 - Refer to **Page 8** in 'User Guide' Manual

REVIEWER (State Agency Only) - N/A

- [Feature Currently NOT Available]

To Submit CEQA Document(s) Online (BASIC), Log IN to: <https://ceqasubmit.opr.ca.gov/> :

Environmental Documents (Negative Declaration, Mitigated Negative Declaration (MND), Notice of Preparation of a Draft EIR (NOP), Environmental Impact Report (EIR) – *Notice of Completion (NOC) Form is REQUIRED*):

Select the “Document Type” listed on the NOC form in *section* “Document Type”. Input the same information you indicated on the NOC form - onto CEQASubmit. All tabs entered should match the NOC form.

New SCH# *need* (DRAFT Never circulated TO OPR)

- 1) Refer to **Page 27** in ‘User Guide’ Manual
- 2) Refer to **Page 25** in ‘User Guide’ Manual
 - a. HELPFUL HINTS/“REGIONS” TAB(DOCUMENT ROOT)
- 3) Refer to **Page 57, 59, 60...** in ‘User Guide’ Manual

Existing SCH# Issued (DRAFT previously circulated TO OPR)

- 1) Refer to **Page 31** in ‘User Guide’ Manual
- 2) Refer to **Page 25** in ‘User Guide’ Manual
 - a. HELPFUL HINTS/“REGIONS” TAB(DOCUMENT ROOT)
- 3) Refer to **Page 57, 59, 60...** in ‘User Guide’ Manual

Upload and Attach (ALL attachments PER Project (submission); All attachments can be in One document)

- Refer to **Page 1** in ‘User Guide’ Manual and for which “category” to select
- Refer to **Page 25** in ‘User Guide’ Manual
 - HELPFUL HINTS/“REGIONS” TAB(DOCUMENT ROOT)

Notice of Determination (NOD):

Select “Document Type” Notice of Determination (NOD). Input the same information you indicated on the NOD form - onto CEQASubmit. All tabs entered should match the NOD form.

State LEAD Agency

New SCH# *need* (DRAFT Never circulated TO OPR)

- 1) Refer to **Page 27** in ‘User Guide’ Manual
- 2) Refer to **Page 25** in ‘User Guide’ Manual
 - a. HELPFUL HINTS/“REGIONS” TAB(DOCUMENT ROOT)
- 3) Refer to **Page 55** in ‘User Guide’ Manual

Existing SCH# Issued (previously circulated TO OPR)

- 1) Refer to **Page 31** in ‘User Guide’ Manual
- 2) Refer to **Page 25** in ‘User Guide’ Manual
 - a. HELPFUL HINTS/“REGIONS” TAB(DOCUMENT ROOT)
- 3) Refer to **Page 55** in ‘User Guide’ Manual

Upload and Attach (ALL attachments PER Project (submission); All attachments can be in One document)

- Refer to **Page 1** in 'User Guide' Manual for which "category" to select
- Refer to **Page 25** in 'User Guide' Manual
 - HELPFUL HINTS/"REGIONS" TAB(DOCUMENT ROOT)

State RESPONSIBLE Agency

Request Role to the CORRECT Lead Agency, which is NOT the same as Responsible Agency

- Fill out the "Determination" section on behalf of the Responsible Agency

New SCH# need (DRAFT Never circulated TO OPR)

- 1) Refer to **Page 27** in 'User Guide' Manual
- 2) Refer to **Page 25** in 'User Guide' Manual
 - a. HELPFUL HINTS/"REGIONS" TAB(DOCUMENT ROOT)
- 3) Refer to **Page 55** in 'User Guide' Manual

Existing SCH# Issued (previously circulated TO OPR)

- 1) Refer to **Page 31** in 'User Guide' Manual
- 2) Refer to **Page 25** in 'User Guide' Manual
 - a. HELPFUL HINTS/"REGIONS" TAB(DOCUMENT ROOT)
- 3) Refer to **Page 55** in 'User Guide' Manual

Upload and Attach (ALL attachments PER Project (submission); All attachments can be in One document)

- Refer to **Page 1** in 'User Guide' Manual for which "category" to select
- Refer to **Page 25** in 'User Guide' Manual
 - HELPFUL HINTS/"REGIONS" TAB(DOCUMENT ROOT)

Local Agency

New SCH# need (DRAFT never circulated TO OPR)

- 1) Refer to **Page 27** in 'User Guide' Manual
- 2) Refer to **Page 25** in 'User Guide' Manual
 - a. HELPFUL HINTS/"REGIONS" TAB(DOCUMENT ROOT)
- 3) Refer to **Page 55** in 'User Guide' Manual

Existing SCH# Issued (previously circulated TO OPR)

- 1) Refer to **Page 31** in 'User Guide' Manual
- 2) Refer to **Page 25** in 'User Guide' Manual
 - a. HELPFUL HINTS/"REGIONS" TAB(DOCUMENT ROOT)
- 3) Refer to **Page 55** in 'User Guide' Manual

Upload and Attach (ALL attachments PER Project (submission); All attachments can be in One document)

- Refer to **Page 1** in 'User Guide' Manual for which "category" to select
- Refer to **Page 25** in 'User Guide' Manual
 - HELPFUL HINTS/"REGIONS" TAB(DOCUMENT ROOT)

Notice of Exemption (NOE):

Select "Document Type" Notice of Exemption (NOE). Input the same information you indicated on the NOE form - onto CEQASubmit. All tabs entered should match the NOE form.

State Agency

New SCH# *need* (never circulated TO OPR)

- 1) Refer to **Page 27** in 'User Guide' Manual
- 2) Refer to **Page 25** in 'User Guide' Manual
 - a. HELPFUL HINTS/"REGIONS" TAB(DOCUMENT ROOT)
- 3) Refer to **Page 53** in 'User Guide' Manual

Existing SCH# Issued (previously circulated TO OPR)

- 1) Refer to **Page 31** in 'User Guide' Manual
- 2) Refer to **Page 25** in 'User Guide' Manual
 - a. HELPFUL HINTS/"REGIONS" TAB(DOCUMENT ROOT)
- 3) Refer to **Page 53** in 'User Guide' Manual

Upload and Attach (ALL attachments PER Project (submission); All attachments can be in One document)

- Refer to **Page 1** in 'User Guide' Manual for which "category" to select
- Refer to **Page 25** in 'User Guide' Manual
 - HELPFUL HINTS/"REGIONS" TAB(DOCUMENT ROOT)

Local Agency

New SCH# *need* (never circulated TO OPR)

- 1) Refer to **Page 27** in 'User Guide' Manual
- 2) Refer to **Page 25** in 'User Guide' Manual
 - a. HELPFUL HINTS/"REGIONS" TAB(DOCUMENT ROOT)
- 3) Refer to **Page 53** in 'User Guide' Manual

Existing SCH# Issued (previously circulated TO OPR)

- 1) Refer to **Page 31** in 'User Guide' Manual
- 2) Refer to **Page 25** in 'User Guide' Manual
 - a. HELPFUL HINTS/"REGIONS" TAB(DOCUMENT ROOT)
- 3) Refer to **Page 53** in 'User Guide' Manual

Upload and Attach (ALL attachments PER Project (submission); All attachments can be in One document)

- Refer to **Page 1** in 'User Guide' Manual for which "category" to select
- Refer to **Page 25** in 'User Guide' Manual
 - HELPFUL HINTS/"REGIONS" TAB(DOCUMENT ROOT)



Gavin Newsom
Governor

STATE OF CALIFORNIA
Governor's Office of Planning and Research
State Clearinghouse and Planning Unit



Kate Gordon
Director

June 22, 2020

CEQA Database Terms of Use

For first time users, the CEQA Database system will prompt you to accept the Terms of Use below. If there are changes to these terms, your authorization will be requested again.

By using this system, you agree to the following Terms of Use

1. All use of this application is understood to be official business of the agency I am representing.
2. The account I use to access this application will not be used by other persons. Each user account represents an individual; **no shared accounts will be permitted.**
3. The email address I use to access this application belongs to me.
4. I am responsible for preventing unauthorized access to the email account I am using to access this application.
5. If I have reason to believe the email account I use to access this application has been compromised, I understand it is my responsibility to notify OPR.
6. If these terms change, I understand I will be asked to accept the changes before I may continue to use this application.