Electronic Submittal Requirements

I. ENVIRONMENTAL DOCUMENT(S): Negative/Mitigated Declaration, Draft NOP, Draft EIR, etc. –adhere to the requirements on our website (as IF you were to mail in 15 copies): http://www.opr.ca.gov/clearinghouse/ceqa/document-submission.html.

Note: Submitting online is **in lieu** of sending *15 physical copies by 12 pm.*

* OPR will STOP accepting hard copies of **environmental documents** and **notices of exemptions and determinations (NOE and NOD) (including emailed NOE/NOD) November 3, 2020.**

II. NOTICE OF DETERMINATION (NOD) | NOTICE OF EXEMPTION (NOE):

1. **STATE Agencies**:
   a. Submit and upload, an approved and signed notice
      - (OPTIONAL) No attachment
   b. NODs requiring **California Department of Fish and Wildlife (CDFW) CEQA fees** (STATE AGENCIES ONLY):
      - Payment must be received with the NOD at the same time, to post.
        - You may use CEQA Submit to file your NOD, **however, the CDFW fees must be received in order to post.**
          - Mail/Walk-In CDFW Check/Money Order Payment
            - Payment Made to: CA Dept. of Fish and Widlife
            - Filed/Posted with: OPR
        - Alternative file and post option:
          - Mail-In the NOD *with* CDFW payment for same day posting
          - Walk-In the NOD *with* CDFW payment for same day posting
   c. May include related documents to accompany NOD|NOE

2. **LOCAL** Agencies:
   Submit and upload, an approved and signed notice
   a. May Include related documents to accompany NOD|NOE

III. ATTACHMENTS (PER Project/Submission):

Note: All Attachments must be Text Recognized (OCR)

Check with your IT Department on what applications are available.

Note*: All Attachments MUST be Named accordingly to briefly describe document(s) (see page 25).*

To determine which "*Category*" to select **after** "upload", please see below:

1. Environmental Documents
   a. NOC – "**NOC**" category
   b. NOI/NOA – "**environmental document**" *category*
   c. Draft MND, EIR… – "**environmental document**" *category*
   d. Initial Study (IS) – "**environmental document"** *category*
   e. Appendices/Maps – "**environmental document"** *category*
   f. OPR's Summary Form – "**environmental document**" *category*

2. Notice of Exemption (NOE)
   a. All materials related - "**Notice of Exemption**" *category*

3. Notice of Determination
   a. All materials related - "**Notice of Determination**" *category*

IV. START OF REVIEW | POST **Deadlines**:

1. Environmental Documents:
   a. Same Day Review Period, must submit by 3:30pm business days
2. Notices:
   a. Same Day Post, must submit by 4pm business days

1. Access and Authentication

Wednesday, February 6, 2019 4:14 PM

In this section

Sub pages in this section include functionalities that will allow you to access the CEQA Actions database.

URLs

Production links for the backend CEQA Submit application and the public portal:
Backend: https://ceqasubmit.opr.ca.gov/
Portal: https://ceqanet.opr.ca.gov/

Log-on

Wednesday, January 30, 2019 3:43 PM

Description

This process enables Registered Users to access the CEQA Submit Database Application

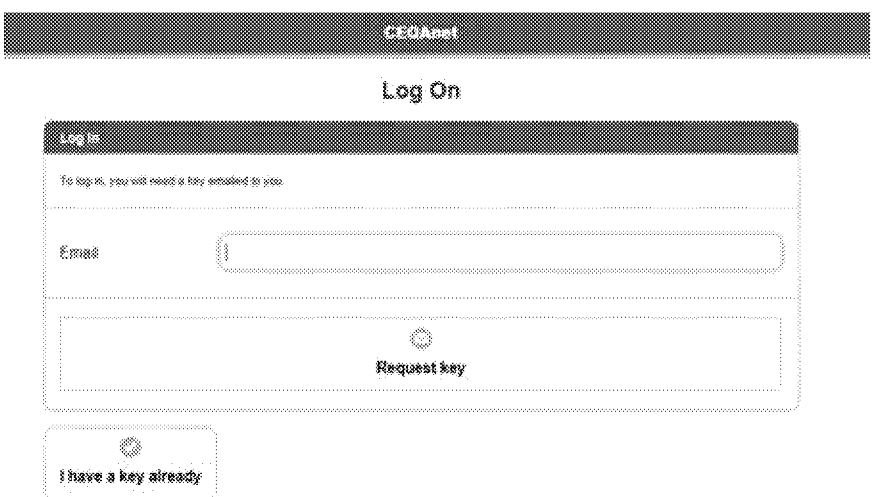
Required Preconditions

- An **OPR** administrator must have created an account with the user's valid email address

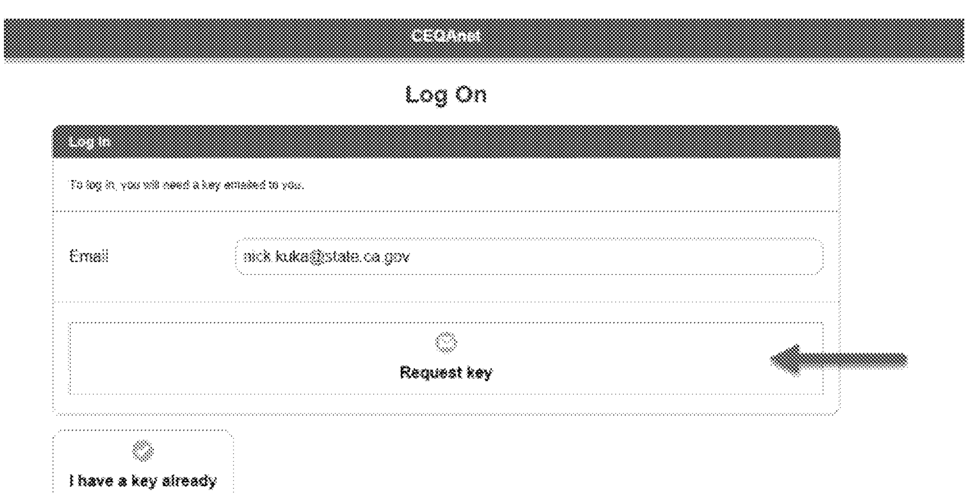
Step By Step Instructions

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

Step 2: Enter your *registered* email address



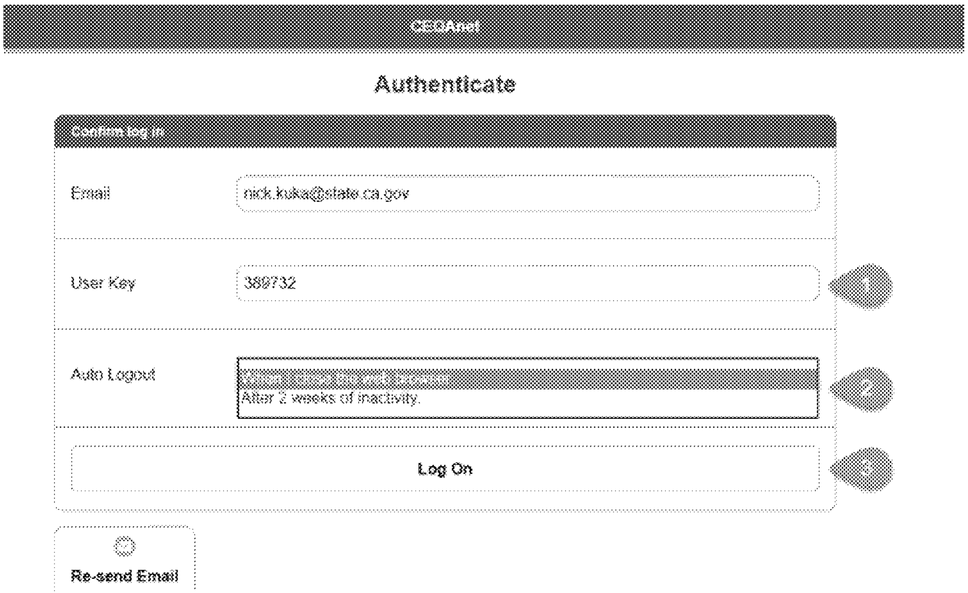
Step 3: Click Request Key



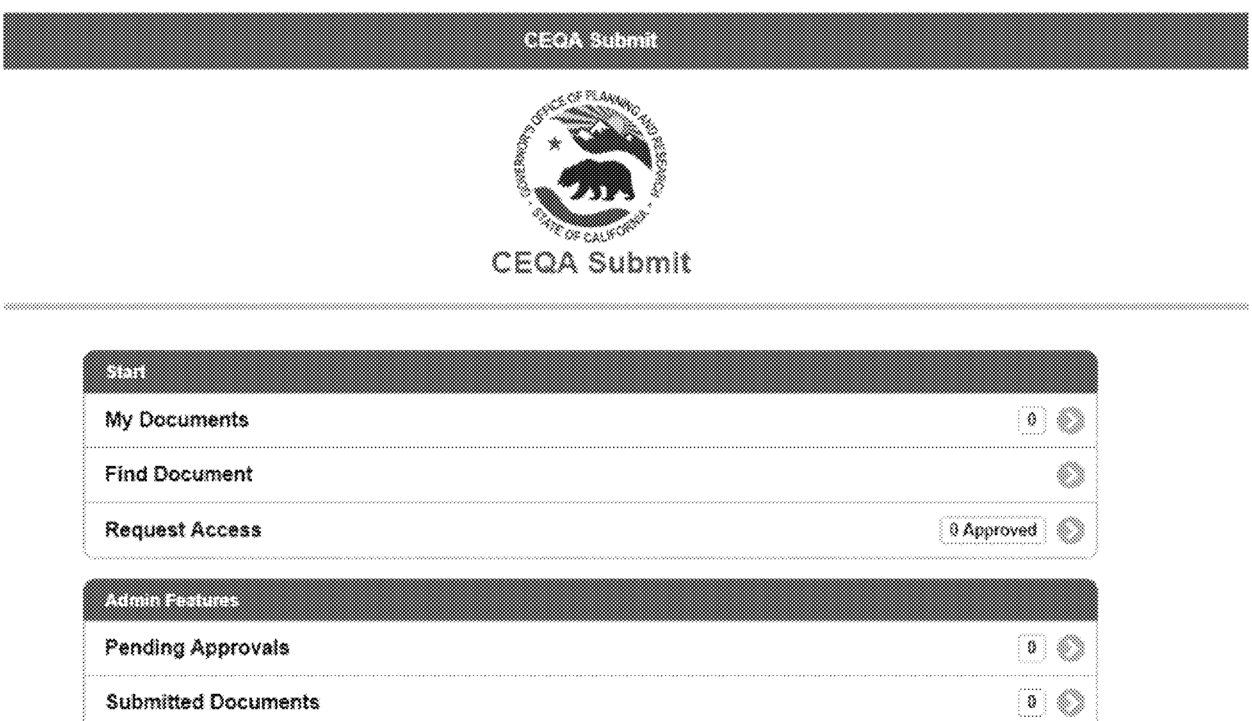
Note: The application will send an email to your inbox with a unique number. You will need this number to proceed into the CEQA Application. Go to your inbox, copy the unique number, and go back to the CEQA Application.

On the Authenticate screen, enter that unique number in the field labeled User Key.

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.



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



Note: Agency Administrators and OPR users will see the "Admin Features" section. **However, Agency Submitters and Agency Reviewers will not**.

Log-off

Friday, February 1, 2019 3:17 PM

Description

This process enables Registered Users to Log off of the CEQA Actions Database Application

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


CEQAnet
Account Management
Log Off
Edit Profile
Super User Functions

2. Agency Role Management

Wednesday, May 1, 2019 8:56 AM

In this section

Sub pages in this section include functionalities that will allow you request, approve, reject, or revoke agency roles.
NOTE: **DO NOT** Select Office of Planning and Research (OPR) as LEAD AGENCY.

CEQA User Roles

Edit to included that AA is content oversight for AS/AR and should see read only.

Contents

Overview

This article is based on analysis and requirements validated. The initial documentation of these roles has been implemented in the current role structure of the application. The abilities, permissions, and access afforded the roles described here are assumed to be facts in the context of the user type.

Hierarchy

In general, the roles described below have an inheritance hierarchy. With the exception of the "OPR Staff" role, Roles at the top of the list (with lower numbers) include all of the access, permissions, and abilities of the roles below (with higher numbers). Consequently, the "Public Portal Visitor" role, has the most restricted access and permissions, and the "OPR Administrator" role has completely unrestricted access and permissions.

The OPR Staff role is a special role that includes most (but not all) of the permissions allocated to lesser roles, and some (but not all) of the permissions allocated to the OPR Administrator role.

Role Descriptions

1. **OPR Administrator**
   Any Registered User with "Super User" enabled.

2. **OPR Staff** *(Not Implemented)*
   Any Registered User with "OPR Staff" enabled.

3. **Agency Administrator**
   This role must be assigned for each agency the user will need to represent.
   Any Registered User with at least one (1) approved Agency Administrator role for at least one (1) agency.
   Per design discussions with our product owner, this role is both an administrative role, and a content

oversight role for Agency Submitters and Agency Reviewers. Therefore Agency Admins should eventually have read-only access to documents submitted for their agency(s).

4. **Agency Reviewer** (*Not Currently Available)*
   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.
   Any Registered User with at least one (1) approved Agency Reviewer role for at least one (1) agency.

5. **Agency Submitter**
   This role must be assigned for each agency the user will need to represent.
   Any Registered User with at least one (1) approved Agency Submitter role for at least one (1) agency.

6. **Registered User**
   Any individual possessing an account in the CEQA Submit database application.

7. **Public Portal Visitor**
   Any individuals accessing the CEQA Net Public Portal.

Pending Role Requests

Any Registered User can initiate a request for one of the three agency roles (Submitter, Reviewer, or Administrator). Once a request is initiated, and before it is approved, the requested role is classified as pending. In the matrices below, Registered Users are allowed to 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

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
CEQA Net Public Portal	✓	✓	✓	✓	✓	✓	✓	✓
CEQA Submit Database	✗	✓	✓	✓	✓	✓	✓	✓
CEQA Submit Database (Super User Functions)	✗	✗	✗	✗	✗	✗	✗	✓

CEQA Submit role based functionalities

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 his/her own registered user account	✔	✔	✔	✔	✔	✔	✔
Request agency roles	✔	✔	✔	✔	✔	✔ *1*	✔ *1*
Create CEQA documents for new SCH numbers	✘	✔	✔	✔	✔	✔	✔
Add CEQA documents to existing SCH numbers	✘	✔	✔	✔	✔	✔	✔
View documents he/she created	✘	✔	✔	✔	✔	✔	✔
Edit documents he/she created	✘	✔	✔	✔	✔	✔	✔
Delete un-submitted documents	✘	✔	✔	✔	✔	◈ *2*	◈ *2*
Submit documents he/she has created (NOC, NOD, NOE) to OPR	✘	✔	✔	✔	✔	✔	✔
View read-only versions of documents he/she has submitted	✘	✔	✔	✔	✔	✔	✔
Request a recall of submitted documents	✘	✔	✔	✔	✔	◈ *3*	◈ *3*
Add comments to a published NOC document	✘	✘	✘	✔	✔	✔	✔
Approve/reject/revoke agency role requests	✘	✘	✘	✘	✔	✘	✔
Approve "Agency Administrator" role requests	✘	✘	✘	✘	◈ *4*	✘	✔
View read-only versions of documents submitted for an agency(s)	✘	✘	✘	✘	◈ *4*	✘	✔
Create documents using a stamped SCH Number	✘	✘	✘	✘	✘	✔	✔
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	✘	✘	✘	✘	✘	✔	✔

Functionality	RU	AP	AS	AR	AA	OS	OA
Change Add/Change NOC document reviewing agencies after submission to OPR	✗	✗	✗	✗	✗	✔	✔
Publish documents (NOC, NOD, NOE) to the Public Portal	✗	✗	✗	✗	✗	◈ 5	✔
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 disale Super User permissions	✗	✗	✗	✗	✗	✗	✔
Create and manage agency profiles	✗	✗	✗	✗	✗	✗	✔
Set Blackout Dates	✗	✗	✗	✗	✗	✗	✔
Print the Review Period Calendar	✗	✗	✗	✗	✗	✗	✔

1. OPR users can use any agency functionality, on behalf of any agency, without requesting an agency role. However, they are also allowed to request the roles they already have.
2. OPR users can delete un-submitted documents that they have created. They cannot see or delete un-submitted documents created by other Registered Users.
3. OPR users can request a recall of documents they have submitted. They cannot request a recall for documents submitted by other Registered Users.
4. On behalf of the Agency Administrator's agency(s) only.
5. OS users can publish if an OA has enabled publication for their account. OA users can enable/disable publication per OS user and Per major document type (NOC, NOD, and NOE).

Request Agency Role

Tuesday, April 30, 2019 3:50 PM

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:

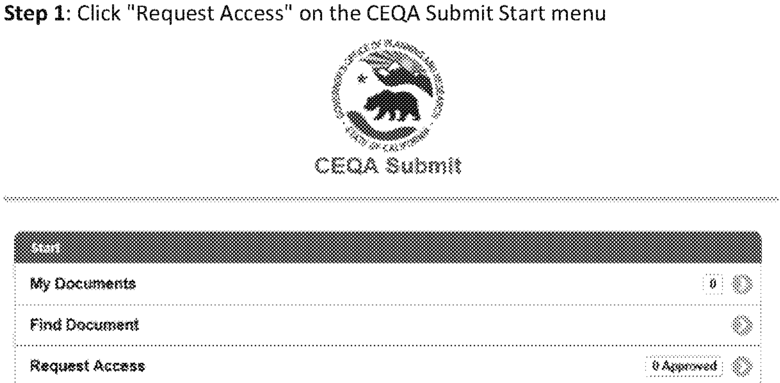
1. **"Agency" roles are assigned per agency.**
   For example, a Registered User with an approved "Agency Submitter" role for "CalTrans" is allowed to use "Agency Submitter" functionality on behalf of "CalTrans".
2. **Registered Users can only use agency role functionalities on behalf of agencies for which they have an approved (or pending) role.**
   Given the previous example, the user can only use "Agency Submitter" functionalities on behalf of "CalTrans" because that is the only agency for which they have the approved "Agency Submitter" role.
3. **Registered Users are allowed to have approved roles for multiple agencies.**
   *For example, a Registered User with approved "Agency Submitter" roles for "CalTrans" **and** the "Department of Fish and Game" can use "Agency Submitter" functionalities for both of those agencies.*
4. **Only one (1) 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.*
5. **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 "CalTrans" 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.
6. **Only one (1) pending role is allowed per agency, per Registered User.**
   If a user has a pending role for an agency, that role is automatically removed if the user requests a different role for the same agency.
7. **Registered Users cannot request an "OPR Administrator" role.**
   The "OPR Administrator" role must be assigned to a registered user by an OPR Administrator.
8. **The "Agency Reviewer" role can only be requested for California State Agencies.**

Required Preconditions

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

Step By Step Instructions

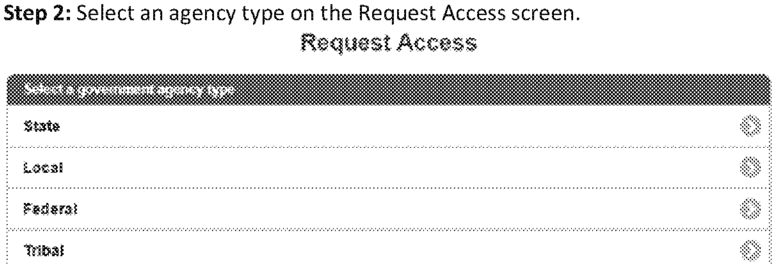
Step 1: Click "Request Access" on the CEQA Submit Start menu



KA

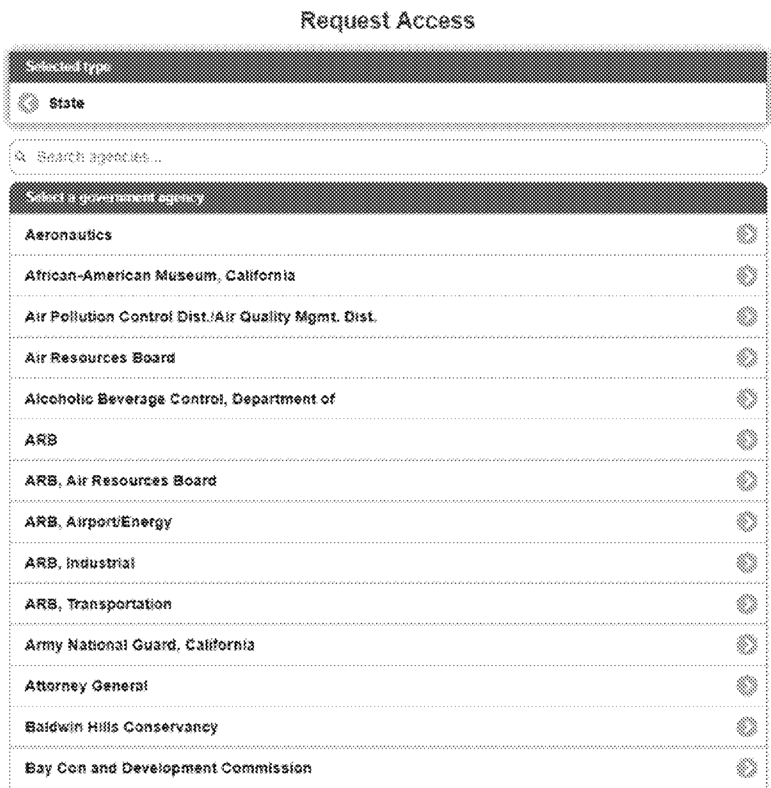
Note: In this example, the user does not have any approved roles , therefore, the application moves to the Request Access screen in Step 2. If the user has at least one approved role, the application will move the My Agencies screen.

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

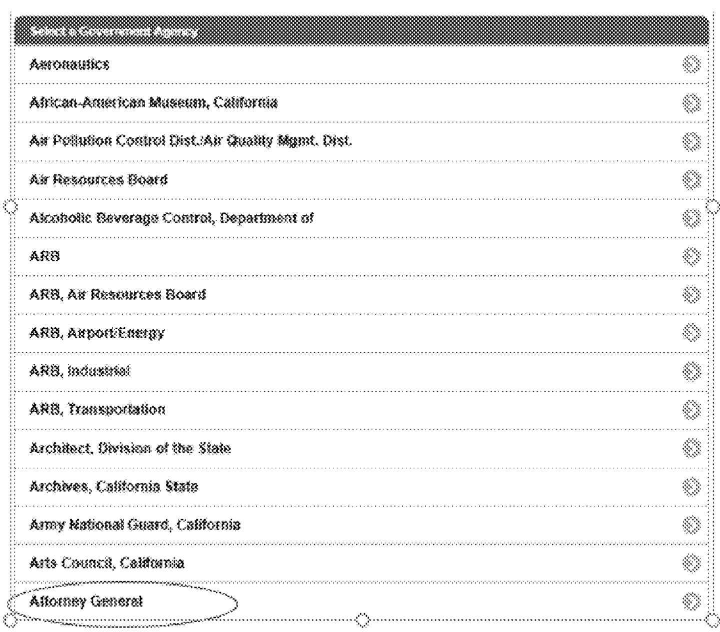


Note: In this example, the user is requesting a role with a state agency.

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

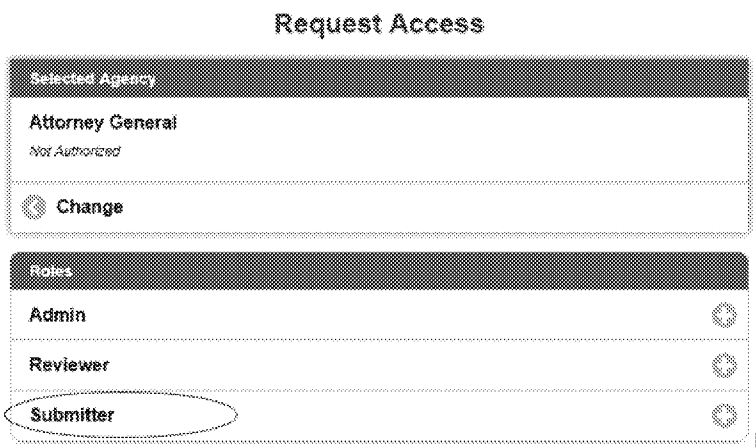


Step 4: Click on the selected name of the agency.



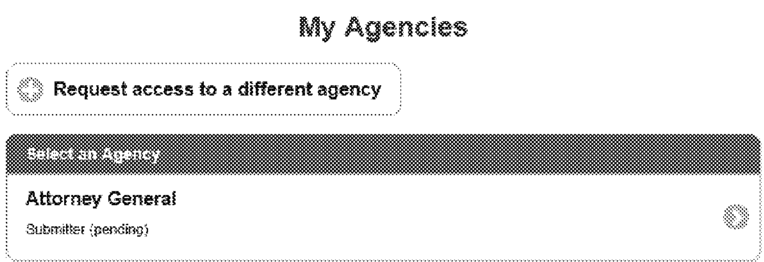
Note: In this example, the user is requesting a role for Attorney General.

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



Note: 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.



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

Approve pending agency role

Wednesday, May 1, 2019 9:02 AM

Description

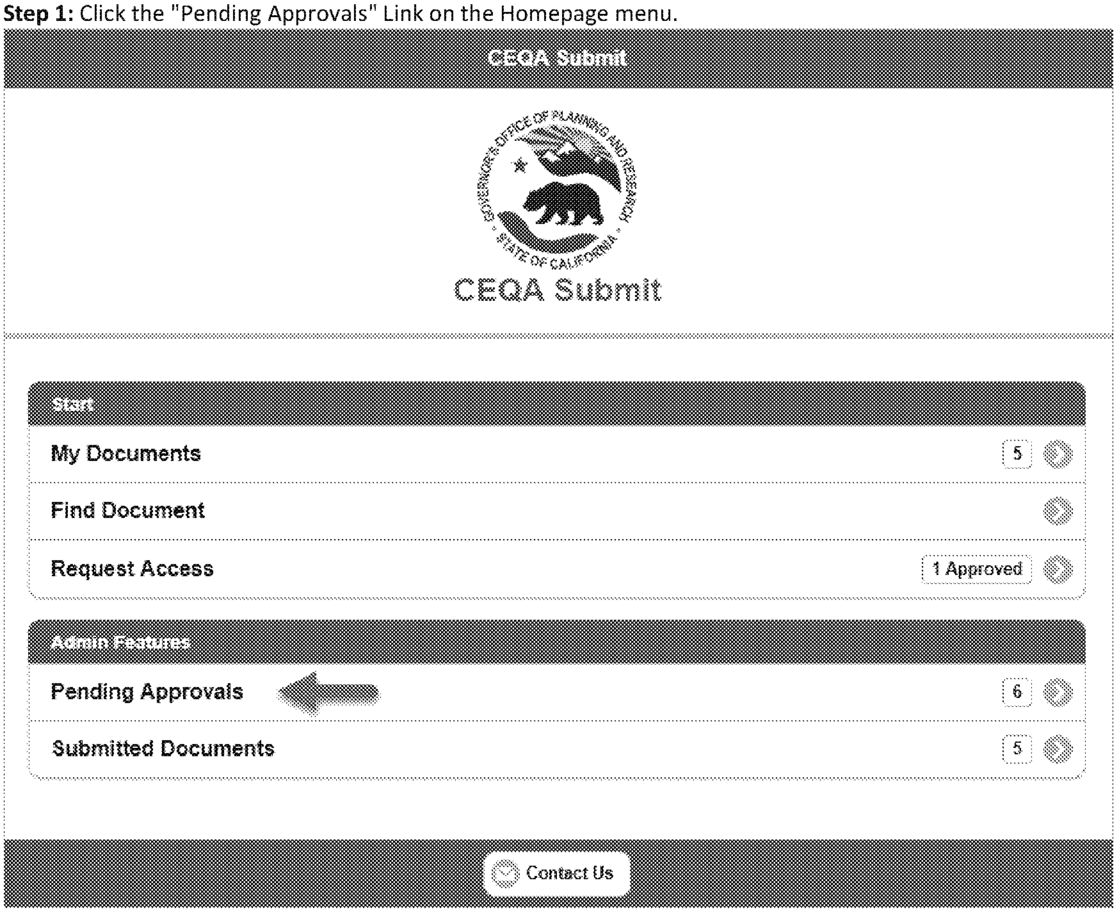
This process will allow an Agency Administrator to approve pending role requests for his/her agency so that the requester can complete actions on behalf of the agency. Agency Administrators are Registered Users with approved Administrator roles for a specific agency or multiple specific agencies. Agency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

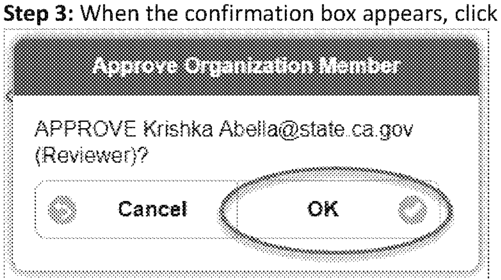
Step By Step Instructions

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.

5/31 KA
Update screenshots to include new screens

Reject agency role request

Wednesday, May 1, 2019 9:02 AM

Description

This process will allow an Agency Administrator to reject pending role requests for his/her agency 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 reject role requests on behalf of their agency(s) only.

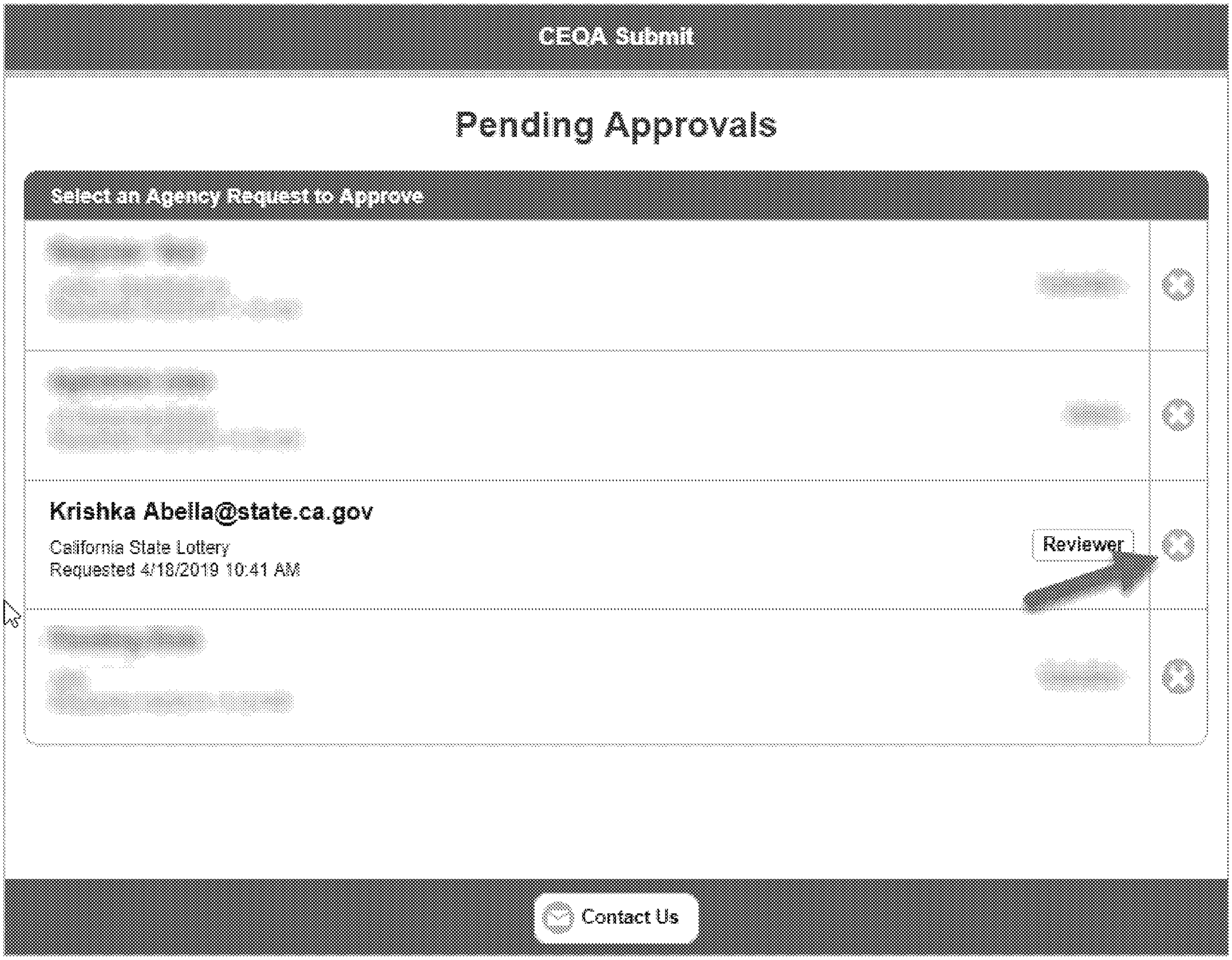
Required Preconditions

- 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.

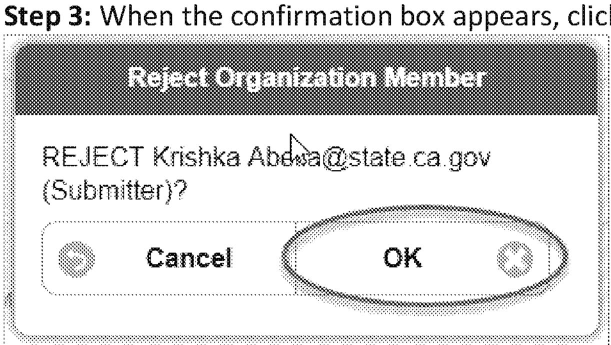
Step By Step Instructions

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.



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

Role Revocation

Thursday, June 13, 2019 9:04 AM

Description

KA

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:

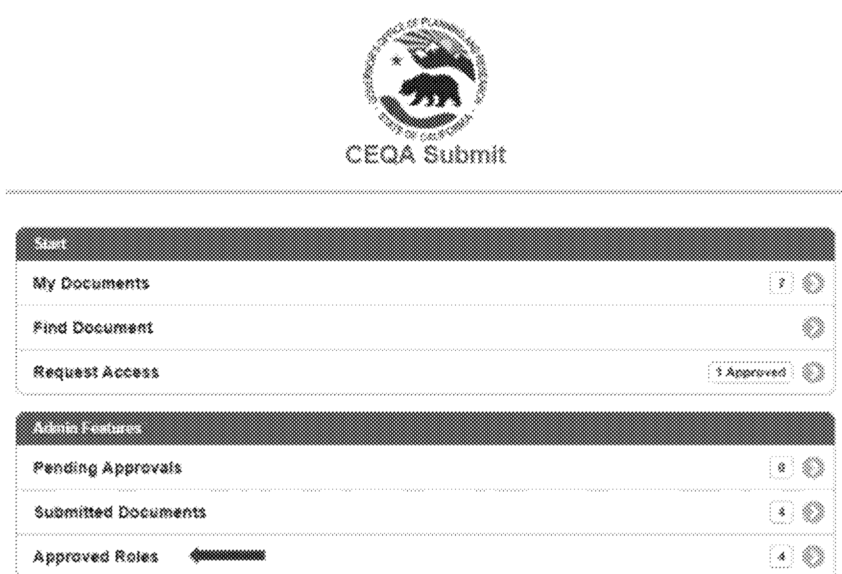
- Administrative or Reviewer functions
  - Approve, reject, revoke agency role requests
  - Submit comments for NOC documents
- Create or submit documents (for the revoked agency)

Required Preconditions

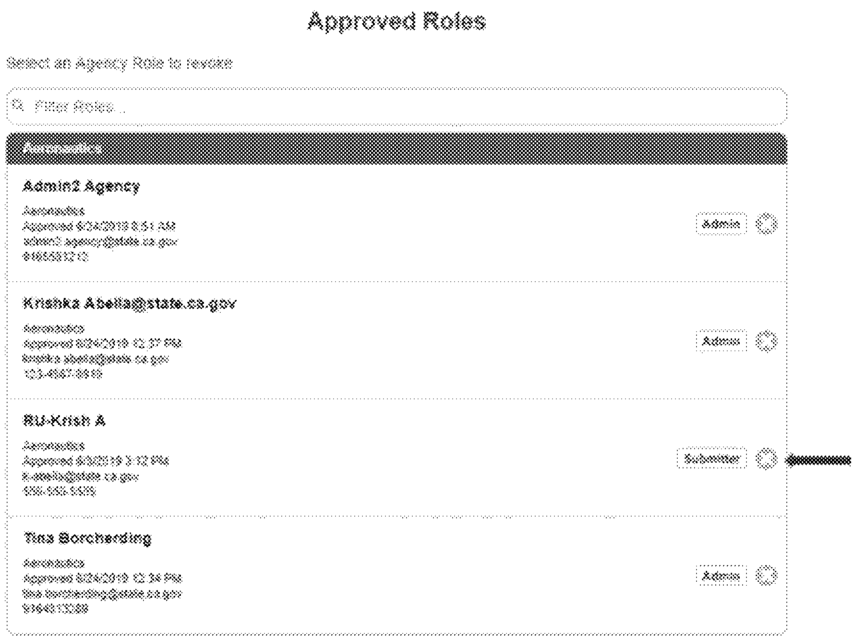
- A Registered User with an Approved Agency Administrator role request must have successfully logged into the application.
  - OPR Administrators can also complete this activity
- A Registered User, whose role is to be revoked, has an approved role for the same agency as the Agency Administrator.

Step By Step Instructions

Step 1: Click on Approved Roles on the Homepage

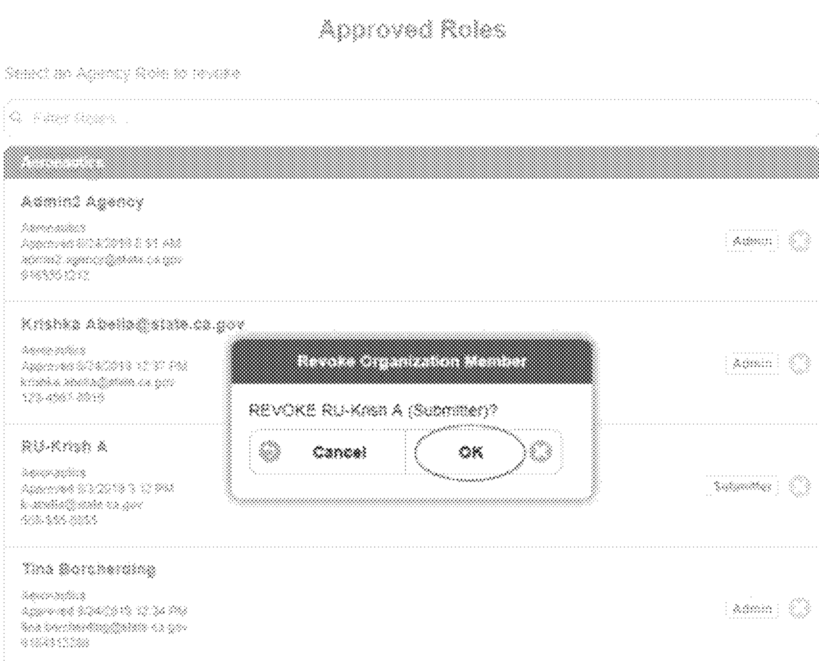


Step 2: Select an Agency Role to revoke



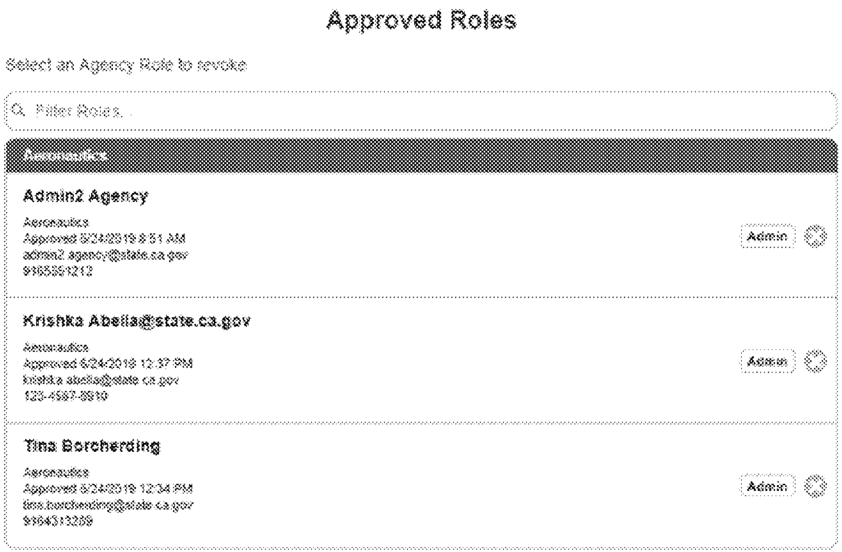
Note: In this example, the Agency Role to be revoked is the Submitter role.

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

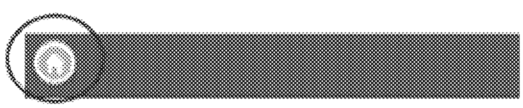


Note: You can cancel the selection and no action occurs.

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



Step : Click the Home icon to return to the Homepage



3. Document Management

Wednesday, February 6, 2019 4:18 PM

In this section

Sub pages in this section include functionalities that will allow you create, edit, and submit documents of any type.

Helpful Hints

Friday, December 13, 2019 4:19 PM

Description

This section will provide helpful hints to answer specific sections in CEQA Submit.

Document Details:

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

Attachments:

- All electronic files must be text recognized (OCR). You can use Adobe Pro or contact your agency/department's IT for other software available to you.
- All attachments are PER Project and Submission (DO NOT submit separate submissions *per* attachment)
- BEFORE Upload, attachments must be Named accordingly to briefly describe document(s). i.e. : https://ceqanet.opr.ca.gov/2020060229/2 https://ceqanet.opr.ca.gov/2020060331/2
- **Certified/Approved Documents: "Category" is "Final Documents"**
- **Local Agencies** must attach a text recognized approved notice.

Regions: describes the geographic area of your project location. Select all that applies in this tab:

- Is the project located in the northern or southern California? – refer to map
- Is the project located in an "unincorporated" site?
- Is the project location a "citywide" site?
- Is the project location a "countywide" site?
- Is the project location "statewide"?
- Is the project location "nationwide"?

State Clearinghouse Regions

Create new document (new SCH#)

Wednesday, January 30, 2019 4:55 PM

Description

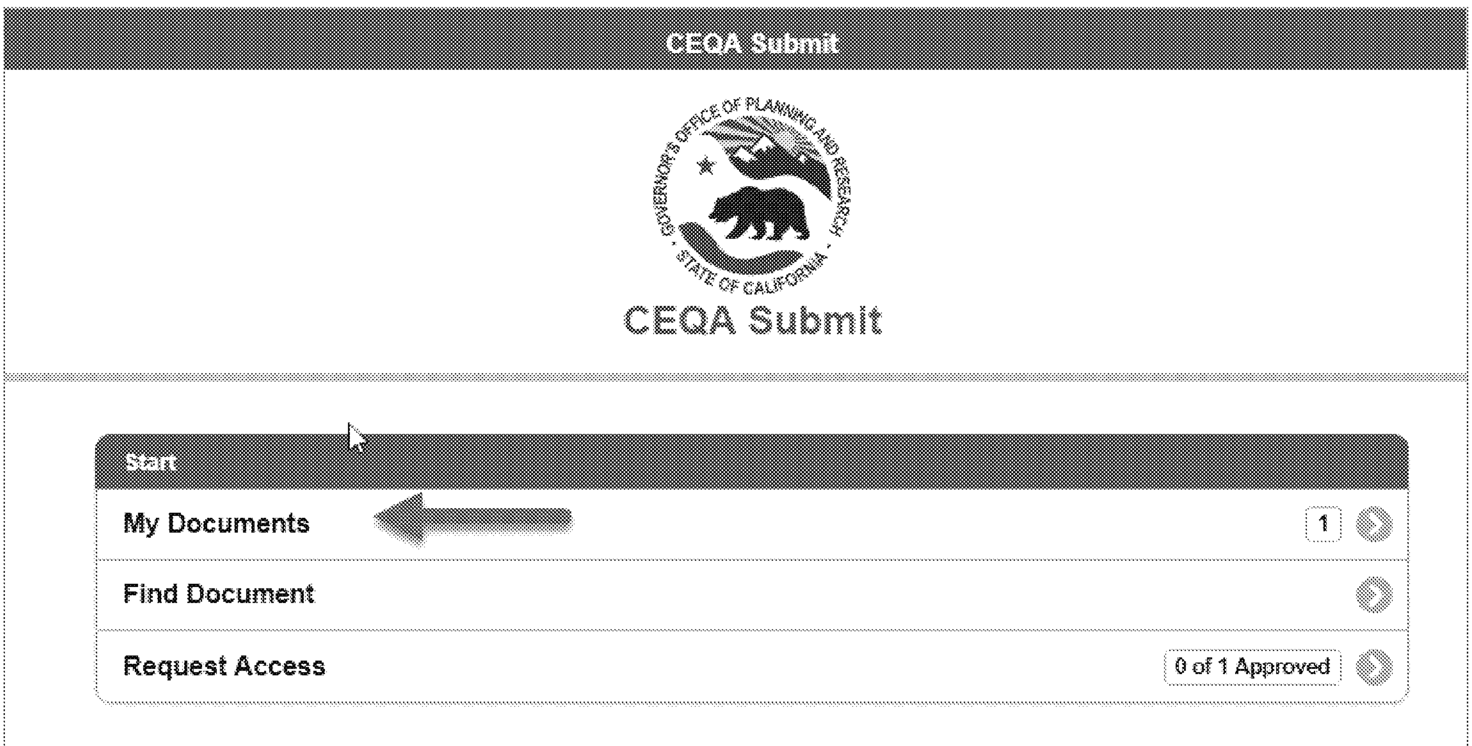
This process creates new CEQA documents for new projects. This process should not be used if the SCH number has already been created by or entered into the application. If you are adding a document to an existing SCH number that is already in the database use the "Create new document (existing SCH#)"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

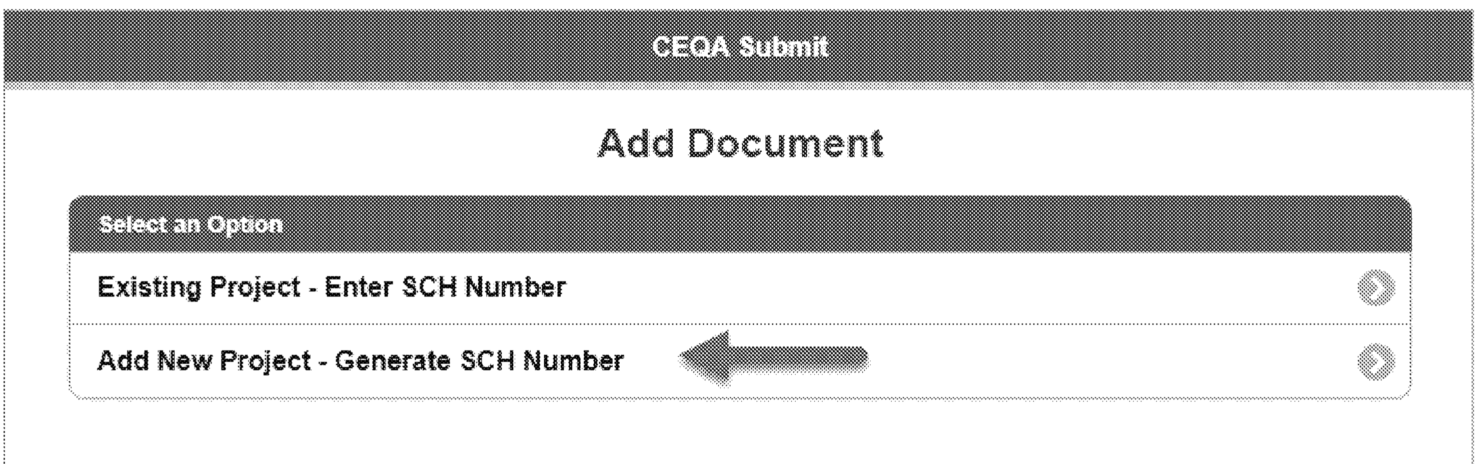
Step 1: Click "My Documents" on the dashboard menu.



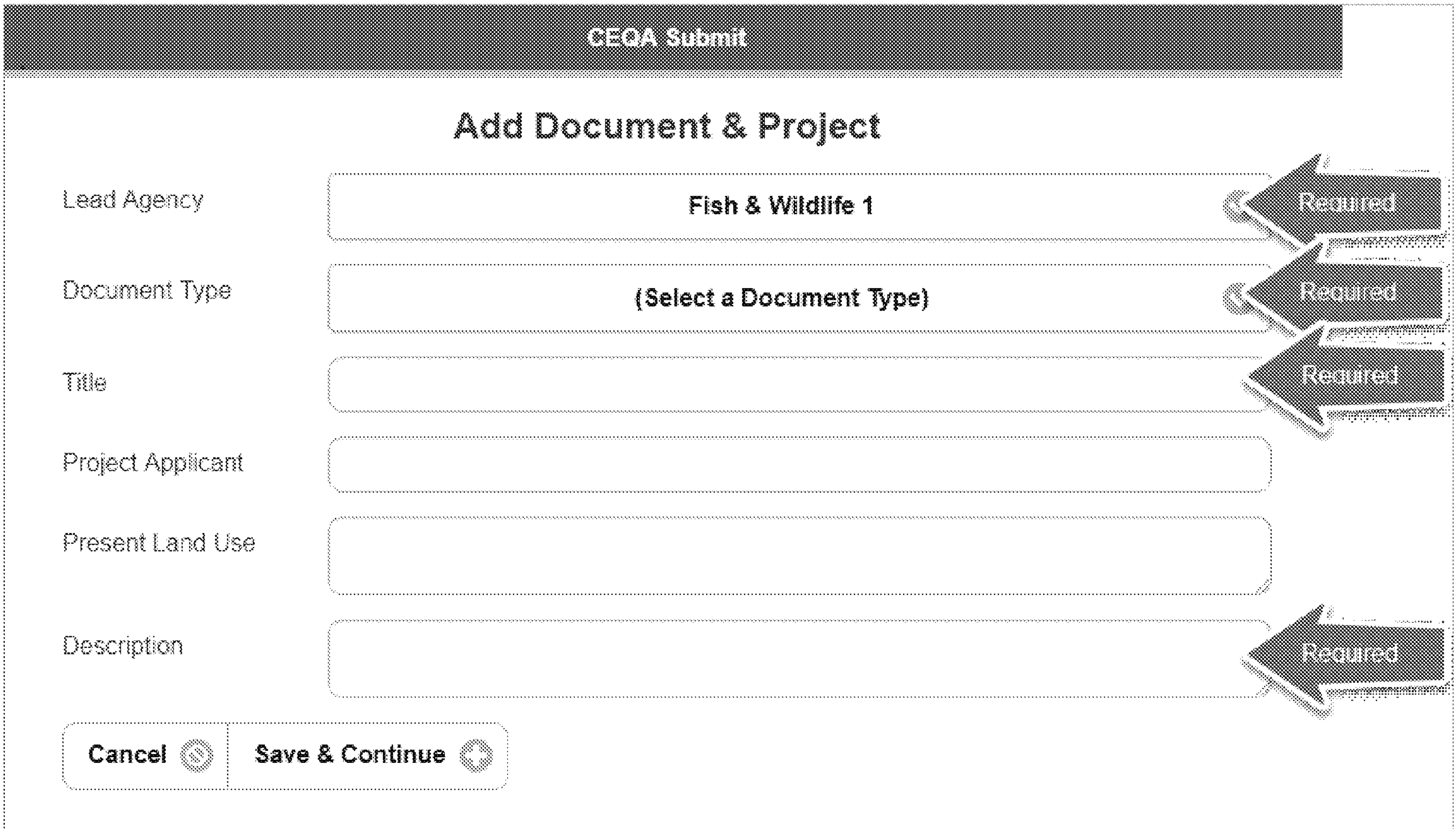
Step 2: Click the "Add Document" button.

Note: If a user has never created any documents, the application skips this screen and goes directly to 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#".

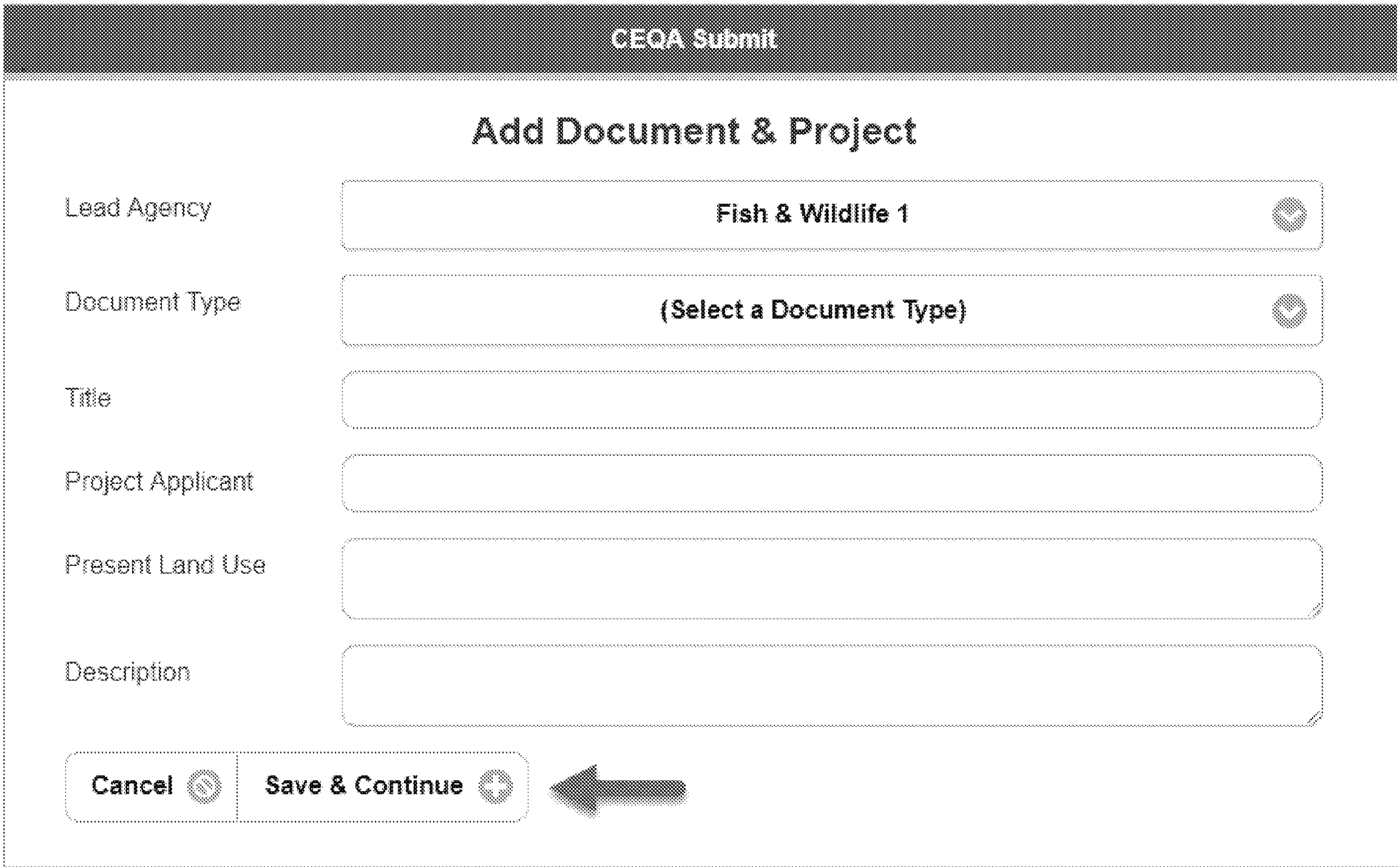


Step 4: Complete the required fields.
If you have only one pending or approved agency role, the "Lead Agency" field will default to your agency. Otherwise, you will need to select a Lead Agency from the drop-down list. Agencies that appear on the list will match your pending or approved agency roles.



Note: 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 after the document has been created. Take care to select the correct document type.

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


CEQA Submit
Add Document & Project
Lead Agency
Fish & Wildlife 1
Document Type
(Select a Document Type)
Title
Project Applicant
Present Land Use
Description
Cancel
Save & Continue

Create a new document (existing) for all users

Friday, June 21, 2019 3:03 PM

Description

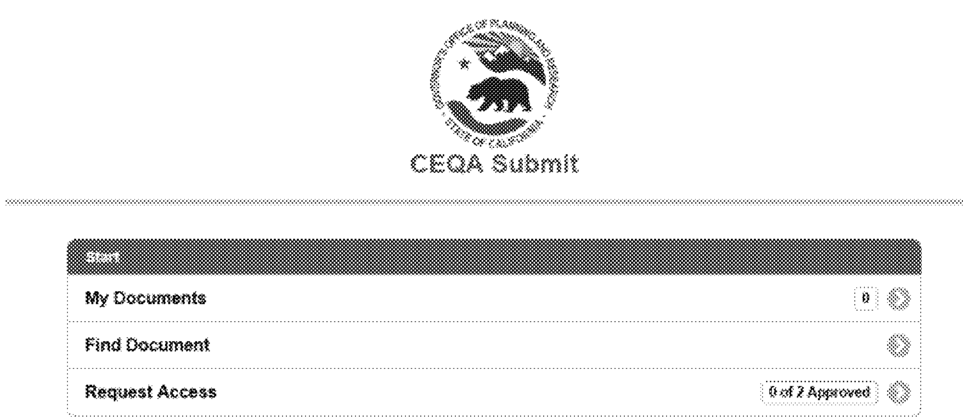
This process describes how to add a new document to an existing SCH # for all users except OPR Administrators (OA).

Required Preconditions

- The SCH# 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, and OPR Administrators can also perform this activity

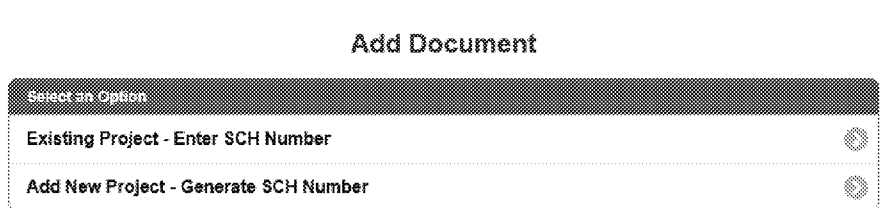
Step By Step Instructions

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



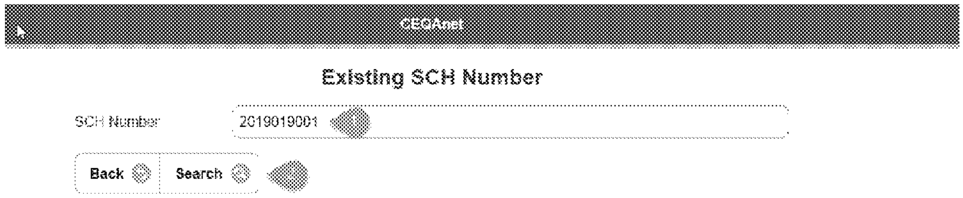
Note: the application displays a "0" count for My Documents if the registered user has never created a document.

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

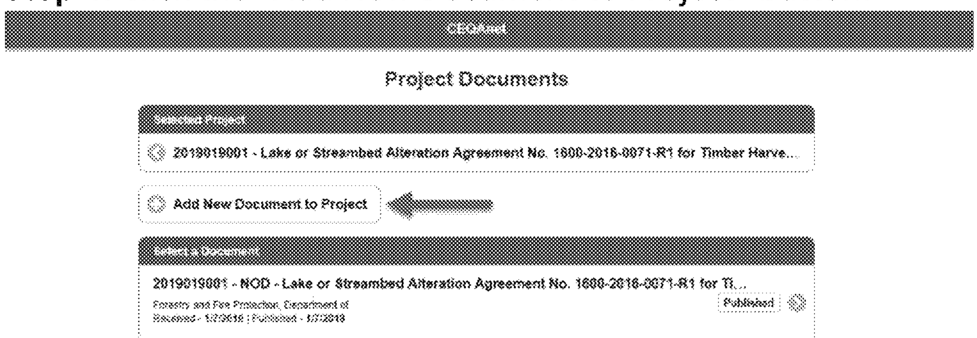


Note: If a registered user has never created any documents the application skips to "Add Document" screen. If a registered user has created at least one document, the application proceeds to the "My Documents".

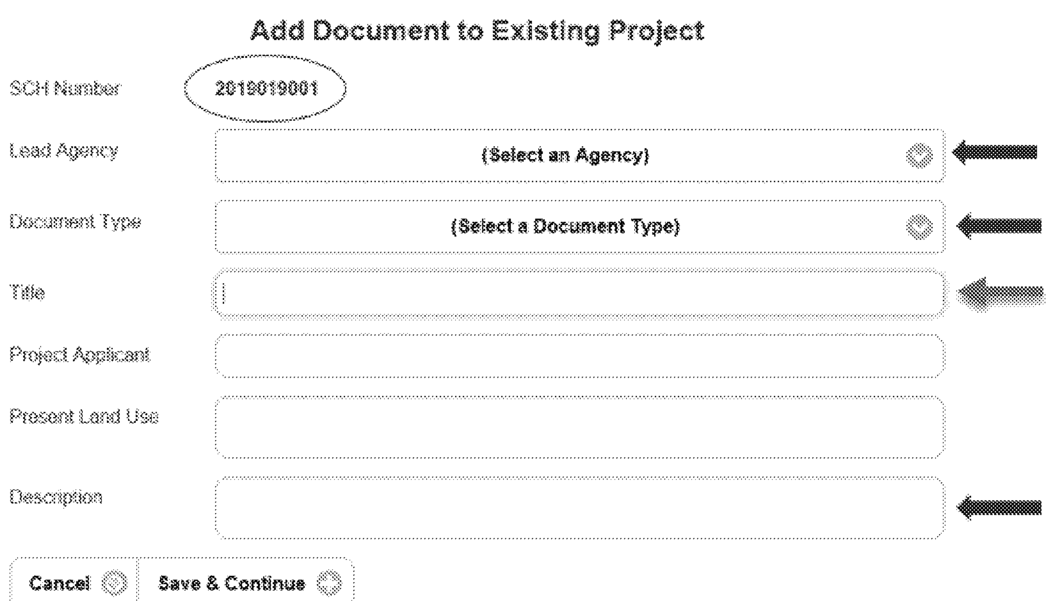
Step 3: Provide the existing SCH number and then click the "Search" button.



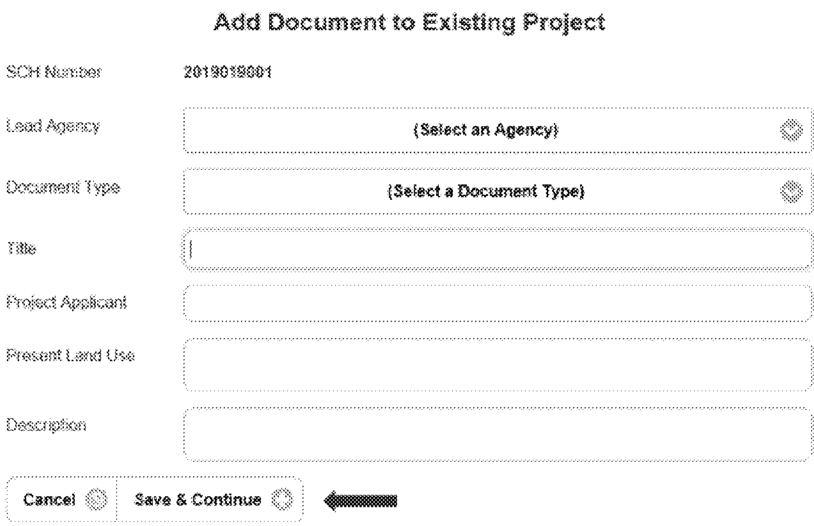
Step 4: Click the "Add New Document to Project" button.



Step 5: Complete the required fields



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


Add Document to Existing Project
SCH Number
2019019001
Lead Agency
(Select an Agency)
Document Type
(Select a Document Type)
Title
Project Applicant
Present Land Use
Description
Cancel
Save & Continue

Edit existing document (unpublished)

Wednesday, January 30, 2019 2:03 PM

Description

This process will allow a Registered User to edit the data for an unpublished document he/she has previously created.

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 are allowed to 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

Wednesday, January 30, 2019 2:03 PM

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 he/she has 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:

1. Notice of Completion (NOC) ** This should NOT be a *document type selected to* ***submit (document details TAB) see Sub-types.***
2. Notice of Determination (NOD)
3. Notice of Exemption (NOE)

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

NOCs 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
NOA	Notice of Availability
NOI	Notice of Intent
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
NOA	Notice of Availability
NOI	Notice of Intent
EA	Draft Environmental Assessment
EIS	Draft Environmental Impact Statement
FONSI	Finding of No Significant Impact
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

FONSI	Finding of No Significant Impact
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 (not listed/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

- A Registered User must have successfully logged into the application.
- The Registered User must have edit access to the document he/she needs to edit.

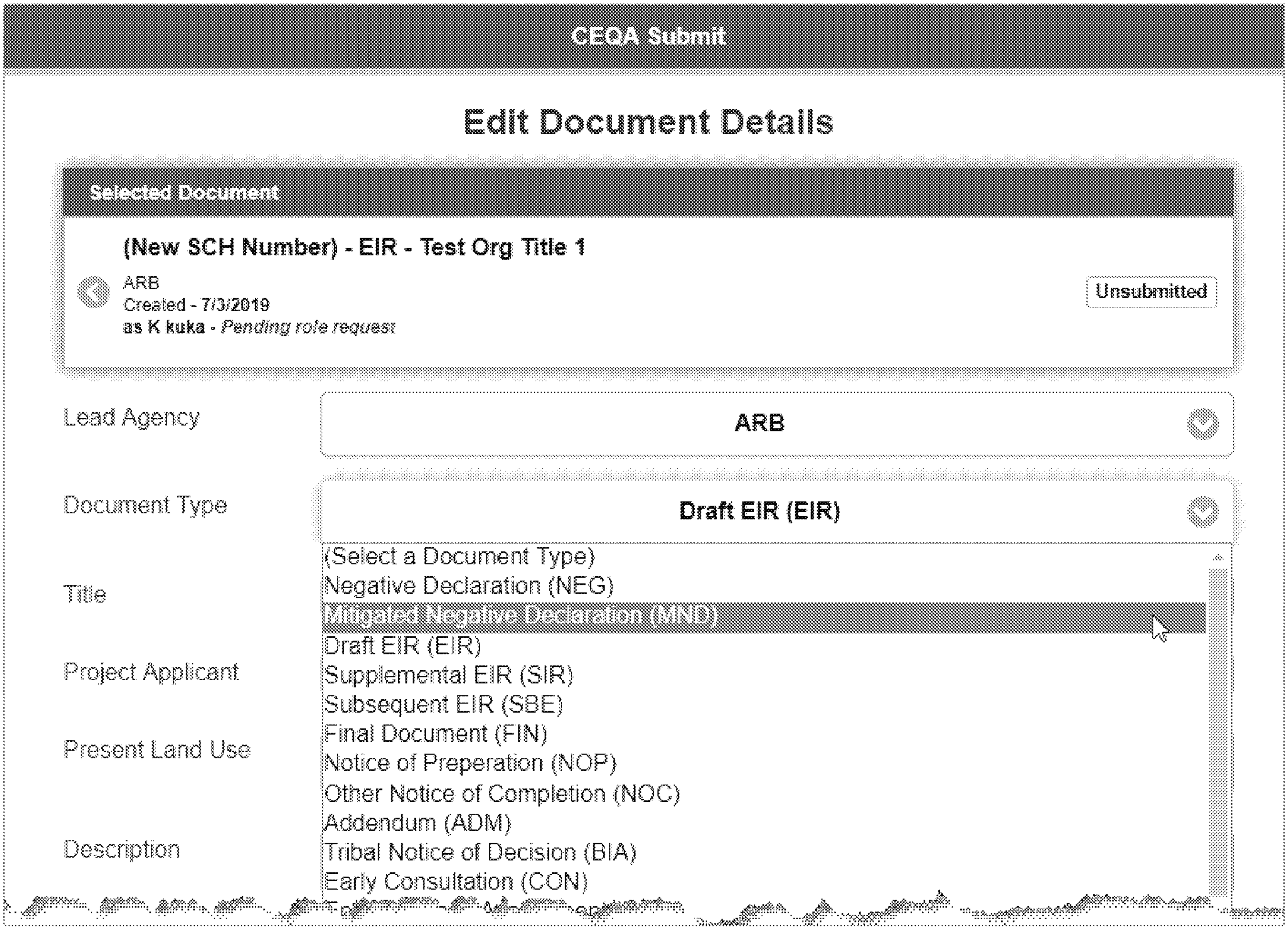
Step By Step Instructions

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

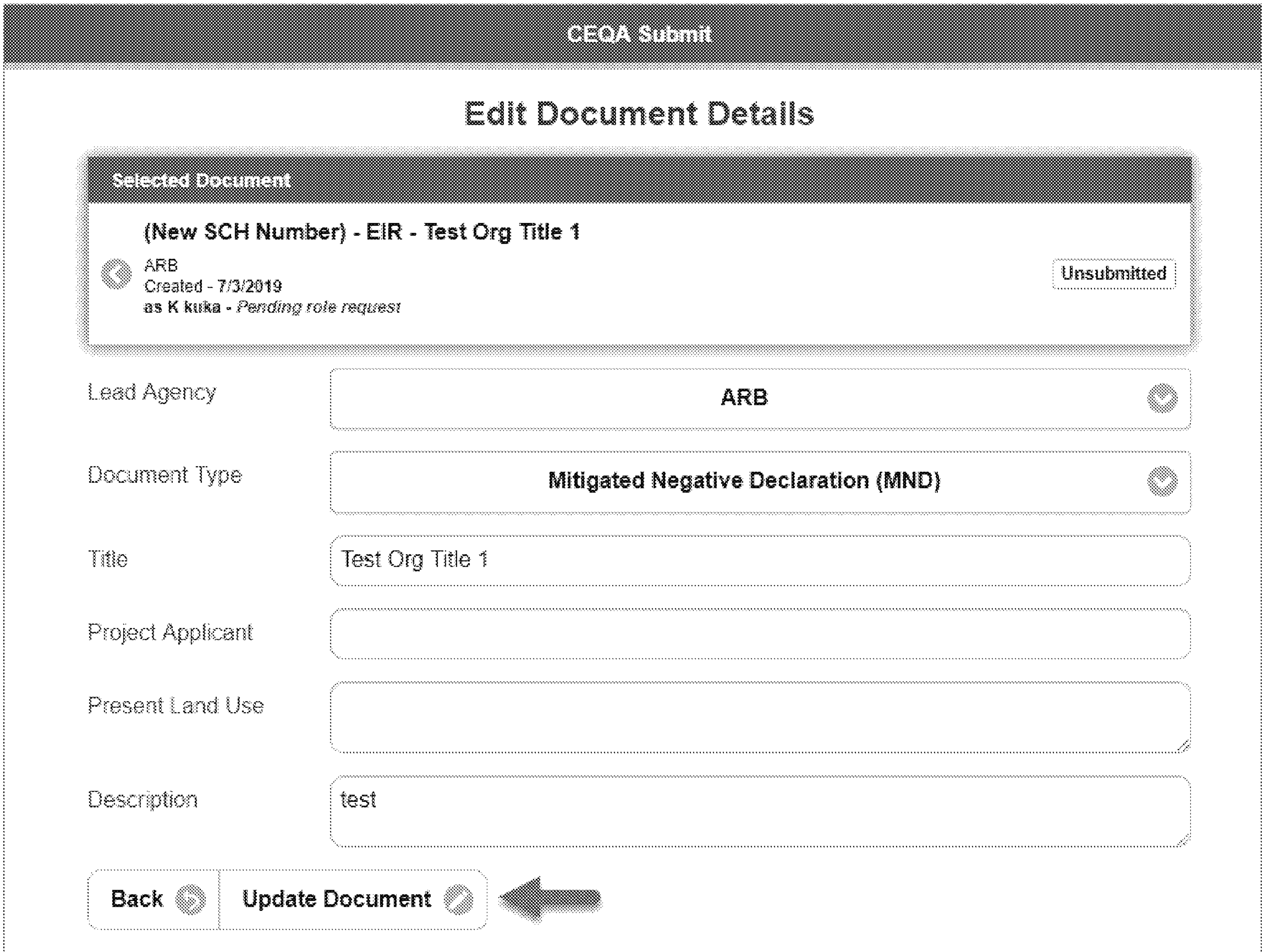
Step 2: Select the document you would like to edit from the list of documents you have created.

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

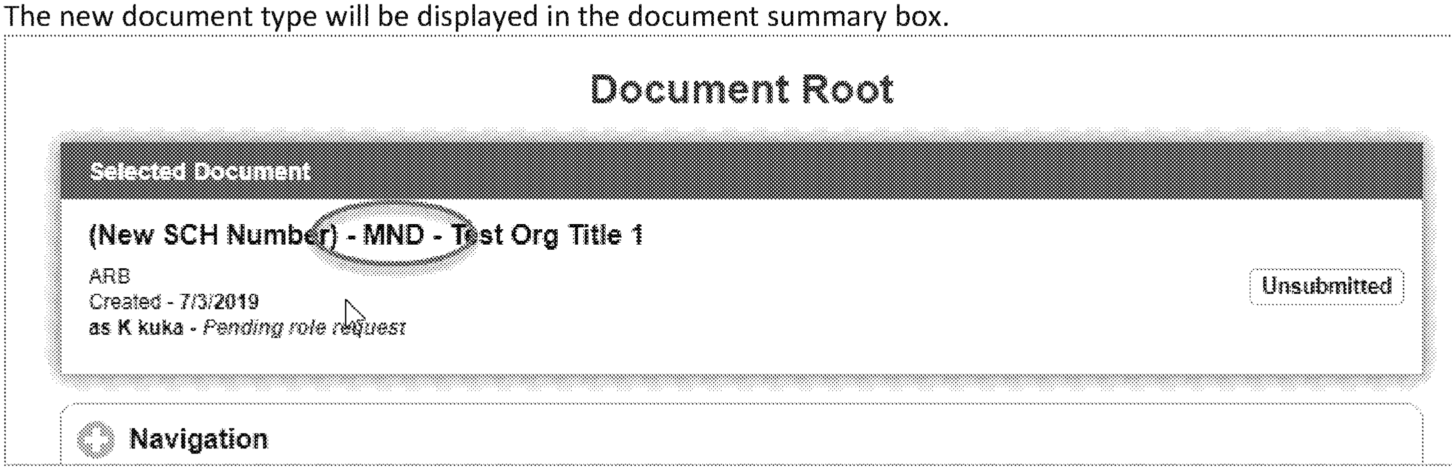
Step 4: Select the new document type.



Step 5: Click the "Update Document" button.



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



Add an attachment

Thursday, November 7, 2019 9:01 AM

Description

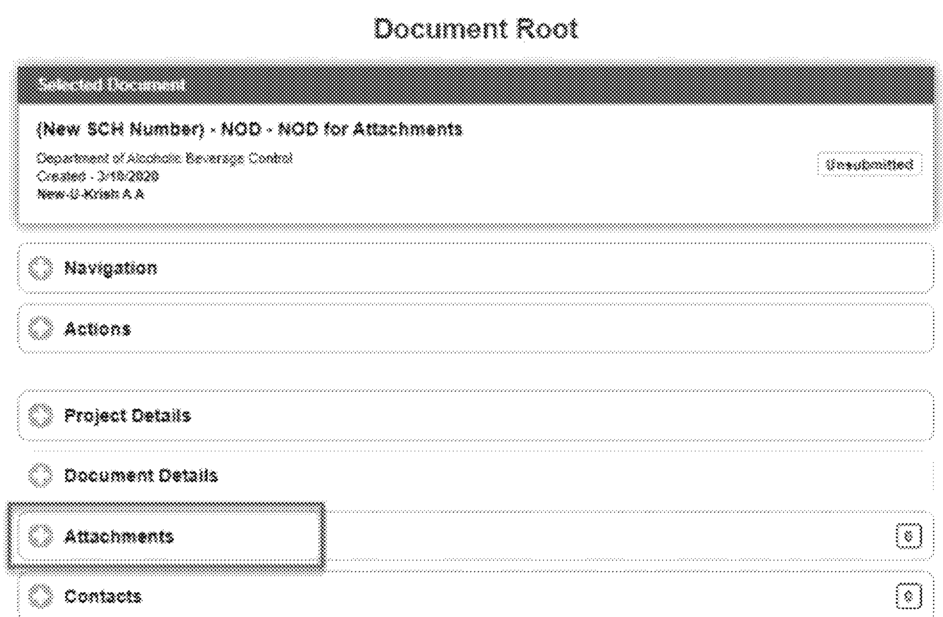
This process will allow an Registered User (RU) to add attachments to an existing document. All Attachments are published on the public portal when the document is published by OPR Administrators.

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) or Edit existing document (published)

Step By Step Instructions

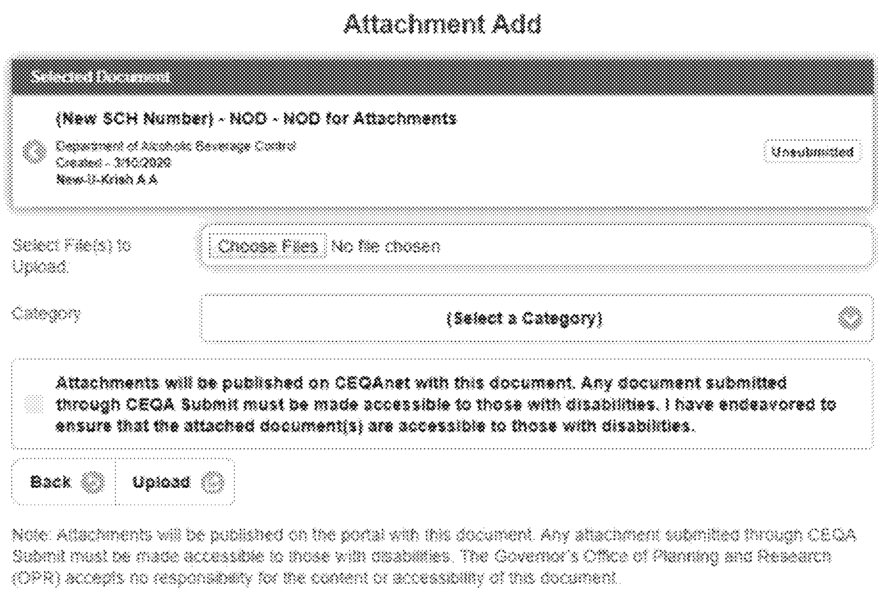
Step 1: Select the "Attachments" link on the "Document Root" screen.



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 are displayed when expanded.

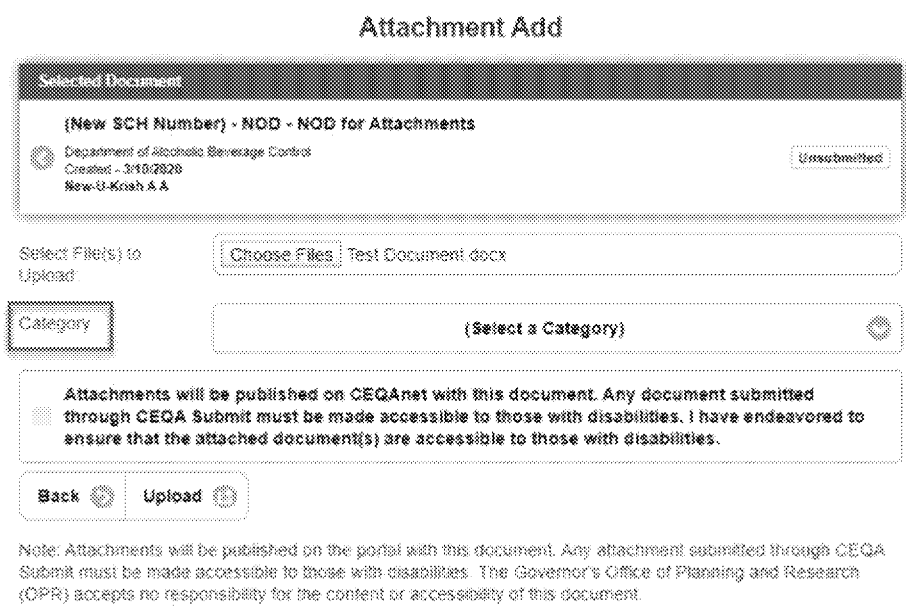
Step 2: Expand the "Attachments" link and select "Edit".

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

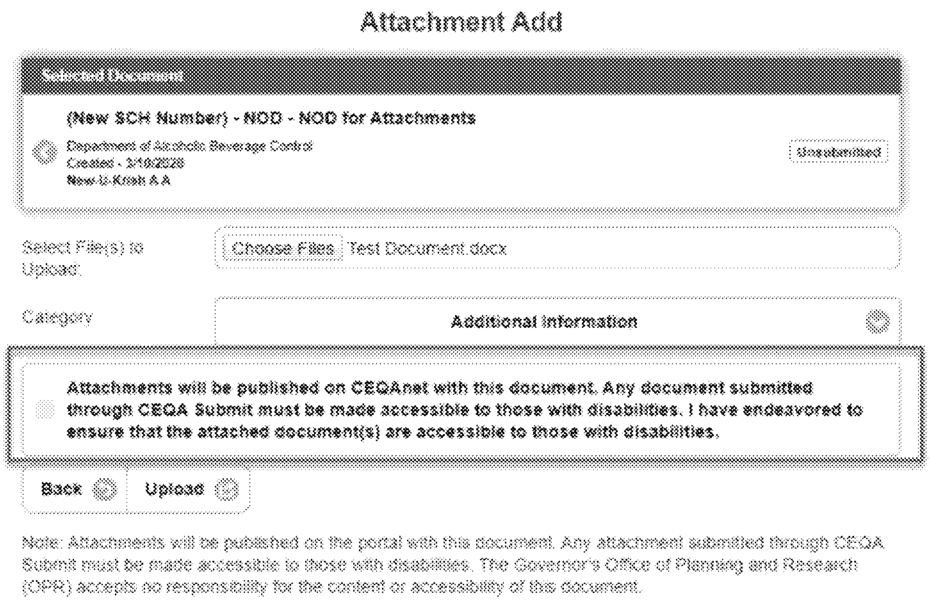


Note: Users can drag and drop multiple files at a time.

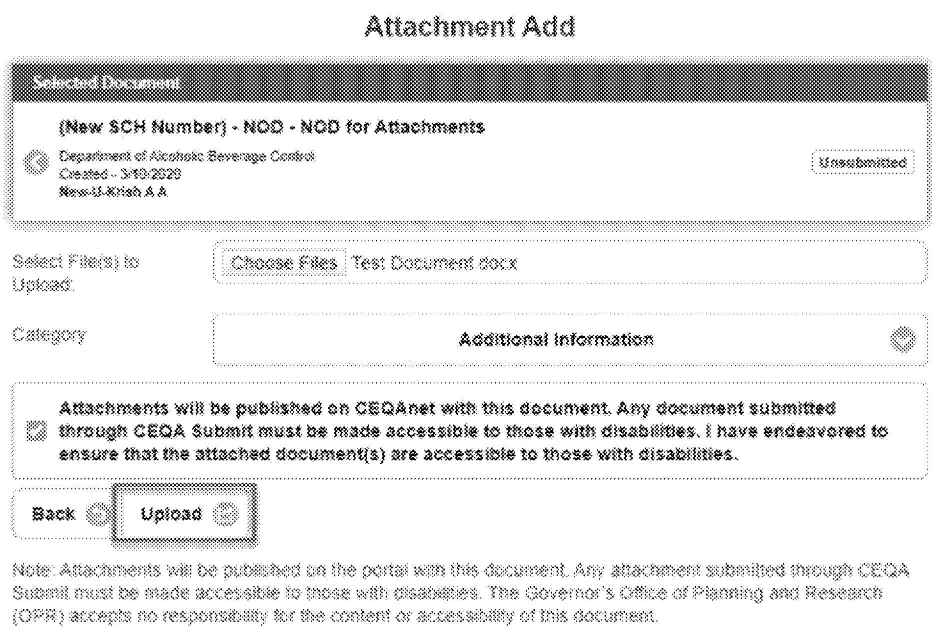
Step 4: Select an appropriate category for the attachment and then click the "Upload" button.



Step 5: Check the box to acknowledge the disclaimer. This checkbox must be acknowledged else the application does not complete the upload.

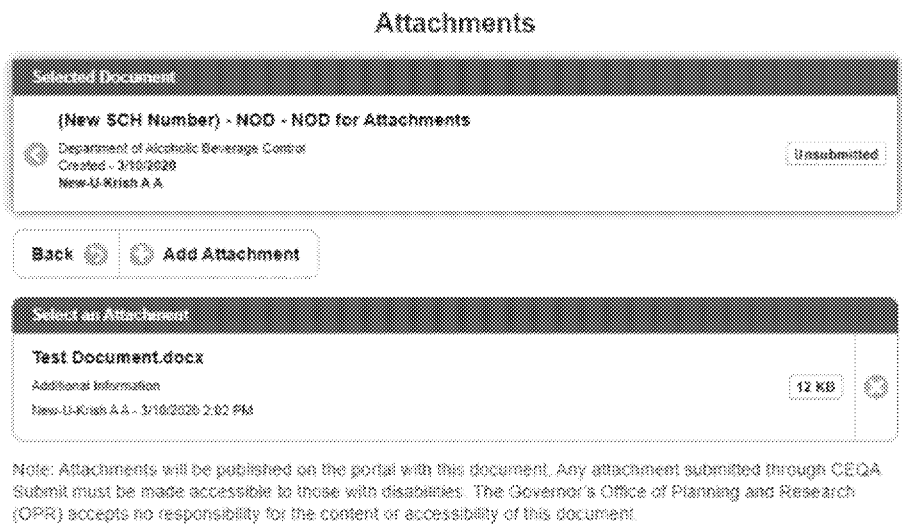


Step 6: Select "Upload"



Note: *Users can add unlimited electronic files as Attachments.*

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


Attachments
Selected Document
(New SCH Number) - NOD - NOD for Attachments
Department of Alcoholic Beverage Control
Created - 3/10/2020
New-U-Krish A A
Unsubmitted
Back
Add Attachment
Select an Attachment
Test Document.docx
Additional Information
New-U-Krish A A - 3/10/2020 2:02 PM
12 KB
Note: Attachments will be published on the portal with this document. Any attachment submitted through CEQA Submit must be made accessible to those with disabilities. The Governor's Office of Planning and Research (OPR) accepts no responsibility for the content or accessibility of this document.

Print Document Root

Friday, September 13, 2019 4:18 PM

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 of the sections of the Document Root except for the Navigation section.

Change the Lead Agency

Wednesday, January 30, 2019 2:03 PM

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 he/she has 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 he/she needs to edit.
- The Registered User must have a pending/approved role request for the new Lead Agency.

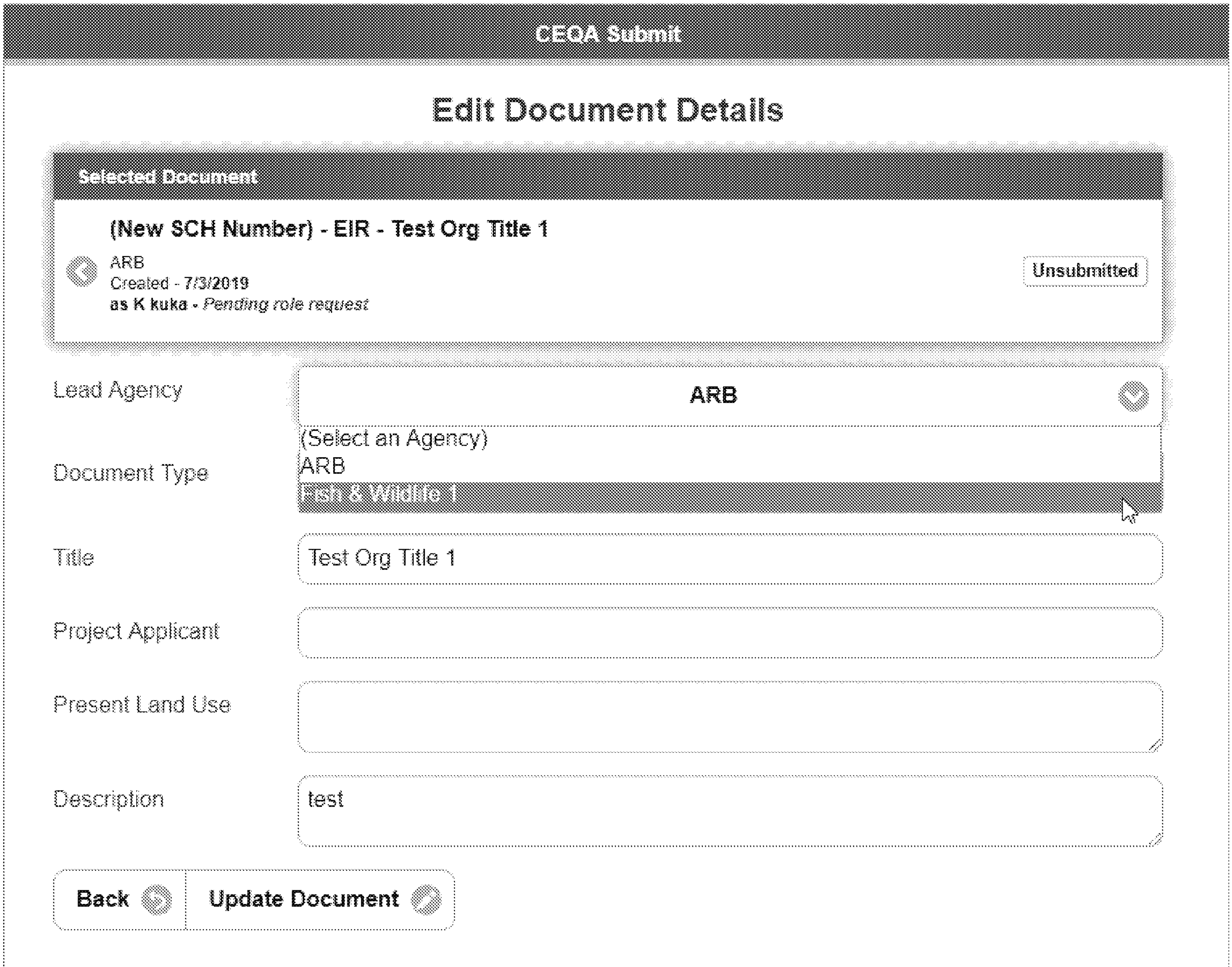
Step By Step Instructions

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

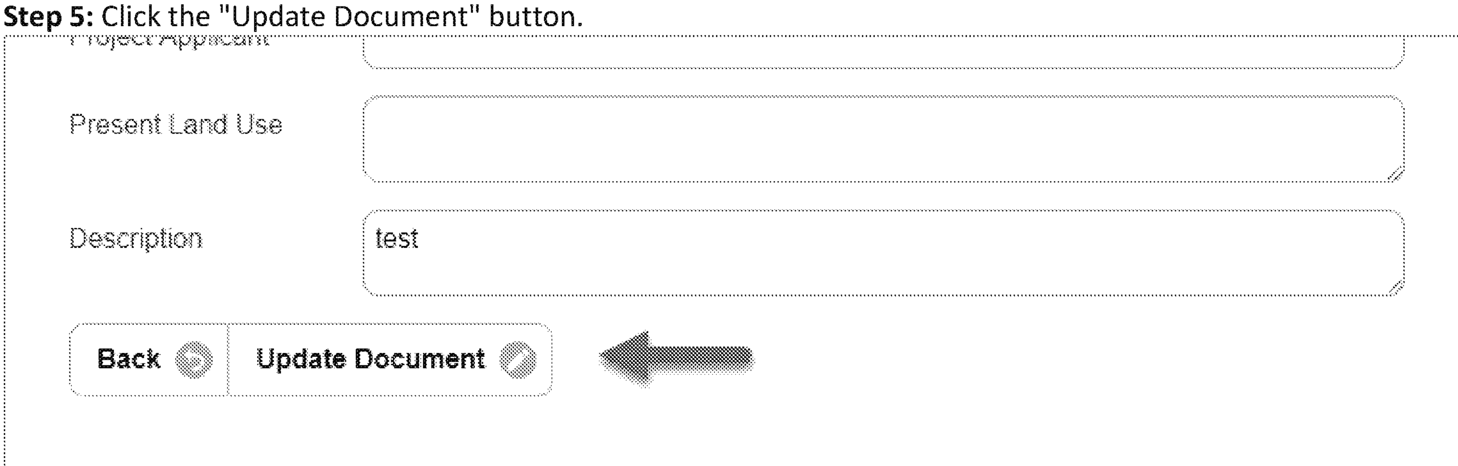
Step 2: Select the document you would like to edit from the list of documents you have created.

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

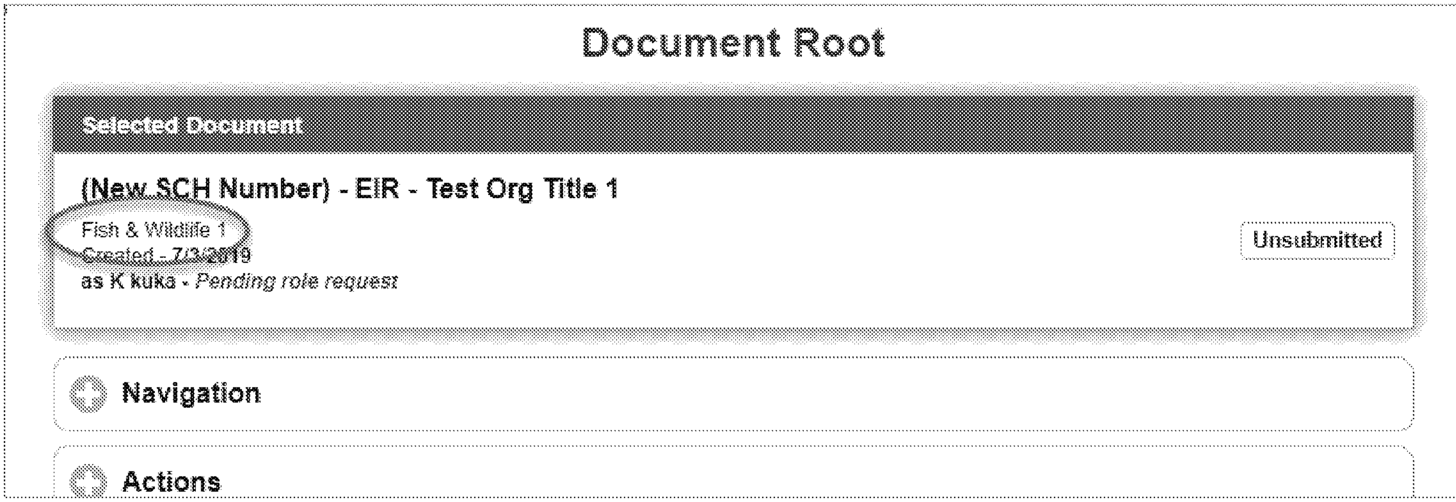
Step 4: Select the new Lead Agency value.



Step 5: Click the "Update Document" button.



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


Document Root
Selected Document
(New SCH Number) - EIR - Test Org Title 1
Fish & Wildlife 1
Created - 7/3/2019
as K kuka - Pending role request
Unsubmitted
Navigation
Actions

Submit a NOE Document

Wednesday, June 19, 2019 1:53 PM

Description

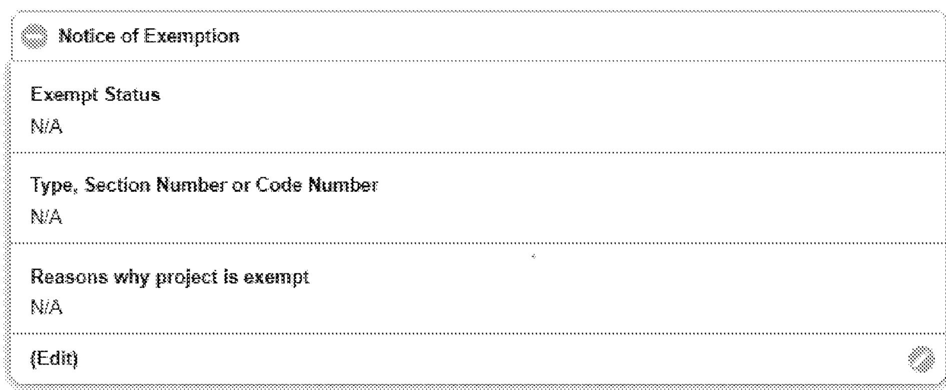
This process describes the required fields to submit a Notice of Exemption (NOE) document. All of these fields must be completed in order to successfully submit a NOE document. If left blank, the application does not allow the document be electronically submitted and provides an error message for the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

Required Preconditions

- The document must already exist and is designated 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"

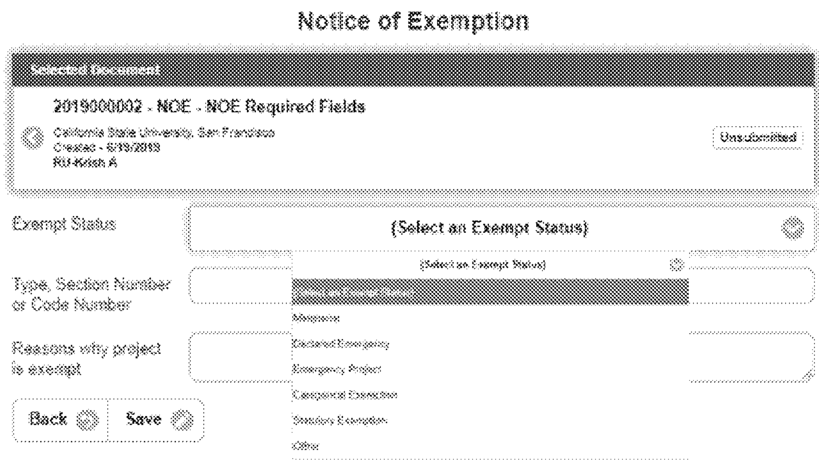
Step By Step Instructions

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.

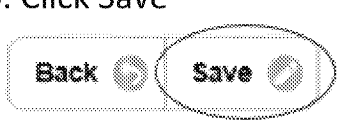
- Ministerial
- Declared Emergency
- Emergency Project

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

- Categorical Exemption
- Statutory Exemption
- Emergency

Step 5: Complete the "Reasons why project is exempt" field.

Step 6: Click Save



KA

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 drop down menu.

Submit a NOD Document

Thursday, June 20, 2019 4:00 PM

Description

This process describes the required fields to submit a Notice of Determination (NOD) document. All of these fields must be completed in order to successfully submit a NOD 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

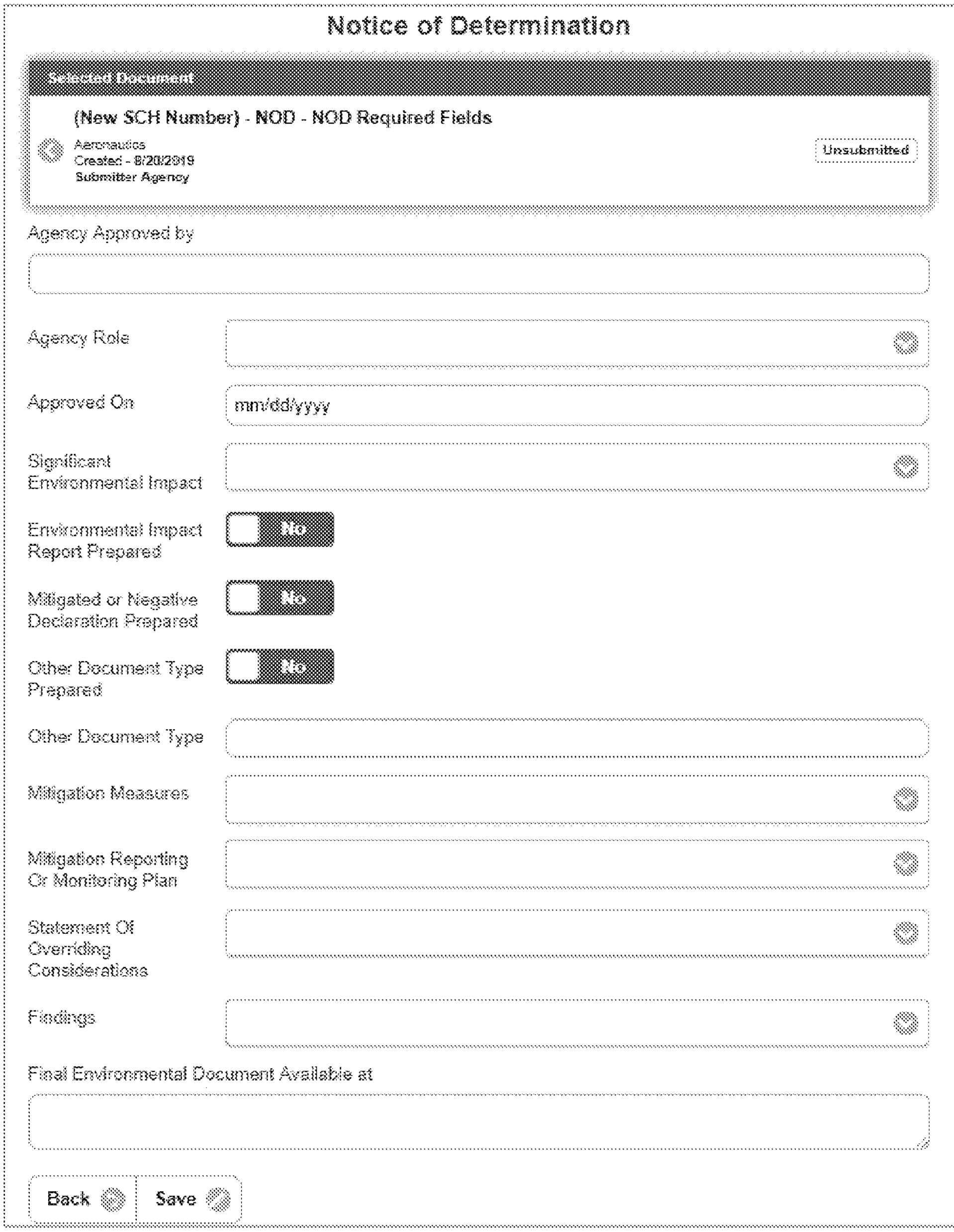
- The document must already exist and is designated a NOD document.
- The document must have all minimum required fields completed in addition to NOD specific fields.
- The document's status must be "unsubmitted"

Step By Step Instructions

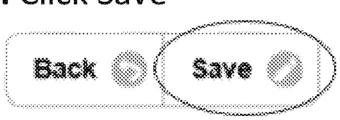
Step 1: On the Document Root screen of an NOD Document with a "unsubmitted" status, Go to the "Notice of Determination"

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

Step 3: Complete all the fields on the Notice of Determination page



Step 4. Click Save



Submit a NOC Document (Pending Updates)

Tuesday, June 16, 2020 4:00 PM

Description

Follow steps as indicated in Notice of Determination and Notice of Exemption on how to supply data in each tab for your **environmental document.** All data entered into the NOC form should be provided exactly in CEQASubmit. All tabs will mirror accordingly to the NOC form, provide the same information.

**Note NOC is not a "document type" to submit as an environmental document, the lead agency have made such determination of the draft environmental document - confirm "document type" by selecting correct sub-type. *refer to workflow page 28*

Required Preconditions (will be updated when available)

View documents submitted (Agency Administrators)

Tuesday, June 4, 2019 3:18 PM

Description

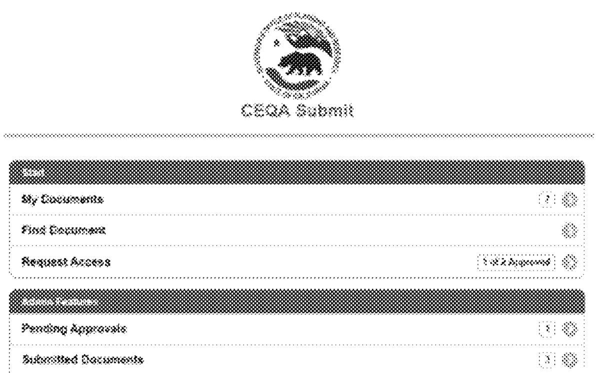
This process will allow an Agency Administrator to view a list of documents with a status of "submitted" for the agency that they are approved to be an Agency Administrator for.

Required Preconditions

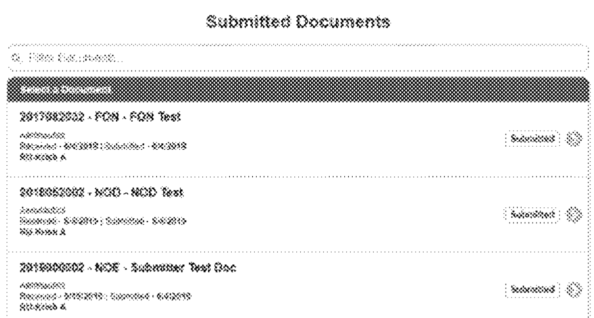
- A registered user with an Agency Administrator role must have successfully logged into the application.
- A registered user can be an Agency Administrator for more than one agency at a time.
- Documents must exist in the database.

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.



KA-Update user guide when Read only Document Root screen implemented

Step 3:

NOC Functions (Updates coming soon when available)

Tuesday, June 16, 2020 4:14 PM

In this section

See *workflow page 49* ***Note NOC is not a "document type" to submit as an environmental document, the lead agency have made such determination of the draft environmental document - confirm "document type" by selecting correct sub-type.* *refer to workflow page 28*

Add Review Agencies (Pending Implementation)

Wednesday, February 6, 2019 4:28 PM

Description

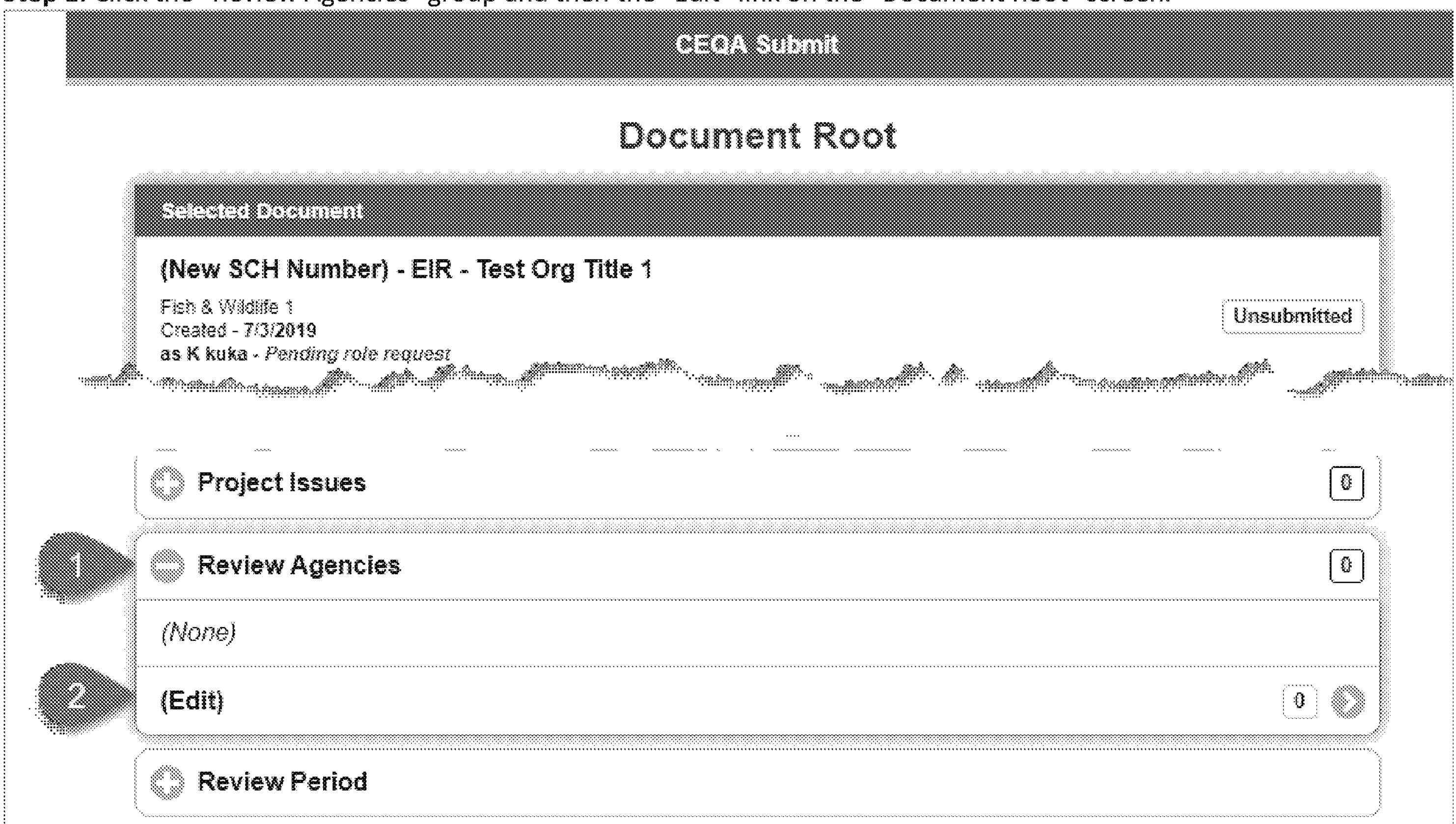
This process will allow an a Registered User to specify reviewing agencies for an NOC type document.

Required Preconditions

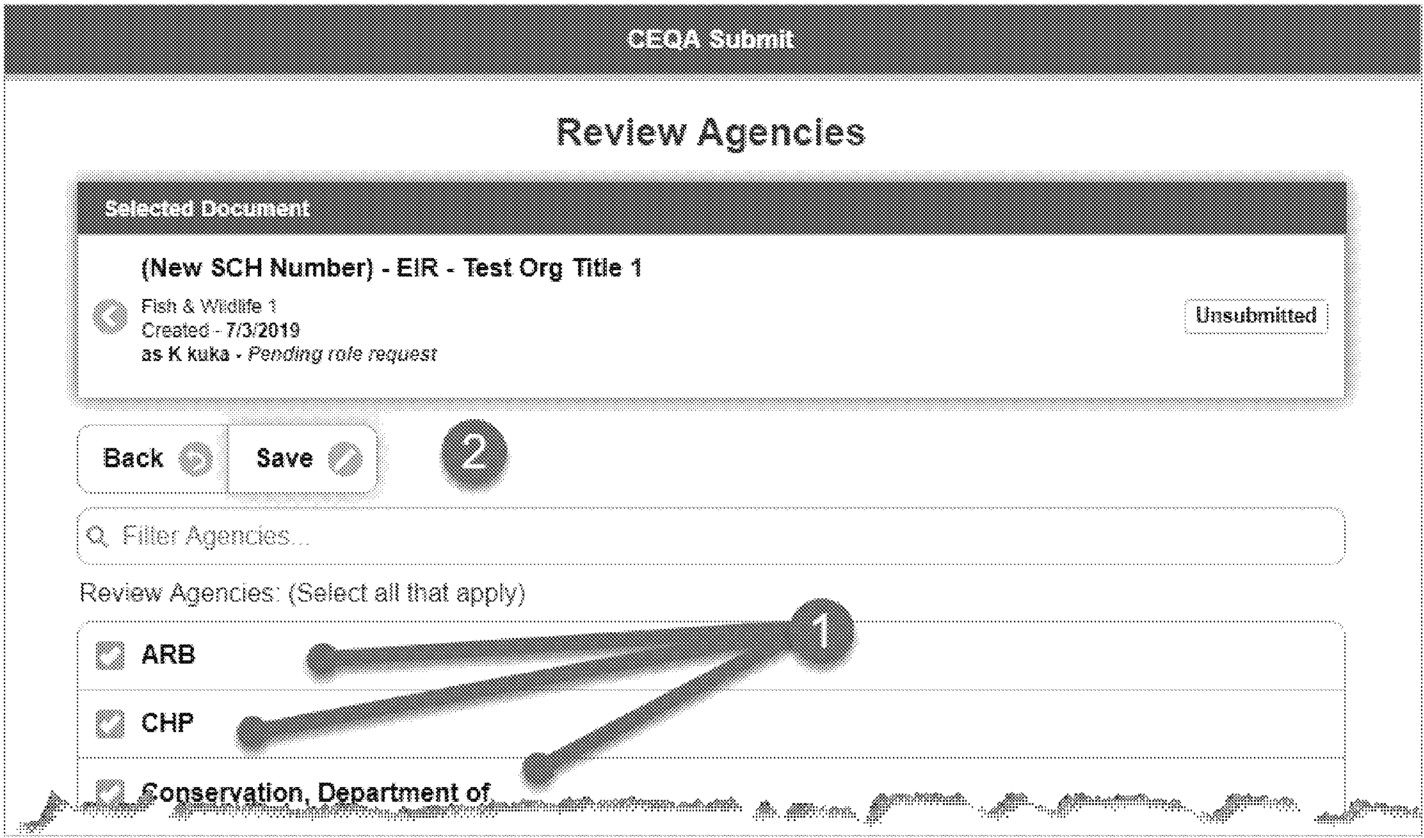
- A Registered User with a pending or approved role must have successfully logged into the application.
  - OPR Administrators can also complete this activity.
- The user must have already found the document and accessed the document's edit screen.
  - For help see: Edit existing document (unpublished)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

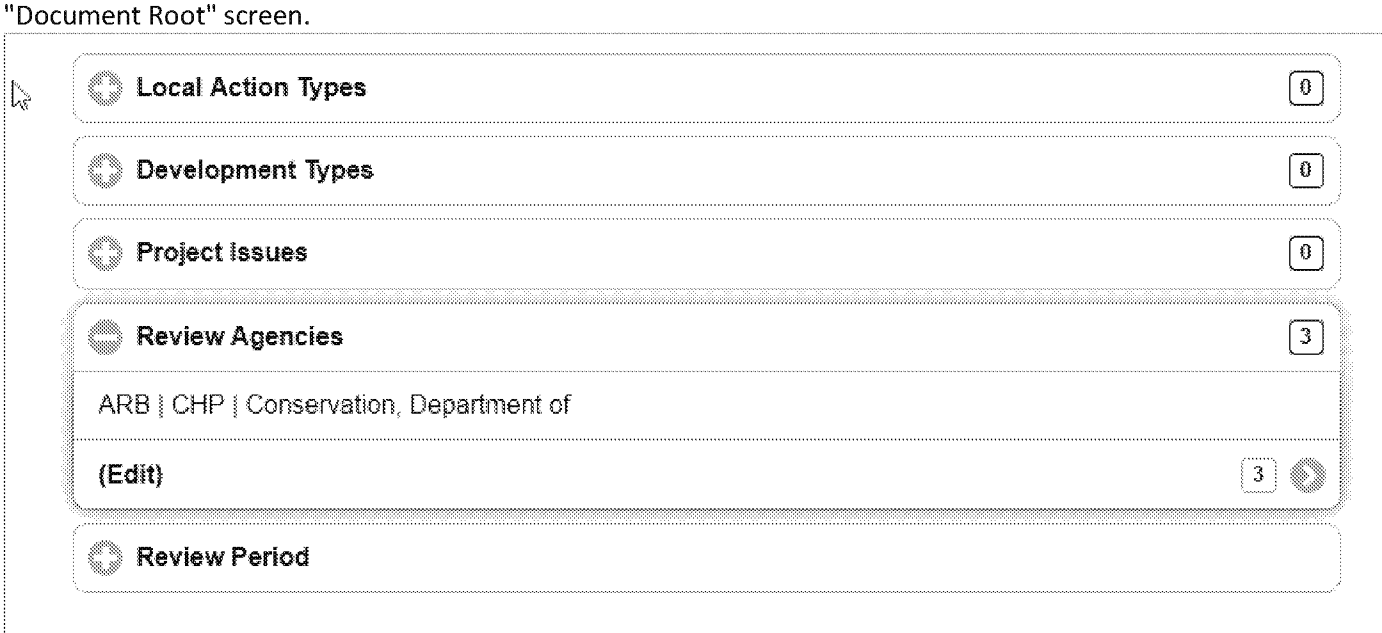


Step 2: Select or deselect agencies using the checkboxes, and then click the "Save" button.



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 (Pending Implementation)

Wednesday, February 6, 2019 4:28 PM

Description

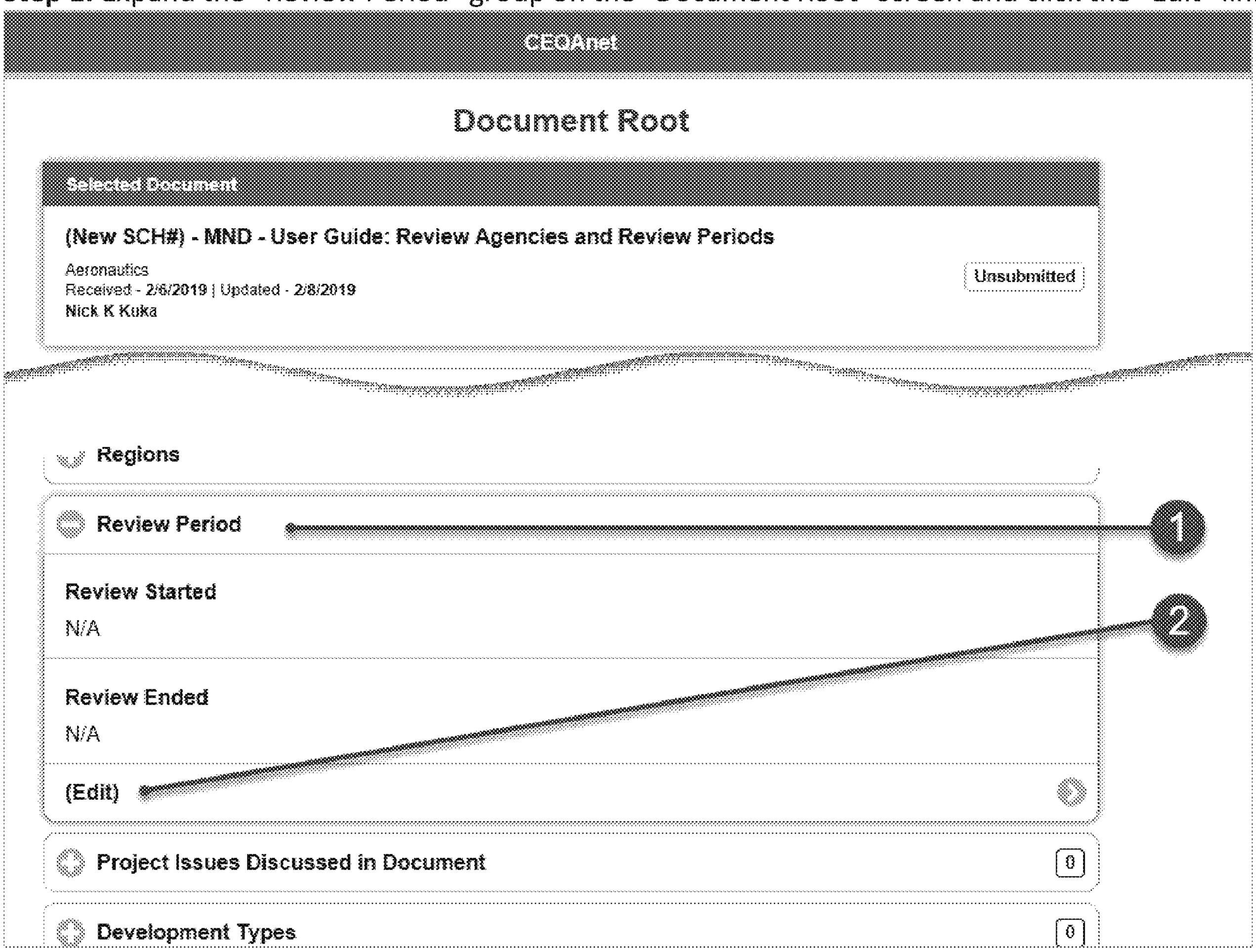
This process will allow an OPR Administrator to set/change a review period for an NOC document.

Required Preconditions

- A registered user with an OPR Administrator's role 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 an NOC type document

Step By Step Instructions

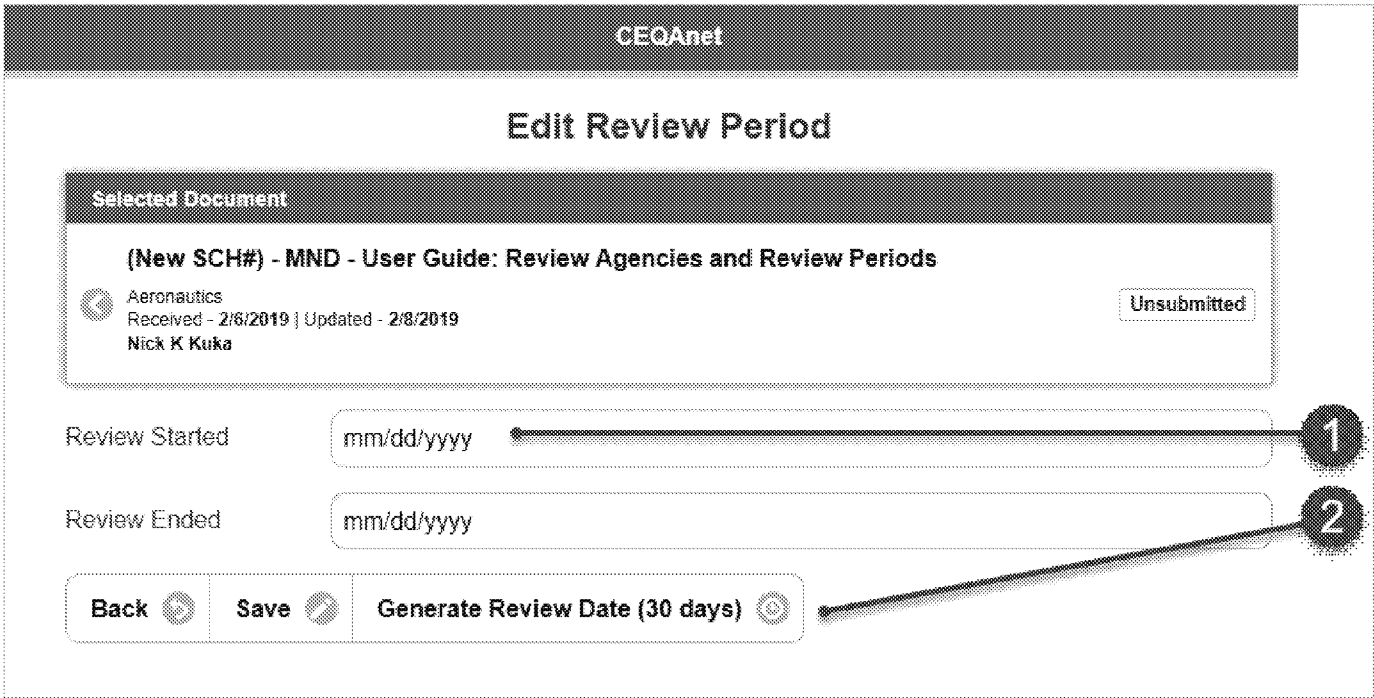
Step 1: Expand the "Review Period" group on the "Document Root" screen and click the "Edit" link.



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

1. To specify a start date, enter the date in the "Review Started" field.
   Note: if they 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.

2. 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 MND document type has a default review period of 30 calendar days.

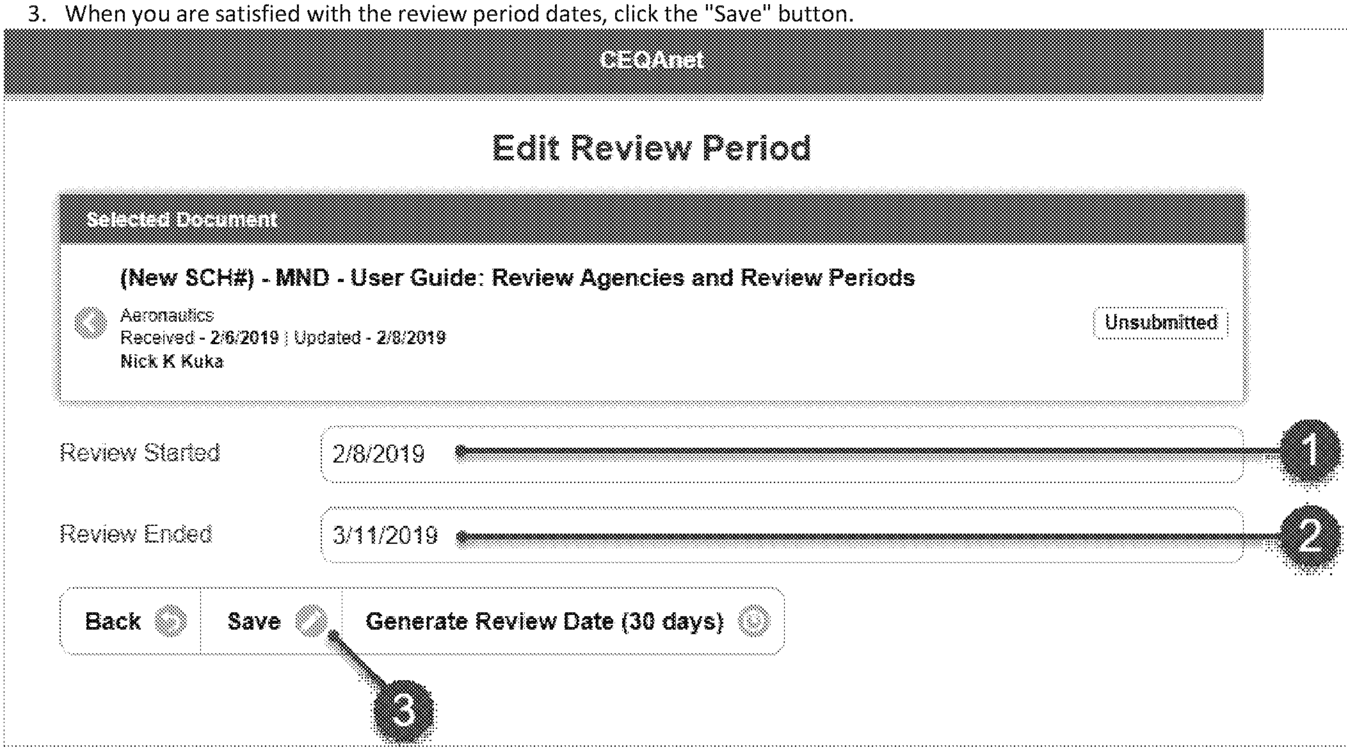


Step 3: Review and/or adjust the period dates.

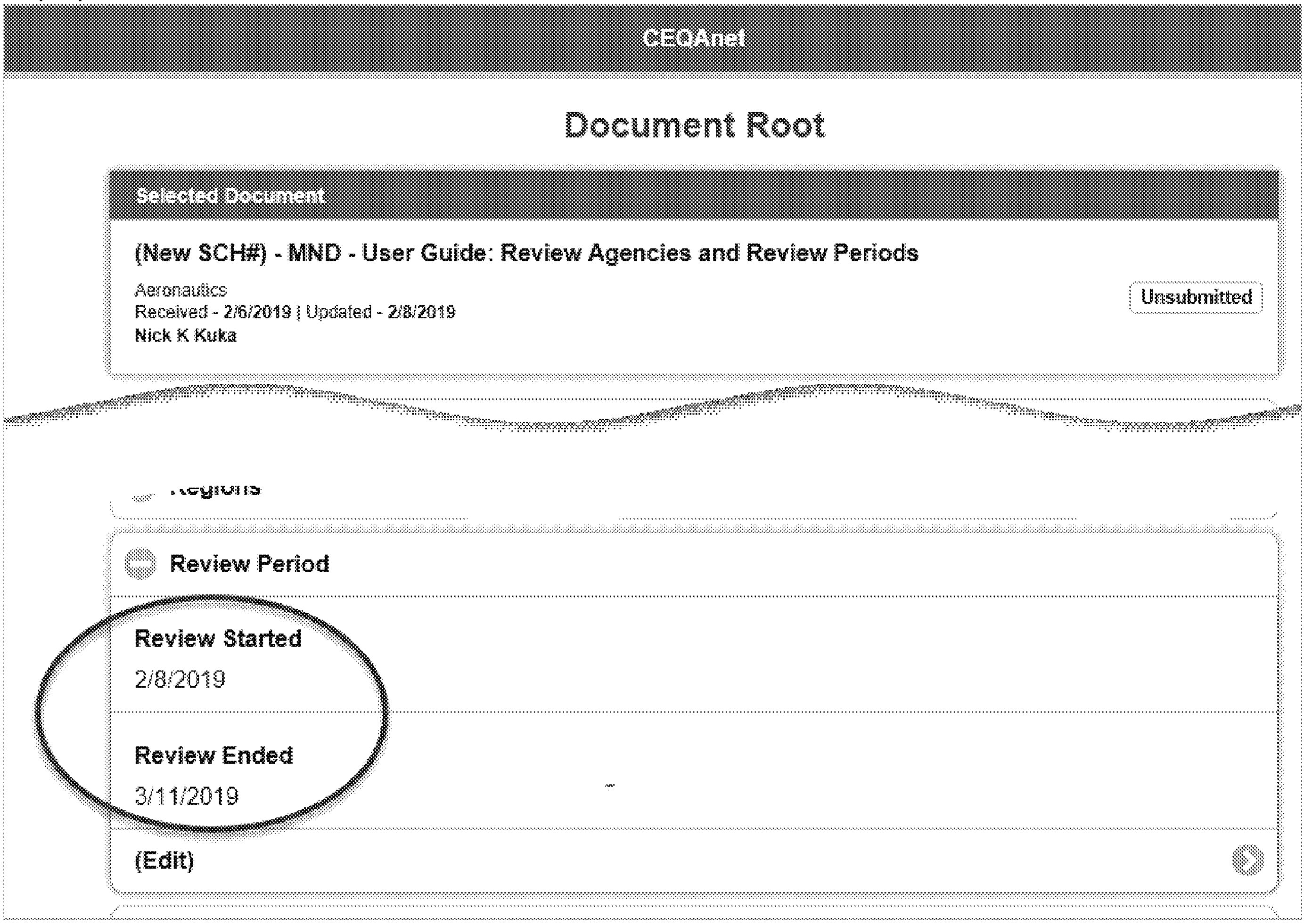
1. The calculated start date will be the date you specified, or the current date if you left the field blank. You can change the start date.

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)

Tuesday, June 4, 2019 3:18 PM

Description

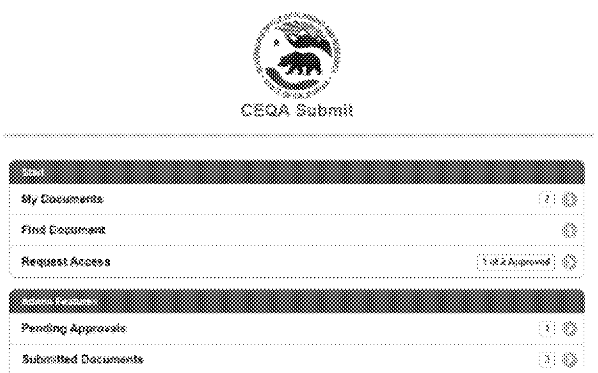
This process will allow an Agency Administrator to view a list of documents with a status of "submitted" for the agency that they are approved to be an Agency Administrator for.

Required Preconditions

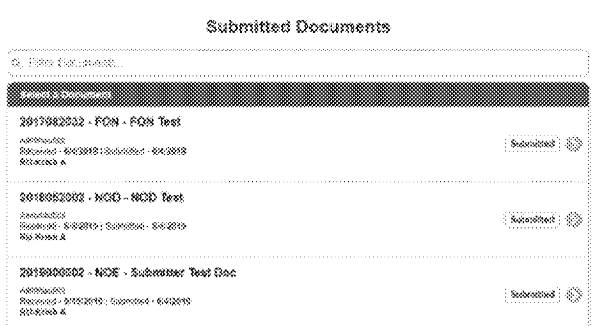
- A registered user with an Agency Administrator role must have successfully logged into the application.
- A registered user can be an Agency Administrator for more than one agency at a time.
- Documents must exist in the database.

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.



KA-Update user guide when Read only Document Root screen implemented

Print from CEQAnet (Portal)

Friday, October 4, 2019   3:02 PM

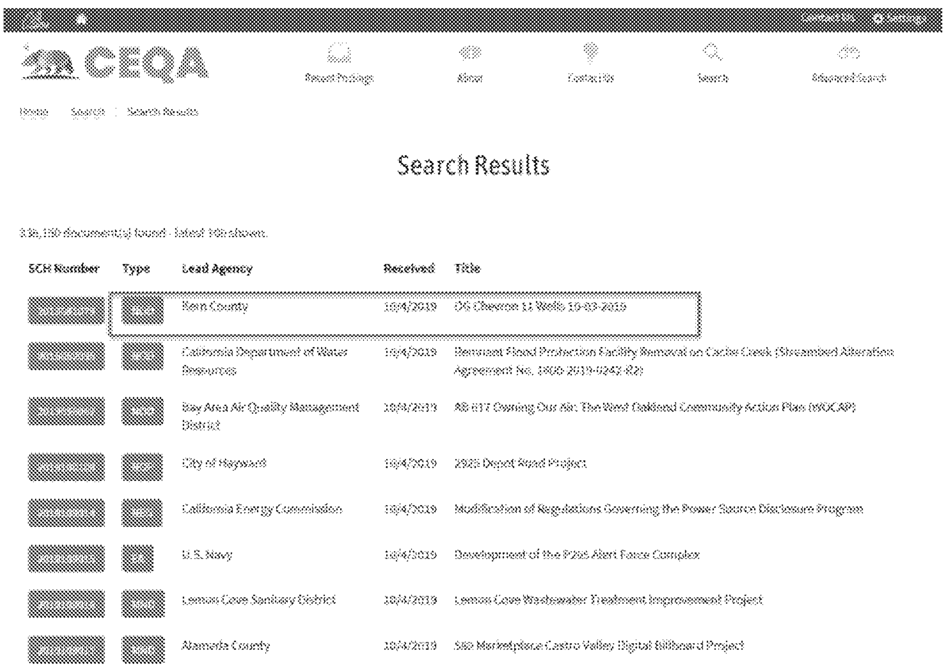
Description

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

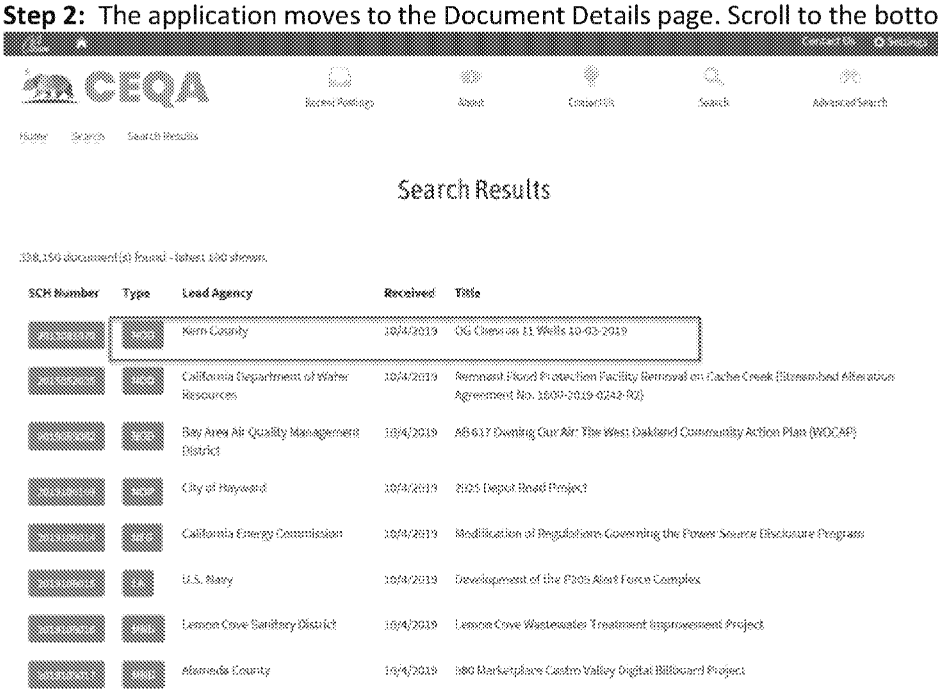
Required Preconditions

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

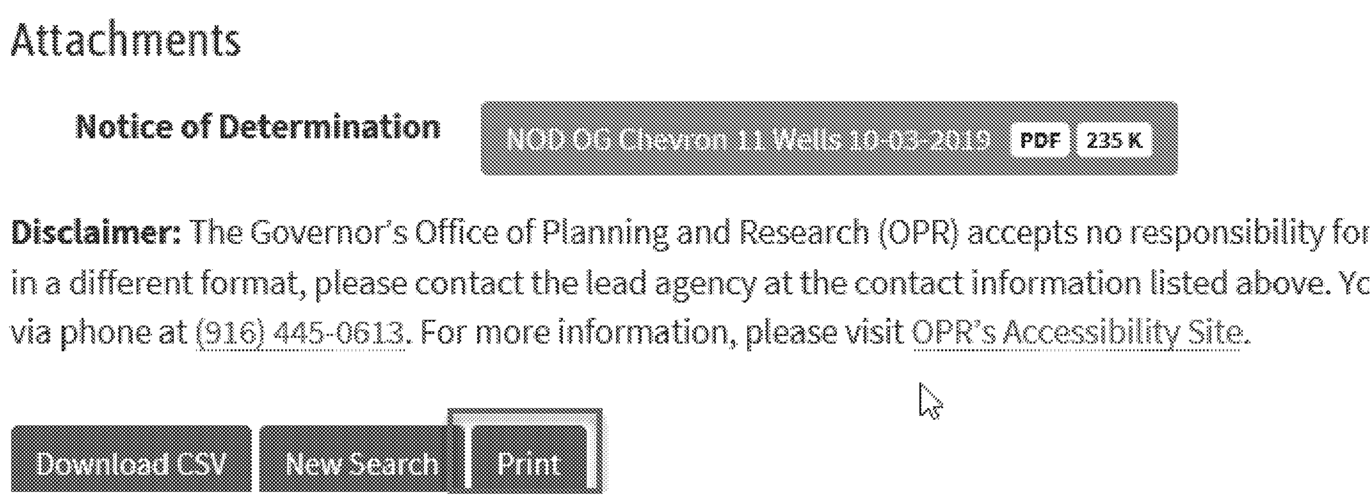
Step 1: Select any document from Results page. In this example, NOD document was selected.



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

Wednesday, October 23, 2019 3:12 PM

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 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 into folders.