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



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Director

## MEMORANDUM

DATE: February 13, 2007  
TO: State Agency CEQA and Intergovernmental Review Coordinators  
FROM: Scott Morgan, Senior Planner  
SUBJECT: Distribution of Environmental Documents in CD-ROM Format

The State Clearinghouse has received an increasing number of requests from local and state lead agencies to distribute CEQA documents to state reviewing agencies in an electronic format, typically CD-ROM. The most common reason for these requests is to reduce cost. CD-ROMs are cheaper for the lead agency to reproduce and mail, and cheaper for the State Clearinghouse to distribute, especially in the case of multi-volume documents.

The State Clearinghouse has distributed EIR's and EIS's in CD-ROM format for state agency review and comment since August 1, 2003. Based on our experience with those documents, a survey conducted of state reviewing agencies and the potential cost savings to local and state agencies, we are extending this policy to other environmental documents including Negative Declarations, Mitigated Negative Declarations and Environmental Assessments. The State Clearinghouse will accept environmental documents under the following terms:

- CEQA Lead agencies may provide copies of draft environmental documents to the State Clearinghouse for state agency review in an electronic format. The document must be on a CD-ROM in a common file format such as Word or Acrobat.
- Lead agencies must provide fifteen (15) copies of the CD-ROM to the State Clearinghouse. In addition, each CD-ROM must be accompanied by 15 printed copies of the DEIR summary (as described in CEQA Guidelines §15123), executive summary, or introduction section of a Negative Declaration or Mitigated Negative Declaration. The printed summary allows both the State Clearinghouse and agency CEQA coordinators to distribute the documents quickly without the use of a computer.
- Final environmental documents may be provided in CD-ROM format without a printed summary. Distribution of the final documents is optional under CEQA.
- Federal lead agencies may send electronic copies of environmental documents to the State Clearinghouse in the same manner described for CEQA lead agencies. Distribution of NEPA documents to state agencies through the State Clearinghouse is encouraged pursuant to Presidential Executive Order 12372 and NEPA §102 (42 USC §4332)
- All notices of preparation must continue to be provided in printed format.
- Please provide one Notice of Completion Form with all submittals.

If your agency has difficulty downloading and reviewing any environmental documents please contact:

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Thank you for your cooperation in the CEQA review process.