

Entry Process – Tracking CEQA Documents

Summary:

Before creating a new CEQA document regulatory measure, search by regulatory measure identifier and/or project name in the Place module so duplicates are not created.

CEQA documents can be tracked in CIWQS when the Water Boards either review or act as Lead Agency for the CEQA. The purpose is to track the number of documents reviewed and developed as well as track those that have been reviewed so we can compare those we have reviewed to those we have not (using the Office of Planning and Research's CEQA database, <http://www.ceqanet.ca.gov/>) and prevent different Water Board programs or offices from duplicating or inconsistent comments.

Steps

A new CEQA document is submitted to an office and will be reviewed

- Search for existing record. If it is not found, proceed with steps below
- Create a new regulatory measure with regulatory measure type of "CEQA Document"
- Enter the title of the regulatory measure in the following format: "[Type of CEQA document] [Date] for [project name]". For example, Draft EIR 10/14/2006 for Morning Glen Development.
- Make the status active and the status date the date received
- If Water Board is the lead agency, enter adoption date
- Save
- Go to the Related Parties tab
- Relate the appropriate Water Board with the relationship of "Interested Party" (if the Water Board is the Lead Agency, this relationship is not necessary unless a separate program/division is also providing comments)
- Relate the lead agency with the relationship of "Lead Agency" (this should not be a consultant)
- Relate the staff person that is providing comments on the document as a "person at organization" with the relationship of "Interested Party"
- Relate the person that is acting as the Lead Agency Contact as a "person at organization" with the relationship of "Lead Agency Contact" (this may be a consultant), (if the Water Board is the Lead Agency, this relationship is not necessary unless a separate program/division is also providing comments)
- If Water Board is the lead agency, add staff and/or author as related persons
- Save
- Go to the Related Places tab

- Relate the project site as “Regulating” to the CEQA Document regulatory measure
- Go to Task tab
- Add “Received CEQA Document” task and complete “actual end date” field

Once a comment letter has been sent

- Attach a copy of the letter to the CEQA Document regulatory measure
- Change the status of the regulatory measure to historical
- Add task of CEQA Document Process -> Provide Comments with actual start date equal to date on comment letter.
- If the site becomes a regulated site, the same place record should be used and the order regulatory measure and the CEQA regulatory measure should be related

Other Considerations

- If the site becomes a regulated site, the same place record should be used and the order regulatory measure and the CEQA regulatory measure should be related