As appropriate, the DEIR/DEIS shall be sent to[[1]](#footnote-1):

| **Agency[[2]](#footnote-2)** | **Copies[[3]](#footnote-3)** | **Remarks** |
| --- | --- | --- |
| U.S. Environmental Protection Agency (U.S. EPA)Electronic Submittal Required Effective October 1, 2012 For additional information, please see [SER Chapter 32](http://www.dot.ca.gov/ser/vol1/sec4/ch32eis/chap32eis.htm) | One electronic submittal | This is in addition to the copies sent to U.S. EPA regional office.   |
| Federal Highway Administration (FHWA)1200 New Jersey Ave., SEWashington, DC 20590 | 15 |  |
| Individuals and organizations |  | Send to any individual or organization that has requested to be included on the distribution list.  |
| Federal and State Legislators |  | To each whose district is involved |
| County Board of Supervisors |  | To each county within the project’s sphere of influence |
| County Clerk Office (for each county the project falls within) |  | Also include the Notice of Availability (For IS, send in copy of [Notice of Intent to Adopt](http://www.dot.ca.gov/ser/forms.htm)) |
| City Council |  | To each city within the project's sphere of influence |
| Responsible, Participating, and Cooperating Agencies |  |  |
| Planning agencies of any affected region, county, or city |  |  |
| Local Agency Formation Commissions |  |  |
| Rapid Transit Districts |  |  |
| Regional and Local Transportation Commissions |  |  |
| Local Areawide Clearinghouses or Councils of Governments | \* | To chair, director or coordinator of appropriate clearinghouse. (\*Number of copies as determined by each clearinghouse. Supply one completed SCH [Notice of Completion](http://www.dot.ca.gov/ser/forms.htm) Form with each submittal). |
| Environmental Protection Agency, Region IXFederal Activities Office, CMD-275 Hawthorne StreetSan Francisco, CA 94105-3901 | 2  | Include one copy each of all technical reports |
| Federal Transit Administration, Region IX 201 Mission Street, Suite 1650 San Francisco, CA 94105-1839 |  | Urban area projects only |

| **Agency** | **Copies**  | **Remarks** |
| --- | --- | --- |
| DirectorOffice of Environmental Policy and Compliance Department of the Interior Main Interior Building, MS 2462 1849 “C” Street, NWWashington, DC 20240In the Distribution List, the above address to be followed by:“Electronic version (or web address) of the Draft EIS sent to DOI. Internal DOI distribution to appropriate DOI field offices:Bureau of Indian AffairsBureau of Land ManagementBureau of Ocean Energy ManagementBureau of ReclamationNational Park ServiceOffice of Surface MiningU.S. Fish and Wildlife ServiceU.S. Geological SurveyDOI Regional Environmental Officer” | One internet accessible file format (please include cover letter with web address where the document is located) OR one electronic copy (DEIS and FEIS) | (Additional copies may be sent to Regional Offices for information only)For additional information, please see [U.S. Department of the Interior Environmental Distribution Requirements](https://www.doi.gov/sites/doi.gov/files/uploads/Environmental_Review_Process%20February%202016.pdf) |
| Appropriate U.S. Fish & Wildlife Service Field Office: Arcata Fish and Wildlife Office1655 Heindon RoadArcata, CA 95521Sacramento Fish and Wildlife Office2800 Cottage Way, Room W-2605Sacramento, CA 95825Klamath Basin Fish and Wildlife Office6610 Washburn WayKlamath Falls, Oregon 97603Carlsbad Fish and Wildlife Office6010 Hidden Valley RoadCarlsbad, CA 92009Ventura Fish and Wildlife Office2493 Portola Road, Suite BVentura, CA 93003 |  | **DOI distributes document internally**. Send to appropriate field office only as a courtesy and/or to reduce mail time. If sending EIS directly to field office, include in the Distribution List contained in the EIS |

| **Agency** | **Copies**  | **Remarks** |
| --- | --- | --- |
| National Oceanic and Atmospheric Administration Field Offices for the South West Region:South West Regional Office:National Marine Fisheries Services501 West Ocean Blvd.Long Beach, CA 90802-4213Arcata Field Office:National Marine Fisheries Services1655 Heindon Rd.Arcata, CA 95521Sacramento Field Office:National Marine Fisheries Services 650 Capitol Mall, Suite 5-100Sacramento, CA 95814-4708Santa Rosa Field Office:National Marine Fisheries ServicesAttn: PRD Division777 Sonoma Ave Rm 325Santa Rosa Ca 95404 |  |  |
| Director, Office of Environmental ManagementU. S. Department of Energy 1000 Independence Ave., SWWashington, DC 20585 | 2 |  |
| Federal Railroad Administration 1200 New Jersey Avenue, SEWashington, DC 20590 |  | Only for projects involving railroads |
| Director Office of Environmental Affairs Department of Health and Human Services 200 Independence Ave. SW, Rm. 537 F Washington, DC 20201 |  | Urban highway sections only |
| Centers for Disease Control National Center for Environmental Health 1600 Clifton Road Atlanta, GA 30333 |  |  |

| **Agency** | **Copies**  | **Remarks** |
| --- | --- | --- |
| US Army Corps of Engineers, Sacramento DistrictATTN: Regulatory Branch1325 J Street, Room 1480Sacramento, CA 95814-2922U.S. Army Corps of Engineers, San Francisco DistrictAttention: CESPN-CO-R1455 Market StreetSan Francisco, CA 94103U.S. Army Corps of Engineers, Los Angeles DistrictAttention: CESPL-CO-R911 Wilshire Boulevard, Suite 1101P.O. Box 532711Los Angeles, CA 90053-2325 |  | Send to appropriate District.* Sacramento District covers all drainage areas of the Central Valley and eastern slopes of Sierra Nevada north of Mono Lake.
* San Francisco District covers coastal drainage areas north of San Luis Obispo.
* Los Angeles District covers areas not included in San Francisco or Sacramento Districts.
 |
| Environmental Clearance Officer Department of Housing and Urban Development450 Golden Gate AvenueP.O. Box 36003San Francisco, CA 94102 |  |  |
| Office of the Secretary U. S. Department of Agriculture 1400 Independence Ave., S.W.Washington, DC 20250 |  | Rural highway sections only or if USDA has jurisdiction over any Section 4(f) lands affected.  |
| Natural Resources Conservation Service (formerly U. S. Soil Conservation Service) Area ConservationistArea 1 1345 Main Street Red Bluff, CA 96080 Area 2318 Cayuga Street, Suite 206 Salinas, CA 93901Area 3 4974 East Clinton Avenue, Suite 114Fresno, CA 93727Area 44500 Glenwood Drive, Building BRiverside, CA 92501-3042 |  | Send to appropriate area. To determine which area office to contact, please see <http://www.ca.nrcs.usda.gov/about/organization.html> |

| **Agency** | **Copies**  | **Remarks** |
| --- | --- | --- |
| Regional Director Federal Emergency Management Agency 1111 Broadway, Suite 1200Oakland, CA 94607-4052 |  | Floodplain encroachment only. |
| California Transportation CommissionCommission Chair1120 N Street Room 2221 (MS-52) Sacramento, CA 95814 |  | The CTC must be included in the Distribution list of the DEIR/DEIS. This copy must be sent **in addition to** the copies submitted to the HQ Division of Environmental Analysis for CTC submission (see next row).To Chair, send 1 copy of the DEIR. Include in the memo the date of release and the date circulation period ends.  |
| Headquarters Division of Environmental Analysis (**for CTC Submission**)1120 N Street, MS 27PO Box 942874Sacramento, CA 94274-0001 | 3 (DEIS)3 (FEIS) | For further information, please see EMO’s “[Submitting Environmental Documents to the California Transportation Commission](http://www.dot.ca.gov/hq/env/emo/CTC.htm)” Internet page. |
| CaltransDivision of Environmental AnalysisNEPA Assignment Office – MS 27PO Box 942874Sacramento, CA 94274-0001 |  | Send 1 copy of the DEIR/DEIS. |
| Designated Advisory Committees |  |  |
| Appropriate Air Quality/Air Pollution Control Board/District |  |  |
| Business OperationsUniversity of California 1111 Franklin St.Oakland, CA 94607-5200 |  | In addition, send to any individual University campus or unit that may be affected. |
| California State UniversityOffice of the Chancellor401 Golden Shore Boulevard Long Beach, CA 90802-4210 |  | In addition, sent to any individual State college that may be affected |
| California Native Plant Society 2707 K Street, Suite 1 Sacramento, CA 95816-5113 |  |  |
| California Wildlife Federation 1012 J StreetSacramento, CA 95814 |  |  |

| **Agency** | **Copies**  | **Remarks** |
| --- | --- | --- |
| Sierra Club2530 San Pablo Ave Berkeley, CA 947021414 K Street, Suite 500Sacramento, CA 95814 |  | Send to appropriate officeNorthern Counties onlySouthern Counties only |
| Museum of Vertebrate Zoology 3101 Valley Life Sciences BuildingBerkeley, CA 94720-3160 |  |  |
| Business Manager Operating Engineers Local #3 1620 South Loop Road Alameda, CA 94502 | 1 | All Districts except 7, 8, 11, and 12. |
| Certain Nonprofit Organizations |  | If it is known that the highway project will affect the facilities of those organizations on file with the Registrar of Charitable Trusts owning property open to the public having the primary purpose of preserving areas in their natural condition. |
| California Highway Patrol Commander of Appropriate Division Office |  |  |
| **California State Clearinghouse**For USPS Delivery:CA State Clearinghouse P.O. Box 3044Sacramento, CA 95812-3044For courier (including UPS, Fed-Ex, etc.) and hand delivery:1400 Tenth Street Sacramento, CA 95814 | 15 hard copies (minimum) **OR** 15 CD/DVD copies with 15 hard copies of the Summary or Executive Summary (DEIS)NOTE: When submitting 15 hard copies of the draft document, lead agencies are encouraged to include one electronic copy | Include the [Notice of Completion](http://www.dot.ca.gov/ser/forms.htm) which includes a list of state agencies that will receive the EIS. When sending hard copies or electronic copies, **a minimum** of 15 copies is required. If requesting that the SCH distribute additional copies, send 15 copies, PLUS one for each agency listed on the NOC as a suggested agency for distribution. Do not designate individuals-submittals are made to agencies only.NOTE: An electronic copy of the EIS can be transmitted to the General Counsel of the Resources Agency in lieu of the printed copies. |

The State Clearinghouse listing will include all of the following:

| **SCH Distribution** |
| --- |
| Director Department of Water Resources 1416 9th Street, Room 1115-1Sacramento, CA 94236-0001 | Director State Department of Housing and Community Development 1800 Third StreetSacramento, CA 95811-6942 |
| Executive Officer State Lands Commission 100 Howe Avenue, Suite 100Sacramento, CA 95825 | Director (2 copies) California Department of Fish and Wildlife1416 Ninth Street Sacramento, CA 95814 |

| **SCH Distribution** |
| --- |
| Director (3 copies) Department of Parks and Recreation 915 I Street, 5th Floor Sacramento, CA 95814 | Executive Officer (2 copies) State Water Resources Control Board 1001 I Street Sacramento, CA 95814 |
| Director Department of Conservation801 K Street, MS 24-01 Sacramento, CA 95814  | Department of Resources Recycling and Recovery (CalRecycle)1001 I StreetP.O. Box 4025Sacramento, CA 95812-4025 |
| Secretary Resources Agency 1416 Ninth Street Sacramento, CA 95814  | Executive Officer State Air Resources Board 1001 I StreetP.O Box 2815 Sacramento, CA 95812 |
| Executive Director Energy Commission 1516 Ninth Street Sacramento, CA 95814  | Director Department of Health Services 714/744 P Street Sacramento, CA 95814 |

Include the following in the SCH list **if it appears that its interests could be affected**:

| **SCH Distribution** |
| --- |
| Director Department of Boating and Waterways 2000 Evergreen St. Suite 100Sacramento, CA 95815  | To be listed when coastal waters and facilities or inland navigable waters may be affected. |
| Caltrans Aeronautics Program Manager1120 N Street Sacramento, CA 95814 Mail Station 40 |  |
| Chief, Bureau of School Planning Department of Education 1430 N StreetSacramento, CA 95814  |  |
| Director Department of Food and Agriculture 1220 N Street Sacramento, CA 95814 | Rural projects only |
| Executive DirectorPublic Utilities Commission 505 Van Ness Avenue San Francisco, CA 94102  | To be listed when railroad crossings are affected |
| Executive Secretary Native American Heritage Commission 915 Capitol Mall, Rm 364 Sacramento, CA 95814 | To be listed when there has been coordination and involvement with California Native Americans concerning cultural resources. |
| Chief, Environmental Services SectionProfessional Services BranchReal Estate Services SectionDepartment of General Services707 3rd Street, 8th FloorWest Sacramento, CA 95605 | To be listed when other state lands or facilities are affected |

|  |  |
| --- | --- |
| California State Historic Preservation OfficerP.O. Box 942896Sacramento, CA 94296 |  |
| California Department of Forestry and Fire ProtectionP.O. Box 944246Sacramento, CA94244-2460 |  |
| California Environmental Protection Agency1001 I StreetP.O. Box 2815Sacramento, CA  95812-2815 |  |

Send Draft Environmental Impact Statements to the following if it appears that its interests could be affected:

| **Agency** | **Copies**  | **Remarks** |
| --- | --- | --- |
| National Park ServicePacific Great Basin System Support Office1111 Jackson Street, Suite 700Oakland, CA 94607 |  | Only when Section 4(f) lands are affected |
| Commander11th Coast Guard DistrictCoast Guard IslandBuilding #42Alameda, CA 9450112th Coast Guard District Coast Guard IslandAlameda, CA 94501 |  | For Kern, Santa Barbara, Los Angeles, Ventura, San Bernardino, Riverside, San Diego, Orange, and Imperial Counties. When navigable waterways involvedFor all other counties. When navigable waterways involved |
| USDA- Forest Service Forest Supervisor of each National Forest affected630 Sansome Street San Francisco, CA 94111Attention: Environmental Coordinator630 Sansome Street San Francisco, CA 94111 Attention: Area Planning and Development Staff |  | Send DEIS when Forest Service is a cooperating agency and National Forest lands are involved.Only when two or more National Forests are involved.Only when comments are requested because of Agency expertise and National Forest lands are not directly or indirectly involved |
| ChiefFederal Aviation AdministrationSan Francisco Airports District Office1000 Marina Blvd, Suite 220Brisbane, CA 94005ChiefFederal Aviation AdministrationWestern-Pacific Region Airports Division15000 Aviation Blvd, Room 3024Lawndale, CA 90261 |  | Northern CaliforniaSouthern California |
| Chief, Airports Branch Federal Aviation Administration 5885 West Imperial Highway Los Angeles, CA 90045 |  | For projects south of the southerly boundaries of San Luis Obispo, Kings, Tulare, and Mono Counties |
| Coastal Commission District Offices |  | If in Coastal Zone |
| Caltrans Scenic Highway Program Coordinator 1120 N StreetPOB 942874Sacramento, CA 94274-0001 Mail Station 28 |  | Required only when route is included in State Scenic Highway System |
| Director, Office of Ecology and Conservation U. S. Department of CommerceNational Oceanic and Atmospheric Administration 1401 Constitution Avenue Room 6800 Washington, DC 20230  |  | Required whenever comments are requested from a field office of the Department of Commerce |

| **Agency** | **Copies**  | **Remarks** |
| --- | --- | --- |
| Department of the Navy Western Division Real Estate Officer 900 Commodore DriveSan Bruno, CA 94066 |  | Send whenever project may impact Navy facilities or operations |
| Native American Tribal CouncilsInter-Tribal Council of California3425 Arden WaySacramento, CA 95825 |  | To each tribe that has traditional lands involved.  |
| Appropriate News Media |  |  |
| Water Districts |  |  |
| Utilities Providers |  |  |
| Flood Control Districts (CVFPB, etc.) |  |  |
| Regional Water Quality Control Boards |  |  |
| Fire Districts |  |  |
| School Districts  |  |  |
| Railroads |  |  |
| Bus and Mass Transit Agencies |  |  |
| Redevelopment Agencies  |  |  |
| Local Chambers of Commerce  |  |  |
| Port Authorities |  |  |
| Airport Managers |  |  |
| Technical Staffs of Local Agencies |  |  |
| Community and Civic Organizations  |  |  |
| Conservation Organizations (Nature Conservancy, Audubon Society, etc.)  |  |  |
| Local Coastal Programs |  |  |
| State Conservancies (Coastal Conservancy, Santa Monica Mountains Conservancy, Tahoe Conservancy, Colorado River Board. etc.). |  |  |

1. This is a sample list that will need to be customized and updated based on the public involvement process for an individual project. [↑](#footnote-ref-1)
2. Please verify the contact information, including mailing address, prior to document distribution. [↑](#footnote-ref-2)
3. Provide one copy unless otherwise noted. [↑](#footnote-ref-3)