

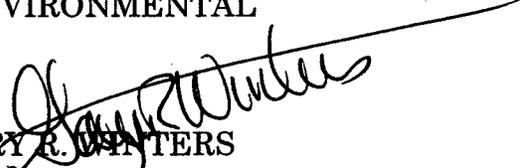
Memorandum

*Flex your power!
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To: DEPUTY DISTRICT DIRECTORS FOR
ENVIRONMENTAL

Date: January 30, 2003

File: EMO

From: 
GARY R. WINTERS
Chief
Division of Environmental Analysis – MS27

Subject: Availability of Standard Formats for IS/EAs and EIR/EISs

As part of the effort to streamline the environmental process and expedite document review, a team of headquarters and district staff has been working to develop standard formats for joint CEQA/NEPA documents. These standard formats are being developed and refined to address concerns with the previously posted templates, which were removed from the Environet site in October 2002. The team's focus to date has been on Initial Studies/Environmental Assessments (IS/EAs), and Environmental Impact Reports/Environmental Impact Statements (EIR/EISs). As part of this effort, the team is also creating a CEQA checklist that is tailored to the needs of the Department. A standard format for Categorical Exemptions/Categorical Exclusions (CE/CEs) has already been developed and implemented and a format for EIR/EAs is currently under development.

The standard formats for IS/EAs and EIR/EISs are now posted on the Environet (<http://www.dot.ca.gov/ser/forms.htm>). These formats are to be used for newly prepared environmental documents for Department projects. Local agencies are strongly encouraged to use them for their local assistance and local projects with Department and FHWA oversight. Environmental documents substantially along in the writing process or already in circulation do not need to be revised to meet the new formats. However, authors are encouraged to do so if it would be reasonable. The team is currently working to annotate these formats with additional guidance and the annotated formats will be posted as soon as they are available.

If you have any questions regarding this memorandum or the formats, please contact Denise O'Connor, Chief, Environmental Management Office, at (916) 653-5157.