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., SE Washington, 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 IX  Federal Activities Office, CMD-2  75 Hawthorne Street  San 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** | |
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| Director  Office of Environmental Policy and Compliance  Department of the Interior  Main Interior Building, MS 2462  1849 “C” Street, NW  Washington, DC 20240  In 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 Affairs  Bureau of Land Management  Bureau of Ocean Energy Management  Bureau of Reclamation  National Park Service  Office of Surface Mining  U.S. Fish and Wildlife Service  U.S. Geological Survey  DOI 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 Office  1655 Heindon Road  Arcata, CA 95521  Sacramento Fish and Wildlife Office  2800 Cottage Way, Room W-2605  Sacramento, CA 95825  Klamath Basin Fish and Wildlife Office  6610 Washburn Way  Klamath Falls, Oregon 97603  Carlsbad Fish and Wildlife Office  6010 Hidden Valley Road  Carlsbad, CA 92009  Ventura Fish and Wildlife Office  2493 Portola Road, Suite B  Ventura, 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** | |
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| National Oceanic and Atmospheric Administration Field Offices for the South West Region:  South West Regional Office:  National Marine Fisheries Services  501 West Ocean Blvd.  Long Beach, CA 90802-4213  Arcata Field Office:  National Marine Fisheries Services  1655 Heindon Rd.  Arcata, CA 95521  Sacramento Field Office:  National Marine Fisheries Services  650 Capitol Mall, Suite 5-100  Sacramento, CA 95814-4708  Santa Rosa Field Office:  National Marine Fisheries Services Attn: PRD Division 777 Sonoma Ave Rm 325 Santa Rosa Ca 95404 |  | |  |
| Director,  Office of Environmental Management  U. S. Department of Energy  1000 Independence Ave., SW  Washington, DC 20585 | 2 | |  |
| Federal Railroad Administration  1200 New Jersey Avenue, SE  Washington, 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** |
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| US Army Corps of Engineers, Sacramento District  ATTN: Regulatory Branch  1325 J Street, Room 1480  Sacramento, CA 95814-2922  U.S. Army Corps of Engineers, San Francisco District  Attention: CESPN-CO-R  1455 Market Street  San Francisco, CA 94103  U.S. Army Corps of Engineers, Los Angeles District  Attention: CESPL-CO-R  911 Wilshire Boulevard, Suite 1101  P.O. Box 532711  Los 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 Development  450 Golden Gate Avenue  P.O. Box 36003  San 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 Conservationist  Area 1  1345 Main Street  Red Bluff, CA 96080    Area 2  318 Cayuga Street, Suite 206  Salinas, CA 93901  Area 3  4974 East Clinton Avenue, Suite 114  Fresno, CA 93727  Area 4  4500 Glenwood Drive, Building B  Riverside, 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** |
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| Regional Director  Federal Emergency Management Agency  1111 Broadway, Suite 1200 Oakland, CA 94607-4052 |  | Floodplain encroachment only. |
| California Transportation Commission  Commission Chair  1120 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 27  PO Box 942874  Sacramento, 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. |
| Caltrans  Division of Environmental Analysis  NEPA Assignment Office – MS 27  PO Box 942874  Sacramento, CA 94274-0001 |  | Send 1 copy of the DEIR/DEIS. |
| Designated Advisory Committees |  |  |
| Appropriate Air Quality/Air Pollution Control Board/District |  |  |
| Business Operations  University 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 University  Office of the Chancellor  401 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 Street  Sacramento, CA 95814 |  |  |

| **Agency** | **Copies** | **Remarks** |
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| Sierra Club  2530 San Pablo Ave  Berkeley, CA 94702  1414 K Street, Suite 500  Sacramento, CA 95814 |  | Send to appropriate office  Northern Counties only  Southern Counties only |
| Museum of Vertebrate Zoology  3101 Valley Life Sciences Building  Berkeley, 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 3044 Sacramento, CA 95812-3044  For 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 1115-1  Sacramento, CA 94236-0001 | Director  State Department of Housing and Community Development  1800 Third Street  Sacramento, CA 95811-6942 |
| Executive Officer  State Lands Commission  100 Howe Avenue, Suite 100  Sacramento, CA 95825 | Director (2 copies)  California Department of Fish and Wildlife  1416 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 Conservation  801 K Street, MS 24-01  Sacramento, CA 95814 | Department of Resources Recycling and Recovery (CalRecycle)  1001 I Street  P.O. Box 4025  Sacramento, CA 95812-4025 |
| Secretary  Resources Agency  1416 Ninth Street  Sacramento, CA 95814 | Executive Officer  State Air Resources Board  1001 I Street  P.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 100  Sacramento, CA 95815 | To be listed when coastal waters and facilities or inland navigable waters may be affected. |
| Caltrans Aeronautics Program Manager  1120 N Street  Sacramento, CA 95814  Mail Station 40 |  |
| Chief, Bureau of School Planning  Department of Education  1430 N Street  Sacramento, CA 95814 |  |
| Director  Department of Food and Agriculture  1220 N Street  Sacramento, CA 95814 | Rural projects only |
| Executive Director  Public 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 Section  Professional Services Branch  Real Estate Services Section  Department of General Services  707 3rd Street, 8th Floor  West Sacramento, CA 95605 | To be listed when other state lands or facilities are affected |

|  |  |
| --- | --- |
| California State Historic Preservation Officer  P.O. Box 942896 Sacramento, CA 94296 |  |
| California Department of Forestry and Fire Protection  P.O. Box 944246  Sacramento, CA  94244-2460 |  |
| California Environmental Protection Agency  1001 I Street P.O. Box 2815 Sacramento, 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 Service  Pacific Great Basin System Support Office  1111 Jackson Street, Suite 700  Oakland, CA 94607 |  | Only when Section 4(f) lands are affected |
| Commander  11th Coast Guard District  Coast Guard Island  Building #42  Alameda, CA 94501  12th Coast Guard District  Coast Guard Island  Alameda, CA 94501 |  | For Kern, Santa Barbara, Los Angeles, Ventura, San Bernardino, Riverside, San Diego, Orange, and Imperial Counties. When navigable waterways involved  For all other counties. When navigable waterways involved |
| USDA- Forest Service  Forest Supervisor of  each National Forest affected  630 Sansome Street  San Francisco, CA 94111  Attention: Environmental Coordinator  630 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 |
| Chief  Federal Aviation Administration  San Francisco Airports District Office  1000 Marina Blvd, Suite 220  Brisbane, CA 94005  Chief  Federal Aviation Administration  Western-Pacific Region Airports Division  15000 Aviation Blvd, Room 3024  Lawndale, CA 90261 |  | Northern California  Southern 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 Street  POB 942874  Sacramento, 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 Commerce  National 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 Drive  San Bruno, CA 94066 |  | Send whenever project may impact Navy facilities or operations |
| Native American Tribal Councils  Inter-Tribal Council of California  3425 Arden Way  Sacramento, 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)