



# CALIFORNIA ENVIRONMENTAL QUALITY ACT

## CEQA OPERATOR CHECKLIST

The **purpose** of this form is to assist the Division of Oil, Gas, and Geothermal Resources (“DOGGR”) in determining its Agency Role and the type of environmental review that DOGGR must conduct for a proposed project under the California Environmental Quality Act (“CEQA”). This form also serves to assist Operators in understanding the CEQA review process for proposed projects, including the information and documents DOGGR typically needs, along with the NOI or Application, to comply with CEQA. To expedite the CEQA review process, please submit this form, answering all questions as completely as possible, and the documents identified in this form, to the extent applicable, when submitting the NOI or Application. Proposed projects received by DOGGR without this form completed will require longer time periods for processing as DOGGR seeks the information referred to by this Checklist through other means.

<b>FOR DOGGR USE ONLY</b>
<b>NOI / APPLICATION / PROJECT #:</b>

**Instructions** on how to complete this form are located at the end of the document. For additional information, you may access the CEQA Webpage at <http://www.conservation.ca.gov/dog/CEQA>.

### I. APPLICANT INFORMATION

OPERATOR	CONSULTANT	
Company: _____	Company: _____	DATE: _____
Address: _____	Address: _____	COUNTY: _____
Contact: _____	Contact: _____	CITY: _____
Title: _____	Title: _____	<b>DOGGR DISTRICT:</b>
Phone: _____	Phone: _____	<input type="checkbox"/> NORTHERN
Email: _____	Email: _____	<input type="checkbox"/> COASTAL
		<input type="checkbox"/> INLAND
		<input type="checkbox"/> SOUTHERN

### II. PROJECT INFORMATION

PROGRAM	ACTIVITY
<input type="checkbox"/> <b>Oil &amp; Gas</b>	<input type="checkbox"/> New Drill <input type="checkbox"/> Rework/Deepen/Sidetrack
<input type="checkbox"/> <b>WST</b>	<input type="checkbox"/> Abandon/Re-Abandon <input type="checkbox"/> Supplementary Notice
<input type="checkbox"/> <b>Geothermal</b> <input type="checkbox"/> Exploratory <input type="checkbox"/> Development	<input type="checkbox"/> New Drill <input type="checkbox"/> Rework/Supplementary <input type="checkbox"/> Abandon
<input type="checkbox"/> <b>UGS</b>	<input type="checkbox"/> New Project <input type="checkbox"/> Modify Existing <input type="checkbox"/> Merge Two Projects
<input type="checkbox"/> <b>UIC</b>	➤ Approved Project #s: _____ <i>(as applicable)</i>

<b>SURFACE OWNERSHIP*</b>
Private <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/>
Agency Name: _____

<b>MINERAL OWNERSHIP*</b>
Private <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/>
Agency Name: _____

**\*NOTE:** DOGGR DOES NOT DO A ‘TITLE SEARCH’, THIS INFORMATION ONLY HELPS IDENTIFY THE TYPE OF CEQA REVIEW TO BE CONDUCTED.

### III. DOCUMENTATION of CEQA COMPLIANCE

#### LEAD AGENCY INFORMATION:

#### Did the Local Agency prepare an Environmental Document for this Project?

**YES** (DOGGR may be the **Responsible Agency**)

- Permit was issued, and an environmental document (ND, MND, EIR) was prepared for this project; *or*
- Permit was issued, and the project is within the scope of a prior environmental document

**NO** (DOGGR may be the **Lead Agency**). The Local Agency found this activity to be ...

- Exempt; *and/or*
- Permit was issued, but no environmental document was prepared; *or*
- No permit was issued / Permit is not required

➤ **If NO permit or NOE available, provide evidence of communication with the local agency below** ◀

• Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

• Date of Conversation: \_\_\_\_\_ and/or Email: \_\_\_\_\_

*Provide Local or State CEQA Lead Agency and Federal NEPA Lead Agency information below, as applicable:*

<input type="checkbox"/> <b>CEQA Lead Agency</b>	<input type="checkbox"/> <b>NEPA Lead Agency</b>
Local or State Agency Name: _____	Federal Agency Name: _____
Address: _____	Address: _____
Contact Name: _____	Contact Name: _____
Title: _____	Title: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

#### ENVIRONMENTAL REVIEW DOCUMENTATION:

*If a Local Agency (or another State Agency) is the CEQA LEAD AGENCY, complete the information below:*

**CEQA Project:**

Project Title: \_\_\_\_\_

**CEQA Documentation:**

ND

MND

EIR

Subsequent

Supplement

Addendum

Substitute Document

State Clearinghouse (SCH) #: \_\_\_\_\_

Date EIR Certified or ND/MND Adopted: \_\_\_\_\_

Type of CEQA Notice:  NOD

Exempt:  NOE or  Resolution

*If a Federal Agency is the NEPA LEAD AGENCY, complete the information below:*

**NEPA Project:**

NEPA Project #: \_\_\_\_\_

Project Title: \_\_\_\_\_

CX

DNA

EA/FONSI

Date of Decision Record: \_\_\_\_\_

**NEPA Documentation:**

EIS

Federal Register Notice #: \_\_\_\_\_

Publication Date: \_\_\_\_\_

Date of Record of Decision (ROD): \_\_\_\_\_

**No Environmental Review Documentation:**

*There is no documentation available to verify that a CEQA or NEPA environmental review was conducted for this project.*

## IV. SUPPORTING DOCUMENTS

	Document	PDF	Weblink	URL
<b>A.</b>	Documents typically needed for CEQA review of <b>each NOI / Application submittal</b> , include:			
1.	<b>CEQA Operator Checklist</b> (completed)	<input type="checkbox"/>	N/A	
2.	<b>Indemnity Agreement</b> (signed)	<input type="checkbox"/>	N/A	
3.	<b>Project Description</b>	<input type="checkbox"/>	N/A	
<b>B.</b>	Documents typically needed for CEQA review if <b>DOGGR is Responsible Agency</b> , also include:			
4.	<b>Approved Local Permit</b> for Project	<input type="checkbox"/>	<input type="checkbox"/>	
5.	<b>CEQA Documents</b> (approved ND/ND, or certified EIR) ➤ Operator to identify page #s in the CEQA document that indicate proposed project is within its scope ...	<input type="checkbox"/>	<input type="checkbox"/>	
6.	<b>CEQA Notice</b> (stamped copy filed with SCH) ◆ Notice of Determination (NOD)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>C.</b>	<b>Additional Information</b> (as applicable):			
7.	<b>Exemption</b> ◆ CEQA Notice of Exemption (NOE) (stamped copy) or ◆ Local Resolution: Project and exemption approval by BOS or City Council (only if NOE is not available)	<input type="checkbox"/>	<input type="checkbox"/>	
8.	<b>NEPA Documents</b> (final EA/FONSI or EIS; and ROD) ➤ Operator to identify specific page #s in the CEQA document that indicate proposed project is within its scope ...	<input type="checkbox"/>	<input type="checkbox"/>	Enter Page #s here:
9.	<b>Toxicity Data</b> (for WST projects)	<input type="checkbox"/>	<input type="checkbox"/>	
10.	<b>CEC Substitute Document</b> (for geothermal projects) ➤ Operator to identify page #s in the CEQA document that indicate proposed project is within its scope ...	<input type="checkbox"/>	<input type="checkbox"/>	Enter Page #s here:
11.	<b>MMRP</b> – Mitigation Monitoring & Reporting Program	<input type="checkbox"/>	<input type="checkbox"/>	
12.	<b>CEQA Environmental Document Filing Fees</b> ◆ No Effect Determination (NED) ... or ... ◆ Check for CEQA Filing Fee	<input type="checkbox"/>	N/A	NED or Fee required by CDFW (F&GC 711.4) only when DOGGR is Lead Agency <u>and</u> files a NOD. Submitted to DOGGR later & must accompany NOD when filed at SCH.  ( See CDFW webpage for further information at: <a href="https://www.wildlife.ca.gov/Conservation/CEQA/Fees">https://www.wildlife.ca.gov/Conservation/CEQA/Fees</a> )
		N/A	N/A	

**V. PROJECT DESCRIPTION**

Project Name:

Applicant Name:

Project Proposal:

Project Location:

Environmental Setting:

Local Agency Requirements:

**VI. PROJECT WELL LIST**

	<b>API No.</b>	<b>Well Name</b>	<b>Date Filed with DOGGR</b>
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## Vii. CHECKLIST INSTRUCTIONS

*By completing & submitting this Checklist to DOGGR, you are declaring the information therein is accurate & true, to the best of your knowledge*

### I. Applicant Information

**Date:** Enter date submitted.

**County:** Enter county where proposed project will be located and check the appropriate **DOGGR District**.

**City:** Enter the city where the proposed project is located. Only add if the project is located in an incorporated area.

**Operator & Consultant:** Enter name and contact information.

### II. Project Information

**Program:** Check the box(es) for the type of program under which the permit(s) is being applied for:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Oil & Gas (O&G)        | <input type="checkbox"/> Geothermal: Exploratory wells or Development (in existing field) | <input type="checkbox"/> UGS (Underground Gas Storage)       |
| <input type="checkbox"/> Well Stimulation (WST) |   | <input type="checkbox"/> UIC (Underground Injection Control) |

**Activity:** Check the box(es) associated with each program for the type of activity the permit(s) is being applied for:

- New Drill – drill new well for O&G production, observation/monitoring, injection, storage, or geothermal.
- Rework/Deepen/Sidetrack – modifications/conversion of an existing well
- Abandon/Re-abandon – Plug & Abandonment (P&A) of a company-owned well
- Supplementary – information added to already approved permit(s)
  - Under UGS or UIC Activity: if project has been previously approved, enter project or PAL # after the space provided.

**Surface Ownership & Mineral Ownership:** Check boxes to indicate ownership for the resource being extracted, both above and below ground. If the surface or mineral rights are owned by the State of California, check the State box and provide the State Agency or Department that has ownership. If the surface or mineral rights are owned by the federal government, check the Federal box, and provide the Federal Agency that has ownership [e.g., BLM, USFS, USFWS, NPS, DOD, BOEM].

### III. Documentation of CEQA Compliance

#### LEAD AGENCY INFORMATION:

Operator should contact the **Local Agency** (or State Agency other than DOGGR) to verify whether a CEQA environmental document (ND, MND, EIR) was prepared for the project (may be written specifically for this project, or within the scope of a prior environmental document). This information is necessary for DOGGR to determine its CEQA Agency Role: Lead or Responsible. Based on this and other information provided on this form, answer the question in this box: **“Did the Local Agency prepare an Environmental Document for this Project?”**

- By marking **‘YES’**, this means the Local Agency or another State Agency (other than DOGGR, such as SLC, CEC, CPUC) has prepared an environmental document, and DOGGR may conduct its CEQA review as the **Responsible Agency**. Provide name & contact information for the CEQA Lead Agency in box below. Continue to “Environmental Review Documentation” in Section III of this form.
- By marking **‘NO’**, this means the Local Agency did not prepare an environmental document, and DOGGR may conduct its CEQA review as the **Lead Agency**. There may be situations when the Local Agency determines the proposed project is **exempt** and still issues a permit – if so, check both the **“Exempt”** and **“Permit was issued, but no environmental document was prepared”** boxes. If project was determined to be exempt, provide a copy of the date-stamped NOE, or local resolution approving the exemption if a NOE was NOT filed. To expedite DOGGR’s CEQA review process, please provide information to verify communication with the Local Agency if no permit was issued – provide name, phone # and/or email of staff person contacted, and date of communication. Communication may also be demonstrated by providing a copy of the NOE or an approved local permit (or approvals by another name, such as “job card” or “zoning clearance”).

If activity requires federal permitting and compliance with NEPA (*National Environmental Policy Act*), identify & provide contact information for the **NEPA Lead Agency** in box below – this could be a Federal agency such as BLM, USFS, USFWS, NPS, DOD, BOEM.

#### ENVIRONMENTAL REVIEW DOCUMENTATION:

**CEQA documentation:** Provide Project Title (name of CEQA document); type of CEQA documentation & Notice, and other information requested. If an EIR is submitted, include Responses to Comments, Findings, & Statement of Overriding Considerations.

**NEPA documentation:** Provide Project Title (name of NEPA document) and NEPA Project #; type of NEPA documentation; and other information requested. For EIS only -- Federal Register Notice #, publication date, and date of ROD.

- **CEQA Acronyms:** Environmental Impact Report (EIR); Initial Study (IS), Mitigated Negative Declaration (MND), Negative Declaration (ND), Notice of Determination (NOD), Notice of Exemption (NOE), State Clearinghouse (SCH), Substitute Document (*CA Energy Commission EIR equivalent*);
- **NEPA Acronyms:** Categorical Exemption (CX), Environmental Assessment (EA), Environmental Impact Statement (EIS), Finding of No Significant Impact (FONSI), Federal Register (FR), and Record of Decision (ROD)
- **Agency Acronyms:** State Lands Commission (SLC); CA Energy Commission (CEC); CA Public Utilities Commission (PUC); Bureau of Land Management (BLM), US Forest Service (USFS), US Fish and Wildlife Service (FWS), National Park Service (NPS), Department of Defense (DOD), Bureau of Ocean Energy Management (BOEM)

**No Environmental Review Documentation:** Mark this box if the “No” box is marked at the top of Section III, and there is no environmental document and no exemption notice or paperwork.

## IV. Supporting Documents

Check the boxes for documents submitted with this Checklist for DOGGR's CEQA review. URL's may be added in WellSTAR under the *Form Submit* step, under comments. Please provide copies of applicable documents associated with the proposed project (PDF or weblink).

- A. Items (#1-3):** Documents necessary for DOGGR to conduct its CEQA review – submit with every NOI or Application.
- B. Items (#4-6):** Documents necessary for DOGGR to conduct its CEQA review – submit only when DOGGR is the *Responsible Agency*.
- C. Items (#7-12):** Documents that may apply to your project, due to specific activity types or other circumstances – submit if applicable.

## V. Project Description

The **project description** is the starting point for every project that must undergo a California Environmental Quality Act (CEQA) environmental review at DOGGR. Its purpose is to provide basic information for DOGGR to: determine its CEQA agency role; identify potential environmental impacts resulting from the proposed activity; determine appropriate level of environmental analysis (exemption determination or type of environmental document to prepare); and identify any additional information that may be needed during the environmental review. It must be written in a narrative format that is clear and use simple language where practical. A full and complete project description may be required for environmental review.

For examples, please visit the CEQA Project webpage to view project descriptions in past environmental documents prepared for projects approved by DOGGR. Example project descriptions for different activities are also available at the end of this document.

**To the extent applicable, include the following information on the proposed project.**

- **Project Name**
- **Applicant Name**
- **Project Proposal:** Provide a statement of objectives describing the purpose of the project, including description of project activity, project type, and DOGGR action(s) requested for the proposed project (e.g., issue new drill permit, WST permit, UIC project approval letter, or combination thereof).

Describe activities for each phase of the proposed project, including duration and equipment needed. Include descriptions of associated construction, if any, for temporary and permanent facilities (e.g.; well pad, flowlines, new/widening of access road(s), power poles, etc.). Describe the area in acres that would be disturbed from project activity (temporary and permanent); proposed water use including quantity, source, and method of transportation (e.g.; truck, pipeline, etc.); transportation required (for water, chemicals, equipment, workers, and waste; number of vehicles trips required and vehicle miles); and disposition of all waste materials including the facility where waste would be properly managed (e.g.; reuse, recycle, disposal).

Discuss whether the project would result in an increase in production, thereby requiring expansion of associated facilities (e.g., product processing capacity, addition or expansion of flowlines, addition of flares, steam generation capacity, etc.).

Identify any BMPs proposed as part of the project intended to avoid or reduce any potential impact(s) to the environment that may result from this project.
- **Project Location:** Identify city and/or county, latitude/longitude, section/township/range, oil field name, well name(s), and the size of the project (in acres); and identify whether the proposed well(s) is located inside or outside of a designated oil field boundary established on or before April 5, 1973.
- **Environmental Setting:** Describe the current physical environmental conditions at the project location and the surrounding land use(s) (e.g., agricultural, residential, commercial, established oil field, or other industrial).
- **Local Agency Requirements:** Discuss briefly the local zoning and presence or absence of permits required by the local agency for the proposed activity.
- **Aerial Photos/Maps:** Include photos and/or maps of the project vicinity and project boundary that includes all activities related to the proposed project.

## VI. Project Well List

List the API #, if applicable, Well Name, and date the NOI or permit application was (or will be) filed with DOGGR. List only NOIs or permit applications currently being submitted to DOGGR. Potential future projects should not be included. Additional pages can be added as necessary.

**This Checklist and other CEQA forms can be found on DOGGR's CEQA website at:**  
<http://www.conservation.ca.gov/dog/CEQA>