

Justin Le

From: Aaron Brownwood <AaronB@helixepi.com>
Sent: Friday, May 29, 2020 9:22 AM
To: Justin Le
Subject: San Diego High School Notice of Preparation
Attachments: NOC_SDHS_05292020.pdf; NOP_SDHS_05292020.pdf; SDHS_Initial_Study_052920.pdf

Hi Mr. Le –

Please find our Notice of Preparation for an EIR for the Whole Site Modernization and Long-Range Facilities Master Plan Project at San Diego High School. We would like to request that our public review period begin today, May 29, 2020. I've also included the Notice of Completion and the Initial Study prepared for the project.

Would you please confirm receipt?

Thank you,

Aaron Brownwood
Senior Environmental Project Manager

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Please consider the environment before printing this email.

Justin Le

From: Justin Le
Sent: Friday, May 29, 2020 9:35 AM
To: Aaron Brownwood
Subject: RE: Registration for SCH Doc Submission

Hello Aaron,

If you were able to upload the NOC/NOP through the CEQA Submit Portal then it wouldn't be necessary to send in the physical copy of the NOC, but since we are having trouble with the SCH Login Key it is perfectly fine. I will email you confirmation of the NOC when it arrives and when we have uploaded it as well.

Justin Le

From: Aaron Brownwood <AaronB@helixepi.com>
Sent: Friday, May 29, 2020 9:22 AM
To: Justin Le <Justin.Le@OPR.CA.GOV>
Subject: RE: Registration for SCH Doc Submission

Justin –

Thank you very much. Yes the physical copy of the NOC is on its way to SCH today via FedEx. Was this step unnecessary? I will be also including the Initial Study in my email transmittal shortly.

Aaron

From: Justin Le <Justin.Le@OPR.CA.GOV>
Sent: Friday, May 29, 2020 9:19 AM
To: Aaron Brownwood <AaronB@helixepi.com>
Subject: RE: Registration for SCH Doc Submission

Hello Aaron,

No problem at all you can send the attachments to me and just to confirm that the physical copy of the NOC is being mailed into SCH through FedEx?

Justin Le

From: Aaron Brownwood <AaronB@helixepi.com>
Sent: Friday, May 29, 2020 9:17 AM
To: Justin Le <Justin.Le@OPR.CA.GOV>
Subject: RE: Registration for SCH Doc Submission

Justin – Thank you for the quick reply. I've tried in another browser and still not getting anywhere and I've checked my spam and junk email folders with no luck. Would you mind if I sent you the NOC and NOP via email?

Aaron

From: Justin Le <Justin.Le@OPR.CA.GOV>
Sent: Friday, May 29, 2020 9:12 AM
To: Aaron Brownwood <AaronB@helixepi.com>
Subject: RE: Registration for SCH Doc Submission

Good Morning Aaron,

That is odd it should be sending your way, if possible try opening the [<https://cegasubmit.opr.ca.gov/>] into other browsers and see if you can obtain the key that way.

If you are unsuccessful you may want to check either your junk and/or spam folder. I will see if I can do anything on my end to help you obtain that key.

If it is unsuccessful you can email me the NOP/Initial Study and I will be able to upload the project for you.

Thank you,
Justin Le

From: Aaron Brownwood <AaronB@helixepi.com>
Sent: Friday, May 29, 2020 8:53 AM
To: Justin Le <Justin.Le@OPR.CA.GOV>
Subject: RE: Registration for SCH Doc Submission

Hi Justin –

I have been unable to login as I have not received an email with a key. Can you help? I need to submit an NOP today. I did send the NOC via FedEx arriving by 10:30am this morning; however, I wanted to upload the Initial Study to CEQA Net today.

Thanks,

Aaron

From: Justin Le <Justin.Le@OPR.CA.GOV>
Sent: Thursday, May 28, 2020 9:28 AM
To: Aaron Brownwood <AaronB@helixepi.com>
Subject: Registration for SCH Doc Submission

Thank you for inquiring about our online process.

Our CEQA database is live and ready for agency use to submit notices (NOE/NOD) as well as environmental documents (MND, Neg. Dec., NOPs, EIR...). If you would like additional team members registered, please provide us with their names and email addresses.

****Note for Land into Trust applications and decisions, please include a NOC and documentation(s) you would normally submit to the OPR.***

If your agency submits NODs as a **Responsible Agency**, when submitting a new document to an existing project (projects with an existing SCH#), you will need to request access to that true lead agency.

You are now registered into our new CEQA Database: <https://cegasubmit.opr.ca.gov/> This will help guide you through the database (basically you are filling out the NOD electronically and also uploading it), regarding what to upload and

attach with your submission, please adhere to the first page of the attachment which indicates OPRs requirements. Note page 18 – 20 “helpful hints” are feedback gathered from agencies currently using our database.

Information pertinent for Consulting Firms and Staff within a Lead Agency:

We have a new process in place for consulting firms as well as staff with the Lead Agency. This process will help OPR staff to publish your project smoothly. **You are able to still request access, create and submit your submission to OPR while your role is pending. Until the lead agency can ‘approve’ your request as “submitter”, your submission will still pend.**

Please let the rest of your team know including any lead agency your firm will represent (Currently, if a lead agency does not appear in your drop down menu under “lead agency”), the new “lead agency” **must** ‘approve’ your role in order for OPR to publish (start review or post) your submission.

The lead agency will need to be registered (by OPR) **name and official email is needed.**

- A Lead Agency (staff who will administer “submitters” to submit CEQA documents) will “request access” to role “**admin**”.
- Once approved (by OPR) you may **approve** role requests on your agency’s behalf, and view all representatives as well as documents *submitted* to OPR.
- Once Lead Agency is approved by OPR, Consulting Firm must inform the Lead Agency they requested role as “submitter” and the Lead Must log in successfully and approve requests.