

## MANAGEMENT MEMO

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TO: Hazardous Waste Management Program  
Site Mitigation Program  
External Affairs Program

FROM: William F. Soo Hoo

SUBJECT: In-House Preparation of Initial Studies Pursuant to the California  
Environmental Quality Act

The California Environmental Quality Act (Public Resources Code, section 21000 et seq.) implementing guidelines contained in Title 14, Code of California Regulations, section 15000 et seq., require a Lead Agency to conduct an *Initial Study* to determine if a project may have a significant effect on the environment. All phases of project planning, implementation, and operation must be considered in the Initial Study of the project.

*It is the policy of the Department that all Initial Studies be conducted in-house in order to ensure that the Department, as a Lead Agency, conducts an independent analysis to determine if a project may have a significant effect on the environment. Initial Studies are not to be prepared by outside consultants or contractors.*

The Department may require the applicant or potential responsible party to submit data and information which will enable the Department to prepare the Initial Study. Generally, this is done during the early phases of permit application review or planning phases of site clean up. Similarly, the Department may retain contractors or consultants to assist with specific tasks related to preliminary data gathering or analysis. To meet the requirements of CEQA and implementing Guidelines, Department staff shall use the Initial Study format contained in Attachment A.

Further information concerning preparation of Initial Studies and filing of appropriate documents required by CEQA will be forth coming. Should you have any questions regarding the procedures described herein, please contact:

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Original Signed By:  
William F. Soo Hoo, Director  
September 30, 1993

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Date

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William F. Soo Hoo, Director