



San Francisco Public Library

Government Information Center
100 Larkin Street, 5th Floor, San Francisco, CA 94102
415-557-4500

Factsheet for Non-Government Agency EIRs (Environmental Impact Reports)

EIRs (Environmental Impact Reports) produced and distributed by non-government entities such as public utilities or environmental contractors for public viewing during the comment period before performing a recommended remedial, removal, or other necessary action prior to land reuse or construction are on occasion sent to the Government Information Center (GIC).

Most EIRs sent to the GIC are from outside of the purview of our repository obligations with the Federal Depository Library Program (FDLP), State of California Library, and the repository mandate with the City and County of San Francisco Government. Usually, these EIRs are sent to us from an environmental consultant on behalf of a public utility company or local and/or state agency working on a building project or involved in the environmental remedial work to be done at the site location.

For non-government agency EIRs, the following guidelines are to be followed:

- The responsible entity for these documents is to deliver (by mail or in person) a copy three days before the comment period begins.
- The GIC will make these EIRs available to the public for the entire comment period.
- The GIC will not keep nor hold these documents in perpetuity in its collection.
- The entity responsible for these documents is responsible to retrieve these EIRs by either picking them up in person or having them mailed back to them.

Please note:

- EIRs that are over 25 pages are to be mailed via USPS or hand delivered directly to the address in the above letterhead.
- EIRs that are less than 25 pages can be emailed directly to sfdocs@sfpl.org