Alcohol & Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

**Alaska Marijuana Control Board**

# Cover Sheet for Marijuana Establishment Applications

## What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

### Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

| | | | | | |
|---|---|---|---|---|---|
| **Licensee:** | STEVE BASKIN; BIRCHIE J WALTER; TAMMY L WALTER | **License Number:** | | 10308 | |
| **License Type:** | Limited Marijuana Cultivation Facility | | | | |
| **Doing Business As:** | GREENDREAMS CULTIVATION | | | | |
| **Physical Address:** | 680 winch rd | | | | |
| **City:** | fairbanks | **State:** | AK | **Zip Code:** | 99712 |
| **Designated Licensee:** | | | | | |
| **Email Address:** | birchiesgreendream@gmail.com | | | | |

### Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

| | |
|---|---|
| **Attached Items:** | MJ-01 Marijuana Establishment Operating Plan<br>Sample Identification badge |
| *OFFICE USE ONLY* | |

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# Form MJ-01: Marijuana Establishment Operating Plan

## What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

## What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

## Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

| | | | | | |
|---|---|---|---|---|---|
| **Licensee:** | Steve Baskin, Birchie J Walter, Tammy L Walter BJW TW TLW | **License Number:** | 10308 | | |
| **License Type:** | Limited Marijuana Cultivation Facility | | | | |
| **Doing Business As:** | GreenDreams Cultivation | | | | |
| **Premises Address:** | 680 Winch Rd. | | | | |
| **City:** | Fairbanks | **State:** | ALASKA | **ZIP:** | 99712 |

| | | | | | |
|---|---|---|---|---|---|
| **Mailing Address:** | 680 Winch Rd. | | | | |
| **City:** | Fairbanks | **State:** | ALASKA | **ZIP:** | 99712 |

| | | | |
|---|---|---|---|
| **Primary Contact:** | Birchie J Walter | | |
| **Main Phone:** | 907-251-1420 | **Cell Phone:** | 907-251-1420 |
| **Email:** | birchiesgreendream@gmail.com | | |

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# Form MJ-01: Marijuana Establishment Operating Plan

## Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

**Restricted Access Areas (3 AAC 306.710):**

**Describe how you will prevent unescorted members of the public from entering restricted access areas:**

We will prevent unescorted members from entering restricted areas by using commercial locks and by having a security camera in place we will be able to monitor those areas and prevent anyone from trying to enter. We will also post signs stating this is a restricted area and only authorized personnel may enter.

**Describe your processes for admitting visitors into and escorting them through restricted access areas:**

All visitor's will be required to sign in at the office with name date and time of entry. Identification will be checked to make sure they are at least 21 years of age. All visitor's will be provided a badge while at our facility that will clearly indentify who they are. Visitor's will be escorted by authorized personnel at all times. Upon leaving our facility they will sign out with date and time and return their badge. All visitor's will also be tracked in our database system.

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# Form MJ-01: Marijuana Establishment Operating Plan

**Describe your recordkeeping of visitors who are escorted into restricted access areas:**

All visitor's will be required to sign in and out at the front office and obtain a badge after they have proven they that are at least 21 years of age by providing proper identification. Visitor's personal contact information, date, time in and time out of our facility will also be logged into our database.

**Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:**

# Birchie Walter

Owner, GreenDreams Cultivation

# Birchie Walter

Owner, GreenDreams Cultivation

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# Form MJ-01: Marijuana Establishment Operating Plan

**Security Alarm Systems and Lock Standards (3 AAC 306.715):**

**Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:**

We will be placing exterior lights next to outside surveillance cameras so that they are well lit and anything or anyone will be easily identifiable.

**An alarm system is required for all license types. Describe the security alarm system for the proposed premises:**

We are purchasing a commercial alarm system through Frontline Security.

**The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:**

We will have sensors on all of the doors and windows of our facility. The alarm system will include an IQ panel with image sensor and crash and smash technology.

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# Form MJ-01: Marijuana Establishment Operating Plan

**Describe your policies and procedures for preventing diversion of marijuana or marijuana product:**

We will be using METRC to inventory all product and there will be inventory controls set in place to make sure that any employees are not stealing and selling to illegal entities.

**Describe your policies and procedures for preventing loitering:**

No trespassing and no loitering signs will be posted. If or when we have visitors we will implement an alotted time for each visitor to be on our premesis. They will be required to sign in and out with date and time.

**Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:**

We will have motion scensored lighting on the exterior of our facility and we will have access to the alarm panel next to the office so that a panic button can be easily reached.

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# Form MJ-01: Marijuana Establishment Operating Plan

**Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:**

Authorized personnel will gather in a safe area and remain there until law enforcement arrives and secures the breach. If a breach of security happens while we are away from the facility we will wait to return until law enforcement secures the breach and gives us approval.

**Video Surveillance (3 AAC 306.720):**

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

| Video surveillance and camera recording system covers the following areas of the premises: | Yes | No |
|---|---|---|
| **Each restricted access area and each entrance to a restricted access area** | ☑ | ☐ |
| **Both the interior and exterior of each entrance to the facility** | ☑ | ☐ |
| **Each point of sale area** | ☑ | ☐ |

| Each video surveillance recording: | Yes | No |
|---|---|---|
| **Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing** | ☑ | ☐ |
| **Clearly and accurately displays the time and date** | ☑ | ☐ |
| **Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated** | ☑ | ☐ |

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**Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:**

Videos surveillance cameras will cover every area of our facility. We will have a camera directly facing all points of entry on both the interior and exterior of our facility which will provide us with a clear view of any individual approaching.

**Describe the locked and secure area where video surveillance recording equipment and records will be housed and stored and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the board:**

There will be a small security room which will remain locked. Inside we will keep a cabinet which will also be locked, that will contain all of our recording equipment and sensitive records. Only authorized personnel will have access to this area.

| **Location of Surveillance Equipment and Video Surveillance Records:** | Yes | No |
|---|---|---|
| Surveillance room or area is clearly defined on the premises diagram | ☑ | ☐ |
| Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area | ☑ | ☐ |
| Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board | ☑ | ☐ |
| Video surveillance records are stored off-site | ☑ | ☐ |

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**Business Records (3 AAC 306.755):**

All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records. Applicants should be able to answer "Yes" to all items below.

| Business Records Maintained and Kept on the Licensed Premises: | Yes | No |
|---|---|---|
| All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises | ☑ | ☐ |
| A current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment | ☑ | ☐ |
| The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises | ☑ | ☐ |
| Records related to advertising and marketing | ☑ | ☐ |
| A current diagram of the licensed premises including each restricted access area | ☑ | ☐ |
| A log recording the name, and date and time of entry of each visitor permitted into a restricted access area | ☑ | ☐ |
| All records normally retained for tax purposes | ☑ | ☐ |
| Accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed | ☑ | ☐ |
| Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f) | ☑ | ☐ |

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# Form MJ-01: Marijuana Establishment Operating Plan

**A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:**

All of our records will be stored in a locked cabinet inside of our locked security room. We will be placing all of our database records onto back up drives. One will be kept secured in the cabinet and the other will be stored off site at a storage facility in which only autorized personnel will have access to. All hard copies and dated materials past 6 months will also be stored off site.

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# Form MJ-01: Marijuana Establishment Operating Plan

## Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer "Yes" to all items below.

| **Marijuana Tracking and Weighing:** | Yes | No |
|---|---|---|
| A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used | ☑ | ☐ |
| All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745 | ☑ | ☐ |

**Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:**

We are using the METRC system which is the program that has been approved and implemented by the Marijuana Control Board.

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# Form MJ-01: Marijuana Establishment Operating Plan

## Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer "Yes" to all items below.

| **Marijuana Hander Permit:** | Yes | No |
|---|---|---|
| Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment | ☑ | ☐ |
| Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises | ☑ | ☐ |
| Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired | ☑ | ☐ |

**Describe how your establishment will meet the requirements for employee qualifications and training:**

All empoyee's will be required to provide proof of and obtain a marijuana handler's permit before being considered for hire. All employee's will be required to provide us with a valid copy of their permit to keep on file on the premesis. All permits will be checked for expiration.

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# Form MJ-01: Marijuana Establishment Operating Plan

## Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to the statement below.

| **Marijuana Waste Disposal:** | Yes | No |
|---|---|---|
| The marijuana establishment shall give the board at least 3 days notice in the marijuana inventory tracking system required under 3 AAC 306.730 before making the waste unusable and disposing of it | ☑ | ☐ |

**Describe how you will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, process, testing, or retail sales, in compliance with applicable federal, state, and local laws and regulations:**

We spoke with Tonya Bear, P.E. Engineer I Department of Environmental Conservation Division of Water, Wastewater Discharge in Fairbanks and she has provided us with a letter approving our watewater disposal method in which we have attached for your review. Wastewater will be collected in drip trays under the pots and disposed of in a garden area or a land surface that is away from any other sourcce of water. Solid wastes will be ground up with yard debris and food scraps for compost and used for garden soil. Marijuana waste will be kept in sealed tubs for 3 days to deem unusable in which we will label as such. BJW TW AB

**Describe what material or materials you will mix with the ground marijuana waste to make it unusable:**

Yard debris and food scraps for compost.

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# Form MJ-01: Marijuana Establishment Operating Plan

**Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves the marijuana establishment. Describe the process or processes that you will use to make the marijuana plant waste unusable:**

Marijuana waste will be kept and used at our facility for composting puposed only. All solid marijuana waste will be ground up with yard debris and food scraps and be used for compost which will then be used in our garden. All marijuana wastewater will be returned to a land surface or garden area away from any other water source per the approval letter from the Department of Environmental Conservation Division of water as stated above.

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# Form MJ-01: Marijuana Establishment Operating Plan

## Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to all items below.

| **Marijuana Transportation:** | Yes | No |
|---|---|---|
| The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700 | ☑ | ☐ |
| The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle | ☑ | ☐ |
| The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport | ☑ | ☐ |
| During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport | ☑ | ☐ |
| Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment | ☑ | ☐ |
| When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received | ☑ | ☐ |
| The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest | ☑ | ☐ |

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# Form MJ-01: Marijuana Establishment Operating Plan

**Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:**

We will package in packages not exceeding one ounce for resale to consumers without additionally handling by the retail marijuana store except to add the retail store's own identifying name or logo and license number. It will be in a wholesale package not exceeding 5 pounds for repackaging by the retail store. All packages will be identified by a tracking label generated by METRC. Marijuana will be placed in a tamper evident shipment container with a label affixed. An METRC transport manifest will be kept with the marijuana at all times during transport. when selling without repackaging each marijuana package will be labeled with the following: 1. Marijuana ha intoxicating effects and may be habit forming and addictive. 2. Marijuana inpairs concentration, cooridination and judgement. Do not operate a vehicle or machinery while under the influence. 3. There are health risks associated with the consumption of marijuana. 4. For use only by adults 21 yrs and older, keep outh of the reach of childern. 5. Marijuana should not be used by women who are pregnant or breast feeding.

**Describe the type of locked, safe, and secure storage compartments that will be used in any vehicles transporting marijuana or marijuana product:**

We will be using Valkryrie Security to transport our marijuana. Our containers will be labled and tamper evident with METRC tracking manifest. Valkyrie security and asset Protection Inc. use armored staff and vehicles. Their transport staff will secure product in locked containers wiht tamper resistant locks prior to leaving the licensed facility. All locked container will be with armed transport staff at all times and only removed from vehicle upon arrival to receiving licensed facility. The tamper resistant locks will only be removed in the presence of an authorized person at the receiving licensed facility. BJW

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# Form MJ-01: Marijuana Establishment Operating Plan

## Section 7 – Signage and Advertising

**Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:**

We will have a sign posted on the front door of our facility with our business name and hours of operation. The dimensions will be 11x13.

**If you are not applying for a retail marijuana store license, you do not need to complete the rest of Section 7, including Page 17.**

**Restriction on advertising of marijuana and marijuana products (3 AAC 306.360):**

All licensed retail marijuana stores must meet minimum standards for signage and advertising.

Applicants should be able to answer "Agree" to all items below.

| No advertisement for marijuana or marijuana product will contain any statement or illustration that: | Agree | Disagree |
|---|---|---|
| **Is false or misleading** | ☐ | ☐ |
| **Promotes excessive consumption** | ☐ | ☐ |
| **Represents that the use of marijuana has curative or therapeutic effects** | ☐ | ☐ |
| **Depicts a person under the age of 21 consuming marijuana** | ☐ | ☐ |
| **Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana** | ☐ | ☐ |

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| No advertisement for marijuana or marijuana product will be placed: | Agree | Disagree |
|---|---|---|
| **Within one thousand feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21** | ☐ | ☐ |
| **On or in a public transit vehicle or public transit shelter** | ☐ | ☐ |
| **On or in a publicly owned or operated property** | ☐ | ☐ |
| **Within 1000 feet of a substance abuse or treatment facility** | ☐ | ☐ |
| **On a campus for post-secondary education** | ☐ | ☐ |

| Signage and Promotional Materials: | Agree | Disagree |
|---|---|---|
| **I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)** | ☐ | ☐ |
| **The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products** | ☐ | ☐ |
| **All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)** | ☐ | ☐ |

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# Form MJ-01: Marijuana Establishment Operating Plan

## Section 8 – Control Plan for Persons Under the Age of 21

**Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:**

All persons entering our facility must provide valid identification to verify that they are at least 21 years of age. All visitors will be required to wear a badge that will identify them and their age. Visitors will be escorted by authorized personnel. Our facility will be locked with commercial and we will have a full security system which includes video surveillance. All points of entry will also have sensors that will trigger the alarm when opened. Our facility will have signage posted restricting access to anyone under the age of 21 from entering.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

Birchie J. Walter
Printed name

Subscribed and sworn to before me this 13 day of July, 2016.

STATE OF ALASKA
NOTARY PUBLIC
Felicia R. Buist
My Commission Expires: 4/28/2020

Felicia R. Buist
Notary Public in and for the State of Alaska.

My commission expires: 4/28/2020

Hello Birchie,

Thank you for this information. For the agricultural wastewater (collected in trip trays under the pots) the Wastewater program has no objection to disposal of this wastewater to a garden area or other land surface. Please be sure that the wastewater does not have an extreme high or low pH prior to disposal (should in in a range between 6 – 9). Also please be sure that the wastewater is not disposed within 150 feet of the drinking water well or within 100 feet of the spring. Wastewater should be disposed of in a manner that prevents runoff towards surface water (i.e. spring).

We understand that you intend to convert a "dry" cabin for your agricultural operation. On the matter of the domestic wastewater from the hand wash sink in the grow area. If this building is connected via a water line from the existing drinking water well such that there is a faucet that provides running water at the sink, there must be an authorized onsite wastewater system to receive that domestic wastewater.

If you have any further questions, please let me know.

Thanks,

**Tonya Bear, P.E.**
Engineer I

Department of Environmental Conservation
Division of Water, Wastewater Discharge
Engineering Support & Plan Review Section
610 University Avenue, Fairbanks, AK 99709
Email: tonya.bear@alaska.gov
Office: 907-451-2177