# State of Alaska

# Department of Natural Resources Division of Forestry & Fire Protection



# Northern Region—Tok Area Office Forest Land Use Plan

Young Negotiated Timber Sale, Harvest Units 1-8 NC-1783-T

September 2025

#### **Abbreviations**

ADEC Alaska Department of Environmental Conservation

ADF&G Alaska Department of Fish and Game

ADNR Alaska Department of Natural Resources

BIF Best interest finding

DMLW Division of Mining, Land and Water

DOF Division of Forestry & Fire Protection

FLUP Forest Land Use Plan

FRPA Alaska Forest Resources and Practices Act

FYSTS Five-Year Schedule of Timber Sales

MBF Thousand board feet

OHA Office of History and Archeology

ROW Right-of-way

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#### I. Introduction

Project File Number: NC-1783-T

Division of Forestry & Fire Protection Office: Tok Area Office

Area Forester: Kato Howard

Forest Practices Geographic Region (AS 41.17.950): Region III

This Forest Land Use Plan (FLUP) covers proposed forest operations on approximately 343 acres of mature white spruce forest with minor components of poplar and aspen from land within the Tanana Valley State Forest approximately 12 miles southwest of the community of Tok. It is intended to provide the best available information regarding the proposed harvest of timber, and management of other non-timber uses in compliance with AS 38.05.112 and AS 41.17.060, and must be adopted by the DNR before the proposed activity can occur.

☑ This Forest Land Use Plan is for timber sale(s) which have been determined to be in the best interest of the state pursuant to AS 38.05.035 (e) and AS 38.05.945; Best Interest Finding, Timber Sale NC-1783-T. (This FLUP does not determine whether or not to access and sell timber within the timber sale area, nor the method of sale. Those decisions have been made previously in the June 6<sup>th</sup>, 2023, Best Interest Finding and are not appealable under this FLUP.

☐ This Draft Forest Land Use Plan is for timber sale(s) for which a Preliminary Best Interest Finding is currently out for review. A final best interest finding must be completed prior to adoption of a FLUP pursuant to AS 38.05.035 (e) and AS 38.05.945; [Preliminary Best Interest Finding, Timber Sale name/number (date of Preliminary Finding) available at [hyperlink]].

☐ This [Draft] Forest Land Use Plan is for timber to be harvested that does not require a final finding pursuant to AS 38.05.035 (e) and notification under AS 38.05.945.

This Forest Land Use Plan was made available for public comments; the review period ended on August 30<sup>th</sup>, 2025. After public and agency review of the draft FLUP, the DOF reviewed comments, made changes as appropriate (see Appendix C) and has adopted this FLUP. This Forest Land Use Plan has been adopted by the Department of Natural Resources. Site specific compliance with the Alaska Forest Resources and Practices Act and the Regulations, as well as the Final Finding for this proposed project are reflected in this Forest Land Use Plan and will be implemented in the Timber Sale Contract.

An eligible person affected by this decision, and who provided timely written comment or public hearing testimony to the department, may appeal the decision to the DNR Commissioner per AS 44.37.011 and 11 AAC 02. Comments on the specific requirements for harvest, access, and reforestation operations in the FLUP should be submitted in writing to Kato Howard, Area Forester no later than September 30<sup>th</sup>, 2025. Comments can be mailed to the State of Alaska, Division of Forestry & Fire Protection, Tok/Copper River Area, Box 10 Tok, Alaska 99780 or emailed to Kato.Howard@alaska.gov.

☑ Other Documents are referenced in this FLUP. This timber sale is designed to be consistent

with the management intent of the following documents:

Tanana Valley State Forest Management Plan

Young Negotiated Timber Sale Best Interest Finding, NC-1783-T

The administrative record for this sale is maintained at the Division of Forestry & Fire Protection Tok Area Office filed as NC-1783-T.

#### A. Legal description

Township 16 North, Range 12 East, Sections 10, 11, 15, 16, 21, and 22 of the Copper River Meridian (CRM). The sale area is found within the Tanacross A-5 NE USGS Quadrangle. See also map in Appendix A.

#### **B.** Operational Period

Calendar years 2025-2033

#### C. Timber Disposal

☐ Timber will be sold and will have a contract administrated by the State.
☐ Timber will be available to the public; permits obtained by the public will be issued by the
State.
□ Other

#### D. Objectives and Summary

- 1. Follow the Alaska Department of Natural Resources' (ADNR) constitutional mandate and encourage the development of the State's renewable resources, making them available for maximum use consistent with the public interest;
- 2. Support the State's economy by providing stumpage receipts, wages, purchases, and jobs.
- 3. Improve forest growth and vigor by harvesting and replacing mature and decadent stands with young healthy regenerating ones, while protecting and maintaining other resource values.
- 4. Create a mosaic of habitat conditions for game and non-game wildlife species.

#### II. Affected Land Owners/Jurisdictions

#### A. State

Activity on ownership:	Access Easement	Harvest	Written Representative Approval
		$\boxtimes$	
☐ Other state land managed by DNR			
☐ University of Alaska			
☐ Mental Health Trust			
☐ School Trust			
B. Other Land Ownership			
Land Owner: None			
Land Owner Representative: None			

# III. Harvest Methods, Silvicultural Actions, and Management of Non-timber Resources

Forest operations will be designed to:

- Protect fish habitat and water quality in compliance with the best management practices in 11 AAC 95.260-.370,
- Manage for the other land uses and activities identified in AS 41.17.060 and the Best Interest Finding for this timber sale, and
- Ensure prompt reforestation and maintenance of site productivity in compliance with AS 41.17.060(c) and 11 AAC 95 .375-.390.

Harvest and Silvicultural Methods:

$\boxtimes$	The si	lvic	ultura	l actions	are c	describ	ed in this	docun	nent,	and n	o pre	escription	was	written	or	is
	neces	sary														
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☐ A silvicultural prescription has been written and is attached to this document in Appendix B.

#### A. Timber Stand Description and History

Stands within this sale area are composed of primarily mature white spruce (*Picea glauca*) sawtimber with minor components of white spruce pole timber. The average age of the spruce sawtimber was 115 with some trees exhibiting signs of sweeps, crooks, butt rot, and engraver beetle (*Ips spp.*). Decadent (cavities, butt rot) balsam poplar (*Populus balsamifera*) was found near riparian areas. Patches of windthrown trees were observed adjacent to the Tok River and were excluded from the harvest. These sites appeared thinned from natural disturbance with regenerating spruce of seedling and sapling size observed growing vigorously throughout. Evidence of seedling and sapling size poplar and Alaska paper birch (*Betula neoalaskana*) was also identified in minor expanses among the windthrow. Aspen (*Populus tremuloides*) was the least abundant tree species and was only found in Unit 1 growing in small clusters. These trees were of varying condition (cavities, leaf miner (*Phyllocnistis populiella*), dieback) with many standing dead or downed.

All units are located approximately 1,840 feet above sea level among the forested alluvial flats of the Tok River corridor with several sloughs and small bodies of standing water observed in the lower elevations of the sale. Ground cover vegetation is primarily horsetail (*Equisetum*), prickly rose (*Rosa acicularis*), bunchberry (*Cornus canadensis*), and false toadflax (*Geocaulon lividum*). The soils overall appeared gravelly, overlain with silt, and contained a layer of moss with an average organic depth of 4 inches.

Remnant evidence of charred stumps and logs was noted in several units which may have been the result of past wildfires that more than likely initiated the current age classes found within the sale area.

Evidence of past timber harvest not associated with NC-1783-T was observed to the east and west of the sale area. There are several regenerating units to the west of Unit 4 and 8 that were observed to be partially harvested sometime in the 1980's. Another three regenerating units to the east of Unit 2 were partially cut around 2010.

#### **B.** Timber Harvest Activities

Timber Harvest Activities are displayed in Table 1.

**Table 1. Timber Harvest Activities** 

Unit ID	Acres	Topography	Silvicultural Action	Logging Method
1	122	Flat	Even-aged management utilizing the clearcut system	Ground based logging (skidder, feller buncher)
2	20	Flat	Even-aged management utilizing the clearcut system	Ground based logging (skidder, feller buncher)
3	18	Flat	Even-aged management utilizing the clearcut system	Ground based logging (skidder, feller buncher)
4	9	Flat	Even-aged management utilizing the clearcut system	Ground based logging (skidder, feller buncher)
5	63	Flat	Even-aged management utilizing the clearcut system	Ground based logging (skidder, feller buncher)
6	51	Flat	Even-aged management utilizing the clearcut system	Ground based logging (skidder, feller buncher)
7	34	Flat	Even-aged management utilizing the clearcut system	Ground based logging (skidder, feller buncher)
8	26	Flat	Even-aged management utilizing the clearcut system	Ground based logging (skidder, feller buncher)
Total	343			

#### C. Site Preparation

Reforestation will be aided using scarification techniques to expose mineral soil and assist commercial tree species with competition among grass and shrubs. Heavy machinery such as roller choppers, disc trenchers, or excavators may be used to perform this treatment.

- ☐ Site preparation will not be necessary. There is either sufficient residual stocking, or because there has been sufficient soil disturbance by logging to forego scarification.
- ⊠ Site preparation will be implemented and described in Table 2:

**Table 2. Site Preparation** 

Unit ID	Acres	Site Preparation Method	Date of Completion
1	122	Mechanical patch scarification	Completed annually following the previous season's harvest

Mechanical site preparation should avoid driving heavy equipment over known den sites greater than 12" in diameter (e.g., dens for fox, wolves, and bears).

#### D. Slash Abatement

<ul> <li>□ Potential for insect infestations caused by slash accumulations exists. Slash abatement for controlling infestations will be implemented as required by 11 AAC 95.370.</li> <li>□ Lop and scatter slash; accumulations will be kept to less than 2 feet in height.</li> <li>□ Slash will be disposed of by the operator □ Slash will be disposed of by the State</li> <li>□ Other - method of slash disposal: □ removal off site □ crushing or grinding □ burning</li> <li>□ Burn permits necessary from DOF and DEC to be acquired.</li> <li>□ The operator will contact the DOF local area office prior to ignition of debris.</li> </ul>
E. Soil Stability / Erosion / Mass Wasting
⊠ Maximum percent side slopes are ≤50%
☐ Maximum percent side slopes are >50%
Percentage of sale area with slopes >50%: 0%
Maximum percent slopes:<10%
□ There are no indicators of unstable areas.
☐ Indicators of unstable areas were identified and will be mitigated by actions indicated below.
F. Timber Harvest—Surface Water Protection
☐ There are no streams or lakes abutting or within a harvest unit.
⊠ Known surface waters and protection measures are described in Table 3 below. <i>Locations are</i>

**Table 3. Protection for Known Surface Waters** 

Unit Waterbody Name		AS 41.17.950 Classification	ADF&G AWC#	Required Riparian Protection	Site-specific actions to minimize impacts on riparian area
2,3,6,7,8	Tok River	Type III-B	334-40- 11000- 2490-3660	Harvest may not be undertaken within 50 feet of the waterbody; between 50 and 100 feet up to 50% of standing white spruce trees having at least a 9" DBH may be harvested	FRPA Best Management Practices (BMPs)
3	Backwater slough	Type III-A	None	Harvest may not be undertaken within 66 FT of the waterbody	FRPA Best Management Practices (BMPs)

Surface waters listed above were reviewed by the Department of Fish and Game:

☑ During the timber sale planning process

included in the operational map in the Appendices.

Forest Land Use Plan for Young Negotiated Timber Sale, Harvest Units 1-8, NC-1783-T

□ During the agency review conducted for the Best Interest Finding for this sale

□ During the drafting of this Forest Land Use Plan

□ Stream Crossings (Title 16) Permits are needed per ADF&G Division of Habitat

Surface waters listed above were reviewed by the Department of Environmental Conservation:

□ During the timber sale planning process

□ During the agency review conducted for the Best Interest Finding for this sale

□ During the drafting of this Forest Land Use Plan

Non-classified surface waters are subject to applicable BMPs in 11 AAC 95.

Notes: The Tok River riparian corridor and associated sloughs will retain standing timber and vegetation as defined by FRPA. Several revegetated channels and sloughs were observed where water has not been present for several decades.

G. Wildlife Habitat

□ Wildlife species and allowances for their important habitats were addressed in writing by the Department of Fish & Game during the Best Interest Finding review.

Silvicultural practices to be applied to minimize impacts to wildlife habitat or wildlife management:

Department of Fish & Game during the drafting of this Forest Land Use Plan.

☐ Timber retention - concentrations of timber surrounding harvest units, or interspersed within harvest units to provide cover.

☐ Wildlife species and allowances for their important habitats were addressed in writing by the

⊠ Snag Retention- snags or isolated trees left for cavity nesting species.

☐ Large Woody Debris – concentrations of downed timber or logging debris interspersed within harvest units to provide cover left on site.

☑ Other actions: Slash piles – interspersed as habitat features

Notes: The intent is to maintain standing dead trees/snags within harvest units. Some slash piles may be retained to provide habitat for small mammals and other non-game species. Slash accumulation will be kept to a minimum so as not to impede reforestation.

#### H. Cultural and Historical Resource Protection

$\boxtimes$	This project was reviewed by the State Historic and Preservation Office (SHPO).
$\boxtimes$	No artifacts have been reported within the project area(s).
	Known or likely sites have been identified and a mitigation plan is in place. (Describe the
	mitigation actions.)

#### I. Other Resources Affected by Timber Harvest and Management

☐ There are other resources and areas of concern besides surface water, fish habitat, and wildlife habitat that may be affected. Mitigations actions were addressed in the Best Interest Finding.

Table 4. Other Affected Resources / Areas of Concern

Impacted Resource	Reviewing Agency	Impact/ Mitigation Actions
None	None	None

<sup>☑</sup> There are no affected resources or areas of concern other than surface water, fish habitat, and wildlife habitat, which are addressed in this Forest Land Use Plan.

#### J. Reforestation

Reforestation will occur utilizing the clearcut method to create space and allow adequate light to reach the forest floor in support of natural regeneration of white spruce and other commercial tree species. There will be some mechanical patch scarification post-harvest to assist the seedbed with germination. The sale area is found within Region III where FRPA requirements are that reforestation must be achieved within seven years after harvest, though the division may allow for a period of up to twelve years for natural regeneration where site conditions indicate a likelihood of success. In Region III the number of seedlings must average a minimum of 450 per acre and must have survived on site for a minimum of two years (11 AAC 95.375).

Harvest type as it relates to reforestation requirement:
⊠ Clearcut/Even-Aged Management
☐ Region I: Partial Harvest leaving more than 50% live basal area (11 AAC 95.375(b)(3))
☐ Region II or III: Partial Harvest relying on residual trees to result in a stocking level that meets standards of 11 AAC 95.375(b)(4).
Season of harvest:
☐ Winter harvest only
☐ Non-winter harvest only
Regeneration type:
<b>Natural regeneration</b> ■
List species: White Spruce ( <i>Picea glauca</i> ), Balsam Poplar ( <i>Populus balsamifera</i> ), Alaska paper birch ( <i>Betula neoalaskana</i> ), Aspen ( <i>Populus tremuloides</i> )
☐ Artificial regeneration
☐ Seeding: Species and source of seed (general vicinity location of seed source)
☐ Planting: Species: Date of proposed planting:
Source of seedlings (location of seed source):

#### IV. Roads and Crossing Structures

#### A. Road Design, Construction, and Maintenance

Roads will be designed, constructed, and maintained to prevent significant adverse impacts on water quality and fish habitat (AS 41.17.060(b)(5)), and site productivity (AS 41.17.060(c)(5)). Roads will comply with the best management practices in the Forest Resources and Practices Regulations (11 AAC 95.285 - 95.335). New roads will be constructed and maintained to road standards set out in the DOF Road Standards Guidelines.

Roads or other means required for the access and removal of this timber from the harvest area(s) or unit(s) are listed in Table 5A and 5B

Table 5A. Road Reconstruction and Use

Road ID	Harvest Unit	Mile/ Station **	Road Class	Maximum Grade %*	Constructed By	Maintained By
Oxbow Trail Road	All	1.19	Primary	6%	Purchaser	Purchaser

Table 5B. New Road Construction and Use

Road ID	Harvest Unit	Mile/ Station **	Road Class	Maximum Grade %	Constructed By	Maintained By
Oxbow Trail Spur #1	1	0.66	Spur	12%	Purchaser	Purchaser

Road Class is as defined in the DOF Road Standards.

#### B. Soil Erosion / Mass Wasting

Maximu	m percent side slopes:<10%
⊠ Maxi	imum percent side slopes are ≤50%_
☐ Maxi	imum percent side slopes are >50%
$\boxtimes$ Th	nere are no indicators of unstable areas where roads will be constructed
$\square$ In	dicators of unstable areas were identified and will be mitigated by actions indicated
b	elow:

<sup>\*</sup>Note: Roads must be less than 20% grade per 8 AAC 61.1060 Additional Logging Standards.

<sup>\*\*</sup>One mile equals 5,280 feet.

**Table 6. Road Erosion Control Risk and Mitigation** 

Road ID	Segment	Identified Erosion Risk	Risk Level	Mitigation
Oxbow Trail Road	All	None	Low	FRPA Best Management Practices (BMPs)
Oxbow Trail Spur #1	All	None	Low	FRPA Best Management Practices (BMPs)

General Timber Sale Erosion	Control:		
☐ Grass seeding	☐ Erosion control mats	☐ Wattle	
☐ Other:		☐ Not applicable	
C. Crossing Structures			
Are you removing or replacing	ng drainage structures?	YES ⊠ NO	
Are you removing or replacin  ☐ No crossing structures are			

Table 7. Required Drainage and Crossing Structures on Known Surface Waters

Location	Point Label	Bridge Length (ft.) or Culvert Diameter (in.)	Structure Type [ex. Corrugated Metal Pipe, Ice Bridge]	AS 41.17.950 Stream Classification	ADF&G AWC Number	Duration of crossing structure in place
Tok River	P1	100 FT	Ice Bridge	Type III-B	334-40-11000- 2490-3660	Winter Only

#### **D. Road Closure**

Roads constructed for the timber sale that are left open will be subject to maintenance standards under 11 AAC 95. 315. Otherwise, roads constructed for the timber sale will be closed, subject to standards under 11 AAC 95.320.

**Table 8. Road Closures** 

Road ID	Closure Type All Season/Winter	Estimated Closure Date	Projected Road Use after Timber Harvest
Oxbow Trail Road	Inactive	End of harvest	Silviculture, firewood, hunting, fishing, foraging
Oxbow Trail Spur #1	Inactive	End of harvest	Silviculture, firewood, hunting, fishing, foraging

E. Material Extraction				
	aterial extraction and dispo	roject area. sposal will be located outside of riparian osal will be located as shown on the from entering surface waters.		
F. Other Resources Affe	cted by Roads or Materia	al Extraction		
construction, and indicate				
Impacted Resource	Reviewing Agency Impact / Mitigation Actions			
None	None	None		
	an has been reviewed by ation necessary to be ado y AS 38.05.112.	the Division of Forestry & Fire Protection pted by the Department of Natural		
Nato Nowa	ra 	9.4.25		
Area Forester	1	Date		

**Regional Forester** 

09/04/2025

Date

An eligible person affected by this decision, and who provided timely written comment or public hearing testimony to the department, may appeal the decision to the DNR Commissioner per AS 44.37.011 and 11 AAC 02. Any appeal must be received within twenty (20) calendar days after issuance of this decision under 11 AAC 02.040. An eligible person must first appeal a decision to the Commissioner before seeking relief in superior court. The Alaska State Courts establish its own rules for timely appealing final administrative orders and decisions of the department.

Appeals may be mailed or hand-delivered to the DNR Commissioner's Office, 550 W. 7th Avenue, Suite 1400, Anchorage, Alaska, 99501; or faxed to (907)-269-8918; or sent by electronic mail to dnr.appeals@alaska.gov. Appeals must be accompanied by the fee established in 11 AAC 05.160(d)(6), which has been set at \$200 under the provisions of 11 AAC 05.160 (a)-(b).]

A copy of 11 AAC 02 is enclosed and is also available on the department's website at <a href="https://dnr.alaska.gov/mlw/pdf/DNR-11-AAC-02.pdf">https://dnr.alaska.gov/mlw/pdf/DNR-11-AAC-02.pdf</a> .

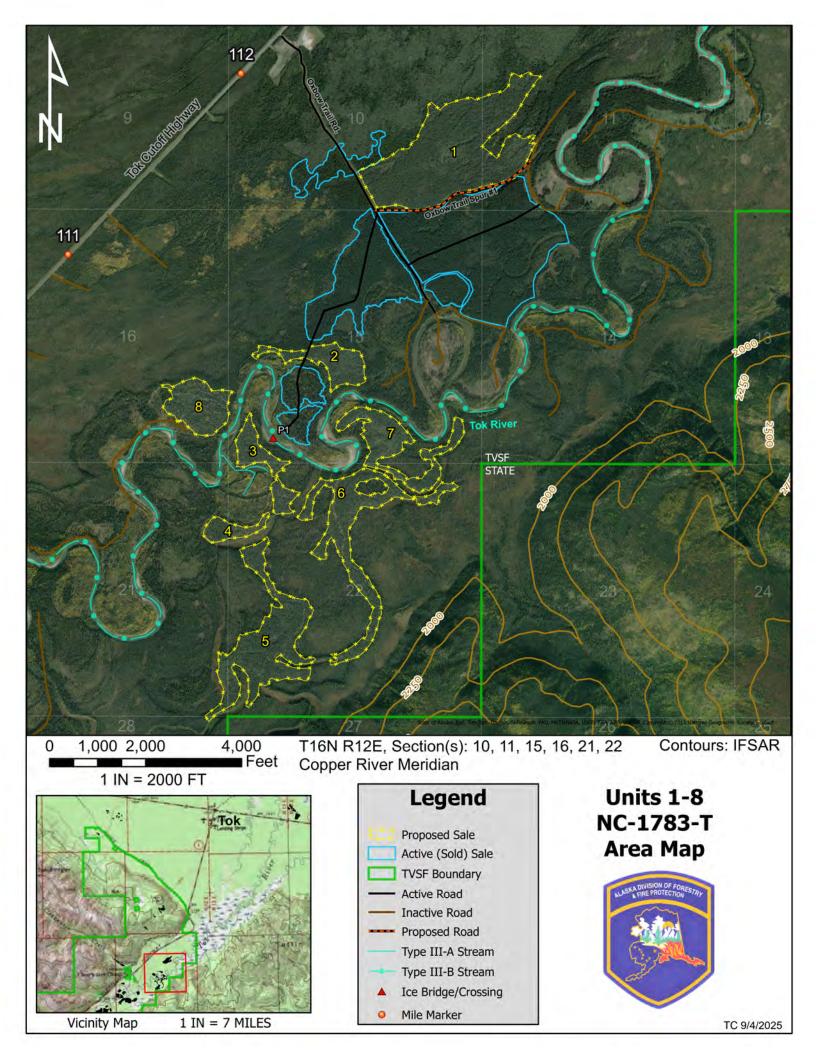
## VI. Appendices

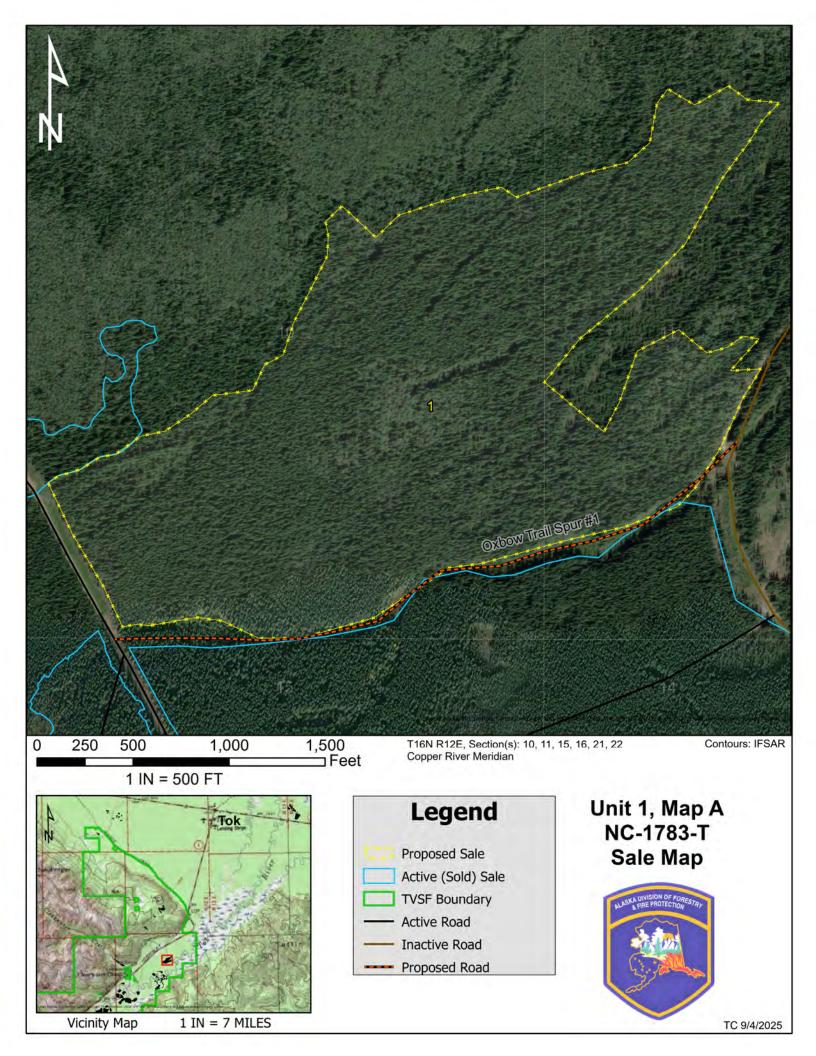
Appendix A. Timber Sale Area Map

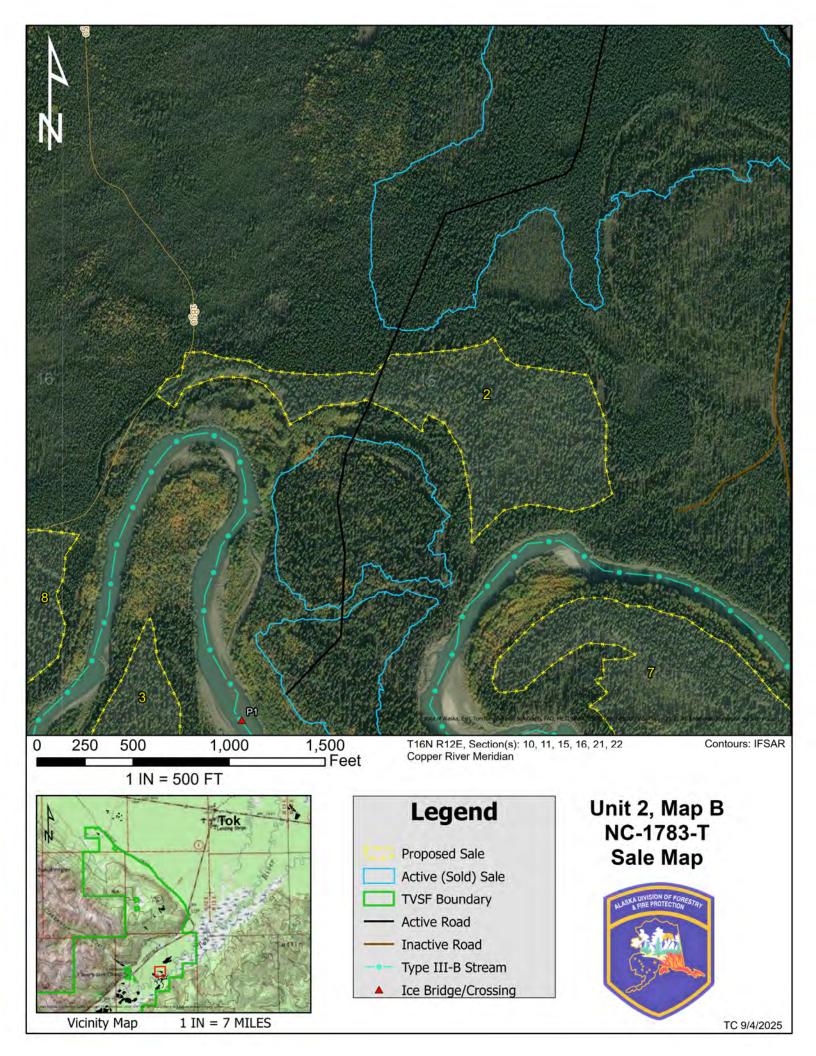
Appendix B. Timber Sale Unit Maps

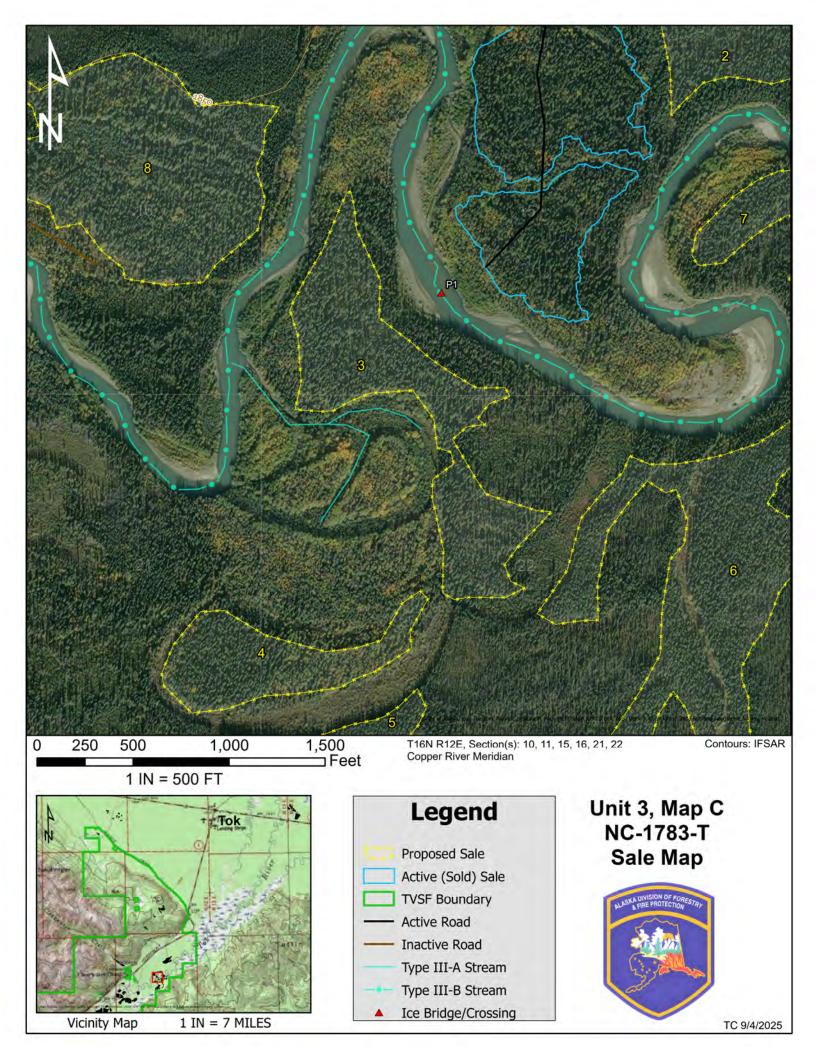
Appendix C. Public and Agency Comments and Responses

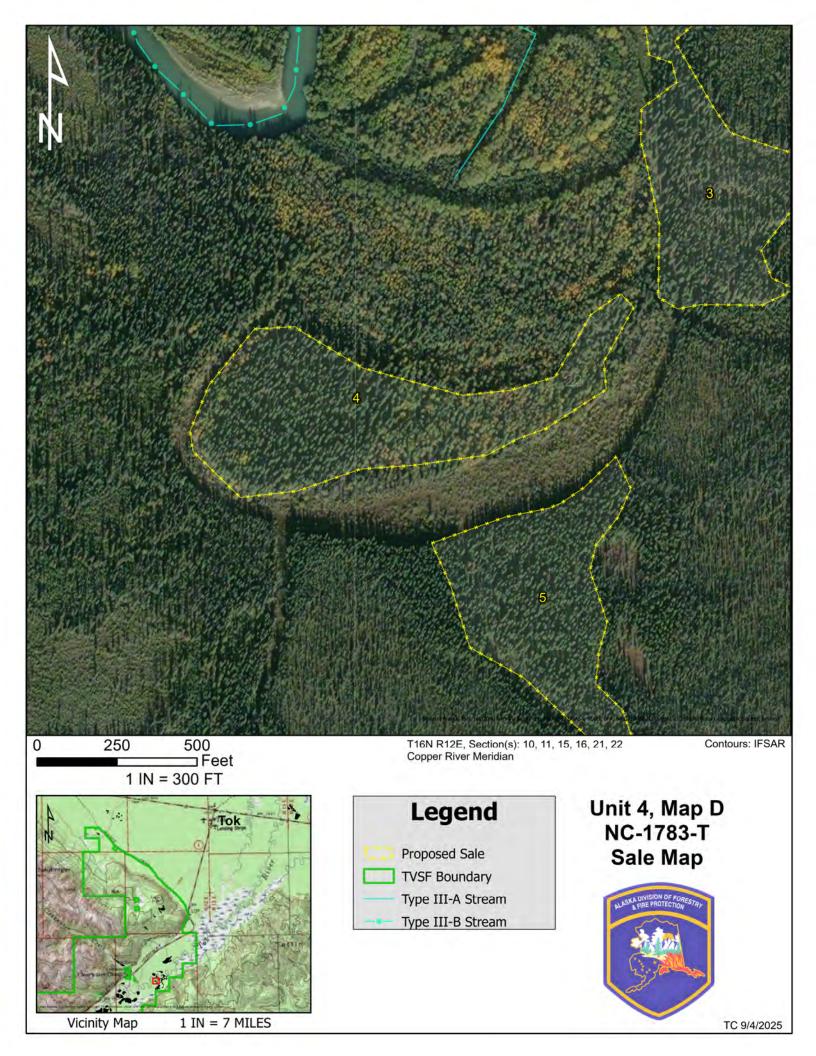
Appendix D. Appeal and Request for Regulation Reconsiderations

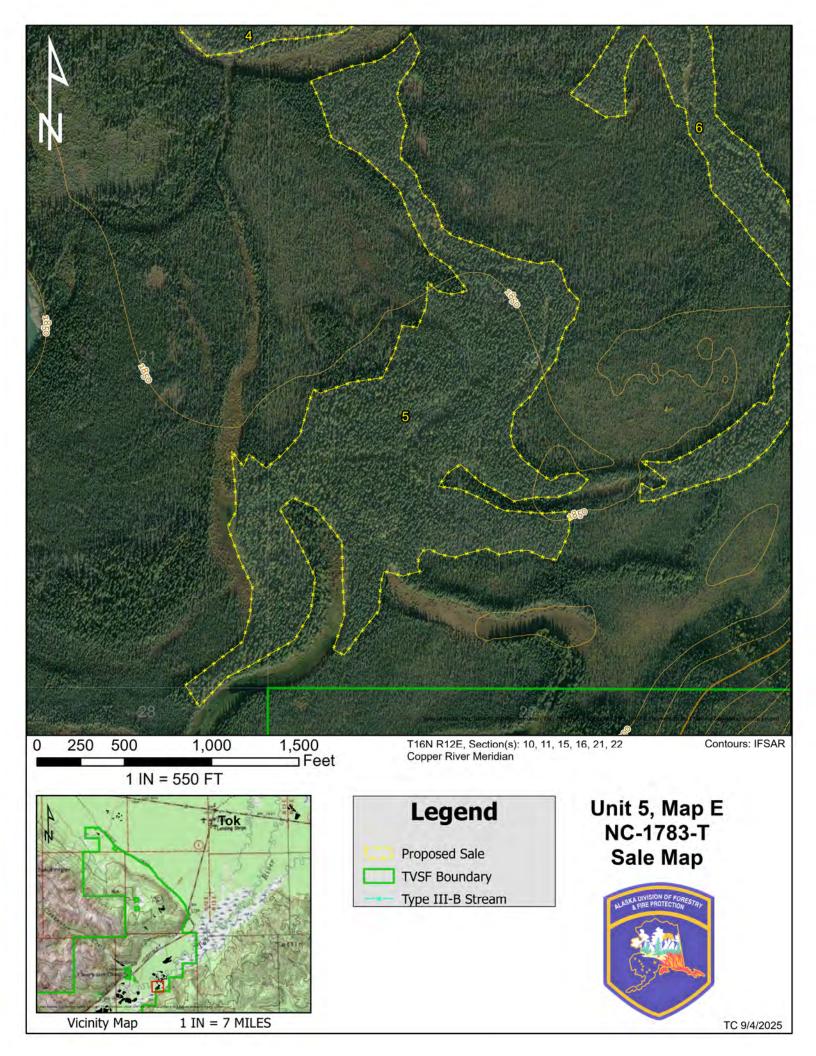


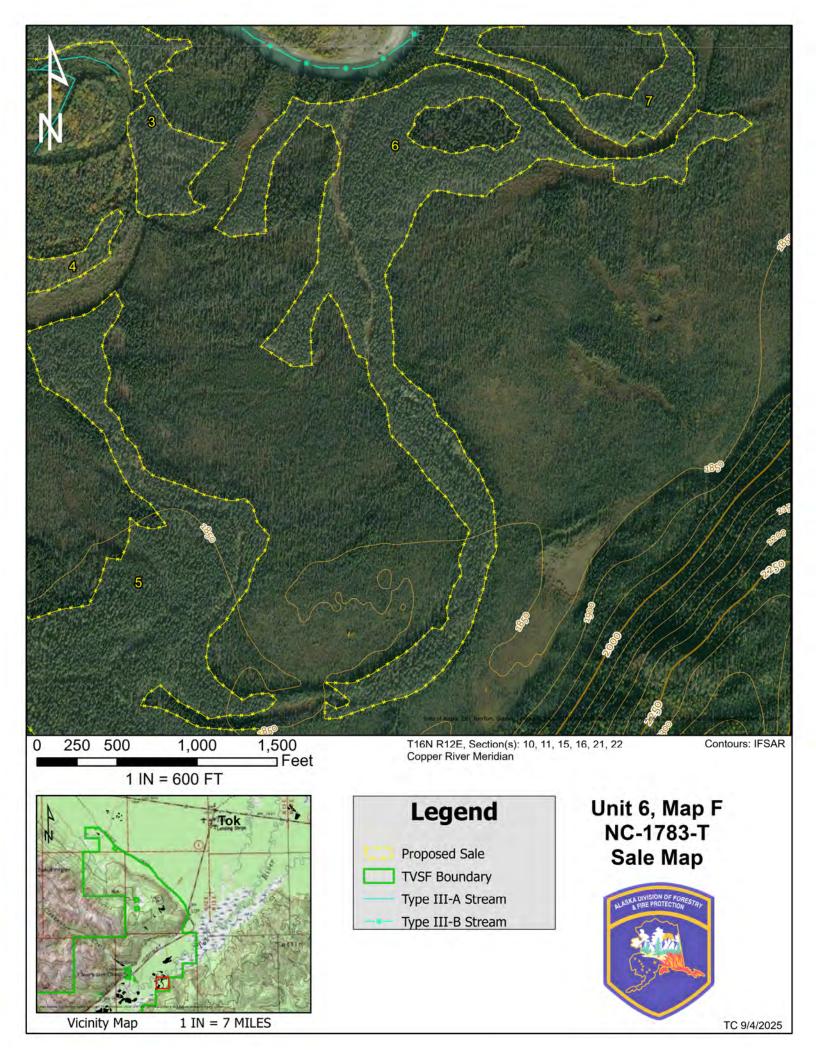


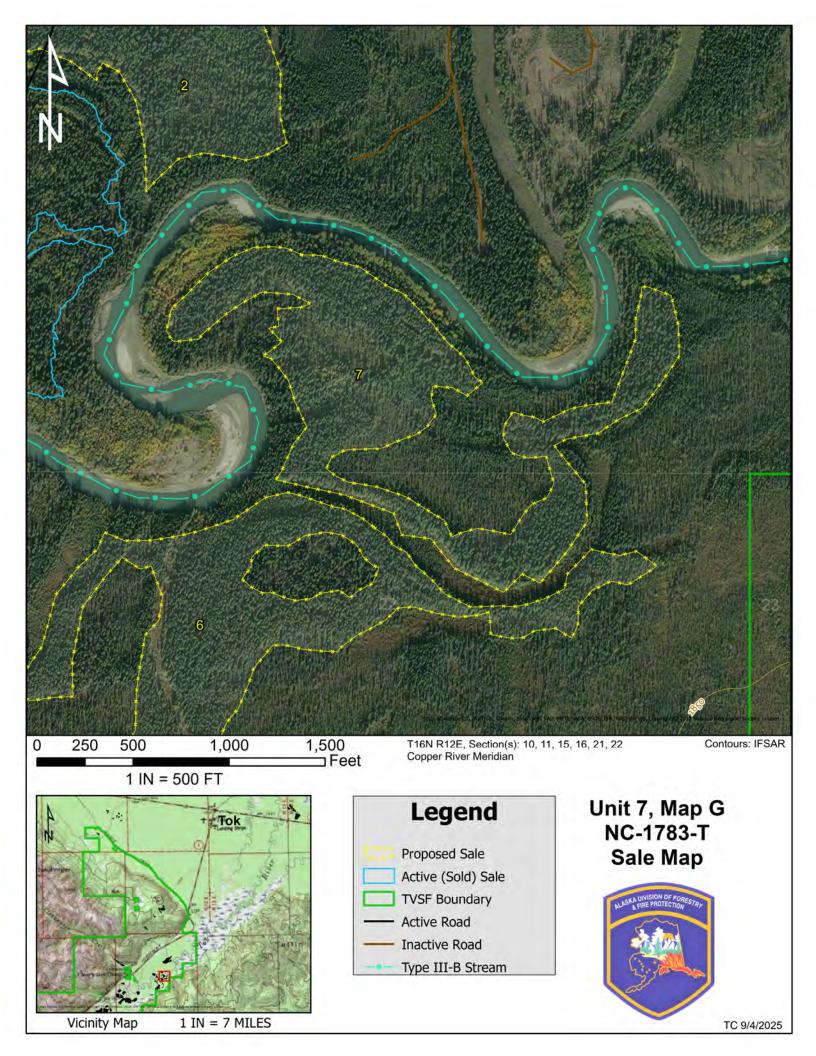


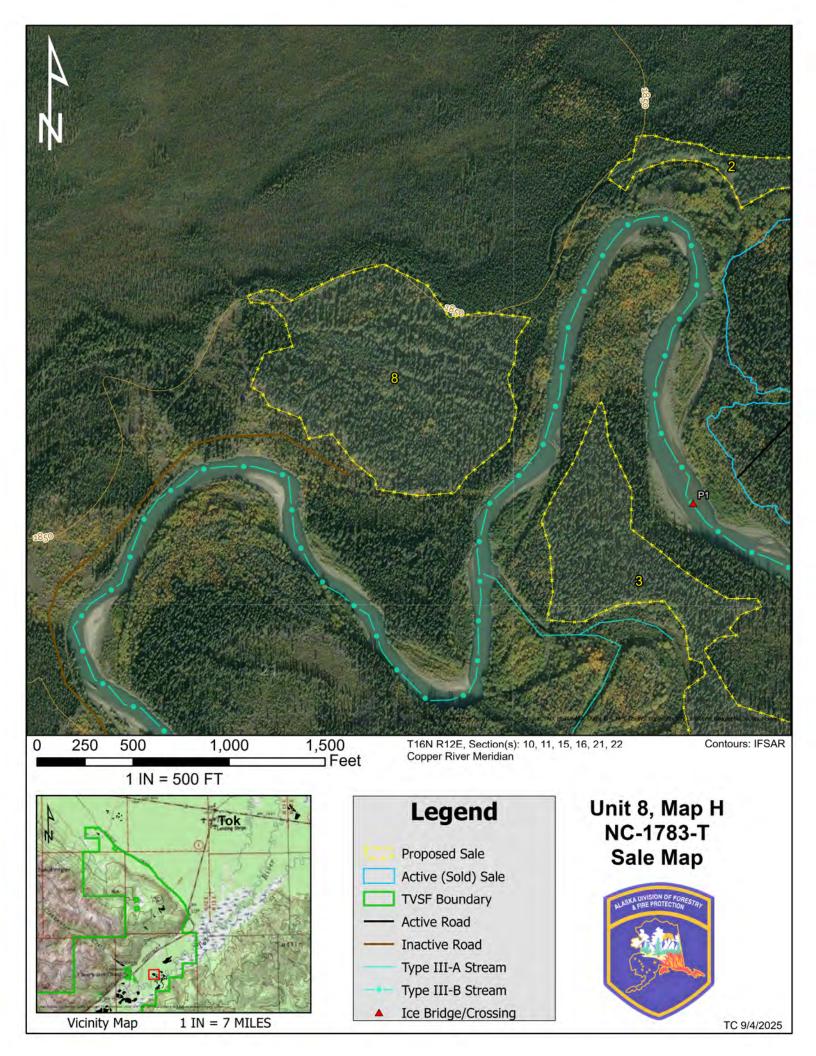












# **Appendix C: Public and Agency Comments and Responses**

Young Negotiated Timber Sale, Harvest Units 1-8 (NC-1783-T) Public and Agency Comments and Responses					
Commenter	Date Received	Comment	Response		
Alaska Department of Fish and Game (ADF&G)	08/01/2025	Fish Habitat Permit FH23-III-0222 for the winter river crossing (Sec 15) is valid through the end of 2028.	Comment received.		
Todd "Nic" Nichols					
Department of Environmental Conservation (DEC) Brock Tabor	08/11/2025	Thank you for the opportunity to provide comments on the Young Negotiated Timber Sale. DEC has reviewed the proposed DFLUP for potential conflicts with established Drinking Water Source Protection Areas and similar aquatic resources and finds no concerns at this time. DEC has no additional comments at this time.	Comment received.		
Young's Timber Inc	08/04/2025	Piled slash makes for excellent micro-ecosystem habitat. Especially for volves and rabbits which are very important in the food chain.	Comment received, DOF would like to work with the purchaser to minimize slash pile distribution. Wildlife habitat section updated in FLUP to reflect slash piles as habitat features.		
Young's Timber Inc	08/04/2025	Piled treetops make for excellent dry firewood for personal use firewood cutters after the timber sale unit is released back to the State.	Comment received, DOF would like to work with the purchaser on scattering tops with cones while decking others for firewood when feasible.		

Young Negotiated Timber Sale, Harvest Units 1-8 (NC-1783-T) Public and Agency Comments and Responses					
Commenter	Date Received	Comment	Response		
Young's Timber Inc	08/04/2025	Site Prep. Roto-chopping to be added to for mechanical site prep? Skid Trails are a good source for scarification.	Comment received, site preparation intent is to apply mechanical scarification using heavy machinery.		
Young's Timber Inc	08/05/2025	Could you identify the Oxbow spur road on Maps?	Comment received, label added to the maps.		

#### Appendix D. Appeal and Request for Reconsideration Regulations

Note: "Appeal" means a request to the commissioner to review a decision that the commissioner did not sign or cosign. "Request for reconsideration" means a petition or request to the commissioner to review an original decision that the commissioner signed or cosigned.

#### 11 AAC 02 Regulations

#### 11 AAC 02.010. Applicability and eligibility.

- (a) This chapter sets out the administrative review procedure available to a person affected by a decision of the department. If a statute or a provision of this title prescribes a different procedure with respect to a particular decision, that procedure must be followed when it conflicts with this chapter.
- (b) Unless a statute does not permit an appeal, an applicant is eligible to appeal or request reconsideration of the department's decision on the application. An applicant is eligible to participate in any appeal or request for reconsideration filed by any other eligible party.
- (c) If a statute restricts eligibility to appeal or request reconsideration of a decision to those who have provided timely written comment or public hearing testimony on the decision, the department will give notice of that eligibility restriction as part of its public notice announcing the opportunity to comment.
- (d) If the department gives public notice and allows a public comment period of at least 30 days on a proposed action, and if no statute requires opportunity for public comment, the department may restrict eligibility to appeal or request reconsideration to those who have provided timely written comment or public hearing testimony on the proposed action by including notice of the restriction as part of its public notice announcing the opportunity to comment.
- (e) An eligible person affected by a decision of the department that the commissioner did not sign or cosign may appeal the decision to the commissioner within the period set by 11 AAC 02.040.
- (f) An eligible person affected by a decision of the department that the commissioner signed or cosigned may request the commissioner's reconsideration within the period set by 11 AAC 02.040.
- (g) A person may not both appeal and request reconsideration of a decision.

#### 11 AAC 02.015. Combined decisions.

- (a) When the department issues a combined decision that is both a final disposal decision under AS 38.05.035(e) and any other decision, including a disposal decision combined with a land use plan decision, or a disposal decision to grant certain applications combined with a decision to deny others, the appeal process set out for a disposal decision in AS 38.05.035(i) (m) and this chapter applies to the combined decision.
- (b) Repealed 12/27/2012.

#### 11 AAC 02.020. Finality of a decision for purposes of appeal to court.

(a) Unless otherwise provided in a statute or a provision of this title, an eligible person must first either appeal or request reconsideration of a decision in accordance with this chapter before appealing a decision to superior court.

- (b) The commissioner's decision on appeal is the final administrative order and decision of the department for purposes of appeal to the superior court.
- (c) The commissioner may order or deny a request for reconsideration within 30 calendar days after issuance of the decision, as determined under 11 AAC 02.040(c) (e). If the commissioner takes no action during the 30-day period, the request for reconsideration is considered denied. Denial of a request for reconsideration is the final administrative order and decision of the department for purposes of appeal to the superior court.
- (d) If the commissioner timely orders reconsideration of the decision, the commissioner may affirm the decision, issue a new or modified decision, or remand the matter to the director for further proceedings. The commissioner's decision, other than a remand decision, is the final administrative order and decision of the department for purposes of appeal to the superior court.

#### 11 AAC 02.030. Filing an appeal or request for reconsideration.

- (a) An appeal or request for reconsideration under this chapter must
  - (1) be in writing;
  - (2) be filed by personal service, mail, facsimile transmission, or electronic mail;
  - (3) be signed by the appellant or the appellant's attorney, unless filed by electronic mail; an appeal or request for reconsideration filed by electronic mail must state the name of the person appealing or requesting reconsideration and a single point of contact to which any notice or decision concerning the appeal or request for reconsideration is to be sent;
  - (4) be correctly addressed;
  - (5) be timely filed in accordance with 11 AAC 02.040;
  - (6) specify the case reference number used by the department, if any;
  - (7) specify the decision being appealed or for which reconsideration is being requested;
  - (8) specify the basis upon which the decision is challenged;
  - (9) specify any material facts disputed by the appellant;
  - (10) specify the remedy requested by the appellant;
  - (11) state the address to which any notice or decision concerning the appeal or request for reconsideration is to be mailed; an appellant may also provide a telephone number where the appellant can be reached during the day or an electronic mail address; an appeal or request for reconsideration filed electronically must state a single address to which any notice or decision concerning the appeal or request for reconsideration is to be mailed;
  - (12) identify any other affected agreement, contract, lease, permit, or application by case reference number, if any;
  - (13) include a request for an oral hearing, if desired; in the appeal or request for reconsideration, the appellant may include a request for any special procedures to be used at the hearing; the appeal or request for reconsideration must describe the factual issues to be considered at the hearing; and
  - (14) be accompanied by the applicable fee set out in 11 AAC 05.160.
- (b) At the time an appeal is filed, and up until the deadline set out in 11 AAC 02.040(a) to file the appeal, an appellant may submit additional written material in support of the appeal, including evidence or legal argument.
- (c) If public notice announcing a comment period of at least 30 days was given before the

decision, an appellant may not submit additional written material after the deadline for filing the appeal, unless the appeal meets the requirements of (a) of this section and includes a request for an extension of time, and the department determines that the appellant has shown good cause for an extension. In considering whether the appellant has shown good cause, the department will consider factors including one or more of the following:

- (1) comments already received from the appellant and others;
- (2) whether the additional material is likely to affect the outcome of the appeal;
- (3) whether the additional material could reasonably have been submitted without an extension;
- (4) the length of the extension requested;
- (5) the potential effect of delay if an extension is granted.
- (d) If public notice announcing a comment period of at least 30 days was not given before the decision, an appellant may submit additional written material after the deadline for filing the appeal, if the appeal meets the requirements of (a) of this section and includes a notice of intent to file the additional written material. The department must receive the additional written material within 20 days after the deadline for filing the appeal, unless the appeal also includes a request for an extension of time, and the department determines that the appellant has shown good cause for an extension. In considering whether the appellant has shown good cause, the department will consider factors including one or more of the following:
  - (1) comments already received from the appellant and others;
  - (2) whether the additional material is likely to affect the outcome of the appeal;
  - (3) whether the additional material could reasonably have been submitted without an extension;
  - (4) the length of the extension requested;
  - (5) the potential effect of delay if an extension is granted.
- (e) At the time a request for reconsideration is filed, and up until the deadline to file a request for reconsideration, an appellant may submit additional written material in support of the request for reconsideration, including evidence or legal argument. No additional written material may be submitted after the deadline for filing the request for reconsideration.
- (f) If the decision is one described in 11 AAC 02.060(c), an appellant may ask for a stay as part of the appeal or request for reconsideration. The appellant must include an argument as to why the public interest requires a stay.

#### 11 AAC 02.040. Timely filing; issuance of decision.

- (a) To be timely filed, an appeal or request for reconsideration must be received by the commissioner's office within 20 calendar days after issuance of the decision, as determined under (c) or (d) of this section, unless another period is set by statute, regulation, or existing contract. If the 20th day falls on a day when the department is officially closed, the appeal or request for reconsideration must be filed by the next working day.
- (b) An appeal or request for reconsideration will not be accepted if it is not timely filed.
- (c) If the appellant is a person to whom the department delivers a decision by personal service or by certified mail, return receipt requested, issuance occurs when the addressee or the addressee's agent signs for the decision. If the addressee or the addressee's agent neglects or refuses to sign for the certified mail, or if the address that the addressee provided to the department is not correct, issuance by certified mail occurs when the decision is deposited in a United States general or branch post office, enclosed in a postage-paid wrapper or envelope,

addressed to the person's current address of record with the department, or to the address specified by the appellant under 11 AAC 02.030(a)(11).

- (d) If the appellant is a person to whom the department did not deliver a decision by personal service or certified mail, issuance occurs
  - (1) when the department gives public notice of the decision; or
  - (2) if no public notice is given, when the decision is signed; however, the department may state in the decision a later date of issuance and the corresponding due date for any appeal or request for reconsideration.
- (e) The date of issuance constitutes delivery or mailing for purposes of a reconsideration request under AS 44.37.011(d) or AS 44.62.540(a).

#### 11 AAC 02.050. Hearings.

- (a) The department will, in its discretion, hold a hearing when questions of fact must be resolved.
- (b) The hearing procedure will be determined by the department on a case-by-case basis. As provided in 11 AAC 02.030(a)(13), any request for special procedures must be included with the request for a hearing.
- (c) In a hearing held under this section
  - (1) formal rules of evidence need not apply; and
  - (2) the hearing will be recorded, and may be transcribed at the request and expense of the party requesting the transcript.

#### 11 AAC 02.060. Stays; exceptions.

- (a) Except as provided in (c) and (d) of this section, timely appealing or requesting reconsideration of a decision in accordance with this chapter stays the decision during the commissioner's consideration of the appeal or request for reconsideration. If the commissioner determines that the public interest requires removal of the stay, the commissioner will remove the stay and allow all or part of the decision to take effect on the date set in the decision or a date set by the commissioner.
- (b) Repealed 9/19/2001.
- (c) Unless otherwise provided in a statute or a provision of this title, a decision takes effect immediately if it is a decision to
  - (1) issue a permit that is revocable at will;
  - (2) approve surface operations for a disposal that has already occurred or a property right that has already vested; or
  - (3) administer an issued oil and gas lease or license, or an oil and gas unit agreement.
- (d) Timely appealing or requesting reconsideration of a decision described in (c) of this section does not automatically stay the decision. However, the commissioner will impose a stay, on the commissioner's own motion or at the request of an appellant, if the commissioner determines that the public interest requires it.
- (e) A decision takes effect immediately if no party is eligible to appeal or request reconsideration and the commissioner waives the commissioner's right to review or reconsider the decision.

#### 11 AAC 02.070. Waiver of procedural violations.

The commissioner may, to the extent allowed by applicable law, waive a requirement of this

chapter if the public interest or the interests of justice so require.

#### 11 AAC 02.900. Definitions.

In this chapter,

- (1) "appeal" means a request to the commissioner to review a decision that the commissioner did not sign or cosign;
- (2) "appellant" means a person who files an appeal or a request for reconsideration;
- (3) "commissioner" means the commissioner of natural resources;
- (4) "decision" means a written discretionary or factual determination by the department specifying the details of the action to be allowed or taken;
- (5) "department" means, depending of the particular context in which the term is used, the Department of Natural Resources, the commissioner, the director of a division within the Department of Natural Resources, or an authorized employee of the Department of Natural Resources;
- (6) "request for reconsideration" means a petition or request to the commissioner to review an original decision that the commissioner signed or cosigned.