



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

## Department of Environmental Conservation

DIVISION OF SPILL PREVENTION AND RESPONSE  
Contaminated Sites Program

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File: 2106.26.002

November 2<sup>nd</sup>, 2021

Jean Knowlton-Simmons  
1321 W. 79<sup>th</sup> Avenue  
Anchorage, AK 99518

Re: Decision Document: AAA Transmission Exchange, former Chugiak Texaco  
Cleanup Complete Determination – Institutional Controls

Dear Mrs. Knowlton-Simmons,

The Alaska Department of Environmental Conservation, Contaminated Sites Program (ADEC) has completed a review of the environmental records associated with the AAA Transmission Exchange, former Chugiak Texaco. Based on the information provided to date, it has been determined that the contaminant concentrations remaining on site do not pose an unacceptable risk to human health or the environment and no further remedial action will be required as long as the institutional controls are maintained and effective and no new information becomes available that indicates residual contamination poses an unacceptable risk.

This Cleanup Complete with Institutional Controls (ICs) determination is based on the administrative record for the AAA Transmission Exchange, former Chugiak Texaco which is located in the offices of the ADEC in Anchorage, Alaska. This decision letter summarizes the site history, cleanup actions, regulatory decisions, and specific conditions required to effectively manage remaining contamination at this site.

**Site Name and Location:**

AAA Transmission Exchange, former Chugiak Texaco  
Mile 18 Old Glenn Highway  
Chugiak, Alaska 99567

**Name and Mailing Address of Contact Party:**

Jean Knowlton-Simmons  
1321 W. 79<sup>th</sup> Avenue  
Anchorage, AK 99518577

**DEC Site Identifiers:**

File No.:2106.26.002

Hazard ID.: 23983

**Regulatory Authority for Determination:**

18 AAC 78 and 18 AAC 75

**Site Description and Background**

The facility was originally a gas station and later an automotive transmission repair shop (Figure 1). The facility originally consisted of two 4,000 gallon federally regulated gasoline underground storage tanks (USTs) and one 2,000 gallon diesel tank. The tanks were installed in 1966 and last used in 1987. The two gasoline USTs were removed in 1992 along with their associated piping. A four inch drain pipe leading from the service station building into the ground adjacent to the UST was found during the UST removal. The pump's dispensers were located south of the service station building. The northern portion of the service station building was apparently built later than the other section, since the foundation was observed to be constructed over the fuel pipes. No release was documented at the site; however, it is assumed that released occurred from the gasoline UST, the diesel tank, and the drain pipe.

In general, the groundwater flow direction is east southeast.

A community drinking water well is located approximately sixty feet northwest of the service station building (see Figure 3). The well is registered with ADEC drinking water program under the name Inletview MHP Chugiak, public water system ID number AK 2210354.

**Contaminants of Concern**

During the site investigation and cleanup activities at this site, samples were collected from soil and groundwater. The following contaminants were detected above the applicable cleanup levels and are considered Contaminants of Concern at this site:

- Gasoline Range Organics (GRO) in soil
- Diesel Range Organics (DRO) in soil and water
- Residual Range Organics (RRO) in soil and water
- Benzene in soil

**Cleanup Levels**

GRO, DRO, and benzene were detected in soil above the approved Method 2 migration to groundwater cleanup levels for the under 40-inch precipitation zone, established in 18 AAC 75.341(c), Table B1, and 18 AAC 75.341 (d), Table B2. RRO was detected in soil above the approved Method 2 ingestion cleanup level for the under 40-inch precipitation zone, established in 18 AAC 75.341(c), Table B2. DRO, RRO, and benzene were detected in groundwater above the approved cleanup levels established in 18 AAC 75.345 Table C.

**Table 1 – Approved Cleanup Levels**

<b>Contaminant</b>	<b>Soil (mg/kg)</b>	<b>Groundwater<sup>3</sup> (µg/L)</b>
GRO	300 <sup>1</sup>	-
DRO	250 <sup>1</sup>	1500

RRO	10,000 <sup>2</sup>	1100
Benzene	0.022	-
Xylene	-	190
Toluene	-	1,100

µg/L = micrograms per liter

mg/kg = milligrams per kilogram

<sup>1</sup> – Migration to groundwater pathway, 18 AAC 75.341, Method 2, Table B1 and Table B2

<sup>2</sup> – Human Health Ingestion pathway, 18 AAC 75.341, Method 2, Table B2

<sup>3</sup> – Groundwater Cleanup Level, 18 AAC 75.341, Table C

### Characterization and Cleanup Activities

The gasoline USTs and their associated piping was removed on July 7<sup>th</sup>, 1992 (Figure 1). Both USTs were inspected for leaks upon removal. No leaks were documented. During removal, a drain pipe leading from the service station building was discovered in the UST excavation. Stains were found near the drain pipe and it was listed as a suspected source of contamination. The drain pipe was plugged prior to backfill of the excavation. Soil samples were taken and analyzed for GRO, DRO, BTEX (benzene, toluene, ethylbenzene, xylene), PCB, and metals. GRO, BTEX, and DRO were above the ADEC cleanup levels in soil. PCBs and metals were not detected in soil. At the time of UST removal, the owner recollected numerous events in which the fill truck overfilled the UST and gasoline was released onto the ground surface above the UST.

In 1996 test pits were dug around the service station building and former dispenser location to delineate the nature and extent of soil and groundwater contamination. Groundwater had a petroleum sheen and laboratory analytical samples exceeded ADEC cleanup levels for total petroleum hydrocarbons and benzene. In 1999 five borings were advanced and soil samples were collected periodically throughout the soil column. Four of the five borings were developed into long term groundwater monitoring wells (MW1-MW4).

Subsequent groundwater samples were collected in October 1999 and February 2000. GRO, BTEX, DRO, and RRO were above ADEC cleanup levels in surface and subsurface soil. GRO, BTEX, and DRO were above ADEC cleanup levels in groundwater. In January 2001, the community well was sampled and no petroleum contamination was detected. The PWS is outside the approximate area of contamination (Figure 3).

In May 2000 the four existing groundwater monitoring wells were sampled. Nine additional soil borings were advanced and eight of the borings were developed into long term groundwater monitoring wells (MW5-MW12). MW3, MW7, and MW8 are the source area wells. DRO was above groundwater cleanup levels in all wells sampled (MW1-MW11). GRO was above groundwater cleanup levels in MW1. Benzene was above groundwater cleanup levels in MW1, MW2, MW3 and MW4. Xylene was above groundwater cleanup levels in MW1 and MW2. Toluene was above groundwater cleanup levels in MW1 and MW2. RRO was below cleanup levels for all monitoring wells. Subsurface soil was above ADEC cleanup levels GRO, BTEX, and DRO. Lead was below cleanup levels in the soil.

In 2002, the site received funding from the leaking underground storage tank (LUST) financial assistance program (FAP). 2,600 cubic yards (cyd) of contaminated soil was excavated from the former dispenser area and disposed of at Alaska Soil Recycling in Anchorage (Figure 2). Petroleum staining was observed from ground surface to fourteen feet bgs. The excavation extends approximately twelve feet deep until it

encountered groundwater. The extent of excavation was limited by the presence of the service station building foundation, drinking water utility pipes, and a fiber optic cable. Contamination still remains beneath the service station building. At the time of excavation soil and groundwater was sampled. Groundwater had benzene and GRO above cleanup levels at MW1 and MW2. MW10 and MW11 were non-detect for all compounds. Soil was above cleanup levels for GRO and benzene. At the time of excavation, MW1 and MW2 were removed.

During the 2002 excavation, a soil vapor extraction (SVE) system was installed at seven feet bgs to remediate volatile compounds in the surface soil. Operation of a soil vapor extraction (SVE) system began in February 2004. The system was monitored between February and June 2004 to optimize contaminant extraction. SVE exhaust samples had detectable hydrocarbon vapors, indicating it the SVE was effective. The system shut down later that year. Pieces of the SVE remain in place.

Three additional long term groundwater monitoring wells (MW13, MW14, MW15) were installed in May 2003 in attempts to delineate the horizontal extent of contamination to the south. Soil samples were collected during the installation of the monitoring wells to assess for contamination and to identify any potential confining layers present within 30 feet of the surface. Benzene and GRO contamination was below ADEC cleanup levels in all three borings. Several layers of low hydraulic conductivity soil were present between ground surface and 30 feet. The lower hydraulic conductivity layers appear to be preventing vertical migration of contamination beyond 30 feet bgs. MW13 contained benzene above groundwater cleanup levels. MW14 and MW15 had contamination present, but below ADEC cleanup levels. MW3, MW7, MW8 remained above cleanup levels. Downgradient wells (MW10-MW11) had no detectable contamination. Groundwater samples were collected in February 2004. However, the presence of snow limited which wells could be sampled. MW3 and MW 7 exceeded groundwater cleanup levels for DRO and RRO. MW-13 exceeded groundwater cleanup levels for benzene. MW10 and MW11 were non-detect for all contaminants. Monitoring wells were sampled again in May 2004. MW10 and MW15 had RRO above cleanup levels. MW7 and MW8 was above cleanup levels for DRO and RRO. MW14 was below cleanup levels. MW3 was not sampled. Soil samples were collected in August 2016 without an approved work plan by ADEC. A notice of violation was issued on December 5<sup>th</sup>, 2016 for failure to completed requested actions by ADEC. In 2018, groundwater samples were collected from MW3, MW7, and MW8. MW3 was above groundwater cleanup levels for DRO, benzene, and ethylbenzene. MW7 and MW8 were below groundwater cleanup levels for GRO and BTEX. MW7 and MW8 exceeded cleanup levels for DRO in 2018. RRO was not analyzed. Groundwater samples could not be collected in 2019 due to unexpected low water in all wells. Soil samples were collected and analyzed for DRO, BTEX, and PAH to delineate the extent of the soil contamination on the north, northwest, and northeast side of the service station building. All contaminants were below most stringent soil cleanup levels. MW3, MW16, MW17, and MW18 were sampled in May 2020 and analyzed for DRO, BTEX, and PAH. DRO remains above groundwater cleanup levels in MW3. MW16, MW17, and MW18 were below groundwater cleanup levels for DRO, BTEX, and PAH.

MW 16, MW17, and MW18 were decommissioned by the current property owner in summer 2021 by filling them with concrete. Per request of the property owner, MW3, MW7 and MW8 are remaining in place for future sampling. During this time the property was inspected for the remaining monitoring wells and it was determined that MW13, MW14 and MW15 were destroyed/missing.

Figure 3 shows the approximate area of contamination that remains on site post cleanup activities. The following tables summarize the contamination that remains onsite above ADEC cleanup levels.

**Table 1- Soil contaminant concentrations present on site**

Contaminant	Highest Concentration (mg/kg)	Year Measured
GRO	2,610	2002
DRO	6,580	2000
RRO	4,320	2000
Benzene	0.266	2002

**Table 2- Groundwater contaminant concentrations present on site**

Contaminant	Highest Concentration (mg/L)	Year Measured
DRO	1.59	2020
RRO	3.02	2004
Benzene	0.887	2004

### Cumulative Risk Evaluation

Pursuant to 18 AAS 78.600(d)), when detectable contamination remains on-site following a cleanup, a cumulative risk determination must be made that the risk from hazardous substances does not exceed a cumulative carcinogenic risk standard of 1 in 100,000 across all exposure pathways and does not exceed a cumulative non-carcinogenic risk standard at a hazard index of one across all exposure pathways.

Cumulative risk at this site was calculated assuming a residential land use and using the highest detected concentrations of contaminants in all of the samples. Benzene is the only contamination of concern present on the site that is used in the cumulative risk computation.

The inhalation, ingestion, and groundwater exposure pathways are controlled as the remaining contamination at the site is sub-surface and institutional controls are in place to prevent future residential use unless vapor intrusion risks are addressed, to prevent soil disturbance within contaminated areas, and to prevent the installation of water wells without prior DEC approval.

### Exposure Pathway Evaluation

Following investigation and cleanup at the site, exposure to the remaining contaminants was evaluated using ADEC's Exposure Tracking Model (ETM). Exposure pathways are the conduits by which contamination may reach human or ecological receptors. ETM results show all pathways to be one of the following: Exposure Controlled, or Pathway Incomplete. A summary of this pathway evaluation is included in Table 4.

**Table 4 – Exposure Pathway Evaluation**

Pathway	Result	Explanation
Surface Soil Contact	Pathway Incomplete	Contamination is not present in surface soil (0 to 2 feet below ground surface).
Sub-Surface Soil Contact	Exposure Controlled	Contamination remains in the sub-surface. An environmental covenant has been recorded

		restricting sub surface soil disturbance of any kind without prior approval from ADEC.
Inhalation – Outdoor Air	Exposure Controlled	Contamination remains in the sub-surface, but is of a quantity and concentration that is unlikely to pose an outdoor air inhalation risk in conjunction with the institutional controls.
Inhalation – Indoor Air (vapor intrusion)	Exposure Controlled	Contamination remains in the sub-surface. An environmental covenant has been recorded restricting sub surface soil disturbance of any kind without prior approval from ADEC.
Groundwater Ingestion	Exposure Controlled	Residual groundwater contamination is still present, but the nearest drinking water wells are approximately 60 feet northwest of the residual contaminant plume. An environmental covenant has been recorded restricting installation of water wells without prior ADEC approval.
Surface Water Ingestion	Pathway Incomplete	Surface water is not present on the site and was not impacted by contamination
Wild and Farmed Foods Ingestion	Pathway Incomplete	Harvesting of wild and farmed foods does not occur at the site.
Exposure to Ecological Receptors	Pathway Incomplete	No ecological receptors are present on the site.

**Notes to Table 4:** “Pathway Incomplete” means that in ADEC’s judgment contamination has no potential to contact receptors. “Exposure Controlled” means there is an institutional control in place limiting land or groundwater use and there may be a physical barrier in place that prevents contact with residual contamination.

### **ADEC Decision**

Petroleum contamination remains in sub-surface soil and groundwater above levels suitable for unrestricted future use; however ADEC has approved the use of institutional controls to limit potential future exposure and risk to human health or the environment. Based on current information, groundwater is restricted to the property. An environmental covenant has been recorded in the land records maintained by the Alaska Department of Natural Resources and a copy is attached to this letter.

Institutional controls necessary to support this closure determination include:

1. **Interference with Remedial Action.** The Grantor may remove and recycle or discard the non-functioning vapor extraction system and all above-ground components thereof, including the housing but, upon doing so, shall have a qualified environmental professional permanently seal all pipes, borings or other in-ground components except those that are reused as passive sub-slab vapor mitigation. The Grantor shall not engage in any activity on or use of the Property that may impact or interfere with the remedial action and any operation, maintenance, inspection or monitoring of that remedial action without prior written approval from ADEC (18 AAC 75.395).
2. **Protection of Human Health, Safety, Welfare and of the Environment.** The Grantor shall not engage in any activity on the Property which may threaten continued protection of human health, safety, welfare or of the environment without prior written approval from ADEC. This includes,

but is not limited to, any activity that results in further horizontal or vertical spread of residual contamination or that creates a new exposure to residual contamination remaining on the Property. Such residual DRO contamination (“approximate area of contamination”) is depicted by a plume line encircling the Former Service Station Building, on the Site Plan.

3. No groundwater or drinking water wells shall be installed on the Property without prior ADEC approval. Nothing in this limitation prevents continuing use of the existing supply well for Public Water System AK2210354.
4. Contaminated groundwater may not be pumped, drained, dewatered, used for irrigation, dust control or any other purpose on or off the site without prior ADEC approval and may be subject to treatment, monitoring, or disposal requirements including any applicable permits.
5. The construction of new buildings is not permitted within the approximate area of contamination that will be occupied on a permanent or temporary basis (such as for residences of office) is prohibited without prior approval by ADEC. ADEC may require a vapor intrusion evaluation prior to construct in order to determine if building occupants could be affected by vapors.
6. No grading, excavation, digging, tilling, or other disturbance of any kind of surface soils is permitted within the approximate area of contamination without prior approval from ADEC.
7. In the event that contaminated soil situated beneath the Service Station Building becomes accessible in the future due to changes at the site, the landowner shall notify ADEC. Subsequent characterization and cleanup of the soil may be required by ADEC.
8. If the use of the Service Station Building changes, ADEC must be notified.
9. ADEC must be notified in advance of the subdivision or replat of the Property. This covenant must be expressly referenced on any plat, deed or other document evidencing a future transaction or conveyance of any portion of the approximate area of contamination.
10. ADEC approval is required prior to moving any soil or groundwater off the area of approximate contamination. A “site” as defined by [18 AAC 75.990 (115) or 18 AAC 78.995(134)] means an area that is contaminated, including areas contaminated by the migration of hazardous substances from a source area, regardless of property ownership. In the future, if soil will be excavated (or groundwater will be brought to the surface (for example to dewater in support of construction) it must be characterized and managed following regulations applicable at that time and ADEC approval must be obtained before moving the soil or water off the Property.

Standard site closure conditions that apply to all sites include:

11. Groundwater throughout Alaska is protected for use as a water supply for drinking, culinary and food processing, agriculture including irrigation and stock watering, aquaculture, and industrial use. Contaminated site cleanup complete determinations are based on groundwater being considered a potential drinking water source. In the event that groundwater from this Property is to be used for any protected purpose, additional characterization and treatment may be required to ensure the water is suitable for its intended use.

ADEC has determined the cleanup is complete as long as the institutional controls are properly implemented and no new information becomes available that indicates residual contamination may pose an unacceptable risk.

The ADEC Contaminated Sites Database will be updated to reflect the change in site status to “Cleanup Complete with Institutional Controls” and will include a description of the contamination remaining at the site.

The institutional controls will be removed in the future if documentation is provided that shows concentrations of all residual hazardous substances remaining at the site are below the levels that allow for unrestricted exposure to, and use of, the contaminated media and that the site does not pose a potential unacceptable risk to human health, safety or welfare, or to the environment. Standard condition 11 above will remain in effect after ICs are removed.


This determination is in accordance with 18 AAC 78.276(f) and does not preclude ADEC from requiring additional assessment and/or cleanup action if the institutional controls are determined to be ineffective or if new information indicates that contaminants at this site may pose an unacceptable risk to human health or the environment.

### **Appeal**

Any person who disagrees with this decision may request an adjudicatory hearing in accordance with 18 AAC 15.195 – 18 AAC 15.340 or an informal review by the Division Director in accordance with 18 AAC 15.185. Informal review requests must be delivered to the Division Director, 555 Cordova Street, Anchorage, Alaska 99501-2617, within 20 days after receiving the department’s decision reviewable under this section. Adjudicatory hearing requests must be delivered to the Commissioner of the Department of Environmental Conservation, 410 Willoughby Avenue, Suite 303, P.O. Box 111800, Juneau, Alaska 99811-1800, within 30 days after the date of issuance of this letter, or within 30 days after the department issues a final decision under 18 AAC 15.185. If a hearing is not requested within 30 days, the right to appeal is waived.

If you have questions about this closure decision, please feel free to contact me at (907) 451-2056 or email at [erin.gleason@alaska.gov](mailto:erin.gleason@alaska.gov)

Sincerely,

DocuSigned by:  
  
07CE2A8BCC1F442...

Erin Gleason  
Environmental Program Manager



Enclosures: Recorded environmental covenant which includes site figure(s) showing the extent of residual contamination and boundaries of areas covered by ICs.

cc: Elwood Daw  
P.O. Box 770763  
Eagle River, AK 99577

electronic cc: Spill Prevention and Response, Cost Recovery Unit  
Jennifer Currie, ADOL, [Jennifer.currie@alaska.gov](mailto:Jennifer.currie@alaska.gov)  
Robert Reges, Reeves Amodio LLC, [robert@reevesamodio.com](mailto:robert@reevesamodio.com)  
Cam Rader, Ingaldson Fitzgerald, [cam@impc-law.com](mailto:cam@impc-law.com)  
Bill O'Connell, ADEC, [bill.oconnell@alaska.gov](mailto:bill.oconnell@alaska.gov)

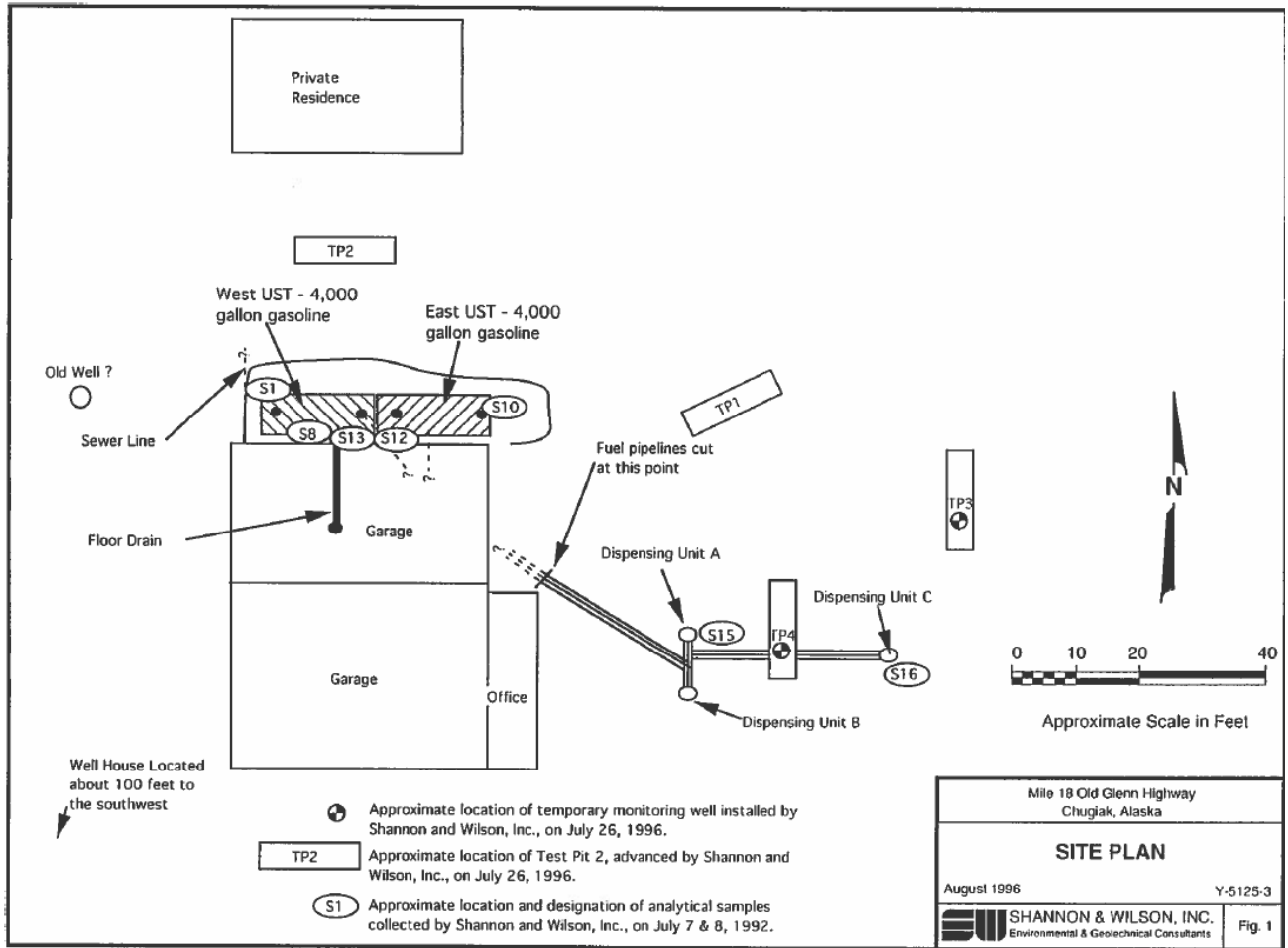
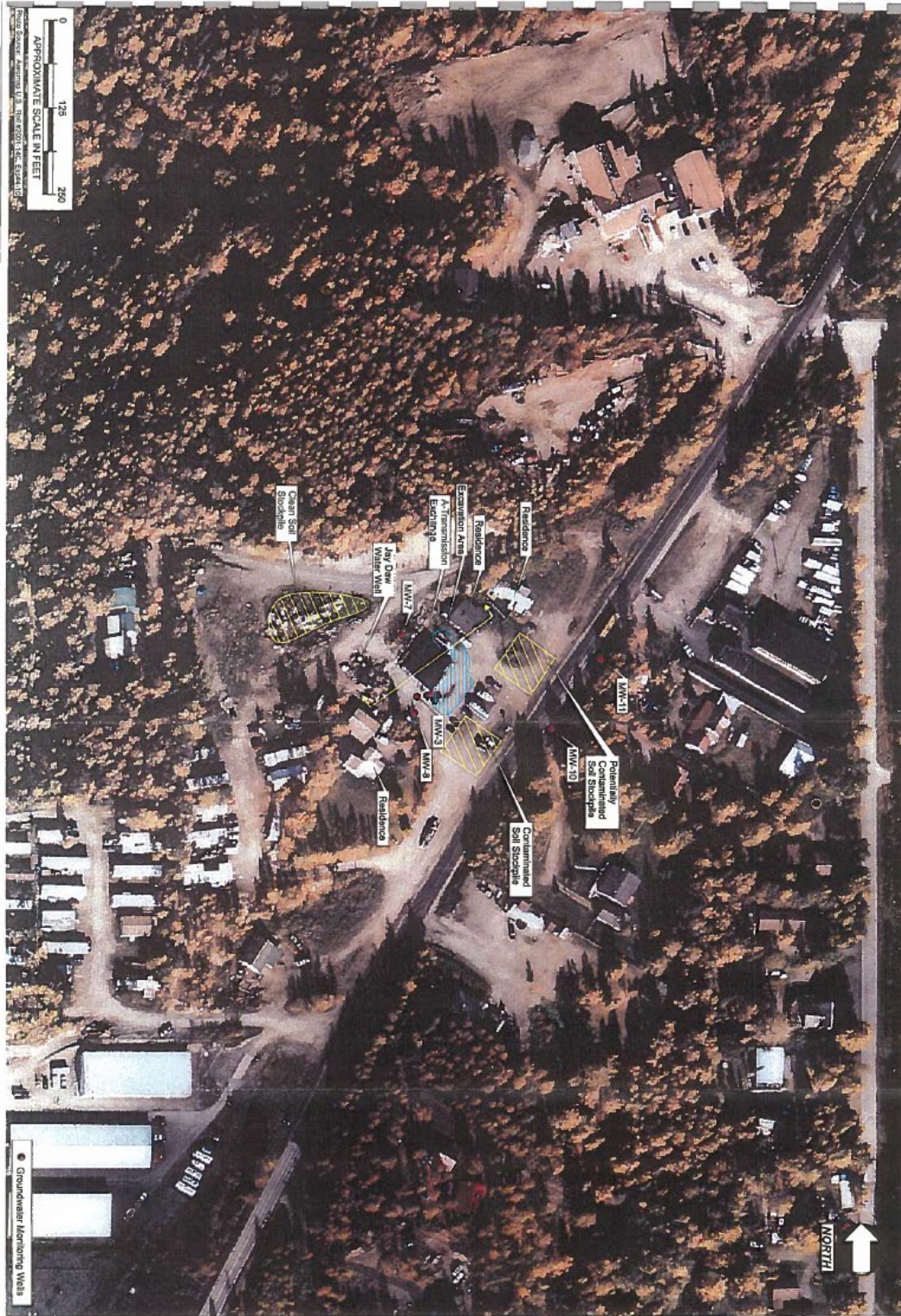


Figure 1. Map of the site taken from the August 1996 site report. Map shows location of former underground storage tanks, floor drain, dispensers, and private residence.



Proj: 184-001  
Rev: 001  
Date: NOV 2002  
Checked: CTB



SITE PLAN  
FORMER CHUGIAK TEXACO  
INTERIM CORRECTIVE ACTION REPORT  
CHUGIAK, ALASKA

FIGURE NO.  
2

Figure 2. Map of site taken from 2002 corrective action report. Map shows location of monitoring wells, area that was excavated adjacent to the service station building, and 2002 stockpiles.

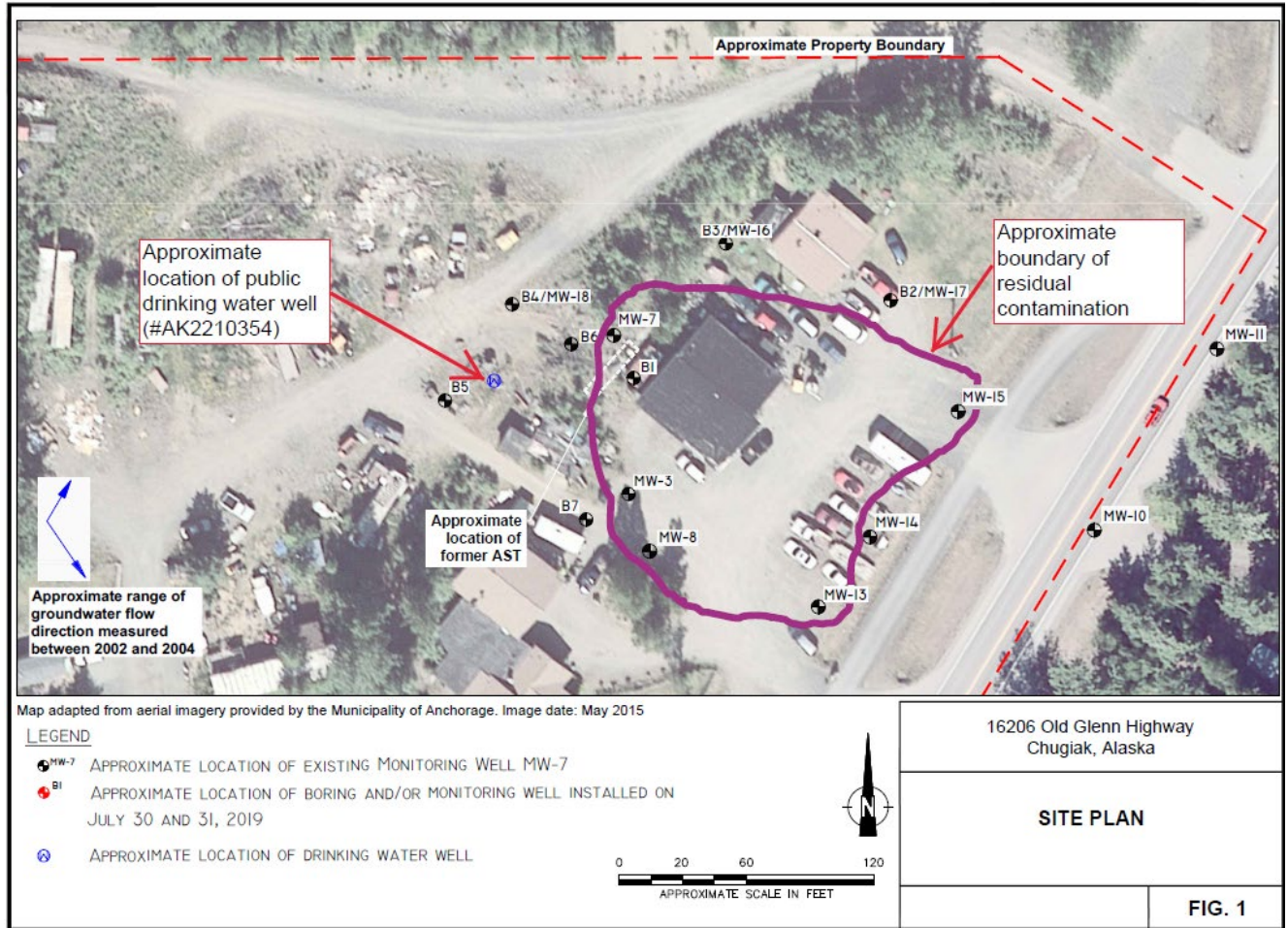


Figure 3. Map of site taken from 2020 field work notes. Map shows the wells that were sampled in 2020, the approximate area of remaining contamination, the public drinking water wells, and the property boundary.

**Certificate Of Completion**

Envelope Id: FAA8D0226B3C45DA99A488849A5337F3	Status: Completed
Subject: Please DocuSign: 2021.10.29 LtrClosure_IC.pdf	
Source Envelope:	
Document Pages: 12	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Disabled	Envelope Originator:
Envelopeld Stamping: Disabled	Erin Gleason
Time Zone: (UTC-09:00) Alaska	PO Box 110206
	Juneau, AK 99811
	erin.gleason@alaska.gov
	IP Address: 158.145.14.23

**Record Tracking**

Status: Original	Holder: Erin Gleason	Location: DocuSign
11/2/2021 4:57:45 PM	erin.gleason@alaska.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: State of Alaska	Location: DocuSign

**Signer Events**

Erin Gleason  
erin.gleason@alaska.gov  
State of Alaska  
Security Level: Email, Account Authentication (None)

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DocuSigned by:  
  
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Signature Adoption: Uploaded Signature Image  
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Freeform Signing

**Electronic Record and Signature Disclosure:**

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Company Name: State of Alaska

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**Editor Delivery Events**

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Erin Gleason  
erin.gleason@alaska.gov  
State of Alaska  
Security Level: Email, Account Authentication (None)

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Resent: 11/2/2021 4:58:51 PM  
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Company Name: State of Alaska

**Witness Events**

**Signature**

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**Notary Events**

**Signature**

**Timestamp**

**Envelope Summary Events**

**Status**

**Timestamps**

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**Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

Please read this Electronic Records and Signature Disclosure (ERSD). It concerns your rights regarding electronically undertaking, and the conditions under which you and the State of Alaska agree to electronically undertake, the transaction to which it relates (the “TRANSACTION”).

### **Consent to Electronically Undertake the TRANSACTION**

You can electronically undertake the TRANSACTION only if you confirm that you meet the following requirements by selecting the box next to “I agree to use electronic records and signature” (the “AGREE BOX”):

1. you can fully access and have read this ERSD;
2. you can fully access all of the information in the other TRANSACTION records;
3. you can retain all of the TRANSACTION records in a form that you will be able to fully access for later reference;
4. you consent to undertake the TRANSACTION electronically; and
5. you are authorized to undertake the TRANSACTION. (Please note that falsely undertaking the TRANSACTION may subject you to civil liabilities and penalties and/or to criminal penalties.)

If you cannot or are not willing to confirm each of these five things, do not select the AGREE BOX.

### **Withdrawing Consent**

If you select the AGREE BOX, you can withdraw your consent to electronically undertake the TRANSACTION at any time before you complete the TRANSACTION: simply do not finalize it. The only consequence of withdrawing your consent is that you will not finalize the TRANSACTION.

If you select the AGREE BOX, your consent will apply only to this TRANSACTION. You must separately consent to electronically undertake any other transaction with the State of Alaska.

### **Paper Option for Undertaking the TRANSACTION**

You may undertake the TRANSACTION with the State of Alaska using paper records. (State of Alaska employees who want to undertake the TRANSACTION in paper should contact the agency responsible for the TRANSACTION.) Print the paper records on the website of the State of Alaska agency responsible for the TRANSACTION, or request them from the agency. The State of Alaska homepage is at <http://alaska.gov/>.

### **Copies of TRANSACTION Records**

After completing the TRANSACTION but before closing your web browser, you should download the TRANSACTION records. Or you can download the records within 30 days after

completing the TRANSACTION using the link in the DocuSign email sent to the email address you used to complete the TRANSACTION. The State of Alaska will not provide a paper copy of the TRANSACTION records as part of the TRANSACTION. Under the Alaska Public Records Act (APRA), AS 40.25.100–.295, you can request a copy from the agency responsible for the TRANSACTION, but if too much time has passed, the agency may no longer have the records when you make your request. If required under the APRA, the agency will charge a fee.

### **Required Hardware and Software**

For the minimum system requirements to electronically undertake the TRANSACTION, including accessing and thereby retaining the TRANSACTION records, visit <https://support.docusign.com/guides/signer-guide-signing-system-requirements>. These requirements may change. In addition, you need access to an email account.

### **How to Contact the State of Alaska**

To ask a question on this ERSD or the DocuSign document generated after you complete the TRANSACTION or on using DocuSign to electronically undertake the TRANSACTION, contact the Alaska Department of Administration at either of the following addresses:

State of Alaska  
Department of Administration  
550 West 7th Avenue  
Suite 1970  
Anchorage, AK 99501  
Reference: DocuSign

[doa.commissioner@alaska.gov](mailto:doa.commissioner@alaska.gov)  
Subject: DocuSign

To ask any other question on the TRANSACTION records or to update the information for contacting you electronically, contact the State of Alaska agency responsible for the TRANSACTION using the contact information in the TRANSACTION records or, if those records contain no contact information, using the contact information on the agency's website. Again, the State of Alaska homepage is at <http://alaska.gov/>.