I. **Authority**
   In accordance with 22 AAC 05.155, the Department will maintain a manual comprised of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22 AAC.

II. **References**
   - Alaska Statutes
   - Alaska Administrative Code

III. **Purpose**

IV. **Application**

V. **Definitions**

VI. **Policy**

VII. **Procedures**
    A.  
       1.  
          a.  

VIII. **Implementation**
    This Standard Operating Procedure is effective upon being signed by the manager with approval of the Division Director.

______________________________  ________________________________
Date                          Director / Manager