



University of Alaska Fairbanks

MEMORANDUM

TO: UAF Deans and Directors

FROM: J. Mark Neumayr, Vice Chancellor
Administrative Services *J. Mark Neumayr*

DATE: August 2, 2004

SUBJECT: Requirement for Land Use Permits

As most of you are aware, requests and issuance of Land Use Permits (LUP) are made to and processed by the Statewide Office of Land Management. For some time now, researchers and scientists have been requesting and are issued LUPs which pose potential liability to the University unbeknownst to its department Dean/Director.

Effective immediately and to ensure the appropriate Dean/Director is aware of a request being made for LUP by its department(s), prior to submitting the request for LUP, the LUP must have the approval of the financially responsible Dean/Director. This approval shall include language indicating that the Dean/Director concurs with the intended use of the permit, understands and accepts responsibility for its requirements, and that the unit/department is accepting full financial responsibility should any issues of liability arise.

Thank you for your cooperation on this matter. Should you have any questions or concerns, please feel free to contact me at 474-7340.

cc: Kathleen Schedler, Associate Vice Chancellor for Facilities and Safety
Linda Zanazzo, Associate Director, Facilities Services, Administration & Real Estate
Mari Montgomery, Director of Statewide Land Management
Krisi Sherman, Associate Director of Statewide Land Management