

**[Sample letter for Plan of Operation and O & M Certification]**

November 22, 2011

William Machotka, P.E., Section Chief  
Mail Code: 401-03D  
Municipal Finance and Construction Element  
Bureau of Construction and Connection Permits  
Construction Management Section  
New Jersey Department of Environmental Protection  
410 East State Street, P. O. Box 420  
Trenton, New Jersey 08625-0420

Re: Project Number XXXXXXXXX  
SmallTown Sewerage System Upgrade  
Contract No. xxx  
Certification Operation and Maintenance Manual

Dear Mr. Machotka:

I hereby certify that Township of Smalltown as the “Loan Recipient” under the above project has, in place, a Final Plan of Operation including an Operation and Maintenance Manual and other required items in accordance with N.J.A.C.7:22-3.17(a)16.

Very truly yours,

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John Doe, P.E., President  
Allrite Engineering