

DATE:

PERMIT NUMBER:

[Insert Appropriate] Regional Water Quality Control Board
Attention: **[Insert Name]**

Subject: Notification of Co-Digestion of Hauled In **[type of Anaerobically Digestible Material]** At The **[Insert Name]** Wastewater Treatment Plant

Dear **[Insert Name]**:

This letter is to inform the **[insert Name]** Regional Water Quality Control Board that the **[insert agency]** **[will be/has been]** operating an anaerobically digestible material (ADM) receiving facility to feed the anaerobic digestion system at the **[insert name]** Wastewater Treatment Plant for co-digestion. The main purpose of the project is to increase biogas and renewable energy production by digesting ADM.

The ADM receiving and co-digestion system **[will be/is]** a permanent facility with **[Insert description of facility components, including number of tanks, piping, process configuration, enclosed structures, spill containment]** to convey ADM into an anaerobic digestion system. **[Insert description of end use destination for any screenings removed]**. The **[new/existing]** system is **[expected to be /has been]** operational **[by/since]** **[insert date]**.

The system **[will receive/receives]** ADM from **[insert general description of waste sources]**. **[Insert general description of ADM waste collection, hauling, and truck hauler certification]**.

To ensure safe operation of the **[new/existing]** ADM receiving and digestion system, standard operating procedures (SOP) **[have been developed/will be developed within ninety (90) days]** that include a spill response and contingency plan, vector and odor control, avoidance of introduction of any materials that could cause upset of the treatment process, and operation and maintenance procedures. The spill response and contingency plan **[will outline/outlines]** procedures for spill containment, recovery, and cleanup procedures. Operations and maintenance (O&M) manuals **[will be/have been]** updated with instructions to properly operate and maintain the system.

Should you have any questions related to the ADM facility, please do not hesitate to contact me at **[insert contact information]**.

Sincerely,

[Wastewater Agency Representative]