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September 1, 2023

Dear Massachusetts Licensed Wastewater Treatment Plant Operator:

Enclosed please find your wastewater treatment plant operator (WWTPO) license renewal invoice. All Massachusetts WWTPOs renew at the end of every odd year. You need to pay your renewal fee of \$75.00 by December 31, 2023.

**ACTIVE WWTPOs:**

- You need to have earned 20 training contact hours (TCHs) during the renewal period (January 1, 2022 – December 31, 2023). *If you became a WWTPO during the second year of the renewal cycle (2023), you only need to earn 10 TCHs.*
- Only 50% of your TCHs can be safety related.
- Passing the WWTPO exam earns 10 TCHs and those hours are printed on the second page of your renewal invoice.
- All training taken from NEIW PCC, MAWEA and NEWEA are also printed on the second page of the renewal invoice. *You do not need to submit proof of training that is listed on the second page of your renewal invoice.*
- If you took training that is not listed on the second page of the renewal invoice, you need to submit a copy of the training certificate that you received when you completed your training.

**INACTIVE WWTPOs:**

- You need to renew but are not required to earn any TCHs.
- If you are INACTIVE or are changing from ACTIVE to INACTIVE during this renewal process, please write "INACTIVE" on the return envelope and send in your renewal paperwork with payment.
- No TCH certificates are required.

Please be advised that there is a \$30 fee for returned checks and late renewals. A renewal is considered late if it is postmarked January 1, 2024, or later. The total cost for a late renewal would be \$105. With respect to this renewal cycle, reinstatement of a WWTPO license after March 31, 2024, if not renewed by then, will be by exam only.

For more information on renewing, please contact NEIW PCC at (978) 349-2516.

Thank you for the vital work that you do to help keep the Commonwealth's waters clean.

Sincerely,

Michelle Jenkins  
Information Officer  
NEIW PCC Wastewater & Onsite Program

