



**NEWEA**

**New England  
Water Environment  
Association**

**WASTEWATER  
LABORATORY ANALYST  
CERTIFICATION PROGRAM**

Rev. 6/2024

**CERTIFICATION PROGRAM FOR  
WASTEWATER LABORATORY ANALYSTS NEW ENGLAND  
WATER ENVIRONMENT ASSOCIATION, INC.**

**GENERAL INFORMATION  
SECTIONS 1-8**

**1.0 OBJECTIVE**

This program, for the examination and certification of wastewater laboratory analysts in the New England States, is hereby established to promote the employment of trained, experienced, reliable and efficient personnel for the operation of public and industrial wastewater works; and to establish standards whereby wastewater laboratory analysts can demonstrate proficiency. By means of this program, the New England Water Environment Association, Inc., (NEWEA) will strive to:

- a) Improve the quality of wastewater laboratory operations;
- b) Improve the knowledge of wastewater laboratory analysts;
- c) Promote safety conditions for wastewater laboratory analysts;
- d) Provide a roster of qualified analysts; and
- e) Provide a means whereby those responsible for employment of wastewater laboratory analysts can readily determine the qualifications that are considered desirable in such personnel.

**2.0 GENERAL POLICIES**

- 2.1 This is a voluntary program. It will be unnecessary for any person to hold membership in the NEWEA or in any other organization or association to receive certification, provided that said person meets the requirements set forth herein.
- 2.2 All wastewater laboratory analysts are encouraged to: a) apply for certification; and to b) strive for increased knowledge, training and experience to permit future advancement in their grade of certification.
- 2.3 This program provides for certification of personnel whose duties are confined to work, or supervision of work in a) wastewater laboratories; or b) analytical laboratories that test wastewater samples.
- 2.4 The NEWEA will endeavor to cooperate with, and request the cooperation of those State, Municipal, Civil Service, Industrial, and Institutional agencies in New England which own, operate or exercise control over wastewater laboratories, to the end that the maximum benefits of the Program may be realized throughout the New England States.

**3.0 DEFINITIONS**

- 3.1 Wastewater laboratory – Shall mean any facility that performs any wastewater testing for process control or regulatory reporting.
- 3.2 Laboratory analyst – Shall mean any person that performs any wastewater test or analysis or supervises wastewater testing or analysis for process control or regulatory reporting.

- 3.3 “Operator-In-Training” (OIT) status means an applicant who has met the written examination and education requirements for a particular grade but who has not had sufficient operating experience to meet the full requirements of that grade.
- 3.4 “Qualifying Experience” shall mean the duties in a level of responsibility relevant to the laboratory experience in a wastewater laboratory
- 3.5 Certification – Shall mean Wastewater Laboratory Analyst Certification.
- 3.6 Sub Committee – Shall mean the NEWEA Laboratory Certification Sub-committee
- 3.7 Reciprocity – Shall describe the certification of an applicant who has passed a written exam in another state and meets the experience and education requirements of this program.

#### **4.0 GENERAL PROCEDURES**

- 4.1 Application for certification shall be made to the NEWEA office using online forms to be prescribed by NEWEA. Applications shall be submitted 30 days in advance of the date of examination established by NEWEA. Applicants are required to evaluate their education and work credit and apply for the appropriate grade level of examination for which they qualify using the online application form. Applicants shall refer to Section 8.0 QUALIFICATION OF WASTEWATER LABORATORY PERSONNEL to evaluate their education and work credit. Applications will be returned to NEWEA. Applications will be given preliminary screening, by any Sub Committee member, to ascertain whether the applicant meets the education and experience requirements. NEWEA will notify applicants possessing the necessary education and experience who are applying for examination for certification. Applicants will then select from the scheduled dates and time of online examinations. Applicants may also choose to take the exam in-person using Paper/pen format when offered at prescribed locations listed on the NEWEA website. Applicants not possessing the necessary requirements will be so advised and will be urged to re-apply by NEWEA.
- 4.2 Applicants requesting Reciprocal certification must submit the online application and provide proof of satisfactory completion of an examination for approval by the Sub Committee chair, or designee.
- 4.3 Certificates provided herein will be issued by NEWEA only after applicants have fully qualified themselves in accordance with the provisions of this program.
- 4.4 Certification status: In addition to assignment of grade to laboratory personnel, the Sub Committee chair, or designee, shall assign laboratory personnel a status as follows:

4.4 a Operator-in-Training Status: Operator-in-Training Status. Upon receiving an applicant’s application for certification examination, the Sub Committee chair, or designee, shall review the applicant’s experience, education and training. If the applicant’s work history at a collection system DOES NOT meet the experience qualifications established in Section 8.0 QUALIFICATION OF WASTEWATER LABORATORY PERSONNEL, the applicant shall be approved for an Operator-in-Training (OIT) Certification exam. The Sub Committee chair, or designee, shall provide written results of the evaluation that quantifies additional education and or relevant field experience credit required to meet the Full Laboratory Analyst status. After passing the grade 1 OIT; grade 2 OIT examination and gaining sufficient experience in a wastewater laboratory to meet the full grade qualifications, the OIT must complete an online Application to request an upgrade to Full status. The Application must include written verification duly signed by the OIT’s supervisor to document completion of the laboratory experience requirement. Proof of eligibility must be forwarded to NEWEA within 6 months of the date of eligibility. NEWEA shall review the analyst’s status and (if merited) issue the upgrade certificate at Full Laboratory Analyst Status.

4.4.b Full Laboratory Analyst Status: Full Laboratory Analyst status refers to an operator who has passed a certification examination and meets all experience requirements set forth in 8.0 QUALIFICATIONS OF WASTEWATER LABORATORY PERSONNEL.

## **5.0 EXAMINATION**

- 5.1 The Sub Committee shall prepare such written examinations as to properly reflect the knowledge and ability required of the laboratory analyst as herein provided.
- 5.1 The examinations will be offered as online or in-person format for applicants deemed qualified by the Sub Committee.
- 5.2 The Sub Committee may hold examination periods at the time and place of the annual meetings of NEWEA and at such other times and places throughout the year as may be required and convenient. The time and place of examinations may be announced on the NEWEA website, in the NEWEA Newsletter, or by such other methods as the Sub Committee may deem necessary and proper.
- 5.3 The passing grade on all examinations shall be a minimum of 70%.
- 5.4 In the event an applicant fails to pass an examination, he/she may apply for re-examination at their discretion, using the online application. The normal \$75.00 fee must be paid upon submitting the online application.
- 5.5 The Sub Committee may, at its discretion, waive examination for applicants holding certificates or licenses issued by other states or associations having equivalent standards, as determined by the Sub Committee.

## **6.0 ISSUANCE OF CERTIFICATES**

- 6.1 Upon satisfactory fulfillment of the requirements provided herein, NEWEA shall issue a suitable certificate. Said certificate shall state the grade for which the applicant is certified and the date of issue.
- 6.2 Certificates will be permanent upon successful completion of the requirements unless revoked for proper cause.
- 6.3 The Sub Committee is authorized to revoke the certificate of any person who, after a hearing before the Sub Committee, shall be found guilty of fraud or deceit in obtaining a certificate, or of gross negligence, incompetency or misconduct in the performance of their duties as a laboratory analyst.

## **7.0 FEES FOR CERTIFICATION**

- 7.1 Fees for certification in each grade shall be \$75.00 payable to the New England Water Environment Association.  
Fees for upgrading of certification and fees for reciprocal certificates issued in accordance with Sections 5.2 and 6.6 shall be \$75.00.
- 7.2 Fees will accompany online applications for examinations.
- 7.3 Fee payment using electronic format will be available to applicants.
- 7.4 Fees collected from applicants who fail to pass the examination will not be returned.

- 7.5 The fee as listed here may be revised, if it is found necessary, to make the Wastewater Laboratory Analyst Certification Program self-sustaining, provided that the Executive Committee of NEWEA gives its approval.

## 8.0 QUALIFICATION OF WASTEWATER LABORATORY PERSONNEL

- 8.1 Two grades of laboratory analyst certification are hereby established.

**Note - The Lab Analyst II exam is currently unavailable please check back after September 2021.**

- Lab Analyst I
- Lab Analyst II

- 8.2 All applicants shall meet the following general requirements:

- a) Be able to read and write the English language;
- b) Be able to understand and apply basic math principles; and
- c) Be able to maintain desirable logs and records of sampling, testing, and maintenance in a laboratory.

All applicants must have a minimum of a High School diploma or High School Equivalency (HSE certificate), or equivalent.

- Laboratory Analyst I – All applicants for this grade must submit satisfactory evidence of at least one year's experience in conducting or supervising wastewater analyses and pass a Grade I examination.
  - Laboratory Analyst II – All applicants for this grade must submit satisfactory evidence of at least three years' experience in conducting or supervising wastewater analyses and pass a Grade II examination.
- Note- The Lab Analyst II exam is currently unavailable**

An associate's degree in a physical or biological science may be substituted for one year of experience. A bachelor's degree in a physical or biological science may be substituted for two years of experience.

### **Training Credit Calculation and Equivalents**

10 Training Contact Hours (TCH) = 1.0 Continuing Education Unit (CEU)

1.5 CEUs = 1.0 College Level Credit

## **Wastewater Laboratory Analyst Certification Examination**

Examination: The test is a one-hundred question, multiple-choice examination. The use of a non-programmable basic calculator, blank scratch paper, and the NEWEA Formula sheet is allowed.