

MUR Compliance CHECKLIST

- Determine what method the laboratory will use for MUR compliance
 - ❑ If the laboratory will use the most recently approved revised method(s) listed on the report from DCLS, no response is needed. DCLS will automatically update certificates prior to February 1, 2014. The laboratory will be assessed to these methods beginning February 1, 2014.
 - ❑ If the laboratory is choosing a different MUR-compliant method than the one on the report from DCLS, submit a Change in Scope Request.
- Obtain a copy of the method(s) chosen for MUR compliance
NOTE: For *Standard Methods*, the laboratory may purchase single methods using Standard Methods Online or may purchase a hard copy of the compendium.
- Update the laboratory's Quality Manual to accurately reflect all method(s) for which certification is held.
- Update the laboratory's Standard Operating Procedure(s) to reflect the change in method(s), including procedural changes, QA/QC updates, and naming conventions, if applicable.
- Be sure to review the new method carefully **as well as all relevant QA/QC** requirements to assure that the laboratory's SOP is fully compliant with the published method. (Note: Quality control requirements for approved methods from *Standard Methods for the Examination of Water and Wastewater* are discussed in sections 1020, 2020, 3020, 4020, 5020, 6020, 7020, 8020, 9020 as appropriate.)
- Submit a Change in Scope packet to DCLS **if switching to a different method** than what is listed on the personalized report received in April/May 2013 from DCLS. (Change in Scope packet will include SOP, demonstration of capability, and PT studies, if applicable). DCLS will calculate fee requirements to be paid before approval can be granted.
- Be sure that the revised SOP has been approved by management and read and understood by relevant staff.
- Update reporting procedures (to customers and for PTs) to reflect the change in methods.
- **Please notify the laboratory's Lead Assessor by phone or e-mail when the laboratory has made MUR-compliance changes. This will assist DCLS in updating the certification database.**