



State of California • Arnold Schwarzenegger, Governor
State and Consumer Services Agency

DEPARTMENT OF GENERAL SERVICES

Division of the State Architect - Headquarters

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www.dsa.dgs.ca.gov

Instructions for Applying to the Laboratory Evaluation and Acceptance (LEA) Program

Thank you for your interest in the LEA program. Your laboratory facility must have LEA approval from Division of the State Architect (DSA) before it can provide material testing or special inspection services on public school or essential services buildings under DSA jurisdiction.

Your application package must be submitted to the DSA headquarters office for consideration of acceptance into the LEA program and must include the items listed below. Please provide a table of contents and a tab system identifying each item as applicable to the sections listed below (in the same order). Please 3-hole punch the entire submittal package. However, do not provide a binder.

1. **Application and Fee** – Please submit a completed LEA Application (Form DSA-100) and the appropriate fee, per Section 1 of the application form. The fee must be in the form of a check, payable to the Division of the State Architect, and attached to the upper right hand corner of the application form.
 - a. If your firm has more than one facility or location which provides testing and/or inspection services, each facility or location must submit a separate LEA application package and fee.
 - b. List only material tests or special inspections for which your facility is equipped, and has the personnel and expertise (qualifications and/or certifications) to perform. Personnel and equipment that are sub-contracted, or based in other branch offices, shall not be listed on the application.
2. **Work History** – Provide a detailed "work history" for the engineering manager charged with full-time management of the facility. The engineering manager must be a California registered civil engineer with at least five years experience in construction material testing and/or inspection supervision. The "work history" must list, as a minimum, specific projects, time frames, and duties for which the engineer was responsible.
3. **Outline of the Facility's Organization and Operations**
 - a. Include names of management personnel (including lab manager, etc).
 - b. List all branch office facilities.
 - c. List entities that perform subcontract work for the facility.
4. **Quality Manual**
 - a. Include a copy of the facility's quality manual of written procedures (as required by ASTM E329).
 - b. Include a detailed outline of the facility's training programs.

5. Earthwork – Acceptance requires:

- a. A copy of the most recent AASHTO Materials Reference Laboratory (AMRL) inspection report.
- b. A detailed written response to all footnotes contained in the report.
- c. Evidence of participation in a soil proficiency-sampling program.

6. Concrete – Acceptance requires:

- a. A copy of the Cement and Concrete Reference Laboratory (CCRL) inspection report for the current tour.
- b. A detailed written response to all footnotes contained in the report.
- c. Evidence of participation in a concrete/aggregate proficiency-sampling program.

7. Non-Destructive Testing (NDT) – Acceptance requires:

- a. A copy of the facility's NDT written practice approved by an ASNT Level III individual who was "certified by test". This document is to be written in accordance with ANSI/ASNT CP-189-2006.
- b. Copies of current NDT Level II certifications for all personnel.

For additional important information, please refer to IR 17-2 on the DSA website regarding NDT of welds.

8. Special Inspection Certifications – Provide proof of the proper certifications for special inspectors listed in Section 15 of the application.

- a. Masonry Inspection – must have passed the DSA masonry inspection examination and be in current good standing with DSA.
- b. Welding Inspection – must hold current American Welding Society (AWS) CWI or Senior CWI certification.

9. Sample Reports – Provide examples of field and laboratory reports for all material testing and special inspection services indicated on your application. Also include an example of each appropriate type of verified report.

Samples of acceptable test, inspection, and verified reports can be found on the DSA website at http://www.dsa.dgs.ca.gov/Labs/report_temp_forms.htm.

A site visit to your laboratory facility will be scheduled once DSA has reviewed your application package and determines that the essential requirements have been met. Your laboratory manager, engineer manager, and other key personnel should make three to four hours available for the site visit. DSA will review your facility, equipment, technical library, etc., as well as discuss the Title 24 code requirements.

If you have any questions, please contact Eric France by phone at (916) 445-2193 or by email at Eric.France@dgs.ca.gov.



Application for Acceptance of Material Testing Facility

Application Date	<input type="checkbox"/> New Applicant <input type="checkbox"/> Renewal <input type="checkbox"/> Added Services <input type="checkbox"/> New Engineer <input type="checkbox"/> Name Change <input type="checkbox"/> Moved FEE \$2000 \$2000 \$250 \$250 \$250 \$1000
(Testing Facility Name)	DSA use ONLY LEA No. _____ Date Application REC'D _____ Fee REC'D _____ Check # _____ Date payment REC'D _____
(Laboratory Address)	
(City) (State) (Zip Code)	
(Phone) (Fax)	

a. (MANAGING CIVIL ENGINEER) (CA REG. NO.) (EXP. DATE) e-mail	c. (GEOTECHNICAL ENGINEER) (CA REG. NO.) (EXP. DATE) e-mail
b. (FACILITY MANAGER) (RELEVANT YEARS OF EXPERIENCE) e-mail	d. (LAB/FIELD SUPERVISOR) (RELEVANT YEARS OF EXPERIENCE) e-mail

This Facility Complies with the Following Recognized Standards
(Check those that apply)

Yes	Test #	Test Name	Yes	Test #	Test Name
<input type="checkbox"/>	a. ASTM E 329	General Requirements	<input type="checkbox"/>	d. ATSM C 1077	Concrete Testing / Inspection
<input type="checkbox"/>	b. ASTM D 3740	Soil and Rock Testing / Inspection	<input type="checkbox"/>	e. ASTM C 1093	Masonry Testing / Inspection
<input type="checkbox"/>	c. ASTM C 511	Moist Cure Room / Tanks	<input type="checkbox"/>	f. ASTM A 880	Steel Testing / Inspection

This Facility Participates in the Following Evaluation / Proficiency Programs
(Check those that apply)

Yes	Report Date	Program Name	Yes	Report Date	Program Name
<input type="checkbox"/>		a. Cement and Concrete Reference Laboratory (CCRL)	<input type="checkbox"/>		d. AASHTO Materials Reference Laboratory (AMRL)
<input type="checkbox"/>		b. CCRL Concrete Proficiency Sample Program	<input type="checkbox"/>		e. AASHTO Soil Proficiency Sample Program
<input type="checkbox"/>		c. AMRL Aggregate Proficiency Sample Program	<input type="checkbox"/>		f. CCRL Mortar Proficiency Sample Program

Branch Offices and/or Other Testing / Inspection Facilities used for Subcontracted Services

LEA NO.	Facility Name	Services Provided	Location	Manager

TESTS – Soil and Rock							
Yes	Standard / Code Reference		Test Procedure	Yes	Standard / Code Reference		Test Procedure
<input type="checkbox"/>	a.	ASTM D 2487	Classification of Soils	<input type="checkbox"/>	h.	ASTM D 1140	No. 200 Wash
<input type="checkbox"/>	b.	ASTM D 422	Particle Size Analysis	<input type="checkbox"/>	i.	ASTM D 4829	Expansion Index
<input type="checkbox"/>	c.	ASTM D 2216	Moisture Content	<input type="checkbox"/>	j.	ASTM D 2419	Sand Equivalent Value
<input type="checkbox"/>	d.	ASTM D 4318	Liquid / Plastic Limit	<input type="checkbox"/>	k.	ASTM D 1557	Soil Compaction – Modified
<input type="checkbox"/>	e.	ASTM D 2850	Unconfined Compressive Strength	<input type="checkbox"/>	l.	ASTM D 3080	Direct Shear
<input type="checkbox"/>	f.	ASTM D 2664	Tri-axial Compressive Strength	<input type="checkbox"/>	m.	ASTM D 2922	Density of Soils – Nuclear
<input type="checkbox"/>	g.	ASTM D 2166	Unconfined Compressive Strength	<input type="checkbox"/>	n.	ASTM D 1556	Density of Soils – Sand Cone

INSPECTIONS – Soil and Rock			
Yes	Standard / Code Reference		Inspection Procedure
<input type="checkbox"/>	a.	CBC 1301, 1701 A.5.13	Excavations and Fills
<input type="checkbox"/>	b.	CBC 1809A.7.1	Caissons – Drilled
<input type="checkbox"/>	c.	CBC 1809A.6	Piles – Driven

TESTS – Concrete / Aggregate							
Yes	Standard / Code Reference		Test Procedure	Yes	Standard / Code Reference		Test Procedure
<input type="checkbox"/>	a.	ASTM C 702	Reducing Aggregate Samples	<input type="checkbox"/>	n.	ASTM C 192	Making / Curing Test Specimens
<input type="checkbox"/>	b.	ASTM C 40	Organic Impurities	<input type="checkbox"/>	o.	ASTM C 617	Capping Concrete Specimens
<input type="checkbox"/>	c.	ASTM C 29/C	Unit Weight / Voids	<input type="checkbox"/>	p.	ASTM C 1231	Unbonded Caps
<input type="checkbox"/>	d.	ASTM C 88	Sodium Sulfate Soundness	<input type="checkbox"/>	q.	ASTM C 39	Compressive Strength
<input type="checkbox"/>	e.	ASTM C 566	Moisture Content	<input type="checkbox"/>	r.	ASTM C 157	Length Change
<input type="checkbox"/>	f.	ASTM C 142	Clay / Friable Particles	<input type="checkbox"/>	s.	ASTM C 293	Flexural Strength
<input type="checkbox"/>	g.	ASTM C 127	Specific Gravity – Coarse	<input type="checkbox"/>	t.	ASTM C 496	Splitting Tensile
<input type="checkbox"/>	h.	ASTM C 128	Specific Gravity – Fine	<input type="checkbox"/>	u.	ASTM C 42	Drilled Cores / Beams
<input type="checkbox"/>	i.	ASTM C 117	No. 200 Wash	<input type="checkbox"/>	v.	ASTM C 138	Weight / Yield / Air Content
<input type="checkbox"/>	j.	ASTM C 136	Sieve Analysis Coarse / Fine	<input type="checkbox"/>	w.	ASTM C 495	Lightweight Concrete
<input type="checkbox"/>	k.	ASTM C 131	Degradation of Aggregate	<input type="checkbox"/>	x.	ASTM C 567	Density of Lightweight Aggregate
<input type="checkbox"/>	l.	ASTM D 2419	Sand Equivalent Value	<input type="checkbox"/>	y.	ASTM E488	Strength of Anchors
<input type="checkbox"/>	m.	ASTM C31, CBC 1905A.6.1.1	Concrete Sampling				

INSPECTIONS – Concrete / Aggregate							
Yes	Standard / Code Reference		Inspection Procedure	Yes	Standard / Code Reference		Inspection Procedure
<input type="checkbox"/>	a.	CBC 1929A.4	Batch Plant Inspection	<input type="checkbox"/>	c.	CBC 1929A.9	Pre-Stressed Inspection
<input type="checkbox"/>	b.	CBC 1929A.10	Shotcrete Inspection	<input type="checkbox"/>	d.		R – Meter Evaluation

TESTS – Masonry					
Yes	Standard / Code Reference	Test Procedure	Yes	Standard / Code Reference	Test Procedure
<input type="checkbox"/>	a. ASTM C 140	Dimensions	<input type="checkbox"/>	i. ASTM C 1314	Prism Compressive Strength
<input type="checkbox"/>	b. ASTM C 140	Compressive Strength	<input type="checkbox"/>	j. ASTM C 1019	Grout Compressive Strength
<input type="checkbox"/>	c. ASTM C 140	Absorption	<input type="checkbox"/>	k. ASTM C 780	Mortar Compressive Strength
<input type="checkbox"/>	d. ASTM C 140	Unit Weight	<input type="checkbox"/>	l. ASTM C 39	Core Compressive Strength
<input type="checkbox"/>	e. ASTM C 140	Moisture Content	<input type="checkbox"/>	m. CBC 2105A.3.1	Core Shear
<input type="checkbox"/>	f. ASTM C 426	Linear Drying Shrinkage	<input type="checkbox"/>	n. ASTM C1314	Prism Sampling
<input type="checkbox"/>	g. UBC 21-16	Mortar Sampling	<input type="checkbox"/>	o. ASTM C42	Drilled Core Sampling
<input type="checkbox"/>	h. UBC 21-18	Grout Sampling			

INSPECTIONS – Masonry					
Yes	Standard / Code Reference	Inspection Procedure	Yes	Standard / Code Reference	Inspection Procedure
<input type="checkbox"/>	a. CBC 1929 A.4	Batch Plant Inspection	<input type="checkbox"/>	b. CBC 1701 A.5.7	Placement Inspection

TESTS – Steel					
Yes	Standard / Code Reference	Test Procedure	Yes	Standard / Code Reference	Test Procedure
<input type="checkbox"/>	a. ASTM A 370	Tension Test	<input type="checkbox"/>	g. ASTM A 90	Weight of Coating
<input type="checkbox"/>	b. ASTM A 370	Bend	<input type="checkbox"/>	h. ASTM E 165	Liquid Penetrant
<input type="checkbox"/>	c. ASTM E 10	Brinell Hardness	<input type="checkbox"/>	i. ASTM E 1444	Magnetic Particle
<input type="checkbox"/>	d. ASTM E 18	Rockwell Hardness	<input type="checkbox"/>	j. ASTM E 94	Radiographic
<input type="checkbox"/>	e. ASTM E 190	Guided Bend	<input type="checkbox"/>	k. ASTM E 164	Ultrasonic
<input type="checkbox"/>	f. ASTM E 23	Charpy V – Notch	<input type="checkbox"/>	l. ASTM E 605	Density of SFRM

INSPECTIONS – Steel					
Yes	Standard / Code Reference	Inspection Procedure	Yes	Standard / Code Reference	Inspection Procedure
<input type="checkbox"/>	a. CBC 2231A.1	Material Identification	<input type="checkbox"/>	c. ASD 9 th edition, CBC 2231A.6	High Strength Bolt Installation
<input type="checkbox"/>	b. AWS D1.1, D1.3, D1.4, CBC 2231A.5	Visual Welding Inspection	<input type="checkbox"/>	d. UBC standard 7-6	Fireproofing

TESTS – Lumber / Roofing					
Yes	Standard / Code Reference	Test Procedure	Yes	Standard / Code Reference	Test Procedure
<input type="checkbox"/>	a. ASTM D 3617	Analysis of New Roof Membranes	<input type="checkbox"/>	c. ASTM C 67	Clay Roof Tiles (UBC STD 15-5)
<input type="checkbox"/>	b. ASTM D 4442	Moisture Content			

Engineering Managerial Responsibility

(Material Testing Facility Name)

(Address)

I am employed on a full time basis at the facility indicated above. I will personally perform all engineering management responsibilities for all testing and inspection performed by this facility for projects under the jurisdiction of DSA. I have at least five years of relevant experience in the testing and inspection of construction materials for buildings, as required by ASTM E 329. Attached is my detailed work history documenting my relevant experience.

I will ensure that for all projects under DSA jurisdiction:

1 - All technicians and inspection personnel tasked with performing services on projects under DSA jurisdiction are qualified and will be adequately supervised.

2 - All welding inspection shall be performed by welding inspectors holding valid certification by the American Welding Society as a CWI-QC1 or Senior Welding Inspector (SCWI).

3 - All masonry inspections shall be performed by special masonry inspectors approved by DSA for each specific project.

4 - Testing or inspection services for which International Code Council (ICC), American Concrete Institute (ACI) or other certifications exist shall be performed by technicians who hold current certifications to perform such tasks.

5 - All testing and inspection services for projects under DSA jurisdiction will be conducted in accordance with the requirements of the DSA stamped approved documents.

6 - The facility has the most current applicable ASTM standards, welding codes and California building codes available to testing and inspection personnel.

I will promptly notify the Division of the State Architect should the conditions of my employment, engineering management responsibilities, or any of the forgoing change in any way.

I have read and understand all of the above. I understand that failure to comply with any of the requirements of the California Code of Regulations, applicable industry standards, or DSA approved documents for specific projects may result in the revocation of DSA's acceptance of this material testing facility.

I certify under penalty of perjury that all information provided in this application is correct.

Print Name

Signature

Date

CA Registered Professional Engineer (RCE No.)

Expiration Date

e-mail address: