

**INITIAL STATEMENT OF REASONS
FOR
PROPOSED BUILDING STANDARDS
OF THE
DIVISION OF THE STATE ARCHITECT - STRUCTURAL SAFETY (DSA-SS)**

**REGARDING THE 2010 CALIFORNIA BUILDING STANDARDS ADMINISTRATIVE CODE,
CALIFORNIA CODE OF REGULATIONS, TITLE 24, PART 1**

The Administrative Procedure Act (APA) requires that an Initial Statement of Reasons be available to the public upon request when rulemaking action is being undertaken. The following information required by the APA pertains to this particular rulemaking action:

STATEMENT OF SPECIFIC PURPOSE AND RATIONALE.

The Division of the State Architect - Structural Safety (DSA-SS) proposes to make amendments to Chapter 4 of the California Building Standards Administrative Code (Part 1, Title 24) for codification as the 2010 edition California Building Standards Administrative Code.

These proposed amendments to existing administrative regulations pertain to building construction for public elementary and secondary schools, and community colleges. The proposed changes are editorial and also provide conformance with the proposed changes by DSA-SS to Part 2, Title 24, in this annual rulemaking cycle (adoption of the 2009 edition *International Building Code*).

The specific purpose and rationale for necessity of these proposed changes follows:

4-207. Definitions

Capitalize the word "Act" in the definition of "APPROVED PLANS AND SPECIFICATIONS." The proposed change is editorial.

4-217. Duties of architect and registered engineers.

(c) Architect or engineer verified reports.

Clarification that these verified report requirements are for architects and engineers. The proposed change is editorial.

4-218. Duties of mechanical and electrical engineers.

Capitalize the word "Duties." The proposed change is editorial.

4-306. Approval of new school buildings, rehabilitation of school buildings, and additions to school buildings.

Clarified that a pre-application package is required for rehabilitations of school buildings in the same manner as required for non-school buildings (language copied from Section 4-307(c)). No change to current DSA policy.

4-309. Reconstruction of alteration projects in excess of \$25,000 in cost.

(a) General

Editorial change to direct user to the correct form (Form DSA-999) and delete reference to Section 4-336, which is not applicable to the projects described in this section.

(c) Required structural rehabilitation.

Change reference for rehabilitation requirements from Section 4-307 to Section 4-306. Clarify that the requirements for structural rehabilitation include both wind and seismic forces. These changes are editorial only; no change to current DSA policy.

4-310. School garages, warehouses, storage and similar buildings, dwellings for employees and miscellaneous structures.

This section was edited to clarify that structures which are exempt from DSA-SS "structural safety" review and approval may not be exempt from DSA-AC "access compliance" review and approval (see Section 5-101) and/or

other local agency review and approval. This change is editorial only; no change to current DSA policy.

4-314. Definitions.

Clarified the definition of APPROVED PLANS AND SPECIFICATIONS by removing the admonition that the DSA "identification" stamp shall not be construed as approval of plans. This admonition is no longer necessary because DSA creates a record set and delivers approved plans and the approval letter to the client within five days of approval.

Clarified the definition of GEOTECHNICAL ENGINEER by italicizing the "California Business and Professions Code" to be consistent with the format used in the definition of ARCHITECT.

Revised the definition of INSPECTOR, by removing the description of the inspector's duties which is redundant. Duties are covered in Section 4-333 and 4-342. No change to current DSA policy.

4-316. Designation of responsibilities

(c) Assumption of responsibility.

Editorial changes to clarify that, when a transfer of responsibility takes place, the previously responsible party need not "relinquish" responsibility before the new party takes over. No change to current DSA policy.

4-317. Plans, specifications, calculations and other data.

(a) General.

Exception added to implement the requirements of Education Code Sections 17319 and 81133.1 (Collaborative Review Process). The collaborative process allows for an application to be filed before design drawings are produced. DSA works collaboratively with the designer during design development to streamline the final plan approval process. In order to conduct design phase reviews with the owner and design team, DSA must receive a project application and filing fees in order to expend resources and staff time.

Relocated Section 4-317(b)2 on incomplete submittals to the "general" section since it applies to both plans and specifications. Changed the word "obviously" to "determined by DSA to be" for clarity. The changes are editorial only.

(b) Plans.

Deleted paragraph number since there is only one paragraph (paragraph two was relocated above).

(c) Specifications.

Editorial changes for clarity:

- included "addition" projects since all addition projects involve alterations to an existing structure.
- deleted "for alteration, rehabilitation or reconstruction projects" from the end of the second paragraph because it is redundant.
- deleted the first sentence of the required statement because it is redundant.
- Clarified that the DSA approved documents are the basis for construction rather than the contract documents.

(e) Site data.

Clarify the definition of "special studies zones." Clarify that geologic hazard reporting requirements apply to both new construction and alterations as required by Statute (Education Code 17212.5 and 81033). Clarify that DSA may also require a geologic hazard study for construction on a school site outside of a geologic hazard zone when a potential geologic hazard has been previously identified. No change to current DSA policy.

(f) Estimates of Cost.

Provisions added to implement the requirements of Education Code Sections 17319 and 81133.1 (Collaborative Review Process). This provision is necessary to allow DSA to collect appropriate plan review fees if the estimated cost of a project increases substantially between the time of the initial application for the project, and the time when completed plans and specifications are submitted for review.

(g) Deferred approvals.

Subsection 3 clarified to state that only "California" licensed architects or engineers may sign documents in accordance with state law. This change is editorial only; no change to current DSA policy.

Also edited subsection 3 to replace “the enforcement agency” with “DSA” to coordinate with standard usage. This change is editorial only; no change to current DSA policy.

(h) Signatures required.

Paragraph rearranged for clarity. Changes in first paragraph are editorial only; no change to current DSA policy.

Second paragraph revised to comply with current DSA policy. Responsibility of the architect or engineer in general responsible charge for drawings that have been delegated to consultants is evidenced by signing the drawings with an option to note that the drawings have been coordinated with the design documents and found to be in general conformance with the design. This change is necessary to define the responsibility for oversight and coordination of the design by the architect or engineer in general responsible charge when portions of the design are delegated to other architects or engineers. (Also, see DSA IR A-18 and A-19).

4-318. Procedure for approval of application and voidance of application.

(a) General.

Revised regulations for document stamping and record set creation to comply with Education Code 17304 and current DSA policy.

(b) Approval of application.

Revised regulations for document stamping and record set creation to comply with Education Code 17304 and current DSA policy.

(c) Voidance of application.

Revised regulations for document stamping and record set creation to comply with Education Code 17304 and current DSA policy.

Changed the word “portion” to “increment” to correspond with standard usage. “Increment” is used in relation to a partial submittal of plans and specifications. “Portion” is used in relation to a partial certification of a part (or portion) of the actual construction. This change is editorial only; no change to current DSA policy.

Clarified that a refund for projects that are not constructed is not provided unless requested by the school district. This is consistent with current DSA policy.

4-319. Withdrawal of application.

Provisions added to implement the requirements of Education Code Section 17319 and 81133.1 (Collaborative Review Process). This provision allows DSA to refund unspent fees to the client in the event that an application is voided or withdrawn.

4-320. Fees.

Reference to statute corrected. This change is editorial only.

4-321. Fee schedule 11.

Reference to statute corrected. This change is editorial only.

4-322. Project cost.

- Clarified that an hourly fee may be charged to the school district by DSA for review of bid alternates; no change to current DSA policy.
- Reference to statute corrected. This change is editorial only.

4-323. Revisions of plans and specifications.

Clarified as follows:

- define “revisions”
- clarify that DSA may charge a fee for the review of substantial revisions
- Reference to statute corrected.

These changes are editorial only and are consistent with current DSA policy.

4-324. Examples and explanations of fee computation.

- Footnote inadvertently deleted during the 2006 cycle is replaced.
- Reference to statute corrected. This change is editorial only.

4-325. Billing for further fees.

- Reference to statute corrected. This change is editorial only.

4-331. Notice to DSA at start of construction.

Clarified the information which must be submitted to DSA prior to start of construction. Added reference to appropriate forms (Form DSA-5 for the inspector and Form DSA-102 for contract information). Also revised to require the forms to be submitted "within five days of awarding a contract for construction" (rather than "as soon as a contract has been let"). No change to current DSA policy

4-333. Observation and inspection of construction.

(a) Observation by architect or registered engineer.

Clarification to first paragraph (changed "provides" to "requires"). This change is editorial only; no change to current DSA policy.

Paragraph two clarified to coordinate with Title 24, Part 2, Section 1704A.7.1. This change is editorial only; no change to current DSA policy.

(b) Inspection by project inspector

Subparagraph numbers added for clarity.

Subparagraph 2 added to clarify that project inspectors are prohibited from performing construction or construction related duties that could result in a conflict of interest. No change to current DSA policy.

(The unnumbered paragraph relating to removal of the project inspector is reworded and relocated to 4-333(b)6.)

Subparagraph 3 clarified to state that work may go on under the inspection of "an inspector" (which would include project, assistant, or special inspectors) rather than just the "project inspector." Also clarified by adding reference to Section 4-333(e) for assistant inspectors. Finally, the last sentence is relocated to Section 4-342(b)1. The phrase, "under the direction of the architect and/or engineer" is deleted because it is redundant (see Section 4-342(a)). There are no changes to current DSA policy for any of the changes to subparagraph 3.

Subparagraph 4 added to require that the inspector be capable of performing the job functions. This change is necessary to allow DSA to deal appropriately with inspectors who are physically or mentally unable to perform the code required job functions even with reasonable accommodations.

Subparagraph 5 is rearranged and clarified to better describe the requirements for project inspector approval for a project. A provision was added stating that the inspector shall have "adequate knowledge and experience to perform the required duties." This provision is necessary so that DSA can continue to evaluate the inspector's knowledge and experience relevant to the specific project requirements. Also, added a provision that the inspector "will provide sufficient time on the project to fulfill all inspection responsibilities required by this Code." This will allow DSA to continue to limit the workload of inspectors who attempt to take on more work than they can reasonably inspect in an acceptable manner. No change to current DSA policy.

Subparagraph 6 contains the relocated provisions regarding the removal of the project inspector (see last sentence of the first paragraph of old section 4-333(b)). The requirements are clarified to state that DSA may withdraw approval of the project inspector and to include the relocated provision that the school district or design professional may also withdraw the approval of the project inspector with the concurrence of DSA. No change to current DSA policy.

(c) Project inspector certification.

Inspector certification requirements are relocated to this new section from 4-333(b), with editorial changes to improve clarity.

Changed "lateral load-resisting" to "lateral force-resisting" to be consistent with usage in Section 4-309.

A paragraph is added to require inspectors to notify DSA of any change in name, address or phone number. This change is required to allow DSA to remain in contact with certified inspectors and will facilitate project closeout and certification.

A paragraph is added to clarify that inspector certification lasts four years and must be renewed by attending training classes and passing a recertification test. These provisions match DSA's current practice and are mandated by Education Code 17311.

(d) Special inspection.

Subparagraphs numbered for clarity.

Subparagraph 1 – added reference to Chapter 17A of Title 24, Part 2 for definition of types of construction requiring special inspection; deleted list of special inspections. This change was made to coordinate with Title 24, Part 2. No change to existing DSA policy.

Subparagraph 2 and 3 – clarify and relocate existing requirements previously included in the sixth paragraph. This change is editorial only; no change to existing DSA policy.

Subparagraph 4 – clarified that special inspectors shall be employed by the school district or an acceptable testing laboratory. This is necessary to prevent potential conflicts of interest which could arise if the special inspectors were employed by the contractor, construction manager or project inspector.

Subparagraph 5 – changed to clarify that special inspector approval occurs prior to performing inspection. No change to existing DSA policy.

Subparagraph 6 – changed to allow DSA to require special inspectors to attend continuing education seminars to maintain their acceptance with DSA. This change is necessary so that DSA can ensure that special inspectors stay up-to-date with Code requirements when and if significant code changes occur in the future.

Subparagraph 10 – Relocated language from the 9th paragraph of old section 4-333(c) to this location for better continuity and clarity. This change is editorial only. A requirement was also added for the special inspector to provide copies of deviation notices to the school district (in addition to the project inspector, architect and DSA).

Subparagraph 11 – Relocated language from 8th paragraph of old section 4-333(c) to this location for better continuity and clarity. Clarifies existing practice and standardizes daily reporting practices in general use. Added a requirement that special inspectors working at the project site will submit a copy of their daily report to the project inspector each day. Clarified that reports shall include all special inspections made regardless of whether such inspections indicate that the work is satisfactory or unsatisfactory.

Subparagraph 12 – clarifies special inspector report requirements including requirements for statements of conformance. This change is necessary so that readers of special inspection reports (including DSA) will be able to ascertain whether the work inspected conforms to the requirements of the DSA approved documents quickly and without needing to interpret disclaimers, limitations, and/or unclear language. This will establish a clear basis for special inspection reporting requirements and provide a basis for disciplinary action by DSA when special inspection reports do not meet these requirements. No change to current DSA policy.

Subparagraph 13 – clarifies verified reporting requirements for special inspectors; verified reports are still required even if the special inspector is not approved by DSA. This change is editorial only.

Subparagraph 15 – clarify that approval/acceptance of special inspectors may be withdrawn by DSA for violating Code requirements. This change is necessary to provide a basis for disciplinary action for special inspectors who fail to perform as required by Code.

(e) Assistant inspectors.

Clarifies the requirements for use and supervision of assistant inspectors. Clarifies that the project inspector must remain on site supervising the assistant inspector during construction. Clarifies the minimum qualifications and requirements for DSA approval of assistant inspectors. Clarifies that DSA may take disciplinary action as specified in section 4-342(c) if an assistant inspector fails to perform Code required duties.

4-334. Supervision by the Division of the State Architect.

Capitalized "Division of the State Architect." This change is editorial only.

4-335. Tests.

The word "agency" was changed to "facility" throughout with reference to testing laboratories because DSA approves individual facilities to perform testing rather than agencies (which could be interpreted to mean a group of facilities).

(a) General.

The second paragraph is relocated from 4-335(b) for continuity and clarity. This change is editorial only. The words, "and inspection" are deleted for clarity since this section deals with testing.

The third paragraph is clarified to provide cross references to other Code sections. These changes are editorial only.

(b) Acceptable testing facilities.

New subsection (b) added to clarify the criteria DSA uses to evaluate and accept testing facilities. Certain provisions have been relocated from the old subsection (b) "performance of tests" for clarity. These changes are necessary to ensure that testing of structural materials is conducted by competent facilities in a uniform manner.

The first paragraph is based on existing language of subsection (b). Language has been expanded to define the method a testing facility uses to apply for DSA acceptance and the minimum criteria for acceptance. This clarification matches existing DSA practice and is necessary to ensure that testing of structural materials is conducted by competent facilities in a uniform manner.

Subsection 1 is necessary to clarify that testing facilities must conform to national standards for conducting tests. This matches existing DSA policy.

Subsection 2 clarifies that the testing facility must operate under the supervision of a competent civil engineer (in accordance with the requirements of nation standards). This matches existing DSA policy.

Subsections 3 and 4 are relocated from the second paragraph of existing subsection (b).

The new second paragraph (after the numbered subsections) clarifies that DSA will evaluate the testing facility to ensure conformance with the requirements in the Code. This clarification matches existing DSA practice and is necessary to ensure that testing of structural materials is conducted by competent facilities in a uniform manner.

The first sentence of the third paragraph is clarified slightly; this change is editorial only.

The second sentence of the third paragraph clarifies that names of acceptable testing facilities will be posted on the DSA website. This allows school districts and other interested parties to verify the acceptance of the testing laboratory and matches existing DSA practice.

(c) Duration of testing facility acceptance.

This new section establishes the duration of DSA acceptance for testing facilities and enumerates requirements for maintaining acceptance. This change matches existing DSA practice and is necessary to ensure that testing of structural materials is conducted by competent facilities in a uniform manner.

(d) Fees for testing laboratory evaluation.

This new section clarifies that DSA charges fees for evaluation of testing facilities. This matches existing DSA practice and is necessary to ensure that testing of structural materials is conducted by competent facilities in a uniform manner.

(e) Performance of tests. (used to be (b))

First paragraph clarified to state that samples for testing shall be taken by a representative of the testing facility and that locations for sampling may be selected by the project inspector, architect, structural engineer, or DSA when there is reason to believe that specific locations may contain deficient materials. This clarification is necessary to prevent unqualified persons from taking samples (sampling must be performed in strict accordance with specified standards for tests to be valid). The engineer in charge of the laboratory is required to have control over sampling, handling and testing of the samples. This clarification matches existing DSA practice and is necessary to ensure that testing of structural materials is conducted by competent facilities in a uniform manner.

The second paragraph is clarified to state that handling and transporting of samples shall be in accordance with approved standards (in addition to sampling and preparation). This clarification matches existing DSA practice and is necessary to ensure that testing of structural materials is conducted by competent facilities in a uniform manner.

(f) and (g) are renumbered only

(h) Verification of test reports.

Clarified that a California registered civil engineer is required to be in charge of the testing facility. This clarification matches existing DSA practice and is necessary to ensure that testing of structural materials is conducted by competent facilities in a uniform way.

4-336. Verified Reports.

(a) General.

Clarified that “all” special inspectors are required to submit verified reports rather than “approved” special inspectors. This matches existing DSA practice.

Clarified that the current definition of the term “personal knowledge” for inspectors applies only to the project inspector. A new definition of the term is added to apply to special inspectors. Special inspectors are not permitted to gain personal knowledge of the work from the reporting of others. This change is necessary to ensure that special inspectors take responsibility for personal inspection of their aspect of the construction work and matches existing DSA practice.

(b) Report form.

Clarified that special inspectors are required to submit verified reports on Form DSA-292 and that project inspectors still use Form DSA-6. This clarification matches existing DSA practice.

(c) Required filing.

Clarified to require verified reports from all special inspectors (not just “approved” special inspectors). Some special inspectors are not be formally approved by DSA for each project.

Clarified that verified reports are required at the completion of the “project” (rather than the “building”) and that a verified report is required from the project inspector when any building included in the scope of the project is occupied or re-occupied. This clarification matches existing DSA practice.

4-338. Addenda and change orders.

(a) General.

Changed to add “field change documents” to the list of documents that are acceptable means of defining changes to DSA approved documents. This change is necessary to allow DSA to provide prompt approval of changes to the construction that cannot wait for the creation and approval of a formal change order. This clarification matches existing DSA practice.

(c) Change orders.

Clarified/added requirements for change orders and field change documents as follows:

- shall refer to portions of the approved plans and specifications being changed,
- clearly describe the work to be accomplished,
- shall be numbered sequentially for easy reference, and
- when previously approved field change documents are included in a change order the change order shall include the complete, DSA stamped field change document.

These changes are necessary to simplify and standardize change order and field change document format. This will facilitate and expedite DSA review and approval. These changes will enhance the ability of inspectors and contractors to properly interpret and implement change orders and field change documents. These changes match existing DSA practice.

(d) Field change documents.

Changed the name of “preliminary change orders” to “field change documents” for clarity. The term “preliminary change order” is left over from previous Codes where every preliminary change order had to be re-approved as part of an official change order. This provision was removed from the Code however the term “preliminary change order” still implies that such documents need to be re-approved as part of a change order. This change clarifies that “field change documents” do NOT need to be included in change orders (note that field change documents may still be re-approved as part of a change order if necessary to document changes in cost). This change matches DSA’s existing practice and simplifies and streamlines the change approval process.

4-339. Final certification of construction.

The current practice of receiving, tracking and approving change orders requires an abnormal use of staffing resources for both DSA and the clients of DSA. Past (traditional) school project delivery entailed a single prime contractor. Current school project delivery however frequently is by multi-prime contracts in which the owner (District) contracts directly with many “prime” contractors. This “new” delivery method results in each “prime” contractor

submitting individual change orders for their portion of a specific change in the project. This has caused the number of change orders received and processed by DSA to increase by a factor of at least five.

This proposed change is recommended so as to eliminate tracking of change orders for final construction costs. DSA charges fees based on the initial estimated construction cost and adjusts those fees based on the final construction cost. Historic regulations (ref 1967 Title 21 section 32 (b)) require the school board to submit a statement of final construction cost to DSA but more recent procedures adopted by DSA have eliminated this requirement and put the burden on DSA to track the cost of each change order and attempt to balance the resulting final construction cost with that reported by others.

4-341. Duties of the architect, structural engineer or professional engineer.

(b) General responsible charge.

Changed "testing agency" to "testing facility" to coordinate with changes to section 4-335. This change is editorial only.

(c) Delegated responsibility.

Clarified that the engineer shall consult with the architect in general responsible charge for deferred approvals and field change documents in addition to addenda and change orders. This change is editorial only.

(d) Approval of inspectors.

Added subparagraph numbers for clarity. Changed so that the school district may submit Forms DSA-5 and DSA-5A to DSA. This change was made to facilitate the submittal of these forms.

Subparagraph 1. Clarified that inspector experience and qualifications must be presented on Form DSA-5. This change is editorial only.

Subparagraph 2. Clarified that assistant inspector experience and qualifications must be presented on Form DSA-5A. This change is editorial only.

Subparagraph 3. Clarified to refer to Section 4-333(d)5 for the requirements for special inspector approval.

Also, changed to emphasis that filing a terminating verified report is required prior to the termination of an inspector's duties when an inspector leaves a project prior to project completion. This change is necessary to allow for an orderly and complete transfer of responsibility to the new inspector and to enhance the ability of DSA to certify construction. This change matches existing DSA policy.

(f) Architect or engineer verified reports.

Clarified that "personal contact" with the project requires visits to the project site during construction by the architect or engineer or their qualified representative.

Clarified that the architect in general responsible charge shall require that verified reports be submitted by special inspectors, the testing facility engineer, and the geotechnical engineer in addition to the parties already listed. These clarifications match existing DSA practice.

(g) Testing and special inspection program.

Clarified that the architect or engineer in general responsible charge shall establish the extent of the special inspection program in addition to the testing program. This clarification matches existing DSA practice.

4-342. Duties of the project inspector.

(b) Duties.

Subparagraph 1 - Clarify the definition of "personal knowledge" as it applies to the project inspector. Clarify that the project inspector is responsible for monitoring the testing and special inspection programs. Clarify that the project inspector is responsible for supervising assistant inspectors. These changes are editorial and match existing DSA policy.

Subparagraph 2 – Delete the first sentence because it duplicates the provisions of Section 4-342(a). Clarify that the basis for inspection is the DSA approved documents rather than the contract documents. These changes are editorial and match existing DSA policy.

Subparagraph 3 – Added Title 24, Part 6 to the list of Code books that the inspector must keep on site. This change is necessary to make sure that the inspector has appropriate energy code requirements close at hand for reference.

Subparagraph 5 – Clarifies that notices shall be delivered via email. This change is necessary to ensure that DSA staff receives adequate advance notice of start of construction etc. Mailed notices may arrive too late to be of use. This change matches existing DSA policy.

Subparagraph 6 – Added a title to subparagraph C to match the format of subparagraphs A and B. This change is editorial and matches existing DSA policy.

Subparagraph 7 – This paragraph was added to clarify the project inspector's responsibility to keep logs of pertinent communications, deviations in the construction, corrective actions taken, semi-monthly reports, change orders, etc. This is necessary to provide for uniform record keeping requirements for project inspectors.

Subparagraph 8 – Renumbered only.

Subparagraph 9 – Clarified that this section deals with the "inspector" verified report. Editorial only.

Subparagraph 10 – Provides a basis for withdrawal of approval or other disciplinary action for inspectors who commit crimes or fail to perform their duties honestly. This change is necessary to allow DSA to take appropriate disciplinary action, as described in Section 4-342(d) below, when inspectors fail to perform their duties honestly and within the law.

(c) Violations.

Revised to clarify that DSA may take appropriate disciplinary action against inspectors who violate any provision of the Code or the law. This change is necessary to provide a basis for disciplinary action against inspectors who fail to perform their duties as required by Code.

(d) Disciplinary actions.

Added to clarify some of the disciplinary actions that DSA may take if inspectors fail to perform their code required duties. This change is necessary to provide a legally enforceable inspector disciplinary process.

(e) Notice of disciplinary actions.

Added to clarify that any notice of disciplinary action will define the grounds for the disciplinary action. This change is necessary to provide a legally enforceable inspector disciplinary process.

(f) Criteria for reinstatement.

Added to clarify the criteria for reinstatement for inspectors who have their approval or certification withdrawn. This change is necessary to provide a legally enforceable inspector disciplinary process.

(g) Filing an appeal.

Added to clarify the procedure for an inspector to file an appeal of a disciplinary action. This change is necessary to provide a legally enforceable inspector disciplinary process.

4-343. Duties of the contractor.

(b) Performance of the work.

Revised to require the contractor to notify the inspector of the start of each aspect of the work "in writing." Also revised to require the contractor to notify the inspector of the completion of each aspect of the work. These changes are necessary to facilitate the inspector's ability to inspect the work efficiently.

(c) Contractor verified reports.

Clarified to indicate that this section pertains to the contractor's verified report. This change is editorial only.

4-351. Location of records.

Editorial changes to clarify that records are stored in electronic format. No change to existing DSA policy.

4-352. Submission of documents.

(b) Construction documents.

Clarified that test, special inspection, and semi-monthly reports shall be submitted to the appropriate regional office. This change is editorial only.

TECHNICAL, THEORETICAL, AND EMPIRICAL STUDY, REPORT, OR SIMILAR DOCUMENTS.

No technical reports or studies were used in the development of these proposed amendments.

CONSIDERATION OF REASONABLE ALTERNATIVES.

DSA could not identify nor determine any reasonable alternatives to the proposed administrative regulations.

REASONABLE ALTERNATIVES THE AGENCY HAS IDENTIFIED THAT WOULD LESSEN ANY ADVERSE IMPACT ON SMALL BUSINESS.

The Division of the State Architect did not identify any reasonable alternatives to the proposed administrative regulations.

FACTS, EVIDENCE, DOCUMENTS, TESTIMONY, OR OTHER EVIDENCE OF NO SIGNIFICANT ADVERSE ECONOMIC IMPACT ON BUSINESS.

None required, as no adverse effect on business was determined on the basis that the proposed amendments are editorial.

DUPLICATION OR CONFLICTS WITH FEDERAL REGULATIONS.

These proposed administrative regulations do not duplicate or conflict with federal regulations.