

GENERAL INSTRUCTIONS FOR APPLYING TO THE DSA LABORATORY EVALUATION AND ACCEPTANCE PROGRAM

A laboratory facility must have DSA acceptance through DSA's Laboratory Evaluation and Acceptance Program prior to providing material testing or special inspection services on public school or essential services building construction projects under DSA jurisdiction.

To apply for acceptance for the Laboratory Evaluation and Acceptance Program, the applicant must submit a complete application package, comprising of the Preliminary Application (form DSA 100-PRE) and the form DSA 100. A hard copy of the DSA 100-PRE must be submitted to the DSA Headquarters Office, addressed to:

DSA Laboratory Evaluation and Acceptance Program
1102 Q Street, Suite 5100
Sacramento, CA 95811

Upon DSA review of the Preliminary Application, the DSA will electronically invite the laboratory's Engineering Manager to an online DSAbbox folder where the DSA 100 must be submitted electronically. The electronic portion of the application must be submitted within ten business days of the invitation to join the laboratory's DSAbbox folder. Failure to upload a complete application in this time frame may cause the laboratory's acceptance to be withdrawn. Additional information about the DSAbbox Laboratory Evaluation and Acceptance Program folder can be found in the [External User Guide for DSAbbox](#).

Timeline of acceptance:

A laboratory is typically accepted into the Laboratory Evaluation and Acceptance Program for a four-year period, unless the acceptance is withdrawn for failure to continue to meet the requirements of the currently effective California Building Code, Title 24, Part 1, Sections 4-335, 4-335.1 and 4-336 and DSA IR 17-1.

Renewals:

If there is a change in the laboratory Engineering Manager or laboratory location within the accepted four-year period, the laboratory must re-apply for DSA acceptance by submitting a DSA 100-PRE and DSA 100 for renewal with all applicable supporting documentation. Upon re-acceptance, the laboratory's four-year acceptance period will be renewed.

When submitting an application for renewal of DSA acceptance, the form DSA 100-PRE must be submitted within the following specified time frames.

- For renewals due to change in laboratory Engineering Manager, the DSA 100-PRE must be postmarked no later than the "effective date of change of Engineering Manager."
- For renewals due to a change in laboratory location, the DSA 100-PRE must be postmarked no later than 30 days before the laboratory's anticipated move date.
- For renewals due to the expiration of the four-year acceptance period, the DSA 100-PRE must be postmarked no later than 60 days before the expiration date of the laboratory's current DSA acceptance.

GENERAL INSTRUCTIONS FOR APPLYING TO THE DSA LABORATORY EVALUATION AND ACCEPTANCE PROGRAM

Changes:

If there are any changes to laboratory supervisory personnel, scope of services, or name, then the laboratory must re-apply for DSA acceptance by reporting these changes on a DSA 100. Upon acceptance of these changes, the laboratory’s acceptance letter will be updated; however, the four-year acceptance period will not change.

- When submitting an application for changes to laboratory supervisory personnel, the DSA 100-PRE must be postmarked no later than the effective date of change of supervisory personnel.

Failure to submit application material according to DSA’s specified time frame may result in the withdrawal of a laboratory’s DSA acceptance.

DSA reserves the right to return incomplete or incorrect submissions, and request further documentation upon review of an application.

| APPLICANT INFORMATION | | Application Date: |
|---------------------------|---------|--|
| APPLICATION TYPE AND FEES | \$8,000 | <input type="checkbox"/> New Applicant <input type="checkbox"/> Expiration of Acceptance <input type="checkbox"/> Re-Evaluation (Acceptance Withdrawn) |
| | \$2,000 | <input type="checkbox"/> Laboratory Location Change |
| | \$1,000 | <input type="checkbox"/> Engineering Manager Change |
| | \$500 | Changes to: <input type="checkbox"/> Supervisors <input type="checkbox"/> Laboratory Services <input type="checkbox"/> Laboratory Name <input type="checkbox"/> NDT Level III |

AB 1424 Supplement (DSA-650) A completed and signed copy of form DSA 650. This form can be found on the DSA forms page. More information about AB 1424 is posted on the AB 1424 Notification page.

GENERAL INSTRUCTIONS FOR APPLYING TO THE DSA LABORATORY EVALUATION AND ACCEPTANCE PROGRAM

