



# GUIDELINES TO 2013 VERIFIED REPORTS CHANGES

## IMPORTANT CHANGES TO THE VERIFIED REPORT PROCESS FOR LEA LABORATORIES AND SPECIAL INSPECTORS

The 2013 California Administrative Code (CAC), as contained in California Code of Regulations, Title 24, Part 1, changed the requirements for administration of special inspections on projects under DSA jurisdiction. The May 2013 revision to the Laboratory Verified Report is designed for reporting on projects preceding the changes as well as projects subject to the new 2013 CAC requirements.

### SUMMARY OF REGULATORY CHANGES AFFECTING VERIFIED REPORTS

The changes to DSA administrative regulations are aimed at ensuring effective supervision and reporting of special inspections so that school construction projects can be certified by DSA upon completion. In summary, the 2013 CAC requires the following:

- Project owner selects a Laboratory of Record (LOR) to perform structural tests and special inspections for a construction project;
- The LOR files a combined verified report for all tests and special inspections;
- Laboratory of record must have approval by the DSA Laboratory Evaluation and Acceptance (LEA) Program and demonstrate that it meets the requirements for supervision of special inspections, quality control, and records retention that would enable the laboratory's engineering manager to file a combined verified report;
- Special inspectors employed by the project owner (K-12 public school district or community college district) rather than by the LOR, shall be supervised by the design professional in general responsible charge.

Specific Requirements of [2013 CAC](#) are contained in the following sections:

- Section 4-335: administration of structural test and special inspections for school construction projects under jurisdiction of DSA, including reporting requirements;
- Section 4-335.1: LEA Program rules and requirements, including duties of laboratory's engineering manager;
- Section 4-336: filing of verified reports by laboratory of record and owner-employed special inspectors;
- Section 4-341: duties and responsibilities of the design professional in general responsible charge with respect to direction and oversight of special inspectors directly employed by the project owner.

### IMPLEMENTATION OF INSPECTION CARD PROCESS (form DSA 152)

The Inspection Card process applies to projects with construction start date on or after June 1, 2013. Also the inspection card may apply to projects under construction on June 1, 2013, which are phased into this process by DSA. The card requires a sign-off by the project inspector when certain construction milestones are completed in accordance with the DSA approved construction documents. When a portion of construction includes structural testing and special inspections, an interim verified report by the laboratory and/or special inspectors is required to enable the project inspector to complete the sign off.

The updated Laboratory of Record Verified Report (form DSA 291), as revised of May, 1 2013, allows the laboratory to file an interim report for a project with an inspection card. **For such projects, the last interim verified report shall constitute a final verified report.**

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See DSA Procedure 13-01, Sections 1.9 and 1.10 for more information on the inspection card process and requirements for testing and special inspection.

## GUIDELINES FOR COMPLETING form DSA 291:

1. School construction projects with construction start date prior to June 1, 2013 are subject to provisions of 2010 CAC (or earlier editions, when applicable). This requires that (A) an LEA laboratory files a verified report covering structural testing (DSA 291), and (B) special inspectors, whether employed by the laboratory or the project owner, individually file verified reports covering special inspections (DSA 292).
2. For school construction projects with construction start date on or after June 1, 2013, a laboratory may file a combined verified report covering both tests and special inspections, if either of the following applies:
  - A. The laboratory can self-certify that it meets the requirements for oversight of special inspections, including direct supervision of special inspectors; verification of qualifications and certifications of special inspectors and field supervisors; quality control program/procedures; and, records retention.
  - OR
  - B. The laboratory was reviewed and approved by DSA LEA Program as meeting the requirements of 2013 CAC for supervision of special inspections. For laboratories that renew their LEA approval on or after June 1, 2013 and want to include special inspection services in the scope of approved services, the DSA LEA Program application process will verify the laboratory's conformance with 2013 CAC requirements.

Form DSA 291 (rev. 05/13) includes additional certifications (F through J) that shall be completed in order for the LOR to file a combined verified report. These certifications address compliance with 2013 CAC requirements for supervision of special inspectors.

3. Upon completion of DSA verification that LEA laboratories performing special inspections meet the requirements of 2013 CAC, projects will be subject to 2013 CAC requirements for filing of a combined verified report covering both tests and special inspections. This will be reflected in a future revision of Form DSA 291.

## PROJECT CERTIFICATION

Project closeout and certification process requires that documents listed on the DSA Documents Required List are submitted by various parties and accepted by DSA. Structural testing and special inspection verified reports (DSA 291 and DSA 292) are among the documents required.

During transition of testing and special inspection program to 2013 CAC requirements, testing and special inspection verified reports may be submitted either by the laboratory, or the laboratory and individual special inspections, depending on circumstances applicable to each project. The Documents Required List will not reflect these variations among projects.

Typically, projects subject to the inspection card process will only require a combined verified report by the laboratory covering both testing and special inspections (DSA 291), and will not require individual special inspection reports (DSA 292) submitted to DSA. To ensure project closeout with certification, project owners and DSA staff shall review each project to determine which verified reports must be submitted to DSA to fulfill the requirements of certification.