



## Laboratory Verified Report (LVR)

**Note:** This form must be submitted by the DSA approved testing laboratory within 14 days of the conclusion of the testing program, or when work has stopped for more than one month, or if the services of the laboratory have been terminated for any reason.

<b>A.</b>	_____ <b>Project Name</b> _____ <b>School Name</b> _____ <b>School Dist.</b> _____ <b>Address</b> _____ _____ <b>Attention</b>	<b>B.</b>	_____ <b>DSA File #</b> _____ <b>DSA App. #</b> <input type="checkbox"/> <b>Final-Work 100% Complete</b> <input type="checkbox"/> <b>In-Progress: _____% Complete</b> <input type="checkbox"/> <b>Terminating: _____% Complete</b>
<b>C.</b>	All of the tests performed by this laboratory facility and used in the construction of the project identified in <b>Section A</b> were made in accordance with Division of the State Architect (DSA) approved documents and the regulations of the DSA. If any of the tests required by the approved plans, specifications and test and inspections list were not made by this laboratory, those which were and were not made are listed on an attachment to this verified report.		
<b>D.</b>	All laboratory reports were sent to all entities as required by code.		
<b>E.</b>	Qualified personnel under my direct supervision conducted all sampling, handling, and testing services.		
<b>F.</b>	The results of all tests indicate that the materials tested comply with the requirements of the DSA approved documents.		
<b>G.</b>	I declare under penalty of perjury that I have read the above report and know the contents thereof and that all of the above statements are true. Signed _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> <span><b>ENGINEERING MANAGER</b></span> <span><b>Date</b></span> <span><b>C. E. #</b></span> </div> Print Name: _____ Lab Name: _____ <b>DSA / LEA #</b> _____ Address: _____ <b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____		

cc: Project Architect  
 Structural Engineer  
 Project Inspector  
 DSA Regional office

*See other side for instructions*

## Instructions for Form DSA-291 - Laboratory Verified Report (LVR)

This form may be used to satisfy the reporting requirements of Title 24, Part 1, Section 4-335(e) and 4-336 for the testing of materials. The instructions below explain how the form should be completed and how it may be modified for unusual situations.

**Section B:** The DSA file and application number **MUST** be provided in the upper right hand corner. The DSA file number is generally shown on the first sheet of the drawings and the "signature page" of the specifications. The DSA application number is shown on the DSA approval stamp on every sheet of the drawings.

Checkboxes are provided to indicate whether the form is being used as a "Final Verified Report", a "Terminating Verified Report", or as an "In-Progress Verified Report."

- **Final Verified Report** is required at the conclusion of work for every project.
- **Terminating Verified Report** is required when your services are terminated during construction for any reason.
- **In-Progress Verified Report** may also be required because construction has stopped for more than a month (per Title 24, Part 1 Section 4-336(c)3) or because DSA has required an "in-progress" verified report to be filed (per Section 4-336(c)5).

**Section C:** If all the tests and inspections required by the approved plans, specifications and test and inspections list were not made, those which were and were not made must be outlined on an attachment.

It is essential that the tests and inspections were performed in accordance with the requirements of the DSA approved documents. Instructions from the project architect, the owner of the project, or any other entity to the contrary must be specifically described on an attachment.

**Section D:** All test reports must be sent to the architect in charge of the project, the structural engineer in charge of the project, the project inspector, and to DSA. Note that the original reports must be sent to the school district. If reports were not sent to all parties as required by Section 4-335(d), cross out Section D and attach an explanation.

**Section E:** If persons other than qualified personnel under the supervision of the civil engineer conducted portions of the sampling, handling, transportation or testing of the materials, then cross off Section E and attach a description of the circumstances.

**Section F:** Any test indicating that work did not comply with the DSA approved requirements must be reported on this form by crossing out Section F and attaching a description of the circumstances. All reports indicating that material or workmanship was non-compliant shall be listed on this form and copies of all such reports shall be attached. Acceptance letters from the design professional and/or any other documents pertinent to the noncompliance reports shall also be attached when available.

**Section G:** This report must be signed under penalty of perjury by the California registered civil engineer in charge of the testing facility. The name and address of the facility performing the tests must also be provided.