

LAB PROGRAM PRELIMINARY APPLICATION

Division of the State Architect (DSA) documents referenced within this publication are available on the [DSA Forms](#) webpage.

INSTRUCTIONS

For an overview of the DSA Laboratory Evaluation and Acceptance (LEA) Program application process, refer to the instructions at the end of this form.

To apply for initial acceptance, renew acceptance, or report changes, the laboratory engineering manager must mail the required items, as listed below, to the DSA Headquarters Office at:

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

ITEMS REQUIRED:

- Applicant Information** – A completed printed copy of this page, Preliminary Application (DSA 100-PRE).
Note: If the firm has more than one facility or location which provides testing and/or inspection services, each location must submit a separate Laboratory Evaluation and Acceptance Program application package.
- Fee** – Appropriate fee, per the fees section below. The fee can be paid online by credit card or electronic check, or in form of a check payable to the Division of the State Architect. If paying online, please attach the Fiserve/First Data receipt. If paying by check, attach the check to the upper right-hand corner of this page.
- AB 1424 Supplement (DSA 650: Disclosure of Social Security Number and/or Federal Taxpayer Identification Number)** – A completed and signed copy of form DSA 650. More information about AB 1424 is posted on the [AB 1424 Notification page](#).

Upon receipt of form DSA 100-PRE, the laboratory's Engineering Manager will receive an invitation from DSAbbox to an electronic folder for online submittal of form DSA 100 and required supporting documents. For laboratories which are currently accepted into DSA's Laboratory Evaluation and Acceptance Program and are submitting for renewal of acceptance, the Engineering Manager has ten business days from the date of the invitation to DSAbbox to submit the complete application package. If the complete package is not submitted within this time, the laboratory's acceptance may be withdrawn.

Note: Boxes may be checked in multiple fee categories. Only the highest applicable fee is required to be paid.

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 Re-Evaluation (Acceptance Withdrawn)	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	

LABORATORY INFORMATION			
Laboratory Name:		Lab No.*:	DSA USE ONLY
Laboratory Address:			Date Application REC'D.
City:	State:	Zip Code:	Check #
Engineering Manager:		Work Phone:	Date Fee REC'D.
Engineering Manager's Work Email:			Date DSA 650 REC'D.

INSTRUCTIONS

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, comprised of the Preliminary Application (form DSA 100-PRE) and the form DSA 100.

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.

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.

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.

DSA 100-PRE
INSTRUCTIONS

