

# DSA 103-16 User Guide

---

## Minimum System Requirements

This section lists the minimum system requirements recommended to run Infiniti in a low demand environment for end users.

### End User Client (Web)

<u>Item</u>	<u>Minimum Requirements</u>
Processor	32-bit or 64-bit single core CPU
Memory	1GB RAM
Operating System	Any that support the web browsers listed below
Web Browser	- Internet Explorer - Edge - Chrome - Firefox - Safari

### Mobile User using Infiniti GO

<u>Item</u>	<u>Minimum Requirements</u>
Windows	- Windows 10 - Intel / AMD 32-bit or 64-bit CPU - Microsoft.NET Framework 4.6 or later
Android	- Version 5.0 and above - Tablets and Phone
IOS	- Version 10 and above - Tablets and Phones

*NOTE: \*While Infiniti GO supports offline use, devices will require a network connection to Produce when synchronizing information. \**

# Overview: Navigating and Using Intelledox

## How to Navigate Around DSA 103-16

On the left-hand side of the DSA 103-16 web page, you will see the Navigation Pane. You can use this pane to navigate to the different web pages of the DSA 103-16. When you select a page from the Navigation Pane, it will display information onto the Forms Page.

The screenshot shows the top navigation bar with the IGS logo and 'CALIFORNIA DEPARTMENT OF GENERAL SERVICES' on the left, and 'DSA 103-16' on the right. Below this is a 'Project Information' sidebar with a 'NAVIGATION PANE' containing links for 'Test or Special Inspection', 'Recap', 'Work Exempt', and 'FORMS PAGE'. The main content area is titled 'FORMS PAGE' and contains several required fields marked with a red asterisk: 'Name of Design Professional', 'Email Address', 'School Name', and 'District'. There are also fields for 'Increment Number', 'DSA File Number', 'Application Number' (with value '00-000000'), and 'Date Submitted' (with value '12/12/2019'). A 'NEXT' button is visible in the top right corner. At the bottom, there is an 'IMPORTANT' notice regarding the form's purpose and a second 'NEXT' button.

## Filling in Required Form Fields

Required Form Fields are identified with a red asterisk and must be completed before you can proceed to the next page as shown below.

**Name of Design Professional \***

John Doe

Failure to enter information into the required fields will give an error similar to the image shown below, preventing the user from progressing to the next screen until the required information is provided.

**Name of Design Professional \***

**⚠ This is a required field**

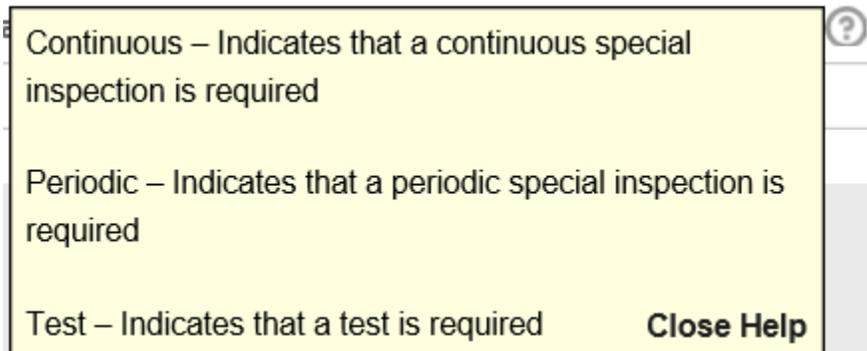
## Help Text

Some form fields or text will include a question mark icon, as shown in the image below. Clicking on the question mark icon will display details relating to information requested.

**Type**

## Overview: Continued

When selected, text will appear similar to the image shown below. Be sure to click on these icons when provided to view additional information.



## Step 1: How to access the DSA 103-16 Online Form

You can access the [web version of the DSA 103-16 form](#) either from this user guide or the [DSA Forms website](#).

Once you have clicked on the link, your screen should look like the image below.

## Step 2: How to Fill in the Project Information Page

The first page that you will see when you enter the new form is the Project Information Page.

On this page, simply fill in all required form fields to proceed to the next page. Although it is not required, if you have information to put into the Increment Number or DSA File Number, please enter that information.

## Step 2: Continued

**NOTE\*:** The email address that you enter here will be the email address that the completed form will be sent to.

**Email Address \***

JohnDoe@Gmail.com

Once you complete all the required fields, click on the NEXT button located on the top right or bottom right corner of the page.

The screenshot shows the 'Project Information' form in the DGS system. The header includes the DGS logo and 'CALIFORNIA DEPARTMENT OF GENERAL SERVICES' on the left, and 'DSA 103-16' on the right. The form title is 'Project Information' and the subtitle is 'State of California List of Required Structural Tests & Special Inspections - 2016 CBC DGS DSA 103 (Rev. 12/2019)'. The form contains several input fields: 'Name of Design Professional \*', 'Email Address \*', 'School Name \*', 'District \*', 'Increment Number', 'DSA File Number', 'Application Number \*' (with '00-000000' entered), and 'Date Submitted \*'. A 'NEXT' button is located in the top right corner, with a red arrow pointing to it. A 'Recap' button is visible in the left navigation pane. At the bottom right, there is another 'NEXT' button with a red arrow pointing to it. An important note is displayed at the bottom of the form area.

**IMPORTANT:** This form is only a summary list of structural tests and some of the special inspections required for the project. Generally, the structural tests and special inspections noted on this form are those that will be performed by the Geotechnical Engineer of Record, Laboratory of Record, or Special Inspector. The actual complete test and inspection program must be performed as detailed on the DSA approved documents. The appendix at the bottom of this form identifies work NOT subject to DSA requirements for special inspection or structural testing. The project inspector is responsible for providing inspection of all facets of construction, including but not limited to, special inspections not listed on this form such as structural wood framing, high-load wood diaphragms, cold-formed steel framing, anchorage of non-structural components, etc., per Title 24, Part 2, Chapter 17A.

## Step 3: Test or Special Inspection Page

The next page is the Test or Special Inspection Page. To complete this page, simply select the appropriate categories (e.g., SOILS, CONCRETE, etc.) which apply to your project.

The screenshot shows the 'Test or Special Inspection' page in the DGS system. The header includes the DGS logo and 'CALIFORNIA DEPARTMENT OF GENERAL SERVICES' on the left, and 'DSA 103-16' on the right. The form title is 'Test or Special Inspection' and the subtitle is 'State of California List of Required Structural Tests & Special Inspections - 2016 CBC DGS DSA 103 (Rev. 12/2019)'. The form contains a 'Select Your Category' section with six buttons: 'SOILS', 'CONCRETE', 'MASONRY', 'STEEL/ALUMINUM', 'WOOD', and 'OTHER'. The 'SOILS' button is highlighted. A 'Recap' button is visible in the left navigation pane.

Once a category has been selected, it will appear highlighted on the screen and an extra line item will be added into the Navigation Pane on the left side of the page. For this example, Soils and Masonry will be selected and their line items are added in the Navigation Pane as shown in the image below.

### Step 3: Continued



After all the applicable categories are selected, simply click either of the NEXT buttons located on the right side of the screen to proceed to the Category Pages. For example, because Soils is the first category selected from the Category Details list, the NEXT button will send you to the Soils page.

**NOTE:** You may also go to any specific page displayed in the Navigation Pane at any time by hovering your cursor over the name of that page and selecting (clicking on) it.

### Step 4: How to Fill in a Category Page

This step will cover the Soils Page as an example. However, other Category Pages will follow similar steps. the Soils Page will be displayed as shown in the image below.



Simply select the options that apply to your project. When a checkbox or radio button is selected, more text or options may appear as shown in the image below.

## Step 4: Continued

CALIFORNIA DEPARTMENT OF  
**GENERAL SERVICES**

**DSA 103-16**

**Project Information**

**Test or Special Inspection**

**Soils**

Recap

Work Exempt

### Soils

State of California  
**List of Required Structural Tests & Special Inspections - 2016 CBC**  
DGS DSA 103 (Rev. 12/2019)

#### Geotechnical Reports

Project has a geotechnical report, or CDs indicate soils special inspection is required by GE  
 Project does NOT have and does NOT require a geotechnical report

#### Select Soils Details

General  
 Soil Compaction and Fill  
 Driven Deep Foundation (Piles)  
 Cast-In-Place Deep Foundations (Piers)  
 Retaining Walls  
 Other Soils

Once all the applicable sub-topic options are selected, additional specific items associated with those selections will appear. For this example, “General,” “Cast-In-Place Deep Foundation (Piers),” and “Other Soils” details are selected, causing the page to display as follows.

CALIFORNIA DEPARTMENT OF  
**GENERAL SERVICES**

**DSA 103-16**

**Project Information**

**Test or Special Inspection**

**Soils**

Recap

Work Exempt

### Soils

State of California  
**List of Required Structural Tests & Special Inspections - 2016 CBC**  
DGS DSA 103 (Rev. 12/2019)

#### Geotechnical Reports

Project has a geotechnical report, or CDs indicate soils special inspection is required by GE  
 Project does NOT have and does NOT require a geotechnical report

#### Select Soils Details

General  
 Soil Compaction and Fill  
 Driven Deep Foundation (Piles)  
 Cast-In-Place Deep Foundations (Piers)  
 Retaining Walls  
 Other Soils

#### GENERAL

Table 1705A.6				
	Text or Special Inspection	Type	Performed By	Code Reference and Notes
a.	Verify that: <ul style="list-style-type: none"><li>• site has been prepared properly prior to placement of controlled fill and/or excavations for foundations.</li><li>• foundation excavations are extended to proper depth and have reached proper material, and</li><li>• materials below footings are adequate to achieve the design bearing capacity.</li></ul>	See Notes	PI	Refer to specific items identified in the Appendix listing exemptions for limitations. Placement of controlled fill exceeding 12" depth under foundations is not permitted without a geotechnical report.

#### CAST-IN-PLACE DEEP FOUNDATIONS (PIERS)

Table 1705A.8				
	Text or Special Inspection	Type	Performed By	Code Reference and Notes
a.	Inspect drilling operations and maintain complete and accurate records for each pier.	Continuous	PI	Continuous inspection to be provided by project inspector. Refer to specific items identified in the Appendix listing exemptions for limitations.
b.	Verify pier locations, diameters, plumbness, and lengths. Record concrete or grout volumes.	Continuous	PI	Continuous inspection to be provided by project inspector. Refer to specific items identified in the Appendix listing exemptions for limitations.
c.	Not used.			

#### OTHER SOILS

	Text or Special Inspection	Type	Performed By	Code Reference and Notes
a.	Soil Improvements	Test	GE*	Submit a comprehensive report documenting final soil improvements constructed, construction observation, and the results of the confirmation testing and analysis to COS for final acceptance. * By geotechnical engineer or his or her qualified representative.
b.	Inspection of Soil Improvements	Continuous	GE*	* By geotechnical engineer or his or her qualified representative.

Row	Text or Special Inspection	Type	Performed By	Code Reference and Notes
1	Not answered	Not answered	Not answered	Not answered

Select all of the item checkboxes applicable to your project and click the NEXT button to proceed to the next structural Category Page when done. However, if there are “Other Soils” items you wish to identify, those must be identified **prior** to clicking the NEXT button (refer to the next step for indicating “Other Soils” items).

## Step 5: Fillable Row Fields.

This Soils page also contains additional optional fillable fields inside of rows located in the “Other Soils” Category at the bottom of the page as shown in the image below. These allow the user to specify other applicable Soils-related tests or special inspections which are not pre-loaded into the online form.

C.

Row	Test or Special Inspection	Type ⓘ	Performed By	Code Reference and Notes
1	Not answered	Not answered	Not answered	Not answered

Check the "C" box if you would like to enter data into the repeating fields

Be aware that all structural Category Pages include “Other” Category Sections specific to each type of structural Category selected, containing similar form fields, which may be selected and completed as required. To fill out these forms, simply select the checkbox next to the letter. For this example, the check box next to “C.” will be selected as shown below.

C.



Row	Test or Special Inspection	Type ⓘ	Performed By	Code Reference and Notes
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Row Remove Row

To add more rows, simply select the Add Row button as shown below.

C.

Row	Test or Special Inspection	Type ⓘ	Performed By	Code Reference and Notes
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Row 

To remove rows, simply check the checkbox next to the row(s) requiring deletion and select the “Remove Row” button.

C.

Row	Test or Special Inspection	Type ⓘ	Performed By	Code Reference and Notes
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Row Remove Row 

## Step 6: Recap Page

Once all the applicable structural Category Pages are filled and finished, the next page to go over is the Recap Page. This page will display a list of all the required certification documents.

Project Information

Test or Special Inspection

Soils

Recap

Work Exempt

## Recap

State of California

List of Required Structural Tests & Special Inspections - 2016 CBC

DGS DSA 103 (Rev. 12/2019)

- Soils testing and Inspection: **Geotechnical Verified Report - Form DSA-293**

The more categories that are completed, the larger this list will be. However, in this example screen shot, Soils was the only category that was completed; therefore, only one certification document (e.g., verified report) appears as shown in the image above.

## Step 7: Work Exempt Page

Once all the selected Category Pages are filled and finished, the last page to go over is the Work Exempt Page.

Project Information

Test or Special Inspection

Soils

Recap

Work Exempt

### Work Exempt

State of California

List of Required Structural Tests & Special Inspections - 2016 CBC

DGS DSA 103 (Rev. 12/2019)

Appendix: Work Exempt from DSA Requirements for Structural Tests / Special Inspections

Exempt items given in IRA-22 or the 2016 CBC (including DSA amendments) and those items identified below with an "X" by the design professional are NOT subject to DSA requirements for the structural tests / special inspections noted. Items marked as exempt shall be identified on the approved construction documents. The project inspector shall verify all construction complies with the approved construction documents.

SOILS

- 1. Deep foundations acting as a cantilever footing designed based on minimum allowable pressures per CBC Table 1805A.2 and having no geotechnical report for the following cases: A) free standing sign or scoreboard, B) cell or antenna towers and poles less than 35'-0" tall (e.g., lighting poles, flag poles, poles supporting open mesh fences, etc.), C) single-story structure with dead load less than 5 psf (e.g., open fabric shade structure), or D) covered walkway structure with an apex height less than 10'-0" above adjacent grade.
- 2. Shallow foundations, etc. are exempt from special inspections and testing by a Geotechnical Engineer for the following cases: A) buildings without a geotechnical report and meeting the exception item #1 criteria in CBC Section 1803A.2 supported by native soil (any excavation depth) or fill soil (not exceeding 12" depth per CBC Section 1804A.6), B) soil scarification/compaction not exceeding 12" depth, C) native or fill soil supporting exterior non-structural flatwork (e.g., sidewalks, site concrete ramps, site stairs, parking lots, driveways, etc.), D) unpaved landscaping and playground areas, or E) utility trench backfill.

SAVE BACK

After selecting the applicable exempt items and everything looks good and ready to go, simply select the FINISH button at the bottom of the page.

FINISH

## Step 8: Downloading a Printable PDF Version

Once the FINISH button is selected, the following page will appear. From this page, simply select the file name to download a PDF version of the DSA 103-16.



1 File (Download All)

- [DSA 103-16 - W - 12-345678 -1 \(pdf\)](#)

Please click the link above to download your file



1 File (Download All)

- [DSA 103-16 - W - 12-345678 -1 \(pdf\)](#)

Please click the link above to download your file

## Step 9: Re-editing DSA 103-16

A message to revise or re-edit your DSA 103-16, as shown below, will be sent to the Email address entered in the Project Information Page.

Hello Woodland, you can resume your [DSA 103-16 - W - 12-345678 -1](#) with the following access code: C2F68R



[Download link](#)



[Access Code](#)

To re-edit, simply copy the Access Code in the Email, in this case it's: D458X1, and visit the link provided in the email. This will open a web page to DocuSign as shown below.



**LOGIN**

Access Code

**LOGIN**

Simply enter the Access Code from the Email to access the DSA 103-16 again.

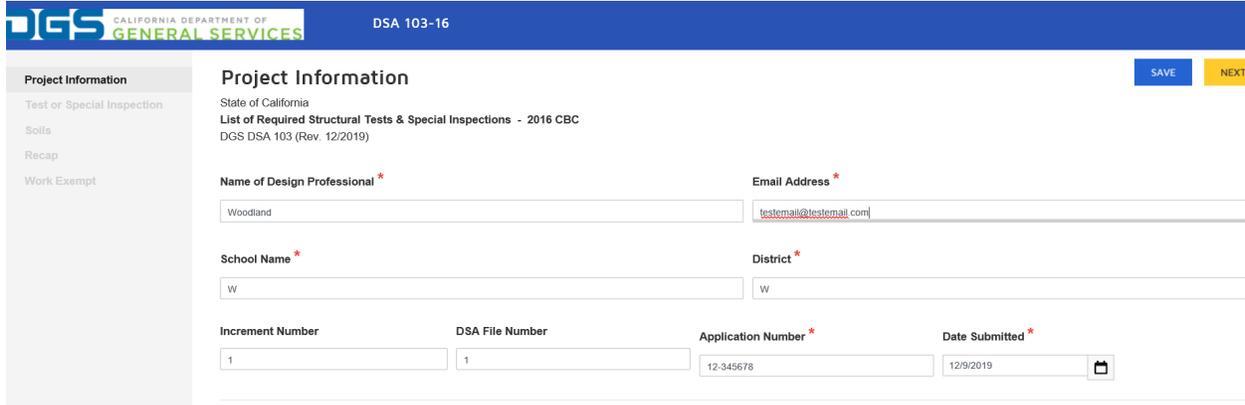
**LOGIN**

Access Code

**LOGIN**

## Step 9: Continued

Once opened, all the information entered from the previous session will be saved and editable through following previously described steps. (**NOTE:** After finishing editing the form, a revised link and access code is emailed.)



**DGS** CALIFORNIA DEPARTMENT OF GENERAL SERVICES DSA 103-16

**Project Information** SAVE NEXT

Test or Special Inspection  
Soils  
Recap  
Work Exempt

**Project Information**

State of California  
List of Required Structural Tests & Special Inspections - 2016 CBC  
DGS DSA 103 (Rev. 12/2019)

**Name of Design Professional \*** **Email Address \***

Woodland testemail@testemail.com

**School Name \*** **District \***

w w

**Increment Number** **DSA File Number** **Application Number \*** **Date Submitted \***

1 1 12-345678 12/9/2019

**NOTE:** DSA may periodically revise the DSA 103 and note the date of revision. In the event a revised DSA 103 is required for use after a prior version was completed, the user must access the revised version from DSA’s webpage. If the user were to instead use the previously emailed access code to re-edit the previously completed form, it would be for a prior version lacking DSA revisions. The revision date indicated on the DSA 103 serves as a method to determine what version of the form is being used.