



100-PRE

LAB PROGRAM PRELIMINARY APPLICATION

Instructions

For an overview of the DSA Laboratory Evaluation and Acceptance Program application process, refer to the [Instructions for Applying to the DSA Laboratory Evaluation and Acceptance Program](#).

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 must be in the form of a check, payable to the Division of the State Architect, and attached to the upper right-hand corner of this page.
- 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](#).

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 If the complete package is not submitted within this time, the laboratory’s acceptance may be withdrawn.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
	\$2,000	<input type="checkbox"/> Re-Evaluation (Acceptance Withdrawn)	
	\$1,000	<input type="checkbox"/> Laboratory Location Change	
	\$500	<input type="checkbox"/> Engineering Manager Change	
	Changes to:	<input type="checkbox"/> Supervisors	<input type="checkbox"/> Laboratory Services
		<input type="checkbox"/> Laboratory Name	<input type="checkbox"/> NDT Level III
LABORATORY NAME		LAB NO.*	
ADDRESS			DSA USE ONLY
CITY			Date Application REC'D.
STATE		ZIP CODE	Check # _____
ENGINEERING MANAGER		PHONE NUMBER	Date Fee REC'D.
ENGINEERING MANAGER'S EMAIL ADDRESS			Date DSA 650 REC'D.

*New applicants will be assigned a Lab No. by DSA.

Note: The email address given above must be a valid personal company email (not a generic company or personal home email address).