



Department of Building and Safety
 Materials Control Section
 221 N. Figueroa Street, Suite 700
 Los Angeles, California 90012
 Telephone: (213) 482-0315
 E-mail: ladbs_materialscontrol@lacity.org

FRANK M. BUSH.
 GENERAL MANAGER

TESTING AGENCY APPLICANT

Please read all the attached materials carefully to avoid delays in processing or rejection of your application.

The contents of this application package includes the section of the Los Angeles Municipal Code requiring testing agencies to be licensed, the public information bulletin describing the procedures for making an application for approval, the application form, a list of personnel who may be contacted for additional information, a list of reference materials required to be available at the testing agency. There are also forms requiring the signature of the responsible person in charge regarding the conflict of an interest prohibition that the required references are maintained.

Your application for Testing Agency Approval will only be processed if all applicable of the 15 items contained in Part II of Information Bulletin P/GI 2014-028 (attached) are completed. The requested information should **be on Separated tabbed sections.**

Your completed submittal and fee should be sent to:

Department of Building and Safety
 Materials Control Section
 221 N. Figueroa Street, Suite 700
 Los Angeles, California 90012

Upon receipt of a new application, the applicant will be required to follow up by contacting the Materials Control Section for inspection arrangements and further instructions.

Principal Inspector	Michael Smith	(213) 482-7097
Deputy Inspector Coordinator	Benoit Beaulieu	(213) 202-9864
Deputy Inspector Co-Coordinator/Accelerographs	Gary Ewell	(213) 202-9861
Deputy Inspector Performance and Monitoring	Benoit Beaulieu	(213) 202-9864

Building Inspectors for Fabricator and Testing Agencies:

Long Beach/Garden Grove/Orange County Santa Ana/ Anaheim/Cosa Mesa	Michael Kuhn	(213) 202-2683
San Gabriel Valley/San Bernardino/Victorville	John Carpenter	(213) 482-0388
Riverside/ Chino/ Redlands		
San Fernando Valley/ Bakersfield/Palmdale	Tim Day	(213) 482-0383
/Lancaster/ Mojave/ Santa Clarita		
Testing Agency Coordinator	Tim Day	(213) 482-0383
Fabricators Coordinator	John Carpenter	(213) 482-0388

For general information, please contact (213) 482-0315 or e-mail us LADBS_Materialscontrol@lacity.org

"As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities."

City of Los Angeles
Department of Building and Safety

APPLICATION FOR APPROVAL AS TESTING AGENCY OR MODIFICATION OF LICENSE

File No.	Circle Applicable Fee Below					
	Fee For New Lab. Application + 6% Surcharge +3% Surcharge	Fee For Additional New Branch Plants + 6%+3% Surcharge	Fee for Renewal +6% Surcharge +3% Surcharge Main Branch		Fee For Modification +6% Surcharge +3% Surcharge Major Minor	
Testing Agency	\$1,153 + \$69.18+\$34.59*	\$648 + \$38.88+\$19.44 Each*	\$865+\$51.90 +\$25.95*	\$252+\$15.12 + \$7.56*	\$648+\$38.88 +\$19.44*	\$252 +\$15.12 + \$7.56*
Testing Agency	<input type="checkbox"/> No soil testing		<input type="checkbox"/> With soil testing			

* 6% surcharge per LAMC 98.0416.3% Surcharge per LAMC 98.0410

INSTRUCTIONS

1. Please print or type application. (Submit one copies of this application and modification form.)
2. Submit a check or money order for the fee shown above with this application. Checks should be made payable to the Department of Building and Safety. (Checks drawn on foreign banks are not acceptable.)
3. Address all communications to the Department of Building and Safety, Materials Control Section, 221 N. Figueroa Street, Room 700, Los Angeles, California 90012. You may reach us by e-mail LADBS.Materialscontrol@lacity.org and our telephone number is (213) 482-0315.

Company Name and Mailing Address

Telephone (Area Code & No.) _____
 Fax (Area Code & No.) _____
 E-mail Address: _____

Company Name and Address of Main Facility if other than mailing address

Telephone (Area Code & No.) _____
 Fax (Area Code & No.) _____

Type of Approval Requested

Address and telephone number of additional branches

Telephone (Area Code & No.) _____

Applicant must read the following statement before signing this application

The undersigned applicant for approval, being owner or corporate officer, agree to reimburse the City of Los Angeles for all inspection charges at the rate of \$108.00 per hour, plus travel expenses and supplemental fees at the rate of \$108.00 per hour, imposed by section 96.204(b) and (d) of the Los Angeles Municipal Code and applicable to the subject facilities.

Signature of Owner or Corporate Officer, including title

Print Name

Date

DEPARTMENT USE ONLY

VALIDATION

Processing Fee
Surcharge (6%+3%)
Total Fee
Verified

SEC. 98.0503. TESTING AGENCIES

Whenever tests or certificates of any material or fabricated assembly thereof, or of any persons, are required by this chapter, such tests or certification shall be made by a testing agency approved by the superintendent to conduct such tests or provide such certifications. Approvals or testing agencies shall be issued for a period of one year and may be renewed for additional one-year periods

- (a) The Superintendent shall establish rules and regulations setting forth conditions and provisions precedent to the issuance of any such approval and for the conduct of any person or agency so approved.
- (b) **(Amended by Ord.No.1180,868 Eff. 10/22/09)** A fee of \$1,153.00 shall accompany each application for approval and a renewal fee of \$865.00 shall accompany each application for renewal. A fee of \$648.00 shall be charged for the approval of each branch office in addition to the main office. A fee of \$648.00 shall accompany each application for a major medication and a fee of \$252.00 shall accompany each application for clerical modification.

EXCEPTION: Application fees shall not be required from those agencies, which are located in the United States of America, established and operating on a nonprofit basis, and

1. Which have an approved re-inspection services; or
2. Which are public universities, colleges or testing facilities operated by a governmental agency.

The fees for approval of new Testing Agencies include four hours of Department processing time. The fees for major modifications of Testing Agencies and review of each branch testing laboratory include four hours of Department processing time. The fees for renewal and clerical modifications include three hours and one and one-half hours of Department processing time respectively.

The fees for application review, investigating and inspection testing agencies for initial recognition,. Modifications or renewals shall be \$108.00 per hours for on-site laboratory inspections and follow-up laboratory inspections and are applicable to all testing and other types of products approval or evaluation agencies including those exempted from application fees in the foregoing exception. Such inspections performed at off-hours shall be charged a fee at the rate of one and one-half the hourly fee in this paragraph

The applicant shall agree in writing, as part of the application, to pay supplemental fees at the rate of \$108.00 per hour to cover the time of processing which is excess of the time provided for in the approval, renewal or modification fee specified in this section. Processing shall include those activities directly related to the approval of Testing or to other product approval of Testing or other product approval Agencies for which an application has been made and shall include all research, review, correspondence, clerical and consultation time pertinent to the application. The Department may require an estimated supplemental fee to cover the time and travel expense which shall be paid at the time of filing the application and/or before any travel to laboratories outside of the State of California; however, the supplemental fee shall be paid in full prior to final action on the application by the Department.

The fees specified in this section, including supplemental fees, and application fees are not refundable once work has been performed by the Department, Regardless of whether the action taken is approved or denied.

- **EXCEPTION:** Supplemental fees paid in advance, which are in excess of the total actual fee shall be refundable.

Initial applications, modifications, renewals and branch approvals shall expire 12 months after the Department has started work on the application if the request for approval of a testing agency has not been cleared of corrections and approved. No approval shall be issued until the application is filed and a new fee paid.

- **EXCEPTION:** The Department or the Board on appeal may grant extensions of time if an applicant submits in writing sufficient evidence that unusual conditions or circumstances precluded the approval within the allocated time, provided that such appeals are submitted within the time period required by Section 98.0501(d)2.
- (c) The Superintendent may suspend or revoke an approval upon evidence of failure of the agency or person so approved to properly conduct any test or certify any material or assembly of material in a manner required by Chapter 9, or for any of the
- (d) **(Added by Ord.No. 162,434, EFF. 7/06/87.)** In order to determine compliance with applicable rules or regulations, the Superintendent may inspect the premises of any testing agency approved or seeking Superintendent approval.. Such inspection shall be conducted during regular working hours and at other reasonable times.

The Superintendent or his authorized representatives may, during the course of any investigation or inspection, obtain statistics, information or, other physical materials which are directly related to the purpose of the investigation or inspection.

The Superintendent may collect fees for the inspection of a testing agency as necessary to cover the actual cost of having an initial inspection performed.

An additional fee may, in the discretion of the Superintendent, be charged for necessary subsequent inspections to determine if applicable ordinances, rules, or regulations governing testing agencies have been and are being met.

The initial application for approval and the renewal application shall include a statement that the applicant agrees to pay all inspection charges imposed pursuant to this subsection.

Whenever an inspection is conducted by Department personnel at facilities located more than 60 miles from Los Angeles City Hall, the applicant shall reimburse the City of Los Angeles for the cost thereof on accordance with the same charges as imposed for automobile and air travel, per diem and travel time as specified in Subsection 96.204(i) for inspection of fabrication facilities. These charges are the same for inspections initiated by the Department or requested by the applicant and are to be paid by the testing agency.

**CITY OF LOS ANGELES
DEPARTMENT OF BUILDING AND SAFETY**

MINIMUM REQUIRED EQUIPMENT FOR SOILS TESTING AGENCIES

SAMPLING EQUIPMENT

- A Ring-lined Barrel (conforming to ASTM SD-3550) with a minimum nominal inside diameter of 2 ½ inches. There shall be at least 50 rings with suitable containers and/or 12 tubes.

OR

- A Thin-wall (Shelby Tube Sampler) (conforming to ASTM D-1587) with a minimum nominal inside diameter of a 2 ½ inches and an extruder.

DENSITY EQUIPMENT

- A Sand-cone (conforming to ASTM D-1556) shall have minimum diameter of 6 inches and two one-gallon jars (if glass) OR one jar (if plastic). There shall be at least 6 moisture containers and 80 pounds of sand.

MOISTURE-DENSITY EQUIPMENT

- Compaction (mechanical manual) equipment shall conform to ASTM D-1557.

GRAIN SIZE ANALYSIS

- Conform to ASTM D-422. A mechanical shaker and water bath are desirable, but not required.

LIQUID AND PLASTIC (ATTERBERG) LIMITES

- Conform to ASTM D-4318

SPECIFIC GRAVITY

- Conform to ASTM C-127 and ASTM C-128. This shall include (1) a Le Chatelier Flask or Pycnometer OR (2) wire basket and water tank.

DIRECT SHEAR

- Conform to ASTM D-3080 and the minimum nominal inside diameter if the shear box shall be of 2 ½ inches. The capacity if the normal shear load shall be at least 3000 P.S.F. each.

CONSOLIDATION

- Conform to ASTM D-2435 with a minimum capacity of 10,000 P.S.F. The minimum nominal inside diameter of sample shall be of 2 ½ inches.

CONVECTION OVEN

- Conforming to ASTM E-145. Microwave oven IS NOT acceptable.

BALANCES

<u>CAPACITY</u>	<u>SENITIVITY</u>
35 lbs.	0.01 lbs.
2600 grams	0.1 grams
300 grams	0.01 grams

NOTE: accuracy to 1.1% of applied loads

CALIBRATION CERTIFICATES

- All apparatus noted above shall be calibrated annually for conformity with Note 8 of Part II of Information Bulletin P/BC 2002-58 (formerly MGD #93). Calibration certificates shall include adherence of traceability to the National Institute of Standards and Technology (N.I.S.T.).

REFERENCE MATERIALS

1. All ASTM Standards and Specifications notes above, as well as ASTM test methods D-420, D-

2. 2487, and D-2488 shall be maintained at the facility and be readily available.
3. Copies of the California Building Code with the current Los Angeles amendments and appropriate Department of Building and Safety information bulletins shall also be on site and available to lab personnel.

These statements shall be signed by the owner or responsible corporate office upon initial submittal for approval and each request for renewal of license.

CONFLICT OF INTEREST STATEMENT

This is to certify that this agency is an independent third party testing organization, or testing and inspection organization with no organizational, managerial or financial affiliation with manufacturers, suppliers or vendors of products under is testing, or testing and certification program. By my signature I further certify to the following:

- a. The agency is not owned by manufactures or vendors.
- b. The agency administration is not controlled by manufacturers
- c. The agency has a policy of non-conflict of interest covering all employees. A copy of the policy was submitted with the application
- d. The agency has a policy of not acting as an advocate or consultant for a client whose products or material products or materials are under review by the City.

Date

Signature

Conflict of Interest Statement Shall Be Notarized

NOTARY SEAL

Signature of Notary

STATEMENT AGREEING TO PAY INSPECTION CHARGES

Date

Signature of Responsible Person

Printed Name

CALIBRATION REQUIREMENTS FOR MEASURING INSTRUMENTS AND DEVICES

In accordance with Part II item 8 of the GUIDELINES FOR RECOGNITION OF TESTING AGENCIES (Bulletin P/GI 2014-028) calibration of apparatus and instruments used to weigh or measure test specimens has been completed within the past year. The calibration was performed by a qualified inspection agency to assure accuracy of instruments and adherence of traceability to the national institute of Standards and Technology. Copies of the most recent Calibration Certificates are included with the application for approval or renewal.

INVENTORY OF TESTING EQUIPMENT

In accordance with Part II item 8 of the GUIDELINES FOR RECOGNITION OF TESTING AGENCIES (MGD93) an updated list of equipment giving type, manufacturer model and serial number and including all leased equipment is on file and available for review. The equipment is capable for maintaining the parameters of the standards involved.

REQUIRED REFERENCE MATERIALS

Approved Testing Agencies shall maintain a reference library of current codes and specifications available to all laboratory personnel. The staff shall be familiar with the contents and use of all applicable references. Reference materials shall include, but not necessarily be limited to:

1. Research Reports, Rules of General Application, Memoranda of General Distribution or Information Bulletins relative to testing by this facility.
2. ASTM Specifications applicable to identification, test and standards for materials tested by this facility as authorized by the approval.

In addition to the above, some testing facilities shall have current editions of the following references:

1. Structural Welding Code – Steel AWS D1.1
2. Structural Welding Code – Aluminum AWS D1.2
3. Structural Welding Code – Sheet Steel AWS D1.3
4. Structural Welding Code – Reinforcing Steel AWS D1.4
5. AISC Manual of Steel Construction Thirteenth edition

I have circled the references applicable to the testing performed at this facility and included the required calibration certificates.

Signature of owner or corporate officer

SOURCES FOR PURCHASE OF REFERENCE MATERIALS

Builder's Book, Inc.

8001 Canoga Avenue Canoga Park, CA 91304
(800) 273-7375

<http://www.buildersbook.com>

Los Angeles, California 90034
(562) 699-0511

I.C.C.

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5360 So. Workman Mill Rd. Whittier, CA 90601

(562) 699-699-0511

<http://www.icbo.org>

Building News, Inc.

3055 Overland Ave. Los Angeles, CA. 90034

(310) 202-7775

<http://www.bnibooks.com>

Global Engineering Documents

15 Iverness Way East Englewood CO. 80112

(800) 854-7179

<http://www.global.ihs.com>

Technical Book Co.

2056 Westwood Blvd. Westwood CA. 90024

(310) 475- 5711

<http://www.medicalbooks-online.com>