

RULES AND REGULATIONS FOR LADBS TESTING LABORATORIES

- A. **GENERAL:** These Rules and Regulations established under authority granted to the General Manager, Department of Building and Safety in Section 98.0502(b) of the Los Angeles Municipal Code, are for the conduct of the Mechanical Testing Laboratory, the Electrical Testing Laboratory and the public relative to applications, standards, tests, examinations, procedures and approvals.

All fees referred to in this Rule are specified in Section 98.0502(d) of the Municipal Code.

Approval granted by the Mechanical or Electrical Testing Laboratory are not, nor shall they be construed to be, product endorsements, either in whole or in part, for the purpose of advertising in any publication, direct mail matter, catalogue, brochure, poster, handout sheet or published article. Distribution of reproductions of the approval letter is permissible within the petitioner's own organization and to its authorized agents.

- B. **STANDARDS:** Approvals granted by the Electrical and Mechanical Testing Laboratories shall be based upon successful completion of tests and/or examinations of materials, devices, fixtures, appliances or equipment under the following standards:

1. **Mechanical Testing Laboratory**

- a. Standards or applicable portions thereof, listed or referenced in the City of Los Angeles Plumbing Code, Elevator Code, or the Heating, Ventilating, Air Conditioning and Refrigeration Code.
- b. Standards or applicable portions thereof, adopted by the Superintendent or his /her designee.

2. **Electrical Testing Laboratory**

- a. The published Standards of the Underwriters' Laboratories, Inc. or applicable portions thereof, with the stipulation that where provided for in the Los Angeles Electrical Code, such provision shall apply in lieu of the National Electrical Code reference in such Standards.
- b. Standards or applicable portions thereof, adopted by the Superintendent or his /her designee.
- c. Applicable provisions of the Los Angeles Electrical Code.

C. **APPLICATION FOR NEW APPROVAL:** Applications for approval of items not previously approved, or having a previous approval expired by more than one year, shall require submittal of the following in order to initiate the processing:

1. A completed set of application forms.
2. The required new approval application fee and any supplemental fees if required.
3. A current sample of the article submitted for approval produced within 90 days of submittal date.

In addition, the applicant shall submit descriptive literature, photographs, drawings, wiring diagrams, technical reports, test reports and other information as may be required to properly evaluate the article submitted for approval.

The applicant must be a responsible member or authorized representative of the organization which manufactures, imports, distributes or sells the article submitted for approval. An application for a specific article at a specific installation may be signed by the owner or lessee of the article.

D. **APPLICATION FOR RENEWAL OF APPROVAL:** Prior to the expiration date of an approval, the applicant shall file the following in order to initiate renewal processing:

1. A completed set of application forms.
2. The required renewal application fee and any supplemental fee if required.
3. A current sample of the article submitted for approval renewal produced within 90 days of submittal date.

Failure to submit any of the foregoing by the expiration date will result in closing of the file. However, a closed file may be reopened at any time within one year after expiration by submittal of a file reopening fee in addition to the application, renewal fee and current sample.

In no case shall the period of renewal of an existing approval be continued more than one year past the expiration date of the last approval.

E. **CORRECTIONS:** Whenever a sample fails to meet the test or examination Standards, the applicant shall be notified in writing wherein the sample fails to comply. If a fully corrected sample is not made available for rechecking within 60 days of the date of the correction notice, the file will be closed. Additional limited extensions of the time may be granted under "Extension Authority." After the file has been closed, it may be reopened any time within one year from the date of application for new applications, or one year from date of expiration for renewal applications by submittal of a corrected sample accompanied by an application and the file reopening fee.

- F. **REFUND OF FEES:** Application fees, upon which the Laboratory has done no testing or examination services, may be refunded as provided in Section 22.13 of the Municipal Code if the application is withdrawn or the file is closed. Excess supplemental fees paid in advance are refundable in the full amount. Application for the refund must be submitted within one year from the date of payment and shall be made on Claim for Refund forms provided by the Department.
- G. **REMOVAL OF SAMPLES:** Samples shall be removed from the Laboratory by the applicant after notification to do so by the Department, or the applicant may, in writing, authorize the sample to be scrapped. Samples shall be scrapped pursuant to Section 98.0502(e) of the Los Angeles Municipal Code.

In the event the applicant fails to remove the sample or fails to authorize it to be scrapped within three weeks after notification to do so by the Department, the Laboratory may have it packed or crated and shipped, collect or delivery, to the applicant by the most convenient carrier. All costs for packing or crating shall be paid by the applicant.

- H. **APPROVAL LABELS:** Approval labels issued by the Electrical Testing Laboratory shall be applied to the approved articles at the factory. No label shall be applied in the field except where a particular article has been inspected and approved by the Laboratory at that location and all applicable fees have been paid.

For the purpose of this Rule, "factory" shall mean the place of manufacture or premises owned or leased by the applicant.

All requests for electrical approval labels shall be on forms provided by the Department and accompanied by the application number.

- I. **EXTENSION AUTHORITY:** The engineer in charge of the Laboratory may grant extensions of time in which to submit the production samples for initial approvals or renewals, or corrected samples, when the applicant submits satisfactory written evidence of extenuating circumstances which cause the sample to be unavailable.