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CALIFORNIA



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DEPARTMENT OF  
**BUILDING AND SAFETY**  
201 NORTH FIGUEROA STREET  
LOS ANGELES, CA 90012

ROBERT R. "BUD" OVROM  
GENERAL MANAGER  
RAYMOND S. CHAN, C.E., S.E.  
Executive Officer

## APPROVED TESTING AGENCY LICENSE RENEWAL

COMPANY NAME \_\_\_\_\_  
D.B.A. (If applicable) \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
LAB ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
TELEPHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_  
E-MAIL \_\_\_\_\_

Your City of Los Angeles Testing Agency approval is now due for renewal. It must be renewed thirty (30) days prior to expiration. Before your license can be renewed, please answer the questionnaire below and sign the technical reference declaration on the back of this page. It may be necessary to conduct an inspection of your facility prior to renewal of your license.

IF YOU WISH TO RENEW YOUR LICENSE, THERE ARE CERTAIN QUESTIONS THAT MUST BE ANSWERED.

1. Has there been a change in the name or ownership of the company?  Yes  No
2. Has there been a change in management personnel or the corporate structure?  Yes  No
3. Have you changed your person(s) in charge of Quality Control?  Yes  No
4. Have you changed the location of your laboratory plant or your office mailing address?  Yes  No
5. Has there been significant changes in the materials or products being tested?  Yes  No
6. Has there been any change in equipment?  Yes  No

All of the above statements are true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Corporate Officer

7. A Conflict of Interest Statement and an Agreement to Pay Inspection Charges must be signed and returned, copy enclosed. The conflict of interest statement shall have a NOTARIZED SIGNATURE.
8. Copies of the most recent Calibration Certificates for all testing apparatuses or instruments shall be provided. Calibrations shall be performed as recommended per Manufacturer's Specifications, but shall not exceed one year from the recorded date of the previous calibration.
9. Certain reference materials are required in each laboratory. Please circle items your laboratory has and verify with signature.
  - a. 2008 L. A. Building Code
  - b. **Information Bulletins.** The old RGAs and MGDs have been either updated, rewritten and published as Information Bulletin or made obsolete. These can be accessed at our website ([www.ladbs.org](http://www.ladbs.org)). Click the "Reports and Publications" button, then click on Information Bulletins.
  - c. A.S.T.M. Standards (volumes covering scope of work performed at your facility)
  - d. A.I.S.C., 13<sup>TH</sup> Edition.
  - e. A.W.S.D1.1, Current Edition.
  - f. A.W.S.D1.2, Current Edition.
  - g. A.W.S.D1.3, Current Edition.
  - h. A.W.S.D1.4, Current Edition.
  - i. A.W.S. A2.4, Current Edition.
  - j. Any other A.W.S. publications relative to the lab.

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Date

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Signature of Responsible Person

These statements shall be signed by the owner or responsible corporate officer with 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 its testing, or testing and certification program. By my signature I further certify to the following:

- a. The agency is not owned by manufacturers or vendors.
- b. The agency administration is not controlled by manufacturers or vendors.
- 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 of Responsible Person Over Printed Name

Conflict of Interest Statement Shall Be Notarized	
_____ Signature of Notary	NOTARY SEAL

### STATEMENT AGREEING TO PAY INSPECTION CHARGES

The undersigned applicant for approval being owner or corporate officer, agrees to reimburse the City of Los Angeles for all inspection charges per Section 98.0503(b&d) of the Los Angeles Municipal Code and applicable to the subject facilities.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Responsible Person Over Printed Name

Need additional information contact the following personnel at::

City of Los Angeles - Department of Building & Safety  
Materials Control Section  
221 N. Figueroa Street, Room 400  
Los Angeles, California 90012

Annual Renewal Fees: Main Lab - \$865.00+\$51.90\*      Branch - \$252.00 + \$15.12\* each Branch  
\* 6% surcharge per LAMC 98.0416

**TELEPHONE NUMBERS:**      Inspectors      Phone Hours:      7:30 a.m.-3:30 p.m.

Principal of Materials Control	Richard Fortman	(213) 482-0345
Deputy Inspector Coordinator	Akber Khan	(213) 482-0389
Deputy Inspector Co-Coordinator	Michael Kuhn	(213) 202-9864
Deputy Inspector Performance and Monitoring	Jerrold Gross	(213) 202-9856
Senior Building Inspector for Testing Agencies:	Timothy Key	(213) 482-0385

Senior Building Inspectors for Fabricators:

South Bay/Long Beach/Garden Grove	John DeLaBretoniere	(213) 482-0386
San Gabriel Valley/San Bernardino/Victorville	Bruce Capucetti	(213) 482-0383
San Fernando Valley	Bill Thompson	(213) 482-6792
Santa Ana/Anaheim/Riverside/Chino	Leslie Trujillo	(213) 482-0382
Fabricator Coordinator	Tim Griffith	(213) 482-0388

If you have any questions, please call (213) 482-0380 or fax us at (213) 482-7318.

Monday - Friday, 7:30 a.m.- 4:30 p.m

*Note: Non-profit organizations should attach proof / statement  
to qualify for non payment of fee.*

**SOURCES OF PURCHASE FOR REFERENCE MATERIALS:**

BUILDER'S BOOK, INC.	8001 Canoga Park Avenue, Canoga Park, CA <b>Phone: (818) 887 - 7828</b>
BUILDING NEWS, INC.	3055 Overland Avenue, Los Angeles, CA 90034 <b>Phone : (310) 202 - 7775</b>
OPAMP TECHNICAL BOOKS	1033 North Sycamore Avenue, Hollywood, CA <b>Phone: (323) 464 - 4322</b>
TECHNICAL BOOK COMPANY	2056 Westwood Blvd., Westwood, CA <b>Phone: (310) 475 - 5711</b>
GLOBAL ENGINEERING DOCUMENTS	15 Inverness Way East, Englewood, CO 80112 <b>Phone: (303) 397 - 7956</b>

**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 D-3550) with a minimum nominal inside diameter of 2-1/2 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 2-1/2 inches and an extruder.

**DENSITY EQUIPMENT**

A Sand-cone (conforming to ASTM D-1556) shall have a 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.

**EXPANSION INDEX TEST**

Conform to ASTM D-4829 or UBC Standard 18-2

**GRAIN SIZE ANALYSIS**

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

**LIQUID AND PLASTIC (ATTERBERG) LIMITS**

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 2-1/2 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 2-1/2 inches.

**CONVECTION OVEN**

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

**BALANCES**

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

NOTE: Accuracy to 1.1% of applied loads

**REFERENCE MATERIALS**

1. All ASTM Standards and Specifications noted above, as well as ASTM test methods D-420, D-2487 and D-2488 shall be maintained at the facility and be readily available to lab personnel.

2. 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.

**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.)